



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

February 28, 2023

9:00 a.m.

Administration Building  
Valleyview, AB

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#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
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#4	PUBLIC HEARING	
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#11	ADJOURNMENT	

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

Greenview Administration Building,  
Valleyview, Alberta on Tuesday, February 14, 2023

**#1**  
**CALL TO ORDER**

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

**PRESENT**

Ward 9	Reeve Tyler Olsen
Ward 8	Deputy Reeve Bill Smith
Ward 1	Councillor Winston Delorme
Ward 2	Councillor Ryan Ratzlaff
Ward 3	Councillor Sally Rosson
Ward 4	Councillor Dave Berry
Ward 5	Councillor Dale Smith
Ward 6	Councillor Tom Burton
Ward 7	Councillor Jennifer Scott
Ward 8	Councillor Christine Schlieff (virtual)
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 Verhaeghe
Director, Community Services	Michelle Honeyman
Manager, Communications & Marketing	Stacey Sevilla
Recording Secretary	Wendy Holscher
Legislative Services Officer	Sarah Sebo

**ABSENT**

**#2**  
**AGENDA**

MOTION: 23.02.56 Moved by: COUNCILLOR TOM BURTON  
That Council adopt the Agenda of the February 14, 2023, Regular Council Meeting as amended.

- Add Agenda Items 9.4 & 9.5 Disclosure Harmful to Intergovernmental Relations

CARRIED

**#3  
MINUTES**

**MOTION: 23.02.57 Moved by: COUNCILLOR DALE SMITH**

That Council adopt the minutes of the January 24, 2023, Regular Council Meeting as presented.

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

CARRIED

**BUSINESS ARISING  
FROM THE MINUTES**

**BUSINESS ARISING FROM MINUTES**

- Is the fire pump being left at Nose Creek? The answer was yes.
- Have GRM members been advised of their term? Yes, members received emails confirming their appointments, within that email is the motion from Council which included the term.

**4.0 PUBLIC HEARING**

**6.0 BYLAWS**

**6.1 UPDATE BYLAW 22-889 TAX PAYMENT PLAN**

**MOTION: 23.02.58 Moved by: COUNCILLOR JENNIFER SCOTT**

That Council direct Administration to update Bylaw 22-889 Tax Payment Plan.

- Define Taxpayer or use consistent language throughout.
- TIPP definitions

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

CARRIED

**7.0 NEW BUSINESS**

**7.1 MOUNTAIN METIS NATION ASSOCIATION GRANT REQUEST**

**MMNA Grant**

**MOTION: 23.02.59 Moved by: COUNCILLOR DUANE DIDOW**

That Council approve an operating grant in the amount of \$50,000.00 to the Mountain Metis Nation Association for the Youth Connections and Youth Summer Camp Program, with the funds to come from the 2023 Community Services Grants and Sponsorships budget to be paid quarterly upon receipt of operational reports.

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

AGAINST: Councillor Dale Smith, Councillor Berry, Councillor Rosson

CARRIED



**PEACE WAPITI  
ACADEMY**

**7.2 PEACE WAPITI ACADEMY SPONSORSHIP**

MOTION: 23.02.60 Moved by: COUNCILLOR JENNIFER SCOTT

That Council take no action on a sponsorship request in the amount of \$1500.00 to the Peace Wapiti Academy for the fishing education program.

FOR: Reeve Olsen, Councillor Berry, Councillor Delorme, Councillor Ratzlaff, Councillor Scott

AGAINST: Councillor Schlieff, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Rosson, Councillor Burton, Councillor Didow

DEFEATED

MOTION: 23.02.61 Moved by: COUNCILLOR SALLY ROSSON

That Council direct administration to support the Peace Wapiti Fishing Program in the amount of \$1500.00 with funds to come from the 2023 Community Services Grants and Sponsorships budget.

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

AGAINST: Councillor Dave Berry, Councillor Jen Scott, Reeve Tyler Olsen

CARRIED

**HRH Loan**

**7.3 SUPPORT FOR HEART RIVER HOUSING LOAN**

MOTION: 23.02.62 Moved by: COUNCILLOR DALE SMITH

That Council direct Administration to support Heart River Housing with funding up to \$10,000,000 for construction on their Falher project through development of a loan guarantee bylaw.

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

CARRIED

**TAX HOLIDAY**

**7.4 MINISTER OF MUNICIPAL AFFAIRS IMPACT LETTER**

MOTION: 23.02.63 Moved by: COUNCILLOR RYAN RATZLAFF

That Council direct Administration to submit a letter to the Minister of Municipal Affairs detailing the impact of the provincial tax holiday decisions to Greenview Finances.

- Include cc: Minister Loewen, Minister Toews, MLA Long, RMA

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

CARRIED

**Beaver Harvest**

**7.5 BEAVER HARVEST INCENTIVE PROGRAM POLICY SUSPENSION**

MOTION: 23.02.64 Moved by: COUNCILLOR SALLY ROSSON

That Council accept the report on the Beaver Harvest Incentive Program for information, as presented.

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

CARRIED

MOTION: 23.02.65 Moved by: DEPUTY REEVE BILL SMITH

That Council direct Administration to suspend Policy 6321: Beaver Harvest Incentive Program, until December 31, 2026, at which time the program will be reviewed.

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

AGAINST: Councillor Burton

CARRIED

**Wolf Harvest**

**7.6 ANALYSIS OF GREENVIEW WOLF HARVEST INCENTIVE**

MOTION: 23.02.66 Moved by: COUNCILLOR TOM BURTON

That Council accept the report on the Analysis of the Greenview Wolf Harvest Incentive Program for information, as presented.

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

CARRIED

MOTION: 23.02.67 Moved by: COUNCILLOR RYAN RATZLAFF

That Council approve the 2023 Predation Mitigation Strategy to augment predation mitigation, addressed in Policy 6303: Wolf Harvest Incentive.

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

CARRIED

Reeve Olsen recessed the meeting at 10:44 a.m.

Reeve Olsen reconvened the meeting at 10:57 a.m.

**5.0 DELEGATIONS**

**5.1 WESTERN ALBERTA DISTRICT OF THE RCMP**

MOTION: 23.02.68 Moved by: COUNCILLOR TOM BURTON

That Council accept the report from the Western Alberta District of the RCMP for information as presented.

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

CARRIED

Reeve Olsen recessed the meeting at 11:37 a.m.

Reeve Olsen reconvened the meeting at 12:30 p.m.

**GCMCC Appointment**

**7.7 GRANDE CACHE MEDICAL CLINIC COOPERATION BOARD APPOINTMENT**

MOTION: 23.02.69 Moved by: COUNCILLOR WINSTON DELORME

That Council appoint Councillor Duane Didow to the Grande Cache Medical Clinic Cooperation Board for a term ending at the 2023 Annual Organization Meeting.

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

ABSENT: Councillor Dale Smith

CARRIED

Councillor Dale Smith re-entered the meeting at 12:36 p.m.

**SSH WATER WELL**

**7.8 WATER WELL FOR SUNSET HOUSE WATERPOINT**

MOTION: 23.02.70 Moved by: COUNCILLOR DAVE BERRY

That Council accept the additional information requested at the November 15, 2022, Committee of the Whole meeting regarding the Sunset House Waterpoint.

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

CARRIED

MOTION: 23.02.71 Moved by: COUNCILLOR DAVE BERRY

That Council direct Administration to drill a water well for the Sunset House Waterpoint to a maximum depth of 700 feet.

FOR: Councillor Dale Smith, Councillor Berry

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

DEFEATED

MOTION: 23.02.72 Moved by: COUNCILLOR DAVE BERRY

That Council direct Administration to maintain the level of service of providing 2 cubic meters of water per resident, per day at the Sunset House water point for the purpose of tracking and providing Council a baseline and future report on well performance.

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

CARRIED

### **7.9 BILL C-21**

#### **BILL C-21**

MOTION: 23.02.73 Moved by: COUNCILLOR SALLY ROSSON

That Council accept the report on measures to oppose the federal Bill C-21 for information, as presented.

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

CARRIED

MOTION: 23.02.74 Moved by: COUNCILLOR RYAN RATZLAFF

That Council direct Administration to proceed with both options 1 & 3, in opposition of Federal Bill C-21.

**Option 1:** Write to Alberta's Chief Firearms Officer, Teri Bryant, expressing Council's displeasure with Bill C-21 and offer Greenview's support in ensuring Albertan firearm independence.

**Option 3:** Write to the three Members of Parliament that represent portions of Greenview, Gerald Soroka, Arnold Viersen and Chris Warkentin and express Council's opposition to Bill C-21.

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

CARRIED

**7.10 ALBERTA ROADBUILDERS AND HEAVY CONSTRUCTION ASSOCIATION  
FUEL SURCHARGE & TONNE/KM RATES REVIEW**

ARHCA

MOTION: 23.02.75 Moved by: COUNCILLOR WINSTON DELORME

That Council review the implementation of the 2022 Alberta Roadbuilders and Heavy Construction Associations (ARHCA) rental Rate Guide as it pertains to Greenview's Expression of Interest Program.

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

ABSENT: Councillor Schlieff

CARRIED

MOTION: 23.02.76 Moved by: COUNCILLOR TOM BURTON

That Council direct Administration to continue to pay 60% of the cost recovery fuel surcharge in the Alberta Roadbuilders and Heavy Construction Association's June 14, 2022, addendum to the 2022 Rental Rate Guide to be reviewed at the first Council meeting in April, 2023.

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

CARRIED

Deputy Reeve Bill Smith exited the meeting at 1:46pm

MOTION: 23.02.77 Moved by: COUNCILLOR JENNIFER SCOTT

That Council direct Administration to maintain tonne/km rates at \$0.20 per tonne/km with a \$1.00 basic loading factor in all areas except for \$0.22 per tonne/km with a \$1.00 basic loading factor on the Forestry Truck Road to be reviewed at the first Council meeting in April, 2023.

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

ABSENT: Deputy Reeve Bill Smith

CARRIED

Deputy Reeve Bill Smith entered the meeting at 1:47pm

**7.11 TENDERING OF FORESTRY TRUCK ROAD AND OPERATIONS SOUTH  
ROADSIDE DITCH MOWING**

FTR TENDER

MOTION: 23.02.78 Moved by: COUNCILLOR DUANE DIDOW

That Council accept the report regarding the summer roadside ditch mowing program for information, as presented.

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

CARRIED

MOTION: 23.02.79 Moved by: COUNCILLOR SALLY ROSSON

That Council direct Administration to tender roadside ditch mowing of the Forestry Trunk Road, Grande Cache Airport Road, Grande Cache Airport and Victor Lake Road for the 2023 season.

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

AGAINST: Deputy Reeve Bill Smith, Councillor Berry, Councillor Burton

CARRIED

**7.12 CONNECTOR REQUEST APPLICATION TO CONNECT RANGE ROAD 13  
FROM TOWNSHIP ROAD 734 AND TOWNSHIP ROAD 741.**

**RR13 CONNECTOR**

MOTION: 23.02.80 Moved by: COUNCILLOR DAVE BERRY

That Council deny the request for a connector road to link Township Road 734 to Township Road 741 by way of Range Road 13.

FOR: Councillor Dale Smith, Councillor Ratzlaff, Councillor Delorme

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

DEFEATED

MOTION: 23.02.81 Moved by: COUNCILLOR DAVE BERRY

That Council withdraw motion 23.02.80 "That Council deny the request for a connector road to link Township Road 734 to Township Road 741 by way of Range Road 13."

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

CARRIED

MOTION: 23.02.82 Moved by: COUNCILLOR JENNIFER SCOTT

That Council approve the request for a connector road to link Township Road 734 to Township Road 741 by way of Range Road 13, with funds to come from the 2023 Road Block Funding.

FOR: Councillor Burton

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

DEFEATED

**7.13 CONNECTOR REQUEST APPLICATION TO CONNECT RANGE ROAD 14  
FROM TOWNSHIP ROAD 734 AND TOWNSHIP ROAD 741**

**RR14 CONNECTOR**

MOTION: 23.02.83 Moved by: COUNCILLOR DALE SMITH

That Council approve the request for a connector road to link Township Road 734 to Township Road 741 by way of Range Road 14, with funds to come from the 2023 Road Block Funding.

FOR: Councillor Didow, Councillor Dale Smith, Councillor Rosson, Councillor Scott, Councillor Burton

AGAINST: Councillor Schlieff, Deputy Reeve Bill Smith, Councillor Berry, Councillor Ratzlaff, Councillor Delorme, Reeve Olsen

DEFEATED

**7.14 MANAGERS REPORTS**

**MANAGERS REPORTS**

MOTION: 23.02.84 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 Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

Reeve Olsen recessed the meeting at 3:13 p.m.

Reeve Olsen reconvened the meeting at 3:18 p.m.

**NOTICE OF MOTION**

**8.0 NOTICE OF MOTION**

Councillor Ryan Ratzlaff made a notice of motion that Council direct Administration to investigate the necessity and feasibility of having a backup power supply to the little Smoky community centre as it is an emergency reception centre.

**9.0 CLOSED SESSION**

**CLOSED**

MOTION: 23.02.85 Moved by: COUNCILLOR TOM BURTON

That the meeting go to Closed Session, at 3:21 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

**9.1 DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY**

## **9.2 DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS**

## **9.3 DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS**

### **9.0 OPEN SESSION**

**OPEN**

**MOTION: 23.02.86 Moved by: COUNCILLOR DALE SMITH**

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 4:06 p.m.

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

**CARRIED**

**MOTION: 23.02.87 Moved by: COUNCILLOR TOM BURTON**

That Council direct Administration to award a 3-year contract agreement for the Greenview Regional Multiplex Custodial Services to SKYBLUE SERVICES Corp. for the annual sum of \$123,430.20 plus GST to be funded from the 2023 Recreation Services – Greenview Regional Multiplex Operations budget.

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

**CARRIED**

**MOTION: 23.02.88 Moved by: COUNCILLOR SALLY ROSSON**

That Council direct administration to take no action regarding the September 7, 2022, meeting with the Town of Whitecourt, Alberta.

**FOR:** Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, 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;

- January 24, 2023, Regular Council Meeting
- Greenview Industrial Gateway
- Victor Lake Elders Lodge Engagement Session
- Sustainable Communities Conference
- Meeting with Minister Loewen
- Meetings at Alberta Counsel



- Meeting with Minister Toews

**WARD 2**

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

- January 24, 2023, Regular Council Meeting
- Greenview Industrial Gateway
- Fox Creek Culture and Recreation Board
- Fox Creek Community Education Committee
- Greenview Regional Waste Management Committee
- RMA District 4 Meeting
- Expression of Interest Open House
- Little Smoky Community Hall Meeting

**WARD 3**

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

- January 24, 2023, Regular Council Meeting
- Greenview Regional Waste Management Committee
- Peace Health Advisory Council
- Greenview Industrial Gateway
- Valleyview Pioneer Centre Presentation
- AHS North Zone Indigenous Support Line Town Hall
- Expression of Interest Open House
- Cozy Acres Minor ASP Open House

**WARD 4**

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

- January 24, 2023, Regular Council Meeting
- Golden Triangle Zoom
- Crossroads Conference
- SARDA
- Ag. Services Board Meeting
- Victor Lake Elders Lodge Engagement Session
- PCBFA Planning Session
- Crime Watch
- RMA Regional
- Expression of Interest Open House

**WARD 5**

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

- January 24, 2023, Regular Council Meeting
- Greenview Industrial Gateway
- New Fish Creek Hall Board Meeting
- RMA District 4 Meeting

**WARD 6**

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

- January 24, 2023, Regular Council Meeting
- Greenview Industrial Gateway
- Grande Prairie Airport & Edmonton Airport Discussions
- Grande Spirit Foundation
- Victor Lake Elders Lodge Engagement Session
- AHS North zone Indigenous Support Line Town Hall
- RMA District 4 Meeting
- MD of Greenview Library Board
- Expression of Interest Open House
- Cozy Acres Minor Area Structure Plan Public Engagement Session
- 

**WARD 7**

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

- January 24, 2023, Regular Council Meeting
- Peace Health Advisory Council
- GIG
- PACE meeting
- Cozy Acres Minor ASP open house
- District 4 Meeting
- Expression of Interest Open House

**WARD 8**

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

- Crossroads Conference
- ASB meeting
- Attended grazing timber integration workshop
- Maskwa Update

**WARD 8**

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

- January 24, 2023, Regular Council Meeting
- Nitehawk meeting
- Greenview Industrial Gateway Committee Meeting
- South Peace Regional Archives
- AHS North zone Indigenous Support Line Town Hall
- RMA District 4 Meeting
- Community Futures workshop

**WARD 9**

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

- January 24, 2023, Regular Council Meeting
- Greenview Industrial Gateway

- GPRTA
- Check Presentation – Grande Cache Food Bank
- RMA District 4 Meeting

**WARD 9**

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

- Meeting with Minister Loewen
- Meeting with Alberta Counsel
- Victor Lake Elders Lodge Engagement Session
- Check Presentation – Grande Cache Food Bank
- Community Futures Sustainability Plan
- RMA District 4 Meeting
- Dinner with Fox Creek Mayor
- Minister Toews
- Expression of Interest Open House

**#10 MEMBERS  
BUSINESS**

MOTION: 23.02.89 Moved by: COUNCILLOR WINSTON DELORME

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

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

ABSENT: Councillor Dale Smith

CARRIED

**#11  
ADJOURNMENT**

**11.0 ADJOURNMENT**

MOTION: 23.02.90 Moved by: COUNCILLOR SALLY ROSSON

That Council adjourn this Regular Council Meeting at 5:00 p.m.

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

ABSENT: Councillor Dale Smith

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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CHAIR



# REQUEST FOR DECISION

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SUBJECT: **Bylaw 23-933 Land Use Bylaw Amendment to Redesignate NW 20-71-25-W5M from Agricultural One (A-1) to Agricultural Two (A-2)**

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	February 28, 2023	CAO: MANAGER:
DEPARTMENT:	PLANNING & DEVELOPMENT	DIR: MAV PRESENTER: NF
STRATEGIC PLAN:	Development	LEG:

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## RELEVANT LEGISLATION:

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

**Council Bylaw/Policy (cite)** – Municipal Development Plan (MDP) Bylaw 15-742, Land Use Bylaw 18-800

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## RECOMMENDED ACTION:

**MOTION: That Council give first reading to Bylaw 23-933, being a Land Use Bylaw Amendment to redesignate the parcel legally described as NW 20-71-25-W5M from Agricultural One (A-1) to Agricultural Two (A-2).**

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## BACKGROUND/PROPOSAL:

Administration has received an application to rezone the quarter section legally described as NW 20-71-25-W5M to accommodate an 80-acre split subdivision. The parcel is located approximately 5 km east of the hamlet of Ridgevalley, 1.5 km north of Highway 43 on Range Road 255, within Ward 7.

The parcel is currently vacant with no other subdivisions and is used for agricultural purposes, the landowners would like to split the land as it is currently shared. The proposed boundaries of the split are still in discussion and will depend on the site topography. The landowners plan to develop a yard site on the north half of the quarter section, but yard sites may be developed on both halves in the future.

The maximum parcel size for subdivisions within the Agricultural One (A-1) district is 8.1 ha (20.0 ac), while the parcel size range for the Agricultural Two (A-2) district is 8.1 ha (20 ac) to 32.0 ha (79.1 ac). The subsequent subdivision of NW 20-71-25-W5M would result in two (2) parcels approximately 32.0 ha (79.1 ac) in size.

The purpose of the A-2 district is to allow for smaller agricultural operations while preserving agricultural lands, this would include splitting the land as proposed. The proposed land use would be compatible with adjacent agricultural operations and complies with requirements under the MGA, MDP, and Land Use Bylaw 18-800.

An approach exists to access the south half of the quarter section; construction of an approach to the balance will be a condition of approval of the subdivision. Road widening has yet to be taken along Range Road 255 or Twp Road 714 and may be taken at the subdivision stage or dedicated by caveat.

<b>Proposed Servicing:</b>	Private, open discharge
<b>Soil Type:</b>	Unknown
<b>Topography:</b>	Rolling
<b>Wetland Inventory:</b>	31 – intermittence creek runs west-east near middle of quarter
<b>LSRS Spring Grains Rating:</b>	3T(8) – 5WT(2): Moderate limitation due to temperature, very severe limitation due to drainage and temperature 7WBV(10): unsuitable due to drainage, degree of decomposition or fibre content, and soil reaction

#### MDP 15-742 Section 3.4.4 Parcel Location

*Where possible, subdivisions identified in 3.4.2 will be encouraged to locate on portions of a quarter section that are:*

- (a) Adjacent to or near quarter section boundaries to minimize the fragmentation of agricultural land and without constraining or otherwise impacting agricultural operations on the quarter section.*

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#### BENEFITS OF THE RECOMMENDED ACTION:

1. The redesignation would allow the landowner to subdivide the subject land in half with minimal disturbance to the agricultural lands.

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The redesignation and subsequent subdivision would create a rural residential parcel, an unsustainable method of housing when costs, levels, and delivery of services are considered.

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#### ALTERNATIVES:

**Alternative #1:** Council has the alternative to table Bylaw 23-933 for further discussion or information.

**Alternative #2:** Council has the alternative to deny the first reading and not allow the rezoning. Administration does not recommend this option as the proposed development meets relevant legislative requirements.

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#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

#### **INCREASING LEVEL OF PUBLIC IMPACT**

Consult

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

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

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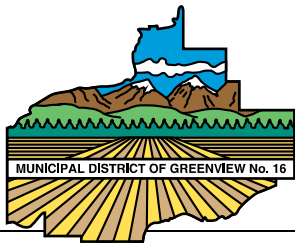
**FOLLOW UP ACTIONS:**

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

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**ATTACHMENT(S):**

- Bylaw 23-933
- Aerial Map
- Overview Map
- Farmland Report
- Wetland Inventory



**BYLAW No. 23-933**  
**of the Municipal District of Greenview No. 16**

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

**WHEREAS**, the Municipal Government Act, being Chapter M-26, R.S.A. 2000, as amended, authorizes the Council of the Municipal District of Greenview No. 16 to establish and amend Land Use Bylaw 18-800;

**AND WHEREAS**, the Council of the Municipal District of Greenview No. 16 deemed it desirable to amend the Land Use Bylaw 18-800;

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

1. That Map No. 14 in the Land Use Bylaw, being Bylaw No. 18-800, be amended to reclassify the following area:

All that Portion of the  
Northwest (NW) Quarter of Section Twenty (20)  
Within Township Seventy-One (71)  
Range Twenty-Five (25) West of the Fifth Meridian (W5M)

As identified on Schedule "A" attached.

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

Read a first time this \_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_.

