



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

September 13, 2022

9:00 a.m.

Administration Building
Valleyview, AB

#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
	3.1 Regular Council Minutes held August 23 ,2022	3
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	No Public Hearing
#5	DELEGATION	No Delegations
#6	BYLAWS	
	6.1 Bylaw 22-915 Policy Review Committee Amendment	23
	6.2 Bylaw 22-916 Subdivision and Development Appeal Board	29
	6.3 Bylaw 22-918 Land Use Bylaw Amendment to Redesignate	38
	6.4 Bylaw 22-909 Volunteer Firefighter Green Light Program	50
#7	BUSINESS	
	7.1 Award of 2022-24 Software Components	57
	7.2 Awn Round Dance Sponsorship	66
	7.3 Town of Fox Creek Dog Park and Land Use Approval	73
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	7.6 Grande Cache Firearms Restriction Report	170
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	7.8 2022 Surplus Disposal	236
	7.9 ATCO Franchise Fee – Hamlet of Grande Cache	249
	7.10 Notice of Motion Grande Cache Community Bus	297
	7.11 Notice of Motion Policy 4010 Road Access Approaches to PRC	300
	7.12 Notice of Motion Water well to Sunset House Waterpoint	306
	7.13 RMA Hospitality Suite	309
	7.14 MD of Greenview Library Board	312
	7.15 Managers Reports	315
#8	NOTICE OF MOTION	
#9	CLOSED SESSION	9.1 Disclosure harmful to intergovernmental relations (Sec 21)
#10	MEMBERS REPORTS/EXPENSE CLAIMS	<ul style="list-style-type: none"> • Ward 1 • Ward 2 • Ward 3 • Ward 4 • Ward 5 • Ward 6 • Ward 7 • Ward 8 • Ward 8 • Ward 9 • Ward 9
#11	ADJOURNMENT	358

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Tuesday, August 23, 2022

**#1
CALL TO ORDER
PRESENT**

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

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

ATTENDING

Chief Administrative Officer	Stacey Wabick
Director, Infrastructure and Engineering	Roger Autio
Director, Corporate Services	Ed Kaemingh
Director, Planning & Economic Development	Martino Verhaege
Communications and Marketing Manager	Stacey Sevilla
Recording Secretary	Natalie Bartlett
Legislative Services Officer	Sarah Sebo

ABSENT

Director, Community Services	Michelle Honeyman
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**#2
AGENDA**

MOTION: 22.06.343 Moved by: COUNCILLOR SALLY ROSSON
That Council adopt the Agenda of the August 23, 2022, Regular Council Meeting as presented.

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

CARRIED

**#3
MINUTES**

MOTION: 22.06.345 Moved by: COUNCILLOR TOM BURTON

That Council adopt the minutes of July 26, 2022, Regular Meeting minutes as amended.

- Agenda item 7.9 – Valleyview Polar Palace
- Roger Autio needs to be marked as absent.

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

CARRIED

**3.1 BUSINESS
ARISING
FROM THE MINUTES**

3.1 BUSINESS ARISING FROM MINUTES

- Councillor Rosson inquired about Sturgeon Lake outlet weir any response from AEP?
- Administration responded that we have had no response from AEP
- Councillor Rosson inquired about Red Willow Curling being invited to present at COTW. Administration responded that they have been invited to present at a COTW
- Councillor Rosson inquired about application letter for E Venture? Administration responded that the application has been sent in via EC Dev.
- Councillor Dale Smith asked about the CDI funding agreement, has it been signed? Administration responded that a draft has been produced and it is in the works. Community Services will have it ready to go once back from holiday.
- Councillor Delorme asked if the sewer flushing has been completed in Grande Cache? Administration replied that it is not complete yet, the full outcome will be available later this year.

BYLAWS

6.0 BYLAWS

6.5 BYLAW 22-904 RECORDS RETENTION AND DISPOSITION

BYLAW 22-904

MOTION: 22.08.469 Moved by: COUNCILLOR TOM BURTON

That Council give third reading to Bylaw 22-904 Records Retention and Disposition as presented.

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

CARRIED

6.6 BYLAW 22-915 POLICY REVIEW COMMITTEE AMENDMENT

BYLAW 22-915

MOTION: 22.08.470 Moved by: COUNCILLOR WINSTON DELORME

That Council give first reading to Bylaw 22-915 Policy Review Committee Amendment as presented.

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

CARRIED

BYLAW 22-915

MOTION: 22.08.471 Moved by: COUNCILLOR WINSTON DELORME

That Council give second reading to Bylaw 22-915 Policy Review Committee Amendment as presented.

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

Against: Deputy Reeve Bill Smith, Councillor Dale Smith

CARRIED

4.0 PUBLIC HEARING

4.1 PUBLIC HEARING BYLAW NO.22-902 & BYLAW NO.22-905

Chair Tyler Olsen opened the Public Hearing regarding Bylaw No. 22-902 & Bylaw No.22-905 at 9:18 a.m.

IN ATTENDANCE

Director, Planning and Economic Development
Development Officer

Martino Verhaeghe
Nicole Friesen

Applicant Beairsto & Associates Engineering Ltd. on behalf of R.B. Curry
Auto Transport Ltd. (Curry).

REFERRAL AGENCY & ADJACENT LANDOWNER COMMENTS

Martino Verhaeghe provided a summary of the responses from referral agencies.

- Councillor Rosson stated that the parcel size is exceeded as it's over 10 acres – would there be the option of a smaller parcel such as 3 or 5 acres as you don't need any outdoor storage would you be willing to put a caretaker's resident on the property?
- Chris Balderston replied that could be an alternative option but its not preferred. We feel if they put one on the property its not honest. They would like to keep the intensity down so there is not a lot of traffic in and out. The area structure plan was completed after shop was built and there was not a use for the shop.

- Deputy Reeve Bill Smith asked when the property was purchased was it considered AG or light Industrial at the sale? Mr. Balderston answered that the property was looked at as a light industrial use.
- Dale Smith indicated that we need to hear from Administration if we rezone it does it stay that way?
- Administration replied that zoning of property is looked at with parameters of what is permitted use and what is discretionary use. This particular property is a permitted use and Council would not see this before them again.
- On page 29 service/commercial ASP? What would fit this?
- Administration will provide information at a later date
- Councillor Berry questions – South of Grovedale is it light industrial or heavy industrial on Hwy 66 from Hamlet of Grovedale. There are heavy industrial business operating on light industrial. Beirsto replied that those are operating through a discretionary permit. They would have to be approved by MPC.
- Councillor Schlieff asked would the woodworking business be willing to live on the property? Beirsto replied that no they are not willing to live on property
- Councillor Berry what is definition of substantial use is? Where is the line on trucks coming in 24 hours a day? The permit would indicate what's allowed
- Beirsto asked for a recess and change it to a Direct Control District?
- Reeve Olsen replied that it needs to be redone as a new bylaw and
- Deputy Reeve Bill Smith asked if it comes back as a Direct Control District, would the owner have to wait 6 months? Beirsto replied that they only need 30 days to come back
- Council asked why wasn't direct control asked first? Beirsto replied that on the recommendation from Administration they try light industrial

**APPLICANT
BACKGROUND
INFORMATION**

Pursuant to Section 692(2) of the Municipal Government Act, a single public hearing may be held for Bylaws 22-902 and 22-905 as they relate to the same development.

Bylaw 22-902 proposes to amend the Grovedale Area Structure Plan (ASP) to facilitate Land Use Bylaw Amendment Bylaw 22-905, redesignating of a portion of Lot 1, Block 1, Plan 1024120, located in the SW-05-70-06-W6, (Subject Lands) from Agricultural Two (A-2) District to Industrial Light (M-1) District.

The proposal is supported by a pattern of quasi-industrial home-based businesses along Range Road 64A. Further, this site is the original

development on the Quarter Section (2010). Lands directly to the south are planned in the Grovedale ASP (2017) for industrial uses as the ASP directs employment growth along Highway 666. The Greenview Municipal Development Plan (MDP) supports small-scale manufacturing such as this in AG areas such as this and this is the highest and best use of the improvements (Graveled Yard and Shop) onsite. These are not rated as Better agricultural lands and there are no environmental issues.

However, policy concerns have been identified, including:

- introduction of land use conflict from the M-1 District (Grovedale ASP 4.5.1(2)).
- A parcel exceeding max size under the M-1 District complicating subdivision (LUB Table 8-30/.3).
- lack of a Minor ASP showing final development design of the quarter section. (Grovedale ASP 8.3.1)

In consideration of these factors, Planning Administration recommends, in accordance with policy, **Council refuse Bylaws 22-902 and 22-905 and rescind the First Readings.** Additional options have been provided.

**QUESTIONS FROM
COUNCIL**

The Chair called for any questions from Council.
No further questions were asked

IN FAVOUR

The Chair requested that anyone in favour of the application come forward.
NONE

OPPOSED

The Chair requested that anyone opposed of the application come forward.
NONE

**QUESTIONS FROM
THE APPLICANT OR
PRESENTER**

The Chair called for any questions form the Applicant or those that had spoke in favour or against the application.

Mr. Balderston commented that they are paying commercial taxes on a commercial shop, and it can't be used as light industrial. Feels like a punishment as the property can't be used for what its zoned for. They feel that they have tried to work with the community and be open and transparent.

Beairsto asked to please consider Direct Control

**FAIR & IMPARTIAL
HEARING**

The Chair asked the Applicant if they had a fair and impartial hearing.
YES

CLOSING BYLAW

Chair Tyler Olsen closed the Public Hearing regarding Bylaw No. 22-902 & Bylaw No.22-905 Closed at 9:51 a.m.

4.2 PUBLIC HEARING BYLAW NO.22-913

<p>IN ATTENDANCE</p>	<p>Chair Tyler Olsen opened the Public Hearing regarding Bylaw No. 22-913 at 9:51 a.m.</p> <p>Development Officer Applicant</p> <p>Nicole Friesen Rennie & Florence Cauchie</p>
<p>REFERRAL AGENCY & ADJACENT LANDOWNER COMMENTS</p>	<p>Nicole Friesen provided a summary of the responses from referral agencies.</p>
<p>APPLICANT BACKGROUND INFORMATION</p>	<p>Bylaw 22-913 proposes to redesignate a 14.39-hectare (35.57-acre) ± area within SW-1-71-25-W5 from Agricultural One (A-1) District to Agricultural Two (A-2) District to facilitate subdivision of the existing farmstead.</p> <p>The proposed farmstead separation is supported by the Municipal Development Plan (MDP), Sturgeon Lake Area Structure Plan (SLASP), and the Land Use Bylaw (LUB).</p> <p>In consideration of the relevant plans and policies, Planning Administration recommends Council approve Bylaw 22-913. Additional options have been provided.</p>
<p>QUESTIONS FROM COUNCIL</p>	<p>The Chair called for any questions from Council.</p> <ul style="list-style-type: none"> • Councillor Rosson asked where would the access to the balance be coming from be? • Administration replied to RR 251 on the west side has been extended • Councillor Rosson asked what type of tree farm is it? Administration did not have knowledge of the type of tree farm. • Councillor Dale Smith asked about the roads and is it constructed? Admin responded that it has been constructed by the MD and the access will be done at the subdivision stage.
<p>IN FAVOUR</p>	<p>The Chair requested that anyone in favour of the application come forward.</p> <p>NONE</p>
<p>OPPOSED</p>	<p>The Chair requested that anyone opposed of the application come forward.</p> <p>NONE</p>
<p>QUESTIONS FROM THE APPLICANT OR PRESENTER</p>	<p>The Chair called for any questions from the Applicant or those that had spoke in favour or against the application.</p> <p>NONE</p>

FAIR & IMPARTIAL HEARING The Chair asked the Applicant if they had a fair and impartial hearing.
YES

CLOSING BYLAW Chair Tyler Olsen closed the Public Hearing regarding Bylaw No. 22-913
9:56 a.m.

4.3 PUBLIC HEARING BYLAW NO.22-914

Chair Tyler Olsen opened the Public Hearing regarding Bylaw No. 22-914 at
9:56 a.m.

IN ATTENDANCE Development Officer Nicole Friesen
Applicant MD of Greenview

REFERRAL AGENCY & ADJACENT LANDOWNER COMMENTS Nicole Friesen provided a summary of the responses from referral agencies.

- Add map to the Land Use Bylaw for the Crown land and the Greenview Industrial Gateway

APPLICANT BACKGROUND INFORMATION This bylaw amendment brought forward to Council is to add a land use map to our current Land Use Bylaw No. 18-800 for the Greenview Industrial Gateway area in Ward 8. There is an approved Area Structure Plan for the Greenview Industrial Gateway, however; a land use map for this area in the current Land Use Bylaw No. 18-800 is non-existent.

BACKGROUND AND DISCUSSION:

The proposed map addition #29 to the current Land Use Bylaw 18-800 is to support the Greenview Industrial Gateway's 810.00 hectare ± (2000.00 acre) area, to allow for the future re-designation from Crown Land to Heavy Industrial in accordance with the existing Greenview Industrial Gateway Area Structure Plan Bylaw No. 19-815.

The approval of the proposed Land Use Bylaw 18-800 Map #29 is key as the Uses within the Industrial General (M-2) District would then coincide with the existing Area Structure Plan's Heavy Industrial.

QUESTIONS FROM COUNCIL The Chair called for any questions from Council.

- Councillor Rosson asked if this will rezone the area?
- Administration responded that the map clarifies the rezoning
- Councillor Burton asked if we could provide clarity to the Bylaw on addition #2 of the land use map and identify the section that will be M2
- Administration has responded that Council can change the motion for the Bylaw

IN FAVOUR	The Chair requested that anyone in favour of the application come forward. NONE
OPPOSED	The Chair requested that anyone opposed of the application come forward. NONE
QUESTIONS FROM THE APPLICANT OR PRESENTER	The Chair called for any questions from the Applicant or those that had spoke in favour or against the application. NONE
FAIR & IMPARTIAL HEARING	The Chair asked the Applicant if they had a fair and impartial hearing. YES
CLOSING BYLAW	Chair Tyler Olsen closed the Public Hearing regarding Bylaw No. 22-914 at 10:06 a.m. Reeve Olsen recessed the meeting at 10:06 a.m. Reeve Olsen reconvened the meeting at 10:15 a.m. 6.0 BYLAWS 6.1 BYLAW NO. 22-902 GROVEDALE AREA STRUCTURE PLAN UPDATE
BYLAW NO.22-902	MOTION: 22.08.461 Moved by: COUNCILLOR TOM BURTON That Council give Second Reading to Bylaw No. 22-902, to amend Figure 5: Development Concept and Figure 6: Development Concept – Centralized Living within the Grovedale Area Structure Plan, to identify a ±4.0-hectare (9.9 acre) area from Agricultural to Light Industrial within Lot 1, Block 1, Plan 1024120; PT. SW-05-70-06-W6. DEFERRED
BYLAW 22-902	MOTION: 22.08.462 Moved by: COUNCILLOR DAVE BERRY Councillor Berry deferred Bylaw 22-902 until October 25, 2022, Regular Council Meeting. For: Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Berry, Councillor Burton, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Schlieff, Councillor Delorme, Councillor Didow Against: Reeve Olsen CARRIED

6.2 BYLAW NO. 22-905 RE-DESIGNATE A PORTION OF THE SUBJECT LANDS FROM AGRICULTURAL TWO (A-2) DISTRICT TO INDUSTRIAL LIGHT (M-1) DISTRICT

BYLAW NO.22-905

MOTION: 22.08.463 Moved by: COUNCILLOR WINSTON DELORME
That Council rescind Motion: 22.05.270, being "That Council give First Reading to Bylaw No. 22-905, to re-designate a 4.86 hectare ± (12.0 acre) area from Agricultural Two (A-2) District to Industrial Light (M-1) District within Lot 1, Block 1, Plan 1024120; PT. SW-05-70-06-W6."

DEFERRED

MOTION: 22.08.464 Moved by: Choose an item.
Councillor Delorme deferred motion until October 25, 2022 Regular Council Meeting.

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

CARRIED

6.3 BYLAW NO. 22-913 RE-DESIGNATE FROM AGRICULTURAL ONE (A-1) DISTRICT TO AGRICULTURAL TWO (A-2) DISTRICT

BYLAW NO.22-913

MOTION: 22.08.465 Moved by: COUNCILLOR JENNIFER SCOTT
That Council give Second Reading to Bylaw No. 22-913, to re-designate a 14.39-hectare ± area from Agricultural One (A-1) District to Agricultural Two (A-2) District within SW-1-71-25-W5.

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

CARRIED

BYLAW NO. 22-913

MOTION: 22.08.466 Moved by: COUNCILLOR TOM BURTON
That Council give Third Reading to Bylaw No. 22-913, to re-designate a 14.39-hectare ± area from Agricultural One (A-1) District to Agricultural Two (A-2) District within SW-1-71-25-W5.

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

CARRIED

6.4 BYLAW NO. 22-914 LAND USE BYLAW AMENDMENT-MAP #29 ADDITION

BYLAW 22-914

MOTION: 22.08.467 Moved by: COUNCILLOR DUANE DIDOW

That Council give Second Reading to Bylaw No. 22-914 to amend Land Use Bylaw No. 18-800 for the addition of the Greenview Industrial Gateway Area Map #29 showing the redesignation of the 1921 acres from Crown land district to M2 General industrial district.

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

CARRIED

BYLAW 22-914

MOTION: 22.08.468 Moved by: DEPUTY REEVE BILL SMITH

That Council give Third Reading to Bylaw No. 22-914 to amend Land Use Bylaw No. 18-800 for the addition of the Greenview Industrial Gateway Area Phase 1 settlement Lot 1, Block 1 Map #29 showing the redesignation of the 1921 acres from Crown land district to M2 General industrial district.

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

CARRIED

7.0 NEW BUSINESS

7.1 ALBERTA COUNSEL LTD. GOVERNMENT RELATIONS AGREEMENT

AB COUNSEL

MOTION: 22.08.472 Moved by: COUNCILLOR DUANE DIDOW

That Council authorize Administration to enter into a Government Relations Agreement with Alberta Counsel Ltd. For a period of 1 (one) year at a cost of \$90000 excluding GST with the 2022 portion of the calendar year to be funded from the CAO Professional Services Budget and the remainder 2023 portion to be budgeted for in 2023.

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

CARRIED

RAIL SAFETY WEEK

7.2 RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK

MOTION: 22.08.473 Moved by: COUNCILLOR RYAN RATZLAFF

That Council approve to proclaim the week of September 19- 25, 2022 as Rail Safety Week, through the completion of the Resolution in Support of Rail Safety Week as provided by Canadian National Railway.

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

CARRIED

**MUNICIPAL
PARTNERSHIP MOU
AND FALL REGIONAL
EVENT**

**7.3 MUNICIPAL PARTNERSHIP MOU AND FALL REGIONAL MARKETING
EVENT**

MOTION: 22.08.474 Moved by: COUNCILLOR DALE SMITH

That Council authorizes Administration to enter into a 4-year term Memorandum of Understanding with a cancellation clause with the City of Grande Prairie and the County of Grande Prairie for the purposes of developing a coordinated approach to promoting the economic diversity and opportunities of the region.

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

CARRIED

MOTION: 22.08.475 Moved by: COUNCILLOR RYAN RATZLAFF

That Council approve the use of branding option #1 to be used in joint communications with the County of Grande Prairie, City of Grande Prairie, and the MD of Greenview.

DEFERRED

MOTION: 22.08.476 Moved by: COUNCILLOR WINSTON DELORME

Councillor Delorme defer branding option #1

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

Against: Deputy Reeve Bill Smith, Councillor Berry

CARRIED

MOTION: 22.08.477 Moved by: COUNCILLOR WINSTON DELORME

That Council approves a budget of up to \$10,000 for Greenview's direct share of costs for the Joint Municipal Event to be held in Calgary Fall 2022, in collaboration with the City of Grande Prairie and the County of Grande Prairie, to promote the Grande Prairie, Greenview region, with funds to come from the Council Hospitality budget.

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

CARRIED

**NITEHAWK COMEDY
NITE**

7.4 NITEHAWK COMEDY NITE FUNDRAISER SPONSORSHIP

MOTION: 22.08.478 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council approve the purchase of one table for \$800 at the Nitehawk 26th Annual Comedy Nite fundraiser with funds to come from the 2022 Sponsorship and Donations budget.

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

CARRIED

**VV VENOM SOFTBALL
ASSOC.
SPONSORSHIP**

7.5 VALLEYVIEW VENOM SOFTBALL ASSOCIATION SPONSORSHIP

MOTION: 22.08.479 Moved by: COUNCILLOR WINSTON DELORME

That Council take no action on the sponsorship request in the amount of \$4,000.00 from the Valleyview Venom Softball Association.

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

CARRIED

Reeve Olsen recessed meeting at 11:57 a.m.

Reeve Olsen reconvened meeting at 12:45 p.m.

**2022 AGGREGATE
SUPPLY**

7.6 2022 AGGREGATE SUPPLY

MOTION: 22.08.480 Moved by: COUNCILLOR SALLY ROSSON

That Council agree to purchase 20,000 tonnes of 4:25 gravel for the Ridgevalley / Crooked Creek area from Glacier Rock Resources Inc. in the amount of \$320,000 excluding GST with 25% (\$80,000) to be purchased from the 2022 operational budget and the remainder (\$240,000) to be purchased as material is removed from the location in 2023 and 2024 according to the terms of the 2022 Aggregate Supply RFQ with funding to come from Operations' Gravel Purchasing budget.

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

CARRIED

MOTION: 22.08.481 Moved by: COUNCILLOR TOM BURTON

That Council agree to purchase 25,000 tonnes of 4:25 gravel for the New Fish Creek area from Glacier Rock Resources Inc. in the amount of \$400,000 excluding GST with 25% (\$100,000) to be purchased from the 2022 operational budget and the remainder (\$300,000) to be purchased as material is removed from the location in 2023 and 2024 according to the terms of the 2022 Aggregate Supply RFQ with funding to come from Operations' Gravel Purchasing budget.

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

CARRIED

MOTION: 22.08.482 Moved by: COUNCILLOR RYAN RATZLAFF

That Council agree to purchase 20,000 tonnes of 4:25 gravel for the Sunset House / Sweathouse area from Glacier Rock Resources Inc. in the amount of \$320,000 excluding GST with 25% (\$80,000) to be purchased from the 2022 operational budget and the remainder (\$240,000) to be purchased as material is removed from the location in 2023 and 2024 according to the terms of the 2022 Aggregate Supply RFQ where with funding to come from Operations' Gravel Purchasing budget.

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

CARRIED

**RIVER TOP SAND &
GRAVEL – GRAVEL
CRUSHING**

7.7 RIVER TOP SAND & GRAVEL – GRAVEL CRUSHING

MOTION: 22.08.483 Moved by: COUNCILLOR DAVE BERRY

That Council direct Administration to award D. Ray Construction Ltd. of Beaverlodge, Alberta a gravel crushing contract at the River Top Sand & Gravel Pit for 30,000 cubic metres of 4:25 gravel in the amount of \$434,900.00 before GST with funding to come from the 2022 Operations' Road Maintenance Budget.

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

CARRIED

TRANSFER STATIONS

7.8 TRANSFER STATIONS AND LANDFILL WOOD PRODUCTS

MOTION: 22.08.484 Moved by: COUNCILLOR SALLY ROSSON

That Council supports limiting the intake of burnable wood products at the transfer stations and landfills only during fire restrictions/bans and subject to insufficient storage on the individual site as per current practice to follow provincial fire guidelines.

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

CARRIED

**DESIGN &
ENGINEERING
FUNDING FOR GC**

7.9 PRELIMINARY DESIGN AND ENGINEERING FUNDING REQUEST FOR THE RECONSTRUCTION OF THE ROADWAY AND UNDERGROUND UTILITIES GRANDE CACHE

MOTION: 22.08.485 Moved by: COUNCILLOR DUANE DIDOW

That Council approve a commitment of \$70,000.00 for the Preliminary Design and Engineering of the roadway reconstruction and underground utilities from 104 Avenue and 97 street intersection, east to Memorial Drive in the Hamlet of Grande Cache to be funded by the Infrastructure Replacement Reserves.

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

CARRIED

**BUILDING
COMMITMENTS ON
MUNICIPALLY SOLD
PROPERTY**

**7.10 CONTRACTUAL BUILDING COMMITMENTS ON MUNICIPALLY SOLD
PROPERTY**

MOTION: 22.08.486 Moved by: COUNCILLOR DUANE DIDOW

That Council direct Administration to proceed with the sale of residential lots in Grande Cache subject to building commitments established in the report removing the 1800 sq ft building requirement.

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

CARRIED

**RELOCATION OF
RECYCLE BINS LITTLE
SMOKY**

**7.11 PERMANENT RELOCATION OF RECYCLE BINS IN THE HAMLET OF LITTLE
SMOKY**

MOTION: 22.08.487 Moved by: COUNCILLOR RYAN RATZLAFF

That Council accepts the cost proposals provided by Administration for the permanent relocation of recycle bins in Little Smoky, for information, as presented.

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

CARRIED

MOTION: 22.08.488 Moved by: COUNCILLOR RYAN RATZLAFF

That Council direct Administration to relocate the recycle bins in the Hamlet of Little Smoky to location #2 on the west end of turnaround on Hwy 43E service road within the Hamlet of Little Smoky with an upset limit of \$6500 to come from the environmental services budget.

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

CARRIED

7.12 RURAL RENEWAL STREAM APPLICATION AND LETTER OF SUPPORT

MOTION: 22.08.489 Moved by: COUNCILLOR DALE SMITH

That Council direct Economic Development to submit an application for designation under the Rural Renewal Stream, as well as provide a letter of support to show approval for the Rural Renewal Stream application process.

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

CARRIED

7.13 DEVELOPMENT OPTION FOR A COLLABORATION AGREEMENT WITH THE TOWN OF VALLEYVIEW REGARDING A 4-BAY AIRPORT HANGAR

MOTION: 22.08.490 Moved by: COUNCILLOR SALLY ROSSON

That Council direct Administration to bring back a report on a development option in collaboration with the Town of Valleyview regarding the possible development of a 4-bay airport hangar.

For: Councillor Scott, Councillor Rosson

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

DEFEATED

7.14 POTENTIAL AGREEMENT WITH GRANDE CACHE GOLF & COUNTRY CLUB REGARDING SUPPORT ON PURCHASING NEW GOLF CARTS

MOTION: 22.08.491 Moved by: COUNCILLOR DUANE DIDOW

That Council direct Administration to provide a report regarding the potential of entering into an agreement with the Grande Cache Golf & Country Club to support the purchase of new golf carts.

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

CARRIED

7.15 SUSPEND SCHEDULE A OF INVESTMENTS POLICY 1503

MOTION: 22.08.492 Moved by: COUNCILLOR DUANE DIDOW

That Council suspend Schedule A of the Investments Policy to support the search for proponents for Request for Proposal Investment Services RFP: CPS-2022-04.

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

CARRIED

8.0 NOTICE OF MOTION

NOTICE OF MOTION

Councillor Delorme makes a Notice of Motion that Council direct Administration to provide a report on the Grande Cache community bus for the purpose of understanding when it will be replaced, and the associated funds dedicated to its replacement.

Councillor Berry makes a Notice of Motion that Council direct Administration to bring Policy 4010 road access approaches to Policy Review Committee for review as soon as practically possible.

Councillor Berry makes a Notice of Motion that Council direct Administration to drill a water well for the Sunset House Waterpoint to a maximum depth of 445 feet.

9.0 CLOSED SESSION

CLOSED SESSION

CLOSED SESSION

10.0 MEMBERS BUSINESS

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

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

- July 26, 2022, Regular Council Meeting – virtual
- Victor Lake Elders Lodge meetings

WARD 2

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

- July 26, 2022, Regular Council Meeting
- Fox Creek joint Economic Development & Tourism board meeting
- RMA District 4 meeting
-

- WARD 3** **COUNCILLOR SALLY ROSSON** updated Council on recent activities, which include;
- July 26, 2022, Regular Council Meeting
 - Audit Committee meeting
 -
- WARD 4** **COUNCILLOR DAVE BERRY** updated Council on recent activities, which include;
- July 26,2022, Regular Council Meeting
 - ASB via - Zoom
 - AHS Grande Prairie
 - Fox Creek Economic Development -via Zoom
 - Sweathouse Hall Board meeting
 - Sunset House Hall Board meeting
 -
- WARD 5** **COUNCILLOR DALE SMITH** updated Council on recent activities, which include;
- July 26, 2022, Regular Council Meeting
 - Audit committee meeting
 - Heart River Housing Committee meeting
 - RMA District 4 zone meeting
 - Heart River Housing committee meeting
- WARD 6** **COUNCILLOR TOM BURTON** updated Council on recent activities, which include;
- July 26, 2022, Regular Council Meeting
 - Audit Committee meeting
 - Heath Care in Alberta
 - AEP EPR Municipal contracts and infrastructure assets meeting
 - MD of Greenview library board
 - RMA District 4 zone meeting
 - MD of Greenview library board
 - East Smoky Recreation board meeting
 - DeBolt Fair Day
- WARD 7** **COUNCILLOR JENNIFER SCOTT** updated Council on recent activities, which include;
- July 26, 2022, Regular Council Meeting
 - AHS meeting
 - RAM District 4 zone meeting
 -
- WARD 8** **COUNCILLOR BILL SMITH** updated Council on recent activities, which include;
- July 26,2022, Regular Council Meeting
 - ASB via zoom

- Alberta tourism Open House
- Grovedale parade and Fair
-

WARD 8

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

- July 26, 2022, Regular Council Meeting
- AHS Grande Prairie
- South Peace Regional Archive
- RMA zone 4 meeting in Rycroft
- MD of Greenview Library Board meeting
- Grovedale Parade and Fair
-

WARD 9

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

- July 26, 2022, Regular Council Meeting
- AHS health conversation in GP
- Community Futures west yellowhead meeting
- Minister of Community of Social Services through FCSS AA meeting
- Update from MLA Martin Long regarding Hwy 40
-

WARD 9

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

- July 26, 2022, Regular Council Meeting
- Nitehawk board meeting
- ASB via zoom
- Meeting with Chris Warkentin
- Philip J. Currie Dinosaur Museum - finance meeting
- Philip J. Currie Dinosaur board meeting
-

MOTION: 22.08.493 Moved by: COUNCILLOR TYLER OLSEN

That Greenview sponsor \$800 for the 2022 Phillip J Currie Dino Derby to come from Community Services grants and sponsorships budget.

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

CARRIED

**#10 MEMBERS
BUSINESS**

MOTION: 22.08.494 Moved by: COUNCILLOR SALLY ROSSON

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

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

CARRIED

**#11
ADJOURNMENT**

11.0 ADJOURNMENT

MOTION: 22.08.495 Moved by: DEPUTY REEVE BILL SMITH

That Council adjourn this Regular Council Meeting at 3:43 p.m.

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

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT: **Bylaw 22-915 Policy Review Committee Amendment**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: September 13, 2022 CAO: SW MANAGER:
DEPARTMENT: CORPORATE SERVICES DIR: EK PRESENTER: SS
STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial – *Municipal Government Act* R.S.A. 2000, c.M-26 s.191(1), 145 and 146

Council Bylaw/Policy – Bylaw 21-884 “Policy Review Committee”

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 22-915 Policy Review Committee Amendment as presented.

BACKGROUND/PROPOSAL:

Currently, Policy Review Committee (PRC) as established by Bylaw 21-884 is comprised of three members of Council with all other Councillors sitting as alternate members. Under this bylaw, all members of Council may attend PRC to debate and vote on policies, however, only members appointed by Council at the Annual Organizational Meeting are permitted to be elected as Chair. As well, with the current bylaw, the quorum needed for a meeting is three.

This proposed amendment bylaw makes five changes to the current policy as follows:

1. With all of Council now being on the committee, the definition of quorum has been amended to be the simple majority of all Greenview Council.
2. PRC will consist of all members of council
3. A vice chair will be appointed alongside the chair at the first meeting held after the annual organizational meeting
4. The minimum number of members that must be in attendance is now six to have quorum. Similar to Council or COW.
5. Section 6.5 is no longer applicable and is to be removed. It states that “any member of Council may attend a meeting of the Policy Review Committee and may participate as a member of the committee, even if the three appointed are in attendance”. If all of Council are now members, it stands to reason that any and all may attend.

Council did not make any amendments to the bylaw during first or second reading.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is all of Council will be members of the Policy Review Committee and Councillor's won't need to be appointed annually.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is quorum will increase from three Councillors to needing six to hold a committee meeting.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to make additional amendments to the bylaw.

Alternative #2: Council has the alternative to defeat this bylaw and maintain the status quo of Policy Review Committee as governed under Bylaw 21-884.

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 get the bylaw signed and file it accordingly.

ATTACHMENT(S):

- MGA Section 191(1), 145 and 146



BYLAW No. 22-915 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 to amend Bylaw 21-884 "Policy Review Committee".

Whereas, under the provisions of the Municipal Government Act R.S.A. 2000, cM-26, Section 191(1), and amendments thereto, a Council has the power to amend enacted bylaws;

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

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

1. TITLE

1.1. This Bylaw may be cited as "Policy Review Committee Amendment".

2. Amendment

2.1. Bylaw 21-884 is amended as follows:

A) By replacing section 2.9 with the following:

2.9 Quorum means the simple majority of all Greenview Council Members that comprise the committee.

B) By replacing section 6.1 with the following:

6.1. The Policy Review Committee will consist of all Members of Council.

C) By replacing section 6.2 with the following:

6.2 A Chair and Vice Chair will be appointed from among the members at the first Policy Review Committee meeting following the Annual Organizational Meeting.

D) By replacing section 6.3 with the following:

6.3 The minimum number of Councillors that must be in attendance to hold a Policy Review Committee is six.

E) By removing section 6.5 in its entirety.

3. COMING INTO FORCE

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

Read a first time this 23 day of August, 2022.

Read a second time this 23 day of August, 2022.

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

Bylaws — council and council committees

145(1) A council may, by bylaw, establish the procedures to be followed by the council.

(2) A council may, by bylaw, establish council committees and other bodies.

(3) Where a council establishes a council committee or other body, the council may, by bylaw, establish the functions of the committee or body and the procedures to be followed by it.

RSA 2000 cM-26 s145;2015 c8 s15;2022 c16 s9(36)

Composition of council committees

146 A council committee may consist entirely of councillors, entirely of persons who are not councillors or of both councillors and persons who are not councillors.

RSA 2000 cM-26 s146;2022 c16 s9(36)

Amendment and repeal

191(1) The power to pass a ²⁸bylaw under this or any other enactment includes a power to amend or repeal the bylaw.



REQUEST FOR DECISION

SUBJECT:	Bylaw 22-916 Subdivision and Development Appeal Board		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 13, 2022	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: SS
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – *Municipal Government Act*, RSA 2000, cM-26, s.627(1) and s.210(1), Matters Related to Subdivision and Development Regulation AR 84/2022.

Council Bylaw/Policy (cite) – Bylaw 95-157 and Bylaw 13-710

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 22-916 Subdivision and Development Appeal Board as presented.

MOTION: That Council give second reading to Bylaw 22-916 Subdivision and Development Appeal Board as presented.

BACKGROUND/PROPOSAL:

The Subdivision and Development Appeal Board was established in 1995 with the passing of bylaw 95-157. The bylaw has since been amended once to change the number of members who sit on the board from three members-at-large and two Councillors, to five members-at-large with no Councillors.

With the current bylaw, members are appointed for a term of one year at the annual organizational meeting. Council has expressed a desire to alter the length of appointment to align with the length of time the required training is valid, three (3) years. With a rather old bylaw and the existence of an amendment already, administration believed it to be prudent to draft a new bylaw in line with the current legislation changes and repeal the existing bylaws.

Apart from the length of appointment, other changes in the bylaw to note are:

- The removal of the processes for development and subdivision appeals. These are direct copies from the Municipal Government Act and are no longer required to be established in the SDAB bylaw as section 628 of the MGA was repealed in 2020.
- The Secretary of the Subdivision and Development Board is now referred to as the Clerk under the MGA.
- Definitions for items within the processes for development and subdivision appeals are removed as they are no longer necessary.

BENEFITS OF THE RECOMMENDED ACTION:

1. The SDAB Bylaw will align with current practices and 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 defeat Bylaw 22-916 at first reading however Administration does not recommend this action because the existing bylaw does not align with the current practices or legislation.

Alternative #2: Council has the alternative make additional amendments.

FINANCIAL IMPLICATION:

Direct Costs:

Ongoing / Future Costs:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the bylaw for third reading with any amendments.

ATTACHMENT(S):

- Bylaw 22-916
- MGA Section 210(1) and 627(1)



BYLAW No. 22-916 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for the establishment of the Subdivision and Development Appeal Board to hear appeals.

Whereas, pursuant to section 627 of the Municipal Government Act, RSA 2000, cM-26 Council must by bylaw establish a subdivision and development appeal board; and

Whereas, Subdivisions and Development Appeal Boards must follow all of the functions and duties prescribed in Alberta Regulation 84/2022; and

Whereas, section 210(1) provides that a Council may by bylaw establish one or more positions to carry out the powers, duties and functions of a designated officer under this or any other enactment or bylaw;

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

1. TITLE

1.1. This bylaw shall be cited as the "Subdivision and Development Appeal Board Bylaw."

2. DEFINITIONS

- 2.1. **Act** means the Municipal Government Amendment Act RSA 2000, Chapter M-26 as amended from time to time;
- 2.2. **Council** means the Reeve and Councillors of the Municipal District of Greenview No. 16 for the time being elected pursuant to the provisions of the Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.
- 2.3. **Development Authority** means the persons established under the Development Authority Bylaw to perform the functions of the development authority under the Act.
- 2.4. **Greenview** means the Municipal District of Greenview No. 16.
- 2.5. **Member** means a Member of the SDAB appointed pursuant to this Bylaw and who has received and successfully completed the required training;
- 2.6. **Subdivision and Development Appeal Board (SDAB)** means the Board established to hear development and subdivision appeals.

- 2.7. **Subdivision and Development Appeal Board Clerk** means the Designated Officer position of Clerk to the SDAB and who has received and successfully completed the required training.

3. PURPOSE

- 3.1. The purposes of this bylaw are:
- A) To establish the Subdivision and Development Appeal Board;
 - B) To prescribe the functions and duties for the Subdivision and Development Appeal Board.

4. ESTABLISHMENT

- 4.1. Council hereby establishes the Subdivision and Development Appeal Board.

5. APPOINTMENT

- 5.1. The Subdivision and Development Appeal Board shall consist of five members appointed annually by resolution of Council. Any vacancies caused by the death, retirement or resignation of a member may be filled by resolution of Council. Council may remove a member from the Subdivision and Development Appeal Board by resolution at any time.

6. INELIGIBILITY

- 6.1. The following persons may not be Members:

- A) members of Council;
- B) an employee of Greenview
- C) persons who are not residents of Greenview;
- D) members of the Municipal Planning Commission
- E) any other person who is not eligible to be a Member as set out in the Municipal Government Act.

7. CONDUCT

- 7.1. Members will conduct themselves in accordance with the Municipal Government Act, Greenview bylaws, and policies.
- 7.2. The Board may approve hearing procedures of the Subdivision and Development Appeal Board, provided those procedures do not conflict with any enactment or Greenview bylaws.

8. TERM OF OFFICE

- 8.1. Members shall be appointed at the pleasure of Council for terms of up to 3 years.
- 8.2. Members may reapply and be re-appointed for successive terms.

9. CHAIR

- 9.1. At the first meeting of the Subdivision and Development Appeal Board following Council's Organizational Meeting each year, a Chair shall be elected by vote of the majority of the members.

9.2. A member may be re-elected to the position of Chair.

9.3. The Chair shall preside at the meetings of the Subdivision and Development Appeal Board.

10. VICE-CHAIR

10.1. A Vice-Chair shall be elected at the same time and under the same rules as the Chair.

10.2. A member may be re-elected to the position of Vice-Chair.

10.3. The Vice-Chair shall preside at the meetings of the Subdivision and Development Appeal Board in place of the Chair, if the Chair for any reason does not preside at meeting.

10.4. In absence of the Chair and Vice-Chair, one of the other members of the Subdivision and Development Appeal Board shall be elected to preside the meeting.

11. CLERK OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

11.1. The position of designated officer for the limited purpose of carrying out the function of the Clerk to the Subdivision and Development Appeal Board is hereby established ("Subdivision and Development Appeal Board Clerk").

11.2. The Clerk will meet the qualification requirements and fulfill their duties as set out in the Municipal Government Act, and will act in accordance with Greenview bylaws, policies and procedures.

12. QUORUM AND MEETINGS

12.1. A quorum of the Subdivision and Development Appeal Board shall be a majority of the members of the Subdivision and Development Appeal Board.

12.2. The Subdivision and Development Appeal Board shall meet at such intervals as are necessary to consider and decide appeals filed with it in accordance with the Act.

12.3. In arriving at its decision, the majority vote of those Members present at the hearing will constitute the decision of the Subdivision and Development Appeal Board. If there are an equal number of votes for and against the appeal, the appeal is denied.

13. REMUNERATION

13.1. Remuneration and expenses for Members will be in accordance with Policy 1008 Council and Board Remuneration.

14. SEVERABILITY

- 14.1. 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.

15. REPEAL

- 15.1. Upon third reading of this bylaw, Bylaw 95-157 and Bylaw 13-710, their schedules and any amendments thereto are hereby repealed.

16. COMING INTO FORCE

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

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

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

Designated officers

210(1) A council may

- (a) by bylaw establish one or more designated officer positions, give each of the positions a different title and specify which powers, duties and functions of a designated officer under this or any other enactment or bylaw are to be carried out by which positions, and
- (b) appoint individuals to the designated officer positions.

Appeal board established

627(1) A council must by bylaw

- (a) establish a subdivision and development appeal board, or
- (b) authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board,

37

or both.



REQUEST FOR DECISION

SUBJECT: Bylaw 22-918 Land Use Bylaw Amendment to Redesignate a 4.93-acre area within SW 9-72-1-W6 from Agricultural One (A-1) to Industrial General (M-2)

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: September 13, 2022 CAO: SW MANAGER:

DEPARTMENT: PLANNING & DEVELOPMENT DIR: MAV PRESENTER: NF

STRATEGIC PLAN: Development LEG: SS

RELEVANT LEGISLATION:

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

Council Bylaw/Policy (cite) – *Municipal Development Plan (MDP) Bylaw 15-742*

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 22-918, being a Land Use Bylaw Amendment to redesignate a 4.93-acre area within SW 9-72-1-W6 from Agricultural One (A-1) to Industrial General (M-2) to accommodate subdivision of an industrial lot.

BACKGROUND/PROPOSAL:

Administration has received an application to rezone a 4.93-acre portion of SW 9-72-1-W6 to allow the subdivision and sale of the subject land approximately 4.6 km west of the Hamlet of DeBolt, adjacent to the north of Highway 43.

Six (6) industrial lots were previously subdivided from the quarter section with the subject land being left between the lots. The landowner is currently farming the quarter section, but the subject area is difficult to farm due to its size and shape. The proposed land use would align with the uses of the adjacent parcel boundaries to have a minimum impact on agricultural operations and complies with requirements under the MGA, MDP, and Land Use Bylaw 18-800

Both the proposed subdivision area and the remainder parcel have existing approaches. Road widening of 5.03 m was taken on the west side of the quarter section adjacent to Range Road 14 at the time of the previous subdivision. There are no significant legal or physical constraints identified that would impede the proposed subdivision.

Proposed Servicing: Private, cistern and septic field
Soil Type: Loam, Clay
Topography: Flat
Wetland Inventory: None
Farmland Rating: 39.8

MDP 15-742 Section 6.3.2

- (a) *With the exception of farm-based industries or major home occupations, industrial development proposals should wherever possible locate in an industrial park setting, or in proximity to other industrial uses where feasible to minimize impacts on potentially incompatible uses such as agricultural operations and country residential development.*
- (b) *Greenview may permit the establishment of industrial uses in agricultural areas if the proposed development:*
- (iv) is compatible with existing or planned land uses on adjacent lands;*
 - (v) does not impact a wetland or other environmentally sensitive feature;*
 - (vi) is located on a high-grade road and does not negatively impact the integrity of Greenview's Road network;*

BENEFITS OF THE RECOMMENDED ACTION:

1. The redesignation would allow the landowner to increase the industrial development opportunities in a pre-existing area with established infrastructure in proximity to compatible land uses.
2. Intensification of industrial uses in an already impacted location near Highway 43 is an opportunity for economic growth with minimal impact to other lands and maximizes existing use of infrastructure.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The redesignation would remove approximately 4.93-acres of better agricultural land from the quarter section.

ALTERNATIVES:

Alternative #1: Council has the alternative to table Bylaw 22-918 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:

Commercial and Industrial land use commonly provides a favourable return in taxation. There are no known negative financial implications to the recommended motion as the infrastructure is already installed and maintained by the Municipality.

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:

The landowner will be notified of the decision made by Council. If first reading is given, the proposed Bylaw will be publicly advertised, and adjacent landowners and appropriate referral agencies will be notified. Affected parties will have the opportunity to comment or attend the Public Hearing.

ATTACHMENT(S):

- Bylaw 22-918
- Aerial Map
- Overview Map
- Farmland Report
- Wetland Inventory
- Owner Location Map



BYLAW No. 22-918

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

All that Portion of the
Southwest (SW) Quarter of Section Nine (9)
Within Township Seventy-Two (72)
Range One (1) 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 ____ day of _____, A.D., ____.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

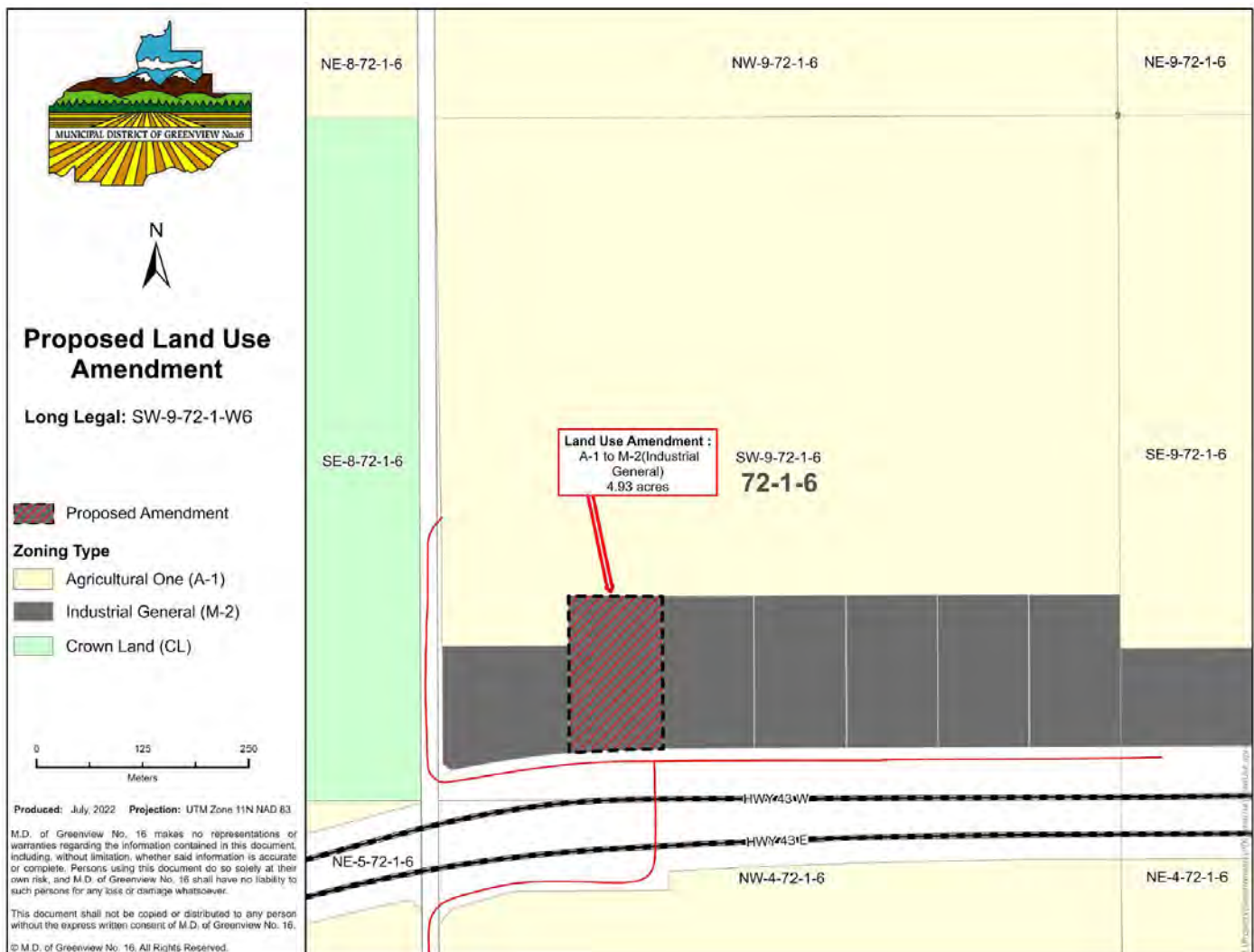
SCHEDULE "A"

To Bylaw No. 22-918

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the
Southwest (SW) Quarter of Section Nine (9)
Within Township Seventy-Two (72)
Range One (1) West of the Sixth Meridian (W6M)


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

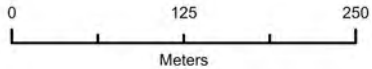




Proposed Land Use Amendment

Long Legal: SW-9-72-1-W6

 Proposed Amendment



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

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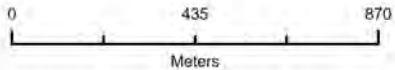
Proposed Land Use Amendment

Long Legal: SW-9-72-1-W6

 Proposed Amendment

Zoning Type

-  Agricultural One (A-1)
-  Country Residential One (CR-1)
-  Crown Land (CL)
-  Industrial General (M-2)



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

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FARMLAND REPORT

FILE NO. A22-007

APPLICANT: PETKER COLIN

LEGAL LOCATION: SW 9-72-1-W6

LANDOWNER: SAME



Land

Year of General Assessment: 2021

Roll: 39375

Legal: SW-9-72-1-6

Address:

4.99 ACRES REZONED TO INDUSTRIAL

Land Area: 118.75 Acres

Subdivision:

Zoning: Agriculture One

MarketLand Valuation

Site Area: 0.00 Acres

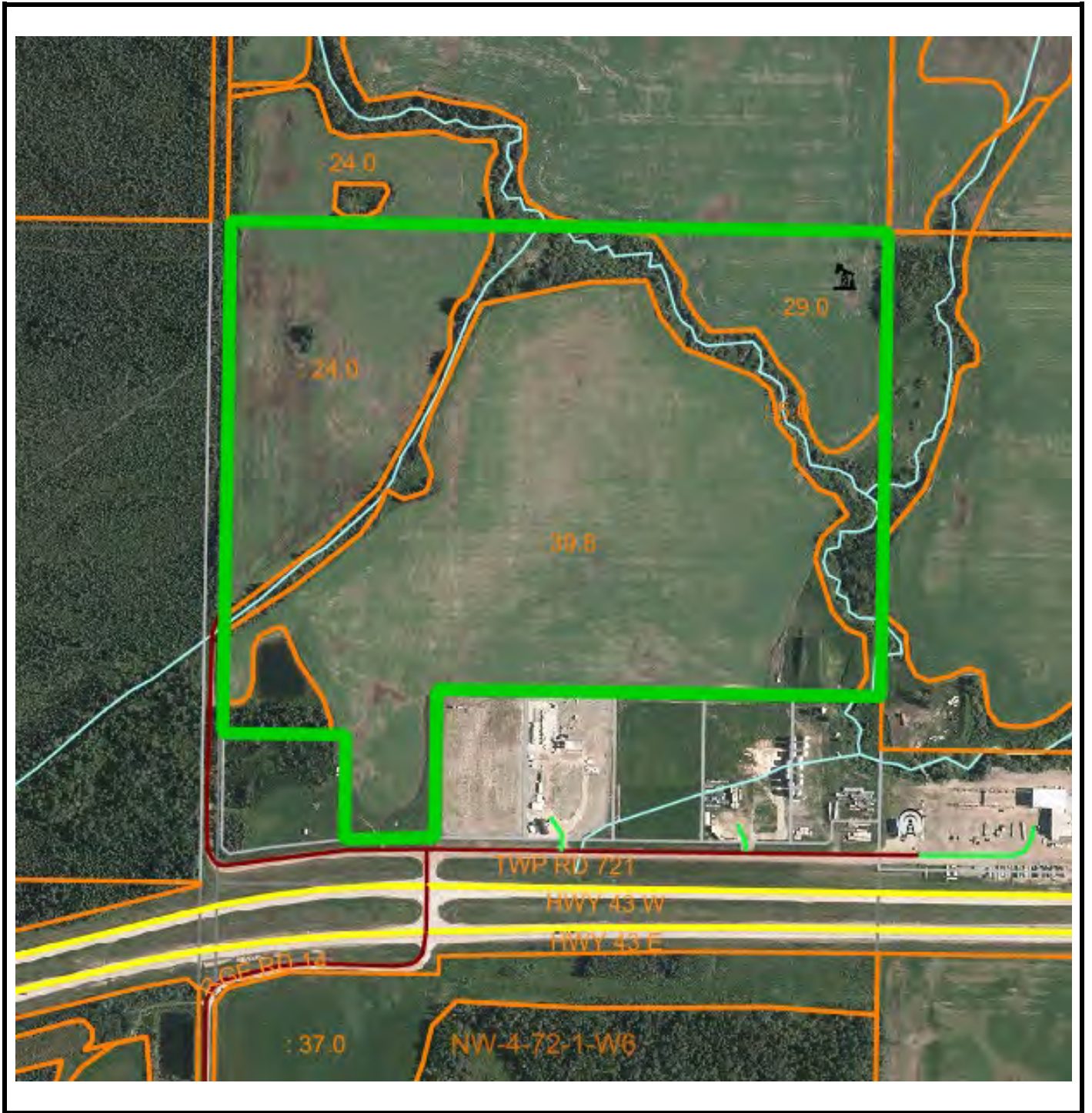
Farmland Valuation

Agroclimatic Zone: 21 2H-PR

Soil Group	Area	Rating	Canada Land Inventory
42 DG	43.05 Acres	39.8%	Class No. 5
62 GL	23.17 Acres	32.5%	Class No. 5
80 Pasture	11.50 Acres	29.0%	A Pasture Rating Class 6 & 7
80 Pasture	24.20 Acres	24.0%	A Pasture Rating Class 6 & 7
80 Pasture	16.83 Acres	5.0%	A Pasture Rating Class 6 & 7
Total Area: 118.75 Acres		29.2%	A Pasture Rating Class 6 & 7

Assessment Totals

Tax Status	Code	Description
T	300	FARMLAND
Grand Totals For 2021		



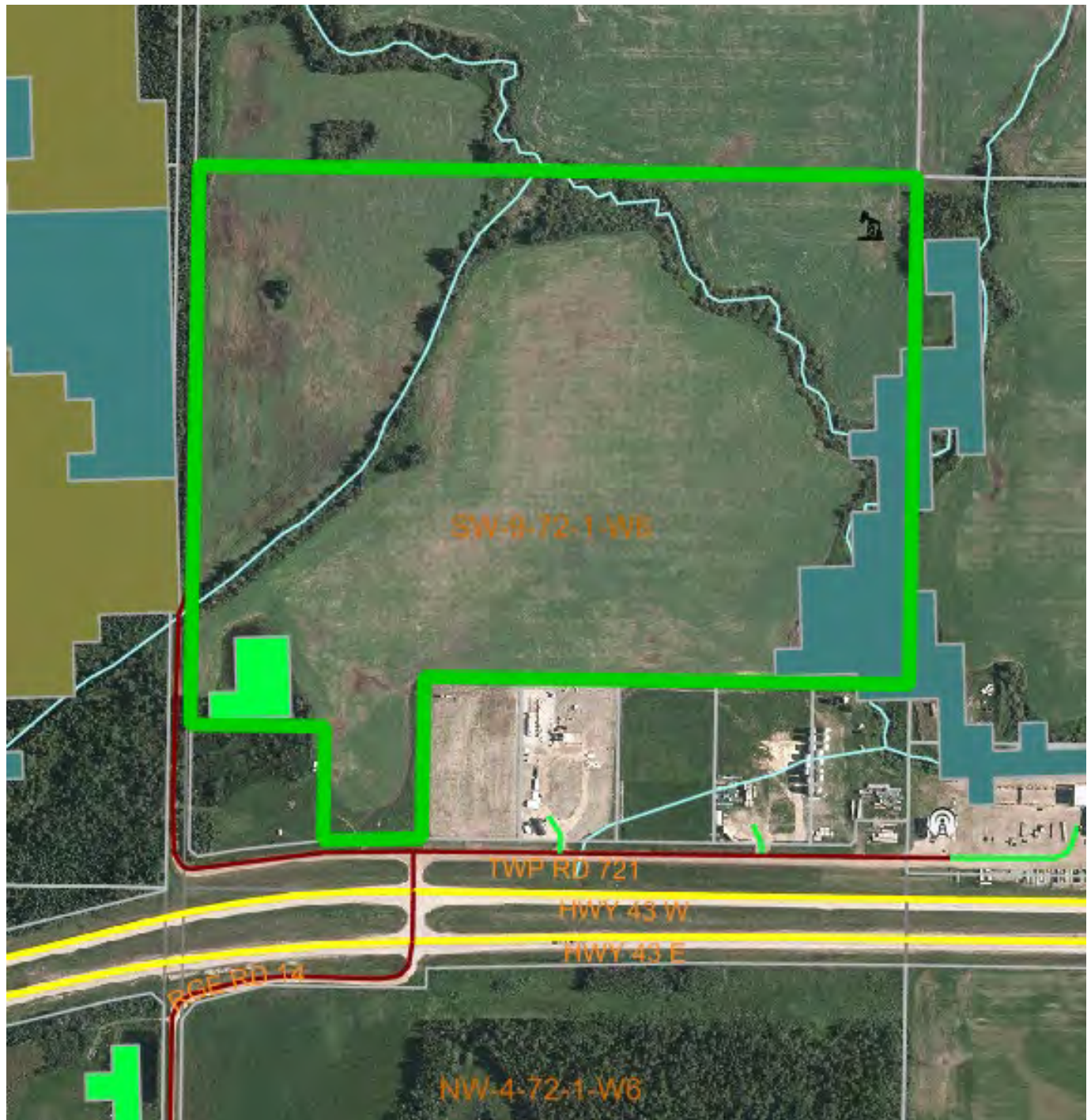
WETLAND INVENTORY

FILE NO. A22-007

APPLICANT: PETKER COLIN

LEGAL LOCATION: SW 9-72-1-W6

LANDOWNER: SAME



Bog
Open Water

Fen
Swamp

Marsh

OWNER LOCATION MAP

FILE NO. A22-007

APPLICANT: PETKER COLIN

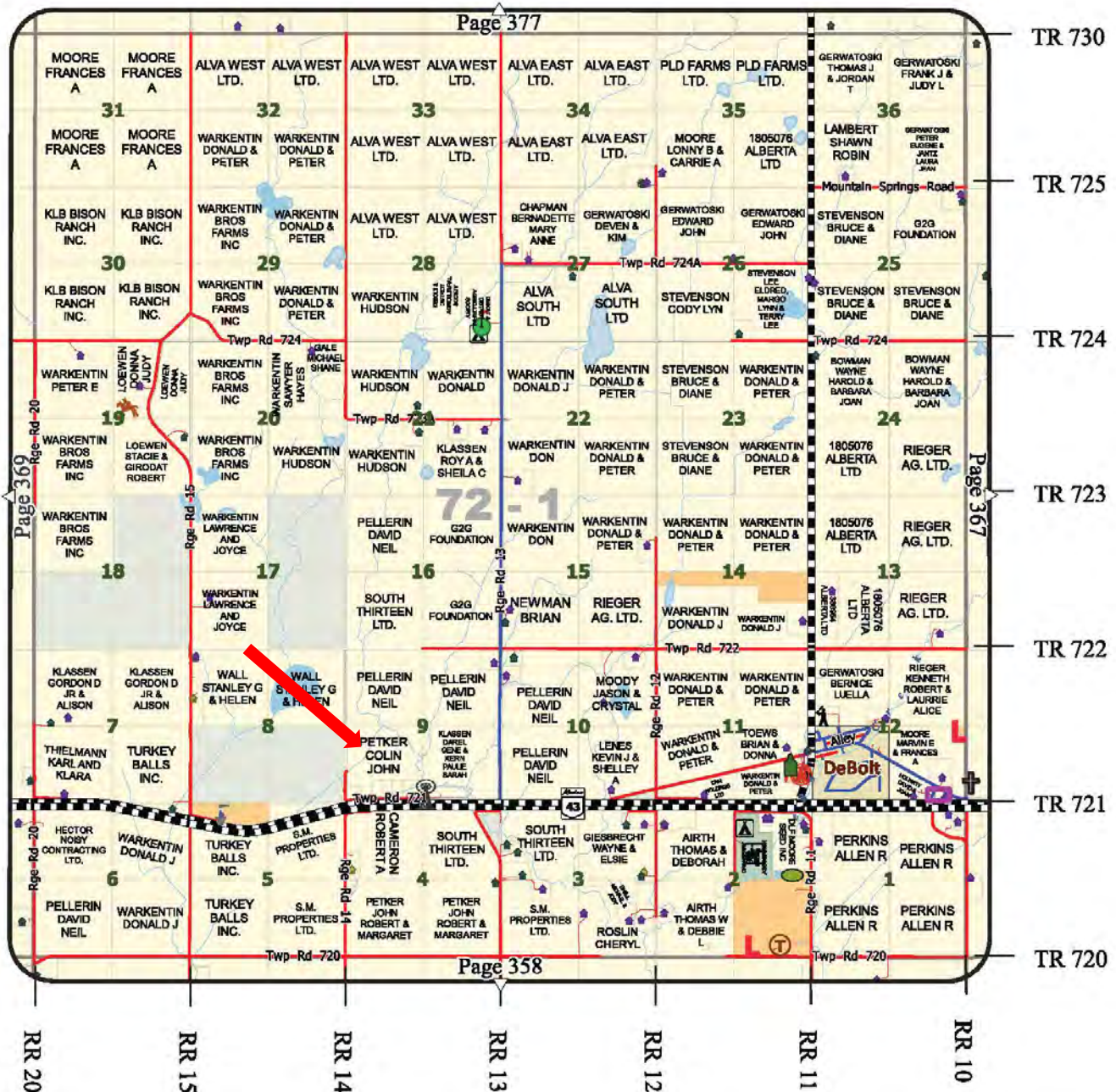
LEGAL LOCATION: SW 9-72-1-W6

LANDOWNER: SAME

Township 72, Range 1

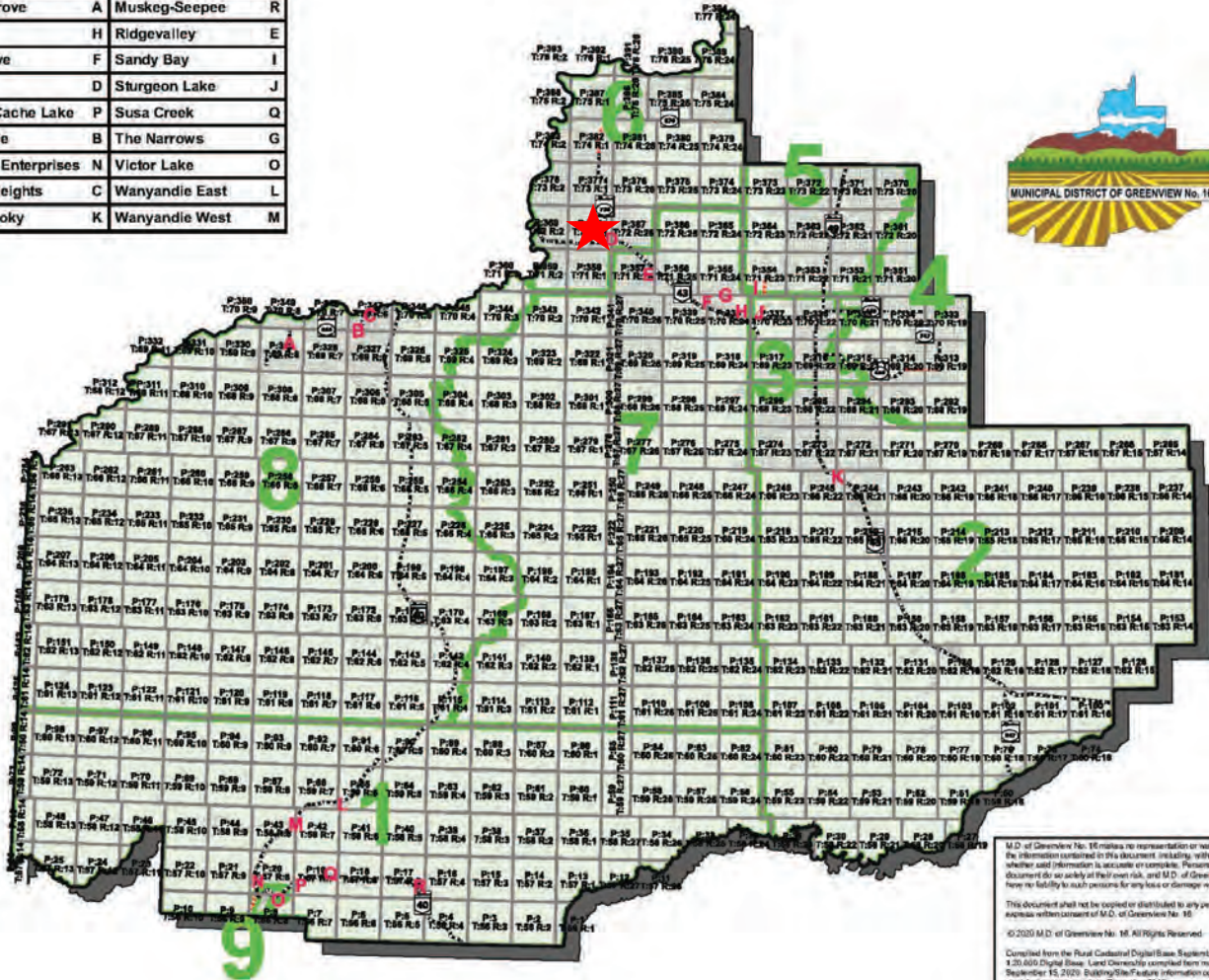


M.D. of Greenview No.16



Hamlet and Subdivision Sheets

Aspen Grove	A	Muskeg-Seepee	R
Galais	H	Ridgevalley	E
Cozy Cove	F	Sandy Bay	I
DeBolt	D	Sturgeon Lake	J
Grande Cache Lake	P	Susa Creek	Q
Grovedale	B	The Narrows	G
Joachim Enterprises	N	Victor Lake	O
Landry Heights	C	Wanyandie East	L
Little Smoky	K	Wanyandie West	M



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Compiled from the Rural Censal Digital Base, September 15, 2020; 1:20,000 Digital Base, Land Ownership compiled from municipal tax data, September 15, 2020; Building/Use/Feature information compiled from municipal assessment data, December 2019.

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



REQUEST FOR DECISION

SUBJECT: **Volunteer Firefighter Green Light Program Bylaw 22-909**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: September 13, 2022 CAO: SW MANAGER: WB
DEPARTMENT: PROTECTIVE SERVICES DIR: MH PRESENTER: WB
STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – Traffic Safety Act, Vehicle Equipment Regulation AR 122/2009 s.28(1)

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw No. 22-909 Volunteer Firefighter Green Light Program.

MOTION: That Council give second reading to Bylaw No. 22-909 Volunteer Firefighter Green Light Program.

BACKGROUND/PROPOSAL:

The Alberta Traffic Safety Act (see attachment 2) allows for a Municipal Council to pass a bylaw allowing authorized firefighters to display a flashing green lamp (see attachment 3). The green lamps are used by volunteer firefighters mustering to the fire station or at times responding directly to an emergency incident.

In a large urban centre, emergency vehicles are manned by full-time firefighting personnel who use the red lights and sirens to get through traffic to the scene of an emergency in a hurry. Seconds count in a fire or rescue situation, and time lost from traffic congestion can make a difference.

For rural and smaller urban areas such as Greenview's, fire-rescue services are provided by volunteer firefighters who must get to the fire hall quickly and at times may respond to emergencies in their own private vehicles. These vehicles are not equipped with red lights or sirens that make them stand out from any other vehicle on the road.

When the call for help comes, our firefighters may be at their regular job, with family, or sleeping in the middle of the night. They drop what they are doing and immediately respond to the fire station. Firefighters and first responders that do not arrive at the fire station in time to ride on the response vehicle may continue to the emergency in their personal vehicles.

If approved the Volunteer Firefighter Green Light Program Bylaw will enhance public safety and awareness by identifying our firefighters who are in the process of either mustering or responding to an emergency incident. The bylaw does not give any special privileges or powers to those mustering or responding firefighters, however, does provide motorists and pedestrians visual notification that there is an emergency taking place and as a courtesy, to yield if safe to do so.

If approved, Administration will develop a communication message to release to the public to inform them of the green light program and what the flashing green light indicates.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Greenview will have a bylaw in place that may enhance public safety by decreasing muster and response times.

