



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

January 10, 2023

9:00 a.m.

Administration Building
Valleyview, AB

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES		
	3.2 Regular Council Meeting Minutes held December 13, 2022.		3
	3.3 Business Arising from Minutes		
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS		
	6.1 Bylaw 21-870 Firearms Restriction in Ward 9, Hamlet of Grande Cache		15
	6.2 Bylaw 22-929 Records Retention and Disposition		28
	6.3 Bylaw 22-930 Schedule of Fees		61
#7	BUSINESS		
	7.1 2023 Grant Requests		116
	7.2 Grande Prairie Regional Sport Connection		120
	7.3 Hillside Jr/Sr High School Sponsorship		132
	7.4 Heart River Housing Letter of Understanding		139

	7.5 Fox Creek Manor Common Room	149
	7.6 Grande Cache Recreational Centre Custodial Services Contract	151
	7.7 Gravel Program Discussion	154
	7.8 Policy 6001 Minor Area Structure Plan	165
	7.9 Policy 6002 Development Enforcement	178
	7.10 Policy 6003 Land Acquisition for Road Right-of-Way Subdivisions	188
	7.11 Policy 6004 Certificate of Compliance	194
	7.12 Policy 6005 MPC Meeting Procedure Repeal	201
	7.13 Policy 6006 SDAB Meeting Procedures	226
	7.14 Policy 6007 Subdivision Process	234
	7.15 Subdivision Appeal Board Clerk Appointment	248
	7.16 Bill C21	251
	7.17 Managers Reports	253
#8	NOTICE OF MOTION	
#9	CLOSED SESSION	
#10	MEMBERS REPORTS/EXPENSE CLAIMS	298
	<ul style="list-style-type: none"> • Ward 1 • Ward 2 • Ward 3 • Ward 4 • Ward 6 • Ward 7 • Ward 8 • Ward 9 • Ward 9 	
#11	ADJOURNMENT	

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

Greenview Administration Building,
Valleyview, Alberta on Tuesday, December 13, 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 2	Councillor Ryan Ratzlaff
Ward 3	Councillor Sally Rosson (virtual)
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
Director, Community Services	Michelle Honeyman
Communications Coordinator	Nicole Brooks
Recording Secretary	Wendy Holscher
Legislative Services Officer	Sarah Sebo

ABSENT

Ward 1	Councillor Winston Delorme
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#2
AGENDA

MOTION: 22.12.749 Moved by: COUNCILLOR TOM BURTON

That Council adopt the Agenda of the December 13, 2022, Regular Council Meeting as amended.

- Agenda Item 7.14 Peace Country Beef Congress Sponsorship
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

**#3
MINUTES**

MOTION: 22.12.750 Moved by: COUNCILLOR JENNIFER SCOTT

That Council adopt the minutes of the November 22, 2022, Regular Council Meeting as presented.

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

CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

BUSINESS ARISING FROM MINUTES

- Councillor Dale Smith asked if the Firearms maps would be coming back to Council.
Administration replied that they will be brought back in January 2023.

4.0 PUBLIC HEARING

5.0 DELEGATIONS

5.1 YEARS OF SERVICE AWARDS

6.0 BYLAWS

6.1 BYLAW 22-887 TOWN OF GRANDE CACHE OBSOLETE BYLAW REPEAL

**BYLAW 22-887
FIRST READING**

MOTION: 22.12.751 Moved by: COUNCILLOR TOM BURTON

That Council give first reading to Bylaw 22-887 "Town of Grande Cache Obsolete Bylaw Repeal" as amended.

- Remove Bylaws 686, 561, 561-2 and 561-3 from Schedule A

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

CARRIED

6.2 BYLAW 22-929 RECORDS RETENTION AND DISPOSITION

**BYLAW 22-929
1st & 2nd READING**

MOTION: 22.12.752 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council give first reading to Bylaw 22-929 "Records Retention and Disposition Bylaw" as amended.

- Final disposition for E 18 – Change from destroyed to permanent

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

CARRIED

MOTION: 22.12.753 Moved by: COUNCILLOR RYAN RATZLAFF

That Council give second reading to Bylaw 22-929 "Records Retention and Disposition Bylaw" as amended.

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

CARRIED

**BYLAW 22-928
2nd READING**

6.3 BYLAW 22-930 SCHEDULE OF FEES

MOTION: 22.12.754 Moved by: COUNCILLOR DUANE DIDOW

That Council give second reading to Bylaw 22-930 Schedule of Fees as amended.

- Page 125 – phase 7 & 8 rates to be set the same as phase 6
- Updated Maps

FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry

AGAINST: Councillor Dale Smith, Councillor Burton

CARRIED

Councillor Dave Berry exit the meeting at 9:42 a.m.

7.0 NEW BUSINESS

**LIBRARY BOARD
BUDGET**

7.1 MD OF GREENVIEW LIBRARY BOARD BUDGET

MOTION: 22.12.755 Moved by: COUNCILLOR JENNIFER SCOTT

That Council accept the presentation on the MD of Greenview Library Board's 2023 budget for information as presented.

FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton

ABSENT: Councillor Berry

CARRIED

Reeve Olsen recessed the meeting at 9:53 a.m.

Reeve Olsen reconvened the meeting at 10:03 a.m.

2023 BUDGET

7.2 2023 BUDGET ADOPTION

MOTION: 22.12.756 Moved by: COUNCILLOR TOM BURTON

That Council adopt the 2024-2025 Operating Financial Plan and approve the 2023 Interim Operating budget, establishing total revenues of \$146,177,476 and expenditures of \$154,357,184.

- West Yellowhead Cell Cost: \$246,882.00 added to expenditures.

FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton

ABSENT: Councillor Berry

CARRIED

MOTION: 22.12.757 Moved by: COUNCILLOR DUANE DIDOW

That Council adopt the 2024-2027 Capital Plan and approve the 2023 Capital Budget, establishing total expenditures of \$58,746,094 to be funded from Reserves and Grants (where applicable).

FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton

ABSENT: Councillor Berry

CARRIED

POLICY 1002

7.3 POLICY 1002 TRAVEL AND SUBSISTENCE

MOTION: 22.12.758 Moved by: COUNCILLOR DALE SMITH

That Council approve Policy 1002 Travel and Subsistence as amended.

- Add Reeve or designate approval for 5.2

FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton

ABSENT: Councillor Berry

CARRIED

POLICY 1011

7.4 POLICY 1011 NORTHERN TRAVEL PREMIUM

MOTION: 22.12.759 Moved by: COUNCILLOR DUANE DIDOW

That Council approve Policy 1011 Northern Travel Premium as presented.

FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton

ABSENT: Councillor Berry

CARRIED

5.1 YEARS OF SERVICE AWARDS

Councillor Berry re-entered the meeting at 11:34 a.m.

7.5 MOA TOWN OF VALLEYVIEW

VALLEYVIEW FIRE MOU

MOTION: 22.12.760 Moved by: COUNCILLOR RYAN RATZLAFF

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

- Add line item that shows shared costs for fuel/maintenance
- Spell out acronyms (AFRRCS)

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

CARRIED

7.6 COMMUNITY FUTURES WEST YELLOWHEAD 2023 FUNDING REQUEST

CFWY FUNDING

MOTION: 22.12.761 Moved by: COUNCILLOR DUANE DIDOW

That Council approve the motion to provide Community Futures West Yellowhead with a one-time sum of \$10,000.00 to support their initiatives and programming for their 2023-2024 operating year with funds to come from the 2023 Economic Development Operating Budget.

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

CARRIED

7.7 UNITED WAY ALBERTA NORTHWEST GRANT REQUEST

UNITED WAY

MOTION: 22.12.762 Moved by: COUNCILLOR TOM BURTON

That Council approve an operating grant in the amount of \$16,000.00 to the United Way Alberta Northwest for the Period Promise Program, to purchase dispensers at schools located in Greenview, with funds to come from the 2022 Community Services Grants and Sponsorships budget.

FOR: Councillor Burton

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

DEFEATED

RAIL ADVOCACY

7.8 RAIL ADVOCACY

MOTION: 22.12.763 Moved by: COUNCILLOR DAVE BERRY

That Council direct Administration to provide a \$2000 donation to support the Canadian Strategy Group (CSG) regarding railway advocacy with the funds to come from the 2022 Community Services Grants and sponsorships budget.

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

CARRIED

7.9 LETTER OF SUPPORT

MOTION: 22.12.764 Moved by: COUNCILLOR RYAN RATZLAFF

That Council direct Administration to provide the Town of Fox Creek with a letter of support for a safety review of Highway 43 adjacent to the Town of Fox Creek including the acceleration and deceleration lanes.

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

CARRIED

Reeve Olsen recessed the meeting at 11:58 a.m.

Reeve Olsen reconvened the meeting at 12:40 p.m.

GRM BOARD

7.10 BOARD APPOINTMENTS

MOTION: 22.12.765 Moved by: COUNCILLOR DALE SMITH

That Council appoint Jessica Lavoie to the Greenview Regional Multiplex Advisory board for a 3-year term ending at the 2025 Annual Organizational Meeting.

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

CARRIED

**GROVEDALE
CEMETERY**

MOTION: 22.12.766 Moved by: DEPUTY REEVE BILL SMITH

That Council appoint Cole Penson to the Grovedale Cemetery committee for a 3-year term ending at the 2025 Annual Organizational Meeting.

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

CARRIED

ASB BOARD

MOTION: 22.12.767 Moved by: COUNCILLOR DAVE BERRY

That Council appoint David Gibbard to the Agricultural Services Board for a 2-year term ending at the 2024 Annual Organizational Meeting.

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

CARRIED

CANFOR STOP SIGN

7.11 CANFOR ROAD STOP SIGN LOCATION

MOTION: 22.12.768 Moved by: COUNCILLOR SALLY ROSSON

That Council take no action on relocating the stop sign at the intersection of Forestry Trunk Road and Canfor Haul Road.

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

AGAINST: Councillor Dale Smith

CARRIED

OPTION TO PAVE

7.12 OPTION TO PAVE – RG RD 21 & TWP RD 741 FROM HWY 43 TO HWY 736

MOTION: 22.12.769 Moved by: COUNCILLOR TOM BURTON

That Council look at the feasibility of paving Range Road 21 and Township Road 741 from Highway 43 to Highway 736.

FOR: Councillor Schlieff, Councillor Berry, Councillor Scott, Councillor Burton

AGAINST: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Dale Smith, Councillor Ryan Ratzlaff, Councillor Rosson

DEFEATED

MANAGERS REPORTS

7.13 MANAGERS REPORTS

MOTION: 22.12.770 Moved by: COUNCILLOR DALE SMITH

That Council accept the Managers reports for information, as presented.

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

CARRIED

**PEACE COUNTRY
BEEF CONGRESS**

7.14 PEACE COUNTRY BEEF CONGRESS SPONSORSHIP

MOTION: 22.12.771 Moved by: DEPUTY REEVE BILL SMITH

That Council approve a sponsorship in the amount of \$5000.00 to the Peace Country Beef Congress for the show scheduled for January 6 & 7, 2023 at Evergreen Park with funds to come from the 2022 Community Services Grants and Sponsorship budget.

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

CARRIED

10.0 MEMBERS BUSINESS

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

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

- November 22, 2022 Regular Council Meeting
- Greenview Industrial Gateway Pre-Event
- Greenview Industrial Gateway Stakeholder Event
-

WARD 2

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

- November 22, 2022 Regular Council Meeting
- Greenview Industrial Gateway Pre-Event
- Greenview Industrial Gateway Stakeholder Event
- Fox Creek Culture and Recreation Board Meeting
- Fox Creek Community Education Meeting
- Alberta CARE Meeting
- Council of CEC's Meeting

WARD 3

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

- Greenview Regional Waste Commission
- November 22, 2022 Regular Council Meeting
- GRM Advisory Board Meeting
- Greenview Industrial Gateway Stakeholder Event
- Grovedale HWY 666 Public Engagement Meeting
- Little Smoky Ski Committee
- MD Staff Christmas Party

WARD 4

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

- November 22, 2022 Regular Council Meeting
- Greenview Industrial Gateway Stakeholder Event
- Golden Triangle Zoom Meeting
- Ag. Service Board Zoom Meeting

MOTION: 22.12.772 Moved by: COUNCILLOR DAVE BERRY

That Council direct administration to investigate and provide a report on ways that this Council can show opposition to the federal Bill C21 gun ban.

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

CARRIED

WARD 5

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

- November 22, 2022 Regular Council Meeting
- Greenview Industrial Gateway Stakeholder Event
- Heart River Housing Fox Creek Facility Tour
- Little Smoky Ski Hill
- Heart River Housing Special Board Meeting
- Staff Christmas Party

WARD 6

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

- November 22, 2022 Regular Council Meeting
- Greenview Industrial Gateway Pre-Event
- Greenview Industrial Gateway Stakeholder Event
- Highway 666 Open House
- GP Regional Tourism Association Board Meeting
- Grande Spirit Foundation Org & Regular Meeting
- Peace Library Systems Org & Regular Meeting
- MD Christmas Party
- MD of Greenview Library Board Meeting
- MD Kids Christmas Party
- DeBolt Fire and Rescue Christmas Party
- Ridgevalley Lagoon Discussions

WARD 7

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

- November 22, 2022 Regular Council Meeting
- Greenview Regional Multiplex Advisory Board Meeting
- Greenview Industrial Gateway Stakeholder Event
- PACE
- PACE Board Accreditation
- Ridgevalley Lagoon Discussions

WARD 8

DEPUTY REEVE BILL SMITH updated Council on recent activities, which include;

- November 22, 2022 Regular Council Meeting
- Greenview Industrial Gateway Pre-Event
- Greenview Industrial Gateway Stakeholder Event
- HWY 666 Public Engagement Open House
- Community Futures Christmas Party
- South Wapiti Rec. Board Meeting

WARD 8

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

- November 22, 2022 Regular Council Meeting
- Greenview Industrial Gateway Stakeholder Event
- Highway 666 Public Engagement Open house
- South Peace Regional Archives Strat Plan Meeting
- Community Futures Training
- Staff Christmas Party
- Community Future Christmas Supper
- MD of Greenview Library Board Meeting

WARD 9

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

- November 22, 2022 Regular Council Meeting
- Greenview Industrial Gateway Pre-Event
- Greenview Industrial Gateway Stakeholder Event
- Maxim Power Update Meeting
- Staff Christmas Party

WARD 9

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

- November 22, 2022 Regular Council Meeting
- Greenview Industrial Gateway Pre-Event
- Greenview Industrial Gateway Stakeholder Event
- Pathways Alliance Update

- Update to Rotary of GP
- Rocky the Ram light up
- CFWY Meeting
- MD Greenview Staff Christmas party
- Meeting with Maxim Power
- Dino Museum Christmas Party

**#10 MEMBERS
BUSINESS**

MOTION: 22.12.773 Moved by: COUNCILLOR TOM BURTON

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

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

CARRIED

**#11
ADJOURNMENT**

11.0 ADJOURNMENT

MOTION: 22.12.774 Moved by: DEPUTY REEVE BILL SMITH

That Council adjourn this Regular Council Meeting at 2:40 p.m.

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

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT:	Bylaw 21-870 Firearms Restriction in Ward 9, Hamlet of Grande Cache		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: SS
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – *Municipal Government Act*, R.S.A, Chapter M-26, Section 74.

Council Bylaw/Policy (cite) – Bylaw 499 Arrow Release

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 21-870 “Firearms Restriction in Ward 9, Hamlet of Grande Cache as presented.

BACKGROUND/PROPOSAL:

Administration was directed to draft a firearms restriction bylaw for the Hamlet of Grande Cache in February of 2021.

February 9, 2021 MOTION: 21.02.042. Moved by: COUNCILLOR DUANE DIDOW

That Council direct Administration to draft a bylaw prohibiting the use of firearms and bows within the Hamlet of Grande Cache (Ward 9).

CARRIED

In November, Council deferred the third reading of Bylaw 21-870 for the map to be updated. Administration is bringing the bylaw back for third and final reading with the map updated at Council’s direction and the bylaw amended accordingly.

The amendments have been marked in red within the bylaw and they include:

- Section 3.2 “This Bylaw applies exclusively within the boundary identified in Schedule ‘A’ attached to, and forming part, of this Bylaw. Being a portion of Greenview described as lands in Meridian 6, Township 56, Range 8, Section 20, 29, 32 and 33 inclusive; and Section 21, 28, 34 West of the Sulphur River; Section 19,30, 31 East of the Smoky River; Section 34 excluding the portion of the South East belonging to Victor Lake Cooperative; and the North West portion of Section 35 excluding the portion belonging to Victor Lake Cooperative. Lands in Meridian 6, Township 57, Range 8, Sections 3 and 4

inclusive, Section 2 West of Highway 40, Section 5 East of the Smoky River, and south portions of Sections 8, 9, 10, 11.

- Section 4.1 No person shall carry a loaded firearm within the boundaries identified in Schedule 'A', unless written permission is granted by Greenview for a special event.
- Section 4.2 No person shall discharge a firearm within the boundaries identified in Schedule 'A', unless written permission is granted by Greenview for a special event.
- Section 4.3 No person shall discharge a bow or cross-bow, and arrow or bolt, within the boundaries identified in Schedule 'A', unless written permission is granted by Greenview for a special event.
- Section 5.1.D Location within the restriction boundaries where the shooting will occur
- Amend Schedule 'A' to include the revised map.
- Move the Minister's signature to after third reading.
- 3.3 was added by legal services in response to concern regarding discrepancies in the map.

The bylaw requires approval by the Minister of Environment and Protected areas, as noted under section 74 of the *Municipal Government Act*.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the Hamlet of Grande Cache will be a step closer to restricting firearms.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that the Minister of Environment and Parks may not approve the bylaw with the firearms restriction encompassing the entirety of Ward 9.
2. The disadvantage to the recommended motion is that if the Minister of Environment and Parks does not approve the bylaw, a new bylaw will need to be drafted.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend Bylaw 21-870 to include a revised map, a smaller restricted area, doing so will also require amending the land area included in the bylaw and any references to the entirety of Ward 9 being the restricted area.

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

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 forward the bylaw along with background on the bylaw, the information from the public engagement and the letter from the Grande Cache Institution to the Minister of Environment and Parks for approval once signed.

ATTACHMENT(S):

- Bylaw 21-870
- MGA References
- Grande Cache Bylaw 499 (being repealed with the passing of Bylaw 21-870)



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 **Grande Cache Firearms Restrictions Boundaries** ~~boundaries of Ward 9, Hamlet of Grande Cache,~~ as identified in Schedule 'A' attached to, and forming part, of this Bylaw, **(the "Firearm Restriction Area")** being a portion of **Greenview described as lands in Meridian 6, Township 56, Range 8, Section 20, 29, 32 and 33 inclusive; and Section 21, 28, 34 West of the Sulphur River; Section 19,30, 31 East of the Smoky River; Section 34 excluding the portion of the South East belonging to Victor Lake Cooperative; and the North West portion of Section 35 excluding the portion belonging to Victor Lake Cooperative. Lands in Meridian 6, Township 57, Range 8, Sections 3 and 4 inclusive, Section 2 West of Highway 40, Section 5 East of the Smoky River, and south portions of Sections 8, 9, 10, 11.**
- 3.3. **In the event of a discrepancy between the Grande Cache Firearm Restrictions Boundaries identified in Schedule 'A' and the legal description in section 3.2 on the boundary of the Firearm Restriction Area, the Grande Cache Firearm Restrictions Boundaries identified in Schedule 'A' shall prevail.**
- 3.4. 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 **Firearm Restriction Area** ~~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 **Firearm Restriction Area** ~~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 **Firearm Restriction Area** 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 **within the Firearm Restriction Area**. 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 **the Firearm Restriction Area** ~~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.

Read a third time and passed this ____ day of ____, ~~2021~~ 2023.

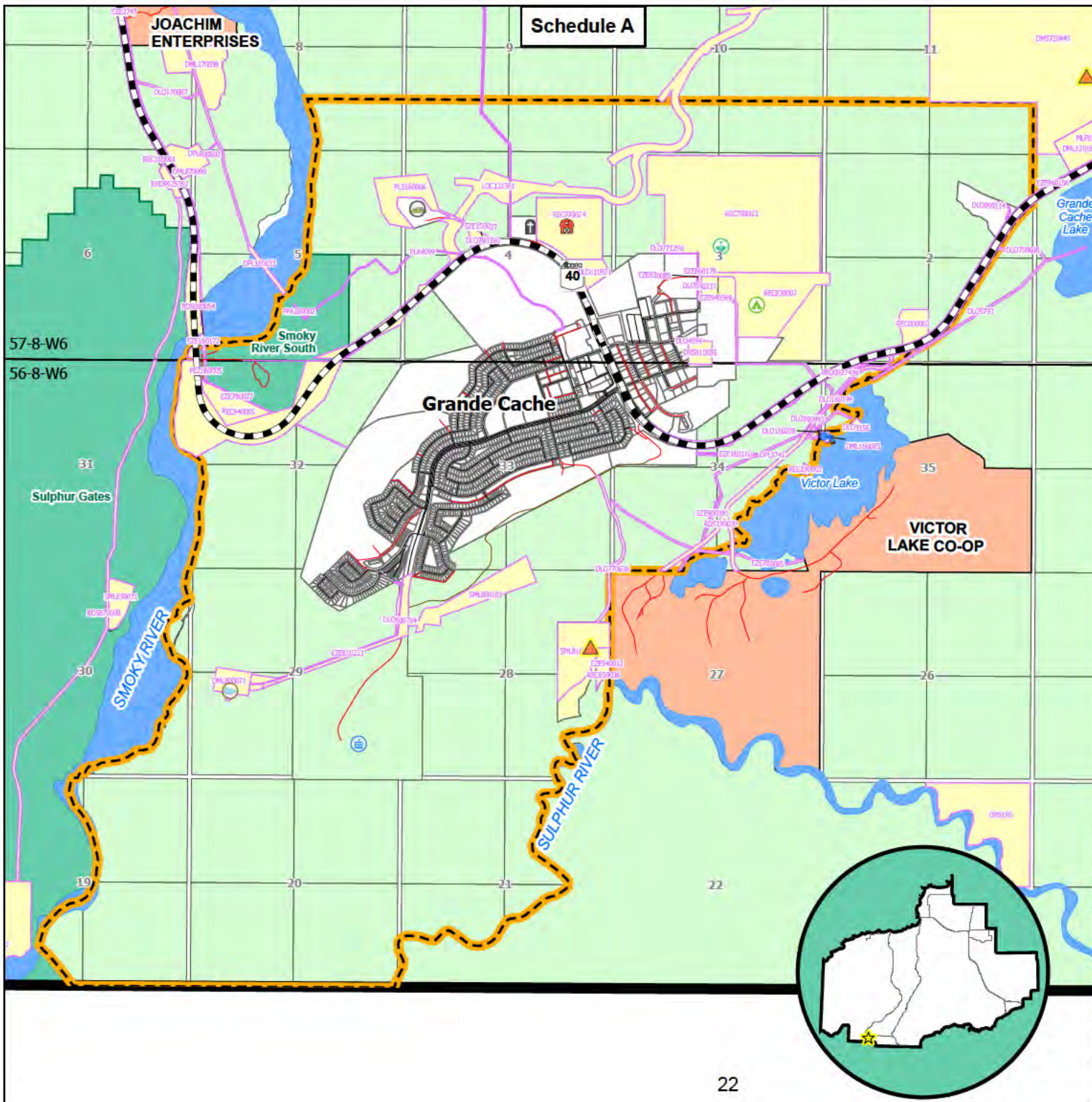
Pursuant to Section 74 of the *Municipal Government Act*, this Bylaw is hereby approved

Dated at the _____ of _____, Alberta, this ____ day of _____, ~~2021~~ 2023.

Minister of
Alberta Environment and Parks Protected Areas

REEVE

CHIEF ADMINISTRATIVE OFFICER



Grande Cache Firearm Restrictions Boundary

Legend

Firearm Restrictions Boundary

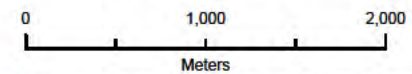
Map Point

- | | |
|---------------------|----------------------|
| Campground | Landfill |
| Correctional Centre | Stockpile/Gravel Pit |
| Golf Course | Water Fill Station |
| Lagoon | Cemetery |
| | Saddle Club |

Base Feature

- | | |
|------------------|--------|
| Crown Land | Gravel |
| Co-op/Enterprise | Other |
| Dispositions | Paved |
| Titled Land | |

Only locations within the closest proximity to the proposed firearm restrictions boundary are displayed.



Produced January, 2023 Projection UTM Zone 11N NAD 83

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NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



Firearms

74 A bylaw of a municipal district prohibiting in all or a part of the municipal district the shooting or use of a firearm or other device that propels a projectile does not come into force until the bylaw has been approved by the Minister responsible for the *Wildlife Act*.

1994 cM-26.1 s74; 1995 c24 s10

A BY-LAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO PROHIBIT THE RELEASE OF ARROWS WITHIN CERTAIN AREAS OF THE CORPORATE LIMITS OF THE TOWN OF GRANDE CACHE.

WHEREAS, pursuant to Section 153 of the Municipal Government Act, being Chapter M-26 of The Revised Statutes of Alberta, 1980, and amendments thereto, the Council is empowered to regulate the release of arrows within certain areas of the Corporate Limits of the Town of Grande Cache.

NOW THEREFORE, the Municipal Council of the Town of Grande Cache duly assembled enacts as follows:


1. Definitions:
In this By-Law Corporate Limits shall be described as the Town Boundary Lines as set out in the attached plan ("Schedule A") which will form part of this By-Law.
2. No arrows shall be released within the Corporate Limits of the Town of Grande Cache except for target practice which is to be held in certain areas of the Corporate Limits and outlined in the attached plan ("Schedule B") which will form part of this By-Law. The certain areas are commonly known as the Bighorn Archery Club site and the Grande Cache Correctional Centre Archery site.
3. Any person found to be in contravention of any provisions of the By-Law may be charged by a Peace Officer and if found guilty shall be liable to penalties imposed by the General Penalty By-Law of the town of Grande Cache.
4. This By-Law shall come into force immediately upon the passing thereof.

READ a first time this 11th day of February, 1992.

Read a second time this 10th day of March, 1992.

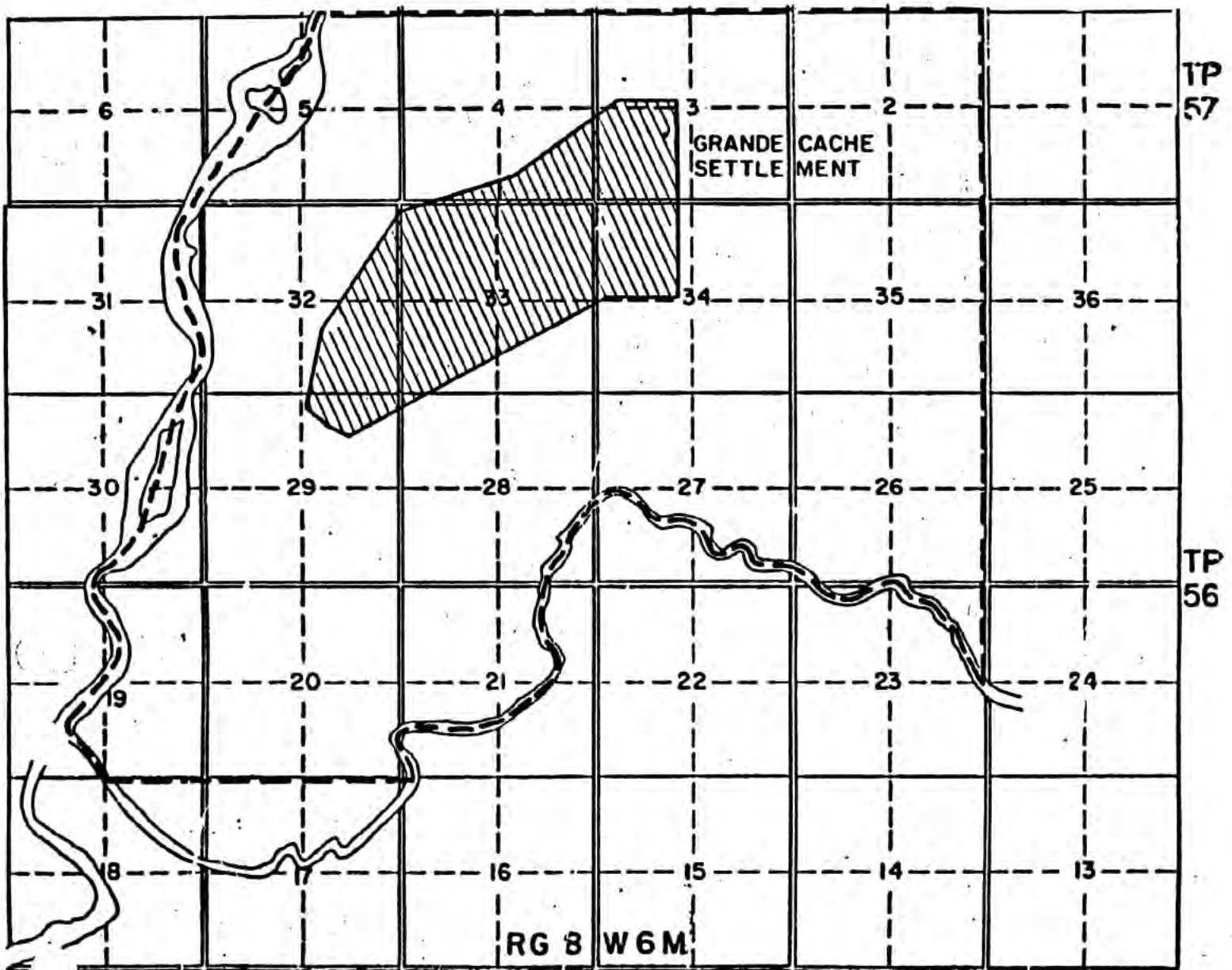
Read a third and final time and passed with unanimous consent this 10th day of March, 1992.


MAYOR


MUNICIPAL ADMINISTRATOR

SCHEDULE "A"

TOWN BOUNDARY-----

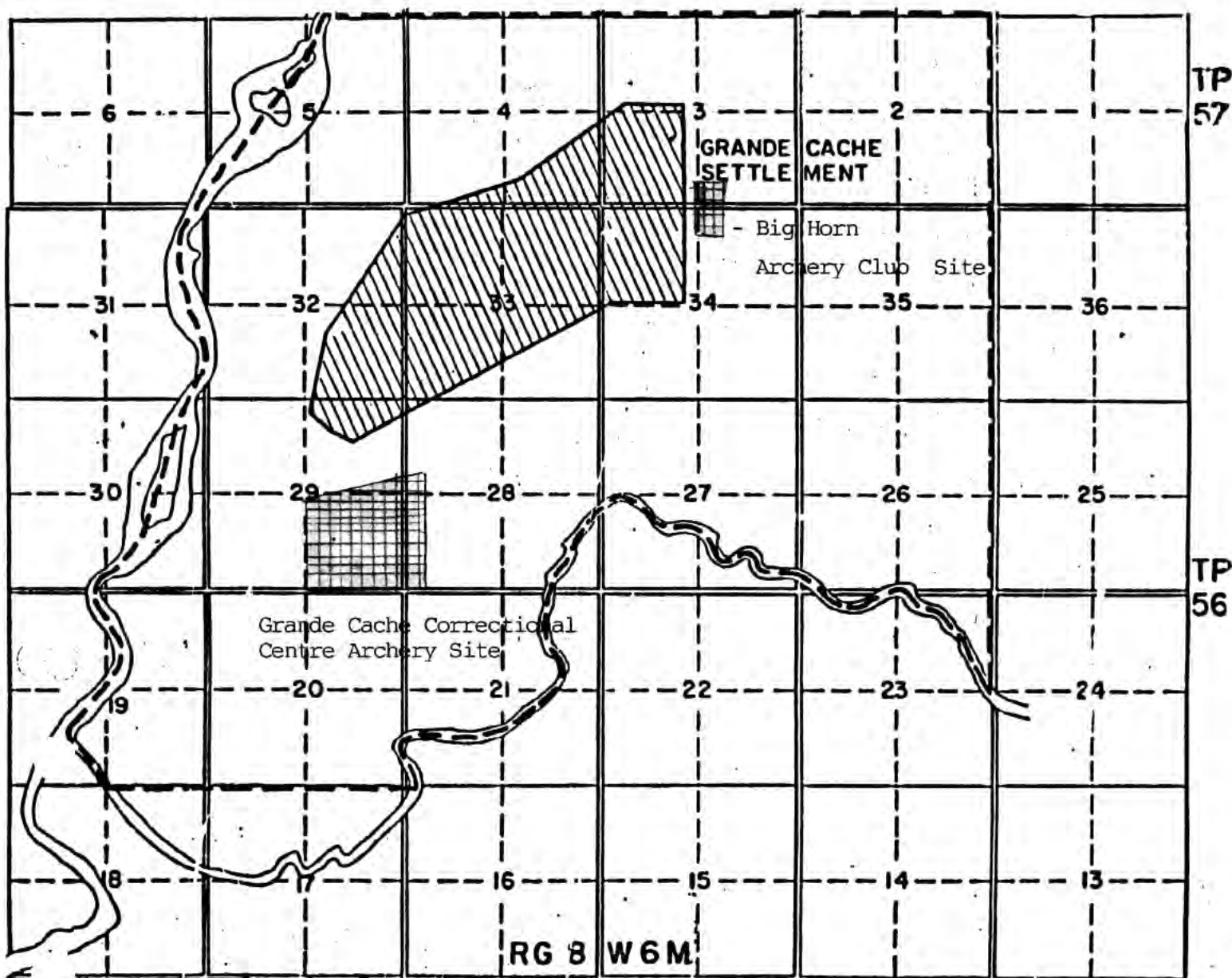


In unsurveyed township 56, range 8, west of the sixth meridian:
 All of sections 20, 29, 33, 34, 35 and those portions of sections 21, 23, 26, 27 and 28 lying northerly of the centre line of the Sulphur River, and that portion of section 19 lying north of the centre line of the Sulphur River east of the centre line of the Smoky River and those portions of section 30, 31, 32 lying east of the centre line of the Smoky River; and all south and west road allowances adjoining the above mentioned sections and portions of sections and all road allowance intersections;

In unsurveyed township 57, range 8, west of the sixth meridian:
 All of sections 2, 3, 4 and those portions of sections 5 and 6 lying east of the centre line of the Smoky River, and all south and west road allowances adjoining the above mentioned sections and portions of sections, and all road allowance intersections.

SCHEDULE "B"

TOWN BOUNDARY -----



In unsurveyed township 56, range 8, west of the sixth meridian:
 All of sections 20, 29, 33, 34, 35 and those portions of sections 21, 23, 26, 27 and 28 lying northerly of the centre line of the Sulphur River, and that portion of section 19 lying north of the centre line of the Sulphur River east of the centre line of the Smoky River and those portions of section 30, 31, 32 lying east of the centre line of the Smoky River; and all south and west road allowances adjoining the above mentioned sections and portions of sections and all road allowance intersections;

In unsurveyed township 57, range 8, west of the sixth meridian:
 All of sections 2, 3, 4 and those portions of sections 5 and 6 lying east of the centre line of the Smoky River, and all south and west road allowances adjoining the above mentioned sections and portions of sections, and all road allowance intersections.

Bylaw 499

CEMETARY

REC-770024
G.C. SADDLE CLUB
55.38 ac.

REC.- 780012 .

G.C. GOLF & COUNTRY CLUB
260 ac.

4

69 TR
157.56 ac.

3

CAMP GROUND REC.- 830007
111.2 ac.

AFS- HELI-PAD
DRS 810038

AGT

Proposed
Field Course

WATER

OF GRANDE GARDIE

HI-WAY 40



REQUEST FOR DECISION

SUBJECT:	Bylaw 22-929 Records Retention and Disposition		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO: RA	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: KC
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy – Bylaw 22-904 “Record Retention and Disposition Bylaw”

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 22-929 “Records Retention and Disposition Bylaw.”

BACKGROUND/PROPOSAL:

Bylaw 22-929 is being brought for consideration to ensure Greenview’s record retention and disposition is meeting legislative requirements.

Since the August 23, 2022, Council Meeting where Bylaw 22-904 was assented, Administration has received new advice for several retention schedules. The presented bylaw contains the revised retention periods as listed below:

- C07 Elections - reduced ballot retention from 120 days to 12 weeks, added nomination papers.
- C13 Accountability, Transparency & Governance - reduced retention 12 to 10 years.
- E10 Pits and Quarries - Increased retention E+5 to E+10.
- E18 Environmental & Municipal Reserves - Increased retention E+3 to P.
- F26 Working Papers - Increased retention 1 to E+2.
- H11 Recruitment - Reduced retention 3 to 1.
- H12 Training and Development to Abstracts and Certificates name change, revised retention E+2 to SO.
- H13 Claims - Reduced retention E+12 to E+10.
- H14 Grievances - Reduced retention E+12 to E+10.
- H15 Investigations Terminations - Reduced retention E+12 to E+10.
- L02 Claims Against Municipality - Reduced retention E+12 to E+10.
- L03 Claims by Municipality - Reduced retention E+12 to E+10.
- L09 Precedents - Revised retention 10 to SO.
- P07 Health Inspections to Health & Safety name change, increased retention SO to 10.
- P08 Investigations - Revised retention 10 to E+10.
- P09 Licences - Reduced retention E+12 to E+10.

- P11 Permits, Certificates, Approvals - Reduced retention E+12 to E+10.
- P16 Emergency Services - Increased retention SO to 10.
- T06 Road Maintenance – Increased retention E+5 to E+10.

*SO = Superseded/Obsolete, E = Event Required to Calculate Retention

All of the retention periods have been reviewed by Legal; and Administration is following their recommendations on these amendments.

Administration is proposing the repeal and replacement of the recently enacted Bylaw 22-904 with this revision due to the sheer size and legislative impact of the bylaw. An amendment bylaw may cause undue confusion for Administration.

Bylaw 22-929 received first and second reading on December 13, 2022. Council recommended the following amendments to the bylaw:

- Final disposition for E-18: changed from destroyed to permanent; “E=end of designated year” removed

These amendments have been implemented into the Schedule A of Bylaw 22-929.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it ensures Greenview’s record retention schedule reflects the approved retention periods.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that Greenview’s record retention periods will not align with legislative standards.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional amendments to the bylaw, however that is not recommended by Administration as all of the record retention rates are legislated provincially across various acts.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the bylaw register and post the bylaw.

ATTACHMENT(S):

- Bylaw 22-929 Records Retention and Disposition



BYLAW NO. 22-929 of the Municipal District of Greenview No. 16

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

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

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

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

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

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

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

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

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

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

1. TITLE

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

2. DEFINITIONS

2.1 **CAO** means Chief Administrative Officer or their delegate;

2.2 **Destruction** means the process of expunging records beyond any possibility of reconstruction and viewing;

2.3 **Disposition** means the final retention action carried out on a record. This may include destruction, deletion, secure destruction or deletion, or transfer for archival review or to a third party;

2.4 **Digitized** means the process of rendering a paper record into an electronic image;

2.5 **Digital Record** means a record that is carried by an electrical conductor and requires the use of electronic equipment to be understood;

2.6 **ERMS** means Electronic Records Management System that enables users to store, search, filter, retrieve, share, publish and track records throughout their lifecycle;

2.7 **Greenview** means Municipal District of Greenview No. 16;

2.8 **Legal Hold** means the process to temporarily preserve all forms of potentially relevant records when litigation is reasonably anticipated or underway;

2.9 **Record** means information in any form includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded, or stored in any manner, but does not include software or any mechanism that produces records;

2.10 **Retention Period** means the length of time records are kept;

2.11 **Substantive Record** means a record that is judged to hold administrative, legal, fiscal, research or historical value and will be held in accordance with the records retention schedule; and

2.12 **Transitory Record** means a record that has short-term, immediate or no value to the organization and will not be needed in the future nor will they be held in accordance with the records retention schedule.

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

3. PRINCIPLES AND RESPONSIBILITIES

3.1 All substantive records will be retained and destroyed in accordance with Schedule A of this bylaw.

3.2 Records entered in the ERMS become the official records of business.

3.2 Records in the care and custody of Greenview departments are the property of Greenview. Where records are in the possession of an outside agency, such records will be under Greenview's control when:

- A. The record is specified in the contract as being under the control of Greenview;
- B. The content of the record relates to Greenview's mandate and functions;
- C. Greenview has the authority to regulate the record's use and disposition;
- D. The outside agency is a consultant, and the record was created for the public body; or
- E. The contract permits Greenview to inspect, review, or copy the records produced, received, or acquired.

3.3 Should Greenview become aware of a situation where litigation or potential litigation affecting Greenview is or may occur, all records relating to that situation shall be placed on a Legal Hold status, temporarily suspending all record disposition processes until the threat of litigation has passed.

3.5 Should Greenview receive an indication that there is or may be a formal Freedom FOIP request, all records relating to said FOIP request will be retained for a period of at least one year after the FOIP request has been made.

3.6 Council delegates the authority and responsibility to the CAO who shall:

- A. Authorize the destruction of records on a signed statement, attesting to which records will be destroyed.
- B. Have the discretion to retain records longer than the period provided for in Schedule A of this bylaw, or to release records to either the Provincial Archives or other local archives, where deemed appropriate.
- C. In the case of litigation, declare a Legal Hold on all relevant records to retain said records longer than the period provided for in Schedule A of this bylaw.
- D. Keep a permanent record of records destroyed, or transferred to Provincial or Federal archives, local museums, or other archival entities for long term preservation.
- E. Ensure that this bylaw shall be adhered to and that regular compliance audits of the ERMS are performed.

F. Provide for the adequate storage and security of all Greenview records.

3.4 Transitory Records are exempt from the provisions of this bylaw and may be confidentially routinely discarded. If there is any dispute as to whether a record is substantive or transitory the final decision shall be made by the CAO.

4. SEVERABILITY

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

5. REPEAL

5.1 Upon third reading of this bylaw, Bylaw 22-904 "Records Retention and Disposition," its schedule and any amendments thereto is hereby repealed.

6. COMING INTO FORCE

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

Read a first time this 13 day of December, 2022.

Read a second time this 13 day of December, 2022.

Read a third time and passed this day of , ~~2022~~ 2023.

REEVE

CHIEF ADMINISTRATIVE OFFICER

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
A - ADMINISTRATION: Contains records of routine administration and office services functions.					
A00	ADMINISTRATION – GENERAL				
	Records of administrative records which cannot be classified elsewhere. Used only if no other heading is available	Originating	3	D	
A01	ASSOCIATIONS AND ORGANIZATIONS				
	Records of correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as CLGM Society of Local Government Managers of Alberta, international Society of Fire Service instructors, etc. <i>Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</i> <i>Excludes:</i> <i>Membership Fees - see F01</i>	Originating	5**	D**	
A02	STAFF COMMITTEES AND MEETINGS				
	Records of notices of meetings, agendas, and minutes of staff committees and meetings. May also include copies of staff activity reports. <i>Excludes:</i> <i>Council Minutes and Agendas - see C03, C04</i> <i>Council Boards and Committees - see C05, C06</i>	Originating	5**	D**	
A03	COMPUTER SYSTEMS AND ARCHITECTURE INFORMATION				
	Records of the design of computer systems and/or software, needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user signoffs, project management meeting minutes/documentation, and system development documentation. Also includes records on system installations/conversions and product evaluations, user guides, requests for significant modification, fixes, and upgrades, the security of computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports and system changes. <i>Excludes:</i> <i>Reports - file by subject</i> <i>Quotes and Tenders - see F18</i>	IT	SO	D	
A04	CONFERENCES				
	Records of invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars, and special functions attended by staff or sponsored by the municipality. <i>Excludes:</i> <i>Accommodation & Travel Arrangements – see A13</i> <i>Ceremonies and Events - see M02</i>	Originating	3**	D	**MD Sponsored

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	<i>Employee and Council Expenses - see F09</i> <i>Invoices - see F01</i> <i>Rental Agreements - see L14</i>				
A05	CONSULTANTS CONTRACTORS				
	Records of correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms. <i>Excludes:</i> <i>Invoices - see F01</i> <i>Quotations and Tenders - see F18</i> <i>Reports - file by subject</i>	Originating	5**	D	
A07	OFFICE EQUIPMENT AND FURNITURE				
	Records of the design, maintenance disposal of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, computers, etc. <i>Excludes:</i> <i>Assets - see F06</i> <i>Service Agreements - see L14</i>	Originating	E+3		E = Item Disposed
A08	OFFICE SERVICES				
	Records of rates and services provided by courier, mail, and postage suppliers. Also includes records regarding the inter-office mail system, internal printing, fax journal reports and management of all departmental internal forms and templates.	Originating	3 SO	D D	SO= Forms & Templates
A09	POLICIES AND PROCEDURES	Vital			
	Records of all internal active and inactive policies and procedures, Internal directives, and their lists.	Originating	P	P	
A10	RECORDS MANAGEMENT				
	Records of the management of corporate records, regardless of medium. Specific records include records management projects, records retention schedules and it's development, classification system design, media conversions (including micrographics /imaging feasibility studies), electronic records document management systems acquisition and implementation, records system improvements or upgrades, preliminary evaluations, indexes, terms of reference and work plans. SOURCE DOCUMENTS: documents that have been successfully captured electronically by scanning or imaging and entered in an electronic records management system. <i>Excludes:</i> <i>Retention By-Law - see C01</i> <i>Records Disposition - see A11</i>	RM	SO+10 E+30d	D D	E = Source Doc in ERMS verification of image quality
A11	RECORDS DISPOSITION				

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of lists of destroyed records, legal opinions, amendments, the disposal method used and statements authorizing and describing the destruction of the records and lists of records transferred to Archives.	RM	P	P	
A12	TELECOMMUNICATIONS SYSTEMS				
	Records of the purchase, maintenance and disposal of all types of MD owned/used telecommunications systems: telephones, cellular phone, facsimile machines, base and mobile stations, towers, antennae, police, and fire communications systems, and 911 emergency systems. <i>Excludes:</i> <i>Agreements - see L04 or L14</i> <i>Licenses - see P09</i> <i>Long Distance Call Records - see F01</i>	Originating	E+6	D	E = Equipment Disposal
A13	TRAVEL AND ACCOMMODATION				
	Records of travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants. <i>Excludes:</i> <i>Employee and Council expenses – see F09</i>	Originating	3	D	
A15	VENDORS AND SUPPLIERS				
	Records of correspondence from vendors and suppliers of goods and services as well as information about these goods and services, price lists, bidder's information sheets and MD credit applications. <i>Excludes:</i> <i>Purchase Orders and Requisitions - see F17</i> <i>Office Equipment - owned and leased - see A07</i> <i>Fleet Management - see V01</i> <i>Expressions of Interest – see T06</i>	Originating	5	D**	
A16	INTERGOVERNMENTAL RELATIONS	Vital			
	Records of correspondence and other records of a general nature regarding the relationship between the municipality and all levels of government. May include correspondence to and from Boards and Commissions. <i>Where possible, these records should be filed by their subject, not by originator or recipient.</i> <i>Excludes:</i> <i>Legislation – see L10 or L11</i>	Originating	10	D**	
A17	FOIP ACCESSIBILITY OF RECORDS				

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of the municipality's responsibilities for the protection of information, handling information requests as regulated by Freedom of Information and Protection Privacy Act <i>Excludes:</i> <i>Complaints and Inquiries - see M04 or by subject</i>	RM	10	D	
A18	SECURITY				
	Records of the security of offices/facilities and properties such as security passes and control of keys. <i>Excludes:</i> <i>Vandalism Reports - see P05</i> <i>Computer Security - see A03</i>	Originating	3 E+3	D D	E=User leaves/ends agreement
A19	FACILITY CONSTRUCTION RENOVATION	Vital			
	Records of the RFP/tender process, site meetings, consultant reports, financials, architectural and engineering drawings for the planning, construction and renovation of municipal facilities such as fire stations, recreation facilities and office buildings. <i>Excludes:</i> <i>Facility operations & maintenance— see A20</i> <i>Lagoons/Wastewater sites – see E03</i> <i>Solid Waste Sites/Transfer stations buildings – see E07</i> <i>Water Treatment Plants & Water Points – see E08</i>	Originating	E+10	D**	E= Facility Removed/Sold
A20	FACILITY AND PROPERTY MAINTENANCE				
	Records of the maintenance of the municipal owned facilities and properties, such as shops, office buildings, clinics, airports/airstrips, exterior maintenance to buildings, landscaping, grounds keeping and grass cutting, interior design of buildings, floor layouts, handicap accessibility and office cleaning. <i>Excludes:</i> <i>Lagoons/Wastewater sites - see E03</i> <i>Parks Management - see R04</i> <i>Public Service Buildings (Fire stations) - see P17</i> <i>Recreational Facilities Operations & Maintenance - see R05</i> <i>Solid Waste Sites & Transfer stations buildings - see E07</i> <i>Water Treatment Plants & Water Points - see E08</i>	Originating	E+10	D**	E= Facility/Equip Removed/Sold
A21	FACILITY BOOKING				
	Records of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	3	D	
A22	ACCESSIBILITY OF SERVICES				
	Records of accessibility of Municipal buildings, services, and information to disabled persons.	Originating	5	D	

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
A24	ACCESS CONTROL AND PASSWORDS				
	Records of the management of and access to software programs, individual access, password management, etc.		SO+5	D	
A25	PERFORMANCE MANAGEMENT				
	Records of the performance of the Municipality as a whole and quality assurance programs Benchmarking, Balanced Score Cards, and Municipal Performance Measurement Programs. Key performance indicators, etc. would also be included. Types of records included reports, statistical analysis, program documentation, correspondence, awards for outstanding organizational achievements, work plans, etc. <i>Excludes:</i> <i>Employee performance appraisal - see H03</i> <i>Council Goals & Objectives - see C08</i>	Originating	10	D	
C - COUNCIL, BOARDS AND BY-LAWS - Contains records of the establishment of policies, by-laws, the operations of Council and of Boards for which Council is responsible.					
C00	COUNCIL, BOARDS AND BYLAWS - GENERAL				
	Records of Council, Boards and bylaws which cannot be classified elsewhere. Use only if no other heading is available.	Originating	3	D	
C01	BYLAWS	Vital			
	Records of all versions of the municipality's bylaws, amendments and attachments that are legally part of a bylaw. <i>Excludes:</i> <i>Background information - file by subject</i>	Originating	P	P	
C02	BYLAWS - OTHERS				
	Records of versions of bylaws of other municipalities which are of interest.	Originating	SO	D	
C03	COUNCIL AGENDAS	Vital			
	Records of notices and agendas with attachments of Council's regular, special and organizational meetings. Includes staff reports and RFDs to Council.	EA	P	P	
C04	COUNCIL MINUTES	Vital			
	Records of minutes of Council's regular, special and organizational meetings. <i>Excludes:</i> <i>Council Committees and Boards - see C06</i>	EA	P	P	Recordings destroyed after transcribed
C05	COUNCIL COMMITTEES & BOARDS AGENDAS	Vital			

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of notices and agendas with attachments of internal and external committees /boards that Councillors are appointed to. Includes staff reports and RFDs to Council. <i>Excludes:</i> <i>Appeal Hearing Agendas (SDAB, Pest Control, etc.) - See L01</i>	EA'S	P 5 0	P D** D	Internal COMT/BRD External COMT/BRD Copies
C06	COUNCIL COMMITTEES & BOARDS MINUTES	Vital			
	Records of the minutes of internal and external committees/boards that Councillors are appointed to. <i>Excludes:</i> <i>Appeal Hearings (SDAB, Pest Control, etc.) – See L01</i>	EA'S	P 5	P D**	Internal COMT/BRD External COMT/BRD Recordings destroy after transcribed
C07	ELECTION				
	Records of the municipal election, by-election, final election results, statement of results, election appeals and judicial recounts, nomination papers, election, disclosure statements, oaths of the Deputy Returning Officer, Enumerator and Constable, setting of fees for election officers, arrangements for voting stations, rental rates, publishing of first and second election notices, notice of nomination day, notice of election day, dates of advance vote.	LEG	P E+12W E+6w	P D D	Ballots = 12 weeks after voting or resolution of recount Nomination papers – 6 weeks after Term ends
C08	GOALS AND OBJECTIVES				
	Records of strategic planning, goals and objectives, and mission statements such as the municipal sustainability plan.	CAO	SO+10	D**	
C09	MOTIONS AND RESOLUTIONS				
	Records of final versions of resolutions and motions of Council.	EA	P	P	
C10	MOTIONS AND RESOLUTIONS - OTHERS				
	Records of final versions of motions and resolutions of other municipalities which are of interest.	Admin	SO	D**	
C12	BOARD AND COMMITTEE APPOINTMENTS				
	Records of the appointments of council members, staff and members at large.	EA	P	P	
C13	ACCOUNTABILITY, TRANSPARENCY & GOVERNANCE				
	Records of Council Oaths, Code of Conduct, complaints and related investigations, closed meeting investigations and initiatives, etc.	CAO	10	D**	
D - DEVELOPMENT AND PLANNING: Contains records of development and planning such as, general studies, official plans, zoning, drainage etc.					
D00	DEVELOPMENT AND PLANNING - GENERAL				

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of development and planning records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	3	D	
D01	DEMOGRAPHIC STUDIES				
	Records of trends in population growth, census and density studies. Also includes type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. <i>Excludes:</i> <i>Vital Statistics - see L12</i>	Originating	P	P	
D02	ECONOMIC DEVELOPMENT				
	Records of the growth of the economy. Includes studies, statistics, projections, projects, etc. <i>Excludes:</i> <i>Demographic Studies - see D01</i> <i>Residential Development - see D04</i> <i>Tourism Development - see D06</i> <i>Non-MD Industrial/Commercial Development - see D21</i>	Originating	E+10	D**	E= Project Cancelled
D03	DRAINAGE/FLOOD CONTROL				
	Records of storm drainage, flood control planning and their project records. Also contains information on source water protection such as risk assessments and risk management plans. <i>Excludes:</i> <i>Environmental Monitoring - see E13, E15</i> <i>Waste Management - see E07</i>	I&P	P	P	
D04	RESIDENTIAL DEVELOPMENT				
	Records of the history of the residential development of Hamlets, reports of availability of housing, general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc. <i>Excludes:</i> <i>Industrial & Residential Development Permits – see LD</i>	P&D	E+10	D**	E= Project Complete/Canceled
D06	TOURISM DEVELOPMENT				
	Records of the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	P&D	E+10	D**	E= Program Ceases
D08	OFFICIAL PLANS	Vital			
	Records of official plans and amendments, secondary plans and amendments, detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	P&D	P	P	
D09	OFFICIAL PLAN AMENDMENT APPLICATIONS				

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of applications to amend the official plan or secondary plans, staff reports, notices, resolutions, decisions and background documents.	P&D	P	P	
D12	SUBDIVISIONS	Vital			
	Records of the subdivision of both residential and commercial properties, applications, registered plan drawings and changes to approved plans, technical reports, granting of severances, services to individual land sites, water, sewage, parking areas, drainage, driveways, utility approvals, correspondence, written comments, working notes, background information, clearance letters, "red line" revisions, stop work orders, encroachments and the granting of variances in land use and zoning applications from existing zoning regulations.	P&D	P	P	
D14	ZONING				
	Records of the standards regarding the designation of zones for land use planning purposes and zoning applications from neighboring municipalities. <i>Excludes:</i> <i>Zoning Bylaws - see C01</i> <i>Variances - see D12 or LD</i>	P&D	P	P	
D15	EASEMENTS				
	Records of on Rights of Way and Easements concerning municipal ownership of private lands to maintain public service such as water and sewer lines that cross private property. <i>Excludes:</i> <i>Original Agreements - see L04</i>	P&D	P	P	
D17	ANNEXATION AMALGAMATION				
	Records of the annexing and amalgamating of lands adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on restructuring.	Admin	P	P	
D18	COMMUNITY IMPROVEMENT PROJECTS				
	Records of studies, statistics, and any required background information on community development programs. May also include records on housing rehabilitation programs, i.e. RRAP, CMHC. <i>Excludes:</i> <i>Economic Development – see D02</i>	P&D	E+6	D**	E= Project Complete/terminated
D19	MUNICIPAL ADDRESSING				
	Records of requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related bylaws.	P&D	P	P	
D20	REFERENCE PLANS				

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of registered site plans, real property report/survey certificates and property survey plans as received from Registry Office. May include correspondence.	P&D	P	P	
D21	INDUSTRIAL COMMERCIAL DEVELOPMENT				
	Records of the addition and development of industry and commercial projects effecting the MD. Records include reports, studies, statistics, projections, etc. <i>Excludes:</i> <i>Agricultural Development – see D23</i> <i>Industrial Road Use Approvals - see P11</i>	P&D	5 1	D** D	Notifications no conditions
D22	DIGITAL MAPPING				
	Records of all records used to produce maps and updates in a digital format.	P&D	P	P	
D23	AGRICULTURAL DEVELOPMENT				
	Records of the development of agricultural growth. Weed/pest control, spray exemption agreement and agricultural programs offered.	AG	10	D**	
D27	DEVELOPMENT REQUESTS				
	Records of request applications from ratepayers for miscellaneous work requests, private approach and road construction. <i>Excludes:</i> <i>Road Construction projects - See T04</i> <i>Property Development – D12 or LD</i>	I&P	P	P	
E - ENVIRONMENTAL SERVICES - Contains records of the provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management, gravel pits/stockpiles and environmental monitoring, includes tree removal and pruning.					
E00	ENVIRONMENTAL SERVICES - GENERAL				
	Records of environmental services records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	3	D	
E03	WASTEWATER AND COLLECTION SYSTEMS	Vital			
	Records of the design, construction, operation, maintenance, drawings, inspections, commissioning and compliance and required reporting of MD operated wastewater treatment facilities, pumping/lift stations, drains and lagoons. <i>Excludes:</i> <i>Private Sewage Disposal Systems – see E12</i>	ENV	P	P	
E04	TREES				
	Records of tree removal, planting, trimming, pruning and preservation.	Originating	5	D	
E06	UTILITIES				