Read a third time and passed this \_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

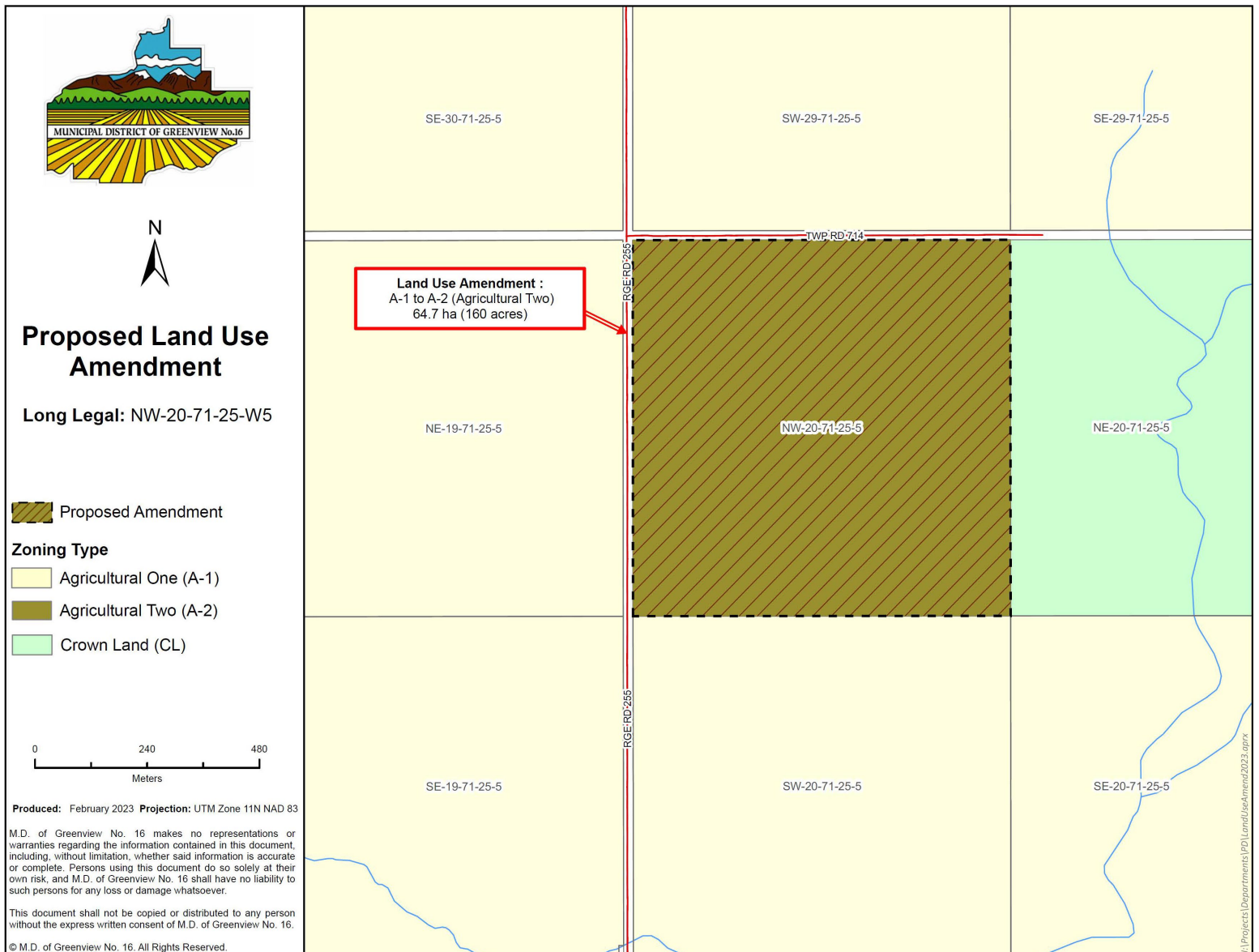
## SCHEDULE "A"

To Bylaw No. 23-933

### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the  
Northwest (NW) Quarter of Section Twenty (20)  
Within Township Seventy-One (71)  
Range Twenty-Five (25) West of the Fifth Meridian (W5M)

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






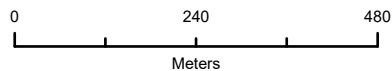


## Proposed Land Use Amendment

Long Legal: NW-20-71-25-W5

 Proposed Amendment

30cm Imagery, 2016

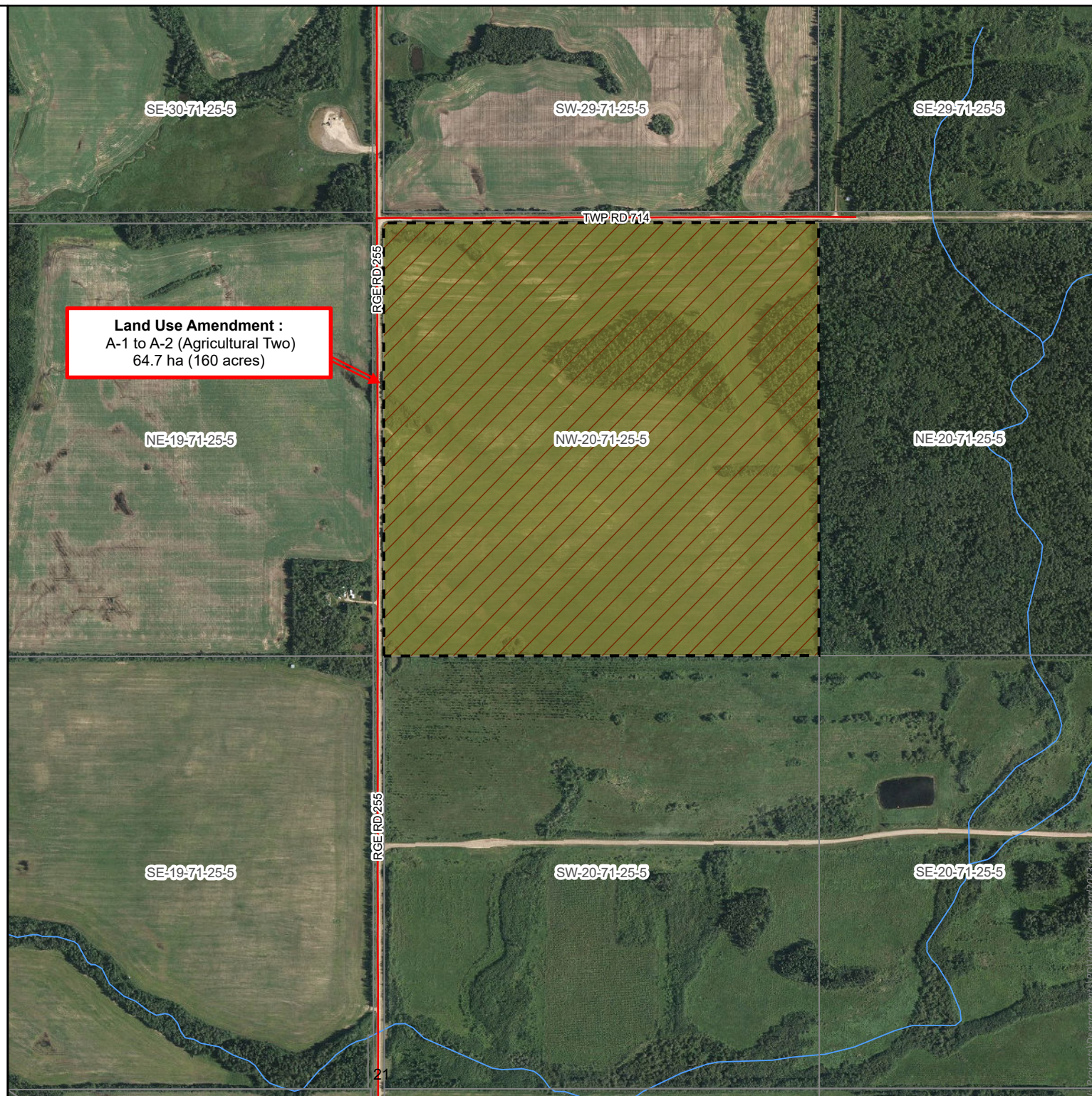


Produced: February 2023 Projection: UTM Zone 11N NAD 83

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






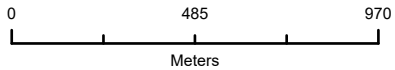
## Proposed Land Use Amendment

Long Legal: NW-20-71-25-W5

 Proposed Amendment

### Zoning Type

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

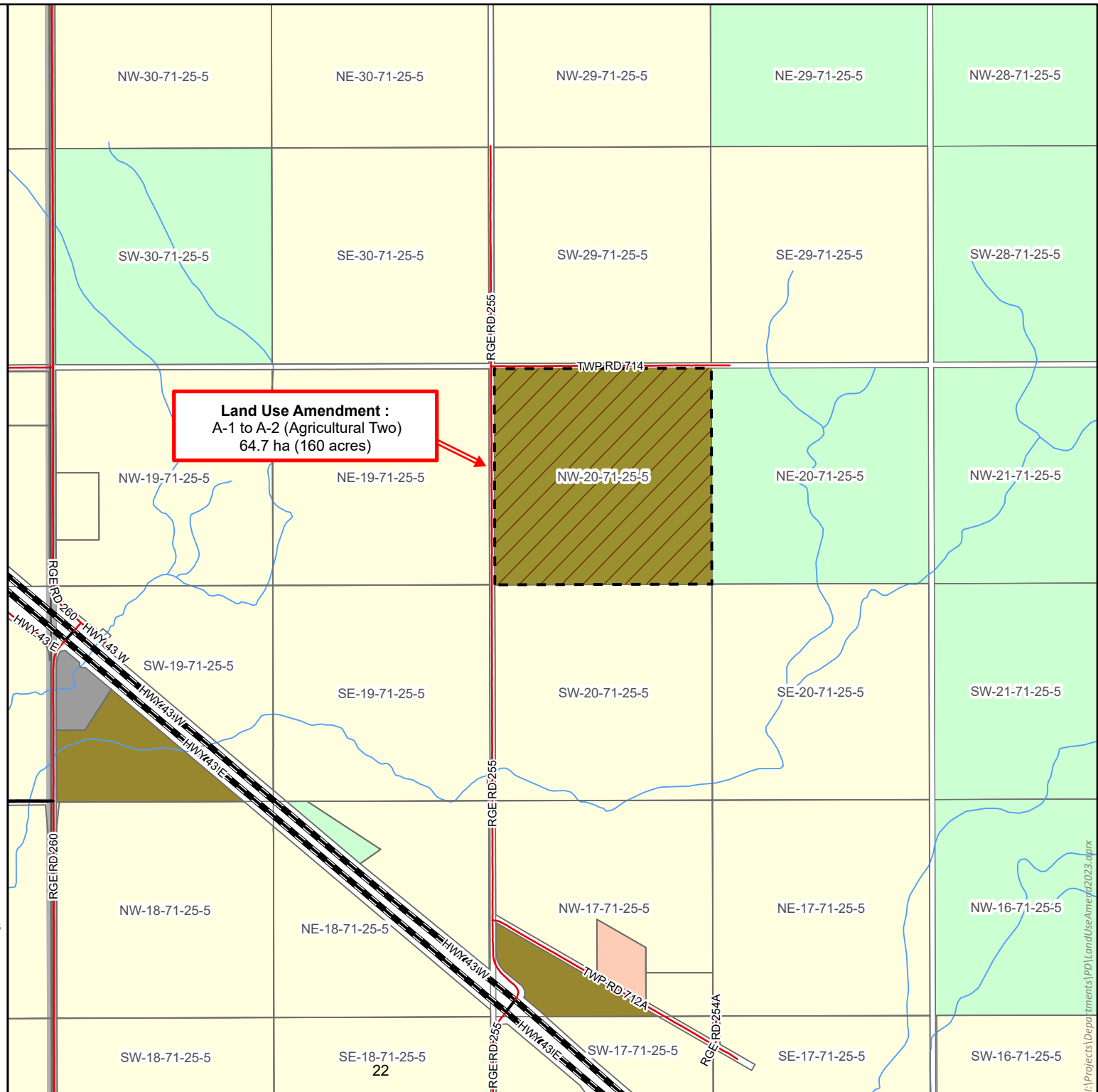


Produced: February 2023 Projection: UTM Zone 11N NAD 83

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AGRICULTURAL REGIONS OF ALBERTA SOIL INVENTORY DATABASE (AGRASID)  
LAND SUITABILITY RATING SYSTEM (LSRS)

BYLAW 23-933

APPLICANT: DEBBIE & DALE PERROTT

LEGAL LOCATION: NW 20-71-25-W5M

LANDOWNER: [REDACTED]



Spring Grain Growth Limitations

3T(8) - 5WT(2): Moderate limitation due to temperature – very severe limitation due to drainage and temperature

7WBV(10): Unsuitable due to drainage, degree of decomposition or fibre content, soil reaction

## WETLAND INVENTORY

BYLAW 23-933

APPLICANT: DEBBIE & DALE PERROTT

LEGAL LOCATION: NW 20-71-25-W5M

LANDOWNER: [REDACTED]







# REQUEST FOR DECISION

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SUBJECT: **Project Recommendations for Debenture Funding**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: February 28, 2023  
DEPARTMENT: FINANCE  
STRATEGIC PLAN: Economy

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MANAGER: CG  
DIR: EBK PRESENTER: CG  
LEG:

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act (RSA 2000, C m-26) Sections 264-268

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

**MOTION: That Council direct Administration to debenture fund projects WW19001 Grovedale Floating Liner, WW19002 Grande Cache Sewage Treatment Plant, and WW21001 Ridgevalley Lagoon Expansion for an estimated total value of \$59,043,400.**

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## BACKGROUND/PROPOSAL:

Throughout the last year, Administration has been working on the planning of several large projects. While the anticipated capital requirement remains within the capacity of the amount held in total reserves and investments, this draw down would erode those sources to levels that are unsustainable, leaving Greenview without reserves to fund the ongoing capital replacement and new projects.

In the absence of a policy to identify projects that would be eligible for debenture funding, Administration reviewed the policies of other municipalities to see what they have. Many of those policies set a level for debenture funding below that of the projects Administration is recommending. Administration has identified three projects that it recommends as good choices for debenture funding. This is due to the total value, the inter-generational impact, and the timing of the impact on the reserves and investments. These projects are:

- WW19002 Grande Cache Sewage Treatment Plant \$35,590,000
- WW21001 Ridgevalley Lagoon Expansion \$13,390,000
- WW19001 Grovedale Floating Liner \$10,063,400

With a focus on balancing the budget, Administration feels that these three projects will alleviate the greatest amount of strain on Greenview's funding while still facilitating the ability to address changing Public Sector Accounting Standards to fund asset retirement obligations.

Prior to 2020, municipalities were required to do debenture funding through the Loans to Local Authorities Office (previously the Alberta Capital Financing Authority or ACFA). Since the changes to Local Authorities

Borrowing Act, municipalities have the ability to get loans from a variety of sources. Due to the size of Greenview, it is of particular interest to banks to cultivate a broader relationship than just banking.

Recent discussions with CIBC to support Heart River Housing has determined that Greenview is able to access rates on par, or better, than the Local Authorities Office. Additionally, there is a greater degree of flexibility in terms of receiving funding and being able to take advantage of their hedge rates. During those discussions Administration did explore other funding sources, but they offered options similar to a traditional mortgage where the rate changes every 5 years, rather than setting a rate for the entire period. The other advantage of using a source outside of the Loans to Local Authorities Office is that it can be flexible to the timing of our projects, rather than restricted by applications deadlines, the next of which is in May.

To minimize the cost of borrowing, Administration is proposing to bring separate debenture bylaws for each project around the time of tendering. This will provide the best information for value, timing and scope of the project for discussions with funding agencies. This may expose Greenview to some additional rate volatility, but it is significantly offset by being able to tailor the debenture to Greenview's financial needs.

---

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be funding long term projects that are not currently within reserves, while maintaining long-term financial viability.
2. The benefit of Council accepting the recommended motion is that it gives Administration additional guidance in recommending a tax rate bylaw, optimising investment funding and planning for future budget years.

---

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of this recommendation is that it will impact Greenview's debt capacity for the debenture period.

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#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to instruct Administration to fund these projects out of reserves, however, Administration does not recommend this action as the spending profile would fully consume reserves and investments.

**Alternative #2:** Council has the alternative to select other projects or set a different level for debenture funding other than Administration has considered. Administration does not recommend this action as it has considered a variety of financial impacts and feel that the proposed projects give the greatest support to future funding needs.

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#### FINANCIAL IMPLICATION:

**Direct Costs:** None at this time. The impact will come at the time of bylaw in the form of a reduction of Greenview's debt capacity.

**Ongoing / Future Costs:** None at this time. The impact will come at the time of bylaw in the form of debenture repayment.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Once Council makes a decision, Finance will work with Managers and funding agencies to determine the timing, requirements and rates and will bring a borrowing bylaw back in a timely manner, after the awarding of the tender.

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**ATTACHMENT(S):**

**Municipal Government Act (RSA 2000, C m-26) Sections 264-268**

**Loans and Guarantees**

**Purpose of loans and guarantees**

- 264(1)** A municipality may only lend money or guarantee the repayment of a loan if
- (a) the loan or guarantee is made under subsection (2) or (3),
  - (b) the loan is made to one of its controlled corporations, or
  - (c) the guarantee is made in respect of a loan between a lender and one of its controlled corporations.
- (2)** A municipality may
- (a) lend money to a non-profit organization, or
  - (b) guarantee the repayment of a loan between a lender and a non-profit organization if the council considers that the money loaned or money obtained under the loan that is guaranteed will be used for a purpose that will benefit the municipality.

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

1994 cM-26.1 s264;1998 c26 s13

#### **Loan bylaws**

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

(2) The bylaw authorizing the loan must set out

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

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

1994 cM-26.1 s265;1998 c26 s13

#### **Guarantee bylaw**

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

(2) The bylaw authorizing the guarantee must set out

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

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

1994 cM-26.1 s266

**267** Repealed 1998 c24 s14.

#### **Debt limit**

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

1994 cM-26.1 s268





# REQUEST FOR DECISION

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SUBJECT:	<b>Beehive Burner – Community Environmental Project</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 28, 2023	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: MH
STRATEGIC PLAN:	Environment	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) - N/A

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## RECOMMENDED ACTION:

**MOTION: That Council accept the presentation regarding the Beehive Burner project for information, as presented.**

**Motion: That Council direct Administration to submit a proposal regarding the use of the \$720,046.80 that has been allocated from Alberta Environment and Protected Areas (formerly Environment and Parks) from the beehive burner to the Grande Cache Wastewater Treatment Plant project in the Hamlet of Grande Cache.**

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## BACKGROUND/PROPOSAL:

Foothills Forest Products Inc. operated a wood waste incinerator (beehive burner) in the Municipal District of Greenview until March 2020. In order to operate the beehive burner until 2020, Foothills Forest Products Inc. applied for and obtained a certificate of variance from Environment and Parks. Some of the terms and conditions of the certificate of variance required Foothills Forest Products Inc. to submit monetary payments to the department.

As set out in the terms and conditions of the certificate of variance, the payments are to be allocated to a community environmental project for the Municipal District of Greenview within the Grande Cache area. Greenview received a letter in May of 2021, informing Council of a conditionally approved grant of \$720,046.80 in 2019. In the fall of 2022, Administration contacted the Minister's Office to get a better understanding of the conditions of the grant, details of eligible projects and to ensure the dollars were still available. Through these discussions it was clarified that the funds are still available and that they shall be used for an environmental project in the hamlet of Grande Cache. The funding can be utilized on one project or split into multiple projects.

To access these funds, Greenview must submit a proposal to the Minister of Environment and Protected Areas (formerly Minister of Environment and Parks) with detailed information on the specific

environmental project planned and how it would be of benefit to the residents of the community. The proposal should include at a minimum:

- The nature, type, and scope of the project;
- A detailed project description, including any engineering/technical specifications, parameters, output capacity/size/volume, etc.;
- A list of anticipated environmental benefits or outcomes as a result of the project;
- An anticipated schedule and total cost of the project; and
- Who will benefit from the project?

Potential ideas for the grant funding are as follows:

- Water treatment system;
- Remediation or reclamation of a contaminated site;
- Waste or recycling programs;
- Environmental monitoring
- Land or water environmental monitoring

Administration would like to recommend the following two potential projects for Council to consider for the funding, that would meet the criteria:

**Project A:**

- Hamlet of Grande Cache Wastewater Treatment Plant --- The original facility is approximately 50 years old and has had little maintenance. The cost is an estimate but is posted on Alberta Purchasing Connection (APC) and is closing on Feb 22, 2023. The current building does not meet seismic requirements and any attempted modifications requires major work to meet today's building code. WW19002 which is the Grande Cache Sewage Treatment Plant has design and construction of a new sewage treatment plant, desludging of sludge ponds, SRS station (septage receiving station), waterline with PRV (pressure reducing valve) to plant fire hydrant (code required), a process building and lab, and the outfall structure at the Smoky River requires repairs and is in a highly sensitive environmental area.

The Overall Project Budget is \$36,209,289.00 and \$9,000,000.00 is funded by Province already but this does not impact the eligibility for the funding from this grant.

**Project B:**

- Hamlet of Grande Cache Landfill --- The original landfill is about 50 years old and has reached the end of its serviceable life. The cost listed is an estimate of the total project.  
SW22004 which is the Upgrading of the Grande Cache Landfill to a Waste Transfer Station project.

As a result of this project, the Landfill will have a synthetic liner and earthen cover.

As of 2023, this is the estimated cost for the project;

- 2023-\$2,035,385.00 Construction of the Waste Transfer Station
- 2024-\$6,149,482.00 Landfill Closure Project

Overall Project Budget \$8,184,867.00

Administration will submit the proposal to the Province based on the recommended motion from Council and report back when the dollars have been awarded.

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**BENEFITS OF THE RECOMMENDED ACTION:**

- 1) The benefit of Council directing Administration on which project to allocate the funds to will provide Administration with a clear direction.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:****Alternative #1:**

Council has the alternative to not approve the recommended action. However, Administration does not recommend this action as the money has been allocated to the MD via the Government of Alberta to be used specifically for an environmental project.

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**FINANCIAL IMPLICATION:**

The financial implication will be a \$720,046.80 reduction in the financial contribution from Greenview to the approved project.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

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**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:**

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ATTACHMENT(S):

- Letter from Alberta Environment and Parks (dated May 17, 2021)



**ALBERTA**

ENVIRONMENT AND PARKS

*Office of the Minister  
Government House Leader  
MLA, Rimbey-Rocky Mountain House-Sundre*

109298

May 17, 2021

Reeve Dale Smith  
Municipal District of Greenview  
4806 - 36 Avenue  
PO Box 1079  
Valleyview AB T0H 3N0  
[dale.smith@mdgreenview.ab.ca](mailto:dale.smith@mdgreenview.ab.ca)

Dear Reeve Smith and Council:

Foothills Forest Products Inc. operated a wood waste incinerator (beehive burner) in the Municipal District of Greenview until March 2020. In order to operate the beehive burner until 2020, Foothills Forest Products Inc. applied for and obtained a certificate of variance from Environment and Parks. Some of the terms and conditions of the certificate of variance required Foothills Forest Products Inc. to submit monetary payments to the department.

As set out in the terms and conditions of the certificate of variance, the payments are to be allocated to a community environmental project for the Municipal District of Greenview. As such, I have conditionally approved a grant of \$720,046.80.

To access these funds, the Municipal District of Greenview must submit a proposal to the Minister of Environment and Parks with detailed information on the specific environmental project planned to finance with this grant, and how it would be of benefit to the residents of the community. The proposal should include at a minimum:

- the nature, type and scope of the project;
- a detailed project description, including any engineering/technical specifications, parameters, output capacity/size/volume, etc.;
- a list of anticipated environmental benefits or outcomes as a result of the project;
- an anticipated schedule and total cost of the project; and
- who will benefit from the project.

It is important for the department to ensure the disbursement of funds related to the operation of this burner directly benefit the community. The department will prepare a grant agreement and disburse funding after reviewing and accepting the proposal from the Municipal District of Greenview.

Environment and Parks will conduct a post-project completion verification to determine if the project was executed as proposed and authorized.

For additional information on the grant process, application requirements and the verification process, please contact Okey Obiajulu, Approvals Manager, in Grande Prairie, at 780-833-4375 (dial 310-0000 for a toll-free connection) or at [okey.obiajulu@gov.ab.ca](mailto:okey.obiajulu@gov.ab.ca).

Sincerely,



Jason Nixon  
Minister

cc: Martin Long  
MLA, West Yellowhead

Denise Thompson  
Chief Administrative Officer, Municipal District of Greenview

Okey Obiajulu  
Environment and Parks



# REQUEST FOR DECISION

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SUBJECT: **Crosslink County Sportsplex Advertising**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 28, 2023 CAO: MANAGER: SAS  
DEPARTMENT: PLANNING & EC. DEVELOPMENT DIR: MAV PRESENTER: NB  
STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

**MOTION: That Council direct Administration to take no action on the agreement with Nustadia Recreation Inc. to advertise Greenview's logo at the Crosslink County Sportsplex for the amount of \$4000 per year.**

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## BACKGROUND/PROPOSAL:

Nustadia Recreation Inc. has submitted a contract to renew Greenview advertising at the Crosslink County Sportsplex in Clairmont, Alberta, this is a third-party private sector contract. In 2012, Greenview's Community Services Department signed a five-year advertising agreement with Nustadia Recreation Inc. to advertise Greenview's logo in both Rink A and the Soccer Centre for \$4,000.00 total per year. Administration renewed this contract in 2017 and, in 2023, has received a contract renewal request for the next four years.

At this time, Administration does not have the statistical information to support the advertising benefits to Greenview ratepayers.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be fiscally responsible by reducing operational costs by \$4,000.00 per year.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There disadvantage of the recommended motion is that Greenview will not have advertising exposure in the Crosslink County Sportsplex.
- 

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to pass a resolution directing Administration to continue the contract at a cost of \$4,000.00 per year for four (4) years.

---

FINANCIAL IMPLICATION:

**Direct Costs:** \$4,000.00 if the contract is renewed. If Council takes no action on the contract, costs will remain at \$0.