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 approve first reading and or second reading.

Alternative #2: Council has the alternative to make amendments.

FINANCIAL IMPLICATION:

Phase 1: If Bylaw is approved Greenview Fire-Rescue Services (GFRS) will deploy a phased approach with the purchase of 6 units (2 per station) in Quarter 4 – 2022 to evaluate their overall effectiveness. Estimated total cost is \$300.00. (Early research indicates that one unit can be purchased for \$50.00).

Phase 2: If after evaluation and the units prove to be an effective safety response tool, GFRS will budget for additional units to equip all firefighters. If all firefighters' vehicles are equipped, estimated total cost will be \$4,250.00. This amount will be added to the 2023 budget request

Direct Costs: \$300 to be covered by existing 2022 Protective Services Budget.

Ongoing / Future Costs: \$4250.00 to be included in 2023 Protective Services Budget.

STAFFING IMPLICATION:

Fire Services will require the assistance of the Communications Department to provide public awareness.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will apply recommendations from Council for third readings if the recommended motions are passed.

ATTACHMENT(S):

1. Draft Volunteer Firefighter Green Light Program Bylaw
2. Alberta Safety Traffic Act – Vehicle Equipment Regulation excerpt
3. Photo – Green Light deployed in a private vehicle



BYLAW No. 22-909 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 in the Province of Alberta to authorize volunteer firefighters to use flashing green lights in their vehicles.

WHEREAS, Section 28 of the Vehicle Equipment Regulation of the Traffic Safety Act, AR 122/2009, with amendments up to and including Alberta Regulation 168/2022, gives municipalities the power to pass a bylaw allowing full time and volunteer firefighters to use flashing green lights in their vehicles as a means of identification;

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

1. TITLE

1.1. This Bylaw shall be cited as the “Volunteer Firefighter Green Light Program”

2. DEFINITIONS

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

2.2. **Volunteer Fire Fighter** means a person who voluntarily acts as a fire fighter in the fire protection services of the municipality for a nominal consideration or honorarium.

3. GENERAL

3.1. A volunteer firefighter may carry on or in a vehicle, other than an emergency vehicle, a lamp that produces intermittent flashes of green light and may operate the lamp in Greenview if the vehicle is proceeding to the fire station to muster or directly to a fire or other emergency.

3.2. No person other than a volunteer firefighter shall operate a lamp that produces intermittent flashes of green light.

3.3. Nothing in this Bylaw shall be construed so as to permit a volunteer firefighter to operate a vehicle in contravention of the Traffic Safety Act, the regulations under the Traffic Safety Act, any other provincial legislation or regulation, or any Bylaw of the Greenview.

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. **COMING INTO FORCE**

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

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

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

Province of Alberta
TRAFFIC SAFETY ACT
VEHICLE EQUIPMENT REGULATION

Alberta Regulation 122/2009

With amendments up to and including Alberta Regulation 168/2022

Current as of July 15, 2022

Municipal fire fighter

28(1) In this section,

- (a) “full-time fire fighter” means a person who is regularly employed in the fire protection services of a municipality;
- (b) “volunteer fire fighter” means a person who voluntarily acts as a fire fighter in the fire protection services of a municipality for a nominal consideration or honorarium.

(2) If a bylaw of the municipality allows it, a vehicle, other than an emergency vehicle, that is transporting a full-time fire fighter or a volunteer fire fighter may have flashing green lamps.

(3) A person shall not turn on or use the flashing green lamps unless the vehicle is being used in response to a fire or other emergency.





REQUEST FOR DECISION

SUBJECT:	Awarding of 2022-24 Software Components		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 13, 2022	CAO: SW	MANAGER: CG
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: AH
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Not applicable.

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

RECOMMENDED ACTION:

MOTION: That Council award the 2022-24 Software Project Component 1, Chart of Accounts to PSD Citywide Inc., in the amount of \$88,600.00 plus GST, with funds to come from the 2022-24 Software Project budget.

MOTION: That Council award the 2022-24 Software Project Component 2, Asset Management Software to PSD Citywide Inc., up to the amount of \$196,400.00 plus GST, with funds to come from the 2022-24 Software Project budget.

MOTION: That Council award the 2022-24 Software Project Component 3, Financial Software to TownSuite Municipal Software Inc. up to the amount of \$470,650.00 plus GST, with funds to come from the 2022-24 Software Project budget.

BACKGROUND/PROPOSAL:

On May 10th, 2022, Council approved the Administration to execute a request for proposal with an approved budget of \$1,365,000 to replace the current Chart of Accounts, Asset Management Software, Financial Software, and look at opportunities for the budget software. This budget also includes the Project Management Professional and Data Entry funding. In addition, Administration also included key features that other departments were looking to include if the proponents were able to do. These components include recreation, purchase orders, payroll, human resource information along with a citizen portal.

On June 13th, 2022, the request for proposal was launched and closed on July 13, 2022. In total, Administration received five proposals, with one of the proposals being rejected as it arrived after the deadline of 14:00:59 and did not meet mandatory requirements. Of the four remaining proposals, a two-phase evaluation approach was taken. The first phase included a multidisciplinary evaluation team of Greenview staff individually evaluating each proposal and each component. On July 15th, the team came together to share their rating and agree on an average rating. The top three proponents of each component

who rated 70 or higher were invited to participate in the second phase. The second phase consisted of a two-hour demonstration per component which was evaluated with a similar multidisciplinary evaluation team of staff. Please note, as part of the evaluation criteria, the evaluation committee ensured that components two, three, and four would work seamlessly together, and can share data back and forth without manual entry. This process will greatly improve efficiencies across Greenview, and the ability for more timely and accurate reporting. In addition, Administration's request for a proposal was componentized into the four key areas (as per below) to ensure we had the leading developers and proponents in their respective fields deliver the products and services they are best at. This is to ensure the best outcomes for Greenview now and into the future.

Component 1, Chart of Accounts: PSD Citywide Inc was identified as the lead proponent for the Chart of Accounts. This component only required only one phase of evaluation.

Component 2, Asset Management Software: PSD Citywide Inc was identified as the lead proponent for Asset Management Software. This component required a two-phase evaluation.

Component 3, Financial Software: TownSuite Municipal Software Inc. was identified as the lead proponent for Financial Software. This component required a two-phase evaluation.

Component 4, Budgeting Software: There were no successful proponent identified through the Request for Proposal. As such, Administration will work with Questica to re-implement and refresh the software, along with moving it to a cloud-based format through our own facilitation.

Component	Approved Budget	Contract Award
Component 1, PSD Citywide Inc. (Chart of Accounts)	\$100,000.00	\$88,600.00
Component 2, PSD Citywide Inc. (Asset Management Software)	\$200,000.00	\$196,400.00
Component 3, TownSuite Municipal Software Inc. (Financial Software)	\$600,000.00	\$470,650.00
Component 4, Questica - Reimplementation and refresh	\$85,000.00	\$85,000.00
Project Management Professional (2 years)	\$200,000.00	To Be Determined
Data Entry Support (2 years)	\$180,000.00	To Be Determined
Total	\$1,365,000.00	\$840,650.00

Please note, that we are currently working on the project management professional and the data entry position. More information regarding this matter will be provided in future updates.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is all Greenview departments will be utilizing the same systems, with the same expectations allowing for a unified approach to costing and analysis.

2. The benefit of Council accepting the recommended motion is Council and Administration will have quicker access to more reliable and accurate data upon request.
 3. The benefit of the Council accepting the recommended motion is that the new and updated software will assist Administration in reaching the goals set out in Greenview's Strategic Plan, 2022-2025, specifically regarding the economic pillar, which includes "monitor and maintaining capital spending and operational responsibility," and "adopt an asset management plan" (page 14).
-

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 accepting the recommended motions; however, Administration does not recommend this action because Administration would have to go back to tender to illicit more proposals as the current software systems are reaching the end of their useful life. In addition, Administration does not anticipate any additional proposals coming forward within our price range and requirements.

Alternative #2: Council has the alternative to choose components and add-ons individually; however, Administration does not recommend this action because the goal of the 2022-24 Software project was to have an intentional and meaningful rollout of new and updated software that would create the least disruption to Administration, with the greatest outcomes for Council and Administration alike.

FINANCIAL IMPLICATION:

Direct Costs: The total software project budget is \$1,365,000.

Ongoing / Future Costs: The ongoing and future costs will include the annual license fees.

STAFFING IMPLICATION:

Staff will be supported in learning and transitioning to the new software at times that make sense for their work priorities and obligations. Champion Departments have also volunteered to be a part of the end-user's soft launch. These Champions will assist in the final rollout to all Administration in 2024 with the hard launch.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Upon Council's decision, Administration will reach out to the lead proponents to advise on the outcome. If Council's decision is favorable, Administration will finalize and execute the respective contracts. In addition to completing contracts, Administration will also initiate the start of the 2022-24 Software Project with all pertinent Administration and their respective teams.

ATTACHMENT(S):

- Blank phase one and phase two evaluation matrix and Likert scale.



Evaluation Scoring Tool For 2022-24 Software Project

Purpose:

The Municipal District of Greenview No. 16 (Greenview) is seeking proposals to replace and integrate a new cloud-based financial, asset management, and budgeting software that will work seamlessly together. This project also includes the development of a new chart of accounts to align with accounting best practices and the future growth of the organization.

The intent of this project is for a holistic software system(s) that will prioritize information connectivity and accessibility throughout the municipality and be able to integrate and work with current and future applications, modules, and/or software. Greenview's goal is to design the new system(s) around best practices allowing for more streamlined and improved processes that result in timely, accurate, and easy to access information. It is also vital the software is user-friendly, allowing for ease of access and useability by Greenview staff and ratepayers.

Greenview has undertaken this RFP with the intent to enter into an agreement with one or more proponents.

Likert Scale:

RFP Proposal Evaluation Likert Scale		
Score	Descriptor	Additional Guidance
1	Very Poor	Does not meet basic requirements, significant gaps in content, details, and quality. Demonstrates little understanding of the requirements.
2	Poor/Marginal	Content areas may be addressed; however, significant gaps in content, details, understanding, and quality.
3	Fair	Basic understanding of requirements, moderate challenges in content, and the content meet basic expectations.
4	Good	All content areas were addressed. Includes strengths and some minor challenges in content, quality, and details.
5	Very Good	Strong Content, essentially no challenges. Identifies field current and upcoming best practices.
6	Exceptional	Exceptionally strong content. Content exceeds expectations and requirements, and clearly demonstrates an understanding of requirements. Incorporates best practices along with innovative and new ideas.

Phase 1 Evaluation Matrix (Proposal):

Criteria	Objective	Weight (Percentage)	Category Score
Meeting the RFP requirement	Receiving complete, reliable, and accurate information	5%	(Likert core/6) X 5
Component description	Provides detailed information regarding software, usage, program, integration, and migration	20%	(Likert core/6) X 20
Past performance & Preferences	Provide a minimum of two (2) references where similar services have been provided.	20%	(Likert core/6) X 20
Customer Services, and Modern Technology	Capabilities in providing instant information, building a strong customer relationship (advice)	25%	(Likert core/6) X 25
Software and licensing Fees	A detailed schedule of fees outlining all associated costs and timelines.	30%	(Likert core/6) X 30

Phase 2 Evaluation Matrix: Phase 2 (Demonstration and Presentation):

Criteria	Objective	Weight (Percentage)	Category Score
Meeting the RFP requirement	Receiving complete, reliable, and accurate information	10%	(Likert core/6) X 10
Software description	Provides detailed information regarding software, usage, program, integration, and migration	30%	(Likert core/6) X 30
Usability of the Software	The software appears to be user-friendly for users, end-users, and client portals. Software should be intuitive, easy to use, and navigate.	30%	(Likert core/6) X 30
Customer Services, and Modern Technology	Capabilities in providing instant information, building a strong customer relationship (advice)	30%	(Likert core/6) X 30

Scoring Sheet, Phase 1 - Proposal:

Proponent Name:			Component:
Criteria	Likert Rating	Score	Comments
Meeting the RFP requirement	/6	/5 <i>(Likert rating divide by 6) x 5</i>	
Component description	/6	/20 <i>(Likert rating divide by 6) x 20</i>	
Past performance & Preferences	/6	/20 <i>(Likert rating divide by 6) x 20</i>	
Customer Services, and Modern Technology	/6	/25 <i>(Likert rating divide by 6) x 25</i>	
Software and licensing Fees	/6	/30 <i>(Likert rating divide by 6) x 30</i>	

Cumulative Score	Proposals areas of strengths	Proposals Areas of Growth
/100		

Scoring Sheet, Phase 2 – Demonstration and Presentation:

Proponent Name:			Component:
Criteria	Likert Rating	Score	Comments
Meeting the RFP requirement	/6	/10 <i>(Likert rating divide by 6) x 10</i>	
Software description	/6	/30 <i>(Likert rating divide by 6) x 30</i>	
Usability of the Software	/6	/30 <i>(Likert rating divide by 6) x 30</i>	
Customer Services, and Modern Technology	/6	/30 <i>(Likert rating divide by 6) x 30</i>	

Cumulative Score	Proposals areas of strengths	Proposals Areas of Growth
/100		



REQUEST FOR DECISION

SUBJECT:	Aseniwuche Winewak Nation Round Dance Sponsorship		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 13, 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 8004- Greenview Sponsorships and Donations

RECOMMENDED ACTION:

MOTION: That Council take no action on the sponsorship request in the amount of \$2,500.00 from the Aseniwuche Winewak Nation (AWN) for a Round Dance on September 17, 2022, in Grande Cache.

BACKGROUND/PROPOSAL:

Administration received a sponsorship request from Aseniwuche Winewak Nation (AWN) in the amount of \$2,500.00 to help offset some costs as well as a donation request of promotional items for the fall Round Dance on September 17, 2022, at the Grande Cache Curling Rink.

Aseniwuche Winewak Nation is a non-profit society located in Grande Cache representing over 500 adults and youth who share a unique history and ancestry as a distinct indigenous group rooted in the Rocky Mountains. The Round Dance is a traditional Indigenous cultural community event. This free event is open to the public, a meal is noted to be provided prior to the round dance and raffles, prizes and a midnight lunch are expected to be offered for all participants.

In the spring of 2022, Greenview provided a sponsorship in the amount of \$3,000.00 to AWN for the Annual Round Dance in Grande Cache on April 30, 2022. Administration received a second sponsorship request in August 2022 from AWN for a second Round Dance scheduled for September 17, 2022, in Grande Cache in the amount of \$2,500.00. Aseniwuche Winewak Nation is only planning to host annual fall Round Dances moving forward. Administration is unaware of any funding requests to other organizations or government sources for this event. An outcome report was received (see attached) from the Round Dance event held in April 2022.

Memorial Round Dances have been hosted in the past at the Grande Cache curling rink by a specific family and supported by AWN. In 2021 Greenview sponsored a Round Dance in Grande Cache in the amount of \$7,400.00. In 2019 Greenview provided sponsorship in the amount of \$5,350.00 to Aseniwuche Winewak Nation for this event, including \$125.00 of Greenview merchandise. In 2017 and 2018 Greenview provided sponsorship in the amounts of \$4,375.00 and \$8,000.00 respectively.

Administration recognizes the Round Dances held in Grande Cache as important community events; however, Administration does not recommend sponsorship based on the annual sponsorship already provided to AWN for the Round Dance in the spring of 2022. Policy 8004, Greenview Sponsorships and Donations states:

2.5. Organizations should be limited to one Greenview Sponsorships and Donations funding request per calendar year.

A) Requests in excess of one Sponsorship or Donation in a single calendar year will be reviewed and approved at the discretion of Council.

The balance of the Miscellaneous Grants to Organizations Budget as of September 12, 2022, is \$592,159.93.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be following Policy 8004, limiting one Greenview Sponsorship and Donation funding request per calendar year.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that AWN may not be able to host a second traditional indigenous cultural community event in 2022 for the residents and tourists in Greenview.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to provide a sponsorship in the amount of their choosing or take no action to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: N/A

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 Aseniwuche Winewak Nation of Council's decision.

ATTACHMENT(S):

- AWN Sponsorship Application
- Outcome Report-Spring 2022 Round Dance



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview Sponsorship and Donation Request Form

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

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

Organization or Person Requesting Funds: Aseniwuche Winewak Nation

Date of Application: 8/15/22

Date of Event: 9/17/22

Contact Name: Courteney Wanyandie Smith Phone: (h) 780-827-5510 (c) _____

Email Address: courteney@aseniwuche.com

Mailing Address: Box 1808 Grande Cache, AB T0E 0Y0

Funding Request Total: \$2500

Type of sponsorship requested (check all that apply):

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

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

Aseniwuche Winewak Nation is a non-profit society based in Grande Cache, AB. Awn represents over 500 adults and youth who share a unique history and ancestry as a distinct indigenous group rooted in the rocky mountains.

Please indicate the intended purpose for the funds.

The purpose of the funds will be to help off set some of the costs associated with this event, for example the catered feast and the rental of the space.

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

The event goal is to provide unity within the community, to bring together the community, a traditional round dance is a healing ceremony and after the last 2 years we had, I believe it will help heal, restore and be uplifting for everyone.

Where and when is the project/event taking place?

The event will take place in Grande Cache at the curling rink located in the recreation centre, on [REDACTED] the feast will start at 5:00pm. September 17, 2022

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

We are expecting close to 500 people

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

It is a public event, and open to everyone. From past round dances, the residents of Grande Cache (MD of Greenview) really loved and enjoyed this event.

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

None at this moment

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

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

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

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

Reporting can be submitted via one of the following:

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

Click to Submit



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview Grants, Sponsorships and Donations Project/Event Outcome Report

Organization or Person Receiving Funding: Aseniwuche Winewak Nation

Funding Awarded by Greenview: ☐ Grant ☐ Sponsorship ☒ Donation

Contact Name: Courteney Wanyandie Smith Phone (h): 7808271556 Phone (h): _____

Email Address: courteney@aseniwuche.com

Name of Project/Event: April Round Dance

Location of Project/Event: Grande Cache Rec Centre

Completion Date of Project/Event: May 1 2022

Amount of Funding Awarded by Greenview: 2500

Describe the impact your project/event had on the community. If applicable estimate the economic effect (dollar sign impact) to the local economy.

This event was supposed to foster unity and community. It was an event to support healing with in the community and bring us back together after COVID.

How has the community benefited from your project/event?

☐ Short term impact (0-3 months)

☒ Longterm impact (4+ months)

Please explain the impact of the project/event:

This event was able to start getting the community back to 'normal'.

Were the direct goals/objectives of the project/event achieved?

Yes.

At this funded project/event how was Greenview recognized?

We made a thank you annoucement at the round dance. This one we will have a donation board put up. ANd post it in our newsletter.

Summarize the event/project (include photos if possible):

If funds provided by Greenview were utilized to acquire/complete Capital upgrades please include photos.

This funding was used towards the community feast that we held for approximately 500 people.

After the feast we held a round dance. Its is a cultural gathering used for healing and unity. People come from all over to take part in this ceremony.

If the project/event was not completed within the grant award timelines please check one of the boxes below:

☐ Applied for an application for extension

☐ Returned Funds

☐ Other. Please explain _____

Have all of the funds been utilized for the project/event they were awarded for?

☒ Yes

☐ No

If no, please explain:

Were you successful in receiving funding from other entities? Please include In-Kind Donations.

Weyco, West Fraser, Foothills, cenovus, Canfor, ARC, TC energy, and CNRL

List any In-Kind Services you have provided:

All staff were there volunteering, Vehicles and gas for taxi service.

Reporting can be submitted via one of the following:

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

Click to Submit

You may attach a separate piece of paper if additional room is required.



REQUEST FOR DECISION

SUBJECT:	Town of Fox Creek Dog Park Land Use Approval		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 13, 2022	CAO: SW	MANAGER: MH
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: MH
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to enter into a Memorandum of Understanding with the Town of Fox Creek for the purpose of development of a 1 acre off-leash dog park to be located on northeast corner of the Fox Creek Greenview Multiplex land, with no obligation to Greenview to fund the construction or ongoing operation and maintenance of the off-leash dog park.

BACKGROUND/PROPOSAL:

Greenview holds title to approximately 60% of the land parcel that houses the Fox Creek Greenview Regional Multiplex. The facility agreement states that any capital improvements made to the Multiplex are shared between Greenview and the Town and must be approved by both entities. At this time the agreement does not address the responsibility for any additional improvements made to the land parcel outside of the facility. The request being brought to Council is for the approval of land use on the parcel since Greenview does hold title to a portion of the land. There is no request for funding for this project.

The Town of Fox Creek would like to construct and maintain an Off-leash Dog Park (see attached). The proposed location would occupy the back corner of the Multiplex land parcel, providing a fenced area for the public to take their dogs. The Town intends to fence the area and relocate existing benches and a dog waste bag dispenser to the park. The maintenance of the area will be the responsibility of the Town of Fox Creek.

The Town of Fox Creek provided the following list of benefits of the location including:

- Enough room to construct a 1-acre dog park with 4ft fencing
- Parking is currently available behind the multiplex and would service the dog park
- Plans for the surrounding area include green spaces or Municipal Reserve butting up to the site.
- People visiting the Multiplex or Tourists may utilize the park as it will be in a convenient location.
- The location is easily accessible by both foot and vehicle
- Staff are at the location often and therefore it will be easily monitored.
- It is far enough away from any residential development that barking should not be a concern.

The Town of Fox Creek is not looking for any funding for this project and will bear the operational costs for the new dog park in the future. Administration is recommending the approval for the project according to the terms of the Multiplex agreement. A memorandum of understanding will be executed and outline the expectation that the Town of Fox Creek is solely responsible for the construction and operation of the off-leash Dog park, if Council is in agreement of this land use.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting an additional use of the lands on the jointly owned recreation area.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council can deny the request from the Town of Fox Creek for any additional development to the Multiplex parcel. Administration does not recommend this action because it is a suitable use of the land and there is no financial obligation for Greenview.

FINANCIAL IMPLICATION:

Direct Costs: N/A

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

Staff will develop a MOU with the Town of Fox Creek for this recommendation.

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 Town of Fox Creek of Council's decision. If approved, Administration will execute a MOU with the Town of Fox Creek for the project.

ATTACHMENT(S):

- Town of Fox Creek Dog Park Request
- Proposed off leash dog park location map/views
- Multiplex land parcel boundary map

Teresa Marin

Subject: FW: Dog Park

From: Michelle Honeyman <Michelle.Honeyman@mdgreenview.ab.ca>
Sent: August 29, 2022 9:03 AM
To: Teresa Marin <Teresa.Marin@MDGreenview.ab.ca>
Subject: FW: Dog Park

Here is the confirmation from Fox Creek

From: Kristen Milne <kristen@foxcreek.ca>
Sent: August 29, 2022 9:03 AM
To: Michelle Honeyman <Michelle.Honeyman@mdgreenview.ab.ca>
Subject: RE: Dog Park

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Michelle,

I hope you had a good holiday!

Below is the motion for the dog park location.

7.3 Request for Decision – Dog Park Location

Moved by: Councillor Bainton	
177-22	That Council approves the construction of a Dog Park on the NE portion of the Fox Creek Greenview Multiplex property located at 103 2A Avenue upon the approval of the Municipal District of Greenview.
CARRIED	

We also received two tender submissions for the Multiplex Canopies. I will send them over to you with a short summary this week.

Thanks,



Kristen Milne | Chief Administrative Officer
Town of Fox Creek | Box 149 | Fox Creek | T0H1P0
Phone: (office)780-622-3896 (cell) 780-622-9619 | kristen@foxcreek.ca
www.foxcreek.ca

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From: Kristen Milne <kristen@foxcreek.ca>
Sent: August 10, 2022 4:16 PM
To: Michelle Honeyman <Michelle.Honeyman@mdgreenview.ab.ca>
Subject: Dog Park

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Hey Michelle,

We were just preparing our RFD for Council so I thought I would pass along the information incase its helpful.

Administration has assessed several different location options in the Community and is proposing that locating the park behind the Multiplex is the best option.

Benefits of the location include the following:

- Enough room to construct a 1-acre dog park with 4ft fencing
- Parking is currently available behind the multiplex and would service the dog park
- Plans for the surrounding area include green spaces or Municipal Reserve butting up to the site.
- People visiting the Multiplex or Tourists will be in a convenient location and may utilize the park.
- The location is easily accessible by both foot and vehicle
- Staff are at the location often and therefore it will be easily monitored.
- It is far enough away from any residential development that barking should not be a concern.

Plans for the Dog Park Development include the following:

- Installation of a 4ft fence – 1 Acre in size.
- Installation of benches (purchased under a previous grant received by the town)
- Installation of dog bag and disposal stations.
- Installation of signage
- Installation of obstacles for the dogs (dependent on budget).

Thanks!



Kristen Milne | Chief Administrative Officer

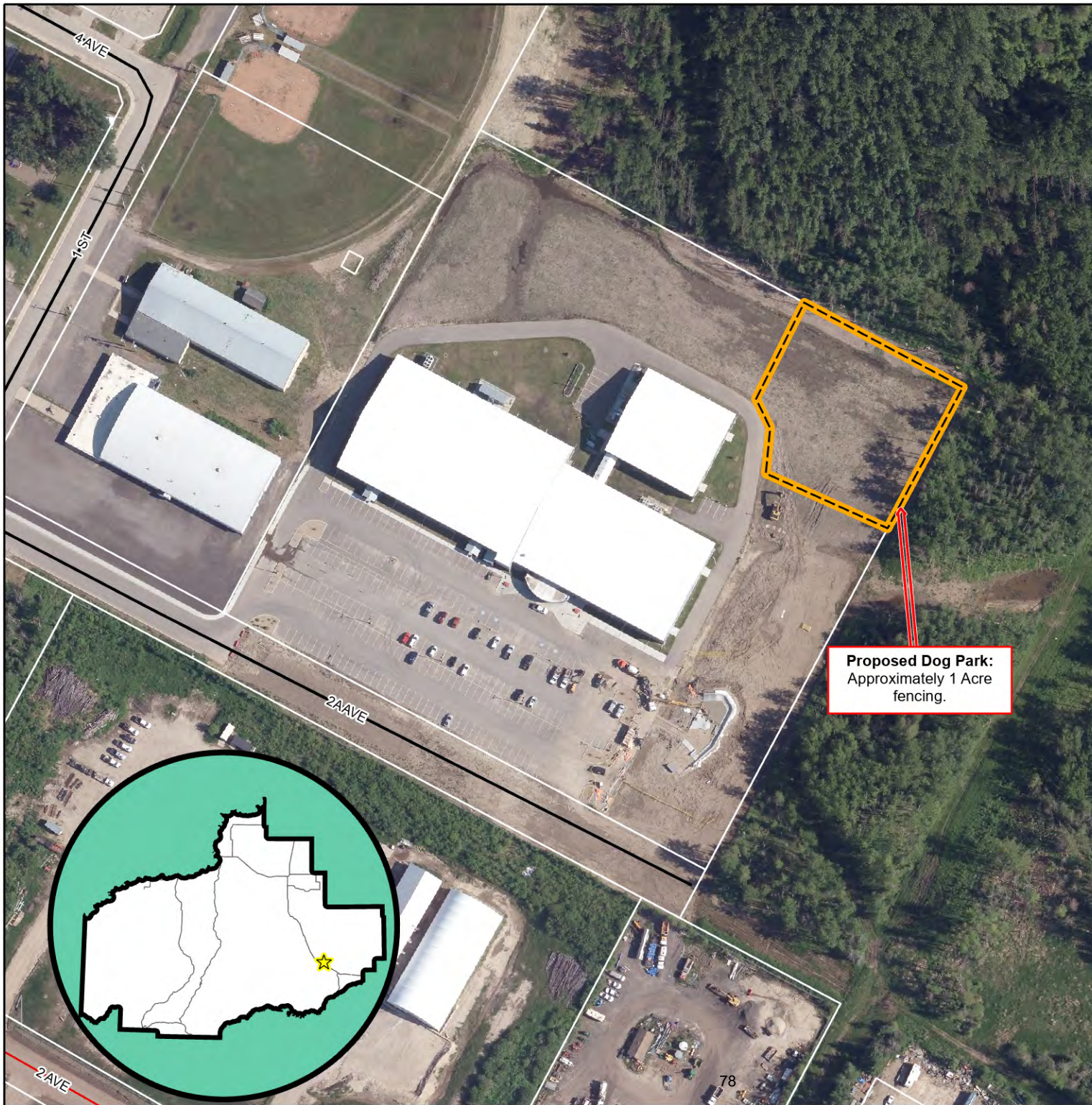
Town of Fox Creek | Box 149 | Fox Creek | T0H1P0

Phone: (office) 780-622-3896 (cell) 780-622-9619 | kristen@foxcreek.ca

www.foxcreek.ca


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



Fox Creek: Proposed Dog Park


Legend


 Proposed Dog Park

Road

 Driveway

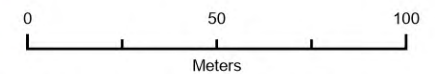
 Gravel

 Other

 Paved

Base Features

 Cadastre

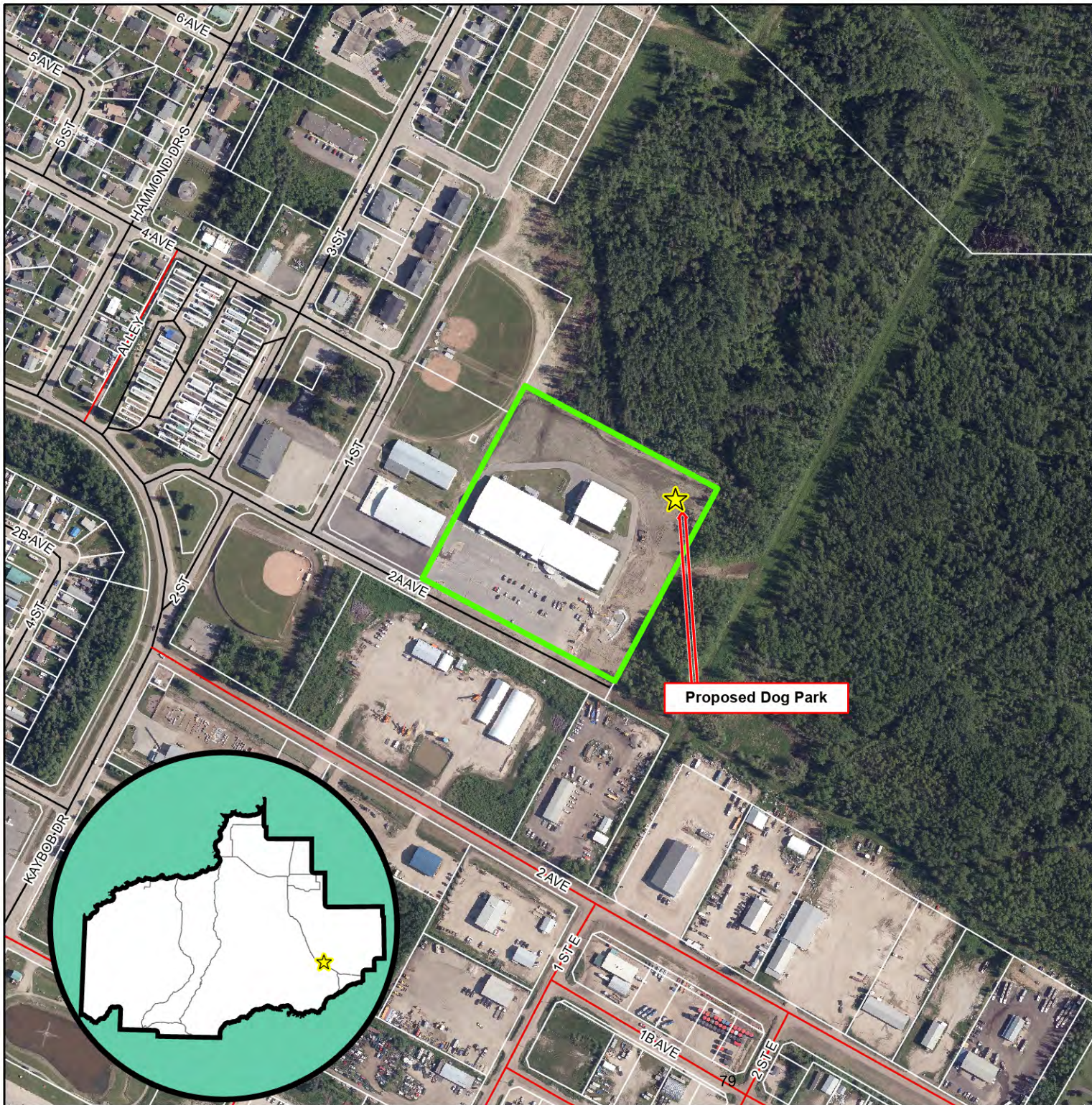


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Fox Creek: Proposed Dog Park Overview

Legend



Proposed Dog Park



Area/Property of Interest

Road



Gravel



Other

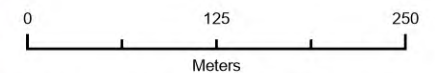


Paved

Base Features



Cadastre



Produced: August, 2022 **Projection:** UTM Zone 11N NAD 83

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REQUEST FOR DECISION

SUBJECT:	SARDA Municipal Capital Assistance Request		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 13, 2022	CAO: SW	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: SK
STRATEGIC PLAN:	Economy	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act (RSA 2000, C M-26) Sections 266-269

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION 1: That Council accept the SARDA Municipal Capital Assistance report as information, as presented.

MOTION 2: That Council direct Administration to request that SARDA present a five-year business plan at the October 18th, 2022, Committee of the Whole meeting, specifying viability over the next 5 years, detailing proposed loan interest rate, providing a separation of operation and capital expenditures included in the loan request, and setting out reporting expectations, for Councils consideration.

BACKGROUND/PROPOSAL:

SARDA, formerly known as Smokey Applied Research and Demonstration Association, has been actively providing applied research and extension services in partnership with Peace Region producers since 1986. The organization partners with 5 Peace Region municipalities and crop commodity groups to provide applied research and extension services related to crop production to Peace Region producers.

Greenview provides operational support to SARDA of \$60,000 and partners with the Municipal District of Smoky River and Northern Sunrise County to provide an additional \$75,000 annually. This funding is sourced from the Natural Resource Management funding stream of the Agricultural Service Board grant to support extension and outreach activities.

Since the reorganization of the Ministry of Agriculture, Forestry and Rural Economic Development in 2020, funding for Agricultural Research Associations (ARAs) has diminished significantly as all extension and research funding from the province is directed to Results Driven Agricultural Research (RDAR). RDAR is an independent non-profit set up with partnership from producers, commodity groups and academia. This change at the provincial level has been a significant loss for ARAs as the Agricultural Opportunities Fund (AOF), which provided \$340,000 in annual core funding to ARAs, was eliminated. This elimination made funding projects, especially capital construction costs, exceedingly difficult for research organizations and has added difficulties to keeping such organizations operational.

Historically, ARAs have offered economic benefit for Peace Region producers in trialling new crop rotation options, new cultivars of crop varieties, and trialling academic research at the farm level for proof-of-concept economic benefit prior to adoption by producers. The activities of the ARAs, such as SARDA, are determined by a board of directors made up of local agricultural producers. Without a local ARA like SARDA, Greenview Producers would be forced to rely on trials outside of the Peace Region, which would not reflect the Greenview producers' agronomic realities.

On April 8th, Administration received a letter from SARDA requesting assistance with construction of a new facility in Donnelly to house the research organization. Having received conditional approval on a grant of \$750,000 towards construction costs, the organization is required to demonstrate the viability of SARDA to operate the facility for the foreseeable future. With \$750,000 in reserve funds dedicated to the construction of the new facility, SARDA requested the following assistance:

- 1) Gravel and trucking of gravel to the construction site.
- 2) Assistance in working with the Ministry of Transportation for highway access.
- 3) "One of the conditions of our grant is that we are not allowed to borrow money from any financial institution. To support cash flow for construction and operational costs simultaneously, we were hoping that one or more Municipalities might be able to provide a total loan of \$500,000 with a 10-year repayment period."

The subdivision application for the donated property has been approved by the Municipal District of Smoky River. Smoky River will supply gravel at cost and free trucking of the gravel to the construction site. Big Lakes County declined offering a loan, opting to increase the operational funding they provide SARDA instead. SARDA has independently managed the highway access request. Construction of the property is underway, with the foundation pour anticipated after September 5th. Administration reached out to the County of Grande Prairie and had confirmed that they have not been approached formally for funding. Northern Sunrise County has provided a loan of \$100,000 towards the construction of the facility and should further funds be required, an option of an additional \$100,000 has been agreed to. With these commitments, Administration was left with the ask for \$300,000 in backstop funding as the final request SARDA requires.

SARDA is planning to sell their cold storage facility that was built in 2017 in Falher. They intend to ask for \$200,000 - \$250,000 for the property. This potential revenue was not factored into the plans to fund the capital expenditures as the revenue is not assured. No financial report was made available to provide context for this request. An architectural rendering for the building is attached.

Municipalities can make loans or provide guarantee on the repayment of a loan to non-profit organizations under the Municipal Government Act (MGA) if Council considers the money loaned or money obtained under the loan will be used for a purpose that will benefit the municipality. To provide either a loan, a specific bylaw authorizing the loan that sets out the amount to be loaned in general terms, the purpose for which the loan will be used, the minimum rate of interest, how the rate of interest is calculated, and the term of the repayment of the loan is required. The bylaw authorizing the loan must also be advertised. The amount of the loan would count towards the municipality's debt limit, unless otherwise authorized by the Minister of Municipal Affairs.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended action is that Administration can work with the organization to meet the outlined specification and any potential future loan will be well informed, with greater assurance of recouping the funds, in line with Councils strategic plan of fiscal responsibility.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that SARDA may be delayed in construction of the facility.

ALTERNATIVES CONSIDERED:

Alternative #1: That Council direct Administration to include a loan with a specified amount to SARDA with a repayment schedule over a 10-years in 2023 budget preparation to assist with capital and operations costs of the construction of a new facility to house the research organization. Funds will be budgeted for in the Agricultural Services budget and the loan will be secured by way of Greenview being placed on the land title of the facility, until the loan is paid in full. Administration is further directed to prepare the appropriate bylaw and negotiate interest rates with SARDA. However, Administration does not recommend this as not business particulars have been supplied with this request.

Alternative #2: That Council direct Administration to prepare a loan with a specified amount to SARDA with a repayment schedule over a 10-years in the 2022 fiscal year to assist with capital and operations costs of the construction of a new facility to house the research organization. Funds will be sourced from reserves. Administration is further directed to prepare the appropriate bylaw and negotiate interest rates with SARDA. However, Administration does not recommend this action as it is an unanticipated expense in the 2022 fiscal year that would increase the operating loss of Greenview.

FINANCIAL IMPLICATION:

Direct Costs: There are no direct costs with the recommended action.

Ongoing / Future Costs: There are no ongoing or future costs with the recommended action.

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:

Should Council approve the recommended action, Administration will contact SARDA to request they present a five-year business plan specifying viability over the next 5 years, detailing proposed loan interest rate, providing a separation of operation and capital expenditures included in the loan request, and setting out reporting expectations, for Councils consideration at a future Committee of the Whole meeting.

ATTACHMENT(S):

- 2022 Municipal Capital Assistance Request
- SARDA Architectural Drawings

Loans and Guarantees

Purpose of loans and guarantees

264(1) A municipality may only lend money or guarantee the repayment of a loan if

- (a) the loan or guarantee is made under subsection (2) or (3),
- (b) the loan is made to one of its controlled corporations, or
- (c) the guarantee is made in respect of a loan between a lender and one of its controlled corporations.

(2) A municipality may

- (a) lend money to a non-profit organization, or
- (b) guarantee the repayment of a loan between a lender and a non-profit organization

if the council considers that the money loaned or money obtained under the loan that is guaranteed will be used for a purpose that will benefit the municipality.

(3) A municipality that intends to purchase gas from and become a shareholder of the designated seller within the meaning of section 30(1) of the *Gas Distribution Act*, SA 1994 cG-1.5 as it read on June 30, 1998, may make a loan to the designated seller as part of the capitalization of the designated seller by its shareholders.

1994 cM-26.1 s264;1998 c26 s13

Loan bylaws

265(1) A municipality may only lend money to a non-profit organization, one of its controlled corporations or the designated seller within the meaning of section 30(1) of the *Gas Distribution Act*, SA 1994 cG-1.5 as it read on June 30, 1998, if the loan is authorized by bylaw.

(2) The bylaw authorizing the loan must set out

- (a) the amount of money to be loaned and, in general terms, the purpose for which the money that is loaned is to be used;
- (b) the minimum rate of interest, the term and the terms of repayment of the loan;
- (c) the source or sources of the money to be loaned.

(3) The bylaw that authorizes the loan must be advertised.

1994 cM-26.1 s265;1998 c26 s13

Guarantee bylaw

266(1) A municipality may only guarantee the repayment of a loan between a lender and a non-profit organization or one of its controlled corporations if the guarantee is authorized by bylaw.

(2) The bylaw authorizing the guarantee must set out

- (a) the amount of money to be borrowed under the loan to be guaranteed and, in general terms, the purpose for which the money is borrowed;
- (b) the rate of interest under the loan or how the rate of interest is calculated, the term and the terms of repayment of the loan;
- (c) the source or sources of the money to be used to pay the principal and interest owing under the loan if the municipality is required to do so under the guarantee.

(3) The bylaw that authorizes the guarantee must be advertised.

1994 cM-26.1 s266

267 Repealed 1998 c24 s14.

Debt limit

268 No municipality may lend money or guarantee the repayment of a loan referred to in section 264 if making the loan or guarantee will cause the municipality to exceed its debt limit, unless the loan or guarantee is approved by the Minister.

1994 cM-26.1 s268

Municipal District of Greenview
PO Box 1079, Valleyview, AB T0H 3N0
info@mdgreenview.ab.ca

Dear Reeve Olsen and Council

Re: Seeking Collaborative Construction Opportunities

Sarda Ag Research is ready to begin moving forward with the construction of a new building that will house the trial plot processing shop and the staff offices under one roof. Much ground-work has already been done. Land situated between the Village of Donnelly and Donnelly corner has been donated by a local producer. A grant for \$750,000 has been conditionally approved and will be released once SARDA Ag Research can demonstrate the ability to construct and operate the facility for many years into the future. Our Association is holding \$750,000 in reserve to match the conditional grant. We have a conceptual drawing ready to submit to Engineering for review and approval and we have secured bids from contractors for both the site ground prep and building construction. There is a legitimate concern by the Board that costs are likely to be a little higher than quoted and we could leave ourselves in a tenuous financial position.

Our Municipal partners have always been our strongest and most reliable supporters. This letter is being sent to each one with the hope of exploring the possibility of synergistic collaboration.

- 1) Our quote for gravel for the site is \$84,000. Any options to lower this expense would be very helpful.
- 2) The Ministry of Transportation is stipulating that the highway access needs to be re-constructed to conform to the regulations for an agricultural operation. Equipment, materials and expertise would be helpful as well as a skilled negotiator to consult with government staff.
- 3) One of the conditions of our grant is that we are not allowed to borrow money from any financial institution. To support cash flow for construction and operational costs simultaneously, we were hoping that one or more Municipalities might be able to provide a total loan of \$500,000 with a 10 year repayment period.

We have up-coming meetings scheduled with Government of Alberta employees to seek Capital funding but at this date only a firm commitment to talk about funding.

Construction costs are always lower when done during milder weather and in our volatile economic climate the longer we wait the higher the costs are expected to be. Our Board feels that to be financially prudent we need to get started and continue to search for funding while construction is underway. The multiple layers of collaboration that have gone into the design, planning and funding of this facility makes it unique. For the first time ever, we have the opportunity to have plots immediately adjacent to our office building and an assured space for our long term plots that are currently at constant risk of disruption at the whim of a landowner. Farmers throughout the entire Peace Region will benefit from the improved quality work done by staff who have better resources to work with and increased visibility.

- 2 -

We look forward to speaking with you at your earliest convenience to answer any questions or address concerns you may have. It is our sincere hope that together we can build infrastructure that will improve the skill set and financial outcomes of our agricultural producers while being fiscally responsible to those residents of the Peace Region who ultimately pay the bill through their tax dollars.

Yours truly,

A handwritten signature in black ink, appearing to read "Simon Lavoie".

Simon Lavoie
Chairman



90

SARDA
AG RESEARCH

AERIAL IMAGERY LOCATION PLAN:

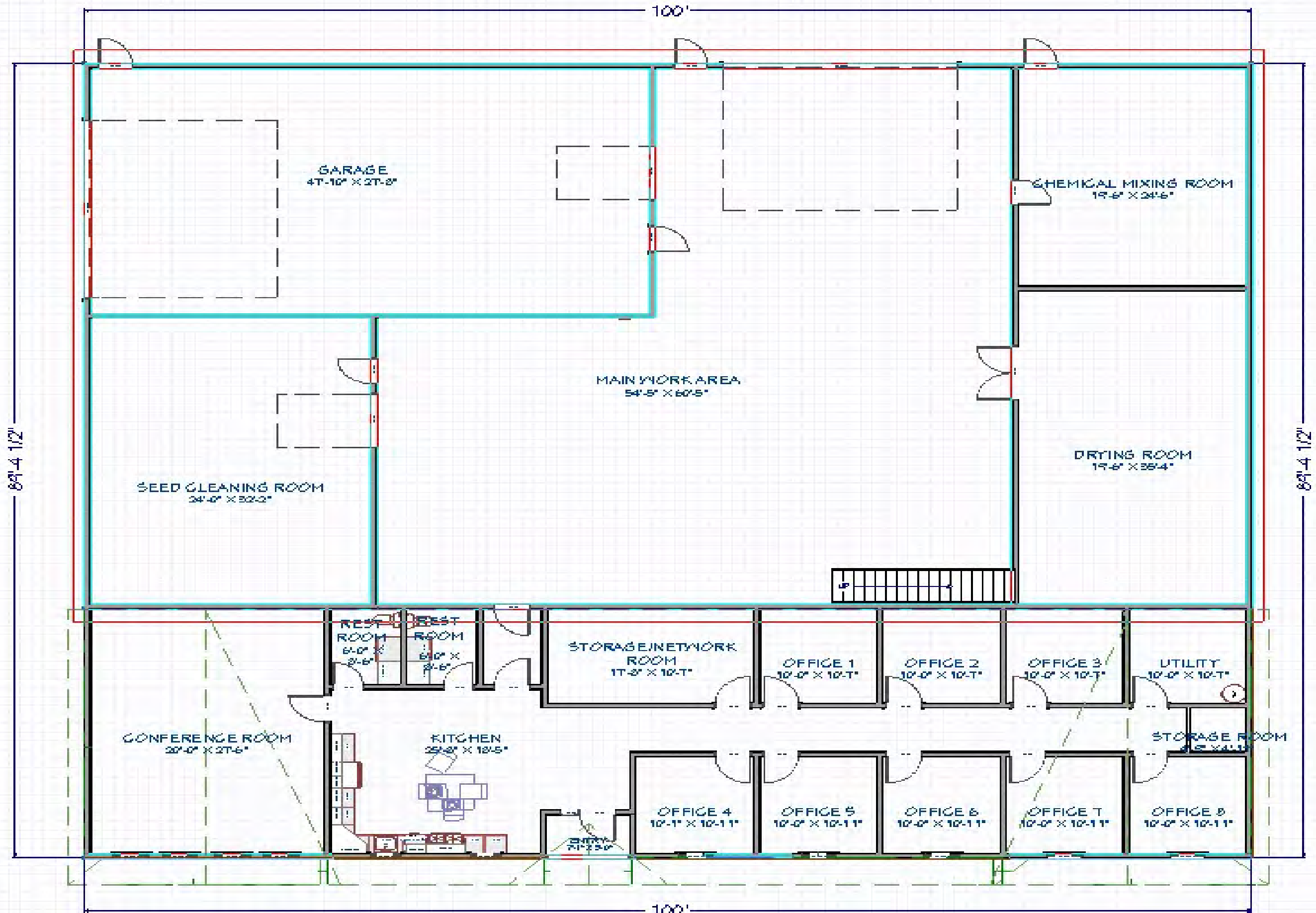


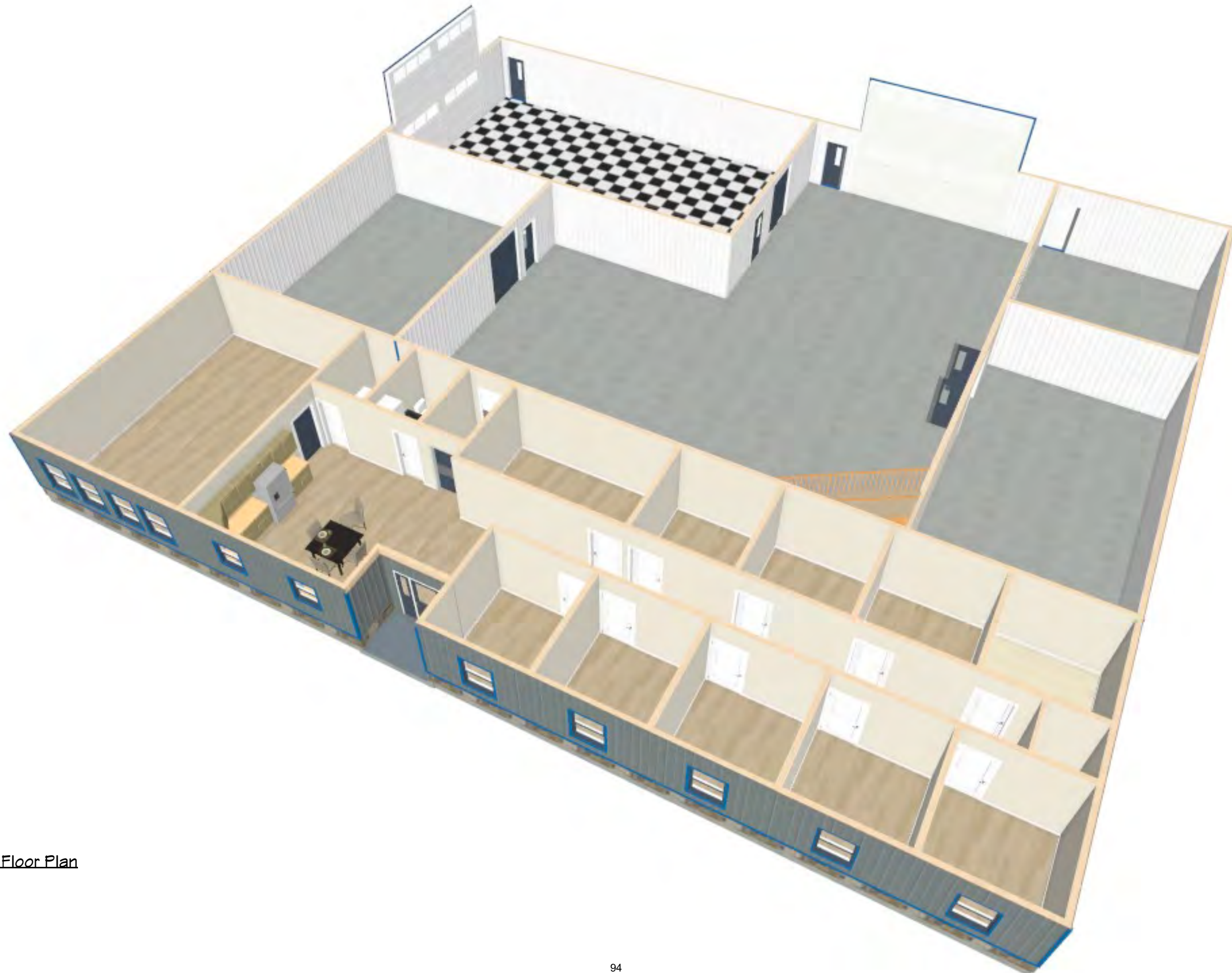
Imagery provided by Maxar Imagery. (Dated July 27, 2020)



SCALE 1:5000

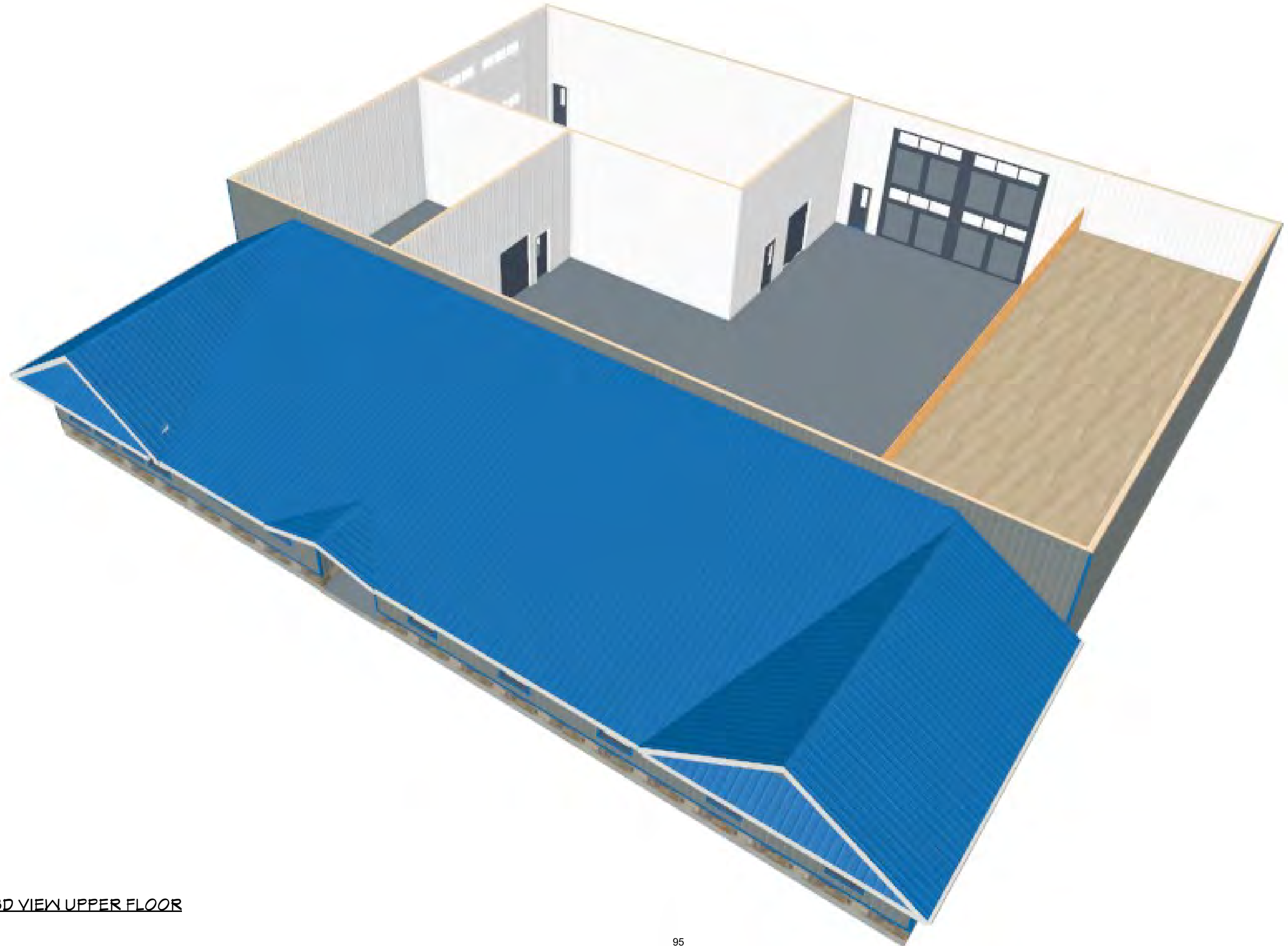






3D View Floor Plan

3D VIEW UPPER FLOOR





DRYING ROOM

- NEED FORCE HEATED AIR TO DRY GRAIN SAMPLES
- HUMIDIFIER VENT TO REMOVE MOISTURE TO OUTSIDE
- FANS TO CREATE AIR MOVEMENT
- SEALED FROM REST OF SHOP
- NO DOOR JAM TO WHEEL IN GRAIN SAMPLES
- 72" ACCESS DOOR
- 8' ceiling



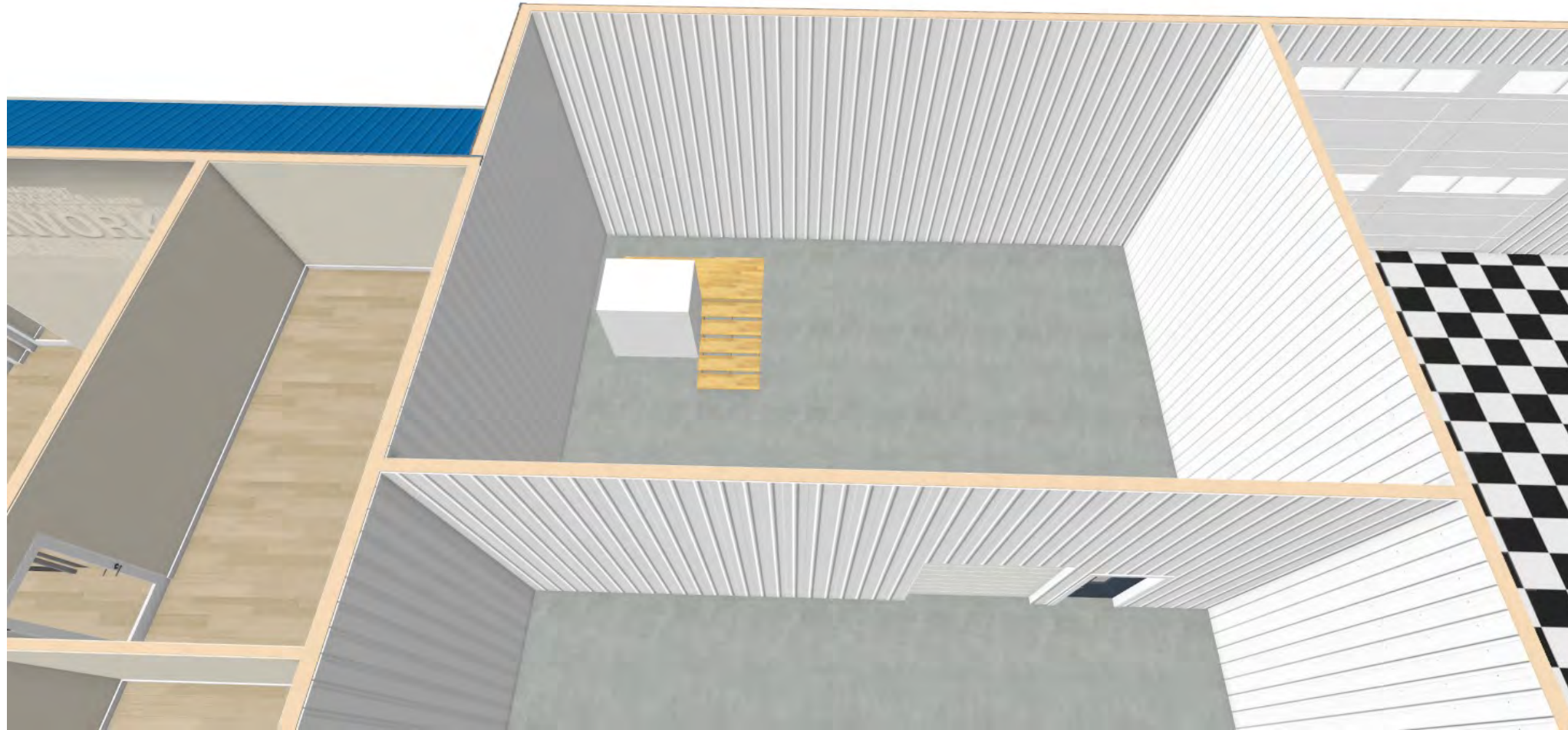


SPRYER ROOM

- shower
- hot and cold water
- exhaust fan
- chemical storage cabinets
- 9' height ceiling

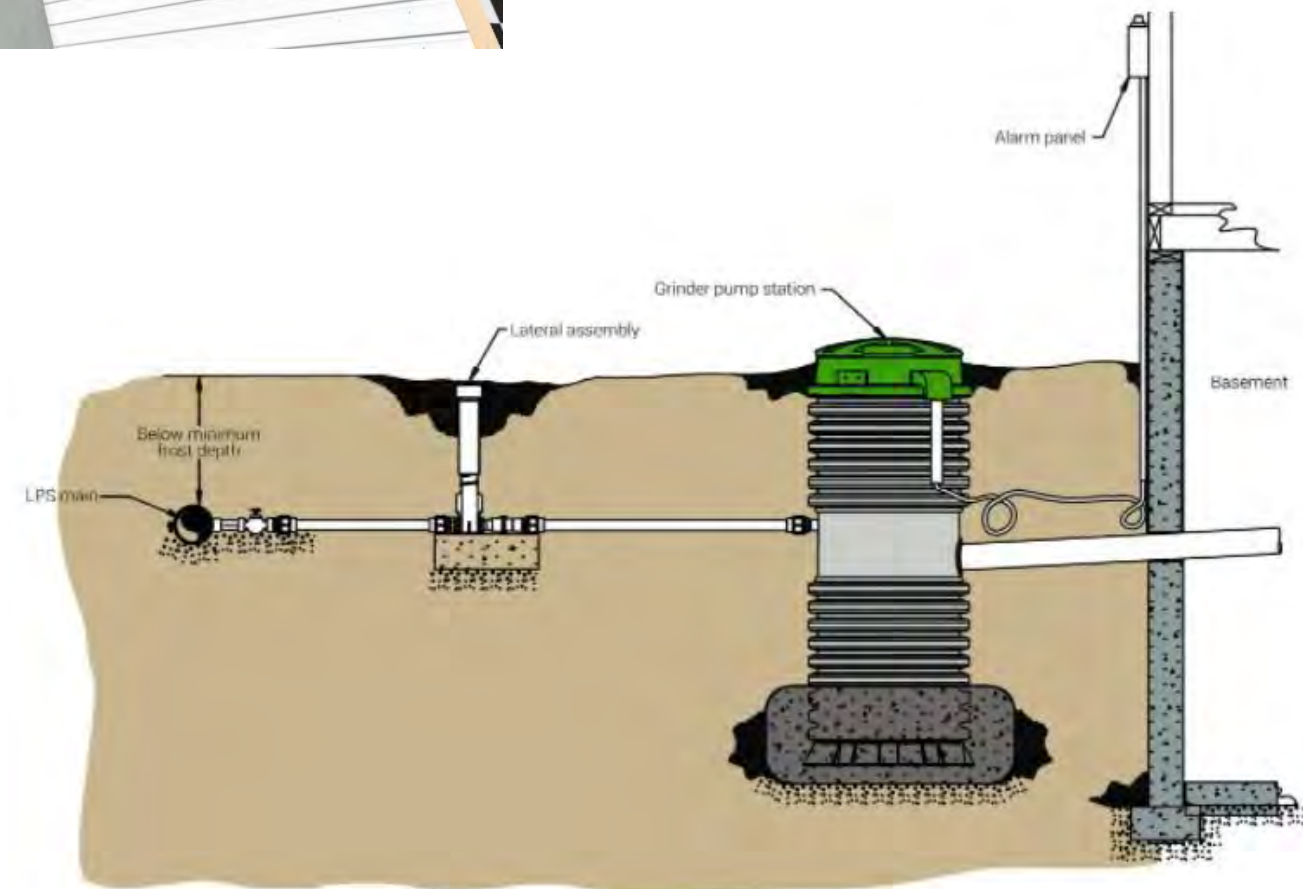






CLIPPER / CLEANING ROOM

- Exhaust fan to remove dust while cleaning
- or Controlled Air Filtration System
- Build vacuum for cleaning equipment and floor
- overhead door same as door from Garage main area
- dust proof to main area
- ceiling 18'

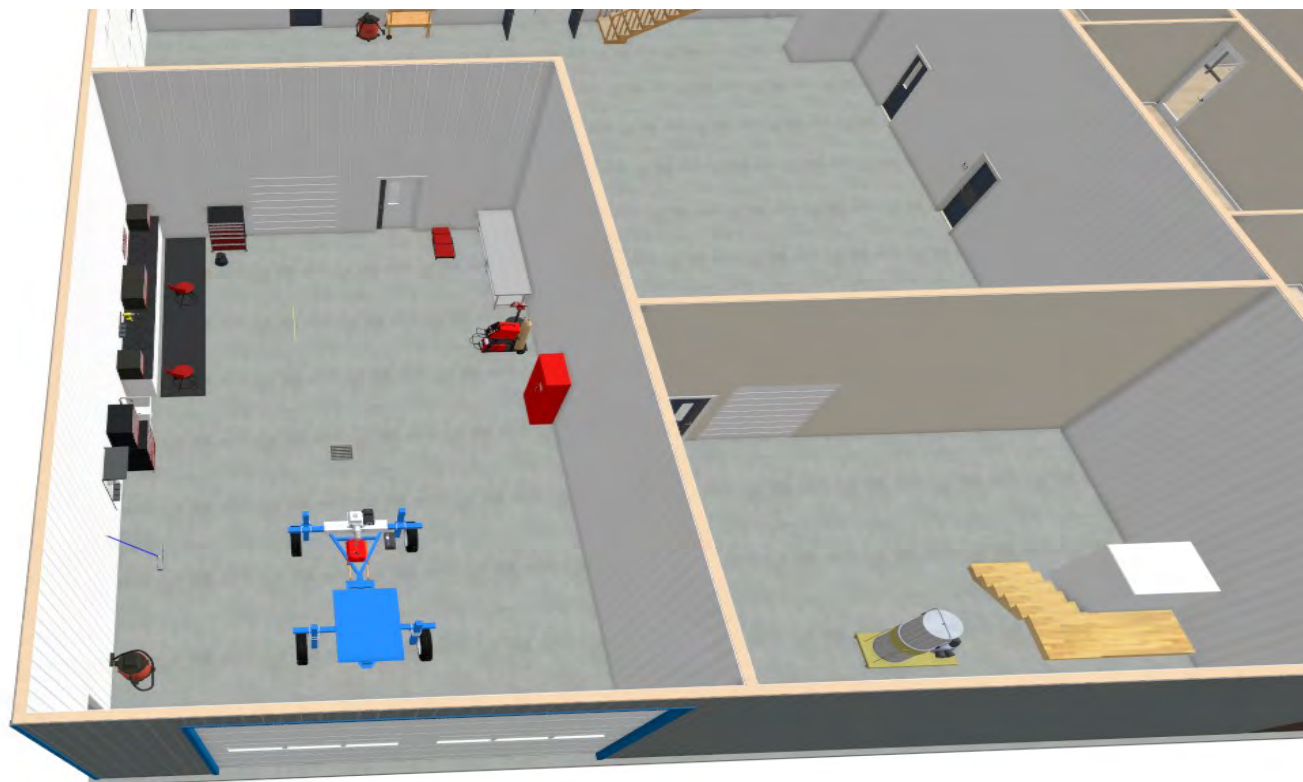




Door between garage and main shop

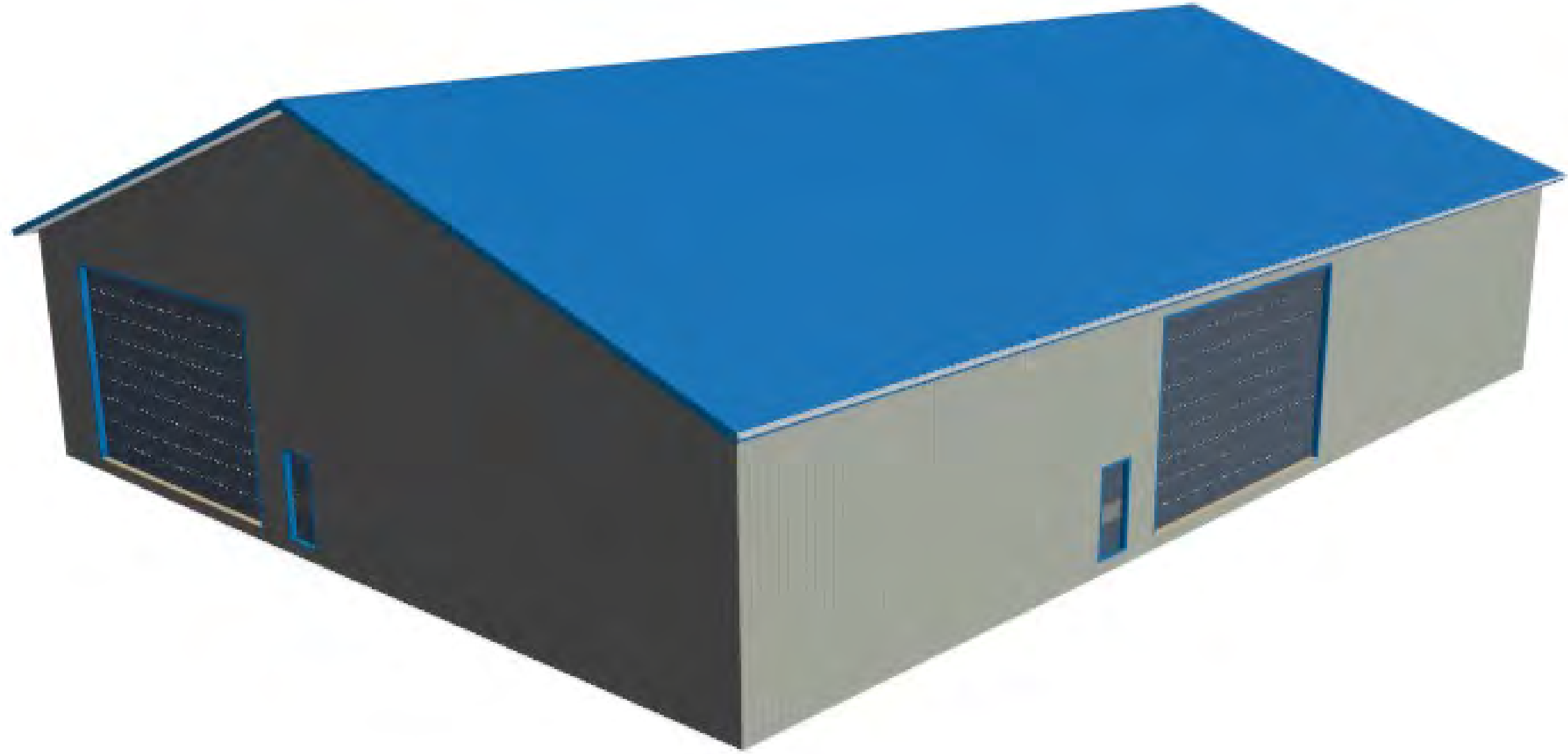


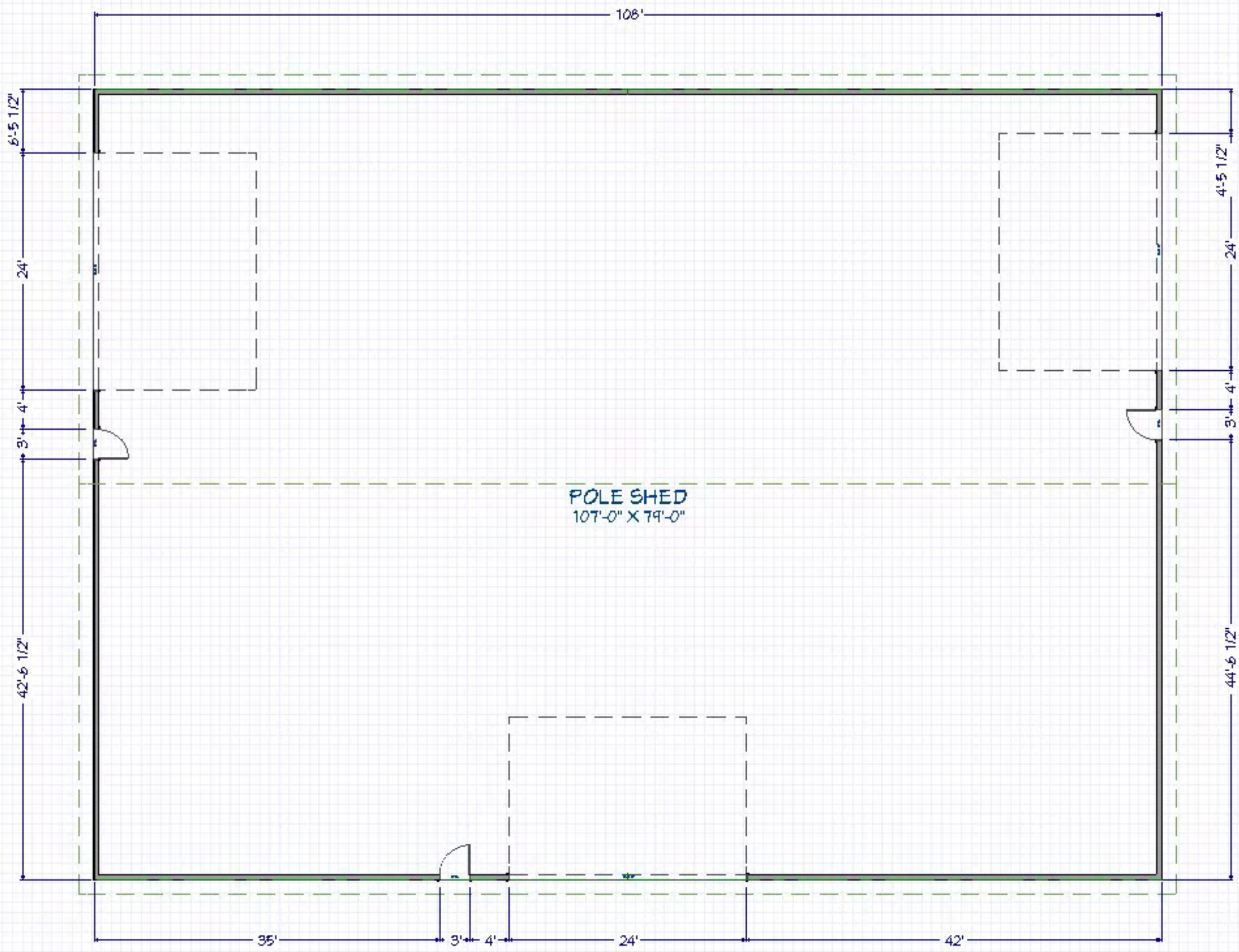
Overhead door 20' x 16'



Floor drain and water to shop







POLE SHED
107'-0" X 79'-0"



REQUEST FOR DECISION

SUBJECT: **Town of Grande Cache Policy Repeal**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: September 13, 2022
DEPARTMENT: CORPORATE SERVICES
STRATEGIC PLAN: Governance

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

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

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

- Resolution No. 156/16 Acceptable Use of Communication/Technology Resources for Council
- Resolution No. 553/17 Council Electronic and Mobile Devices, Internet Access and Email Use
- Resolution No. 304/16 Guidelines for the Protection of Mobile Devices and Mobile Data Storage Devices (Procedure)
- Resolution No. 157/16 Guidelines for Acceptable Use of Communication Technology Resources (Procedure)
- Resolution No. 304/16 Information Access and Security – Physical, Electronic and Remote
- Resolution No. 304/16 Information and Records Management
- Resolution No. 304/16 Internet and Email Use
- Resolution No. 025/13 Municipal Emergency Management Policy
- Resolution No. 028/13 Municipal Notification of Emergencies Policy
- Resolution No. 304/16 Privacy Breach
- Resolution No. 304/16 Protection of Information and Privacy
- Resolution No. 304/16 Protection of Mobile Devices and Mobile Data Storage Devices
- Resolution No. 155/16 Records and Information Management and Security for Council
- Resolution No. 032/13 Training and Exercises Policy
- Resolution No. 399/18 Use of Surveillance Cameras

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.