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.	I&P	P	P	
E07	SOLID WASTE MANAGEMENT	Vital			
	Records of the design, construction, maintenance, site records, and operations of landfills and transfer stations. Groundwater, environmental and gas monitoring. Surface water releases, remedial actions, waste accepted and how handled and annual reports, operational reports for recycling, energy from waste, collection services and composting. <i>Excludes:</i> <i>Environment Planning - see D03</i>	ENV	E+25 10	D D	E= Post Closure
E08	WATER WORKS (Drinking Water Treatment and Distribution)	Vital			
	Records of the design, construction, commissioning, water meter registration numbers, potable & unpotable water points/wells, water treatment facilities/distribution, water mains, tanks, pipelines, hydrants, equipment design and their maintenance.	ENV	P	P	
E10	PITS AND QUARRIES	Vital			
	Records of gravel pits, stockpiles and quarries, exploration, maps, project reporting, assessments, general specifications, clean-up/reclamation plans and correspondence. <i>Excludes:</i> <i>Lease agreement/purchase - see L07</i>	ENV	E+10	D**	E=Lease Expiry
E12	PRIVATE SEWAGE DISPOSAL SYSTEMS				
	Records of the design, construction and maintenance of sanitary sewers and septic systems.	ENV	P	P	
E13	WATER MONITORING				
	Records of the routine monitoring of water quality and quantity, annual reports, chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, topsoil and storm water. <i>Excludes:</i> <i>Complaints and Inquiries - see M04</i>	ENV	10	D	
E14	WATER SAMPLING				

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, bacteriological report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit. Includes H/C records Water and Wastewater routine sampling results, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes H/C records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit. <i>Excludes:</i> <i>Complaints and Inquiries - see Site</i>	ENV	5	D	Waterworks System 9.1.1(b)(i)
E15	CHEMICAL SAMPLING OF WATER	Vital			
	Records of chemical samples collected and tested, adverse bacteriological analysis samples, inorganic and organics, chemical and pesticide analytical results, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation reports. Lead sampling documents include all Community Lead Sampling Program – specific documents and guidance. <i>Excludes:</i> <i>Complaints and Inquiries – see Site</i>	ENV	P	P	
E18	ENVIRONMENTAL & MUNICIPAL RESERVES				
	Records of green lands, municipal forests and forestry, enforcement records, management and preservation of parks, harbours and beaches.	Originating	P	P	
F - FINANCE AND ACCOUNTING - Contains records of the management of funds.					
F00	FINANCE AND ACCOUNTING - GENERAL				
	Records of finance and accounting records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	3	D	
F01	ACCOUNTS PAYABLE	Vital			
	Records of municipality's payables, vendor invoices, cheque requisitions, membership fees, supporting documents used to authorize issuance of cheques. <i>Excludes:</i> <i>Receipts – See F19</i> <i>Cancelled Cheques - see F07</i> <i>Employee and council expenses – see F09</i>	FIN	10	D	
F02	ACCOUNTS RECEIVABLE	Vital			
	Records of documentation of funds owed to the municipality for services rendered such as water/wastewater, water points, lagoon usage, snow removal, dust suppression, equipment rentals, home support, gravel, building leases, oil well drilling, etc. Includes billing lists, requests from mortgage	FIN	10	D	

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	companies, recovery reports, and correspondence related to tax collection, assessment complaints and disposition leaser status. <i>Excludes:</i> <i>Tax Notices – see F22</i> <i>Write-offs - see F23</i> <i>Tax Assessments, Rolls and Tax Arrears - see F22</i> <i>Assessment Hearings – L01</i>				
F03	AUDITS				
	Records of internal and external financial audit of accounts. MD funding confirmation requests. <i>Excludes:</i> <i>Operational audits - see relevant subject</i> <i>Audited Financial Statements - See - F10</i>	FIN	E+10	D	E = Audit Complete
F04	BANKING	Vital			
	Records of regarding banking transactions and relationships with banks. Includes bank reconciliations, deposit records, expenditure designations and signing authority. <i>Excludes:</i> <i>Bank Statements - see F07</i> <i>Cancelled Cheques – see F07</i>	FIN	10	D	
F05	BUDGETS AND ESTIMATES	Vital			
	Records of departmental and corporate budgets, variances, both capital and operating. <i>Excludes:</i> <i>Working papers and Background documentation - see F26</i>	FIN	10 P	D** P	P=Approved & Interim
F06	ASSETS	Vital			
	Records of current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and their disposal. <i>Excludes:</i> <i>Land Acquisition and Sale - see L07</i> <i>Office Equipment Disposal - See A07</i> <i>Vehicle & Equipment Disposal – See V01 V02 V03 V04 V05</i>	FIN	E+10	D**	E= Asset Disposed
F07	CHEQUES				
	Records of N.S.F, cancelled cheques, interac, and bank statements, and cheque listings.	FIN	10	D	
F08	DEBENTURES AND BONDS	Vital			
	Records of debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.	FIN	E+10	D	E= Debentures surrendered for

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
<i>Excludes:</i> <i>General Ledger and Journals -see F15</i> <i>Project Bonds & Security Deposits - see F25</i>					exchange or cancellation
F09	EMPLOYEE AND COUNCIL EXPENSES	Vital			
Records of travel and meeting expense claims, all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements.		FIN	10	D	
F10	FINANCIAL AUDIT STATEMENTS	Vital			
Records of the Audited Financial Statements, Balance Sheet, Financial Information Return, Income Statement, Statement of Source, Application of Funds and Engagement Letter. <i>Excludes:</i> <i>All working notes, calculations, and background documentation - see F26</i> <i>Auditor Agreement – L04</i>		FIN	P	P	
F11	GRANTS AND LOANS	Vital			
Records of grants payable and receivable, revenue generated in the form of grants-in-lieu, provincial and federal grants, loans, subsidies, applications, acknowledgements, letters of support and required reports.		Originating	10 E+10	D D	E= Loan settled
F12	INVESTMENTS	Vital			
Records of the municipality's investments statements, term deposits, and promissory notes.		FIN	E+10	D	E= Closure of account
F15	GENERAL LEDGERS AND JOURNALS – See Microsoft Dynamics GP	Vital			
Records of the General ledger, adjustments and financial year end.		FIN	P	P	
F17	PURCHASE ORDERS				
Records of copies of purchase orders, blanket orders, and background documentation authorizing the procurement of goods and services. <i>Excludes:</i> <i>Quotations and Tenders - see F18</i>		Originating	10	D	
F18	QUOTATIONS AND TENDERS	Vital			
Records of unsuccessful quotes and tenders. <i>Excludes:</i> <i>Successful Tender package, evaluation and awarding of tenders/quotations, acceptance letters – transfer to subject file post awarding</i>		Originating	E+5	D**	E= Bid awarded
F19	RECEIPTS				
Records of receipts issued for payments of services rendered, licenses, rentals and taxes.		FIN	10	D	

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
F22	TAX AND ASSESSMENT	Vital			
	Records of assessment roll, tax recovery sales, school support declaration, property tax registrations, tax arrears register cards, tax collector's rolls, tax exemptions, assessment reports, ratepayer correspondence, tax representative and tax payment plans agreements. <i>Excludes:</i> <i>Accounts Receivable - see F02</i> <i>Mortgage Companies - see F02</i> <i>Correspondence related to tax issues <u>not</u> of a long-term importance - see F02</i>	TAX CLK	P E+10	P D	 E=Expired / Cancelled tax reps
F23	WRITE-OFFS and BANKRUPTCY	Vital			
	Records of taxes, AR accounts that have been written off as uncollectible, as well as all correspondence of Bankruptcies of which Greenview has an interest. <i>Excludes:</i> <i>Accounts Receivable Refunds - see F02</i>	FIN/CAO	E+12 37	D D	 E= Account Closure Court Ordered
F25	SECURITY DEPOSITS	Vital			
	Records of capital project bonds (performance & Labour & Material), development deposits, letter of credit, Letter of guarantee, proof of insurance when required and records of monies held as security (i.e. Road bonds).	Originating	E+10	D	E= Project warranty period complete, return to company
F26	WORKING PAPERS				
	Records of all working notes of a financial nature such as calculations and background documentation used to calculate financial statements such as the monthly trial balance and budget.	Originating	E+2	D	E= Audit Complete
H - HUMAN RESOURCES - Contains records of the municipality's relationship with its employees, employee records and general staff programs.					
H00	HUMAN RESOURCES - GENERAL				
	Records of human resources activities which cannot be classified elsewhere. Use only if no other heading is available.	HR	3	D	
H02	BENEFITS				
	Records of brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EHT.	HR	SO	D	
H03	EMPLOYEE RECORDS	Vital			

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of records regarding the employment history of municipal employees (full-time, part-time, student employees and volunteers) initial resume/applications, performance evaluations, training certificates or reports, correspondence with/about the employee, employee assistance, letter of offer, commencement notice, official oath, personal information such as age, gender, social insurance number, address and citizenship, education; employment history, passport and firearm permits related to employment, notice of promotion, change in employment or pension status, transfer, assignment, termination or retirement, appraisal, disciplinary actions, notations of decision relating to staffing, attendance records and leave, pay and benefits, staff development and training, payroll and tax deductions, occupational health and safety, employee assistance, health and life insurance, bonds, master attendance records, probationary periods, classification, names of pension beneficiaries, grievances, and other personal data. <i>Excludes:</i> <i>Claims – see H13</i> <i>Grievances – see H14</i> <i>Harassment – see H15</i> <i>Health & Safety Training - see P07</i>	HR	E+80/5	D	E= Age 80 or 5 yrs after death
H06	JOB DESCRIPTIONS				
	Records of job descriptions and specifications as well as background information used in their preparation or amendment.	HR	SO	D**	
H07	EMPLOYEE RELATIONS				
	Records of the relationship between labour and management. Includes collective bargaining, correspondence with staff liaison committee.	HR	E+5	D**	E= Contract Expiry
H08	ORGANIZATION				
	Records of relationships, reorganization, organizational analysis, organization chart and salary grid. <i>Excludes:</i> <i>Job Descriptions - see H06</i>	HR	SO	D**	
H11	RECRUITMENT				
	Records of the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. <i>Excludes:</i> <i>Successful applications – see H03</i>	HR	1	D	
H12	ABSTRACTS & CERTIFICATES				

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of driver abstracts and career-oriented certificates obtained by employees, information on career and professional development programs. <i>Excludes:</i> <i>Employee Records - see H03</i>	HR	SO	D**	**Municipality Courses E = Date no longer offered
H13	CLAIMS	Vital			
	Records of claims to WCB or insurance carriers for lost-time incidents, accidents, Short-Term Disability or Long-Term Disability. <i>Excludes:</i> <i>Non-lost-time incidents or accidents – See P07</i>	HR	E+10 20 40	D D D	E = Resolution of claim. Hazardous exposure claims = longer of 40 years or 20 years after last record made
H14	GRIEVANCES				
	Records of dealing with grievance complaints filed against the municipality such as; the initial complaint, investigation, reports and final resolution. <i>Excludes:</i> <i>Harassment & Violence – see H15</i>	HR	E+10	D	E = Grievance Resolution
H15	INVESTIGATIONS/TERMINATIONS				
	Records of dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. <i>Excludes:</i> <i>Grievances – see H14</i>	HR	E+10	D	E = Resolution of complaint
H16	PAYROLL YEAR END	Vital			
	Records of payments of salary, timesheets, wages and deductions to employees, pay lists, benefits reconciliations, T-4 Slips and Statistics Canada reports, payroll registers, honoraria and fees to Council. <i>Excludes:</i> <i>Transactions from 2017 to present - See Penny Employee Payroll System</i>	HR	P	P	
L - LEGAL AFFAIRS - Contains records of litigation, legislation, contracts, agreements, insurance and real estate matters.					
L00	LEGAL AFFAIRS - GENERAL				
	Records of legal records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	3	D	
L01	APPEALS AND HEARINGS	Vital			

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of all transcripts and related documentation of appeals, hearings, legal proceedings and final judgments in relation to zoning, petitions, official plans, SDAB and weed control. Also includes orders issued by regulatory bodies and boards. <i>Excludes:</i> <i>Litigation - see L02, L03</i> <i>Investigations/Terminations – see H15</i> <i>Property Assessment Complaints: resolved – see F02</i>	Admin	P	P	E= Resolution of appeal
L02	CLAIMS AGAINST THE MUNICIPALITY	Vital			
	Records of litigation, insurance and disputes against the municipality, may also include petitions. <i>Excludes:</i> <i>Internal Committee/Board appeals and hearings - see L01</i>	Originating	E+10	D	E= Claim Settled
L03	CLAIMS BY THE MUNICIPALITY	Vital			
	Records of litigation and disputes initiated by the municipality. <i>Excludes:</i> <i>Internal Committee/Board appeals and hearings - see L01</i>	Originating	E+10	D	E= Claim Settled
L04	CONTRACTS AND AGREEMENTS - MAJOR	Vital			
	Records of all agreements and contracts granted to service providers, municipalities, government agencies, landowners or other individual, oil companies or other entities, etc. <i>Excludes:</i> <i>Office/ Equipment Maintenance /Annual Service Agreements - see L14</i> <i>Subdivision & Development Agreements - see Land - LD</i> <i>Land purchases - see L07</i> <i>Insurance Policies - see L06</i>		E+10 P	D** P	E= Item sold agmt / contract ends P= Capital Project P= Subdivision P= Development
L05	INSURANCE APPRAISALS				
	Records of appraisal reports of municipal properties and properties of interest.	Originating	E+15	D	E= new appraisal conducted
L06	INSURANCE POLICIES	Vital			
	Records of insurance policies and renewal forms for vehicles, buildings, aviation, equipment & property, community groups, council and volunteer coverage. <i>Excludes:</i> <i>Employee Group Insurance - see H02</i>	FIN	E+15	D	E= Policy terminated
L07	LAND ACQUISITION AND SALE	Vital			

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of real estate transactions, conveyance of land such as lot sales, alley closings, allowances whether through voluntary transactions or expropriation. Includes MD operated leases/disposition, renewal agreements and notices, deeds and expropriation plans, purchase letters and their appraisals.	Originating	E+20	D**	E= Property sold
L08	LEGAL OPINIONS AND BRIEFS				
	Records of opinions and briefs prepared by the municipality's legal counsel on specific issues and confidential legal agencies invoicing.	Originating	10	D**	
L09	PRECEDENTS				
	Records of judgments and decisions which may affect the municipality's position in actual or potential legal matters.	Admin	SO	D	
L10	FEDERAL LEGISLATION				
	Records of bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	Originating	SO	D	
L11	PROVINCIAL LEGISLATION				
	Records of provincial bills, acts and regulations enacted by the Legislature which affect or are of interest to the municipality.	Originating	SO	D	
L12	ORGANIZATION / INCORPORATION	Vital			
	Records of the municipality's incorporation, organizational structure, mission statement, business studies/plans and viability reviews	CAO	P	P	
L14	CONTRACTS AND AGREEMENTS - SIMPLE	Vital			
	Records of short term services or are renewed annually.	Originating	E+10	D**	E= Expiry
LD - LAND - OWNERSHIP, IMPROVEMENTS AND ACTIVITIES					
LD	LAND	Vital			
	Records of property owner information & changes, title certificates, improvements, site plans, services to individual land sites, water, sewage, parking areas, drainage, driveways, utility approvals, zoning, development permits, development agreements, land and road use agreements /approvals, subdivision applications, land use amendments, severances, stop work orders and the granting of variances in land use and zoning applications from existing zoning regulations. <i>Excludes:</i> <i>Development Permit Advertisements – see P10</i> <i>Tax Notices – See F22</i>	P&D	P	P	
M - MEDIA AND PUBLIC RELATIONS - Relationship with the media and the general public.					
M00	MEDIA AND PUBLIC RELATIONS - GENERAL				

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	Originating	3	D	
M01	ADVERTISING				
	Records of advertising in magazines, newspapers, radio, television, and transit. <i>Excludes:</i> <i>News Releases - see M06</i> <i>Land use amendment and development advertisements - see LD/P10</i> <i>Recruitment - see H11</i> <i>Elections - see C07</i>	Originating	3	D**	
M02	CEREMONIES AND EVENTS				
	Records of participation in special events, openings, graduations, anniversaries and ratepayer events. Also includes the set-up and running of MD hosted events. <i>Excludes:</i> <i>Permit to hold event – see P11</i>	Originating	3	D**	
M03	CHARITABLE CAMPAIGNS/FUND RAISING				
	Records of the raising of funds and donations for municipality run programs or for other charitable organizations. <i>Excludes:</i> <i>Receipts - see F19</i>	Originating	10	D	
M04	COMPLAINTS, COMMENDATIONS AND INQUIRIES				
	Records of commendations, requests for information, and general types of inquiries and general complaints, concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. <i>Excludes:</i> <i>FOIP requests - see A17</i> <i>Specific Complaints – file by subject</i> <i>MD Road complaints – see T05</i>	Originating	5	D**	
M06	NEWS RELEASES				
	Records of background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	COMC	5	D**	
M07	PUBLICATIONS - INTERNAL ONLY				

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of municipal published manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.)	Originating	P	P	
M09	VISUAL IDENTITY AND INSIGNIA	Vital			
	Records of the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	COMC	P	P	
M10	WEBSITE AND SOCIAL MEDIA CONTENT				
	Records of website content and copies of web pages created by the municipality for general public use, includes information on social media sites such as Facebook & Twitter.	COMC	5	D	
P - PROTECTION AND ENFORCEMENT SERVICES - Functions of law enforcement, the Health & Safety program, issuance of permits & licenses, public protection and fire prevention.					
P00	PROTECTION AND ENFORCEMENT SERVICES - GENERAL				
	Records of protection and enforcement services records which are not classified elsewhere. Use only if no other heading is available.	Originating	3	D	
P01	BYLAW ENFORCEMENT				
	Records of municipal efforts to enforce bylaws such as parking tickets, order to comply, inspection reports, working notes, correspondence, exhibits, photographs etc. <i>Excludes:</i> <i>Stop work orders Development /Subdivision – see LD or D12</i> <i>Stop work orders Capital projects - file by project</i> <i>Inspections - see P07 or P08</i> <i>Animal Control Enforcement - see P14</i>	Originating	5	D**	
P02	DAILY OCCURRENCE LOGS				
	Records of all daily journals, calendars, visitor logs, working alone and EIO reports.	Originating	5	D**	
P03	EMERGENCY PLANNING	Vital			
	Records of contingency plans for the continuation of municipal operations in the event of disasters such as earthquakes, fires, floods and vandalism. Includes neighboring municipalities and industrial sector emergency response plans.	Originating	SO	D**	
P04	HAZARDOUS MATERIALS				

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of information and reports on chemicals and substances that pose fire hazards, records dealing with toxic substances control, transportation, and effects. <i>Excludes:</i> <i>Staff Safety Training - see P07</i> <i>Personal exposure - see H03</i> <i>Manifests - see E07</i>	Originating	SO	D**	
P05	INCIDENT/ACCIDENT REPORTS	Vital			
	Records of incidents, accidents and vandalism that occur or involve municipal staff, facilities and properties. Also includes records of the Emergency Operations Centre, community disasters - notes, reports, press clippings, etc. <i>Excludes:</i> <i>Security - see A18</i> <i>Vehicle Accidents - see L02 or L03</i>	HS	12	D	
P07	HEALTH & SAFETY				
	Records of site inspections of facilities and equipment conducted/performed by the MD Health & Safety Committee, H&S and Toolbox meetings, Bulletins, internal/external H&S Audit reports and Contractor safety orientations.	HS	10	D	
P08	INVESTIGATIONS	Vital			
	Records of investigations pertaining to law enforcement, traffic accidents, ambulance and fire department activities. <i>Excludes:</i> <i>Bylaw Enforcement – see P01</i>	HS	E+10	D**	E=Resolved
P09	LICENCES	Vital			
	Records of licences administered by or required by the municipality, province, GIS data service, water treatment plants/points, wastewater sites, road allowance licenses, dog kennels, pets, businesses, lotteries etc.	Originating	E+10 P	D P	E= Expiry Business licences
P10	DEVELOPMENT PERMITS				
	Development Permit Advertisements and permits with no property identifies. Permits issued to MD. <i>Excludes:</i> <i>All other permits - see P11</i> <i>Property Specific – see LD or D12</i>	Originating	P	P	
P11	PERMITS, CERTIFICATES, APPROVALS	Vital			

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of applications and permits issued by the municipality giving permission to hold special events, transport oversize loads, erect signs, parkin, road usage, road crossings, etc. Includes Gov Body permits and approvals issued to MD: Tanks, TRAVIS and pest control chemicals/explosives. <i>Excludes:</i> <i>Building Permits - file by subject see P10</i> <i>Burial Permits - see S09</i> <i>Encroachment Permits - see LD or D12</i> <i>Roadside Development Permits - LD</i>	Originating	E+10	D	E= Expiry
P12	WARRANTS				
	Records of provincial and municipal issued warrants.		E+3	D	E= Execution of warrant
P14	ANIMAL CONTROL				
	Records of the control of household pets, strays, livestock, wildlife control. Programs and reports. <i>Excludes:</i> <i>Dog Licenses - see P09</i> <i>Wolf Harvest Incentive contracts – see F01</i>	AG	E+5	D	E = date animal released
P16	EMERGENCY SERVICES				
	Records of policing, land ambulance, boundaries, body removal, fire and rescue services. Peace Officer Appointments and Enforcement Authority.	PROTS	10	D	
P17	EMERGENCY FACILITY OPERATIONS				
	Records of correspondence, reports, records dealing with the management, and operations of specific municipal emergency facilities partially and fully owned/operated by the MD. <i>Excludes:</i> <i>Facility Construction & Renovation - see A19</i> <i>Facility Property Maintenance - see A20</i>	PROTS	E+10	D	E= Facility Removed/Sold
R - RECREATION AND CULTURE: Provision of recreational and cultural services to the immediate and surrounding communities.					
R00	RECREATION AND CULTURE - GENERAL				
	Records of recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	3	D	
R02	LIBRARY SERVICES				
	Records of Correspondence, reporting and joint ventures with other municipal library boards. <i>Excludes:</i> <i>Agreements – see L04 or L14</i>	Originating	5	D	

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
R03	MUSEUM AND ARCHIVAL SERVICES				
	Records of registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. <i>Excludes:</i> <i>Agreements – see L04 or L14</i> <i>Records Management Program - see A10</i>	Admin	OS	D**	
R04	PARKS CONSTRUCTION PROJECTS AND MANAGEMENT	Vital			
	Records of site construction, tender process, correspondence, descriptions, reports, design, set-up, landscaping of specific municipal owned/run parks. Includes maps, plans and the maintenance of playground equipment. <i>Excludes:</i> <i>Facilities Construction & Renovation – see A19</i> <i>Building and Property Maintenance – see A20</i>	REC	P	P	
R05	RECREATIONAL FACILITY AND CLUB OPERATIONS				
	Records of the management, operation, maintenance, design of recreational facilities, arenas, rinks, pools, and fitness centres, MD or community club/society owned/operated. <i>Excludes:</i> <i>Building and Property Maintenance - see A20</i> <i>Facility Construction & Renovations – MD owned - see A19</i>	REC	E+10	D	E= Facility Removed/Sold
R06	RECREATIONAL PROGRAMMING				
	Records of correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport, fitness, adult education, crafts and other programs.	REC	3	D**	
S - SOCIAL AND HEALTH CARE SERVICES: Contains records of social services, health care programs and cemeteries.					
S00	FCSS - GENERAL				
	Records of social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available.	COMT	3	D	
S01	FCSS PROGRAMS				
	Records of programs offered by Family Community Social Services, such as Welcome wagon, Books for Babies, etc.	COMT	5	D	
S08	PUBLIC HEALTH SERVICES				
	Records of public health programs, health and safety education, school health programs, doctor recruitment, family planning and disease control including immunization.	COMT	5	D	

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
S09	CEMETERY RECORDS	Vital			
	Records of burial permits, plot ownership records, plots layout, interment registers and indexes of municipal cemeteries and abandoned cemeteries.	COMT	P	P	
T - TRANSPORTATION SERVICES: Development and improvement of transportation systems.					
T00	TRANSPORTATION SERVICES - GENERAL				
	Records of transportation which cannot be classified elsewhere. Use only if no other heading is available.	Originating	3	D	
T01	ILLUMINATION	Vital			
	Records of the installation and repair of equipment used to illuminate roads such as streetlights, pedestrian crossover lights, etc. Includes power consumption reports.	I&P	E+6	D	E= Equipment Removal
T02	PARKING				
	Records of municipal parking issues, residential parking requests, handicapped parking, lot and garage operations, fire routes and employee parking.	I&P	E+6	D	E= Closure of lot or space
T03	PUBLIC TRANSIT				
	Records of public transit systems, schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for the disabled.	Originating	E+3	D**	E= Closure of route/ shelter/ stop/service ends
T04	ROAD CONSTRUCTION	Vital			
	Records of construction or major improvements to roads and approaches, tender process, meetings, all related reports, all related studies, drawings, agreements with contractors, consultants, landowners and funding agencies. <i>Excludes:</i> <i>Design and Planning future goals - see T05</i> <i>Bridges and Culverts – see T11</i> <i>Routine maintenance and minor improvements to road systems - see T06</i> <i>Studies not associated with construction project - see T05</i>	I&P	P	P	
T05	ROAD DESIGN AND PLANNING	Vital			
	Records of road concerns, estimates, studies, and other records regarding the design and planning of proposed roads. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	I&P	P	P	
T06	ROAD MAINTENANCE	Vital			

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of studies regarding the inspection and maintenance of roads, installation of culverts, minor repairs to the road surfaces, curbs, side-walks, cycle-ways, footpaths, walkways, etc., grading, ploughing, sanding, snow removal, dust suppression and road cleaning.	OPS	E+10	D	E= project complete
T07	SIGNS SIGNALS				
	Records of the manufacture, purchase and installation of signs and signals. <i>Excludes:</i> <i>Visual Identity Program - see M09</i>	I&P	E+3	D	E= Removal of sign/signal
T08	TRAFFIC				
	Records of the flow of traffic on roads, intersection drawings, registered road plans, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records, temporary road closures for special events, and seasonal road bans.	I&P	P	P	
T09	ROADS AND LANES OPENINGS/CLOSURES				
	Records of roads and lanes closed on a permanent or regular basis, reports, appraisals, correspondence and district court applications, requests to open road and street allowances. <i>Excludes:</i> <i>Land Acquisition and Sales - see L07</i> <i>Road Closing By-Laws - see C01</i>	I&P	P	P	
T11	BRIDGES	Vital			
	Records of bridges and culverts installation, repair, maintenance, inspections, awarded contracts, estimates and studies.	I&P	P	P	
T12	RAILWAYS				
	Records of railway crossings, maps and correspondence.	I&P	P	P	
V - VEHICLES AND EQUIPMENT - Contains records of fleet management, mobile equipment, protective equipment and their related maintenance.					
V00	VEHICLES AND EQUIPMENT - GENERAL				
	Records of vehicles and equipment records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	3	D	
V01	FLEET MANAGEMENT – Motorized /Drivable	Vital			
	Records of motorized vehicles leased or owned, operated, and maintained by the municipality, successful tender/quote/RFP, purchase, registration, maintenance, and disposal. <i>Excludes:</i> <i>Insurance Policies - see L06</i> <i>Accident Claims - see L02, L03</i>	Originating	E+5	D	E = Disposed

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	<i>Leases/Contracts - see L14</i> <i>Unsuccessful quotes/tenders – see F18</i>				
V02	MOBILE EQUIPMENT – Pull by motorized vehicle	Vital			
	Records of mobile/attachable equipment used in conjunction with motorized vehicles, utility trailers, pumps, snow-blowers, sanders, etc., successful tender/quote/RFP, purchase, maintenance and disposal. <i>Excludes:</i> <i>Insurance Policies – see L06</i> <i>Accident Claims – see L02, L03</i> <i>Leases/Contracts – see L14</i> <i>Unsuccessful quotes/tenders – see F18</i>	Originating	E+5	D	E = Disposed
V03	TRANSPORTABLE EQUIPMENT – Carry	Vital			
	Records of equipment owned or leased by the municipality, purchase, successful tender/quote/RFP, maintenance, and disposal of push lawnmowers, generators, hoses, weed-eaters, drills, etc. <i>Excludes:</i> <i>Leases/Contracts - see L14</i> <i>Unsuccessful quotes/tenders – see F18</i>	Originating	E+5	D	E = Disposed
V04	PROTECTIVE EQUIPMENT				
	Records of protective equipment used by the municipality, successful tender/quote/RFP, purchase, maintenance, disposal of breathing apparatus and tanks, alarms, etc.	Originating	E+5	D	E = Disposed
V05	ANCILLARY EQUIPMENT– Fixed	Vital			
	Records of non-vehicle and non-office in nature, appliances, water heaters, garbage compactors, generators, furniture (non-office), industrial shredders etc., successful tender/quote/RFP, purchase, maintenance, disposal, correspondence, equipment user and procedural manuals, warranty and setup tests. <i>Excludes:</i> <i>Leases/Contracts - see L14</i> <i>Unsuccessful quotes/tenders – see F18</i>	Originating	E+5	D	E = Disposed



REQUEST FOR DECISION

SUBJECT: Bylaw 22-930 "Schedule of Fees"

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: January 10, 2023

DEPARTMENT: CORPORATE SERVICES

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

ACAO: RA

DIR: EK

LEG: SS

MANAGER:

PRESENTER: SS

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy – None

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 22-930 "Schedule of Fees" as presented.

BACKGROUND/PROPOSAL:

The Schedule of Fees bylaw is being proposed for third and final reading. At second reading, December 13, Council accepted the bylaw as amended. The amendments pertain to Schedule L. The Grovedale map that highlights the various phases of land acquisition for road widening and right of way has been updated to expand phase 6 to encompass phases 7 and 8. The rate associated with Grovedale phase 6 will also now cover the encompassed phases 7 and 8.

The changes recommended by both Council and Administration during first and second reading are noted below. The bylaw has been amended to include all of the changes and they are no longer highlighted in red.

Schedule A – Agricultural Services

Additions:

Section	Description	GST Status	Fee in \$	Unit
(9. xi)	Weed Free Forage Twine	T	\$25.88	Per Roll
			\$51.76	Per Box

Amendments:

Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
(15.)	Lost or Replacement Signs (Spray Exemption Signs)	E	\$30.00	\$30.00	Per Sign
(17. i)	Seedling Bundle	T	\$15.00	\$20.00	10 Seedlings
(17. ii)	Seedling Bundle	T	\$22.50	\$30.00	15 Seedlings

(17.iii)	Landscape Seedlings	T	\$5.00	\$7.00	Single Seedling
(17.iv)	Specialty Landscape (Singular)	T	\$10.00	\$12.00	Seedling

Schedule B – Family and Community Support Services

Section	Description	GST Status	Fee in \$	Unit
(2.)	Babysitting Course (Grande Cache)	E	\$50.00	Per Course
(3.)	Kids Conference (Grande Cache)	E	\$50.00	Per Course

Schedule D – Recreation

Section	Description	GST Status	Fee in \$	Unit
	Aquatics			
(11. ix)	Red Cross Water Safety Instructor	T	\$350.00	Per Course
(11. x)	Red Cross Water Safety Instructor - RECERTIFICATION	T	\$80.00	Per Course
	Regular Rental			
(17. i)	Trip Rate and Driver	T	\$1.00 + cost of fuel	Perk Km
			\$75.00	Per Hour
(17. iii)	Driver	T	\$50.00	Per Hour
	Advertising			
(18. ii)	Ice Logo	T	\$650.00	Per Year
	Administrative Items			
(19. iii)	Replacement Membership Cards	T	\$5.00	Per Card
	Recreation Centre Fees (Corporate Rate 15% Discount) General Admittance – 10x Punch Pass			
(39. i)	Family	T	\$165.75	
(39. ii)	Adult (18+)	T	\$72.25	
(39. iii)	Youth (13-17)	T	\$51.00	
(39. iv)	Child (3-12)	T	\$38.25	
(39. v)	Senior (60-69)	T	\$51.00	
	Dance Studio A or B			
(47. iii)	Weekend Rental	T	\$150.00	
Section	Description	GST Status	Fee in \$	Unit

	Dance Studio A & B			
(48. iii)	Weekend	T	\$200.00	
	Fieldhouse Rates – All Courts			
(51. v)	Weekend Day Rate (Non-Social)	T	\$720.00	
	Party at the 'Plex!			
(58. iv)	Wibit Rental (exclusive to Private Rentals only)	T	\$35.00	Per Hour
	Aquatics		(Member \$) / (Non-member \$)	
(61. vii)	Red Cross Swim Strokes	T	\$72.00 / 82.00	
(61. viii)	Red Cross Swim Sports	T	\$45.00 / 55.00	
(61. xii)	Red Cross Water Safety Instructor	T	\$350.00 / None	
(61. xiii)	Red Cross Water Safety Instructor – RECERTIFICATION	T	\$80.00 / 80.00	
	Recreation Centre Fees (Corporate Rate – 15% Discount) General Admittance			
	10x Punch Pass			
(39. i)	Family	T	\$165.75	
(39. ii)	Adult (18+)	T	\$72.25	
(39. iii)	Youth (13-17)	T	\$51.00	
(39. iv)	Child (3-12)	T	\$38.25	
(39. v)	Senior (60-69)	T	\$51.00	
	Recreation Centre Fees – Facility Rentals			
	Dance Studio A or B			
(47. iii)	Weekend	T	\$150.00	Per Weekend
	Dance Studio A & B			
(48. iii)	Weekend	T	\$200.00	Per Weekend
	Aquatics			
(61. ix)	Red Cross Water Safety Instructor	T	\$350.00	
(61. x)	Red Cross Water Safety Instructor - RECERTIFICATION	T	\$80.00	

Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Grande Cache Arena Rentals (With Ice)				

(2. iv)	Maximum Youth Day Rate	T	None	\$185.00	Per Day
	Locker Rental				
(4. ii)	Locker Rental (GRM)	T	None	\$1.00	Per Use
(5. iii)	Locker Rental (GC)	T	None	\$0.25	Per Use
	10x Punch Pass				
(5. i)	Family	T	\$14.50	\$20.00	Per Pass
(5. ii)	Adult (18+)	T	\$6.75	\$9.00	Per Pass
(5. iii)	Youth (12-17)	T	\$5.00	\$6.50	Per Pass
(5. iv)	Child (3-12)	T	None	\$5.00	Per Pass
(5. v)	Senior (60-69)	T	\$5.50	\$6.50	Per Pass
(5. vi)	Super Senior (70+)	T	Free	Free	Per Pass
(5. vii)	Children Under 3	N/A	Free	Free	Per Pass
	Monthly Membership				
(6. i)	Family	T	\$115.75	\$180.00	Per Pass
(6. ii)	Adult (18+)	T	\$53.75	\$81.00	Per Pass
(6. iii)	Youth (13-17)	T	\$37.75	\$58.50	Per Pass
(6. iv)	Child (3-12)	T	None	\$45.00	Per Pass
(6. v)	Senior (60-69)	T	\$42.50	\$58.50	Per Pass
(6. vi)	Super Senior (70+)	T	Free	Free	Per Pass
(6. vii)	Children Under 3	N/A	Free	Free	Per Pass
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Monthly Membership				
(7. i)	Family	T	\$126.75	\$100.00	Per Membership
(7. ii)	Adult (18+)	T	\$58.75	\$50.00	Per Membership
(7.iii)	Youth (13-17)	T	\$41.00	\$35.00	Per Membership
(7. iv)	Child (3-12)	T	None	\$25.00	Per Membership
(7. v)	Senior (60-69)	T	\$46.00	\$35.00	Per Membership
(7. vi)	Super Senior (70+)	T	Free	Free	Per Membership
(7. vii)	Children Under 3	N/A	Free	Free	Per Membership
	3-Month Membership				
(8. i)	Family	T	\$316.75	\$316.00	Per Membership
(8. ii)	Adult (18+)	T	\$146.25	\$145.00	Per Membership
(8.iii)	Youth (13-17)	T	\$101.25	\$100.00	Per Membership
(8. iv)	Child (3-12)	T	NONE	\$72.00	Per Membership
(8. v)	Senior (60-69)	T	\$114.25	\$100.00	Per Membership
(8. vi)	Super Senior (70+)	T	Free	Free	Per Membership
(8. vii)	Children Under 3	N/A	Free	Free	Per Membership

	6-Month Membership				
(9. i)	Family	T	\$569.75	\$605.00	Per Membership
(9. ii)	Adult (18+)	T	\$262.25	\$275.00	Per Membership
(9.iii)	Youth (13-17)	T	\$182.75	\$195.00	Per Membership
(9. iv)	Child (3-12)	T	NONE	\$140.00	Per Membership
(9. v)	Senior (60-69)	T	\$205.25	\$195.00	Per Membership
(9. vi)	Super Senior (70+)	T	Free	Free	Per Membership
(9. vii)	Children Under 3	T	Free	Free	Per Membership
	Annual Membership				
(10. i)	Family	T	\$1,100.00 \$949.50	\$1,100.00 \$949.50	Per Membership
(10. ii)	Adult (18+)	T	\$500.00 \$437.00	\$500.00 \$437.00	Per Membership
(10. iii)	Youth (13-17)	T	\$350.00 \$304.25	\$350.00 \$304.25	Per Membership
(10. iv)	Child (3-12)	T	\$250.00	\$250.00	Per Membership
(10. v)	Senior (60-69)	T	\$350.00 \$342.25	\$350.00 \$342.25	Per Membership
(10. vi)	Super Senior (70+)	T	Free	Free	Per Membership
(10. vii)	Children Under 3	N/A	Free	Free	Per Membership
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Aquatics				
(11. i)	Lifesaving Parent & Tot Swim Lesson	T	\$45.00	\$55.00	10 – 30min session
(11. ii)	Lifesaving Preschool Swim Lesson	T	\$45.00	\$55.00	10 – 30min session
(11. iii)	Lifesaving Swimmer Swim Lesson	T	\$60.00	\$65.00	10 – 45min session
(11. iv)	Lifesaving Adult / Fitness Swimmer Swim Lesson	T	\$72.00	\$85.00	10 – 45min session
(11. vi)	Private Swimming Lessons (6-sessions for price of 5)	T	\$30.00	\$25/30 min	10 – 30 min session
(11. vii)	Semi-Private Swimming Lessons (2+ participants, hour/participant) (6-sessions for price of 5)	T	\$25.00	\$20/30 min	Per Individual, Per hour
(11. viii)	Junior Lifeguard Club (Session Based)	T	\$10.00	\$12.00	Per Session
(11. xii)	Lifesaving Society – Bronze Star	T	\$115.00	\$120.00	Per Course

(11. xiii)	Lifesaving Society – Bronze Medallion	T	\$180.00	\$160.00	Per Course
(11. xiv)	Lifesaving Society – Bronze Cross	T	\$130.00	\$160.00	Per Course
(11. xv)	Lifesaving Society National Lifeguard	T	\$350.00	\$360.00	Per Course
(11. xvi)	Lifesaving Society National Lifeguard - RECERTIFICATION	T	\$80.00	\$90.00	Per Course
(11. xvii)	Water Fitness (Session based)	T	NON-MEMBER RATE: \$10.00	\$8.00	Per Session
(11. xviii)	Water Fitness (Drop-in)	T	NON-MEMBER RATE: \$12.00	\$10.00	Per Drop In
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Child and Youth Programming				
(12. i)	Child Programming	T	NON-MEMBER RATE: \$7.00	\$5.00-\$6.00	Per Session
(12. ii)	Youth Programming	T	NON-MEMBER RATE: \$8.00	\$5.00-\$7.00	Per Session
	Fitness Programming				
(13. i)	Child Programming	T	NON-MEMBER RATE: \$7.00	\$5.00\$6.00	Per Session
(13. ii)	Youth Programming	T	NON-MEMBER RATE: \$8.00	\$5.00\$7.00	Per Session
(13. iii)	Adult Programming	T	NON-MEMBER RATE: \$10.00	\$8.00\$9.00	Per Session
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Drop-in Registered Programs				
(14. i)	Adult	T	NON-MEMBER RATE: \$12.00	\$8.00\$10.00	Per Session
(14. ii)	Youth	T	NON-MEMBER RATE: \$10.00	\$5.00\$8.00	Per Session
(14. iii)	Child	T	NON-MEMBER RATE: \$8.00	\$5.00\$7.00	Per Session
	Concession and Merchandise				
(16. i)	Beverages, Food, Coffee	T	None	Market Value	Per Item
(16. ii)	Aquatic Accessories and Socks	T	None	Suggested Retail Value	Per Item
(16. iii)	Concession Rental	T	None	\$150.00	Per Day

	Grande Cache Community Bus				
(17. iii)	Round Trip to Grande Prairie/Hinton	E	\$40.00 (including GST)	\$50.00	Per Person
(17. iv)	One Way Trip to Grande Prairie/Hinton		30.00 (Including GST)	\$35.00	
	Administrative Items				
(19. iii)	Administrative Fee (Membership Refund or Cancellation)	E	None	\$25.00	Per Membership
	Ball Diamonds				
(20. i)	Rental Rate	T	\$45.50	\$50.00	Per Game
(20. ii)	Tournament Rate (Maximum Day Rate per Ball Diamond)	T	\$125.00	\$130.00	Per Day
(20. iii)	Youth Rental Rate	T	None	\$25.00	Per Game
(20. iv)	Youth Tournament Rate (Maximum Day Rate Per Ball Diamond)	T	None	\$65.00	Per Day
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
(20. v)	Group Open Use (Ball Diamond Overflow Area)	T	None	\$500.00	Per Event
	Grande Cache Campground				
(21. i)	Full Service (Includes Power, Water and Sewer)	T	\$40.00	\$45.00	Per Night
(21. ii)	Partial Service (Includes Power and Water)	T	\$35.00	\$40.00	Per Night
(21. iv)	Monthly site rate (Full Service) <i>Availability Determined Upon Season Opening</i>	T	\$1,050.00	\$1,100.00	Per Month
(21. vi)	Cook Shack Rental	T	None	\$100.00	Per Day
Recreation Centre Fees General Admittance – Greenview Regional Multiplex					
	Daily Pass				
(27. i)	Family	T	\$19.50	\$20.00	Per Pass

(27. ii)	Adult (18+)	T	\$8.50	\$9.00	Per Pass
(27. iii)	Youth (13-17)	T	\$6.00	\$6.50	Per Pass
(27. iv)	Child (3-12)	T	\$4.50	\$5.00	Per Pass
(27. v)	Senior (60-69)	T	\$6.50	\$6.50	Per Pass
(27. vi)	Super Senior (70+)	T	Free	Free	Per Pass
(27.vii)	Children Under 3	N/A	Free	Free	Per Pass
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	10x Punch Pass Expiration 1 Year from Purchase				
(28. i)	Family	T	\$175.50	\$180.00	Per Pass
(28. ii)	Adult (18+)	T	\$76.50	\$81.00	Per Pass
(28. iii)	Youth (13-17)	T	\$54.00	\$58.50	Per Pass
(28. iv)	Child (3-12)	T	\$40.50	\$45.00	Per Pass
(28. v)	Senior (60-69)	T	\$58.50	\$58.50	Per Pass
(28. vi)	Super Senior (70+)	T	Free	Free	Per Pass
(28. vii)	Children Under 3	N/A	Free	Free	Per Pass
	Monthly Membership				
(29. vi)	Super Senior (70+)	T	Free	Free	Per Membership
	3-Month Membership				
(30. vi)	Super Senior (70+)	T	Free	Free	Per Membership
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	6-Month Membership				
(31. iii)	Youth (13-17)	T	\$192.50	\$195.00	Per Membership
(31. iv)	Child (3-12)	T	\$137.50	\$140.00	Per Membership
(31. v)	Senior (60-69)	T	\$195.00	\$195.00	Per Membership
(31. vi)	Super Senior (70+)	T	Free	Free	Per Membership
(31. vii)	Children Under 3	T	Free	Free	Per Membership
	Annual Membership				
(32. vi)	Super Senior (70+)	T	Free	Free	Per Membership
	Family – Additional Child/Youth – Member & Corporate Discounts				
	Daily Pass				
(33. i)	Youth (13-17)	T	\$3.00	\$4.00	Per Additional Membership
(33. ii)	Child (3-12)	T	\$2.25	\$2.50	Per Additional Membership
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	10x Punch Pass				

	Expiration 1 Year from Date of Purchase				
(34. ii)	Child (3-12)	T	\$20.25	\$20.00	Per Additional Punch Pass
	3 Month Membership Addition				
(36. i)	Youth (13-17)	T	\$50.25	\$50.00	Per Additional Membership
(36. ii)	Child (3-12)	T	\$36.00	\$35.00	Per Additional Membership
	6 Month Membership Addition				
(37. i)	Youth (3-12)	T	\$96.25	\$95.00	Per Additional Membership
(37. ii)	Child (3-12)	T	\$68.75	\$70.00	
	Month Membership Addition				
(39. vi)	Super Senior (70+)	T	Free	Free	Per Additional Membership
	3 Month Membership Addition				
(40. i)	Family	T	\$269.00	\$270.00	Per Additional Membership
(40. ii)	Adult (18+)	T	\$122.50	\$125.00	Per Additional Membership
(40. iii)	Youth (13-17)	T	\$85.50	\$85.00	Per Additional Membership
(40. iv)	Child (3-12)	T	\$61.50	\$60.00	Per Additional Membership
(40. v)	Senior (60-69)	T	\$85.50	\$85.00	Per Additional Membership
(40. vi)	Super Senior (70+)	T	Free	Free	Per Additional Membership
	6 Month Membership				
(41. i)	Family	T	\$514.25	\$515.00	
(41. ii)	Adult (18+)	T	\$233.75	\$235.00	
(41. iii)	Youth (13-17)	T	\$162.25	\$165.00	
(41. iv)	Child (3-12)	T	\$118.25	\$120.00	
(41. v)	Senior (60-69)	T	\$162.25	\$165.00	
(41. vi)	Super Senior (70+)	T	Free	Free	
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Annual Membership Addition				
(42. iii)	Youth (13-17)	T	\$297.50	\$300.00	
(42. iv)	Child (3-12)	T	\$212.50	\$215.00	
(42. v)	Senior (60-69)	T	\$297.50	\$300.00	
(42. vi)	Super Senior (70+)	T	Free	Free	
(42. vii)	Annual Membership	N/A	15% off		

	<i>Sale Does not apply to punch passes or corporate membership. Discount offered on 6 & 12 month memberships only.</i>				
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Recreation Fees - Childmind				
(43. ii)	10 x Punch Pass	T	\$40.00	\$45.00	Per Punch Pass
(43. iii)	20 x Punch Pass	T	\$70.00	\$80.00	Per Punch Pass
	Personal Training Rates – One Person				
(44. ii)	3 Sessions	T	\$131.25	\$130.00	Per 3 Sessions
(44. iii)	5 Sessions	T	\$212.50	\$215.00	Per 5 Sessions
(44. iv)	10 Sessions	T	\$412.50	\$415.00	Per 10 Sessions
	Personal Trainer – Contractor				
(46. i)	1 Person	T	None	\$15.00	Per Hour
(46. ii)	Small Group	T	None	\$25.00	Per Hour
(46. iii)	Monthly	T	None	\$300.00	Per Agreement
	Recreation Centre Fees – Facility Rentals				
	Dance Studio A or B				
(47. i)	Hourly	T	\$30.00	\$35.00	Per Hour
(47. ii)	Daily	T	\$100.00	\$200.00	Per Day
	Dance Studio A & B				
(48. i)	Hourly	T	\$50.00	\$60.00	Per Hour
(48. ii)	Daily (9am – 9pm)	T	\$175.00	\$350.00	Per Day
	Aquatic Centre				
(49. i)	Lane or Leisure Pool (up to 35), Hot Amenities included	T	\$99.00	\$100.00	Per Hour
(49. ii)	Lane or and Leisure Pool Rental (up to 70 People), Hot Amenities Included	T	\$198.00	\$200.00	Per Hour
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Fieldhouse Rate – All Courts				
(51. i)	Daily (6 -9:00am-9:00pm)	T	\$600.00	\$650.00	Per Weekday, All Courts

(51. ii)	Non-Prime Time (6:00am-3:00pm)	T	\$75.00	\$90.00	Per Non-Prime Time, All Courts
(51. iii)	Weekend (3:00pm- Close/Weekends)	T	\$125.00	\$150.00	Per Weekend, All Courts
(51. iv)	Youth Rate	T	\$60.00	\$80.00	Per Event, All Courts
(51. v)	Weekend Day Rate (Non-Social)	F	\$720.00	Removed	
Party at the 'Plex!					
(58. i)	Greenview Splash	T	\$105.00	\$110.00	
(58. ii)	Greenview Tidal Wave	T	\$125.00	\$130.00	
(58. iii)	Greenview Hurricane	T	\$195.00	\$250.00	
(58. iv)	Wibit Rental (exclusive to Private Rentals only)	F	\$35.00	Removed	
Event Sponsorship Opportunities					
(59. i)	Fieldhouse (Open Rental Option)	T	\$140.00	\$225.00	
(59. ii)	Child Play Party Kidtopia Play	T	\$125.00	\$100.00	
(59. iii)	Splash & Play Splashin' Fun	T	\$135.00	\$300.00	
(59. iv)	Bather Bonus	T	None	\$200.00	
Security Deposits					
(60. i)	Party at the 'Plex Cleaning Deposit	E	None	\$50.00	
(60. ii)	Rental Security Deposit – Board Room/Party Room	E	None	\$200.00	
(60. iii)	Rental Security Deposit – Fieldhouse (User Groups)	E	None	\$500.00	
(60. iv)	Rental Security Deposit – Fieldhouse (Social Event)	E	None	\$1,000.00	
Recreation Centre Fees – Registered Programs					
Section	Description	GST Status	Fee in \$ 2022 (Member/Non- member)	Fee in \$ 2023 (Member/Non- Member)	Unit

(61. iii)	Red Cross Swim Kids Levels 7-10 (Session-Based) Swim for Life - Swimmer	T	\$60.00/\$70.00	\$55.00/\$65.00	
(61. iv)	Swim for Life – Adult Summer	T	None	\$75.00/85.00	
Section	Description	GST Status	Fee in \$ 2022 (Member/Non-member)	Fee in \$ 2023 (Member/Non-Member)	Unit
(61. v)	Swim for Life – Fitness Swimmer	T	None	\$75.00/\$85.00	
(61. vi)	Canadian Swim Patrol Programs	T	None	\$75.00/\$85.00	
(61. ix)	Private Swimming Lessons (6 sessions for price of 5)	T	None	\$25.00/30min \$25.00	Half hour
(61. x)	Semi-Private Swimming Lessons (2+ participants, hr/participant)	T	None	\$20.00 / \$20.00	Half hour
(61. xiv)	Red Cross First Aid – C.P.R.-C & A.E.D.	T	\$140.00	\$150.00 / \$160.00	
(61. xv)	Red Cross Babysitting Course (6 hours)	T	\$30.00 / 40.00	\$35.00 / 45.00	
(61. xvi)	Lifesaving Society – Bronze Star	T	\$115.00	\$110.00 / 120.00	
(61. xvii)	Lifesaving Society – Bronze Medallion	T	\$180.00	\$150.00 / 160.00	
(61. xviii)	Lifesaving Society – Bronze Cross	T	\$130.00	\$150.00 / 160.00	
(61. xix)	Lifesaving Society National Lifeguard	T	\$350.00	\$350.00 / 360.00	
(61. xx)	Lifesaving Society National Lifeguard – RECERTIFICATION	T	\$80.00	\$80.00 / 90.00	
Child & Youth Programming					
(62. i)	Child Programming	T	\$6.00 / 7.00	\$4.00 / 6.00	Per Session
(62. ii)	Youth Programming	T	\$7.00 / 8.00	\$6.00 / 8.00	Per Session
(62. iii)	Parented Programming	T	None	\$2.00 / 4.00	Per Session

	Fitness Programming				
(63. i)	Child Programming	T	\$6.00 / 7.00	\$4.00 / 6.00	Per Session
(63. ii)	Youth Programming	T	\$7.00 / 8.00	\$6.00 / 8.00	Per Session
(63. iii)	Adult Programming	T	\$9.00 / 10.00	\$8.00 / 10.00	Per Session
Section	Description	GST Status	Fee in \$ 2022 (Member/Non-member)	Fee in \$ 2023 (Member/Non-Member)	Unit
(64. iii)	Child	T	\$7.00 / 8.00	\$6.00 / 8.00	
	Parks and Recreation Areas				
(65. i)	Johnson Park (Unserviced, with firewood)	T	\$20.00	\$25.00	Per Unit/Per Night
(66. i)	Moody's Crossing (Unserviced, with firewood)	T	\$20.00	\$25.00	Per Unit/Per Night
(67. i)	Shuttler Flats Provincial Recreation Area (Group use area, with firewood)	T	\$50.00	\$50.00	Per Night
(68. i)	Smoky River South Provincial Recreation Area (Unserviced, with firewood)	T	\$20.00	\$25.00	Per Unit/Per Night
(69. i)	Sheep Creek Provincial Recreation Area (Unserviced, with firewood)	T	\$20.00	\$25.00	Per Unit/Per Night
(70. i)	Kakwa River Provincial Recreation Area (Unserviced, with firewood)	T	\$20.00	\$25.00	Per Unit/Per Night
(71. i)	Swan Lake (Unserviced, with firewood)	T	\$20.00	\$25.00	Per Unit/Per Night

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Schedule E – Protective/Enforcement Services

Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Response to Fire Incidents				
(2. i)	Within Greenview	T	\$650.00	\$650.00	Per Hour, Per Unit
(2. ii)	Outside Greenview	T	\$650.00	\$650.00	Per Hour, Per Unit
(2. iii)	Provincial Highways	T	As per Alberta Transportation Rates	As per Alberta Transportation Rates	Per Hour, Per Unit
<i>Note: Administrative costs and the cost for replacement of equipment and/or materials used, lost, or damaged because of the response are charged in addition to the above.</i>					
	Dog Licensing Fees (Grande Cache)				
(4. i)	Female Dog	T	\$30.00	\$30.00	Per License
(4. ii)	Male Dog	T	\$30.00	\$30.00	Per License
(4. iii)	Spayed or Neutered Dog	T	\$20.00	\$20.00	Per License
(4. iv)	Late Penalty (Applications on or after February 1 st)	T	\$10.00	\$10.00	Per License
(4. v)	Lost or Defaced License Tag (Replacement Fee)	T	\$5.00	\$5.00	Per License

Schedule F – Finance and Administration

An interest charge of 1.5% per month shall be imposed on unpaid accounts receivable, excluding water and sewer public utility accounts and property tax accounts.

Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Assessment Review Board Complaint Registration Fees				
(6. i)	Residential with 3 or fewer dwellings and farm land	E	\$50.00	\$50.00	
(6. ii)	Residential 4 or more dwellings	E	\$650.00	\$650.00	
(6. iii)	Non-Residential	E	\$650.00	\$650.00	
(6. iv)	Business Tax	E	\$50.00	\$50.00	
(6. v)	Tax Notice (Other than Business Tax)	E	\$30.00	\$30.00	Per Facility
(6. vi)	Linear Property – Power Generation	E	\$650.00	\$650.00	Per LPUID

(6. vii)	Linear Property – Other	E	\$50.00	\$50.00	
(6. viii)	Equalized Assessment	E	\$650.00	\$650.00	

Schedule G – Infrastructure and Engineering General

Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Approaches				
(2. ii)	Construction: Gravel Approach *The price may be reduced by \$500 for special circumstances, please contact the Manager of Construction and Engineering for more information	E	\$3,000.00	\$3,500.00	Per Approach
(2. iii)	Upgrade/Relocation: Gravel Approach	E	\$3,500.00	\$4,000.00	Per Approach
(2. iv)	Construction: Asphalt Approach	E	\$10,000.00	\$10,500.00	Per Approach
(2. v)	Upgrade/Relocation: Asphalt Paved Approach	E	\$15,000.00	\$15,500.00	Per Approach
	Fencing				
(6. ii)	Removal of Old Fence and Installation of New Fence by Landowner Including Labour and Materials	T	\$8.25	\$12.00	Per m

Schedule H – Environmental Services

Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Administrative Fees				
(1. ii)	Service On/After Hours/Call Out	E	\$52.00	\$100.00	Per hour /per member of staff (1 hour min.)
(1. iii)	Utilities Account Deposit	E	None	\$100.00	Per Account
(1. v)	Water/Wastewater Installation Application Fee	E	None	\$150.00	Per Service
	Water Distribution System				
(2. i)	Installation Fee (To install from Main Line to Property Line/ includes any asphalt, curb and gutter etc.)	E	\$8,000.00	\$8,000.00	Deposit (Installation costs to be determined)
(2. ii)	Connection Fee (Rights to Connect Grovedale, Landry Heights, Little Smoky, Valleyview Rural, Crooked Creek)	E	\$12,500.00	\$12,500.00	Per Connection

(2. iii)	Connection Fee (Rights to Connect Grande Cache, DeBolt and Ridgevalley)	E	\$500.00	\$500.00	Per Connection
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Wastewater Collection System				
(8. iii)	Connection Fee (Rights to Connect DeBolt, Grovedale Low Pressure, Little Smoky, Grande Cache, Ridgevalley)	E	None	\$500.00	Per Service
	Sewer Rates				
(10. i)	Residential – Single Family Dwelling; Duplex - Per Residential – Duplex, Per Self-Contained Dwelling Residential – Multi-Family, Per Self-Contained Dwelling Churches Schools (Per Classroom) Royal Canadian Legion Hall Senior Citizen's Drop-In Centre	E	\$1.00	\$1.25	Per m ³ (minimum \$24.00)
(10. ii)	Commercial – General Store Commercial – Office Commercial – Not Classified Elsewhere	E	\$1.00	\$1.25	per m ³ (minimum \$36.00)
(10. iii)	Commercial – Laundromat	E	\$1.00	\$1.25	Per m ³ (minimum \$56.00)
(10. iv)	Commercial – Cafes Commercial – Garages Community Halls & Other Recreation Facilities	E	\$1.00	\$1.25	Per m ³ (minimum \$48.00)
(10. v)	Correctional Institutions Commercial – Hotels (Rooms & Beer Parlor)	E	\$1.25	\$1.25	Per m ³ (minimum \$80.00)
	Wastewater Lagoon				

(11. i)	Commercial, Industrial, & Non-Greenview Resident Tipping Rate	E	\$10.00	\$12.00	Per m ³
(11. ii)	Residential, Verified Non-Profit, and All Other Tipping Rate	E	None	\$3.00	Per m ³
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Electric Sewer Snake				
(13. i)	Refundable Deposit	E	None	\$500.00	
	Residential Solid Waste Collection and Disposal				
(16. i)	Residential Waste Collection Fee	E	\$10.00	\$10.25	Per Month
(16. ii)	Recycle Fee	E	\$10.00	\$10.25	Per Month

Schedule I – Operations

Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Snowplowing Signs				
(1. v)	Lost or Replacement Signs	≠ E	\$30.00	\$30.00	Per Sign
	Dust Control				
(3. ii)	Late Dust Control Application Fee (Applications submitted or mailed after April 15)	T	None	\$500.00	Per 200m
	Road Bond				
(4. iii)	Fixed Fee for the TRAVIS MJ Permitting System	E	\$15.00	\$25.00	Per Permit

Schedule J – Planning and Development

Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	Development Permits, General				
(2. iv)	Signage – Permanent / Temporary / Renewal	≠ E	\$50.00	\$50.00	Per \$100,000.00 of completed project cost (up to a maximum of a \$10,000.00 fee)
	Rural Addressing Signage				
(9. i)	Signage Permanent/ Replacement and Installation	≠ E	\$150.00	\$150.00	Per Sign
	Signage for Subdivisions				
(10. i)	Individual Lot Sign	≠ E	\$50.00	\$50.00	Per Sign
(10. ii)	Large Address Sign with Address Tab for Subdivisions of 4 Lots or Greater	≠ E	\$1000.00	\$1000.00	Per Sign
	Corporate Advertising				

(16.)	Corporate Advertising	T	None	\$100.00	Per Notice
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During the Council Meeting held on November 22nd, Council recommended the following changes to the Schedule of Fees Bylaw:

- Remove the Manager's discretion for lowering home support fees (p.6)
- Extend recreational punch passes expiry from one year to two years (p.8, 13, 14)
- Semi-private swimming lessons fee to be based on one hour's worth of instruction (p.10)
- Fieldhouse non-prime time hours are now consistent 9am to 3pm (p.18)
- Electric sewer snake cleaning from \$35.00 to \$100.00 (p.30)
- Nose Creek Water Bottle Fill Station from \$3.50 to \$1.50 (p.31)

Additionally, Council asked for clarification on the parameters of Recreation's corporate discount and family membership. The following definitions have been included to ensure clarity:

- Corporate discount: Corporate discount applies to a group of 5 or more individuals in the same organization. (p.9)
- Family membership: Family membership includes two adults 18 years or older and two kids 17 years or younger. (p.9)

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will have an updated Schedule of Fees which reflects the increased costs for services and goods.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. Council should consider the effects that fee increases will have on residents and organisations within Greenview.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to amend or deny the bylaw, however this is not recommended as the fee structure is based on cost for goods and services.