**Ongoing / Future Costs:** \$4,000.00 per year for four years. If Council takes no action on the contract, costs will remain at \$0.

---

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 Nustadia Recreation Inc. of Council's decision.

---

ATTACHMENT(S):

- Advertising Agreement December 2017
- Advertising Agreement January 2023





Nustadia Recreation Inc  
710 Mountain Brow Blvd  
Hamilton, Ontario  
L8T 5A9


Dear Dennis;

This letter will constitute a formal agreement between Nustadia Recreation Inc. and **Greenview Council** concerning your advertisement purchase at the County of Grande Prairie Sportsplex. The following will explain in detail the specific advertisement opportunity purchased, the price and extent of the contract.

	Advertisement	Location	Price \$
1.	Neutral Zone Ice Logo	Rink A	2,000
2.	6ft X 20ft Arena Banner	Rink B	2,000

In summary, this contract is based on a 5 year agreement and the price is on a dollar per year amount. With the signing of this contract, it is understood that **Greenview Council**, will absorb any new production & installation costs and applicable taxes of the signage. Once again, we appreciate your business and look forward to a successful partnership for many years to come.

Please feel free to contact me at 905 741-2678 if you have any questions about the contract.



\_\_\_\_\_  
Brad Maxwell,  
Marketing & Promotions Manager  
Nustadia Recreation Inc.

## TERMS AND CONDITIONS

### 1. TERM/PAYMENT –5 Years – Annual –Dec 1/2017 to Dec 1/2022

The advertiser is required to pay the first year of advertising costs upon signing of the contract. All following years, 30 days upon receipt of invoice. The Advertiser is responsible for sixty (60) days' notification to Nustadia Recreation Inc. at the end of the contractual agreement between the Advertiser and Nustadia Recreation Inc.

### 2. SIGN PRODUCTION AND INSTALLATION

The Advertiser authorizes Nustadia Recreation Inc. to retain a company of their choice to produce and install all signage. The advertising rates outlined above Do Not include any new production and installation costs of the signage.

### 3. APPROVALS

The Advertiser retains the right to approve artwork before final production. Nustadia Recreation Inc. retains the right to endorse the Advertiser's message and overall advertising image, before final production.

### 4. TERMINATION OF AGREEMENT

**Greenview Council** shall indemnify and save Nustadia Recreation Inc. harmless against any and all claims for damages and from liability, loss and expenses arising from or caused by:

- An alleged libellous or obscene or offensive advertisement or notice:
- Any alleged copyrighted matter in any advertisement or notice:
- Any advertisement provided herein:
- Any claim being made by any person against Nustadia Recreation Inc in connection with the said advertising.

DATED AND ACCEPTED THIS 13th DAY OF Dec, 2017

MD of Greenview  
ADVERTISER

[Signature]  
SIGNATURE

BRAD MAXWELL

NUSTADIA RECREATION INC

[Signature]  
SIGNATURE



Crosslink County Sportsplex  
Nustadia Recreation Inc  
7407 – 108 Street  
Clairmont, AB  
T8X 5G9

January 3, 2023

Dear Nicole

This letter will constitute a formal agreement between Nustadia Recreation Inc. and ***Municipal District of Greenview***, concerning your advertisement purchase at the Crosslink County Sportsplex. The following will explain in detail the specific advertisement opportunity purchased, the price and extent of the contract.

	Advertisement	Location	Price
1.	6ftX20ft Banner	Trican Fieldhouse	\$2,000/year + GST
2.	Small Ice Logo	East Rink	\$2,000/year + GST

In summary, this contract is based on a 4-year agreement and the price is on a dollar per year amount. Once again, we appreciate your business and look forward to a successful partnership for many years to come.

Please feel free to contact me at (780) 830-7407 if you have any questions about the contract.

Kylee Haining,  
General Manager  
Crosslink County Sportsplex  
Nustadia Recreation Inc.

## TERMS AND CONDITIONS

### 1. TERM/PAYMENT – 4 Years (January 1/23 to December 31/27)

The advertiser is required to pay the first year of advertising costs upon signing of the contract. All following years, 30 days upon receipt of invoice. The Advertiser is responsible for sixty (60) days' notification to Nustadia Recreation Inc. at the end of the contractual agreement between the Advertiser and Nustadia Recreation Inc.

### 2. SIGN PRODUCTION AND INSTALLATION

The Advertiser authorizes Nustadia Recreation Inc. to retain a company of their choice to produce and install all signage. The advertising rates outlined above Do Not include any new production and installation costs of the signage.

### 3. APPROVALS

The Advertiser retains the right to approve artwork before final production. Nustadia Recreation Inc. retains the right to endorse the Advertiser's message and overall advertising image, before final production.

### 4. TERMINATION OF AGREEMENT

***Municipal District of Greenview***, shall indemnify and save Nustadia Recreation Inc. harmless against any and all claims for damages and from liability, loss and expenses arising from or caused by:

- An alleged libellous or obscene or offensive advertisement or notice:
- Any alleged copyrighted matter in any advertisement or notice:
- Any advertisement provided herein:
- Any claim being made by any person against Nustadia Recreation Inc in connection with the said advertising.

DATED AND ACCEPTED THIS 3 DAY OF January, 2023

\_\_\_\_\_  
Municipal District of Greenview

Kylee Haining  
NUSTADIA RECREATION INC

\_\_\_\_\_  
Signature

Kylee Haining  
Kylee Haining





# REQUEST FOR DECISION

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SUBJECT:	<b>Barbeque Repairs</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 28, 2023	CAO:	MANAGER: SK
DEPARTMENT:	AGRICULTURE	DIR: MH	PRESENTER: SK
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 authorize Administration to repair the BBQ at a cost of \$9,000.00, and have it inspected by a Red Seal gas fitter with funds to come from the Ag Rental Equipment Program.

**MOTION:** That Council authorize Administration to remove the BBQ from the rental fleet and have it available for Greenview not-for-profit organizations through the Agricultural Services department.

---

## BACKGROUND/PROPOSAL:

In June of 2022, the barbeque experienced a severe malfunction leading to a fire. The unit repairs are not covered by insurance and sourcing a qualified professional to assess the damage took a significant amount of time. Cost to repair the damages to the BBQ total over \$9,000. The barbeque is not rented frequently, having only 27 rental days over the past 5 years. Additionally, the unit carries a high level of risk due to transporting fuel within the trailer. Administration recommends the barbeque be removed from the rental fleet. This item was discussed at the November 30, 2022, Agriculture Service Board meeting, where the following motion was made.

**MOTION: 22.11.142 Moved by: MEMBER RICHARD BROCHU**

*That the Agricultural Service Board recommend to Council that the barbeque be repaired and inspected by a Red Seal gas fitter and be removed from the rental fleet with the ability for the non-profit groups to have use of the BBQ.*

Administration agrees that this should be repaired and be kept for the use of Greenview not for profit community groups. Administration is currently investigating best practice on requirements for insuring the BBQ, and it will be available once the procedures are in place.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Council will lessen the overall risk of the rental program.
2. The benefit of the recommended action is that the BBQ will still be available for not-for-profit community groups.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage of the recommended action is that ratepayers will no longer have access to the barbeque.
2. The disadvantage of the recommended action is that Greenview still retains the BBQ for community use which involves a degree of liability.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may choose to keep the barbeque as a rental unit. However, Administration does not recommend this due to the serious nature of the incident and the high potential of it reoccurring.

**Alternative #2** – Council can choose to dispose of the BBQ without any repairs and dispose of the asset without any further financial implication.

**Alternative #3** – Council can choose to repair the BBQ and surplus the asset.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** \$9,000 in repairs

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Should Council follow the recommended action, Administration will proceed with the repairs to the barbeque and investigate retaining use for non-profit special events.

---

ATTACHMENT(S): N/A





# REQUEST FOR DECISION

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SUBJECT:	<b>Board Appointments</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 28, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER: WH
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Tammy Day to the Greenview Family & Community Services (FCSS) board for a 1 year term ending at the 2023 Organizational Meeting.**

---

## BACKGROUND/PROPOSAL:

On January 24, 2023, Council made the following motion to fill the FCSS Board.

*“MOTION: That Council appoint Beverly Laughlin to the Greenview Family & Community Services (FCSS) board for a 1 year term ending at the 2023 Organizational Meeting.”*

Since this motion was made Administration has been in contact with Mrs. Laughlin, who has had to decline the position on the board, leaving one vacant position again.

The attached applicant has served on the board previously, and had thought she reapplied for the October deadline in 2022 to maintain her position, but her application was sent to a wrong email (spelling error), so was never received. She has resubmitted her application and would like to be considered to fill the vacant position.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended actions is Greenview will have filled the requirements for the FCSS Board.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

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**Alternative #1:** Council may choose not to accept and wait for future applicants to come forward. Administration does not recommend this as we need to encourage participation on these boards to keep them moving forward.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will inform the applicants of Councils decision following the meeting.

---

**ATTACHMENT(S):**

- FCSS Board Application



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

GreenView FCSS

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

FCSS

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

FCSS

## Personal Resume

Name: Tammy Day

Home/Mailing Address: [REDACTED]

City: [REDACTED] Postal Code: [REDACTED]

Phone (home): [REDACTED] Phone (work): [REDACTED]

Email: [REDACTED]

Qualifications: [REDACTED]



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

GreenView FCSS

Are you a resident of Greenview?

☒

Yes

☐

No

Are you currently serving on a Municipal Board or Committee?

☒

Yes

☐

No

Which Board or Committee are you serving on and when does your term expire?

FCSS

Have you served on a Municipal Board or Committee in the past?

☒

Yes

☐

No

What Municipal Board or Committee have you served on and what year did you last serve?

FCSS

## Personal Resume

Name:

Tammy Day

[Redacted area]



MD OF GREENVIEW

# APPLICATION

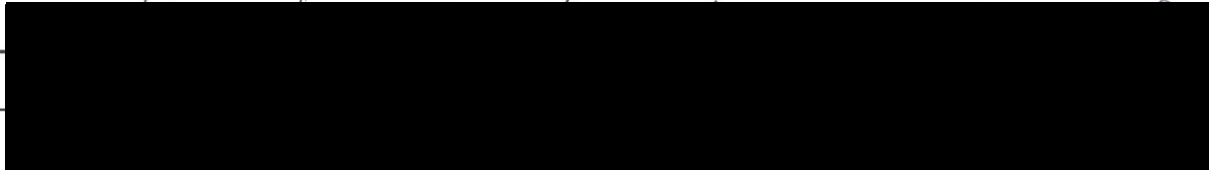
Appointment to a Municipal  
Board/Committee

Please Print

Experience: 

V

How do you feel you could contribute to your chosen Board or Committee?



  
Applicant's Signature

Sept. 18/22  
Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Natalie.Bartlett@mdgreenview.ab.ca](mailto:Natalie.Bartlett@mdgreenview.ab.ca)

The personal information collected on this form is collected under the authority of s40(1)(d) of the Freedom of Information and Protection of Privacy (FOIP) Act. Your name and phone number may be disclosed to the public upon request and at a Public Council meeting. If you have any questions about the collection, use or disclosure of your personal information, please contact Greenview's FOIP Coordinator at 780-524-7600 or [foip@mdgreenview.ab.ca](mailto:foip@mdgreenview.ab.ca)



# REQUEST FOR DECISION

---

SUBJECT:	<b>Joint Use and Planning Agreements (JUPA) Approval</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 28, 2023	CAO:	MANAGER:
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: MAV
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial (cite) –**

*Municipal Government Act, R.S.A 2000, c.M-26, s. 670.1*

*Education Act, R.S.A 2012, c.E-0.3, s. 53.1*

**Council Bylaw/Policy (cite) – N/A**

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## RECOMMENDED ACTION:

**MOTION: That Council approve the Joint Use and Planning Agreement template presented and authorize Administration to enter into the Agreement with each school division and their respective infrastructures and school sites.**

---

## BACKGROUND/PROPOSAL:

The Joint Use and Planning Agreements were presented to the Committee of the Whole on February 21, 2023. The Committee of the Whole sought clarification on the following;

1. “Municipality” changed to the Municipal District of Greenview No. 16 or Greenview, where applicable;
  - a. *This change has been made. Administration has amended the agreement to include Greenview or the Municipal District of Greenview No. 16, where applicable. “Greenview” has been added to the definitions list for clarity.*
2. Meetings of the Governing Committee be more frequent than every four (4) years;
  - b. *This change has not been made. The Superintendents of the school boards requested that this be mandatory once every four (4) years, as the option to call a meeting at anytime necessary is included in the Agreement.*
3. Meetings of the Operating Committee be held in open session and not in-camera;
  - c. *This change has been made. Administration has removed ‘in-camera’ from 7(f) of the Agreement.*
4. Meetings of the Operating Committee, including the CAO of Greenview, should meet annually to review the agreement with Superintendents; and
  - d. *This change has not been made. The Superintendents of the school boards requested that this be mandatory once every four (4) years, as the option to call a meeting at anytime necessary is included in the Agreement.*

5. Confirm the hours for municipal joint use facilities.
  - e. *This has been confirmed. Administration has confirmed that municipal joint use space is only available Monday through Friday between 8:00am and 5:00pm. Municipal joint use space is only available between September and June inclusively and must be requested by the school board for use during July and August for Summer School sessions. School Boards must book the space ahead of use, and it is subject to availability.*

In 2020, the Province of Alberta formally amended the *Municipal Government Act* and the *Education Act* to require municipalities and school boards to establish Joint Use and Planning Agreements and have these agreements finalized by June 10, 2023.

A Joint Use and Planning Agreement is a written agreement between one or more municipalities and one or more school boards which addresses shared use and access to facilities, funding of shared facilities and services and the planning and acquisition of new or expanded school sites. The requirement to have an agreement and the minimum content to be included in the agreement are set out in the *Municipal Government Act* for municipalities. The *Education Act* contains similar clauses for school boards. The agreement is intended as a flexible means of meeting the legislative responsibilities of each municipality and school board in a manner that best fits their local circumstances and preferences.

Aside from meeting the legislative requirements, preparing a Joint Use and Planning Agreement can benefit municipalities, school boards and the community at large.

Administration began drafting of a common Joint Use and Planning Agreement in 2022, utilizing the resources provided by the Local Government Administration Association of Alberta and has finalized a draft with five (5) school boards in our municipality. The Joint Use and Planning Agreement was tailored to meet Greenview's needs. It included consultation with Superintendents from Peace Wapiti School Division, Northland School Division, Northern Gateway Public School, Holy Family Catholic Separate School Division and Grande Yellowhead Public School Division. Administration and Superintendents from each school board agreed on a reasonable and consistent draft.

All of the legislative requirements have been met in the draft agreements. Administration and Superintendents agreed that new school development would be addressed case-by-case, and consultations with school boards would be held during Area Structure Plan development. Facility-specific agreements, such as the Greenview Regional Multiplex and the Grande Cache Recreation Centre, can be negotiated at a future date if the school board wishes. The Greenview Regional Multiplex and the Grande Cache Recreation Centre are not on reserve land and are not included in the agreements.

---

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will meet legislative requirements in the *Municipal Government Act* and the *Education Act*.
2. The benefit of Council accepting the recommended motion is that Greenview will have a clearly defined process for future school sites and increased organized access to public assets and facilities that meet the needs of Greenview, School Divisions within Greenview, and the public.



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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that this may increase the process and administrative work slightly, as each agreement will require meetings at regular intervals to ensure both public bodies have a common view of future school development and use of public facilities.

---

#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to direct Administration to make additional changes; however, we do not recommend this. Should Council direct additional changes, Administration will return to School Divisions and seek to negotiate those changes, which will delay the process. Administration believes we have captured everything required to ensure this is a mutually beneficial agreement for both parties.

---

#### FINANCIAL IMPLICATION:

**Direct Costs:** N/A

**Ongoing / Future Costs:** These costs would only be incurred in a facility-specific agreement, where appended to Schedule H and would be determined on that agreement.

---

#### STAFFING IMPLICATION:

There will be a slight increase in the administrative process.

---

#### 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 Council approves the Joint Use and Planning Agreement as presented, Administration will inform Superintendents that the agreement may be signed by their school boards.

---

ATTACHMENT(S):

- Joint Use and Planning Agreement Common Template
- MD Greenview Facility List for Joint Use
- School Division Facility List for Joint Use
- Legislation Background References





## JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT made this \_\_\_\_ of March 2023

BETWEEN

THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16

AND

SCHOOL DIVISION

**WHEREAS:** The *Municipal Government Act* and the *Education Act* require a municipality and any school board operating within the boundaries of the municipality to enter into and maintain a joint use and planning agreement; and

It is the responsibility of the municipality to plan, develop, operate, and maintain park and recreational land and facilities within the boundaries of the municipality for recreational purposes and to organize and administer public recreation programs; and

It is the responsibility of each of the school boards to develop and deliver educational programs and to provide the necessary facilities and sites for these programs; and

The joint use of municipal facilities and school board facilities is an essential tool in providing educational, cultural, and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities, thereby making the most effective use of the limited economic resources of the municipality and school boards; and

The *Municipal Government Act* allows the municipality to obtain municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) as lands within the municipality are subdivided to meet the open space and site needs of the municipality and school boards; and

The *Municipal Government Act* and *Education Act* require that a joint use and planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of the municipal reserve, school reserve and municipal and school reserve lands.

**NOW THEREFORE, IN CONSIDERATION** of their mutual commitment to the joint use of facilities and planning of municipal reserve, school reserve and municipal school and reserve lands, the parties agree as follows:

## **1) DEFINITIONS**

In this Agreement, the following terms shall be interpreted as having the following meanings:

- a) "Agreement" means this Agreement, as amended from time to time, and any Schedules which are attached hereto, and which also may be amended from time to time.
- b) "Arbitration Act" means the *Arbitration Act*, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time.
- c) "Area Structure Plan" means an area structure plan adopted pursuant to the *Municipal Government Act* and providing direction for land uses for a defined area within the Municipality.
- d) "Board" means School Division.
- e) "Calendar Day" means any one of the seven (7) days in a week.
- f) "CAO" means the Chief Administrative Officer of the Greenview.

- g) “Community Use” means the use by members of the general public and not a User Group.
- h) “Council” means the municipal Council of the Municipal District of Greenview No. 16.
- i) “Education Act” means the *Education Act*, Revised Statutes of Alberta 2012, Chapter E-0.3, and any regulations made thereunder, as amended from time to time.
- j) “Effective Date” means **March, --, 2023.**
- k) “Facility Plans” means the capital plan and facility plan prepared by the Board for approval by the Alberta Government.
- l) “Facility Scheduling Coordinator” means:
  - a. for Greenview, the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Greenview; and
  - b. for the Board, the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the respective Board.
- m) “Governing Committee” means the committee, including elected officials established under this Agreement.
- n) “Greenview” means the Municipal District of Greenview No. 16.
- o) “Hazardous Substance(s)” means the same as hazardous substance defined in the *Environmental Protection and Enhancement Act*, Revised Statutes of Alberta 2000, Chapter E-12, and any regulations thereunder, as amended.
- p) “Joint Use Space” means those portions of a Municipal Facility or School identified in Schedules “A,” “B,” and “C” as being available for booking by the Parties or User Groups for Community Use.
- q) “Municipality” means the municipal corporation of Municipal District of Greenview No. 16, its predecessor, or, where the context so requires, the area contained within the boundaries of the Municipal District of Greenview No. 16.
- r) “Municipal Facility” means a park, playground, playing field, building or part of a building owned, maintained and operated by Greenview and includes those facilities identified in Schedule “A.”
- s) “Municipal Government Act” means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and any regulations made thereunder, as amended from time to time.

- t) "Operating Committee" means the committee which is comprised of the CAO and Superintendent as established under this Agreement.
- u) "Parties" means the entities signing this Agreement collectively, and Party shall mean one (1) of the signatories.
- v) "Reserve Land" means municipal reserve, school reserve, or municipal and school reserve, as defined in the *Municipal Government Act*.
- w) "School" means a building which is designed to accommodate students for instructional or educational purposes that is owned or controlled by a Board and includes those facilities identified in Schedules "B" and "C."
- x) "School Portion" means the portion of Reserve Land identified for transfer to a Board that includes the school building footprint, any parking, loading or drop off facilities, any landscaped yards around the building, land for a playground equipment site, and land needed for future expansion of the school building based on the ultimate design capacity of the school.
- y) "Superintendent" means the chief executive officer of the Board.
- z) "User Group" means any School or community group that fits within the eligibility criteria set out in the Operating Guidelines and books the use of Joint Use Space during Joint Use Hours.

## 2) SCHEDULES

The following is the list of Schedules to this Agreement:

- Schedule "A" – Municipal Facilities available for Joint Use
- Schedule "B" – School Board Facilities available for Joint Use
- Schedule "C" – School Board Facilities available for Joint Use
- Schedule "D" – Joint Use Times
- Schedule "E" – Operating Guidelines
- Schedule "F" – School Site Planning Guidelines
- Schedule "G" – Dispute Resolution Process
- Schedule "H" – Site-specific Facility Agreement (If applicable)

## 3) TERM, REVIEW AND AMENDMENT OF AGREEMENT

- a) This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect until such time as it is replaced by the Parties.
- b) The terms and conditions of this agreement shall be reviewed every four (4) years, with the first such review scheduled in 2026, following the Trustee and Municipal election. The review shall be undertaken by the Operating and Governance Committees. Following the review, the

Governance Committee shall recommend how the agreement should be amended.

- c) Except as provided otherwise herein, this Agreement shall not be modified, varied, or amended except by the written agreement of all the Parties.

#### 4) **WITHDRAWAL AND TERMINATION**

- a) No party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b) Where one or more Parties view this Agreement as no longer meeting their interests, they shall give all Parties written notice of their request to review and/or amend all or parts of this Agreement.
- c) If written notice requesting a review is received, all Parties shall commence a review of this Agreement within thirty calendar days of the date the last Party received the written notice and shall seek consensus on the updates and amendments.
- d) Until such time as an amended agreement or replacement agreement has been created and agreed upon by all Parties, the terms and conditions of this Agreement shall remain in effect.

#### 5) **PRINCIPLES**

The Parties agree that in entering into this Agreement, they are committing to the following Principles with respect to the joint use of municipal and school board facilities:

***Respect for Autonomy*** – Each of the Parties is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Joint Use Space based on what the Board and Municipal Council believe to be in the best interests of the people they serve.

***Cooperation and Partnership*** – The Parties shall work together as partners, recognizing that the needs of the public for educational, cultural, and recreational opportunities can best be achieved through a combination of their respective resources and by the Parties working in conjunction with each other.

***Efficiency and Effectiveness*** – The joint use of Municipal Facilities and Schools is an important tool in providing a high standard of educational, cultural, and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities, thereby saving costs and making the most effective use of the limited economic resources of the Parties.

***Fairness and Equity*** – The cost of providing joint use space is to be borne fairly and equitably by the Parties in a manner which encourages access and use of Joint Use Space by both Parties and Public Users.

***Transparency and Openness*** – The Parties shall make available to each other such information as necessary to make this agreement successful.

## 6) CONSULTATION WITH OTHER MUNICIPALITIES

- a) The Parties acknowledge schools available as Joint Use Space may be accessed by community groups, residents and user groups that are located or residing outside Greenview in accordance with a Joint Use and Planning Agreement with other municipalities.
- b) The Parties further acknowledge schools that are currently located within Greenview have been designed, built, and funded for and by ratepayers within Greenview's boundaries and ratepayers beyond the Greenview's boundaries.
- c) In lieu of a single agreement involving participation by all of the municipalities in which the Board operates, the Parties agree to consult and involve other municipalities that are served by the same Board or Boards on an issue-by-issue basis as needed to share access to the schools and to plan for and acquire future School sites. One or more separate agreements between the Parties and these other municipalities may be created as needed.
- d) When consultation with one or more municipalities that are not Party to this agreement is required, the consultations shall begin with a meeting, held in person or by electronic means, of the members of the Operating Committee and the equivalent or similar committee established between the Board and the other municipalities.

## 7) GOVERNING COMMITTEE

- a) The Governing Committee shall consist of two (2) Council members and the CAO or their designate and two (2) Board members and the Superintendent or their designate the Board.
- b) The Governing Committee shall meet at least once every four (4) years to discuss issues of mutual interest unless an additional meeting is required as determined by the Operating Committee.
- c) The role of the Governing Committee shall be to provide recommendations to the Council and Board regarding the following:
  - i) Reviews of this Agreement and proposed amendments to this Agreement from time to time; and
  - ii) Resolution of any issues or matters of disagreement that arise.
- d) Quorum of the Governing Committee shall consist of at least two representatives from each Party attending each agreed-upon meeting. The Governing Committee may adopt such rules of procedure as its members may agree upon.