- Acceptable Use of Communication/Technology Resources for Council 156/16 and procedure 156/16 Guidelines for Acceptable Use of Communication Technology Resources shall be repealed and replaced with Policy 1031 Cyber Security and Policy 1019 Issuance of Digital Communications Tools. Policy 1019 establishes the procedures for the issuance and maintenance of communication tools, and Policy 1031 outlines rule for communication tool holders.
- Acceptable Use of Communication/Technology Resources for Council 156/16 shall be repealed and replaced with Policy 1031 Cyber Security and Policy 1019 Issuance of Digital Communications Tools. Policy 1019 establishes the procedures for the issuance and maintenance of communication tools, and Policy 1031 outlines rule for communication tool holders.
- Council Electronic and Mobile Devices, Internet Access and Email Use 553/17 16 shall be repealed and replaced with Policy 1031 Cyber Security and Policy 1019 Issuance of Digital Communications Tools. Policy 1019 establishes the procedures for the issuance and maintenance of communication tools, and Policy 1031 outlines the rules for communication tool holders.
- Information Access and Security – Physical, Electronic and Remote 304/16 and procedure 304/16 Guidelines for the Protection of Mobile Devices and Mobile Data Storage Devices (Procedure) shall be repealed and replaced with Policy 1031 Cyber Security and Policy 1019 Issuance of Digital Communications Tools. Policy 1019 establishes the procedures for the issuance and maintenance of communication tools, and Policy 1031 outlines rules for communication tool holders.
- Information and Records Management 304/16 shall be repealed and replaced with Policy 1029 Records and Information Management and Bylaw 19-817 Records Retention and Disposition Schedule. Policy 1029 details the individual and institutional procedures to ensure the proper storage of data and records. Bylaw 19-817 legislates how long records must be kept and the manner in which they may be destroyed.
- Internet and Email Use 304/16 shall be repealed and replaced with Policy 1019 Issuance of Digital Communications Tools and Policy 1031 Cyber Security. Policy 1019 establishes the procedures for the issuance and maintenance of communication tools, and Policy 1031 outlines the rules for communication tool holders.
- Municipal Emergency Management Policy 025/13 shall be repealed and replaced with Bylaw 20-851 Municipal Emergency Management Bylaw. Bylaw 20-851 establishes the chain of command in the event of an emergency, it also creates the organisation and standards as they pertain to municipal emergency management.

- Municipal Notification of Emergency 028/13 shall be repealed and replaced with Bylaw 20-851 Municipal Emergency Management Bylaw. Bylaw 20-851 gives the responsibility of notifying provincial and municipal authorities, as well as the public of an emergency.
- Privacy Breach 304/16 shall be repealed and replaced with Policy 1031 Cyber Security. Policy 1031 sets the standards to ensure the security of Greenview technology, and also creates the reporting procedure for any cyber security breaches.
- Protection of Information and Privacy 304/16 shall be repealed and replaced with Policy 1029 Records Information Management and Policy 1042 Access to Information. Policy 1029 establishes how and where municipal records are to be stored, whereas Policy 1042 establishes the procedures of record release.
- Protection of Mobile Devices and Mobile Data Storage Devices 155/16 shall be repealed and replaced with Policy 1019 Issuance of Digital Communications. Policy 1019 details the protocol when there is a real or perceived cyber security breach.
- Records and Information Management and Security for Council 155/16 shall be repealed and replaced with Policy 1029 Records and Information Management and Bylaw 19-817 Records Retention and Disposition Schedule. Policy 1029 establishes the procedure to archive records, as well as the location and length with which records must be kept. Bylaw 19-817 legislates how long records must be kept and the manner in which they may be destroyed.
- Training and Exercises Policy 032/13 shall be repealed and replaced with Bylaw 20-851 Municipal Emergency Management Bylaw. Bylaw 20-851 establishes the parties responsible to receive emergency management training as prescribed by the Alberta Emergency Management Agency.
- Use of Surveillance Cameras 399/18 shall be repealed and replaced with Policy 4005 Use of Surveillance Cameras. Policy 4005 details Greenview's position on the use of surveillance equipment and the procedure for the implementation of such equipment.

BENEFITS OF THE RECOMMENDED ACTION:

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

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will make the necessary changes to reflect the repealed policies.

ATTACHMENT(S):

- Resolution No. 156/16 Acceptable Use of Communication/Technology Resources for Council
- Resolution No. 553/17 Council Electronic and Mobile Devices, Internet Access and Email Use
- Resolution No. 304/16 Guidelines for the Protection of Mobile Devices and Mobile Data Storage Devices (Procedure)
- Resolution No. 157/16 Guidelines for Acceptable Use of Communication Technology Resources (Procedure)
- Resolution No. 304/16 Information Access and Security – Physical, Electronic and Remote
- Resolution No. 304/16 Information and Records Management
- Resolution No. 304/16 Internet and Email Use
- Resolution No. 025/13 Municipal Emergency Management Policy
- Resolution No. 028/13 Municipal Notification of Emergencies Policy
- Resolution No. 304/16 Privacy Breach
- Resolution No. 304/16 Protection of Information and Privacy

- Resolution No. 304/16 Protection of Mobile Devices and Mobile Data Storage Devices
- Resolution No. 155/16 Records and Information Management and Security for Council
- Resolution No. 032/13 Training and Exercises Policy
- Resolution No. 399/18 Use of Surveillance Cameras



TOWN OF GRANDE CACHE Policy and Procedures

Title	Acceptable Use of Communication and Information Technology Resources		Page 1 of 7
Section	FOIP/IT Security	Resolution No.	304/16
Department	All	Effective Date	June 8, 2016

P O L I C Y

Background

The Town of Grande Cache (the 'Town') is committed to safe and responsible use of communication and information technology resources to protect the Town's reputation and ensure responsible use of taxpayer dollars. This policy protects the interests of both the Town and the users of the Town's communication and technology resources by providing a standard by which questions of acceptable communication and information technology resources use may be gauged.

1.0 Purpose

The purpose of this policy is to describe what the Town expects regarding acceptable uses of Town's communication and information technology resources.

2.0 Definitions

Town means the municipal corporation of the Town of Grande Cache.

Communication and Information Technology (IT) Resources that is any means by which information is exchanged between individuals through a common system, which includes, but is not limited to:

- computers (desktop, portable and wireless computing devices) and monitors;
- mobile computing devices including but not limited to notebook computers, laptops, tablets, cell phones, smart phones (ie. Blackberry, iPhone), air cards, push to talk radios and modems;
- internet and electronic communication services (email, instant messenger, voice mail, long distance and roaming, voice/text/data transmission, etc.);
- network infrastructures (ie. fiber optics cables, wireless networks, wi-fi access, etc.);
- photocopiers, fax machines, printers, scanners, cameras, radios, televisions, audio/visual equipment and desktop telephones;



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Title	Acceptable Use of Communication and Information Technology Resources			Page 2 of 7
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- f) business systems, office productivity systems, utility and all other Town-administered systems and related server and storage infrastructure;
- g) consumable goods used in the operation of these resources including but not limited to DVD's, CD's, tape media, paper, USB memory sticks, etc.; and
- h) all data, information online services and software applications which can be accessed using the above mentioned, including electronic mail, internet and chat technologies.

Communication and Information Technology Resource Users includes but are not limited to Town of Grande Cache employees, vendors, contractors, consultants and any other individuals with authorized access to and use of the Town communication and technology resources.

Contractor is any affiliate, third party, non-employee, consultant or agent or employee of a contractor or service provider engaged by the Town to perform services for or on behalf of the Town.

Data is a general term used to denote any or all facts, numbers, letters and symbols that refer to or describe an object, idea, condition, situation or other factors in a computerized form.

Department is an internal administrative division of the Town including all Town offices.

Employee means any individual employed by the Town, along with those individuals employed under contract by the Town.

FOIP Act means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 as amended.

Information means any information that identifies an individual or business and is stored in any format that the Town utilizes in the usual business operations of the municipality.

IT Resource means any Town-owned or controlled asset used to generate, process, transmit, store or access Town information.



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Title	Acceptable Use of Communication and Information Technology Resources		Page 3 of 7
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IT Resource Officer means the individual designated by the Chief Administrative Officer and has the responsibility to manage and control communication and technology resources for the Town.

User means any person authorized to access and/or use Town IT resources.

3.0 **Policy**

3.1 **Scope**

This policy applies to all Town employees and contractors (hereinafter referred to as 'Users') whose access to or use of information, communication and information technology ('IT') resources that is provided by the Town or available through equipment owned by the Town whether or not that access is during normal working hours and whether such access is from the Town's premises or elsewhere.

3.2 **Ownership**

3.2.1 All communication and IT resources acquired and managed by the Town, the data, information and the work product (ie. software programs, databases, spreadsheets, etc.) created, received or downloaded from external sources and/or modified in the use of such resources, belong to the Town of Grande Cache or its licensors.

3.2.2 All information created with or stored on Town communication and IT resources is the property of the Town.

NOTE: Employees should be aware and not expect that their communications are private when using Town communication and IT resources. Any information created with or stored on Town communication and IT resources may be considered a public record subject to disclosure under the FOIP Act.

3.3 **General Principles for Use**

3.3.1 The Town's communication and IT resources are provided to improve productivity of Town business activities and enhance the effectiveness of communications.



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- 3.3.2 The Town's communication and IT resources must be used only for their intended purpose, as described in the 'Guidelines for Acceptable Use of Communications and Technology Resources' related to this policy.
- 3.3.3 Users of the Town's communication and IT resources are required to use communication and IT resources in an acceptable manner as defined in the following:
- a) Information Access and Security Policy;
 - b) Internet and Email Policy;
 - c) Protection of Mobile Devices and Mobile Data Storage Devices Policy and Guidelines;
 - d) Protection of Information and Privacy Policy;
 - e) Employee Code of Conduct Policy; and
 - f) Guidelines for Acceptable Use of Communication and Information Technology Resources.
- 3.4 Consent**
- 3.4.1 Users of Town communication and IT resources are deemed to have given consent to this policy by their continued use of Town communication and IT resources.
- 3.5 Use of the Town's Communication and Information Technology (IT) Resources for Electronic Communications and Internet Access**
- 3.5.1 Use of Town communication and IT resources must be legal, ethical and in compliance with the Information Access and Security, Internet and Email Use and Employee Code of Conduct policies.
- 3.5.2 No user of the Town's communication and IT resources should expect privacy as to his or her internet use.
- 3.5.3 Access to the electronic communications system and the internet is provided to the users of the Town's communication and IT resources to enable them to carry out their job responsibilities.



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Title	Acceptable Use of Communication and Information Technology Resources			Page 5 of 7
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- 3.5.8 The Town does not manage, support or reimburse for personally owned communication and IT resources (ie. personal handheld wireless devices and airtime, ISP connections, home computers or software for personal use, etc.).

3.6 Safeguarding Assets, Data and Information

- 3.6.1 The Town's communication and IT resources are valuable assets. Communication and IT resource users are expected to exercise reasonable care to prevent abuse or theft of the Town's communication and IT resources.

- 3.6.2 The Town's communication and IT resources are to be used in a manner that safeguards the integrity and accessibility of data, information and the work product (ie. software programs, databases, spreadsheets, etc.) created, received or downloaded from external sources and/or modified in the use of such resources.

- 3.6.3 All data or information which users consider sensitive or vulnerable must be encrypted with a Town-approved encryption solution, as outlined in the 'Information Access and Security' and 'Internet and Email Use' policies.

- 3.6.4 All PC's, laptops and workstations are to be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off when the device is left unattended. Because information contained on mobile devices is especially vulnerable, users must follow the 'Protection of Mobile Devices and Mobile Data Storage Devices' policy and guidelines to protect access to the device.

3.7 Responsibilities Related to the Town's Communication and Information Technology Resources

- 3.7.1 Managers and supervisors are responsible for:
- ensuring employees are knowledgeable of the contents of this policy;
 - reviewing and approving department communication and IT resources;
 - providing users of the Town's communication and IT resources with access to necessary training to use communication and IT resources efficiently and effectively;



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Title	Acceptable Use of Communication and Information Technology Resources			Page 6 of 7
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- d) informing the Chief Administrative Officer or designate of any breach of this policy;
- e) approving employee access to the Town's communication and IT resources while on vacation or away on Town business (remote access);
- f) taking appropriate action, as defined in this policy, with respect to any breach of this policy.

3.7.2 Users of the Town's communication and IT resources are responsible for:

- a) adhering to this policy;
- b) becoming as proficient in the use of communication and IT resources that are provided, as is necessary to fulfill work responsibilities;
- c) promptly advising managers or supervisors if any inappropriate or improper message or material is received; and
- d) immediately reporting any loss or theft of the Town's communication and IT resources to the Chief Administrative Officer or designate.

3.8 Complying with Existing Laws and Town Policies

3.8.1 The Town's communication and IT resources must be used in activities in compliance with all applicable laws or regulations, including without limitation, those:

- a) at the federal, provincial and municipal level;
- b) those by way of international treaties;
- c) those of any foreign jurisdiction with authority;
- d) those civil laws in force between vendor and purchaser of communication and IT resources; and
- e) any and all Town policies.

3.8.2 The Town's communication and IT resources are to be used in a manner consistent with the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 and related Town policies.

The Town of Grande Cache has ZERO TOLERANCE for the use of Town assets in a way that could be deemed as offensive or harassing, such as hate mail, racial or ethnic slurs, insults, obscenities, abuse, defamation, threats, sexually explicit materials and internet gambling.

Accessing, communicating, creating distributing, viewing, sending, displaying or downloading of these inappropriate materials will be severely dealt with.



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3.9 Consequences of Non-Compliance

- 3.9.1 Any use of Town communication and IT resources that breaches this policy will be considered misconduct and will be reviewed.
- 3.9.2 Any violation of this policy may subject the employee to their loss of use of communication and IT resources, and may result in disciplinary actions being taken, up to and including dismissal from employment.
- 3.9.3 Illegal acts involving communication and IT resources may also subject the user to restitution, commencement of civil action, or criminal investigation and prosecution by police agencies and/or local, provincial and federal authorities.

3.10 Unacceptable Use of the Town's Communication and Information Technology Resources

- 3.10.1 Unacceptable use of the Town's communication and IT resources includes, but is not limited to, knowingly or intentionally doing or allowing any of the following:
- a) intercepting or altering data transmitted via technology resources;
 - b) violating terms of applicable software licensing agreement, including installing software without a license to do so;
 - c) using the Town's network to gain unauthorized access to any computer system or data;
 - d) moving computer equipment (except for portable devices), including all hardware and software components;
 - e) connecting unauthorized equipment to the Town's network;
 - f) attempting to circumvent the Town's communication and IT resources protection schemes;
 - g) activities that interfere with the normal operation of the Town's communication and IT resources;
 - h) using the Town's communication and IT resources for personal use that results in the Town incurring costs (ie. purchase and download of games, ringtones, wireless TV, video and music downloads, premium messaging subscriptions, storing of personal data on the Town's communication and IT resources, etc.); and
 - i) unauthorized use, or infringement, or theft of data, equipment, or tangible or intangible property, or any intellectual property rights thereto.



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Title	Council Electronic and Mobile Devices, Internet Access and Email Use		Page 1 of 3
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Department	Council	Effective Date	November 8, 2017

P

1.0 Purpose

The purpose of this policy is to establish guidelines for the provision and use of electronic and mobile devices, wireless internet access at the Town/Council Offices and Council Chambers and email resources for Council members.

O

This policy replaces the 'Council Communication Device' policy, approved September 18, 2013 by Resolution No. 250/13.

2.0 Policy Statement

L

The Town of Grande Cache recognizes the importance of its Council members, in the performance of their duties, to be able to access information and communicate with each other, Town staff and other stakeholders in a timely and efficient manner. In support of this, the Town shall provide each Council member with an electronic device which may be a tablet, iPad or laptop computer and email resources during their term of office. The Mayor may be provided with a mobile device which may be a cellular phone or smartphone.

I

3.0 Policy Guidelines and Principals

C

- 3.1 Upon being elected, all Council members shall be provided with:
- a new electronic device, being a tablet, iPad or laptop computer;
 - an email address (____.____@grandecache.ca) for which all Town/Council business shall be conducted and channeled through the Town email server; and
 - wireless internet access at the Town and Council Offices and Council Chambers.

Y

- 3.2 The Mayor shall be issued a mobile device, which may be a cellular phone or smartphone, pursuant to this policy and will adhere to the principals and policies associated with this policy.



TOWN OF GRANDE CACHE Policy and Procedures

Title	Council Electronic and Mobile Devices, Internet Access and Email Use			Page 2 of 3
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- 3.3 All electronic and mobile devices issued to Council members are the property of the Town of Grande Cache.
- 3.4 Council members are responsible for securing the information and protecting the integrity of the information on the Town-issued device in their possession, as set out in the 'Council Records and Information Management Policy'.
- 3.5 Each Council member shall receive a monthly allowance to assist with costs associated for electronic devices (ie. cell phone, home or laptop computer) and/or internet/wi-fi services, as set out in the 'Council Honorarium and Compensation Policy'.
- 3.6 Council members have the option to purchase the computer/tablet and/or cell phone at the end of their active service at a depreciated value as outlined below:
- a) the device lifespan is approximately 3 to 4 years, at the end of which, Council members will be allowed to keep the device issued to them at no charge;
 - b) following an election, if a Council member leaves office prior to the end of the term, they will be allowed to purchase the device through a pro-rated amount of 50% after one year, 25% after two years and no charge after three years.
- 3.7 Town staff shall be responsible for:
- a) selecting the electronic device and associated software;
 - b) setting up the electronic device and email service;
 - c) providing technical support for issues with the electronic device, installed software, email service; and
 - d) wireless internet access at the Town and Council Offices and Council Chambers that are directly related to Town business.
- 3.8 Council members shall make the electronic device available to Town staff for regular maintenance, software installation and updates, etc. upon request.
- 3.9 The loss or damage of an electronic device shall be reported immediately to the Chief Administrative Officer or designate. If the device is broken or not working properly, it must be returned to the Town Office for repair and/or replacement.
- 3.10 Council members may use the electronic device for personal use provided that such use does not result in increased costs to the Town and complies with this policy.



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Policy and Procedures

Title	Council Electronic and Mobile Devices, Internet Access and Email Use		Page 3 of 3
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- 3.11 The Town of Grande Cache is not responsible for the loss or corruption of personal information contained on the Council member's electronic device.
- 3.12 Acceptable electronic device, Town wireless internet access and email uses and activities by Council members are those that conform to the Town's vision, mission and key principles and shall:
- respect and uphold the law, including provincial and federal laws and regulations and the law of other jurisdictions;
 - comply with the Town's stated policies, procedures and standards;
 - be used responsibly and for the uses for which they were intended;
 - be courteous and follow accepted standards of etiquette; and
 - protect others' privacy and confidentiality.
- 3.13 The Town of Grande Cache shall not be held liable for Council member's unauthorized, inappropriate or illegal use of the Town's electronic device, installed software, wireless internet access at the Town and Council Offices and Council Chambers and email resources.
- 3.14 Upon expiry of their term of office, Council members shall return the electronic device to the Town if they do not wish to keep it, as outlined in section 3.6 above. The Town will discontinue the Council member's email address and the Council member's use of the Town's wireless internet and email resources will cease.

References

Council Honorarium and Compensation Policy, Section C-1: Council, Town of Grande Cache Policy and Procedures Manual

Council Records and Information Management, Section F-1: FOIP and IT Security, Town of Grande Cache Policy and Procedures Manual



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Title **Guidelines for the Protection of Mobile Devices and Mobile Data Storage Devices** Page 1 of 2

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Resolution No. 304/16
Effective Date June 8, 2016

The Town of Grande Cache is committed to safe and responsible use of communication and technology resources to protect information collected and utilized in the daily operations of the Town. The Protection of Mobile Devices and Mobile Sensitive Data Policy protects the interests of the Town, users of the Town's communication and technology resources and the public by providing a standard for the collection, use, storage and protection of information held in the custody of the municipality.

These Guidelines were developed to provide elected officials, employees and contractors with clear direction on expectations for the use and protection of Town mobile devices and mobile data storage devices.

Regular/Ongoing:

- ✓ When leaving work at the end of the day, secure all mobile data storage in lockable cabinets or drawers in your office or designated area.
- ✓ Regularly review the contents of mobile data storage to identify and erase sensitive data that is no longer required on the device. List the contents on the device and store it in a secure location (locked cabinet, safe, etc.) for quick reference if the device is lost or stolen.
- ✓ Regularly delete temporary electronic copies of any Town information that is no longer needed as directed in the Records and Information Management Program.
- ✓ Regularly check that you are still in possession of all mobile data storage, in order to identify as early as possible any assets that may have been lost or stolen.
- ✓ Regularly copy updated Town information back to the Town information banks.
- ✗ NEVER keep the only copy of any data or document on mobile data storage



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Sensitive Data Located on Mobile Data Storage

- ✓ Always store mobile sensitive data using an encryption solution ~ a login password is not enough. Where possible, store mobile sensitive data on mobile data storage which comes with built-in encryption solutions.
- ✓ It is prohibited for employees to disable or attempt to disable encryption solutions.
- ✓ Keys or passwords used with encryption solutions must be recorded and kept in a secure location and only communicated to others allowed access to the information.

Prior to Transporting Mobile Data Storage Outside of Town Premises

- ✓ Mobile data storage must not be labeled with any identifier which would identify it as owned by the Town of Grande Cache. Either have no label or use a phone number.
- ✓ When travelling with mobile data storage, secure the device(s) in a lockable trunk or storage compartment in the vehicle when possible.
- ✗ NEVER leave mobile data storage in a motor vehicle.

While Mobile Data Storage is Outside of Town Premises

- ✓ Keep mobile data storage with you at all times when travelling on foot in public places. This includes going into restaurants and washrooms and while shopping.
- ✓ Always bring mobile data storage with you as carry-on luggage when travelling on airlines, trains, buses or other public transportation.
- ✗ NEVER leave mobile data storage unattended, take it with you or in the care of a Town employee travelling with you.



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Title	Guidelines for Acceptable Use of Communication Technology Resources	Page 1 of 4
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The following guidelines are intended as examples and do not represent a complete list. If there are any questions, please speak with your immediate supervisor for clarification.

Things to Do	Things NOT to Do
<p><i>Use for accomplishing job responsibilities that support vision, mission and value statements</i></p> <ul style="list-style-type: none"> ✓ Communicate with others in a respectful and professional manner ✓ Use footers (ie. privacy) only on appropriate content and with the approval of the Department Manager ✓ Obtain approval when borrowing or relocating any communication technology resources ✓ Clearly and accurately identify yourself when sending messages ✓ Communicate on another's behalf only with that individual's approval 	<ul style="list-style-type: none"> ✗ Use involving illegal activities ✗ Access, communicate, distribute, or display racial or ethnic slurs, threats, insults, obscenities, abuse, defamation or sexually explicit material ✗ Communicate personal or confidential information without authorization ✗ Reveal or publicize protected information ✗ Share or reveal passwords without authorization ✗ Represent personal opinions as those of the Town (or department, etc.)
<p>Use for career or personal development, including professional networking subject to the Code of Conduct</p> <ul style="list-style-type: none"> ✓ Obtain approval for career or personal development, such as web-based training ✓ Communicate appropriately with external contacts ✓ Communicate personal and confidential information in a secure manner 	<ul style="list-style-type: none"> ✗ Promote personal or private business ventures ✗ Send non-approved or non-work requests or notifications to Town group lists ✗ Send, copy, install or download copyrighted documents (this includes audio and visual files) ✗ Use confidential Town information for personal or non-work purposes



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Things to Do	Things NOT to Do
<p>Personal use which is occasional or incidental and/or approved by my supervisor</p> <ul style="list-style-type: none">✓ Obtain approval for exemptions✓ Reimburse the Town promptly for personal costs✓ Personal use on non-work time or breaks	<ul style="list-style-type: none">✗ Use for personal gain or profit, including personal or private business activity✗ Use communication technology resources for political or religious campaigning, or to promote activities or objectives of associations, clubs or unions✗ Grant access to friends, family or any other persons✗ Use communication technology resources for gambling, games, jokes or chain letters
<p>Use for maintaining the integrity of all Communication Technology Resources</p> <ul style="list-style-type: none">✓ Respect Town assets and take proper care of them✓ Report any suspicious or unethical activity to your supervisor immediately✓ Power off your device(s) at the end of each work day as often as your duties permit✓ When away from your work area for extended periods, grant permission for access to the employee covering your job	<ul style="list-style-type: none">✗ Use that could cause congestion or disruption to normal operations of communication technology✗ Tamper, alter, modify, reconfigure or change communication technology resources✗ Engage in activities which are risky as to security or virus exposure, such as adjusting internal settings✗ Install personal or unlicensed software✗ Knowingly download or upload a virus or other malicious software✗ Deliberately try to access information for which you are not authorized



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Frequently Asked Questions

1. **I am taking an online course through NAIT which requires some research on the internet. Can I use my work computer for this purpose?**

Yes, provided that it is done on your own time without additional costs to the Town and that providing such research does not violate any provisions of the 'Acceptable Use of Communication Technology Resources' policy or the 'Employee Code of Conduct' policy.

2. **Can I access my communication technology resource for occasional personal use? What about infrequent phone calls? Can I call my child's daycare or make a medical appointment?**

Yes. Incidental use of Town assets such as communication technology resources is allowed as long as there is no negative impact on your performance, no abuse of paid work time and/or no added costs to the Town. This includes telephone and cell phone use.

3. **Can I photocopy recipes for distribution at my cooking class?**

Making one or two copies is not an abuse of Town assets. Multiple copies, however, require supervisor approval and reimbursement to the Town.

4. **Can I use the internet at work to plan my vacation and book my airline tickets?**

Yes, provided that you do it on your own time (ie. lunch, coffee breaks) and there are no costs to the Town.

5. **Can I install my personal income tax software on my work computer or laptop?**

No. Modification to any Town communication technology device requires approval from both your supervisor and the IT contractor.



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6. How can I protect my email account?

Lock your workstation when leaving it unattended ~ CTRL – ALT – DELETE, ENTER. Safeguard your password and do not share your email account.

7. Could the content of my email message be revealed in response to a FOIP request?

Yes. All email messages and attachments sent to and from your Town email account are Town records and subject to the Alberta FOIP Act.

8. Does the Town keep track of my computer use?

Yes. All computer use, from your Town email account for both personal and official Town business is monitored and logged. The logs are used for troubleshooting and to support investigations.

9. I find I am more productive if I work with some background music playing, is this okay?

When playing music at work, be mindful of the volume and content of the music and possible distraction to employees around your work space. Downloading music files on your computer is not allowed.

10. I need my computer moved to another location. Can I move it myself or do I have to inform whoever is in charge of IT of its new location?

Do not move computers until speaking to the IT contact person prior to relocation of hardware. Instructions will be provided either through the contact person or directly from the IT contractor.



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Background

The Town of Grande Cache recognizes the importance of its employees, in the performance of their duties, to be able to access information and communicate with each other and other stakeholders in a timely and efficient manner. Records and information in the possession of Town employees are assets that require management to ensure they serve both current operational purposes and potential legal and historical purposes.

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1.0 Policy Statement

The Town of Grande Cache shall employ physical, administrative and technical access controls at all facilities for areas containing information, information processing and storage and information technology (IT) resources. These controls may include, but are not limited to alarms, access codes, staffed reception desks, unique User ID's and passwords.

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2.0 Purpose

The purpose of this policy is to ensure the Town of Grande Cache employs consistent physical, administrative and technical access controls to safeguard employees and the public, and to protect the security of information and information technology resources, including information processing and storage equipment and facilities.

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3.0 Definitions

Town means the municipal corporation of the Town of Grande Cache.

Employee means any individual employed by the Town, along with those individuals employed under contract by the Town.

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Communication and Information Technology (IT) Resources that is any means by which information is exchanged between individuals through a common system, which includes, but is not limited to:

- a) computers (desktop, portable and wireless computing devices);
- b) mobile computing devices (notebook computers, laptops, tablets, cell phones, smart phones), air cards, push to talk radios and modems;
- c) internet and electronic communication services (email, instant messenger, voice mail, long distance and roaming, voice/text/data transmission, etc.);
- d) network infrastructures (ie. fiber optics cables, wireless networks, wi-fi access, etc.);
- e) photocopiers, fax machines, printers, scanners, cameras, radios, televisions, audio/visual equipment and desktop telephones;
- f) business systems, office productivity systems, utility and all other Town-administered systems and related server and storage infrastructure;
- g) consumable goods used in the operation of these resources (DVD's, CD's, tape media, paper, USB memory sticks, etc.); and
- h) all data, information online services and software applications which can be accessed using the above mentioned, including electronic mail, internet and chat technologies.

Communication and Information Technology Resource Users includes but is not limited to Town of Grande Cache employees, vendors, contractors, consultants and any other individuals with authorized access to and use of the Town IT resources.

Confidential means the classification applied to information where the unauthorized disclosure could cause moderate risk or harm to any individual, the Town or third party, or to the privacy of individuals, compromise the business interests of a third party, or threaten the secure containment of privileged information or records.

Contractor is any affiliate, third party, non-employee, consultant or agent or employee of a contractor or service provider engaged by the Town to perform services for or on behalf of the Town.

Data is a general term used to denote any or all facts, numbers, letters and symbols that refer to or describe an object, idea, condition, situation or other factors in a computerized form.



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Department is an internal administrative division of the Town including all Town offices.

Designated Security Officer means the individual(s) designated by the Chief Administrative Officer and has the responsibility to manage, monitor and control the physical security of information, information processing and storage equipment and facilities.

Encryption Solution means Town-approved technical solutions for converting information into unreadable forms (via industry standard methods) which are essentially impossible to translate back into readable form without using the correct original encryption key.

FOIP Act means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 as amended.

Information means any information that identifies an individual or business and is stored in any format that the Town utilizes in the usual business operations of the municipality.

IT Resource means any Town-owned or controlled asset used to generate, process, transmit, store or access Town information.

IT Resource Officer means the individual designated by the Chief Administrative Officer and has the responsibility to manage and control communication and technology resources for the Town.

Log means an electronic or written record of a network, application or system's activity used for information, backup, recovery or review.

Personal Information is recorded information about an identifiable individual, including the individual's name, home or business address or home or business telephone number, the individual's age, sex, marital or family status, information about the individual's educational, financial, employment or criminal history, etc.

(for a complete definition, refer to section 1 (n) of the FOIP Act)



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Record means a collection of information in any form and includes notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, 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 (for a complete definition, refer to s. 1 (q) of the *Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended*);

Remote Access means a Town-approved method of electronically accessing data from Town Information Banks from outside of Town premises via remotely connecting and communicating with the Town system. This includes but is not limited to Outlook Web Access or other network solution approved by the Town.

Secure Area means any area in a Town facility where access is restricted to authorized personnel to protect sensitive Town assets, including IT resources.

Town Assets means all property legally or beneficially owned by the Town, including equipment, financial assets, land, buildings, vehicles, material, communication technology, information and intangible property.

User means any person authorized to access and/or use Town IT resources.

4.0 **Policy Guidelines and Principals**

4.1 **Scope**

This policy applies to all Town officials, employees and contractors (hereinafter referred to as 'Users') whose access to or use of information and/or records and information technology resources that is provided by the Town or available through equipment owned by the Town whether or not that access is during normal working hours and whether such access is from the Town's premises or elsewhere.



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4.2 Responsibility for Physical Access to Information

The Chief Administrative Officer is responsible:

- a) for the management of physical access control and security;
- b) to establish designated contacts ('designated security officer') for physical access control and authorization for access requests, keys, access codes or other physical access control measures;
- c) review Town facility access rights for Users regularly;
- d) to designate an officer of the Town to conduct a physical security assessment of all facilities and equipment periodically to ensure applicable security measures comply with Town policy for information security and access; and
- e) to ensure all employees and other persons acting on behalf of the town shall take reasonable precautions to ensure Town IT resources are in secure areas that minimize potential risks from unauthorized access, security threats and environmental hazards.

4.3 Physical Access Controls

- 4.3.1 Information processing and storage devices shall be located in secure areas and protected by entry controls to protect against unauthorized access, damage, theft and interference.
- 4.3.2 Any staff aware of a potential or actual threat or breach to the integrity of a physical access control shall report the threat or breach to the designated security officer immediately. The designated security officer shall complete and submit an incident report about the potential or actual threat or breach to Chief Administrative Officer.
- 4.3.4 Contact information for the designated security officer shall be provided to all staff and applicable contractors at all Town facilities.

4.4 Electronic Information Access

- 4.4.1 Access to Town information will only be granted if such access is necessary to fulfill authorized Town duties and responsibilities. Access shall be to the minimum information necessary to perform the duties and responsibilities of that individual.



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4.4.2 Requests for employee electronic access shall be submitted to the designated officer for IT resources ('IT Resources Officer'). A User access profile will be created and information access privileges will be granted based on the role and responsibilities of the User.

4.4.4 The IT Resources Officer is responsible:

- a) to grant access to information and IT resources to the level required to perform specific role-related duties and responsibilities;
- b) to ensure all Users are assigned a personal and unique User ID and password;
- c) to review User access rights, either as part of a routine security review or as required, and has the authority to revoke or modify privileges when necessary and ensure a password management process for granting access to IT resources;
- d) to ensure that the IT contractor reviews and investigates any unusual access activities and submit a report immediately to the IT resources officer for further investigation or action(s); and
- e) if the IT resources officer deems there is a potential or actual threat or breach, it will be immediately reported to the Chief Administrative Officer.

4.5 Management of Electronic Information Access

4.5.1 The IT resources officer shall control and limit access to authorized Users for software applications, databases, internal and external networks and shared-file drives.

4.5.2 No user of the Town's communication and IT resources should assume or operate under another user's electronic identity.

4.5.3 Each User is responsible for all actions performed under their User ID log-in. Users shall take the necessary security precautions to prevent User ID misuse. Users will not share or transfer passwords and User ID's to any other person. Users are individually responsible for updating and safeguarding their passwords.

4.5.4 Passwords should not be shared or revealed, this includes family and other household members when work is being done at home. Keep passwords secure and do not share user accounts. Authorized users are responsible for the security of their passwords and accounts.



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- 4.5.5 Any knowledge or suspicion of a threat to the integrity of a password, or where any electronic access control is or may have been compromised, shall be immediately reported to the IT resources officer.
- 4.5.6 All Town IT resources used for User access and input, including workstations, terminals and other devices, shall automatically log-off after a period of inactivity to prevent unauthorized access (ie. password protected screen saver). Users shall not leave IT resources logged-on or be otherwise unsecured or unattended.
- 4.5.7 Any Town information, information processing or storage equipment or device not located in a Town facility (ie. off-site storage, portable storage devices, etc.) shall be protected from unauthorized access and environmental hazards.
- 4.5.8 Privacy and Monitoring is outlined and conducted as described in the Town's Internet and Email Use Policy.
- 4.5.9 It is a breach of this policy to purposely distribute any communication that contains any form of material of a nature that is in contravention to any Town policy.

4.6 Remote Information Access

- 4.6.1 Employees will be granted remote access to IT resources and Town information only as required to fulfill authorized Town duties and responsibilities. Employees granted remote access must take necessary precautions to minimize the risk of unauthorized access to Town IT resources or information.
- 4.6.2 Town IT resources and information shall be protected and controlled in accordance with Town security policies.

4.7 Information and Information Technology Resource Security

- 4.7.1 Management shall actively support personal information security with the municipality through clear direction, demonstrated commitment, explicit assignment and acknowledgement of personal information security responsibilities.



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- 4.7.2 All PC's, laptops and workstations are to be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off when the device is left unattended. Because information contained on mobile devices is especially vulnerable, users must follow the 'Protection of Mobile Devices and Mobile Data Storage Devices' policy and guidelines to protect access to the device.
- 4.7.2 Employees assigned mobile devices or mobile data storage devices must secure all mobile devices in lockable cabinets or drawers in your office or designated area.
- 4.7.3 All sensitive data should be stored using a Town-approved encryption solution ~ a login password is not enough.
- 4.7.4 All sensitive data on mobile data storage devices should be stored using a Town-approved encryption solution and must be secured in designed location (locked cabinet, safe, etc.).
- 4.7.5 It is prohibited for employees to disable or attempt to disable encryption solutions.
- 4.7.6 Keys or passwords used with encryption solutions must be recorded and kept in a secure location and only communicated to others allowed access to the information.
- 4.8 Termination of Employment, Agreement, Contract or Appointment**
- 4.8.1 All physical access privileges shall be revoked immediately upon expiration or termination of an individual's employment, agreement, contract, service or appointment with the Town. All access codes and/or keys must be immediately returned to the immediate supervisor, department manager or designated security officer.
- 4.8.2 Supervisors or managers shall contact the IT resource officer to remove the individual's access privileges. The IT resource officer shall ensure all electronic access privileges, including disabling email accounts, are revoked upon termination of an individual's employment, contract, service or appointment with the Town.



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- 4.8.3 If an employee transfers to a different position or department, the IT resource officer shall ensure all access privileges are adjusted to reflect the new position or department access requirements.

4.9 Contractor Access

Any contractor granted access to deal with Town information or IT resources shall comply with Town IT Security policies both inside and outside of Town facilities. Staff responsible for negotiating, administering and managing Town contracts shall ensure that all access provisions are met and adhered to.

5.0 Compliance

- 5.1 Employees must report suspected violations or fraudulent activities to their immediate supervisor and/or department manager. Suspected violations that involve criminal conduct must reported immediately to the Chief Administrative Officer or designate.
- 5.2 Any violation of this policy may subject the employee to their loss of access to records and use of communication and technology resources, and may result in disciplinary actions being taken, up to and including dismissal from employment.
- 5.3 Illegal acts involving communication and technology resources may also subject the user to restitution, commencement of civil action, or criminal investigation and prosecution by police agencies and/or local, provincial and federal authorities.



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P O L I C Y

Background

The Town of Grande Cache recognizes the importance of a systematic approach to the management of corporate information and records which is essential for the Town to protect and preserve corporate information and records as evidence of actions to support subsequent activities and business decisions, as well as ensuring accountability to present and future stakeholders.

1.0 Purpose

1.1 The purpose of this policy is to:

- a) achieve efficient and effective records and information management to capture, manage, share, store, preserve and deliver all corporate records, regardless of media, in a system capable of supporting municipal functions and program and service delivery;
- b) foster informed decision-making;
- c) facilitate accountability, transparency and collaboration; and
- d) ensure the disposition of corporate records is done in accordance with the Management of Municipal Records Bylaw.

2.0 Policy Statement

An efficient and economical information and records management program assures the systematic control and management of information as a corporate asset. The Town will maintain a uniform process which will assure the availability of information required in the management of operational activities, protect legal rights, ensure statutory compliance, support tax and audit requirements and ensure the availability of essential information for the resumption of operations following a disaster.

3.0 Definitions

Town means the municipal corporation of the Town of Grande Cache.

Employee means any individual employed by the Town, along with those individuals employed under contract by the Town.



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Collection occurs when a public body gathers, receives or obtains personal information. This includes activities where individuals respond through interviews, questionnaires, surveys, polling, or by completing forms in order to provide information to public bodies. The means of collection may be in writing, electronic data entry or other such means.

Data is a general term used to denote any or all facts, numbers, letters and symbols that refer to or describe an object, idea, condition, situation or other factors in a computerized form.

Department is an internal administrative division of the Town including all Town offices.

Disposition means the destruction of records or the transfer of records of enduring value to the Town archives.

FOIP Act means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 as amended.

Information means any data that identifies an individual or business and is stored in any format that the Town utilizes in the usual business operations of the municipality.

Life Cycle of Records means the lifespan of a record from its creation or receipt through its active, semi-active and inactive stages, to its disposition.

Municipal Information and Records Management Program (the 'Program') means the system developed by the Town to manage and administer municipal records in an efficient, effective and consistent manner throughout the organization in accordance with all applicable legislation.

Personal Information is recorded information about an identifiable individual, including the individual's name, home or business address or home or business telephone number, the individual's age, sex, marital or family status, information about the individual's educational, financial, employment or criminal history, etc.
(for a complete definition, refer to section 1 (n) of the FOIP Act)

Public Body for the purpose of this policy, is defined in section 1 (p) of the FOIP Act and includes the Town of Grande Cache.



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Record means a collection of information in any form and includes notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, 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 (for a complete definition, refer to s. 1 (q) of the *Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended*);

Records Management is the application of systematic control over records throughout their life cycle, including but not limited to the management of forms, manuals, records inventory, file systems development and implementation, file maintenance procedures development, file equipment selection, correspondence and reports maintenance and records scheduling and disposition.

Retention Schedule is the approved document which authorizes the length of time active and semi-active records are to be maintained, the medium in which they are to be preserved and the method of disposition.

3.0 **Policy Guidelines and Principles**

3.1 **Scope**

This policy applies to all Town officials, employees and contractors (hereinafter referred to as 'Users') whose access to or use of information and/or records and information technology resources that is provided by the Town or available through equipment owned by the Town whether or not that access is during normal working hours and whether such access is from the Town's premises or elsewhere.

3.2 **Records of the Municipality**

- 3.2.1 All corporate records that are created, received and used in the conduct of Town business activities contain information that is a valuable resource and are important business assets that are the property of the Town of Grande Cache.
- 3.2.2 Records under the control of the Town, including all departments, both records municipal operations and actions and preserves the Town's history. Municipal records supports public reporting, sound planning and decision-making for current and future governments.



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3.2.3 Records are retained:

- a) to support municipal business operations;
- b) as proof of business transactions;
- c) to comply with legislation;
- d) to protect the rights of citizens and the Town;
- e) as proof of accountability and compliance with other business requirements; and
- f) for future business, financial, legal, research or archival reference.

3.3.4 Hard copy paper records and electronic data are standard information mediums in municipalities. Some information is more sensitive than others and may contain personal information which must be protected regardless of the format. Management shall actively support personal information security with the municipality through clear direction, demonstrated commitment, explicit assignment and acknowledgement of personal information security responsibilities.

3.3.5 Because municipal records are a valuable asset, they must be treated as such and is the responsibility of all employees.

3.3 Objectives

3.3.1 Municipal records are managed to meet requirements for the Town as a whole, including:

- a) what information and records are collected;
- b) who has access to specific records;
- c) how the records are used;
- d) how records are classified, organized and stored; and
- e) identifying and determining the specific requirements for departmental operational needs and accountabilities.

3.3.2 The expected results of this policy are to ensure:

- a) municipal functions, programs and services provides convenient access to reliable, comprehensive information in a timely manner;
- b) information and records are managed as valuable assets to support municipal functions and operational needs and accountabilities; and
- c) that structures, mechanisms and resources are in place to ensure the continuous and effective management of information.



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3.4 Information and Records Technology

Efficient and effective information and records technology is a key enabler to achieving well-managed records in support of policies, services and programs.

3.5 Stewardship and Security

3.5.1 Municipal records must be rigorously managed throughout their lifecycle, regardless of medium or format, for as long as the record is required to meet operational and fiscal responsibilities, legal obligations and accountabilities. This means that procedures are in place to ensure records are current, complete and accurate.

3.5.2 Ensuring the confidentiality, integrity and availability of records is essential to municipal decision-making and the delivery of services. Effective security of records requires a systematic approach that identifies and categorizes information and associated assets, assesses risk and implements personnel, physical and IT safeguards.

3.6 Access and Privacy

Respect for individual privacy applies across the records lifecycle in accordance with the FOIP Act. It is the responsibility of each employee to be aware of and comply with the FOIP Act and Regulations, Town policies and other related legislation with regard to information and records access and protection of privacy.

3.7 Transparency

Employees document actions and decisions in support of Town services, activities and programs, and maintain information and records so that it is accessible to anyone who is authorized to have access, including those individuals exercising their rights to access information under the FOIP Act. Managing information to support transparency and accountability also means reporting on performance in ways that are clear to citizens and Council.

3.8 Responsibility

Municipal records management, including retention and destruction, is the responsibility of the CAO or designate.



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3.9 Retention

3.9.1 Generally, there are four reasons for retaining records:

- a) **Administrative Value** – records have value to the Town if they assist in the performance of current or future activities. Normally, these records lose their value shortly after completion of their activity, therefore the retention time would be less (ie. routine response to an inquiry).
- b) **Legal Value** – the value of these documents usually does not diminish over a period of time. These documents are usually required by legislation (ie. meeting minutes, bylaws, etc.).
- c) **Fiscal Value** – these records relate to financial transactions such as financial ledges, debenture records, audit files, budgets, etc.
- d) **Research/Historical Value** – records that may contain information on persons, places, events, history or the development of the Town and its citizens.

4.0 Municipal Information and Records Management Program

- 4.1 Employees are required to manage records in any medium in accordance with the direction of the Program. This includes the timely and proper identification and classification of corporate records, the storage of those records in the appropriate systems, including electronic systems, and regular identification and destruction of transitory records.
- 4.2 The Chief Administrative Officer or designate is responsible for providing direction and leadership in the Program. This includes the development, implementation and monitoring of all Program components which defines information and records management requirements for the Town.
- 4.3 The Chief Administrative Officer or designate will:
 - a) manage the Program to ensure it is administered according to all relevant legislation;
 - b) ensure that records are managed and tracked throughout their entire lifecycle regardless of the medium in which they exist; and



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c) ensure that the content of the records can be trusted as accurate representation of the business transaction.

4.4 The Chief Administrative Officer or designate will ensure that an appropriate storage environment for all records media which provides access, retrieval, protection and disposition of those records.

4.5 The Chief Administrative Officer or designate will provide guidance and support for the Program to all departments and will conduct regular reviews to ensure compliance with the Program.

5.0 **Compliance**

5.1 Employees must report suspected violations or fraudulent activities pertaining to municipal records to their immediate supervisor and/or department manager.

5.2 Suspected violations that involve criminal conduct must be reported immediately to the Chief Administrative Officer or designate.

5.3 Any violation of this policy may subject the employee to their loss of access to records and use of communication and technology resources, and may result in disciplinary actions being taken, up to and including dismissal from employment.

5.4 Illegal acts involving communication and technology resources may also subject the user to restitution, commencement of civil action, or criminal investigation and prosecution by police agencies and/or local, provincial and federal authorities.

POLICY AND PROCEDURE MANUAL	Subject Municipal Emergency Management	Section No. X-1	Page 1
	Department Emergency Management	Approved by Resolution No. 025/13	
	Effective Date January 23, 2013	Supersedes	

MUNICIPAL EMERGENCY MANAGEMENT POLICY

Background

In accordance with CSA Z1600-08, Municipal Emergency Management should be based on a policy that includes a vision, mission statement, roles and responsibilities and enabling authority. The policy should be approved by the executive, which is the local authority.

Risk

Without a clear policy statement as the foundation for the overall Municipal Emergency Management framework, the Municipal Emergency Management Agency will lack direction and the necessary authority to carry out their emergency management functions of prevention, planning, response and recovery.

Recommended Policy

Vision

To make the Town of Grande Cache a safe and secure place for residents, businesses and visitors during any emergency or disaster.

Mission Statement

To achieve emergency management capacity in the Town of Grande Cache for the prevention, planning, response and recovery of all emergencies in a pro-active, operations-focused manner, based on standards, policies and continuous improvement in cooperation and coordination with all stakeholders and partners.

Roles and Responsibilities

Under the leadership and guidance of Council, the Town of Grande Cache will establish and maintain a Municipal Emergency Management Agency that defines the goals and objectives of the municipal emergency management program and creates and maintains plans and procedures based on hazard-analysis to achieve the mission statement objectives in coordination and cooperation with neighbors, industry and agencies that are active in the municipality.

POLICY AND PROCEDURE MANUAL	Subject Notification of Emergencies	Section No. X-1	Page 5
	Department Emergency Management	Approved by Resolution No. 028/13	
	Effective Date January 23, 2013	Supersedes	

MUNICIPAL NOTIFICATION OF EMERGENCIES POLICY

Background

Municipal notification is the process of communicating to the municipality information regarding emergency events that may require additional considerations beyond first response procedures in order to ensure early and proactive emergency management coordination. When an emergency is anticipated, or an emergency occurs, agencies (typically first responders) arriving at the site should assess if the Municipal Director of Emergency Management (DEM) needs to be informed of the emergency. This assessment should be based on established operational criteria resulting in the applicable notification decision.

Risk

The lack of clearly communicated notification procedures could result in failure to activate the Municipal Emergency Coordination Procedures in a timely manner. This failure to activate the emergency procedures could prevent the municipality from supporting the incident response as required and protecting public safety, property and the environment. The procedure and criteria for notification must be clear and communicated effectively to all agencies operating in the municipality. The notification procedure forms part of the Municipal Emergency Management Plan and must be included in training and exercises.

Recommended Policy

To ensure timely and effective emergency management in the Town of Grande Cache, municipal notification of emergencies shall be proactive, based on event criteria and developed as part of the Municipal Emergency Management Plan. The notification procedures shall be communicated to all municipal, regional and contracted agencies operating in the municipality, including those with the potential of responding to an emergency or those who may become aware of an emergency. The Director of Emergency Management shall establish, distribute and exercise these municipal notification procedures as part of the Municipal Emergency Management Plan.



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Title **Privacy Breach**

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P O L I C Y

Background

The Town of Grande Cache (the 'Town') is committed to safe and responsible collection and use of personal information and to ensure the Town employs consistent access controls to safeguard and protect the security of information and information technology resources.

1.0 Purpose

The purpose of this policy is to establish the procedures and guidelines for reporting a breach of privacy.

2.0 Definitions

Town means the municipal corporation of the Town of Grande Cache.

Employee means any individual employed by the Town, along with those individuals employed under contract by the Town.

Department is an internal administrative division of the Town including all Town offices.

Disclosure means to release, transmit, reveal, expose, show, provide copies of, tell the contents of, or give personal information by any means to someone. This includes oral transmission of information by telephone, or in person, provision of personal information on paper, by facsimile or in another format, and electronic transmission through electronic mail, data transfer or the internet.

FOIP Act means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended.

Personal Information is recorded information about an identifiable individual, including the individual's name, home or business address or home or business telephone number, the individual's age, sex, marital or family status, etc.

(for a complete definition, refer to section 1 (n) of the FOIP Act)



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Privacy Breach occurs when personal information is collected, retained, used or disclosed in ways that are contrary to the provision of the FOIP Act. A common breach of personal privacy is the unauthorized disclosure of personal information, contrary to Section 40 of the FOIP Act.

Levels of a Breach are defined as:

Low Level ~ basic personal information, such as name, picture, date of birth or salary, which the release of, while causing annoyance and inconvenience, is unlikely to result in significant lasting harm
~ involves Town employees and the release of personal information occurs internally (within the Town of Grande Cache only)
~ a release of personal information of a non-employee or an external breach moves the breach level to medium

Medium Level ~ sensitive personal information, including but not limited to, personnel records, minor health information or financial records that may result in significant harm
(ie. a page from a Human Resources file)

High Level ~ comprehensive, detailed personal information, such as banking records, social insurance number, payroll information, detailed health information, family information, etc.
~ usually typified by the release of a significant amount of personal information or involves a large number of individuals

Public Body for the purpose of this policy, is defined in section 1 (p) of the FOIP Act and includes the Town of Grande Cache.

3.0 Policy Guidelines and Principals for Responding to a Privacy Breach

3.1 Scope

This policy applies to all Town officials, employees and contractors (hereinafter referred to as 'Users') whose access to or use of information and/or records and information technology resources that is provided by the Town or available through equipment owned by the Town whether or not that access is during normal working hours and whether such access is from the Town's premises or elsewhere.



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3.2 What is a Privacy Breach?

A privacy breach occurs when there is unauthorized access to or collection, use, disclosure or disposal of personal information. Such activity is 'unauthorized' if it occurs in contravention of the FOIP Act. Common privacy breach happens when personal information of customers or employees is stolen, lost or mistakenly disclosed. Examples include when a computer containing personal information is stolen or when personal information is emailed to the wrong person by mistake.

3.3 Responding to a Privacy Breach

- 3.3.1 When a privacy breach has been discovered, immediate action must be taken. Please refer to the 'Key Steps in Responding to a Privacy Breach' for detailed actions in responding to a privacy breach.
- 3.2.2 Employees are expected to report a privacy breach to their supervisor when it is discovered.
- 3.2.3 Supervisors will confirm that a breach has occurred and will complete Section 1 of the 'Privacy Breach Report' form and provide a copy to the FOIP Coordinator.
- 3.2.4 The level of seriousness of the breach (high, medium or low) will be determined by the supervisor, department manager and FOIP Coordinator (Section 2 - Privacy Breach Report form).
- 3.2.5 Supervisors are responsible for preventing further breaches of the information within 24 hours of notification, including retrieval of records from an unauthorized recipient.
- 3.2.6 In the case of medium and high breaches, the FOIP Coordinator will contact the CAO, who will determine who is responsible to notify any individuals affected.
- 3.2.7 The FOIP Coordinator will contact the CAO, who will determine whether or not to notify the individuals affected by a low level breach.
- 3.2.8 The FOIP Coordinator is the primary contact with and will notify the Office of the Information and Privacy Commissioner of a privacy breach when necessary.



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3.2.9 In the event of a high level breach, the CAO and/or the FOIP Coordinator will lead the official investigation.

3.3 Elected Officials

3.3.1 In the case where an elected official discovers a privacy breach, that individual must immediately notify the CAO or designate. The CAO or designate will confirm the privacy breach.

3.3.3 If there is a privacy breach, the CAO will determine what level of privacy breach occurred and decide what course of action to take, including prevention of further breach of information, notification of any affected individuals, retrieval of information or an official investigation.



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Title **Protection of Information and Privacy**

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Background

The Town of Grande Cache (the 'Town') is committed to safe and responsible use of information and information technology resources to ensure the Town employs consistent physical, administrative and technical access controls to safeguard and protect the security of information and information technology resources.

1.0 Purpose

Within the limits required by law, this policy provides persons with specific levels of control over the Town's collection, use, disclosure and storage of personal information.

2.0 Definitions

Town means the municipal corporation of the Town of Grande Cache.

Employee means any individual employed by the Town, along with those individuals employed under contract by the Town.

Collection occurs when a public body gathers, receives or obtains personal information. This includes activities where individuals respond through interviews, questionnaires, surveys, polling, or by completing forms in order to provide information to public bodies. The means of collection may be in writing, electronic data entry or other such means.

Data is a general term used to denote any or all facts, numbers, letters and symbols that refer to or describe an object, idea, condition, situation or other factors in a computerized form.

Department is an internal administrative division of the Town including all Town offices.



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Disclosure means to release, transmit, reveal, expose, show, provide copies of, tell the contents of, or give personal information by any means to someone. This includes oral transmission of information by telephone, or in person, provision of personal information on paper, by facsimile or in another format, and electronic transmission through electronic mail, data transfer or the internet.

FOIP Act means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended.

Information means any data that identifies an individual or business and is stored in any format that the Town utilizes in the usual business operations of the municipality.

Personal Information is recorded information about an identifiable individual, including the individual's name, home or business address or home or business telephone number, the individual's age, sex, marital or family status, information about the individual's educational, financial, employment or criminal history, etc.
(for a complete definition, refer to section 1 (n) of the FOIP Act)

Public Body for the purpose of this policy, is defined in section 1 (p) of the FOIP Act and includes the Town of Grande Cache.

Private Impact Assessment means a process that describes how proposed administrative practices and information systems relating to the collection, use and disclosure of personal information may affect the privacy of the individual who is the subject of the information.

Record means a collection of information in any form and includes notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, 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 (for a complete definition, refer to s. 1 (q) of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended);

Use of Personal Information means employing collected information to accomplish the public body's purposes. For example, using the information to administer a program or activity, to provide a service or to determine eligibility for a benefit. Access to a file or database by program staff or contract agents is 'use' as defined under the FOIP Act.



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3.0 **Policy Guidelines and Principals**

3.1 **Scope**

This policy applies to all Town officials, employees and contractors (hereinafter referred to as 'Users') whose access to or use of information and/or records and information technology resources that is provided by the Town or available through equipment owned by the Town whether or not that access is during normal working hours and whether such access is from the Town's premises or elsewhere.

3.2 **Responsibilities**

- 3.2.1 The Chief Administrative Officer (the 'CAO'), pursuant to FOIP Bylaw No. 684, is the FOIP Head for the Town, and some powers under FOIP have been delegated to the FOIP Coordinator for the Town.
- 3.2.2 The FOIP Coordinator is responsible for:
- a) ensuring that proper procedures are followed regarding information requests;
 - b) responding to FOIP requests;
 - c) recording and providing FOIP request statistics as required; and
 - d) liaising with the Office of the Information and Privacy Commissioner on privacy breaches, privacy complaints and access appeals;
- 3.2.3 The Town will define privacy standards for information control and security systems and department managers are expected to ensure that this is adhered to within their departments and consistent with this policy. These will include:
- a) written privacy strategies, goals, procedures, standards and guidelines for the collection, use and disclosure of personal information;
 - b) ensuring that managers, supervisors and employees receive appropriate privacy training, thereby providing adequate information to all employees with respect to their responsibilities under this policy;
 - c) being responsible and accountable for personal information control and security systems in their departments; and
 - d) ensuring that project teams include a Privacy Impact Assessment ('PIA') in the initial plan stage for the project or program and that resources are assigned to complete the PIA in the initial plan for the project.



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- 3.2.4 Employees are expected to respect the confidentiality of personal information and comply with the Town's information control and security systems.
- 3.2.5 Employees will report any suspected or actual breaches of privacy to their immediate supervisor or other Town designated authority.
- 3.2.6 Section 82 of the FOIP Act permits an employee to disclose to the Information and Privacy Commissioner any information that the employee is required to keep confidential so long as the employee believes that the information should be disclosed, or if the information is being collected, used or disclosed in contravention of the privacy provisions of the FOIP Act or this policy.

3.3 Privacy Code

- 3.3.1 The Town recognizes that the privacy and confidentiality of the personal information of all persons is important and pledges to treat the personal information of all persons with respect and according to the Freedom of Information and Protection of Privacy (FOIP) Act and Regulations.
- 3.3.2 Employees are expected to familiarize themselves with and abide by the Town's Privacy Code.

4.0 Privacy Impact Assessment

- 4.1 The Privacy Impact Assessment ('PIA') process was developed by the Office of the Information and Privacy Commissioner to assist public bodies in reviewing the impact that new projects may have on an individual's privacy. Privacy consideration should be integrated at the earliest stages of the development of new programs, schemes or automated information systems to ensure that these reflect the requirements of FOIP.
- 4.2 This process is also designed to be used by the Town to evaluate existing programs or schemes to ensure compliance with FOIP.
- 4.3 Departments conducting a PIA will use the instructions and questionnaire from the Office of the Information and Privacy Commissioner, and will include:
 - a) a description of the project/program and of the nature and sensitivity of the personal information involved;



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- b) a discussion of the relevant privacy principles and potential issues for the project, as well as suggestions as to how they should be addressed;
- c) a data flow analysis, including a description of the uses of the personal information and all consistent purposes and authorized disclosures;
- d) consideration of how the privacy requirements of FOIP will be met; and
- e) an overall assessment of the privacy impact (high, medium or low) and an analysis of threats and risks.

4.4 The CAO or designate will assist departments with the preparation of PIA's.

4.5 The CAO will consider and prioritize, within the context of the current annual work plan of the Administration Department, any written request from other Town departments to conduct the 'audit' portion of the Privacy Impact Assessment.

5.0 Compliance

5.1 Employees must report suspected violations or fraudulent activities pertaining to municipal records to their immediate supervisor and/or department manager.

5.2 Suspected violations that involve criminal conduct must be reported immediately to the Chief Administrative Officer or designate.

5.3 Any violation of this policy may subject the employee to their loss of access to records and use of communication and technology resources, and may result in disciplinary actions being taken, up to and including dismissal from employment.

5.4 Illegal acts involving communication and technology resources may also subject the user to restitution, commencement of civil action, or criminal investigation and prosecution by police agencies and/or local, provincial and federal authorities.



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Title	Protection of Mobile Devices and Mobile Data Storage Devices		Page 1 of 4
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P O L I C Y

Background

The Town of Grande Cache is committed to safe and responsible use of communication and technology resources to protect information collected and utilized in the daily operations of the Town. This policy protects the interests of the Town, users of the Town's communication and technology resources and the public by providing a standard for the use, storage and protection of information held in the custody of the municipality.

1.0 Purpose

The purpose of this policy is to ensure the Town of Grande Cache employs consistent physical, administrative and technical access controls to safeguard employees and the public, and to protect the security of information and information technology resources, including mobile devices and mobile data storage devices.

2.0 Definitions

Town means the municipal corporation of the Town of Grande Cache.

Employee means any individual employed by the Town, along with those individuals employed under contract by the Town.

Data is a general term used to denote any or all facts, numbers, letters and symbols that refer to or describe an object, idea, condition, situation or other factors in a computerized form.

Disclosure means to release, transmit, reveal, expose, show, provide copies of, tell the contents of, or give personal information by any means to someone. This includes electronic transmission through electronic mail or data transfer.



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Encryption Solution means Town-approved technical solutions for converting information into unreadable forms (via industry standard methods) which are essentially impossible to translate back into readable form without using the correct original encryption key.

FOIP Act means the Alberta Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 as amended.

Information means any information that identifies an individual or business and is stored in any format that the Town utilizes in the usual business operations of the municipality.

IT Resource means any Town-owned or controlled asset used to generate, process, transmit, store or access Town information.

Mobile Data Storage refers to any means of storing electronic information that is small and relatively portable. This includes but is not limited to laptop computers, tablets, notebooks, personal digital assistants (PDA's), smart phones, USB flash memory sticks, portable disk drives, diskettes, data tapes, CD's and DVD's.

Mobile Sensitive Data means sensitive data that is copied or moved off of Town Information Banks in any form. This is commonly copied onto mobile data storage, but may include many other situations (including from a server to a desktop computer or as an attachment sent by email).

Remote Access means a Town-approved method of electronically accessing data from Town Information Banks from outside of Town premises via remotely connecting and communicating with the Town system. This includes but is not limited to Outlook Web Access or other network solution approved by the Town.

Sensitive Data is a general term for electronic information not allowed to be released to any members of the public. Sensitive data includes but is not limited to personal information, business information related to a third party, draft documents or other information deemed to be confidential and exempted or excluded from release under the FOIP Act. This includes personnel information, credit or debit card, other financial or banking information and information classified as confidential.



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Title	Protection of Mobile Devices and Mobile Data Storage Devices	Page 3 of 4
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Town Information Banks refers to all forms of electronic information stored on Town servers, including but not limited to the electronic mail system, application databases, private and shared file directories, document repositories.

3.0 Policy Guidelines and Principals

3.1 General

Protection from unauthorized disclosure or release of sensitive data located on mobile devices or mobile data storage devices is the responsibility of each employee. Wherever possible, employees should avoid the risks of creating mobile sensitive data by leaving the data on Town information banks.