FINANCIAL IMPLICATION:

Direct Costs:

Ongoing / Future Costs:

The financial implications associated with the changes noted in the Bylaw have been captured in the annual budget.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

- Administration will update the bylaw register and make the bylaw available to the public.
-

ATTACHMENT(S):

- Bylaw 22-930 "Schedule of Fees"



BYLAW NO. 22-930 of the Municipal District of Greenview No. 16

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

Whereas, pursuant to section 7 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, a Council may pass bylaws for municipal purposes respecting the following matters:

- (a) People, activities and things in, on or near a public place or place that is open to the public; and
- (b) Services provided by or on behalf of the municipality;

Whereas, pursuant to section 8 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, a Council may pass bylaws for municipal purposes respecting the following matters:

- (a) Provide for a system of licenses, permits or approvals, including any or all of the following:
 - i. Establishing fees for licenses, permits and approvals, including fees for licenses, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue.

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

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

1. Title

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

2. Definitions

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

3. Application

- 3.1 This Bylaw establishes the rates, fees and charges for certain goods and services provided by Greenview.
- 3.2 This Bylaw and the attached Schedules will be reviewed as required and amendments to any of the rates and fees must be made by Council bylaw in accordance with Section 191(1) of the Municipal Government Act.



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

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

4. Rates and fees

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

5. Severability and Effect

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

5.2 Bylaw 22-900 and any amendments thereto is hereby repealed.

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

Read a first time this 22 day of November, 2022.

Read a second time this 13 day of December, 2022.

Read a third time and passed this ____ day of _____, ~~2022~~ 2023

REEVE

CHIEF ADMINISTRATIVE OFFICER



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

AGRICULTURAL SERVICES – Schedule A

****All Agricultural Rental Equipment can be kept for a maximum of three (3) days if there is a lineup waiting for that item**

	Description	GST Status *	Fee in \$	Unit
1.	Picnic Tables (per table, per day)			
i.	Non-Profit Organizations; Community Event	E	No Charge	
ii.	Private Affair, Non-Public Event - 10 day max.	T	\$10.00	Per Day
2.	Barbeque			
i.	Non-Profit Organizations; Community Event	E	No Charge	
ii.	Private Affair, Non-Public Event - 10 day max.	T	\$100.00	Per Day
3.	Weed and Insect Control Equipment			
i.	Field Sprayer c/w GPS	T	\$50.00	Per Day
ii.	Boomless Sprayer <i>Valleyview, Grovedale</i>	T	\$20.00	Per Day
iii.	Water Tank on Trailer (For Spraying), <i>(Valleyview, Grovedale)</i>	T	\$25.00	Per Day
iv.	Estate Sprayer (Pull Type)	T	\$20.00	Per Day
v.	Estate Sprayer (3 pt hitch), <i>(Valleyview)</i>	T	\$20.00	Per Day
vi.	Handheld Sprayer <i>(All locations)</i>	T	\$5.00	Per Day
vii.	Quad Mounted Sprayers	T	\$10.00	Per Day
viii.	Backpack Sprayers	T	\$5.00	Per Day
ix.	Granular Pesticide Bait Applicator <i>(Holds 135 lbs Bran, Valleyview)</i>	T	\$30.00	Per Day
4.	Spreaders			
i.	Manure Spreader <i>(Valleyview, Grovedale)</i>	T	\$300.00	Per Day
ii.	Fertilizer Spreader <i>(Valleyview, Grovedale)</i>	T	\$100.00	Per Day
5.	Earth Moving and Post Pounding Equipment			
i.	1000 Earth Mover <i>All Locations</i>	T	\$200.00	Per Day
ii.	12' Pull-Type Blade <i>(Valleyview, Grovedale)</i>	T	\$50.00	Per Day
iii.	Vee Ditcher, <i>Grovedale</i>	T	\$50.00	Per Day
iv.	Post Pounder <i>(All locations)</i>	T	\$125.00 \$65.00	Per Day Half Day
v.	Bin Crane <i>(Valleyview, Grovedale)</i>	T	\$100.00	Per Day
6.	Cattle Equipment			
i.	Cattle Squeeze <i>(All locations)</i>	T	\$25.00	Per Day



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
ii.	Loading Chute (<i>All locations</i>)	T	\$50.00	Per Day
iii.	Panel Trailer (<i>Valleyview, Grovedale</i>)	T	\$50.00	Per Day
iv.	Spare Panels (<i>free 3 days, \$5 each for additional days, DeBolt</i>)	T	\$5.00	Per Day
v.	Tag Reader (<i>Valleyview, Grovedale</i>)	T	No Charge	
7.	Conservation Equipment			
i.	50' Heavy Harrow with Granular Applicator (<i>Valleyview</i>)	T	\$250.00	Per Day
ii.	33' Heavy Harrow with Granular Applicator (<i>Grovedale</i>)	T	\$200.00	Per Day
iii.	30' Land Roller (<i>Valleyview, Grovedale</i>)	T	\$200.00	Per Day
iv.	14' Heavy Disc (<i>Valleyview, Grovedale</i>)	T	\$300.00	Per Day
v.	No-Till Drill (<i>Valleyview</i>)	T	\$200.00	Per Day
vi.	Conservation Seeder- 3 pt hitch (<i>Valleyview</i>)	T	\$100.00	Per Day
vii.	3 pt hitch 8' Rotary Tiller (<i>Valleyview</i>)	T	\$150.00	Per Day
viii.	3 pt hitch 8' Deep Tillage Cultivator (<i>Valleyview</i>)	T	\$100.00	Per Day
ix.	3 pt hitch 8' Disk (<i>Valleyview</i>)	T	\$100.00	Per Day
x.	3 pt hitch 8' Harrow (<i>Valleyview</i>)	T	\$50.00	Per Day
xi.	3 pt hitch 8' Pull Blade (<i>Valleyview</i>)	T	\$25.00	Per Day
xii.	Grain Bag Roller (<i>Valleyview</i>)	T	\$50.00	Per Day
xiii.	Plastic Mulch Applicator (<i>Valleyview</i>)	T	\$50.00	Per Day
xiv.	Tree Planter (<i>Valleyview</i>)	T	\$50.00	Per Day
8.	Broadcast Seeding Equipment			
i.	Truck Mount Seeder (<i>Valleyview</i>)	T	\$10.00	Per Day
ii.	Quad Mount Seeder (<i>Valleyview</i>)	T	\$10.00	Per Day
iii.	Hand Seeder (<i>free 3 days, \$5 per day after</i>)	T	\$5.00	Per Day
iv.	Broadcast Seeder, 3 pt hitch (<i>Valleyview</i>)	T	\$15.00	Per Day
9.	Miscellaneous Equipment			
i.	Survey Equipment, <i>Valleyview (Theodilite, Transit, Gradient Stick)</i>	T	\$10.00	Per Day/ Per piece of equipment
ii.	Metal Detector, <i>Valleyview</i>	T	\$10.00	Per Day
iii.	Hay Sampler, Soil Sampler (<i>Free first 3 days</i>)	T	\$5.00	Per Day
iv.	Bin Probe, Measuring Wheel (<i>Free first 3 days</i>)	T	\$5.00	Per Day
v.	Scare Cannons (<i>Free first 3 days</i>)	T	\$5.00	Per Day
vi.	Small Animal Traps	T	\$2.00	Per Day
viii.	Grain Vacuum (<i>Valleyview, Grovedale</i>) (1/2 day rate \$75)	T	\$150.00	Per Day



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
ix.	Bale Wagon (<i>Valleyview, Grovedale</i>)	T	\$250.00	Per Day
x.	Pressure Washer on Trailer (<i>Valleyview</i>)	T	\$50.00	Per Day
xi.	Weed Free Forage Twine	T	\$25.88	Per Roll
			\$51.76	Per Box
10.	Water Pumping Equipment			
i.	Water Pump & Trailer (<i>Grovedale; Valleyview: Apr 2-Oct 31</i>)	T	\$250.00	48 Hrs
			\$250.00	+24 Hrs
ii.	Off Season (Nov 1-April 1) At Managers Discretion	T	\$500.00	48 Hrs
			\$500.00	+24 Hrs
11.	Recovery & Repairs; Rental Equipment Program			
i.	Recovery requiring 1 ton minimum for transport	T	\$100.00	Per Hour
ii.	Recovery requiring under 1 ton to transport	T	\$75.00	Per Hour
iii.	Cleaning of Equipment (<i>plus \$75 disposal fee</i>)	T	\$60.00	Per Hour
iv.	Repair due to Negligent Use, labour	T	\$60.00	Per Hour
v.	Repair due to Negligent Use, parts	T	Full Cost	
12.	Notice of Enforcement & Chemical			
i	Notice Enforcement, Internal Labour	T	\$200.00	Per Hour
			\$125.00	Admin Fee
ii.	Notice Enforcement, External Labour	T	Full Cost	
			+15%	Admin Fee
iii.	Notice Enforcement, Chemical (<i>by volume</i>)	T	Full Cost	By package
iv.	Range and Pasture Product (<i>by volume</i>)	T	Full Cost	By package
v.	Rural Acreage Owner Chemical (<i>by volume</i>)	T	Full Cost	By package
13.	Haying and Pasture Permits			
i.	Application fee	E	\$100.00	Per Day
ii.	Plus Annual per Acre Charge	E	\$15.00	Per Day
14.	Spray Exemption Signs			
i.	Lost or Replacement Signs	E	\$30.00	Per Sign
15.	Shelterbelt Program			
i.	Seedling Bundle	T	\$20.00	10 Seedlings
ii.	Seedling Bundle	T	\$30.00	15 Seedlings



**BYLAW NO. 22-930
of the Municipal District of Greenview No. 16**

	Description	GST Status *	Fee in \$	Unit
iii.	Landscape Seedlings	T	\$7.00	Single Seedling
iv.	Specialty Landscape (Singular)	T	\$12.00	Seedling
v.	Plastic Mulch, 1 Roll	T	\$225.00	1,500 ft per roll
vi.	Hemp Mats and 2 x Wooden Nails	T	\$1.00	

FAMILY AND COMMUNITY SUPPORT SERVICES – Schedule B

	Description	GST Status*	Fee in \$	Unit
1.	Home Support	E	\$20.00 maximum	Per Hour
2.	Life Skills Day Camp	E	\$40.00	Per Course
3.	Babysitting Course (Grande Cache)	E	\$50.00	Per Course
4.	Kids Conference (Grande Cache)	E	\$50.00	Per Course

COMMUNITY SERVICES GENERAL – Schedule C

Grande Cache Cemetery					
1.	Open and Close Fees		May 15 to November 15	November 16 to May 14	
i.	Full Casket Adult	T	\$600.00	\$700.00	Per Casket
ii.	Full Casket Child	T	\$400.00	\$500.00	Per Casket
iii.	Cremation	T	\$450.00	\$550.00	Per Casket
iv.	Disinterment	T	Double the cost of opening and closing		Per Disinterment
2.	Purchase of Plot	T	\$550.00		Per Plot



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

3.	Columbarium Fees			
i.	Niche Price (Includes Opening/Closing Fee)	T	\$1,050.00	Per Niche

RECREATION – Schedule D

	Description	GST Status *	Fee in \$	Unit
Recreation Grande Cache				
1.	Grande Cache Arena Rentals (With Ice)			
i.	Adult rate	T	\$170.00	Per hour
ii.	Adult Non-Prime (Before 3:30 p.m. on Regular School Days)	T	\$110.00	Per hour
iii.	Youth Rate	T	\$88.25	Per hour
iv.	Youth Non-prime (Before 3:30 p.m. on Regular School Days)	T	\$55.00	Per hour
v.	Public Skating Sponsorship	T	\$150.00	Per hour
2.	Arena and Curling Rink Surfaces (No Ice)			
i.	Adult Rate	T	\$80.00	Per hour
ii.	Youth Rate	T	\$40.00	Per hour
iii.	Maximum Day Rate	T	\$375.00	Per Day
iv.	Maximum Youth Day Rate	T	\$185.00	Per Day
3.	Aquatic Centre			
i.	Private Rental	T	\$140.00	Per hour
ii.	Lane Pool/ Swim Club	T	\$88.50	Per hour
iii.	Wave Crashers (During Public Swim)	T	\$110.00	Per session no time
iv.	Grande Bash (Private Rental)	T	\$180.00	Per session built in time
v.	Extra Lifeguard	T	\$35.00	Per hour
vi.	Sponsorship	T	\$185.00	Per hour
4.	Locker Rental			
i.	Annual (Private Locker)	T	\$100.00	Per Year
ii.	Locker Rental (Grande Cache)	T	\$0.25	Per Use



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
	Recreation Centre Fees – General Admittance			
5.	Daily Pass			
i.	Family	T	\$20.00	Per Pass
ii.	Adult (18+)	T	\$9.00	Per Pass
iii.	Youth (12-17)	T	\$6.50	Per Pass
iv.	Child (3-12)	T	\$5.00	Per Pass
v.	Senior (60-69)	T	\$6.50	Per Pass
vi.	Super Senior (70+)	N/A	Free	Per Pass
vii.	Children Under 3	N/A	Free	Per Pass
6.	10x Punch Pass <i>Expiration 2 Years From Date of Purchase</i>			
i.	Family	T	\$180.00	Per Punch Pass
ii.	Adult (18+)	T	\$81.00	Per Punch Pass
iii.	Youth (5-17)	T	\$58.50	Per Punch Pass
iv.	Child (3-12)	T	\$45.00	Per Punch Pass
v.	Senior (60-69)	T	\$58.50	Per Punch Pass
vi.	Super Senior (70+)	N/A	Free	Per Punch Pass
vii.	Children Under 3	N/A	Free	Per Punch Pass
7.	Monthly Membership			
i.	Family	T	\$110.00	Per Membership
ii.	Adult (18+)	T	\$50.00	Per Membership
iii.	Youth (13-17)	T	\$35.00	Per Membership
iv.	Child (3-12)	T	\$25.00	Per Membership
v.	Senior (60-69)	T	\$35.00	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
8.	3-Month Membership			
i.	Family	T	\$316.00	Per Membership
ii.	Adult (18+)	T	\$145.00	Per Membership
iii.	Youth (13-17)	T	\$100.00	Per Membership
iv.	Child (3-12)	T	\$72.00	Per Membership
v.	Senior (60-69)	T	\$100.00	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
9.	6-Month Membership			
i.	Family	T	\$605.00	Per Membership
ii.	Adult (18+)	T	\$275.00	Per Membership
iii.	Youth (13-17)	T	\$195.00	Per Membership
iv.	Child (3-12)	T	\$140.00	Per Membership
v.	Senior (60-69)	T	\$195.00	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
10.	Annual Membership			
i.	Family	T	\$1,100.00	Per Membership
ii.	Adult (18+)	T	\$500.00	Per Membership
iii.	Youth (13-17)	T	\$350.00	Per Membership
iv.	Child (3-12)	T	\$250.00	Per Membership
v.	Senior (60-69)	T	\$350.00	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
<p style="text-align: center;"><i>Annual Membership Sale: 15% off</i> <i>Does not apply to punch passes or corporate membership. Discount offered on 6 & 12 month memberships only.</i></p> <p style="text-align: center;"><i>Corporate discount applies to a group of 5 or more individuals in the same organization.</i></p> <p style="text-align: center;"><i>Family membership includes two adults 18 years or older and two kids 17 years or younger.</i></p>				
11.	Special Events			
i.	Toonie Swim	T	\$2.00	
	Recreation Centre Fees – Registered Programs			
12.	Aquatics			
i.	Lifesaving Parent & Tot Swim Lesson	T	\$55.00	10 – 30min session
ii.	Lifesaving Preschool Swim Lesson	T	\$55.00	10 – 30min session
iii.	Lifesaving Swimmer Swim Lesson	T	\$65.00	10 – 45min session
iv.	Lifesaving Adult / Fitness Swimmer Swim Lesson	T	\$85.00	10 – 45min session
v.	School Swim Lessons	T	\$30.00	10 – 30 min session
vi.	Private Swimming Lessons	T	\$25.00	Per 30 minutes



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
vii.	Semi-Private Swimming Lessons (2+ participants, hour/participant)	T	\$20.00	Per Student, Per hour
viii.	Junior Lifeguard Club (Session Based)	T	\$12.00	Per Session
ix.	Lifesaving Society – Aquatics Emergency care / Standard First Aid	T	\$140.00	Per Course
x.	Lifesaving Society – Lifesaving Instructor	T	\$350.00	Per Course
xi.	Lifesaving Society – Lifesaving Instructor RECERTIFICATION	T	\$80.00	Per Course
xii.	Lifesaving Society – Bronze Star	T	\$120.00	Per Course
xiii.	Lifesaving Society – Bronze Medallion	T	\$160.00	Per Course
xiv.	Lifesaving Society – Bronze Cross	T	\$160.00	Per Course
xv.	Lifesaving Society National Lifeguard	T	\$360.00	Per Course
xvi.	Lifesaving Society National Lifeguard - RECERTIFICATION	T	\$90.00	Per Course
xvii.	Water Fitness (Session based)	T	\$8.00	Per Session
xviii.	Water Fitness (Drop-in)	T	\$10.00	Per Drop In
13.	Child and Youth Programming			
i.	Child Programming	T	\$5.00	Per Session
ii.	Youth Programming	T	\$5.00	Per Session
14.	Fitness Programming			
i.	Child Programming	T	\$5.00	Per Session
ii.	Youth Programming	T	\$5.00	Per Session
iii.	Adult Programming	T	\$8.00	Per Session
15.	Drop-in Registered Programs			
i.	Adult	T	\$8.00	Per Session
ii.	Youth	T	\$5.00	Per Session
iii.	Child	T	\$5.00	Per Session
16.	Meeting Rooms and Curling Club Lounge			
i.	Rental Rate with Clean-up	T	\$40.00	Per Hour
ii.	Association Rate/ Not-for-Profit	T	\$25.00	Per Hour
17.	Concession and Merchandise			
i.	Beverages, Food, Coffee	T	Market Value	Per Item
ii.	Aquatic Accessories and Socks	T	Suggested Retail Value	Per Item



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
iii.	Concession Rental	T	\$150.00	Per Agreement
18.	Equipment Rental			
i.	Portable Sound System (Onsite Only)	T	\$120.00	Per Event
ii.	Portable Stage	T	\$180.00	Per Event
iii.	Tables (Included in a Facility Rental)	T	\$6.50	Per Table
iv.	Chairs (Included in a Facility Rental)	T	\$3.00	Per Chair
v.	Boom Lift (Includes Operator) Onsite Only	T	\$150.00	Per Hour
vi.	Damage Deposit	T	\$400.00	
19.	Grande Cache Community Bus			
	Regular Rental (Not Seniors or Youth)			
i.	Daily Private Rental (Encompasses Cost of Driver & Expenses)	T	\$750.00	
	Senior/Youth/Nonprofit Groups Rate			
ii.	Daily Private Rental (encompasses cost of driver & expenses)	T	\$400.00	Per Day
iii.	Round Trip to Grande Prairie/Hinton	E	\$50.00	Per Person
iv.	One Way Trip to Grande Prairie/Hinton	E	\$35.00	Per Person
20.	Advertising			
i.	Wall Rink Board	T	\$425.00	Per Year
ii.	Zamboni	T	\$650.00	Per Side
21.	Administrative Items			
i.	Labour (Clean-up, Set-up, etc.)	T	\$60.00	Per Person/Per Hour
ii.	Event and Equipment Rental Damage Deposit	T	\$500.00	Per Booking
iii.	Administrative Fee (Membership Refund or Cancellation)	E	\$25.00	Per Membership
iv.	Locker Rental (Greenview Regional Multiplex)	T	\$1.00	Per Use
22.	Ball Diamonds			
i.	Rental Rate	T	\$50.00	Per Game
ii.	Tournament Rate (Maximum Day Rate per Ball Diamond)	T	\$130.00	Per Day
iii.	Youth Rental Rate	T	\$25.00	Per Game



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
iv.	Youth Tournament Rate (Maximum Day Rate Per Ball Diamond)	T	\$65.00	Per Day
v.	Group Open Use (Ball Diamond Overflow Area – Non-event Rental)	T	\$500.00	Per Private Booking
23. Grande Cache Campground				
i.	Full Service (Includes Power, Water and Sewer, one fire wood bundle)	T	\$50.00	Per Night
ii.	Partial Service (Includes Power, Water, one bundle of firewood)	T	\$45.00	Per Night
iii.	Open Tent area	T	\$25.00	Per Night
iv.	Monthly site rate (Full Service) <i>Availability Determined Upon Season Opening</i>	T	\$1,100.00	Per Month
v.	Firewood	T	\$20.00	Wheelbarrow Load
vi.	Cook Shack Rental	T	\$100.00	Per Day
Recreation Greenview Regional Multiplex				
Recreation Centre Fees – General Admittance				
24. Daily Pass				
i.	Family	T	\$20.00	Per Pass
ii.	Adult (18+)	T	\$9.00	Per Pass
iii.	Youth (13-17)	T	\$6.50	Per Pass
iv.	Child (3-12)	T	\$5.00	Per Pass
v.	Senior (60-69)	T	\$6.50	Per Pass
vi.	Super Senior (70+)	N/A	Free	Per Pass
vii.	Children Under 3	N/A	Free	Per Pass
25. 10x Punch Pass <i>Expiration 2 Years from Date of Purchase</i>				
i.	Family	T	\$180.00	Per Pass
ii.	Adult (18+)	T	\$81.00	Per Pass
iii.	Youth (13-17)	T	\$58.50	Per Pass
iv.	Child (3-12)	T	\$45.00	Per Pass
v.	Senior (60-69)	T	\$58.50	Per Pass
vi.	Super Senior (70+)	N/A	Free	Per Pass
vii.	Children Under 3	N/A	Free	Per Pass



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
26.	Monthly Membership			
i.	Family	T	\$110.00	Per Membership
ii.	Adult (18+)	T	\$50.00	Per Membership
iii.	Youth (13-17)	T	\$35.00	Per Membership
iv.	Child (3-12)	T	\$25.00	Per Membership
v.	Senior (60-69)	T	\$35.00	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
27.	3 Month Membership			
i.	Family	T	\$316.00	Per Membership
ii.	Adult (18+)	T	\$145.00	Per Membership
iii.	Youth (13-17)	T	\$100.50	Per Membership
iv.	Child (3-12)	T	\$72.00	Per Membership
v.	Senior (60-69)	T	\$100.00	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
28.	6-Month Membership			
i.	Family	T	\$605.00	Per Membership
ii.	Adult (18+)	T	\$275.00	Per Membership
iii.	Youth (13-17)	T	\$195.00	Per Membership
iv.	Child (3-12)	T	\$140.00	Per Membership
v.	Senior (60-69)	T	\$195.00	Per Membership
vi.	Super Senior (70+) and Children (Under 3)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
29.	Annual Membership			
i.	Family	T	\$1,100.00	Per Membership
ii.	Adult (18+)	T	\$500.00	Per Membership
iii.	Youth (13-17)	T	\$350.00	Per Membership
iv.	Child (3-12)	T	\$250.00	Per Membership
v.	Senior (60-69)	T	\$350.00	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
	Family – Additional Child/Youth – Member & Corporate Discounts			
30.	Daily Pass Addition			
i.	Youth (13-17)	T	\$4.00	Per Additional Member
ii.	Child (3-12)	T	\$2.50	Per Additional Member
iii.	Under 3	T	Free	
31.	10x Punch Pass Addition <i>Expiration 2 Years from Date of Purchase</i>			
i.	Youth (13-17)	T	\$27.00	Per Additional Punch Pass
ii.	Child (3-12)	T	\$20.00	Per Additional Punch Pass
iii.	Children Under 3	T	Free	Per Additional Punch Pass
32.	Monthly Membership – Additional Child/Youth – Member & Corporate Discounts			
i.	Youth (13-17)	T	\$17.50	Per Additional Membership
ii.	Child (3-12)	T	\$12.50	Per Additional Membership
iii.	Children Under 3	T	Free	Per Additional Membership
33.	3 Month Membership - Additional Child/Youth – Member & Corporate Discounts			
i.	Youth (13-17)	T	\$50.00	Per Additional Membership
ii.	Child (3-12)	T	\$35.00	Per Additional Membership
iii.	Under 3	T	Free	
34.	6 Month Membership Additional Child/Youth – Member & Corporate Discounts			
i.	Youth (13-17)	T	\$95.00	Per Additional Membership
ii.	Child (3-12)	T	\$70.00	Per Additional Membership
iii.	Under 3	T	Free	



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
35.	Annual Membership Additional Child/Youth – Member & Corporate Discounts			
i.	Youth (13-17)	T	\$175.00	Per Additional Membership
ii.	Child (3-12)	T	\$125.00	Per Additional Membership
iii.	Under 3	T	Free	
	Recreation Centre Fees - (Corporate Rate – 15% Discount) – General Admittance			
36.	Monthly Membership Addition			
i.	Family	T	\$93.50	Per Additional Membership
ii.	Adult (18+)	T	\$42.50	Per Additional Membership
iii.	Youth (13-17)	T	\$29.50	Per Additional Membership
iv.	Child (3-12)	T	\$21.50	Per Additional Membership
v.	Senior (60-69)	T	\$29.50	Per Additional Membership
vi.	Super Senior (70+)	T	Free	Per Additional Membership
37.	3 Month Membership Addition			
i.	Family	T	\$270.00	Per Additional Membership
ii.	Adult (18+)	T	\$125.00	Per Additional Membership
iii.	Youth (13-17)	T	\$85.00	Per Additional Membership
iv.	Child (3-12)	T	\$60.00	Per Additional Membership
v.	Senior (60-69)	T	\$85.00	Per Additional Membership
vi.	Super Senior (70+)	T	Free	Per Additional Membership



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
38.	6-Month Membership Addition			
i.	Family	T	\$515.00	Per Membership
ii.	Adult (18+)	T	\$235.00	Per Membership
iii.	Youth (13-17)	T	\$165.00	Per Membership
iv.	Child (3-12)	T	\$120.00	Per Membership
v.	Senior (60-69)	T	\$165.00	Per Membership
vi.	Super Senior (70+)	T	Free	Per Membership
39.	Annual Membership Addition			
i.	Family	T	\$935.00	Per Membership
ii.	Adult (18+)	T	\$425.00	Per Membership
iii.	Youth (13-17)	T	\$300.00	Per Membership
iv.	Child (3-12)	T	\$215.00	Per Membership
v.	Senior (60-69)	T	\$300.00	Per Membership
vi.	Super Senior (70+)	T	Free	Per Membership
Annual Membership Sale: 15% off <i>Does not apply to punch passes or corporate membership. Discount offered on 6 & 12 month memberships only.</i>				
40.	Recreation Fees - Childmind			
i.	Per Child	T	\$5.00	Per Child, Per Session
ii.	10 x Punch Pass (<i>Expiration 2 Years From Date of Purchase</i>)	T	\$45.00	Per Punch Pass
iii.	20 x Punch Pass (<i>Expiration 2 Years From Date of Purchase</i>)	T	\$80.00	Per Punch Pass
Recreation Centre Fees – Fitness Centre				
41.	Personal Training Rates – One Person			
i.	1 Session	T	\$45.00	Per Session
ii.	3 Sessions	T	\$130.00	Per 3 Sessions
iii.	5 Sessions	T	\$215.00	Per 5 Sessions
iv.	10 Sessions	T	\$415.00	Per 10 Sessions
42.	Personal Training Rates - 2 People			
i.	1 Session	T	\$65.00	Per Session
ii.	3 Sessions	T	\$180.00	Per 3 Session
iii.	5 Sessions	T	\$275.00	Per 5 Session
iv.	10 Sessions	T	\$500.00	Per 10 Session



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
43.	Personal Trainer – Contractor			
i.	1 Person	T	\$15.00	Per Hour
ii.	Small Group	T	\$25.00	Per Hour
iii.	Monthly	T	\$300.00	Per Agreement
Recreation Centre Fees – Facility Rentals				
44.	Dance Studio A or B			
i.	Hourly	T	\$35.00	Per Hour
ii.	Daily	T	\$200.00	Per Day
45.	Dance Studio A & B			
i.	Hourly	T	\$60.00	Per Hour
ii.	Daily (9am – 9pm)	T	\$250.00	Per Day
46.	Aquatic Centre			
i.	Lane or Leisure Pool (up to 35), Hot Amenities included	T	\$100.00	Per Hour
ii.	Lane and Leisure Pool Rental (up to 70 People), Hot Amenities Included	T	\$200.00	Per Hour
iii.	Additional Guard	T	\$35.00	Per hour
47.	Fieldhouse Rate – Per Court			
i.	Daily (9:00am – 9:00pm)	T	\$250.00	Per Day, Per Court
ii.	Non-Prime Time Hourly (9:00 am – 3:00 pm)	T	\$40.00	Per Weekend, Per Court
iii.	Prime Time Hourly (3:00pm-Close/Weekends)	T	\$50.00	Per hour, Per Court
iv.	Youth Rate Hourly	T	\$30.00	Per hour, Per Court
48.	Fieldhouse Rate – All Courts			
i.	Daily (9:00am-9:00pm)	T	\$650.00	Per Weekday, All Courts
ii.	Non-Prime Time (9:00am-3:00pm)	T	\$90.00	Per Non-Prime Time, All Courts
iii.	Weekend Hourly (3:00pm-Close/Weekends)	T	\$150.00	Per Weekend, All Courts
iv.	Youth Rate Hourly	T	\$80.00	Per Event, All Courts
49.	Concession and Merchandise			
i.	Beverages, Food, Coffee	T	Market Value	Per Item
ii.	Aquatic Accessories and Socks	T	Suggested Retail Value	Per Item
iii.	Concession Rental	T	\$150.00	Per Day



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
50.	Stage Rental (Greenview Regional Multiplex Only)		\$500.00 Deposit	Per Use
51.	Dance Floor (Greenview Regional Multiplex Only)	T	\$500.00 \$500.00 Deposit	Per Use
52.	Commercial Kitchen and Bar			
i.	Weekday	T	\$200.00	Per Day
ii.	Weekend	T	\$300.00	Per Day
53.	Board Room (A or B)			
i.	Hourly	T	\$30.00	
ii.	Daily	T	\$150.00	
54.	Board Room (A and B)			
i.	Hourly	T	\$50.00	
ii.	Daily	T	\$250.00	
55.	Party Room	T	\$35.00	Per Hour (2 Hour rental minimum)
56.	Party at the 'Plex!			
i.	Greenview Splash	T	\$110.00	
ii.	Greenview Tidal Wave	T	\$130.00	
iii.	Greenview Hurricane	T	\$250.00	
iv.	Fieldhouse Fun	T	\$150.00	
v.	Child Play Party	T	\$130.00	
vi.	Splash & Party	T	\$140.00	
vii.	Wedding/Special Event Package – Includes Kitchen, Bar, Dance Floor, Stage	T	\$1,600.00	
57.	Event Sponsorship Opportunities			
i.	Fieldhouse Extravaganza	T	\$225.00	
ii.	Kidtopia Play	T	\$100.00	
iii.	Splashin' Fun	T	\$300.00	
iv.	Bather Bonus	T	\$200.00	



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$		Unit
58.	Security Deposits				
i.	Cleaning Deposit	E	\$50.00		
ii.	Rental Security Deposit – Boardroom/Party Room	E	\$200.00		
iii.	Rental Security Deposit – Fieldhouse (User Groups)	E	\$500.00		
iv.	Rental Security Deposit – Fieldhouse (Social Event)	E	\$1,000.00		
59.	Special Events				
i.	Toonie Swim	E	\$2.00		
Recreation Centre Fees – Registered Programs					
60.	Aquatics		Members	Non-Members	
i.	Swim for Life - Parent & Tot, Level 1-3 (8 @ 30min)	T	\$45.00	\$55.00	
ii.	Swim for Life – Preschool, Level 1-5 (8 @ 30min)	T	\$45.00	\$55.00	
iii.	Swim for Life – Swimmer, Level 1-6 (8 @ 45min)	T	\$55.00	\$65.00	
iv.	Swim for Life - Adult Swimmer, Level 1-3 (8 @ 60min)	T	\$75.00	\$85.00	
v.	Swim for Life - Fitness Swimmer (8 @ 60min)	T	\$75.00	\$85.00	
vi.	Canadian Swim Patrol Programs - Rookie Patrol, Ranger Patrol & Star Patrol (8 @ 60min)	T	\$75.00	\$85.00	
vii.	Private Swimming Lessons	T	\$25.00	\$25.00	Per 30 minutes
viii.	Semi-Private Swimming Lessons (2+ participants, hr/participant)	T	\$20.00	\$20.00	Per 30 minutes
ix.	Junior Lifeguard Club (session based)	T	\$10.00	\$12.00	Per Hour
x.	Red Cross Standard First Aid – C.P.R.-C & A.E.D.	T	\$150.00	\$160.00	
xi.	Red Cross Babysitting Course (6 hours)	T	\$35.00	\$45.00	
61.	Lifeguard Leadership Courses				
i.	Lifesaving Society – Bronze Star	T	\$110.00	\$120.00	
ii.	Lifesaving Society – Bronze Medallion	T	\$150.00	\$160.00	



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$		Unit
iii.	Lifesaving Society – Bronze Cross	T	\$150.00	\$160.00	
iv.	Lifesaving Society National Lifeguard	T	\$350.00	\$360.00	
v.	Lifesaving Society National Lifeguard – RECERTIFICATION	T	\$80.00	\$90.00	
vi.	Water Fitness (Session Based)	T	\$8.00	\$10.00	
vii.	Water Fitness (Drop-in)	T	\$10.00	\$12.00	
62.	Child & Youth Programming		Members	Non- Members	
i.	Child Programming	T	\$4.00	\$6.00	Per Session
ii.	Youth Programming	T	\$6.00	\$8.00	Per Session
iii.	Parented Programming	T	\$2.00	\$4.00	Per Session
63.	Fitness Programming		Members	Non- Members	
i.	Child Programming	T	\$4.00	\$6.00	Per Session
ii.	Youth Programming	T	\$6.00	\$8.00	Per Session
iii.	Adult Programming	T	\$8.00	\$10.00	Per Session
64.	Drop-in Registered Programs		Members	Non- Members	
i.	Adult	T	\$10.00	\$12.00	
ii.	Youth	T	\$8.00	\$10.00	
iii.	Child	T	\$6.00	\$8.00	
65.	Johnson Park				
i.	Unserviced Site (Includes firewood)	T	\$25.00		Per Unit/Per Night
66.	Moody's Crossing				
i.	Unserviced Site (Includes firewood)	T	\$25.00		Per Unit/Per Night
67.	Shuttler Flats Provincial Recreation Area				
i.	Group Use Area (Includes firewood)	T	\$50.00		Per Night
68.	Smoky River South Provincial Recreation Area				
i.	Unserviced Site (Includes firewood)	T	\$25.00		Per Unit/Per Night



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
69.	Sheep Creek Provincial Recreation Area			
i.	Unserviced Site (Includes firewood)	T	\$25.00	Per Unit/Per Night
70.	Kakwa River Provincial Recreation Area			
i.	Unserviced Site (Includes firewood)	T	\$25.00	Per Unit/Per Night
71.	Swan Lake			
i.	Unserviced Site (Includes firewood)	T	\$25.00	Per Unit/Per Night
72.	Outdoor Recreation Summer Camps	T	\$20.00	Per Participant/Per Day

PROTECTIVE/ENFORCEMENT SERVICES – Schedule E

	Description	GST Status*	Fee in \$	Unit
Fire Services – All Locations				
1.	Fire Inspection Fees			
i.	Copy of Fire Inspection Report	T	\$50.00	Each
ii.	After Hours Fire Inspection Request	T	\$75.00	Per hour
iii.	Special Event Fire Inspection Request	T	\$50.00	Each
iv.	Fire Inspection Request	T	\$50.00	Each
v.	Occupant Load Calculation Request (includes card and holder)	T	\$35.00	Each
vi.	Property Search Request	T	\$50.00	Each
vii.	Fire Extinguisher Training (Company)	T	\$25.00	Per person
	Fire Extinguisher Training (General Public)		Free	
viii.	Copy of Fire Investigation Report	T	\$50.00	Each
ix.	Fire Investigation Photographs	T	\$50.00	Each
2.	Response to Fire Incidents			
i.	Within Greenview	T	\$650.00	Per hour, per unit
ii.	Outside Greenview	T	\$650.00	Per hour, per unit



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee in \$	Unit
3.	Response to Motor Vehicle Collision, Rescue, and Dangerous Goods Incidents			
i.	Within Greenview	T	\$650.00	Per hour, per unit
ii.	Outside Greenview	T	\$650.00	Per hour, per unit
iii.	Provincial Highways	T	As per Alberta Transportation Rates	Per hour, per unit
<i>Note: Administrative costs and the cost of replacing equipment and/or materials used, lost, or damaged during an incident response are charged in addition to the above.</i>				
4.	Dog Licensing Fees (Grande Cache)			
i.	Female Dog		\$30.00	Per License
ii.	Male Dog		\$30.00	Per License
iii.	Spayed or Neutered Dog		\$20.00	Per License
iv.	Late Penalty (Applications on or after February 1 st)		\$10.00	Per License
v.	Lost or Defaced License Tag (Replacement Fee)		\$5.00	Per License

FINANCE AND ADMINISTRATION – Schedule F

An interest charge of 1.5% per month shall be imposed on unpaid accounts receivable, excluding water and sewer public utility accounts and property tax accounts.

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



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee in \$	Unit
iv.	Online Tax Certificate to Others	E	\$25.00	Per Tax Certificate
v.	Online Tax Search	E	\$15.00	Per Search
vi.	Tax Notification Charges	E	\$75.00	Per Tax Notification
4. Assessment				
i.	Assessment Record to Landowner	E	\$5.00	Per Roll Number
ii.	Assessment Record to Others	E	\$10.00	Per Roll Number
iii.	NSF Fee	E	\$50.00	Per Fee
5. Mail Tube				
		T	\$15.00	Per Tube
6. Assessment Review Board Complaint Registration Fees				
i.	Residential with 3 or fewer dwellings and farmland	E	\$50.00	
ii.	Residential 4 or more dwellings	E	\$650.00	
iii.	Non-Residential	E	\$650.00	
iv.	Business Tax	E	\$50.00	
v.	Tax Notice (Other than Business Tax)	E	\$30.00	Per Facility
vi.	Linear Property - Power Generation	E	\$650.00	Per LPUID
vii.	Linear Property - Other	E	\$50.00	
viii.	Equalized Assessment	E	\$650.00	

INFRASTRUCTURE AND ENGINEERING GENERAL – Schedule G

	Description	GST Status	Fee in \$	Unit
1. Road Closure				
i.	Application Fee	E	\$1,500.00	
ii.	Sale of Road Allowance for the Purpose of Road Closure. As Determined by Accurate Assessment.	E	Fair Market Value	
2. Approaches				
i.	Approach Application Request Fee (Non-Refundable)	E	\$175.00	Per Approach



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status	Fee in \$	Unit
ii.	Construction: Gravel Approach *The price may be reduced by \$500 for special circumstances, please contact the Manager of Construction and Engineering for more information	E	\$3,500.00	Per Approach
iii.	Upgrade/Relocation: Gravel Approach	E	\$4,000.00	Per Approach
iv.	Construction: Asphalt Approach	E	\$10,500.00	Per Approach
v.	Upgrade/Relocation: Asphalt Paved Approach	E	\$15,500.00	Per Approach
3. Road Allowance License				
i.	Road Allowance License Fee	E	\$100.00	Per term
4. Inspections				
i.	Seismic Pre-Inspections	E	\$100.00	Per Occurrence
ii.	Seismic Post-Inspections	E	\$100.00	Per Occurrence
iii.	Seismic Non-Compliance	E	\$100.00	Per Occurrence
5. Land Acquisition (Right-of-Way and Road Widening)				
i.	Properties up to 40 Acres	T	See Schedule "L"	
ii.	Properties Over 40 Acres	T	\$2,400.00	Per Acre
iii.	Properties Minimum Payment	T	\$150.00	Per Occurrence
iv.	On parcels more than 40 Acres, Where an Existing Residence is on the Property, for up to 50 Meters Each Side of the Residential Driveway	T	\$3,000	Per Acre
v.	Borrow Pit Acquisition and Access and Damages	T	\$1.00	Per m ³
vi.	Shelterbelt Loss, per 5m Width, Tree Height Under 10 feet	T	\$1.50	Per m
vii.	Shelterbelt Loss, per 5m Width, Tree Height Over 10 feet	T	\$2.50	Per m
viii.	Application Fee for Access Road Requests	T	\$500.00	
ix.	Application Fee for Residential Road Requests	T	\$500.00	
6. Fencing				
i.	Removal of Old Fence by Landowner	T	\$1.25	Per m
ii.	Removal of Old Fence and Installation of New Fence by Landowner Including Labour and Materials	T	\$12.00	Per m
iii.	Removal of Old Fence and Installation of New Fence by Greenview	T	No Compensation	



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

ENVIRONMENTAL SERVICES – Schedule H

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

Where work is done at cost, the cost will include the amount expended by Greenview for all expenditures incurred performing the work, including administration.

All invoices must be paid within 30 days of billing. If not paid within 30 days of billing, the invoice will be subject to monthly interest of 1.5%.

	Description	GST Status*	Fee	Unit
1.	Administrative Fees			
i.	Service On/Off Regular Hours	E	\$50.00	per Hour/per member of staff (1 hour min.)
ii.	Service On/After Hours/Call Out	E	\$100.00	per hour /per member of staff (1 hour min.)
iii.	Utilities Account Deposit	E	\$100.00	Per Account
iv.	Water Meter & Hardware/Replacement/Repairs (Owner Responsibility)	E	Based on actual replacement/repair cost	Based on actual replacement/repair cost
v.	Water/Sewer Installation Application Fee	E	\$150.00	Per application (Non- Refundable)
2.	Water/Sewer Connections			
i.	Connection Fee	E	\$13,000.00	per connection
ii.	Installation Fee Deposit (To install from Main Line to Property Line) ¹	E	\$8,000.00	per service
iii.	Installation Fee (Includes any asphalt, curb and gutter etc.) ¹	T	at cost	per service
	¹ Installation Fee Deposit will be used for the Installation Fee construction cost. Any overage will be due upon completion, or any balance will be returned upon completion.			
3.	Water Utility Rates			
	Hamlet Service Area: Grande Cache, Grovedale, DeBolt, Landry Heights, Little Smoky, Ridgevalley			
	Rural Service Area: Crooked Creek, Ridgevalley Senior Complex, Valleyview Rural Waterline			
i.	Hamlet and Rural Residential Rate (0 – 30 m ³ /Month)	E	\$3.50	per m ³
ii.	Hamlet Residential Rate (Over 30 m ³ /Month)	E	\$4.00	per m ³
iii.	Hamlet Commercial Rate	E	\$4.00	Per m ³
iv.	Rural Residential Rate (Over 30 m ³ /Month)	E	\$10.00	per m ³
v.	Approved Commercial / Industrial Fill Stations	E	\$10.00	per m ³



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee	Unit
4.	Sewer Rates			
i.	Residential – Single Family Dwelling; Duplex - Per Residential – Duplex, Per Self-Contained Dwelling Residential – Multi-Family, Per Self-Contained Dwelling Churches Schools (Per Classroom) Royal Canadian Legion Hall Senior Citizen's Drop-In Centre	E	\$1.25	per m ³ (minimum \$24.00 up to 18 m ³)
ii.	Commercial – General Store Commercial – Office Commercial – Not Classified Elsewhere	E	\$1.25	per m ³ (minimum \$36.00 up to 18 m ³)
iii.	Commercial – Laundromat	E	\$1.25	per m ³ (minimum \$56.00 up to 40 m ³)
iv.	Commercial – Cafes Commercial – Garages Community Halls & Other Recreation Facilities	E	\$1.25	per m ³ (minimum \$48.00 up to 40 m ³)
v.	Correctional Institutions Commercial – Hotels (Rooms & Bar)	E	\$1.25	per m ³ (minimum \$80.00 up to 75 m ³)
5.	Water Point Facilities			
i.	Potable Water Points Residential/Agriculture	E	\$3.50	per m ³
ii.	Potable Water Points Commercial	E	\$9.50	per m ³
iii.	Non-Potable Water Points	E	\$2.00	per m ³
iv.	Nose Creek Water Bottle Fill Station	E	\$1.50	Per 18.5 L
6.	Sewer Lagoon			
i.	Commercial, Industrial, & Non-Greenview Resident Tipping Rate	E	\$12.00	per m ³
ii.	Residential & Verified Non-Profit	E	\$3.00	per m ³
7.	Environmental Site Key/Fob (Approved 3rd Parties Only)			
i.	Key Fob	E	\$100.00	Deposit/Initial and Replacement
<p align="center">Grande Cache Sewer Rental <i>Rental of the Electric Sewer Snake or Electric Sewer Camera is available to Contractors only. Rentals must be returned clean. Failure to do so will result in a cleaning fee.</i></p>				
8.	Electric Sewer Snake			
i.	Refundable Deposit	E	\$500.00	
ii.	4 Hour Minimum Charge	T	\$70.00	



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee	Unit
iii.	Daily Rate	T	\$90.00	
iv.	Weekly Rate (5 Day Rental)	T	\$400.00	
9. Electric Sewer Camera				
i.	Refundable Deposit	E	\$500.00	
ii.	4 hour Minimum Charge	T	\$137.00	
iii.	Daily Rate	T	\$195.00	
iv.	Weekly Rate (5 Day Rental)	T	\$780.00	
10. Cleaning Fee				
		T	\$100.00	per rental
Waste Collection and Recycling (Grande Cache Only)				
11. Residential Solid Waste Collection and Disposal				
i.	Residential Waste Collection Fee	E	\$10.25	per month
ii.	Recycle Collection Fee	E	\$10.25	per month
12. Commercial Rates				
i.	Commercial Waste Bin Rental	E	\$50.00	per month
ii.	Commercial Recycling Bin Rental	E	\$15.00	per month
iii.	Recycle Collection Fee	E	\$10.25	per month
iv.	Waste Dumping Fee, Standard Service, Per Bin	E	\$80.00	per month
Commercial Solid Waste Bin Rental Example: <i>Commercial Solid Waste Bin Rental (\$50.00) + Dumping Fee (\$80.00) = \$130.00 per month per bin</i> <i>Greenview provides pick-up service once a week.</i>				
Commercial Recycle Bin Rental Example: <i>Commercial Recycle Bin Rental (\$15.00) + Dumping Fee (\$80.00) and Recycle Fee (\$10.25) = \$105.25 per month per bin</i> <i>Greenview provides pick-up service once a week.</i>				
13. Grande Cache Landfill Fees				
i.	Greenview Residents		No Fees	
ii.	Mixed Load Disposal Fee (Residents and Commercial)	E	\$210.00	per Tonne
iii.	Commercial Waste (By Approval Only)	E	\$105.00	per Tonne
iv.	Burnable Wood (Excludes Creosote, Treated Wood and Similar Materials) Clean Mulch/Woodchips Metal Cement/Concrete	E	\$55.00	per Tonne
v.	Freon	E	\$50.00	per Unit for Removal



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

OPERATIONS – Schedule I

	Description	GST Status *	Fee in \$	Unit
1.	Snowplowing Signs			
i.	Any Driveway up to 400 Meters	E	\$50.00	Per 400 m
ii.	Any Driveway Greater than 400 Meters up to 800 meters	E	\$75.00	
iii.	Any driveway over 800 meters up to 1200 meters.	E	\$100.00	
iv.	For each additional 400 meters over 1200 meters	E	\$25.00	
v.	Lost or Replacement Signs	E	\$30.00	Per Sign
2.	Culverts – Used or Salvaged			
i.	500 mm or Less	T	\$13.00	Per m
ii.	600 mm	T	\$15.00	Per m
iii.	700 mm	T	\$16.00	Per m
iv.	800 mm	T	\$25.00	Per m
v.	900 mm	T	\$28.00	Per m
vi.	1000 mm	T	\$29.00	Per m
vii.	1200 mm or Greater	T	\$30.00	Per m
3.	Dust Control			
i.	Application of Calcium Product for Residents and Landowners (up to April 15 th Each Year)	T	\$375.00	Per 200 m
ii.	Late Dust Control Application Fee (Applications submitted or mailed after April 15)	T	\$500.00	Per 200 m
iii.	Plus: for sections over 200 meters	T	\$6.55	Per Linear Meter
iv.	Application of Calcium Product for Multi-Parcel Subdivisions	T	\$250.00	Per 100 m
v.	Application of Calcium Product for Industrial and Road Use Agreement Holders (up to April 15 th Each Year) <i>If in front of a residence, the industrial user will be charged the residential rate for a maximum distance of 200 meters</i>	T	\$1310.00	Per 200 m
vi.	Plus: for sections over 200 meters	T	\$6.55	Per Linear Meter
4.	Road Bond			
i.	Overload Road Bond Fees (Non-Refundable Payment)	E	\$1,125.00	Per km
ii.	Plus: Security Deposit (Refundable Subject to Final Inspections)	E	\$6,375.00	Per km
iii.	Fixed Fee for the TRAVIS MJ Permitting System	E	\$25.00	Per Permit
5.	Community Aggregate			
i.	Community Aggregate Payment Levy	E	\$0.40	Per Tonne



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
6.	Equipment Rental			
i.	All Equipment Rentals will be calculated based upon the previous year's ARHCA Equipment Rental Rates Guide	T	100% of previous year's ARHCA rate	Per Equipment
7.	Road Inspection Fee			
i.	Pre-haul and post-haul inspections for log hauls, over-dimension or overweight hauls, rig moves, pipeline work, road bond requests, road ban exemption requests, or any road inspections required mid-haul due to terms of road use agreement not being kept	T	\$250.00	Per Inspection

PLANNING AND DEVELOPMENT – SCHEDULE J

	Description	GST Status*	Fee in \$	Unit
1.	Planning Bylaw (New or Amended)			
i.	Land Use Bylaw Amendment Application (Re-zoning)	E	\$1,500.00	Per Application
ii.	New Developer's Area Structure Plan	E	\$2,500.00	Per Application
iii.	Amendments to any ASP and MDP or Minor ASP	E	\$1,500.00	Per Application
2.	Development Permits, General			
i.	Residential - Single Detached Dwellings, Duplexes, Manufactured/ Modular/RTM/Suites)	E	\$150.00	Per Permit
ii.	Residential - Multiple Dwellings (Triplex/Fourplex/Row Housing/Apartments, etc.)	E	\$75.00	Per unit
iii.	All other Non-Residential/Mixed-Use/New Construction / Accessory Uses (Home Occupation / Accessory Buildings, Garages, Decks, Hot tubs, Pools, Wheelchair Ramps), Additions and All Other Uses	E	\$50.00	Per \$100,000.00 of completed project cost (up to a maximum of a \$10,000.00 fee)
iv.	Signage – Permanent / Temporary / Renewal	E	\$50.00	Per Sign
v.	Variance Request	E	\$150.00	Per Request
vi.	Time Extension Request by Developer	E	\$150.00	Per Request
3.	Subdivisions (including Bare Land Condominium Plans)			
i.	Subdivision and Condominium Plan Applications, Single Lot or Consolidation	E	\$450.00	



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee in \$	Unit
ii.	Plus: each additional lot/unit created	E	\$150.00	
iii.	Plan of Subdivision Endorsement Fees	E	\$150.00	Per Title Created
iv.	Condominium Plan Endorsement Fees	E	\$40.00	Per Unit
v.	Time Extension Request by Developer per Application	E	\$500.00	
4. Subdivision and Development Appeal Board				
i.	Development Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00	
ii.	Subdivision Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00	
5. Development Agreement Review				
i.	Residential: up to 4 Lot Subdivision	E	\$1,500.00	
ii.	Residential: Greater than 4 Lot Subdivision	E	\$3,000.00	
iii.	All Other Recreational, Commercial and Industrial Subdivisions	E	\$3,000.00	
6. Annual Business Licensing				
i.	Business License Fee - New application (January 1)	E	\$100.00	Per Application
ii.	Business License- New Application (After July 1) or Annual Renewal	E	\$50.00	Per Application
7. Business License Temporary/Special Event				
i.	Resident	E	\$30.00	
ii.	Non-Resident	E	\$50.00	
8. Hawkers or Peddlers				
i.	Resident Annual	E	\$45.00	
ii.	Resident per Day	E	\$35.00	
iii.	Non-Resident Annual	E	\$130.00	
iv.	Non-Resident per Day	E	\$50.00	
9. Rural Addressing Signage				
i.	Signage Permanent/ Replacement and Installation	E	\$150.00	Per Sign
10. Signage for Subdivisions				
i.	Individual Lot Sign	E	\$50.00	Per Sign
ii.	Large Address Sign with Address Tab for Subdivisions of 4 Lots or Greater	E	\$1,000.00	Per Sign



**BYLAW NO. 22-930
of the Municipal District of Greenview No. 16**

	Description	GST Status*	Fee in \$	Unit
11.	Orthographic Printing <i>Based on size and quality of paper, image and graphics</i>			
i.	Colour 8 ½" x 11" Orthographic (Aerial) Photo	T	\$10.00	Per Print
ii.	Colour 11" x 17" Orthographic (Aerial) Photo	T	\$20.00	Per Print
12.	Landowner Map Pricing			
i.	Hardcopy – Landowner Map (sheets 1-5). Valleyview, DeBolt, Grovedale, Grande Cache and Greenview Overview Elevation	T	\$25.00	Per Sheet
13.	Certificate of Compliance	E	\$200.00	Per Certificate
14.	Letter of Concurrence for Communication Tower	E	\$100.00	Per Letter
15.	Environmental Site Assessment Inquiries	E	\$200.00	Per Parcel
16.	Corporate Advertising	T	\$100.00	Per Notice

Economic Development – Schedule K

1.	Grande Cache Tourism and Information Centre			
i.	Chamber Room (used for meetings or workshops, sits 40-50 people) Includes: 64" Smart Display TV, projector screen, flip chart, whiteboard, refrigerator, coffee maker, kettle *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$30.00	Per Hour
		T	\$150.00	Per Day
ii.	Theatre Room (Used for meetings, workshops, movies, sits 30-40 people) Includes: 64" Smart Display TV, projector	T	\$30.00	Per Hour



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	screen, DVD, VHS player, flip chart, kitchen facilities *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$150.00	Per Day
iii.	Mezzanine Level (used for receptions, open houses, book launches. Can be included with the Chamber Room) Includes: access to outside balcony *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$30.00	Per Hour
		T	\$150.00	Per Day
		T	\$50.00	Per Hour with Chamber Room
		T	250.00	Per Day with Chamber Room
2.	Eagles Nest Hall (Capacity up to 65 people with tables and chairs)			
i.	Eagles Nest Hall Rental	T	\$12.50	Per Hour
		T	\$62.50	Per Day
ii.	Security Deposit	E	\$100.00	Per Rental
iii.	Late Cancellation Fee (Cancellation 48h before rental)	E	\$25.00	Per Rental
3.	Community and Tourism Programming			
i.	Youth Program – under 3 hours	N/A	Free (food bank donations welcome)	
ii.	Youth Program – full day	T	\$10.00	
iii.	Adult Program – under 2 hours	N/A	Free (food bank donations welcome)	
iv.	Adult Program – over 2 hours	T	\$10 - \$20 dependent on supplies	

*Note: GST Status- 'E' refers to tax exempt.