- e) The CAO and Superintendent may be accompanied by administration, staff and/or resource personnel as deemed necessary by the CAO or the Superintendent.
- f) Any decisions of the Governance Committee shall require the consensus of its members, or the Dispute Resolution Process (Schedule “G”) shall come into force.
- g) Minutes shall be kept for all meetings of the Governing Committee. Copies of meeting minutes shall be provided to all Parties within fourteen calendar days of the date of the meeting.

## **8) OPERATING COMMITTEE**

- a) The Operating Committee shall consist of the CAO (or designate) of Greenview and the Superintendent (or their designate) of the Board.
- b) The Operating Committee shall oversee the operation of this Agreement.
- c) The role of the Operating Committee shall be to:
  - i) formulate policy recommendations related to the joint use of Municipal and School Facilities for consideration by the Council and the Board;
  - ii) providing a forum to discuss issues of mutual interest related to joint use and formulate recommendations regarding amendments to this Agreement, including the Operating Guidelines, for consideration by Council and the Board;
  - iii) formulate and approve Operating Directives, based on the Operating Guidelines, for specific facilities and types of use as needed;
  - iv) review any approved Operating Directives on an annual basis;
  - v) provide a forum for the operational concerns of the Parties to be discussed;
  - vi) consult with and provide a forum through which the public can express concerns or opinions with respect to the operation or use of Joint Use Space, the Operating Guidelines and Operating Directives;
  - vii) where possible, resolve or recommend solutions to resolve day-to-day operational concerns or difficulties related to the use of Joint Use Space by the Parties or the public;
  - viii) review the Facility Plans of each Party as required;
  - ix) review any proposed amendments or updates of Greenview’s Municipal Development Plan, Area Structure Plans, and Concept Plans to ensure the proposed plans or amendments reflect the identified and projected needs of the Parties;

- d) The Operating Committee shall meet at least once every four (4) years, prior to the Governing Committee meeting, to establish the agenda and ***may meet more frequently if required.*** Meetings of the Operating Committee may be in person or conducted by telephone or video conferencing.
- e) The meetings shall be chaired by the CAO or their designate. Secretarial support for each meeting shall be arranged by the CAO.
- f) All decisions of the Operating Committee shall require the consensus of its members. In the event that the Operating Committee cannot reach a consensus on the issue, the matter shall be referred to the Governance Committee for resolution or direction as to how the matter should be resolved.
- g) Minutes shall be kept for all meetings of the Operating Committee. Copies of the minutes of the meetings shall be provided to both Parties.
- h) Members of the Operating Committee may bring to the meetings of the Operating Committee additional staff from Greenview and/or the Board or resource personnel, as necessary, to provide assistance to the members of the Operating Committee in the carrying out of their responsibilities under this Agreement.

## 9) JOINT USE SPACE

- a) Greenview shall make available to the Board those Municipal Facilities identified as Joint Use Space in Schedule "A." Greenview shall not charge fees for the Joint Use Space except as allowed by the Operating Guidelines and any applicable Operating Directive(s).
- b) The Board shall make available, to Greenview and community groups, those portions of Schools identified as Joint Use Space in Schedules "B" and "C," respectively. The Board shall not charge fees for the use of Joint Use Space except as allowed by the Operating Guidelines and any applicable Operating Directive(s).
- c) The Parties shall not allow Joint Use Space to be used by groups or individuals during the Joint Use Hours identified in Schedule "D" unless such use respects the Operating Guidelines and any applicable Operating Directive(s) in effect from time to time.
- d) The CAO may, upon six (6) months' written notice to the Board, amend Schedule "A" to either add to or remove from the list of Joint Use Space provided by Greenview all or any portion of a Municipal Facility.
- e) The Superintendent of the Board may, upon six (6) months' written notice to Greenview, add to or remove from the list of Joint Use Space provided by the Board all, or any portion or one or more of their Schools.
- f) Notice of the removal of all or any portion of a Joint Use Space from the list of Joint Use Spaces available shall include a written explanation as to why the specific Joint Use Space will no longer be available for use. The Parties agree that the written explanation shall be shared with the



public.

- g) Notwithstanding any other provision in this Agreement or its Schedules, the Principal of a School, or the respective manager of a Municipal Facility, shall be able to determine if a particular use will be allowed to occur in their School or Facility.
- h) Appeals from a refusal by a Principal or manager of a Municipal Facility to allow a particular use within their School or Municipal Facility shall be made:
  - i) in the case of a School, first to the Principal's Superintendent and thereafter to the appropriate board; and
  - ii) in the case of a Municipal Facility, first to the CAO and thereafter to Council.
- i) Notwithstanding any other provision in this Agreement, Greenview and/or the Board may remove from the Joint Use Space any facility or portion of a facility, either on a permanent or temporary basis, if the facility or portion of a facility is needed by the Party to meet its responsibilities or to provide services or programs to its constituents.

#### **10) OPERATING GUIDELINES FOR JOINT USE SPACE**

The Parties hereby agree to be bound by and comply with the Operating Guidelines attached to this Agreement as Schedule "E."

#### **11) ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES**

- a) The Board shall communicate their need to construct a new school that is to be located within the Municipal District of Greenview No. 16 or intended to serve residents of the Municipal District of Greenview No. 16 to Greenview as early as possible.
- b) The decision of where and when to propose the construction of a new school and the identification of the area to be served by that school shall be at the sole discretion of the Board.
- c) Where construction of a school that will serve two or more Municipalities is proposed, the Board shall notify all of the involved Municipalities to enable early consultation on the availability and acquisition of a site.
- d) Greenview shall, to the best of their ability given the constraints of the *Municipal Government Act*, the evolving nature of information as to the needs of the Parties, and the demographics of the community, plan for a sufficient number of school sites to meet the anticipated needs of the Board.
- e) Greenview shall use Area Structure Plans or Concept Plans for designated or planned growth areas involving residential land uses to identify the number, general size, and location of existing and future school sites.

- f) In determining the number, location, and size of school sites to be identified, the Greenview shall follow the School Site Planning Guidelines outlined in Schedule "F." The number of school sites to be identified shall be based on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan, Area Structure Plan or Concept Plan once the area is fully developed and based on the best information available at the time that the Plan is prepared or amended.
- g) Allocation of an available school site shall be made by the Operating Committee once the need to construct a new school has been identified. If construction on an allocated site has not commenced within three (3) years of the site being allocated to the Board, the site shall be considered available for allocation to another Board.
- h) If there are competing claims between two (2) or more Boards for one available school site, the Boards shall, at their own cost, resolve the question of site allocation between themselves using, if necessary, the Dispute Resolution Process described in Schedule "G."
- i) Greenview shall use its ability under the *Municipal Government Act* to require Reserve Land to be dedicated as lands within the Municipality when subdivided to provide School sites in accordance with the Area Structure Plan. Once a site has been identified, Greenview shall not be obligated to acquire lands for School sites using any other resources at the Municipality's disposal. The decision to commit the use of other resources at its disposal to acquire a School site shall be at the sole discretion of Greenview.
- j) The Board acknowledges that Reserve Land dedication at the time of subdivision is also used to address the open space needs of Greenview, and the amount of land or money-in-lieu of land dedication shall be divided between the need for School sites and the open space plans of Greenview.
- k) Greenview may collect money-in-lieu of land dedication at the time of subdivision in accordance with the policies of Greenview. All money-in-lieu of land dedication shall be paid to the Municipal District of Greenview No. 16. All money-in-lieu of land dedication shall be allocated as allowed under the *Municipal Government Act* at the sole discretion of Greenview.
- l) In the event that a School site is required prior to a planned site being created through the subdivision process, Greenview shall approach the owner of the land containing the planned School site about providing the site earlier than originally expected through a pre-dedication process. The Board requiring the school site may assist Greenview; however, in all dealings with the owner(s) of the land, Greenview shall be present and lead the discussions.

## **12) SERVICING AND DEVELOPMENT OF SCHOOL SITES**

- a) All School sites shall be serviced to the property line, provided services exist, prior to transfer to the Board.
- b) The services to be provided include, but are not limited to, water, wastewater, storm drainage, roads, and sidewalks.

- c) Where one or more services are not available at the property line of the school site, Greenview shall provide the services subject to the legal and financial ability of Greenview to do so where those services exist within the Municipal District of Greenview No. 16.
- d) Offsite levies or any similar charges for municipal infrastructure shall not be charged against development on any School site. This restriction does not apply to capital costs that may be included in a utility rate structure for use of the utility.

### **13) FACILITY AND SITE-SPECIFIC AGREEMENTS**

- a) When two or more of the Parties decide to create a shared site and/or facility, a separate agreement shall be prepared specific to that site and/or facility. The agreement shall cover facilities not on Reserve Lands and, if applicable, will be outlined in Schedule "H."
- b) The agreement shall address:
  - i) The broad purpose and parameters of the partnership that is being created;
  - ii) The nature of the site and/or facilities that are involved;
  - iii) The financial or in-kind contributions to be made by each of the Parties;
  - iv) Operating Guidelines and Operating Directives specific to the site and/or facility for ongoing operations;
  - v) Capital cost and operating cost-sharing arrangements and responsibilities between the Parties; and
  - vi) A process for dissolving the partnership, disposing of the site, or retiring the facility.

### **14) TRANSFER OF SCHOOL SITE**

- a) All Reserve Land intended to accommodate a School shall initially be dedicated as municipal reserves and be owned by Greenview.
- b) Greenview shall only transfer the School Portion of Reserve Lands intended to accommodate a School to a Board.
- c) The School Portion shall be transferred to a board once:
  - i) The Board has an identified need for the school site;
  - ii) The Board has the approval of the funding for the design of the school on-site;
  - iii) The Board has applied for a development permit for the school and has submitted a site plan and building plans to Greenview; and
  - iv) The School Portion has been or is in the process of being subdivided from the other Reserve Land for registration as school reserve with Land Titles.
- d) All costs associated with the transfer of the School Portion to a Board shall be paid by Greenview. This shall include the costs of any required subdivision and registration of required plans and documents at Land Titles.

### **15) DISPOSAL OF UNNEEDED SCHOOL SITES**

- a) If a Board concludes that it no longer requires Reserve Land that was previously transferred to it by Greenview, the Parties shall meet, and the other Board(s) shall determine if they require that Reserve Land.
- b) If the Reserve Land is required by one of the other Board(s), the Reserve Land shall be transferred to that other Board. Any dispute between the Boards shall be resolved through the Dispute Resolution Process described in Schedule "G."
- c) In the event that the Reserve Land is not needed by any Board, the Board in possession of the Reserve Land shall first offer to transfer the Reserve Land back to Greenview unless the Board is prohibited from doing so by the Education Act or other legislation.
- d) Greenview shall have one hundred and eighty (180) calendar days from the Board notifying Greenview in writing of its intention to cease use of the Reserve Land to confirm whether it agrees to take back the Reserve Lands. The School Board shall provide Greenview with all available information regarding the Reserve Land and facilities on the Reserve Land, including any potential presence and nature of any Hazardous Substances, at the time that the offer to Greenview is made. Greenview shall have the right to enter the Reserve Land and any facilities on the Reserve Land for the purpose of carrying out any required assessments, tests, and studies.
- e) If Greenview opts to acquire the Reserve Land, Greenview shall take the Reserve Land as is, where is, including all buildings and improvements on the Reserve Land. The Reserve Land shall be transferred to the Municipal District of Greenview No. 16 at no cost to Greenview except for the cost of registering the transfer of land document.
- f) In the event that Greenview elects not to assume ownership or the Board is prohibited from transferring the Reserve Land by the Education Act or other legislation, the Parties agree to meet and discuss alternative means of disposing of the site. This may include:
  - i) Redevelopment of the entire site for a different use that is compatible with existing and future uses on lands near the site, including any environmental remediation that may be required, or
  - ii) Subdividing the playfields or open space portion of the site from the School Portion to enable Greenview to acquire the non-School Portion and sale of the School Portion.

## **16) DISPUTE RESOLUTION**

- a) Operational issues shall be addressed initially by administrative staff of the respective facilities. In the event that the administrative staff is unable to resolve an operational issue, then such issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.
- b) The Parties agree to follow the Dispute Resolution Process outlined in Schedule "G" for non-operational disputes.

## **17) APPLICABLE LAWS**

This Agreement shall be governed by the laws of the Province of Alberta.

## **18) INTERPRETATION**

- a) Words expressed in the singular shall, where the context requires, be constructed in the plural, and vice versa.
- b) The insertion of headings and sub-headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

## **19) TIME OF THE ESSENCE**

Time is to be considered of the essence of this Agreement and therefore, whenever in this Agreement either Greenview or the Board is required to do something by a particular date, the time for the doing of the particular thing shall only be amended by written agreement of Greenview and the Board.

## **20) NON-WAIVER**

The waiver of any covenants, condition or provision hereof must be in writing. The failure of any Party, at any time, to require strict performance by the other Party of any covenant, condition, or provision hereof shall in no way affect such Party's right to thereafter enforce such covenant, condition or provision, nor shall the waiver be any Party of any breach of any covenant, condition or provision hereof be taken or held to be a waiver of any subsequent breach of the same or any covenant, condition or provision.

## **21) NON-STATUTORY WAIVER**

The Municipal District of Greenview No. 16, in entering into this Agreement, is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory, or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Municipal District of Greenview No. 16 of any approval or permit as may be required pursuant to the *Municipal Government Act* and any other Act in force in the Province of Alberta. Greenview, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Municipal District of Greenview No. 16, its Council, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal council and as the officers, servants and agents of a municipal government.

The Board, in entering into this Agreement, is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory, or approving body pursuant to any law of the Province of Alberta, and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the *Education Act* and any other Act in force

in the Province of Alberta. The Board, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Board, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants and agents of a school board.

## **22) SEVERABILITY**

If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any Court or competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be served from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

## **23) FORCE MAJEURE**

- a) Force majeure shall mean any event causing a *bona fide* delay in the performance of any obligations under this Agreement (other than as a result of financial capacity) and not caused by an act, or omission, of either party or a person not at arm's length with such party, resulting from:
  - i) an inability to obtain materials, goods, equipment, services, utilities, or labour;
  - ii) any statute, law, bylaw, regulation, order in Council, or order of any competent authority other than one of the parties;
  - iii) an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations after every reasonable effort has been made to do so;
  - iv) a strike, lockout, slowdown, or other combined action of works; and
  - v) an act of God.
- b) No Party shall be liable to the other Parties for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

## **24) INSURANCE**

- a) In addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death, and when applicable, course of construction insurance in an amount to be determined based on the value of the anticipated construction project, as would be placed by a prudent contractor. The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability, and broad form property damage. The

insurance to be maintained by each Party herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where appropriate, a severability of interests' clause or a cross-liability clause.

- b) Termination of insurance must be present thirty (30) days prior to the lapsing of the last insurable date.

## **25) INDEMNIFICATION**

Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Parties (the "Non-Indemnifying Parties"), their employees, servants, volunteers, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Indemnifying Party, its employees, servants, volunteers or agents in the performance and implementation of this Agreement, except for claims arising out of the sole negligence of one or more of the Non-Indemnifying Parties, its employees, servants, volunteers or agents.

## **26) NON-ASSIGNMENT OR TRANSFER**

No Party may assign, pledge, mortgage or otherwise encumber its interest under this Agreement without the prior written consent of the other Parties hereto, which consent may be arbitrarily withheld. Any assignment, pledge, or encumbrance contrary to the provisions hereof is void.

## **27) SUCCESSORS**

The terms and conditions contained in this Agreement shall extend and be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipal District of Greenview No. 16 and the Boards.

## 28) NOTICES

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Superintendent using the mailing address for their respective offices as shown below:

Municipal District of Greenview No. 16  
4806 36 Avenue  
Box 1079  
Valleyview, Alberta  
T0H 3N0  
Attention: Chief Administrative Officer

School Division  
Street Address  
Town/City, Alberta  
Postal Code  
Attention: Superintendent

Email notification to the CAO or Superintendent may also be used to provide written notices required or described in this Agreement but require confirmation that the electronic written notice was received.

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**IN WITNESS WHEREOF** the Parties of this Agreement by the hands of their respective duly authorized signatories:

**MD OF GREENVIEW NO. 16**

Per: \_\_\_\_\_  
Stacey Wabick  
Chief Administrative Officer

Per: \_\_\_\_\_  
Tyler Olsen  
Reeve

**SCHOOL DIVISION**

Per: \_\_\_\_\_  
Name  
Superintendent

Per: \_\_\_\_\_  
Name  
Chair

**Sample Schedule “A” – Municipal Facilities Available for Joint Use**

Name of Facility	Legal Description of Parcel Containing Facility	Description of Facility and Amenities
Municipal Facility	Lot # Block # Plan #	Ball Diamonds

**Sample Schedule “B” and Schedule “C” – School Board Facilities Available for Joint Use**

Name of School	Type of School	Legal Description of Parcel Containing School	Description of Facility and Amenities
School 1	Grades K-12	Lot # Block # Plan #	16 Classrooms Gymnasium 590m <sup>2</sup>
School 2	Grades K-8	Lot # Block # Plan #	8 Classrooms Gymnasium 350-400m <sup>2</sup>

Unless specifically noted otherwise, Joint Use Space shall only include gymnasiums and regular classrooms. Library space, music rooms, drama rooms, technology rooms and other specialized classrooms shall not be included as Joint Use Space unless listed in the table above.

### Sample Schedule “D” – Joint Use Times

Facility Type	Available Times
Municipal Facility	Monday to Friday between 8:00 and 15:00
School 1	Monday to Friday between 16:30 and 21:00 Saturday between 8:00 and 18:00
School 2	Monday to Friday between 16:30 and 21:00 Saturday between 8:00 and 18:00

School Buildings shall not be available on Sundays, or during Statutory Holidays, School Breaks (including the months of July and August), District closures and annual maintenance shutdowns. Board use of Municipal Facilities is limited to Monday through Friday between September and June inclusively.

Community use of School Facilities on Sundays and outside of the Joint Use Hours may be considered through special request.

School use of Municipal Facilities during July and August for Summer School Sessions shall be considered based on the availability of the facility.

From time to time, it is understood the schools will be unavailable due to them becoming polling stations for provincial or federal elections.

## **Schedule “E” – Operating Guidelines for Joint Use Space**

### **User Group Eligibility**

To be eligible to use a Joint Use Space in a School, a user group must:

- Satisfy the Facility Scheduling Coordinator that at least seventy-five (75) percent of the members of the group or participants are residents of Greenview, or another Municipality served by the School Board that owns the facility to be booked
- Engage in activities that are recreational, cultural, or educational in nature
- If it is a political group, be a locally based affiliate of a registered provincial or federal party or be for the purpose of local government
- Be non-profit
- Undertake, in writing, to have their members and participants uphold the rules and regulations of these Operating Guidelines

To be eligible to use a Municipal Facility that is a Joint Use Space, a User Group must be affiliated with a school or a program or event offered by a school that is located within the geographic boundary of Greenview, and their Board must be a party to this Agreement.

A User Group may be barred from using Joint Use Space if:

- The group has failed to pay fees related to the group’s prior use of any Joint Use Space
- The group has failed to provide the required insurance
- The group has failed to pay for damages that occurred as a result of the group’s prior use of any Joint Use Space
- The past conduct of the group, or members of the group or invited participants, during the use of Joint Use Space was, in the opinion of the Principal, Facility Manager, or Facility Scheduling Coordinator, inappropriate or not in keeping with the rules and regulations of the Joint Use Space that was booked, or, if repeated, would likely cause damage to the Joint Use Space

In the case of a School, any user group that is barred from the Joint Use Space may appeal the decision first to the Principal’s Superintendent and thereafter to the appropriate Board. In the case of a Municipal Facility, a barred User Group may appeal first to the CAO and thereafter to Council.

### **Insurance Coverage**

In addition to any other form of insurance, a User Group may reasonably require for risks against which a prudent user under similar circumstances and risk would insure, a User Group shall be required to carry General Liability Insurance naming the Municipal District of Greenview No. 16 and the Board in whose building or on whose land they are conducting their activities as additional insureds.

- a) The minimum insurance requirement shall be \$2 Million.
- b) Termination of insurance must be present thirty (30) days prior to the lapsing of the last insurable date.

## **Booking Joint Use Space**

Booking the use of Joint Use Space within Schools by User Groups shall be made through the Facility Scheduling Coordinator for the respective Board.

Booking School use of Municipal Facilities as Joint Use Space shall be made through Greenview's Facility Scheduling Coordinator.

## **Cancellation of Bookings**

A booking for use of Joint Use Space within a School may be cancelled at any time by the school principal. The principal shall provide as much notice as reasonably possible to the Facility Scheduling Coordinator of the cancellation. The Facility Scheduling Coordinator shall notify the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within a School at any time with notice to the Facility Scheduling Coordinator of the respective Board.

A booking for Joint Use Space within Municipal Facilities may be cancelled at any time by the Facility Scheduling Coordinator. The Facility Scheduling Coordinator shall provide as much notice as reasonably possible to the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within Municipal Facilities at any time with notice to the Facility Scheduling Coordinator.

If the scheduled use requires specially trained or technical staff to be available, the User Group may still be charged for such services if the cancellation is made by the User Group less than seventy-two (72) hours before the scheduled booking.

## **Fees for Joint Use Space**

Fees charged to any Party in this Agreement or to any User Group for the use of Joint Use Space within Joint Use Hours shall be limited to:

- The use of specialized equipment
- The provision of specially trained or technical staff (e.g., swimming lesson instructors, lifeguards, theatre technicians, computer lab technicians) necessary for the use of the Joint Use Space
- Any additional janitorial or custodial services related to the use of the Joint Use Space
- The provision of supervisory staff or hosts related to the use of the Joint Use Space

## **Equipment**

The right to use Joint Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. The right to use Joint Use Space does not include

the right to use score clocks or other specialized equipment. Any and all equipment required by a User Group must be requested at the time of booking.

### **Custodial Responsibility and Building/Facility Maintenance Responsibility**

The School Board shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by that Board.

Greenview shall be responsible for custodial and janitorial services and building/facility maintenance for any Municipally-owned joint use space.

### **Damages to Joint Use Space**

For Joint Use Space in a School, Greenview shall be responsible for the recovery of costs to repair damages that occurred in Joint Use Space during the use of that space by a User Group that is not affiliated with the respective Board that owns the facility that was damaged.

For Joint Use Space in a Municipal Facility, the Board shall be responsible for damage occurring in the Joint Use Space during the use of that space by their respective Schools.

### **Playing Fields and Playgrounds**

For the purposes of this section, the following definitions shall apply:

“Playfield or Playing Field” means a designated outdoor playing area designed for various sports and includes rectangular turf fields and ball diamonds.

“Playfield Maintenance” means the regular mowing, fertilizing, and lining of playfields.

“Playground” means an area designed for outdoor play or recreation, especially by children, and often containing recreational equipment such as slides and swings.

“Refurbishment” means to aerate, top dress and overseed, taking the playfield offline for a 12-month period.

“Re-development” means the stripping and grading of the playfield to reshape the grade and/or the complete replacement of the topsoil, finished surface (seed/sod/shale) and the replacement of goal posts or back fields. The redevelopment would anticipate the closure of the playfield for up to two years.

Maintenance of playing fields located on Municipal lands that are desired or required by a Board shall be the responsibility of the Board. All costs of such upgrades shall be paid by the Board requiring the upgrade. If a playing field has been upgraded by a Board, the responsibility for maintaining that playing field shall pass to the Board, and all costs of maintaining the upgraded playing field shall be paid by the

Board.

Each Party shall perform regular assessments on playfield conditions to determine short-term and long-term maintenance or, as appropriate, refurbishment required for each playfield. The Parties shall advise each other of any major refurbishment or redevelopment of playfields.

Each Party shall be responsible for the development of playing fields, including the construction of soccer pitches and softball or baseball diamonds, located on their respective lands.

Upgrades to playing fields located on Municipal lands that are desired or required by a Board shall be the responsibility of the Board. All costs of such upgrades shall be paid by the Board requiring the upgrade. If a playing field has been upgraded by a Board, the responsibility for maintaining that playing field shall pass to the Board, and all costs of maintaining the upgraded playing field shall be paid by the Board.