3.2 Protecting Mobile Devices and Mobile Data Storage Devices

- 3.2.1 To reduce the risk of theft or loss of mobile devices and mobile data storage devices, employees must follow mandatory security guidelines at all times. Please refer to 'Guidelines for the Protection of Mobile Devices and Mobile Data Storage Devices'.
- 3.2.2 Prior to using any sensitive data, employees must determine the level of risk ~ what is the impact to the Town if this data were to undergo inadvertent disclosure to unauthorized parties? Depending on the level of risk, additional protections may need to be followed where appropriate. Please refer to 'Guidelines for the Protection of Mobile Devices and Mobile Data Storage Devices'.
- 3.2.3 Managers are responsible for assisting employees in the assessment of risk and may need to contact the FOIP Coordinator or Chief Administrative Officer for direction.
- 3.2.4 Employees must consult with their supervisor in advance if they intend to take or copy sensitive data from the Town information banks.
- 3.2.5 All mobile sensitive data is to be considered a temporary copy and employees must delete it in a timely manner.



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3.3 Reporting Loss of Mobile Data Storage

Employees must report all lost or stolen mobile data storage immediately to the IT Resource Officer, along with a list of sensitive data contents. If personal information was present on the lost or stolen mobile data storage, a Privacy Breach report must be completed and submitted for immediate action.

3.4 Termination of Employment, Agreement, Contract or Appointment

- 3.4.1 Supervisors or managers shall contact the IT resource officer to remove the individual's electronic access privileges. The IT resource officer shall ensure all electronic access privileges, including disabling email accounts, are revoked upon termination of an individual's employment, contract, service or appointment with the Town.
- 3.4.2 All Town-owned equipment and devices must be immediately returned to the immediate supervisor, department manager or designated security officer.

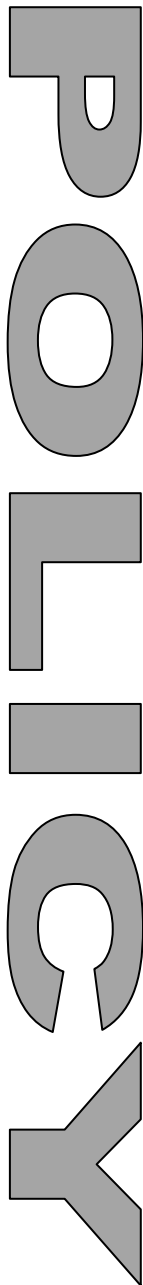
4.0 Compliance

- 4.1 The Town's IT resources must be used in activities in compliance with all applicable laws or regulations, including without limitation, those:
- a) at the federal, provincial and municipal level;
 - b) those by way of international treaties;
 - c) those of any foreign jurisdiction with authority;
 - d) those civil laws in force between vendor and purchaser of IT resources; and
 - e) any and all Town policies.
- 4.2 The Town's IT resources are to be used in a manner consistent with the Alberta Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 and related Town policies.



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Title	Records and Information Management and Security for Council		Page 1 of 3
Section	FOIP/IT Security	Resolution No.	155/16
Department	Council	Effective Date	April 13, 2016



1.0 Purpose

The purpose of this policy is to:

- a) formalize and clarify practices that apply to Council members in regards to records and information and the use and management of data created or received in the normal course of conducting Town business;
- b) ensure the consistent management of Council member's paper and electronic records through the record's life cycle;
- c) provide direction to Town Administration on the management of Council member's paper and electronic records when that Councillor leaves office; and
- d) assist Council members to comply with the requirements of the Alberta Freedom of Information and Protection of Privacy Act.

2.0 Policy Statement

The Town of Grande Cache recognizes the importance of its Council members, in the performance of their duties, to be able to access information and communicate with each other, Town staff and other stakeholders in a timely and efficient manner. Records and information in the possession of Council members are assets that require management to ensure they serve both current operational purposes and potential legal and historical purposes.

3.0 Definitions

Town means the municipal corporation of the Town of Grande Cache.

Council Members means elected officials of the Town.



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Record means a record of information in any form and includes notes, images, audiovisual 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 (*s. 1 (q) of the Alberta Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended*);

Records and Information Management is the application of systematic control over records throughout their life cycle, including but not limited to, forms management, manuals management, records inventory, file systems development and implementation, file maintenance procedures development, file equipment selection, correspondence and reports maintenance and records scheduling and disposition.

4.0 **Policy Guidelines and Principals**

4.1 **Storage of Records and Information**

Council members will operate in a manner which establishes and preserves records storage facilities for their records. The Town of Grande Cache allocates file storage space for Council members during their term of office.

It is recognized that some records are stored on the Town's computer server and it is the responsibility of the Chief Administrative Officer to ensure the integrity of the control and custody of the Council member who owns the records is preserved to the greatest extent possible through the use of data encryption, passwords and/or other techniques.

4.2 **Handling of Records**

Both the control and right of possession of a record remains with the Council member who owns the record.

4.3 **Classification of and Retention Schedules for Council Member Records**

Council members, at their sole discretion, may set classification categories for their records and corresponding retention schedules.



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To assist Council members in the handling of their records, Administration will recommend classification retention schedules for Council member's records as a guide. These guidelines will be based on and similar to the classification system and retention schedules used by the Town for similar records in order to facilitate discussion of and exchange of records between Council and Administration.

4.4 Final Disposition of Council Member Records

When a Council member no longer requires a record or at the end of that Council member's term of office, the final disposition of the records is at the sole discretion of the Council member. The Council member may direct that the records be destroyed, by shredding or recycling.

References

Council Code of Conduct Policy, Section C-1: Council, Town of Grande Cache Policy and Procedures Manual

Council Acceptable Use of Communication/Technology Resources, Section F-1: FOIP and IT Security, Town of Grande Cache Policy and Procedures Manual

POLICY AND PROCEDURE MANUAL	Subject Training and Exercises	Section No. X-1	Page 9
	Department Emergency Management	Approved by Resolution No. 032/13	
	Effective Date January 23, 2013	Supersedes	

TRAINING AND EXERCISES POLICY

Background

Emergency management response operations are generally divided into three main areas:

1. The actual emergency first response activities—usually operating at the emergency site.
2. The site coordination function, also referred to as site management.
3. The municipal coordination function, also called EOC operations.

All three functions are distinct, carried out by different agencies and personnel and require different training and equipment.

In this policy, the coordination functions of the EOC and site management are addressed. First responders typically have their own policies, a well-established training, exercises and equipment regimen within their respective agencies.

Training is required to perform in an effective and efficient manner in the EOC or site management. Training and planning are validated through exercises.

Risk

The municipal EOC and site management functions are carried out to ensure efficient and effective emergency management in a very specialized environment, often under stress and time pressure. To perform well in these circumstances, specialized training should be made available to, and required of all personnel that may work in these functions. Training is available from educational institutions, consultants, provincial government programs, federal government courses, on-line resources and many other sources.

A municipal training program needs to outline municipal emergency management functions, list all training resources, identify training requirements for each function, identify contingencies in each function, provide a training schedule for the next period (usually one year) and list all previous training and document follow-up. Once training is completed, regular exercises will validate planning procedures and that the training program is effective.

Recommended Policy

To ensure all functions outlined in the Town of Grande Cache Municipal Emergency Plan are carried out in an effective and efficient manner, a training and exercise plan shall be included in the Municipal Emergency Plan. This plan shall include a list of all personnel carrying out Emergency Management functions including contingencies, identify training requirements for each function and list training opportunities for each in yearly cycles.

POLICY AND PROCEDURE MANUAL	Subject Training and Exercises	Section No. X-1	Page 10
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	Effective Date January 23, 2013	Supersedes	

Exercises shall be scheduled regularly in such a way that training and procedures will be verified through appropriate exercise objectives and formats. The DEM shall provide regular training and exercise reports to Council.

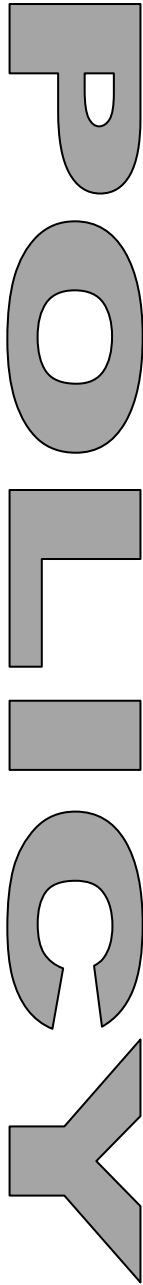


TOWN OF GRANDE CACHE Policy and Procedures

Title Use of Surveillance Cameras

Page 1 of 3

Section	5 – FOIP/IT Security	Resolution No.	399/18
Department	All	Effective Date	October 24, 2018



Background

The Town of Grande Cache (the Town) will utilize surveillance equipment, including cameras, for the purpose of protecting the Town's equipment and resources from theft and vandalism and other unlawful acts, for the purpose of conducting an investigation into such matters. The collection, use, and disclosure of personal information shall comply with the *Freedom of Information and Protection of Privacy Act* and this Policy.

1.0 Purpose

The purpose of this policy is to establish guidelines for the use of surveillance to protect the Town's assets and the collection, use, and disclosure of personal information.

2.0 Definitions

Town means the municipal corporation of the Town of Grande Cache.

Authorized Person means the individual employee or contractor of the Town who has been designated by the Chief Administrative Officer to access recordings created by Surveillance Technology and who has executed a non-disclosure agreement in form authorized by the Chief Administrative Officer.

Surveillance Technology means surveillance camera, microphones, or other equipment used for the purpose of monitor activities in a specific location.

Unlawful Activity means a violation of a federal, provincial or municipal law, regulation or bylaw, or the wrongful taking, destruction, vandalism, or defacing of any real of person property.



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Personal Information has the meaning given to it by the *Freedom of Information and Protection of Privacy Act* (Alberta) as amended from time to time

3.0 Policy

3.1 Principles

3.1.1 The Town may employ Surveillance Technology in order to:

- a) Discourage Unlawful Activity in relation to the Town's assets; and
- b) Assist with investigations and prosecution of Unlawful Activity

3.1.2 Surveillance Technology shall be used in locations that:

- a) Have been or may be subject to Unlawful Activity; and
- b) Have been approved by the Chief Administrative Officer.

3.1.3 Surveillance Technology must be directed to focus on the approved locations, and must avoid areas where individuals could be recorded that would not be consistent with the purpose for which the Surveillance Technology was installed.

3.2 Notice

3.2.1 Prior to the use of Surveillance Technology at an approved locations, a notice shall be posted at all entry points indication the presence of Surveillance Technology and that Personal Information may be recorded.

3.2.2 The notice shall:

- a) Be in a form approved by the Chief Administrative Officer;
- b) Reference the *Freedom of Information and Protection of Privacy Act*; and provide the number and title of the Town's employee who may answer questions about the Surveillance Technology.



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3.3 Recordings

3.3.1 Recordings created as a result of the use of Surveillance Technology shall be:

- a) Stored securely;
- b) Accessed by Authorized Personnel only;
- c) Used only for the purpose set out in this Policy;
- d) Destroyed 30 days following their creation, unless such recordings are required to be used or retained for a purpose set out in this Policy, or as otherwise required by law.



TOWN OF GRANDE CACHE Policy and Procedures

Title **Internet and Email Use**

Page 1 of 6

Section FOIP/IT Security
Department All

Resolution No. 304/16
Effective Date June 8, 2016

P

Background

The Town of Grande Cache (the 'Town') is committed to safe and responsible use of communication and technology resources to protect the interests of the Town and ensure responsible use of taxpayer dollars.

O

1.0 Purpose

The purpose of this policy is to establish guidelines governing acceptable use of the Town's internet and email resources and in support of the 'Information Access and Security – Physical, Electronic and Remote' policy and Guidelines.

L

2.0 Definitions

Town means the municipal corporation of the Town of Grande Cache.

Employee means any individual employed by the Town, along with those individuals employed under contract by the Town.

I

Contractor is any affiliate, third party, non-employee, consultant or agent or employee of a contractor or service provider engaged by the Town to perform services for or on behalf of the Town.

C

User means any person authorized to access and/or use Town communication and technology resources.

Y

All other terms referred to in this policy are as defined in the 'Information Access and Security – Physical, Electronic and Remote' policy.



TOWN OF GRANDE CACHE

Policy and Procedures

Title Internet and Email Use

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Section FOIP/IT Security
Department All

Resolution No. 304/16
Effective Date June 8, 2016

3.0 Policy and Guidelines

3.1 Scope

This policy applies to all Town officials, employees, guests and contractors (hereinafter referred to as 'Users') whose access to or use of internet and email resources is provided by the Town or available through equipment owned by the Town whether or not that access is during normal working hours and whether such access is from the Town's premises or elsewhere.

3.2 Objectives

With the Town establishing and maintaining compliance with this policy, the benefits of these communication tools can be realized, while the risks and costs are mitigated. The objectives of this policy are to ensure that:

- a) use of the Town's internet and email resources are for the benefit of the Town;
- b) users understand that email messages and documents may be subject to the same laws, regulations, policies and other requirements as information communicated in other written forms and formats;
- c) disruptions to the Town's activities from inappropriate use of the Town's internet and email services are avoided; and
- d) Users are provided guidelines describing their personal responsibilities regarding confidentiality, privacy and acceptable use of the Town's internet and email as defined by this policy and other applicable Town policies.

3.3 Principles of Acceptable Use

3.3.1 As with any resource provided by the Town, internet and email resources should be dedicated to legitimate Town business activities and governed by rules of conduct similar to those applicable to the use of other information technology resources. The use of internet and email resources imposes certain responsibilities and obligations on all Users and is subject to the Town's policies and procedures and all provincial and federal laws.

3.3.2 Acceptable use must be legal and ethical. Acceptable use demonstrates respect for intellectual property, ownership of information, network system security mechanisms and individual's rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.



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3.3.3 Furthermore, the nature of email raises expectations for a timely response – Users are urged to read and respond to all emails in a prompt and courteous manner.

3.3.4 All internet and email use shall:

- a) respect and uphold the law, including provincial and federal laws and regulations and the laws of other jurisdictions;
- b) comply with the Town's stated policies, procedures, standards and guidelines;
- c) be courteous and follow accepted standards of etiquette;
- d) protect others' privacy and confidentiality;
- e) reflect responsible use of internet and email resources;
- f) use information technology resources efficiently and productively; and
- g) contain a clause that claims the User's confidentiality over the contents of any communication.

3.4 Acceptable and Unacceptable Activities

3.4.1 Acceptable internet and email activities are those that conform to the purpose, vision, mission and key principles of the Town and to each User's job duties and/or responsibilities. The following list, including but not limited to, provides examples of **unacceptable** uses:

- a) engaging in any illegal activity or using the Town's resources for any illegal purpose;
- b) knowingly disseminating harassing, abusive, malicious, sexually explicit, threatening or illegal information, including jokes or cartoons;
- c) using the Town's resources for purposes unrelated to the Town's business activities, such as personal commercial use, advertisements, solicitations or promotions;
- d) using the Town's resources to send messages expressing controversial, potentially offensive and/or defamatory comments of individuals, bodies corporate or groups including but not limited to, religion, politics and social policies;
- e) downloading or using the material, software or other intellectual property of others in violation of software licenses, copyright and trademark laws;
- f) disclosing any passwords or security means and methods adopted by the Town; and
- g) downloading or using any software not approved for use by the Town.



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Section FOIP/IT Security
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3.4.2 Users may use the Town's internet and email resources for incidental and occasional personal use, provided that such use is reasonable in duration, does not take place during normal work hours (excluding coffee or lunch breaks), does not result in increased costs to the Town and complies with this and all other Town policies.

3.5 Privacy and Monitoring

3.5.1 Files in User's accounts and data on the network are regarded as personal ~ that is, the Town does not routinely monitor this information. However, the Town reserves the right to view or scan any file, email or software stored on the Town's systems or transmitted over the Town's networks and may do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses or unauthorized software), or to audit the use of the Town's resources. Potential violations of this policy that come to the Town's attention during these and other activities may be acted upon.

3.5.2 Users must not send email messages containing unusually sensitive information over the internet without using an encryption method approved by the Town. The Town must be provided with a copy of all passwords and/or private key needed to decrypt the communications.

3.5.3 Users must recognize that electronic correspondence is not inherently private, that messages could be misdirected and that the Town takes no responsibility resulting from the disclosure of private communications occurring over the Town's resources.

3.5.4 Users are reminded that if they do not want anyone to read about anything from a communication, they should not put it in an email.

3.5.5 Users are advised to remove themselves from internet and email lists not dealing with work-related topics.

3.5.6 The Town reserves the right to monitor, access, investigate and audit any and all electronic communications and use of the internet to ensure the integrity of the system and compliance with this and all other Town policies.



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Policy and Procedures

Title **Internet and Email Use**

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Resolution No. 304/16
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- 3.5.7 The Town reserves the right to remove, delete, confiscate or alter any data, information and other work products found to be in violation of this all other Town policies.

3.6 Remote Information Access

Employees will be granted remote access to internet and the Town's email resources only as required to fulfill authorized Town duties and responsibilities. Employees granted remote access must take necessary precautions to minimize the risk of unauthorized access to Town resources or information.

3.7 Termination of Employment, Agreement, Contract or Appointment

- 3.7.1 All access privileges shall be revoked immediately upon expiration or termination of an individual's employment, agreement, contract, service or appointment with the Town. All access codes and/or keys must be immediately returned to the immediate supervisor or department manager.
- 3.7.2 Supervisors or managers shall contact the IT resource officer to remove the individual's access privileges. The IT resource officer shall ensure all electronic access privileges, including disabling email accounts, are revoked upon termination of an individual's employment, contract, service or appointment with the Town.
- 3.7.3 If an employee transfers to a different position or department, the IT resource officer shall ensure all access privileges are adjusted to reflect the new position or department access requirements.

3.8 Contractor Access

- 3.8.1 Any contractor granted access to deal with Town information or IT resources shall comply with Town IT Security policies both inside and outside of Town facilities. Staff responsible for negotiating, administering and managing Town contracts shall ensure that all access provisions are met and adhered to.



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Policy and Procedures

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Section FOIP/IT Security

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4.0 Compliance

- 4.1 Employees must report suspected violations or fraudulent activities to their immediate supervisor and/or department manager. Suspected violations that involve criminal conduct must be reported immediately to the Chief Administrative Officer or designate.
- 4.2 Suspected violations of this policy may result in suspension of the User's access to the Town's internet and email resources, followed by a review of any costs and/or charges incurred by the Town.
- 4.3 Any violation of this policy may subject the User to their loss of internet and email access privileges and use of communication and technology resources, and may result in disciplinary actions being taken, up to and including dismissal from employment.
- 4.4 Illegal acts involving internet and email use may also subject the user to restitution, commencement of civil action, or criminal investigation and prosecution by police agencies and/or local, provincial and federal authorities.



REQUEST FOR DECISION

SUBJECT:	Grande Cache Firearms Restriction Report		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 13, 2022	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: SS
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial – *Municipal Government Act RSA 2000, c.M-28, s.74, Wildlife Act RSA 2000, c.W-10.*

Council Bylaw/Policy – Bylaw 499 Arrow Release

RECOMMENDED ACTION:

MOTION: That Council accept the Grande Cache Firearms Restriction Report for information as presented.

BACKGROUND/PROPOSAL:

During the 2020 hunting season, the use of firearms adjacent to dwellings within the Hamlet of Grande Cache became a significant concern. Both Administration and Alberta Environment and Parks received complaints of firearms being used directly adjacent to the community and on surrounding walking trails. This issue creates a serious safety risk to both residents and recreational users. A letter of complaint submitted to Greenview is attached. Additionally, a formal complaint was sent to the Province of Alberta regarding the issue.

The former Town of Grande Cache had two bylaws established relevant to the issue at hand:

1. *Bylaw 569 – Firearms & Firecracker in Town Boundaries*; prohibited the use of firearms within the previous Corporate Boundary. (Currently inactive)
2. *Bylaw 449 – Arrow Release*; prohibits the release of arrows within the previous corporate boundary excluding approved locations. (Currently active)

Additionally, as per Greenview's *Bylaw 16-765 – Parks and Recreation*,
3.9.1. Customers and Patrons shall not discharge a Projectile Weapon in a Park.

This section prohibits the use of weapons, including firearms and bows, within all Greenview Parks. This would include the Grande Cache Municipal Campground and Fireman's Pit as it relates to this Request for Decision.

Provincially, as per sections 28, 51 and 52 of the *Wildlife Act*,

Firearms around buildings

52(1) No person shall

- (a) discharge a weapon, or*
- (b) cause a projectile from a weapon to pass within 200 yards of any occupied building.*

52(2) Subsection (1) does not apply to

- (a) The owner or occupant of, or the person having immediate possession or control of, the land on which the building is situated, or*
- (b) A person authorizes to perform the activity by a person referred to in clause (a).*

This section of legislation greatly reduces the locations in which the use of a firearm or bow can occur directly adjacent to the community. However, this alone is not preventing people from doing so.

In accordance with Section 74 of the MGA, the Minister responsible for the *Wildlife Act* must approve the bylaw.

The Minister rejected the Grande Cache Firearms Restriction bylaw in its current state citing concerns regarding the amount of Crown Land included in the proposed firearm restriction boundary. They are worried the inclusion of Crown Land will “unintentionally limit Environment and Parks’ ability to use hunting to manage human-wildlife conflict, hinder the rights of Indigenous Peoples to harvest wildlife for food, and reduce hunter harvesting opportunities in the lands surrounding the Hamlet of Grande Cache”

Once Administration was able to secure a meeting with Northwest Region, Fish and Wildlife Stewardship it was made clear that the Cooperative’s and Enterprise’s were never included in the proposed boundary and that the proposed boundary followed the previous Firearms Restriction Boundary within the now repealed *Firearms & Firecracker in Town Boundaries*. The Northwest Region, Fish and Wildlife Stewardship’s recommendations are demonstrated on the updated map that removes the bottom sections of Crown Land from the existing Ward 9 electoral map.

Administration has held a public engagement, as directed by Council, to further gather insights regarding public opinion of reinstating a firearms restriction for the hamlet of Grande Cache.

The response, while small, is in favour of reinstating a restriction bylaw with the original area of the entire electoral district of ward 9, being a portion of Greenview described as lands in Township 56, Range 8, Section 20, 29, 32 and 33 inclusive; and Section 19 East of the Smoky River; Section 21 West of the Sulfur River; Section 28 West of the Sulphur River; Section 30 East of the Smoky River; Section 34 excluding the portion of the South East belonging to Victor Lake Cooperative; and the North East and North West portion of Section 35 excluding the portion belonging to Victor Lake Cooperative. Lands in Township 57, Range 8, Sections 2, 3 and 4 inclusive, and Section 5 East of the Smoky River.

Survey results indicated that residents of Grande Cache would generally feel safer in their community with a firearms restriction reinstated as there is concern for the use of firearms on and around popular recreation trails.

With the feedback, there are several ways forward for Council to chose from, if they so wish.

- Administration can continue forward with the original bylaw, which has received two readings, and present the bylaw alongside the public engagement feedback to the new Minister of Environment and Parks, Whitney Issik.
- Administration can draft a new restrictions bylaw with the smaller restricted area, as proposed by the Northwest Region, Fish and Wildlife Stewardship (a branch of the Ministry of Environment and Parks).
- Council may choose to take no further action at this time regarding the Grande Cache Firearms Restriction Bylaw.
- Council may choose to defeat or postpone indefinitely, Bylaw 21-870.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council will have the data collected from the public engagement, including a town hall and online survey.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The report covers a very small portion of the public affected by a firearms restriction within the hamlet of Grande Cache, as such, accepting the report for information will not provide an accurate representation of public opinion on the proposed restriction.

ALTERNATIVES CONSIDERED:

Alternative #1: If Council would like to keep the boundary in its original form (the whole of Ward 9), it may direct Administration to resubmit Bylaw 21-870 to the Minister of Environment and Parks for approval prior to third reading. With this alternative, the Minister may accept the Ward 9 boundary with the updated background information including the public engagement. However, the Minister may also make additional changes or remain firm on the altered boundary.

Alternative #2: Council has the alternative to give third reading to Bylaw 21-870 as presented and send the current bylaw with the findings from the public engagement to the Minister for approval. Council will not have the ability to alter the bylaw if the Minister recommends additional changes or remains firm on the restricted boundary. However, having all three readings completed may demonstrate Council's confidence in the bylaw.

Alternative #3: Council has the alternative to rescind Bylaw 21-870 and direct Administration to redraft a Grande Cache Firearms Restriction Bylaw with the restricted boundary proposed by the Minister. This alternative is more likely to be approved by the Minister, as it will conform to the Northwest Region, Fish and Wildlife Stewardship's recommendations. However, this will take additional time as a new bylaw will need to pass first and second reading before being reviewed by the Minister. This alternative will go against the desires of the residents of Grande Cache.

Alternative #4: Council has the alternative to defeat Bylaw 21-870 and not continue with a firearms restriction within the Hamlet of Grande Cache. However, Administration does not recommend this action as residents have expressed their concern on the matter and a desire to restrict the use of firearms within the Hamlet of Grande Cache.

FINANCIAL IMPLICATION:

Direct Costs:

Ongoing / Future Costs:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation. .

INCREASING LEVEL OF PUBLIC IMPACT

Involve

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

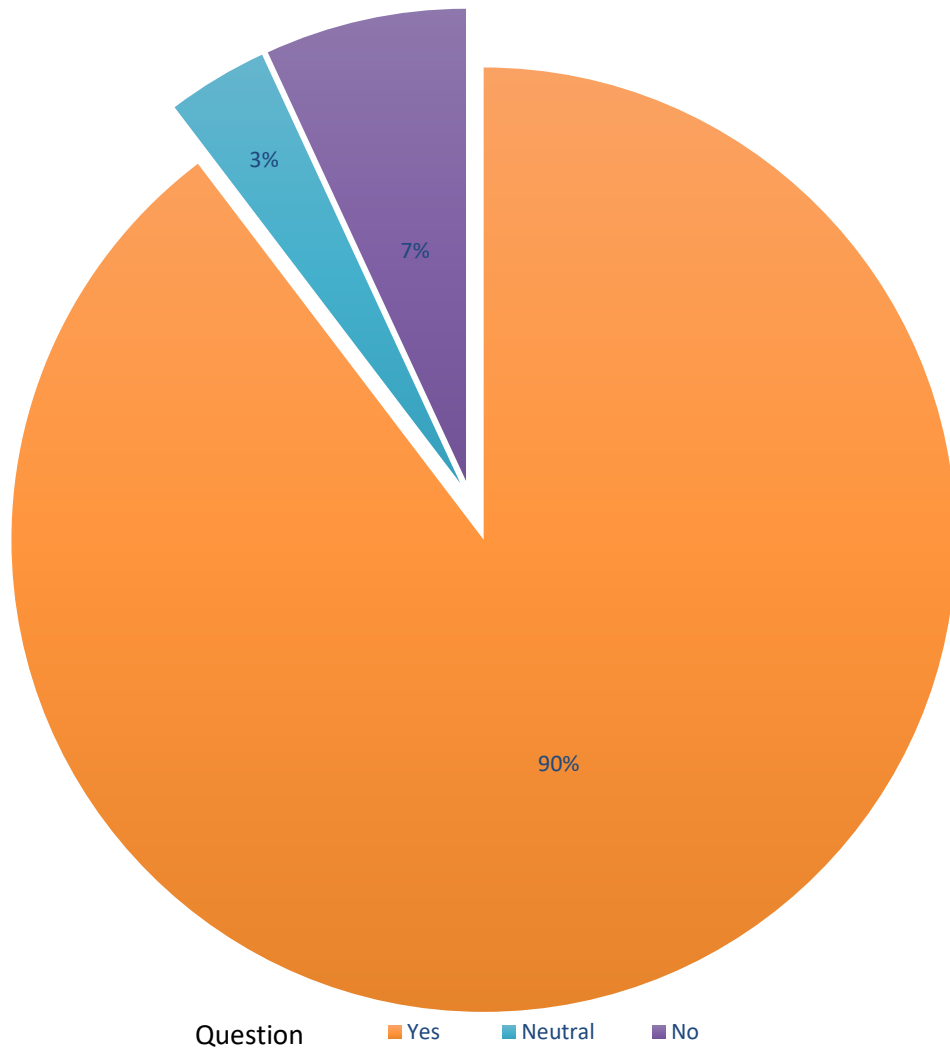
- Grande Cache Firearms Restriction Feedback Survey Report
- Letter of Concern
- Bylaw 21-870
- Ministry of Environment and Parks amendment map



MUNICIPAL DISTRICT OF GREENVIEW

Grande Cache Firearms Restriction Feedback Survey Report

Question 1a: Do you believe that firearms are currently being used improperly in and around Grande Cache?



Mandatory Question, 30 Responses

Question 1b: Please specify the areas you believe to be problematic

Firearm discharge near the hamlet of go limits
Firearm discharge near the hamlet of go limits
In the area by the jail
Southwest of institution
There should be no hunting within the old corporate limits of Grande Cache. There are many trails that are used by runners, hikers, dog walkers within these limits. Conflict between hunters and older users will arise a give hunters and hunting an unnecessarily bad name. We can hunt safely within a 5 minute drive of my home that does not include within the corporate limits.
Animals shot behind residential housing.
Should not carry open weapons in town area.
Griffiths trail by the treatment plant just off highway 40 and around the fire break road as well as down towards fireman's pit
Griffith trail system
With the elimination of the old Town of Grande Cache boundary, hunters can and do chase and shoot wildlife very close to residential areas and schools. Even when hunters move further away, they still pose a danger to those hiking, biking, golfing in the recreations areas/facilities close to the community. Carcass waste left by hunters (gut piles) could attract bears to these recreation areas and put them directly in front of citizens.
Fireman pit road.
Bush side
We don't need hunting close to the hamlet of Grande cache. I am an avid hunter and we are blessed with endless land to hunt on. There is no need to endanger those of us who spend time walking on the trails around the town.
Between Prison & Phase 5/6
Firearms should not be discharged near Grande Cache. 250 meters is ridiculously close. It should be restored to its old status
The bush areas directly behind phase 1 and phase 3 have had incidents with improper use. The trail system we use around town boundaries are currently unsafe during hunting season and this is hugely problematic.

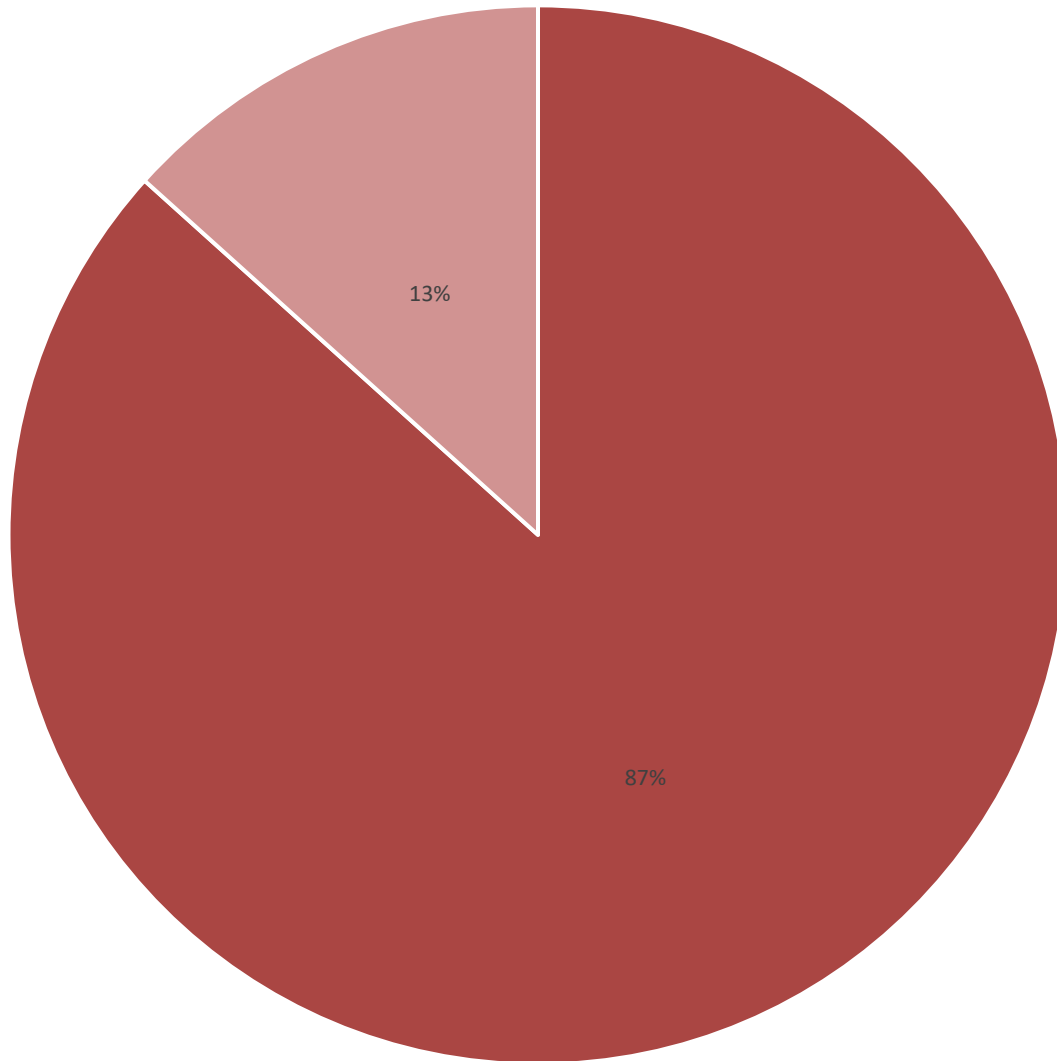
We had problems behind phase 1 with a gut pile on a popular hiking trail (Webster loop) which can bring predator in conflict with hikers as well as the power pond.

Trails around Grande Cache

The ability to discharge a firearm two hundred meters from an occupied building is too close to our community
The ability to hunt close to town and leaving guy piles next to our hiking trails will lead to more bear / human encounters which could lead to more wildlife attacks on people

*Optional question: if yes is chosen on the previous question, this one becomes available
19 responses out of 30 total survey submissions*

Question 2a: Are you in support of reinstating a bylaw restricting the use of firearms within the proposed boundary?



Question options ■ Yes ■ No

Mandatory question, 30 responses
Neutral was also an option, it was not chosen

Question 2b: Provide your reasoning

Too many recreational users around the hamlet and the danger of someone getting hurt
Too many recreational users around the hamlet and the danger of someone getting hurt
The boundary is not big enough Put it back to the original boundary. Sulfur river to smoky.
The proposed boundary needs to expand to go down to river to have a defined area easily established and further from town and Jail
Too many people using the community trail system around town. Conflict will occur. Simple firearm boundaries will reduce confusion. We are bounded by two rivers and a highway, which essentially made up the old limits. Using the old corporate limits will reduce confusion.
Yes to boundary but expand beyond walking trails
Dangerous to public on the plethora of walking trails.
Safety
I would like my kids and residents to feel safe hiking around town in these areas
A proper boundary would help ensure the safety of citizens and pets from hunting mishaps. It would also aid peace officers in curtailing unlawful hunting.
Eliminate potential hazards.
Safety of the public
No need for firearms in area where people are living or hunting close to hamlet
I don't want hunting in town
Even though we are a hamlet we still are a full size town. We have a community to protect
There is no need for recreational shooting so close to homes where children play or I walk my dog
The boundary on the south needs to go all the way to the smoky river and the Sulfer river. There are a lot of people who hike and walk their dogs there. We don't need any hunting there.
It is the safest way to go
We use the trail system surrounding Grande Cache on a daily basis for hiking and walking our dog. We should not feel unsafe within the community boundaries because of inappropriate firearms restrictions.

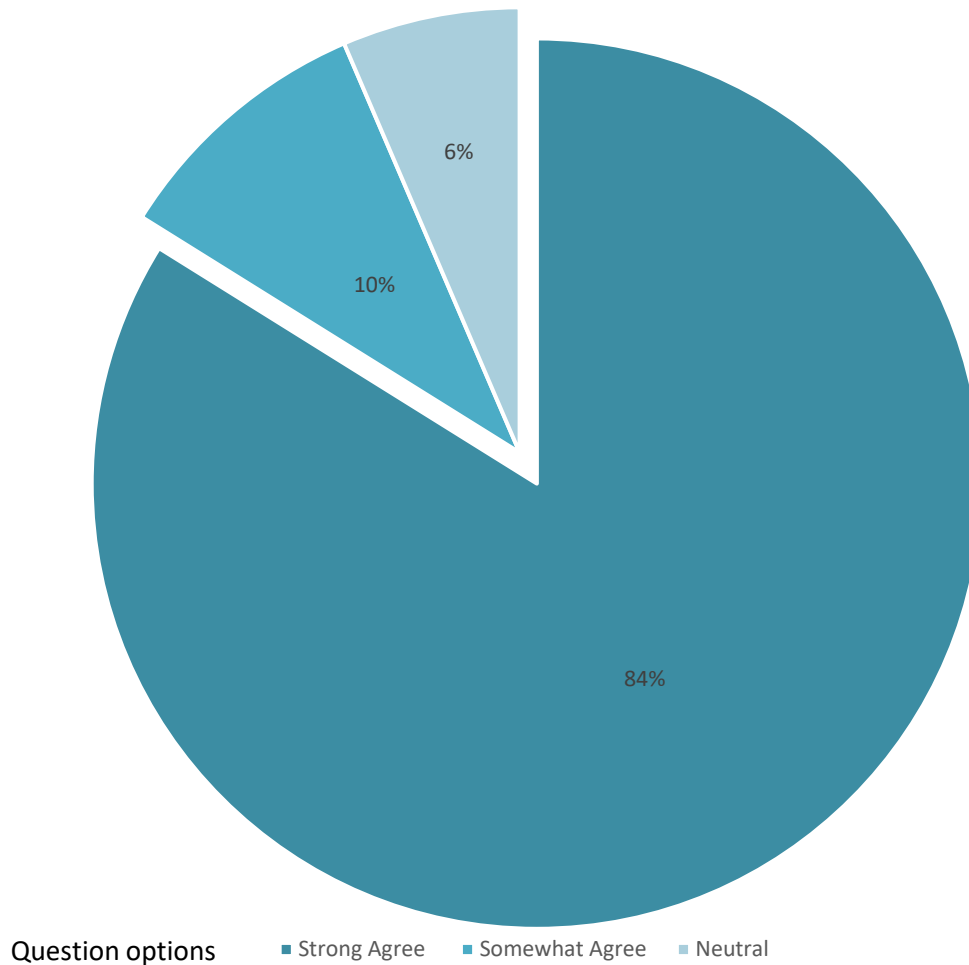
There are hiking trails all around Grande Cache and we are trying to promote tourism. People want to feel safe.

To be able to hike, walk pets or ride bikes safely on the trails around Grande Cache

Our trails around town are becoming busier. Hunting close to these trails and leaving gut piles will lead too more bear/ human encounters which will lead to more attacks by bears defending their food

*Optional question: if yes or no is chosen on the previous question, this one becomes available
22 responses out of 30 total survey submissions*

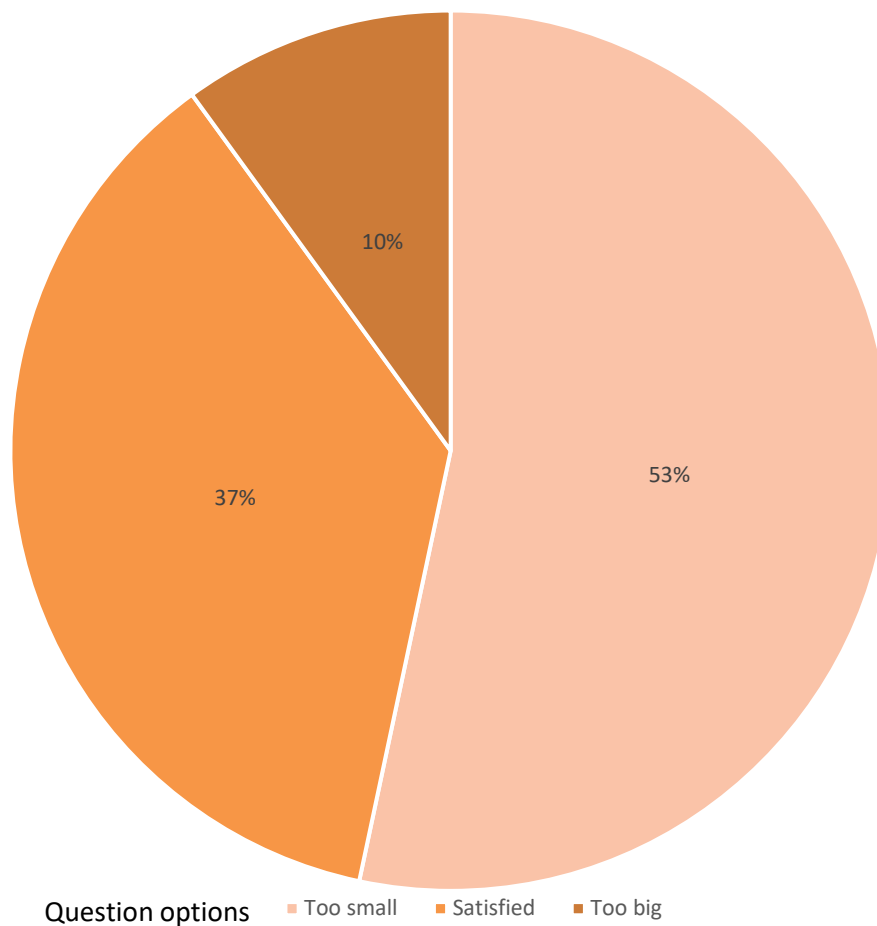
Question 3: Would you consider it in the communities' benefit or interest to restrict the use of firearms in and around the hamlet of Grande Cache?



Mandatory question, 30 responses

Somewhat Disagree and Strongly Disagree were also options, neither were chosen

Question 4: I think the proposed boundary is....



Mandatory question, 30 responses

Question 5: Please describe the area you would prefer to see the restriction cover

The entire ward 9
The entire ward 9
Put it back to old boundaries. Surfer river to the smoky confluence.
Original ward 9 boundary
The entire ward 9 electoral district limits (former corporate limits) work well as they limit confusion and hunter/ public conflict
Former boundaries
Cover Ward 9. Utilize Sulphur River and Smoky River as boundary.
Smoky river from bridge, south to sulfur river. Sulfer river south east to coops.
I strongly support the adoption of the entire ward 9 electoral district. It provides a well defined boundary that most Grande Cachites are familiar with. Using the rivers to the south and west of the hamlet provides a no-argument boundary. The current proposal has the southern boundary far too close to the Grande Cache Institution. Most of Grande Cache's recreation efforts are being extended the south and west with the development of new trails for hiking, ATV and biking. People should be able to recreate without fear of coming into conflict with hunters.
Entire ward 9 area
Victor lake to smoky river bridge.
Not too sure
To the south the restriction should go to the Sulfur and Smoky rivers. To the north it should be about 1 km farther north. Also the restriction should include bows and no hunting of any kind. I am an avid hunter and we have millions of acres to hunt on around here. We don't need to hunt close to town.
Entire ward 9 district
The boundary should be at least the corporate boundary of the hamlet of Grande Cache. The Sulphur Rim trail should absolutely be included in the firearms boundary. This is a popular hiking trail and touted as a tourist attraction, people should be able to use it without fear of hunters.
It should cover all the recreational areas including Grande Cache Lake and 500m past the Sulphur Gates road and the Sulphur River.

The boundary should be the sulfur river to the smoky. From the smoky bridge to the municipal dump around the golf course to DFI

Optional question: 17 responses out of 30 total survey submissions

Question 6: Please provide any other concerns or feedback not addressed in the survey

Signage should support boundaries and safety of hikers. If hunters leave the carcass etc which will attract predators, that is also harmful to residents and visitors to the area who are hiking these trails.
The current proposal does not take in the needs of the public. We have lots of room to hunt within 5 minutes of our home that is safe. Use the old corporate limits as firearms boundaries.
Proximity to federal correctional institution and hiking trails. Hunting may attract predators (bears/cougars) and this would be a concern for hikers...as well as having hunting where hikers are out and about
The proposed boundary presents significant security concerns, due to proximity of the Federal Penitentiary. Also, hunting in the area will create gut piles that attract Grizzly Bears and increased danger to the public (citizens and tourists).
Negligent discharge towards town with large calibre weapons is a strong safety concern.
Without question, the proposed boundary does not meet the community's needs. It is too small, particularly to the south and west. The provincial government's reticence to take too much land from hunters and native use is nonsense. The amount provided by shrinking the boundary is like offering a well-fed man a small wafer. Even with the Ward 9 boundary reinstated, a hunter can set out and be in a world-class hunting area within a five minute drive. I am not opposed to hunting, in fact, I support it. However, I believe that, in Grande Cache's case, what is needed is a sanctuary around the community where hunting is off limits. I believe the vast majority of Grande Cachites, including hunters, feel the same.
I hope this doesn't effect us taking our guns out of town limits for hunting.
I can not understand why this is even a question. There is no good reason we need to have loaded guns in and around the hamlet. In my opinion a responsible gun owner or hunter wouldn't want to shoot around the hamlet anyway.
Grande Cache has the best network of hiking trails close to town that I have known. I am an avid hunter but we have endless hunting opportunities here we don't need to hunt close to town. Let's reserve the area close to town for save family hiking and ATV's.
No maps attached
Please reinstate the ward 9 boundary. I hike the trails all over town and I am definitely worried about my safety.
I am very happy to see this survey come about and hope this issue is addressed satisfactorily. Residents in any community, particularly the size of GC should feel safe in their homes and surrounding areas. We should feel safe using the trail systems and recreational areas within corporate limits and this is not currently the case. It is common sense that firearms (guns or bows) should not be discharged within the community. Not all hunters are as responsible as they should be and the current lack of restrictions is a tragedy waiting to happen.

We are trying to move in the direction of being more than a industrial town and encourage tourism. We have a beautiful rec centre and our tourist information centre is something that I'm proud to showcase when we have visitors. We love the hiking trails in and around our little nest in the mountains and concern of what the image this will bring. In talking to friend from other areas of our province, they can't believe that this is an issue and call us a red neck community which I'm hoping they are kidding.

Optional question, 13 responses out of 30 survey submissions

CORRECTIONAL SERVICE CANADA

CHANGING LIVES. PROTECTING CANADIANS.

SERVICE CORRECTIONNEL CANADA

TRANSFORMONS DES VIES. PROTÉGEONS LES CANADIENS.

Votre référence

Your file

Notre référence

Our file

August 25, 2022

Ms. Sarah Sebo
Legislative Services Officer
Municipal District of Greenview No. 16
4806 36th Ave
PO Box 1079
Valleyview, AB
T0H 3N0

Dear Ms. Sebo:

RE: Hamlet of Grande Cache Firearm Restrictions Boundary

On July 19, 2022 between 16:00 – 17:00 hours, an information forum was held at the Municipal Office (Eagle's Nest) in Grande Cache, to discuss the Hamlet of Grande Cache Firearm Restrictions Boundary. During this meeting, a Satellite Photo was on display, showing the proposed boundary in relation to the Grande Cache Institution, a Federal Penitentiary. The proposed Firearms Restriction Boundary follows the South West Boundary of the Institutional Reserve, coming within 150 Meters of the Institutions Perimeter Road.

The existing boundary described above presents a significant security and safety issue for Grande Cache Institution. Contraband introduction (e.g. Drugs, Weapons, etc.) to a Federal Penitentiary is of great concern, where the methods of introduction vary, but include members of the public attempting to throw contraband over the Secure Perimeter Fence ("Throw-Overs") and/or utilize "Unmanned Aerial Vehicles". The proposed firearms boundary would allow members of the public, who are attempting to introduce contraband to the Institution, to approach the Institution's perimeter while 'legally' carrying a firearm. Further to the above, the proposed firearms boundary tracks directly behind the Institution's Firearms Range, which also presents a vulnerability for interactions between Institutional personnel and the public. The above situations pose significant risks to staff, inmates and the public, where the potential for an armed conflict between Institutional personnel and member(s) of the public would be elevated.

Notwithstanding the potential armed conflict described above, another concern is hunting being allowed near Institutional property, where carcasses would be left for carnivores to devour. Grande Cache is identified as "Grizzly Bear Country", where Grizzly Bear are often seen on/or near the Institution's property. The presence of a carcass elevates the Grizzly Bear's aggressiveness, where the bear will protect its food. The Institution uses inmates to perform work duties outside the perimeter and throughout the Institutional Reserve, where a conflict between staff, inmates and a Grizzly Bear are of great concern. As



well, there are a plethora of new trails established in and around the local community of Grande Cache, where staff, inmate visitors and members of the local community utilize these trails for hiking purposes, again presenting increased risk of conflict between wildlife and human activity.

Prior to January 1, 2019, when Grande Cache became a Hamlet within the Municipal District of Greenview No. 16, the Boundary utilized by the Town of Grande Cache, was the Sulphur River and Smoky River confluence. Utilizing the two rivers clearly established where the boundary was located. For the above reasons, we are respectfully requesting that the Firearms Restriction Boundary be reconsidered and that the Sulphur River – Smoky River confluence be utilized once again as the boundary.

Sincerely,

Jasmine Verge
Warden / Directrice
Grande Cache Institution / Établissement Grande Cache
Correctional Service Canada / Service Correctional Canada
Government of Canada / Gouvernement du Canada
Jasmine.Verge@csc-scc.gc.ca





BYLAW NO. 21-870 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to restrict the use of firearms and bows within the boundaries of Ward 9, Hamlet of Grande Cache.

Whereas, Section 7 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 provides that Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

Whereas, Section 74 of the *Municipal Government Act*, provides that a Council may pass a bylaw prohibiting the shooting or use of firearms or other device that propels a projectile in all or part of the municipal district. A bylaw under this section does not come into force until the bylaw has been approved by the Minister responsible for the *Wildlife Act*, R.S.A. 2000, Chapter W-10.

Whereas, Council deems it desirable and in the best interest of the public to prohibit the discharge of firearms within specified parts of the municipality;

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 “Firearms Restrictions in Ward 9, Hamlet of Grande Cache” Bylaw.

2. DEFINITIONS

- 2.1. **CAO** means the Chief Administrative Officer of Greenview;
- 2.2. **Cross-Bow** means a device with a bow and a bowstring mounted on a stock that is designed to propel an arrow, a bolt, a quarrel or any similar projectile on a trajectory guided by a barrel or groove and that is capable of causing serious bodily injury or death.
- 2.3. **Firearm** means any barreled weapon from which any shot or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person, and includes any frame or receiver of such barreled weapon and anything that can be adapted or used as a firearm.
- 2.4. **Greenview** means the Municipal District of Greenview No. 16.

- 2.5. **Peace Officer** is as defined in Section 1(k) of the *Provincial Offences Procedure Act*, R.S.A. 2000, Chapter P-34. For the purposes of this bylaw Peace Officer also includes the RCMP and Fish and Wildlife Officers.
- 2.6. **Violation Ticket** means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act*.
- 2.7. **Ward 9** means the official boundaries of Ward 9, Hamlet of Grande Cache.

3. APPLICATION

- 3.1. This Bylaw does not apply to any Member of the RCMP, Fish and Wildlife Officers, Peace Officers, or Officers of the Grande Cache Institution, or employees of other agencies, who are required to use or discharge a firearm or weapon in the operation of their duties, or designated employees of Greenview, who may require the use of a firearm to destroy pests, or immobilize animals to facilitate their capture.
- 3.2. This Bylaw applies exclusively within the boundaries of Ward 9, Hamlet of Grande Cache, as identified in Schedule 'A' attached to, and forming part, of this Bylaw.
- 3.3. This Bylaw does not apply a shooting range, archery range, gun club, or similar facility, if established, which is designated and operated in accordance with the Land Use Bylaw and all Federal, Provincial and Municipal laws and regulations.

4. PROHIBITIONS

- 4.1. No person shall carry a loaded firearm within the boundaries of Ward 9, unless written permission is granted by Greenview for a special event.
- 4.2. No person shall discharge a firearm within the boundaries of Ward 9, unless written permission is granted by Greenview for a special event.
- 4.3. No person shall discharge a bow or cross-bow, and arrow or bolt, within the boundaries of Ward 9, unless written permission is granted by Greenview for a special event.

5. WRITTEN PERMISSION BY GREENVIEW

- 5.1. Written approval by Greenview may be obtained for special events or for the ceremonial discharge of firearms using blank ammunition. A request must be submitted in writing to the CAO, or designate and shall include the following:
 - A. Full name and address of the applicant;
 - B. Age of individual(s) that will be discharging firearms;
 - C. Type of firearm intended to be used;
 - D. Location within Ward 9 where the shooting will occur;
 - E. Time and duration in which the shooting will occur;

- F. Reason or purpose of request;
- G. Any other information as the CAO may reasonably require.

- 5.2. A written request must be submitted at least two (2) weeks in advance of the planned event.
- 5.3. The written authorization shall be available at the event and presented upon request by a Peace Officer.

6. ENFORCEMENT AND PENALTIES

- 6.1. A Peace Officer, Member of the RCMP, or Fish and Wildlife Officer may enforce the provisions of this Bylaw, and may issue a violation ticket to any person who violates a provision of this Bylaw.
- 6.2. The violation ticket shall be in a form normally used by a Peace Officer in the issuance of notices of offence, in accordance with the *Provincial Offences Procedure Act*.
- 6.3. Any person who violates any provision of this Bylaw is guilty of an offence and is liable upon summary conviction to:
 - A. A fine of not more than Five Hundred Dollars (\$500.00) for a first offence, or in default of payment, to imprisonment of no more than three (3) months.
 - B. A fine of not more than Fifteen Hundred Dollars (\$1,500.00) for a second or subsequent offence, or in default of payment, imprisonment of not more than six (6) months.

7. SEVERABILITY

- 7.1. Should any provision of this Bylaw be found to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, such provision shall be considered separate and severable from the Bylaw and the remainder shall remain in force and effect.

8. REPEAL

- 8.1. Grande Cache Bylaw 499 “Arrow Release” is hereby repealed.

9. COMING INTO FORCE

- 9.1. This Bylaw shall come into force and effect upon approval of the Minister responsible for the *Wildlife Act* and upon third and final reading.

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

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

Pursuant to Section 74 of the *Municipal Government Act*, this Bylaw is hereby approved

Dated at the _____ of _____, Alberta, this _____ day of _____, 2021.

Minister of
Alberta Environment and Parks

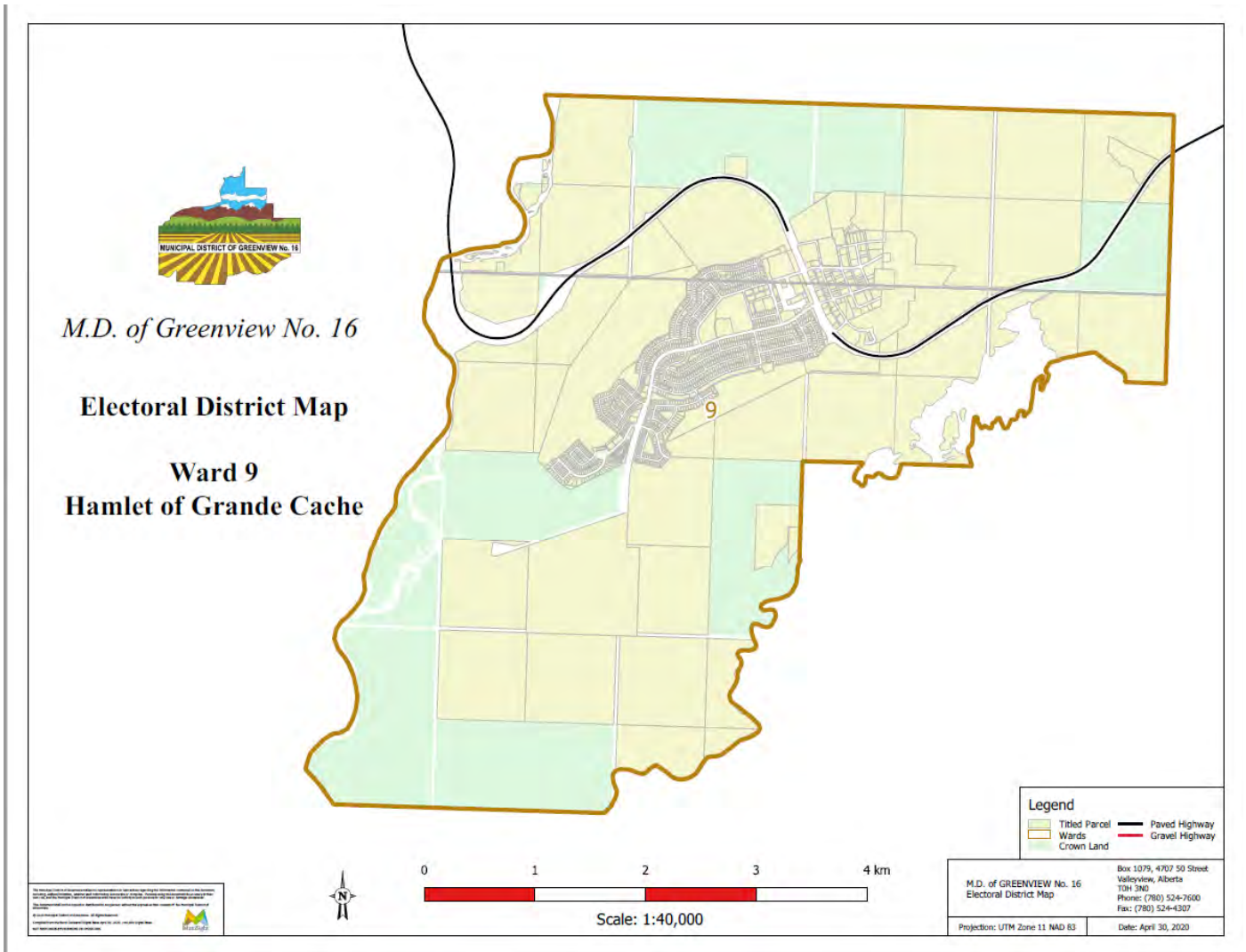
Read a third time and passed this _____ day of _____, 2021.

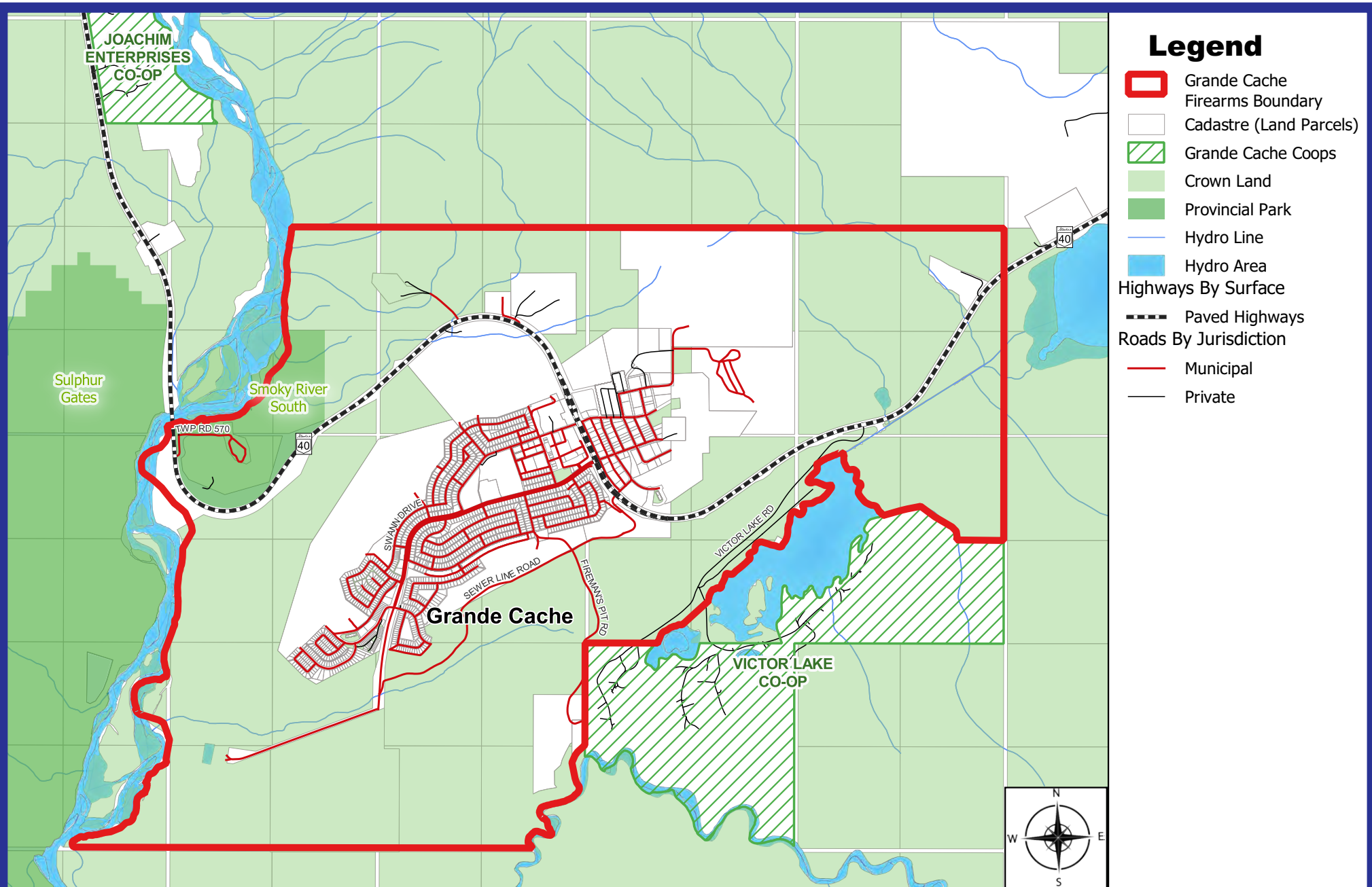
REEVE

CHIEF ADMINISTRATIVE OFFICER

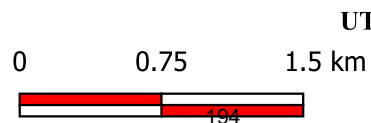
Schedule 'A'

Ward 9, Hamlet of Grande Cache Boundary





Hamlet of Grande Cache Firearm Restrictions Boundary



UTM Zone 11N NAD83

1:40,000

Date: 03/28/2022

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REQUEST FOR DECISION

SUBJECT:	Ridgevalley Lagoon	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO: SW MANAGER: DB
MEETING DATE:	September 13, 2022	DIR: RA PRESENTER: RA
DEPARTMENT:	INFRASTRUCTURE & ENGINEERING	LEG: SS
STRATEGIC PLAN:	Economy	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the report for the purpose of providing direction regarding land securement for the Ridgevalley Lagoon for information, as presented.

MOTION: That Council direct Administration to proceed with Option for the purpose of providing a detailed plan for land securement, Ridgevalley Lagoon expansion and therefore potential accommodation of future growth of the Hamlet of Ridgevalley and area.

BACKGROUND/PROPOSAL:

At the July 19, 2022 Committee of the Whole meeting, the motion was made by Councillor Burton;

That Committee of the Whole recommend that Council provide Administration direction regarding land securement for the Ridgevalley Lagoon.

In 2012 Council approved the purchase of land for future expansion of the Ridgevalley Lagoon in the amount of \$30,000.00, anticipating the expansion would accommodate the area for approximately 20 years. Due to an issue with purchasing the lands, Council pushed this item to the 2014 Capital Budget where negotiations stalled.

Definitions pertaining to this document:

SAGR	Submerged Attached Growth Reactor >>>>> Aerated ponds with continual discharge
Facultative Lagoon	a type of waste stabilization pond used for biological treatment of industrial and domestic wastewater >>>>>used to treat raw, screened, or primary settled municipal wastewater and biodegradable industrial wastewaters. Moderately

	effective in removing settleable solids, BOD, pathogens, fecal coliform, and ammonia.
Expropriation	<p>is the government's exercise of its right to acquire land from landowners for a public purpose.</p> <p>>>>>The Supreme Court of Canada has stated that expropriation is one of the ultimate exercises of governmental authority.</p>

Greenview hired M2 Engineering to complete a Wastewater Lagoon Feasibility Study (see attached) to review the current system and determine upgrade needs to the existing wastewater lagoon. The study concluded that the current wastewater lagoon has insufficient capacity for the current wastewater flows of Ridgevalley. In addition, the study identified that the current lagoon shows significant signs of deterioration/failure that needs to be addressed.

The wastewater lagoon is a critical piece of infrastructure for the Hamlet of Ridgevalley as it plays a major part in protecting public health and the environment. Upgrades to this facility are necessary to ensure the facility does not experience a major failure in the coming years which would result in risk to public health and the environment.

As the community grows and there is over 100m³ per day of effluent, AEP will have a different set of rules, however, at this time the current flow is approximately **50m³** per day. Depending on the quality Greenview will have to at least put in a pond with a mechanical blower for aeration for treatment and potentially more. Costs could be from 4-14 million depending on the process required, land needs, power requirements and additional staff and monitoring.

Since the draft report was done, Administration has flushed and CCTV the sewer system and has identified that the sewer lift station has no back up power.

There are many alternatives for Council to review regarding the Ridgevalley Lagoon. SAGR refers to aerated ponds with continual discharge.

Option 1: New Site, new facultative lagoon (within 5 km radius – no land costs): \$18,020,000.00

Purchase land elsewhere This could be a viable option, at a high cost, if Administration was able to locate land for sale within the area.

Environmental work for discharge / outfall	\$100,000.00
Engineering & Professional Fees	\$1,280,000.00
Site development	\$1,000,000.00
Lagoon reclamation	\$1,000,000.00
New lift station	\$1,500,000.00
New forcemain	\$1,750,000.00
New facultative cell	\$1,250,000.00
New flow control structure	\$100,000.00

New storage cell 1	\$2,500,000.00
New storage cell 2	\$2,500,000.00
New outfall pipe	\$700,000.00
Outfall structure	\$500,000.00
Contingency, 30%	\$3,840,000.00
Land Purchase	Unknown Cost

Option 2 New Site, SAGR Lagoon

\$12,100,000.00

Environmental work for discharge / outfall	\$100,000.00
Engineering & Professional Fees	\$900,000.00
Site development	\$1,000,000.00
Lagoon reclamation	\$1,000,000.00
New lift station	\$1,500,000.00
New forcemain	\$1,750,000.00
Power to site	\$100,000.00
New aerated cell 1	\$750,000.00
New aerated cell 2	\$750,000.00
New SAGR cell 1	\$200,000.00
New SAGR cell 2	\$200,000.00
New blower building & SAGR equipment	\$550,000.00
New headworks building	\$-
New outfall pipe	\$700,000.00
Outfall structure	\$500,000.00
Contingency, 30%	\$2,100,000.00
Land Purchase	Unknown Cost

Option 3 Existing Site, SAGR Lagoon

\$7,150,000.00

Environmental work for discharge / outfall	\$100,000.00
Engineering & Professional Fees	\$450,000.00
Site development	\$250,000.00
Lagoon reclamation	\$500,000.00
Lift station upgrades	\$750,000.00
Power to site	\$100,000.00
New aerated cell 1	\$750,000.00
New aerated cell 2	\$750,000.00
New SAGR cell 1	\$200,000.00
New SAGR cell 2	\$200,000.00

New blower building & SAGR equipment	\$550,000.00
New headworks building	\$-
New outfall pipe	\$700,000.00
Outfall structure	\$500,000.00
Contingency, 30%	\$1,350,000.00

Option 3a: Expanding on Existing site. Administration has reached out to the owner of the lands surrounding the lagoon with an offer to purchase 10 acres of land. This will enable Administration to expand the lagoon in preparation of near future population growth that may or may not last 15-20 years. The landowner has refused to sell the land to Greenview at the rates within the Schedule of Fees but has counteroffered at \$15,000.00 per acre. Council may agree to this amount; however, this option is only a quick fix on the issue. The lagoon will again meet capacity, and Administration may not have options to expand at that time.

Option 3b: Buy the full quarter where the lagoon is now Should the landowner agree to sell the full quarter, this would be a viable option. Greenview would have the room to expand and/or build a full sewage treatment plant should the need arise; however, the landowner is not in agreement to sell at this time. Administration feels this is the best option if an agreement can be reached.

Option 4: At this time there is no option for a **Full Sewage Treatment Plan** on the site as room is limited.

Option 5: Expropriation Council may only expropriate lands deemed a necessity. Administration has reached out to legal counsel (see attached) for advice on expropriation.

Administration is informing COW that the Ridgevalley Lagoon is nearing the end of its functionality, capacity and is requiring an upgrade. Greenview can purchase the minimum land required for the expansion, but this will not have a large enough footprint for future expansion.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefits of accepting one of the presented options is that Administration will be able to better prepare for the eventual need of addressing shortcoming of the Ridgevalley Lagoon in a proactive manner.

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 provide direction regarding the Ridgevalley Lagoon and leave as it; however, Administration does not recommend this action as the Lagoon is nearing its life span.