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



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

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

Valleyview Area

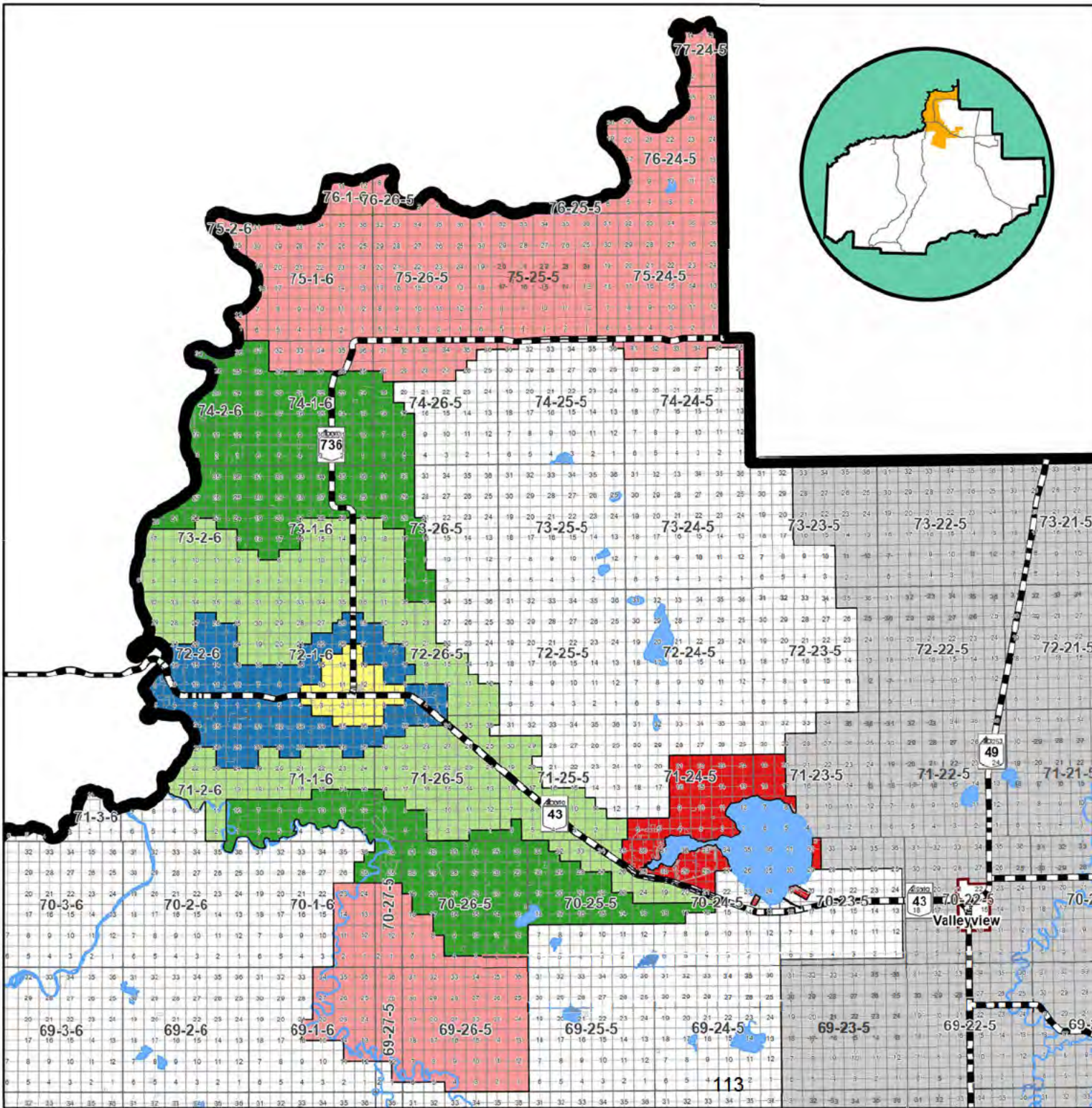
Titled Parcel Size in Acres	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
0-1	\$ 30,000	\$ 22,600	\$ 16,600	\$ 13,600	\$ 12,600
1-3	\$ 12,600	\$ 12,000	\$ 8,750	\$ 7,350	\$ 7,275
3-5	\$ 8,900	\$ 8,600	\$ 6,300	\$ 5,300	\$ 5,250
5-10	\$ 6,100	\$ 5,850	\$ 4,350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

DeBolt Area

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

Grovedale Area

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



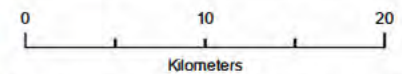
Schedule of Fees Bylaw 22-930 DeBolt

Legend

- Schedules of Fees Phase**
- DeBolt Rural Phase 1
 - DeBolt Rural Phase 2
 - DeBolt Rural Phase 3
 - DeBolt Rural Phase 4
 - DeBolt Rural Phase 5
 - DeBolt Rural Phase 6

- Base Feature**
- Green Zone
 - Other Phase
 - Outside DeBolt

- Base Feature**
- Township Grid
 - Section Grid



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

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Schedules of Fees Bylaw 22-900 Grovedale Area

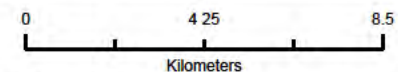
Legend

Schedules of Fees Phase

- Centralized Living Boundary
- Green Zone
- Aspen Grove
- Grovedale
- Grovedale Phase 1
- Grovedale Phase 2
- Grovedale Phase 3
- Grovedale Phase 4
- Grovedale Phase 5
- Grovedale Phase 6
- Landry Heights

Base Feature

- Township Grid
- Section Grid

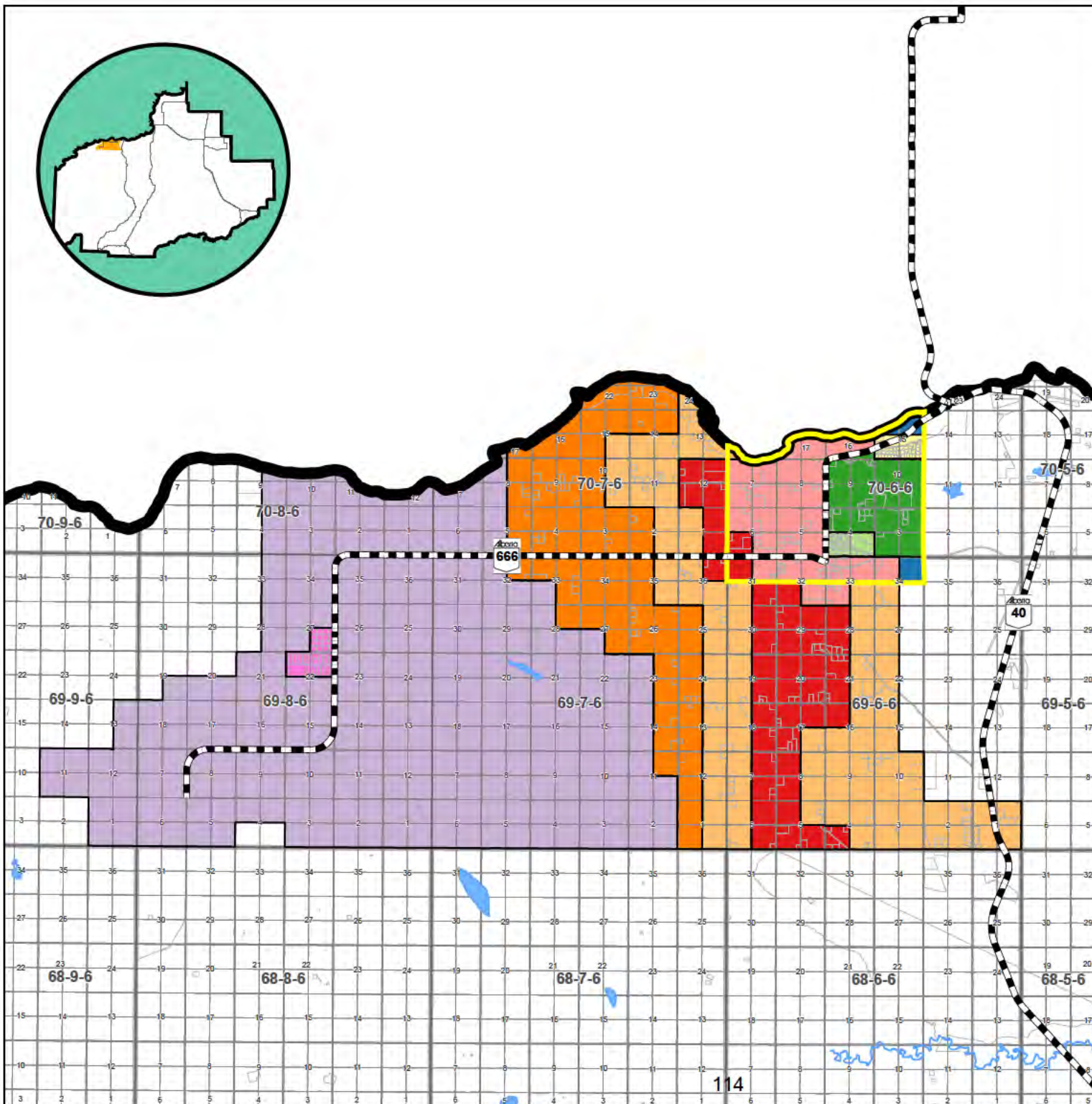


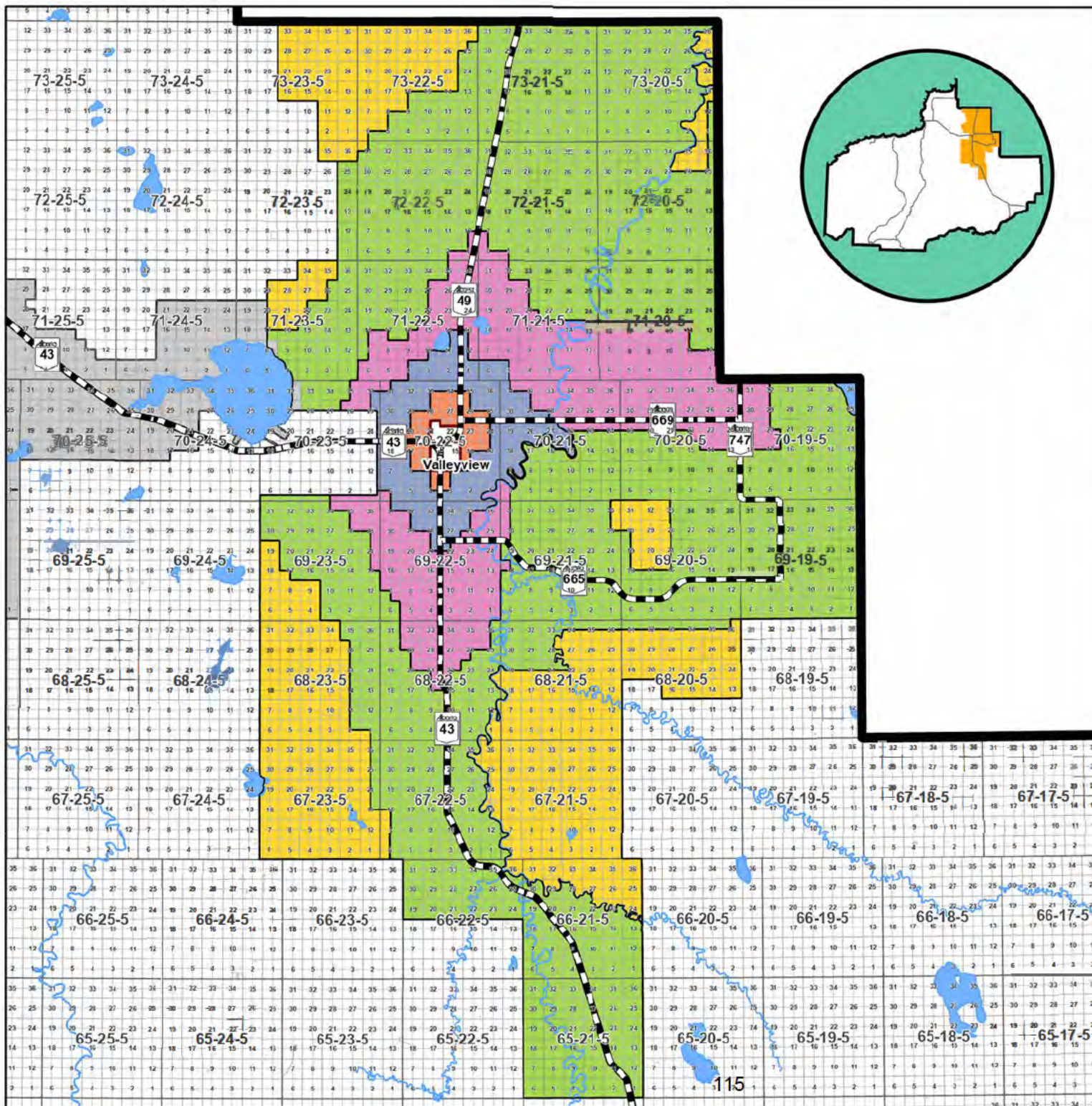
Produced December, 2022 Projection UTM Zone 11N NAD 83

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Schedule of Fees Bylaw 22-930 Valleyview (V.V)

Legend

Schedules of Fees Phase

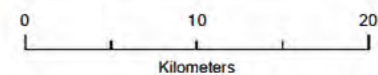
- V. V. Rural Phase 1
- V. V. Rural Phase 2
- V. V. Rural Phase 3
- V. V. Rural Phase 4
- V. V. Rural Phase 5

Green Zone

Other Phase
Outside V.V

Base Feature

- Township Grid
- Section Grid



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REQUEST FOR DECISION

SUBJECT:	2023 Grant Requests		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO: RA	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 8002-Community Grants

RECOMMENDED ACTION:

MOTION: That Council authorize funding to the grant recipients in the amount of \$557,228.75 as indicated on the attached 2023 Approved Grant Listing, with \$447,728.75 funds to come from the 2023 Community Services Grants and Sponsorships budget and \$109,500.00 funds to come from the 2023 Agricultural Services Budget.

BACKGROUND/PROPOSAL:

On December 20, 2022, the Committee of the Whole reviewed and recommended that Council disburse the 2023 community grants as indicated on the 2023 Approved Grant Listing (attached). Committee of the Whole reviewed each of the grant applications and made the recommendations as outlined in the “2023 Grant Listing” document.

The request from Mountain Métis Nation Association has been deferred until after they present at the January 2023 Committee of the Whole meeting.

The 2023 Community Services Grants and Sponsorships Budget is \$1,500,000.00, with the approval of the 2023 Approved Grant Listing in the amount of \$447,728.75, the balance will be \$1,052,271.25.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the grant applicants can make a fiscal plan accordingly with the response of their application.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to provide a different grant amount or take no action to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$557, 228.75

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

If the motion is accepted staff will be required to put time into each application by way of notifying the applicant of Council's decision, recognition required, reporting criteria, and prepare documents for finance.

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 grant applicants of Council's decision.

ATTACHMENT(S):

- 2023 Approved Grant Listing (Fall 2022 Deadline)

2023 Approved Grant Listing (Fall 2022 Deadline)

Community Services Grants & Sponsorships Budget Balance		Total from 2023 Community Services Grants & Sponsorships	Total from 2023 Ag Services Budget
\$1,052,271.25		\$447,728.75	\$ 109,500.00
	Operating Requested	Capital Requested	Total Amount Requested
Grant Applicant:			
1 The Grande Prairie Boys' Choir Society	\$ 5,000.00		\$ 5,000.00
2 Valleyview Health Centre Foundation		\$ 38,400.00	\$ 38,400.00
3 Grande Prairie Palliative Care Society	\$ 40,000.00		\$ 40,000.00
4 Grande Cache Community Events Foundation	\$ 420,000.00		\$ 420,000.00
5 Rising Above Ministry	\$ 50,000.00		\$ 50,000.00
6 East Smoky Recreation Board		\$ 8,000.00	\$ 8,000.00
7 DeBolt & District Agricultural Society		\$ 70,000.00	\$ 70,000.00
8 Wilmore Wilderness Preservation & Historical Foundation	\$ 54,000.00		\$ 54,000.00
9 Red Willow Curling Club	\$ 25,000.00		\$ 25,000.00
10 Grande Cache Community Mountain Voice	\$ 135,000.00		\$ 135,000.00
11 Northern Lights Skating Club	\$ 5,000.00		\$ 5,000.00
12 Grande Prairie Youth Emergency Shelter Society	\$ 25,000.00		\$ 25,000.00
13 Grande Prairie Ski Patrol Association	\$ 5,000.00		\$ 5,000.00
14 Mountain Métis Nation Association	\$ 95,175.00		\$ 95,175.00
15 Grovedale Cemetery Committee		\$ 65,000.00	\$ 65,000.00
16 SARDA Ag Research	\$ 60,000.00		\$ 60,000.00
17 Bear Creek Folk Music Festival	\$ 25,000.00		\$ 25,000.00
18 DeBolt and District Pioneer Museum Society		\$ 3,228.75	\$ 3,228.75
19 Peace Country Beef & Forage Association	\$ 49,500.00		\$ 49,500.00
20 Red Willow Players Theatre Association	\$ 8,000.00		\$ 8,000.00

Community Services Grants & Sponsorships Budget Balance		Total from 2023 Community Services Grants & Sponsorships	Total from 2023 Ag Services Budget
\$1,052,271.25		\$447,728.75	\$ 109,500.00
	Operating Requested	Capital Requested	Total Amount Requested
Grant Applicant:			
Operating and Capital Totals:		\$ 1,001,675.00	\$ 184,628.75
Grand Total:		\$1,186,303.75	



REQUEST FOR DECISION

SUBJECT:	Grande Prairie Regional Sport Connection Sponsorship		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO: RA	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 approve an Athlete of the Year sponsorship in the amount of \$1,000.00 per year for 5 years to the Grande Prairie Regional Sport Connection to host the 2023 Northwestern Alberta Sport Excellence Awards on March 3, 2023, at Evergreen Park, with funds to come from the 2023 Community Services Grants and Sponsorships budget.

BACKGROUND/PROPOSAL:

The Grande Prairie Regional Sport Connection is requesting a Wine sponsorship in the amount of \$2,500.00 to host the 2023 Northwestern Alberta Sport Excellence Awards on March 3, 2023, at Clarkson Hall in Evergreen Park.

The Grande Prairie Regional Sport Connection is a non-profit organization representing and serving the Grande Prairie and Area sport community and hosts signature events including the Northwest Alberta Sport Excellence Awards, Try It Day and the Alberta North Sport Conference. The Grande Prairie Regional Sport Connection is primarily funded through the City of Grande Prairie and the County of Grande Prairie.

The Northwest Alberta Sport Excellence Awards is an annual event celebrating and recognizing the regions athletes, coaches, teams, officials, and volunteers. In 2022 the Awards were combined with the Alberta North Sport Conference. Typically, the conference is a bi-annual event, however it is yet to be determined the conference schedule moving forward.

The Northwest Alberta Sport Excellence Awards have requested funding from other regional businesses and have confirmed as of December 19, 2022, a Red-Carpet Sponsor, a Wine Sponsor and 2 Trophy Sponsors, totalling \$3,850.00. A sponsorship package is attached outlining each sponsorship category.

Greenview athletes have been nominated for awards in the past. Award nominations will be open January 1 to January 31, 2023.

Greenview provided the Grande Prairie Regional Sport Connect a \$1,200.00 sponsorship in 2022 and a \$750.00 sponsorship in 2019 to host the Alberta North Sport Conference.

Administration recommends Council consider sponsoring the Athlete of the Year category for the next 5 years, and refrain from supporting other Grand Prairie Regional Sport Connection events during the next 5 years. This category includes 4 individual awards: Male & Female Athlete as well as Junior Male & Female Athlete. The sponsorship for this category is \$1,000.00 per year for 5 years. Recognition would include Greenview's logo/name on the plaque for 5 years, signage at the event, mention on social media platforms, mentions in the Grande Prairie Regional Sport Connection newsletter, logo on the event page and in the program, verbal recognition at the awards and 2 event tickets.

The 2023 Community Services Grants and Sponsorships interim budget as of January 9, 2023, is \$1,500,000.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will sponsor an event that recognizes regional athletes, coaches, teams, officials, and volunteers.
2. The benefit of Council accepting the recommended motion is that Greenview will know their funding commitment to the Grande Prairie Regional Sport Connection until 2027 inclusive.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to provide a different level of sponsorship or take no action to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$1,000.00

Ongoing / Future Costs: \$4,000.00 (\$1,000.00 per year until 2027 inclusive)

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the Grande Prairie Regional Sport Connection of Council's decision.

ATTACHMENT(S):

- Sponsorship Application
- Sponsorship Package

NORTHWEST ALBERTA **SPORT EXCELLENCE AWARDS**

Northwest Alberta Sport Excellence Awards

Friday, March 3, 2023

Clarkson Hall, Evergreen Park



NORTHWEST ALBERTA SPORT EXCELLENCE AWARDS

The Event

The mission of the Northwest Alberta Sport Excellence Awards is to honour the achievements of our amateur athletes and the coaches, volunteers, sport leaders and corporations that support them.

HIGH-PERFORMANCE AWARDS

We have extraordinary talent in the Northwest region of Alberta and this event recognizes and celebrates that talent with the high-performance awards at the ceremony.

COMMUNITY AWARDS

This event recognizes and celebrates the community builders and organizations that step up to improve the quality of sport and ensure rewarding experiences for all participants.

The event covers the region from Fox Creek to Slave lake and the NWT & BC border.



Audience

Our audience comprises mostly of sport organizations and the individuals that support them. Volunteers for sport and recreation organizations are more likely to:

- be between the ages of 35 and 54
- be married or in common-law unions
- have higher levels of formal education
- have higher household incomes
- have children in their household



NORTHWEST ALBERTA SPORT EXCELLENCE AWARDS

Presenting Sponsor \$5000

Our presenting sponsor will get their logo included in all of our digital event promotions. Northwest Alberta Sport Excellence Awards presented by (insert name here)' will be included in all radio ads and many social media posts.

Presenting Sponsor package includes:

- Name included in 60 2Day FM radio ads
- Name included in 40 Rewind989 FM radio ads
- Logo/Mention in social media ads
- Logo placement on signage at event
- Mentions in GPRSC newsletter
- Logo in weekly Chamber newsletter
- Logo placement on nominees invite to the event
- Logo on Facebook cover photo
- Logo on GPRSC website event page
- Logo in the event program
- MC mentions throughout the event
- 2 event tickets.



NORTHWEST ALBERTA SPORT EXCELLENCE AWARDS

Wine Sponsor \$2500

Our wine sponsor will get their logo included in all of our specially created 'wine chits' which will be on each table at the event. Each table gets chits for 2 bottles of wine.

Wine Sponsor package includes:

- Logo on all wine chits
- Logo placement on signage at event
- Logo/Mention on social media platforms
- Mentions in GPRSC newsletter.
- Logo in weekly Chamber newsletter
- Logo on GPRSC website event page
- Logo on event program
- MC mentions at the event
- 2 event tickets.



NORTHWEST ALBERTA SPORT EXCELLENCE AWARDS

Red Carpet Sponsor \$750

One of the highlights of the Northwest Alberta Sport Excellence Awards is the Red Carpet and Photo area. Our red carpet sponsor will get their logo featured on the signage at the entrance to the red carpet area.

Red Carpet Sponsor package includes:

- Logo on red carpet signage
- Logo placement on signage at event
- Logo/Mention on social media platforms
- Mentions in GPRSC newsletter.
- Logo in weekly Chamber newsletter
- Logo on GPRSC website event page
- Logo on event program
- MC mentions at the event
- 2 event tickets.



NORTHWEST ALBERTA SPORT EXCELLENCE AWARDS

Award Category Sponsor

\$300 per category (5 year commitment required)

"Team of the year, presented by (insert name here) goes to Team XYZ!" Our award category sponsors will have their name/logo added to the winners trophy/plaque for 5 years. Sponsors will be billed annually for the sponsorship amount in 2023-2027 inclusively.

Award Category Sponsor package includes:

- Logo/Name on category trophy/plaque
- Logo placement on signage at event
- Logo/Mention on social media platforms
- Mentions in GPRSC newsletter
- Logo in weekly Chamber newsletter
- Logo on GPRSC website event page
- Logo on event program
- "Award presented by" mention by MC
- 2 event tickets.

Award Categories:

- Athlete of the Year (This category must be purchased as a bundle and includes 4 individual awards Male & Female Athlete, Junior Male & Female Athlete and is \$1000 per year).
- Team of the Year
- Unsung Hero
- Sport Builder
- Developmental Coach of the Year
- Coach of the Year
- Community Sportsmanship
- Official of the Year
- Event of the Year



Greenview Sponsorship and Donation Request Form

Row 25

Organization or Person Requesting Funds	Grande Prairie Regional Sport Connection
Date of Application	12/05/22
Form Date Field	114
Date of Event	03/03/23
Phone Number	780-882-7340
Purpose of Organization	heather@gpsportconnect.ca
Mailing Address	101 10101 100 St, Grande Prairie, AB T8V 0V4
Funding Request Total	\$2,500.00
Type of sponsorship request	Event
Describe your organization	Grande Prairie Regional Sport Connection is a non-profit group serving the region. Our Sport Excellence Award covers the region from Fox Creek to Slave lake and the NWT & BC border. GPRSC is a non-profit that supports, advocates and promotes sport and sport organizations in our region.
Intended Purpose	We are holding the annual Northwestern Alberta Sport Excellence Award and looking for support in funding the event. We have a number of sponsorship categories along with a variety of perks that come from sponsoring the event. All of the details can be seen in the attached sponsor package document.
Direct Goals	We will be celebrating the region's athletes, coaches, teams, officials, volunteers and more. This annual event showcases some of the amazing people involved in the sports scene in the region.
Where/When?	The event will happen on Friday, March 3, 2023 at Clarkson Hall at Evergreen Park.
Benefit to the residents of Greenview	Greenview is a part of the catchment area for the awards. Individual and team from the area may be nominated/win one of the awards. It promotes sport throughout the entire region.

Funding from others We have no additional confirmed sponsors at this point. I believe that we will have Servu Credit Union as a sponsor, but what capacity they will be in is undetermined at this time. Our venue is offered via GIK from Tara Energy Services.

Recognition Please see the attached sponsor package.

Previous Donation Yes, Greenview provided \$1200 to last years Sport Awards/Sport Conference weekend event.

Grant Funds Received from other sources?

Have you performed any other fundraising project ?

Agreement

Grant Purpose

Year Grant Received

Amount of Grant

List the donee, purpose and amount

What type of fundraising & how much did you raise?

Signature

Date

Financial Statement

Administration Recommendation

Email

Column41

MD Logo

Email Comm

Column44

List for
Recognition

Contact Name() Heather Llewellyn

Column47

Logo Permi ion OK

Agreement with
Statement OK

Signature1 Heather Llewellyn

FOIP Disclosure Heather Llewellyn



REQUEST FOR DECISION

SUBJECT:	Hillside Jr/Sr High School Sponsorship		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO: RA	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 approve a sponsorship in the amount of \$5,000.00 to support the Breakfast Program at Hillside Jr./Sr. High School, with funds to come from the 2023 Community Services Grants and Sponsorships budget.

BACKGROUND/PROPOSAL:

The Hillside Jr/Sr High School has requested a sponsorship in the amount of Council's discretion to support a school breakfast program.

The school breakfast program is a new initiative that will start at the beginning of the second semester (January 31, 2023). School Administration have been providing granola bars daily for all students; however, school staff have recognized students require much more support to fuel their bodies in the morning so they can learn throughout the day. The breakfast program is designed to be a continental type of breakfast including toast, cereal, granola, yogurt, fruit etc.

This is a new initiative therefore the exact cost is unknown, and the success of the program is dependant on sponsorship received. There are currently 375 students registered at the school, estimating 250 students will use this service per day at an estimated cost of \$2.00/student, the total estimated cost per day for this program is \$500.00. The school Council have funded the equipment for the program, and funding requests have been sent out to most companies/organizations in the community, with approximately \$5,000.00 confirmed in funding to date.

If a sponsorship is awarded, Greenview's logo will be displayed in the school and promoted on the school social media sites.

Greenview has not received a request from any other schools to support a breakfast program.

The 2023 Community Services Grants and Sponsorships interim budget is \$1,500,000.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be supporting a service available to any student attending Hillside Jr./Sr. High School so they can begin their day with the nutrition that is necessary for learning to occur.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that Council may be requested to support other school breakfast programs in the future.
2. The disadvantage to the recommended motion is that Council may be requested to support the school breakfast program annually.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to provide a different level of sponsorship or take no action to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$5,000.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise Hillside Jr./Sr. High School of Council's decision.

ATTACHMENT(S):

- Sponsorship Application
- Sponsorship Letter



Hillside Jr/Sr High School
"A Caring Commitment to Learning"



Northern Gateway
Public Schools

November 22, 2022

Mrs. Lisa Lenentine
M.D. of Greenvue
Box 1079
Valleyview T0H 3N0

Re: Hillside Junior/Senior High School Breakfast Program Initiative

To Whom It May Concern:

At Hillside Jr/Sr High School, the Leadership students and staff wish to implement a school-wide breakfast program in the very near future. Recently, we recognize the need for support in this area has increased significantly. Up to this point in time, the administration has been providing access to granola bars for all students, which has been utilized to a greater degree than anticipated. As such, we would like to improve upon our approach and begin offering more substance and variety to our students as they begin their day.

As with any venture of significance, assistance is quite often needed. That is where your support becomes invaluable. As this is our first time implementing a breakfast program at Hillside, we are hoping to secure a monetary donation in the amount you chose. In return, a banner will be displayed in our school to showcase your support in this very worthwhile and necessary endeavor.

Should you have any questions, or require further information, please do not hesitate to direct your inquiries to either Mrs. Mandy Patenaude (Principal) or Mrs. Linda Serediak (Leadership Advisor/Teacher).

Thank you for your time and consideration.

Sincerely,

Mrs. Linda Serediak
linda.serediak@ngps.ca

Greenview Sponsorship and Donation Request Form

Row 22

Organization or Person Requesting Funds	Hillside Jr. Sr. High School
Date of Application	11/28/22
Form Date Field	111
Date of Event	01/27/23
Phone Number	780-524-3277
Purpose of Organization	linda.erediak@ngp.ca
Mailing Address	Bag 3 Valleyview, AB T0H 3N0
Funding Request Total	as per your discretion
Type of sponsorship request	Gifts-in-kind (i.e. silent auction items)
Describe your organization	The Hillside Leadership Group is a non profit, student group
Intended Purpose	An ongoing Breakfast Program for the students of Hillside
Direct Goal	Ensure that any student at Hillside who chooses to use this program can begin their day with the nutrition that is necessary for learning to occur.
Where/When?	We are hoping to introduce this to students at the beginning of the second semester (January 31, 2023)
Benefit to the benefit of Greenview	At Hillside, we have recognized the need for a Breakfast program to support student in their learning endeavor. Also, any support we receive will ultimately be supporting the students in our community.
Funding from others	We are hoping that this program is one that can run each year. As such, funding will be required on an on-going basis. The donation being requested is at your discretion. Additionally, we have sent out requests to most companies/organizations in the community.
Recognition	The name/logo of your organization will be displayed in the school and promoted electronically on our website and Facebook

page.

Previous Donation Not that I am aware of.

**Grant Funds
Received from
other source ?**

**Have you
performed any
other fundraising
projects?**

Agreement

Grant Purpose

**Year Grant
Received**

Amount of Grant

**Li t the donaee,
purpose and
amount**

**What type of
fundraising & how
much did you
raise?**

Signature

Date

**Financial
Statement**

**Administration
Recommendations**

Email

Column41

MD Logo

Email Comm.

Column44

**List for
Recognition**

Contact Name() Linda Serediak

Column47

Logo Permission

Agreement with Statement Linda Serediak

Signature1 Linda Serediak

FOIP Disclosure Linda Serediak



REQUEST FOR DECISION

SUBJECT: Heart River Housing Requisition Letter of Understanding

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: January 10, 2023 ACAO: MANAGER:

DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER:

STRATEGIC PLAN: Culture, Social & Emergency Services LEG:

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –

RECOMMENDED ACTION:

MOTION: That Council direct Administration to sign the updated Heart River Housing Letter of Understanding dated December 15, 2022, as presented.

MOTION: That Council direct Administration to investigate assisting Heart River Housing with the debt financing of the capital projects presented and report back with the possible options.

BACKGROUND/PROPOSAL:

Heart River Housing presented to Committee of the Whole (COTW) on December 20th, 2022. At this time, they outlined the funding model proposed for an increase in the capital request commencing in 2024.

Heart River Housing's Board of Directors is increasing the capital requisition from \$1 million per year to \$1.5 million per commencing in 2024. The amount provides coverage for HRH's mortgage commitments while also replenishing the capital reserve to support housing requirements in Valleyview/ Greenview region. Heart River Housing are asking all 11 municipalities to pass a motion supporting Heart River Housing's direction and requisition request by signing the attached letter of understanding.

Also, at the COTW presentation, it was discussed the possibility of the member municipalities partnering in some fashion with Heart River Housing, to aid in the debt servicing for capital projects. It was indicated through the presentation there may be other municipalities looking at assisting with this, however administration would request direction noting if Council is willing to explore this further.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be supporting the funding increase and can plan for the increase for 2024.

DISADVANTAGES OF THE RECOMMENDED ACTION:

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not support the increase and not authorize the signing of the letter however Heart River Housing can move forward with the funding requisition with majority of the municipalities in support.

FINANCIAL IMPLICATION:

Direct Costs: \$

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 Heart River Housing of Council's decision.

ATTACHMENT(S):

- Municipalities Letters of Understanding

December 15th, 2022

Dear Reeve's/Mayor and Councils

Re: Heart River Housing Capital Requisition

Heart River Housing continues to anticipate growing seniors' housing needs and had a very successful construction year. I am pleased to announce the highly anticipated 28 new units of seniors housing have been added to our region, with occupancy now taking place.

A brief summary is outlined below highlighting capital/ construction activity and 2023 priorities:

1. Fox Creek

- a. Addition of 8 independent seniors' units and common seniors gathering area to the existing 10 seniors' units in Iosegun Manor.
- b. We were successful in receiving funding from the following partners:
 - i. CMHC \$2 million Rapid Housing Grant
 - ii. Alberta Seniors and Housing \$1 million
 - iii. Heart River Housing affordable housing reserves \$650,000
 - iv. Town of Fox Creek -Transfer of Land
 - v. MD of Greenview \$2 million for the common area.

The project is on target and budgeted, to be 100% complete by January 2023.

2. High Prairie

- a. 20 Enhanced Lodge¹ units were added to the existing 53 units at Pleasantview lodge.
- b. We received funding from
 - i. CMHC grant \$400,000
 - ii. CMHC co-investment loan of \$5.6 million
 - iii. Heart River Housing capital reserves \$1.7 million

Residents moved into the facility on November 1, 2022, upon substantial completion of the project. Project completion is targeted at end of January 2023.

¹ Enhanced Lodge is a unique HRH offering for seniors who are currently independent but desire to have ready access to additional amenities and services, easing the transition.

3. **Falher – 2023 Priority**

- a. HRH proposes the addition of 20 Enhanced Lodge units at the Villa Beausejour. The project is currently being designed and tested to ensure the best use of resources while addressing community needs.
 - i. Since the initial community engagement in 2020, the waitlist is now 22 units and the project is fully committed.
- b. The current budget is \$11.25 million and has been established based on current schematic designs. Once the final design is complete, the budget can be finalized.
- c. HRH is in the process of securing funding for the project from:
 - i. CMHC \$1-million-dollar co-investment program grant.
 - ii. HRH reserves \$3.2 million.
 - iii. Loan, through one or more of our member municipalities or directly through a lender.
 - iv. Applying to Provincial partnership program (announcement pending).

The objective is to break ground in spring 2023. To achieve this timeline, the final design is targeted for completion in mid-January 2023 with a tender package prepared and issued as of February 1, 2023.

4. **Valleyview – 2023 Actions**

- a. HRH will be completing a housing needs study in the Greenview / Valleyview catchment area. We will be reaching out to the MD and Town for input to help us set the direction for housing in the area.
- b. We believe we can secure a small portion of the school division land adjacent to the existing Red Willow lodge based on our understanding that it may become available in the near future. HRH will look to its foundation municipalities to assist us through this process.



Current State & Update

In 2020 all 11 municipalities passed a motion supporting the direction of Heart River Housing to Requisition 1 million dollars per year for 11 years. These funds were forecasted to enable HRH to build:

- 20 Enhanced Lodge units in High Prairie – budget \$7.5 million
- 10 Enhanced Lodge units in Falher – budget \$3.5 million

The final cost for the High Prairie came in at \$7.9 million representing approximately a 5% change from the original budget.

In preparing for the scheduled capital project in Falher, lessons learned from the High Prairie build were incorporated into planning. In addition, HRH reviewed and updated the needs assessment with the most current 2021 census data. As a result, the Board determined expanding the project to 20 units is appropriate to both meet seniors' housing needs, but also anticipating continued instability within the construction industry and capital funding program offerings.

With the adjustment to 20 units, the total project cost is now estimated at \$11.5 million. HRH has been stress-testing the project on its own merits, and also its overall portfolio impact. With the current 11-year mortgage on the High Prairie units, debt-serving costs are \$550,000 per year. HRH anticipates having to borrow up to \$7.5 million for the Falher project with annual debt payments targeted at \$575,000 using current borrowing metrics. The resulting combined debt servicing payments are estimated at \$1,125,000 per year.

Accepting that additional unit are also needed in Valleyview, the need to simultaneously service annual debt payments and build capital reserves is paramount. The current funding environment demands capital input from organizations and HRH needs to ensure both current debts are paid, and capital reserves are available to launch planned future projects.

Heart River Housing's Board of Directors is increasing the capital requisition from \$1 million per year to \$1.5 million per commencing in 2024. The amount provides coverage for HRH's mortgage commitments while also replenishing the capital reserve to support housing requirements in Valleyview/ Greenview region.

Therefore, we are asking all 11 municipalities to pass a motion supporting Heart River Housing's direction and requisition request and sign the attached letter of understanding.



HRH feels that this is the only way we can keep seniors living in the region that they have built, contributed to, and lived in for decades. With sound financial planning, HRH can supply seniors with the housing options they need so they don't have to move to urban areas (Edmonton or Calgary) because of the lack of housing within the region.

We also ask that you forward this package to your local MLA to help us make the province aware of our Housing issues. Thank you for your support in supplying much-needed seniors lodge housing in our region.

Please review the attached Letter of Understanding, sign it, and return it to HRH at your earliest convenience.

Myrna Lanctot
Board Chair Heart River Housing



Letter of Understanding

Heart River Housing is established under a Ministerial Order and is governed by a Board made up of representatives from eleven municipalities. The Management Body Board is an empowered body, charged with accountability and authority over the organization's activities.

The following clarifies the funding of operating requisitions, capital requisitions, and future capital projects within the region, Heart River Housing wishes to have all municipalities support the following:

- 1) Heart River Housing bases its annual operating requisition on the current year's budget.
 - a) This amount is based on equalized assessment across the entire Heart River Housing boundaries.
 - b) Boundaries are established in Heart River Housing's Ministerial Order.
- 2) Heart River Housing establishes restricted reserve accounts. Maximum reserve amounts are established by the Board and reviewed every year based on the Business Plan.
 - a) Operating Reserves
 - i) Funds are reserved and allocated for emergencies only; Currently, the maximum amount is \$200,000.
 - b) Capital Reserves
 - i) Capital Reserves are funded by all 11 municipalities by way of equalized assessment and must be tied into HRH Capital Business Plan.
 - ii) Capital Reserves will be allocated according to Appendix "A"
- 3) Requisition of 1.5 million per year will cover the annual \$550,000 loan payment on the Pleasantview lodge addition in High Prairie and the anticipated annual \$575,000 loan payment for the Villa Beausejour project in Falher, the remaining approximately \$375,000 will go into restricted reserves for the planned Red Willow lodge addition.
 - a) Heart River Housing's Board has approved borrowing up to \$7.5 million to finance the construction of additional units at Villa Beausejour in Falher.
 - b) The specific loan amount will be established at the time of construction and based on construction costs and capital reserve amounts.

Municipality_____

Representative_____

Position_____

Date_____

Heart River Housing_____

Representative_____

Position_____

Date_____



Appendix "A"

- The capital reserve is established for the construction of:
 - Pleasantview Lodge addition High Prairie.
 - Villa Beausejour addition in Falher.
 - Future Seniors Housing in Valleyview as identified in the 2023 Housing Needs Study
- These projects are approved in the Heart River Housing 2022 Business plan .

P.O. Box 909, High Prairie , Alberta T0G 1E0

telephone (780) 523-5282

fax (780) 523-5283

website: www.heartriverhousing.ca

Overview

Influencing Factors – Supportive Living Housing

Average age of Seniors moving into the lodge	80 years
Average Occupancy Period	5.1 years
Regional population	Declining
Regional Seniors population	Increasing

HRH currently supplies Lodge Services to 24% of the 80+ population

Stats Canada: 1-4 Canadians over the age of 85 live in a “ Collective Living Environment”

If Heart River Housing does not build, the chart below shows how fast Senior Housing falls behind.

Year	HRH regional seniors population over 80 years old	% of 80+ regional population served
2021	809	24%
2026	1068	18%
2031	1497	13%
2036	1910	10%
2041	2368	8%
2046	2482	8%
2051	2293	8%

P.O. Box 909, High Prairie , Alberta T0G 1E0

telephone (780) 523-5282

fax (780) 523-5283

website: www.heartriverhousing.ca

Capital Requisitions 1 million Vs 1.5 million

MUNICIPALITY	EQUALIZED ASSESSMENT 2022	% of total	1,000,000 capital	1,500,000 capital	Difference
M.D. Greenview #16	4,301,620,109	54.70%	\$547,005	\$820,507	\$273,502
Big Lakes County	1,387,894,389	17.65%	\$176,488	\$264,732	\$88,244
Northern Sunrise County	628,256,142	7.99%	\$79,891	\$119,836	\$39,945
M.D. Smoky River #130	507,912,170	6.46%	\$64,587	\$96,881	\$32,294
Town of Fox Creek	350,951,491	4.46%	\$44,628	\$66,942	\$22,314
Town of High Prairie	306,074,855	3.89%	\$38,921	\$58,382	\$19,461
Town of Valleyview	212,786,056	2.71%	\$27,058	\$40,588	\$13,529
Town of Falher	87,692,075	1.12%	\$11,151	\$16,727	\$5,576
Town of McLennan	43,002,685	0.55%	\$5,468	\$8,202	\$2,734
Village of Donnelly	21,886,109	0.28%	\$2,783	\$4,175	\$1,392
Village of Girouxville	15,874,743	0.20%	\$2,019	\$3,028	\$1,009
TOTALS	7,863,950,824	100.00%	1,000,000.00	1,500,000.00	500,000.00

old numbers

These are not the actual numbers, that will be determined once the updated assessments come in

P.O. Box 909, High Prairie , Alberta T0G 1E0

telephone (780) 523-5282

fax (780) 523-5283

website: www.heartriverhousing.ca



REQUEST FOR DECISION

SUBJECT:	Heart River Housing Request for Name for Common Area		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO: RA	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	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 approve the name “ _____ ” for the common area in the Fox Creek Iosegun Manor and inform Heart River Housing Foundation of the selection.

BACKGROUND/PROPOSAL:

Heart River Housing was awarded 2 million dollars from the MD of Greenview to be put towards a common area in the Fox Creek Iosegun Manor capital project that is to be completed in January 2023.

Heart River Housing Board has requested through Administration that the MD of Greenview select a name for the common area.

Some possible names suggested by Administration include:

- Greenview Gathering Area
- Greenview Great Room
- Greenview Social Room
- MD Social Room
- MD Community Spot
- Hospitality Hub
- Iosegun Room – local feature in the MD (river and lake)
- Calais Room – (some of our Sturgeon lake communities)
- The Narrows Room – (some of our Sturgeon lake communities)
- Musreau Lake Room (one of our recreation areas)

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will provide a name for the common area.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not decide on a name and direct Administration to gather additional suggestions.

Alternative #2: Council has the alternative to choose a name for the Fox Creek Iosegun Manor Common area.

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 Heart River Housing of Council's decision.

ATTACHMENT(S): N/A



REQUEST FOR DECISION

SUBJECT:	Grande Cache Recreation Centre Custodial Services Contract		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO:	MANAGER: KG
DEPARTMENT:	RECREATION	DIR: MH	PRESENTER: KG
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Council direct Administration to award a 3-year contract agreement for the Grande Cache Recreation Centre Custodial Services to Hines Facilities Services Ltd. for the annual sum of \$135,612.00 plus GST to be funded from the 2023 Recreation Services – Grande Cache Facilities Operations budget.

BACKGROUND/PROPOSAL:

The Grande Cache Recreation Centre is a 100,000 sq/ft multi-use facility that offers an Aquatic Centre, an NHL size arena, 4 sheet curling rink, Fitness Centre, and 9 additional multipurpose rooms. The Grande Cache Recreation Centre is utilized by residents from the Hamlet of Grande Cache and surrounding region.

The Recreation Centre is home to several events including the Sinister Sports Death Race, Community Round Dance(s), weddings, birthday parties, and community and sporting events. The Recreation Centre is also utilized by various user groups including Grande Cache Minor Hockey, Akasaka Figure Skating Club, Grande Cache Otters, Grande Cache Caribou League, and many more.

The Grande Cache Recreation Centre previous custodial services agreement expired December 31st, 2022.

Recreation Services Administration posted a Request for Proposal on the Alberta Purchasing Connection November 9th, 2022, with a submission deadline of December 5th, 2022. Administration received seven bids from various Custodial Service Companies, who submitted their proposals for our Grande Cache Recreation Centre Custodial Contract Request for Proposals (RFP).

After careful consideration, reference checks, budget and analysis of the bids, administration identified the top 3 proponents:

- **Hines Facilities Services Ltd – Administration’s recommended choice**
- **SkyBlue Services Corporation**
- **Bill’s General Cleaning Services Ltd.**

The funding of \$140,000 for the custodial contract was approved through the 2023 budgeting process. The recommended proposal did come within the allotted budget.

Evaluation Matrix:

<i>Criteria</i>	Objective	Weight (Percentage)	Category Score
Meeting the RFP requirement	Receiving complete, reliable, and accurate information and meeting RFP requirements	10%	(Likert core/6) X 10
Resume, Qualification And experience	Provides detailed information regarding corporate standards	25%	(Likert core/6) X 25
Past performance & references	Provide two (2) references where similar services have been provided (if applicable)	10%	(Likert core/6) X 10
Leadership and Project Management Plan	Capabilities in providing instant information and building a strong customer relationship (advice).	25%	(Likert core/6) X 25
Budget	The budget outline is detailed and is inclusive of all potential fees and charges.	30%	(Likert core/6) X 30

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.

BENEFITS OF THE RECOMMENDED ACTION:

1. The Grande Cache Recreation Centre level of custodial services will be maintained, and Greenview will continue to provide a safe, clean, and welcoming environment for the residents and visitors annually.
2. The Interim Operating budget will not need to be amended as the proponents bid is within the allocated 2023 operating budget.

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 the recommended action however, this is not recommended as it would negatively impact the approved interim operating budget and may affect the level of service.

FINANCIAL IMPLICATION:

Direct Costs: \$135,612.00 plus GST

Ongoing / Future Costs: \$135, 612.00 in 2024 and 2025.

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 proceed with notifying the successful proponent based on councils recommended motion and proceed with contract administration and details.

ATTACHMENT(S):



REQUEST FOR DECISION

SUBJECT: Gravel Discussion

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: January 10, 2023

DEPARTMENT: OPERATIONS

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

ACAO: RA

MANAGER: JF

DIR: RA

PRESENTER: JF

LEG: SS

RELEVANT LEGISLATION: Provincial (cite) – New West Partnership Trade Agreement (Article 14); Canadian Free Trade Agreement (Article 504.3)

Council Bylaw/Policy (cite) – Policy 4014 Annual Graveling Program, Policy 1018 Expenditure and Disbursement, Policy 4004 Equipment Contractors Registry

RECOMMENDED ACTION:

MOTION #1: That Council direct Administration to suspend the 2023 road re-gravelling program where deemed applicable, excluding the Forestry Trunk Road.

MOTION #2: That Council give authority to Administration to tender stockpiling programs where deemed financially sustainable to Greenview.

MOTION #3: That Council direct Administration to tender Greenview's Aggregate supply when financially sustainable.

MOTION #4: That Council direct Administration to tender road re-gravelling programs when financially sustainable.

BACKGROUND/PROPOSAL:

Administration is striving to be financially responsible by following Councils 2022-2025 Strategic Plan by providing alternatives on Greenview's gravelling programs

As part of budget discussions in 2022, Administration committed to bringing further information regarding costs associated with levels of service as well as alternatives for Council's consideration. Road re-gravelling is not only a high-profile service that is provided at no small expense; it is also an essential part of a successful road maintenance program.

While Greenview's current road re-gravelling policy is under review with the Policy Review Committee, it has been the municipalities practice to accomplish a 3-year rotation. This results in annual expenses between 8 and 10 million dollars operationally. This includes the cost of the aggregate as well as hauling done by local contractors in accordance with the terms of the Equipment Contractor's Registry policy.

The 2021 stockpiling program was open to the public to supply quotes that appeared to have significant savings.

Below are options for Council to consider;

1. Suspending maintenance road re-gravelling operations for rural residential roads in 2023 except for emergencies and high needs areas.
 - a. Administration does not recommend suspending road re-gravelling operations on the Forestry Trunk Road (FTR).
2. Tendering stockpiling operations
 - a. This may include contractors supplying aggregate
3. Tendering road re-gravelling for the Forestry Trunk Road (FTR) with an option to supply aggregate
 - a. FTR re-gravelling is completed as early as possible in the year once road bans are rescinded (to assist with the dust application).
 - b. Local contractors/suppliers have vocalized interest in utilizing their product more extensively on the Forestry Trunk Road
4. Tendering road re-gravelling with an option to supply aggregate
 - a. This could also have a “localized” approach. For example, tendering the re-gravelling for a particular area that is further from Greenview’s aggregate sources or where there are multiple sources that could result in pricing advantages. These could include Puskwaskau, New Fish Creek and Grovedale. This may also result in more potential for interest from local contractors and suppliers.

As demonstrated in the attached spreadsheets, had the trucking expenses alone for stockpiling and road re-gravelling been at 75% of the actual 2022 costs, it would have resulted in a \$1,555,407 in reduced financial strain to Greenview. The lowest stockpiling quotes from 2021 tendered results were at 66% of actuals for those projects in that year and local bids were quoted at an averaged 88% of actuals for the stockpiling projects. Administration has averaged these numbers and used 75% in this RFD for calculating potential savings.

Having a combined “supply and place” contract for re-gravelling may result in an added benefit of utilizing external aggregate sources while keeping Greenview’s sources and inventories available for future use. While this is not something Greenview has done in some time, there is a precedent and history of Greenview awarding supply and place contracts for stockpiling aggregate locally as demonstrated in the attached minutes from 2004. The breakdown of the amounts awarded for the number of years also matches the rate of usage at present date.

BENEFITS OF THE RECOMMENDED ACTION:

1. A benefit of the recommended action is that Council will have additional information going forward regarding various aspects and expenses pertaining to Greenview’s gravel program.

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 suspend the 2023 road re-gravel program. However, Administration does not recommend this action as the majority of gravel roadway surfaces have a satisfactory amount of gravel

Alternative #2: Council has the alternative to not tender the stockpiling programs. However, Administration does not recommend this action as it is following Councils strategic plan to “maintain fiscal responsibility”

Alternative #3: Council has the alternative to not tender Greenview’s aggregate supply. However, Administration does not recommend this action as it is following Councils strategic plan to “maintain fiscal responsibility”

Alternative #4: Council has the alternative to not tender the road re-gravelling program. However, Administration does not recommend this action as it is following Councils strategic plan to “maintain fiscal responsibility”

FINANCIAL IMPLICATION:

Direct Costs: Approximately \$2,000,000 - \$6,000,000 annually depending on Councils direction.

Ongoing / Future Costs: Based on inflation costs of gravel and trucking requirements

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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PROMISE TO THE PUBLIC

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FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion. Should Council pass any motions regarding gravelling, Administration will proceed accordingly.

ATTACHMENT(S):

- 2022 Road Re-gravelling Expenses Breakdown
- 2022 Stockpiling Expenses Breakdown
- 2023-2025 Proposed Gravelling Budget – Contractor Expenses
- 2004 Contract Award for Supply and Place – Valleyview & Sunset House

2022 Road Regravelling Expenses Breakdown							
	Total Tonnes Used	Total Km's Gravelled	Price/Tonne at Stockpile	Total Cost of Material Applied	Actual Hauling Cost	Combined Material & Hauling Cost	Average Cost Per Km
Operations East							
Hunke Stockpile	13,431.50		\$ 26.93	\$ 361,710.30			
Ridgevalley Pit	14,951.17		\$ 14.00	\$ 209,316.38			
Valleyview Stockpile	32,522.06		\$ 27.97	\$ 909,642.02			
Little Smoky	36,832.30		\$ 23.70	\$ 872,925.51			
8 Mile Stockpile	15,753.00		\$ 27.48	\$ 432,892.44			
Sub Totals:	113,490.03	349.9 Km	\$ 24.55	\$ 2,786,486.64	\$ 834,789.67	\$ 3,621,276.31	\$ 10,349.46
Operations Central							
River Top (Airth)	30,857.94		\$ 8.12	\$ 250,566.47			
DeBolt Lagoon	1,862.84		\$ 13.46	\$ 25,073.83			
Sub Totals:	32,720.78	112 Km	\$ 8.42	\$ 275,640.30	\$ 521,747.00	\$ 797,387.30	\$ 7,119.53
Operations West							
Grovedale Yard	3,357.18		\$ 14.56	\$ 48,880.54			
Pinto South	20,858.97		\$ 5.65	\$ 117,853.18			
Sub Totals:	24,216.15	66.2 Km	\$ 6.89	\$ 166,733.72	\$ 330,442.97	\$ 497,176.69	\$ 7,510.22
Grand Totals: Operations East, Central & West	170,426.96	528.1 Km	\$ 18.95	\$ 3,228,860.66	\$ 1,686,979.64	\$ 4,915,840.30	\$ 9,308.54
					At 75% of actual cost, trucking expenses would be \$1,265,235. A potential savings of \$421,745.		
Forestry Trunk Road							
Westview	41,440.22		\$ 6.99	\$ 289,667.14			
Lignite	30,784.91		\$ 22.48	\$ 692,044.78			
Kilometre 70	22,445.70		\$ 13.49	\$ 302,792.49			
Murtron	10,046.10		\$ 14.25	\$ 143,156.93			
Grand Totals: Forestry Trunk Road	104,716.93	158.92 Km	\$ 13.63	\$ 1,427,661.33	\$ 1,043,220.42	\$ 2,470,881.75	\$ 15,547.96
					At 75% of actual cost, trucking expenses would be \$782,415.32. A potential savings of \$260,805.		

2022 Stockpiling Expenses Breakdown

	Tonnes Transferred	Cost/Tonne of Gravel Before Transfer	Hauling Cost	Cost/Tonne to Transfer Material	Cost/Tonne of Gravel After Transfer (Stockpiled on Site)
Operations East					
Ridgevalley to 8 Mile Stockpile	25,102.85	\$ 14.00	\$ 338,451.13	\$ 13.48	\$ 27.48
Ridgevalley to Hunke Stockpile	24,780.70	\$ 14.00	\$ 339,106.21	\$ 13.68	\$ 27.68
Ridgevalley to Valleyview	12,162.82	\$ 14.00	\$ 197,578.00	\$ 16.24	\$ 30.24
Athabasca 3 to Little Smoky Stockpile	50,968.50	\$ 4.59	\$ 987,869.74	\$ 19.38	\$ 23.97
Athabasca 3 to Valleyview Stockpile	54,337.77	\$ 5.76	\$ 1,208,835.62	\$ 22.25	\$ 28.01
		Average		Average	Average
Totals:	167,352.64	\$ 10.47	\$ 3,071,840.70	\$ 17.01	\$ 27.48
			At 75% of actual cost, trucking expenses would be \$2,303,880. A potential savings of \$767,960		
Operations West					
Pinto Pit to Grovedale Ops Yard	3,954.52	\$ 5.65	\$ 51,563.56	\$ 13.04	\$ 14.56
Totals:	3,954.52	\$ 5.65	\$ 51,563.56	\$ 13.04	\$ 14.56
Forestry Trunk Road					
Murtron to Lignite Stockpile	50,315.47	\$ 14.25	\$ 419,587.33	\$ 8.34	\$ 22.48
Totals:	50,315.47	\$ 14.25	\$ 419,587.33	\$ 8.34	\$ 22.48
			At 75% of actual cost, trucking expenses would be \$314,690. A potential savings of \$104,897.		