Maintenance of playgrounds shall be the responsibility of the Party upon whose lands the Playground is located. Maintenance of playgrounds does not include or guarantee replacement of the playground.

Despite the identity of the Party that funded or installed a playground, the Party upon whose land it is located shall at all times have the right to remove the playground if ongoing maintenance of the playground is unwarranted due to safety concerns or because of costs associated with ongoing maintenance. The replacement of the playground is at the sole discretion of the Party upon whose land it is located.

### **Schedule “F” – School Site Guidelines**

The parameters contained in this Schedule shall be applied when planning future school sites in Greenview’s Municipal Development Plan, Area Structure Plan or Concept Plan.

#### **Size of Site**

The size of school sites to be included in the Greenview’s plan shall be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by each Board.

The acreage guidelines outlined in the tables above are approximate acreages. The land required may vary depending on the site configuration, topography, natural vegetation, special site conditions, or shared facilities adjacent to the school site.

Each school site shall be an adequate size to meet the initial and future expansion needs of the school.

Where possible, school sites shall be located across quarter section lines to make use of reserve dedication from two-quarter sections to create a larger, shared site for two schools. For example, two

elementary schools may share a set of playing fields requiring a total site area of 15 to 18 acres rather than 20 to 24 acres for two separate schools.

Where possible, sites for high schools shall be created using reserve dedication; however, acquisition of additional land will likely be needed to create the size of the site required. In these circumstances, a separate agreement shall be negotiated between the Parties involved in the acquisition of the site.

### **Site Shape and Configuration**

Each school site shall have a core area that is generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g., 160m width and 240m length). The core area must account for 80 to 90 percent of the total site area.

Site shapes that consist of curves, triangular areas or narrow spaces shall be avoided.

### **Frontage along a Public Street**

Where possible, each school site shall have frontage along two public streets that intersect at a corner of the site.

Where frontage along only one public street is available, it shall be a continuous frontage along the entire length of one side of the site.

### **Accessible to Several Modes of Travel**

Each school site shall be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each school site shall have onsite pedestrian connections and connections to any pedestrian network linking the site to the surrounding community.

Each site shall accommodate bicycle access and on-site bicycle parking facilities.

### **Site Topography and Soil Conditions**

Each school site shall have geotechnical and topographic conditions suitable for constructing a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain. Greenview shall not bear cost of studies.

### **Flexibility for Design**

Each school site shall not be encumbered with utilities and utility rights of way that divide the site or otherwise reduce the options for the placement of buildings and improvements.



## **Access to Services**

Each school site shall be located where access to a sewage collection and disposal system, water system, storm drainage services, and three-phase power is available or can be made available.

## **Schedule “G” – Dispute Resolution Process**

### **Step 1: Notice of Dispute**

1. When any Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party alleging the dispute must give written notice of the matter(s) under dispute to the other Parties.
2. During a dispute, the Parties must continue to perform their obligations under this Agreement.

### **Step 2: Negotiation**

3. Within fourteen (14) calendar days after the notice of dispute is given, each Party must appoint representatives to the Governing Committee to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
4. Each party shall identify the appropriate representatives who are knowledgeable about the issue(s) under dispute, and the representatives shall work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the Parties shall also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council and Board ratification of any resolution that is proposed.
5. Representatives shall negotiate in good faith and shall work together, combining their resources, originality, and expertise to find solutions. Representatives shall fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.

### **Step 3: Mediation**

6. In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation within fourteen (14) calendar days of one Party's indication that negotiation has not resolved matters nor be likely to. The Party giving such notice shall include the names of three mediators. The recipient Party(ies) shall select one name from the shortlist and advise the other Party(ies) of their selection within ten (10) calendar days of receipt of the list. The Parties shall thereafter cooperate in engaging the selected mediator in a timely manner.

7. The Party that initiated the dispute resolution process must provide the mediator with an outline of the dispute and agreed statement of facts within fourteen (14) calendar days of the mediator's engagement. The Parties must give the mediator access to all records, documents, and information that the mediator may reasonably request.
8. The mediator shall be responsible for the governance of the mediation process. The Parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute. Time shall remain of the essence in pursuing mediation, and mediation shall not exceed ninety (90) calendar days from the date the mediator is engaged without further written agreement of the parties.
9. All proceedings involving a mediator are without prejudice, and unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.
10. If a resolution is reached through mediation, the mediator shall provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each Party.
11. If after ninety (90) calendar days from engagement of the mediator, or longer as agreed in writing by the Parties, resolution has not been reached, the mediator shall provide a report to the Parties detailing the nature of the apparent impasse and/or consensus.

#### **Step 4: Arbitration**

12. In the event that Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within thirty (30) calendar days of receipt of the mediator's report, including appointing an arbitrator within that time. If the representatives can agree upon a mutually acceptable arbitrator, arbitration shall proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each Party shall produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration shall proceed using that arbitrator.
13. If the representatives cannot agree on an arbitrator, the Party that initiated the dispute resolution process must forward a request to the Minister of Education to appoint an arbitrator within thirty (30) calendar days of the expiry of the time period in clause 12. Should the Minister of Education agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of the King's Bench.
14. Where arbitration is used to resolve a dispute, the arbitration and the arbitrator's powers, duties, functions, practices, and procedures shall be the same as those in the *Arbitration Act*.

15. Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and arbitration process must be shared equally between the Parties.

## **Schedule “H” – Site-Specific Facility Agreement**

***(If applicable, the site-specific agreement will be attached here. Site-specific agreements shall be negotiated between the School Board and Community Services/Recreation department of Greenview)***

### Joint Use and Planning Agreements - Municipal Facilities

Location	Name of Municipal Facility	Legal Description of Parcel Containing Facilities	Description of Facility and Amenities	Joint Use School Division(s)
Landry Heights	Landry Heights Baseball Diamonds	Lot 36R, Plan 772 2194	Ball Diamonds	Peace Wapiti School Division
Grande Cache	Central Park	Lot 28MR, Block 2, Plan 9821082	Climbing Rock, Paved Trail, Green Gym, Amphitheater, Spray Park, Change Rooms	Northland School Division, Grand Yellowhead Public School Division
Grande Cache	Hamell Street Park	Lot 19MSR, Block 42, Plan 8321826	Basketball Courts, Paved Court for Multi-Use	Northland School Division, Grand Yellowhead Public School Division
Grande Cache	Mt. Stearn Park	Lot R17, Block 27, Plan 4355RS	Playground W/ Climbing Wall, Saucer Swings, Soft Tiling, Group coordination Play feature	Northland School Division, Grand Yellowhead Public School Division
Grande Cache	Jag Memorial Park	Located In Ball Diamonds	Playground including swings, slide and climbing features	Northland School Division, Grand Yellowhead Public School Division
Grande Cache	Stearn Crescent Park	Lot 23MSR, Block 43, Plan 8321826	Playground w/ Swings	Northland School Division, Grand Yellowhead Public School Division
Grande Cache	Lions Playground	Lot R6, Block 5, Plan 1436RS	Natural Playground w/ Trails	Northland School Division, Grand Yellowhead Public School Division
Grande Cache	Upper Ball Diamonds	7822521 A 1-53, BLK 40 & 6285NY A*	4 Ball Diamonds with enclosed player benches, bleachers & picnic tables	Northland School Division, Grand Yellowhead Public School Division

\*Not on Reserve Land but included due to the proximity to schools and great amenities for public use

### Joint Use and Planning Agreements - School Division Facilities

Location	Name of School	Joint Use School Division	Legal Description of Parcel Containing Facilities	Description of Facility and Amenities
Ridgevalley	Ridgevalley School	Peace Wapiti School Division	Lot 2, Block 1, Plan 094 1544	16 Classrooms, Gymnasium 590m <sup>2</sup>
Grovedale	Penson School	Peace Wapiti School Division	Lot 1SR, Plan 912 1095	8 Classrooms, Gymnasium 350-400m <sup>2</sup>
Valleyview	St. Stephens School	Holy Family Catholic Separate School Division	4301 51 Avenue, Valleyview Alberta	18 Classrooms, Gymnasium 494m <sup>2</sup>
Valleyview	Oscar Adolphson Primary School	Northern Gateway Public School Division	5209 48 Street, Valleyview Alberta	11 Classrooms, Gymnasium 217m <sup>2</sup>
Valleyview	Harry Gray Elementary School	Northern Gateway Public School Division	5013 49 Street, Valleyview Alberta	12 Classrooms, Gymnasium 344m <sup>2</sup>
Valleyview	Hillside Jr/Sr High School	Northern Gateway Public School Division	4701 52 Avenue, Valleyview Alberta	17 Classrooms Large Gymnasium 655m <sup>2</sup> Small Gymnasium 441m <sup>2</sup>
Fox Creek	Fox Creek School	Northern Gateway Public School Division	501 8 Street, Fox Creek Alberta	24 Classrooms Large Gymnasium 449m <sup>2</sup> Small Gymnasium 120m <sup>2</sup>
Grande Cache	Susa Creek School	Northland School Division	Lot B, Plan 3608TR	5 Classrooms, Small Gymnasium
Grande Cache	Grande Cache Community High School	Grande Yellowhead Public School Division	Lot R12, Block 2, Plan 1436RS	8 Classrooms, Gymnasium 645m <sup>2</sup>
Grande Cache	Summitview School	Grande Yellowhead Public School Division	Lot R12, Block 2, Plan 1436RS	8 Classrooms, Gymnasium 377m <sup>2</sup>
Grande Cache	Sheldon Coates Elementary School	Grande Yellowhead Public School Division	Lot 89R, Block 26, Plan 772 2953	4 Classrooms, Gymnasium 225m <sup>2</sup>

## **Municipal Government Act**

Section 670.1(3) of the Municipal Government Act states that a joint use and planning agreement must contain the following provisions:

1. Establishing a process for discussing matters relating to:
  - a. the planning, development and use of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality,
  - b. transfers under section 672 or 673 of municipal reserves, school reserves and municipal and school reserves in the municipality,
  - c. disposal of school sites,
  - d. the servicing of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality, and
  - e. the use of school facilities, municipal facilities, and playing fields on municipal reserves, school reserves and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them,
2. Respecting how the municipality and school board will work collaboratively,
3. Establishing a process for resolving disputes, and
4. Establishing a time frame for regular review of the agreement, and may, subject to the Municipal Government Act, regulations made under the Municipal Government Act, the Education Act and regulations made under the Education Act, contain any other provisions the parties consider necessary or advisable.

## **Education Act**

### **Joint use and planning agreements**

53.1(1) In this section, “municipal reserve”, “municipal and school reserve” and “school reserve” have the meanings given to them in section 616 of the Municipal Government Act.

(2) Where on the coming into force of this section a board is operating within the municipal boundaries of one or more municipalities, the board must, within 3 years after this section comes into force, or if the Minister extends that period under subsection (4), within the extended period, enter into an agreement under section 670.1 of the Municipal Government Act with each of the municipalities.

(3) Where after the coming into force of this section a board commences operating within the municipal boundaries of a municipality, the board must, within 3 years after it commences operating in the municipality, or if the Minister extends that period under subsection (4), within the extended period, enter into an agreement under section 670.1 of the Municipal Government Act with the municipality.

- (4) The Minister may extend the 3-year period under subsection (2) or (3) in respect of all boards or one or more specified boards.
- (5) More than one board may be a party to an agreement referred to in this section.
- (6) An agreement may be amended from time to time as the parties consider necessary or advisable.





# REQUEST FOR DECISION

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SUBJECT: **LITTLE SMOKY HALL BACKUP POWER SUPPLY**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 28, 2023 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES DIR: PRESENTER:  
STRATEGIC PLAN: Culture, Social & Emergency Services LEG:

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council direct Administration to investigate the necessity and feasibility of having a backup power supply to the Little Smoky Community Centre as it is an emergency reception centre.**

---

## BACKGROUND/PROPOSAL:

At the February 14, 2023, Regular Council Meeting, Councillor Ratzlaff made a notice of motion that Council direct Administration to investigate the necessity and feasibility of having a backup power supply to the Little Smoky Community Centre as it is an emergency reception centre. Administration is bringing back the Notice of Motion for Councils approval before proceeding.

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

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Administration will begin to dedicate time towards research of the motion and therefore potentially gain a better understanding of not only the issue at hand but potential resolutions.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the option to defeat or not accept the recommended motion.

---

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**FINANCIAL IMPLICATION:**

There are no financial implications to the motion at this time.

---

**STAFFING IMPLICATION:**

Staff time will include reaching out to various companies within the region as well as completing a cursory review of potential available funding.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

If the motion proceeds, Administration will take the necessary required actions to complete it.

---

**ATTACHMENT(S):**



# REQUEST FOR DECISION

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SUBJECT:	<b>RMA District 4 Meeting Support Request</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 28, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER: WH
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – n/a

**Council Bylaw/Policy** (cite) – n/a

---

## RECOMMENDED ACTION:

**MOTION:** That Council support the RMA District 4 request to move to a 2-day meeting starting in Summer of 2023 and provide comments back to the district chair by March 17, 2023.

---

## BACKGROUND/PROPOSAL:

RMA District 4 made the following motion at the February 10, 2023, meeting.

*“That the presentation of “Getting the most out of the Combines Power of the North – Two Day Event” be circulated to the RMA District 4 members, for discussion within their municipality and provide comments back to the District chair by March 17, 2023.”*

RMA is asking that each Municipality provide clarity on whether the municipality supports such a direction of a two-day meeting, what the municipality feels are the pros and cons of a two-day meeting.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. Benefits of accepting the recommended action is that Council will be showing their support for District 4 to have more collaborative meetings.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the option to alter or defeat the recommended motion.

---

## FINANCIAL IMPLICATION:

**Direct Costs:**

**Ongoing / Future Costs:**

There will be additional expenses incurred for Council Members attending the meetings if they choose to switch to 2 days.

These expenses may include accommodations, subsistence, and honorariums.

---

**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**

Choose an item.

**PUBLIC PARTICIPATION GOAL**

Choose an item.

**PROMISE TO THE PUBLIC**

Choose an item.

---

**FOLLOW UP ACTIONS:**

Once Council makes a decision Administration will provide the feedback gathered to the District 4 Chair.

---

**ATTACHMENT(S):**

- RMA District 4 Support Request

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# RMA

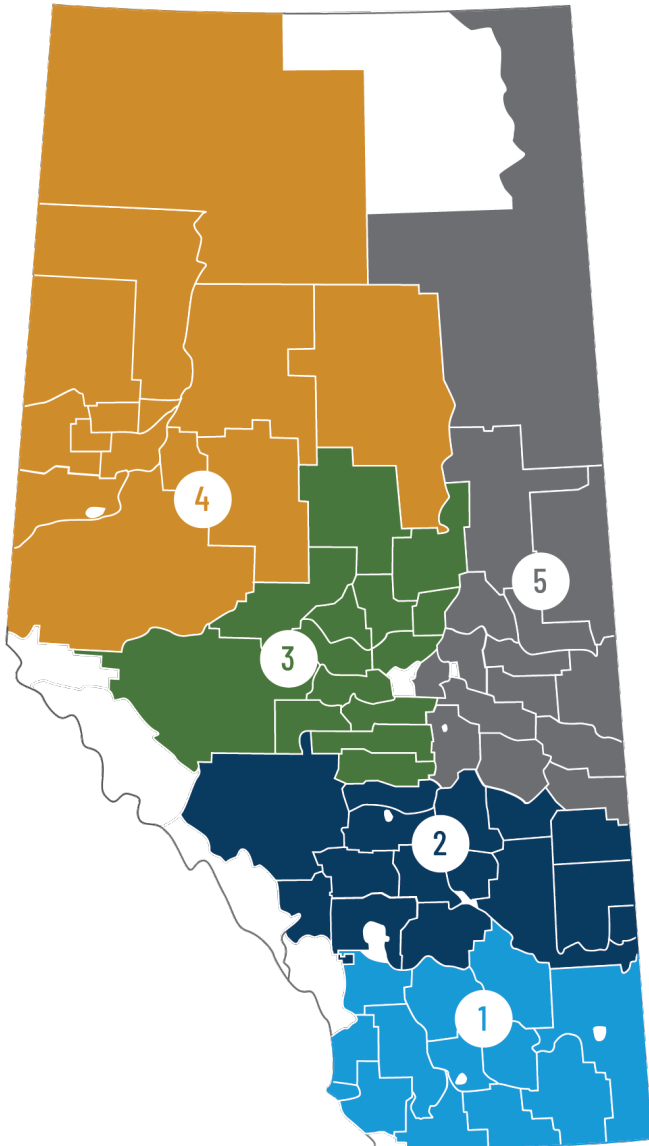
## DISTRICT 4

**GETTING THE MOST  
OUT OF THE COMBINED  
POWER OF THE NORTH**



# WHO WE ARE





## ZONE 4 = POWERHOUSE OF THE NORTH



We are missing opportunities to use our combined strength.



Most northern Agricultural districts, with vast areas in the Province to expand and grow.



14 Rural Municipalities that encompass more than 20% of Alberta's Landmass.



Our growth and future opportunities across multiple sectors are being strangled.

# REASONS TO CHANGE





01

Speakers consume a large portion of the agenda. Leaving little time for discussion, networking, member business and issues facing our zone municipalities.

02

We need to hear and be more connected regarding the efforts and concerns of our shared alliances, committees and coalitions.

03

It would be beneficial to hear more from economic sectors that our Zone relies on, as well as opportunities that would benefit our Zone members.

04

A half an hour lunch, and limited networking time, is not enough time to discuss concerns or celebratory items with our peers.

MORE TIME = MORE BENEFIT

# 01

**MORE DOLLARS ARE SPENT IN OUR SMALL COMMUNITIES. KEEPING MORE OF OUR RURAL MONEY RURAL!**

Average spending per person for a one-night stay is \$242 into the local economy. If we average 85 attendees = \$20,000+ directly to our smaller rural communities!

Could tag-team with booking around community events to boost secondary attendance

# 02

**WE HAVE AN OPPORTUNITY TO EXPERIENCE, EXPLORE AND LEARN ABOUT ALL AREAS WITHIN ZONE 4!**

We can educate and lobby more successfully for issues and communities that we understand and have experienced!

Promote additional awareness of communities in the North.

# 03

**CHANGING TO TWO DAYS PROVIDES AN OPPORTUNITY:**

- Use day one for zone business
- Use day two to discuss some of those matters with the ministers.
- Much more networking time and collaboration
- Maximizes benefit travel time vs more time at the event

## BIGGER BENEFIT TO OUR COMMUNITIES:

THINGS TO  
CONSIDER?



## DO WE NEED TO KEEP HYBRID MEETINGS?

- By having hybrid meetings we eliminate many options for meeting locations in our smaller municipalities due to broadband and equipment limitations.
- Changing the attendance to an in-person meeting only, suggests that it is an event worth traveling to and partaking in.
- Engagement of attendees is amplified, instead of being a bunch of names on a screen
- Before Covid times, we were able to travel and so were the government officials and Ministers, these are the individuals that would benefit from actually experiencing the North Zone.
- Hybrid meetings come with their own set of technical difficulties, log-in/log-out attendees, visual and sound issues, and only partial participation.

## INCREASED COST AND VALUE OF TWO-DAY EVENTS

- Greater economic benefit to our smaller communities
- Depending upon host could spread two days over multiple venues to increase experience of our region
- Could partner with local establishments, events and attractions for discounts, support and attendance
- With the increase in cost for meals and venue over two days, discussion on Host /Zone charging a nominal fee to help cover the expense of hosting, which would allow our smaller municipalities to host too
- There is a registration fee for everything we do, why not Zone meetings, this would also allow the potential for future guest speakers and assistance in event cost
- We are the only Zone that has two meetings per year, others have 3 or 4. We are suggesting keeping it at two-two-day a year meetings

# TWO-DAY AGENDA EXAMPLE



## **DAY 1 - 10 AM - 4:30 PM:**

### **Morning:** *(Zone Business)*

- **Welcome: Hosting Municipality**
- **Announcements**
- **Minutes, Finances, Policy**
- **RMA Updates**
- **Resolutions - New that require debate and voting**

### **Afternoon:** *(Local Agencies, Industry, Guests)*

- **Economic Development**
- **Agriculture**
- **Forestry**
- **Energy**
- **Environmental / Social**
- **Tourism**
- **Legislation Issues, Government Bodies**

**Evening: Networking, exploring, event opportunities.**

## **DAY 2 - 10 AM - 4:30 PM:**

### **Morning:**

- **RMA Updates & Engagement**
- **Resolutions - Review and update of Zone resolutions that are on the books already**
- **Alberta Municipalities**

### **Afternoon:**

- **MLA's and MP's (invited for two-day attendance)**
- **Ministers requested by the members (invited for the two-day attendance)**
- **Q & A period/Bear Pit**
- **Closing remarks**
- **Next meeting date/location/future agenda items and speakers**



# THANK YOU FOR YOUR CONSIDERATION.

- Presented by:
- Amber Bean, Clear Hills County
- Lisa Wardley, Mackenzie County

**We ask that Zone vote in  
favor to move to two-day  
meetings starting in  
Summer 2023**





# REQUEST FOR DECISION

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SUBJECT: **Policy 1001 Policy and Bylaw Development**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 28, 2023 CAO: MANAGER:  
DEPARTMENT: CORPORATE SERVICES DIR: EBK PRESENTER: SS  
STRATEGIC PLAN: Governance LEG: SS

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## RELEVANT LEGISLATION:

**Provincial – N/A**

**Council Bylaw/Policy – N/A**

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## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 1001 “Policy and Bylaw Development” as presented.**

**MOTION: That Council repeal Policy AD 06 “Bylaw Procedures”.**

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## BACKGROUND/PROPOSAL:

Policy 1001 “Policy Development” and Policy AD 06 “Bylaw Procedures” have been reviewed by Administration as part of the 2022 Policy Review Schedule.

Administration is recommending that the two policies be combined and simplified to ensure key points are transmitted to the public and Greenview departments.

The following are major amendments to the policy:

- Definitions: Administration
- S.2: Policy principles 1-7
- Policy number series renamed:
  - i. 7000-7999 Economic Development and Communications (Formerly: Economic Development)
  - ii. 8000-8999 Recreation and Community Services (Formerly: Recreation and Cultural Services)
  - iii. 9000-9999 Finance, Procurement and Asset Management (Formerly: Other Services)
- Section 4: Types of bylaws; general information which should be included in bylaws; and the process of bylaw adoption.
- Section 5: Councillor self-expression of bylaws and policies, based on Councillor Code of Conduct Bylaw

The Policy Principles (Section 2) establishes the fundamentals when developing a policy. This includes a focus on:

1. Policies form a part of the governance process and must be drafted so they are commonly understood and inform good decision-making.

2. Policies have an intended purpose such as complying with legislative requirements found in provincial and federal statutes, intend to solve an identified problem, or will create an operational standard.
3. Policies must not be created in a silo. The opinion of stakeholders (residents, Council, Greenview departments, community, and business partners) should be taken into account.
4. Policies set the basis for how operations are conducted, and decisions are made.
5. Policies are a foundational understanding of how Greenview business is to be conducted.  
Departmental or position specific policies will be drafted as Administrative Policies.
6. Policies should have a demonstratable benefit, and their impact should be measurable.
7. Policies must be available to the individuals whom they concern.

The Policy Review Committee reviewed and discussed Policy 1001 in December of 2022. The policy was amended to remove section 5.4 as that provision is already covered under the Council Code of Conduct Bylaw. The Committee also made grammatical changes to the policy.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council approving the recommended motion is that it will clarify the expectations for Administration and Council surrounding the development of policies and bylaws.
2. The benefit of Council approving the motion to repeal, is that Greenview will not have two policies discussing bylaws.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may make additional amendments to the policy.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**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 approved policy to all of staff and update Greenview's records.

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**ATTACHMENT(S):**

- Policy 1001 "Policy Development" (Current)
- AD 06 "Bylaw Procedures" (Current)
- Policy 1001 "Policy and Bylaw Development" (Draft)

**Title: POLICY DEVELOPMENT**

**Policy No: 1001**

**Effective Date: July 8, 2019**

**Motion Number: 19.07.537**

**Supersedes Policy No: (None)**

**Review Date: July 8, 2022**



**Purpose:** The purpose of this policy is to establish and outline the standards and process for policy development. Policies and Internal Directives are created by Greenview to set out a standard of performance or to address a discretionary duty Greenview will or will not meet. They address recurrent issues to provide broad guidelines setting out the level and manner of service Greenview will perform to. Greenview will have a system for organizing Policies, Directives, and Procedures that allows for efficient approval and review and will assist ratepayers and employees in understanding Council's direction on recurrent matters. This system will establish municipal programs and services, and set service levels. It will also be used to establish Greenview's business and strategic priorities and, where appropriate, to mitigate risk.