Alternative #2: Council has the alternative to choose an option that has not been identified within this report; however, Administration does feel that the presented options fairly represent the most reasonable plans to consider.

FINANCIAL IMPLICATION:

Financial implications will reflect on Councils direction.

STAFFING IMPLICATION:

Staffing implications will be dependant on if or what option is chosen to pursue and details will be realized more accurately upon Council direction.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will move forward with Councils direction

ATTACHMENT(S):

- M2 Engineering Feasibility Study
- M2 Engineering Alternative Costing
- 2012 Ridgevalley Lagoon Land Document
- Legal Response
- Internal Document on Stalled Negotiations

Project:	Ridgevalley Wastewater Lagoon Feasibility Study	Date:	January 3, 2022
Project Number:	2021-1039	File:	2021-1039/Engineering/E2-07
Owner/Client:	MD Greenview	Location:	Ridgevalley, AB
Subject:	Ridgevalley Wastewater Lagoon Feasibility Study		

1 Introduction

The Municipal District of Greenview (MD Greenview) commissioned M2 Engineering to complete a wastewater lagoon feasibility study for the Hamlet of Ridgevalley to determine if the existing facility has suitable treatment capacity for the community.

Figure 1-1
Existing Ridgevalley Lagoon



1.1 Ridgevalley and Surrounding Area

The Hamlet of Ridgevalley is one of six hamlets within the Municipal District of Greenview (MD Greenview) and is located approximately 390 km northeast of Edmonton, and approximately 65 km east of Grande Prairie.

In discussions with the MD Greenview, it was identified that the Ridgevalley community was previously referred to as the Crooked Creek community, before being renamed as Ridgevalley.

The Hamlet of Ridgevalley community core includes:

- Residents
- Ridgevalley School (kindergarten to grade 12)
- Ridgevalley Senior's home
- Ridgevalley arena
- Local businesses
- Water treatment plant (WTP)

1.2 Ridgevalley Wastewater System History and Background

The MD Greenview services the Ridgevalley water and wastewater systems, inclusive of:

- Reverse osmosis membrane water treatment plant (WTP)
- Water distribution network
- Facultative wastewater treatment lagoon
- Gravity wastewater collection system
- Central lift station

M2 Engineering was onsite in Ridgevalley on June 8, 2021 to generally review the existing wastewater lagoon and enquire about the community's water / wastewater services. During the site visit, M2 Engineering had the opportunity to visit the wastewater lagoon and briefly visit the WTP.

Ridgevalley Water Systems

The Ridgevalley WTP was upgraded in 2016, supported by funding through the Alberta Municipal Water / Wastewater Partnership program. The WTP upgrades included a general WTP upgrade / expansion, addition of a reverse osmosis membrane system, and a new water supply well. The WTP includes a piped distribution pumping system. There is no water truck haul system at the Ridgevalley water treatment plant; however, the piped water system feeds the Crooked Creek Watering Point, which is nearby to Ridgevalley. Water supply to the community of Ridgevalley includes a piped distribution network inclusive of hydrants throughout the community.

At the time of our site visit, we observed / discussed the following with the operators:

- RO Membrane Systems recovery is approximately 75% (RO concentrate flows of ~25% are discharged to the sanitary sewer system)
 - Note this was later reviewed as part of the background data analysis and found to be significantly higher. Refer to Section 2.3 for further review / discussion.
- Average daily consumption of treated water is approximately 40 m³/day.

Ridgevalley Wastewater Systems

The community has a piped wastewater collection system with a central lift station. This lift station collects all gravity flows from the community as well as flows from a small lift station near the WTP. All flows collected at the central lift station are pumped to the wastewater lagoon. The wastewater forcemain tie-in goes directly into the first lagoon cell.

The existing wastewater lagoon is a facultative lagoon consisting of:

- One (1) facultative cell
- One (1) storage cell

The wastewater lagoon storage cell was built in 1982, the date of construction for the facultative cell is unknown (facultative cell was constructed prior to the storage cell). The lagoon cells are assumed to be clay lined.

The lagoon operates under Alberta Environment and Parks (AEP) Code of Practice for Wastewater Systems Using a Wastewater Lagoon (Registration No. 1102-02-00) as of October 2018. Prior to this, the lagoon operated under an operating approval (Approval No. 1102-01-00).

Figure 1-2: Hamlet of Ridgevalley Existing Wastewater Systems shows an aerial image of the Hamlet of Ridgevalley and the location of the existing wastewater infrastructure.

1.3 Wastewater Servicing Feasibility Objectives

The primary objectives for the Ridgevalley Wastewater Lagoon Feasibility Study are to:

- Develop, review, and evaluate existing wastewater servicing options
- Provide a report summarizing future wastewater servicing requirement and options available

1.4 Wastewater Lagoon Feasibility Study Scope

The scope of the Wastewater Lagoon Feasibility Study included the following:

- Describe and assess existing wastewater systems, including collection systems and the wastewater lagoon
- Review and evaluate wastewater quality considerations
- Part 1: develop, discuss and review the wastewater lagoon repair / restoration concept
- Part 2: develop, discuss and review the wastewater lagoon expansion concept
- Complete a Class D (+/- 25%) capital cost estimate for wastewater infrastructure upgrade options
- Recommend wastewater servicing options
- Review / consider next steps and develop implementation plan
- Summarize further investigations and future project steps

1.5 Reference Documents

1.5.1 Reference Standards, Guidelines, and Protocols

The Wastewater Lagoon Feasibility Study reviewed and adopted the following Guidelines, Standards and Protocols as reference:

- Alberta Environment and Parks. (2012). *Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems (Parts 1, 2, 3, & 4)*.
- Government of Canada. (2011). *Water and Wastewater Policy and Level of Services Standards (Corporate Manual System)*.
- Environment and Climate Change Canada. (2012). *Wastewater Systems Effluent Regulations*.

1.5.2 Reference Background Documents and Record Drawings

The background documents and record drawings used for the Wastewater Lagoon Feasibility Study are as follows:

- EPEC Consulting Western Ltd. (1980). *Crooked Creek Water & Sewer Extensions*.
- Stantec. (2013). *Hamlets of Ridgevalley & DeBolt Water & Sewer Improvements*.
- Midwest Consulting. (2011). *Hamlet of Ridgevalley Infrastructure Study*.
- Midwest Consulting. (2010). *Hamlet of Ridgevalley Wastewater Upgrading 2010*.
- Associated Engineering. (2017). *Ridgevalley Water Treatment Plant Upgrades*.

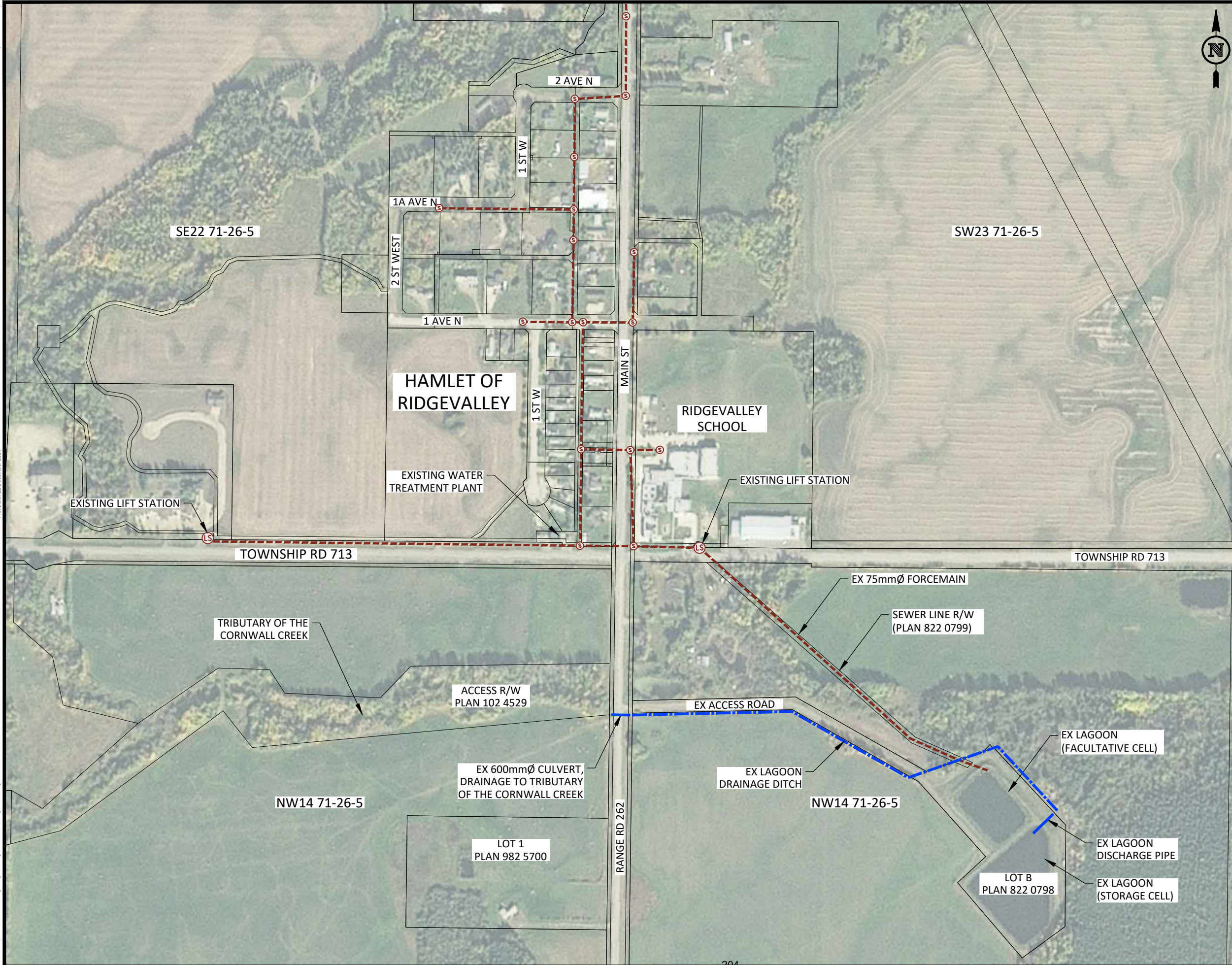
1.5.3 Historical Data

Background data and records have been collected by MD Greenview and shared for the development of the Wastewater Lagoon Feasibility Study. The following historical data was reviewed as part of the Ridgevalley Wastewater Lagoon Feasibility Study:

- Annual Reports for water and wastewater operators log sheets from 2016 to 2020
- Population and census data

DRAFT

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MUNICIPAL DISTRICT
OF GREENVIEW No.16

FIGURE 1-2

HAMLET OF RIDGEVALLEY
WASTEWATER LAGOON
UPGRADE FEASIBILITY STUDY

HAMLET OF RIDGEVALLEY
EXISTING WASTEWATER
SYSTEMS

LEGEND

-  EXISTING SANITARY MANHOLE
-  EXISTING SANITARY LIFT STATION
-  EXISTING SANITARY SEWER NETWORK
-  EXISTING LAGOON DRAINAGE DITCH

DRAFT

NOTES

PRELIMINARY &
FOR DISCUSSION
PURPOSES ONLY

NOT FOR
CONSTRUCTION

SKETCHED BY: DINO BORRELLI

SCALE: 1:5,000

PROJECT NO: 2021-1039

DATE: 2021-DEC-14

REVISION NO: 0

2 Summary of Project Criteria

2.1 Population

2.1.1 Historical Population

Historical population data for Ridgevalley is used to establish historical population, population growth rates, and projected future population estimates. Population data was collected from four sources:

- 1985 Census data by the Improvement District (ID)
- Population estimates outlined in Bel MK Report from 1997
- 2018 Census data provided by MD Greenview
- Government of Alberta 2018 / 2019 School Enrollment Data

Since Ridgevalley is a small rural town, the school operates as a hub for nearby communities and rural residents. The consolidation of schools in the rural area results in an increased number of people in the town which impacts the amount of wastewater generated. Therefore, the historical data will be separated into residential population and school population to differentiate the difference in wastewater generation for Ridgevalley.

Table 2-1
Historical Population Estimate

Year	Residential Population	School Population	Source / Notes
1985	52	340	Based upon 1985 census data by ID
1997	111	295	Estimated by a Bel MK Report
2010	110	190	Estimated by MD Greenview
2018	135	229	Estimated by MD Greenview

Based on historical population, the estimated annual growth rate for the residential and school population are 2.8% and 0%, respectively. M2 Engineering had additional discussions with the MD Greenview staff on September 10, 2021, via Microsoft Teams meeting and it was agreed that representative annual growth rates for Ridgevalley's residential and school populations are 2% and 1%, respectively. The project criteria established will use a 2% residential annual growth rate and a 1% school annual growth rate to estimate the future population.

2.1.2 Population Projections

Based on the review of the historical populations in Ridgevalley, the future population can be projected based on the estimated annual growth rates. The following table shows the increase in school and residential population over the next 25 years.

Table 2-2
Projected Population Estimate

Year	Residential Population (2% Annual Growth Rate)	School Population (1% Annual Growth Rate)	Total Population Generating Wastewater in Ridgevalley
2021	143	236	379
2026	158	248	406
2031	175	261	436
2036	189	271	460
2041	213	288	501
2046	235	303	538

2.2 Wastewater Generation Projections

Wastewater generation is correlated to the amount of water consumed in a community. Per capita water use varies depending on if homes are serviced by cisterns with truck haul or a piped distribution system. Piped distribution systems have a higher per capita water use than cistern systems. Therefore, the volume of wastewater generated is related to the type of water supply system implemented in the community. The Hamlet of Ridgevalley has a piped wastewater system and the lagoon does not include a septage receiving station. Therefore, the wastewater generated in Ridgevalley is collected solely by the piped system.

2.2.1 Historical Wastewater Generation Data

Ridgevalley has kept record of their annual lagoon release volumes which can be used to determine the per capita wastewater generation rates for the community. The past three years of lagoon release volumes are summarized in the table below.

Table 2-3
Historical Annual Lagoon Discharge Volumes

Year	Estimated Release Volume (m ³ /yr)	Estimated Annual Flow Entering Lagoon (m ³ /yr)	Average Annual Flow per Day (m ³ /day)
2018	15,595	15,595	42.70
2019	14,234	15,173	41.54
2020	12,042	7,939	21.74

There are three primary sources that make up the wastewater flows generated in Ridgevalley:

- Residential wastewater
- School wastewater
- WTP wastewater

In addition to the above, the flow reported in Table 2-3 are inclusive of all Inflow (from stormwater) and Infiltration (from groundwater) volumes. All inflow / infiltration (I/I) flows are included in the per capita estimates presented above.

2.2.2 Wastewater Generation Rates

School Wastewater Generation

M2 Engineering reviewed typical wastewater generation values based on building type and occupancy type. The estimated wastewater generation rate for schools, on a per capita basis, is 70 L/c/d according to Part 4 of the *Alberta Environment and Parks Standards and Guidelines*. M2 Engineering used this data to calculate the anticipated wastewater flows generated from the school.

Residential Wastewater Generation

The difference in total wastewater generation and the school wastewater generation provides an estimated residential wastewater generation.

$$\text{Historical Residential WW Flow} = \text{Total WW Flow} - \text{Estimated School WW Flow}$$

M2 Engineering reviewed historical data to ascertain an estimated per capita wastewater generation rate in Ridgevalley. Historical wastewater lagoon release volumes were used for this analysis. Because the 2020 data varied significantly from 2018 and 2019, it was not used in carrying out this evaluation. The 2018 data was used as the base data set for the wastewater generation rate review.

Separating the total 42.7 m³/d into residential and school flows is equal to 16.03 m³/d and 26.67 m³/d, respectively. Based on the population totals presented in Section 2.2.1, the residential per capita wastewater generation rates is calculated to be 198 L/c/d for residential.

M2 Engineering reviewed these results with MD Greenview and there was agreement to use 200 L/c/d for residential wastewater generation rates as the project criteria basis moving forward.

WTP Wastewater Generation

M2 Engineering reviewed the historical WTP records to evaluate the estimated WTP waste volumes coming to the Ridgevalley lagoon. Based on information 2019 and 2020 WTP data provided to M2 Engineering, the WTP losses were reported to be 30.5 m³/d and 39.7 m³/d, respectively. This represents an average WTP loss of 56%. This is considered to be a major contributor to the overall waste received at the lagoon.

Upon realizing the significant WTP waste generation, the MD Greenview operations team has made efforts to reduce the amount of process wastewater being generated at the WTP. It was found that a large part of the WTP wastewater was being produced by the RO membrane cleaning cycles, as well as the analyzer flows that are wasted by the WTP instruments. The MD Greenview operations team has optimized flows through the analyzers and have recorded two months of data since changes were made.

M2 Engineering reviewed the most recent WTP data for September and October of 2021 and found that the adjustments made to the analyzers has improved the overall WTP efficiency from approximately 50% to 70% recovery. This shows significant improvement to lessen the amount of wastewater generated at the WTP. With this, the wastewater generation from the WTP will be estimated using a 70% recovery.

An alternative way to manage WTP waste generation in Ridgevalley would be to construct a process waste pond. This would allow waste flows to settle and decant to surface. The objective of this alternate approach would be to eliminate the WTP waste flows from taking up wastewater lagoon capacity. This approach would require environmental review and discussion with AEP to determine feasibility and regulatory requirements. It would also still require a lagoon expansion for school and residential waste.

2.3 Wastewater Flow Projection Analysis

M2 Engineering completed 25-year wastewater generation projections. The wastewater flow projection analysis reviews the wastewater generation rates established to project future wastewater flows. Table 2-4 below summarizes the average annual flows projected for Ridgevalley over the next 25-years. The following figure illustrates the total projected wastewater flows.

Table 2-4
Average Annual Flow Projections

Year	Wastewater Flows (m ³ /yr)			
	Residential Wastewater Generation	School Wastewater Generation	WTP Wastewater Generation	Total Wastewater Generation
2021 (Current)	10,460	6,030	5,730	22,220
2026 (5-yr)	11,550	6,340	6,230	24,120
2031 (10-yr)	12,750	6,660	6,780	26,190
2046 (25-yr)	17,160	7,730	8,750	33,640
Existing Lagoon Storage Cell				15,320

Figure 2-1
Wastewater Generation Projection (m³/yr)



3 Description and Assessment of Existing Systems

M2 Engineering met with MD Greenview operations staff on June 8, 2021, at the Ridgevalley wastewater lagoon to discuss the existing water and wastewater systems, better understand the issues, and complete a visual review. The site visit reviewed the visible condition of the facilities and included discussions with the operating staff about the overall operation and maintenance of the facilities. The site visit was conducted at a facility level and did not include a detailed assessment of the individual assets within the facilities, such as the capacity of individual components within the facilities, or the condition of individual pumps, piping or valves.

3.1 Existing Wastewater Collection System Description

Piped Wastewater Collection

Wastewater from the homes in Ridgevalley are collected in a gravity collection system to a lift station. The gravity collection system in Ridgevalley consists of approximately 300 m of 200 mm PVC pipe and 20 manholes. It is uncertain the age and condition of the existing sewer pipes and manholes.

Central Lift Station & Forcemain

The gravity sewer network drains to one, central lift station on the southeast side of the community, near the school. The lift station pumps wastewater to the lagoon through a 485 m, 75 mm (3") PVC forcemain that was installed in 2010 according to Hamlet of Ridgevalley Wastewater Upgrading 2010 drawings prepared by Midwest Consulting. It appears the central lift station was also upgraded at this time with new pumps, piping, valves, control panels, and blower / heater.

From conversation with the MD Greenview, we understand that the lift station pumps were replaced again within the last two to three years. Pump tag information available at the time of this study indicates that these pumps are Sulzer 3-phase, 10 HP submersible pump with a max capacity of 15.4 L/s (244 GPM) and maximum discharge pressure of 275 kPa (28 m). This information is based on the pump tag shown in the image below which was provided to us by the MD Greenview.



Ridgevalley Lift Station Pump Tag

It was discussed with the MD Greenview that the larger pumps were installed to prevent lift station flooding during high rainfall and runoff events, such as spring snow melt runoff. During these events the MD Greenview reported that the inflow into the lift station is excessive and requires high flow to prevent the station from flooding.

Septage Receiving

The existing wastewater collection system in Ridgevalley does not have a septage receiving station. It is assumed that all rural septic or holding tanks have their waste hauled to another lagoon system in the area. Based on discussions with the MD Greenview, the truck hauled wastewater for the area is disposed of in the Sturgeon Heights Lagoon or the DeBolt Lagoon.

3.1.1 Existing Wastewater Collection System Assessment

Gravity Collection System

The gravity collection system was not assessed for capacity or condition as part of the Wastewater Lagoon Feasibility Study. M2 Engineering has coordinated with Cam-Trac Inspection Services Ltd. to conduct a visual inspection of the existing gravity sewer system in Ridgevalley for the spring of 2022. This inspection will include:

- Flushing and cleaning of existing gravity sewer line
- CCTV camera review and assessment

Once Cam-Trac is able to complete the CCTV assessment of the existing system, there will be a better understanding of condition and repairs required.

Central Lift Station

M2 Engineering reviewed the pumping capacity of the existing pumps with the projected wastewater flow projections. The average annual flows for the community of Ridgevalley are anticipated to be 1.1 L/s. Peak wastewater flows were not estimated as part of this study. In order to properly assess the capacity of the lift station, peak flow conditions should be determined, inclusive of diurnal and inflow / infiltration allowances.

For the purpose of lift station pump review, we have estimated the peak hourly flow rate into the lift station to be five times the average annual flow which is typical for a municipal peak hour flow. With this, the estimated peak hour flow rate for Ridgevalley is estimated to be 5.5 L/s. This does not account for a storm event. The assumed pump capacity for the Ridgevalley lift station is 15.4 L/s based on information provided to M2 Engineering. Therefore, the existing pumps are suitable to manage the peak community flows.

Please note, an effective volume analysis was not carried out for the Ridgevalley lift station as insufficient information was available at the time of this study.

Forcemain

Based on the record drawings available, the forcemain from the central lift station in the Hamlet to the lagoon is a 75 mm (3") PVC pipe. The typical velocity range for a wastewater forcemain is 0.6 m/s to 2.4 m/s. The minimum velocity of 0.6 m/s is required to avoid the deposition of waste solids within the pipe. Velocities less than 2.4 m/s are recommended to minimize headloss through the system.

It is assumed that the 75 mm (3") PVC pipe adheres to the AWWA C900 standard, therefore pipe inner diameter of the pipe is expected to be 77.27 mm (3.042"). The currently pumping capacity at the lift station is 15.4 L/s, which results in a velocity of 3.28 m/s. This is outside the typical recommended velocity for a forcemain.

M2 Engineering completed a rough headloss review of the forcemain and determined that the current system is experiencing approximately 91.5 m of headloss through the lift station and forcemain. This indicates that the 3" forcemain to the lagoon is undersized based on the capacity of the two pumps installed at the lift station

Septage Receiving

There is currently no septage receiving station within Ridgevalley. During a meeting with MD Greenview on November 17, 2021, it was mentioned that a septage receiving station (SRS) may be considered as part of the upgrades to the Ridgevalley lagoon. The addition of an SRS system is expected to increase the overall wastewater generation

projections for the Hamlet. At this time, the wastewater generated through truck hauling has not been considered and the overall wastewater generation projections will need to be updated if an SRS system is installed at the lagoon.

It should be noted that the addition of an SRS system could create additional challenges for the Ridgevalley lagoon. Typically truck hauled waste is from either holding tanks or septic tanks. Holding tank waste is typically diluted similarly to residential piped wastewater; however, septic tank waste is highly concentrated since the majority of the liquid is decanted and pumped out to a discharge point on the resident's property. This will need further consideration in future phases of planning the Ridgevalley wastewater lagoon upgrade.

3.2 Existing Wastewater Treatment System Description

The Hamlet of Ridgevalley operates a lagoon with one facultative cell and one storage cell. Both lagoon cells are clay lined. According to the record drawings, the lagoon storage cell was constructed 1982, but it is unknown when the facultative cell was constructed. The lagoon is located southwest of Ridgevalley across from Township Road 713 and is near the center of the quarter section it is on. The following table summarizes the estimated capacity of the existing lagoon cells.

Table 3-1
Estimated Volumes for Existing Lagoon Cells

Cell	Estimated Volume	Notes:
Facultative	7,612 m ³	Based on minimal dimensions on 1982 drawing set and an air photo interpretation
Storage	15,320 m ³ .	Based on the 1982 record drawings

Facultative lagoons are designed for all treatment to be completed in the facultative cell. Facultative cells have three areas of treatment, aerobic treatment near the surface due to exposure to atmosphere, anaerobic treatment at the bottom of the lagoon where oxygen is not readily available, and anoxic or facultative zone in between the two aerobic and anaerobic zones. The facultative zone can range from more aerobic near the top of the zone and more anaerobic near the bottom of the zone. These treatment zones host a variety of bacteria that remove or captures the pollutants in the wastewater. In order for facultative cells to operate effectively, the maximum water level should be 1.5 m; the Ridgevalley lagoon currently operates at a water depth of 1.5 m.

The storage cell is intended to hold wastewater for a 12-month period so it can be discharged annually. AEP, Part 3 of the Standards and Guidelines, identifies that the maximum water depth of a storage is 3.0 m. The Ridgevalley lagoon storage cell operates at a 1.5 m water depth.

The Ridgevalley lagoon is permitted to discharge once a year, over a maximum of three weeks between April 1 and November 30 as outline in their previous operating approval (1102-01-00, expired). In discussions with MD Greenview operations teams, they typically discharge in the fall of each year.

The Ridgevalley lagoon has a short discharge pipe that releases treated wastewater northeast of the storage cell to a drainage ditch. The drainage ditch conveys the treated wastewater northwest / west overland, across Range Road 262 to a tributary of Cornwall Creek. Refer to Figure 1-2: Location Plan for an illustration of the discharge path.

3.2.1 Existing Wastewater Lagoon Assessment

Existing Lagoon Condition Assessment

During our site visit on June 8, 2021, the facultative cell was near-empty which allowed M2 Engineering to visually review the berms. While on site, it was apparent that the existing berm between the facultative cell and storage cells has failed around the transfer pipe between the two cells. Erosion and sloughing of earth was evident around the pipe and must be repaired. The pipe from the facultative side was not visible and assumed to have separated or broken off in the past. The following photos show the damage that was noted while on site.



Damaged Berm (looking into facultative cell)



Erode Earth Near Missing Pipe

In addition to the damage to the interconnecting pipe between the facultative and storage cells, it was also noted that there is no valve or flow control structure / manhole between the two cells. This results in the following:

- Hydraulic level of the storage cell is equal to that of the facultative cell
- When the storage cell is drained annually, the facultative cell drains simultaneously to the same level
 - This results in partially treated wastewater being discharged

At the time of our site visit, the storage cell release was recently completed, and the facultative cell was observed to be near-empty. Issues identified at the lagoon during the site visit included:

- Not inlet valve on the forcemain
- Berm sloughing along northeast berm of facultative cell
- Berm between facultative cell and storage cell show sloughing and failing
- The interconnecting pipe between facultative and storage cell failed
- No control structure or valving between facultative cell and storage cell
- Animals burrowing along southeast / south berms of storage cell
- Vegetation overgrowth along facultative cell berms (cattails)
- Vegetation overgrowth along storage cell berms (low brush)
- Miscellaneous sagging of some berms
- No groundwater monitoring wells present to confirm if leaking present
- Condition of clay liner uncertain

Refer to Enclosure A: June 8, 2021 Photo Journal for photos from the site visit.

Sludge Survey Assessment

With the lagoon cells near empty at the time of the site visit, it was also evident that the facultative cell and storage cell had significant sludge accumulation. A sludge survey was coordinated and completed to further understand the volume of sludge present within each of the lagoon cells.

Lambourne Environmental Ltd. together with Hydrasurvey completed a sludge survey at Ridgevalley on September 29, 2021. The results of the survey are summarized in the table below; the full report can be found in Enclosure B: Hydrasurvey MD of Greenview Sludge Survey Report 2021.

Technical Memorandum

Ridgevalley Wastewater Lagoon Feasibility Study

Table 3-2
Ridgevalley Sludge Survey Results Summary

Cell	Estimated Sludge Volume (m ³)	Estimated Bone Dry Tonnes of Sludge	Percent of Total Cell Volume Occupied by Sludge
Facultative (cell 1)	2,162	143	65%
Storage (cell 2)	2,637	593	33%

Based on the results of the sludge survey, both cells need to be desludged in the near future as significant treatment capacity is currently consumed by sludge. As part of the sludge survey, sludge samples were collected for quality. All samples collected indicated that the sludge is suitable for land application. Refer to Section 8.0 of this Feasibility Study for next steps affiliated with desludging of the Ridgevalley wastewater lagoon.

Hydraulic Assessment

M2 Engineering reviewed record drawings and air photos to estimate the lagoon effective volume and capacity of the existing Ridgevalley wastewater lagoon. The table below compares the capacity of each wastewater lagoon cell to the required volume based on wastewater flow projections completed in Section 2.3.

Table 3-3
Ridgevalley Wastewater Lagoon Hydraulic Capacity Summary

Cell	Estimated Volume	Storage Requirements by AEP	25-Year Volume Required (m ³)
Facultative (cell 1)	7,612 m ³	60-Days Maximum 1.5 m Depth	5,530
Storage (cell 2)	15,320 m ³ .	12-Months Max 3.0 m Depth	33,640

Figure 3-1 illustrates the wastewater generation projections as well as the existing lagoon capacity. This indicates that the existing lagoon cells are not able to store the current volume of wastewater generated. It also shows that in a 25-year period the current lagoon will be at a deficit of approximately 18,320 m³ of storage volume.

Effluent Discharge Assessment

During the site visit, there were no issues identified with the existing lagoon effluent discharge path. The MD Greenview had recently replaced valving on the discharge piping and added new rip-rap.

Figure 3-1
Lagoon Capacity Review



4 Wastewater Quality Data

4.1 Historical Influent Wastewater Quality

At the time this report was written, no historical influent wastewater quality data was available for the Ridgevalley Lagoon. However, with the amount of wastewater generated by the WTP, it is expected that the influent wastewater quality at the lagoon is weaker than typical residential wastewater. The WTP wastewater is primarily clean, treated water (non-potable) which has low solids and low concentrations of pollutants since it is being produced for the purpose of creating potable water. The lagoon also does not have a septage receiving station, therefore, the concentrated waste hauled from septic tanks is not disposed in Ridgevalley.

4.2 Historical Effluent Wastewater Quality

Ridgevalley lagoon is released annually by the wastewater utility operators. Historical effluent wastewater quality data was made available by the MD Greenview for the past several years. A summary of the results from the data sets available are presented in Table 4-1.

Table 4-1
Historical Effluent Wastewater Quality

Year	Wastewater Quality Parameter				
	5-day BOD (mg/L)	Ammonia (mg/L)	Unionized Ammonia (mg/L)	Total Suspended Solids	pH
2018	13	1.82	0.394	60	9.00
2018 – Overflow Event	13	1.51	0.429	36	9.16
2019	22.0	1.67	0.09	26	8.3
2020	3.2	2.87	0.09	3	8.1
2021	15.4	5.31	0.58	24	8.7

Note, no acute lethality test results were available. The effluent quality limits for the Ridgevalley lagoon are discussed in the following section.

5 Regulatory Requirements

5.1 Lagoon Sizing Standards

AEP classifies wastewater treatment technologies in Alberta under two categories, municipalities with less than 20,000 population and municipalities of greater than 20,000 population; Ridgevalley falls under the foremost category. For municipalities with less than 20,000 population and for communities with non-aerated wastewater lagoons, they do not have defined wastewater effluent targets. The Alberta standards do not define the effluent standards but do describe what is required for lagoon construction, such as the number of anaerobic, facultative, and storage cells as well as the capacity and depth required for each. The AEP standards also describe when the annual discharge period is allowed.

For lagoon sizing, AEP outlines the following requirements for the Ridgevalley wastewater flows.

Table 5-1
AEP Wastewater Lagoon Cell and Depth Requirements

Design Flow	Number of Anaerobic Cells	Requirement for Facultative Cell	Requirement for 12-month Storage Cell
< 250 m ³ /d	0 Min. Depth = 3.0 m	Yes Max. Depth = 1.5 m	Yes Max. Depth = 3.0 m

According to the record drawings, the Ridgevalley Lagoon adheres to the requirements listed in the above table. The new lagoon cell is also planned to follow the AEP standards described above.

5.2 Setbacks

The AEP Standards and Guidelines provide wastewater treatment facility site limitations such as setback distances. The purpose of the setback distances is to buffer odorous effects, provide a margin of public safety, and protect the integrity of nearby buildings. The AEP minimum horizontal setback distances are the same for conventional lagoons as the “working area” of a mechanical wastewater treatment plant and aerated lagoons. Table 5-2 lists the minimum horizontal setback distances from the “working area”.

Table 5-2
AEP Minimum Required Horizontal Separation for Wastewater Lagoons

Infrastructure	Distance from Lagoon (m)
Property line	30
Right-of-way of the rural road or railway	30
Right-of-way of a primary or secondary highway	100
School, hospital, food establishment, or buildings for residential use	300

Figure 5-1: Existing Wastewater Lagoon 300 m Offset Requirements illustrates the required horizontal setback distance for the existing wastewater lagoon.

5.3 Effluent Standards

The Ridgevalley lagoon is required to produce an effluent quality that adheres to the following regulations and protocols:

- WSER, 2012
- Fisheries Act, 2017
- Canadian Environmental Protection Act, 1999
- Alberta Environment & Parks (AEP) Standards and Guidelines Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems, Parts 3 and 4, 2013

Environment Canada 2012 Wastewater Effluent Limits

The Government of Canada established standards to ensure that wastewater services for all communities meet acceptable effluent quality standards in 2012 under the Wastewater System Effluent Regulation (WSER) which forms part of the Fisheries Act. WSER outlines various effluent sampling, limits, and reporting requirements which differ depending on influent flows and continuous versus intermittent discharge.

Currently the Ridgevalley lagoon average daily influent flow is less than $100 \text{ m}^3/\text{d}$ which allows the system to be exempt from WSER. However, as the Ridgevalley Lagoon grows in size, the federal regulations will come into effect. Once the daily inflow into the lagoon exceeds $100 \text{ m}^3/\text{d}$ the WSER standards must be followed. It is currently estimated that WSER will not apply to Ridgevalley for 25-years based on the growth projections defined.

The effluent quality parameters defined in the WSER document are summarized in the following list:

- CBOD, annual average $\leq 25 \text{ mg/L}$ sampled every 2 weeks
- TSS, annual average $\leq 25 \text{ mg/L}$ sampled every 2 weeks
- Total Residual Chlorine, $\leq 0.02 \text{ mg/L}$
- NH_3 , maximum concentration in the year $< 1.25 \text{ mg/L}$
- Acute lethality testing required
- Reporting required annually

Alberta Environment and Parks Wastewater Effluent Limits

AEP does not currently list effluent limits for the Ridgevalley wastewater lagoon.

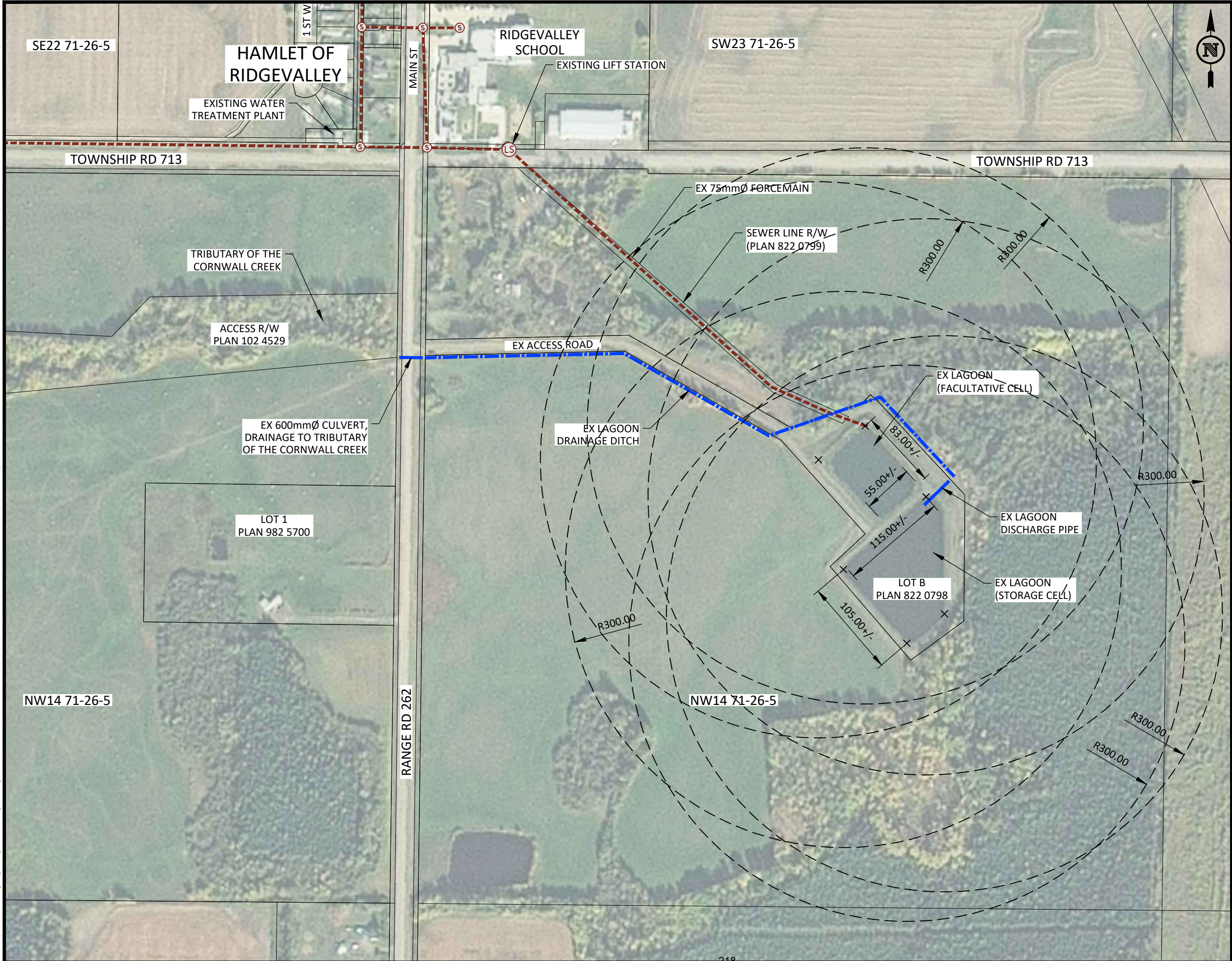
5.4 Operator Classification

In Alberta, AEP uses a checklist and point system to determine the classification of a wastewater facility. Typically, the more complex the treatment system, the higher the points allotted, and the higher the classification of the facility. AEP Standards and Guidelines state that there must be a certified operator to the class of the facility or higher in charge of the day-to-day operation of the facility.

The Ridgevalley lagoon currently requires a Small Wastewater System Certificate based on AEP's September 2003 Code of Practice for Wastewater Systems Using a Wastewater Lagoon as the population is currently less than 500 people. As the community grows to greater than 500 people, the MD Greenview will be required to have an operator with a Level 1 Wastewater Treatment Certificate.

During the meeting with MD Greenview on November 3, 2021, there was discussion of upgrading the lagoon to a partially mechanical treatment lagoon in the 26-50 year period, this would require the system to operate under an approval as opposed to the Code of Practice. With this, the MD will also be required to increase operator certification. This can be planned for in the future once the long-term plans for the lagoon are established.

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FIGURE 5-1

HAMLET OF RIDGEVALLEY
WASTEWATER LAGOON
UPGRADE FEASIBILITY STUDY

EXISTING WASTEWATER
LAGOON 300m OFFSET
REQUIREMENTS

- LEGEND
- Ⓢ EXISTING SANITARY MANHOLE
 - ⓁS EXISTING SANITARY LIFT STATION
 - EXISTING SANITARY SEWER NETWORK
 - EXISTING LAGOON DRAINAGE DITCH

DRAFT

NOTES

PRELIMINARY & FOR DISCUSSION PURPOSES ONLY

NOT FOR CONSTRUCTION

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PROJECT NO:	2021-1039
DATE:	2021-DEC-14
REVISION NO:	0

6 Wastewater Lagoon Upgrade Concept

6.1 Repair Requirements

To expand the life span of the current lagoon cells, the following repairs are required to the existing lagoon cells:

1. De-sludge existing lagoon cells
2. Conduct environmental drilling program to confirm integrity of current clay liner
 - a. Note, it is assumed the clay liner is in good condition
3. Install valve on the influent forcemain
4. Install new pipe between facultative and storage cell
 - a. Relocate pipe to prevent short circuiting
5. Install flow control structure between the facultative and storage cell
 - a. Include valve and level control structure
6. Repair berm between facultative cell and storage cell
7. Remove excess vegetation around lagoon
8. Complete small berm repairs throughout lagoon
9. Install groundwater monitoring wells as per AEP Standards and Guidelines

6.2 Expansion Options

According to the wastewater generation projections evaluated in Section 2, a lagoon expansion is required. Lagoon expansion concepts were discussed during a Microsoft Teams meeting on November 17, 2021. After reviewing the expected wastewater generation rates for the 25-yr design period, a lagoon expansion of approximately 18,320 m³ is required to accommodate growth in the community.

During a meeting with MD Greenview on November 17, 2021, three lagoon expansion options were discussed. The following figures illustrate the two layout configurations discussed.

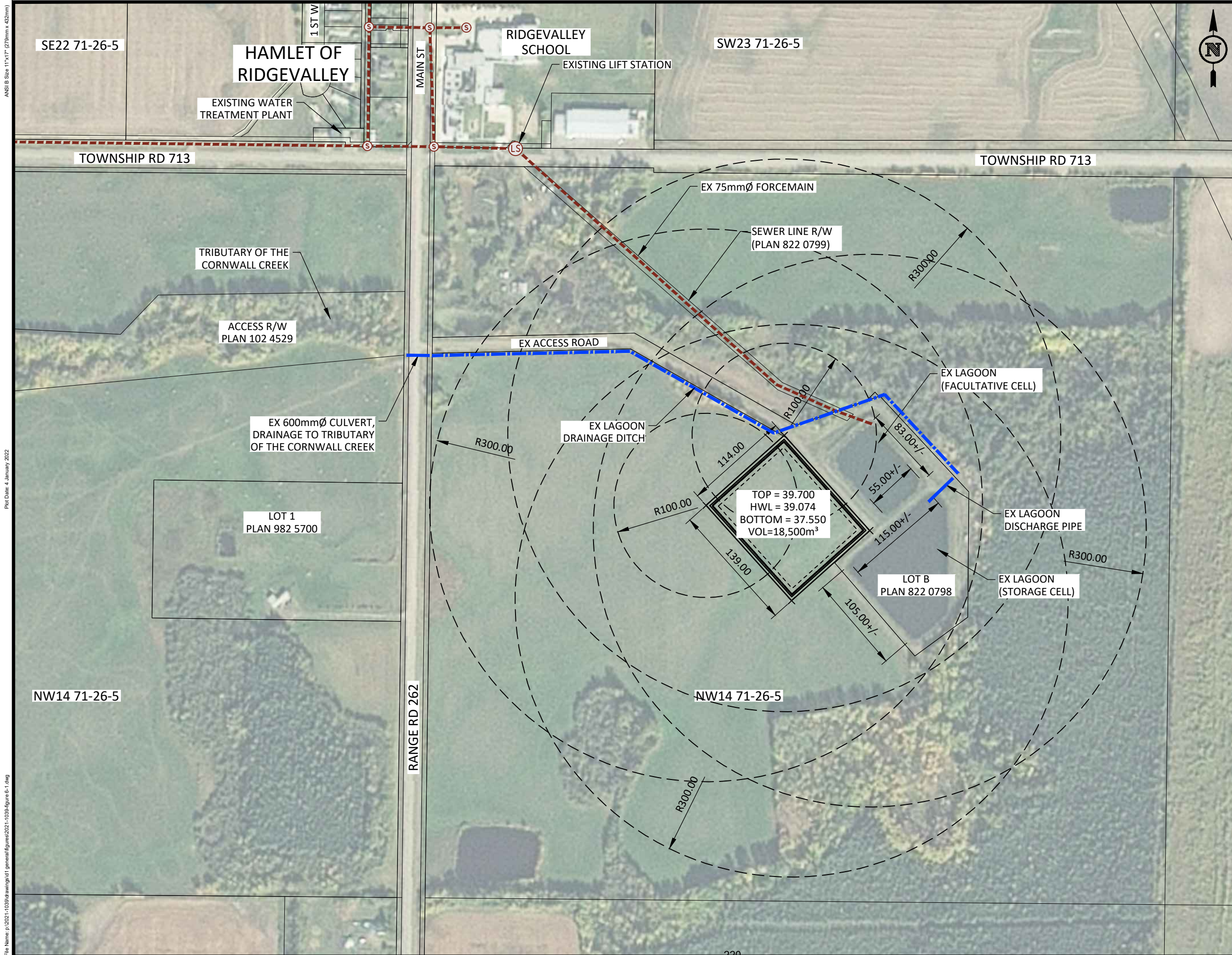
Figure 6-1: Lagoon Expansion Option 1

Figure 6-2: Lagoon Expansion Option 2

Figure 6-3: Lagoon Expansion Option 3

One of the main objectives discussed during the meeting was to determine the best configuration for the lagoon expansion with consideration to the private landowners, the future development plans for Ridgevalley, and the required offset distances for the proposed lagoon cell. After discussions with the MD Greenview, it was decided the best approach would be to limit the impact of the lagoon expansion to one landowner. Based on this, the preferred layout option determined was Option 1 shown in Figure 6-1 as it limits the setbacks to the current landowner only. The following must be considered for the expansion of the Ridgevalley lagoon:

1. Initial land purchase negotiations
 - a. MD Greenview has started negotiations with current landowner
2. Conduct geotechnical drilling program to confirm soil conditions and berm construction options
3. Fence expansion
4. Road access



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FIGURE 6-1

HAMLET OF RIDGEVALLEY
WASTEWATER LAGOON
UPGRADE FEASIBILITY STUDY

LAGOON EXPANSION
OPTION 1

- LEGEND
- EXISTING SANITARY MANHOLE
 - EXISTING SANITARY LIFT STATION
 - EXISTING SANITARY SEWER NETWORK
 - EXISTING LAGOON DRAINAGE DITCH

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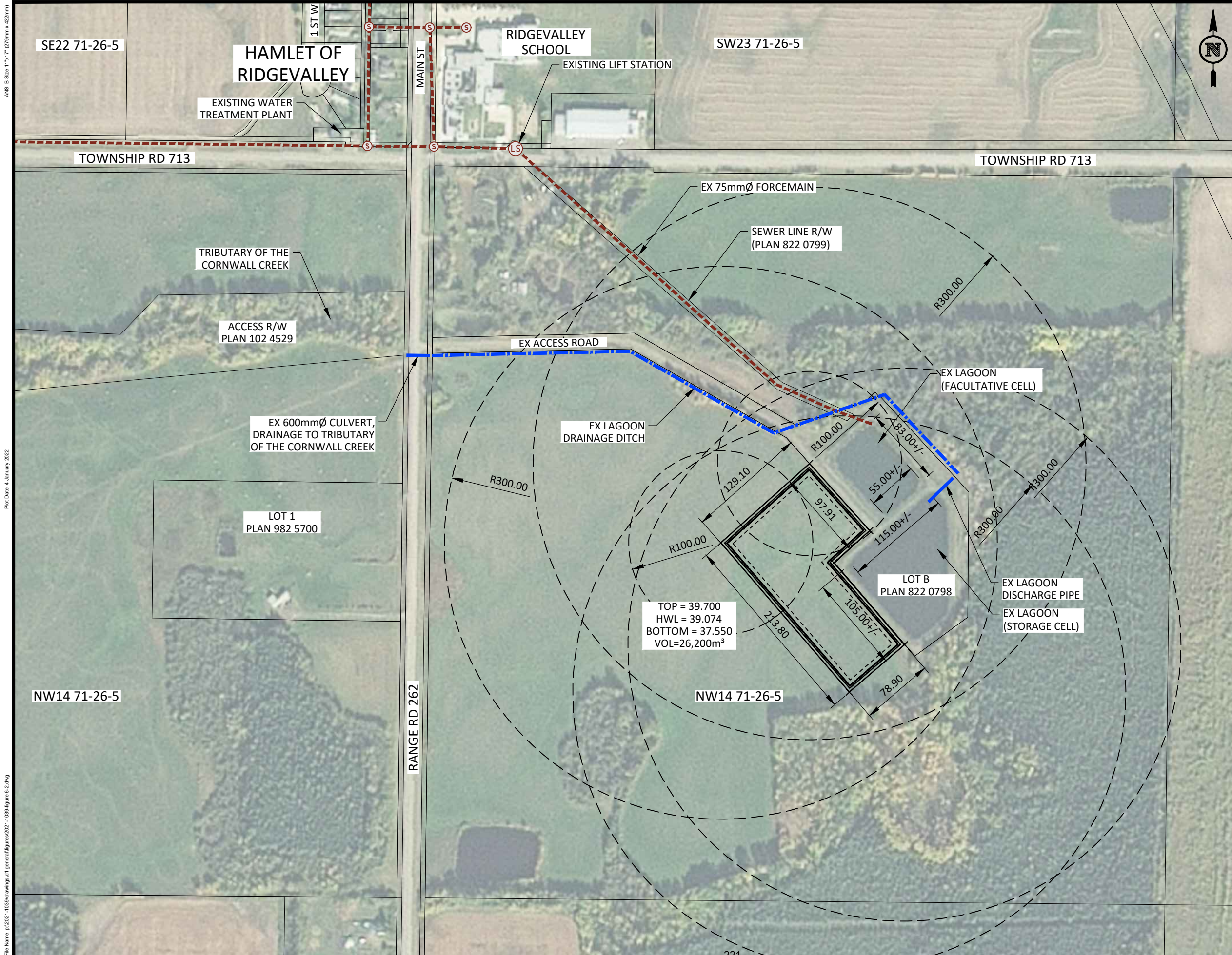
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FIGURE 6-2

HAMLET OF RIDGEVALLEY
WASTEWATER LAGOON
UPGRADE FEASIBILITY STUDY

LAGOON EXPANSION
OPTION 2

LEGEND

- Ⓢ EXISTING SANITARY MANHOLE
- ⓁⓈ EXISTING SANITARY LIFT STATION
- EXISTING SANITARY SEWER NETWORK
- EXISTING LAGOON DRAINAGE DITCH

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NOTES

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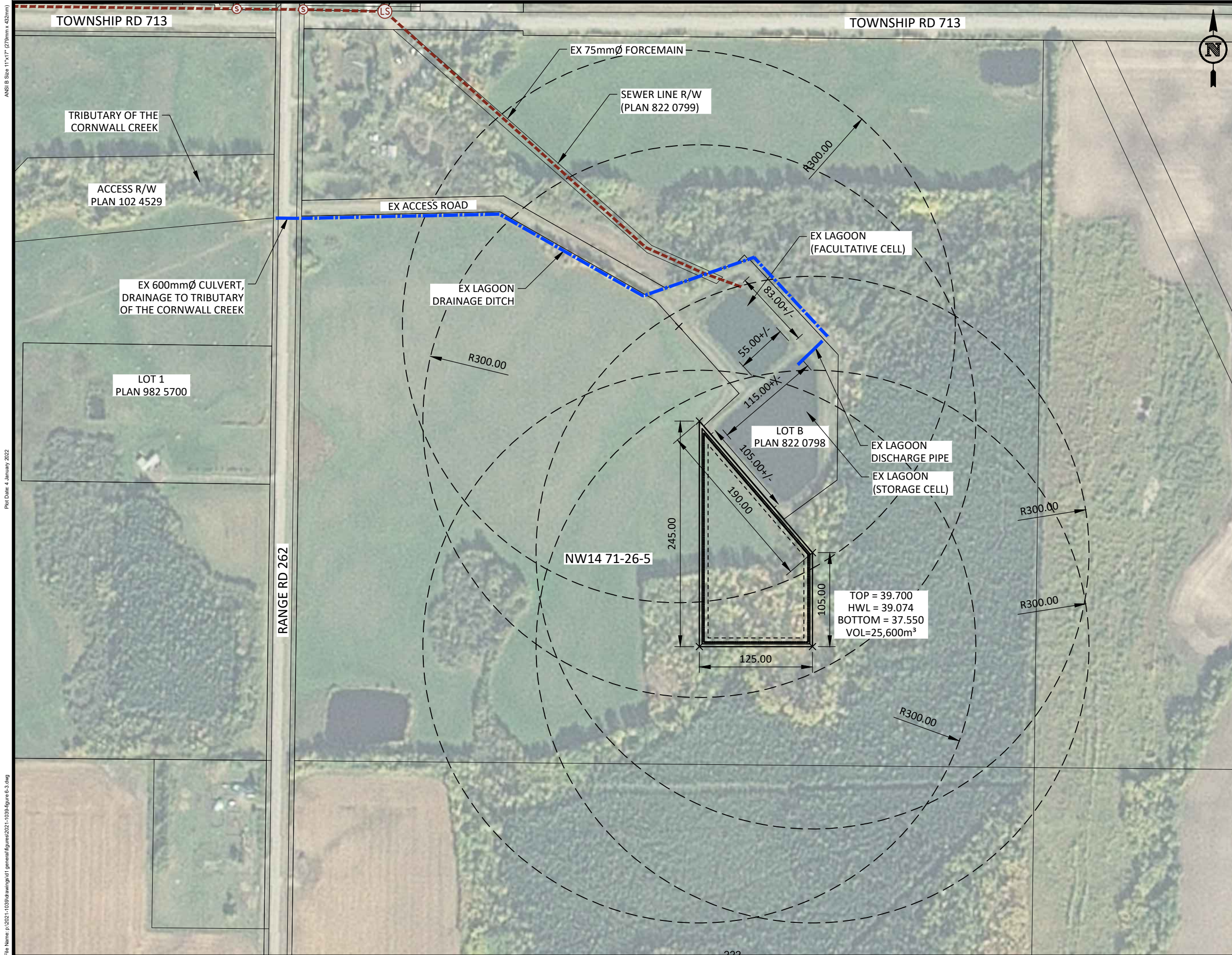
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FIGURE 6-3

HAMLET OF RIDGEVALLEY
WASTEWATER LAGOON
UPGRADE FEASIBILITY STUDY

LAGOON EXPANSION
OPTION 3

LEGEND

- EXISTING SANITARY MANHOLE
- EXISTING SANITARY LIFT STATION
- EXISTING SANITARY SEWER NETWORK
- EXISTING LAGOON DRAINAGE DITCH

DRAFT

NOTES

PRELIMINARY &
FOR DISCUSSION
PURPOSES ONLY

NOT FOR
CONSTRUCTION

SKETCHED BY: DINO BORRELLI

SCALE: 1:4000

PROJECT NO: 2021-1039

DATE: 2021-DEC-14

REVISION NO: 0

6.3 Upgrade Options

Septage Receiving Station

There is currently no septage receiving station within Ridgevalley. During a meeting with MD Greenview on November 17, 2021, it was mentioned that a septage receiving station (SRS) may be considered as part of the upgrades to the Ridgevalley lagoon. If a septage receiving station was added to the Ridgevalley lagoons site, it would be situated near the current access road, likely northwest of the existing facultative cell or new storage cell expansion. The following would be considered as part of and septage receiving station:

1. Gravel road access
2. Dumping manhole or concrete chute
3. Gate access (code or otherwise) to monitor access
4. Fencing
5. Optional: small pond before facultative cell to collect solids and visually monitor quality (visual signs of oil and gas products)
 - b. Note this has not been included as out base assumption

6.4 Future Site Considerations

The MD Greenview is likely undertaking a land purchase as part of the Ridgevalley lagoon expansion. It is out understanding the MD Greenview is planning to purchase the entire quarter section the lagoon sits on. With this land purchase, they would like some certainty that the land purchased will be suitable for the 26-50 year expansion plans as well. As previously noted, the Ridgevalley lagoon is anticipated to received >100 m3/day of wastewater 26-years from now and as such would be required to follow Environment Canada's WSER. This necessitates the Ridgevalley lagoon to treat for ammonia in addition to CBOD and TSS. With this a partial mechanical treatment system would be proposed, as well as continuous discharge.

M2 Engineering reached out to Nexom Environmental to determine if the current area planned would be suitable for a future submerged attached growth reactor (SAGR) system. A SAGR system is a patented process designed to provide nitrification (ammonia removal) in cold to moderate climates. The process operates similar to lagoon while providing nitrification. Nexom has evaluated the site and has identified that the area shown in Figure 6-4 would be required for a SAGR system base don 26-50 year flow projections. Based on the information provided the current land purchase plans would be suitable for the 26-50 year wastewater lagoon treatment needs.

Figure 6-4
Estimated Area for 26-50 Year SAGR Wastewater Treatment System



7 Order of Magnitude Cost Estimate

M2 Engineering has completed a Class D capital cost estimate for the proposed lagoon expansion including upgrades and repairs to the existing infrastructure. Please note, the cost estimates are order of magnitude and include a 25% contingency to allow for unknowns and uncertainties. All cost estimates are our opinion of probable construction costs based on our experience, our judgement, and comparable projects; cost estimates are not intended to be an accurate or true reflection of actual construction costs. The estimates presented in this section are intended to represent the order of magnitude cost for the project options for comparison purposes and for initial budgeting and will be further refined in the detailed design phase.

A breakdown of the capital cost estimates for the Ridgevalley lagoon repairs and expansion are presented in the table below.

Table 7-1
Capital Cost Estimate for the Ridgevalley Lagoon Restoration and Expansion

Description	Capital Cost
General	\$186,500
Civil	
New Lagoon Cell	\$2,620,000
Existing Lagoon Repairs (including sludge removal)	\$440,000
Valve and Flow Control Structure	\$97,500
Groundwater Monitoring Wells	\$30,000
Topsoil Placement, Seeding, & Fencing	\$75,000
Land Purchase (16 acre @ \$12,500/acre)	\$385,000
QA/QC during Construction	\$100,000
Cam Trac	\$20,000
<i>SUBTOTAL</i>	<i>\$3,954,000</i>
Cash Allowances for Design (Geotechnical & Env Drilling)	\$80,000
<i>SUBTOTAL</i>	<i>\$4,034,000</i>
Contingency (25%)	\$1,000,000
Engineering (10%)	\$500,000
Total Construction Cost Estimate	\$5,534,000

7.1 Optional Septage Receiving Station

The MD requested M2 Engineering prepare a cost estimate for the addition of a septage receiving station at the Ridgevalley lagoon. The following table summarizes the order of magnitude cost estimate for a septage receiving station based on the considerations outlined in Section 6.3 and inclusive of a 25% contingency.

Table 7-2
Capital Cost Estimate for Ridgevalley Septage Receiving Station

Description	Capital Cost
General	\$5,800
Civil	
Concrete Chute	\$27,000
Gravel Pad	\$40,000
Gate & Fence	\$35,000
QA/QC during Construction	\$15,000
<i>SUBTOTAL</i>	<i>\$122,800</i>
Contingency (25%)	\$30,000
Engineering (10%)	\$15,500
Total Construction Cost Estimate	\$168,300

8 Next Steps

To move forward with the Ridgevalley Wastewater Lagoon Upgrade, the following next steps are required:

Wastewater Collection System

1. Complete flushing and cleaning of the gravity sewer line in Ridgevalley, inclusive of CCTV video to assess the condition of the existing sanitary sewer pipe in the Hamlet.
2. Complete further lift station analysis:
 - a. Complete effective volume analysis for the existing lift station to improve / optimize pumping conditions.
 - b. Complete a pump drawdown test at the existing lift station to confirm capacity of existing pumps
3. Investigate I/I rates within the community.
 - a. Install flow monitoring station in manhole upstream of central lift station during spring / summer.
 - b. Current lift station pumps are expected to be oversized for the purpose of excessive I/I during rainfall events and snowmelt. This may result in reducing the size of the lift station pumps.
 - c. If I/I flow rates can reduce the size of the lift station pumps, the current 75 mm forcemain is sized adequately for the 25-yr design period. If not, the forcemain may need to be upsized to reduce headloss.
4. Complete a septage receiving evaluation for the Ridgevalley area to determine if desirable in the community.
 - a. This would include determining the service area for truck hauled waste, exploring the type of wastewater services for that area (septic tanks or holding tanks), estimating the volume of wastewater generated by hauling the waste to the Ridgevalley lagoon, and reviewing the impacts of truck hauled wastewater quality on the lagoon's current performance.

Wastewater Treatment System

1. Initiate land purchase for lagoon expansion.
2. Complete environmental drilling program to confirm the integrity of the existing clay liners
3. Complete geotechnical drilling program to confirm suitability and design parameters for lagoon expansion.
4. Remove all vegetation from berms and berm walls.
5. Complete sludge removal of the facultative and storage cells.
6. Initiate detailed design of wastewater lagoon repairs and expansion.

9 Closing

M2 Engineering was commissioned by the Municipal District of Greenview to complete a Wastewater Lagoon Feasibility Study for the Hamlet of Ridgevalley. We trust the information in this report meets your needs, and we would like to thank you for the opportunity to work together on this project.

We trust the information in this technical memorandum meets your needs, and we would like to thank you for the opportunity to work together on this project. Should you have any questions, please do not hesitate to contact either of the undersigned.

Respectfully Submitted,
M2eng Alberta Ltd.

Nathan Miller, P.Eng.
Project Manager, Mechanical Engineer

Jackie Mykytiuk, P.Eng.
Project Manager, Civil-Environmental Engineer

Devin Prazak, E.I.T.
Water / Wastewater Engineer-In-Training

M2ENG ALBERTA LTD.
Responsible Member / Permit to Practice

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From: [Lianne Kruger](#)
To: [Lianne Kruger](#)
Subject: FW: 2021-1039: Alternative Options Pricing Ridgevalley lagoon
Date: June 27, 2022 10:01:04 AM
Attachments: [image001.png](#)

From: Jackie Mykytiuk <mykytiukj@m2eng.ca>
Sent: June 22, 2022 4:27 PM
To: Doug Brown <Doug.Brown@mdgreenview.ab.ca>
Cc: Chelsea Henry <Chelsea.Henry@MDGreenview.ab.ca>; Nathan Miller <millern@m2eng.ca>
Subject: 2021-1039: Alternative Options Pricing

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Doug,

As requested on Monday, we have prepared some very high level costing for the alternative Ridgevalley lagoon options. As a comparison to the below, the cost of building a new storage cell and repairing the existing system is approximately \$6M.

Let me know if you would like to discuss.

Thanks,
Jackie

Alternative Option 1:	New site, new facultative lagoon (within 5 km radius – no land costs):	\$18,020,000.00
	Environmental work for discharge / outfall	\$100,000.00
	Engineering & Professional Fees	\$1,280,000.00
	Site development	\$1,000,000.00
	Lagoon reclamation	\$1,000,000.00
	New lift station	\$1,500,000.00
	New forcemain	\$1,750,000.00
	New facultative cell	\$1,250,000.00
	New flow control structure	\$100,000.00
	New storage cell 1	\$2,500,000.00
	New storage cell 2	\$2,500,000.00
	New outfall pipe	\$700,000.00
	Outfall structure	\$500,000.00
	Contingency, 30%	\$3,840,000.00
Alternative Option 2:	New site, SAGR lagoon	\$12,100,000.00
	Environmental work for discharge / outfall	\$100,000.00
	Engineering & Professional Fees	\$900,000.00
	Site development	\$1,000,000.00
	Lagoon reclamation	\$1,000,000.00
	New lift station	\$1,500,000.00
	New forcemain	\$1,750,000.00
	Power to site	\$100,000.00
	New aerated cell 1	\$750,000.00
	New aerated cell 2	\$750,000.00
	New SAGR cell 1	\$200,000.00
	New SAGR cell 2	\$200,000.00
	New blower building & SAGR equipment	\$550,000.00
	New headworks building	\$-
	New outfall pipe	\$700,000.00
	Outfall structure	\$500,000.00
	Contingency, 30%	\$2,100,000.00
Alternative Option 3:	Ex. Site, SAGR lagoon	\$7,150,000.00
	Environmental work for discharge / outfall	\$100,000.00
	Engineering & Professional Fees	\$450,000.00
	Site development	\$250,000.00
	Lagoon reclamation	\$500,000.00
	Lift station upgrades	\$750,000.00
	Power to site	\$100,000.00
	New aerated cell 1	\$750,000.00

	New aerated cell 2	\$750,000.00
	New SAGR cell 1	\$200,000.00
	New SAGR cell 2	\$200,000.00
	New blower building & SAGR equipment	\$550,000.00
	New headworks building	\$-
	New outfall pipe	\$700,000.00
	Outfall structure	\$500,000.00
	Contingency, 30%	\$1,350,000.00



Jackie Mykytiuk P.ENG.
 Director, Water & Wastewater Engineer

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MUNICIPAL DISTRICT OF GREENVIEW NO. 16

***SUMMARY FOR CAPITAL REQUESTS
YEAR: 2012***

PROJECT TITLE: Ridgevalley Lagoon Land Purchase

***BRIEF DESCRIPTION
OF PROJECT:***

- Land purchase for future expansion of the lagoon.

TOTAL COST: \$30,000.00

***RATIONALE/
JUSTIFICATION:***

- The extra lands will accommodate future expansion of the lagoon for the next 20 years.
- The land acquisition will be from private landowners

***PROJECTED LIFE
OF PROJECT:*** 20 years

***PROJECTED
OPERATING COSTS***

Date Prepared: October 5, 2011

Approved By:

Ron Buxton, Director of Engineering & Environmental Services

From: [Chelsea Henry](#)
To: [Lianne Kruger](#)
Subject: RV Land Purchase
Date: June 29, 2022 9:51:27 AM
Attachments: [image002.png](#)

So in the bit of searching I have done I found this.

	A	B	C	D	E
1	MUNICIPAL DISTRICT OF GREENVIEW NO. 16				
2	Capital Projects Status - October 31, 2013				
3	Infrastructure and Planning Department				
4	CODE		PROJECT	ECT CODE / MO	STATUS
121	6-42-10-00-610		RIDGEVALLEY LAGOON LAND PURCHASE	ESSRVLG	Stalled negotiations

Chelsea Henry
Administrative Support, Environmental Services
(780) 524-7633

Chelsea Henry

Administrative Support, Environmental Services

Municipal District of Greenview No. 16 | 3605 46 St. Valleyview, Alberta T0H 3N0

Tel: [780-524-7600](tel:780-524-7600) | Fax: [1-780-524-4307](tel:1-780-524-4307) | Toll Free: [888-524-7601](tel:888-524-7601) | 24/7 Dispatch: [866-524-7608](tel:866-524-7608) | Direct: [1-780-524-7633](tel:1-780-524-7633)

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REQUEST FOR DECISION

SUBJECT: **2022 Surplus Disposal**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: September 13, 2022
DEPARTMENT: CORPORATE SERVICES
STRATEGIC PLAN: Economy

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

RELEVANT LEGISLATION:

Council Bylaw/Policy (cite) – Policy AD 26, Surplus Assets and Policy 4006 Equipment and Vehicle Replacement.

RECOMMENDED ACTION:

MOTION: That Council authorizes Administration to list and sell the items on the 2022 Surplus Disposal Table at the October 5-7th, 2022 Ritchie Bros. Auctioneers sale.

BACKGROUND/PROPOSAL:

Over the past year, Greenview has initiated an Asset Management plan and practices to help guide and manage Greenview's assets. It is through this process, that the Fleet Specialist and Asset Management Officer completed an analysis of historic surplus items from 2020 and 2021; as well as worked with department managers to identify 2022 items in alignment with Policy 4006 and AD 26. This analysis and process resulted in the creation of the 2022 Surplus Disposal Table, which identifies 37 items that the Administration is ready to dispose of.

As such, Administration is recommending selling the 37 items on the 2022 Surplus and Disposal Table at the October 5 - 7th online Ritchie Bros. Auctioneers sale at their County of Grande Prairie, Alberta location. Administration recommends using Ritchie Bros. Auctioneers sale for the 2022 Surplus due to the timing of the next upcoming auction sale and its centralized location and proximity to multiple Greenview yards.

Please note, that there is a chance that one or more of the surplus items may not sell at the auction. If this is to occur, the Fleet Specialist and Asset Management Officer will work together to have those items returned to a Greenview yard and disposed of using other means as outlined in policy AD 26 and policy 4006.

Moving forward, the plan is to have the listing of disposal Assets collected and ready for June of each year. This will give 30 days for managers to review the disposal list and for the asset to be moved to the appropriate location by mid-July. The finalized list of disposal assets will be presented at the August Regular Council Meeting for approval, with disbursement taking place in September

BENEFITS OF THE RECOMMENDED ACTION:

1. Surplus fleet equipment and assets will be disposed of promptly, aligning practice to policy, and recovering the residual value of the assets that are no longer useable or fiscally viable.

2. Reduces the amount of equipment and assets that currently take up space in the yards, shops, and building across Greenview; as well as reduce the cost of insurance as these items no longer need to be listed.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. A potential disadvantage to this recommended motion is that some surplus items may not sell at auction, and Greenview would be responsible for bringing those items back to Greenview and disposing of them through other means.
2. Another potential disadvantage is the associated auctioneer fees that will reduce the overall surplus profits from the sale.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may elect to sell the items at a later date or by different means than recommended by Administration; however, Administration does not recommend this action given the extensive list of assets currently identified on the 2022 Surplus Disposal Table.