2021 Actual - EOI vs Tendered Stockpiling Costs

2021 Tender Results (Compiled from Official Results)	Tonnes	Lowest Bid	Highest Bid	Local Bid	2021 Actual Cost/Tonne to Transfer Material	2021 Actual with EOI
Athabasca to Little Smoky Stockpile Hauling (98 Km) 60,000 tonnes	60,000	\$707,000.00 \$11.78/tonne 62% of 2021 Actual	\$1,025,000.00 \$17.08/tonne 91% of 2021 Actual	\$950,000.00 \$15.83/tonne 84% of 2021 Actual	\$ 23.42	\$ 1,131,723.03
Athabasca to Valleyview Stockpile Hauling (124 Km) 50,000 tonnes	50,000	\$787,800.00 \$15.76/tonne 67% of 2021 Actual	\$1,170,000.00 \$23.40/tonne 100% of 2021 Actual	\$960,000.00 \$19.20/tonne 82% of 2021 Actual	\$ 27.84	\$ 1,173,093.30
Totals	110,000	\$ 1,494,800.00	\$ 2,195,000.00	\$ 1,910,000.00		\$ 2,304,816.33
		65% of 2021 Actual	95% of 2021 Actual	83% of 2021 Actual		

Glacier Rock to 8 Mile Stockpile (Sunset House) (68 Km) 30,000 tonnes	30,000	\$249,000.00 \$8.30/tonne 62% of 2021 Actual	\$478,200.00 \$15.94/tonne 118% of 2021 Actual	\$363,600.00 \$12.12/tonne 90% of 2021 Actual	\$ 26.56	\$ 403,568.80
Glacier Rock to Hunke Stockpile (New Fish Creek) (76 Km) 30,000 tonnes	30,000	\$273,000.00 \$9.10/tonne 70% of 2021 Actual	\$516,000.00 \$17.20/tonne 131% of 2021 Actual	\$378,600.00 \$12.62/tonne 96% of 2021 Actual	\$ 27.92	\$ 392,461.26
Totals	60,000	\$ 522,000.00	\$ 994,200.00	\$ 742,200.00		\$ 796,030.06
		66% of 2021 Actual	125% of 2021 Actual	93% of 2021 Actual		

3 Year Grav

6-24-245-000-
6043-Contractor Services
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6865-Gravel - Stockpile to Stockpile
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6865-Gravel - Stockpile to Stockpile
6865-Gravel - Stockpile to Stockpile
Subtotal
Subtotal at 75%
Potential Reduction (25%)
Potential Savings Over 3 Years
6-24-248-089-
6831-Road Regravelling Contractor Service
6865-Gravel - Stockpile to Stockpile
Subtotal
Subtotal at 75%
Potential Reduction (25%)
Potential Savings Over 3 Years

Gravel Hauling Budget Projections with Potential Cost Savings for Contractors

Rural Roads Graveling Program (Contractor Services & Stockpiling)
Contractor Services - Operations West - This account is used to contract gravel trucks, loaders, graders, water trucks, etc. for road maintenance regravelling for 1 grader beat
Contractor Services - Operations Central - This account is used to contract gravel trucks, loaders, graders, water trucks, etc. for road maintenance regravelling for 2 grader beats
Contractor Services - Operations East - This account is used to contract gravel trucks, loaders, graders, water trucks, etc. for road maintenance regravelling for 6 grader beats
2023 Stockpile River Top (Airth Pit) aggregate at DeBolt Lagoon Stockpile (Estimated 120,000 tonnes x \$8/tonne (hourly haul) = \$960,000 + \$150,000 equipment costs = \$1,110,000)
2023 Stockpiling (Athabasca to Valleyview Stockpile) \$0.20 per tonne/km - 35,000 tonnes @ 124Km = \$903,000 tkm costs + \$40,000 for equipment, porta-potties, etc... = \$943,000
2023 Stockpiling (Pinto Pit to Grovedale Operations Yard - 5,000 tonnes) 5,000 tonnes @ 47 Km = \$60,000 -
2023 Stockpiling (Athabasca to Little Smoky Stockpile) \$0.20 per tonne/km - 20,000 tonnes @ 98Km = \$412,000 t/km costs + \$35,000 for equipment, porta-potties, etc... = \$447,000
2023 Stockpiling (Glacier Rock to Hunke Stockpile) \$0.20 per tonne/km - 25,000 tonnes @ 76Km = \$405,000 tKm costs + \$39,000 equipment costs... = \$444,000
2023 Stockpile Winter Sand from Adams Ranch Pit to Valleyview and to Grovedale, (\$40,000 per site) Stockpile
Anticipated Stockpiling (2024 - Athabasca to Valleyview \$0.20 per tonne/km - 50,000 tonnes @ 124 Km = \$1,290,000 tKm costs + \$75,000 for equipment = \$1,365,000 / Athabasca to Little Smoky \$0.20 per tonne/km - 40,000 tonnes @ 98 KM = \$824,000 + \$60,000 for equipment = \$884,000) (2025 - Athabasca to Valleyview \$0.20 per tonne/km - 30,000 tonnes @ 124 Km = \$774,000 tKm costs + \$48,000 for equipment = \$822,000 / Athabasca
Anticipated Stockpiling (2024 - Glacier Rock to 8 Mile Stockpile - \$0.20 per tonne/km - 0 tonnes @ 68 Km = \$0 tKm costs + \$0 for equipment = \$0 / Glacier Rock to Hunke Stockpile - \$0.20 per tonne/km - 0 tonnes @ 76 Km = \$0 tKm costs + \$0 for equipment = \$0) (2025 Glacier Rock to 8 Mile Stockpile - \$0.20 per tonne/km - 20,000 tonnes @ 68 Km = \$292,000 tKm costs + \$15,000 for equipment = \$307,000 / Glacier Rock to Hunke Stockpile -
2023 Stockpiling (Glacier Rock to 8 Mile Stockpile) \$0.20 per tonne/km - 20,000 tonnes @ 68Km = \$292,000 tKm costs + \$22,000 for equipment etc... = \$314,000
Forestry Trunk Road Graveling Program (Contractor Services & Stockpiling)
Gravel Usage - Regravelling - Contracted gravel trucks & equipment for road regravelling
FTR Stockpiling 2024 - (50,000 tonnes from Murtron to Lignite Stockpile - 28Km - 2022 Actual for hourly =

ctor Services

2023	2024	2025
\$ 350,000.00	\$ 350,000.00	\$ 350,000.00
\$ 480,000.00	\$ 480,000.00	\$ 480,000.00
\$ 1,500,000.00	\$ 1,500,000.00	\$ 1,500,000.00
\$ 1,110,000.00		
\$ 943,000.00		
\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
\$ 447,000.00		
\$ 444,000.00		
\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
	\$ 2,249,000.00	\$ 1,264,000.00
		\$ 646,000.00
\$ 314,000.00		
\$ 5,738,000.00	\$ 4,729,000.00	\$ 4,390,000.00
\$ 4,303,500.00	\$ 3,546,750.00	\$ 3,292,500.00
\$ 1,434,500.00	\$ 1,182,250.00	\$ 1,097,500.00
\$	3,714,250.00	
2023	2024	2025
\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00
	\$ 450,000.00	
\$ 1,200,000.00	\$ 1,650,000.00	\$ 1,200,000.00
\$ 900,000.00	\$ 1,237,500.00	\$ 900,000.00
\$ 300,000.00	\$ 412,500.00	\$ 300,000.00
\$	1,012,500.00	

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7.6 CRUSHED AGGREGATE / VALLEYVIEW & SUNSET HOUSE: Proposals for the supply and stockpile of gravel to these areas, as approved in the 2004 budget, were summarized and presented for Council's consideration. Presently this was the most difficult area of the municipality in which to procure gravel.

Total aggregate volumes required over two years were estimated at 100,000 tonnes. Environmental, conservation and development concerns would be the responsibility of the contractor. Quality of the product would be assured through testing and substandard material would be rejected.

**GRAVEL CRUSH &
STOCKPILE/VV&SSH
04.02.66**

MOTION: That a contract for the supply and stockpile of crushed aggregate at the Valleyview and Eight Mile (Sunset House) sites be awarded to Wapiti Gravel Suppliers Ltd. at a cost of \$966,500 plus G.S.T.
BURTON/CRAMER

CARRIED

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



REQUEST FOR DECISION

SUBJECT:	Policy 6001 Minor Area Structure Plan		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO: RA	MANAGER: NF
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: NF
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –Policy 6001 *Minor Area Structure Plan*

RECOMMENDED ACTION:

MOTION: That Council approve Policy 6001 “Minor Area Structure Plan” as presented.

BACKGROUND/PROPOSAL:

On December 14, 2022, Policy 6001 Minor Area Structure Plan was presented to the Policy Review Committee with the following changes to the existing policy:

- Added Legal and Cross References as cited in Policy 6001 Minor Area Structure Plan;
- Added Greenview to the Section 1 Definitions;
- Changed definition of Minor Area Structure Plan to include the entire quarter section or parcel;
- Changed Technical Amendment to Administrative Amendment for clarity;
- Sections 3.3 and 3.4 were broken out based on the items that shall be required and may be additionally required;
- Removed General Manager of Infrastructure and Planning and replaced with Director of Planning and Economic Development;
- Added section 3.6 for additional clarification;
- “Applicant” changed to “Planner”;
- Added “Pre-application meeting” requirement to Applicant and Administration responsibilities; and
- Refined Council responsibilities; and
- Changed Public Engagement Plan to Public Engagement Proposal as it requires approval prior to commencement.

The Policy Review Committee made the following motion:

MOTION: 22.12.164. Moved by Councillor Christine Schlieff.

That the Policy Review Committee recommend Council approve Policy 6001 “Minor Area Structure Plan” as amended.

- 1.6. “throughout the quarter section and/or parcel”
- 1.9. Definition for “Planner” (3.6.) add to Section 1 definitions

CARRIED

Administration has updated the policy to reflect the recommendations of the Policy Review Committee.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving policy 6001 is it will bring Greenview up to date with the municipal and legislative requirements.
2. The benefit of the Council approving Policy 6001 is it will provide a defined procedure for Planners to follow when applying for a Minor Area Structure Plan.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend the policy or ask that Policy 6001 be brought back at a future date.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

If approved, Administration will make the necessary changes to reflect the adoption of the policy.

ATTACHMENT(S):

- Current Policy 6001 “Minor Area Structure Plan”
- Revised Policy 6001 “Minor Area Structure Plan”

Title: Minor Area Structure Plan

Policy No: 6001

Effective Date: January 14, 2019

Motion Number: 19.01.86

Supersedes Policy No: 6001-01

Review Date: January 14, 2022



Purpose: To provide Council, Administration and the public with a standard practice of the formulation of Minor Area Structure Plans to ensure developers are responsible to provide to the municipality the required Plan prior to development occurring. The policy establishes definitions, guidelines, and roles and responsibilities related to Minor Area Structure Plans and amendments.

DEFINITIONS

Development Guidelines and Municipal Servicing Standards ("Municipal Servicing Standards") means the Development Guidelines and Municipal Servicing Standards as amended by Greenview for installation of the municipal and local improvements.

Land Use Bylaw (LUB) means Greenview's current Land Use Bylaw, as amended.

Major Amendment means a proposed change which impacts the policies or intent of an approved Area Structure Plan and which may include changes to land use, land use areas, servicing concepts, population densities, road networks or park and open space dedications.

Major Area Structure Plan means a long range land use plan that will usually encompass a large land area and are prepared by the Municipal District of Greenview and are adopted by Council.

Minor Area Structure Plan means a statutory plan prepared in accordance with the Municipal Government Act by the developer and adopted by Council to provide a comprehensive planning framework for the subsequent subdivision and development and can include the sequence of development anticipated for the lands, the land uses proposed for the area, and the general location of transportation routes and public utilities. A Minor Area Structure Plan can contain an area of land within an existing Major Area Structure Plan.

Municipal Development Plan (MDP) means Greenview's current Municipal Development Plan, as amended.

Municipal Government Act (MGA) means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.

Public Engagement Plan (PEP) means the document authorized by Council prior to public engagement commencing, which describes the strategy for public engagement and outlines the opportunities for landowners, residents and stakeholders to review and provide representation and input on a proposed plan or amendment.

Technical Amendment means a proposed change to a Minor Area Structure Plan which is for the purpose of correcting clerical, technical, and grammatical or typographical errors and which does not materially affect the Bylaw in principle or substance.

POLICY

1. The purpose of a Minor Area Structure Plan is to ensure Greenview's land use policies, as outlined in the Municipal Development Plan and the Strategic Plan, are implemented in more detailed planning documents. These planning documents will present a comprehensive planning policy framework and a generalized future land use concept for lands under review which will be used by Greenview to:
 - 1.1 Guide the future development of lands,
 - 1.2 Promote orderly development of the lands, and
 - 1.3 Guide Greenview and adjacent property owners when reviewing future redesignation, subdivision and development proposals.
2. Greenview shall require the adoption of a Minor Area Structure Plan, prepared in accordance with Section 633 of the Act, prior to the approval of:
 - 2.1 An industrial or commercial subdivision exceeding one (1) lot;
 - 2.2 A country residential subdivision resulting in a cumulative density of four (4) or more lots on the subject quarter section;
 - 2.3 Any multi-lot country residential subdivision or recreational resort located adjacent to a lake or other watercourse; or
 - 2.4 Any subdivision located in proximity to a highway when requested by Alberta Transportation.

PROCEDURE

1. Regulations

- 1.1. The lands that are the subject of a proposed Minor Area Structure Plan or amendment may be subject to other federal and provincial statutes and regulations. It is the responsibility of the applicant to ensure that a proposal complies with any federal or provincial requirement.
- 1.2. An application for a Minor Area Structure Plan or amendment shall comply with all applicable Greenview policies and requirements.

2. Document Requirements

- 2.1. The Municipal Development Plan (MDP) for Greenview outlines the types of developments requiring the preparation of a Minor Area Structure Plan. A Minor Area Structure Plan must be adopted by Bylaw.
- 2.2. Minor Area Structure Plans may include the following:
 - a) A future land use scenario including lot design and configuration, parcel size and density; proposed open space (including active and passive open space, natural

- areas and pedestrian linkages to other existing or potentially developed on adjacent lands);
- b) Dedicated lands, including but not limited to, conservation easements, public utility lots, municipal/school reserves, and if necessary, environmental reserves;
 - c) Development phasing for the full build out of the development;
 - d) Innovative and efficient proposed access and internal road circulation over both the immediate and long term, recognizing municipal and provincial requirements for road standards and development guidelines;
 - e) Measures to ensure the integration of the proposed development with existing and adjacent development in a manner that ensures compatibility with adjacent land uses;
 - f) Mitigation measures such as landscaping treatment, screening and/or berming necessary to address any on or off-site visual impacts, including site lines from existing adjacent developments;
 - g) Identification and preservation of existing site lines and views where possible;
 - h) Any and all site constraints to development, including man-made and natural, including but not limited to: geotechnical; environmental; hydrogeological or historical;
 - i) Development of a Storm Water Management Plan that demonstrates Best Management Practices for Stormwater Management, taking into consideration Alberta Environment and Sustainable Resource Development standards for no net runoff, minimizing run off coefficients, use of "green growth" and catchment of water for on-site use (irrigation of landscaping) and engineered wetlands;
 - j) Water and wastewater servicing strategies, including identification of rights of way required for future tie in to potential regional municipal systems as and when available, and strategies for interim communal servicing strategies where appropriate with deferred servicing agreements to accommodate future tie in;
 - k) Wetland Assessment prepared by a Qualified Wetland Science Practitioner.
 - l) Traffic Impact Assessment which includes the analysis of the impact that the proposed plan will have on the existing road network and the proposed layout of the internal road network within the study area, in accordance with Greenview's Municipal Servicing Standards;
 - m) Biophysical Assessment prepared by a qualified professional in the environmental field;
 - n) Provide the locations for services such as mail box locations, solid waste management transfer or pick up sites, proposed road names and other municipal services;
 - o) Indication of utility rights of way for natural gas, telephone, cable and electricity;
 - p) A summary of the input from all directly and indirectly affected landowners within and adjacent to the Minor Area Structure Plan throughout the preparation of the Minor Area Structure Plan;
 - q) Any other matter Greenview deems necessary.
- 2.3. As determined by the General Manager of Infrastructure and Planning, certain elements may not be required.
- 2.4. The development of a Minor Area Structure Plan must be prepared by a professional planner registered as a Member of the Canadian Institute of Planners.

3. Public Engagement

- 3.1. All proposed Minor Area Structure Plan and major amendment applications will require a Public Engagement Plan (PEP).
- 3.2. A PEP shall be prepared by an applicant and provide a description of the proposed public engagement, including the anticipated schedule of engagement, the type of communication proposed, and a description of the format of any required meeting. All costs associated with a PEP shall be borne by the applicant.
- 3.3. In accordance with an approved PEP, an applicant shall host at least one public consultation session to present the proposed Minor Area Structure Plan or major amendment to the public.
- 3.4. Public consultation shall be required prior to the draft Minor Area Structure Plan being reviewed by Administration and submitted to Council for consideration.
- 3.5. An applicant may be required to hold an additional public consultation session if the General Manager of Infrastructure and Planning determines that a PEP meeting or communications were not held or conducted in accordance with an approved PEP; or where otherwise deemed necessary by Council.
- 3.6. A technical amendment does not require a PEP.
- 3.7. A Public Hearing regarding a proposed Minor Area Structure Plan or amendment shall be held as part of a regularly scheduled Council meeting, pursuant to the requirements of the Municipal Government Act.

4. Roles and Responsibilities

- 4.1. Applicant
 - a) Prepare and submit the necessary documents;
 - b) The implementation of the PEP; and
 - c) Payment of all applicable fees.
- 4.2. Planning and Development staff
 - a) Processing of applications;
 - b) Meeting with the applicant to provide clarity;
 - c) Reviewing and ensuring conformity with legislation, municipal planning guidelines and Greenview Strategic Plan;
 - d) Providing comment on the proposal from the perspective of Greenview's Strategic Plan, Municipal Development Plan, and Land Use Bylaw;
 - e) Referring applications to internal departments and external agencies;
 - f) Attend public engagement sessions; and
 - g) Preparing reports and recommendations for Council consideration.
- 4.3. Other Greenview Departments
 - a) Reviewing Design Briefs or Reports submitted with applications for conformity with Greenview's Municipal Servicing Standards and other related standards documents, as adopted by Council from time to time;
 - b) Providing written comment on engineering issues related to the application to Planning and Development staff; and
 - c) Meeting with Planning and Development staff and the applicant(s), as required, to resolve engineering issues related to applications.
- 4.4. General Manager of Infrastructure and Planning

- a) The items noted within this policy to be determined by the General Manager; and
- b) The review and approval of an application for submission to Council.

4.5. Council

- a) The review of the application;
- b) Holding of the Public Hearing;
- c) Approval or refusal of the application; and
- d) Adoption of the bylaw.

CURRENT

Title: Minor Area Structure Plan

Policy No: 6001

Effective Date:

Motion Number:

Supersedes Policy No: 6001

Department: Planning & Development Services

Review Date:



Legal References:

Municipal Government Act R.S.A. 2000, c. M-26

Cross References:

Bylaw 18-800 "Land Use Bylaw"
Bylaw 799 "Land Use Bylaw" – Grande Cache
Development Guidelines and Municipal Servicing
Standards

Purpose: To provide Council, Administration, and the public with the standard practice of formulation forming Minor Area Structure Plans to ensure developers are responsible for providing the required Minor Area Structure Plan before Greenview development occurs. The policy establishes definitions, guidelines, roles, and responsibilities related to Minor Area Structure Plans and amendments.

1. DEFINITIONS

- 1.1. **Administrative Amendment** means a proposed change to a Minor ASP to correct clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.
- 1.2. **Development Guidelines and Municipal Servicing Standards (Municipal Servicing Standards)** means the Development Guidelines and Municipal Servicing Standards as amended by Greenview for the installation of municipal and local improvements.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Land Use Bylaw (LUB)** means Greenview's Land Use Bylaw.
- 1.5. **Major Amendment** means a proposed change which impacts the policies or intent of an approved Area Structure Plan and may include changes to land use, land use areas, servicing concepts, population densities, road networks or park and open space dedications.
- 1.6. **Major Area Structure Plan (Major ASP)** means a long-range land use plan that will usually encompass a large land area, is prepared by Greenview and is adopted by Council.
- 1.7. **Minor Area Structure Plan (Minor ASP)** means a statutory plan prepared by a developer in accordance with the MGA and adopted by Council to provide a comprehensive planning framework for subsequent subdivision and development, and can include the sequence of

development anticipated throughout the quarter section **or parcel**, the land uses proposed for the area, and the general location of transportation routes and public utilities. A Minor ASP can contain an area of land within an existing Major ASP.

- 1.8. **Municipal Development Plan (MDP)** means Greenview's Municipal Development Plan.
- 1.9. **Municipal Government Act (MGA)** means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.
- 1.10. **Public Engagement Proposal (PEP)** means a document prepared by a Planner before the commencement of the public engagement, which describes the strategy for public engagement and outlines the opportunities for landowners, residents, and stakeholders to review and provide representation and input on a proposed plan or amendment.
- 1.11. **Professional Planner** is an individual who is a registered member of the Canadian Institute of Planners.
- 1.12. **Administrative Amendment** means a proposed change to a Minor ASP to correct clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.

2. POLICY STATEMENT

- 2.1. The purpose of a Minor ASP is to ensure Greenview's land use policies, as outlined in the MDP and the Strategic Plan, are implemented in more detailed planning documents. These planning documents will present a comprehensive planning policy framework and a generalized future land use concept for lands under review, which Greenview will use to:
 - A) Guide the future development of the lands;
 - B) Promote orderly development of the lands; and
 - C) Guide Greenview and adjacent property owners when reviewing future proposals for redesignation, subdivisions, and development.
- 2.2. Greenview shall require the adoption of a Minor ASP, prepared in accordance with Section 633 of the MGA, prior to the approval of:
 - A) An industrial or commercial subdivision exceeding one (1) lot;
 - B) A country residential subdivision resulting in a cumulative density of four (4) or more lots on the subject quarter section;
 - C) Any multi-lot country residential subdivision or recreational resort located adjacent to a lake or other watercourse; or
 - D) Any subdivision located in proximity to a highway when requested by Alberta Transportation.

3. PROCEDURE

- 3.1. The lands subject to a proposed Minor ASP or amendment may be subject to other federal and provincial statutes and regulations. It is the responsibility of the applicant to ensure that a proposal complies with any federal or provincial requirements.
- 3.2. An application for a Minor ASP or amendment shall comply with all applicable Greenview policies and requirements.
- 3.3. A Minor ASP shall include the following:

- A) A future land use scenario including lot design and configuration, parcel size, and density; proposed open space, including active and passive open space, natural areas, and pedestrian linkages to other existing or potentially developed adjacent lands;
- B) Dedicated lands, including but not limited to conservation easements, public utility lots, municipal and school reserves, and, if necessary, environmental reserves;
- C) Development phasing for the entire area plan;
- D) Innovative and efficient proposed access and internal road circulation for both immediate and long term, recognizing municipal and provincial requirements for road standards and development guidelines;
- E) All known site constraints to development, including man-made and natural, including but not limited to geotechnical, environmental, hydrogeological, or historical;
- F) Water and wastewater servicing strategies, including identification of rights-of-way required for a future tie-in to potential regional municipal systems as and when available, and strategies for interim communal servicing strategies where appropriate with deferred servicing agreements to accommodate a future tie-in;
- G) Indication of utility rights-of-way for natural gas, telephone, cable, and electricity; and
- H) Any other document or studies Greenview deems necessary.

3.4. Minor Area Structure Plans may also include the following:

- A) Measures to ensure the integration of the proposed development with existing and adjacent development in a manner that ensures compatibility with adjacent land uses;
- B) Mitigation measures such as landscaping treatment, screening and berming, as necessary to address any on or off-site visual impacts, including site lines from existing adjacent developments;
- C) Identification and preservation of existing lines and views where possible;
- D) Development of a stormwater management plan that demonstrates best management practices, taking into consideration Albert Environment and Parks development standards for no net runoff, minimizing runoff coefficients, use of "green growth," and catchment of water for on-site use, such as irrigation of landscaping, and engineered wetlands;
- E) Wetland assessment prepared by a qualified wetland science practitioner;
- F) Traffic impact assessment which includes the analysis of the impact that the proposed plan will have on the existing road network and the proposed layout of the internal road network within the study area, in accordance with Greenview's Municipal Servicing Standards;
- G) Biophysical assessment prepared by a qualified professional in the environmental field;
- H) Provide the locations for services such as mailbox locations, solid waste management transfer or pick-up sites, proposed road names and other municipal services; and
- I) A summary of the input from all, directly and indirectly, affected landowners within and adjacent to the Minor ASP throughout the preparation of the Minor ASP.

3.5. As determined by the Director of Planning and Economic Development, certain elements in sections 3.3. and 3.4. may not be required.

3.6. Except for Administrative Amendments, the development of a Minor ASP or major amendment must be prepared by a Professional Planner who is a registered member of the Canadian Institute of Planners.

4. PUBLIC ENGAGEMENT

4.1. All proposed Minor ASP and major amendment applications will require a PEP.

- 4.2. A PEP shall be prepared by a Planner for the applicant and provide a description of the proposed public engagement, including the anticipated schedule of engagement, the type of communication proposed, and a description of the format of any required meeting. The applicant shall bear all costs associated with a PEP.
- 4.3. In accordance with an approved PEP, an applicant shall host at least one (1) public consultation session to present the proposed Minor ASP or major amendment to the public.
- 4.4. Public consultation shall be required before the draft Minor ASP is reviewed by Administration and submitted to Council for consideration.
- 4.5. An applicant may be required to hold an additional public consultation session if the Director of Planning and Economic Development determines that a PEP meeting or communications were not held or conducted in accordance with an approved PEP, or where otherwise deemed necessary by Council.
- 4.6. An Administrative Amendment does not require a PEP.
- 4.7. A public hearing regarding a proposed Minor ASP or amendment shall be held as part of a regularly scheduled Council meeting, pursuant to the requirements of the MGA.

5. APPLICATION

- 5.1. Applicant shall:
 - A) Conduct a pre-application meeting with Greenview Administration;
 - B) Prepare and submit all necessary documents;
 - C) Ensure the implementation of the PEP; and
 - D) Pay all applicable fees.

6. COUNCIL RESPONSIBILITIES

- 6.1. Council shall adopt the bylaw through the process outlined in the MGA.

7. ADMINISTRATION RESPONSIBILITIES

- 7.1. Planning and Development Staff shall:
 - A) Arrange the pre-application meeting with the applicant;
 - B) Process applications;
 - C) Review and ensure conformity with legislation, municipal planning guidelines and Greenview Strategic Plan;
 - D) Provide comment on the proposal from the perspective of Greenview's Strategic Plan, MDP, and LUB;
 - E) Refer applications to internal departments and external agencies;
 - F) Attend public engagement sessions; and
 - G) Prepare reports and recommendations for Council consideration.
- 7.2. Director of Planning and Economic Development shall:
 - A) Have discretion over the items noted within this policy which are to be determined by the Director of Planning and Economic Development or designate; and
 - B) Review the draft Minor ASP before scheduling the first public reading.

7.3. Other Greenview Departments shall:

- A) Review design briefs or reports submitted with applications for conformity with Greenview's Municipal Servicing Standards, other related standards and documents, as adopted by Council from time to time;
- B) Provide written comment on engineering issues related to the application to planning and development staff; and
- C) Meet with planning and development staff and the applicant(s), as required, to resolve engineering issues related to applications.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 6002 Development Enforcement		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO: RA	MANAGER: NF
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: NF
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –Policy 6002 Development Enforcement

RECOMMENDED ACTION:

MOTION: That Council approve Policy 6002 “Development Enforcement” as presented.

BACKGROUND/PROPOSAL:

On December 14, 2022, Policy 6002 Development Enforcement was presented to the Policy Review Committee with the following changes to the existing policy:

- Added Legal and Cross References as cited in Policy 6002 Development Enforcement;
- Added Contravention, Freedom of Information and Protection of Privacy Act, Greenview, Land Use Bylaw, Municipal Government Act and Stop Order to Section 1 Definitions;
- “Violation” replaced with “Contravention” throughout the policy;
- Added 3.4.B Stop Order when voluntary compliance has not occurred;
- Added 3.4.D next steps when Stop Order has not been resolved in the timeframe provided;
- Added 3.5.A Community Peace Officer to serve notices in person rather than following threats to staff;
- Added 5.3 Council to approve enforcement and legal services as requested by CAO; and
- Added 6.1 Forward written complaints to the Director of Planning and Economic Development.

The Policy Review Committee voted to approve the policy.

MOTION: 22.12.165. Moved by: Councillor Sally Rosson.

That the Policy Review Committee recommend Council approve Policy 6002 “Development Enforcement” as amended.

- Cross references: Land use “Bylaw” to be added

CARRIED

Administration has updated the policy to reflect the recommendations of the Policy Review Committee.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving policy 6002 is it will bring Greenview up to date with the municipal and legislative requirements.
2. The benefit of Council approving Policy 6002 is it will provide a defined outline of procedure when applying development enforcement.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend the policy or ask that Policy 6002 be brought back at a future date.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

If approved, Administration will make the necessary changes to reflect the adoption of the policy.

ATTACHMENT(S):

- Current Policy 6002 "Development Enforcement"
- Revised Policy 6002 "Development Enforcement"

Title: Development Enforcement

Policy No: 6002

Effective Date: January 14, 2019

Motion Number: 19.01.84

Supersedes Policy No: 6002-01

Review Date: January 14, 2022



Purpose: To provide a clear and defined process to uphold all planning documents and a process in which enforcement action is to be taken on apparent illegal, nonconforming or refused development within Greenview.

DEFINITIONS

Complainant means the person who is dissatisfied and is filing a complaint.

Contravener means a person who fails to comply with a municipal bylaw.

Development means any development as defined in the Municipal Government Act (MGA).

Planning Documents means documents that have been created and approved by Greenview for the purposes of creating and promoting orderly development within Greenview including: Intermunicipal Development Plans (IDPs), Municipal Development Plans (MDPs), Area Structure Plans (ASPs), and the Land Use Bylaw (LUB).

Valid complaint means a written complaint that describes the location and general nature of a potential bylaw contravention, which includes the complainant's name, address and telephone number, and which is not a vexatious complaint.

Vexatious complaint means a complaint that is made for retaliatory, vengeful or bad faith purposes, or otherwise forms part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process.

POLICY

1. Greenview believes that it is important to provide a process by which enforcement is undertaken in a transparent fashion and that actions are carried out on apparent illegal, nonconforming, or refused development in a consistent manner that upholds the legislative requirements as well as promote community goals, objectives and targets for development within Greenview, as defined in the Municipal Government Act (MGA) and further defined in the Land Use Bylaw (LUB) and statutory plans that Greenview has adopted such as the Municipal Development Plan (MDP), Area Structure Plans (ASPs), Intermunicipal Development Plans (IDPs) and other pertinent planning policies and documents.

2. Greenview has created several documents, through public engagement, to build plans containing the community's objectives, goals and targets; and as such, Greenview has a right and obligation to uphold these documents.
3. Greenview, like most municipalities, relies primarily on public complaints to identify potential non-compliance. The primary goal in dealing with contraventions of these bylaws is to achieve voluntary compliance through communication and education; however, where further enforcement is needed, it will be based on consistency and fairness.
4. Development deemed to be without appropriate approvals that comes to the attention of Greenview will prompt planning staff to conduct a field inspection and discuss the contravention with the contravener and follow-up in writing with a warning letter. If corrective action has not taken place, then a Stop Order and caveat will be issued and registered on the titled property in a timely manner as prescribed by legislation, thus requiring remedial action to be taken to rectify the un-approved development within Greenview and uphold any and all planning documents approved by Greenview.
5. Greenview will accept and act on information received as a written complaint from members of the public, government departments, public bodies or stakeholders that have an interest in or are adjacent to an apparent illegal, nonconforming or refused development.
6. The enforcement process must be accessible and transparent while ensuring and upholding the Freedom of information and Protection of Privacy Act.

PROCEDURE

1. Valid Complaints:
 - 1.1 All development complaints must be submitted in writing to the Development Officer of the relevant area where possible, with the exception of those identifying urgent contraventions (health and safety) prior to being considered for investigation.
 - 1.2 A valid complaint must include complete contact information for the complainant (name, address and telephone number). The complaint must be in the form of a letter or email. Greenview will generally not respond to anonymous complaints.
2. Investigation
 - 2.1 In response to a complaint, a Development Officer will assess and investigate to determine compliance with municipal bylaws and planning documents. The investigation may include reviewing a bylaw and file, contacting the alleged contravener, contacting the complainant, and conducting a site inspection.
 - 2.2 Upon receipt of a valid complaint, a Development Officer will open a file in order to track the progress of the violation. The Development Officer shall maintain a written record of inspections and investigations undertaken and a record of all complaints received.
 - 2.3 If a confirmed violation is minor in nature and/or if it appears the complaint may be a vexatious complaint or is part of a larger neighbourhood conflict, Administration may conclude it is not in Greenview's best interest to pursue the matter.
 - 2.4 Vexatious complaints will be referred to the Chief Administrative Officer (CAO) for a determination on the outcome and the complainant will be notified in writing on the reason for imposing the outcome.
3. Confidentiality

- 3.1 Information regarding the complainant is kept confidential and is protected under the Freedom of Information and Protection of Privacy Act; however, a complainant may be identified if the issue proceeds to court and the complainant is required to act as a witness for the prosecution.
 - 3.2 Confidentiality is necessary to ensure complainants are not exposed to retaliation or other adverse actions as a result of the complaint and to maintain effective investigation techniques. The identity of the complainant and any identifying information will not be disclosed to the alleged contravener or any member of the public, except as required by law. Likewise, the details of Greenview's investigation and enforcement steps will not be disclosed to the complainant.
4. Enforcement
 - 4.1 Bylaw enforcement is sought, in the first instance, through voluntary compliance. Individuals who are being investigated will be issued a warning letter, instructed to cease the activity or remedy the infraction and given the opportunity to achieve compliance before further action is taken to the limits noted in municipal bylaws or the Municipal Government Act. Compliance may be encouraged through notification of fines associated with the offence.
 - 4.2 If a violation is identified, the contravener will be instructed to take action to resolve the issue immediately or within a specified time period as specified in the relevant legislation.
 - 4.3 Administration will determine the time period required to resolve the issue based on, but not limited to, matters such as:
 - a) potential risk to public health and/or safety;
 - b) magnitude, nature and duration of the contravention;
 - c) history of non-compliance on the property or by the contravener;
 - d) potential short- and long-term impact on a structure, the community and the environment;
 - e) potential for setting a precedent;
 - f) resources available to resolve the matter; and
 - g) potential costs and liability associated with enforcement action.
 - 4.4 The Chief Administrative Officer (CAO) will request approval from Council to commence bylaw enforcement legal proceedings. All requests to Council shall be *in closed Council session*.
 - 4.5 Council will decide whether to provide funding for legal action, decline to do so or recommend other actions. Administration, with the assistance of legal counsel, will follow up with Council's motion to initiate legal proceedings.
 - 4.6 Enforcement proceedings will generally commence where and when voluntary compliance cannot be achieved to rectify bylaw infraction(s).
 - 4.7 All enforcement action will be conducted in accordance with the relevant provincial legislation, municipal bylaws and as outlined in this policy.
 - 4.8 This policy is not meant to take precedence over the federal or provincial jurisdictional matters or interfere in any way with these authorities, as the municipality will only take the necessary steps to ensure that enforcement is within municipal jurisdiction.
5. Safety
 - 5.1 While encouraging compliance with municipal bylaws is important, the safety of enforcement personnel is paramount. If a member of staff is verbally or physically

threatened while administering bylaws, appropriate law enforcement personnel will be utilized to ensure enforcement action may proceed.

6. Responsibilities

6.1 Council members, Board members, Greenview Staff:

- 6.1.1 Forward written complaints of any apparent illegal, nonconforming or refused illegal development to the Manager of Planning & Development or Development Officer responsible for the area in question; and
- 6.1.2 Hold in confidence any information that is brought forward pursuant to this procedure and uphold the Freedom of information and Protection of Privacy Act.

6.2 Manager of Planning & Development and Development Officers:

- 6.2.1 Assess any and all information provided regarding any apparent illegal, nonconforming or refused development;
- 6.2.2 Ensure remedial action is undertaken to uphold the MGA and all Greenview's planning documents;
- 6.2.3 The Manager of Planning & Development is responsible to delegate duties to Development Officers and provide required information to ensure that remedial action is undertaken in a timely manner as prescribed by legislation;
- 6.2.4 Remedial action will be started in an appropriate manner on a case-by-case basis according to legislative requirements. A report will be forwarded in regard to all apparent illegal, nonconforming or refused development within Greenview, to the appropriate Planning Authority for consideration and any further action as may also be required on a case-by-case basis;
- 6.2.5 Hold in confidence any information that is brought forward pursuant to this procedure and uphold the Freedom of information and Protection of Privacy Act; and
- 6.2.6 Assess and identify any policy, procedure or internal changes that may assist in preventing any further such occurrences.

Title: Development Enforcement

Policy No: 6002

Effective Date:

Motion Number:

Supersedes Policy No: 6002

Department: Planning and Development Services

Review Date:



Legal References:

Freedom of Information and Protection of Privacy Act, R.S.A 2000, c. F-25

Municipal Government Act, R.S.A. 2000, c.M-26

Cross References:

Bylaw 18-800 "Land Use **Bylaw**"

Bylaw 799 "Land Use Bylaw" – Grande Cache

Purpose: To provide a clear and defined process to uphold all planning documents and a process in which enforcement action is to be taken on apparent illegal, nonconforming, or refused development within Greenview.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
- 1.2. **Complainant** means the person who is dissatisfied and is filing a written complaint.
- 1.3. **Contravener** means a person who fails to comply with a municipal bylaw.
- 1.4. **Contravention** means an action that violates the provisions of the Land Use Bylaw.
- 1.5. **Development** means any development as defined in the MGA.
- 1.6. **Freedom of Information and Protection of Privacy Act (FOIP)** means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25.
- 1.7. **Greenview** means the Municipal District of Greenview No. 16.
- 1.8. **Land Use Bylaw (LUB)** means Greenview's Land Use Bylaw.
- 1.9. **Municipal Government Act (MGA)** means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.
- 1.10. **Planning documents** means documents that have been created and approved by Greenview to create and promote orderly development within Greenview, including

Intermunicipal Development Plans (IDPs), Municipal Development Plans (MDPs), Area Structure Plans (ASPs), and Land Use Bylaw (LUB).

- 1.11. **Stop Order** means a written notice to cease use or development that is in contravention of the Land Use Bylaw.
- 1.12. **Valid Complaint** means a written complaint describing the location and general nature of a potential bylaw contravention, which includes the complainant's name, physical address, and telephone number or email address, which is not a vexatious complaint.
- 1.13. **Vexatious Complaint** means a complaint made for retaliatory, vengeful, or bad faith purposes or otherwise forms part of a pattern of conduct by the complainant that amounts to abuse of the complaint process.

2. POLICY STATEMENT

- 2.1. Greenview believes that it is essential to provide a process by which enforcement is undertaken transparently and that actions are carried out on allegedly illegal, non-compliant, or refused development in a consistent manner that upholds the legislative requirements, as well as promotes community goals, objectives, and targets for development within Greenview, as defined in the MGA and further defined in the Land Use Bylaw (LUB).
- 2.2. Greenview recognizes that the goals and objectives of statutory plans created through public engagement contain the community's objectives, goals, and targets should be considered in how effective enforcement can be meet those long-term objectives and what options are supported in obtaining compliance during enforcement.
- 2.3. Greenview relies on public complaints to identify most non-compliant development. The primary goal in dealing with contraventions of these bylaws is to both minimize impacts on adjacent landowners and to achieve the community's objectives, goals, and targets for the use of land.
- 2.4. Voluntary compliance through communication and education is the preferred method of enforcement. A consistent and fair process will be exercised if corrective action has not taken place, through the issuance of Stop Orders and registration on a property as prescribed by legislation. Pursuing further legal compliance is at the discretion of the Greenview.
- 2.5. Greenview will accept and act on information received as a written complaint from members of the public, government departments, public bodies or stakeholders that have an interest in or are adjacent to an apparent illegal, nonconforming or refused development.
- 2.6. The enforcement process must be accessible and transparent while ensuring and upholding FOIP.

3. PROCEDURE

- 3.1. Complaint submission:
 - A) All development complaints must be submitted in writing to the Development Authority before being considered for investigation.

- B) A valid complaint must include complete contact information for the complainant. The complaint must be in the form of a letter or email. Greenview will generally not respond to anonymous complaints. Complete contact information includes:
 - i. Name of the Complainant;
 - ii. Address of the Complainant; and
 - iii. The telephone number of the complainant.

3.2. Investigation:

- A) In response to a complaint, a Development Officer will assess and investigate to determine compliance with municipal bylaws and planning documents. The investigation may include reviewing a bylaw and file, conducting a site inspection, and contacting the alleged contravener.
- B) Upon receipt of a Valid Complaint, a Development Officer will open a file to track the progress. The Development Officer shall maintain a written record of inspections and investigations undertaken and a record of all complaints received.
- C) If a confirmed violation is minor in nature or if it appears the complaint may have been vexatious or is part of a more significant neighbourhood conflict, Administration may conclude it is not in Greenview's best interest to pursue the matter.
- D) If a complaint is deemed not in the best interest of Greenview to enforce, it will be referred to the Chief Administrative Officer (CAO) for decision and the complainant will be notified in writing on the reasoning of the outcome.

3.3. Confidentiality:

- A) Information regarding the Complainant is kept confidential and is protected under FOIP; however, a Complainant may be identified if the issue proceeds to court, and the Complainant is required to act as a witness for the prosecution.
- B) Confidentiality is necessary to ensure Complainants are not exposed to retaliation or other adverse actions due to the complaint, and to maintain effective investigation techniques. The Complainant's identity and any identifying information will not be disclosed to the alleged contravener or any public member except as required by law. Likewise, the details of Greenview's investigation and enforcement steps will not be disclosed to the Complainant.

3.4. Enforcement

- A) Bylaw enforcement is sought, in the first instance, through voluntary compliance. Individuals being investigated will be issued a warning letter, instructed to cease the activity or remedy the infraction and will be allowed to achieve compliance before further action is taken.
- B) If corrective action has not taken place, then a Stop Order and caveat will be issued and registered on the title of the property as prescribed by legislation, thus requiring remedial action to be taken to rectify the contravention of the Land Use Bylaw.
- C) Greenview will determine the timeframe required to resolve the issue, as stated in the Stop Order, and will base its decision on, but is not limited to, matters such as:
 - i. Potential risk to public health and safety;
 - ii. Magnitude, nature and duration of the contravention;
 - iii. History of non-compliance on the property or by the contravener;
 - iv. Potential short and long-term impact on a structure, the community and the environment;

- v. Resources available to resolve the matter; and
- vi. Potential costs and liability associated with enforcement action.
- D) If the contravention has not been resolved within the timeframe provided or if the Stop Order has been appealed to the Subdivision and Development Appeal Board (SDAB), the Chief Administrative Officer (CAO) will be notified.
- E) The CAO will request approval from Council before Greenview proceeds further in the bylaw enforcement process, if it requires further legal proceedings. All requests to Council shall be in closed session.
- F) Council will decide whether to provide funding for legal action, decline to do so or recommend other actions. Administration, with the assistance of legal counsel, will follow up with Council's motion to initiate legal proceedings.

3.5. Safety

- A) Any notice served in person will be done by Community Peace Officers or by registered mail.
- B) The safety of both planning and enforcement personnel is paramount; verbal or physical abuse will not be tolerated.

5. COUNCIL RESPONSIBILITIES

- 5.1. Forward any written complaints of apparent illegal, non-compliant or refused illegal development to the Director of Planning & Economic Development for action.
- 5.2. Hold in confidence any information brought forward pursuant to this procedure and uphold FOIP.
- 5.3. Approve enforcement and legal services as requested by the CAO.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Forward written complaints to the Director of Planning and Economic Development or designate.
- 6.2. Hold in confidence any information brought forward pursuant to this procedure and uphold.
- 6.3. Director of Planning and Economic Development or designate shall:
 - A) Assess all information provided regarding the alleged contravention;
 - B) Ensure remedial action is undertaken to uphold the MGA and LUB;
 - C) Remedial action will be started on a case-by-case basis according to legislative requirements. A report documenting all contraventions will be forwarded, to the CAO for consideration. Further action may also be considered on a case-by-case basis.



REQUEST FOR DECISION

SUBJECT:	Policy 6003 Land Acquisition for Road Right-of-Way for Subdivisions		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO: RA	MANAGER: NF
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: NF
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –Policy 6003 *Land Acquisition for Road Right-of-Way for Subdivisions*

RECOMMENDED ACTION:

MOTION: That Council approve Policy 6003 “Land Acquisition for Road Right-of-Way for Subdivisions” as presented.

BACKGROUND/PROPOSAL:

On December 14, 2022, Policy 6003 Land Acquisition for Road Right-of-Way for Subdivisions was presented to the Policy Review Committee with the following changes to the existing policy:

- Added Legal and Cross References as cited in Policy 6003 Land Acquisition for Road Right-of-Way for Subdivisions;
- Added Municipal Government Act, Plan of Survey and Subdivision Authority to Section 1 Definitions;
- Added “unless previously taken” where applicable throughout the policy; and
- Added 3.6 “The Plan of Survey requirements and responsibilities for costs will be borne by the Applicant”.

The Policy Review Committee voted to approve the policy as presented.

MOTION: 22.12.166. Moved by: Councillor Dale Smith

That the Policy Review Committee recommend Council approve of Policy 6003 “Land Acquisition for Road Right-of-Way for Subdivision” as presented.

CARRIED

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving policy 6003 is it will bring Greenview up to date with the municipal and legislative requirements.
2. The benefit of Council approving Policy 6003 is it will provide a defined outline of procedure when acquiring road widening along road right-of-way as part of the subdivision process.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend the policy or ask that Policy 6003 be brought back at a future date.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

If approved, Administration will make the necessary changes to reflect the adoption of the policy.

ATTACHMENT(S):

- Current Policy 6003 “Land Acquisition for Road Right-of-Way for Subdivisions”
- Revised Policy 6003 “Land Acquisition for Road Right-of-Way for Subdivisions”

Title: Land Acquisition for Road Right-of-Way for Subdivisions

Policy No: 6003

Effective Date: July 13, 2021

Motion Number: 21.07.346

Supersedes Policy No: NONE

Review Date: July 13, 2024



Purpose: In accordance with subdivision and development guidelines and decisions of the Municipal Planning Commission, this policy provides guidelines for acquiring road widening along road right-of-way as part of the subdivision process.

1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Lot** means one or more lots or area being subdivided.
- 1.3. **Parcel** means a piece of land being a Lot, Block, quarter section, legal subdivision, river lot, condominium unit, described lot or other quantifiable piece of Real Property contained within the legal description of a valid Certificate of Title registered with the Alberta Land Titles Office.
- 1.4. **Road Right-of-Way** means an agreement that confers on the municipality the right to use the land for the construction of a public road.
- 1.5. **Road Widening** means the acquisition of additional right-of-way for road construction.

2. POLICY STATEMENT

- 2.1. Road Widening will be taken along road right-of-way on all parcels being subdivided in accordance with the Municipal Government Act.

3. PROCEDURE

- 3.1. Greenview will require road widening along the road right-of-way, as recommended by Council or by Policy. The Director of Infrastructure and Planning or designate, may ask for additional land adjacent to all parcels being subdivided at the time of subdivision.
- 3.2. Greenview will determine the area required for road widening based upon roadway requirements, network importance, drainage, future construction considerations and other relevant factors.
- 3.3. Road widening along the road right-of-way adjacent to any proposed lot boundaries shall be dedicated as a condition of subdivision with no compensation being provided by Greenview.

- 3.4. Greenvue will enter into an Offer to Sell agreement with the applicant for purchase of road widening along the road right-of way on the balance of the parcel as recommended by the Director of Infrastructure and Planning or designate. Land acquisition rates will be those outlined in the Schedule of Fees Bylaw.
- 3.5. All road widening acquired through dedication or negotiation as a result of subdivision shall be registered by a Plan of Survey unless otherwise authorized by the Director of Infrastructure and Planning, or designate. The Plan of Survey requirements and responsibilities for costs are as follows:
 - A) Where the subdivision is registered by Plan of Survey, the landowner shall arrange and pay for all costs of preparation and registration of the Plan of Survey. The Plan of Survey shall include and show all road widening requirements adjacent to the parcel(s) plus any negotiated road widening acquired from the remainder of the title area.

CURRENT

Title: Land Acquisition for Road Right-of-Way for Subdivisions

Policy No: 6003

Effective Date:

Motion Number:

Supersedes Policy No: 6003

Review Date:



Legal References:

Municipal Government Act, R.S.A. 2000, c. M-26

Cross References:

Bylaw 18-800 "Land Use Bylaw"

Bylaw 95-158 "Subdivision Authority"

Bylaw 799 "Land Use Bylaw" – Grande Cache

Policy 4031 "Right-of-Way Acquisitions"

Purpose: In accordance with subdivision and development guidelines and decisions of the Municipal Planning Commission, this policy provides guidelines for acquiring road widening along road right-of-way as part of the subdivision process.

1. DEFINITIONS

- 1.1. **Applicant** means the individual or organization which is applying for a subdivision.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Lot** means one or more lots or area being subdivided.
- 1.4. **Municipal Government Act (MGA)** means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.
- 1.5. **Parcel** means a piece of land being a Lot, Block, quarter section, legal subdivision, river lot, condominium unit, described lot or other quantifiable piece of Real Property contained within the legal description of a valid Certificate of Title registered with the Alberta Land Titles Office.
- 1.6. **Plan of Survey** means the aggregate of one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan or registered in a land titles office.
- 1.7. **Road Rights-of-Way** means an agreement that confers on the municipality the right to use the land for the construction of a public road.
- 1.8. **Road Widening** means the acquisition of additional right-of-way for road construction.
- 1.9. **Schedule of Fees** means that bylaw which outlines the rates and fees Greenview may charge for the supply of information, goods, or services.

- 1.10. **Subdivision Authority** means a person or body appointed by Council established under the Subdivision Authority Bylaw to perform the powers and duties of a Subdivision Authority in accordance with the MGA. The Subdivision Authority can include the following members: any or all members of Council, a designated officer, Municipal Planning Commission or another person or organization in accordance with the MGA.

2. POLICY STATEMENT

- 2.1. Road Widening will be taken along road rights-of-way on all parcels being subdivided in accordance with the MGA, unless previously taken along the respective road rights-of-way or as recommended by the Director of Infrastructure and Engineering.

3. PROCEDURE

- 3.1. Greenview will require road widening along the road rights-of-way unless previously taken. The Director of Infrastructure and Engineering, or designate, may ask for additional land adjacent to all parcels being subdivided at the time of subdivision.
- 3.2. Greenview will determine the area required for road widening based on roadway requirements, network importance, drainage, future construction considerations and other relevant factors.
- 3.3. Road widening along the road rights-of-way adjacent to any proposed lot boundaries shall be dedicated as a condition of subdivision with no compensation being provided by Greenview.
- 3.4. Greenview will purchase road widening along the road rights-of-way on the balance of the parcel as recommended by the Director of Infrastructure and Engineering or designate. Land acquisition rates will be those outlined in the Schedule of Fees Bylaw.
- 3.5. All road widening acquired as a result of subdivision shall be registered by a Plan of Survey unless otherwise authorized by the Subdivision Authority.
- 3.6. The Plan of Survey requirements and responsibilities for costs will be borne by the Applicant.



REQUEST FOR DECISION

SUBJECT:	Policy 6004 Certificate of Compliance		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO: RA	MANAGER: NF
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: NF
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –Policy 6004 *Certificate of Compliance*

RECOMMENDED ACTION:

MOTION: That Council approve Policy 6004 “Certificate of Compliance” as presented.

BACKGROUND/PROPOSAL:

On December 14, 2022, Policy 6004 Certificate of Compliance was presented to the Policy Review Committee with the following changes to the existing policy:

- Added Legal and Cross References as cited in Policy 6004 Certificate of Compliance;
- Added Alberta Land Surveyor, Greenview, Land Use Bylaw, Parcel, and Real Property Report to Section 1 Definitions;
- Added 2.1.C for requirements for maximum age of Real Property Reports with or without a Statutory Declaration;
- Revised Certificate of Compliance definition in Section 1;
- Changed “property(ies)” to “Parcel(s)” throughout the policy;
- Added 3.1.B “A Certificate of Compliance for this parcel is not deemed to be an approval of any development on the parcel”; and
- Added 3.1.C “Greenview makes no assumptions to the actual use of the lands. This letter refers specifically to the buildings and structures on the lands identified on the Real Property Report attached to this Certificate of Compliance”.

The Policy Review Committee voted to approve the policy as amended.

MOTION: 22.12.167. Moved by: Councillor Sally Rosson

That the Policy Review Committee recommend Council approve Policy 6004 “Certificate of Compliance” as amended.

- Cross reference: Land Use “bylaw”

- 3.1. "Based on information provided in real estate property report" to be included in letter / and in quotes. Remove strikethrough in "M.D of Greenview"
- 3.1.(B): "Issuance in certificate of compliance" to be re-worded for clarity

CARRIED

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving policy 6004 is it will bring Greenview up to date with the municipal and legislative requirements.
2. The benefit of Council approving Policy 6004 is it will provide a defined outline of procedure surrounding Certificate of Compliance letters.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend the policy or ask that Policy 6004 be brought back at a future date.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

If approved, Administration will make the necessary changes to reflect the adoption of the policy.

ATTACHMENT(S):

- Current Policy 6004 "Certificate of Compliance"
- Revised Policy 6004 "Certificate of Compliance"

Title: Certificate of Compliance

Policy No: 6004

Effective Date: Nov 13, 2018

Motion Number: 18.11.624

Supersedes Policy No: AD 08

Review Date: Nov 13, 2021



Purpose: To establish a system for the issuance of a Certificate of Compliance respecting the location of buildings and structures meeting the requirements of the Land Use Bylaw of the Municipal District of Greenview No. 16.

DEFINITIONS

Certificate of Compliance means the preparation of a Letter of Compliance being a report from the M.D of Greenview confirming that all buildings and structures identified on the property have met the regulations under the Land Use Bylaw and have the appropriate development permits.

POLICY

The M.D. of Greenview issues letters of compliance, when required by landowners or their agents, to provide assurance that buildings are located on properties within established bylaw guidelines.

1. Any request for a Certificate of Compliance must be in writing and signed by the current registered landowner(s) or an agent acting on their behalf.
2. A fee shall be charged for this service as per the Schedule of Fees Bylaw.
3. Any request for a Certificate of Compliance must provide a legible Alberta Land Surveyors Real Property Report including:
 - 3.1. The legal location of the property;
 - 3.2. Locations of the buildings on the property.
4. The Alberta Land Surveyors Real Property Report must have been issued no earlier than 6 months prior to the request for a Certificate of Compliance if no Statutory Declaration by the landowner is provided. If a Statutory Declaration by the landowner is provided, the Alberta Land Surveyors Real Property Report must have been issued within 2 years of the request for a Compliance.
5. Any development constructed or located on a property before January 1, 1994, and for which no Development Permit was issued, will be considered as legally non-conforming, and may be issued a Letter of Compliance provided it is otherwise in compliance with the Land Use Bylaw.

6. Any development constructed or located on the property on or after January 1, 1994, and for which no Development Permit has been issued, will be considered as non-conforming and a compliance will not be issued. Such a property can achieve compliance by obtaining an approved Development Permit from the Municipal District of Greenview No. 16 in respect to the subject property.

PROCEDURE

1. The Compliance shall contain the following statement:
 - 1.1 “The Municipal District of Greenview No. 16 issues this compliance letter based on the information provided in the Real Property Report, and assumes no responsibility for errors or omissions provided therein”

Title: Certificate of Compliance

Policy No: 6004

Effective Date:

Motion Number:

Supersedes Policy No: 6004

Department: Planning & Development Services

Review Date:



Legal References:

Land Surveyors Act, R.S.A. 2000, c. L-3
Municipal Government Act, R.S.A. 2000, c. M-26

Cross References:

Bylaw 18-800 "Land Use **Bylaw**"
Bylaw 799 "Land Use" – Grande Cache
Policy 6005 "Development Enforcement"

Purpose: To establish a system for issuing a Certificate of Compliance respecting the location of buildings and structures meeting the requirements of the Land Use Bylaw of Greenview.

1. DEFINITIONS

- 1.1. **Alberta Land Surveyor (ALS)** means a person who holds a certificate of registration and an annual certificate to engage in the practice of surveying under the *Albert Land Surveyors Act*.
- 1.2. **Certificate of Compliance** means a document issued by Greenview that states whether or not the existing buildings and other visible improvements shown on the Real Property Report meet the requirements of Greenview's Land Use Bylaw.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Land Use Bylaw** means Greenview's Land Use Bylaw.
- 1.5. **Parcel** means the aggregate of one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a land title's office.
- 1.6. **Real Property Report (RPR)** means a survey document prepared, signed, dated, and stamped by an Alberta Land Surveyor, illustrating the location of all structures and visible improvements situated on a parcel of land relative to the parcel boundaries. The Real Property Report also shows any registered easements or rights-of-way affecting the parcel and any encroachments from or onto the property. It is a representation of the property on the date of the survey.
- 1.7. **Schedule of Fees** means that bylaw which establishes the rates and fees Greenview may charge for the supply of information, goods, or services.

2. POLICY STATEMENT

- 2.1. Greenview issues letters of compliance when requested by landowners or their agents to provide assurance that buildings and structures are located on parcels within established bylaw guidelines.
- A) Any request for a Certificate of Compliance must be in writing and signed by the currently registered landowner(s) or an agent acting on their behalf.
 - B) A fee shall be charged for the Certificate of Compliance application per the Schedule of Fees Bylaw.
 - C) The RPR must have been issued within six (6) months prior to requesting a Certificate of Compliance. The landowner must provide a Statutory Declaration if the RPR has been issued more than six (6) months from the date of request. An RPR dated more than two (2) years from the date of the request for a Certificate of Compliance will not be accepted.
 - D) Any development constructed or located on a parcel before January 1, 1994, and for which no Development Permit was issued, will be considered as legally non-conforming, and a letter of compliance may be issued stating as such, provided it is otherwise in compliance with the Land Use Bylaw.
 - E) Any development constructed or located on the parcel on or after January 1, 1994, and for which no Development Permit has been issued, will be considered non-conforming, and a Certificate of Compliance will not be issued. The parcel can achieve compliance by obtaining a Development Permit approval from Greenview concerning the subject parcel.

3. PROCEDURE

3.1. The Certificate of Compliance shall contain the following statements:

- A) "Municipal District of Greenview No. 16 issues this compliance letter based on the information provided in the Real Property Report and assumes no responsibility for errors or omissions provided therein."
- B) ~~No~~ "The issuance of a Certificate of Compliance for this parcel is ~~not deemed~~ to be interpreted as an approval of any development on the parcel."
- C) "Municipal District of Greenview No. 16 makes no assumptions as to the actual use of the lands. This letter refers specifically to the buildings and structures on the lands identified on the Real Property Report attached to this Certificate of Compliance."



REQUEST FOR DECISION

SUBJECT: **Policy 6005 MPC Meeting Procedure Repeal**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 10, 2023 ACAO: RA MANAGER: NF
DEPARTMENT: PLANNING & EC. DEVELOPMENT DIR: MAV PRESENTER: NF
STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – *Municipal Government Act*

Council Bylaw/Policy (cite) – Policy 6005 *MPC Meeting Procedure*, Bylaw 21-876 *Procedural Bylaw*, Bylaw 03-399 *Municipal Planning Commission Bylaw*

RECOMMENDED ACTION:

MOTION: That Council repeal Policy 6005 “Municipal Planning Committee Meeting Procedure.”

BACKGROUND/PROPOSAL:

Greenview’s Municipal Planning Committee Meeting Procedure (MPC) policy has been reviewed in accordance pursuant to the policy review schedule. Upon review by the Planning and Development Department and Legislative Services, there appears to be no value in this policy as a procedural document.

The MPC currently follows the procedural requirements set out within the Municipal Planning Commission Bylaw 03-399 and Procedural Bylaw 21-876, making the majority of this policy contradictory or redundant. Therefore, the recommendation of administration is to repeal Policy 6005, being the Municipal Planning Committee Meeting Procedure.

On December 14, 2022, the Policy Review Committee voted to repeal Policy 6005.

MOTION: 22.12.168. Moved by: Councillor Dave Berry

That the Policy Review Committee recommend Council repeal Policy 6005 “MPC Meeting Procedure.”

CARRIED

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council repealing policy 6005 is removing a policy that is not providing value and increasing the complexity of our policy framework.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council can ask that redundant proportions of Policy 6005 be removed and brought back for future review. However, we do not recommend this as it will take administrative time away from other objectives and not likely add value.

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 archive the repealed policy.

ATTACHMENT(S):

- Current Policy 6005 “MPC Meeting Procedure”
- Bylaw 21-876 Procedural Bylaw
- Bylaw 03-399 Municipal Planning Commission Bylaw

Title: MPC Meeting Procedure

Policy No: 6005

Effective Date: Nov 13, 2018

Motion Number: 18.11.628

Supersedes Policy No: (None)

Review Date: Nov 13, 2021



Purpose: To establish guidelines on the recording of proceedings of the Municipal Planning Commission (MPC) meetings.

DEFINITIONS

Chairperson means the Member who is appointed to preside over the Municipal Planning Commission Meeting.

Council means all elected officials pursuant to the provisions of the Act.

Development Authority means the persons established under the Development Authority Bylaw to perform the functions of a development authority under the Act.

Development Officer means the person(s) occupying the position established under the Development Authority Bylaw.

Member means a member of the Municipal Planning Commission duly appointed by Council pursuant to the Municipal Planning Commission Bylaw.

Municipal Government Act (MGA) means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.

Municipal Planning Commission (MPC) means the Municipal Planning Commission established under the Bylaw of the M.D. Greenview No. 16.

POLICY

Council will establish procedural guidelines to ensure proper records of proceedings are kept.