## DEFINITIONS

**CAO** means the Chief Administrative Officer of Greenview.

**Greenview** means the municipal corporation of the M.D of Greenview No. 16.

**Internal Directive** means an action-oriented statement from the CAO. Internal Directives are intended to address recurrent issues, deal with issues that affect employees, and address internal issues that have interdepartmental impact. Internal Directives relate to matters that have been delegated to the CAO by legislation or bylaw. Internal Directives also include procedures.

**Policy** means a statement from Council about a discretionary duty or standard of performance Greenview will or will not do. It addresses recurrent issues to provide guidelines setting out the level and manner Greenview will provide services. A Policy cannot be used where a bylaw is required.

**PRC** means the Policy Review Committee.

**Procedure** means a description of how administration will carry out the standards set out in Policies. Authority to create and revise procedures will rest with the CAO or designate, except where Council directs itself or the CAO by resolution.

**SLT** means the Senior Leadership Team composed of the General Managers and CAO.



## POLICY

### **General Principles**

1. The authority to approve the policies of Greenview is vested in Council as the governing body.
2. Administration of the policies and any internal procedures associated with the implementation of Council policies is the responsibility of the CAO.
3. Policies should be reviewed at least every three (3) years to ensure policies are relevant, remain current and continue to meet the needs of Council, the ratepayers, and Administration.
4. Guidelines when considering the most appropriate document:
  - 4.1 A Bylaw is appropriate when:
    - 4.1.1 Council is delegating responsibility (under the MGA Council can only assign responsibility by Bylaw)
    - 4.1.2 Ratepayers are being required to do or not do something, or there is a direct financial requirement of ratepayers, such as levying of fees
    - 4.1.3 Provincial or Federal legislation requires that a matter be dealt with by Bylaw.
  - 4.2 A Policy is appropriate when:
    - 4.2.1 Residents are being informed of Greenview's position on a matter.
    - 4.2.2 Council is setting the Policies and Programs of Greenview.
    - 4.2.3 Council is providing information to residents on what level of service Greenview intends to provide (or not provide).
  - 4.3 An Internal Directive is appropriate when:
    - 4.3.1 An issue that would be otherwise be dealt with by Policy, but the authority to deal with the subject has been delegated to the CAO.
    - 4.3.2 Supervising and directing the activities of the employees of Greenview.
    - 4.3.3 Considering the hiring, firing, disciplining, terminating, demoting, or transferring of employees of Greenview.
    - 4.3.4 Explaining how to accomplish a task; when specific steps are set out.
    - 4.3.5 Assigning responsibility for a task to a department or a particular position.
    - 4.3.6 Listing the steps that administration will take to give effect to a Bylaw, or policy or other internal administrative matter.

### **Responsibilities**

5. Staff
  - 5.1 Staff are responsible to adhere to the policies established by Council.
  - 5.2 Staff are responsible to adhere to any procedures and guidelines established by the CAO or designate for implementing Council policies.
  - 5.3 Recommend any revisions or amendments to their supervisor.
6. Managers

- 6.1 Managers are responsible to ensure that their staff are abiding by Council approved policies and any procedures established by the CAO or designate for implementing those policies.
- 6.2 Managers are responsible to review Council approved policies at least every three (3) years.
- 6.3 Managers are responsible to listen to recommended changes from other staff regarding policies in their area.
- 6.4 Managers or their designate are responsible to present revised or recommended policies to the PRC and Council for approval.
- 6.5 Assist in developing procedures for the implementation of Council policies.

## 7. General Managers

- 7.1 General Managers are responsible to review draft policies and procedures affecting their area of responsibility.
- 7.2 Ensure procedures for the implementation of Council policies are in place.
- 7.3 Ensure the regular review of policies and procedures is conducted in each department in their area.
- 7.4 Ensure managers and staff are abiding by Council policies, and follow Greenview policies and procedures themselves.
- 7.5 Make recommendations for revisions and amendments to policies.
- 7.6 Assist managers in presenting revised or recommended policies to PRC and Council.

## 8. Chief Administrative Officer

- 8.1 Review recommended changes to policies, or proposed policies, from General Managers prior to the presentation of the policies to the PRC. Ensure policies are aligned with Council direction, Greenview's strategic plans, goals and objectives. Ensure the policy does not conflict with any Greenview Bylaw or Federal or Provincial legislation.
- 8.2 Direct the preparation of draft policies and procedures.

## 9. Council

- 9.1 Ensure policies are aligned with Council direction, Strategic Plans, goals and objectives.
- 9.2 Evaluate policies to ensure that they meet the planned objective, and examine policies through political perspective for impacts to ratepayers and Greenview as a whole.
- 9.3 Make recommendations for revisions or proposed policies to address the needs of Greenview. Direction for the creation of new policies or revisions to current policies must be made and supported by resolution of a majority of Council.
- 9.4 Abide by council policies, and defend and support policies approved by Council to the public.
- 9.5 Appoint members of Council to the PRC.
- 9.6 Approve by resolution policies that meet the objectives of Council, promote good governance, and accountable and efficient administration for the betterment of Greenview as a whole.

## PROCEDURE

- 1. Administration will develop a policy template for staff to follow in the creation of policies. The policy template will be made easily accessible to staff.
- 2. Administration may develop an Internal Directive outlining the procedure for drafting and revising policies.

3. Administration will keep an electronic record of all Council Approved policies and CAO approved Internal Directives. All policies shall be made available to staff and Council and all policies should be available to the members of the public. Administration shall also maintain a review schedule for Policies and Bylaws in order to track the official development of policies.

### **General Policy Guidelines**

4. A policy number will be assigned to each policy based on the following allocation:
 

4.1	Council and General Government Services	1000-1999
4.2	Human Resources	2000-2999
4.3	Protective Services	3000-3999
4.4	Infrastructure Services	4000-4999
4.5	Health and Social Welfare Services	5000-5999
4.6	Planning and Development Services	6000-6299
4.7	Agricultural Services	6300-6999
4.8	Economic Development	7000-7999
4.9	Recreation and Cultural Services	8000-8999
4.10	Other Services	9000-9999
5. All Policies should include:
  - 5.1 Title
  - 5.2 Policy Number
  - 5.3 Effective Date (Date passed by Council resolution)
  - 5.4 Motion Number
  - 5.5 Supersedes Policy (The policy that will be repealed and replaced)
  - 5.6 Review Date (Three years after approval of policy)
  - 5.7 Purpose Statement
  - 5.8 Definitions
  - 5.9 Policy
    - 5.9.1 General Principles of the Policy
    - 5.9.2 Relevant legislation or bylaws the policy pertains to
    - 5.9.3 Application of the policy, including to whom the policy applies and the department(s) responsible for the implementation of the policy
    - 5.9.4 Other pertinent information regarding the program, service or administrative function of the policy.
  - 5.10 Procedure
    - 5.10.1 Any relevant information for the public and council about the process of implementing the policy (i.e application requirements, submission requirements, responsible departments, etc.)
    - 5.10.2 Overview of how the policy will be implemented by Administration.

### **Policy Approval Process**

6. New or revised policies may be developed at the request of Council, or recommendation of Council Committee, the public, the CAO or other Greenview staff, or as required by Provincial, or Federal law or by bylaw.
7. All proposed or revised policies must be presented to the PRC prior to being brought before Council, unless the revised or proposed policy requires immediate decision of Council.
8. Each policy is approved by resolution of Council.

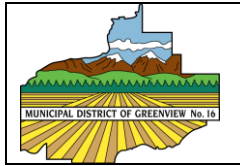


9. Routine updates, grammatical or spelling changes, or updates that do not change the intent of the policy do not require Council approval. These routine amendments require the approval of the CAO.
10. The CAO or designate shall provide for the distribution and maintenance of the policy record. Policies should be readily accessible to staff and council, and available to the public.

#### ***Internal Directive Guidelines***

11. Internal Directives should be developed in a similar format to Council approved policies. Internal Directives shall reference any Council approved policy or bylaw that applies.
12. Internal Directives only require the approval of the SLT and CAO. Administration will keep record of all Internal Directives approved by the SLT and signed off by the CAO. These will be made available to all staff.
13. An Internal Directive template will also be made available to all staff for drafting procedures.

CURRENT



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

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 06**

**POLICY TITLE: BYLAW PROCEDURES**

**Page 1 of 1**

**Date Adopted by Council / Motion Number:**

**11.05.292**

**PURPOSE:**

To provide Council and Administration with guidelines when giving bylaws assent/defeat.

**POLICY:**

The minutes of Council meetings will show a true accounting of how each bylaw was dealt with, particularly when refused or denied.

The following procedures will be followed when no legislative ruling is in place to dictate otherwise:

1. All proposed bylaws will be numbered sequentially, beginning with the year of development and continuing sequentially (i.e. 11-645).
2. Council will not give first reading to a proposed bylaw until it is worded appropriately.
3. If the 'intent' of a bylaw is changed after it has been given first reading, a new bylaw number will be issued and the bylaw will be dealt with on a 'first-seen' basis.
4. Minor typing error corrections are not deemed as changing of intent, and therefore may be presented for second and third readings with such corrections in place.
5. Prior to giving any bylaw final assent, Council will receive the bylaw in its final form.
6. When a bylaw is defeated or rescinded, it will be marked as such, and C.A.O. will initial the marking.

(Original copy on file)  
REEVE

\_\_\_\_\_  
C.A.O.

**Title: Policy and Bylaw Development**

**Policy No: 1001**

**Effective Date: Date passed in Council**

**Motion Number:**

**Supersedes Policy No: 1001 and AD 06**

**Department: Legislative Services**

**Review Date: (3 Years from date approved)**



**Legal References:**

Municipal Government Act, R.S.A 2000, c. M-26:  
Part 1: Purposes, Powers and Capacity of  
Municipalities; Part 2: Bylaws; Division 7.

**Cross References:**

Bylaw 21-893 "Council Code of Conduct"  
Bylaw 21-884 "Policy Review Committee Bylaw"  
Bylaw 21-876 "Procedural Bylaw"  
Bylaw 07-548 "Authority of the Chief  
Administrative Officer"

**Purpose:** The purpose of this policy is to establish and outline the standards and process for Bylaw and Policy development. Council Policies and Administrative Policies are created by Greenview to set out a standard of performance or to address a discretionary duty Greenview will or will not meet. They address recurrent issues to provide broad guidelines setting out the level and manner of service Greenview will perform to. Greenview Bylaws are enforceable laws that aim to be understandable, enforceable and accomplish Council's goals.

## 1. DEFINITIONS

- 1.1. **Administration** means the Chief Administrative Officer or any employee of Greenview who is accountable to the CAO.
- 1.2. **Administrative Policy** means a policy that focuses on Greenview's internal operations. These policies:
  - A) Are internal in nature;
  - B) Deal strictly with administrative matters;
  - C) Relate directly to the operations of Greenview; and
  - D) Generally only impact Greenview employees.
- 1.3. **Bylaw** means a law made by Greenview in accordance with the powers conferred or delegated to it under a statute.
- 1.4. **Chief Administrative Office (CAO)** means the Chief Administrative Officer of Greenview.
- 1.5. **Council Policy** means a policy that focuses on Greenview residents, business or the public and their relation to Greenview, Greenview facilities or the standards Council sets for themselves. These policies:
  - A) Outline services and/or programs performed by Greenview;
  - B) Relate to areas of governance;

- C) Provide strategic direction; and
- D) Generally impact Greenview as a whole.

1.6. **Policy** means a document which dictates a specific position and related course of action for Greenview to follow. Policies provide a framework for the delegation of decision-making authority, and provides a clear direction and consistent approach. Greenview has two types of policies, Council Policies and Administrative Policies.

1.7. **Policy Review Committee (PRC)** means that committee which is established by Council to review policies prior to their coming to Council.

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

1.9. **Senior Leadership Team (SLT)** means that group composed of Directors and the Chief Administrative Officer of Greenview.

## 2. POLICY PRINCIPLES

2.1. Principle 1: Policy informs decision making and contributes to achievement of the outcomes sought from the Council and Greenview's Strategic Plans:

- A) Policy is directly aligned to the achievement of an identified benefit or outcome, and informs decision making accordingly. It will reflect good governance practices and accord with legal, environmental, social and financial requirements.

2.2. Principle 2: Policy is evidence-based:

- A) Policy is directly aligned to the achievement of an identified benefit or outcome, and informs decision making accordingly. It will reflect good governance practices and accord with legal, environmental, social and financial requirements.

2.3. Principle 3: Policy is developed in consultation with key stakeholders:

- A) The contribution of stakeholders in the policy initiation, development and review processes broadens input, adds rigour, and helps build greater acceptance of the proposed policy. Stakeholders may include residents, councillors, business, or Administration.

2.4. Principle 4: Decision-making is undertaken in line with policy, and exceptions are formally approved:

- A) Decision-making must occur in accordance with endorsed policy, which in turn reflects established strategic outcomes. Where exceptions are made, they are formally endorsed as such with a clear indication of whether the exception is for that matter only, or is to be ongoing and require an amendment to redress the policy. Amendments to Council Policy must be made by Council resolution, and amendments to Administrative Policies must be approved by the CAO.

2.5. Principle 5: Policy is readily translated into operating guidelines:

- A) Policy objectives fully address the identified problem and are written with clarity so that they are easily translated into operating guidelines. In doing so, it ensures effective implementation of the policy's prescription. Administration can request that a Council policy be revised or reviewed where its translation into operating guidelines is found to be difficult or inadequate. Council may initiate policy development or review at any time through resolution of Council.

2.6. Principle 6: Policy outcomes are measurable:

- A) Measures are developed and supported which enables assessment of the efficacy of a policy and its contribution to the outcomes and benefits sought. Where possible these measures should relate to the Strategic Plan outcomes.

2.7. Principle 7: Policy is readily accessible:

- A) Policy is accessible to Council, the public and the Administration. The accessibility of policy documents will assist with compliance, consistency, and transparency in decision-making and permit the public to understand Council's policy position.

### 3. GENERAL POLICY GUIDELINES

3.1. All Policies shall include:

- A) Title;
- B) Policy numbering;
- C) The date passed by Council resolution where the policy becomes active;
- D) Motion number;
- E) Any policy which is now superseded by the new policy;
- F) Review date, 3 (three) years after becoming active;
- G) Legal reference, if any;
- H) Cross reference, if any;
- I) Responsible department;
- J) Definitions;
- K) Policy purpose statement;
- L) Definitions; and
- M) The body of the policy, which shall include:
  - i. General principles of the policy;
  - ii. Application of the policy; to whom the policy applies or actors which are excluded;
  - iii. Relevant information regarding the implementation process, application or submission requirements, or levels of service.

3.2. A policy number will be assigned to each policy based on the following business areas:

- A) 1000-1999 – Council and General Government Services.
- B) 2000-2999 – Human Resources.
- C) 3000-3999 – Protective Services.
- D) 4000-4999 – Infrastructure Services.
- E) 5000-5999 – Health and Social Welfare Services.
- F) 6000-6299 – Planning and Development Services.
- G) 6300-6999 – Agricultural Services.
- H) 7000-7999 – Economic Development and Communications.
- I) 8000-8999 – Recreation and Community Services.
- J) 9000-9999 – Finance, Procurement and Asset Management.

### 4. GENERAL BYLAW GUIDELINES

4.1. A bylaw may be created where a statute has conferred or delegated the ability to intervene in a given area.

4.2. There are three (3) types of bylaws:

- A) Main Bylaws establish rules and regulations which become law;
- B) Amending Bylaws significantly alter a bylaw in principle or substance; and
- C) Revised Bylaws make limited types of changes to a Bylaw and must be made in accordance with section 63 of the Municipal Government Act.

4.3. A bylaw may include offenses for contravening its provisions.

4.4. If the intent of a bylaw is changed after it has been given first reading, a new bylaw number will be issued and the bylaw will be dealt with on a 'first-seen' basis.

A) Minor typing error corrections are not deemed as changing of intent, and therefore may be presented for second and third readings with such corrections in place.

4.5. A draft bylaw which has received 1 (one) or more but less than 3 (three) readings becomes null and void if not passed within 2 (two) years.

4.6. A bylaw shall include the following information:

- A) Bylaw number;
- B) Preamble;
- C) Bylaw name;
- D) Definitions;
- E) Severability clause;
- F) The repeal of any superseded bylaw, if applicable;
- G) The date of each reading;
- H) The signature of the Reeve and the CAO; and
- I) The body of the bylaw, which shall include:
  - i. The contents of the bylaw;
  - ii. The application or exemption from the bylaw; and
  - iii. A schedule outlining penalties for offences, if applicable.

## 5. COUNCIL RESPONSIBILITIES

5.1. Ensure Council Policies are aligned with Council's direction, strategic plan, goals, and objectives.

5.2. Examine and review bylaws and policies through a political perspective for their potential effects to residents and Greenview as a whole.

5.3. Council may provide direction to Administration for the development or amendment of Bylaws and Council Policies.

~~5.4. Individual Councillors may publicly express their opinions regarding Council Policies and Bylaws, however should refrain from conduct which undermines Council Policies or Bylaws amongst the public.~~

## 6. CHIEF ADMINISTRATIVE OFFICER RESPONSIBILITIES

6.1. Recommend proposed Council Policies, Bylaws, and amendments to Council.

6.2. Ensure all approved Council Policies are communicated to the public.

6.3. Approve Administrative Policies.

6.4. Ensure approved Council Policies, Administrative Policies, and Bylaws are implemented and adhered to by Administration staff.

6.5. Act as the final authority to designate a policy as either a Council Policy or Administrative Policy.

6.6. Ensure Policies are reviewed at least every three (3) years to ensure Policies are relevant, remain current and continue to meet the needs of residents, Council, and Administration.

6.7. Direct the preparation of draft Council Policies, Administrative Policies, and Bylaws.

DRAFT



# REQUEST FOR DECISION

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**SUBJECT: Policy 7000 Greenview Digital Signs**

**SUBMISSION TO: REGULAR COUNCIL MEETING**

**MEETING DATE: February 28, 2023**

**DEPARTMENT: COMMUNICATIONS**

**STRATEGIC PLAN: Governance**

**REVIEWED AND APPROVED FOR SUBMISSION**

**CAO: MANAGER: SAS**

**DIR: MAV PRESENTER: SAS**

**LEG: SS**

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**RELEVANT LEGISLATION:**

**Provincial – Not Applicable**

**Council Bylaw/Policy – Not applicable**

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**RECOMMENDED ACTION:**

**MOTION: That Council approve Policy 7000 Greenview Digital Signs as presented.**

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**BACKGROUND/PROPOSAL:**

Greenview's Digital Signs policy has been reviewed in accordance with the policy review schedule to ensure that it is up to date with municipal and legislative requirements. Upon review, the following changes were made to the policy:

- Added Greenview to the definition list and simplified definitions;
- Added Section 2.4 - Greenview reserves the right to amend or modify the submitted message to conform to the specifications and limitations imposed by the sign size and software. Every endeavour will be made to retain the essence of the message;
- Revised Section 3.3 - Advertisement requests are to be submitted directly to the Communications and Marketing Department; and
- Added Section 5.1 for Administration.

These additions clarify that Greenview will make all attempts to maintain the central message of applicants, however, due to formatting and display specifications, messages may require editing. Furthermore, the Communications and Marketing Department will review and approve all digital sign requests to ensure a broader Greenview approach. This will ensure that all messages across Greenview assets conform to visual and branding guidelines.

The policy was approved as presented at the January 11, 2023, Policy Review Committee.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council approving the recommended motion is that it will ensure that digital message applications have a standardized review and approval process.



2. The benefit of Council approving the recommended motion is that it would ensure that Greenview's policies are being reviewed on a timely basis, as per the 2022 Policy Review Schedule.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may amend or deny the recommended motion.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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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 implement any amendments as applicable, and update registries to reflect the updated policy.

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ATTACHMENT(S):

- Policy 7000 "Municipally Owned Digital Signs" (Current)
- Policy 7000 "Greenview Digital Signs" (Draft)

**Title: MUNICIPALLY OWNED DIGITAL SIGNS**

**Policy No: 7000**

**Effective Date: June 11, 2018**

**Motion Number: 18.06.313**

**Supersedes Policy No: (None)**

**Review Date:**



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

**Purpose:** to provide government and community information to residents, ratepayers and visitors to Greenview by displaying events, functions and messages that inform and enrich the community, while establishing rules for information that is provided on municipal digital signs.

### DEFINITIONS

**Advertisement or Message** means the content that is displayed on a Greenview digital or electronic sign board.

**Charity** means an organization, public foundation, or private foundation that is legally registered with the Canada Revenue Agency or the Government of Alberta and carries a valid registration number for charitable means.

**Non-profit** means associations, clubs or societies that are not registered charities and operate exclusively for social welfare, civic improvement, pleasure, recreation or any other purpose except for profit.

**Greenview Area** means the M.D of Greenview, the three towns of Grande Cache, Valleyview and Fox Creek, as well as Sturgeon Lake First Nation.

### POLICY

1. Greenview will not be responsible for any sign malfunction beyond its control.
2. The digital sign shall be booked on a first come, first served basis; however, in the event of an emergency, Greenview has the right to suspend all messages and use the sign for emergency purposes only.
3. Greenview, at its sole discretion, may accept or reject the content of a message, if, in its opinion, the content is deemed inappropriate. Greenview also reserves the right to remove messages if a significant number of complaints are received.
4. Greenview reserves the right to amend or modify the submitted message to conform to the specifications and limitations imposed by the sign size and software. Every endeavor will be made to retain the essence of the message.

5. Advertisements should promote events from within Greenview. Greenview reserves the right to deny messages from outside the Greenview Area.
6. From time-to-time, Greenview may establish a fee for Administration of advertisements and messages in accordance with the Schedule of Fees Bylaw.

## PROCEDURE

1. The following priority system will be used in selecting messages to be posted on the digital signs:
  - a. Emergency messages;
  - b. Messages from the M.D of Greenview;
  - c. Safety related messages, such as fire prevention, education, or notices;
  - d. Messages from other government agencies that have a local impact or significance; and
  - e. Community events and messages hosted and/or sponsored by a non-profit or charity organization.
2. The following will not be permitted to post on digital signs:
  - a. Private sector messages, whether from an individual, group, organization or business;
  - b. Promotion of political, factional or religious view points;
  - c. False, misleading or deceptive messages;
  - d. Messages expressing discriminating viewpoints pursuant to the *Alberta Human Rights Act*; and/or
  - e. Events and/or functions that are only open to members of a specific organization.
3. Advertisements should be submitted to the Greenview Communications Officer or Economic Development Officer a minimum of three weeks prior to the posting date.

**Title: Greenview Digital Signs**

**Policy No: 7000**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: 7000**

**Department: Communications & Marketing**

**Review Date: June 11, 2021**



**Legal References:**

*Not applicable*

**Cross References:**

Policy 7006 "Social Media"  
Policy 7002 "Advertising"

**Purpose:** To provide government and community information to residents, ratepayers, and visitors to Greenview by displaying events, functions, and messages that inform and enrich the community while establishing rules for information that is provided on outdoor municipal digital signs.

## 1. DEFINITIONS

- 1.1. **Advertisement or Message** means the content displayed on a Greenview digital or electronic sign board.
- 1.2. **Charity** means an organization, public foundation, or private foundation legally registered with the Canada Revenue Agency or the Government of Alberta and carries a valid registration number for charitable purposes.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Greenview Area** means the communities within the Municipal District of Greenview No. 16., but does not include the towns of Fox Creek, Valleyview, or Sturgeon Lake Cree Nation.
- 1.5. **Non-profit** means organisations that provide products or services to improve or benefit a community. Any money made by a non-profit is not for the personal gain of its directors, members, or officers but goes back into the organisation to further its aim and project.

## 2. POLICY STATEMENT

- 2.1. Greenview will not be responsible for any sign malfunction beyond its control.
- 2.2. Digital signs shall be booked on a first-come first-served basis; however, Greenview retains the right to suspend all messages and use the sign for emergency purposes.
- 2.3. Greenview, at its sole discretion, may accept or reject the content of a message if, in its opinion, the content is deemed inappropriate. Greenview also reserves the right to remove

messages if a significant number of complaints are received.

