



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

March 28, 2023

9:00 a.m.

Administration Building
Valleyview, AB

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES		
	3.1 Regular Council Meeting Minutes held March 14, 2023		4
	3.2 Business Arising from Minutes		
#4	PUBLIC HEARING	4.0 Bylaw 23-933	14
#5	DELEGATION		
#6	BYLAWS		
	6.1 Bylaw 23-933 Land Use Bylaw Amendment to Redesignate NW 20-71-25-W5M from Agricultural One (A-1) to Agricultural Two (A-2)		16
	6.2 Bylaw 23-934 to Amend Land Use Bylaw 18-800 to add Landfill, Industrial to Crown Land (CL) District as a discretionary use		26
	6.3 Bylaw 23-935 "Tax Installment Payment Plan "Third Reading		35
	6.4 Bylaw 23-937 Regional Branding Committee		48
#7	BUSINESS		
	7.1 Regional Branding Committee		53

7.2 Landry Heights Home Owners Society – Additional Named Insured (ANI)	60
7.3 2023 Final Budget Adoption	63
7.4 Valleyview Health Centre Foundation – Grant Funding Reallocation Request	102
7.5 Q4 Financial Reporting	107
7.6 Policy 6302 – Roadside Vegetation Management	129
7.7 Policy 7003 “Greenview Logo Use”	141
7.8 Valleyview Seed Cleaning Plant – Property’s Future Direction	199
7.9 Policy 2006 Employee Apprenticeship Training	204
7.10 Policy 2014 Staff Training & Professional Development	240
7.11 Peace Region Economic Development Alliance (PREDA) Letter of Support	257

#8 NOTICE OF MOTION

#9 CLOSED SESSION

9.1 2023 North Forestry Trunk Road Aggregate Supply Disclosure Harmful to Business Interests of a Third Party	
9.2 Grande Cache Campground Contractor Disclosure Harmful to Business Interests of a Third Party	
9.3 Hamlets of DeBolt and Ridgevalley Area Structure Plans Disclosure Harmful to Business Interests of a Third Party	
9.4 Kakwa Trail Corridor Consulting Disclosure Harmful to Business Interests of a Third Party	
9.5 Management Desktop and Network Information Systems Service Disclosure Harmful to Business Interests of a Third Party	
9.6 Recreational Vehicle Dump Station Disclosure Harmful to Business Interests of a Third Party	

9.7 Grovedale Floating Liner
Disclosure Harmful to Business Interests of a Third Party

9.8 2023 Greenview Fleet Tender
Disclosure Harmful to Business Interests of a Third Party

9.9 2023 Greenview Two Ton Truck Tender
Disclosure Harmful to Business Interests of a Third Party

#10 MEMBERS
REPORTS/EXPENSE
CLAIMS

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8
- Ward 8
- Ward 9
- Ward 9

260

#11 ADJOURNMENT

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Tuesday, March 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
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 Assistant	Drew Melvin

ABSENT

**#2
AGENDA**

MOTION: 23.03.125 Moved by: COUNCILLOR TOM BURTON
That Council adopt the Agenda of the March 14, 2023, Regular Council Meeting as amended.

- Agenda Item 9.5 Disclosure Harmful to Intergovernmental Relations
Sturgeon Lake Council Discussion

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

CARRIED

**#3
MINUTES**

MOTION: 23.03.126 Moved by: COUNCILLOR SALLY ROSSON
That Council adopt the minutes of the February 28, 2023, Regular Council Meeting as presented.

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

CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

BUSINESS ARISING FROM MINUTES

Councillor Dale Smith inquired about the Maskwa Medical Centre; did we hear anything further? Reeve Olsen replied that they had the meeting, and everything went well.

4.0 PUBLIC HEARING

6.0 BYLAWS

6.1 BYLAW 23-935 TAX INSTALLMENT PAYMENT PLAN

TIPP

MOTION: 23.03.127 Moved by: COUNCILLOR JENNIFER SCOTT
That Council give first reading to Bylaw 23-935 "Tax Installment Payment Plan", as presented.