Alternative #2: Council may elect to not surplus all or any combination of the listed assets; however, Administration does not recommend this action as it would go against policy AD 26, Surplus Assets and Policy 4006 Equipment and Vehicle Replacement. In addition, this would result in an excessive amount of surplus assets piling up and laying around various yards, shops, and buildings causing hazards, lack of space for replacement equipment to be kept, increasing the risk of vandalism and theft as well as the negative public perception of Greenview equipment not being used and stored in yards.

FINANCIAL IMPLICATION:

Direct Costs: There will be a financial cost for transportation and staff time to transport the assets from the current location within Greenview to the Ritchie Bros. Auctioneers yard in the County of Grande Prairie. These costs will be offset and mitigated by the sale of the assets and the savings in insurance costs.

Ongoing / Future Costs: Not applicable.

STAFFING IMPLICATION:

Staffing implications include the organization and arrangement for transportation of the asset from its current location to Ritchie Bros. Auctioneers yard in the County of Grande Prairie.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

Upon Council decisions, Administration will arrange to have the identified surplus transported to Richie Bros. Auctioneers for the October 5-7th, 2022 Online Sale. If no action is to be taken by Administration, Administration will document the surplus and continue to store it until the 2023 Surplus Disposal.

ATTACHMENT(S):

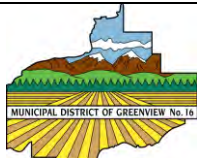
- 2022 Surplus Disposal Table
- Policy AD 26, Surplus Assets
- Policy 4006 Equipment and Vehicle Replacement.

LINE	UNIT	YEAR	MAKE & MODEL	DEPT.
1	A127	2012	Dodge Ram 2500	Ops
2	F22	2004	Ford F550	Ops
3	M18	2012	Schulte XH-1500 Mower	Ops
4	M19	2013	Schulte XH-1500 Mower	Ops
5	PA4	2006	Grader Fallow Me Wobbly Packer	Ops
6	Hoist	2009	PKS Shop 4 post hoist	Ops
7	NA	1996	2500L fuel tank GD 1	Ops
8	NA	1996	2500L fuel tank GD 2	Ops
9	NA	1996	2500L fuel tank GD 3	Ops
10	NA	2006	Excavator brushing head Hyundai	Ops
11	C2		Bandit 200+	Ops
12	ASPH2	1991	Rosco Roller Packer	Ops
13	TRL34	1980	Totem Trailer	Ops
14	A182	2016	Ford F150	Enviro.
15	A108	2010	Chevrolet Silverado 2500	Enviro.
16	NA		Ltec Mig 32851	Ops
17	NA		Lincon Welder 9993	Ops
18	NA		Devilbiss 432compressor GC	Ops
19	L8	2008	Volvo L110F	Ops
20	ASB0006	2016	Hardi Ranger 550 Sprayer	Ag
21	ASB0007	2017	Morris 1400 Hay Hiker	Ag
22	L7	2008	VOLVO L110F LOADER	OPS
23	A184	2016	Ford F150	OPS
24	F20	2003	Ford F550	FM
25	NA		Real Cattle Loading Chute	Ag
26	NA		Monroe Sand Spreader	OPS GC
27	GEN4		Tamper Synchronus generator	FM
28	G34	2014	CAT 140M GRADER	Ops
29	Misc. Filter		Pallet load of fileters	Ops

30	Misc. parts		Pallet of misc parts	Ops
31	T16	2013	Z655 Zero turn JD	FM
32	NA		Council Chambers Furniture	FM
33	NA		FRP Water Tanks	Enviro.
34	NA		Arc Welder	Ops
35	L16	1996	Volvo L90C	Enviro.
36	F60	1998	E-ONE Cyclone Heavy Rescue	Prot.
37	NA		Matrix Multi Jungle, AURAB	Rec

Location	SERIAL NUMBER	HRS/KM's
Valleyview	3C6TD5DT9CG232428	193,652 KM
Valleyview	1FDAW57P84ED42819	57,137 KM
Valleyview	C30611116205	NA
Valleyview	C30611310301	NA
Grovedale	PR1400-264	NA
Grande Cache	21523	NA
Grovedale	N29D04956	NA
Grovedale	W29D04950	NA
Grovedale	W29D04815	NA
Grovedale	8003-QC	NA
Valleyview	SD2039	1,255 HRS
Grande Cache	29608	5,826 HRS
Grande Cache	TW 10680	NA
Valleyview	1FTFW1EF4GFC42678	230,734
Grande Cache	1GC4KXBG2AF138541	160,710 KM
Valleyview	B93J-43386	NA
Valleyview	AC-C1940500164	NA
Grande Cache	15099	NA
Valleyview	VCEL110FE0061736	8,761 HRS
Valleyview	148212-316105783-Y16	NA
Valleyview	1400163144	NA
Grovedale	VCEL110FE0061735	6,693 HRS
Grovedale	1FTFW1EF6GFC42679	200,655 KM
Grande Cache	1FDAW57P73ED26142	29,271 KM
Valleyview	NA	NA
Grande Cache	10-11-7350	NA
Grande Cache	32917	Victor lake
Valleyview	CAT0140MTD9G01515	8,121 HRS
Valleyview	NA	NA

Valleyview	NA	NA
Valleyview	1M0Z655WECM122737	337 HRS
Grande Cache	NA	NA
Ridgevalley	NA	NA
Grande Cache	193165	NA
Grande Cache	L90CV623671996	18,180 HRS
Grande Cache	4ENFAAA76W1008485	
Valleyview	NA	NA

	M. D. OF GREENVIEW NO. 16 POLICY & PROCEDURES MANUAL	Section: ADMINISTRATION
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POLICY NUMBER: AD 26

POLICY TITLE: SURPLUS ASSETS	Page 1 of 2
Date Adopted by Council / Motion Number:	10.03.824

PURPOSE:

To provide a process for disposal of surplus assets held by the Municipality.

POLICY:

- 1.0 In February of each calendar year, the Directors will compile a list of all surplus equipment, fixed assets, furniture, machinery and vehicles from their respective departments. This surplus list will be forwarded to the Manager of Finance prior to March 31st of each year.
- 2.0 Council will declare by resolution those items from the fixed assets list that will be declared as surplus, and the disposal method.
- 3.0 Council may establish a reserve bid, where deemed appropriate.
- 4.0 The C.A.O. will be responsible to ensure that the declared surplus items are disposed of, within six months of declaration, by either public tender or public auction.
- 5.0 If an employee submits a tender for surplus items, the employee will not be involved in the opening of tenders.
- 6.0 All tender awards must be approved by Council.
- 7.0 Proceeds from the sale of surplus items will be deposited into the related capital reserve.
- 8.0 Upon the surplus items tender being awarded, they will be removed from the M.D. premises, or acceptable arrangements made with the C.A.O. or his designate, within seven (7) business days from the tender award date. Prior to removal, the account must be paid in full, and the purchaser must sign a 'Receipt of Goods' form. A member of the M.D. staff must be present when the asset is picked up and will verify that the purchaser has a paid receipt.

POLICY TITLE: SURPLUS ASSETS

Page 2 of 2

Date Adopted by Council / Motion Number:

03.04.239

9.0 If a surplus item is not picked up within the seven (7) day time limit, the C.A.O. or his designate may dispose of the item.

(Original signed copy on file)
REEVE

C.A.O.

TITLE: PROCEDURES FOR SURPLUS ASSETS

Page 1 of 1

PROCEDURE:

- 1.0 The C.A.O. will direct staff to identify all items declared as surplus to be cataloged, listed and marked as clearly as possible for general public viewing.
- 2.0 Employees compiling inventory of surplus items will document, sign, and have a senior staff official sign under their signature, verifying items to be sold.
- 3.0 Surplus items will be removed from the inventory list and their depreciated costs removed from the Fixed Assets Ledger and the General Ledger by the Manager of Finance.

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

Title: Vehicle and Equipment Replacement

Policy No: 4006

Effective Date: May 11, 2020

Motion Number: 20.05.279

Supersedes Policy No: NONE

Review Date: May 11, 2023



Purpose: To ensure Greenview maintains a modern and reliable vehicle and equipment pool, at the lowest overall cost, through establishing a standard of equipment procurement, disposal, replacement and sustainable funding. Fire services equipment will be evaluated separately.

DEFINITIONS

ACAO means the Assistance Chief Administrative Officer.

CAO means Chief Administrative Officer.

CFO means the Chief Financial Officer.

GM means General Manager of one of the major departments and includes the Chief Financial Officer.

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

Heavy Duty means a vehicle with a gross vehicle weight of greater than 10,000 lbs, including 1- ton trucks.

Life Cycle means the useful life of a vehicle or piece of equipment based on the average years, kilometres (km), or engine hours a vehicle or piece of equipment operates before maintenance becomes cost prohibitive.

Light/Medium Duty means vehicles with a gross vehicle weight of less than 8,500 lbs, including SUV's, minivans, ½ ton trucks.

Medium Duty means vehicles with a gross vehicle weight of between 8,500 and 10,000 lbs, including ¾ ton trucks.

SLT means Senior Leadership Team comprised of the GMs, CFO, ACAO and CAO.

POLICY

General Principles

1. Administration will recommend the type of equipment and vehicles that will be required to be replaced on a regular basis, to ensure the services of Greenview are provided as directed by Council.
2. Administration will endeavor to purchase the most economical and fuel efficient vehicles and pieces of equipment available and will recommend for purchase the most basic vehicle to suit the department's needs
3. Used vehicles and pieces of equipment may be considered for purchase.
4. Administration may consider leasing vehicles or equipment when economically feasible.
5. All fleet acquisition and disposal will be conducted through the legislated procurement processes and in accordance with Greenview purchasing policies.
6. In circumstances where a vehicle or piece of equipment becomes cost prohibitive to maintain or operate, before the end of its established life cycle, it may be considered for early replacement.
7. Upon review, if a vehicle or piece of equipment has continually performed at a high level, with a satisfactory maintenance record, that vehicle or piece of equipment may be considered for a life cycle extension.
8. Vehicles and equipment will be evaluated for replacement based on the following criteria:

VEHICLE/EQUIPMENT TYPE	TIME IN SERVICE (years/kms/engine hours/condition)
Light/Medium Duty Vehicles	10 years / 200,000 kms
Medium Duty Diesel Vehicles	10 years / 300,000 kms
Heavy Duty Vehicles	10 years / 300,000 kms
Graders	10 years / 7,500 hours
Loaders	10 years / 7,500 hours
Backhoes	10 years / 7,500 hours
Track Excavators	7,500 hours
ATV's/UTV's	15 years
Tractors (all types)	7,500 hours
Zambonis	10 years
Light Duty Mowers (zero -turn, self-propelled)	5 years
Gang Mowers	10 year
Water Tankers	20 years

Administrative Responsibilities:

9. Fleet Coordinator and Managers are responsible to recommend replacement of vehicles and equipment in accordance with this policy.
10. Vehicle accessories must be approved by the GM.

11. Vehicle replacement requests must be approved by the GM.
12. SLT must sign off on department requests for fleet vehicles above light/medium duty.

Equipment and Vehicle Fleet Reserve

13. Administration will establish an Equipment and Vehicle Fleet Reserve.
14. Administration will establish a Capital Reserve Replacement rate, taking into consideration the life span of the equipment and vehicle(s) and the estimated replacement cost.
15. Equipment and Vehicle Fleet Reserve replacement charges will be transferred to a capital reserve fund for equipment and vehicle replacement.
16. Fleet replacement and due to obsolescence or end of life cycle will be financed through the Equipment and Vehicle Fleet Reserve.
17. Fleet replacement due to physical damage will be financed through appropriate insurance procedures, with the balance for replacement coming from the vehicle replacement reserve.
18. Proceeds from the disposal of vehicles or equipment will be allocated to the Equipment and Vehicle Fleet Reserve.
19. Interest earned from the Equipment and Vehicle Fleet Reserve will be allocated to the reserve at year end.
20. Council shall authorize the transfer of funds to and from the reserve.



REQUEST FOR DECISION

SUBJECT:	ATCO FRANCHISE FEE – HAMLET OF GRANDE CACHE		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 13, 2022	CAO: SW	MANAGER: CG
DEPARTMENT:	FINANCE	DIR: EK	PRESENTER: CG
STRATEGIC PLAN:	Economy	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act Section 45

Council Bylaw/Policy (cite) – Grande Cache Bylaw #749

RECOMMENDED ACTION:

MOTION: That Council approves to have the franchise fee for the for the Hamlet of Grande Cache ATCO Electric Ltd. remain at 0% for 2023.

MOTION: That Council approves the extension for the Electric Distribution System Franchise Agreement with ATCO Electric Ltd. For another 5 years, as per the option within the agreement, included in Grande Cache Bylaw 749.

BACKGROUND/PROPOSAL:

Section 45 of the Municipal Government Act allows municipalities to enter into agreements with utility providers to provide a service to all or a part of the municipality.

In 2013 the former Town of Grande Cache passed Bylaw 749 and entered into an agreement with ATCO to allow ATCO to provide electrical distribution services in the town. The agreement is for a 10-year term with 2 possible 5-year renewal periods. Franchise fees are a form of indirect taxation that are passed on to the consumer based on their utilization as part of their utility bill. These provide the utility companies with the benefit of exclusivity of distribution for a period of time and another revenue source for the community. In 2020 the 5.5% franchise fee resulted in additional revenues of \$753,350.

In 2021 the Hamlet of Grande Caches franchise fee was set to 0%, which is, in line with the other Hamlets within Greenview and rural areas. Prior to 2021, the fee remained unchanged at 5.5%. Franchise fees were presented and discussed at the Committee of the Whole in July, and it was indicated at that time that there were not any changes expected to the current status of these fees.

Greenview has received the letter regarding the option to extend the agreement and make changes in the amount of the franchise fee.

Based on 650kWh for a thirty-day billing cycle, the following outlines how a change in the rate might affect an average monthly customer bill:

Franchise Fee %	Impact on Typical Residential Bill
0%	no change
2%	\$4.56 increase
5.5%	\$6.27 increase
7.0%	\$7.97 increase

For 2022, revenue from the franchise fee is estimated to be \$0.00 based on leaving it at the 0% fee.

If Council decides to change the rate, the change must be advertised to the public before October 14, 2022, for a period of 14 days. Greenview will then respond to ATCO with a copy of the advertising detail, including publication dates, and any comments received from the public by November 15, 2022. At that time, ATCO will apply to the Alberta Utilities Commission (AUC) to change the rate. The AUC must approve the rate change.

BENEFITS OF THE RECOMMENDED ACTION:

1. This action is consistent with the treatment of all hamlets throughout Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. Greenview will not receive additional revenue from franchise fees.

ALTERNATIVES CONSIDERED:

Alternative #1: Council can reinstate the previous Franchise fee of 5.5%, however Administration does not recommend this as it would be inconsistent with other hamlets in Greenview.

Alternative #2: Council can implement a Franchise fee of for 0-20% on applicable residents throughout Greenview, however Administration does not recommend this as it is a form of indirect taxation and opportunities exist to address revenue needs through direct taxation. Direct taxation options will be brought forward for discussion at the September Committee of the Whole.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion as these fees have previously been set to 0%.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision, Administration will prepare the appropriate letters and notifications.

ATTACHMENT(S):

- Letter from ACO for 5-year extension of Franchise Fees
- Grande Cache Bylaw 749 (includes Franchise Agreement)

Municipal Government Act Sec 45

Granting rights to provide utility service

45(1) A council may, by agreement, grant a right, exclusive or otherwise, to a person to provide a utility service in all or part of the municipality, for not more than 20 years.

(2) The agreement may grant a right, exclusive or otherwise, to use the municipality's property, including property under the direction, control and management of the municipality, for the construction, operation and extension of a public utility in the municipality for not more than 20 years.

(3) Before the agreement is made, amended or renewed, the agreement, amendment or renewal must

(a) be advertised, and

(b) be approved by the Alberta Utilities Commission.

(4) Subsection (3)(b) does not apply to an agreement to provide a utility service between a council and a regional services commission.

(5) Subsection (3) does not apply to an agreement to provide a utility service between a council and a subsidiary of the municipality within the meaning of section 1(3) of the *Electric Utilities Act*. List all the supporting documents included for this RFD

April 05, 2022

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

**Re: Municipal Electric Distribution System Franchise Agreement – 5-Year Extension –
Hamlet of Grande Cache**

In accordance with Section 3 of the Electric Distribution System Franchise Agreement (the Agreement) between ATCO Electric Ltd. (ATCO) and The Town of Grande Cache (now Hamlet of Grande Cache) effective April 10, 2013, the Agreement shall be extended for a further period of 5 years with the Municipal District of Greenview No.16 provided ATCO gives written notice not less than 12 months prior to the expiration of the initial term of its intention to extend the Agreement and the Municipal District of Greenview No.16 agrees in writing not less than six months prior to the expiry of the initial term.

ATCO provided notice of its intention to extend the Agreement in accordance with Section 3 via email dated April 5th, 2022. If the Municipal District of Greenview No.16 agrees with this extension for an additional 5-year term, please sign the acknowledgement below and return to the undersigned by **October 10, 2022 (no less than 6 months prior to the April 10, 2023 expiry date) of the current Agreement.**

Feel free to call with any questions or concerns.

Sincerely

Tanya Curtis
Customer Sales Rep
780-849-7655
tanya.curtis@atco.com

Electric Distribution Franchise Agreement Extension Acknowledgment

The Municipal District of Greenview No.16 hereby agree to extend the Electric Distribution System Franchise Agreement (the Agreement) between ATCO Electric Ltd. and Municipal District of Greenview No.16 for the Hamlet of Grande Cache, in accordance with Section 3 of the Agreement, for a 5-year term which will become effective upon the April 10, 2023 expiry date of the initial term of the Agreement.

Municipal District of Greenview No.16

PER: _____
Tyler Olsen, Reeve

Date: _____

PER: : _____
Stacey Wabick, CAO

Date: _____

ATCO Electric Ltd.

PER: : _____
Kevin Burgemeister, Vice President, Operations

Date: _____

PER: _____
Pete Bothwell, Vice President, Customer Experience
& Initiatives

Date: _____

**THE TOWN OF GRANDE CACHE
BY-LAW NO. 749**

BEING A BY-LAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE MAYOR AND CHIEF ADMINISTRATIVE OFFICER TO ENTER INTO AN AGREEMENT GRANTING ATCO ELECTRIC LTD. THE RIGHT TO PROVIDE ELECTRIC DISTRIBUTION SERVICE WITHIN THE MUNICIPALITY

WHEREAS Pursuant to the provisions of the *Alberta Municipal Government Act, RSA 2000, Chapter M-26, as amended*, the Town of Grande Cache (the 'Municipality') desires to grant and ATCO Electric Ltd. (the 'Company') desires to obtain, an exclusive franchise to provide electric distribution service within the Municipality for a period of ten (10) years subject to the right of renewal as set forth in the said agreement and in the said Act.

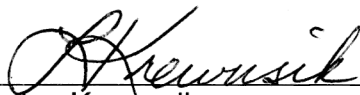
WHEREAS the Council of the Municipality and the Company have agreed to enter into an Electric Distribution System Franchise Agreement (the 'Agreement'), in the form annexed hereto.

WHEREAS it is deemed that the Agreement would be to the general benefit of the consumers within the Municipality.

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

- 1) **THAT** the Electric Distribution System Franchise Agreement, a copy of which is annexed hereto as Schedule 'A', be and the same is hereby ratified, confirmed and approved, and the Mayor and Chief Administrative Officer are hereby authorized to enter into the Electric Distribution System Franchise Agreement for and on behalf of the Municipality, and the Chief Administrative Officer is hereby authorized to affix there to the corporate seal of the Municipality.
- 2) **THAT** the Electric Distribution System Franchise Agreement annexed hereto as Attachment 'A' is hereby incorporated in, and made part of this bylaw.
- 3) **THAT** the Council consents to the exercise by the Company within the Municipality of any of the powers given to the Company by the Water, Gas and Electric Companies Act, RSA 2000, Chapter W-4, as amended.
- 4) **THAT** this bylaw shall come into force upon the Electric Distribution System Franchise Agreement being approved by the Alberta Utilities Commission and upon being given third and final reading.

READ a first time this 28th day of November, 2012 AD.



Louise Krewusik
Mayor




Alan Parkin
Chief Administrative Officer


APPROVED BY THE ALBERTA UTILITIES COMMISSION

Dated


READ a second time this 10th day of April, 2013 AD.
READ a third and final time this 10th day of April, 2013 AD.



Louise Krewusik
Mayor



Alan Parkin
Chief Administrative Officer

Interim 
Rick McDonald



Town of Grande Cache

Franchise Agreement with ATCO Electric Ltd.

March 18, 2013

The Alberta Utilities Commission

Decision 2013-097: Town of Grande Cache
Franchise Agreement with ATCO Electric Ltd.
Application No. 1609278
Proceeding ID No. 2413

March 18, 2013

Published by

The Alberta Utilities Commission
Fifth Avenue Place, Fourth Floor, 425 First Street S.W.
Calgary, Alberta
T2P 3L8

Telephone: 403-592-8845
Fax: 403-592-4406

Website: www.auc.ab.ca

1 Introduction

1. On February 5, 2013, the Alberta Utilities Commission (the AUC or the Commission) received an application from the Town of Grande Cache (Grand Cache) and ATCO Electric Ltd. (AE) requesting approval to renew their electric distribution franchise agreement (franchise agreement) for a period of 10 years with an option for two five-year extensions, for a potential maximum term of 20 years. The renewed franchise agreement is attached as Appendix 1 to this decision and is based on a standard agreement which was approved by the AUC in Decision 2012-255.¹

2. The AUC published the notice of application on the AUC website on February 14, 2013, and in the Grande Cache Mountaineer on February 19, 2013. Anyone with concerns or objections was directed to file a submission with the AUC by March 6, 2013. The AUC has processed this application without further notice as no objections were received.

2 Franchise agreement

3. The municipality determines the level of the franchise fee, which is the consideration paid by the utility for the exclusive right to provide electric service to customers within the municipality. The municipality may also opt for the collection of linear property taxes from the utility for the use of municipal lands to provide utility service. Franchise fees and linear property taxes are considered to be a cost of AE doing business in the municipality, and therefore, these costs are recovered from electric customers in the municipality.

4. Grande Cache completed first reading of Bylaw No. 749, which authorized the municipality to execute a new franchise agreement with AE to provide distribution service within the town.

5. In the franchise agreement, Grande Cache proposed to maintain the franchise fee at 5.5 per cent of the delivery revenue received by AE. In addition to the collection of the franchise fee, Grand Cache has also opted to continue the receipt of linear property taxes from AE. With the franchise fee and linear property taxes combined, the monthly cost for an average residential customer will be \$6.85.

¹ Decision 2012-255: Town of Hinton, New Franchise Agreement Template and Franchise Agreement with FortisAlberta Inc., Application No. 1608547, Proceeding ID No. 1946, September 28, 2012.

6. The term of the franchise agreement is 10 years with the option for two five-year renewals for a potential maximum term of 20 years. In accordance with Section 45 of the *Municipal Government Act*, RSA 2000, c. M-26, a council may grant exclusive right to provide a utility service in all or part of the municipality with a term not exceeding 20 years. The Commission finds that the term of this agreement is in accordance with the legislated time frame.

7. During the term of the franchise agreement, the level of the franchise fee can be changed once annually at the sole discretion of Grande Cache to a maximum of 20 per cent in accordance with Article 5(b) and 5(c), of the franchise agreement. These terms were approved in the standard agreement in Decision 2012-255 and are part of the current franchise agreement.

8. Therefore, pursuant to Section 45 of the *Municipal Government Act*, Section 106 of the *Public Utilities Act*, RSA 2000, c. P-45 and Section 139 of the *Electric Utilities Act*, SA 2003, c. E-5.1, the Commission approves the franchise agreement and finds the right granted by Grande Cache to AE to be necessary and proper for the public convenience and properly serves the public interest.

9. The Commission also approves the continued collection of linear property taxes as part of the franchise agreement pursuant to Section 353 of the *Municipal Government Act*. The linear property tax rate for Grande Cache is 2.50 per cent.

3 Riders

10. Franchise fees and linear property taxes are collected through AE's Rider "A". AE indicated that as a result of the proposed agreement, no changes to AE's Rider "A" were required at this time. The Commission has attached Rider "A" as Appendix 2 to this decision.

11. The property tax of 2.50 per cent, was acknowledged by Commission letter dated February 14, 2013.²

12. In accordance with Section 125 of the *Electric Utilities Act*, and based on the approval of the franchise agreement in this decision, the Commission approves Rider "A" and finds the amounts to be just and reasonable.

4 Order

13. It is hereby ordered that:

- (1) A copy of Bylaw No. 749 shall be filed with the AUC after third reading along with a copy of the executed franchise agreement.
- (2) The continuing franchise rate and property tax for Grande Cache as indicated on Rider "A" attached as Appendix 2 is approved.
- (3) Any changes in the level of the franchise fee pursuant to the provisions in Article 5(b) of the franchise agreement are required to be filed with the AUC for

² Application No. 1609302.

acknowledgement on or before the date that the rate comes into effect, including an updated Rider "A" schedule.

- (4) Prior to implementing any change in the franchise fee, customers shall be notified of the change in the franchise fee through the publication of a notice in the newspaper having the widest circulation in Grande Cache at least 45 days prior to the implementation of the revised franchise fee. A copy of the notice shall be filed with the AUC.

Dated on March 18, 2013.

The Alberta Utilities Commission

(original signed by)

Neil Jamieson
Commission Member

Appendix 1 – Town of Grande Cache franchise agreement with ATCO Electric Ltd.

(return to text)



Appendix 1 -
Franchise Agreement

(consists of 34 pages)

Appendix 2 – Rider “A” with respect to the Town of Grande Cache

(return to text)



Appendix 2 - Rider A
Grande Cache

(consists of 1 page)

ELECTRIC DISTRIBUTION SYSTEM FRANCHISE AGREEMENT

BETWEEN

Town of Grande Cache

- AND -

ATCO Electric Ltd.

Page 2

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ELECTRIC DISTRIBUTION SYSTEM FRANCHISE AGREEMENT

THIS AGREEMENT made effective the ____ day of _____, 20__.

BETWEEN:

Town of Grande Cache,
a Municipal Corporation located in the Province of Alberta
(the "**Municipality**")

OF THE FIRST PART

- and -

ATCO Electric Ltd.,
a body corporate and public utility with its
head office in the Edmonton in the Province of Alberta
(the "**Company**")

OF THE SECOND PART

WHEREAS:

The Municipality desires to grant and the Company desires to obtain an exclusive franchise to provide Electric Distribution Service within the Municipal Service Area on the terms and conditions herein contained;

NOW THEREFORE:

In consideration of the mutual covenants and promises herein contained, the Parties hereby agree as follows:

	Initials
Municipality	PK
Company	AS

1) DEFINITIONS AND INTERPRETATION

Unless otherwise expressly provided in this Agreement, the words, phrases and expressions in this Agreement shall have the meanings attributed to them as follows:

- a) **"Commission"** means the Alberta Utilities Commission, as established under the Alberta Utilities Commission Act (Alberta);
- b) **"Company"** means the Party of the second part to this Agreement and includes its successors and assigns;
- c) **"Construct"** means constructing, reconstructing, upgrading, extending, relocating or removing any part of the existing Distribution System or proposed Distribution System;
- d) **"Consumer"** means any individual, group of individuals, firm or body corporate, including the Municipality, with premises or facilities located within the Municipal Service Area from time to time that are provided with Electric Distribution Service by the Company pursuant to the Company's Distribution Tariff;
- e) **"Core Services"** means all those services set forth in Schedule "A";
- f) **"Detailed Street Light Patrol"** means a detailed street light patrol of Company-owned street lights conducted by the Company on a schedule reasonably determined by the Company from time to time, currently a seven to nine year cycle as at the date of this Agreement;
- g) **"Distribution System"** means any facilities owned by the Company which are used to provide Electric Distribution Service within the Municipal Service Area, and, without limiting the generality of the foregoing, shall include street lighting, where applicable, and poles, fixtures, luminaires, guys, hardware, insulators, wires, conductors, cables, ducts, meters, transformers, fences, vaults and connection pedestals, excluding any transmission facilities as defined in the EUA;
- h) **"Distribution Tariff"** means the Distribution Tariff prepared by the Company and approved by the Commission on an interim or final basis, as the case may be;
- i) **"Electric Distribution Service"** means electric distribution service as defined in the EUA;
- j) **"Electronic Format"** means any document or other means of communication that is created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any other computer-related means that have similar capabilities for creation, recording, transmission or storage;
- k) **"EUA"** means the *Electric Utilities Act* (Alberta);
- l) **"Extra Services"** means those services set forth in Schedule "B" that are requested by the Municipality for itself or on behalf of a Consumer and provided by the Company in accordance with Article 7;
- m) **"First Subsequent Term"** means the Term of this Agreement as set out in Article 3;
- n) **"HEEA"** means the *Hydro and Electric Energy Act* (Alberta);

	Initials
Municipality	<i>AS</i>
Company	<i>SK</i>

- o) **"Initial Term"** means the Term of this Agreement as set out in Article 2;
- p) **"Maintain"** means to maintain, keep in good repair or overhaul any part of the Distribution System;
- q) **"Major Work"** means any work to Construct or Maintain the Distribution System that costs more than One Hundred Thousand (\$100,000.00) Dollars;
- r) **"MGA"** means the *Municipal Government Act* (Alberta);
- s) **"Municipal Property"** means all property, including lands and buildings, owned, controlled or managed by the Municipality within the Municipal Service Area;
- t) **"Municipal Service Area"** means the geographical area within the legal boundaries of the Municipality as altered from time to time;
- u) **"Municipality"** means the Party of the first part to this Agreement;
- v) **"Operate"** means to operate, interrupt or restore any part of the Distribution System in a safe and reliable manner;
- w) **"Party"** means any party to this Agreement and **"Parties"** means all of the parties to this Agreement;
- x) **"Plans and Specifications"** means the plans, drawings and specifications reasonably necessary to properly assess and review proposed Work prior to issuing any approval that may be required under this Agreement;
- y) **"Second Subsequent Term"** means the Term of this Agreement as set out in Article 3;
- z) **"Term"** means, as the context requires, the Initial Term, First Subsequent Term or the Second Subsequent Term, and **"Terms"** means all of them;
- aa) **"Terms and Conditions"** means the terms and conditions contained within the Distribution Tariff in effect from time to time for the Company as approved by the Commission; and
- bb) **"Work"** means any work to Construct or Maintain the Distribution System.

The words "hereof", "herein", "hereunder" and other words of similar import refer to this Agreement as a whole, including any attachments hereto, as the same may from time to time be amended or supplemented and not to any subdivision contained in this Agreement. Unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders. References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time. The word "including" when used herein is not intended to be exclusive and in all cases means "including without limitation". References herein to a section, paragraph, clause, Article or provision shall refer to the appropriate Article in this Agreement. The descriptive headings of this Agreement are inserted for convenience of reference only and do not constitute a part of and shall not be utilized in interpreting this Agreement.

	Initials
Municipality	<i>[Signature]</i>
Company	<i>[Signature]</i> <i>OK</i>

2) TERM

This Agreement shall be for an initial term (the "Initial Term") of ten (10) years, commencing on the later of:

- a) First day of January, 2013 or
- b) the first day after both of the following have occurred:
 - i) Commission approval of this Agreement; and
 - ii) the Municipality having passed third reading of the applicable adopting bylaw _____.

3) EXPIRY AND RENEWAL OF AGREEMENT

Following the expiration of the Initial Term, this Agreement shall be renewed for a further period of five (5) years (the "First Subsequent Term"), provided the Company gives written notice to the Municipality not less than twelve (12) months prior to the expiration of the Initial Term of its intention to renew this Agreement and the Municipality agrees in writing to the renewal not less than six (6) months prior to the expiration of the Initial Term.

- a) During the first (1st) year following the expiration of the Initial Term all the rights and obligations of the parties under this Agreement shall continue to be in effect. Following the expiration of the First Subsequent Term, the Parties agree that this Agreement may be extended for an additional five (5) year term (the "Second Subsequent Term") commencing at the end of the First Subsequent Term, provided that one of the Parties shall provide notice to the other Party of its wish to extend this Agreement for the Second Subsequent Term and the other Party confirms, no later than one (1) year prior to the end of the First Subsequent Term, that it also wishes to extend the Term of this Agreement for the Second Subsequent Term.
- b) If the Municipality has not provided notice to the Company to exercise its right under Article 10 to require the Company to sell the Distribution System within the Municipal Service Area to the Municipality, either Party may submit any items in dispute pertaining to the entering into of a new agreement to binding arbitration before the Commission who shall determine the terms of the new agreement;
- c) Unless either Party has provided notice to the other Party of its intent to terminate or to extend this Agreement, following any expiration of any Term, the respective rights and obligations of the Parties under this Agreement shall continue to be in effect for a period of one (1) year following the expiration of the applicable Term in order to provide the Parties with a reasonable opportunity to negotiate a subsequent agreement;

	Initials
Municipality	<i>[Signature]</i>
Company	<i>[Signature]</i>

OK

Page 7

d) Commencing one (1) year following the expiration or termination of any Term of this Agreement, unless either Party has invoked the right to arbitration referred to in subparagraph b), this Agreement shall continue to be in effect but shall be amended to provide for the following:

- i) the franchise fee percentage used to calculate the franchise fee payable by the Company under Article 5 shall be reduced to fifty percent (50%) of the average annual franchise fee percentage used to calculate the franchise fee paid by the Company to the Municipality for the previous five (5) calendar years; and
- ii) the costs of any relocation requested by the Municipality pursuant to Article 15 shall be paid by the Municipality.

4) GRANT OF FRANCHISE

a) Subject to subparagraph b) below, and to the terms and conditions hereof, the Municipality hereby grants to the Company the exclusive right within the Municipal Service Area:

- i) to provide Electric Distribution Service;
- ii) to Construct, Operate, and Maintain the electric distribution system, as defined in the EUA, within the Municipal Service Area; and
- iii) to use designated portions of roads, rights-of-way, and other lands owned, controlled or managed by the Municipality necessary to provide Electric Distribution Service or to Construct, Operate and Maintain the Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof.

This grant shall not preclude the Municipality from providing wire services to municipally owned facilities where standalone generation is provided on site or immediately adjacent sites excepting road allowances. Such services are to be provided by the Municipality directly and not by any other third party wire services provider.

Subject to Article 12 of this Agreement, in the event that a third party (including a Rural Electrification Association (REA)) owns, operates or controls any electrical distribution facilities or lighting within the Municipal Service Area at any time during the Term of this Agreement, the Municipality agrees that it will support the Company's efforts, as is reasonable, to purchase such electrical distribution facilities or, to the extent that it has the authority to do so, the Municipality shall otherwise require such third party to sell such facilities to the Company. Where the Municipality supports the Company's efforts to purchase such electrical distribution facilities or, to the extent that it has the authority to do so, otherwise requires a third party to sell its facilities to the Company, the Company shall be responsible for

	Initials
Municipality	<i>[Signature]</i>
Company	<i>[Signature]</i>

AUC Decision 2013-097 (March 18, 2013)

Page 8

all reasonable fees, costs and disbursements of external legal counsel incurred by the Municipality in expending such good faith efforts.

b) The Company agrees to:

- i) bear the full responsibility of an owner of an electric distribution system within the Municipal Service Area and to ensure all services provided pursuant to this Agreement are provided in accordance with the Distribution Tariff, insofar as applicable;
- ii) Construct, Operate and Maintain the Distribution System within the Municipal Service Area;
- iii) use designated portions of roads, rights-of-way, and other lands including other lands owned, controlled or managed by the Municipality necessary to Construct, Operate and Maintain the Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof; and
- iv) use the Municipality's roads, rights-of-way and other Municipal Property granted hereunder solely for the purpose of providing Electric Distribution Service and any other service contemplated by this Agreement.

5) **FRANCHISE FEE**

a) **Calculation of Franchise Fee**

In consideration of the provisions of Article 4 and the mutual covenants herein, the Company agrees to pay to the Municipality a franchise fee. For each calendar year, the franchise fee will be calculated as a percentage of the Company's actual revenue in that year from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.

For the first (1st) calendar year of the Term of this Agreement, the franchise fee percentage shall be five and one half percent (5.5%).

By no later than September first (1st) of each year, the Company shall:

- i) advise the Municipality in writing of the revenues that were derived from the Distribution Tariff within the Municipal Service Area for the prior calendar year (excluding any amounts refunded or collected pursuant to riders); and
- ii) with the Municipality's assistance, provide in writing an estimate of revenues to be derived from the Distribution Tariff (excluding any amounts refunded or collected pursuant to riders) within the Municipal Service Area for the next calendar year.

	Initials
Municipality	PK
Company	PK

AUC Decision 2013-097 (March 18, 2013)

b) Adjustment to Franchise Fee

At the option of the Municipality, the franchise fee percentage may be changed annually by providing written notice to the Company.

If the Municipality wishes to amend the franchise fee percentage so that the amended franchise fee percentage is effective January first (1st) of the following calendar year, then the Municipality shall, no later than November first (1st) of the immediately preceding year, advise the Company in writing of the franchise fee percentage to be charged for the following calendar year.

If the Municipality provides such notice after November first (1st) of the immediately preceding year for a January first (1st) implementation, or at any other time with respect to a franchise fee change that will be implemented after January first (1st) of the following year, the Company will implement the new franchise fee percentage as soon as reasonably possible.

c) Franchise Fee Cap

The municipal franchise fee cap is twenty percent (20%) and shall not at any time exceed twenty percent (20%), unless there has been prior Commission approval and provided that the Municipality has complied with Article 5d) below.

d) Adjustment to Franchise Fee Cap

At the option of the Municipality, the franchise fee cap may be changed annually by providing written notice to the Company, subject to Commission approval. If the Municipality wishes to amend the franchise fee cap so that the amended franchise fee cap is effective January first (1st) of the following calendar year, then the Municipality shall, no later than November first (1st) of the immediately preceding year, advise the Company in writing of the franchise fee cap to be in effect for the following calendar year.

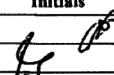

If the Municipality provides such notice after November first (1st) of the immediately preceding year for a January first (1st) implementation, or at any other time with respect to a franchise fee cap change that will be implemented for January first (1st) of the following year, the Company will recognize the new franchise fee cap as soon as reasonably possible, subject to Commission approval.

e) Payment of Franchise Fee

The Company shall pay the franchise fee amount, billed to each Consumer, to the Municipality on a monthly basis, within forty-five (45) days after billing each retailer.

f) Reporting Considerations

Upon request, the Company shall provide to the Municipality along with payment of the franchise fee amount, the financial information used by the Company to verify the franchise fee amount as calculated under this Article.

	Initials
Municipality	
Company	

6) CORE SERVICES

The Company agrees to provide those Core Services to the Municipality as set forth in Schedule "A" and further agrees to the process contained in Schedule "A". The Company and the Municipality may amend Schedule "A" from time to time upon mutual agreement.

7) PROVISION OF EXTRA SERVICES

Subject to an agreement being reached on cost and other terms, the Company agrees to provide to the Municipality those Extra Services, if any, as set forth in Schedule "B", as requested by the Municipality from time to time.

The Company is entitled to receive from the Municipality a reasonable amount for the provision of those Extra Services in accordance with Schedule "B". The Company and the Municipality may amend Schedule "B" from time to time upon mutual agreement.

8) MUNICIPAL TAXES

Amounts payable to the Municipality pursuant to the terms and conditions hereof shall be in addition to the municipal taxes and other levies or charges made by the Municipality against the Company, its land and buildings, linear property, machinery and equipment, and the Distribution System.

9) RIGHT TO TERMINATE ON DEFAULT

In the event either Party breaches any material provision of this Agreement, the other Party may, at its option, provide written notice to the Party in breach to remedy such breach.

If the said breach is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required by the Party in breach using best efforts on a commercially reasonable basis to remedy the breach, the Party not in breach may give six (6) months notice in writing to the other Party of its intent to terminate this Agreement, and unless such breach is remedied to the satisfaction of the Party not in breach, acting reasonably, this Agreement shall terminate six (6) months from the date such written notice is given, subject to prior Commission approval.

10) SALE OF DISTRIBUTION SYSTEM

Upon the expiration of the Term of this Agreement, or the termination of this Agreement pursuant to the terms and conditions hereof or by operation of law or order of a governmental authority or court of law having jurisdiction, the Municipality may, subject to the approval of the Commission under Section 47 of the MGA, exercise its right to require the Company to sell to it the Distribution System within the Municipal Service Area pursuant to the provisions of the MGA or HEEA, as applicable. If the Parties are unable to agree on price or terms and conditions of the purchase, the unresolved matters shall be referred to the Commission for determination.

	Initials
Municipality	DP
Company	AK

The Parties acknowledge that the Distribution System may be comprised of component parts that are not transferable by the Company to the Municipality including technologies that have been licensed by third Parties to the Company, and therefore the Company may not be able to transfer such component parts to the Municipality on any such sale. However, the Company shall acting reasonably assist the Municipality in obtaining the necessary approval or consent to such transfer.

11) STREET LIGHTING

a) Investment Option Rate

The Company agrees to provide and maintain an investment option rate for street lighting within the Municipal Service Area to the level of service and standards specified in the appropriate rate for investment option street lighting. This Commission approved rate includes an allowance for the replacement of street lighting.

The Company will provide Company standard and non-standard street lighting under the investment option rate for street lighting. The Company will maintain an inventory of its standard street lighting as listed in its street lighting catalogue. The Company will use reasonable commercial efforts, based on prudent electrical utility practices, to carry stock of such inventory for a reasonable period of time.

i) In the event that:

- A. the Company, in its sole discretion, reasonably exercised, decides to change its classifications of what constitutes standard street lighting in its inventory and such change has relevance to the classes of street lights used by the Municipality, then the Company shall provide one (1) year's prior written notice to the Municipality of its intention to effect such a change and will use its commercially reasonable good faith efforts to determine appropriate alternative sources of such equipment, and arrangements for the associated maintenance, for the Municipality; and
- B. a change in the classifications of what constitutes standard street lighting in the Company's inventory arises as a result of the actions of any third party and such change has relevance to the classes of street lights used by the Municipality, then forthwith upon becoming aware that such a change is forthcoming, the Company shall provide notice to the Municipality of the forthcoming change and will use its commercially reasonable good faith efforts to determine reasonable alternatives for such equipment, and arrangements for the associated maintenance, for the Municipality.

ii) If:

- A. the Municipality requests street lighting that is not part of the standard offering of the Company at the time;
- B. the Municipality requests street lighting that was previously part of the standard street lighting inventory but, at the time of the applicable

	Initials
Municipality	<i>[Signature]</i>
Company	<i>[Signature]</i>

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request, has ceased to be part of the standard street lighting offering of the Company; or

- C. the Municipality converts nonstandard street lighting that is not part of the standard offering of the Company at the time to investment option rate street lighting under Article 11c) below;

then the Municipality will be required to enter into a non-standard lighting agreement with the Company, which form of agreement is referenced on the Company's website or in the Company's street lighting catalogue. For such non-standard lighting, the Company will not be responsible for paying a credit under Article 1b) of Schedule "C" to the Municipality to the extent that a delay in replacing the burnt out light is outside of the reasonable control of the Company, including any delay resulting from the failure by the Municipality to carry replacement parts for non-standard lighting.

The Company shall not be required to install any non-standard street lighting that does not meet the Company's minimum specifications for street lighting, and such street lighting must be metered and owned, installed and operated by the Municipality.

The time periods and deadlines contained in Schedule "C" shall be extended for investment-rate, non-standard street lighting for the period of time, if any, the Company is waiting for receipt of non-standard equipment, supplies and materials from the Municipality.

b) No-Investment Option Rate

The Company and Municipality agree that all new street lighting provided, and any Municipality-requested relocation of any no-investment option rate street lighting, after the date of this Agreement will be provided or relocated, as the case may be, on the basis of the investment option rate. For no-investment option rate street lighting, the Company agrees to maintain street lighting within the Municipal Service Area to the level of service and standards specified in the appropriate rate for no-investment option rate street lighting. This Commission-approved rate does not include an allowance for the replacement of no-investment option rate street lighting.

c) Conversion of No-Investment Rate to Investment Option Rate

The Municipality has the option to convert all street lighting on the Company no-investment option street light rate to the Company investment option rate upon providing sixty (60) days written notice to the Company. Where such option is exercised, the Municipality has the right to obtain the Company investment for such street lighting up to the maximum Commission-approved Company investment levels for such street lighting. For the purpose of clarity, any calculation of "Commission-approved Company investment level" for street lighting in this Agreement shall be determined at the time of conversion of the applicable street lighting. The investment for street lighting shall be calculated according to the following formula:

	Initials
Municipality	<i>PK</i>
Company	<i>B</i>

$$A \times (1 - N/30)$$

Where:

A = the maximum allowable Commission-approved Company investment level per street light; and

N = the age of the street light in years.

The Company will invest in all, but, unless otherwise decided by the Company in its sole discretion, not less than all, no-investment option street lighting within the Municipal Service Area that is converted to the investment option rate.

The Company, in consultation with the Municipality, may use the average age of street lights and the average contributions made by the Municipality in calculating refunds.

Once all the street lighting within the Municipal Service Area has been converted to the applicable Company investment option rate, the Company shall provide and maintain such street lighting within the Municipal Service Area to the level of service and standards specified in the appropriate rate for investment street lighting, and as set out in Schedule "C" of this Agreement.

d) Street Light Rates

The distribution rates charged by the Company to the Municipality for street lighting shall include only those costs and expenses that pertain to street lighting facilities all at rates approved by the Commission. Other terms and conditions for non-standard street lighting are outlined in the non-standard street lighting agreement between the Company and the Municipality.

e) Municipality Owned Street Lighting

Notwithstanding any other provision of this Article, it is understood and agreed that the Municipality shall have the right to own street lighting and to pay the applicable rate, recognizing the Municipality's ownership.

In such cases where the Municipality owns its street lighting, the Municipality agrees that:

- i) it will bear sole and full responsibility for any liability resulting therefrom and for properly operating, servicing, maintaining, insuring and replacing such street lighting in accordance with good and safe electrical operating practices;
- ii) such street lighting is not to form part of the Distribution System and shall be capable of being isolated from the Distribution System; and

	Initials
Municipality	<i>gh</i>
Company	<i>OK</i>

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- iii) such street lighting will be separately metered, provided that this provision will not necessarily require individual street lights to be separately metered.

f) Street Light Inventory

The Company and the Municipality agree to meet annually to discuss and exchange information relating to street light facilities owned by each Party. The Company shall have the right, but not the obligation, to mark street lighting facilities owned by the Municipality. The form and place of marking used by the Company to mark street light facilities owned by the Municipality shall first be approved in writing by the Municipality, who shall act reasonably in granting or denying such approval.

Within twelve (12) months of any request by the Municipality, the Company shall provide to the Municipality an inventory of all street lighting facilities within the Municipal Service Area detailing those that:

- i) form part of the Distribution System owned by the Company, and upon request, indicate whether they are jointly used by the Company and a third party, or otherwise; and
- ii) are a dedicated street light facility, and upon request, indicate whether they are jointly used by the Company and a third party, or otherwise.

The inventory shall indicate which street lights are at the investment option rate or the no-investment option rate. Any changes to inventory will be updated on an annual basis. The Company will also conduct a Detailed Street Light Patrol and will update the inventory of street lighting facilities within the Municipality after completion of the patrol.

g) Detailed Street Light Patrol

Detailed Street Light Patrols shall include an inspection of each Company-owned street light as well as audit services to verify the quantity, wattage, rate, and ownership of such street lights. Any changes identified during the inspection or audit, in comparison to the then most recently completed previous audit, will be noted and the street light records will be updated after completion of the patrol. It should be noted that a Municipality with multiple street light circuits may not all be audited within the same calendar year, however, all street light circuits will be inspected and audited within the street light patrol cycle. Metered street lights owned by the Municipality will not be part of the Detailed Street Light Patrol and the Municipality is responsible for inspecting its own street lights. Upon request, the Company shall provide to the Municipality a list of the standard street light offerings of the Company at the time of the request.

As of the date of this Agreement, Detailed Street Light Patrols will be conducted by the Company on a seven to nine year cycle. In the event that the Company wishes

	Initials
Municipality	<i>AK</i>
Company	<i>PS</i>

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to change the scheduling of this cycle, no such change in schedule will be effective without:

- i) the Company having provided the Municipality with prior notice of its intention to effect any such change; and
- ii) the Municipality having a reasonable amount of time to challenge such change before the Commission, if the Municipality wishes to do so.

12) INCREASE IN MUNICIPAL BOUNDARIES

Where the Municipal Service Area is increased through annexation or otherwise by:

- a) 640 acres or more; or
- b) less than 640 acres, but where such annexation or other increase constitutes at least 25% of the then current area;

the Municipality shall have the right to:

- i) purchase the portion of the Distribution System within the increased area provided that the Municipality gives notice in writing to the Company of its intention to purchase within ninety (90) days of the effective date of the increase in area. If the Parties are unable to agree on price or terms and conditions of the purchase, the unresolved matters shall be referred to the Commission for determination;
- ii) add the increased area to the Municipal Service Area already served by the Company so that the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area, except that, and subject to Commission approval, the Municipality may require the Company to charge the Consumers within the increased area a different franchise fee percentage; or
- iii) add the increased area to the Municipal Service Area already served by the Company so that the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area.

For all other increases to the Municipal Service Area through annexation or otherwise, the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area. In the event that the Municipality increases its area and the result is that a third party (including an REA) owns, operates or controls any existing electrical distribution facilities or lighting within the newly increased area, the Municipality agrees that it will support the Company's efforts to purchase the electrical distribution facilities or, to the extent that it has the authority to do so,

	Initials
Municipality	<i>[Signature]</i>
Company	<i>[Signature]</i>

OK

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otherwise require such third party to sell such facilities to the Company, unless the Municipality otherwise exercises its rights under this Article, however, nothing in this Article will require the Municipality to take any action which will directly prevent the annexation from being approved.

Where the Municipality increases its area through annexation or otherwise, the Company shall be responsible for all reasonable external legal costs, fees and disbursements incurred by a Municipality in its efforts to have any electrical distribution facilities sold to the Company by any third party owner.

13) RIGHT OF FIRST REFUSAL TO PURCHASE

- a) If during the Term of this Agreement, the Company receives a bona fide arm's length offer to operate, take control of or purchase the Distribution System which the Company is willing to accept, then the Company shall promptly give written notice to the Municipality of the terms and conditions of such offer and the Municipality shall during the next ninety (90) days, have the right of first refusal to operate, take control of or purchase the Distribution System, as the case may be, for the same price and upon the terms and conditions contained in the said offer.
- b) This right of first refusal only applies where the offer pertains to the Distribution System and the right of first refusal does not apply to offers that include any other distribution systems or distribution facilities of the Company located outside of the Municipal Service Area. If such offer includes other distribution systems of the Company, the aforesaid right of first refusal shall be of no force and effect and shall not apply.

14) CONSTRUCTION AND MAINTENANCE OF DISTRIBUTION SYSTEM

a) Municipal Approval

Before undertaking any Major Work or in any case in which the Municipality specifically requests any Major Work, the Company will submit to and obtain the approval from the Municipality, or its authorized officers, of the Plans and Specifications for the proposed Major Work and its location. Approval by the Municipality shall not signify approval of the structural design or the ability of the Work to perform the function for which it was intended. The Company agrees that the Municipality may use such Plans and Specifications for any other proper municipal purpose provided that it shall not use such Plans and Specifications for any purpose or in any manner that may reasonably have an adverse effect on the Company without first obtaining the prior written consent of the Company, such consent not to be unreasonably withheld.

In the event that the Municipality uses such Plans and Specifications for any purposes whatsoever other than for the granting of an approval under this Article, the Municipality acknowledges and agrees that the Company shall not be liable for any liability, actions, demands, claims, damages, losses and expenses (including all

	Initials
Municipality	<i>[Signature]</i>
Company	<i>[Signature]</i>

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legal fees, costs and disbursements) whatsoever as a result of the Municipality's use of or reliance upon such Plans and Specifications.

For greater clarity, the Municipality acknowledges that the Company does not represent, warrant or guarantee the accuracy of the Plans and Specifications provided to the Municipality under this Article for any purpose other than enabling the Municipality to conduct its approval process in accordance with this Article. Prior to commencing any Work, the Company shall obtain such other permits as are required by the Municipality.

The Company shall obtain approval from the Municipality for any traffic lane or sidewalk closures required to be made at least forty-eight (48) hours prior to the commencement of the proposed Work.

For the purposes of obtaining the approval of the Municipality for Major Work under this Agreement, the Company will provide the Municipality with the Plans and Specifications for the proposed Major Work in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials). The Plans and Specifications will include a description of the project and drawings of a type and format generally used by the Company for obtaining approvals from Municipalities, and will illustrate the proposed changes to the Distribution System. Notwithstanding anything to the contrary that may be contained in any approvals granted under this Agreement, as liability and indemnification are dealt with under the EUA (and the regulations promulgated thereunder) and in Article 19 of this Agreement, the Company and the Municipality agree that any approval granted under this Agreement that incorporates an indemnity provision different than the indemnification provisions set out in the EUA (and the regulations promulgated thereunder) and in Article 19 of this Agreement, shall, to the extent necessary to eliminate such difference, be deemed to be rejected and shall form no part of the agreement between the Company and the Municipality regarding the subject matter of this Agreement unless such approval:

- i) explicitly amends the liability and indemnification provisions of this Agreement, wherein this Agreement is specifically referenced as being superseded; and
 - ii) is accepted in writing by both Parties. In addition, for the purpose of clarity, any approval granted under this Agreement shall be subject to the indemnification provisions set out in the EUA (and the regulations promulgated thereunder) and in Article 19 of this Agreement.
- b) **Restoration of Municipal Property**
- The Company agrees that when it or any agent employed by it undertakes any Work on any Municipal Property, the Company shall complete the said Work promptly and in a good and workmanlike manner and, where applicable, in accordance with the approved Plans and Specifications. Further, the Company shall forthwith restore the Municipal Property to the same state and condition, as nearly as reasonably possible, in which it existed prior to the commencement of such Work, subject to reasonable wear and tear and to the satisfaction of the Municipality acting

	Initials
Municipality	AK
Company	AK

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reasonably. The Company shall, where reasonable and prudent, locate its poles, wires, conduits and cables down, through and along lanes in preference to streets.

The Company further covenants that it will not unduly interfere with the works of others or the works of the Municipality. Where reasonable and in the best interests of both the Municipality and the Consumer, the Company will cooperate with the Municipality and coordinate the installation of the Distribution System along the designated rights-of-way pursuant to the direction of the Municipality. During the performance of the Work, the Company shall use commercially reasonable efforts to not interfere with existing Municipal Property. If the Company causes damage to any existing Municipal Property during the performance of any Work, it shall cause such damage to be repaired at its own cost to the same state and condition, as nearly as reasonably possible, in which it existed prior to the commencement of such Work, subject to reasonable wear and tear.

Upon default by the Company or its agent to repair damage caused to Municipal Property as set out above, the Municipality may provide written notice to the Company to remedy the default. If the default is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required and requested by the Company using best efforts on a commercially reasonable basis to remedy the default, the Municipality may undertake such repair work and the Company shall be liable for the reasonable costs thereof.

c) Urgent Repairs and Notification to Municipality

If any repairs or maintenance required to be made to the Distribution System are of an urgent nature because of safety concerns or because reliability is materially compromised or potentially materially compromised, the Company shall be entitled to conduct such repairs or maintenance as are commercially reasonable, without prior notice to the Municipality, on the understanding and agreement that the Company will provide written or verbal notice to the Municipality as soon as practicable, and in any event no later than seventy-two (72) hours after the repairs are commenced.

For the purposes of providing notice under this Agreement to the Municipality of the Work, the Company will provide the Municipality with the Plans and Specifications for the proposed Work to be completed in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials). The Plans and Specifications will include a description of the project and drawings of a type and format generally used by the Company for obtaining approvals from Municipalities, and will illustrate the proposed changes to the Distribution System.

d) Company to Obtain Approvals from Other Utilities

The Company shall be solely responsible for locating, or causing to be located, all existing utilities or utility lines on or adjacent to the work site. The Company shall notify all other utility asset operators and ensure that utilities and utility lines are staked prior to commencement of construction. Unless the Municipality has staked such utility assets and lines, staking shall not be deemed to be a representation or warranty by the Municipality that the utility assets or lines are located as staked.

	Initials
Municipality	<i>[Signature]</i>
Company	<i>[Signature]</i>

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The Municipality shall not be responsible for any damage caused by the Company to any utility assets or any third party as a result of the Company's Work, unless the Municipality has improperly staked the utility assets or lines. Approval must be obtained by the Company from the owner of any third party utility prior to relocation of any facility owned by such third party utility.

e) Revised Plans and Specifications

Following completion of the Major Work, the Company shall provide the Municipality with the revised Plans and Specifications, updated after construction, in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials) within three (3) months of the request. The Company shall provide the Municipality with copies of any other revised Plans and Specifications as reasonably requested by the Municipality. For the purposes of this paragraph, the Company may satisfy its obligations to provide revised Plans and Specifications in Electronic Format by:

- i) advising the Municipality that the revised Plans and Specifications are posted to a web-based forum that contains such information; and
- ii) allowing the Municipality access to such web-based forum.

f) Approvals

Where any approvals are required to be obtained from either Party under this Article, such approvals shall not be unreasonably withheld. Where an approval is requested from a Party under this Article, an approval, or a disapproval along with a reasonable explanation of the disapproval, or, at a minimum, the reasons for the delay shall be communicated to the other Party within ten (10) business days of receipt of the request for an approval.

15) RESPONSIBILITIES FOR COST OF RELOCATIONS

- a) Subject to Article 15b), upon receipt of one (1) year's notice from the Municipality, the Company shall, at its own expense, relocate to, on, above or below Municipal Property such part of the Distribution System that is located on Municipal Property as may be required by the Municipality due to planned Municipal construction.
- b) The cost of any relocations referred to in Article 15a) shall be recovered on a specific municipal based rider or any other method approved by the Commission, or if such a rider or other method is not approved by the Commission, the Municipality shall be responsible for such costs. In order to encourage the orderly development of Municipal facilities and the Distribution System, the Municipality and the Company agree that they will meet regularly to:
 - i) review the long-term facility plans of the Municipality and the Company;
 - ii) determine the time requirements for final design specifications for each relocation; and

	Initials
Municipality	JS
Company	AK

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- iii) determine the increased notice period that may be required beyond one (1) year for major relocations.

In cases of emergency, the Company shall take measures that are commercially reasonable and necessary for the public safety with respect to relocating any part of the Distribution System that may be required in the circumstances.

If the Company fails to complete the relocation of the Distribution System in accordance with the preceding paragraph, or fails to repair or do anything else required by the Company pursuant to this clause in a timely and expeditious manner to the satisfaction of the Municipality, acting reasonably, the Municipality, in addition to and not in limitation of any other rights, remedies or damages available to it at law or in equity, shall be entitled to, but is not obligated to, seek an order of specific performance to require the Company to complete the work.

In the event the relocation, or any part thereof, requires the approval of the Municipality or a third party, the Municipality will assist the Company in obtaining municipal approvals and the Municipality will use reasonable efforts to assist the Company in any negotiation with such third party to obtain the necessary approval(s).

In the event the relocation results from the demand or order of an authority having jurisdiction, other than the Municipality, the Municipality shall not be responsible for any of the costs of such relocation.

16) DISTRIBUTION SYSTEM EXPANSION AND UPGRADE

At no cost to the Municipality, with the exception of customer contributions, the Company shall, at its sole cost and expense, on a timely basis and pursuant to its Terms and Conditions, use its best efforts on a commercially reasonable basis to meet the Distribution System expansion requests of the Municipality or a Consumer, and provide the requisite facilities for connections for new Consumers to the Distribution System.

For the purposes of this Agreement, and subject to Schedules "B" and "C", it is understood and agreed that the Municipality cannot insist on relocating or upgrading any overhead lines to an underground service, if there is a less expensive or more practical solution. If there is not a less expensive or more practical solution, the Municipality and the Company will meet to negotiate suitable arrangements.

17) JOINT USE OF DISTRIBUTION SYSTEM

a) Municipal Use

The Municipality may, upon notice to the Company and upon confirmation from the Company that the intended use of the Distribution System by the Municipality complies with good and safe electrical operating practices, applicable legislation, and does not unreasonably interfere with the Company's use thereof, make use of the Distribution System of the Company for any reasonable municipal purpose (that is not commercial in nature or that could reasonably adversely affect the Company's exclusive franchise, as granted by the Municipality under this Agreement), at no

	Initials
Municipality	AS
Company	AK

charge by the Company to the Municipality, provided at all times that such use complies with the intended use.

The Municipality is responsible for its own costs, for the costs of removing any signage or repairing any of the facilities of the Company, and any necessary and reasonable costs incurred by the Company, including the costs of any alterations that may be required in using the poles and conduits of the Company.

The Municipality may, upon notice to the Company and upon confirmation from the Company that the intended use of the rights of way by the Municipality complies with good and safe electrical operating practices, applicable legislation, and does not unreasonably interfere with the Company's use thereof, make use of the rights of way of the Municipality, at no charge by the Company to the Municipality, provided at all times that such use of the rights of way complies with the intended use.

The Company agrees to act reasonably and in a timely manner in making its determination above. Where a request is made by a Municipality to the Company under this Article 17a), the confirmation, the inability to provide a confirmation along with a reasonable explanation of the reasons why a confirmation cannot be provided, or the reasons for the delay shall, at a minimum, be communicated to the Municipality within five (5) business days of receipt of the request.

b) Third Party Use and Notice

The Company agrees that should any third party, including other utilities, desire to jointly use the Company's poles, conduits or trenches or related parts of the Distribution System, the Company shall not grant the third party joint use except in accordance with this Article, unless otherwise directed by any governmental authority or court of law having jurisdiction.

The Company agrees that the following procedure shall be used in granting permission to third parties desiring joint use of the Distribution System:

- i) first, the third party shall be directed to approach the Company to initially request conditional approval from the Company to use that part of the Distribution System it seeks to use;
- ii) second, upon receiving written conditional approval from the Company, the third party shall be directed to approach the Municipality to obtain its written approval to jointly use that part of the Distribution System on any Municipal Property or right-of-way; and
- iii) third, upon receiving written conditional approval from the Municipality, the third party shall be directed to obtain final written approval from the Company to jointly use that part of the Distribution System.

Providing the Company has not precluded the Municipality's ability to obtain compensation or has entered restrictive agreements with any third parties using any

	Initials
Municipality	<i>RS</i>
Company	<i>PK</i>

Municipal Property, the Municipality agrees that the procedure outlined above shall apply only to agreements made after January 1, 2011.

c) Cooperation

The Company and the Municipality agree they will use reasonable efforts to cooperate with each other in any negotiations with third parties desiring joint use of any part of the Distribution System located on Municipal Property.

d) Payment

The compensation paid or to be paid by such third party to the Municipality for the use of the Municipal Property including its rights-of-way, shall be determined between the Municipality and the third party.

The compensation paid or to be paid by such third party to the Company for the joint use of its poles, conduits or related parts of the Distribution System shall be determined between the Company and the third party, subject to the jurisdiction of any governmental authority over the matter and the Municipality's right to intervene in any related regulatory proceeding.

e) Provision of Agreements

Upon request by the Municipality, the Company shall provide to the Municipality a copy of all agreements between the Company and any third parties involved in the joint use of any part of the Distribution System. The Company shall be entitled to redact:

- i) any confidential or proprietary information of the Company or the third party; and
- ii) such information that it reasonably determines to be of a commercially or competitively sensitive nature, from any such copy provided.

An inventory listing of these agreements shall be updated by the Company and provided to the Municipality upon request and at no cost to the Municipality. The Municipality agrees that the requirement to provide the Municipality with a copy of all agreements between the Company and any third parties involved in the joint use of any part of the Distribution System outlined above shall apply only to agreements made after January 1, 2001.

The Company acknowledges that it does not have the authority to allow nor to grant to any third party the right to use any right-of-way that the Municipality authorized the Company to-use.

f) Compensation for Costs

Subject to Article 17c), in the event that either Party to this Agreement is required by law to appear before any applicable regulatory authority, including the Canadian Radio-television and Telecommunications Commission ("CRTC"), the Commission, or a court of law, as a direct result of the actions of the other Party (the "Denying Party") relating to the denial of use to a third party of any part of the Distribution

	Initials
Municipality	<i>[Signature]</i>
Company	<i>[Signature]</i>

AK

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System, then the Denying Party shall pay all reasonable and necessary legal costs incurred by the other Party that are directly related to any such regulatory or judicial proceeding.

18) MUNICIPALITY AS RETAILER

The provisions of this Agreement shall not in any way restrict the right of the Municipality to become a retailer within the meaning of the EUA.

19) RECIPROCAL INDEMNIFICATION AND LIABILITY

- a) It is intended that this provision create reciprocal rights and obligations between the Company and the Municipality.
- b) The Company, as an owner of the Distribution System, is provided liability protections under the EUA, and nothing in this Agreement is intended to abrogate, alter or diminish the liability protections granted to the Company under the EUA. The Company further acknowledges and agrees that the liability protection provisions, if any, under the EUA shall apply, with the necessary changes, to the Municipality with reciprocal rights thereunder.
- c) The Company will indemnify and save the Municipality, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements) which may be brought against or suffered, sustained, paid or incurred by the Municipality, its servants, agents, employees, contractors, licensees and invitees, arising from, or otherwise caused by:
 - i) any breach by the Company of any of the provisions of this Agreement; or
 - ii) the negligence or wilful misconduct of the Company, or any of its servants, agents, employees, licensees, contractors or invitees in carrying on its business within the Municipal Service Area.
- d) The Municipality shall indemnify and save the Company, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements) which may be brought against or suffered, sustained, paid or incurred by the Company, its servants, agents, employees, licenses, contractors and invitees, arising from, or otherwise caused by:
 - i) any breach by the Municipality of any of the provisions of this Agreement; or
 - ii) the negligence or wilful misconduct of the Municipality, or any of its servants, agents, employees, licensees, contractors or invitees, that has a direct adverse effect on the Electric Distribution Service of the Company.

	Initials
Municipality	AK
Company	PS

- e) In accordance with the liability protections under the EUA, notwithstanding anything to the contrary herein contained, in no event shall the Municipality or the Company be liable under this Agreement, in any way, for any reason, for any loss or damage other than direct loss or damage, howsoever caused or contributed to. For the purpose of this Article, "direct loss or damage" does not include loss of profits, loss of revenue, loss of production, loss of earnings, loss of contract or any other indirect, special or consequential loss or damage whatsoever, arising out of or in any way connected with this Agreement or the actions or omissions of the Company or the Municipality.

20) ASSIGNMENT

In the event that the Company agrees to sell the Distribution System to a third party purchaser, the Company will request that the third party purchaser confirm in writing that it will agree to all the terms and conditions of this Agreement between the Company and the Municipality. The Company agrees that it will provide to the Municipality a copy of the third party purchaser's confirmation letter.

The Company agrees to provide the Municipality with reasonable prior written notice of a sale of the Distribution System to a third party purchaser. The Parties shall thereafter meet to discuss the technical and financial capabilities of the third party purchaser to perform and satisfy all terms and conditions of this Agreement.

The Municipality has thirty (30) days from the meeting date with the Company to provide written notice to the Company of its intention to consent or withhold its consent to the assignment of this Agreement to the third party purchaser. The Municipality agrees that it may provide notice of its intention to withhold its consent to the assignment of this Agreement to the third party purchaser solely on the basis of reasonable and material concerns regarding the technical capability or financial wherewithal of the third party purchaser to perform and satisfy all terms and conditions of this Agreement. In this case, such notice to the Company must specify in detail the Municipality's concern. Should the Municipality not reply within the thirty (30) day period, it is agreed that the Municipality will be deemed to have consented to the assignment. The Company further agrees that, when it applies to the Commission for approval of the sale, it will include in the application any notice received from the Municipality, including the reasons given by the Municipality for withholding its consent. The Municipality shall have the right to make its own submissions to the Commission.

Subject to the Company having fulfilled the obligations outlined in the preceding three paragraphs, the Company shall be entitled to assign this Agreement to an arm's length third party purchaser of the Distribution System without the consent of the Municipality, subject to having obtained the Commission's approval for the sale of the Distribution System and, the third party purchaser's confirmation in writing that it agrees to all the terms and conditions of this Agreement.

	Initials
Municipality	
Company	

[Handwritten initials: "PCK" and "R"]

Where the Commission approves such sale of the Distribution System to a third party and the third party provides written confirmation to assume all liabilities and obligations of the Company under this Agreement, then upon the assignment of this Agreement, the Company shall be released from all its liabilities and obligations hereunder.

The Company shall be entitled to assign this Agreement to a subsidiary or affiliate of the Company without the Municipality's consent. Where the Company assigns this Agreement to a subsidiary or affiliate, the Company will remain jointly and severally liable.