1. All notifications for meetings for the Municipal Planning Commission will be conducted as required within the MGA or Municipal Bylaws.
2. If a member cannot attend a meeting, that member is obligated and responsible to notify Administration of their absence so it can be determined if a quorum will be present to hold a meeting.
3. Meetings are open to the general public.

PROCEDURE

Municipal Planning Commission Meetings

1. All Municipal Planning Commission Meetings shall be open to the public and everyone has the right to be present unless the person chairing the meeting expels any person(s) for improper conduct.
2. Minutes shall be recorded at each Municipal Planning Commission meeting and placed on a subsequent Municipal Planning Commission meeting agenda for adoption, thus becoming a permanent record of the Municipal Planning Commission.

Electronic Participation in Municipal Planning Commission Meetings

1. Any Member may attend a Municipal Planning Commission meeting by means of electronic communication, such as telephone, a personal computer; or other means as technology allows, ensuring that dialogue is available for all parties;
2. A Member attending a meeting by means of electronic communication shall:
 - a. advise the Manager, Planning and Development or designate at least one (1) full business day in advance of their intention to participate through electronic communication;
 - b. be permitted to attend Municipal Planning Commission meetings by means of electronic communication;
 - c. be deemed to be present at the meeting for whatever period of time the connection via electronic communication remains active and be recorded in the minutes as being present via electronic communication;
 - d. advise if any other persons are or will be present in the room during the meeting with this record be noted in the minutes; and
 - e. be asked to state their vote only after all other Members have cast their votes.
3. The Chair shall not be permitted to participate in the meeting by electronic communication. The Vice Chairperson, or in their absence a Member present in-person at the meeting as selected by a motion of the Municipal Planning Commission, shall be the Chair for that meeting.

Voting

1. A Member (including the Chair) attending a Municipal Planning Commission meeting must vote when the question is called.
2. Any member of the Municipal Planning Commission shall not vote in any meeting on any question in which he or she has a conflict of interest or pecuniary interest as determined by the appropriate sections of the Municipal Government Act dealing with these matters.
3. The Municipal Planning Commission must ensure that each abstention and the reason for the abstention are recorded in the minutes.
4. A member of the Municipal Planning Commission who is for any reason unable to attend the whole or part of any meeting on an application shall not participate in the deliberations or decisions of the Municipal Planning Commission upon that application.
5. Voting shall be:
 - a. by electronic means which, once the vote is complete, will display each Councillors vote for or against; or
 - b. by show of hands if electronic means is not available.

6. A decision of the majority of members present at a duly constituted meeting shall be deemed the decision of the Municipal Planning Commission.

Agenda Package

1. The Planning and Development staff shall prepare an agenda package prior to each "Municipal Planning Commission Meeting".
2. The agenda package shall:
 - a. include the Proposed Agenda in the following format:
 - i. MEETING AGENDA
 - Location
 - Meeting date and appointed time of the meeting
 - ii. CALL TO ORDER
 - iii. ADOPTION OF AGENDA
 - iv. ADOPTION OF MINUTES
 - v. BUSINESS ARISING FROM MINUTES
 - vi. DELEGATIONS
 - vii. SUBDIVISIONS
 - viii. DEVELOPMENT PERMITS
 - ix. DATE OF NEXT MEETING
 - x. ADJOURNMENT
 - b. include Draft Minutes to be reviewed for adoption;
 - c. include Business items Arising From Minutes and applicable information;
 - d. include Delegation items and applicable information;
 - e. include Subdivision applications and applicable information;
 - f. include Development Permit applications and applicable information;
 - g. be delivered to all Members a minimum of 3 business days prior to the meeting; and
 - h. be posted on the Greenview website a minimum of 3 business days prior to the Municipal Planning Commission Meeting.
3. Agenda Package items and applicable information must be submitted, in writing, to the Manager, Planning and Development a minimum of 5 business days prior to the Meeting to ensure they will be included in the Agenda Package.
 - a. Staff shall submit a reports and information as directed by the Manager, Planning and Development.
 - b. Delegations shall submit their request to appear before the Municipal Planning Commission on the prescribed form along with written presentation, background information and summary of action being taken by: mail, e-mail, fax or delivering in person.

Proceedings

1. Call to Order
 - a. If a quorum is not present 30 minutes after the appointed time the meeting is to start, the Manager, Planning and Development or designate shall record the names of those present and the Municipal Planning Commission shall stand adjourned.

- b. If a quorum is present the Chairperson, if in attendance, shall preside as Chair. As soon as possible after the appointed time the meeting is to start, the Chairperson shall call the meeting to order.
 - c. If a quorum is present and the Chairperson is not in attendance at the appointed time the meeting is to start, the Vice Chairperson, if in attendance, shall preside in the absence of the Chairperson and shall call the meeting to order.
 - d. If a quorum is present and the Chairperson or Vice Chairperson are not in attendance within 15 minutes after the appointed time the meeting is to start, the Manager, Planning and Development shall call the meeting to order. The Members in attendance shall choose a Chair to preside in the absence of the Chairperson and Vice Chairperson.
- 2. Adoption of Agenda
 - a. The Chair shall call for Additions or Deletions to the Proposed Agenda.
 - b. If there is any question regarding a proposed change, the question shall be resolved by a vote of the Municipal Planning Commission.
 - c. Subdivision and development permit applications shall be added to the Agenda under Subdivisions and Development Permits, respectively.
 - d. The Chair shall request a motion to adopt the Agenda as presented or as amended and call the question.
- 3. Adoption of Minutes
 - a. The Chair shall ask if there are any errors or omissions in the Draft Minutes.
 - b. Municipal Planning Commission shall direct the Manager, Planning and Development to make corrections as required.
 - c. The Chair shall request a motion to adopt the Minutes as presented or as amended and call the question.
- 4. Business Arising From Minutes
 - a. The Manager, Planning and Development shall introduce each item of Business Arising from the Minutes.
 - b. Any Member (including the Chair) may introduce additional items of Business Arising from the Minutes.
- 5. Delegations
 - a. The Chair shall ask for each Delegation to be introduced, followed by their presentation, in the order they are listed on the Agenda.
 - b. The Delegation presentation shall be restricted to 5 minutes in the Agenda. The Chair may, with the consent of the majority of Members present, extend this time allotment.
 - c. Once the Delegation has been heard the Chair shall ensure each Member (including the Chair) has adequate opportunity to address the Delegation regarding points of clarification.
 - d. Members shall not enter into debate with the Delegation.
 - e. Delegation items shall be included on the Agenda under Delegations.
- 6. Subdivisions
 - a. The Development Officer shall introduce each subdivision application as it is listed on the Agenda.

- b. The Chair shall call for a motion to approve or refuse after the Development Officer has presented their report, and Members have deliberated and have asked their questions to the Development Officer, the applicant or other individuals present.
 - c. If any Member (including the Chair) considers there to be insufficient information or time to properly deal with the item the Chair shall accept a motion to table the item to a future meeting, the motion shall include the reason for tabling and action required.
- 7. Development Permits
 - a. The Development Officer shall introduce each development permit application as it is listed on the Agenda.
 - b. The Chair shall call for a motion to approve or refuse after the Development Officer has presented their report, and Members have deliberated and have asked their questions to the Development Officer, the applicant or individuals present.
 - c. If any Member (including the Chair) considers there to be insufficient information or time to properly deal with the item the Chair shall accept a motion to table the item to a future meeting, the motion shall include the reason for tabling and action required.
- 8. Date of Next Meeting
 - a. The Chair shall inform Members of the date of the next Municipal Planning Commission meeting.
- 9. Adjournment
 - a. The Chair shall adjourn the Municipal Planning Commission Meeting.



BYLAW NO. 21-876 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 orderly proceedings of meetings of Council, Council Committees and other bodies established by Council.

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

And Whereas, pursuant to section 203 of the *Municipal Government Act*, R.S.A 2000, c. M-26, Council may, by bylaw, delegate its powers, duties and functions to a Council Committee;

And Whereas, the *Municipal Government Act* governs the conduct of Councils, Councillors, Council Committees; municipal organization and administration; public participation; and the powers of a municipality;

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

1. Short Title

- 1.1. This Bylaw shall be cited as the "Procedural Bylaw."

2. Definitions

- 2.1. **Acting Reeve** means the Member, selected by Council, to preside at a meeting in the absence or incapacity of both the Reeve and Deputy Reeve.
- 2.2. **Administration** means the Chief Administrative Officer (CAO) or any employee of Greenview who is accountable to the CAO.
- 2.3. **Agenda** means the order of items of business for a meeting and the associated reports, bylaws and other documents.
- 2.4. **Annual Organizational Meeting** means the annual organizational meeting held in October as required under the *Municipal Government Act*.
- 2.5. **Business Day** means a day in which Greenview Administration Offices are open to the public, typically Monday through Friday, with the exception of Statutory Holidays.
- 2.6. **Call for the Order of the Day** means to demand to take up the proper business in order.

- 2.7. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the M.D of Greenview duly appointed by Council as the head of Greenview Administration under Section 205 of the *Municipal Government Act*.
- 2.8. **Chief Elected Official (CEO)** means the person appointed by Council as Reeve of the M.D of Greenview under Section 150 of the *Municipal Government Act*.
- 2.9. **Closed Session** means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 2.10. **Committee of the Whole (COW)** means a Council Committee comprised of all Members of Council.
- 2.11. **Council** means the Reeve and Councillors duly elected in the M.D of Greenview and who continue to hold office.
- 2.12. **Council Committee** means a committee established by Council containing the entirety of Council Members, including Committee of the Whole and Municipal Planning Commission. These Committees make recommendations to Council.
- 2.13. **Delegation** means an individual or group making a presentation to Council or Council Committee.
- 2.14. **Deputy Reeve** the Councillor appointed by Council, pursuant to the Municipal Government Act to act as Chief Elected Official in the absence or incapacity of the Reeve.
- 2.15. **Electronic Meeting** means a meeting conducted through electronic communications.
- 2.16. **Freedom of Information and Protection of Privacy Act (FOIP)** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended.
- 2.17. **Greenview** means the municipal corporation of the Municipal District of Greenview No. 16.
- 2.18. **Inaugural Organizational Meeting** means the first organizational meeting following a general election in accordance with requirements under the *Municipal Government Act*.
- 2.19. **Member** means either Council, Council Committee or Board Members.
- 2.20. **Municipal Government Act (MGA)** means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended.
- 2.21. **Pecuniary Interest** means a pecuniary interest within the meaning of the *Municipal Government Act*.
- 2.22. **Point of Information** means a request to a Member or an Administration, for information relevant to the business at hand, but not related to a point of procedure.
- 2.23. **Point of Order** means a demand that the Chair enforce the rules of procedure.

- 2.24. **Point of Privilege** means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual Councillors and includes the:
- A. Organization or existence of Council;
 - B. Comfort of Councillors;
 - C. Conduct of administrative employees or members of the public in attendance at the meeting;
 - D. Accuracy of the reports of Council's proceedings;
 - E. Reputation of Councillors or Council.
- 2.25. **Point of Procedure** means a request made to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of the motion.
- 2.26. **Privileged Motion** means motions that cannot be debated including
- A. A motion to recess;
 - B. A motion to adjourn;
 - C. A point of privilege.
- 2.27. **Quorum** means the majority of all Members that comprise the Council or the Board pursuant to the *Municipal Government Act*.
- 2.28. **Recess** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point that they were interrupted.
- 2.29. **Reeve** means the Chief Elected Official appointed from among Council Members to fulfill the duties outlined in Section 154 of the *Municipal Government Act*.
- 2.30. **Request for Information** means a request from a Member of Council regarding items on the Council meeting or Committee of the Whole meeting Agenda.

3. Application

- 3.1. This Bylaw applies to all meetings of Council and Council Committees and shall be binding on all Councillors and Committee Members.
- 3.2. This Bylaw shall prevail over any other Bylaw of the Municipal District of Greenview No. 16.

4. Interpretation

- 4.1. When a matter arises relating to proceedings not covered by a provision of this Bylaw, or the *Municipal Government Act*, the matter shall be decided by reference to the most recent edition of Robert's Rules of Order.
- 4.2. Procedure is a matter of interpretation by the Chair.
- A. In the event of a conflict between Robert's Rules of Order and this Bylaw, the provisions of this Bylaw shall apply.
 - B. In the absence of any statutory obligation, any provision of this Bylaw may be temporarily waived, altered or suspended by Special Resolution (two-thirds majority vote), except:
 - i. The provisions about statutory hearings; and
 - ii. The provisions for amending or repealing this Bylaw.

5. Organizational Meetings

- 5.1. An Organizational Meeting will be held each year in accordance with the *Municipal Government Act*.
- 5.2. At the Organizational Meeting:
 - A. The CAO shall call the meeting to order;
 - B. The Oaths of Office shall be issued to all Councillors as the first order of business at the first Organizational Meeting following a General Election;
 - C. The Oath of Office shall be administered to the Reeve and Deputy Reeve annually at every Organizational Meeting.
 - D. The CAO will preside over the election of Reeve. Council shall confirm the result of the election by resolution.;
 - E. Following the election of Reeve, the Oath of Office for the Reeve shall then be issued, and the CAO will turn the meeting over to the Reeve.
- 5.3. The Reeve will:
 - A. Preside over the election of Deputy Reeve. Council shall confirm the result of the election by resolution, after which the CAO will administer the Oath of Deputy Reeve; and
 - B. Preside over the remainder of the meeting.
- 5.4. At the Annual Organizational Meeting Council will:
 - A. Establish the dates, times and places for regular meetings of Council, Committee of the Whole, and the Municipal Planning Commission;
 - B. Appoint Council Committee and Board Members; and
 - C. Conduct other business as identified within the organizational meeting agenda.
- 5.5. A secret ballot must be held for the election of Reeve if requested by a Councillor present at the meeting. A vote by secret ballot must be confirmed by a resolution of Council. In the event that the Organizational Meeting is conducted electronically, an electronic method of conducting a secret ballot vote shall be made available to all Councillors.
- 5.6. In the case of tied votes for either Reeve or Deputy Reeve, or in the appointment of a Board Member, the CAO will write the names of the individuals in question on slips of paper of equal size and place them in an appropriate receptacle. The CAO will then draw a name from the receptacle and shall declare the name of the individual written on the withdrawn slip of paper. Council shall confirm the result by resolution.
- 5.7. The Reeve and Deputy Reeve, as appointed from among Council Members hold their appointment from immediately after the vote is announced by the CAO, or designate, until immediately before the beginning of the next Organizational Meeting.

6. Regular Council Meeting

- 6.1. Council shall hold Regular Council Meetings on the dates and at the times established at the Organizational Meeting.
- 6.2. When a meeting falls on a Statutory Holiday, the meeting will be held the next business day and any other affected meetings shall be rescheduled to the following business day.
- 6.3. All Regular Council meetings will be open to the public with the exception of Closed Session portions of the meeting.

- 6.4. All Regular Council Meetings will be held in Council Chambers in Valleyview, Alberta unless otherwise resolved by Council.
- 6.5. Council, by resolution, can establish additional meeting dates.

Special Council Meeting

- 6.6. The Reeve may call a Special Council Meeting at any time, and must do so if a majority of Councillors so request in writing, including a statement of the purpose of the meeting.
- 6.7. A Special Council Meeting must be held within fourteen (14) days of receiving the request.
- 6.8. The Reeve calls a Special Council Meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting, as well as the time and location where it will be held.

7. Committee of the Whole

- 7.1. The Deputy Reeve will Chair Committee of the Whole Meetings. In the absence of the Deputy Reeve, the Reeve will assume the role of Chair.
- 7.2. Committee of the Whole is a forum for discussion rather than decision making. Committee of the Whole may accept presentations for information and make recommendations to Council. The Committee of the Whole may:
 - A. Receive Delegations. Delegations will present at Committee of the Whole Meetings unless otherwise directed by Council;
 - B. Receive information from Administration on emerging issues and ongoing projects and initiatives;
 - C. Discuss broad policy matters to provide further direction or clarification to Administration or formulate recommendations to Council;
 - D. Meet in Closed Session pursuant to the *Municipal Government Act*, and the *Freedom of Information and Protection of Privacy Act*.

8. Closed Session Meeting

- 8.1. The *Municipal Government Act* permits Council or Council Committee to close all or part of the meeting to the public if a matter to be discussed is within one of the exceptions to disclose contained in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 8.2. A Subdivision Development Appeal Board may deliberate and make its decisions in meetings closed to the public.
- 8.3. When a meeting is held in Closed Session, Council or Council Committee may invite any person or persons to attend the Closed Session Meeting, as Council or Committee deems appropriate.
- 8.4. A Meeting held in Closed Session may, but will not generally, exclude Administration, but not Members as long as the Member is not disqualified from participating in the discussion due to Pecuniary Interest.
- 8.5. When a meeting is in Closed Session no resolutions may be passed at the meeting, except a resolution to revert to a meeting held in public.

9. Electronic Meetings and Electronic Attendance at Meetings:

- 9.1. Pursuant to the *Municipal Government Act* a meeting of Council or Committee can be conducted through electronic means or through other communication facilities if:

- A. Notice is given to the public of the meeting, including the way in which it will be conducted. The Meeting shall be advertised as an Electronic Meeting of Council;
 - B. The facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place; and
 - C. The facilities enable all the meetings participants to watch and/or hear each other.
- 9.2. Council Members participating in a meeting held by means of a communications facility, or by electronic means, are deemed to be present at the meeting.
- 9.3. Members of Council or Committees may participate in meetings through electronic means or other communication facilities instead of at the meeting location, if:
 - A. There is a quorum of six (6) Members of Council or Committee situated in the actual meeting place to ensure the meeting could continue should the communication facility or electronic means fail. Under extenuating circumstances, the Reeve or Chair in their sole discretion, may authorize a Council meeting or Council Committee Meeting to proceed through electronic means without half the Members being in physical attendance at the meeting. A minimum of 24 Hours' notice should be provided to provide adequate public notice that the meeting will be proceeding electronically; and
 - B. The Chief Administrative Officer or their designate is present at the place specified in the notice to the public about the meeting.
- 9.4. When a meeting goes into Closed Session, a Member of Council or Council Committee who is attending a meeting through electronic means must make a statement declaring that they are alone. To maintain confidentiality of matters discussed in Closed Session, if a Member is not alone, they may not participate in the Closed Session portion of the meeting.
- 9.5. Any person who wants to utilize electronic means or communication facilities to attend a meeting must:
 - A. Notify the Reeve or Chair of the Committee, and the CAO or their designate, that he or she intends to participate in the meeting through electronic means or communication facility;
 - B. Provide to the Reeve or Chair the reason that they cannot attend the meeting at the scheduled location; and
 - C. Advise the CAO or their designate of the phone numbers or means by which they will be available throughout the meeting.

10. Public Hearing

- 10.1. A Public Hearing will be held in conjunction with a Regular Council or Special Council Meeting.
- 10.2. If a Public Hearing is required on any proposed bylaw or resolution, the Public Hearing must be held before second reading of the bylaw or before Council votes on the resolution.
- 10.3. A motion to go into Public Hearing is required before the subject matter is discussed.
- 10.4. The public, or a representative, may address Council on a planning matter or other matter directed by Council subject to:
 - A. The speaker being acknowledged by the Chair.

- B. Generally a ten (10) minute time limit will be imposed on anyone making a presentation, although additional time may be granted at the discretion of the Chair.
 - C. The presentation must be given in a respectful manner and otherwise in accordance with this Bylaw.
 - D. A presenter will generally be allowed to only speak once on an item, although additional opportunities to speak may be granted by the Chair.
 - E. Discussion shall only be regarding the matter identified on the agenda.
- 10.5. Council members will not debate issues with any speaker, but each Member of Council may ask questions for clarification of each speaker. All questions will be directed through the Chair.
- 10.6. Council may accept written submissions in lieu of verbal presentation as long as the document is signed, dated and includes the name and address of the person making the submission.
- 10.7. Individuals addressing Council shall state their name clearly and who they represent, if anyone, and provide the recording secretary with the correct spelling of their name.
- 10.8. Individuals addressing Council may, with the consent of the Chair, provide presentation material to be included in the official record of the Public Hearing.
- 10.9. At the discretion of Greenview Administration, no late submissions from the public are accepted unless the individual or group addresses Council at the Public Hearing.
- 10.10. In accordance with the Municipal Government Act, a Public Hearing:
- A. Shall hear any person, or group of persons, or person representing them, who claims to be affected by the proposed Bylaw or resolution and who has complied with the procedures outlined by the Council; and
 - B. May hear any other person who wishes to make a representation and whom the Council agrees to hear.
- 10.11. Individuals of the public attending a Public Hearing shall conduct themselves in accordance with this Bylaw.
- 10.12. The Order of Business for each item of the Public Hearing shall be:
- A. The Reeve or Chair will open the Public Hearing;
 - B. Presentations from Administration, introduction of bylaw or resolution, and questions for clarification;
 - C. Public Hearing Presentations by the public. Members of the public will be allotted 10 minutes to make their presentations. The Chair may grant additional time to any speaker. Presentations will be heard in the following order:
 - i. Those speaking in favour;
 - ii. Those speaking against;
 - iii. Follow-up questions from Council may be asked throughout the presentations and will be directed through the Chair;
 - D. The Reeve or Chair closes the Public Hearing.
- 10.13. All presentations should be made from the delegate table where possible.
- 10.14. A Council Member who is absent from the whole of a Public Hearing, is not entitled to vote on the matter and shall leave the meeting before the vote is taken.

- 10.15. When all persons who want to speak to an issue have been given their opportunity to speak, the Chair shall declare the Public Hearing closed. Once a Public Hearing is closed, it cannot be re-opened. Council may hold another Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial public Hearing in accordance with the *Municipal Government Act*.

11. Agendas

11.1. Preparation

- A. Prior to each Council or Committee meeting, the Chief Administrative Officer, or their designate, shall prepare an Agenda of all business to be brought forward at the meeting, including input from participants, Administration, and previous meetings.
- B. Submissions to the Agenda, including those from delegations and Administration, shall be received by the Chief Administrative Officer, or their designate, no later than ten days preceding the meeting.
- C. Councillors wishing to add an item on the Regular Council Meeting or Committee of the Whole Meeting Agenda must submit an "Agenda Item Request" form to Administration in order for Administration to prepare the Request for Decision (RFD) for Council consideration.

11.2. Distribution

- A. Meeting Agendas, and all supporting materials, should be placed at the disposal of each member of Council, or Committee not later than 4:30 p.m. five (5) days prior to the meeting.
- B. The CAO, or their designate, shall post the Council or Council Committee Agendas on Greenview's public website and make copies of the agenda and supplementary materials available to the public (unless these must be, or may be, withheld under the *Municipal Government Act* or other legislation) five (5) days prior to the Meeting.

11.3. Late Submissions

- A. Administrative reports and submissions received too late to be added to the regular Agenda shall be included on the next Council Agenda.
- B. In exceptional circumstances, at the discretion of the CAO or their designate, submissions received too late to be included in the regular Council Agenda may be presented at the meeting as an emergent business item.

11.4. Additions or Deletions

- A. The addition or deletion of agenda items after the agenda has been published requires a resolution of Council.
- B. The addition or deletion of agenda items after the agenda has been adopted requires a unanimous vote of Council.

11.5. Order of Business

Council or Council Committee Meetings shall use the following order of business for meetings unless changed by unanimous consent:

- A. Call to Order
- B. Adoption of the Agenda
- C. Minutes
- D. Public Hearing
- E. Delegation

- F. Bylaws
- G. Business
- H. Notice of Motion
- I. Closed Session
- J. Members' Business Report
- K. Adjournment

12. Minutes

- 12.1. Minutes of all proceedings of Council and Committee Meetings shall be recorded in accordance with Sections 208 and 213 of the *Municipal Government Act*, and include:
 - A. All decisions and other proceedings.
 - B. The names of all Councillors, or Members at large, present at and absent from the meeting.
 - C. The names of the Councillors, or members at large, who vote for and against each motion.
 - D. Resolutions to go into Closed Session and to adjourn the meeting.
 - E. The sections of the *Freedom of Information and Protection of Privacy Act* that apply to an item being discussed in Closed Session.
 - F. Any abstention made under the *Municipal Government Act* by any member and the general nature of the abstention.
 - G. Any abstention made as a result of a pecuniary and the general nature of the abstention.
 - H. The signatures of the Reeve or Chair and the Chief Administrative Officer, or designate.
 - I. The names of the members of the public who speak to an item.
- 12.2. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If:
 - A. There are errors or omissions, Council must pass a motion to amend the minutes as amended, or;
 - B. There are no errors or omissions, Council must adopt the minutes as presented.
- 12.3. With the exception of any Closed Session portion of meetings, audio recordings shall be made of all Council and Committee of the Whole meetings. Should Council determine that video recordings be made of Council Meetings, these shall also exclude Closed Session portions of meetings.
- 12.4. Greenview Council Meetings and Committee of the Whole Meetings will be live streamed on Greenview's website and made available for the public to access.
- 12.5. Regular Council meeting minutes shall be retained permanently by the municipality in the original form in a safe and secure place in accordance with the *Municipal Government Act*.

13. Meeting Proceedings

- 13.1. Role of the Chair
 - A. As soon as there is quorum after the time for commencement if the meeting, the Chair will call meetings to order.

- B. The Chair will preserve order and decorum and decide all questions of procedure;
- C. When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, they must provide a reason for their decision.
- D. If the Chair wishes to leave the chair for any reason, they must call upon the Deputy Reeve or Vice Chair to preside.
- E. Anyone who is not a Councillor or Member- At-Large is not allowed to cross the Council Bar to speak to any Member without the Reeve or Chair's permission.
- F. The Chair may call to order any Councillor or Member who is out of order.
- G. If the Reeve and Deputy Reeve, or Chair and Vice-Chair, are not present within thirty (30) minutes after the time set for the meeting, and a quorum is present, the CAO or their designate shall call the meeting to order, and a Member shall be chosen by the Members present to Chair the meeting.
- H. Upon the arrival of the Reeve or Deputy Reeve, or Chair or Vice-Chair, they shall resume their role as Chair.

13.2. Quorum

- A. Quorum will consist of a simple majority of Members.
- B. If there is not a quorum within thirty (30) minutes after the set time for the meeting, the CAO or their designate shall record the names of the members present and the meeting shall be adjourned to the time of the next regular meeting.
- C. If at any time during a meeting, quorum is lost, the meeting shall be recessed and if a quorum is not achieved within fifteen (15) minutes, the meeting shall be deemed to be adjourned.

13.3. Members of the Public during the meeting shall:

- A. Not approach or speak to Council or Committee without the permission of the Chair;
- B. Not speak on any matter longer than fifteen (15) minutes unless permitted by the Chair;
- C. Maintain order and quiet;
- D. Not interrupt a speech or action of Council, Committee or another person addressing members;
- E. Speak respectfully and must not use offensive language;
- F. Head coverings are prohibited in Council Chambers except in cases where the head covering is worn for recognized medical or religious reasons.

13.4. During a Meeting, Councillors and Board Members shall not:

- A. Speak disrespectfully, use offensive words, or un-parliamentary language;
- B. Address Members without permission;
- C. Break the rules of Council or Committee or disturb the proceedings;
- D. Leave their seat or make any noise of disturbance while a vote is being taken, or the result declared; or
- E. Disobey the decision of the Chair on any question or order, practice or interpretation.

13.5. Breach of Conduct

- A. A Board Member or Councillor who persists in a breach of subsection 14.4., the Chair may request that the Deputy Reeve or in the case of a Committee, the Vice Chair, to move a motion to remove the unruly Member or Councillor from the remainder of the Meeting.
- B. If the resolution passes, the Chair shall direct the Board Member or Councillor to leave the meeting.
- C. Where the Chair has directed a Member to leave the meeting and the Member makes a satisfactory explanation and apology, the Members may, by resolution, allow the offending Member remain in, or return to the meeting.
- D. The Chair may order a member of the public who creates a disturbance or acts inappropriately to be expelled from the meeting.

13.6. Members Business Report

- A. Council Members should submit their Members business reports to Administration prior to the distribution of the Regular Council Meeting Agenda.

13.7. Request for Information

- A. It is good practice that Requests for Information regarding items on the Council meeting or Committee of the Whole meeting Agenda, should be submitted to the relevant member of the SLT no less than 3 days prior to the scheduled meeting in order to allow Administration time to prepare an answer.
- B. Members may also provide a Notice of Motion to provide sufficient time for Administration to prepare for the request.

13.8. Debate is a formal discussion on a particular topic in a public meeting. Healthy debate among Councillors and Board Members is encouraged.

13.9. The Chair will determine the speaking order when two or more Councillors or Board Members wish to speak, subject to a challenge.

13.10. Councillors or Members must address the Chair when speaking.

13.11. Councillors or Members who have been assigned their turn to speak may only be interrupted:

- A. When a Councillor or member is discussing a subject and there is no motion on the floor;
- B. By a Call for Orders of the Day;
- C. By a Point of Privilege;
- D. By a Point of Order;
- E. By an objection to the considered motion; or
- F. By a Challenge.

- 13.12. Each Councillor or Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit debate.

14. Motions

14.1. Consideration of Motions

- A. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.

14.2. A Councillor may move a motion whether or not the Councillor intends to support it.

14.3. After a motion is moved, it can only be withdrawn by the person who made it.

14.4. Motions placed before Council do not require a seconder.

14.5. All motions shall be concise and provide clear direction for Administration.

14.6. Council will generally not make a decision on issues brought forward from delegations the first time they are heard. The item should be addressed in a motion to “accept for information.”

- A. At the discretion of the Chair, motions of Council to immediately address the item may be brought forward.

14.7. Motions to the main motion.

14.8. When a motion is been made and is being considered, no Council Member may make another motion, except to:

- A. Amend the motion;
B. Amend the amendment to the motion;
C. Refer the main motion for consideration; or
D. Move a motion that has privilege.

14.9. Privileged Motions include the following:

- A. A motion to recess;
B. A motion to adjourn;
C. A motion to set a time for adjournment; or
D. A point of privilege

14.10. Motion to Recess:

- A. The Chair, without a motion, may recess the meeting for a specific period.
B. Any Councillor may move that Council recess for a specific period;
C. After they recess, business will resume at the point where it was interrupted

14.11. Amending Motions:

- A. A Councillor may, after a motion is made, with the consent of the original mover, make a friendly amendment to the motion. This involves minor changes to the wording of the motion where the change does not alter the intent of the motion.
B. Only one amendment to the main motion and only one amendment to that amendment are allowed.
C. The main motion will not be debated until all amendments to it have been voted on.
D. When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.

14.12. A Councillor may move to refer any motion to the appropriate Council Committee or Administration for investigation and report, and the motion to refer:

- A. Precludes all further amendments to the motion;
 - B. Is debatable;
 - C. May be amended only as to the body to which the motion is referred and the instructions on that referral.
- 14.13. A Councillor may move to defer any motion to another meeting at a later date. It should be specified a date at which the motion will be brought back to Council to address.
- 14.14. A Councillor may move to table any motion to be discussed later in that same meeting.
 - A. A Motion to table cannot be debated
 - B. May only be amended as to the limit placed on debate;
- 14.15. A Motion to limit or end debate:
 - A. Cannot be debated; and
 - B. May only be amended as to the limit placed on debate.
- 14.16. A Councillor may only introduce a motion asking Council to reconsider a matter dealt with in a previous motion if:
 - A. The motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover that voted with the prevailing result; or
 - B. A Notice of Motion is submitted prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again;
 - C. The motion to which it is to apply has not already been acted upon; or
 - D. Six (6) months have passed since the motion was last considered.
 - E. If a motion to reconsider is passed, the original motion is on the floor.

15. Voting

- 15.1. Each Council member present is required to vote in accordance with the *Municipal Government Act*.
- 15.2. Unless otherwise specified under this Bylaw, a vote is carried when a majority of Members vote in favour of a motion.
- 15.3. A motion is lost if the vote is tied.
- 15.4. No Member shall leave the meeting after the question is put to a vote until the vote is taken.
- 15.5. The Chair shall declare the result of the vote.
- 15.6. The Chair and the Recording Secretary shall ensure that each abstention and the reasons for the abstention are noted in the minutes of the Meeting.
- 15.7. If a Councillor is absent from the whole of a Public Hearing, they shall not be entitled to vote on the matter and shall leave the Meeting after the question is put to a vote until the vote is taken.
- 15.8. Once a vote is carried, or defeated, the decision of Council must be supported by all members.

16. Delegations

- 16.1. Any registered delegation wishing to appear before Council or Council Committee to address an agenda item not designated as a Public Hearing shall provide written notice

- to Administration prior to the agenda deadline. The request must identify the issue or topic to be addressed and any supporting documentation to be provided to Council.
- 16.2. Delegations will be scheduled to present to Council at Committee of the Whole Meetings, unless otherwise directed by Council.
 - 16.3. Any person, group or delegation making a presentation shall state their name(s), and the purpose of their presentation.
 - 16.4. Delegations shall only discuss the matters which they have submitted to Council or the Council Committee and which have been included on the agenda.
 - 16.5. Delegations will generally be limited to fifteen (15) minutes for presentation or discussion, which can be extended or decreased at the discretion of the Chair.
 - 16.6. For each meeting, all delegations will be advised to attend the meeting at a time scheduled by Administration, and delegations will be heard by Council in the order in which they appear on the agenda, unless a Council Motion is made to alter the schedule.
 - 16.7. All delegates must address the Chair during their presentation. Delegates' conduct is subject to the rules of conduct provided within this bylaw and any other bylaw enacted by Council.
 - 16.8. Council will not receive delegations from parties which have, or may reasonably be expected to have, current or pending litigation or other legal proceedings involving Greenview.
 - 16.9. Delegations shall not address Council or Council Committees on the same subject matter more than once every six (6) months. This restriction shall not apply when Council, by resolution, invites a party to attend a Council meeting as a delegation.

17. Bylaws

- 17.1. All proposed Bylaws must have:
 - A. A Bylaw number assigned; and
 - B. A concise title indicating the purpose of the Bylaw.
 - C. Three (3) separate and distinct readings
- 17.2. Council Members will be provided the opportunity to review a copy of the proposed Bylaw, in its entirety, prior to any motion for first reading.
- 17.3. Council shall hear an introduction of the proposed bylaw or resolution from administration prior to first reading.
- 17.4. When a bylaw is subject to a statutory public hearing, the public hearing shall be held prior to second reading.
- 17.5. After the first reading has been given, any Member may move that the bylaw be read a second time.
- 17.6. Any amendments to the bylaw that are carried prior to the vote on third reading shall be considered to have been given first and second reading and shall be incorporated into the proposed bylaw.
- 17.7. Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this Bylaw or any other enactment.
- 17.8. A bylaw is effective from the date of the third reading and signing unless the bylaw or any applicable statute provides for another effective date.

- 17.9. The Reeve and the CAO will sign the bylaw as soon as reasonably possible after third reading.

18. Policy Review Committee and Policies

- 18.1. The Policy Review Committee will consist of three Members of Council appointed at the annual organizational meeting. All other Members of Council are alternate members of the committee.
- 18.2. Any Members 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 members are in attendance.
- 18.3. The minimum number of Councillors that must be in attendance to hold a Policy Review Committee Meeting is three.
- 18.4. A motion of the Policy Review Committee is passed with simple majority of those in attendance at the meeting. A tie vote is lost.
- 18.5. The Policy Review Committee has responsibility to review policies prior to their presentation and adoption at a Regular Council Meeting, as well as any other matters referred to it by Council.
- 18.6. Draft policies shall be prepared by Administration and reviewed by the Policy Review Committee before the policy is presented to Council for approval, unless otherwise directed by Council. Draft copies shall be included in the agenda package. Administrative Policies, which may include Health and Safety Policies, or Human Resources Policies, may be presented to the Policy Review Committee or Council for information, but the approval of these policies lies with the CAO.

19. Repeal

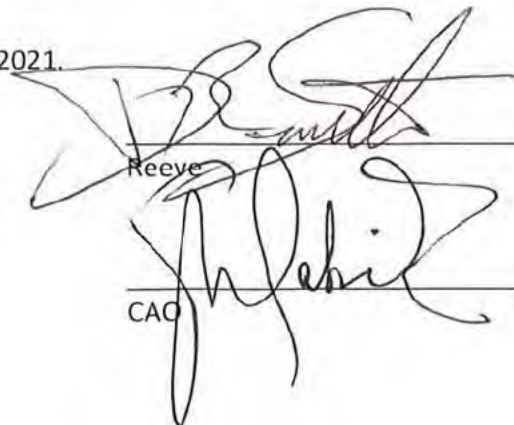
Bylaw 19-809 "Procedural Bylaw" and all amendments thereto are hereby repealed.

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

Read a first time the 11th day of May, 2021.

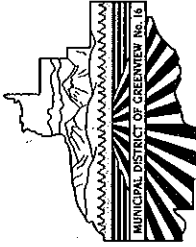
Read a second time this 13th day of July, 2021.

Read a third time and passed this 13th day of July, 2021.



Reeve

CAO



BYLAW NUMBER 03-399 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to establish the MUNICIPAL PLANNING COMMISSION of the Municipal District of Greenview No. 16

WHEREAS Section 626 of the Municipal Government Act, being Chapter M-26.1, S.A., 1994 as amended July 15, 1996, states a Council may establish a Municipal Planning Commission,

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

1. NAME

- 1.1 This Bylaw shall be cited as the "Municipal Planning Commission Bylaw".

2. ESTABLISHMENT AND MEMBERSHIP

- 2.1 The Municipal Planning Commission is hereby established.

- 2.2 The Municipal Planning Commission shall consist of seven members appointed annually by resolution of Council. Four members shall be appointed from the public at large, and three members shall be appointed from Council.

- 2.3 Board members shall be residents of the Municipal District of Greenview and each appointee shall only remain on the Board such time as she/he continues to be a resident.

- 2.4 No person who is an employee of the M.D. of Greenview No. 16 or who is a member of the Subdivision and Development Appeal Board shall be appointed to the Municipal Planning Commission.

- 2.5 Any vacancies caused by the death, retirement or resignation of a member may be filled by resolution of Council.

- 2.6 Council may remove a member from the Municipal Planning Commission by resolution at any time.

3. TERM OF OFFICE

- 3.1 Each member appointed from the public at large shall be appointed at the pleasure of the Council for a term of one year, and may be re-appointed upon the expiry of the term at the pleasure of Council.

- 3.2 Where a member of Council is appointed as a member of the Municipal Planning Commission, his appointment shall terminate upon his ceasing to be a member of the Council.

4. CHAIRPERSON

- 4.1 At the first meeting of the Municipal Planning Commission, following the appointment of members each year, a Chairperson shall be elected by vote of the majority of members.

4.2 A member may be re-elected to the position of Chairperson.

4.3 A Chairperson shall preside at the meetings of the Municipal Planning Commission.

5. VICE-CHAIRPERSON

5.1 A Vice-Chairperson shall be elected at the same time and under the same rules as the Chairperson.

5.2 A member may be re-elected to the position of Vice-Chairperson.

5.3 The Vice-Chairperson shall preside at the meetings of the Municipal Planning Commission in the absence of the Chairperson.

5.4 In the absence of the Chairperson and Vice-Chairperson, one of the other members of the Municipal Planning Commission shall be elected to preside.

5. QUORUM AND MEETINGS

5.1 A quorum of the Municipal Planning Commission shall be a majority of members.

5.2 The Municipal Planning Commission shall meet at such intervals as are necessary to consider and decide development and subdivision applications filed with it in accordance with the Act.

5.3 The Municipal Planning Commission may make rules as are necessary for the conduct of its meetings and its business that are consistent with the Council Policies of the M.D. of Greenview No. 16 and the Municipal Government Act.

5.4 No notification is required once meeting dates have been established.

5.5 If there is a meeting to be held other than on the established date(s), Administration shall attempt to notify members three days in advance.

5.6 If a member cannot attend a meeting, that member is obligated and responsible to notify Administration of their absence so it can be determined if a quorum will be present to hold a meeting.

5.7 The Chairman, in consultation with the Development Officer, shall determine cancellation of meetings when there are insufficient agenda items or lack of a quorum.

5.8 When issues or applications are discussed, any affected ratepayer, as determined by the Chair, has the right to attend meetings.

5.9 Voting, motions, and minutes procedures shall be synonymous with the Council meeting procedures.

6. FEES AND EXPENSES

6.1 The remuneration, traveling, living and expenses of the members of the Municipal Planning Commission shall be established by Council by resolution from time to time.

7. RESPONSIBILITIES AND FUNCTIONS

7.1 The Municipal Planning Commission shall have prepared and maintain a file of written minutes of the business transacted at all meetings.

7.2 The Municipal Planning Commission shall carry out all duties and responsibilities defined in the Land Use Bylaw of the M.D. of Greenview No. 16, the Municipal Government Act and regulations thereto, and the Policy Manual of the M.D. of Greenview No. 16.


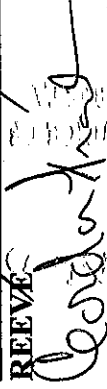
Bylaw 97-195 is hereby repealed.

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

Read a first time this 14th day of May, AD, 2003.

Read a second time this 14th day of May, AD, 2003.

Read a third time and finally passed this 28th day of May, AD, 2003.


REEVE

MUNICIPAL MANAGER



REQUEST FOR DECISION

SUBJECT: Policy 6006 SDAB Meeting Procedures
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 10, 2023
DEPARTMENT: PLANNING & EC. DEVELOPMENT
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION
ACAO: RA
DIR: MAV
LEG:

MANAGER: NF
PRESENTER: NF

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –Policy 6006 SDAB Meeting Procedures

RECOMMENDED ACTION:

MOTION: That Council approve Policy 6006 “SDAB Meeting Procedures” as presented.

BACKGROUND/PROPOSAL:

On December 14, 2022, Policy 6006 SDAB Meeting Procedures was presented to the Policy Review Committee with the following changes to the existing policy:

- Added Legal and Cross References as cited in Policy 6006 SDAB Meeting Procedures;
- Added Greenview and Municipal Government Act to Section 1 Definitions;
- Section 3.7.F) replaced Development Officer with Manager of Planning and Development or designate;
- Changed “Secretary” to “Clerk” throughout the policy; and
- Removed procedure for election of Vice Chair as the Chair is elected at each meeting.

The Policy Review Committee made the following motion:

MOTION: 22.12.169. Moved by: Councillor Dale Smith

That the Policy Review Committee recommend Council approve Policy 6006 “SDAB Meeting Procedures” as presented.

CARRIED

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving Policy 6006 is it will bring Greenview up to date with the municipal and legislative requirements.
2. The benefit of Council approving Policy 6005 is it will provide an outline of structure for SDAB Meeting Procedures.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend the policy or ask that Policy 6006 be brought back at a future date.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

If approved, Administration will make the necessary changes to reflect the adoption of the policy.

ATTACHMENT(S):

- Current Policy 6006 "SDAB Meeting Procedures"
- Revised Policy 6006 "SDAB Meeting Procedures"

Title: SDAB Meeting Procedures

Policy No: 6006

Effective Date: Nov 13, 2018

Motion Number: 11.18.629

Supersedes Policy No: (None)

Review Date: Nov 13, 2021



Purpose: To establish guidelines on the recording of proceedings of the Subdivision and Development Appeal Board (SDAB) meetings.

DEFINITIONS

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

Appellant means a person or persons who, pursuant to the Act, has served a notice of appeal on the Subdivision and Development Appeal Board.

Chairperson means the Member who is appointed to preside over the Subdivision and Development Appeal Board meeting.

Land Use Bylaw (LUB) means Greenview's current Land Use Bylaw, as amended.

Member means a member of the Subdivision and Development Appeal Board duly appointed by Council pursuant to the Subdivision and Development Appeal Board Bylaw.

Subdivision and Development Appeal Board means the subdivision and appeal board established to hear and make decision on appeals as established by the Subdivision and Development Appeal Board Bylaw.

Subdivision and Development Appeal Board Secretary ("Secretary") means the person appointed to the position established under the Subdivision and Development Appeal Board Bylaw.

POLICY

Council will establish procedural guidelines to ensure proper records of proceedings are kept.

1. All notifications for meetings for the Subdivision and Development Appeal Board will be conducted as required within the Act or Municipal Bylaws.
2. If a member cannot attend a meeting, that member is obligated and responsible to notify Administration of their absence so it can be determined if a quorum will be present to hold a meeting.
3. Meetings are open to the general public.
4. ~~Deliberations are closed to the general public.~~

5. A "Record of Proceedings" will be kept of each meeting, which will outline the attendance, facts, and happenings that lead to the Board's position.
6. The Board's final decision must be rendered within the time limits as set out in the Act and Municipal Bylaws, and will be recorded as part of the "Record of Proceedings".
7. The "Record of Proceedings" will be signed by the Chairperson. It is not necessary for the "Record of Proceedings" to be adopted at a subsequent meeting.
8. The "Record of Proceedings" will be filed on the appropriate land file with all supporting documentation.
9. Quorum will consist of a majority of Board Members.

PROCEDURE

1. At the start of the Subdivision and Development Appeal Board hearing, a Chairperson shall be elected by vote of the majority of the members. A member may be re-elected to the position of Chairperson. The Chairperson shall preside at this meeting of the Subdivision and Appeal Board.
2. A Vice-Chairperson shall be elected at the same time and under the same rules as the Chairperson. A member may be re-elected to the position of Vice-Chairperson. The Vice-Chairperson shall preside at the meetings of the Subdivision and Appeal Board in place of the Chairperson if the Chairperson, for any reason, does not preside at the meeting.
3. Each member of the Board will be given the opportunity to disqualify themselves from hearing the case, if they believe there is a conflict of interest or pecuniary interest.
4. Each appellant will be asked if they have any objection of the membership on the Board hearing their case and reasons. Any affected Board members will then decide if they will choose to hear the matter.
5. The advertisement procedure will be reviewed. The method(s) of advertising the Subdivision and Development Appeal hearing will be delivered.
6. The Secretary introduces the case and reads the letter of appeal submitted to the Board.
7. The Chairperson will outline the procedure to be followed including:
 - a. Recognition of all persons by the Chairperson;
 - b. Each presenter shall identify themselves, their organization (if any), and their legal location;
 - c. If a presenter becomes repetitive, they may be limited by the Chairperson;
 - d. Questions by the members of the Subdivision and Development Appeal Board may be directed through the Chair;
 - e. Cross-examination will be provided at the discretion of the Chairperson;
 - f. No questions will be permitted from the floor;
 - g. No audio or video recording of the Hearing will be permitted; and
 - h. Breaks within the Hearing will be called at the discretion of the Chairperson.
8. Registration of a person wishing to submit a presentation may be required if it appears there may be several presenters.

9. The Development Officer will explain the background of the appeal.
10. Comments received from referral agencies will be reviewed and presented by the Secretary.
11. Each Appellant will be called upon to explain why they have appealed the decision. The order of presentations will be based on the order the appeals were received by Greenview. The Board members will be allowed to ask questions of any or all of the appellants or to direct any other person to answer the question. Those against the appeal may also be allowed to cross-examine each of the appellants at the discretion of the Chairperson.
12. Any written presentations that have been received by Greenview before the advertised deadline that are in favour of the appeal may be read by the Secretary, at the discretion of the Chairperson.
13. Any additional speakers that wish to speak in favour of the appeal will then be given the opportunity to present their case. Following any speaker, the Board members are given an opportunity to ask questions or to direct any other person to answer the question. Those speaking against the appeal may also be given the opportunity to cross-examine each speaker at the discretion of the Chairperson.
14. Any written presentations that have been received by Greenview before the advertised deadline that are against the appeal may be read by the Secretary, at the discretion of the Chairperson.
15. Any speakers that wish to speak against the appeal will then be given the opportunity to present their case. Following any speaker, the Board members are given an opportunity to ask questions. Each of the appellants may be allowed to cross-examine each of the speakers at the discretion of the Chairperson.
16. Each of the appellants will be given the opportunity to summarize their case and answer any questions the Board may ask.
17. The Chairperson will then ask each appellant if they feel they had their opportunity to state their case. The Chairperson would then bring the Public Hearing to an end by explaining that a written decision will be made within 15 days.
18. The Chairperson declares the Hearing closed. No further submission will be entertained.

Title: SDAB Meeting Procedures

Policy No: 6006

Effective Date:

Motion Number:

Supersedes Policy No: 6006

Department: Planning & Development Services

Review Date:



Legal References:

Municipal Government Act, R.S.A. 2000, c. M-26

Matters Related to Subdivision and Development Regulation, AR 84/2022.

Cross References:

Bylaw 22-916 "Subdivision and Development Appeal Board Bylaw"

Bylaw 20-855 "Advertising Bylaw"

Bylaw 18-800 "Land Use Bylaw"

Bylaw 799 "Land Use Bylaw" – Grande Cache

Bylaw 95-159 "Development Authority"

Bylaw 95-158 "Subdivision Authority"

Purpose: To establish guidelines on the recording of proceedings of the Subdivision and Development Appeal Board (SDAB) meetings.

1. DEFINITIONS

- 1.1. **Appellant** means a person or persons who, pursuant to the Act, has served a notice of appeal on the Subdivision and Development Appeal Board.
- 1.2. **Chair** means the member who is elected by the Subdivision and Development Appeal Board to preside over their meetings.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Land Use Bylaw (LUB)** means Greenview's Land Use Bylaw.
- 1.5. **Member** means a person duly appointed by Council pursuant to the Subdivision and Development Appeal Board Bylaw.
- 1.6. **Municipal Government Act (MGA)** means the Municipal Government Act, R.S.A. 2000 c. M-26, as amended.
- 1.7. **Subdivision and Development Appeal Board (SDAB)** means the board established by the SDAB Bylaw to hear and make decision on appeals.
- 1.8. **Subdivision and Development Appeal Board Clerk (Clerk)** means a person appointed to the Clerk position established under the SDAB Bylaw.

2. POLICY STATEMENT

- 2.1. The SDAB will adhere to all Greenview record retention policies and bylaws.
 - A) All notifications for meetings for the SDAB will be conducted as required within the MGA.
 - B) If a member cannot attend a meeting, that member is required to notify Administration of their absence so it can be determined if a quorum will be present.
 - C) Meetings are open to the public.
 - D) Deliberations are closed to the public.
 - E) A Record of Proceedings will be kept of each meeting, which outlines the attendance, facts, and happenings that SDAB's decision.
 - F) The SDAB's final decision must be rendered within the time limits as set out in the MGA and will be recorded as part of the Record of Proceedings.
 - G) The Record of Proceedings will be signed by the Chair. It is not necessary for the Record of Proceedings to be adopted at a subsequent meeting.
 - H) The Record of Proceedings will be filed on the appropriate land file with all supporting documentation.
 - I) Quorum will consist of a majority of SDAB Members.

3. PROCEDURE

- 3.1. At the start of the SDAB hearing, the Chair shall be elected by majority vote of SDAB members. A member may be re-elected to the position of Chair. The Chair shall preside at this meeting of the SDAB.
- 3.2. Each member of the SDAB will be given the opportunity to disqualify themselves from hearing the case if they believe there is a conflict of interest or pecuniary interest.
- 3.3. Each appellant will be asked if they have any objection to the membership on the SDAB hearing their case and reasons. Any affected SDAB members will then decide if they will choose to hear the matter.
- 3.4. The Clerk will review the advertising method(s) for the SDAB hearing in accordance with required legislation.
- 3.5. The Clerk introduces the case and reads the letter of appeal submitted to the SDAB.
- 3.6. The Chair will outline the procedure and rules to be followed and shall:
 - A) Recognise all persons present;
 - B) Identify each presenter, their organization (if any), and their legal location;
 - C) Limit a presenter if they become repetitive;
 - D) Have all SDAB member questions directed through the Chair;
 - E) Not permit questions from the floor;
 - F) Not permit any audio or video recording of the hearing; and
 - G) Call breaks during the hearing at their own discretion.
- 3.7. The Manager of Planning and Development, or designate, will explain the background of the appeal.
- 3.8. Comments received from referral agencies will be reviewed and presented by the Clerk.
- 3.9. Each appellant will be called upon to explain why they have appealed the decision. The order of presentations will be based on the order the appeals were received by Greenview. The

SDAB members will be allowed to ask questions of any or all the appellants or to direct any other person to answer the question.

- 3.10. Written presentations that have been received by Greenvue before the advertised deadline that are in favour of the appeal may be read by the Clerk, at the discretion of the Chair.
- 3.11. Individuals present that wish to speak in favour of the appeal will then be given the opportunity to present their case. Following any speaker, the SDAB members are given an opportunity to ask questions or to direct any other person to answer the question.
- 3.12. Written presentations that have been received by Greenvue before the advertised deadline that are against the appeal may be read by the Clerk, at the discretion of the Chair.
- 3.13. Individuals present that wish to speak against the appeal will then be given the opportunity to present their case. Following any speaker, the SDAB members will be given an opportunity to ask questions.
- 3.14. Each appellant will be given the opportunity to summarize their case and answer any questions the SDAB may ask.
- 3.15. The Chair will then ask each appellant if they feel they have had a fair and impartial hearing. The Chair will then bring the hearing to an end, and notify those present that a written decision will be made within 15 days.
- 3.16. The Chair will declare the hearing closed and no further submissions will be heard.



REQUEST FOR DECISION

SUBJECT:	Policy 6007 Subdivision Process		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO: RA	MANAGER: NF
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: NF
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –Policy 6007 Subdivision Process

RECOMMENDED ACTION:

MOTION: That Council approve Policy 6007 “Subdivision Process” as presented.

BACKGROUND/PROPOSAL:

On December 14, 2022, Policy 6007 Subdivision Process was presented to the Policy Review Committee with the following changes to the existing policy:

- Added Legal and Cross References as cited in Policy 6007 Subdivision Process;
- Removed “and Bare Land Condominium Plans” from the policy Purpose;
- Shortened and simplified Section 1.1 Area Structure Plan definition;
- Removed Bare Land Condominium Plan and Descriptive Plan from Section 1 Definitions;
- Added Developer, Greenview, Municipal Planning Commission (MPC), Plan of Survey, Subdivision and Subdivision Authority to Section 1 Definitions;
- Removed Section 2.1 Policy Statement “The Municipal Planning Commission (MPC) is the Subdivision Authority for the Municipal District of Greenview No. 16, subject to the conditions set out in this policy”;
- Changed statement in Section 3.2.A Pre-Application Meeting to pre-application meetings may be required for any subdivision;
- Changed “applicant” to “developer” throughout the policy;
- Condensed Submission of Application to a list;
- Added Section 3.3.D “A request to extend the decision deadline must be agreed to in writing, and confirmation will be sent to the developer”;
- Section 3.4.A changed thirty (30) days to fourteen (14) days for internal departments and external agencies;
- Section 3.4.B changed thirty (30) days to twenty-one (21) days for adjacent landowners and parties listed on title;
- Section 3.5.A has been condensed with clear direction;
- Section 3.5.C added, “The MPC may table the application and request additional information”; and

- Sections of Policy 6007 Subdivision process have been moved under the correct section in the Policy and not removed entirely.

The Policy Review Committee made the following motion:

MOTION: 22.12.170. Moved by: Councillor Jennifer Scott

That the Policy Review Committee recommend Council approve Policy 6007 "Subdivision Process" as presented.

CARRIED

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving Policy 6007 is that it will bring Greenview up to date with the municipal and legislative requirements.
2. The benefit of Council approving Policy 6007 is that it will provide an outline of the process for subdivision.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend the policy or ask that Policy 6007 be brought back at a future date.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

If approved, Administration will make the necessary changes to reflect the adoption of the policy.

ATTACHMENT(S):

- Current Policy 6007 "Subdivision Process"
- Revised Policy 6007 "Subdivision Process"

Title: Subdivision Process

Policy No: 6007

Effective Date: July 13, 2021

Motion Number: 21.07.347

Supersedes Policy No: NONE

Review Date: July 13, 2024



Purpose: The purpose of this policy is to define the process of Subdivision and Bare Land Condominium Plans, set guidelines and procedures and outline the roles and responsibilities of applicants and those reviewing the applications.

1. DEFINITIONS

- 1.1. **Area Structure Plan (ASP)** means a statutory plan adopted by Council to provide a comprehensive planning framework to guide future development for subsequent subdivision and development of an area of land, pursuant to the Municipal Government Act. In accordance with the Municipal Government Act, the ASP must describe the area for sequence of the proposed development, proposed land uses, density of population, road network and public utilities and any other matters necessary to ensure orderly development.
- 1.2. **Bare Land Condominium Plan** means a condominium plan consisting of bare land units, as defined by the Condominium Property Act.
- 1.3. **Descriptive Plan** means subdivision of a parcel of land that is described on a plan prepared by an Alberta Land Surveyor and where only a minimal field survey is conducted.
- 1.4. **Design Brief** means a supporting document intended to provide the overarching design vision for the study area. Included in the document shall be an overview of the existing development and surrounding area. The level of detail in the Design Brief will be a reflection of the scale and/or complexity of the project.
- 1.5. **Development Agreement** means an agreement which an applicant or developer enters into with Greenview pursuant to the Municipal Government Act (MGA) requirement and prior to endorsement of subdivision approval.
- 1.6. **Development Guidelines and Municipal Servicing Standards** ("Municipal Servicing Standards") means the Development Guidelines and Municipal Servicing Standards as amended by Greenview for installation of municipal and local improvements.
- 1.7. **Endorsement** means Greenview's final approval of a subdivision once all the conditions of Subdivision Approval have been completed to Greenview's satisfaction.
- 1.8. **Land Use Bylaw (LUB)** means Greenview's current Land Use Bylaw, as amended.

- 1.9. **Municipal Development Plan (MDP)** means Greenview's current Municipal Development Plan, as amended.
- 1.10. **Municipal Government Act (MGA)** means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.
- 1.11. **Plan of Survey** means a plan prepared by an Alberta Land Surveyor where the boundaries of a new parcel of land are identified by legal survey posts placed at the corners of lots.
- 1.12. **Subdivision** means the division of a single parcel of land into two or more parcels, with each given a separate title by an instrument described by a Descriptive Plan or Plan of Survey prepared by an Alberta Land Surveyor.
- 1.13. **Subdivision Authority** means a person or body appointed by Council established under the Subdivision Authority Bylaw to perform the powers and duties of a Subdivision Authority in accordance with the MGA. The Subdivision Authority can include the following members: any or all members of Council, a designated officer, a Municipal Planning Commission or other person or organization in accordance with the MGA.
- 1.14. **Tentative Plan of Subdivision** means a document prepared by an Alberta Land Surveyor illustrating the location of the proposed subdivision with legal land location and measurements of all relevant existing and proposed improvements and setbacks on a lot relative to existing and proposed lot boundaries and natural features, including all easements, rights-of-way, roads, and stamped by an Alberta Land Surveyor's Permit Stamp.