- 2.4. Greenview reserves the right to amend or modify the submitted message to conform to the specifications and limitations imposed by the sign size and software. Every endeavour will be made to retain the essence of the message.
- 2.5. Advertisements should promote events within Greenview. Greenview reserves the right to deny messages from outside of the Greenview Area.
- 2.6. From time to time, Greenview may establish a fee for Administration of advertisements and messages in accordance with the Schedule of Fees Bylaw.

### 3. PROCEDURE

- 3.1. The following priority system will be used in selecting messages to be posted on the digital signs:
  - A) Emergency messages;
  - B) Messages from Greenview;
  - C) Safety-related messages, such as fire prevention, education, or notices;
  - D) Messages from other government agencies that have a local impact or significance; and
  - E) Community events and messages hosted or sponsored by a non-profit or charity organization.
- 3.2. The following will not be permitted to post on digital signs:
  - A) Private sector messages, whether from an individual, group, organization, or business;
  - B) Promotion of political, factional or religious viewpoints;
  - C) False, misleading or deceptive messages;
  - D) Messages expressing discriminatory viewpoints or hateful language; and
  - E) Events and functions that are only open to members of a specific organization.
- 3.3. Advertisements should be submitted to the Greenview Communications and Marketing department a minimum of three (3) weeks prior to the posting date.

### 4. APPLICATION

- 4.1. Request for advertising on municipally owned digital signs shall be submitted to the Greenview Communications and Marketing department a minimum of three (3) weeks prior to the posting date.

### 5. ADMINISTRATION RESPONSIBILITIES

- 5.1. Administration shall advertise and approve events as applicable.



# REQUEST FOR DECISION

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SUBJECT: **Policy 7002 Advertising**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: February 28, 2023  
DEPARTMENT: COMMUNICATIONS  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MANAGER: SAS  
DIR: MAV PRESENTER: SAS  
LEG: SS

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## RELEVANT LEGISLATION:

**Provincial – N/A**

**Council Bylaw/Policy – N/A**

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## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 7002 Advertising as presented.**

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## BACKGROUND/PROPOSAL:

Greenview's Advertising policy 7002, formerly 1035, has been reviewed in accordance with the policy review schedule to ensure that it is up to date with municipal and legislative requirements. Upon review, the following changes were made to the policy:

- Simplified the purpose statement and included recreation facilities, events and ongoing economic development strategies;
- Added 3.2.J to include Greenview assets, facilities, programs and/or Greenview media to require communications approval;
- Revised 2.3 to include events or ongoing economic development strategies, as well as including telecommunication companies in the exclusion for advertising on behalf of for-profit companies.
- Revised 2.6 to include economic development campaigns and strategies.

These additions to the Advertising policy will allow for third-party advertising by the Recreation and Economic Development departments to support ongoing campaigns and strategies.

The Policy was approved at the January 2023 Policy Review Committee. The amendments proposed were to adjust the formatting of Section 3 and to clarify section 3.2, "Advertising in Greenview facilities or on assets."

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the recommended motion is that it will provide guidelines and authorization for the Recreation and Economic Development departments to advertise their campaigns and ongoing strategies.

2. The benefit of Council approving the recommended motion is that will ensure that Greenview's policies are being reviewed on a timely basis, as per the 2022 Policy Review Schedule.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may amend or deny the recommended motion.

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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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 implement any Council amendments, as applicable, and update Greenview's registries to reflect the updated policy.

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ATTACHMENT(S):

- Policy 1035 "Advertising" (Current)
- Policy 7002 "Advertising" (Draft)

**Title: Advertising**

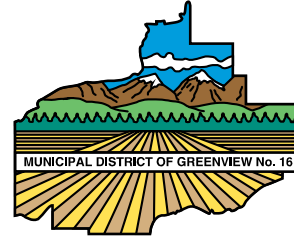
**Policy No: 1035**

**Effective Date: May 25, 2021**

**Motion Number: 21.05.271**

**Supersedes Policy No: NONE**

**Review Date: May 25, 2024**



**Purpose:** The purpose of this policy is to ensure that all third-party advertising on Greenview property, facilities, and media is consistent with Greenview's corporate values, image, and strategic goals.

Generally, Greenview will not advertise for for-profit organizations except through sponsorship at recreation facilities and events.

Greenview shall meet specific criteria, as outlined in this policy, without unreasonable interference with rights under the Canadian Charter of Rights and Freedoms.

## 1. DEFINITIONS

- 1.1. **Advertising** means any paid or in-kind communications that are utilized to influence, educate or inform the public. This includes all forms of advertising and sponsorship.
- 1.2. **CAO** means the Chief Administrative Officer of the M.D. of Greenview.
- 1.3. **Community** means the residents, landowners, business owners, organizations and agencies that make up Greenview.
- 1.4. **Employee** means those people employed full-time, part-time, casually, seasonally, on contract, as a volunteer, or elected or appointed.
- 1.5. **For-Profit** means an organizations that provide products or services for profit; established, maintained, or conducted for the purpose of making a profit.
- 1.6. **Greenview** means the Municipal District of Greenview No. 16.
- 1.7. **Greenview Assets** means Greenview corporate website, social media, mobile app, and electronic sign boards.
- 1.8. **Greenview Media** means any outlet used by Greenview to carry and deliver advertisements, and includes but is not limited to, direct mail; print (e.g. newspaper, brochure, flyer, magazine); digital media (e.g. web, e-mail, social media, mobile media); television; radio; billboard or message board.



- 1.9. **Greenview Program** means any activity which is operated by Greenview and includes any Greenview events and scheduled activities for the public and communities.
- 1.10. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members or officers, but goes back into the organization to further its aims and projects.

## 2. POLICY STATEMENT

- 2.1. Greenview supports the placement of advertisements on Greenview assets and Greenview media to assist in the provision of programs and services.
- 2.2. Third party advertising requests by registered non-profit groups on Greenview assets, in Greenview media, on Greenview property or facilities, will be considered in accordance with the criteria outlined in section 4.2 of this policy.
- 2.3. Third party advertising requests by for-profit groups or organizations on Greenview assets or in Greenview media shall not be considered, except in the following circumstance. Third-party advertising requests from for-profit organizations as a result of a sponsorship or paid advertising of a Greenview event, or the hosting of an event in a recreation facility, including advertising in arenas or ball diamonds, will be considered in accordance with the criteria outlined in section 4.2.
- 2.4. All advertising shall be consistent with Greenview's vision, mission and values and will not compromise or contradict any laws of Canada or Alberta, by-laws or policies of Greenview, or reflect negatively on Greenview's public image.
- 2.5. All advertising agreements shall be established in a manner that ensures access and fairness, and results in the optimal balance of benefits to Greenview and its communities.
- 2.6. Administration will refrain from advertising on behalf of individuals and individual businesses, unless said advertisement is in relation to an advertising campaign or economic development campaign that involves a group or category of businesses.

## 3. SCOPE

- 3.1. This policy only applies to advertising from external advertisers:
  - on Greenview owned facilities;
  - on Greenview owned assets;
  - at Greenview programs; and
  - in Greenview media.

## 4. APPLICATION

- 4.1. The placement of any advertising on Greenview property, Greenview facilities, at Greenview programs, and/or in Greenview media does not represent or imply any partnership with Greenview; or Greenview's endorsement of any product, service, person(s), company, organization, beliefs, views, or any contents contained in the advertisement; and does not

constitute information or communication by or on behalf of Greenview.

4.2. Advertising on Greenview property, facilities, assets and media must meet all of the following criteria, including criteria 1 and 2 from the Canadian Code of Advertising Standards deemed appropriate by the Supreme Court of Canada:

- A. The advertising does not demean, denigrate or disparage any identifiable person, group of persons, firm, organization, industrial or commercial activity, profession, product or service or attempt to bring it or them into public contempt or ridicule;
- B. The advertising does not undermine human dignity; or display obvious indifference to, or encourage, gratuitously and without merit, conduct or attitudes that offend the standards of public decency prevailing among a significant segment of the population;
- C. The advertising adheres to the Canadian Code of Advertising Standards;
- D. The advertising is not in conflict with any applicable laws, Greenview bylaws or policies;
- E. The advertising does not breach or conflict with any existing Greenview advertising agreements and/or contracts;
- F. There are no adverse effects on public safety;
- G. The advertising does not incite violence and hatred;
- H. The advertising does not present demeaning or derogatory portrayals of individuals or groups;
- I. Alcohol, tobacco and cannabis advertising will not be permitted at events geared to children or youth;
- J. The proposed location of the advertising may have an impact when determining whether or not the criteria have been met.

4.3 In order for Greenview to ensure that all advertising complies with this policy, requests for placement of non-English language advertising must be accompanied by a certified English translation of the ad content.

## 5. COUNCIL RESPONSIBILITIES

- 5.1. Council must approve any advertising agreements that grant naming rights to a Greenview property or facility.
- 5.2. To approve and periodically review the Advertising Policy.

## 6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administer, review, and recommend revisions to the Advertising Policy guidelines.
- 6.2. Has authority to enter into agreements with non-profit and for-profit organizations for the purposes of third-party advertising on Greenview property, at Greenview programs, and in Greenview media.
- 6.3. Communications:
  - A. The decision as to where advertising will be permitted (i.e. on which Greenview property or facility, at which Greenview programs and in which Greenview media) is the responsibility of the Communications department.

- B. Communications is also responsible for administering such requests or offers of advertising in accordance with this policy.
- C. Advertising agreements, which must be in a form satisfactory to the CAO, are managed by the Communications department.

CURRENT

**Title: Advertising**

**Policy No: 7002**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: 1035**

**Department: Communications and Marketing**

**Review Date:**



**Legal References:**

*Not applicable*

**Cross References:**

Bylaw 22-930 "Schedule of Fees Bylaw"

Policy 7000 "Municipally Owned Digital Signs"

**Purpose:** The purpose of this policy is to ensure that all third-party advertising on Greenview property, facilities, and media is consistent with Greenview's corporate values, image, and strategic goals.

Greenview will not advertise for for-profit organizations except through sponsorships at recreation facilities, events, or ongoing Economic Development strategies.

## 1. DEFINITIONS

- 1.1. **Advertising** means any paid or in-kind communications that are utilized to influence, educate, or inform the public. This includes all forms of advertising and sponsorship.
- 1.2. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Municipal District of Greenview No. 16.
- 1.3. **Community** means the residents, landowners, business owners, organizations, and agencies which make up Greenview.
- 1.4. **Employee** means those people employed full-time, part-time, casually, seasonally, on contract, as a volunteer, or elected or appointed.
- 1.5. **For-Profit** means an organization that provides products or services for profit; established, maintained, or conducted for the purpose of making a profit.
- 1.6. **Greenview** means the Municipal District of Greenview No. 16.
- 1.7. **Greenview Assets** means Greenview corporate website, social media, mobile app, and electronic sign boards.
- 1.8. **Greenview Media** means any outlet used by Greenview to carry and deliver advertisements, and includes but is not limited to, direct mail; print (e.g., newspaper, brochure, flyer, magazine); digital media (e.g., web, e-mail, social media, mobile media);

television; radio; billboard or message board.

- 1.9. **Greenview Program** means any activity operated by Greenview and includes any Greenview events and scheduled activities for the public and communities.
- 1.10. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers but goes back into the organization to further its aim and projects.

## 2. POLICY STATEMENT

- 2.1. Greenview supports the placement of advertisements on Greenview assets and Greenview media to assist in the provision of Greenview programs and services.
- 2.2. Third-party advertising requests by registered non-profit groups on Greenview assets, in Greenview media, on Greenview property or facilities will be considered per the criteria outlined in section 3.2 of this policy.
- 2.3. Third-party advertising requests by for-profit groups or organizations on Greenview assets or in Greenview media shall not be considered except in the following circumstances.
  - A) Third party advertising requests from for-profit organizations as a result of sponsorship or paid advertising of a Greenview event or the hosting of an event in a recreation facility, including advertising in arenas or ball diamonds, and events or ongoing Economic Development strategies will be considered in accordance with the criteria outlined in section 3.2.
  - B) Website advertising requests from telecommunication companies that are required to notify adjacent landowners and have no other means but to advertise through Greenview. These for-profit companies will be required to pay a fee in accordance with the Schedule of Fees Bylaw.
- 2.4. All advertising shall be consistent with Greenview's vision, mission and values and will not compromise or contradict any laws of Canada or Alberta, bylaws or policies of Greenview or reflect negatively on Greenview's public image.
- 2.5. All advertising agreements shall be established to ensure access and fairness, resulting in the optimal balance of benefits to Greenview and its communities.
- 2.6. Administration will refrain from advertising on behalf of individuals and individual businesses unless said advertisement is related to an advertising campaign or economic development campaign involving a group or ongoing economic development strategies.

## 3. APPLICATION

- 3.1. The placement of any advertising on Greenview assets, Greenview facilities, at Greenview programs, or in Greenview media does not represent or imply any partnership with Greenview; or Greenview's endorsement of any product, service, person(s), company, organization, beliefs, views, or any contents contained in the advertisement; and does not constitute information or communication by or on behalf of Greenview.
- 3.2. **Advertising in Greenview facilities, or on Greenview assets** or media must meet all of the following criteria:
  - A) The advertising does not demean, denigrate, or disparage any identifiable person, group of persons, firm, organization, industrial or commercial activity, profession,

- product or service or attempt to bring it or them into public contempt or ridicule;
- B) The advertising does not undermine human dignity; or display obvious indifference to, or encourage, gratuitously and without merit, conduct or attitudes that offend the standards of public decency prevailing among a significant segment of the population;
- C) The advertising is not in conflict with any applicable laws, Greenview bylaws or policies;
- D) The advertising does not breach or conflict with any existing Greenview advertising agreements and/or contracts;
- E) There are no adverse effects on public safety;
- F) The advertising does not incite violence and hatred;
- G) The advertising does not present demeaning or derogatory portrayals of individuals or groups;
- H) Alcohol, tobacco and cannabis advertising will not be permitted at events geared to children or youth;
- I) The proposed advertising location may have an impact when determining whether or not the criteria have been met; and
- J) Requests for placement of advertising on Greenview assets, facilities, programs, or Greenview media require the approval of the Greenview Communications and Marketing department.

3.3. In order for Greenview to ensure that all advertising complies with this policy, requests for placement of non-English language advertising must be accompanied by a certified English translation of the ad content.

## 4. COUNCIL RESPONSIBILITIES

- 4.1. Administer, review, and recommend revisions to the Advertising Policy.
- 4.2. To approve and periodically review the Advertising Policy.

## 5. ADMINISTRATION RESPONSIBILITIES

- 5.1. Administer, review, and recommend revisions to the Advertising Policy guidelines.
- 5.2. Administration has authority to enter into agreements with non-profit and for-profit organizations for the purposes of third-party advertising on Greenview assets, Greenview programs, and in Greenview media.
- 5.3. The Communications and Marketing department has the decision as to where advertising will be permitted, such as on which Greenview assets or facilities, programs, and media.
- 5.4. The Communications and Marketing department is also responsible for administering such requests or offers of advertising in accordance with this policy.
- 5.5. Advertising agreements, which must be in a form satisfactory to the CAO, are managed by the Communications and Marketing department, with the exception of Greenview facilities, which are managed by a third-party agreement.



# REQUEST FOR DECISION

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SUBJECT: **Policy 7004 Special Occasion Messages**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 28, 2023 CAO: MANAGER: SAS  
DEPARTMENT: COMMUNICATIONS DIR: MAV PRESENTER: SAS  
STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

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## RELEVANT LEGISLATION:

**Provincial – N/A**

**Council Bylaw/Policy – N/A**

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## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 7004 Special Occasion Messages, as presented.**

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## BACKGROUND/PROPOSAL:

Greenview's Special Occasion Messages Policy, formerly Policy 1024, has been reviewed in accordance with the policy review schedule to ensure its accuracy and relevance and has been prepared on the new policy template.

The body of the policy has received minor adjustments for sentence structure clarity.

The policy was approved at the January 2023 Policy Review Committee as presented.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Council approving the recommended motion is that it will follow the 2022 Policy Review Schedule for policies being reviewed on a periodic basis.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may repeal the policy; however, special occasion messages are not common practice at Greenview.

**Alternative #2:** Council may make additional amendments to Policy 7004 for Administration to bring back at a later date.

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## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**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 incorporate any amendments, if applicable, and will update registries to reflect the updated policy.

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**ATTACHMENT(S):**

- Policy 1024 "Special Occasion Messages" (Current)
- Policy 7004 "Special Occasion Messages" (Draft)



**Title: SPECIAL OCCASION MESSAGES**

**Policy No: 1024**

**Effective Date: February 12, 2018**

**Motion Number: 18.02.76**

**Supersedes Policy No: AD 24**

**Review Date:**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

*"A Great Place to Live, Work and Play"*

**Purpose:** The purpose of this policy is to give recognition to Greenview residents and businesses for their significant birthday or anniversary.

## POLICY

1. Upon request, Greenview will send congratulatory messages to citizens and businesses within Greenview on the event of a special birthday or anniversary as per the following procedure.

## PROCEDURE

Upon request, special congratulatory message certificates may be arranged for the following events:

1. A 75<sup>th</sup> birthday and every five years thereafter to age 95, and every year following the 95<sup>th</sup> birthday.
2. A 50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup> wedding anniversary and yearly thereafter.
3. The 25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup> anniversary and every five years thereafter of a business or organization within Greenview.
4. Greenview should receive the request at least four weeks prior to the occasion.

**Title:** Special Occasion Messages

**Policy No:** 7004

**Effective Date:** Date passed in Council

**Motion Number:**

**Supersedes Policy No:** 1024

**Department:** Communications and Marketing

**Review Date:** (3 Years from date approved)



**Legal References:**

*Not Applicable*

**Cross References:**

*Not applicable*

**Purpose:** The purpose of this policy is to give recognition to Greenview residents and businesses for their significant birthday or anniversary.

## 1. DEFINITIONS

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

## 2. POLICY STATEMENT

2.1. Upon request Greenview will send congratulatory messages to citizens and businesses within Greenview on the event of a special birthday or anniversary.

## 3. PROCEDURE

3.1. Applicants should send their request to the Manager of Communications and Marketing at least four (4) weeks prior to the occasion.

3.2. Greenview residents may request congratulatory messages for the following events:

- A) A 75<sup>th</sup> birthday and every five years thereafter to age 95, and every year following the 95<sup>th</sup> birthday.
- B) A 50<sup>th</sup>, 55<sup>th</sup>, and 60<sup>th</sup> wedding anniversary and annually thereafter.

3.3. Greenview businesses may request congratulatory messages for the following events:

- A) The 25<sup>th</sup>, 50<sup>th</sup>, and 75<sup>th</sup> anniversary and every five (5) years thereafter.



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 8001 Community Facility Advertising Repeal</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 28, 2023	CAO:	MANAGER: SAS
DEPARTMENT:	COMMUNICATIONS	DIR: MAV	PRESENTER: SAS
STRATEGIC PLAN:	Governance	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 8001 – Community Facility Advertising

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## RECOMMENDED ACTION:

**MOTION: That Council repeal Policy 8001 Community Facility Advertising.**

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## BACKGROUND/PROPOSAL:

Greenview's Community Facility Advertising policy has been reviewed in accordance pursuant to the policy review schedule. Upon review by the Communications and Marketing department, this outdated policy appears to have no value.

Policy 7002, "Advertising," was revised to include recreation facilities and third-party advertising, which would replace this policy.

The Policy Review Committee recommended that Council repeal the policy during its January 2023 meeting.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council repealing of Policy 8001 is that it would remove a policy which 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 may recommend that Policy 8001 remain and be revised. However, this is not recommended as it will take administrative time away from other objectives and will not add value.

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## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**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 **enact** the necessary changes to reflect the policy's repeal.

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**ATTACHMENT(S):**

- Policy 8001 Community Facility Advertising (Current)
- Policy 8001 Community Facility Advertising – Procedure (Current)

**Title: COMMUNITY FACILITY ADVERTISING**

**Policy No: 8001**

**Approval: Council**

**Effective Date: November 26, 2013**

**Supersedes Policy No: (None)**



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

*"A Great Place to Live, Work and Play"*

**Policy Statement:** The Municipal District of Greenview No. 16 (Greenview) will provide funding for advertising, in the form of poster-board, signs or other such similar methods, within community facilities that serve Greenview residents, both within and outside of the M.D. of Greenview, as a means of providing financial and moral support to these facilities.

**Purpose:** The purpose of this policy is provide for a process for advertising within community facilities which serve Greenview residents.

### Principles:

1. Each year, Council will consider allocating funding in the operating budget for the purpose of affecting this policy.
2. Facilities within Greenview will be given preference under this policy over other facilities, however Council will give consideration to all requests for funding where not-for-profit facilities outside of Greenview's corporate limits provide services to Greenview residents.
3. In addition to approved contributions for advertising, Greenview will pay for the cost of constructing the sign/poster-board unless the not-for-profit entity provides this for no charge to Greenview.
4. All requests under this policy will come before Council for consideration; ideally, all requests will be presented each year to Council at the same meeting.

### Regulations:

1. None

**Approved: 13.11.652**



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

*"A Great Place to Live, Work and Play"*

**Procedure Title: COMMUNITY FACILITY ADVERTISING**

**Procedure No: 8001-01**

**Approval: CAO**

**Effective Date: November 26, 2013**

**Supersedes Procedure No: None**

### 1. Definitions

1.1 Nil

### 2. Responsibilities

#### 2.1. Council Members to:

2.1.1. Annually consider allocating funding in the operating budget for this program;

2.1.2. Review all applications annually and approve or deny each application;

2.1.3 Bring to the attention of Council and Greenview staff any applications which have not otherwise been submitted directly by a not-for-profit entity.

#### 2.2 General Manager, Community Services to:

2.2.1 Advertise each fall for applications under this policy, with a submission due-date of October 31;

2.2.2 Communicate and correspond with all submitting entities;

2.2.3 Annually contact each entity for which funding under this policy has been provided in the previous year to ascertain whether or not they wish to re-apply and whether or not there has been any changes in the request (such as a change in the requested amount);

2.2.4 Arrange for the construction and delivery of signs poster/boards;

2.2.5 Arrange for the recycling or disposal of any signs no longer required;

2.2.6 Submit source documentation to Corporate Services to provide for payment processing.

2.3 Corporate Services Staff to:

2.3.1 Issue payment for advertisements;

2.3.2 Track expenditure levels under the designated G/L.

2.4 Communications Staff to:

2.4.1 Establish the graphical elements of the advertisements in accordance with Greenview's visual standards guide.

2.5 Applicants under this policy to:

2.5.1 Ensure that their applications are submitted in time to Greenview;

2.5.2 Return to Greenview any poster boards or signs no longer required for advertising.

3. End of Procedure

Approved: 13.11.652



# REQUEST FOR DECISION

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SUBJECT: **Policy 8010 Competition Sponsorships**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 28, 2023 CAO: MANAGER:  
DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER: LL  
STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

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## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) – Policy 7002 Financial Assistance for Achievement Recognition

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## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 8010 Competition Sponsorship as presented.**

**MOTION: That Council repeal Policy 7002 Financial Assistance for Achievement Recognition.**

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## BACKGROUND/PROPOSAL:

Administration has reviewed Policy 7002 Financial Assistance for Achievement Recognition and are proposing several changes. Changes include the policy number to align with the numbering of Community Services policies, a name revision as this is sponsorship type funding, and clear definitions. The revised policy will provide clarity and transparency for all applicants.

## Technical changes include:

- 1.4 - Clearly defines the definition of “Greenview Resident” for applicants
- 2.2 - Indicates this is a sponsorship
- 3.2 - A recognized event is difficult for Administration to define, therefore the term has been changed to organized
- 9.0 - Revised to indicate Applicants Responsibilities

During the January 2023 meeting, the Policy Review Committee recommended that Council approve Policy 8010 with two amendments. These amendments include refining the definition of “Greenview Resident” to “individuals who live within Greenview”. The Committee also recommended the inclusion of a section, whereby Council reserves the right to provide the recipients, or team, with Greenview promotional items.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the recommended motion is that it will ensure applicants will have a clear understanding of the Competition Sponsorship Application requirements and eligibility.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:



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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may recommend additional amendments to the policy.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**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 Council approves the recommended motion, Administration will update its registries to reflect the approval of Policy 8010 and the repeal of Policy 7002.