Further, it is a condition of any assignment that the subsidiary, affiliate or third party purchaser, as the case may be, shall provide written notice to the Municipality indicating that it will assume all liabilities and obligations of the Company under this Agreement. Any disputes arising under the operation of this Article shall be submitted to the Commission for determination.

1) NOTICES

All notices, demands, requests, consents, or approvals required or permitted to be given pursuant to the terms of this Agreement shall be in writing and shall be deemed to have been properly given if personally served or sent by registered mail or sent by fax to the Municipality or to the Company, as the case may be, at the addresses set forth below:

a) To the Company:

ATCO Electric Ltd.
Address: P.O. Box 2426, 10035-105 Street
Edmonton, Alberta, T5J 2V6
Facsimile: 780-420-7400
Attention: Vice President Distribution Operations

b) To the Municipality:

Town of Grande Cache
Address: Box 300
Grande Cache, Alberta T0E 0Y0
Facsimile: 780-827-2406
Attention: Chief Administrative Officer

c) The date of receipt of any such notice as given above shall be deemed to be as follows:

- i) in the case of personal service, the date of service;
- ii) in the case of registered mail, the seventh (7th) business day following the date of delivery to the Post Office, provided, however, that in the event of an interruption of normal mail service, receipt shall be deemed to be the seventh (7th) day following the date on which normal service is restored; or
- iii) in the case of a fax, the date the fax was actually received by the recipient.

	Initials
Municipality	<i>[Signature]</i>
Company	<i>[Signature]</i>

22) DISPUTE SETTLEMENT

- a) If any dispute or controversy of any kind or nature arises relating to this Agreement or the Parties' rights or obligations hereunder, the Parties agree that such dispute or controversy will be resolved by negotiation, and where such negotiation does not result in the settlement of the matter within thirty (30) days of notice of such dispute being provided by one Party to the other Party, and to the extent permitted by law, the Company and Municipality agree that unresolved disputes pertaining to this Agreement, other than those contemplated in Articles 3 and 20 and Section 3 of Schedule "A", or those related to the sale of the Distribution System as contemplated in Article 10 and 12 hereof, or any other matter that is within the exclusive jurisdiction of a governmental authority having jurisdiction, shall be submitted to arbitration for determination and may be commenced by either Party providing written notice to the other Party stating the dispute to be submitted to arbitration.

The Parties shall attempt to appoint a mutually satisfactory arbitrator within ten (10) business days of the said notice. In the event the Parties cannot agree on a single arbitrator within the ten (10) business days, the dispute shall be forwarded to the Commission for resolution or determination.

In the event the Commission declines to assist in resolving the dispute or declines to exercise or claim jurisdiction respecting the dispute, both Parties agree to have the dispute resolved by an arbitration panel in accordance with the following procedure.

Each Party shall appoint an arbitrator within the ten (10) business days thereafter by written notice, and the two arbitrators shall together appoint a third arbitrator within twenty-five (25) business days of written notice for arbitration. The dispute shall be heard by the arbitration panel within forty-five (45) business days of the written notice for arbitration unless extended by mutual agreement between the Parties. The arbitration panel shall render a decision within twenty (20) business days of the last day of the hearing.

Save as otherwise expressly provided in this Agreement, the provisions of the Arbitration Act (Alberta) (as amended from time to time) shall apply to any arbitration undertaken under this Agreement subject always to the Commission's jurisdiction over any matter submitted to arbitration. Pending resolution of any dispute, the Municipality and the Company shall continue to perform their respective obligations hereunder.

- b) The Company shall advise the Commission of any dispute submitted to arbitration within ten (10) business days of it being submitted and shall advise the Commission of the results of arbitration within ten (10) business days following receipt of the decision of the arbitrator(s).

	Initials
Municipality	AK
Company	LS

23) INTERRUPTIONS OR DISCONTINUANCE OF ELECTRIC SERVICE

Subject to its Distribution Tariff, the Company shall use its best efforts on a commercially reasonable basis to avoid and minimize any interruption, reduction or discontinuance of Electric Distribution Service to any consumer. However, the Company reserves the right to do so for any one of the following reasons:

- a) Where the Company is required to effect necessary repairs or changes to the Distribution System;
- b) On account of or to prevent fraud or abuse of the Distribution System;
- c) On account of defective wiring or other similar condition which in the opinion of the Company, acting reasonably, may become dangerous to life or property;
- d) Where insufficient energy or power is available for distribution by the Company to a consumer; or
- e) Where required by a retailer, due to non-payment of power bills.

To the extent the Company has any planned major interruptions, reductions or discontinuances in Electric Distribution Service, it shall notify the Municipality as soon as practicable in the circumstances. For any other major interruption, reductions or discontinuances in Electric Distribution Service, the Company shall provide verbal notice to the Municipality as soon as is practicable in the circumstances.

24) APPLICATION OF WATER, GAS AND ELECTRIC COMPANIES ACT

This Agreement shall be deemed to operate as consent by the Municipality to the exercise by the Company of those powers which may be exercised by the Company with the consent of the Municipality under and pursuant to the provisions of the *Water, Gas and Electric Companies Act* (Alberta), as amended.

25) FORCE MAJEURE

If either Party shall fail to meet its obligations hereunder within the time prescribed, and such failure is caused or materially contributed by an event of "force majeure", such failure shall be deemed not to be a breach of the obligations of such Party hereunder, but such Party shall use best efforts on a commercially reasonable basis to put itself in a position to carry out its obligations hereunder. The term "force majeure" shall mean any acts of God, strikes, lock-outs, or other industrial disturbances, acts of the Queen's enemies, acts of terrorism (either foreign or domestic), sabotage, war, blockades, insurrections, riots, epidemics, lightening, earthquakes, storms, fires, wash-outs, nuclear and radiation activity or fall-out, restraints of rulers and people, orders of governmental authorities or courts of law having jurisdiction, the inability to obtain any necessary approval from a governmental authority having jurisdiction (excluding in the case of the Municipality that requires an approval from itself, the particular Municipality), civil disturbances, explosions, mechanical failure, and any other causes similar in nature not specifically enumerated or otherwise specified herein that are not within the control of such Party, and all of which by the exercise of due diligence of such Party could not have been prevented. Lack of finances shall be deemed not to be an event of "force majeure".

	Initials
Municipality	<i>[Signature]</i>
Company	<i>[Signature]</i>

26) TERMS AND CONDITIONS

The Terms and Conditions that apply to the Company and are approved by the Commission, as revised or amended from time to time by the Commission, shall apply to the Municipality.

27) NOT EXCLUSIVE AGAINST HER MAJESTY

Notwithstanding anything to the contrary herein contained, it is mutually understood and agreed that the rights, powers and privileges conferred and granted by this Agreement shall not be deemed to be exclusive against Her Majesty in the right of the Province of Alberta.

28) SEVERABILITY

If for any reason any covenant or agreement contained in this Agreement, or the application thereof to any Party, is to any extent held or rendered invalid, unenforceable or illegal, then such covenant or agreement will be deemed to be independent of the remainder of this Agreement and to be severable and divisible from this Agreement. The invalidity, unenforceability or illegality will not affect, impair or invalidate the remainder of this Agreement or any part thereof. The intention of the Municipality and the Company is that this Agreement would have been executed without reference to any portion which may, for any reason and extent, be declared or held invalid, unenforceable or illegal.

29) AMENDMENTS

This Agreement may only be amended by written agreement of the Parties, such amendments to be subject to regulatory approvals as required by law.

30) DISSOLUTION

In the event that the Municipality intends or resolves to dissolve:

- a) this Agreement shall be assigned to the successor governing authority to the Municipal Service Area;
- b) subject to an agreement to the contrary between the Company and the successor party, the Municipal Service Area of the Municipality as at the date of dissolution shall thereafter be the Municipal Service Area of the successor party for the purposes of this Agreement; and
- c) the rights and obligations contained herein shall otherwise continue and shall be binding upon the Company and the successor party.

	Initials
Municipality	RS
Company	AK

31) WAIVER

A waiver of any default, breach or non-compliance under this Agreement is not effective unless in writing and signed by the Party to be bound by the waiver. No waiver will be inferred from or implied by any failure to act or delay in acting by a Party in respect of any default, breach or non-observance or by anything done or omitted to be done by the other Party. The waiver by a party of any default, breach or non-compliance under this Agreement will not operate as a waiver of that Party's rights under this Agreement in respect of any continuing or subsequent default, breach or non-compliance under this Agreement (whether of the same nature or any other nature).

32) CONFIDENTIALITY

The Company acknowledges that the Municipality is governed by the provisions of the *Freedom of Information and Protection of Privacy Act* (Alberta).

IN WITNESS WHEREOF the Parties hereto have executed these presents as of the day and year first above written.

TOWN OF GRANDE CACHE

PER: _____
Mayor

PER: _____
Chief Administrative Officer

ATCO Electric Ltd.

PER: _____
President Operations Division

PER: _____
Vice President Distribution Operations

	Initials
Municipality	AK
Company	AS

SCHEDULE "A"**Core Services**

The Company shall provide to the Municipality the following basic services as Core Services:

- 1) The Electric Distribution Service required to be provided by the Company pursuant to the Company's Distribution Tariff, the EUA, any regulations thereto, and any Commission orders and decisions;
- 2) The Company shall provide to the Municipality, on request, copies of any and all Electric Distribution Service related written information or reports required to be filed with the Commission, with the exception of responses to questions from interveners or the Commission related to rate hearings. A list of service area wide distribution services related measures requested by the Commission could include:
 - a) The results of customer satisfaction surveys relating to the services provided by the Company;
 - b) The indices of system reliability;
 - c) The responses to notification of outages and hazards;
 - d) Call Centre targets and statistics as related to the services provided by the Company;
 - e) Consumer connect service and disconnect service statistics;
 - f) Meter reading frequency and accuracy statistics;
 - g) Consumer complaints related to the services provided by the Company; and
 - h) Employee safety statistics.

Notwithstanding the above, should the Company implement Commission approved Performance Based Regulation ("PBR"), it will provide the Municipality, on request, the results of the Performance Standards as set out in the PBR.

- 3) The Company shall provide to the Municipality, upon request, an annual report on the following standards specific to the Municipality:
 - a) Reliability measures, to the extent that distribution feeders are an appropriate indicator of the overall reliability for the Municipality. In some cases, the distribution feeder information will be an appropriate indicator of the overall reliability in a Municipal Service Area. In other cases, where the distribution feeder serves customers outside of the Municipal Service Area, it may not be appropriate indicator;
 - b) The total number of outages, by distribution feeder, for each of the preceding three (3) years;

	Initials
Municipality	<i>[Signature]</i>
Company	<i>[Signature]</i>

dk

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- c) The average duration of the outages, by distribution feeder, for each of the preceding three (3) years;
- d) Street light performance, as discussed in Schedule "C";
- e) Subject to any applicable privacy legislation, the Code of Conduct Regulation under the EUA, or other rules prohibiting or restricting such disclosure, a spreadsheet listing:
 - i) The total number of sites within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
 - ii) The total number of Municipality owned sites within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
 - iii) The total kWh of electricity consumed by Consumers within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
 - iv) The total kWh of electricity consumed at Municipality owned sites within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
 - v) The franchise fee revenue collected from Consumers within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
 - vi) The franchise fee revenue collected from the Municipality from sites the Municipality owns within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years; and
 - vii) Such other information as may be agreed upon by the Parties from time to time, and
- f) A copy of the Annual Service Quality Report as provided by the Company to the Commission as per Rule 2 which provides overall company Service Reliability Measures and Customer Satisfaction Measures.

Where privacy legislation, the Code of Conduct Regulation under the EUA, or other rules under the EUA prohibiting such disclosure prevent the Company from providing the information above, the Company shall make reasonable attempts to aggregate the information by aggregating rate classes in order to comply with the applicable rules, but shall not be obligated to provide such aggregated information if the Company does not believe such aggregation will allow the Company to comply with the applicable rules.

In the event that the service levels indicated in the Annual Service Quality Report referred to in Section 3f) of this Schedule A show deterioration to the extent that the Municipality or Municipal Service Area is materially adversely impacted, the Municipality shall contact its appropriate Company representative in an effort to remedy any identified deficiencies. If such discussions are not successful in addressing the Municipality's concerns, the Municipality shall then contact senior management of the Company to determine appropriate solutions.

	Initials
Municipality	<i>JS</i>
Company	<i>AK</i>

AUC Decision 2013-097 (March 18, 2013)

SCHEDULE "B"*Extra Services*

- 1) Where the Municipality requests Extra Services, the Company will provide its applicable operations and maintenance standards for Distribution System field services.
- 2) If the Company and the Municipality agree that the Company will provide Extra Services requested by the Municipality, the Parties shall complete the information required in subparagraph 3), and subparagraph 4) shall apply in respect of such Extra Services.
- 3) In consideration for the provision of the Extra Services, the Municipality shall pay to the Company the sum of ____ (amount dependent on Extra Services requested) ____ (\$_____.00) which may be deducted from the franchise fee.
- 4) Annually, the Company shall provide a written report to the Municipality, outlining the actual performance of the Extra Services provided and the related costs for each service for the Municipality to assess if the performance standards have been met.
- 5) Nothing in this Agreement precludes the Company from subcontracting with the Municipality to provide all or any part of the Extra Services to the Municipality.

No Extra Services requested as of the effective date of this Agreement

	Initials
Municipality	
Company	<i>OK</i>

SCHEDULE "C"***Street Lighting***

- 1) As set out in Article 11c) of this Agreement, once all street lighting within the Municipal Service Area has been converted to the applicable Company investment option rate, the Company agrees to provide the following services for street lighting within the Municipal Service Area as part of its Core Services:
- a) **Lights-out Patrols:** On a monthly basis, during the time period of September 15th to May 15th, the Company will conduct a "lights-out" street light patrol to identify lights that are not working. Formal street light patrols will not be conducted during the summer months; however, normal reporting and replacement procedures will be maintained.
 - b) **Lights-out:** The Company will replace or repair a failed light identified in its patrol or reported by customers, within two (2) weeks. If the reported light is not replaced or repaired within two (2) weeks, the Company will provide a two (2) month credit to the Municipality based on the rate in the Distribution Tariff for the failed lights. Such two (2) month credit shall continue to apply for each subsequent two (2) week period during which the same failed light(s) have not been replaced. The Company agrees to use good faith commercially reasonable efforts to replace or repair:
 - i) failed street lights at critical locations; or
 - ii) failed street lighting circuits at any location, as the case may be, as soon as possible. The location of the critical street lights will be agreed to by both Parties.
 - c) **Underground Breaks:** As a minimum, the Company will provide a temporary overhead repair within two (2) weeks of an identified or reported outage. Underground breaks identified during the summer months of April 15th to September 15th will be repaired (underground) by October 31st of the current summer construction period. A permanent repair will be made by October 31st of the next year if the outage is identified between the winter months of September 15th to April 15th.
 - d) **Street light Painting:** The Company will provide a regular street light "painting" patrol as part of its Street light inspection program. The Municipality may request that it participates in select street light inspection patrols and may review the results of the street light inspection program. Street lights that are identified as requiring immediate work through the Street light inspection program will be re-painted by October 31st of the next maintenance season.

	Initials
Municipality	PK
Company	AK

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- e) **Street light Pole Test Program:** Street lights will be tested at least every nine (9) years as part of the Company's Pole Test Program. This program will identify poles that need to be replaced and those that should be treated. This replacement and treatment work will be completed by October 31st of the next summer maintenance season.
- f) **Street light Patrols:** The Company will include regular street light inspection patrols as part of its inspection of equipment and lines, as specified in the Alberta Electrical Utility Code.
- 2) On an annual basis, the Company will provide the Municipality with:
- i) the number of "lights-out" identified from the street light patrols;
 - ii) the number of temporary overhead repairs of street lights at year-end; and
 - iii) the number of permanent underground repairs of street lights made during the year.

	Initials
Municipality	PS
Company	AK

AUC Decision 2013-097 (March 18, 2013)

ATCO Electric TABLE 1: TOTAL RIDER A	[1]	[2]	[3]	[4]		[1]	[2]	[3]	[4]
Municipal Authority (Price Area)	Municipal Tax from Table 2 (%)	Franchise Fee (%)	Franchise Fee Effective Date (yy/mm/dd)	Rider A Total (%)	Municipal Authority (Price Area)	Municipal Tax from Table 2 (%)	Franchise Fee (%)	Franchise Fee Effective Date (yy/mm/dd)	Rider A Total (%)
ACADIA (M034)	2.48	0.00		2.48	LESSER SLAVE RIVER (M124)	0.44	0.00		0.44
ALLIANCE (V017)	1.99	6.00	05/01/01	7.99	LINDEN (V535)	1.79	4.00	03/01/01	5.79
ALLISON BAY (B219)	1.02	0.00		1.02	LLOYDMINSTER (AB45, SK45)	0.70	10.50	08/01/01	11.20
ANDREW (V024)	1.82	2.00	05/01/01	3.82	LOON RIVER CREE (B473)	1.72	0.00		1.72
BEAVERLODGE (T051)	1.25	6.50	10/07/01	7.75	M.D. of GREENVIEW (M016)	0.47	0.00		0.47
BERWYN (V063)	3.77	1.75	07/01/01	5.52	MACKENZIE (M023)	1.06	0.00		1.06
BIG LAKE (M125)	0.85	0.00		0.85	MANNING (T556)	-1.36	6.00	12/01/01	4.64
BIG VALLEY (V069)	0.86	1.00	08/01/01	1.86	MANNVILLE (V559)	3.00	6.00	13/01/01	9.00
BIGSTONE (B110)	1.49	0.00		1.49	MARWAYNE (V562)	1.45	2.30	06/01/01	3.75
BIRCH HILLS & WANHAM (M019, V896)	0.90	0.00		0.90	MCLENNAN (T574)	3.05	2.75	11/01/01	5.80
BONNYVILLE & ANNEXED AREA (M087, M088)	0.88	0.00		0.88	MINBURN & LAVOY (C027, V523)	1.36	0.00		1.36
BONNYVILLE BEACH S.V. (S096)	2.25	0.00		2.25	MINBURN (V589)	3.39	1.00	08/04/15	4.39
BONNYVILLE, TOWN OF (T093)	0.90	6.80	03/01/01	7.70	MORRIN (V598)	1.21	3.50	12/01/01	4.71
BOTHA (V099)	1.14	3.00	10/01/01	4.14	MUNDARE (T604)	2.43	5.00	13/01/01	7.43
BUSHE RIVER I.R. 207 (B726)	1.46	0.00		1.46	MUNSON (V607)	3.34	1.00	10/07/01	4.34
CAMROSE (C022)	1.96	0.00		1.96	MYRNAM (V610)	2.04	2.00	08/02/01	4.04
CARBON (V129)	0.31	2.00	12/01/01	2.31	NAMPA (V619)	1.60	1.75	11/01/01	3.35
CASTOR (T147)	2.01	5.00	07/01/01	7.01	NORTHERN LIGHT (M022)	0.65	0.00		0.65
CEREAL (V153)	2.83	1.00	12/01/01	3.83	NORTHERN SUNRISE COUNTY (M131)	0.66	0.00		0.66
CLEAR HILLS (M021)	1.60	0.00		1.60	OPPORTUNITY (M017)	1.24	0.00		1.24
COLD LAKE (T189)	1.50	4.25	03/01/01	5.75	OYEN (T648)	1.76	6.00	09/01/01	7.76
CONSORT (V195)	2.55	3.50	07/01/01	6.05	PADDLE PRAIRIE (N221)	2.35	0.00		2.35
CORONATION (T198)	2.48	3.75	04/01/01	6.23	PAINTERTH (C018)	1.26	0.00		1.26
DELBURNE (V231)	2.23	1.50	08/01/01	3.73	PARADISE VALLEY (V654)	1.78	2.00	06/01/01	3.78
DELIA (V234)	3.23	5.00	11/01/01	8.23	PEACE (M135)	1.29	0.00		1.29
DEWBERRY (V246)	1.66	5.00	TBD	6.66	PEACE RIVER (T657)	2.07	6.00	10/01/01	8.07
DOGHEAD I.R. (B218)	1.26	0.00		1.26	PEAVINE (N172)	-0.22	0.00		-0.22
DONALDA (V252)	1.53	1.50	02/11/01	3.03	PELICAN NARROWS S.V. (S659)	0.35	0.00		0.35
DONNELLY (V255)	1.56	2.25	10/01/01	3.81	RAINBOW LAKE (T690)	1.36	7.75	05/01/01	9.11
DRIFTPILE RIVER FIRST NATION I.R. 150 (B220)	-0.39	0.00		-0.39	RED DEER (C023)	2.13	0.00		2.13
DRUMHELLER & M.D. BADLANDS (K025, M007)	1.23	9.00		10.23	ROCHON SANDS S.V. (S708)	0.33	0.00		0.33
EAST PRAIRIE (N174)	2.15	0.00		2.15	ROSALIND (V717)	2.92	0.50	03/01/01	3.42
ELIZABETH (N187)	3.00	0.00		3.00	RYCROFT (V729)	2.95	3.00	12/01/01	5.95
ELK POINT (T291)	1.93	3.60	03/01/01	5.53	SADDLE HILLS (M020)	1.07	0.00		1.07
ELNDORA (V294)	1.28	1.00	03/01/01	2.28	SEXSMITH (T754)	-0.78	5.50	12/01/01	4.72
EMPRESS (V297)	3.61	2.00	07/01/01	5.61	SLAVE LAKE (T766)	0.99	9.40	10/01/01	10.39
FAIRVIEW (M136)	0.88	0.00		0.88	SMOKY LAKE & WARSPITE (C013, V905)	1.28	0.00		1.28
FAIRVIEW (T309)	2.15	7.50	13/01/01	9.65	SMOKY LAKE (T769)	2.21	5.00	12/02/01	7.21
FALHER (T315)	1.80	6.25	06/01/01	8.05	SMOKY RIVER (M130)	1.96	0.00		1.96
FISHING LAKE (N188)	1.07	0.00		1.07	SPECIAL AREAS (A001)	0.60	0.00		0.60
FLAGSTAFF (C029)	1.02	0.00		1.02	SPIRIT RIVER (M133)	1.34	0.00		1.34
FORESTBURG (V324)	4.48	6.00	12/01/01	10.48	SPIRIT RIVER, TOWN OF (T778)	2.67	5.50	12/02/01	8.17
FORT MCMURRAY (K032)	8.72	0.00		8.72	ST. PAUL, COUNTY OF (C019)	1.00	0.00		1.00
FOX CREEK (T342)	1.60	4.50	03/01/01	6.10	ST. PAUL, TOWN OF (T790)	1.50	7.00	03/01/01	8.50
FT. MACKAY SETTLEMENT #467 (B982)	1.33	0.00	00/01/00	1.33	STARLAND (M047)	2.67	0.00		2.67
FT. MCMURRAY BAND (B352)	1.02	0.00		1.02	STETTTLER, COUNTY OF (C006)	1.91	0.00		1.91
GADSBY (V351)	5.79	5.00	08/01/01	10.79	STETTTLER, TOWN OF (T805)	7.32	0.00		7.32
GALAHAD (V354)	3.88	3.00	10/01/01	6.88	STURGEON LAKE I.R. 154 (B770)	1.26	0.00		1.26
GIFT LAKE METIS SETT (N173)	2.79	0.00		2.79	SUCKER CREEK FIRST NATION 150A (B792)	2.29	0.00	00/01/00	2.29
GIROUXVILLE (V366)	2.24	3.00	11/01/01	5.24	SWAN HILLS TOWN (T830)	2.03	6.00	13/01/01	8.03
GLENDON (V372)	2.73	1.50	03/01/01	4.23	THORHILD & RADWAY (V687, C007)	3.30	0.00		3.30
GRANDE CACHE (T393)	2.50	5.50	13/01/01	8.00	THREE HILLS (T845)	1.38	6.00	09/01/01	7.38
GRANDE PRAIRIE, CITY OF (K035)	2.13	7.75	11/03/01	9.88	TROCHU (T857)	2.29	3.50	03/01/01	5.79
GRANDE PRAIRIE, COUNTY OF (C001)	0.66	0.00		0.66	TWO HILLS COUNTY & DERWENT (V237, C021)	4.68	0.00		4.68
GRIMSHAW (T405)	1.26	6.00	10/07/01	7.26	TWO HILLS, TOWN OF (T863)	3.79	4.25	09/01/01	8.04
HALKIRK (V414)	0.54	1.00	03/01/01	1.54	UPPER HAY LAKE I.R. 212 (B728)	1.64	0.00		1.64
HANNA (T417)	1.85	3.50	03/01/01	5.35	VALLEYVIEW (T866)	1.79	5.25	06/01/01	7.04
HAY LAKE I.R. 209 (B727)	1.58	0.00		1.58	VEGREVILLE (T875)	2.05	6.00	11/01/01	8.05
HEISLER (V429)	8.82	7.00	12/01/01	15.82	VERMILION (T878)	1.28	4.50	13/01/01	5.78
HIGH LEVEL (T435)	0.96	10.50	11/01/01	11.46	VERMILION RIVER (AB & SK) (C024, SK24)	0.90	0.00		0.90
HIGH PRAIRIE (T438)	1.43	6.25	08/02/01	7.68	VETERAN (V881)	4.05	3.00	08/01/01	7.05
HINES CREEK (V447)	4.14	2.25	09/01/01	6.39	VILNA (V887)	7.07	20.00	12/01/01	27.07
HORSESHOE BAY S.V. (S458)	0.13	0.00		0.13	WASKATENAU (V908)	3.32	0.00	08/02/01	3.32
HYTHE (V468)	1.74	5.00	10/07/01	6.74	WEMBLEY (T911)	0.13	6.00	11/03/01	6.13
INNISFREE (V474)	4.97	1.50	06/01/01	6.47	WHEATLAND (C016)	0.54	0.00		0.54
JASPER (PARK & OUTSIDE TOWN) (L012, R003)	10.37	0.00		10.37	WHITE SANDS S.V. (S922)	-0.09	0.00		-0.09
JASPER SCH DIST 3063 (R004)	10.98	0.00		10.98	WHITEFISH I.R. 155 (B924)	1.35	0.00		1.35
KINUSO (V505)	1.78	0.00	11/01/01	1.78	WILLINGDON (V926)	4.11	2.00	08/01/01	6.11
KITSCOTY (V508)	1.50	6.00	13/01/01	7.50	WOOD BUFFALO (M018)	0.34	0.00		0.34
KNEEHILL & TORRINGTON (M048, V854)	1.30	0.00		1.30	WOOD BUFFALO PARK (L024)	0.41	0.00		0.41
LAKELAND (C089)	0.33	0.00		0.33	YOUNGSTOWN (V932)	1.63	1.25	12/01/01	2.88
LAMONT (C030)	3.17	0.00		3.17					

(BOLD, ITALICS) - Communities that are expected to transition to new Municipal Franchise Tax Agreement in 2013

TBD (To Be Determined) - New Franchise Fee becomes effective after agreement is signed



REQUEST FOR DECISION

SUBJECT:	Report on Grande Cache Community Bus potential replacement		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 13, 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 regarding the Grande Cache Community Bus for the purpose of understanding when it will be replaced, and the associated funds dedicated to its replacement.

BACKGROUND/PROPOSAL:

At the August 23, 2022, Regular Council Meeting, Councillor Delorme made a Notice of Motion “that Council direct Administration to provide a report regarding the Grande Cache Community Bus for the purpose of understanding when it will be replaced, and the associated funds dedicated to its replacement.

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

Before commissioning a report, Administration does have some present-day knowledge. Greenview received the bus and associated service when the former Town of Grande Cache became a Greenview Hamlet. The former Town of Grande Cache received the bus through a partnership with the Grande Cache Seniors Minibus Society along with \$134,004.85 to be dedicated towards the replacement of the bus or similar, when required. Greenview is the sole owner of this asset and has placed the funds into a dedicated reserve. This reserve is slated for re-balancing and with additional contributions made from Greenview its anticipated balance will approximately be \$185,000. It is important to note that this is an approximate value and should not considered accurate until proper adjustments can be made.

In addition, the Grande Cache Community Bus has been reviewed in accordance with policy, condition etc., and will be proposed to surplus in 2023 during upcoming budget deliberations. Given anticipated procurement difficulties it can be reasonable to anticipate the replacement to not be available until 2024.

If Council wishes to be presented with more detail, Administration will provide timeframes for replacement as well as potential funding options for the Grande Cache Community Bus. Administration recommends that the report deadline and subsequent Council review be the October 11, 2022, Regular Council Meeting.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that if Council is seeking more than what has been provided, they will have a more detailed understanding regarding the potential timeframe for a replacement bus, type and the associated funds that may be dedicated to its replacement.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to decide that the preliminary information provided in this RFD is sufficient and not require a more detailed report. In which case Council can choose to not support the proposed motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

Staffing implications will include completed research for the completion of the report.

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: **Bring Policy 4010 Road Access Approached to PRC**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: September 13, 2022 CAO: SW MANAGER:
DEPARTMENT: CAO SERVICES DIR: PRESENTER:
STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 4010 Road Access Approaches

RECOMMENDED ACTION:

MOTION: That Council direct Administration to bring Policy 4010 Road Access Approaches to Policy Review Committee for review as soon as practically possible.

BACKGROUND/PROPOSAL:

At the August 23, 2022, Regular Council Meeting, Councillor Berry made a Notice of Motion “that Council direct Administration to bring Policy 4010 Road Access Approaches to a Policy Review Committee meeting as soon as practically possible”.

At the time of making a notice of motion it cannot be discussed further nor is it voted upon. By bringing this notice of motion back as a formal motion it will allow Council to discuss its objective(s) and 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. Policy 4010 Roads Access Approaches had completed a Council review, revision and subsequently came into effect July 13, 2021. Because of the timing of this review, it was completed by the previous Council, and it is not scheduled for review until 2024. Therefore, the benefit of accepting the recommended motion is that if current Council has questions or concerns it may be prudent to address them before the scheduled review date and provide Administration direction regarding potential policy changes if so desired.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The potential disadvantage of the recommended motion is that it may result in changes soon after its last review and may result in varying service levels within a relatively short period of time. However, it should be noted that it is Councils role to participate and develop municipal policy and that policy should reflect the current direction of Council.
-

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

Staffing implications include a review of policy 4010 and any subsequent changes to the policy.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision Administration will proceed accordingly.

ATTACHMENT(S):

- Policy 4010 – Road Access Approaches

Title: Road Access Approaches

Policy No: 4010

Effective Date: July 13, 2021

Motion Number: 21.07.345

Supersedes Policy No: EES 03

Review Date: July 13, 2024



Purpose: The Road Access Approaches Policy provides further guidelines for administering general approach or driveway crossing requests.

1. DEFINITIONS

- 1.1. **Development Guidelines & Municipal Servicing Standards** means the design and construction standards establishing the minimum allowable levels to which municipal improvements are to be designed and built.
- 1.2. **Director of Infrastructure and Planning** means Greenview's Director of Infrastructure and Planning or their designate.
- 1.3. **Driveway** means a private right-of-way, paved or unpaved, that provides access for vehicles or pedestrians from a boulevard, curb or sidewalk to a lot or carport, garage, parking pad, loading berth or structure located on the lot.
- 1.4. **Driveway Crossing** means an area where a private driveway accesses a public road, which may include a sidewalk, boulevard, curb, or gutter.
- 1.5. **Greenview** means the Municipal District of Greenview No. 16.
- 1.6. **Hamlet** means an unincorporated community administered by, and within the boundary of, Greenview consisting of five or more dwellings and containing parcels of land used for non-residential. Includes, DeBolt, Ridgevalley, Grovedale, Landry Heights, Little Smoky and Grande Cache.
- 1.7. **Landowner** means the owner of the land and extends to any developer or designate working on behalf of the landowner.
- 1.8. **Parcel Width** means the distance between the side parcel lines at a point midway between the front and rear of the parcel and parallel to the street line.

1.9. **Rural** means any territory lying outside of a Hamlet within the boundaries of Greenview.

1.10. **Schedules of Fees** means the Bylaw outlining the amounts Greenview may charge for the supply of information, goods, and services.

2. POLICY

2.1. Rural

- A. One access approach per quarter section of land or subdivided lot along municipally developed roadways will be provided when deemed feasible on the condition that no other approach exists. A second approach may be permitted on a parcel if required by an oil and gas operation at the cost outlined in the Schedules of Fees.
- B. Greenview may provide an additional approach(s) to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels. Subject to Council approval, additional approaches may be added under the following circumstances:
 - i. Public Safety reasons;
 - ii. If the parcel is bordered by two (2) or more public roads, a second or third approach may be considered, at an additional cost as per the Schedules of Fees.
- C. The location of the approach will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards. The size of the approach will be 8 meters for residential and 15 meters for industrial or farmland approaches in accordance with the Development Guidelines and Servicing Standards.
- D. All approaches will be under the authority and control of Greenview, except for temporary approach installations.

2.2. Hamlet

- A. One driveway crossing per property or subdivided lot along municipally developed roadways or alleys will be provided when deemed feasible on the condition that no other driveway exists.
- B. Subject to Council approval, additional driveway crossings may be added under the following circumstances:
 - i. Public Safety reasons;
 - ii. If the property is bordered by two (2) or more public roads.
- C. The location of the driveway crossing will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards.

- D. The width of a single-family or duplex residential driveway, including the driveway crossing and motor vehicle parking stall(s), must not exceed 60% to a max of 15 meters of the parcel width.
- E. The width of a non-residential or multi-family residential driveway, including the driveway crossing and motor vehicle parking stall(s), must comply with the requirements of the Development Guidelines & Municipal Servicing Standards.
- F. All driveway crossings will be under the authority and control of Greenview.

3. PROCEDURE

3.1 Rural

- A) Approach application fees are established by Council within the Schedules of Fees Bylaw.
- B) If an approach is approved, and upon payment from the landowner being received, Greenview will construct the new approach as resources and weather permit within a reasonable time period.
- C) The Director of Infrastructure and Planning or their designate will inform Council annually of all approaches that were undertaken and of all expenditures that occurred.
- D) The landowner will enter into a signed agreement with Greenview prior to the installation of the approach by Greenview.
- E) At the discretion of the Director of Infrastructure and Planning, a temporary approach may be constructed for a period not exceeding one (1) year with a non-refundable fee of \$100.00 accompanying a deposit equal to the cost of constructing an approach as outlined in the Schedule of Fees Bylaw. If an approach is not removed and reclaimed in a manner satisfactory to the Director of Infrastructure and Planning, or designate, after one (1) year, the approach must be constructed to engineering standards and the deposit will be forfeited.

3.2. Hamlet

- A) Driveway crossing application fees are established by Council within the Schedules of Fees Bylaw.
- B) If a driveway crossing is approved, and upon payment from the landowner being received, Greenview will construct the new driveway crossing as resources and weather permit within a reasonable time period.
- C) The Director of Infrastructure and Planning or their designate will inform Council annually of all driveway crossings that were constructed and of all expenditures that occurred.

- D) The landowner will enter into a signed agreement with Greenview prior to the construction of the driveway crossing by Greenview.

4. DEVELOPMENT & SUBDIVISION APPROACHES

- 4.1. A landowner may be required to construct an approach to a development or subdivision in accordance with an applicable development agreement, or as a condition of subdivision or development approval. Construction of approaches must conform to the standards outlined in Greenview's Development Guidelines and Municipal Servicing Standards. A landowner that receives an agreement or condition of approval requiring the construction or upgrade of an approach or driveway crossing, must arrange with Greenview for approach construction.
- 4.2 In all cases where the subdivision plan is to be endorsed prior to completion of the approach, a security deposit is required. The standard deposit will be set out annually in the Schedules of Fees and differential rates will be applied for surfaced and non surfaced approaches. Greenview reserves the right to modify the required security to protect the interests of Greenview.
- 4.3 One access approach per subdivided lot along municipally developed roadways will be permitted. Additional approaches for Commercial or Industrial lots and developments may be permitted at the discretion of Council.
- 4.4. Installations that do not meet the requirements of the Development Guidelines & Municipal Servicing Standards must be replaced by the landowner at their cost. All pre-existing approaches or driveway crossings required for a subdivision approval are to be upgraded to meet current engineering standards.
- 4.5. Upon satisfactory completion and acceptance of the approaches by the Director of Infrastructure & Planning or designate. All approaches will transfer to the authority and control of Greenview, except for temporary installations.



REQUEST FOR DECISION

SUBJECT:	Water Well for Sunset House Waterpoint		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 13, 2022	CAO: SW	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Environment	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to drill a water well for the Sunset House Waterpoint to a maximum depth of 445 feet.

BACKGROUND/PROPOSAL:

At the August 23, 2022, Regular Council Meeting, Councillor Berry made a Notice of Motion “that Council direct Administration to drill a water well for the Sunset House Waterpoint to a maximum depth of 445 feet”.

When contemplating this motion, Administration recommends the consideration of the following:

1. Allowing for a report to be presented to Council before the work is to be done to detail costs, potential of drilling existing well to a further depth versus drilling of new well and potential outcomes. This can be accomplished by Administration presenting said report through engagement of consultant or potentially have a consultant attend a Committee of the Whole.
2. Timing of work to be done. Based on previous experience an extreme rough cost estimate could be up to \$150,000 to accomplish the motion. Administration does have a capital budget under WD21001 that is related to this location, however, those funds are earmarked for work required after a successful well is drilled. Administration does not have this accounted for in the current budget. Costing options could be to fund from reserves, run a deficit or budget in 2023.

At the time of making a notice of motion it cannot be discussed further nor is it voted upon. By bringing this notice of motion back as a formal motion it will allow Council to discuss its objective(s) and 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 motion is that Greenview will have clearer understanding of water security in the Sunset House area based on the results of the new well.
2. The benefit of accepting the motion is that if successful, ratepayers will have more abundant access to water.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the motion is that uncertainty exists as to if drilling a water well to 445 feet will accomplish the desired result.

ALTERNATIVES CONSIDERED:

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

Alternative #2: Council has the alternative to alter the motion to direct Administration to provide Council a report on the feasibility of drilling a water well at the Sunset House Waterpoint to a maximum depth of 445 feet, for the purpose of understanding ratepayer water availability at this location.

Alternative #3: Council has the alternative to alter the motion to direct Administration to drill a water well for the Sunset House Waterpoint to a maximum depth of 445 feet with funding to come from the Environmental Services Reserve.

FINANCIAL IMPLICATION:

The financial implications of the motion are direct costs associated with the drilling of a new water well at the Sunset House Waterpoint with a direct depth required.

STAFFING IMPLICATION:

Staffing implications directly relate to the action of drilling the water well at the Sunset House Waterpoint.

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:	RMA Hospitality Suite – Fall Convention		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 13, 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 and allow for an opportunity for the County of Grande Prairie and the City of Grande Prairie to participate as equal funding and promotional partners to promote the respective region.

BACKGROUND/PROPOSAL:

Administration is seeking Councils direction on hosting a hospitality suite at the RMA Fall Convention. Convention dates for 2022 are November 7-10.

Greenview has hosted 2 hospitality suites at RMA, (2019 and 2021). Both were held at the Courtyard Marriott with costs being \$11,886.00 and \$13,278.51 respectively for the venue, food, and beverages. Attendance was significantly better in 2019, however scheduling conflicts with other RMA events in 2021 were anticipated to be the primary reason attendance reduction in 2021.

In each case, Administration attempted to track attendees through pre-booking opportunities and guest log-in books at the event. This has resulted in somewhat of an unreliable measurement of the events success and if approved for 2022, Administration will seek other ways to determine if the event object is accomplished.

Generally speaking, the objective of the event is to provide Council and participating staff a condensed opportunity to have dialogue with other municipalities and industry that may be present. Experience from the past events loosely shows two outcomes are most plausible. One is information sharing and educational opportunities among peers and the second being an opportunity to promote awareness of Greenview and region as it has been found that this can be low.

The benefits of peer-to-peer interaction can vary from attendee to attendee and can be difficult to quantify. The benefit of creating awareness of Greenview may be more negligible as the bulk of the attendees are from other municipalities and their knowledge of Greenview and region may not translate into meaningful benefit.

Greenviews Strategic Plan is focused more on regional relations making this event somewhat out of scope, however, benefits can still be realized if Council wishes to proceed.

For the purpose of enhancing regional relationships Administration has consulted with the County of Grande Prairie and City of Grande Prairie to determine if they would be interested in a regional approach. If all parties or a combination agree, the event would be co-hosted, co-branded and financial costs would be split evenly. Administration is awaiting a decision.

While Administration awaits a potential partnership it is recommended that Greenview proceed with a decision of its own, as the assurance of a successful event requires the logistical planning to start. If Council wishes to proceed with the event Administration will continue to seek partnerships and adjust accordingly while keeping Council informed.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is it may provide 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 within Greenview and the region.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that the success of the event is difficult to measure and therefore the value of hosting an RMA hospitality suite may not be fully realized, however, Administration can place more emphasis on quantifying during and after the event.

ALTERNATIVES CONSIDERED:

Alternative #1: 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

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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:	Municipal Library Board Appointment		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 13, 2022	CAO: SW	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – Libraries Act RSA 2000, c.L-11

Council Bylaw/Policy (cite) – Bylaw 20-853 “MD of Greenview Municipal Library Board Amendment”, Bylaw 18-805 “Municipal Library Board”

RECOMMENDED ACTION:

MOTION: That Council rescind motions 21.01.012, 21.10.296, 20.12.648, which appoint members to the Municipal Library Board.

MOTION: That Council appoint the following individuals to the Municipal District of Greenview No. 16 Library Board for the specified terms:

Josefina B Stoness – terms expiry date October 24, 2023
Michelle Davis – term expiry date October 29, 2024
Sharon Bambrick - term expiry date October 29, 2024
Judy Smith - term expiry date October 29, 2024
Roxanne Perron - term expiry date October 29, 2024
Beverly Plamondon-Street – term expiry date October 29, 2024
Joshua McMillan – term expiry date October 29, 2024
Jessica Lavallee – terms expiry date October 29, 2024

BACKGROUND/PROPOSAL:

This Request For Decision (RFD) is a house keeping item for the Municipal District of Greenview Library Board, it is not appointing any new members, or extending appointment terms. Appointments to the Municipal Library Board will be done at Greenview’s organizational meeting, in accordance with the expiry dates noted in the motion.

The Public Library Services Branch of the Government of Alberta has requested that Greenview reappoint the entirety of our Library Board in a single motion in order to release the Library Board’s operating grant.

The Municipal Library Board was established in 2018 by Bylaw 18-805 in accordance with the Libraries Act. The Libraries Act enables the establishment of public library boards to provide municipal and regional library service. The Act sets out the powers and duties of these boards and gives them full management and control of public library services. When appointments are made for a municipalities first Library Board, as nearly as possible, 1/3 of the members are appointed for a term of one year, 1/3 are appointed for a term of 2 years and 1/3 are appointed for a term of 3 years. Hence why appointments for this board are staggered.

Bylaw 20-853 “MD of Greenview Municipal Library Board Amendment” authorizes the board to consist of up to ten (10) members, including two (2) Councillors.

With the staggered appointments and the amendment bylaw changing the number of members appointed, having a single motion that demonstrates who is currently a member of the Municipal Library Board and for how long will provide clarity to both the Government of Alberta and administration.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motions is that Greenview will have clarity on the expiry of terms for Members of the Municipal Library Board.
2. The benefit of Council accepting the recommended motions is that the operating grant for the Municipal Library Board will be processed, once submitted, with this new motion.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is there may be confusion surrounding the need to consolidate the appointments into one motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to defeat the motion, however Administration does not recommend this action because the operating grant for the Municipal Library Board will not be processed until the motion is made.

FINANCIAL IMPLICATION:

Direct Costs:

Ongoing / Future Costs:

There are no financial implications for Greenview with the recommended motion. The MD of Greenview Municipal Library Board is a corporation and any grants applied for by the Board go directly to the board. The financial implication for the board would be the loss of a grant.

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):

- Bylaw 20-853
- Bylaw 18-805



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: CAO Services

Submitted by: Stacey Wabick, CAO

Date: 9/13/2022

Chief Administration Officer, Stacey Wabick

As we entered summer and had a reprieve from COVID restrictions many staff used the opportunity take much need breathers from work after a build up of holidays from previous year(s). However, this can also be a juggling act as summer remains an extremely important time to accomplish necessary capital projects and regular operations that are key to maintaining municipal infrastructure. Administration remains on track to accomplish the budget set out by Council. While a few projects have been difficult to get going such as the Victor Lake boat launch, progress is still being made.

Over the past month CAO Services tackled a variety of subjects. Despite being several months away from 2023, budget discussion is front and centre. Establishing expectations, timelines and adequate consultation time with Council are the initial top priorities. From there, each department budget begins to take form. Somewhat parallel is planning the Greenview Organizational Meeting. This is where Council ensures that they assign representation to all the boards and committees that play an integral part in keeping Greenview and the region key interests in focus and requires considerable planning.

CAO Services had discussions with its municipal partners the County of Grande Prairie and City of Grande Prairie. The primary focus was on how to advance regional representation that fairly ensures each municipality is properly highlighted, while also showing a regional solidarity approach. Other municipal discussions included Yellowhead County and Greenviews imminent membership to the West Yellowhead Regional Waste Commission which will play an integral role for the Hamlet of Grande Cache. While Administration originally anticipated finalizing this membership earlier in the year, we are still on track to accomplish the original objective of membership within 2022. Discussions with the Town of Valleyview were primarily centered around improvements to the runway, and expectations were clarified regarding outbuildings in which the current facilities are anticipated to remain status quo. The Town of Fox Creek inquired about Greenview's strategic plan and process that was used. Administration offered to provide whatever information possible.

CAO Services met with Alberta Environment to discuss several topics including a Greenview drainage ditch, Grande Cache Landfill, and construction adjacent to Tyke Lake. Discussion resulted in Alberta Environment being pleased with Greenviews efforts and Administration will continue to work on having staff from this ministry attend a Committee of the Whole. Administration also checked in with Alberta Transportation. Meetings are being scheduled to discuss highway 666 near Grovedale.

The Greenview Industrial Gateway's (GIG) recent focus has been on the main entrance road. The tender for construction has gone out and will be coming to Council for review. While this has taken shape, Administration also worked on preliminary engineering for water and rail. A sound understanding of these aspects of the industrial park will be important for continued progress and expectations of anticipated and future operators. Administration has also been making progress on trademarking the name. This effort is being explored to ensure adequate control of Greenviews investment and future marketing.

Behind the scenes, CAO Services continues to work on creating reporting of how the strategic plan is progressing and refining how to tackle our work in an efficient manner. Unfortunately, inflation has played a considerable role in 2022 resulting in a more concentrated effort on how to tackle projects not only in this budget year, but also as Greenview moves forward in the coming years. Exploring options will increasingly become imperative to accomplishing Greenviews goals.



Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

Date: 9/1/2022

Director Corporate Services – Ed Kaemingh

Corporate Services has been making progress with the software project with the contract award presented at the September 13th Meeting. We utilized the procurement process and worked closely with several departments for the review and recommendations and made the demonstrations available to a wider array of affected users.

The project management RFP didn't go as planned with the first round of the RFP not receiving what was needed in quality and project scope, it was put out a second time with better project results however the price was considerably higher than budget. The team came up with an internal solution with a secondment of a Greenview staff member to manage the project from Greenviews perspective and to work with each of the proponents' project managers for their respective parts.

The budget has officially kicked off with budget dates with Council and SLT, we will be adding dates to allow more time for Council to review and provide direction. We expect the process to be more deliberate this year with more time to review and analyse the results to aid in decision making.

In the midst of the work staff have been taking some well-earned vacation time so a lot of our timelines and projects are modified to factor these in.

Finance & Administration, Manager – Cara Garrett

It is a myth in the world of finance and administration that things slow down over the summer and we get a chance to relax and recharge our batteries. July & August were both busy months, July with procurement underway for the software replacement. This has resulted in a number of meetings and activities supporting Procurement with the question and evaluation stages of the process. Where applicable we have tried to make team members accessible to the presentations, not to participate in the evaluation, but to see what the evaluators are and help

with the general awareness of the process and its requirements. August brought vacation days, we appreciate our colleagues picking up the slack during that time, so we continue to process requests in a timely manner and hopefully they have come back refreshed as they look their emails.

With September comes the push on budgets, we respond on a lot of questions in August and September to help managers put their information together, review proposals and provide whatever support we can.

Quarterly reporting provided us an opportunity to talk to our managers about the year-to-date expenses, variances and other issues or concerns that have arisen.

For our own areas, we have reviewed the feedback from audit as well as our own results and are looking to improve some processes and reconciliations. These will be implemented with Q3 reporting and are expected to put us in a much stronger position for the next year end. We have also participated in the RFP process for the new software and are very much looking forward to it being awarded and starting the work for that implementation.

Accounts payable processed 1210 invoices since the last report. Accounts payable staff continue to encourage vendors to switch over to electronic payment of funds.

Accounts Payable Statistics:

	MONTH	# OF PAYMENTS	# OF INVOICES	\$ VALUE OF PAYMENTS
EFT	July	424	1026	\$ 5,571,525
CHQ	July	184	265	\$ 3,399,081
EFT	Aug	499	1223	\$ 5,908,161
CHQ	Aug	141	174	\$ 1,144,218

Financial Reporting, Manager – Marley Hanrahan

Our focus for the first couple weeks of July was completing the second quarter close and preparing the Council reporting package. This was our first full cycle close process where we stuck to firm deadlines. It will be an ongoing learning and education process for both the departments and the Finance team, but it went fairly smoothly. The “Financial Business Partner” model was leveraged to assist with variance explanations as well as to identify any areas of concern as far as coding issues.

Cara and I attended the July 20th COTW meeting to give Council information and updates on Reserves, Reporting, and Franchise Fees. We had a good discussion with Council on the changes we are making to reporting as well as provided an opportunity to get feedback from Council on what they want to see. This process and communication will continue as we develop our new chart of accounts and implement our new software.

Reviewed the draft business plan with the team and got input from everyone on the overall goals and objectives of Council and how we as a team can help achieve them. We also talked about areas where we are doing well and areas where there is room for improvement. Finalizing and presenting the plan will help the team make linkages from our day-to-day work to how we contribute to Council’s strategic plan and will also help the team in goal setting and performance management in the future.

We have done most of the RFP work this month. We hosted a mandatory information session for all proponents applying for the software components. After receiving all proposals, we met as an evaluation team and narrowed down the list to the top three. We then had interview and demonstration sessions for the top three proponents to view the software capabilities and have the opportunity to ask questions. A second round of evaluations were done to narrow it to the top proponent for each. We had a few people from other departments be apart of the evaluation team and everyone has been really positive and encouraging about how the different groups have come together to work on this project.

Budget

The 2023 Budget process kicked off in August. This included development of a timeline, guidelines, and request templates for Managers to use as they prepare their 2023 budgets. The Finance Business Partners began reaching out to Departments to find out how they could offer support throughout the process and work is underway on the budget development. Administration will be making a presentation at the September 20th Committee of the Whole Meeting to provide Council with a budget update as well as provide an opportunity for input

Attended the first audit committee meeting to debrief the 2021 audit and discuss future improvements for 2022. A good discussion was had with Council on areas of concern and Cara, and I relayed our plan to ensure a timelier financial statement filing next year. Cara and I also started planning the improvements to our working papers. Our goal is to have them all updated and assigned out to the team by the end of this month. Also, in alignment with making improvements for 2022, we met with Operations to discuss any changes we can make to the gravel inventory process to help with year end. Everyone is on the same page about wanting to make changes so we are hopeful this will be an area that is less of an issue for the 2022 audit.

Asset Management Officer – Jamie Hallett

Fleet & Equipment Replacement Policy is complete and will be going to the Sept 27 regular Council meeting. Continue to work on drafting the following; Critical Infrastructure Assets, Risk Management, Cyber Security for all Non- Tangle assets, and Grant Procedural Policy.

Drafting new Culture, Art, and history Assets of Greenview Framework. Continue to work with community groups and ANI on Asset inventories, also many RFD's and the RFD Committee.

The Software Project 2022-24 is now ready to be awarded.

Information Systems, Manager – Peter Stoodley

Internal IT Projects

Reoccurring Nutanix meetings each Thursday regarding the new cluster's installation and VDI setup.

Ratepayer BBQs are over for another year & all equipment ordered for future events has arrived. TVs have been received for the upgrade in COTW meeting rooms. Swapping out the In Focus brand and repurposing with other requests. A quote was received for more mic/speaker combos, it came in at \$9,400.

Display board for Council break room; meeting with Stacey W. SOW and budgeting completed.

Meeting with Telus to upgrade network bandwidth at the Valleyview Admin building from 500 Mbps to 2 Gig. There is a five-hundred-dollar savings per month to switch to 2 Gigs.

Switch upgrades for both the VV admin building and GRM are complete, as well as new VOIP phones at the multiplex.

The Statement of Work (SOW) and assessment on the GC Campground has been completed.
Developing a plan to move over users to Outlook on their mobile devices.
Working with Jamie, Ashley, and Stacey S on cyber security policy and with Sarah on new digital signature policy. Group policy to staff AD accounts being modified to improve user experience.
Training of the new IS Technician is going smooth.

Daily Operational Support

New users are being setup each month. This process does not stall or stop. Multiple updates to user's accounts.
Monthly ticket counts 166, with 418 email attacks attempted.
Setup and rollout of new cell phones, laptops, desktops, deskside phone are occurring each month.
Meetings with Yardstick on monthly happenings, projects, and security.
Weekly team huddle within the IS department.
Site visits to GC, VV as needed for technical/hardware issues.
Monthly meeting with Corporate Services and the director ongoing monthly.

Legislative Services Officer – Sarah Sebo

At the beginning of August, alongside the CAO, delivered a Greenview U session to employees on Request for Decision (RFD) writing and proper parliamentary procedure when presenting to Council.
Senior Leadership approved new policy templates. All Council policies moving forward will have a section at the top to clearly display any legal references (federal and provincial legislation) that directly coincides with the policy. As well, a cross reference section will point the reader in the direction of other relevant Greenview policies and/or bylaws. Lastly, the policies now clearly identify which department to contact with questions regarding matters contained within the policy.

Policies/Bylaws

Policy 1029 "Records Management" was approved as presented by Council.
Policy 2022 "Disconnecting from Work" was approved with an amendment to remove Councillors from section 5.3 of the policy.
Policy 2004 "Employee Code of Conduct" was approved as presented by Council.
Policy 6321 "Beaver Harvest Program" was approved with amendments to remove the 8km clause and change the payment method.
Bylaw 22-902 "Records Retention and Disposition" came into force with third reading.
Bylaw 22-915 "Policy Review Committee Amendment" passed first and second reading without amendments.

A public engagement was held in Grande Cache at the Eagle's Nest on July 19, 2022, to hear feedback from residents regarding a proposed firearms restriction bylaw. The proposed restriction will prevent the use of projectile weapons, including firearms and bows within a proposed boundary that encompasses the urban hamlet of Grande Cache and a portion of the surrounding land. Eight people attended the public engagement and completed our survey. The survey was posted to Greenview's website and social media in an effort to garner more interaction from residents and provide them with the opportunity to voice their opinions on the matter.

The survey has since received a total of 28 replies and will remain open until August 5, 2022, with the possibility to extend if interest remains.

Policy Review Committee

Policy Review Committee was cancelled in July due to insufficient policies; Council break in August, the next PRC is scheduled for September 14, 2022.

Procurement Officer, Ashlee Holmes

July and August have been both busy and exciting months for procurement. I have been able to work collaboratively with both internal and external stakeholders through the review of agreements, tenders, and the sharing of knowledge. Assisted the Asset Management Officer in attending the Asset Management Advisor Committee and completing the consumable inventory assessment of Greenview. Completed inventory at Facility Maintenance in Valleyview, along with Fleet, Operations, Agriculture Services, Airport, Recreation, and Tourism in Grande Cache.

For this reporting period, I have focused on how my position has supported Greenview in attaining the Strategic Plan set forth by Council. As such, my key activities are broken out based on the pillars and goals identified in the 2022-25 plan.

Governance:

Provide current staff growth opportunities when appropriate:

July managers meeting - Procurement presentation which outlined the procurement officer's role, and how I can assist departments to acquire the goods and services they need while aligning to trade agreements, legislation, and policies.

August managers meeting - Shared information regarding *Bill 37, Builders' Lien (Prompt Payment) Amendment Act, 2020* which came into effect on August 29, 2022. This act requires Owners, such as Municipalities, the obligation to pay proper invoices within 28 days of receipt.

I have also been supporting Managers with the development, and review of agreements, and tenders along with assisting them in understanding trade agreements and how they impact Greenview's purchasing and procurement practices.

Provide open dialogue between municipalities:

This month I have had other provincial municipalities reach out and inquire about the current procurements Corporate Services has launched. The municipalities have been interested in and asked for digital copies of the Software Project and Investment tender, noting they are hoping to move forward with similar projects and appreciate what we had posted. Through this engagement, I have begun making connections and building relationships with some of our rural procurement counterparts. I hope to be able to develop relationships with them that allow us to have open discussions and share knowledge, and best practices, along with providing an opportunity to discuss the trends we are seeing.

Ensure Policies address changing and growing community needs:

I worked on the Procurement, Purchasing, and Expenditure Officer Policy, along with the creation of a Contract Policy. These policies have been peer reviewed and will be moving toward their final drafts and ready for an upcoming Policy Review Committee.

Continue to work on researching other policies, tools, and templates that Alberta Municipalities are using to ensure we are in line with current and best practices.

Economy:

Monitor and maintain capital spending and operation fiscal responsibility and adopt an asset management plan:

This month we finalized the 2022-24 Software Project, identifying our lead proponents for the chart of accounts, asset management, and financial software, along with a plan for the reimplementation of Greenview's current budget software. This has been a very collaborative project, in which we have invited multiple stakeholders within Greenview to view the software demonstrations and ask questions, as well as be a part of the evaluation committee. The awarding of this tender will come forward at an upcoming September Regular Council Meeting. The new software will greatly assist Administration by utilizing the same systems across departments allowing for a unified approach to costing and analysis along with quick access to more reliable and accurate data.

In collaboration with finance and asset management, we have begun a holistic analysis and review regarding Greenview's consumable inventory, fuel, housing, and hotels. We are just beginning this work and are still in the infancy stage of collecting the necessary data before we can work on and complete the analysis.

In addition; worked with Human Resources to issue a Request for Information regarding Health Benefits Consultants and Health Benefits and assisted our finance team in issuing a Request for Proposal for Investment Services.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Community Services

Submitted by: Michelle Honeyman, Director Community Services

Date: 9/13/2022

Director Community Services, Michelle Honeyman

Collaborating with the Province to host a fall webinar for non-profit organizations focused on grant writing applications and the resulting outcomes.

Preparing Community Development Initiative (CDI) Agreements for the Town of Valleyview and Fox Creek respectively for the 2022 calendar year and preparing options for a three-year (CDI) agreement commencing in 2023 with the Towns for Council's consideration.

I3 Energy Canada has agreed to continue the Greenview Regional Multiplex signage sponsorship in which the former company Gain Energy Ltd. had approved.

A grant agreement for the canopy renovation for the Fox Creek Multiplex has been drafted for review by the Town of Fox Creek.

Agricultural Services Manager, Sheila Kaus

In total, 2,512 weed infestation case files are updated with a control rate of 70%. Of cases documented, 15% are of concern and flagged to be dealt with throughout the year, not only in the control season. It is hoped that the increased communication during the off-season will allow for more conducive discussions, leading to resolution. Of note, 34 of the infestations listed as requiring a weed notice are Greenview Right Of Way infestations confirmation of species is being sought. 4 other prohibited noxious infestations have been controlled, 2 represent notices issued by the department earlier this year and 9 other cases are on lease sites, awaiting species confirmation.

Staff have completed pest inspections, with 422 inspection, 4 suspected cases of clubroot were found and samples sent to the lab for confirmation. Three of the samples returned positive, with one testing negative. Pest notices are being prepared as well as notification of surround properties and Administration is reaching

out to producers to ensure they are aware prior to harvest.

During 2022, Greenview has participated in the Bertha Army Worm Survey, Clubroot Survey, Pea-Leaf Weevil Survey, Wheat Head Survey, the Grasshopper Survey and two separate Blackleg surveys. No aphanomyces has been detected to date. Fusarium surveys will take place this week, with Verticillium Wilt finishing off the survey year. Verticillium is most easily identified later in the season.

The Forestry Trunk Road was inspected and a significant infestation of a plant of concern was found. The Provincial Weed Specialist was contacted to confirm if the plant was Meadow Hawkweed, a prohibited noxious species or Yellow Devil Hawkweed, an unlegislated species. Samples were collected and carefully photographed, with a sample being couriered to the specialist. The specialist does not believe the plant is meadow hawkweed and directed administration send samples to the Alberta Plant Health Lab for DNA analysis. The results of this testing were inconclusive, with many potential species being sited. The specialist will discuss with Administration further as to next steps, suggesting eradication efforts this season would be ineffectual and definitive species identification is still required prior to Greenview making the commitment to eradication efforts.

Extension and outreach work continues, with the department hosting a forage sampling workshop. 25 people attended the workshop and rentals of the forage probe have increased. Administration is in talks with PCBFA to work together to increase the number of producers and acreage owners testing their forage.

Rotational spraying has completed for the season with staff now focusing on late season thistle control. 53 private spray requests have been completed to date.

CASE STATUS	# OF CASES
CONTROLLED	1751
0-11: Monitor for increase and new species, make landowner aware, cheaper to control now	384
12-19: Phone calls once a week, follow up inspection, offer of programs and assistance, mech and cult controls	259
20-26: Notify super, Phone calls twice a week, follow up inspections, offer programs and assistance, mech and cult, caution landowner severity is increasing, potential weed notice next year	28
27-30: Notify supervisor, weed notice	66
NOT SUCCESSFULLY CONTACTED	24



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Every five years, a representative from the Ministry of Agricultural, Forestry, and Rural Economic Development conduct municipal visits to assess the current state of the Agricultural Service Board program. Greenview participated in this audit on July 29, 2022. The representative was pleased with Greenviews current trajectory in relation to the mandate and responsibilities the ASB Act outlines. The representative did suggest that Administration reach out to the Natural Resource Management Coordinator to inquire about potential funding for extension and outreach initiatives.

Administration and the representative reviewed the strategic business plan and participated in a discussion on Administrations efforts to align the ASB Strategic Business Plan with the overarching Strategic Plan put forth by Council. Programs, policies and documents, were review with copies being supplied to the representative. The visit culminated in a tour to both Tall Buttercup herbicide trial sites, our Scentless Chamomile site that has been completely controlled, and our Pale-Yellow Iris control site. Administration has received calls from other municipalities since this visit for assistance in improving record keeping and reporting, strategic business plan and municipal strategic plan harmonization, and pest management and policy.

Rental Equipment stands at 317 rental days up to August 26, 2022.

Thus far in 2022, 17 wolves were submitted for incentive, totaling \$5,100.00 and 237 beavers have been submitted for incentive, totaling \$7,110.00. Total hunting incentive payments for 2022 stand at \$12,060.

87 MD of Greenview beaver carcasses have been sold to an outfitter at \$7.00 per carcass for a revenue of \$609.00. It is hoped this relationship will continue, providing an ethical disposal method that returns funding to Greenview.

VSI Quarterly Reports and Service Breakdown – 2022

Second quarter VSI totals for 2022 arrived and thus far, Greenview is trending downwards, with a 4.49% reduction in claims. Thus far, 2067 pregnancy checks have been claimed, with this number expected to grow substantially in the third quarter. AbVMA recently changed the scop of practice for registered veterinary technicians to allow technicians that have completed appropriate courses to complete pregnancy checks. Semen testing stands at 411 claims with 41 examination claims and 13 caesarean sections rounding out the current totals.

	# Services	2022	2021	2020	+/- (%)
Total 1st Quarter	70	\$17,268.52	\$19,269.77	\$21,172.35	-8.99%
Total 2nd Quarter	175	\$33,563.50	\$33,953.33	\$36,569.40	-1.15%
Total 3rd Quarter			\$ 8,382.80	\$ 8,342.09	
Total 4th Quarter			\$40,995.55	\$34,228.60	
2022 Claims			\$102,601.45	\$100,312.44	-4.49%

Beaver numbers have dropped off for the month of August. The Problem Wildlife team have more sites coming in again, and in the coming months they are planning to have some problem areas cleared for spring runoff as they work with operations. They will also have more blasting coming up as some jobs close off and new ones arise. The Problem Wildlife team have been using the current lull in beaver related work orders to enter data into the GIS map for problem wildlife. This data collection will allow the team to rapidly address areas that are known trouble spots, anticipating the issues prior to the issue being reported by ratepayers. This data collection includes aeriels of the area to inform decision making and communications with Greenviews other departments. 230 problem beaver have been removed and twenty (20) dams have been blasted.

Problem Wildlife Work Orders,

File Status	Beaver - MD	Beaver-Ratepayer	Customer Service	Predation	TOTAL
In Queue					
Open	1	5	0	0	6
Closed	62	30	10	15	117
TOTALS	63	35	10	15	123

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

Green View FCSS partnered with the Recreation department to facilitate an Outdoor Survival Camp at Johnson Park, Grovedale Fishpond and Grande Cache. This camp provided youth aged 8-12 with valuable information on survival in the woods, starting and maintaining fires, knife work and how to build a shelter. In DeBolt, 17 youth attended the 3-day summer camp, where the focus was on developing healthy communication skills, conflict resolution and teamwork. Responses from the youth survey included the following:

What was the most important thing you learned?

- How to talk to people.
- How to have a conversation better.
- How to cut food and always wash your hands.
- How to light fires in various ways.

What was your favourite part of summer camp?

- Everything!
- Hanging out with my friends and everything.
- Helping in the kitchen and games!

Green View FCSS was the only scaling site in Alberta approved by the Centre 4 Sexuality and Canadian Public Health Association to be part of the evidence-based Relationship Sexual Education scaling project. The Relationship & Sexual Education is a comprehensive sexual health program dealing with sexual and reproductive health promotion and education, healthy and respectful relationship education, violence prevention and consent skills promotion. This program is designed for students in grade 7, 8, 9 and 10.

Through this program Green View FCSS will be participating and contributing to ongoing cutting-edge research that will help inform practice and learning in the field of youth and sexual health. Training for this program will commence in September and consist of 25 hrs of training over zoom.

The Gay Straight Alliance is an afterschool program allows 2+LGBTQ, two spirited, lesbian, gay, bisexual, transgender, queer, and questioning youth a safe place to meet and form new friendships with like minded youth. This program runs every Wednesday from 3:30-5:30 at the Valleyview Public Library. Currently the GSA in Valleyview has seven regular attendees.

The Rural GSA Coordinator for the Alberta GSA Network from the University of Alberta, Institute for Sexual Minority Studies & Services attended GSA on June 29 to do a presentation on queer history, coming out and self acceptance and mental health. The coordinator shared valuable information to the youth about 2+LGBTQ human rights and lived experiences. Plans were made to invite the coordinator back to Valleyview in the fall. The GSA has run weekly during the summer with 4-8 youth attending weekly.

Home support services continue to be a vital program that over 100 resident's access, and in the last month 5 new clients have requested assistance. The following story demonstrates the impact of this important FCSS service. A client who is living with cancer is in his final years of existence and wants to die at home. With the support of our Home Support team, we are providing both respite and cleaning as his family does not reside in Grande Cache. The gentleman would not be able to be in his home if we had not collaborated with other agencies and his friends to assist him in his end-of-life plan.

The Wheels for Meals program in Grande Cache has three individuals utilizing this service. Currently 2 clients receive daily delivery and another on Monday, Wednesday, and Friday. This service not only contributes to nutritional needs of residents but also reduces isolation. There is one client on Wheels for Meals that lives alone, and her daughter is out-of-town. The daughter has commented "I am so happy that the Outreach Worker from FCSS can go over and see my mother each day, just knowing that she is getting a healthy meal once a day is so comforting".

Upcoming

Community Connections will take place on September 6 in Grande Cache. This event is organized by Green View FCSS and administration anticipates over 20 organizations, clubs, and sports teams to have a table.

The Older Adult Information Day will take place October 12, in Grande Cache, and September 29 in Valleyview in collaboration with the Greenview Multiplex. Older Adult Information Day is an annual event focusing on programs and services available to the senior and older adult population. Based off the input received during senior's week administration is exploring educational opportunities on subjects such as cannabis, sexual health, elder abuse, fall prevention, and how to adjust to life after the passing of a partner.

The Provincial building in Valleyview has flooded, and as a result there has been a request by the MITTAA drug and alcohol counsellor for temporary office space in the FCSS building. Administration is pleased to assist this request until the provincial building is ready to house staff once again.

Administration will attend a Men's Shed conference in Cold Lake in Mid -September. The Men's shed is an international movement that provides a healthy space for men to gather, connect and learn new skills. The Green View FCSS board looks forward to receiving additional information about this movement. There is currently a Men's Shed operating in Grande Prairie

The next Green View FCSS Board meeting is scheduled for September 21, when we will welcome the Town of Valleyview Member at large to the Board for the first time. This member at large position from the Town has been vacant for approximately one year.

Protective Services

Greenview Fire-Rescue Services (GFRS)

Reported by: Regional Fire Chief, Wayne Brown

On July 6, Regional Fire Chief met with Greenview Search & Rescue (Greenview SAR) president and Greenview Councillor Rossen. The discussion centered around a closer working relationship and optimization of Greenview SAR resources during a large emergency.