2. POLICY STATEMENT

- 2.1. The Municipal Planning Commission (MPC) is the Subdivision Authority for the Municipal District of Greenview No. 16, subject to the conditions set out in this policy.
- 2.2. This policy provides further clarification and direction to the requirements of the MGA and Subdivision and Development Regulations; however, Greenview is bound by the MGA and the regulation processes including, but not limited to:
 - A. administering the subdivision application process;
 - B. making subdivision application decisions;
 - C. administering the subdivision appeal process; and
 - D. final endorsement of the approved subdivision.

3. PROCEDURE

- 3.1. Application
 - A) Every application for subdivision is reviewed on the basis of site suitability and conformity with local, regional and provincial planning legislation. Some considerations include road access, traffic circulation and utility servicing. Legislative considerations include compliance with statutory plans (Municipal Development Plan, Area Structure Plans) and the Land Use Bylaw. Compliance with the Municipal Government Act, the Subdivision and Development Regulations and the Provincial Land Use Policies are mandatory.

- 3.2. Pre-application Meeting

- A) A pre-application meeting will be required for any of the following types of developments:
 - i. Multi-lot subdivisions;
 - ii. Bare land condominiums;
 - iii. All commercial;
 - iv. All industrial; and
 - v. All recreational.
- B) The developer shall contact the Planning and Development department for the scheduling and coordination of the pre-application meeting.
- C) At a minimum, the pre-application meeting will provide the applicant with initial considerations to address all those items in the pre-application meeting checklist as well as the application fees and additional costs that may arise.
- D) Administration will inform the applicant if the planning objectives complies with the bylaws, policies and regulations of Greenview.
- E) Relevant internal departments will participate in the pre-application meeting to provide multi-disciplinary insight for the applicant to consider and address, which may include the identification of the documents and studies required as part of the application (e.g., Traffic Impact Assessment, Geotechnical Report, Wetland Assessment, etc.); servicing and engineering requirements for road design and approach construction; and signage requirements for internal regulatory and rural addressing.

3.3. Submission of Application

- A) After the pre-application meeting, the applicant will submit the required materials identified during the pre-application meeting.
- B) The subdivision application must be submitted with a tentative plan of subdivision.
- C) The subdivision application must be accompanied by the application fees, along with any required report, drawing or study to the satisfaction of Greenview. An incomplete application will not be circulated to referral agencies until such time as all requirements have been met.
- D) The applicant shall submit a copy of the current title search from Alberta Land Titles Office for each parcel affected in the application, including copies of any rights-of-way restrictive covenants, easements, etc., that are registered on title.
- E) Any report, drawing or study required in support of an application is to be provided at the applicant's expense.
- F) Administration must determine and advise the applicant whether the application is complete, in accordance with the time frame outlined in the Municipal Government Act and as outlined in the LUB.
- G) The 60-day time limit set for processing of the application will start following the deemed complete date and the referral process will commence. A request to extend the decision due date must be agreed to in writing. Written or e-mail confirmation will be provided to the applicant indicating the new decision due date if the request is agreed upon.

3.4. Circulation, Referrals and Inspections

- A) A complete application shall be circulated to internal Greenview departments and external agencies for comment. All departments and agencies are given thirty (30) days to respond.

- B) Adjacent landowners and relevant encumbrances, liens and interests registered on title shall be notified of the application. Adjacent landowners and relevant encumbrances are given thirty (30) days to respond.
- C) Administration must review, resolve potentially conflicting comments, summarize them and provide them to the applicant in writing. Administration may call a meeting as necessary to deal with any identified issues or challenges.
- D) After the referral process is complete, the applicant will address any feedback received. If significant changes are necessary or additional application requirements are set, recirculation of the application may be required.
- E) A site inspection and review of the application is to be undertaken of the subject parcel by the planning and development staff to ensure legislation requirements have been met.

3.5. Decision Process

- A) When Administration determines that there is sufficient information to render a decision on the application and all comments and concerns from internal and external departments have been, or can be resolved, the application and recommendation will be forwarded to the Subdivision Authority as a Request for Decision.
- B) The Municipal Planning Commission, as the Subdivision Authority for Greenview, will decide on the application during one of its regularly scheduled meetings.
- C) Upon considering all information presented, the Subdivision Authority must approve or refuse, the application, with or without conditions. If the application for subdivision is refused, the reasons for refusal must be provided.

3.6. Appeal

- A) If the application is refused, or if the applicant disagrees with a condition(s) of approval, the decision or condition(s) may be appealed within fourteen (14) days after receipt of the written decision from the Subdivision Authority. Other than the applicant, only a government department or school authority may appeal a decision rendered by the Subdivision Authority.
- B) If the property is located within close proximity to a highway, water body, sewage treatment plant or waste management facility, appeals will be heard by the provincial Municipal Government Board.
- C) All other appeals are conducted by the local Subdivision and Development Appeal Board. Greenview will advise as to which Board the appeal should be directed. Either Board has the authority to uphold or reverse the MPC's decision or change conditions of the decision in accordance with legislative requirements.

3.7. Approval and Development Agreement

- A) If the subdivision is approved, the applicant may be required to enter into a Development Agreement with Greenview.
- B) No development activity shall commence on the properties until all conditions of the subdivision decision have been met.
- C) Once Greenview and the applicant have agreed to the terms of the Development Agreement, Administration will submit the agreement to Infrastructure and Planning for approval.
- D) Once the engineering drawings and the Development Agreement have been approved and signed, Planning and Development will ensure that the Development Agreement is registered on the land title for the property.

3.8. Construction

- A) In cases where a development agreement is required, the developer will submit bi-monthly detailed engineered reports throughout the construction process to advise the Planning and Development department of the exact construction stage.
- B) The detailed engineered reports will be reviewed by Infrastructure and Planning, with any deficiencies noted. Pre- and post-inspections will be conducted to ensure that the construction meets municipal requirements in accordance with the Municipal Servicing Standards.

3.9. Endorsement of Subdivision

- A) All endorsement requests must be accompanied by the required fee(s), levies, survey and any required report, drawing, study or agreement.
- B) Endorsement may only be considered once all conditions of subdivision have been completed to the satisfaction of Administration.
- C) Submission of a subdivision plan for endorsement will be submitted in accordance with the requirements of Alberta Land Titles Office by Plan of Survey. A Descriptive Plan will not be accepted.
- D) Submission for endorsement of a bare land condominium will be by Bare Land Condominium Plan.
- E) Once the final subdivision plan has been endorsed by the Chief Administrative Officer, Planning & Development department will return it to the surveyor, who is responsible for registering it with Alberta Land Titles Office within one (1) year. Once registration is completed, land title certificates can be issued for the newly created lot(s).
- F) Subject to the discretion of Administration, an approval or endorsement that has expired will result in the requirement of the applicant to submit a written request for a one-year time extension.
- G) Administration may consider extending the approval or endorsement of an application that has expired if circumstances particular to that file are present, if there have been no changes to municipal or provincial policy or regulation which impact the subdivision and if a written request has been submitted.

3.10. Additional Supporting Documentation

- A) Additional supporting documentation may be required by Greenvue, based upon the nature and complexity of the proposed project:
 - i. Design Brief;
 - ii. Surveyed Grading Plan and Preliminary Clearing;
 - iii. Supporting Design Calculations;
 - iv. Geotechnical Report;
 - v. Hydrological Report;
 - vi. Traffic Impact Assessment;
 - vii. Sanitary Sewer Analysis;
 - viii. Stormwater Management Plan;
 - ix. Environmental Impact Assessment;
 - x. Heritage Site Assessment;
 - xi. Subdivision signage, including rural addressing and regulatory signage; or
 - xii. Wetland Assessment
- B) Any report, drawing or study required in support of an application is to be provided at the developer's expense.

4. DEVELOPER RESPONSIBILITIES

4.1 The developer is responsible for:

- A. Satisfying all design and construction requirements established in Greenview's Municipal Servicing Standards;
- B. Registration with Alberta Land Titles Office, all easements including plans and documents for the construction of municipal improvements outside of the municipal right-of way; and
- C. Satisfying all statutory requirements governing such works and obtaining approvals and permits for compliance with those requirements from authorities having jurisdiction.

5. ADMINISTRATION RESPONSIBILITIES

5.1 Planning and Development is responsible for:

- A. Ensuring an application is complete;
- B. Processing of an application;
- C. Referring an application to internal Greenview departments and external agencies;
- D. Notifying adjacent landowners of an application where required;
- E. Receiving comments, resolving potentially conflicting comments and preparing a summary for the applicant;
- F. Facilitating meetings between the applicant and members of Greenview's Administration, as required, to resolve planning and engineering issues;
- G. Providing written comment on the application from the perspective of Greenview's Land Use Bylaw, Municipal Development Plan and other related planning documents;
- H. Preparing the request for decision and recommendation(s) for the Subdivision Authority's consideration;
- I. Preparing and registering the road plan with Alberta Land Titles Office for road widening;
- J. Preparing and submitting a Development Agreement to the developer;
- K. Ensuring that all conditions are met prior to endorsement of the plan; and
- L. Granting time extensions on approved applications and endorsements.

5.2 The Subdivision Authority is responsible for:

- A. The final review and decision on a subdivision application.

5.3 The Chief Administrative Officer or designate is responsible for:

- A. Endorsing the plan and documentation once all conditions have been met.

5.4 Other Greenview departments, including but not limited to Infrastructure and Planning, Operations, Environmental Services, Agriculture Services and Emergency Services are responsible for:

- A. Reviewing applications for conformity with relevant Greenview policies, standards and other guidelines;
- B. Providing written comment on the application with respect to issues related to the department's interests;
- C. Meeting with Planning and Development and the applicant(s), as required, to resolve issues related to an application; and
- D. Reviewing reports, drawings and studies submitted with an application or endorsement for conformity with Greenview's Municipal Servicing Standards and other related standard documents.

Title: Subdivision Process

Policy No: 6007

Effective Date:

Motion Number:

Supersedes Policy No: 6007

Department: Planning & Development Services

Review Date:



Legal References:

Municipal Government Act, R.S.A. 2000, c. M-26

Matters Related to Subdivision and Development Regulation, AR 84/2022.

Cross References:

Bylaw 22-916 "Subdivision and Development Appeal Board Bylaw"

Bylaw 18-800 "Land Use Bylaw"

Bylaw 799 "Land Use Bylaw" – Grande Cache

Bylaw 03-399 "Municipal Planning Commission Bylaw"

Bylaw 95-158 "Subdivision Development Authority"

Purpose: The purpose of this policy is to define the subdivision process, set guidelines and procedures, and outline the roles and responsibilities of developers and those reviewing the applications.

1. DEFINITIONS

- 1.1. **Area Structure Plan (ASP)** means a statutory plan adopted by Council to provide a comprehensive planning framework to guide future development for subsequent subdivision and development of an area of land, pursuant to the MGA.
- 1.2. **Design Brief** means a supporting document intended to provide the overarching design vision for the study area. Included in the document shall be an overview of the existing development and surrounding area. The level of detail in the Design Brief will reflect the scale and complexity of the project.
- 1.3. **Developer** means the landowner(s) or individual(s) acting on their behalf to apply for subdivision.
- 1.4. **Development Agreement** means an agreement which a developer enters into with Greenview pursuant to the MGA requirement and prior to endorsement of subdivision approval.
- 1.5. **Development Guidelines and Municipal Servicing Standards (Municipal Servicing Standards)** means the Development Guidelines and Municipal Servicing Standards as amended by Greenview for the installation of municipal and local improvements.

- 1.6. **Endorsement** means Greenview's final approval of a subdivision once all the conditions of Subdivision Approval have been completed to Greenview's satisfaction.
- 1.7. **Greenview** means the Municipal District of Greenview No. 16.
- 1.8. **Land Use Bylaw (LUB)** means Greenview's Land Use Bylaw, as amended.
- 1.9. **Municipal Development Plan (MDP)** means Greenview's Municipal Development Plan, as amended.
- 1.10. **Municipal Government Act (MGA)** means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.
- 1.11. **Municipal Planning Commission (MPC)** means the committee as appointed by Council and the MPC Bylaw to hear and make decisions on subdivision and development applications.
- 1.12. **Plan of Survey** means a document prepared following a field survey performed by an Alberta Land Surveyor for the purpose of establishing the boundaries of a right or interest in land.
- 1.13. **Subdivision** means the dividing of a single parcel of land into two or more parcels, with each given a separate title.
- 1.14. **Subdivision Authority** means a person or body appointed by Council established under the Subdivision Authority Bylaw to perform the powers and duties of a Subdivision Authority in accordance with the MGA.
- 1.15. **Tentative Plan of Subdivision** means a document prepared by an Alberta Land Surveyor illustrating the location of the proposed subdivision with legal land location and measurements of all relevant existing and proposed improvements and setbacks on a lot relative to existing and proposed lot boundaries and natural features, including all easements, rights-of-way, roads, and stamped by an Alberta Land Surveyor's Permit Stamp.

2. POLICY STATEMENT

- 2.1. This policy provides further clarification and direction to the requirements of the MGA and Subdivision and Development Regulations; however, Greenview is bound by the MGA and the regulation processes including, but not limited to:
 - A) Administering the subdivision application process;
 - B) Making subdivision application decisions;
 - C) Administering the subdivision appeal process; and
 - D) Final endorsement of the approved subdivision.

3. PROCEDURE

- 3.1. Application procedure:
 - A) Every application for subdivision is reviewed based on site suitability and conformity with local, regional, and provincial planning legislation. Some considerations include road access, traffic circulation and utility servicing. Legislative considerations include compliance with statutory plans and the Land Use Bylaw.
- 3.2. Pre-application meeting procedure:

- A) A pre-application meeting may be required for any subdivision.
- B) The developer shall contact the Planning and Development department to schedule and coordinate the pre-application meeting.
- C) At a minimum, this meeting will provide the developer with initial considerations and potential costs.
- D) Administration will inform the developer if the subdivision proposal complies with Greenview bylaws, policies, and regulations.
- E) Relevant internal departments may participate in the meeting to provide insight for the developer to consider and address. This may include the identification of documents and studies required as part of the application, Municipal Servicing Standards requirements for road design and approach construction, and signage requirements.

3.3. Application submission procedure:

- A) After the pre-application meeting, the developer will submit the required materials identified during the pre-application meeting.
- B) The subdivision application shall be submitted with
 - i. A tentative plan of subdivision;
 - ii. Any required reports, drawings or studies;
 - iii. Current title(s) and instruments; and
 - iv. Application fees.
- C) Administration must determine and advise the developer whether the application is complete in accordance with the time frame outlined in the MGA. An incomplete application will not be circulated to referral agencies until all requirements have been met.
- D) A request to extend the decision deadline must be agreed to in writing, and confirmation will be sent to the developer.

3.4. Circulation, referral, and inspection procedure:

- A) A complete application shall be circulated internally and to external agencies for comment. All departments and agencies are given fourteen (14) days to respond.
- B) Adjacent landowners and relevant encumbrances, liens and interests registered on title shall be notified of the application and given twenty-one (21) days to respond.
- C) Administration must review, summarize, and provide relevant comments to the developer in writing. Administration may call a meeting as necessary to deal with any identified issues.
- D) After the referral process is complete, the developer will address any feedback received. If significant changes are necessary or additional application requirements are set, recirculation of the application may be required.
- E) A site inspection is to be completed by the planning and development staff.

3.5. Decision process procedure:

- A) When Administration determines that the application is complete, the application and recommendation will be forwarded to the MPC for decision.
- B) The MPC, will decide on the application during a scheduled meeting.
- C) Upon considering all information presented, the MPC may approve the application with or without conditions. If the application for subdivision is refused, the reasons for refusal must be provided. The MPC may table the application and request additional information.

3.6. Appeal procedure:

- A) If the application is refused, or if the developer disagrees with a condition(s) of approval, the decision or condition(s) may be appealed within fourteen (14) days after receipt of

the written decision from the MPC. A government department or school authority may appeal a decision rendered by the Authority MPC.

- B) Greenview will advise as to which Board the appeal should be directed. Either Board has the authority to uphold or overturn the decision of the MPC or change the conditions of the decision.

3.7. Approval and development agreement procedure:

- A) If the subdivision is approved, the developer may be required to enter into a Development Agreement with Greenview.
- B) Once Greenview and the developer have agreed to the terms of the Development Agreement, Administration will submit the agreement to Infrastructure and Engineering for approval.
- C) Once the engineered drawings and the Development Agreement have been approved and signed, the developer shall ensure that the Development Agreement is registered on the land title for the property.
- D) The developer may request a time extension not exceeding one year. Administration may consider extending the approval of an application that has expired.
- E) Additional supporting documentation may be required by Greenview based upon the nature and complexity of the proposed subdivision:
 - i. Design Brief;
 - ii. Surveyed Grading Plan and Preliminary Clearing;
 - iii. Supporting Design Calculations;
 - iv. Geotechnical Report;
 - v. Hydrological Report;
 - vi. Traffic Impact Assessment;
 - vii. Sanitary Sewer Analysis;
 - viii. Stormwater Management Plan;
 - ix. Environmental Impact Assessment;
 - x. Heritage Site Assessment;
 - xi. Subdivision signage, including rural addressing and regulatory signage;
 - xii. Wetland Assessment; and
 - xiii. Any report, drawing or study required in support of an application is to be provided at the developer's expense.

3.8. Construction procedure:

- A) In cases where a Development Agreement is required, the developer will submit bimonthly detailed engineered reports throughout the construction process to advise Administration of the exact construction stage.
- B) Infrastructure and Engineering will review detailed engineered reporting, with any deficiencies noted. Pre- and post-inspections will be conducted to ensure that the construction meets the Municipal Servicing Standards.

3.9. Endorsement of subdivision procedure:

- A) All endorsement requests must be accompanied by the required fee(s), levies, survey(s) or agreement(s).
- B) Endorsement may only be considered once all conditions of subdivision have been completed to the satisfaction of Administration.
- C) Submission of a subdivision plan for endorsement will be submitted in accordance with the requirements of Alberta Land Titles by Plan of Survey.
- D) Once the Chief Administrative Officer has endorsed the final subdivision plan, Administration will return it to the surveyor for submission to Alberta Land Titles to be registered within one (1) year.

4. DEVELOPER RESPONSIBILITIES

4.1. The Developer is responsible for the following:

- A) Satisfying all design and construction requirements established in Greenview's Municipal Servicing Standards;
- B) Registration with Alberta Land Titles, all easements including plans and documents for the construction of municipal improvements outside of the municipal right-of-way; and
- C) Satisfying all statutory requirements governing such works and obtaining approvals and permits for compliance with those requirements from authorities having jurisdiction.

5. ADMINISTRATION RESPONSIBILITIES

5.1. Planning and Development is responsible for:

- A) Ensuring the application is complete;
- B) Processing the application;
- C) Referring the application to internal and to external agencies;
- D) Notifying adjacent landowners of an application;
- E) Review, summarize, and provide relevant comments to the developer in writing;
- F) Facilitating meetings between the developer and Greenview departments as required;
- G) Preparing the request for decision and recommendation(s) for MPC consideration;
- H) Preparing and submitting a Development Agreement to the developer;
- I) Consideration of time extensions on approved applications; and
- J) Ensuring that all conditions are met prior to endorsement of the plan.

5.2. The Chief Administrative Officer, or designate, shall be responsible for the following:

- A) Endorsing the plan and documentation once all conditions have been satisfied.

5.3. Other Greenview departments shall be responsible for the following:

- A) Reviewing applications for conformity with relevant Greenview policies, standards and other guidelines;
- B) Providing written comment on the application with respect to issues related to the department's interests;
- C) Meeting with Planning and Development and the Developer(s), as required, to resolve issues related to an application; and
- D) Reviewing reports, drawings and studies submitted with an application or endorsement for conformity with Municipal Servicing Standards and other relevant documents.



REQUEST FOR DECISION

SUBJECT:	Appointment as Subdivision and Development Appeal Board (SDAB) Clerk		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 10, 2023	ACAO: RA	MANAGER: SS
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: DM
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial – Municipal Government Act, R.S.A 2000, Chp. M-26, s. 627.1 and s.671.1(1)

Council Bylaw/Policy – Bylaw 22-916 “Subdivision and Development Appeal Board Bylaw”

RECOMMENDED ACTION:

MOTION: That Council appoint Drew Melvin as a clerk to the Subdivision and Development Appeal Board.

BACKGROUND/PROPOSAL:

In order to fulfil its statutory obligations, Greenview requires clerks to organise subdivision and development appeal hearings.

As per the *Municipal Government Act* (s. 627.1) a clerk is required to take a training session approved by the minister. As well, Council must appoint or authorize the appointment of one or more clerks of the subdivision and development appeal board.

The subdivision and appeal board currently has one clerk and is requesting the appointment of a second to ensure there is always a clerk available.

On September 28, 2022, Drew Melvin completed an approved subdivision and development appeal board training organised by Reynolds Mirth Richards & Farmer.

Therefore, Administration is requesting Council appoint Drew Melvin as a Subdivision and Development Appeal Board clerk to ensure Greenview is able to organise future development and subdivision appeals.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving of the recommended motion is that it will permit Greenview to meet its statutory obligations to organise SDAB meetings.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may alter or deny the recommended motion, however this is not recommended because Greenview requires SDAB clerks to organise the appeal board in the event of a subdivision or development permit appeal.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Drew Melvin letter of SDAB training completion



WRITER'S E-MAIL

dyoung@rmrf.com

WRITER'S DIRECT PHONE

(780) 497-3309

YOUR FILE

OUR FILE

107944-008-DJY

October 5, 2022

VIA EMAIL: Stacey.Wabick@mdgreenview.ab.ca

Stacey Wabick
Municipal District of Greenview No 16
PO Box 1079
Valleyview, AB T0H 3N0

Dear Sir:

Re: Subdivision and Development Appeal Board Clerk Training

On behalf of Reynolds Mirth Richards & Farmer LLP, I confirm that on September 28, 2022, Drew Melvin successfully completed the Subdivision and Development Appeal Board Clerk Training in accordance with the requirements of the Municipal Government Act and the Subdivision and Development Appeal Board Regulation.

If you have any questions or concerns regarding the above, please contact the writer.

Yours truly,

REYNOLDS MIRTH RICHARDS & FARMER LLP

PER:

DAINA J. YOUNG

DJY/mln

cc. drew.melvin@mdgreenview.ab.ca



REQUEST FOR DECISION

SUBJECT: **Notice of Motion - Bill C21**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 10, 2023
DEPARTMENT: CORPORATE SERVICES
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
DIR: _____
LEG: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council direct administration to investigate and provide a report on ways that this Council can show opposition to the federal Bill C21 gun ban.

BACKGROUND/PROPOSAL:

At the December 13, 2022 Regular Council Meeting, Councillor Berry made a Notice of Motion “That Council direct administration to investigate and provide a report on ways that this Council can show opposition to the federal Bill C21 gun ban.”

This motion is being brought back to Council as a main motion for Councillors to have further discussion, debate and vote on.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Council will be able to formally debate the motion

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 proceed with the 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 prepare a report and bring it back to Council for review.

ATTACHMENT(S):

- N/A



Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

Date: 1/10/2023

Director Corporate Services – Ed Kaemingh

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** - *Incorporate staff succession planning:*

I attended a session with the Human Resources team on everything DiSC training, DiSC is a tool that evaluates work styles through 4 basic traits, Dominance, Influence, Steadiness and Conscientiousness. Every person has a workstyle that falls primarily in one of these traits, knowing where you and your colleagues fall in those styles helps to facilitate your relationship and understanding when working together.

Our Human Resources team is arranging leadership training to take place in the 2nd quarter of 2023, this will be targeted towards managers and future leaders of the organization.

I've had some preliminary goal setting discussions with my direct reports for to be finalized early 2023, I meet one on one with each of my direct reports bi-weekly.

I completed OHS training requirements for accident investigations, formal workplace inspections, and defensive driving. This type of training occurs across the organization and it's a critical piece of our safety culture and helps towards our safety audit results.

I met with our benefits provider and our human resources department to finalize the details of our Administrative Services Only Contract (ASO) that Council approved, the contract has been completed and comes into effect February 2023.

- **Culture, Social & Emergency Services** - *Work with partners to create opportunity to encourage development of elder, community and senior supportive housing and living facilities:*

I attended a meeting with the Heart River Housing to discuss finance options, since they are a not-for-profit entity, we have options that include loaning the money directly or guaranteeing a loan, we will also be looking

deeper at the option of borrowing the money on their behalf. Any of these will have to follow due process through the MGA establishing a Council bylaw and advertising the bylaw.

- **Economy** - *Monitor and maintain capital spending and operation fiscal responsibility:*

I met with the Audit Partner to discuss the interim audit, and the audit approach. During the interim audit the audit team evaluates internal controls and selects sample documentation for invoices, checking to see if the invoices are properly approved and coded properly and actually received.

Part of the control's evaluation is questions of management which I've reviewed with Finance and SLT, this is a series of approximately 60 questions, relating to operations, risk assessment and internal controls, information technology, financial reporting, laws and regulations, litigation, human resources, fraud, going concern, related parties, and significant or unusual transactions.

Finance & Administration, Manager – Cara Garrett

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** - *Incorporate staff succession planning:*

As of the end of December, the last vacant position is staffed with [REDACTED] joining the team. Unfortunately, this does not mean that we are back to full strength, as a member of our Grande Cache team is on leave. Team members have been able to provide some much-needed support to the software project documentation and data entry.

- **Economy** - *Monitor and maintain capital spending and operation fiscal responsibility:*

Interim audit is taking place December 19-21, 2022. We are working with a different partner and the interim audit is being done remotely. The change of auditors has led to a number of improvements being identified that will be addressed through yearend and will lead to recommendations to Senior Leadership and the Audit Committee. The RFP for the new audit contract will go forward in 2023.

Due to the fact that many December invoices will not be posted until the first 2 weeks of January, these statistics will not be provided this month. Finance has requested that managers assist us in getting all invoices in by January 13, 2023, to facilitate payment and timely closure of the system so that we can proceed with our year-end processes and audit.

- **Economy** – *Seek opportunities for other funding resources:*

In addition to providing a new look at our Investments, Wood Gundy has also worked with Finance on a recent request from Heart River. Funding for debentures and what Greenview can do to support groups such as Heart River have led to different options and sources of funds being identified. This will be particularly valuable when Council considers tax by-law and debenture options in the first quarter.

Financial Reporting, Manager – Marley Hanrahan

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Economy** - *Monitor and maintain capital spending and operational fiscal responsibility:*

The 2023 interim operating and capital budget was presented to Council for approval at the December 13th regular Council meeting. There were only a few changes made during the meeting and those will be reflected in Questica before the start of the new year. Budget 2023 will be finalized in the spring pending the finalization of property assessment values, provincial requisitions collected on behalf of the Government of Alberta, and seniors' foundation requisitions.

In preparation for year end, we started work on this year's changes to tangible capital assets. This included setting up the fixed asset card information in WorkTech in alignment with the new policy, gathering disposal information including bills of sale and insurance claims, and reviewing invoices coded to capital projects to ensure they meet policy guidelines. We also did a review of the system setup as we had some GL reconciliation issues last year end, and corrections have been made to allow for a smoother process this year.

Data and information gathering also occurred in response to request from the auditors who were performing the interim audit for 3 days this month.

Asset Management Officer – Jamie Hallett

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Environment** – *Align investment into infrastructure that best supports industry:*

There have been big improvements in the Asset Registry for Greenview. The continued dedication of department meetings with the asset management officer and effort put forward, for all assets to be accounted for, has been great. The excitement of the Asset management program is still growing and beginning to hear more Asset Management technical language being used. The Asset Management Advisory Committee (AMAC) was to be meeting earlier in the month, but due to work levels and time of year, it was concluded to move the meeting to January 2023. There is a good amount of excitement about this committee and the ideas, commonalities and discussions aiding the care and thought of assets of Greenview.

We have received registration for the one Heliport in DeBolt, as being complete from Transport Canada/ Nav Canada and are waiting on Grovedale's Heliport results. We are proceeding with the regulatory issues with the communication towers at both locations as well. We look to get this completed in Q1 of 2023.

Working with the adjuster from RMA has been insightful. Systematically we are getting better at scene data gathered and have made solid connections on incident and timelines making the report to the adjuster easier. The supporting data will ensure that some complexities will become easier, and system buy in is showing.

Improvements are being made with insured assets and schedules, with help from staff in data input. This will also help with current data being direct into the PSD-Citywide project.

- **Economy** – *Adopt an asset management plan:*

Working on the 2022-2024 Software Project for Greenview. Started with Phase one group expansion, with Assets Manager and Maintenance Manager (Phase 1 group is Fleet, Operations and Facility Maintenance) and the addition of Construction and Engineering Department moving from the 3rd Phase of the project. For GIS (many assets to be added) and Fleet assets have started to be added to the data base and the review process is under way. Next to upload is all the facilities of Greenview. These along with Fleet, have had maintenance workorders created and are under review. Connecting the current practice to the software usefulness is a tedious task and needs skills for high attention to detail.

Through discussion with Health and Safety, their reporting system Ecompliance has capability to talk to PSD-CityWide (Asset Management and maintenance software), this will help close loops with workorders for incidents of assets. This will also have more information for the fleet, equipment, and properties for ease of trackability and financial awareness.

Working with RMA and attended a meeting for the future of the Associated Named Insured (ANI) Greenview Program. This has a solid go forward strategy of education and training of the community groups to ensure questions are being addressed and schedules can be met. Also getting expectations of what is required by RMA for ANI and Greenviews responsibilities as well. The annual meeting is being planned in June 2023 and will be available for ALL Greenview Associated Named Insured, RMA and Greenview Insurance/Community Specialist staff to attend. This is to be held at the DeBolt Public Service Building in the evening.

Information Systems, Manager – Peter Stoodley

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Culture, Social & Emergency Services** - *Identify & prioritize opportunities for broadband across Greenview:*

Information Systems (IS) has upgraded internet service to the Operations/Annex , Agriculture and FCSS buildings in Valleyview. Each site will receive 300Mbps bandwidth which is up from 50Mbps. Completion of Internet configuration to these locations will be active mid January 2023. All other facilities with Canadian Fiber have been upgraded to 300Mbps at the same time as above. Administration in Valleyview upgrade to 2Gb has been scheduled for January 20 by our Internet Service Provider (ISP).

- **Governance** - *Incorporate staff succession planning:*

IS Team visited Hi Tech in Grande Prairie. This gave the Greenview team an opportunity to listen and participate in a yearly report. A great experience for all team to understand the support process and expectations as well plan for 2023.

- **Governance** – *Establish levels of service:*

Information Systems has compiled a report which provides stats on blocked email due to Greenview's cyber security measures to protect staff email accounts and the organization. These stats are from November 21 to December 21 (2022)

Quantity	Type
90,000	Blocked Email
96	Malware Blocked
1462	Phishing Blocked
2,584	Spam Blocked
61	Emails neutralized once in Greenview's environment

Legislative Services Officer – Sarah Sebo

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** - *Ensure our policies address changing and growing community needs:*

In December the following bylaws and policies were brought to Council for approval:

Bylaw 22-887 "Town of Grande Cache Obsolete Bylaw Repeal" was given first reading as amended. Bylaws 686, 561, 561-2 and 561-3 were removed from Schedule A

Bylaw 22-929 "Records Retention and Disposition Bylaw" was given first and second reading as amended. The final disposition for E-18 was changed from destroy to permanent.

Bylaw 22-930 "Schedule of Fees" was given second reading as amended. Schedule L, phases 7 and 8 of the Grovedale land acquisition phases are to be combined with phases 6 and the rate for phase 6 will be applied to the amended phase 6.

Policy 1011 "Northern Travel Premium" was accepted as presented.

Policy 1002 "Travel and Subsistence" was accepted as presented.

Policy Review Committee was held December 14 where the following policies were reviewed by the committee. Policy 1001 "Policy and Bylaw Development" which established and outlines standards and processes for Greenview Bylaw and Policy development.

Policy 9001 "Procurement, Purchasing and Expenditure Officer" establishes guidelines and controls for Greenview in its solicitation of goods and services, while ensuring maximum economic, efficient, and effective outcomes for the organization and ratepayers.

Policy 9000 “Contract Management” is intended to establish contract guidelines and controls for Greenview that enhance access, competition, fairness, and results in the best value, or if appropriate, the optimal balance of overall benefits for Greenview.

Policy 6001 “Minor Area Structure Plan” provides Council, Administration, and the public with the standard practice of formulation forming Minor Area Structure Plans to ensure developers are responsible for providing the required Minor Area Structure Plan before Greenview development occurs.

Policy 6002 “Development Enforcement” provide a clear and defined process to uphold all planning documents and a process in which enforcement action is to be taken on apparent illegal, nonconforming, or refused development within Greenview.

Policy 6003 “Land Acquisition for Road Right-of-Way for Subdivisions provides guidelines for acquiring road widening along road right-of-way as part of the subdivision process.

Policy 6004 “Certificate of Compliance” establishes a system for issuing a Certificate of Compliance respecting the location of buildings and structures meeting the requirements of the Land Use Bylaw of Greenview.

Policy 6005 “MPC Meeting Procedure” was recommended for repeal.

Policy 6006 “SDAB Meeting Procedure” establishes guidelines on the recordings of proceedings of the Subdivision and Development Appeal Board (SDAB) hearings.

Policy 6007 “Subdivision Process” The purpose of this policy is to define the subdivision process, set guidelines and procedures, and outline the roles and responsibilities of developers and those reviewing the applications.

Administration also recommended the repeal of the following obsolete Town of Grande Cache policies: Commercial Waste Bins 097/16, Development on Town Lands by Property Owner(s) 252/15, Emergency Response Policy 035/13, Employee Health and Safety 373/12, Excavation on Town Property 205/15, Hazard Identification Directive 036/13, Joint Work Site Health and Safety Committee 411/14, Public Works Shop Use 265/09, Safety Investigation 037/13, Safety Maintenance Program 038/13.

The Legislative Services Officer is the Clerk of the Subdivision and Development Appeal Board. The Board received an appeal on December 16, 2022. The first one since February 2021. The hearing is scheduled for January 13.

Procurement Officer, Ashlee Holmes

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance – Establish levels of service:**

This month I have spent a significant amount of time partnering with other departments in both responding to a procurement opportunity, as well as launching their own procurements. [REDACTED] and I worked on the Career and Employment Store Front tender put out by the Government of Alberta. This project was a great opportunity for me to partner with Green View FCSS, get to know their staff, and learn more about their department. I also supported Recreation in the launching of three tenders: a cleaning tender for the Grande Cache Recreation Centre, a cleaning tender for the Greenview Regional Multiplex, and a caretaker tender for the Grande Cache Campground. Other projects that I have helped with include reviewing a contract for Environment-Solid Waste for the recycle bins and meeting with DeBolt Fire to support them in the development of a tender for their new fire truck. This tender is in the early stage of preparation and will be launched in 2023. In addition to helping other departments, I have also had the great opportunity to work with our Finance team in the

development of the audit tender set to be released in the spring of 2023 and in assisting with the interim audit that is currently taking place. This has been a great learning opportunity and partnership to help develop strategies, tools, and checks and balances for future procurements to assist in the audit and ensure fiscal accountability and transparency.

In terms of professional development this month, I attended Greenview U with Dr. Jody Carrington. She was an exceptional speaker who provided great insight into both personal and professional interactions, especially coming out of the pandemic. I also attended the ICS 200 training with multiple Greenview Staff and local key stakeholders. I believe this training was extremely beneficial for me and my position as procurement has a role to play in emergency situations, especially those of great magnitude.

As an employee of Greenview, I decided to join the Mental Health Working Group, to help support mental well-being in the workplace. This is an area I am very passionate about, as the well-being of staff and colleagues has a direct impact on the quality of life and culture of the office and on productivity. I look forward to seeing where this group will go in the New Year, as the group has participants who are committed and have the desire to be there.

Software Integration, Project Lead - Teresa Marin

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Economy** – *Adopt an asset management plan:*

An Introductory to the Software Session was held with the Greenview management staff involved in Phase 1, Asset and Maintenance Management Software Integration. A sample software site was presented to demonstrate the software program capabilities.

Fleet Maintenance, Asset Management and PSD Software had a meeting to confirm and add the applicable algorithms into the software for Fleet Maintenance.

The two software companies, PSD Citywide and TownSuite along with Finance Department staff have met to review the Chart of Accounts (CoA) integration process. The review was integral for PSD Citywide to evaluate the Account Structure for the CoA and the principles for its use. The TownSuite financial software integration project is scheduled to begin January 2023.

A listing of the software securities for the various staff roles was evaluated and established. This will provide the appropriate staff with creating, viewing, and editing securities within the software program. Data Entry Staff have been assigned project duties associated with information listings requested from PSD Citywide.

The required listing of documentation for Fleet has been submitted and the workorders have been created. The PSD Citywide software site has been established for Greenview along with a sandbox site. The sandbox site will

provide an opportunity for Greenview staff to test the program, however, access is limited at this time to staff that have submitted data for evaluating the capabilities and reviewing the asset upload.

Exploring the possibility and cost of incorporating asset incident reporting from E-compliance (Greenview's Safety Program) into the PSD Citywide software to avoid data entry duplication. It was determined that both companies use the same integration software company making the possibility of the integration a probable possibility.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Planning and Economic Development

Submitted by: Martino Verhaeghe, Director of Planning and Economic Development

Date: 1/10/2023

DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT, MARTINO VERHAEGHE

- Attended Dr. Jody Carrington Greenview U presentation
- Regional Workforce Meeting on behalf of CAO
- Contravention of Land Use Bylaw meetings (Grovedale)
- Participated Psychological Health and Safety Committee
- Attended the MPC and PRC Meetings
- Interviews for GIS Technician
- Developer meetings around the Cozy Acres ASP
- Committee of the Whole
- Joint Use Planning Agreement meeting with Peace Wapiti School Division
- SLT Townhall
- Review of K-12/GRM survey on Engage Greenview

ACTING MANAGER PLANNING AND DEVELOPMENT, NICOLE FRIESEN

Planning & Development Highlights

██████████, Development Officer, is away on leave with a tentative return date of January 24, 2023; ██████████ will be Acting Development Officer in her absence. Interviews have been completed for the vacant GIS Technician position, and the Manager; Planning & Development position will be readvertised in the new year.

Business license renewal letters have been sent out, primarily via email, with letters sent via standard mail for those businesses which still need to supply email addresses. The department has received development permits for several

extensive industrial facilities including six (6) with estimated project costs exceeding \$1 million, one (1) of which stated a project cost of \$129,383,170.

Projects Completed and Ongoing

- GIS has completed a thorough review of the Land Use Bylaw maps, highlighting inconsistencies to be resolved by adopting the new Land Use Bylaw.
- A GIS Needs Assessment has been released to all departments and feedback is being received.
- GIS has added the Agricultural Regions of Alberta Soil Inventory Database (AGRASID) layer to MuniSight.
- The approaches page on the MD website has been updated with the correct requirements and department contacts.
- The vacant MD-owned lots in Grande Cache have been advertised, and some interest has been received.

The following information provides a summary of new planning and development applications:

Type	Applications
Business Licenses:	1
Development Permits:	23
Lease Referrals:	0
Road Allowance Licenses:	0
Land Use Amendments:	0
Subdivisions:	3
Approaches:	0
Road Closures:	0

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

Business Licenses:

B22-324 / 7722953:26:108 / BLACK RAM HAULING INC. / WARD 9

Development Permits:

D22-310 / 16-14-62-19-W5 / OIL & GAS FACILITY EXPANSION / WARD 2
D22-311 / 15-26-61-3-W6 / BORROW PIT / WARD 8
D22-312 / 15-26-61-3-W6 / WORK CAMP - 25 PERSONS / WARD 7
D22-313 / SW-12-72-1-W6 / DEVELOPMENT - SITE CLEARING & GRADING / WARD 6
D22-314 / 3-11-62-25-W5 / BORROW PIT / WARD 7
D22-315 / 9-11-62-25-W5 / BORROW PIT / WARD 7
D22-316 / NE-2-72-1-W6 / ACCESSORY BUILDING (OFFICE BUILDING) / WARD 6
D22-317 / 3-31-62-22-W5 / BORROW PIT / WARD 2
D22-318 / N-8-62-3-W6 / WORK CAMP - 33 PERSONS / WARD 7
D22-319 / 2-23-63-5-W6 / OIL & GAS FACILITY EXPANSION & COMPRESSOR - 1720HP / WARD 8
D22-320 / SE-30-64-22-W5 / COMPRESSOR - 400HP / WARD 2
D22-321 / NE-7-63-5-W6 / BORROW PIT / WARD 8
D22-322 / NE-18-63-5-W6 / BORROW PIT / WARD 8
D22-323 / 14-8-63-5-W6 / ACCESSORY BUILDING - METER RUN BUILDING / WARD 8
D22-325 / NE-15-63-6-W6 / ACCESSORY BUILDING - METER RUN BUILDING / WARD 8
D22-326 / 13-8-57-6-W6 / WORK CAMP - 5 PERSONS / WARD 1
D22-327 / 10-10-65-5-W6 / OIL & GAS FACILITY EXPANSION / WARD 8
D22-328 / 14-20-60-23-W6 / WORK CAMP - 12 PERSONS / WARD 2

D22-329 / NE-23-64-25-W5 / BORROW PIT / WARD 7
D22-330 / NE-8-63-5-W6 / BORROW PIT / WARD 8
D22-331 / 7-21-62-5-W6 / PRODUCED WATER STORAGE FACILITY / WARD 8
D22-332 / 3-19-67-7-W6 / SHIPPING CONTAINERS (2) / WARD 8
D22-333 / 13-19-62-18-W5 / OIL & GAS FACILITY EXPANSION / WARD 2

Lease Referrals:

NONE

Road Allowance Licenses:

NONE

Land Use Amendments:

NONE

Subdivisions:

S22-024 / SW-9-72-1-W6 / INDUSTRIAL – SINGLE PARCEL / WARD 6
S22-025 / SW-15-69-8-W6 / FIRST PARCEL OUT / WARD 8
S22-026 / SW-12-71-26-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 general public. The Comms department also works closely in collaboration with all other departments to create, launch and promote new services and programs etc.

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

Projects completed:

- Internal and External Greenview calendars created and sent to printers for professional printing
- Developed and created Greenview University – December Dr. Jody Carrington posters and assisted with planning and execution. Workshop was a great success and well received by all attendees.
- 2022 Greenview Photo Contest photo winner's announcement & gallery wrapped canvases ordered
- Recreation Holiday facility hours schedules and MD closure notice completed and advertised
- Annual Christmas and New Year radio ads created and scheduled to all radio stations
- Created and ordered updated Vision, Mission, and Values prints for Greenview offices
- New Year Recreation program marketing posters and advertising for Fitness, After School Programs, Lifeguard programs, and Aquatic Centre hours, and more for both GCRC and GRM recreation teams
- GC Recycling Calendar completed and advertised
- GC House Decorating Contest, Light Up Rocky Event attended

- Business card invites RMA, Business Cards for staff
- Updated Vision, Mission, and Values Pop-up displays ordered for Council Chambers and PSB Meeting Rooms
- Scheduled and moderated SLT Townhall virtual event, Feedback survey distributed to all staff and report sent to SLT
- Christmas Colouring Contest advertising and distribution
- GC Land sale posters/social media/website advertising created and scheduled
- Internal Communications: Wellness Committee and Social Committee posters designed and distributed

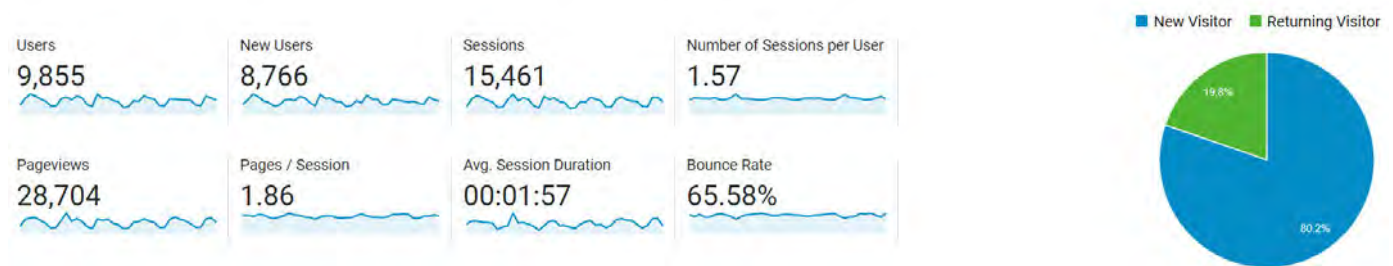
Underway:

- January 2023 Mountains to Meadows newsletter draft work
- Greenview Engagement Procedure Manual review/edits
- Prototype 2 Custom Greenview Plush Moose review and changes
- Tree Resources booklet for Ag and brochures
- Word Art Wall Signage Quotes
- New Flag designs
- Updating Product Catalog and updating Online Store

Digital presence statistics

Website (November 28-December 21, 2022)

Greenview's website has seen **28,704** pageviews on the website through the last week of November and first three weeks December. The Greenview website has seen a decrease in new website users from last report at approximately 8,766 (but it should be noted that last report included two months of stats). Website access from mobile devices remains almost on par with the national average, at about 53% of users, with 51% of website users from a desktop or laptop computer. ***NEW:** Visits to the Careers page of posted jobs totalled **2,001** at the time of this report, accounting for approximately **7%** percent of all website visits.



Facebook (November 28-December 21, 2022)



Efforts to grow our Twitter and Instagram presence continue. Twitter followers as of December 21, 2022 = 1,842. Instagram followers as of December 21, 2022 = 602.

Greenview APP (November 28-December 21, 2022)

The app was used approximately 316 times through the end of November and early December, with users accessing the "Quick Links" section the most often. We have had 20 new downloads over this period. Approx 1029 live app users to date, showing slow and steady growth.

MANAGER OF ECONOMIC DEVELOPMENT, KEVIN KELLER

With the changing of the year, Economic Development is working on initiatives to reconnect with local small businesses. With the majority of Greenview businesses not represented by a Chamber of Commerce, the department sent out a Holiday Greetings card to over 110 businesses within the Municipal District. This is part of the 2023 goal to establish stronger connections with our businesses through expanded service offerings or the establishment of Hamlet Chambers of Commerce.

Administration has been steadily crafting grant applications for several new provincial and federal grants announced in late December. These include several tourism grants, a second round of the Alberta Broadband Fund and the new Northern and Regional Economic Development Program (essentially CARES grant version 2).

The department will be staffed over the holiday break, and the Tourism Centre staff will complete the annual retail inventory counts for Asset Management and Corporate Services.

Business:

Throughout November, Greenview Economic Development supported some of our small businesses within the Grovedale and DeBolt area. Display Table rentals were purchased at community Christmas Fairs for local retail businesses to showcase their offerings in each community.

Over the last month, Greenview Economic Development has been working with Grande Cache Community Mountain Voice to run another successful Grande Cache Shop Local Campaign. This campaign ran from December 1 to December 20. We had 15 Grande Cache businesses take the opportunity to participate this year. We had an exciting Lucky Key event to wrap this initiative up Tuesday, December 20, 2022. Kim Biddle was the winner of the Lucky Key.

Administration had the pleasure of sitting down with Michele Evans, Assistant Deputy Minister, Alberta Region for Prairies Economic Development Canada, on November 23, 2022. We advised Ms. Evans on the ongoing and potential new projects within Greenview. Ms. Evans represents a great connection to Federal Government support and programs that Greenview can access.

Economic Development continues working on the Workforce Attraction and Retention project that the Grande Prairie and District Chamber of Commerce announced a few months ago—gathering information on for-profit workforce and industry listings before focusing on not-for-profit organizations in early 2023. In early 2023, these businesses and groups will be contacted to complete a survey with the consultant, Deloitte.

Economic Development sits on the Growing the North board, which plans 2023 Growing the North Conference. Most of the speakers have been confirmed and booked. We look forward to a great in-person conference on February 22 & 23, 2023. This is northern Alberta's most significant economic development conference and has entered its 14th year.

Tourism:

Sample of the programs and events offered at the Tourism Centre in December 2022:

- Dec 2: Jr Adventurers Youth Program-Otters
- Dec 5-7: 2022 Indigenous Tourism Alberta Gathering
 - Terrific opportunity to network and gather tips on creating and supporting authentic Indigenous Tourism initiatives within the region. Met with Indigenous tourism operators and artisans. Greenview was well represented.
- Dec 8: Sprouts Youth Program

- Dec 9: Willmore Wilderness 20th Anniversary Wine & Cheese Gathering
 - Celebrating 20 years of service. Showed support representing Greenview
- Dec 10: Night @ the Museum-Home Alone Edition
 - 14 kids in total had a night of games and crafts
- Met with Aseniwuche Winewak Nation Executive Director
 - Discussed Tourism Initiatives and how Greenview can support them
- Dec 13: Travel Alberta Tourism Destination Zone Stakeholder Working Group
 - Determining the sentiment of regional stakeholders and gathering input towards the regional direction.
- Dec 13: Awesome Astronomy (in partnership with the Astronomical Society of Edmonton) outdoor star gazing event.
- Dec 14: Travel Alberta Tourism Destination Zone Steering Committee
 - mission statement creation and long-term goal setting
- Dec 16 & 17: Santa's Workshop Event (81 attendees Friday, 95 attendees Saturday): great response from attendees
- Dec 20: Adult Watercolor Paint Night
- Dec 28 & 29: GC TIC Giftshop Inventory

Statistics

- Total Visitors Nov: 507
- Total Nov Revenue: \$4015.63

- * Visitors Dec (1-20): 480
- * Revenue Dec (1-20): \$5378.60

YTD Total Visitors (Jan -Dec)

2019	19,168
2020	9,025
2021	15,825
2022	18,807 (Dec 20)

YTD Total Revenue (Gift shop Jan-Dec)

2019	\$58,392.15
2020	\$56,401.48
2021	\$122,124.19
2022	\$132,955.36 (Dec 20)



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Community Services

Submitted by: Michelle Honeyman, Director Community Services

Date: 1/10/2023

Director Community Services, Michelle Honeyman

Community Services administration has been busy working with community groups. Meetings were held in person with the Grande Cache Medical Centre Corporation, and they are getting close to finalizing their business plan for the operation of the Medical Clinic commencing in April. The local doctors are keen to see the group successful and the property owner is receptive of extending a lease. This is great news for the community.

The lease with the Valleyview EMS (Ambulance) has been extended for six months to accommodate the service until AHS can complete the build for the ambulance on the hospital lands in Valleyview. The current building is jointly owned by the Town of Valleyview, and Greenview and the lease agreement took significant negotiations to get completed.

The first round of community grant applications was finalized in December. Over \$500,000 were allocated in the process and a significant review by both Administration and Council was necessary to complete the review. Finally, departmentally the performance review process was completed for all staff by managers and supervisors and recommendations were made to human resources for annual evaluation processes.

Agricultural Services Manager, Sheila Kaus

The Landcare Coordinator is planning for spring outreach and extension events. One of the highlights of this planning is to be an Agricultural Appreciation Dinner. The department hopes to highlight the Farm Family of the Year recipients in 2023 and is working with local agricultural producers and agricultural societies to inform planning.

The shelterbelt program will commence orders in the future and a shelterbelt establishment and care workshop is being planned to improve the establishment of seedlings in Greenview.

Thus far in 2022, 45 wolves were submitted for incentive, totaling \$13,500.00 and 257 beavers have been submitted for incentive, totaling \$7,710.00. Total hunting incentive payments for 2022 stand at \$21,210.

Problem Wildlife Work Orders

File Status	Beaver-MD	Beaver-Ratepayer	Customer Service	Predation	TOTAL
In Queue					
Open	0	0	0	8	8
Closed	74	45	27	17	163
TOTALS	74	45	27	25	171

Thus far, 12 coyotes, one fox, and one wolf have been trapped to December 19, 2022

Groundwork by the Problem Wildlife team to assess areas experiencing significant predation in the summer has commenced, with 5 active trapping locations currently being monitored.

VSI Quarterly Reports and Service Breakdown – 2022

Third quarter VSI totals were received, and totals are trending downward. There is a 7.2% decrease in claims.

	# Services	2022	2021	2020	+/- (%)
Total 1 st Quarter	70	\$17,268.52	\$19,269.77	\$21,172.35	-8.99%
Total 2 nd Quarter	175	\$33,563.50	\$33,953.33	\$36,569.40	-1.15%
Total 3 rd Quarter	41	\$6,361.23	\$ 8,382.80	\$ 8,342.09	-24.1%
Total 4 th Quarter			\$40,995.55	\$34,228.60	
2022 Claims			\$102,601.45	\$100,312.44	-7.2%

- Preg Checks: 2423
- Semen Testing: 485
- C-Sections: 13
- Exams: 53

Rental Equipment stands at 617 rental days up to December 16, 2022

Protective Services Manager, Wayne Brown

Greenview Fire-Rescue Services (GFRS)

Reported by: Regional Fire Chief, Wayne Brown

Administration:

On November 30 and December 1, an Incident Command System (ICS) 200 course was hosted at our Family & Community Support Services (FCSS) and the Operations Building. The course was instructed by Alberta Emergency Management Agency (AEMA), total attendance (internal and external) was 24. After taking the course Greenview staff will be able to understand their roles and responsibilities if we should have to activate our Emergency Operations Center (EOC).

Voyent Emergency Alerting Software has been purchased, training of administrative staff on the use of the tool will be going forward in December. Voyent will be live starting December 23, 2022.

A fire inspection was conducted at a building near the Grovedale Public Service Building (PSB) on December 8. The building is being used as a place to host various types of RVs for occupants living quarters. Violations included the storage and use of propane and a blocked exit. On December 10 a follow up was conducted, and the owner had removed all propane and had unblocked the exit. Regional Fire Chief has prepared and served a Safety Codes Order to require the ownership group to stop occupants/tenant from living/sleeping in the building.

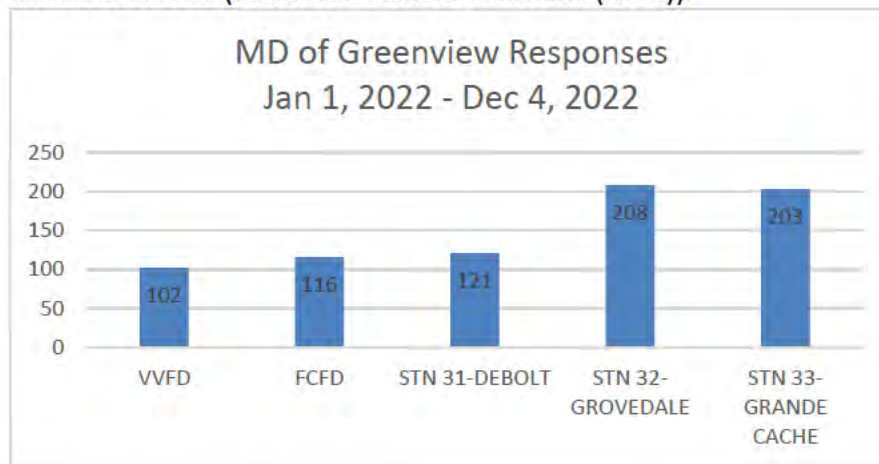
The Regional Fire Chief presented to Council a draft two-year agreement with Valleyview Fire-Rescue Services. Agreement was approved with minor amendments.

Both the 2022 Capital and Operational Budgets are on track and expected to come in under the budgeted amounts. This has again been a year of increased expenditures on fire truck repairs, the 2023 budget has been adjusted accordingly.

Call *Volumes

**Volumes do not include FCFD and VVFD responses in their Towns*

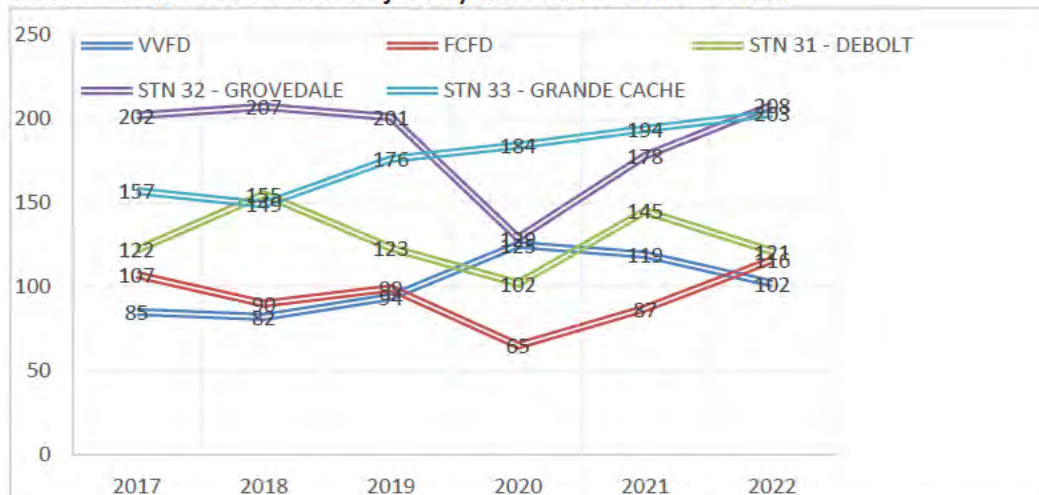
Call volumes have increased just over 3.7% from 2021 to 2022. Of note is the Fox Creek Fire Department increase of 33% (79 Motor Vehicle Collisions (MVC)).



MD of Greenview Responses

Jan 1, 2017 - Dec 4, 2022

Call volumes have increased just by 11% from 2017 to 2022.



	2017	2018	2019	2020	2021	2022
VVFD	85	82	94	125	119	102
FCFD	107	90	99	65	87	116

STN 31 - DEBOLT	122	155	123	102	145	121
STN 32 - GROVEDALE	202	207	201	129	178	208
STN 33 - GRANDE CACHE	157	149	176	184	194	203
AVERAGE	135	137	139	121	145	150
TOTAL	673	683	693	605	723	750

2022 call volumes were again led by Medical Co-Responses/Lift Assists (42.22%) and Motor Vehicle Collisions (MVCs) (25.97%) accounting for 68.19% (highlighted) of the response totals.