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

CARRIED

MOTION: 23.03.128 Moved by: COUNCILLOR DALE SMITH
That Council give second reading to Bylaw 23-935 "Tax Installment Payment Plan", as presented.

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

CARRIED

6.2 BYLAW NO. 23-931 LAND USE BYLAW AMENDMENT TO CREATE THE GREENVIEW INDUSTRIAL GATEWAY – HEAVY INDUSTRIAL ONE (GIG-HI-1) DISTRICT

BYLAW 23-931

MOTION: 23.03.129 Moved by: COUNCILLOR RYAN RATZLAFF

That Council give First Reading to Bylaw 23-931, to amend Land Use Bylaw No. 18-800 for the addition of the Greenview Industrial Gateway – Heavy Industrial One (GIG-HI-1) District and to redistrict the parcel legally described as Plan 2221786, Lot 1, Block 1 from Industrial General (M-2) District to Greenview Industrial Gateway – Heavy Industrial One (GIG-HI-1) District, as amended.

- Large Scale Greenhouse, Fertilizer Plant to permitted uses.

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

CARRIED

BYLAW 23-931 PUBLIC HEARING

MOTION: 23.03.130 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council schedule a Public Hearing for Bylaw 23-931 on April 11, 2023, at 9:15 a.m.

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

CARRIED

6.3 BYLAW 22-894 DESIGNATED NOXIOUS WEEDS

BYLAW 22-894

MOTION: 23.03.131 Moved by: COUNCILLOR DALE SMITH

That Council give third reading to Bylaw 22-894 Designated Noxious Weeds Bylaw, as presented.

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

CARRIED

Reeve Olsen recessed the meeting at 10:00 a.m.

Reeve Olsen reconvened the meeting at 10:08 a.m.

7.0 NEW BUSINESS

POLICY 3023

7.1 POLICY 3023 VOLUNTEER FIRE RESCUE SERVICE AWARD

MOTION: 23.03.132 Moved by: COUNCILLOR SALLY ROSSON

That Council approve Policy 3023 “Volunteer Fire-Rescue Service Awards”, as amended.

- Include the former fire fighters in the definition of Auxiliary Work.
- Need more clarity on the definition, and work scope of an Auxiliary Worker

DEFERRED

MOTION: 23.03.133 Moved by: COUNCILLOR WINSTON DELORME

That Council defer Policy 3023 to Policy Review Committee.

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

AGAINST: Councillor Didow

CARRIED

POLICY 6303

7.2 POLICY 6303 WEED CONTROL

MOTION: 23.03.134 Moved by: COUNCILLOR JENNIFER SCOTT

That Council approve Policy 6303 – Weed Control, as amended.

- Attach the weed list as Schedule 1 (prohibited noxious) and Schedule 2 (Noxious)

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

AGAINST: Councillor Berry

CARRIED

POLICY 6318 REPEAL

MOTION: 23.03.135 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council repeal Policy 6318 – Private Land Herbicide Application and Policy 6303-1 – Weed Control Procedure.

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

AGAINST: Councillor Berry

CARRIED

**7.3 COMMUNITY RESPONDERS AGAINST STUDENT HARM COMMITTEE
SPONSORSHIP REQUEST**

CRASH REQUEST

MOTION: 23.03.136 Moved by: COUNCILLOR DUANE DIDOW

That Council approve a sponsorship in the amount of \$5,000.00 for Community Responders Against Student Harm (CRASH) Committee to be paid to the to the Grande Cache Fire Fighters Association for a guest speaker to attend one day of the educational program for students at the Grande Cache Community High School, with funds to come from the Community Services Grants and Sponsorships budget.

DEFERRED

MOTION: 23.03.137 Moved by: COUNCILLOR RYAN RATZLAFF

That Council defer motion "CRASH Sponsorship Request" to the March 28, 2023, Council Meeting.

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

AGAINST: Councillor Schlieff, Councillor Berry, Councillor Rosson, Councillor Burton

CARRIED

7.4 LARGE ANIMAL VETERINARY PRACTICE SUPPORTS

LARGE ANIMAL VET

MOTION: 23.03.138 Moved by: DEPUTY REEVE BILL SMITH

That Council accept the report on Large Animal Veterinary Practice Supports for information, as presented.