On July 11, Regional Fire Chief met with interim Sturgeon Lake Cree Nation (SLCN) Chief Administrative Officer (CAO) Eckstrom to discuss opportunities to work together and provide support for the SLCN Fire Department. This is a complex project that will involve coordination with Valleyview Fire Department.

On July 14, Regional Fire Chief met with Greenview Safety Team and Royal Canadian Mounted Police (RCMP) to plan RCMP presentations on Lockdown procedures. Presentations will take place in Valleyview, DeBolt, Grovedale, and Grand Cache. Tentative dates are in the second week of September. This is important safety training that will ensure employees will react appropriately should a lockdown be required.

Regional Fire Chief and Station 33 - Grande Cache DFC met with Victor Lake Coop President to discuss the placement of Emergency Muster signs in all Coops and Enterprises. Signs are expected to be in place by the end of September. These signs will assist in the evacuation of the COOPS/Enterprises if necessary.

On July 21, Regional Fire Chief will be attending a targeted outreach of the Alberta Incident Management System (AIMS). This session is specifically intended to gain input from local and regional emergency management stakeholders, including Disaster and Emergency Management (DEMs) and Deputy Disaster and Emergency Management (DDEMs), senior municipal, band, and settlement administrators, local authority emergency social services representatives. AIMS is intended to provide all emergency management stakeholders in the province with a common understanding of the organization and structures that will be adopted in Alberta, as well as the processes, procedures, and terminology that will be employed to prevent, mitigate, prepare for, respond to, and recover from emergencies and disasters.

The Director of Emergency Management (DEM) sent out the draft Emergency Management Plan to all managers for review and comment. Once this review is completed, the Plan will be presented to the Emergency Advisory Committee.

DEM is in discussion with Alberta Emergency Management Agency (AEMA) to provide an emergency management course for the new Greenview Councillors. This training will ensure all Councillors have a basic understanding of actions that will be undertaken during an emergency event.

Regional Fire Chief and DFCs met with Grande Prairie Dispatch to discuss enhancements to the Alberta First Responders Radio Communication System (AFFRCS) to improve connectivity, particularly in the Grande Cache area. The plan is to be fully operational on the AFFRCS system in 2023.

Grande Prairie Dispatch informed the Regional Fire Chief that they will be launching a dispatching service for Peace Officers in the region. They would like to present to Greenview as an option. I have informed the Enforcement Sergeant of their interest.

After discussion with the Asset Manager and Community Services Director regarding the purchase of a Wet-Rescue to replace a timeworn Engine, Station 31 DFC will begin reviewing models offered by various vendors in preparation with the local fire services.

The Fox Creek Fire Department – Greenview Fire-Rescue Services (GFRS) Memorandum of Agreement (MOA) has been signed and is now in force. This is a three-year contract.

On August 11, Regional Fire Chief met with the Valleyview Fire Department Chief to discuss an MOA to begin in 2023. The MOA is expected to be similar to the Fox Creek MOA and will be a two-year MOA.

The tender process closed for the Class 'B' Live Fire Simulator equipment required for the Tri-partnership Firefighting Training Center. Next step: each partnered agency will provide a representative to review the vendors who have bid on the project.

Training:

Greenview Fire-Rescue Services (GFRS) hosted a swift water training course, Raven Rescue was the instructor. Six members from GFRS Station 32, two members from Wembley Fire Department, one member from Grande Prairie County Fire Department, and one Conservation Officer from Peace River attended the training.

August 17, 2022, Station 31 – DeBolt Deputy Fire Chief (DFC) and Station 32 – Grovedale DFC attended a Post Incident Review (PIR) regarding a water rescue call that occurred on Sunday, August 7, 2022, involving multiple response agencies. All involved agencies were represented at the meeting. These types of calls that involve multiple agencies are not common and there were lessons to be learned. Resolutions were discussed and will be implemented upon finalization. This will allow for more cohesiveness, and better communication, and improve the command structure when multiple agencies and resources are involved in a single incident.

Child Safety Seat Technician course was held August 13 & 14 at Station 32 – DeBolt. 6 Firefighters from GFRS attended along with 3 Community Peace Officers (CPO) who all completed the course. Both GFRS and CPOs will coordinate with each other and will be hosting Car Seat Clinics in the future at no cost.

5 Firefighters from Station 33 – Grande Cache completed National Fire Protection Association (NFPA) 1021 Fire Officer Level 2 and are awaiting the written exam results.

12 Firefighters from GFRS will begin the 1002 Driver Maintenance course on August 31, 2022. The completion date of the course is on September 24, 2022.

Community Outreach:

Station 31 – DeBolt

August 20, 2022 was the annual Heritage Festival & Fair, Station 31 – DeBolt hosted the annual firemen's toonie breakfast serving 279 plates in 2 hours, participated in the annual parade, and hosted the second annual Jr. Firefighter's challenge. 32 kids in various age brackets competed for a chance to win first prizes which included a \$10.00 gift certificate to the Feedlot Café, a \$25.00 gift card to Trapper Gord's, and Firefighter Swag.

Station 32 – Grovedale

On August 20, 2022, Grovedale participated in the annual parade and provided volunteers to help serve and clean the hall during the fair supper and dance at the Grovedale Community Club.

Station 32 - Grovedale and Station 31 - DeBolt firefighters participated in the Fallen Firefighter's Northern Trek Julien Bergeron run in support of Fallen Firefighters. Grovedale Association donated \$1000.00, and DeBolt Fire Rescue Association donated \$500.00.

Station 33 – Grande Cache

On July 1, Canada Day, Station 33 firefighters participated in the annual parade. Despite the somewhat inclement weather the events were very well received by the community.

Equipment:

The new Side by Side is now in service at Station 33 – Grande Cache, this unit will provide increased capacity for rescue response in the backcountry.

Greenview Enforcement Services (GFRS)

Sergeant, George Ferraby

Administration

CPOs completed several training courses over the summer including firearms, water enforcement, and child restraint technician courses.

The summer positive ticketing program has been successful. Children and their families have enjoyed the positive interaction with the peace officers.

CPOs liaised with other departments over the summer participating in the Multiplex safety bike fair, multiple fire department tours in Grovedale and DeBolt, participated in the local parades, assisted with the Canadian Death Race in Grande Cache, and further enhanced community engagement.

Several Joint Task Force initiatives were completed with other enforcement agencies throughout the MD during the summer months. This includes Commercial Vehicle Check stops in Valleyview, Fox Creek, Grande Cache, Grovedale, and the FTR.

CPOs in Grovedale assisted Alberta Wildfire Investigators with a large brush fire on Two Lakes Road.

CPOs in Grande Cache dealt with numerous unsightly properties during the summer months issuing about 80 clean-up orders.

CPOs continued the daily campsite patrols throughout the MD, engaging with the public and building relationships.

Enforcement Services has fielded 301 calls for service, 308 violation tickets, 217 warnings, and 105 bylaw calls from June 22nd to August 24th.

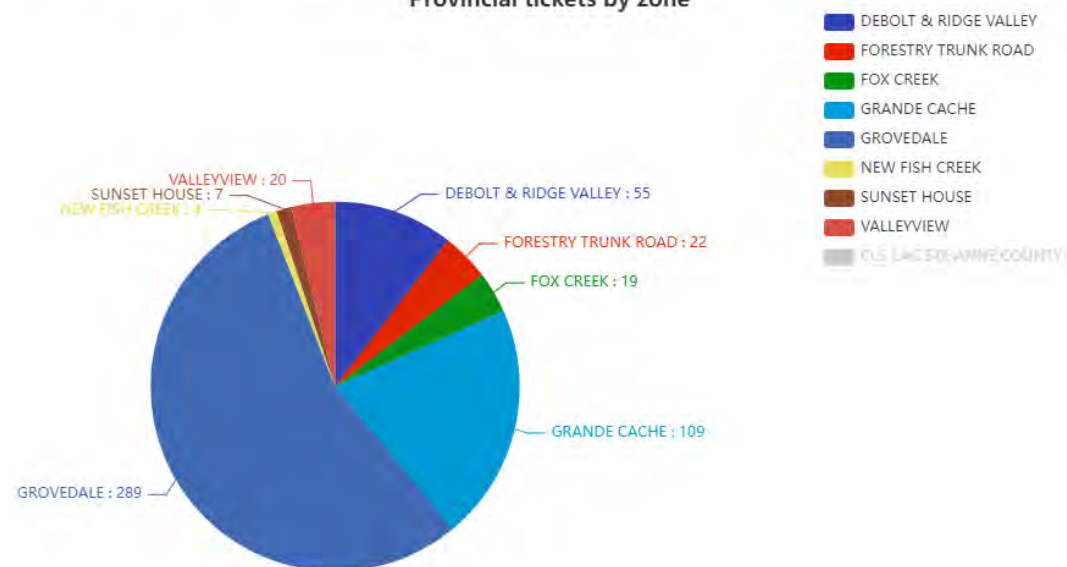
Stats:

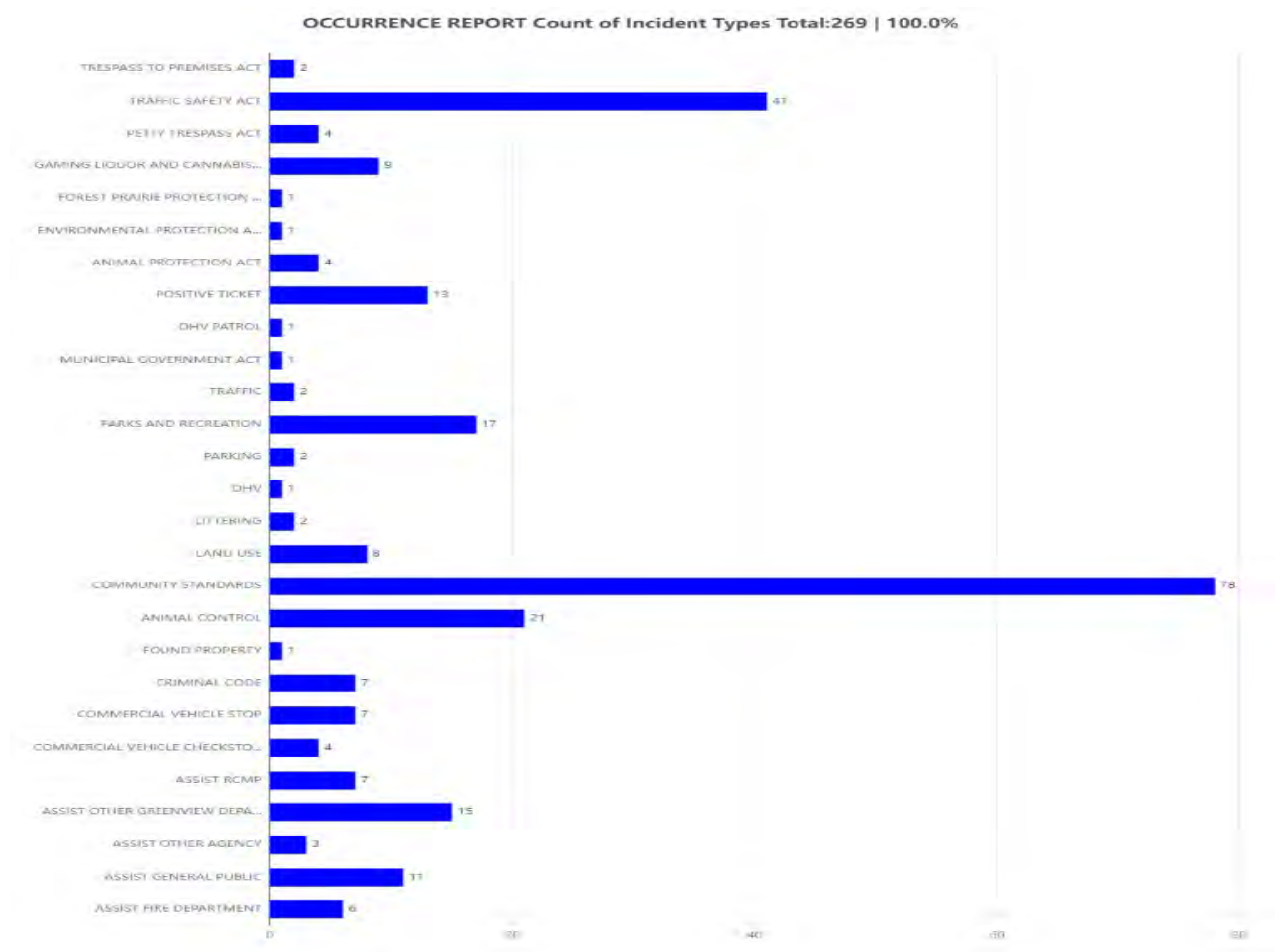
Ticket Create Date: 2022-06-22 ~ 2022-08-24

Provincial tickets by type

Ticket Create Date: 2022-06-22 ~ 2022-08-24

Provincial tickets by zone





Grande Cache Pound report: June 22 to August 22, 2022

Animals Impounded:

Dogs – 14

Cats – 1

Total Animals Impounded – 15

Complaints:

Responded to – 22

Referred to CPO – 6

There was also 2 dogs and 1 cat that were owner abandoned/surrendered that were not included in the stats as these animals were placed with a rescue.

Recreation Services Manager, Kevin Gramm

Greenview Regional Multiplex July / August Report:

Administration composed a Volunteer Program that was presented to the GRM Advisory Board. Through community involvement, the program is designed to compliment the desire to create an inviting atmosphere for ratepayers and guests using the MD of Greenview Recreation facilities and sites throughout the municipality.

Volunteers working within Recreation Services will assist us to deliver quality recreation and leisure services. Recreation Services is working with Communications currently and plans to launch this program by the end of September.

Resignations and return to school students in August at the Multiplex has reduced the amount of qualified Lifeguards currently in service at the GRM. Administration is exploring additional opportunities to enhance and support aquatics to retain and build up staff retention and availability at the Multiplex. The program of “learn while you earn”, a program that was created to allow youth a multifunction opportunity at the GRM, gaining experience in various positions while training and working towards Lifeguard Certifications.

Swimming lesson registration numbers have exceeded expectations. Twenty-seven classes have been facilitated throughout the month of July. August had 23 sessions facilitated. Classes that do not have participants are not cancelled; time slots are rescheduled to a level with a waitlist to accommodate as many participants as possible.

Due to the Canadian Red Cross retiring the Water Safety Program (Red Cross – Preschool & Swim Kids), effective December 31st, 2022, our Water Safety Instructors and programmers are currently taking the steps to transition to Lifesaving Society’s Swim for Life programs.

Lifeguard certification courses were conducted at the GRM with 6 participants who completed their First Aid, Bronze Medallion and Bronze cross in July. All the participants have expressed interest in becoming National Lifeguards when they are of age – 3 of whom reside in Valleyview.

The Valleyview Vipers Swim Club has wrapped up their summer season at the GRM and special recognition to their amazing finishes as regional levels. We will continue to work with the club to ensure future success and operations.

Valleyview Dental sponsored swims were held on August 7th and 21st. 82 patrons participated in the sponsored swims.

July 1st – July 31st – 2021/2022

Category	Total Memberships Purchased this month - 2021	Total Memberships Purchased this month - 2022	Total Day Passes Purchased this month - 2021	Total Day Passes Purchased this month - 2022	Average Daily Use - 2021	Average Daily Use - 2022
Family	22	17	250	186	30	18

Senior	9	7	49	39	8	7
Super Senior (FREE)	11	9	n/a	n/a	4	5
Adult	137	109	620	568	45	39
Youth	23	16	336	132	7	7
Child	18	10	631	437	4	3

***July 1st, 2021 – Province of Alberta announced COVID-19 update – Open for Summer.**

Fitness and Facility Programming July/August 2022:

Summer Safety Fair was held on June 26th in the parking lot at the GRM. Various organizations from Greenview and Valleyview attended. Moberly Moose was in attendance distributing Greenview Swag, as well as emergency services crews to perform a light show for the children.

Summer Camps have been running throughout the month of July and have been received well. Cooking Camps, Sports Camps, Superhero Camps, and a Craft Camp. Programmers have also been working with Outdoor Recreation to facilitate programming for Child & Youth at Greenview parks this summer, Greenview Park & Play events were scheduled for July 15th & August 12th at Johnson's Park. Sandcastle building, glitter tattoos, crafts, bubbles and more!

Program	Participant Registration	Duration
Morning Stretch	4	Friday's

*Programmers upcoming group fitness opportunities. Bodyworks (am/pm classes), Yoga, Zumba, Spin, Stroller Fitness and Older Adult Walking Fitness.

Program	Participant Registration	Duration
Parent & Tot	7	July/August
Red Cross – Preschool Lessons	54	July/August
Red Cross – Swim Kids Lessons	141	July/August

August 3-5th Kids Baking Camp 7-9 yrs was well received with 7 participants attending. Children baked a variety of recipes including healthy brownies, soft pretzels, yogurt banana pops, berry quesadillas, and cinnamon buns. This camp balanced both healthy baking and physical activity utilizing the Commercial Kitchen and Fieldhouse.

August 9-11th Kids Sport Camp 7-10 yrs ran flawlessly with 8 participants. The attendees exercised multiple sports utilizing the Fieldhouse, Party room and Indoor Play Area space.

The following summer camps did not run due to low numbers in registrations: Staff will be reevaluating next season's camps running close to the end of summer with the school year now August 31-Sept 1.

- Sport Camp August 9-11th
- Sport Camp August 16-18th
- Theatre Craft Camp August 28-30th

The Program department teamed up with the Outdoor Recreation to display the beautiful Johnson Park and offered a Park & Play Date on August 12th. 40 families were calculated attending this fun afternoon with sandcastle building, bubbles, sparkle tattoos, and snacks. Alberta Health was present with an information booth sharing the important of sun and river safety along with overall park safety.

Facility Childmind care is currently operating Monday and Wednesdays from 9:00 – 11:00 am and 5:00 – 7:00 pm. The facility has seen an increase in patrons utilizing care and inquiring about the provided service. Programming staff are gearing up to open further operating hours/days come September. By offering Childmind care Monday-Thursday, patrons who have young children will be able to attend all fall Fitness classes.

August 3-24th (Mon/Wed)

- Morning attendees: 24 children
- Evening attendees: 14 children

Grande Cache Recreation Centre July/August Report:

Administration is pleased to report that Municipal Climate Change Action Centre's Recreation Energy Conservation Program congratulates Greenview on our recent energy efficiency project. They have approved the payment for the energy efficiency project for \$657,825.00 towards our Combined Heat and Power generation system.

Administration will be posting a promotional one-page document to encourage residents to sign up for the Grande Cache Recreation Board. At this time, we have received no response to the initial request for interested residents to become committee members. Administration will be stepping up the level of media circulation to increase awareness and will look to promote this in the upcoming September community registration roundup at the Grande Cache Recreation Centre.

DH Fencing Ltd. from Coaldale, AB will be completing the capital improvements to the Grande Cache ball diamond fence and backstop around diamond #2. The expected completion date will be August 29th and will be returned to service following final inspections. Minor complications to the project were discovered when drilling the new fence postholes, buried wood from previous below ground dugouts were discovered.

The Grande Cache Community Bus was booked by AWN to transport a group of visitors to pilgrimage in Lac St. Anne. Due to the Pope's visit at the same time the hours of transportation and complication of the trip was increased and necessitated some additional conditions to be met by the driver for provincial regulations. The regular routine for the bus was cancelled until the driver and passengers returned home the following day. This was an advance notice of cancellation for the bus to the community for the first day however reduced in operational hours for the second day of the trip.

The Grande Cache Community Bus service was interrupted for 2 weeks to allow the driver to have leave for personal reasons. On the return of the service August 22nd, the driver was preparing to transport 7 passengers to Grande Prairie when diagnosed with COVID. Local services were contacted to transport the passengers however were not able to provide the service. Administration worked with a service provider in Grande Prairie to provide transportation to the passengers so as not to cancel on extremely short notice. The bus serviced remained out of service until driver was symptom free.

Facility Attendance

June 24 – July 31, 2022

Category	Memberships Purchased - 2021	Memberships Purchased - 2022	Day Passes Purchased - 2021	Day Passes Purchased - 2022	Average Daily Use - 2021	Average Daily Use - 2022
Family	16	9	326	228	9	6
Senior	11	6	25	25	1	1
Super Senior	FREE	FREE	FREE	FREE		
Adult	77	84	549	487	16	15
Youth	0	27	605	372	16	10

Stats are current until mid-August.

Program	Days Offered	Attendance (registered)
Canada Day Pie in the Face Activity	July 1	25
The Young and The Wreckless (Hiking)	July 4	3 (5)
Life Skills Camp FCSS/PROGRAMS Day 1	July 5	9 (12)
Life Skills Camp FCSS/PROGRAMS Day 2	July 6	(12)
Life Skills Camp FCSS/PROGRAMS Day 3	July 7	(12)
The Young and The Wreckless (Hiking)	July 11	4 (5)
Geo Quest	July 12	13 (16)
Programs Summer Bucket List	July 12	10 (13)
The Young and The Wreckless (Hiking)	July 18	2 (5)
Geo Quest	July 19	11 (16)
Programs Summer Bucket List	July 19	13 (16)
Rate Payers BBQ Bean bag toss activity with Moberly the Moose	July 19	30 kids participated
Double Header (DANCEPL3Y/Get Messy)	July 20	8 (8)
Street Play	July 21	25 people attended
The Young and The Wreckless (Hiking)	July 25	2 (5)
Geo Quest	July 26	11 (14)
Programs Summer Bucket List	July 26	11 (12)
Parent/Infant Pool Aqua Fit	July 27	4 (5)
Double Header (DANCEPL3Y/Get Messy)	July 27	8 (8)
Park Ninja's	July 28	7 people attended

Street Play	July 28	60 people attended
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*What a great summer for outdoor classes in Grande Cache. Trail Explorers had groups walking places like the Sulphur River rafting stairs, Kid's Death Race route, Ambler Mountain, Grande Mountain and the Rabbit Foot. Programs had 6 to 65 year-olds participate. The outdoor hiking program's have been successful since starting with the Metal Hiking group last year... a challenge was set with the hikers to complete the Bronze Mountains, from Passport to the Peaks, and this summer we had seven hikers achieve this (some even got a Silver Mountain stamped!). Outdoor gym helped people in the community learn how to safely use the outdoor fitness equipment in Central Park. Grande Grind is such a unique program... every Wednesday the group meets at the cemetery and hike to pole 15 on one of the most challenging Bronze Mountains. There seems to be a new face to the group and the community that come for the scenery and conversation.

Aquatic Fitness has participants from 16-92 working out side-by-side. There is time to chit chat, bring the heart rate up, expand the lungs, strengthen and stretch the muscles AND have hot tub time! The attendance and support for a Parent/Infant Aqua Fitness in July was not as strong as what was anticipated. This program will be brought back in the fall.

Pickle Ball is a 'new' indoor activity for Grande Cache. An introduction to Pickle Ball night brought out a few curious individuals. As time went on, they showed their friends and now we have a group that has designated their Monday, Wednesday and Friday nights for a game. There have even been a few that have bought their own paddle and balls. Through the rest of the week individuals come and pick up a paddle and try it.

We are excited to have the Power Mill, Hip Adductor/Abductor, Olympic Platform and Bumper Plates added to our facility.	July & August 2022 Fitness Stat Report		
	PROGRAM	ATTENDANCE	NUMBER of CLASSES
	Outdoor Gym	5	3
	Pop-up SPIN	6	1
	Trail Explorers	23	7
	Grande Grind	25	7
	Aqua Fitness	28	11
	Parent/Infant Aqua Fitness	4	3
	aquatic fitness		
	outdoor fitness		
	land fitness		

Outdoor Recreation July/August Report:

- Greenview will continue to complete the maintenance at Shuttler Flats Provincial Recreation Area, as Administration was unable to enter into a contract with local residents to complete the services.
- The agreement with the Landry Height Homeowners Association continues to be delayed due to insurance restraints. A new approach is being looked at to hopefully get this item completed.
- Outhouses will be installed at Little Smoky Riverbend Park in August. Administration will use the remaining funds to complete small improvements on the pre-existing baseball diamond.
- Administration has been informed that The Playground Guys are anticipating the arrival of the Johnson Park Playground for mid-late August.
- Campground use overall has been as expected throughout Greenview sites based on historical records.
- Swan Lake is experiencing a decrease in use due to the blue-green algae bloom.

- Maintenance staff focus will begin to transition to completing smaller projects such as landscaping as mowing requirements decline in August.

Summer camps have been extremely well received so far this summer all camps have been filled to maximum capacity with wait lists. The final outdoor survival camp will be occurring at Grande Cache Lake August 23rd – 25th.

Outdoor Recreation collaborated with Valleyview Search and Rescue to host a one-day camp at Johnson Park on August 9th. There will be more opportunities for partnership moving forward.

2023 summer camps have been scheduled with a facilitator as follows:

- July 4th – 6th: Johnson Park
- July 18th – 20th : Swan Lake
- August 1st - 3rd : Grovedale Fish Pond
- August 8th – 10th: Grande Cache

Administration will be hosting an outdoor movie in mid-late September at Moody's Crossing. Advertising will begin as soon as details are finalized.

Victor Lake Boat Launch: Recent discussion has been taking place regarding a boat launch at Victor Lake. We have received many comments and conversation from community members who wish to see a formal designated location. As our budget amount is lower then the anticipated costs now we are looking to simplify and formalize a location. Recreation has been in discussion with Environmental Services to possibly look at combining the project of installation and formalizing a launch at the same time as the future demolition and remediation work is conducted from the original raw water plant at Victor Lake.

Administration has completed more consultation with the Province and has submitted an application for a Department License of Occupation (DLO) for the Victor Lake Boat Launch.

The original location of the boat launch was currently where the new raw water intake location is now, and due to the Grande Cache Source Water Protection Plan for Victor Lake and Grande Cache became unavailable for public use.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Planning and Economic Development

Submitted by: Martino V. Director of Planning and Economic Development

Date: 9/13/2022

DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT, MARTINO VERHAEGHE

- Executive Assistant to the Director of Planning and Economic Development.
- Tourism Alberta and regional Tourism Agency "Taste of Grande Cache" event.
- Meetings with the Alberta Safety Authority and solicitors on Mainstreet Lofts development.
- Research and review of earlier Grande Cache Tourism, Beautification, and Economic Development studies.
- Meeting with Agricultural Fieldman and attendance at Agricultural Service Board, about feral pig fencing requirements.
- Tour of Greenview facilities and Airports; working with Asset Management on related items.
- Meeting with the Mountain Metis Nation Association to negotiate the purchase of land within Grande Cache.
- Attended the Grande Cache Business Open House on July 7th, 2022.

ACTING MANAGER PLANNING AND DEVELOPMENT, NICOLE FRIESEN

The Planning & Development team has been working hard to maintain our level of service despite limited capacity due to staff vacancies.

Projects Completed and Ongoing

- Development Permit and Subdivision applications for Victor Lake Elders Lodge is being processed.
- GIS is working to streamline the Land Use Bylaw map workflow and provide a more standardized layout to avoid missing or inconsistent data.
- GIS is exploring options for new Land Use Bylaw maps which would mitigate the issue of missing maps such as the Greenview Industrial Gateway area map, which was presented at the August 23rd, 2022, Council meeting.

- The Planning Technician will be tasked upon her return with confirming the parcel designations which have not been correctly mapped to ensure this is accurate to allow adoption of the Land Use Bylaw consolidation anticipated for review this Fall/Winter.
- Cemetery data/maps are being cleaned up to assist with Asset Management and plot assignment.
- Rural civic addressing remains an ongoing project, with bylaw review being targeted in the near term. Thirty-five rural address signs are scheduled to be replaced in the coming weeks.

The following information provides a summary of new planning and development applications:

Type	Applications
Business Licenses:	2
Development Permits:	28
Lease Referrals:	0
Road Allowance Licenses:	0
Land Use Amendments:	1
Subdivisions:	4
Approaches:	0
Road Closures:	0

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

Business Licenses:

B22-241 / NE-29-56-8-W6 / THE CACHE CLOSET / WARD 9
B22-244 / SE-21-72-1-W6 / EAGER CONSTRUCTION LTD / WARD 6

Development Permits:

D22-224 / NE-16-62-4-W6 / COMPRESSOR (3) / WARD 8
D22-225 / SW-28-59-19-W5 / OIL & GAS FACILITY-EXPANSION (MULTI-WELL GAS BATTERY) / WARD 2
D22-226 / NE-24-69-21-W5 / DWELLING UNIT, MODULAR / WARD 4
D22-227 / PLAN 7722953, BLOCK 29, LOT 35 / ACCESSORY BUILDING (SHED) / WARD 1
D22-228 / SW-21-64-18-W5 / BORROW PIT / WARD 2
D22-229 / NW-21-64-18-W5 / OIL & GAS FACILITY (MULTI-WELL GAS BATTERY) / WARD 2
D22-230 / PLAN 0227252, BLOCK 1, LOT 2 / ACCESSORY BUILDING (DETACHED GARAGE & SHED) / WARD 8
D22-231 / NE-31-59-23-W5 / COMPRESSOR (325HP) / WARD 2
D22-232 / SE-11-72-26-W5 / DWELLING UNIT, MODULAR / WARD 6
D22-233 / SW-24-69-7-W6 / PLAN 0823765, BLOCK 1, LOT 2 / ACCESSORY BUILDING (SHOP) / WARD 8
D22-234 / NW-13-62-4-W6 / NATURAL RESOURCE EXTRACTION (SAND & GRAVEL PIT) / WARD 7
D22-235 / NW-33-70-25-W5 / KENNEL, COMMERCIAL (RENEWAL) / WARD 7
D22-236 / NE-30-70-20-W5 / ACCESSORY BUILDING (SHED) / WARD 4
D22-237 / NE-30-70-24-W5 / PLAN 8721940, LOT 5 / ACCESSORY BUILDING (GARAGE) / WARD 7
D22-238 / NE-8-71-23-W5 / PLAN 3978KS, BLOCK 3, LOT 12 / ACCESSORY BUILDING (SHED) / WARD 5
D22-239 / 13-5-68-8-W6 / OIL AND GAS FACILITY (MULTI-WELL OIL BATTERY) / WARD 8

D22-240 / SW-27-69-22-W5 / PLAN 1523531, BLOCK 1, LOT 2 / DWELLING UNIT, MODULAR / WARD 3
 D22-242 / NE-23-67-5-W6 / ACCESSORY BUILDING (LACT UNIT WITH C3 AND MCC) / WARD 8
 D22-243 / PLAN 4355RS, BLOCK 22, LOT 8 / BUILDINGS AND USES ACCESSORY TO PERMITTED USES (DECK AND HOT TUB) / WARD 9
 D22-245 / 05-31-62-24-W5 / COMPRESSOR (4000 HP) / WARD 7
 D22-246 / 10-29-63-23-W5 / COMPRESSOR (3750 HP) / WARD 2
 D22-247 / PLAN 3524TR, LOT OT / SUPPORTIVE LIVING ACCOMMODATION (ELDERS) / WARD 1
 D22-248 / 07-11-64-4-W6 / ACCESSORY BUILDING (STORAGE BUILDING) / WARD 8
 D22-249 / NE-33-70-24-W5 / PLAN 8220383, BLOCK 2, LOT 23 / ACCESSORY BUILDING (GARAGE) / WARD 7
 D22-250 / NW-24-70-20-W5 / CABIN / WARD 4
 D22-251 / SW-4-73-26-W5 / CABIN / WARD 6
 D22-252 / 8-8-73-25-W5 / OIL AND GAS FACILITY / WARD 6
 D22-253 / PLAN 8321826, BLOCK 41, LOT 3 / BUILDINGS AND USES ACCESSORY TO PERMITTED USES / WARD 1

Lease Referrals:

NONE

Road Allowance Licenses:

NONE

Land Use Amendments:

A22-006 / PETKER COLIN JOHN / DEBOLT / MAP 13 / SW-9-72-1-W6 / AGRICULTURAL ONE / LIGHT INDUSTRIAL / WARD 6

Subdivisions:

S22-008 / NE-5-70-6-W6 / SECOND PARCEL OUT / WARD 8
 S22-009 / NE-24-71-20-W5 / BOUNDARY ADJUSTMENT / WARD 4
 S22-010 / NW-4-69-19-W5 / FIRST PARCEL OUT / WARD 4
 S22-011 / SW-1-71-25-W5 / FIRST PARCEL OUT / WARD 7

Approaches:

NONE

Road Closures:

NONE

MANAGER OF COMMUNICATIONS AND MARKETING, STACEY SEVILLA

Communications Highlights

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

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

Projects completed or underway:

- The Mountains to Meadows Greenview Newsletter has been well received, and 257 subscriptions for printed and electronic versions of the newsletter have been received to date. Planning is underway for a September issue to be sent out after the September long weekend. An electronic version will be uploaded and available to the public via the website at that time, along with an email blast to digital subscribers. Announcements will be shared on all corporate social media channels.
- Developed and created Greenview University – August RFD Writing/Greenview Industrial Gateway Training Posters.
- Successfully hosted the last 2022 Ratepayer BBQ in Grande Cache with Council. Estimated that over 350 ratepayers were in attendance.
- Work is underway with sponsors' signage, planning, and preparations for the 2022 Annual Stakeholder Sporting Clay Shoot. The event will be hosted at the Shot Shell Sporting Clays course in Valleyview on Thursday, September 8, 2022.
- Passport to Fun tourism booklets have been extremely popular this year. Communications placed an additional order for the Tourism department.
- Golf Master 2022 is fully underway and going very well. Golfer punch cards ran out at both the Riverside golf course, and the Grande Cache golf course. Communications placed an order for additional punch cards, and they have been distributed.
- Collaborating with the FCSS team to design a Men's Mental Health Calendar, which will coincide with Breakfast with the Guys.
- Proofread speaking notes for Councillor Ratzlaff for his speech at the grand opening of the Fox Creek Northern Lakes College office event.
- Planning and preparations are underway for the September 30 National Day for Truth and Reconciliation for Greenview staff. Communications created a custom graphic and ordered orange t-shirts for all staff and Council. Shirts are in production. Planning is underway for an Indigenous virtual speaker who will present to staff in Valleyview, Grovedale, and Grande Cache simultaneously. Educational resources will be shared with the public, via the website and social media channels for that day.
- Coordinated with SLT and IT to deploy a TV screen in the Council lounge and develop custom screens in rotation to share reporting on administrative work with respect to the Greenview Strategic Plan goals and strategies.
- Worked with GRM and GC Recreation teams to create posters, social posts, and programming handouts for July and August, and ran coordinated advertising campaigns on web and social media channels.
- Worked with the Beautification Coordinator to design new street banners for Grande Cache.

Digital presence statistics

Website (July-August 2022)

Greenview's website has seen 61,974 pageviews on the website through July and August. The Greenview website has maintained an average of new website users from June at approximately 11,000. Website access from mobile devices remains almost on par with the national average, at about 56% of users, with 44% of website users from a desktop or laptop computer.



Facebook (July-August 2022)



Efforts to grow our Twitter and Instagram presence continue.

- 1,837 Twitter followers as of August 24, 2022.
- 597 Instagram followers as of August 24, 2022.

Greenview APP (July-August 2022)

The app was used approximately 701 times from July 1st- Aug 24th. Users were most often accessing the "Notifications" section, as push notifications are sent out for Council Meetings. Approx 973 users to date, showing slow and steady growth.

MANAGER OF ECONOMIC DEVELOPMENT, KEVIN KELLER

- Administration received a limited response to its Broadband Network Provider Proposal. The date for responses concluded on July 15, 2022. Administration is weighing options on the best next steps.
- The Economic Development Team designed, built, and staffed a registered float for the 41st Annual Grovedale Fair on August 20, 2022. The team received a second-place ribbon.

Business:

- The City of Grande Prairie, the County of Grande Prairie, and Greenview Economic Development had meetings through late June and July to collaborate on the Rural Renewal Stream initiative.
- Greenview Economic Development and Tourism hosted a Business Open House from 9 am to 7 pm on Thursday, July 7, 2022, in Grande Cache.
 - This was an opportunity for Grande Cache businesses to meet face to face with the Economic Development team and Tourism staff.
 - Economic Development and Tourism created a six-question survey, emailed to local businesses, with an invitation to attend the open house.
 - The event was not highly attended.
- The Economic Development team attended two different information sessions on the possibility of power plants within Greenview. Information sessions were presented by NatCap and Biomass.
- E Ventures released a Request for Proposals to seek a qualified organization and bids received did not meet qualifications, so they continue to look for a partnership to pay for this project.
- The Economic Development team has been collaborating with the partners of the Regional Workforce Development committee.
- Greenview attended a kick-off meeting for the Triage Business Retention and Expansion that Greenview has agreed to collaborate and participate in.
- Economic Development and elected officials took part in the 2022 Lemonade Day program in Grande Cache.

Tourism:

- Death Race Weekend July 30- Aug 1.
- Travel Alberta Tour “A Taste of Grande Cache” was a success.
- Grande Cache Destination Marketing Plan. Met again on August 22nd, 2022.
- Greenview Golf Master 2022 event, extra stamp cards sent to each location.
- Ordered five hundred more Passport to Fun.
- #ExploreNWAB Passport to the Peaks (hiking) still garnering social media attention.
- Youth Painting Classes continue to see strong attendance. (Full registration)

Statistics

- | | |
|-----------------------------------|---|
| ▪ Total Visitors July: 3696 | Total July Revenue: \$28,304.71 |
| ▪ Total Visitors Aug (1-15): 2099 | Total Aug Revenue (Aug 1-15): \$14,834.73 |

YTD Total Visitors (Jan-Aug)

2018 15185

2019 15340

YTD Total Revenue (Gift shop Jan-Aug)

2018 \$57,660.70

2019 \$47,506.21

2020	6261	2020	\$33,545.91	
2021	12271	2021	\$87,101.80	(to Aug 31)
2022	12676 (to Aug 15)	2022	\$86,944.69	(to Aug 15)



Manager's Report

Department: Infrastructure & Engineering

Submitted by: Roger Autio, Director Infrastructure & Planning

Date: 9/13/2022

Director of Infrastructure and Engineering, Roger Autio

- Dealing with province on the 2018 area flooding, Disaster Recovery Program (DRP)
- Dealing with lawyers on the Grande Cache Water Treatment Plant, Grande Cache Public Service Building, Grovedale Water Treatment Plant and Cost recovery from Eben Rock Products
- Started Muskeeg Seepee water well replacement, currently at 250feet and well is dry
- Meeting with ratepayer in DeBolt on 4/40 road gravel
- Little Smoky Ski hill work project in conjunction with Smoky River and Big Lakes has been completed

Manager, Construction & Engineering, Leah Thompson

- Bridge File located on Secondary Highway 747 follow up includes
 - Nothing to report at this time.
- BF 77976 delayed due to culvert supplier error
- Shoulder Pull is complete, started August 6th and completed August 16th
- Spray patch, crack seal and line painting is in progress, 95% complete
- FTR phase 5 final inspection was August 25th: being handed over back to Operations within the week of September 1st
- Range Road 251 sloughing, north site compaction completed August 17th. Onsite detour deconstruction has begun. Detour fence to be removed and original fence to be re-constructed within the next week. Overlay to start at the beginning of September.
- RGE Road 64 in progress with favorable weather to date and landowners and area residents very happy with the construction crew. Nine culverts have been installed to date. Road has been constructed to design grade line for 800 meters and grade construction in progress for next 1500m.
- TWP 701a Overlay: Cold milling of the existing pavement surface was completed August 15th. The contractor is currently in phase break until paving commences August 23rd. Paving is in progress

- Suncrest Monuments sloughing repair at the intersection of RGE 263 and TWP 712 beginning August 24th.
- Grande Cache phase 6 Walkway & Driveways in progress after rain delays. Rip rap installation along Moberly Street.
- TWP 692 project: Started July 25 (Topsoil stripping, fencing removed).
- DeBolt Creek Stabilization project continues waiting for utility locates before drilling can commence.

Manager, Operation, Josh Friesen

- Held pre-construction meeting with D. Ray Construction for gravel crushing at River Top Gravel Pit.
- New crosswalk lights have been ordered for crossing at Shand Ave. & HWY 40. Current lights are non-compliant and have quit working.
- Culvert boring job has been completed on Young's Pt. Road for 2 culverts that were at end-of-life. Finishing work of placing rip rap, re-seeding, etc.... will be completed by Greenview crews.
- Have been in touch with ATCO since January 2022 to bring presentation to COTW regarding invested and non-invested streetlights with options for LED conversion. ATCO has declined until they have completed an audit.

Operations East

- 2022 Road re-gravelling program began July 26th and is ongoing. Little Smoky, Sunset House/Sweathouse, and Valleyview South areas have been completed.
- Roads re-gravelled in Sunset House area after recall program was completed and dust control was reapplied at residences.
- Damaged roadside garbage cans were replaced on the Simonette Road pullout west of HWY 43 and bollards with reflective stripping were added for extra protection.
- 3 intersection signs and 12 delineators were replaced on TWP RD 704 north of Valleyview and 1 stop sign was replaced in Valleyview south.
- Asphalt approach repair completed on Gordey Drainage Ditch along HWY 747
- Mowing is ongoing and crews have both begun on the Forestry Trunk Road
- Brushing and chipping has been completed on TWP RD 694 east of RGE RD 200 and RGE RD 201 North of TWP RD 712 in the Sunset House area as well as RGE RD 221 south of TWP RD 724 and on TWP RD 720 west of HWY 43 in the New Fish Creek area.
- Erosion repair completed on the hill on RGE RD 230 south of Montana Flats RD in New Fish Creek.
- 11 centreline culverts replaced
- Ditching and culvert cleaning completed on RGE RD 232 south of TWP RD 700 in the Valleyview area, TWP RD 720 west of HWY 49 in the New Fish Creek area, and on TWP RD 710 east of RGE RD 251, and Harper Creek RD south of HWY 43 in the Ridgevalley/Crooked Creek area

Operations Central

- Street sweeping completed prior to the DeBolt Heritage Days
- Brushing completed on RGE RD 264, 265 and 10 northeast of DeBolt.
- 2022 Road Re-gravelling program completed.

- 8 signs replaced/installed which include, stop signs, an advance sign on HWY 736, 2 curve signs on the Forestry Trunk Road, and 1 no camping sign at Smoky River/Goodwin.
- Drone surveys were completed at gravel pits and stockpiles. Images have been uploaded to the web for processing and all data is being added to MuniSight.

Operations West

- 4 Ditch cleaning projects completed in the Grovedale area.
- 2022 Road re-gravelling program completed.
- Ditch clean and culvert installations completed - 2 on RGE RD 75, 5 on RGE RD 64 and 1 on TWP RD 690
- Culverts installed – 2 on TWP RD 694, 1 on RGE RD 73 and 2 on RGE RD 83.
- Crews continue to remove windfallen trees in Operations West.
- Brush piles at Pinto Gravel Pit were disposed of for future crushing area.
- Contract brushing crew completed brushing on RGE RD 75 south of HWY 666 to prepare for ditch cleaning project
- 11 signs were replaced/installed including advance road signs, important intersection sign, and engine brake sign.
- Greenview Operators swept parade route and Grovedale Hall parking lot before and after Grovedale Fair and Parade.
- Contract crew completed asphalt pothole patching on RGE RD 73 & 65 and on TWP RD 701A, 690, and 700.
- Assisted Environmental Services to re-gravel Grovedale and South Wapiti Transfer Stations

Operations South

- Pothole patching ongoing in various areas as needed.
- Street sweeping continues in the Hamlet of Grande Cache.
- All crosswalk painting is now complete.
- Completed re-gravelling on the Forestry Trunk Road from KM 86.5-160.
- Completed dust control on the Forestry Trunk Road from KM 90-160.
- Gravelled 99 St from the Tourist Centre to Hoppe Avenue in the Hamlet of Grande Cache.
- Attended to 2 columbarium services and marked 3 plots for monument work at the Grande Cache Cemetery.
- Concrete repairs of sidewalks, aprons, curb and gutter and other surface patches were completed at 9 locations.
- Stop line painting is nearly complete.
- Filled the cistern at the sewage treatment plant.
- Cleaned two catch basins on 97th Avenue as well as multiple catch basins in the mall parking lot
- Installed grade rings and asphalt patches to 3 manholes in the Hamlet of Grande Cache.
- Completed ditch cleaning the storm sewer outfall east of Hwy 40, south of Shand Avenue.
- Installed 3 emergency muster signs for Emergency Services. 1 at Victor Lake and 2 at Susa Creek.

- Began repairs to the storm sewer outflow at Labyrinth Park south of 104th Street and 97th Avenue in the Hamlet of Grande Cache. Fill, pack and contour the washed-out ravine. Will extend the storm sewer pipe and bury it.
- Assisted Environmental Services with the combo vac truck on repairs of 4 curb stop valves and one water main in the Hamlet of Grande Cache. Crews also hauled shoring to and from 5 water dig sites and supplied back-fill material.
- Assisted Environmental Services with the Hydrovac truck, an operator, and backfill attempting to locate a water line behind Co-op on 103 Street for 9 partial days.

Fleet Services

- Two mowing tractors had in-house service including air conditioning lines and an engine oil pump replacement.
- Brandt Tractor performed in house warranty work on Valleyview Grader Unit G37 including the air conditioning line, articulation sensor linkage repair and circle main lift ram upper bushing replacement.
- Waiting for special tooling to complete a valve set adjust on the Valleyview JCB Backhoe.

Road Requests Received - 70	Operations East	Operations West	Operations Central	Operations South
Beaver Dam / Plugged Culverts				
Flooding				2
Culverts	6			
Community Halls, Cemeteries, Arenas, etc.	1			
Ditching & Drainage	4			
Dust Control	3	1	1	1
Gravel Request	1			
Road Conditions	7	3	4	1
Roadside Mowing	3	3		
Safety Concerns	2	1	2	1
Signage	1	11	8	3
TOTAL	28	19	15	8

Fleet & Shop Work Order Requests for Current Reporting Period	
Grande Cache Shop	23
Grovedale Shop	40
Valleyview/DeBolt Shop	280
TOTAL	343

RoaData-Municipal Approval Requests	Service Rigs	Heavy Hauls	Drilling Rigs	Well Services
TOTALS	86	665	27	0
RoaData-Municipal Loads		Single Trip Loads	Multiple Legal Trip Loads	
TOTALS		746	0	
Grand Total-Approval Requests/Municipal Loads		1524		

Road Use Agreements	
New Road Use Agreements	12
Total Road Use Agreements	875

Log Haul Route Requests		
Received	Approved with Conditions	Rejected
1	1	0

Manager, Environmental Services, Doug Brown

Water

- Grande Cache & Operations Team repaired water break on Hoppe Ave.
- Grovedale Water Treatment Plant reached substantial completion. Remaining deficiencies are being addressed
- Landowners in Grovedale and Landry Heights were advised they could complete their connections as of July 27th. To date 25 services have been connected.
- Aquatera was brought in on contract to assist with the staff shortages in Grande Cache.
- Water Leak discovered in Landry Heights consultant/ contractor repaired.
- Grande Cache Pumphouse Upgrades design reviewed and tendered.
- Grande Cache Utilities and Operations Team repaired 2 inoperable CC's.
- Grande Cache Team Optimizing water treatment process, reducing chemical usage in filtration processes.
- Reservoirs cleaned and inspected by a diving crew in Grovedale, Ridgevalley , and Little Smoky
- 6 out of service hydrants were repaired in Grande Cache.
- Purchased extensions for the water valves on Rge Rd 64 to accommodate road upgrades.

Wastewater

- Grande Cache flushing and inspection of sewer and storm lines (Master plan) is underway.
- DeBolt Force Main construction was delayed due to inaccurate drawings and line locations, had to revise plan, and move new line to opposite side of road. To date all new pipe has been drilled in place, manhole lining and grading completed. The contractor is working on connecting lines and valves, pressure testing.
- Reviewed drilling and sampling report with consultants regarding Grovedale lagoon whales and confirmed leak on storage pond liner.

- Greenview had applied for Alberta Municipal water/ wastewater partner funding for Ridgevalley Wastewater system upgrades and were denied funding for 2022/2023.
- WW22004- Shoring purchase Completed \$25,862.55 including GST

Solid Waste

- Grande Cache Landfill metal hauled away.
- Grande Cache Landfill received the new Tele handler, staff training has been completed.
- Compacting Landfill pits at Sunset and DeBolt
- Reconstructed burn site at Sunset, New Fish, DeBolt and South Wapiti.

Manager, Facility Maintenance, Wayne Perry

Task List Completed	61	Task List New Additions	71
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Valleyview

- Conducted Community Hall assessments on New Fish Creek Community Hall, and Sweathouse Hall.
- Annual furnace preventive maintenance program is underway, Field Service, New Fish Creek WTP, Sweathouse WTP, Sunset WTP, Sunset House Community Centre, Sturgeon Heights Transfer, and New Fish Creek Transfer has been completed
- Repaired perimeter fence between Agricultural Building and Grimshaw Trucking
- Northern Doors repair overhead door at Field Service Building
- Replaced batteries on Sunset House Generator
- Added two new lights on the ceiling at New Operations in the mechanics bays

Grovedale

- Completed overhead door preventive maintenance
- Repair gate Grovedale Lagoon, photo eyes were damaged and needed to be replaced
- Mowed and weed trimmed ditches, signs, culverts and fire hydrants for August Parade
- Annual Furnace preventive maintenance program at Grovedale and South Wapiti transfer stations

DeBolt

- Mowed and weed trimmed back alleys for the August Parade
- The DeBolt PSB expansion finishing the grade beam and pouring cement
- Annual Furnace preventive maintenance program at DeBolt, Puskwaskau transfer stations

Grande Cache

- Replaced the sensors at the bottom of the overhead doors and added a second set of sensors in response to a near miss in the building involving a wash bay door.
- Completed the overhead door preventive maintenance

- Finished fencing at Grande Cache Landfill

CAPITAL BUDGET -- DEPARTMENT UPDATE					
CAPITAL APPROVED PROJECTS	COUNCIL APPROVED BUDGET AMOUNT	STATUS	PERCENTAGE COMPLETE	CONTRACTOR	NOTES
ROADS					
RD18008 Range Road 64	\$ 1,844,714.00	Construction	60.00%	Wild West	Pre construction meeting projected for July 11, Started July 27, Construction of 800m to base finish grade so far, Installed 6 of 7 600mm pipe, 8 of 17 800mm pipe
RD20001 RR 205/210 - 8 Mile Road	\$ 350,000.00	Engineering	10.00%	ReCall	This project is part of the shoulder pull and slide. Quote have been requested
RD20008 Twp Rd 692 - GD Industrty Road West of 666	\$ 153,697.00	Construction	40.00%	PME	Pres Construction Meeting July 25. Stated construction Aug 2, 11% of common excavation completed,
RD21001 FTR Phase 5	\$ 2,159,003.00	Final	98.00%	Acre Prime	This is carryover from 2021. Contractor is on site. Contractor has completed work and all deficiencies, CCC scheduled for early September
RD22001 FTR Phase 6	\$ 733,000.00	Engineering	10%	Bearisto	Going to Council to award Engineering on July 12. Only engineering to be done in 2022. Engineering Awarded to Bearisto,
RD22002 Block Funding - Roads	\$ 2,000,000.00	Pre Construction	15%	Day Labour	Usually used for Access Roads - None awarded as of yet, Northlands Logistics instrial cul da sac scheduled for September
RD22003 FTR Improvements	\$ 50,000.00	Complete	100%	Day Labour	KM 73 pullout clearing
RD22005 Twp Rd 722 West of H:49 to RR 230		Cancelled	10%	Internal	This project has been cancelled as per motion 22.06.319 and added to Operational Budget 9-90-201-000-6040, Land
RD22006 RV Dumping Access	\$ 238,000.00	Engineering	20.00%	All North	Engineering To provide site details. Coming to Council September 27
PAVING					
PV22001 RR 251 South	\$ 1,000,000.00	Pre Construction	20.00%	WSP Engineer	Going to Council to award Contractor on July 12. Contract awarded to Wapiti Gravel Suppliers, Starting September 1
PV22002 Twp Rd 701A Overlay (SH 666 to RR 73)	\$ 3,200,000.00	Construction	55.00%	Knelsen Contractor	Pr-Construction week of July 25. Contract signed. Started Aug 23, Cold Milling 97%, Concrete Asphalt 27%,
PV22003 RR 230 (South of H:43 to Twp Rd 700)	\$ 3,200,000.00	Engineering	100.00%	Beairsto Engineer	Engineering awarded Bearisto,Going to Council on July 12 for award, Contract for construction deferred by Council until 2023
PV22004 Phase 6 Sidewalks & Driveways	\$ 845,000.00	Engineering	55.00%	Beairsto Engineer	Going to Council on July 12 for award, Awared to Kneslsen, Started construction on Aug 5,
PV22005 I&P Facilities Paving	\$ 100,000.00	Pre Construction	20.00%	CTR Contracting	Quotes received. Scheduled for Sept 1st, Slightly delayed until first week of September
BF/DRAINAGE					

BF72012 Sturgeon Creek Bridge	\$ 85,000.00	Engineering	15.00%	MPA	Construction in 2023, Engineering by MPA, Final design by end of September
BF76902 Tributary to Clouston Creek	\$ 390,000.00	Pre Construction	20.00%	Green Acre Ventures	Waiting on Contractor, Mid July start date, Contractor delay starting Late september
BF77159 Asplund Creek	\$ 45,000.00	Engineering	15.00%	MPA	Construction in 2023, Engineering by MPA, Final design by end of September
BF77244 Tributary to Sweathouse Creek	\$ 600,000.00	Pre Construction	20.00%	Green Acre Ventures	Construction Start September 2022
BF77259 Tributary to Sweathouse Creek	\$ 45,000.00	Engineering	15.00%	MPA	Construction in 2023, Engineering by MPA, Final design by end of September
BF77976 Boulder Creek	\$ 750,000.00	Construction	35.00%	Boss Bridge Works	Construction Start September 2022, Started July 20, Contractor informed of supply issue Aug 4, Tentative date of Sept 6th for culvert on site
BF78147 Tributary to Smoky River	\$ 45,000.00	Engineering	15.00%	MPA	Construction in 2023, Engineering by MPA, Final design by end of September
DR22001 Wilson Drainage	\$ 360,000.00	Construction	100.00%	Day Labour	Brushed and seeded is still required. Completed
DR22002 DeBolt Creek Stabilization Phase 1	\$ 50,000.00	Engineering	90.00%	MPE	Installing monitoring and test holes, Monitors have been installed
ENVIRONMENTAL SERVICES					
ES22001 Skid Steer & Attachments changed to Telehandler	\$ 118,665.00	Delivered	99.00%	Bobcat of the Peace	Waiting on delivery. Has shipped, price increase due to surcharge. Completed training on Telehandler. Was shipped with wrong tires, waiting on replacements.
SOLID WASTE MANAGEMENT					
SW19004 GC Landfill & Recycling Land Purchase	\$ 65,000.00	Final	80.00%	Greenview	Waiting on Province and Land titles. Province has sent the offer to purchase (\$600/ acre). Survey has been completed 22 09 13 Update: Waiting on Summit Coal to remove overlap.
SW20001 GC Transer Station Development	\$ 100,000.00	Engineering	40.00%	Associated Engineering	Waiting on Land purchase (SW19004) Waiting for bird sweep
SW22001 Roll Off Bin Replacement	\$ 40,000.00	Final	100.00%	Greenview	Already received
SW22002 GC Bin Replacement	\$ 10,000.00	Final	100.00%	Greenview	Already Received
SW22003 West Yellowhead Regional Management Authority	\$ 300,000.00	Engineering	75.00%	Greenview	Waiting on West Yellowhead Reginal Waste Commission. Yellowhead County hired a new manager and still waiting on agreement
SW22004 GC Landfill Groundwater Monitoring Well	\$ 134,000.00	Engineering	25.00%	Associated Engineering	Waiting on AEP to approve contamination Levels and direction on well placement and Land purchase Bird sweep and tree removal end of september, Then monitoring wells.
WATER DISTRIBUTION/TREATMENT PLANTS					

WD15002 GD Water Treatment Plant Upgrades	\$ 2,445,005.00	Final	98.00%	Associated Engineering	Raw Water line leaks have been located and contractor is completing repairs In production, July 15 final walk through/ substantial completion
WD16004 Landry Heights Water Distribution System	\$ 100,000.00	Final	95.00%	Associated Engineering	Contractor finishing lanscaping issues Clean up stage
WD17002 SCADA Upgrades - WTP & WP	\$ 100,000.00	Engineering	95.00%	Associated Engineering	waiting on final report
WD17009 GD Water Distribution System	\$ 120,000.00	Final	95.00%	Associated Engineering	Warranty Period
WD19003 GC Raw Waterline Intake Upgrade	\$ 110,000.00	Final	95.00%	Associated Engineering	Warranty Period and fencing and gates will be installed in August
WD19004 GC Water Treatment Plant	\$ 1,330,000.00	Engineering	25.00%	Associated Engineering	Finishing the deficiencies that Contractor was not completing, Lawyers were involved in getting Contractor removed. Tendering shortly Tender results coming to Council. Sept 27
WD20005 VV Rural Waterline Extension	\$ 500,000.00	Engineering	25.00%	Associated Engineering	Was brought to Council, waiting on further direction
WD21001 Sunset House Water	\$ 150,000.00	Final	95.00%	Associated Engineering	Council direction to monitor. Waiting for final report and capping well shortly
WD22002 SCADA Upgrades - WTP & WP	\$ 200,000.00	Engineering	50.00%	Associated Engineering	After last Council (June28, 2022) were are proceeding, Budget increased to \$200K Materials ordered, waiting for shipment to arrive
WD22004 GC Maser Plan	Original Budget \$607,390 Additional Budget \$494,033 Overall \$1,101,423	Construction	40.00%	Associated Engineering	RFD coming to July 26 for CCTV Camera tender Flushing/camera roads assessment completed water monitoring waiting for report.
WASTEWATER SYSTEMS					
WW17001 GD Collection System	\$ 25,000.00	Post Construction	95.00%	Associated Engineering	Warranty Period
WW17002 GD Evaporative Lagoon Decommissioning	\$ 700,000.00	Engineering	25.00%	Associated Engineering	Waiting on AEP approvals for dewatering and sludge removal Water sampling fail, re-sampling
WW19001 GD Floating Liner	\$ 100,000.00	Engineering	95.00%	M2 Engineering	Waiting on final report and will be brought back to Council for direction Received final report, meeting with enviroment and consultant in early september. Remediation options and budget coming to council.

WW19002 GC Sewage Treatment Plant	\$ 10,500,000.00	Engineering	90.00%	M2 Engineering	Design complete and working on various contract equipment tenders, tendering final contract shortly Five major equipment contracts awarded by council. Sept. 1 design meeting update
WW20005 DeBolt Lift Station Forcemain Upgrades	\$ 1,544,500.00	Construction	85.00%	MPE Engineering	Contractor will be starting later this month All pipe in ground pressure test passed
WW21001 Ridgevalley Lagoon Expansion	\$ 250,000.00	Engineering	25.00%	M2 Engineering	Looking at options and will be brought to COW in September for Council direction, Grant funding has been appied for Grant funding was denied for 2022/23. By motion of Council Administration to begin land negotiations.
WW22001 SCADA Lift Stations Remote Operations	\$ 100,000.00	N/A	100.00%	Associated Engineering	Moved budget to WD22002 Council direction to remove from budget.
WW22004 Shoring Purchase	\$ 25,000.00	Complete	100.00%	Greenview	Waiting on delivery. Delivered
OPERATIONS EQUIPMENT					
OP22001 Street Sweeper -- GC	\$ 365,000.00	On Order	50.00%	Joe Johnson Equipment	On order. Early fall delivery due to manufacture delays. Contractor informed delivery date moved to late fall.
OP22002 Skidsteer Lease Buyout - GC SKID10	\$ 30,000.00	Complete	100.00%	Wells Fargo	Complete. Paid out remainder of lease.
OP22003 Loader Replacement - Valleyview	\$ 375,000.00	Delivered	100.00%	Strongco	Delivered. Waiting on Invoice. Processing invoice
OP22005 Trench Roller	\$ 50,000.00	Delivered	100.00%	SMS Equipment	Delivered. Have been invoiced but waiting on 2 year warranty invoice. Charging System remote purchased.
FACILITIES MAINTENANCE					
FM20013 DeBolt PSB Addition	\$ 953,200.00	Construction	40.00%	South West Design	Motion 22.04.217 = \$518,200.00 Foundation work in progress. Building scheduled delivery Oct. 19.
FM21001 Used Scissor Lift for Valleyview	\$ 18,000.00	Not Available	0.00%	Greenview	Still searching for available unit Still waiting and searching for appropriate equipment
FM21008 Security Improvement 5 Year Plan	\$ 242,200.00	Construction	80.00%	Apex	Completed GC PSB, Tourism, Shop A in Grovedale. Moving to finish the WTP and Facililites Shop in GC Water treatement plant in progress all others complete. Completing fencing in GD in september.
FM22001 Skid Steer Broom Replacement	\$ 12,000.00	On Order	50.00%	Bobcat of the Peace	On order. Tentatively november.
FM22002 Tractor Replacement T21	\$ 38,000.00	On Order	50.00%	John Deere	On order from John Deere. May not arrive until early fall. Still waiting.
FM22003 CO & N2O Monitoring Equipment MD Shops	\$ 60,000.00	In Progress	20.00%	TKRP	Developed scope of work and prioritizing order of work.
FM22004 Zero Turn Replacement	\$ 10,000.00	Delivered	100.00%	John Deere	Expected to arrive in August Delivered.

FM22005 Sunset House Community Hall Roof	\$ 65,000.00	Pre Construction	15.00%	Standard Roofing	Anticipation to be complete in September
FM22006 Upgrade & Standardize all Community Fire Station Pump	\$ 20,000.00	In Progress	0.00%	Greenview	Gathering more information as per Council request and monitoring for the 2022 To come to Council in October.
FM22007 Renovations to FM/Enviro Building	\$ 40,000.00	In Progress	20.00%	Quality Flooring	Have quotes and scheduling time for flooring. Greenview will be doing maintenance and upgrades to lighting as staff are on vacation. Will be done closer to Christmas Break as they need 5 days with no foot traffic
FM22008 New Operations Shop in GC	\$ 50,000.00	Engineering	20.00%		Will be added to 2023 Budget as per Council direction. Will work on design and detailed engineering 2022. Will be tendered in 2022 Tendered coming to Council in early October
FM22009 GRM Emergency Generator	\$ 175,000.00	Carry Over	15.00%		Evaluation of building and will need a larger generator than originally anticipated. Delivery is anticipated to be 52-58 weeks. Will be added to the 2023 budget. RFD to come to October Council for additional funds.
FM22011 Hotsy I&P Shop	\$ 23,000.00	Complete	100.00%		Installed and in operation.



Municipal District of Greenview No. 16

NAME: _____
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
26-Jul	9:00	14:00	M	Council Meeting (Virtual)							308.00
28-Jul				Victor Lake Lodge Placeholder Meeting							
04-Aug				Victor Lake Elders Lodge Meeting							
09-Aug				ASCHA Governance & Policy Committee Meeting							
18-Aug				Victor Lake Elders Lodge Meeting							
22-Aug	18:00	21:00	M	Travel to GP	200						262.00
23-Aug	7:00	20:00	M	Council Meeting / Travel to GC	500						510.00
30-Aug				ASCHA Executive Meeting							
NOTES:				KILOMETER CLAIM			TOTAL				1080.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	700	427.00	NET CLAIM				1080.00
				\$0.17 per km	700	119.00					
				SUBTOTAL		546.00	TOTAL CLAIM				1626.00
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		546	AMOUNT DUE (OWING)				\$1,626.00



Municipal District of Greenview No. 16

NAME: Ryan Ratzlaff
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
23-Aug	8:15	16:30	M	Regular Council meeting	80							447.00
24-Aug	12:30	15:30	M	Fox Creek Northern Lakes College Grand	120							262.00
NOTES:				KILOMETER CLAIM			TOTAL					709.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.55 per km	200	110.00	NET CLAIM					709.00
				\$0.26 per km	200	52.00						
				SUBTOTAL		162.00	TOTAL CLAIM					871.00
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		162	AMOUNT DUE (OWING)					\$871.00



Municipal District of Greenview No. 16

NAME: Dave Berry
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
23-Aug	8:30	16:30	M	Regular Council	30							308.00
24-Aug	9:00	14:00	M	ASB	30							308.00
NOTES:				KILOMETER CLAIM			TOTAL					616.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.55 per km	60	33.00	NET CLAIM					616.00
				\$0.26 per km	60	15.60						
				SUBTOTAL		48.60	TOTAL CLAIM					664.60
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		48.6	AMOUNT DUE (OWING)					\$664.60



Municipal District of Greenview No. 16

NAME: Tom Burton
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
August 15 2022	19:15	20:15	M	East Smoky Recreation Board								262.00
August 23 2022	7:45	16:45	M	Council	120							447.00
August 24 2022	9:30	15:30	M	Lakeview Senior Complex 5 Anniversary	120							308.00
August 26 2022	8:15	15:30	M	Grande Spirit Foundation Board	120							308.00
August 27 2022	10:15	14:45	M	Grande Prairie Regional Hospital Grand Opening	120							308.00
August 28 2022	11:30	17:30	M	Philip J. Currie Dinosaur Museum Dino Event	120							308.00
NOTES:				KILOMETER CLAIM			TOTAL					1941.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.55 per km	600	330.00	NET CLAIM					1941.00
				\$0.26 per km	600	156.00						
				SUBTOTAL		486.00	TOTAL CLAIM					2427.00
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		486	AMOUNT DUE (OWING)					\$2,427.00



Municipal District of Greenview No. 16

NAME: Christine Schlieff
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
23-Aug	7:00	17:30	M	Regular Council meeting	305							447.00
NOTES:				KILOMETER CLAIM			TOTAL					447.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.55 per km	305	167.75	NET CLAIM					447.00
				\$0.26 per km	305	79.30						
				SUBTOTAL		247.05	TOTAL CLAIM				694.05	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		247.05	AMOUNT DUE (OWING)				\$694.05	



Municipal District of Greenview No. 16

NAME: Bill Smith
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
10-Aug	8:30	10:30	m	asb via zoom							
11-Aug	16:00	23:00	m	tourism alberta	75						#REF!
23-Aug	6:30	19:00	m	council	300	x					510.00
24-Aug	7:30	15:30	m	asb b	300						
NOTES:				KILOMETER CLAIM			TOTAL				#REF!
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	675	411.75	NET CLAIM				#REF!
				\$0.17 per km	675	114.75					
				SUBTOTAL		526.50	TOTAL CLAIM			#REF!	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		526.5	AMOUNT DUE (OWING)			#REF!	



Municipal District of Greenview No. 16

NAME: Bill Smith
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
10-Aug	8:30	10:30	m	asb via zoom								262.00
11-Aug	16:00	23:00	m	tourism alberta	75							308.00
23-Aug	6:30	19:00	m	council	300		x			20.00		510.00
24-Aug	7:30	15:30	m	asb b	300							308.00
27-Aug	11:00	15:30	m	GP Hospital Tour Open House	75			x		20.00		308.00
NOTES:				KILOMETER CLAIM			TOTAL			40.00		1696.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.55 per km	750	412.50	NET CLAIM			40.00		1696.00
				\$0.26 per km	750	195.00						
				SUBTOTAL		607.50	TOTAL CLAIM					2343.50
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		607.5	AMOUNT DUE (OWING)					\$2,343.50



Municipal District of Greenview No. 16

NAME: Duane Didow
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
23-Aug	16:00	19:00	M	Travel to VV	350				X	50.00		262.00
24-Aug	7:00	17:00	M	Regular Council meeting			X		X	70.00		447.00
25-Aug	17:00	22:00	M	GP Regional Tourism Assoc	350			X	X	70.00	276.62	308.00
NOTES:				KILOMETER CLAIM			TOTAL			190.00	276.62	1017.00
Flight ticket \$846.56 was added to Lodging as there is no other place to record this expense Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.55 per km	700	385.00	NET CLAIM		190.00	276.62	1017.00	
				\$0.26 per km	700	182.00						
				SUBTOTAL		567.00	TOTAL CLAIM				2050.62	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		567	AMOUNT DUE (OWING)				\$2,050.62	

D. Didow
 Claimant

Aug 29, 2022
 Date

365

Approved

Date



Municipal District of Greenview No. 16

NAME: Tyler Olsen
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
18-Aug	17:00	19:00	m	RDDDMs regular board (virtual)							262.00
22-Aug	15:00	17:30	m	Travel to Grande Prairie	210			x	50.00		262.00
23-Aug	6:30	18:30	m	Regular Council	220	x			20.00	15.00	447.00
24-Aug	7:00	16:30	m	ASB and return to Grande Cache	340	x	x		40.00	285.32	447.00
28-Aug				RDDDMs - Dino Derby fundraiser	420		x		20.00		
NOTES:				KILOMETER CLAIM			TOTAL		130.00	300.32	1418.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	1190	654.50	NET CLAIM		130.00	300.32	1418.00
				\$0.26 per km	1190	309.40					
				SUBTOTAL		963.90	TOTAL CLAIM				2812.22
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		963.9	AMOUNT DUE (OWING)				\$2,812.22