INCIDENT CATEGORY	Greenville Fire - Rescue Services	Fox Creek FD	Valleyview FD	TOTAL	%
51. Aircraft Emergency	0	0	0	0	0.00%
52 Alarms	38	4	11	53	7.06%
53 Citizen Assist	14	3	2	19	2.53%
54. Confined Space / Structure Collapse	0	0	0	0	0.00%
55 Electrical Hazard	6	1	4	11	1.46%
56 Elevator Rescue	2	0	0	2	0.27%
57 Explosion	0	0	0	0	0.00%
58 Extrication	1	0	2	3	0.40%
59 Fuel Spill	1	0	0	1	0.13%
60. Gas Leak / Gas Odor (Natural and LP Gases)	2	0	3	5	0.67%
61 Hazardous Materials/Dangerous Goods	0	0	0	0	0.00%
62. High Angle Rescue	0	0	1	1	0.13%
63. Lightning Strike (Investigation)	2	0	0	2	0.27%
64. Marine / Boat Fire	0	0	0	0	0.00%
65 Mutual Aid	9	2	3	14	1.86%
66 Odor	0	0	0	0	0.00%
67 Outside Fire	13	0	3	16	2.13%
68 Smoke Investigation	6	0	1	7	0.93%
69 Structure Fire	16	1	4	21	2.80%
70. Train and Rail Collision / Derailment	0	0	0	0	0.00%
71 Vehicle Fire	21	9	13	43	5.73%
72. Water / Ice / Mud Rescue	3	0	0	3	0.40%
73 Watercraft in Distress / Collision	4	0	0	4	0.53%
74. Suspicious Package (Letter, Item, Substance) / Explosives	0	0	0	0	0.00%
75. Train and Rail Fire	0	0	0	0	0.00%
76. Bomb Threat	0	0	0	0	0.00%
77 Motor Vehicle Collisions	79	75	41	195	25.97%
78 Backcountry Rescue	0	0	0	0	0.00%
79. Lost Person	0	0	0	0	0.00%

80. Outside Tank Fire	0	0	0	0	0.00%
81 Sinking Vehicle/Vehicle in Floodwater	0	0	0	0	0.00%
82 Vegetation/Brush Fire	22	4	8	34	4.53%
83 Weather/ Disaster Situations	0	0	0	0	0.00%
MCR (Medical Co-Response)	274	14	2	290	38.62%
MCR - Echo/Lift Assist	20	3	4	27	3.60%

Community Outreach:

Station 31 - DeBolt

DeBolt Fire Cadet registration is now closed, we had 5 students signed up for the program. The Cadets came in on Thursday December 8 and with the assistance of Station 31 Firefighters, the Cadets received their turnout gear, assigned lockers, sized for uniforms, and issued their study books.

On December 10, the Regional Fire Chief and Station 31 – DeBolt presented twenty retired firefighters with a Certificate of Commendation and a gift recognizing them for their dedication and service to the Municipal District of Greenview No. 16.



Station 32 – Grovedale

Grovedale Fire will be participating in a Santa appearance at the annual Penson School Christmas Concert and the daycare during the day on December 20.

Grovedale Candy Cane Check Stop was held on December 9 and was a great success. The Candy Cane Check received a very positive community response, with 400 vehicles “checked”. Both Greenview Enforcement and Royal Canadian Mounted Police (RCMP) participated.

Station 33 - Grande Cache

December 6, 2022, Station 33 worked with local Emergency Medical Services (EMS), Protective Services and fifteen firefighters in the annual Candy Cane Check Stop (Photo 1 and 2). The aim is to raise awareness about

drinking and driving and remind everyone to have a safe and Merry Christmas. Over 200 candy canes were handed out to residents of Grande Cache.

Grande Cache will be collaborating with Youth Action Club in Grande Cache to present New Year's Eve Fireworks. It will be low key compared to Canada Day Fireworks and intended for the youth in the community. Plan is to have the fireworks at Victor Lake Airstrip and have hot chocolate for families that attend. Grande Cache coordinated the third annual First Responders - Christmas Parade (Photo 3 and 4) on December 19. They were partnered with Greenview Peace Officers, Emergency Medical Services (EMS), Royal Canadian Mounted Police (RCMP), Corrections and Fish and Wildlife. Despite the extremely cold weather the event went off without a hitch and brightened the evening for the community.

Photo 1 and 2 – Grande Cache – Candy Cane Check Stop



Photo 3 and 4 – STN 33 – Grande Cache – First Responders - Christmas Parade



Sergeant, George Ferraby

Administration

Enforcement Services has recruited a new officer in Grovedale. The successful candidate worked for Edmonton Police Service for 15 years. She wanted to move to Grande Prairie to be closer with family and is excited to take on the new role of Community Peace Officer.

Enforcement Services attended Candy Cane Check Stops in Grande Cache, Grovedale. These were successful public relation events.

Enforcement Services along with Grande Cache Fire, Royal Canadian Mounted Police (RCMP), Fish and Wildlife and Corrections hosted the 3rd annual Emergency Services Christmas Parade that was a hit with Grande Cache Ratepayers.

Several Joint Task Force initiatives were completed with other enforcement agencies throughout the Municipal District of Greenview No. 16 during the month of December. This included Commercial Vehicle Check Stops in Fox

Creek and on the Forestry Trunk Road (FTR). Several Commercial Vehicle inspection stops were set up in the Little Smokey Area. We have pulled several Commercial Vehicles from Greenview Roadways for major safety defects.

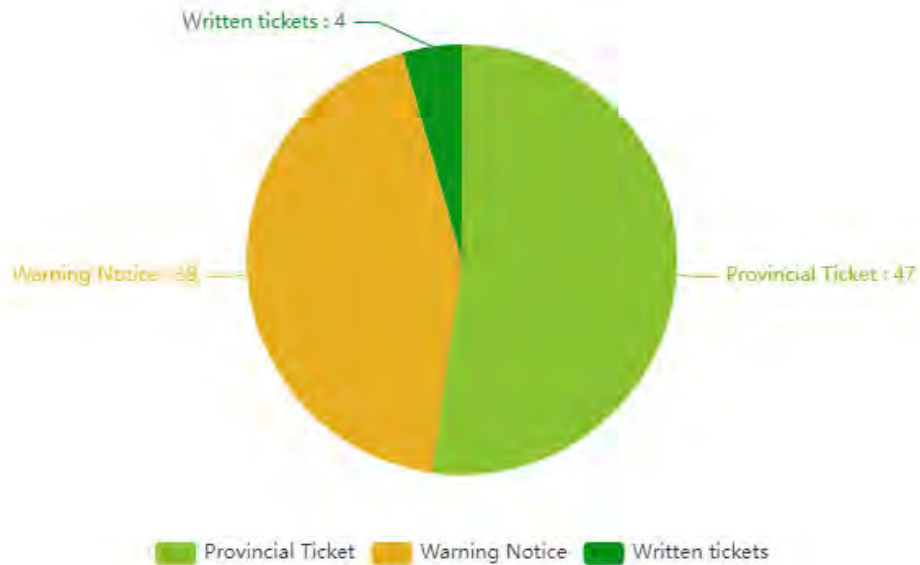
Enforcement Services has fielded 65 calls for service, 51 violation tickets, 39 warnings, and 6 bylaw calls for the period of November 23rd to December 21st.

Stats:

Ticket Create Date:

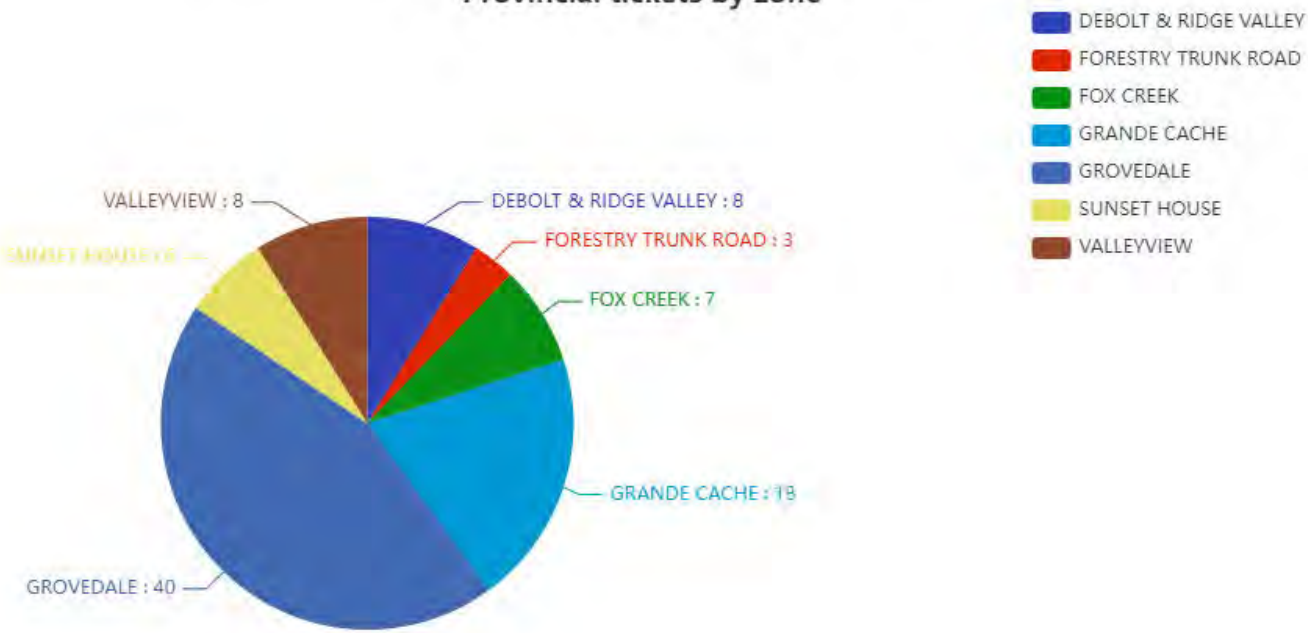
2022-11-23 ~ 2022-12-21

Provincial tickets by type

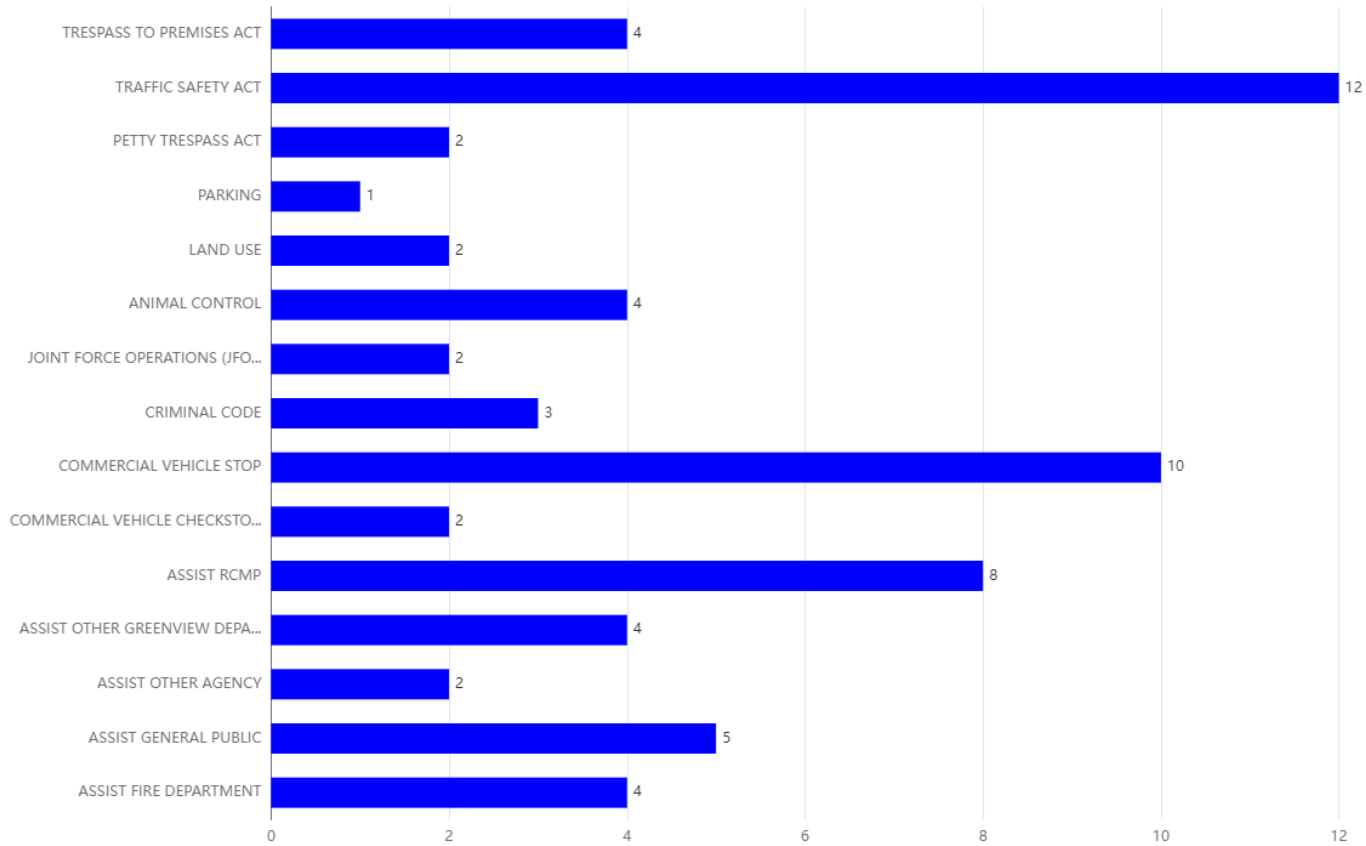


Ticket Create Date: 2022-11-23 ~ 2022-12-21

Provincial tickets by zone



OCCURRENCE REPORT Count of Incident Types Total:65 | 100.0%



Grande Cache Pound

Nov 21, 2022 - Dec 20, 2022

Animals Impounded:	
Dogs	5
Cats	1
Total Animals Impounded	6
Complaints:	
Responded to	11
Referred to CPO	
Animals brought in	2



Grande Cache Pound

Incident Type	Action Taken	Date	File #	Type of Animal	Date of Release	#of days in Pound	Outcome	Notes	Owner	Animal Name
Animal Attack	Risk assesment done on Dog	21-Nov		Dog	25-Nov		4 potentially dangerous dog	Assisted CPO in regards to a dog on dog attack. The dog was brought in to the pound to do a risk assesment. Dog was released to owner with conditions. Score 38, Category 4 (potentially dangerous dog)		Zapp
Complaint - Running at Large	Unfounded	25-Nov						Pitbull running at large on Grande Ave - could not Locate		
Complaint - Running at Large	Unfounded	03-Dec		Dog				Small white dog running on condo row - could not find		
Complaint - Running at Large	Unfounded	03-Dec		Dog				All white Husky, could not locate		
Complaint - Running at Large	Unfounded	5-Dec		Dog				Collie type dog - Owner picked up		
Brought to Pound	impounded	5-Dec		Dog		1	Claimed	Brought to pound by community member		unknown
Deceased Animal	Brought to pound	7-Dec		Cat				No owner found - cat was disposed of by Public Works		
Picked up	impounded	9-Dec		Dog		1	Claimed	Found across from condo #41 - 97th str		Tobi
Brought to Pound	impounded	07-Dec		Dog		1	Claimed	Brought to pound by community member		D.O.G.
Trapping of animal	Animal Trapped	Nov 28- Dec 3		Dog			Trapped	owners. I worked with family to set traps. Dolly was missing for 4 nights in extreme		Dolly
Complaint - RCMP		09-Dec		Dog			Talked to owner	Complaint of dog on hiway 40 near Pierre Grey. Owner is know. I spoke with owner.		Diesel
Complaint - Running at Large	Could not catch	09-Dec		Dog				This Dog is becoming a nusiance - assisted owners roommate in securing the dog.		Mochi
Deceased Animal	Brought to pound	13-Dec		Dog			Owner notified	Saddly a small dog was hit by a vehicle, I was able to locate and notify the owner.		Tig

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

As 2022 closes, all FCSS Coordinators are compiling statistics, outcomes, and summary reports for all 2022 programming. While total numbers will be shared in the February report, below are the statistics for the Community Volunteer Income Tax Program (CVITP). This program uses staff and trained volunteers to assist low-income individual file simple tax returns. Green View FCSS has been offering this program for over 12 years, and the number of eligible clients that have utilized the program has grown from 30 to 847 returns. The chart below outlines guidelines on income thresholds which identifies eligibility.

Program Income Threshold	
Family Size	Total family income
1 person	\$ 35,000.00
2 persons	\$ 45,000.00
3 persons	\$ 47,500.00
4 persons	\$ 50,000.00
5 persons	\$ 52,500.00
More than 5 persons	\$52,500 plus \$2500 for each additional person

In 2022, Green View FCSS assisted with 847 returns, bringing back a total of \$4,193,809.69 into the community. The total number of returns includes totals from guaranteed income supplement (GST), Canada Child Benefit (CCB), Guaranteed Income Supplement (GIS), Canada Working Benefit (CWB), Alberta Benefit, Climate Action Incentive (CAI) and regular returns. Out of the total number of people accessing this free service in 2022, 248 reside in Valleyview, 357 were from Sturgeon Lake and 242 Greenview residents. The number of people who qualify for this service is an indication of how many people live on modest incomes. It is also an opportunity to decipher if individuals qualify for other provincial or federal programs and is a significant step in poverty reduction. Over the years we have invited staff from Sturgeon Lake to take the training with the hope they will service the residents directly in their community. This attempt has been hit and miss, as there is often high staff turnover and at times lack of consistency in individuals who are trained to file the taxes.

The Proposal for the Career and Employment Storefront Services has been submitted. As mentioned in the previous report, the amount funded has risen from \$45,000.00 to \$54,000.00. It is important to note that many FCSS offices throughout the province also assist individuals with resumes, access to income support and other provincial Alberta Supports services. Green View FCSS is one of the few FCSS offices that are compensated for these services due to this contract. In the new FCSS Accountability Framework, employment has been added to the provincial priorities. This priority is in addition to homelessness and housing insecurity, mental health and addictions, family and sexual violence across the lifespan, and aging well in the community. We hope to hear back from the province early in the new year as to if the proposal was successful.

The Green View FCSS Board completed the regular meeting on December 21. At the meeting, the board motioned to approve a \$2000.00 financial contribution to the Valleyview Petroleum Association to help offset costs of mental health speaker and advocate Corey Hirsch. Corey Hirsch is a retired National Hockey League Goalie, and now advocates in public forums and has published a book. He is scheduled for two speaking engagements in Valleyview on February 16, one daytime presentation at Hillside High School, and an evening presentation at the Burnside Performing Arts Building.

Recreation Services Manager, Kevin Gramm

Recreation Services Administration:

- Recreation Services Outdoor Administration is working with Alberta Environment and Protected Areas to renew the leases at Kakwa River Provincial Recreation Area and Southview Provincial Recreation Area.
- Recreation Services Outdoor Administration will meet with Government of Alberta staff in early January to discuss the Park Management Leases for Greenview-operated Provincial Recreation Areas. The focus points of this meeting will be renewing the Kakwa and Southview leases, extending the Smoky River South and Sheep Creek lease terms, and divestment of Shuttler Flats. The Province supports all these items and sorting out the logistics of moving forward will be key.
- Administration continues to work closely with Alberta Environment and Protected Areas staff on the Kakwa Falls trail grant. Delays have occurred on the project management Request for Proposals on both the Province and Greenview Administration's part, but it will be reposted and awarded in early 2023. Construction and improvements are anticipated to begin in the early spring of 2023, depending on the weather. This will be a priority item for the Assistant Manager of Recreation throughout 2023.
- Recreation Services Administration has been comparing and analyzing the Grande Cache Recreation Centre Custodial Contractor bids for approval at the next available regularly scheduled Greenview Council Meeting. The current contract company has agreed to extend their contract until February 1, 2023, when the new contract company will start as they have decided not to submit a bid this time.
- Recreation Services Administration has completed and reviewed the annual 2022 staff performance and feedback evaluations, submitting them to Human Resources for review.
- Recreation Services Administration is working on a new tracking system for reporting facility user attendance in 2023, as it relates to facility user statistics. In addition to facility patron statistics, we will be enhancing the tracking system to include facility rental statistics and Arena hours in use.
- Recreation Services Grande Cache Administration has been working with various departments to produce the Holiday Recreation Centre Activity calendar and is pleased to have several organizations and user groups sponsoring public swimming and skating opportunities this Holiday Season.
- Recreation Services GRM and GCRC Administration is updating the various documents and promotional items to align with the 2023 Rates and Fees bylaw, as passed by Greenview Council. The schedule of fees includes changes to the user membership rates and various other rental amendments.
- Recreation Services Administration recently posted to the Alberta Purchasing Connection an opportunity for interested proponents to submit a Request for Proposal to provide Contracted Caretaker Services for the Grande Cache Campground. The current contract caretaker has submitted their termination of the contract held effective January 31st 2023.
- Greenview Regional Multiplex Recreation Administration has posted to the Alberta Purchasing Connection a Request for Proposal for Custodial Contract services for the GRM. The current contract services provider's services will end January 31st and Administration will be bringing forward an RFD for approval in January.
- Recreation Services GRM Administration has been preparing promotions for 2023. Super Senior Club, Membership Sales, Sponsorship Event packages, Fitness Centre challenges, Greenview Regional Multiplex Triathlon, Snowshoeing at Greenview's Johnson Park have all been sent off to Communications to launch for the New Year.

Greenview Regional Multiplex (GRM) November 1st – November 30th– 2021/2022

Memberships Purchased Per Month (includes Punch Passes, 1,3,6 & 12 Month Memberships)

Category	Memberships Purchased - 2021	\$	Memberships Purchased - 2022	\$
Family	16	\$2,222.06	19	\$3,013.35
Senior	21	\$2,010.17	15	\$1,360.66
Super Senior (FREE)	4	-	2	-
Adult	113	\$6,940.81	153	\$9,900.99
Youth	26	\$1,989.17	15	\$674.02
Child	24	\$1,072.87	9	\$424.06
TOTAL	204	\$12,235.08	213	\$15,373.08

Day Passes Purchased Per Month

Category	Day Passes Purchased - 2021	\$	Day Passes Purchased - 2022	\$
Family	127	\$2,358.39	117	\$2,172.69
Senior	29	\$165.59	15	\$85.65
Super Senior (FREE)	-	-	-	-
Adult	462	\$3,737.58	467	\$3,778.03
Youth	360	\$2,039.34	181	\$1,025.38
Child	376	\$1,514.14	424	\$1,505.06
TOTAL		\$9815.04		\$8,566.81

Average Daily Use (day passes & membership usage)

Category	Members - 2021	Day Passes - 2021	Average Daily Usage - 2021	Members - 2022	Day Passes - 2022	Average Daily Usage - 2022
Family	25	4	29	20	4	24
Senior	8	1	9	9	1	10
Super Senior (FREE)	4	-	4	6	1	7
Adult	48	15	63	57	16	73
Youth	9	12	21	4	7	11
Child	7	12	19	5	14	19
TOTAL			145			144

Fieldhouse rentals in December included Freson Bros Christmas Party, Western Cree Tribal Council hosted a 400-person crowd on the 14th, celebrating their elders at Christmas time. The event included a band and comedian. Stage, Dance Floor and Commercial Kitchen all were utilized for the event. The GRM Team received many thanks for a great event. Pembina had activities in the Fieldhouse for their Kid's Christmas Party. Greenview U was hosted in the Fieldhouse on the 5th, special guest was Dr. Jody Carrington.

Programming

- Facilitators have enjoyed an eventful December. Drop-in Tot Time continued throughout December, Childmind Care was offered Monday-Thursday, 9:00am-11:00am and 5:00pm-8:00pm.

- Christmas Craft creating was enjoyed on December 7th, Christmas Baking (8-12yrs) on the 12th, Baking for Santa (4-7yrs) on the 14th, and Pancakes and Pajamas (3-10yrs) was a well attended event on Friday, the 9th from 5:30-8:30pm.

Aquatics

- The Lifeguard Recruitment Program is currently running once again for the second time this year. In early 2023, we will have 3 new fully certified lifeguards.
- Throughout the month of December, the aquatic centre has hosted 7 birthday party packages. The MD of Greenview's Kids Christmas Party was hosted in the facility on December 10th with approximately 50 children attending. Pembina held their Kid's Christmas party in the Aquatic Centre this month. Harry Gray Elementary School and Hillside High School both have swims booked for their student as well.
- Wibit Weekends continue to be received well. Water Works ran a successful program from September to mid-December and will be starting again in January.
- Upcoming Aquatic Programs include Dive in Movies, Youth Water Glow Party, Adult Swim Lessons, and National Lifeguard Course.

Grande Cache Recreation Centre (GCRC) November 1st – 30th 2021/2022

Memberships Purchased Per Month

Facility Usage Per Month

Category	Total Memberships Purchased - 2021	Total Memberships Purchased - 2022	Total Day Passes Purchased - 2021	Total Day Passes Purchased - 2022	Members - 2021	Day Passes - 2021	Average Daily Usage - 2021	Members - 2022	Day Passes - 2022	Average Daily Usage - 2022
Family	9	7	77	58	201	77	9.3	121	58	6
Senior	11	8	20	17	83	20	3.4	100	17	3.9
Super Senior	0	1	N/A	3	119	N/A	4.0	129	3	4.4
Adult	61	45	229	300	784	229	33.8	720	300	34
Youth	18	9	243	180	140	243	12.8	73	180	8.4
TOTAL	99	70	569	589	1327	569	63.2	1143	589	57.7

Programming and Partnerships:

Program	Days Offered	Attendance (registered)
DIY 3D Carnival Food	November 22	5 (5)
DIY Carnival Food Stand	November 23	7 (7)
All Aboard	November 24	6 (6)
The Ferris of All	November 29	6 (6)
Movie Mayhem	November 30	8 (9)
Lighting Of Rocky Event	December 1	Approx. 300
Christmas Tree Hunt Event	December 4	70 people
Dear Santa,	December 6	7 (7)
Christmas Cookie Decorating	December 7	12 (12)
Let it Snow	December 8	4 (4)
MD Kids Christmas Party	December 10	24 (27)
DIY Christmas Wreath	December 13	11 (11)
DIY Tree Ornaments	December 14	9 (9)
Sock Snowman	December 15	7 (8)

- December is one of the busiest months we have for the programs Department.... Events!!!
- We kicked off the Christmas season with our annual **Lighting of Rocky Event** on Thursday, December 1st! Even with the cold temperatures, we saw around 300 people come out! The lighting of the Rocky event consists of decorating the Rocky the ram area by the mall, Agricultural services department does all the decorating! We then pick a date and have the community come out for an hour to enjoy the countdown to lighting up the Rocky the ram area, hot chocolate, cookies, mascots like Moberly the moose, Santa, the Grinch, snowman and so much more! This year we had a bigger piece added as we normally just play music from an iPad and this year, we had a live local singer come out and sing Christmas songs. Despite the cold temperatures, she rocked it!! A lot of time, planning, prepping, and hard work goes into the event and every year we put smiles on all our communities' faces!! That's what this event is all about... bringing the Christmas spirit and enjoying the little things.
- Next, we had our **Christmas Tree Hunt event** (3rd year for this event) on Sunday, December 4th! This event is so simple but brings out what the Christmas season should be about! Kelly from Fitness, Forestry, and programs come together to make this event happen. Tree permits are given out on-site and the families go pick a tree that has been flagged and cut it down to take home! We also had a fire, hot chocolate, and a bird feeder station set up for the kids to have a craft. The weather was perfect this year with it only being -5. We had 70 people come out for the event with was tripled from last year's numbers!!!
- Every year we also do a **staff kids' Christmas party**! This year we had in on Saturday, December 10th! We had 23 kids out of 27 registered to come and enjoy seeing Santa, getting their gift cards, cookie decorating, and then swimming! I had nothing but great feedback from the parents!
- Will be offering Lifeguard training over the holiday break
- Swim lesson registration started (for the new year)

Community Sponsored Swim	Approximate Attendance
December 18 2022	20 attendees
December 19 2022	46 attendees

Fitness Programs	Attendance	Number of Classes
Aqua Fitness (instructor)	27	3
Aqua Fitness (no instructor)	39	13
Adult Barre	31	5
Night Zumba	4	2
Lunch Swim	2	1
Restorative Yoga	1	3
Stretch	1	1
Vinyasa Yoga	3	3
Ballet a la Seconde (6-9yrs)	35	5

Outdoor Recreation Services:

The following sites are open for the winter season with ongoing maintenance:

- Johnson Park – Day Use Only
 - Swan Lake – Day Use Only
 - Ridgevalley Walking Trails
 - DeBolt Walking Trails
 - Grovedale Fishpond
 - Southview Provincial Recreation Area
 - Grande Cache Lake
- Greenview Administration has been supporting the Little Smoky Ski Area by promoting advertisements looking for staff. The ski hill is now open but continues to struggle to fill positions.
 - Snowshoeing programming will begin at Johnson Park in early January. This will be offered as both youth and adult sessions.



Manager's Report

Department: Infrastructure & Engineering

Submitted by: Roger Autio, Director Infrastructure & Engineering

Date: 1/10/2023

Director of Infrastructure & Engineering, Roger Autio

- Assisting with the West Yellowhead Regional Waste Management Authority
- Dealing with Grovedale Lagoon – digging for answers on the discrepancies on the water table height and why no subdrainage was included in design
- Dealing with the Nose Creek Water bottle design
- We finally acquired the Little Smoky Transfer Station land and roadway access.
- Assisting with the Grovedale Water Treatment Plant, Distribution system and Landry Heights contractor claims.
- Dealing with rate payer concerns --- driveway access that are located on Theoretical Roadway Allowances but is not maintained by Greenview.

Manager, Construction & Engineering, Leah Thompson

- Township Road 692 has been released back to Greenview for winter shutdown. Contractor will be back in the spring for final completion of seeding, harrowing etc. Road top is complete, 2nd lift of gravel in the spring to finalize.
- Range Road 64 One Year Warranty Inspection was completed Friday October 14th with no concerns
- BF76902 contract is in progress and is in winter shutdown.
- BF77244 contract extension request last week, Greenview denied, contractor has confirmed project will be complete in 2023. Contract in winter shutdown.

Manager, Operation, Josh Friesen

- Denied request for Outlier Resources site expansion into Athabasca Gravel Pit SML
- End of year inventories/budget review and prep for audit submissions
- Approved Tolko request for empty log trucks on RGE RD 200 & TWP RD 694 in the Sweathouse area with conditions

Operations East

- 4 signs replaced – 1 Intersection sign at HWY 747/HWY 669 and 1 No Exit sign on TWP RD 704 east of HWY 747 in the Sunset House area. 1 Rural Crime Watch sign replaced on RGE RD 230 north of HWY 43 in the Valleyview North area. 1 Right Curve sign on RGE RD 221 south of TWP RD 664 and 1 Stop Ahead sign on RGE RD 221 west of HWY 43.
- Operations East focused on snowplowing, snow removal, and sanding.
- Tractors maintained Greenview parking lots, transfer stations, water points, community halls and rural driveways.

Operations Central

- Operations Central focused on snowplowing, snow removal, and sanding.
- Solar lights recharged at KM 72 on the Forestry Trunk Road and will require regular cleaning due to drifting snow.
- Year end inventory counts for gravel, culverts and blades scheduled to be completed by December 23, 2022.
- New drone surveys will be done for the DeBolt Lagoon and KM 27 on the Forestry Trunk Road by December 23, 2022.
- Blast rock be delivered to the KM 70 stockpile on the Forestry Trunk Road the week of December 19, 2022.

Operations West

- 7 signs replaced or installed, including Checkerboard and Speed signs.
- Raw material excavated and piled at Pinto Gravel Pit in preparation for next gravel crushing project
- Mulching on Big Mountain Creek Road is still underway.
- Brush piles burned on RGE RD 64 north of TWP RD 692.
- 4 days of Snowplowing performed on HWY 666 for Ledcor as requested.

Operations South

- Snowplowing, snow removal and sanding ongoing in the Hamlet of Grande Cache and from KM 161-171 on the Forestry Trunk Road.
- Installed 2 new crosswalk lights at the intersection of Shand Avenue and HWY 40 in the Hamlet of Grande Cache.
- Move gravel from Ro-Dar/Edco stockpile to KM 120 on the Forestry Trunk Road.

Fleet Services

- Used Scissor Lift for Facility Maintenance scheduled for delivery on December 16, 2022.

- Insurance replacement for Environmental Services Unit A250 ordered and scheduled for delivery by year's end.
- Fleet Services procured for 2022:

CAPITAL ID	JOB DESCRIPTION	PROCUREMENT METHOD	VENDOR AWARDED	MAKE & MODEL	CURRENT STATUS	AMOUNT AWARDED	AMOUNT BUDGETED
HS22001	REPLACE A133	TENDER	WINDSOR FORD	2022 FORD EXPEDITION SUV	IN SERVICE	\$ 57,400.02	\$ 57,400.00
ES22001	GC SKIDSTEER	RMA / CANOE	BOBCAT OF THE PEACE	TL619 BOBCAT TELEHANDLER	IN SERVICE	\$115,485.70	\$ 118,665.00
OP22006	INSURANCE REPLACEMENT A261	INSURANCE	WINDSOR FORD	2022 FORD F150	IN SERVICE	\$ 48,153.55	Insurance Claim
OP22001	STREET SWEEPER GC	RMA / CANOE	JOE JOHNSON EQUIPMENT	2022 BROOM BEAR	Delivery postponed due to breakdown. Will be a carry-over into 2023	\$361,044.75	\$ 365,000.00
OP22002	SKID STEER LEASE BUYOUT	SOLE SOURCED, BUYOUT FROM LEASE COMPANY	WELLS FARGO LEASING	BOBCAT S770 SKID10	IN SERVICE	\$ 30,000.00	\$ 30,000.00
OP22003	LOADER REPLACEMENT OPS EAST	RMA / CANOE	STRONGCO	VOLVO L110H	IN SERVICE	\$398,947.50	\$ 375,000.00
OP22005	TRENCH ROLLER	RMA / CANOE	SMS EQUIPMENT	BOMAG BMP 8500	IN SERVICE	\$ 48,254.94	\$ 50,000.00
FM21001	USED SCISSOR LIFT	3 QUOTES	UNITED RENTALS OFF SALES	SKYJACK SJIII4632	Delivery Dec 16	\$ 17,500.00	\$ 50,000.00
FM22002	UTILITY TRACTOR REPLACEMENT T21	RMA / CANOE	MARTIN DEERLINE	JOHN DEERE 2032R	IN SERVICE	\$ 39,312.68	\$ 38,000.00
FM22004	ZERO TURN MOWER REPLACEMENT	RMA / CANOE	MARTIN DEERLINE	JOHN DEERE Z720E	IN SERVICE	\$ 8,973.26	\$ 10,000.00
ED22002	REPLACEMENT SUV	TENDER	WINDSOR FORD	2022 FORD EXPLORER SLT	IN SERVICE	\$ 46,452.11	\$ 46,452.00
PS220001	NEW SXS GC	3 QUOTES	STOJANS POWER SPORTS	2022 CAN AM COMMANDER 4 SEAT	IN SERVICE	\$ 50,058.31	\$ 50,000.00
AG22006	1/2 TON REPL A109	TENDER	WINDSOR FORD	2022 FORD F150	IN SERVICE	\$ 52,331.86	\$ 57,500.00
PO22001	NEW POLICE PROTECTIVE VEHICLE SUV	TENDER	WOLFE CHEVROLET EDMONTON	2022 CHEVROLET TAHOE SUV	IN SERVICE	\$ 61,364.10	\$ 120,000.00
PO22001	UPFITTING FOR POLICE PROTECTIVE VEHICLE	3 QUOTES	MEGA TECH		IN SERVICE	\$ 38,605.00	Part of Above
PO22002	NEW SXS GC	3 QUOTES	STOJANS POWER SPORTS	2022 CAN AM COMMANDER 2 SEAT	IN SERVICE	\$ 37,179.33	\$ 37,500.00
PO22003	NEW SXS GD	3 QUOTES	STOJANS POWER SPORTS	2022 CAN AM COMMANDER 2 SEAT	IN SERVICE	\$ 37,179.33	\$ 37,500.00

Road Requests Received - 13	Operations East	Operations West	Operations Central	Operations South
Culverts				
Community Halls, Cemeteries, Arenas, etcetera.	1			
Driveway Snowplowing	5	3		
Road Conditions				
Roadside Mowing				
Safety Concerns	1			
Signage		2		
Snow & Ice	2		2	2
TOTAL	6	3	2	2

Fleet & Shop Work Order Requests for Current Reporting Period	
Grande Cache Shop	39
Grovedale Shop	22
Valleyview Shop	65
TOTAL	126

RoaData-Municipal Approval Requests	Service Rigs	Heavy Hauls	Drilling Rigs	Well Services
TOTALS	60	438	36	0
RoaData-Municipal Loads	Single Trip Loads	Multiple Legal Trip Loads		
TOTALS	519	0		
Grand Total-Approval Requests/Municipal Loads	1053			

Road Use Agreements	
New Road Use Agreements	4
Total Road Use Agreements	902

Log Haul Route Requests		
Received	Approved with Conditions	Rejected
3	3	

Manager, Facility Maintenance, Wayne Perry

Task List Completed	93	Task List New Additions	99
---------------------	----	-------------------------	----

Valleyview

- Worked on a solution for the sinking floor in the Ridgevalley water treatment plant. The facility cement pad flooring has dropped over 4" in places. We have had to repair the plumbing pipes and the support subfloors in the washroom until the repairs can be made permanent in the spring.
- A substantial amount of time in the month was spent in clearing snow and Ice from the building walkways.
- Completed the re-painting of the offices and installation of the furniture in the Field Services Office.
- Replaced the overhead door in the Facility Maintenance Carpenter shop.
- Completed the installation of the Christmas lights and the continued to monitor throughout the month.
- Prepared the Multiplex for the Jody Carrington presentations in Valleyview.

Grovedale

- A substantial amount of time in the month was spent in clearing snow and Ice from the building walkways.

DeBolt

- The DeBolt PSB expansion is completed in the month, and we are working to complete the substantial completion and building occupancy in early January. We experience delays by the fire system tie in which was not completed until December 27th
- A substantial amount of time in the month was spent in clearing snow and Ice from the building walkways.

Grande Cache

- 100% complete of the Heater Preventative Maintenance (PM) at all building in the MD. We are working on the corrective items from the PM and should have them completed by mid Jan.
- Completed the installation of the security systems in the Grande Cache Water Treatment Plant, this includes building security control, building alarm and camera upgrades. The building was the last on the plan for 2022 which saw us upgrade security in all building in Grande Cache and the Valleyview FCSS and Grovedale Facility Maintenance building. Next year along with continuing to focus on security for our property we will begin working on the safety and security of our employees.
- A substantial amount of time in the month was spent in clearing snow and Ice from the building walkways.
- Working to install a compressor in the Facility Maintenance building.
- Worked with Beirsto Engineering on the preliminary engineering for the new operations building.

Manager, Environmental Services, Doug Brown

Administration

- Kickoff meeting with Allnorth Engineering for survey, geotechnical and tender preparation for the memorial drive servicing extensions in Grande Cache.
- Applied for the Alberta Municipal Water and Wastewater Partnership (AMWWP) grant with Alberta Transportation for project WD19004 Grande Cache Distribution Pumphouse Upgrades scheduled in 2024 budget.

Water

- Installed high visibility markers on fire hydrants in Ridgevalley, Landry heights.
- Flushed Valleyview Rural South line due to low chlorine residuals.
- Repaired a leak on the Valleyview south rural line in PRV chamber.
- Annual online/ bench testing monitoring and equipment calibrations completed in Little smoky, Ridgevalley, and DeBolt water systems and all water points.
- Alberta Environment conducted a random compliance inspection of the Grovedale Water Treatment Plant.
- Grande Cache Team performed membrane filter maintenance “pinning” Ultrafiltration membranes.
- Maintenance repairs done on the Reverse osmosis system at Sunset House Water Point replacing seal leaks.

Wastewater

- Grande Cache Wastewater Treatment Facility Upgrade Construction tender was posted for the prequalified contractors to submit bids. Tender closes February 13, 2023.
- Replaced plug valve at Grande Cache Sewer Plant for sludge drain.
- Submitted Environmental approval extension and application for the construction of new Wastewater treatment plant in Grande Cache to AEP.

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	Complete	100.00%	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. Roll testing in progress, compaction testing passing so far In warranty phase.
RD20001 RR 205/210 - 8 Mile Road	\$ 350,000.00	Engineering	90.00%	ReCall	This project is part of the shoulder pull and slide. Quote have been requested. Shoulder pull 100% completed. Drainage / sloughing design 60% completed, Review preliminary report-- reviewing options
RD20008 Twp Rd 692 - GD Industrty Road West of 666	\$ 153,697.00	Construction	75.00%	PME	Pres Construction Meeting July 25. Stated construction Aug 2, 11% of common excavation completed. Issues with contractactor not having enough people. Administration is holding their feet to the fire. Completion date is Oct 15th and penalties will start soon. Winter shut down maintenance back to Greenvview Contractor returns in the Spring for final cleanup
RD21001 FTR Phase 5	\$ 2,159,003.00	Complete	100.00%	Acre Prime	This is carryover from 2021. Contractor is on site. Contractor has completed work and all deficiencies, CCC scheduled for early September. Completed
RD22001 FTR Phase 6	\$ 733,000.00	Engineering	75%	Bearisto	Going to Council to award Engineering on July 12. Only engineering to be done in 2022. Engineering Awarded to Bearisto, Activily working with a tender ready date by end of December. Reviewing final drawings
RD22002 Block Funding - Roads	\$ 2,000,000.00	Complete	100%	Day Labour	Usually used for Access Roads - None awarded as of yet, Northlands Logistics instrial cul da sac scheduled for September. Contractor delays
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	100%	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, Administration delay, will be coming to council November 22. Location chosen, land purchase in progress, moving forward Spring 2023 construction. Land has been Purchased, Design completed, Tendering shortly
PAVING					
PV22001 RR 251 South	\$ 1,000,000.00	Final	99.00%	WSP Engineer	Going to Council to award Contractor on July 12. Contract awarded to Wapiti Gravel Suppliers, Starting September 1, Contractor delay, Started on September 30 Deficiencies to be completed in Spring 2023
PV22002 Twp Rd 701A Overlay (SH 666 to RR 73)	\$ 3,200,000.00	Final	99.00%	Knelsen Contractor	Pr-Construction week of July 25. Contract signed. Started Aug 23, Cold Milling 97%, Concrete Asphalt 27%, Overlay completed just finishing up on line painting and delineators Deficiencies to be completed in Spring 2023
PV22003 RR 230 (South of H:43 to Twp Rd 700)	\$ 3,200,000.00	Complete	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	Final	99.00%	Beairsto Engineer	Going to Council on July 12 for award, Awared to Kneslsen, Started construction on Aug 5, Groundwork completed waiting for asphalt, tentative start date of October 4 Deficiencies to be completed in Spring 2023
PV22005 I&P Facilities Paving	\$ 100,000.00	Complete	100.00%	CTR Contracting	Quotes received. Scheduled for Sept 1st, Slightly delayed until first week of September. Working on ground finishing, Asphalt scheduled for October 6
BF/DRAINAGE					
BF72012 Sturgeon Creek Bridge	\$ 85,000.00	Complete	100.00%	MPA	Construction in 2023, Engineering by MPA, Final design by end of September. Slight delay. Tender shelf ready but has been moved to 2027 for construction
BF76902 Tributary to Clouston Creek	\$ 390,000.00	Construction	60.00%	Green Acre Ventures	Waiting on Contractor, Mid July start date, Contractor delay starting Late september, contractor delay again, Tentative date of late October Will be back in spring to finalize project. Contractor is aware that it is up to them to maintain through the spring when required.
BF77159 Asplund Creek	\$ 45,000.00	Complete	100.00%	MPA	Construction in 2023, Engineering by MPA, Final design by end of September. Slight delay. Tender shelf ready, moved to 2027 Construction

BF77244 Tributary to Sweathouse Creek	\$ 600,000.00	Construction	35.00%	Green Acre Ventures	Construction Start September 2022. contractor delay again, Tentative date of late October 2023 Construction due to contractor delays. Pipe is delivered to Greenview Stockpile yard, Comstruction 2023
BF77259 Tributary to Sweathouse Creek	\$ 45,000.00	Complete	100.00%	MPA	Construction in 2023, Engineering by MPA, Final design by end of September. Slight delay. Tender shelf ready, Moved to 2027 for construction
BF77976 Boulder Creek	\$ 750,000.00	Complete	100.00%	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. Final inspection on October 3 Construction Completion Certificate complete. Warranty phase.
BF78147 Tributary to Smoky River	\$ 45,000.00	Complete	100.00%	MPA	Construction in 2023, Engineering by MPA, Final design by end of September. Tender shelf ready, Moved to 2024 for construction
DR22001 Wilson Drainage	\$ 360,000.00	Complete	100.00%	Day Labour	Brushed and seeded is still required. Complete
DR22002 DeBolt Creek Stabilization Phase 1	\$ 50,000.00	Complete	100.00%	MPE	Installing monitoring and test holes, Monitors have been installed. Complete
ENVIRONMENTAL SERVICES					
ES22001 Skid Steer & Attachments changed to Telehandler	\$ 118,665.00	Complete	100.00%	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. Training completed, Tires arrived
T					
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. Land purchase complete, finalizing design, finalizing joining West Yellowhead, additional test wells complete, still dealing with AEP

SW22001 Roll Off Bin Replacement	\$ 40,000.00	Complete	100.00%	Greenview	Already received
SW22002 GC Bin Replacement	\$ 10,000.00	Complete	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 Moving forward week of November 28. Have been notified of the extra cost to join (New cell construction) In progress
SW22004 GC Landfill Groundwater Monitoring Well	\$ 134,000.00	Engineering	90.00%	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. Well drilling in progress Waiting on final approval from AEP
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	Complete	100.00%	Associated Engineering	Contractor finishing lanscaping issues Clean up stage. Completed
WD17002 SCADA Upgrades - WTP & WP	\$ 100,000.00	Final	95.00%	Associated Engineering	waiting on final report
WD17009 GD Water Distribution System	\$ 120,000.00	Complete	100.00%	Associated Engineering	Warranty Period. Meeting with contractor over workmanship and asking for extended warranty Contractor denied extended warranty, Administration is holding them to contract for remainder of warranty period. Complete. General has submitted claims, in debate
WD19003 GC Raw Waterline Intake Upgrade	\$ 110,000.00	Complete	100.00%	Associated Engineering	Warranty Period and fencing and gates will be installed in August. Contractor delay, actively working as of September 30. Complete

WD19004 GC Water Treatment Plant	\$ 1,330,000.00	Complete	100.00%	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 Administration delay, coming to October 11 Council meeting RFP cancelled by motion of Council. Working towards completing in house/future RFP. Applying for funding.
WD20005 VV Rural Waterline Extension	\$ 500,000.00	Complete	100.00%	Associated Engineering	Was brought to Council, waiting on further direction. Complete, not in 2023 budget
WD21001 Sunset House Water	\$ 150,000.00	Final	95.00%	Associated Engineering	Council direction to monitor. Waiting for final report and capping well shortly. Coming back to COTW meeting in November Council requested more information, coming back second Regular Council Meeting in January 2023
WD22002 Smoky SCADA Upgrades - WTP & WP	\$ 200,000.00	Construction	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	Engineering	60.00%	Associated Engineering	RFD coming to July 26 for CCTV Camera tender Flushing/camera roads assessment completed water monitoring waiting for report. Building assesments October 6 Waiting on preliminary report, start of second quarter 2023. Reviewing first part of preliminary report
WASTEWATER SYSTEMS					
WW17001 GD Collection System	\$ 25,000.00	Final	95.00%	Associated Engineering	Warranty Period
WW17002 GD Evaporative Lagoon Decommissioning	\$ 700,000.00	Construction	40.00%	Associated Engineering	Water sampling failed, Second sample failed due to shipping, Third sample has passed, land spreading has been completed, reclamation in 2023
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. Coming to COTW in October Engaged another engineering firm, projected cost are estimated. Administration is working with both firms to provide Council with realistic costs. Reviewing discrepancies and getting ready to tender in late first quarter

WW19002 GC Sewage Treatment Plant	\$ 10,500,000.00	Pre Construction	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. RFQ for the Gen/ subcontractors done/ tender ready
WW20005 DeBolt Lift Station Forcemain Upgrades	\$ 1,544,500.00	Complete	100.00%	MPE Engineering	Contractor will be starting later this month All pipe in ground pressure test passed. Completed
WW21001 Ridgevalley Lagoon Expansion	\$ 250,000.00	Engineering	30.00%	M2 Engineering	Looking at options and will be brought to COTW in September for Council direction, Grant funding has been applied for Grant funding was denied for 2022/23. By motion of Council Administration to begin land negotiations. First consultation with landowner(s). Administration is drawing up new boundary maps. Scheduling of next meeting in progress.
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. Tentatively end of December. Still waiting on delivery
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	Final	90.00%	South West Design	Motion 22.04.217 = \$518,200.00 Foundation work in progress. Building scheduled delivery Oct. 19. Building arrived, erected, interior finishing ongoing. Tentative completion mid December. Finishing final deficiencies

FM21001 Used Scissor Lift for Valleyview	\$ 18,000.00	Complete	100.00%	Greenview	Still searching for available unit Still waiting and searching for appropriate equipment. A couple coming up at the October Richie Brothers Auction, Team placed bids on a few units but were unsuccessful, A few more units are being evaluated. Delivered
FM21008 Security Improvement 5 Year Plan	\$ 242,200.00	Final	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. FCSS building entrance upgrade, tenatively by end of October Building contractor will commence work shortly. Working into 2023
FM22001 Skid Steer Broom Replacement	\$ 12,000.00	On Order	50.00%	Bobcat of the Peace	On order. Tentatively November. Broom will not arrive until mid June 2023 due to supply chain issues
FM22002 Tractor Replacement T21	\$ 38,000.00	On Order	100.00%	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	Construction	40.00%	TKRP	Developed scope of work and prioritizing order of work. Issues with contractors Work in progress. Some devices have been relocated/installed. Working with contractor.
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	Final	99.00%	Standard Roofing	Anticipation to be complete in September. Starting contruction on October 5 Completed, in warranty phase.
FM22006 Upgrade & Standardize all Community Fire Station Pump	\$ 20,000.00	In Progress	20.00%	Greenview	Gathering more information as per Council request and monitoring for the 2022 To come to Council in October. Coming to Council first meeting of December, Administrative delay. Coming to Council 2nd meeting in Jan
FM22007 Renovations to FM/Enviro Building	\$ 40,000.00	Complete	100.00%	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 New flooring installed, complete.

FM22008 New Operations Shop in GC	\$ 50,000.00	Engineering	35.00%		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. Tender closed September 29 Tender awarded, working on detailed drawings to have a shelf ready project.
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 Meeting for additional funds. Generator ordered (50 weeks out) Moving forward in 2023
FM22011 Hotsy I&P Shop	\$ 23,000.00	Complete	100.00%		Installed and in operation.



Municipal District of Greenview No. 16

NAME: Winston Delorme
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
Dec. 15				EvergreenFoundation Board Meeting							
Dec. 19				ASCHA Executive Meeting							
Dec. 19	18:00	21:00	M	Travel to GP	200			1	50.00		262.00
Dec. 20	7:00	18:00	M	COTW Valleyview	500	1			20.00		447.00
NOTES:				KILOMETER CLAIM			TOTAL		70.00		709.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	700	427.00	NET CLAIM		70.00		709.00
				\$0.17 per km	700	119.00					
				SUBTOTAL		546.00	TOTAL CLAIM			1325.00	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		546	AMOUNT DUE (OWING)			\$1,325.00	

Claimant

Date

Approved

Date



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		
09-Dec				CCEC in Peace River(CCEC pays)							
13-Dec	8:15	15:30	M	Regular Council Meeting	80						308.00
14-Dec	8:15	14:00	M	MPC, PRC	80						308.00
15-Dec	13:00	15:00	M	Whitecourt Forest Advisory council (Teams)							262.00
NOTES:				KILOMETER CLAIM			TOTAL				878.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	160	88.00	NET CLAIM				878.00
				\$0.26 per km	160	41.60					
				SUBTOTAL		129.60	TOTAL CLAIM				1007.60
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		129.6	AMOUNT DUE (OWING)				\$1,007.60

Claimant

Date

Approved

Date



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		
20-Dec	9:00	15:00	M	COTW zoom							308.00
NOTES:				KILOMETER CLAIM			TOTAL				308.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
							NET CLAIM				308.00
				\$0.26 per km							
				SUBTOTAL			TOTAL CLAIM				308.00
				LESS G.S.T.			LESS ADVANCES				
				TOTAL			AMOUNT DUE (OWING)				\$308.00



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		
13-Dec	8:30	3:30	M	Reg Council	30						
14-Dec	8:30	14:30	M	MPC PRC	30						308.00
NOTES:				KILOMETER CLAIM			TOTAL				308.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	60	33.00	NET CLAIM				308.00
				\$0.26 per km	60	15.60					
				SUBTOTAL		48.60	TOTAL CLAIM				356.60
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		48.6	AMOUNT DUE (OWING)				\$356.60



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		
December 20 2022	8:00	16:45	M	Committee of the Whole	120						447.00
December 23 2022	9:00	12:30	M	MD of Greenview Library Board	282						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	402	221.10	NET CLAIM				709.00
				\$0.26 per km	402	104.52					
				SUBTOTAL		325.62	TOTAL CLAIM				1034.62
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		325.62	AMOUNT DUE (OWING)				\$1,034.62

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Tom Burton
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
December 12 2022	13:00	15:00	M	Ridgevalley Lagoon Meeting							262.00
December 13 2022	7:45	16:00	M	Council	120						447.00
December 14 2022	7:40	15:00	M	Municipal Planning Commission & Policy Review Committee &							308.00
				Sturgeon Lake Cree Nation	120						
December 15 2022	8:45	20:45	M	Grande Spirit Foundation & MD of Greenview Library Board &							447.00
				Grande Prairie Regional Tourism Board	364						
December 16 2022	9:00	18:00	M	Horse Lake First Nation & MD of Greenview Library Board	637						447.00
NOTES:				KILOMETER CLAIM			TOTAL				1911.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	1241	682.55	NET CLAIM				1911.00
				\$0.26 per km	1241	322.66					
				SUBTOTAL		1005.21	TOTAL CLAIM				2916.21
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1005.21	AMOUNT DUE (OWING)				\$2,916.21

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Jennifer Scott

Employee # :

ADDRESS :

Department:

Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM			
							B	L	D	AMOUNT					
22-Nov	8:00	22:00	M	Regular Council Meeting/GRM Board Meeting	76				x	50.00		510.00			
23-Nov	7:00	13:00	M	GIG Stakeholder Event	178							308.00			
30-Nov	18:00	19:30	M	PACE - Zoom								262.00			
06-Dec	16:30	17:30	M	Board Accreditation PACE - Zoom								262.00			
12-Dec	12:30	14:30	M	RV Lagoon/Landowner	52							262.00			
13-Dec	8:00	15:30	M	Regular Council Meeting	76							308.00			
14-Dec	8:00	14:00	M	MPC, PRC	76							308.00			
NOTES:				KILOMETER CLAIM			TOTAL		50.00		2220.00				
Meeting Code : M for Meetings C for Conferences				RATE		KM's	TOTAL	LESS GST							
				\$0.55 per km		458	251.90	NET CLAIM		50.00		2220.00			
				\$0.26 per km		458	119.08								
				SUBTOTAL			370.98	TOTAL CLAIM					2640.98		
				LESS G.S.T.				LESS ADVANCES							
				TOTAL			370.98	AMOUNT DUE (OWING)					\$2,640.98		

Claimant

Date

Approved

Date



Municipal District of Greenview No. 16

NAME: Jennifer Scott
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM		
							B	L	D	AMOUNT				
20-Dec	8:00	16:00	M	Regular Council Meeting/GRM Board Meeting	76							308.00		
NOTES:				KILOMETER CLAIM			TOTAL					308.00		
Meeting Code : M for Meetings C for Conferences				RATE		KM's	TOTAL	LESS GST						
				\$0.55 per km		76	41.80	NET CLAIM					308.00	
				\$0.26 per km		76	19.76							
				SUBTOTAL			61.56	TOTAL CLAIM					369.56	
				LESS G.S.T.				LESS ADVANCES						
				TOTAL			61.56	AMOUNT DUE (OWING)					\$369.56	

Claimant

Date

305

Approved

Date



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		
10-Dec	8:30	13:30	M	MD Library Board	186						308.00
13-Dec	6:45	16:00	M	Regular Council meeting	305						447.00
14-Dec	6:45	16:00	M	MPC PRC	305						447.00
15-Dec	8:00	16:00	M	GPRRC, Wapiti Trails committee	140						308.00
NOTES:				KILOMETER CLAIM			TOTAL				1510.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	936	514.80	NET CLAIM				1510.00
				\$0.26 per km	936	243.36					
				SUBTOTAL		758.16	TOTAL CLAIM				2268.16
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		758.16	AMOUNT DUE (OWING)				\$2,268.16



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		
20-Dec	6:45	15:00	M	COTW	180						447.00
21-Dec	10:30	12:00	M	FCSS zoom							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	180	99.00	NET CLAIM				709.00
				\$0.26 per km	180	46.80					
				SUBTOTAL		145.80	TOTAL CLAIM				854.80
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		145.8	AMOUNT DUE (OWING)				\$854.80



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		
12-Dec	14:00	17:00	M	Travel to VV	350			X	50.00		262.00
13-Dec	7:00	17:00	M	Regular Council Meeting	200	X		X	70.00	162.41	447.00
14-Dec	7:00	17:00	M	MPC/PRC & Travel home	350	X			20.00	162.41	447.00
NOTES:				KILOMETER CLAIM			TOTAL		140.00	324.82	1156.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	900	495.00	NET CLAIM		140.00	324.82	1156.00
				\$0.26 per km	900	234.00					
				SUBTOTAL		729.00	TOTAL CLAIM				2349.82
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		729	AMOUNT DUE (OWING)				\$2,349.82

D. Didow
 Claimant

Dec 19, 2022
 Date

308

Approved

Date



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		
19-Dec	14:00	17:00	M	Travel to VV	350			X	50.00		262.00
20-Dec	7:00	19:00	M	COTW and Travel to GC	350	X		X	70.00	142.51	447.00
NOTES:				KILOMETER CLAIM			TOTAL		120.00	142.51	709.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	700	385.00	NET CLAIM		120.00	142.51	709.00
				\$0.26 per km	700	182.00					
				SUBTOTAL		567.00	TOTAL CLAIM			1538.51	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		567	AMOUNT DUE (OWING)			\$1,538.51	

D. Didow
 Claimant

Jan 2, 2023
 Date

309

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		
19-Dec	14:00	17:00	m	Travel for COTW	200						262.00
20-Dec	6:30	19:00	m	COTW, return to GC	430	1			20.00	157.79	510.00
21-Dec	8:30	12:00	m	Auditor call, staff appreciation deliveries, service award, Rail advocacy alli							262.00
NOTES:				KILOMETER CLAIM			TOTAL		20.00	157.79	1034.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	630	346.50	NET CLAIM		20.00	157.79	1034.00
				\$0.26 per km	630	163.80					
				SUBTOTAL		510.30	TOTAL CLAIM				1722.09
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		510.3	AMOUNT DUE (OWING)				\$1,722.09

Claimant

Date

310

Approved

Date