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**ATTACHMENT(S):**

- Policy 7002- Financial Assistance for Achievement Recognition (Current)
- Policy 8010- Competition Sponsorship (Draft)

**Title: Financial Assistance for Achievement Recognition**

**Policy No: 7002**

**Effective Date: April 27, 2021**

**Motion Number: 21.04.229**

**Supersedes Policy No: AD 14**

**Review Date: April 27, 2024**



**Purpose:** To provide a guideline when awarding financial assistance to non-profit organizations, school participants or groups, or individuals not associated with a school or non-profit group in offsetting costs when participating in provincial, national or international events.

## 1. DEFINITIONS

- 1.1. **CAO** means Chief Administrative Officer of Greenview.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers, but goes back into the organization to further its aims and projects.

## 2. POLICY STATEMENT

- 2.1. Greenview may financially assist non-profit organizations and school groups or individuals when they qualify to compete at provincial, national and/or international levels to recognize their significant achievement.
- 2.2. Individuals not associated with non-profit organizations or school groups may also apply for financial assistance from Greenview.

## 3. PROGRAM PARAMETERS

- 3.1. Applicants must be a resident of Greenview or of the incorporated municipalities within Greenview.
- 3.2. Applicants must be attending a recognized provincial, national or international event.

## 4. GREENVIEW NOTIFICATION REQUIREMENT

- 4.1. Greenview Administration will notify applicants of their status within 90 days of receiving the application.

## 5. COUNCIL RESPONSIBILITIES

- 5.1. Council may provide funding to individuals or teams that compete at provincial, national and/or international competitions.

5.2. Grant applications over \$2,000.00 are subject to Council approval.

## 6. ADMINISTRATION RESPONSIBILITIES

6.1. The CAO will inform Council of all payments made under this policy.

6.2. The CAO may authorize the payment of a base grant of \$200.00 plus \$100.00 per participant, to a maximum of \$2,000.00 subject to available funds in the established annual budget.

## 7. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

7.1. The information that the applicant provides for the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, Section 33(c). Information gathered will be utilized to assess the application. The applicant's personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act.

## 8. DEPOSITING OF FUNDS

8.1. If grant funds are unutilized or unaccounted for or an application for extension was not received, funds shall be returned to Greenvue, and a new application will be required.

## 9. PROCEDURE

### 9.1. Instructions

- A) All grant applicants will be required to submit electronically a Financial Assistance for Achievement Recognition Grant Application, which is available through the Greenvue website.
- B) The applicant shall retain a complete copy of the grant application for their records.
- C) The applicant shall ensure that any attachments provided are clearly marked with the organization's or individual's legal name to facilitate matching their backup documents with the application.

**Title: Competition Sponsorships**

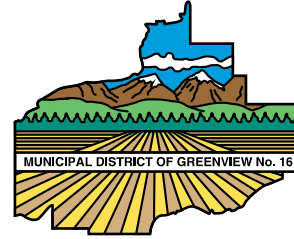
**Policy No: 8010**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: 7002**

**Review Date:**



**Purpose:** To provide a guideline when awarding financial assistance to non-profit organizations, school participants or groups, or individuals not associated with a school or non-profit group in offsetting costs when participating in provincial, national or international competitions.

## 1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means Chief Administrative Officer of Greenview.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-Profit** means organizations which provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers, but goes back into the organization to further its aims and projects.
- 1.4. **Resident of Greenview (Resident)** means an applicant who resides, normally resides in, or whose parents reside in Greenview. ~~Residents includes the Town of Fox Creek, Town of Valleyview and Sturgeon Lake Cree Nation.~~

## 2. POLICY STATEMENT

- 2.1. Greenview may financially assist non-profit organizations, school groups, or individuals when they qualify to compete at provincial, national, or international levels to recognize their significant achievement.

## 3. PROGRAM PARAMETERS

- 3.1. Applicants must be a Resident of Greenview.
- 3.2. Applicants must be attending an organized provincial, national or international event.

## 4. COUNCIL RESPONSIBILITIES

- 4.1. Council may provide funding to individuals or teams that compete at organized provincial, national, or international competitions.
- 4.2. Grant applications over \$2,000.00 are subject to Council approval.
- 4.3. ~~Council, at its discretion, may provide additional funding and promotional products to recipients.~~

## 5. ADMINISTRATION RESPONSIBILITIES

- 5.1. The CAO will inform Council of all payments made under this policy.
- 5.2. The CAO may authorize the payment of a base grant of \$200.00 plus \$100.00 per participant, to a maximum of \$2,000.00 subject to available funds in the established annual budget.

## 6. DEPOSITING OF FUNDS

- 6.1. If grant funds are unutilized, unaccounted for, or an application for extension was not received, the funds shall be returned to Greenview and a new application will be required.

## 7. APPLICANT RESPONSIBILITIES

- 7.1. It is the applicant's responsibility to ensure the application is properly completed and submitted to Greenview
- 7.2. All grant applicants will be required to electronically submit a Competition Sponsorship Application, which is available through the Greenview website.
- 7.3. The applicant shall retain a complete copy of the Competition Sponsorship for their records.
- 7.4. The applicant shall ensure that any attachments provided are clearly marked with the organization's or individual's legal name to facilitate matching their backup documents with the application.

DRAFT



# REQUEST FOR DECISION

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SUBJECT: **Policy 8008 Post-secondary Scholarship**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 28, 2023 CAO: MANAGER:  
DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER: LL  
STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

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## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) – Policy 1028-University 4-year College Program Scholarship, Policy 1032-College Trades Apprenticeship Scholarship

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## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 8008 Post-secondary Scholarship as presented.**

**MOTION: That Council repeal Policy 1028 University 4-year College Program Scholarships and Policy 1032 College, Trades and Apprenticeships Scholarships.**

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## BACKGROUND/PROPOSAL:

Currently Greenview scholarships are applied through Policy 1028 University 4-year College Program Scholarship or through Policy 1032 College Trades Apprenticeship Scholarship.

Administration has reviewed these policies and combined them into a new Policy 8008 Post-secondary Scholarship with changes. The new policy will provide clarity and transparency for all applicants, focusing on the program type the student is attending rather than the type of academic institution they are attending.

Several changes have been made to the new policy including definitions for Degree Program, Diploma Program, and Resident of Greenview.

Technical changes include:

- 2.1 now includes Greenview residents instead of youth.
- 2.2 explains students enrolled in a diploma program or degree program can apply.
- 2.3 the deadline date was moved later in the year and closer to the date school applications would be approved.
- 2.4 this new section was added to have a procedure developed if a successful applicant does not attend a post-secondary institution.
- 3.2 states the scholarship eligibility amount when attending a diploma program.
- 3.3 has been removed and is listed under section 5-applicant responsibilities.
- 4.2 states the scholarship eligibility amount when attending a diploma program.

- 5.2 removed as this is included in the definition of diploma program.
- 6.1 clarity provided indicating Council approves the post-secondary scholarships.

Administration is proposing issuing scholarship funding to the academic institution directly with the student's information attached, instead of to the successful applicant directly. This will allow the successful applicant to receive a direct payment to their tuition and prevent the successful applicant from having to wait for Greenview to release scholarship funding upon proof of paid tuition. If the student does not attend the academic institution, the funds would be returned to Greenview. Administration confirmed with Canada Revenue Agency that T-4A's can continue to be issued to the student directly. As a result of this addition to the policy, changes have been made to the following sections:

- 5.3 explains what applicants must provide to Greenview.
- 6.5 indicates who the scholarship will be sent to

The Policy Review Committee recommended that Council approve Policy 8008 Post-secondary Scholarship. The Committee recommended that the trade, apprenticeship, and diploma stream be renamed to "Trade-Diploma," in order to reflect that the program encourages individuals to seek training and education in trade apprenticeships. Furthermore, the Committee gave clarity on how it would like to define "Greenview Resident."

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#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the recommended motion is that it will ensure Greenview scholarship applicants will have a clear understanding of the application requirements and eligibility.
2. The benefit of Council approving the recommended motion is that scholarships will be paid directly to the successful applicant's academic institution.
3. The benefit of Council accepting the recommended motion is that the term "Greenview Resident" will be clear and defined.

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may amend or take no action on the recommended motion.

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#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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#### 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 Council approves the recommended motion, Administration will make the necessary changes to reflect the new policy, as well, repeal the former scholarship policies.

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**ATTACHMENT(S):**

- Policy 1032- College Trades Apprenticeship Scholarship (Current)
- Policy 1028- University 4-year College Program Scholarship (Current)
- Policy 8008- Postsecondary Scholarship (Draft)



**Title: University 4 year College Program Scholarships**

**Policy No: 1028**

**Effective Date: November 25, 2019**

**Motion Number: 19.11.833**

**Supersedes Policy No: CO 18 and CO 19**

**Review Date: November 25, 2022**



**Purpose:** Greenview Council wishes to recognize community involvement and academic achievement of students to enhance the future of individuals within Greenview and to encourage students from Greenview to pursue further education, thereby making meaningful contributions to their community.

## DEFINITIONS

**Eligible Student** means a student who meets the scholarship criteria established in the general principles for selection.

## POLICY

1. Greenview Council will dedicate \$25,000 in the annual operating budget for scholarships and bursaries.
2. Students enrolled in four (4) year college or university programs are eligible for a \$2,500 scholarship. Students enrolled in two (2) year college programs or apprenticeships programs are eligible for a \$1,500 scholarship.
3. The scholarships will be awarded to students who are a resident of Greenview (when not attending post-secondary) and who are enrolled in post-secondary studies at a college, university, or apprenticeship program.
4. Council will review the scholarship applications annually and select scholarship recipients.
5. General Principles for selection:
  - a. The student is a resident of Greenview;
  - b. The student has demonstrated financial need;
  - c. The student demonstrates community involvement, volunteering or extra-curricular activities;
  - d. The student has demonstrated high academic achievement;
  - e. Consideration may be given to scholarship recipients from the previous year.
6. Students may apply, or re-apply, for the scholarship each year that they are enrolled in university, college, or apprenticeship programs.

## PROCEDURE

1. Application forms will be available at, and should be returned to, any Greenview Administration office. The deadline for applications will be the second Friday in May of each year.
2. Successful applicants will be notified by Greenview Administration.
3. The successful applicant must provide proof of enrollment through proof of payment of tuition to Greenview Administration in order to receive scholarship funding.

CURRENT

**Title: College, Trades and Apprenticeships Scholarships**

**Policy No: 1032**

**Effective Date: February 24, 2020**

**Motion Number: 20.02.124**

**Supersedes Policy No: CO 18 and CO 19**

**Review Date: February 24, 2023**



**Purpose:** Greenview Council wishes to support students pursuing post-secondary education in Trades and Apprenticeship fields and wish to create an opportunity through financial assistance for those individuals as they make meaningful contributions to their community.

## DEFINITIONS

**Eligible Student** means a student who meets the scholarship criteria established in the general principles for selection.

## POLICY

1. Greenview Council will dedicate \$15,000 in the annual operating budget for the College, Trades and Apprenticeships scholarships. The scholarships will be awarded for Post-Secondary Trades and Apprenticeship programs.
2. Students enrolled in two (2) year college, trades, or apprenticeship programs are eligible for a \$1,500 scholarship.
3. The scholarships will be awarded to students who are a resident of Greenview (when not attending post-secondary) and who are enrolled in post-secondary studies at a college, trades or apprenticeship program.
4. Council will review the scholarship applications annually and select scholarship recipients.
5. General Principles for selection:
  - a. The student is a resident of Greenview;
  - b. The student has demonstrated financial need;
  - c. The student demonstrates community involvement, volunteering or extra-curricular activities;
  - d. The student has participated in a work experience or other work placement program (i.e. RAP, CTS programs, etc.) in High School;
  - e. Apprenticeship applicants must be enrolled in a registered apprenticeship program.
  - f. The applicants G.P.A or course average in the last two semesters may be factor for Council's consideration of the application. A minimum average of 60% will be considered.
  - g. Consideration may be given to scholarship recipients from the previous year.

6. Students may apply, or re-apply, for the scholarship each year that they are enrolled in university, college, or apprenticeship programs.

#### **PROCEDURE**

1. Application forms will be available at, and should be returned to, any Greenview Administration office. The deadline for applications will be the second Friday in May of each year.
2. Only completed applications will be considered.
3. Applicants must submit a transcript of their two most recent semesters with their application (a working copy is acceptable). Applicants participating in an apprenticeship should provide proof that they are a registered apprentice.
4. Successful applicants will be notified by Greenview Administration.
5. The successful applicant (following the receipt of an acceptance letter from Greenview) must provide proof of enrollment through a receipt indicating payment of tuition to Greenview Administration in order to receive scholarship funding.

**Title: Postsecondary Scholarships**

**Policy No: 8008**

**Effective Date: Date passed in Council**

**Motion Number:**

**Supersedes Policy No: 1028 and 1032**

**Department: Community Services**

**Review Date: (3 Years from date approved)**



**Legal References:**

Canada Revenue Agency – Taxable scholarships, fellowships, bursaries, and artists' project grants

**Cross References:**

*Not Applicable*

**Purpose:** Greenview Council wishes to support applicants pursuing postsecondary education in trades and apprenticeship fields, college, and university. This policy seeks to provide financial assistance for individuals as they make meaningful contributions to their community.

## 1. DEFINITIONS

- 1.1. **Degree Program** means an integrated course of study leading to an academic degree.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Resident of Greenview (Resident)** means an applicant who resides, normally resides in, or whose parents reside in Greenview. ~~Resident includes those who live in the Town of Fox Creek, Town of Valleyview and Sturgeon Lake Cree Nation.~~
- 1.4. **Trade/Diploma Program** means a program of study that leads to the granting of a diploma, certificate, or involves a trade or apprenticeship program.

## 2. POLICY STATEMENT

- 2.1. Greenview Council will budget funds to assist Greenview residents in their pursuit of higher education.
- 2.2. Applicants may apply for a scholarship each year they are enrolled in a Diploma Program or a Degree Program.
- 2.3. The deadline for applications shall be the 31<sup>st</sup> of June annually.
- 2.4. If a successful applicant decides not to attend a post secondary institution after being awarded the scholarship:
  - A) The funds will be returned to Greenview from the postsecondary institution;
  - B) Administration will attempt to award the scholarship to the next successful applicant;
 and

C) Advise Council of the matter.

### 3. **TRADE/DIPLOMA PROGRAM SCHOLARSHIP**

- 3.1. Greenview Council shall dedicate \$15,000 in the annual operating budget for the Diploma Programs.
- 3.2. Applicants enrolled in a Diploma Program are eligible for a \$1,500 scholarship.

### 4. **DEGREE PROGRAM SCHOLARSHIP**

- 4.1. Greenview Council shall dedicate \$25,000 in the annual operating budget for the Degree Program scholarships.
- 4.2. Applicants enrolled in a Degree Program are eligible for a \$2,500 scholarship.

### 5. **APPLICANT RESPONSIBILITIES**

- 5.1. Applicants must ensure that their application is complete and submitted to Greenview prior to the application deadline.
- 5.2. In the application, applicants shall outline how they meet the following criteria:
  - A) Greenview residency;
  - B) Financial need;
  - C) Community involvement, volunteerism, or extracurricular activities;
  - D) Participation in a work experience program or other work placement program (applicable for Diploma Program only); and
  - E) Academic achievement.
- 5.3. Successful applicants must provide proof of enrollment, student ID number, name of academic institution, program of study, and complete the social insurance number (SIN) form.

### 6. **COUNCIL RESPONSIBILITIES**

- 6.1. Council will annually approve the Greenview Postsecondary Scholarship recipients based on Administration's recommendations.

### 7. **ADMINISTRATION RESPONSIBILITIES**

- 7.1. Administration will establish a matrix to effectively evaluate scholarship applications.
- 7.2. Administration will annually accept and prepare scholarship applications.
- 7.3. Administration shall present the applications to Council for final approval.
- 7.4. Administration will notify all applicants of Council's decision.
- 7.5. Upon approval, Administration will send the scholarship directly to the postsecondary institution.



# Municipal District of Greenview No. 16

NAME: Winston Delorme  
 ADDRESS : \_\_\_\_\_

Employee # : \_\_\_\_\_  
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
Feb. 5			C	Sustainable Communities Conference	400			1	50.00		459.00
Feb. 6			C	Sustainable Communities Conference		1	1		40.00		459.00
Feb. 7			C	Sustainable Communities Conference							459.00
Feb. 8			C	Sustainable Communities Conference				1	50.00		459.00
Feb. 9			C	Sustainable Communities Conference				1	50.00		459.00
Feb. 10			C	Sustainable Communities Conference		1		1	70.00		459.00
Feb. 11			C	Sustainable Communities Conference	400	1			20.00		459.00
Feb. 12	13:00	18:00	M	Travel to Edmonton for meeting with All	400			1	50.00		317.00
Feb. 13	7:30	17:00	M	Meeting with Alberta counsel & Ministe	400	1			20.00		459.00
NOTES:				KILOMETER CLAIM			TOTAL		350.00		3989.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	1600	1088.00	NET CLAIM		350.00		3989.00
				\$0.17 per km	1600	272.00					
				SUBTOTAL		1360.00	TOTAL CLAIM				5699.00
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1360	AMOUNT DUE (OWING)				\$5,699.00

\_\_\_\_\_  
Claimant

\_\_\_\_\_  
Date

155

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date



Employee # : \_\_\_\_\_  
Department: Council





# Municipal District of Greenview No. 16

NAME: Sally Ann Rosson  
 ADDRESS : \_\_\_\_\_

Employee # : \_\_\_\_\_  
 Department: Council

DATE 2023	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
2-Feb	12:00	13:00	M	AHS North Zone Indigenous Support line (Zoom)							269.00
8-Feb	9:30	12:15	M	GVRWC	16						269.00
NOTES:				KILOMETER CLAIM			TOTAL				538.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	16	10.88	NET CLAIM				538.00
				\$0.17 per km	16	2.72					
				SUBTOTAL		13.60	TOTAL CLAIM				551.60
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		13.6	AMOUNT DUE (OWING)				\$551.60

Sally Ann Rosson  
 Claimant

February 12, 2023  
 Date

157

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		
16-Jan	13:30	16:30	M	Emergency advisory committee	30						269.00
17-Jan	8:00	15:30	M	COTW DeBolt	80						317.00
17-Jan	15:30	17:00	M	travel to and Asb Prov Conf	55			x	50.00		269.00
18-Jan	9:00	16:30	M	Asb Prov Conf				x	50.00		317.00
19-Jan	9:00	16:30	M	Asb Prov Conf							317.00
20-Jan	9:00	10:30	M	Travel from Asb Prov Conf	135	x			20.00		269.00
23-Jan	10:00	12:00	M	Golden Triangle virtual							269.00
23-Jan	13:00	16:00	M	travel to Crossroads Edmtn	375						269.00
24-Jan	9:00	16:30	M	Crossroads							317.00
25-Jan	9:00	13:00	M	Crossroads							269.00
25-Jan	13:00	17:00	M	travel home	375			x	50.00		269.00
26-Jan	7:30	15:00	M	SARDA	225						317.00
1-Feb	9:00	12:00	M	ASB	30						269.00
2-Feb	9:30	18:30	M	Evergreen Victor Lake engagement	650			x	50.00		459.00
7-Feb	18:30	21:00	M	Rural Crime Watch	30						269.00
NOTES:				KILOMETER CLAIM			TOTAL		220.00		4465.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	1985	1349.80	NET CLAIM		220.00		4465.00
				\$0.17 per km	1985	337.45					
				SUBTOTAL		1687.25	TOTAL CLAIM			6372.25	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1687.25	AMOUNT DUE (OWING)			\$6,372.25	

\_\_\_\_\_  
 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		
January 16 2023	12:30	21:00	M	Grande Spirit Foundation DeBolt Senior's Project & East								459.00
				Smoky Recreation Board AGM & Regular Meeting								
January 17 2023	8:30	21:30	M	Committee of the Whole, ASB Conference	130							524.00
January 18 2023			C	ASB Conference	130							459.00
January 19 2023			C	ASB Conference	130							459.00
January 23 2023	12:30	17:30	M	Council IS Session	160			1		20.00		317.00
January 24 2023	7:45	15:30	M	Council	120							317.00
January 25 2023	7:15	13:00	M	Greenview Industrial Gateway	120							317.00
January 26 2023	16:30	20:15	M	Grande Prairie & Edmonton Airports Discussions	120							269.00
January 27 2023	8:30	16:15	M	Grande Spirit Foundation	110							317.00
February 2 2023	8:45	18:00	M	Victor Lake Elders Lodge Engagement Session	520							459.00
February 8 2023	15:00	16:15	M	AHS North Zone Indigenous Support Line Town Hall								269.00
February 9 2023	15:15	19:30	M	MD of Greenview Library Board								317.00
February 10 2023	7:30	18:30	M	RMA District 4 Meeting	314							459.00
February 11 2023	9:15	13:30	M	MD of Greenview Library Board	176			1		20.00		317.00
NOTES:				KILOMETER CLAIM			TOTAL			40.00		5259.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	2030	1380.40	NET CLAIM			40.00		5259.00
				\$0.17 per km	2030	345.10						
				SUBTOTAL		1725.50	TOTAL CLAIM					7024.50
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		1725.5	AMOUNT DUE (OWING)					\$7,024.50

\_\_\_\_\_  
 Claimant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Approved

\_\_\_\_\_  
 Date



# Municipal District of Greenview No. 16

NAME: bill smith  
 ADDRESS : \_\_\_\_\_

Employee # : \_\_\_\_\_  
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
07-Jan	9:00	17:00	m	PCBC	65						317.00
10-Jan	6:30	17:00	m	council	300	x			20.00		459.00
11-Jan	7:00	15:00	m	mpc/prc	300						317.00
15-Jan	13:30	16:00	m	emg/mng							269.00
15-Jan	18:30	20:30	m	agm south wapiti rec	30						269.00
17-Jan	7:00	22:00	m	cotw/debolt /asb conference opening	280	x		x	70.00		524.00
17-Jan	17:00	22:00		asb provincial							
18-Jan			c	asb provincial	70						459.00
19-Jan			c	asb provincial	70						459.00
23-Jan			c	crossroads/farm tech	500		x	x	70.00		459.00
24-Jan			c	crossroads/farm tech				x	50.00		459.00
25-Jan			c	crossroads/farm tech		x			20.00		459.00
26-Jan			c	crossroads/farm tech	500		x	x	70.00		459.00
NOTES:				KILOMETER CLAIM			TOTAL		300.00		4909.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	2115	1438.20	NET CLAIM		300.00		4909.00
				\$0.17 per km	2115	359.55					
				SUBTOTAL		1797.75	TOTAL CLAIM				7006.75
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1797.75	AMOUNT DUE (OWING)				\$7,006.75



# 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		
2-Feb	12:00	13:15	M	AHS Zoom							269.00
9-Feb	18:00	19:30	M	Community Futures Zoom							269.00
10-Feb	9:30	15:00	M	RMA Zone on Zoom							317.00
NOTES:				KILOMETER CLAIM			TOTAL				855.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
							NET CLAIM				855.00
				\$0.17 per km							
				SUBTOTAL			TOTAL CLAIM				855.00
				LESS G.S.T.			LESS ADVANCES				
				TOTAL			AMOUNT DUE (OWING)				\$855.00



# 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		
10-Feb	6:30	19:00	M	RMA -Zone 4 meeting	670		X		X	70.00		524.00
NOTES:				KILOMETER CLAIM			TOTAL			70.00		524.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	670	455.60	NET CLAIM			70.00		524.00
				\$0.17 per km	670	113.90						
				SUBTOTAL		569.50	TOTAL CLAIM					1163.50
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		569.5	AMOUNT DUE (OWING)					\$1,163.50

D. Didow  
 Claimant

Feb 13, 2023  
 Date

162

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		
2-Feb	13:00	14:30	m	Evergreen foundation lodge unvieling							269.00
9-Feb	6:30	19:00	m	CFWY IRC meeting, CFNA Strategic plan	420						524.00
10-Feb	7:00	20:00	m	RMA Division 4 meeting	550	1			20.00		524.00
12-Feb	12:00	19:00	m	travel to edmonton, Minister Loewen di	440						317.00
NOTES:				KILOMETER CLAIM			TOTAL		20.00		1634.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	1410	958.80	NET CLAIM		20.00		1634.00
				\$0.17 per km	1410	239.70					
				SUBTOTAL		1198.50	TOTAL CLAIM				2852.50
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1198.5	AMOUNT DUE (OWING)				\$2,852.50