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

CARRIED

MOTION: 23.03.139 Moved by: COUNCILLOR DAVE BERRY

That Council direct Administration to draft a program for Council consideration based on the Livestock Veterinary Innovation Initiative with options detailing a potential Greenview only initiative as well as a Peace Region based initiative.

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

CARRIED

7.5 MANAGERS REPORTS

MOTION: 23.03.140 Moved by: COUNCILLOR DALE SMITH

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

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

CARRIED

Reeve Olsen recessed the meeting at 12:09 p.m.

Reeve Olsen reconvened the meeting at 12:50 p.m.

NOTICE OF MOTION

8.0 NOTICE OF MOTION

9.0 CLOSED SESSION

CLOSED

MOTION: 23.03.141 Moved by: COUNCILLOR TOM BURTON

That the meeting go to Closed Session, at 12:50 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 Delorme, Councillor Ratzlaff, Councillor Rosson, Councillor Berry, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Didow

CARRIED

9.1 WATER AND WASTEWATER OPERATIONS IN GRANDE CACHE DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY

9.2 GRAVEL CRUSHING DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY

9.3 FORESTRY TRUNK ROAD PHASE 6 DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY

9.4 RANGE ROAD 230 ASPHALT DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY

**9.5 STURGEON LAKE CREE NATION COUNCIL DISCUSSION
DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS**

9.0 OPEN SESSION

OPEN

MOTION: 23.03.142 Moved by: COUNCILLOR TOM BURTON

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 2:04 p.m.

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

CARRIED

MOTION: 23.03.143 Moved by: DEPUTY REEVE BILL SMITH

That Council award the Forestry Trunk Road Phase 6 construction to Thompson Bros. (Construction.) LP in the amount of \$5,648,535.93 plus GST, with funds to come from the 2023 Capital Budget (RD22001).

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

CARRIED

MOTION: 23.03.144 Moved by: COUNCILLOR SALLY ROSSON

That Council awards Range Road 230 Asphalt to Wapiti Gravel Suppliers in the amount of \$4,466,364.92 plus GST, with funds to come from the 2023 Capital Budget (PV22003).

FOR: Councillor Dale Smith, Councillor Rosson, Councillor Burton

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

DEFEATED

10.0 MEMBERS BUSINESS

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

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

- February 28, 2023, Regular Council Meeting
- Sturgeon Lake Cree Nation Joint Council Meeting
- Meeting with Evergreen regarding MD Bus

WARD 2

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

- February 28, 2023, Regular Council Meeting
- Sturgeon Lake Cree Nation Joint Council
- AB Counsel Budget Webinar

WARD 3

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

- February 28, 2023, Regular Council Meeting
- Valleyview Recreation Board Meeting
- Sturgeon Lake Cree Nation Joint Council
- Valleyview & District Medical Clinic Meeting
- Community Education Committee Meeting
- Little Smoky Ski Hill Meeting
- Greenview Industrial Gateway Webinar

WARD 4

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

- February 28, 2023, Regular Council Meeting
- Sturgeon Lake Cree Nation Joint Council
- Sweathouse Hall Board Meeting
- Legislature Building Minister Meeting
- SARDA Virtual Meeting
- Sunset House Hall Board Meeting

WARD 5

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

- February 28, 2023, Regular Council Meeting
- Sturgeon Lake Cree Nation Joint Council
- Little Smoky Ski Hill Board Meeting
- Valleyview & District Medical Clinic Meeting
- GIG Informational Webinar
- Heart River Housing Meeting

WARD 6

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

- February 28, 2023, Regular Council Meeting
- Sturgeon Lake Cree Nation Joint Council
- Alberta Counsel Budget Seminar

- Northwest Alberta Sports Excellence Awards
- Northern Transportation Advocacy Bureau
- GIG Informational Webinar
- MD of Greenview Library Board Meeting

WARD 7

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

- February 28, 2023, Regular Council Meeting
- Sturgeon Lake Cree Nation Joint Council
- Alberta Counsel Budget Seminar
- PACE Board Meeting
- Valleyview & District Medical Clinic Meeting
- GIG Informational Webinar

WARD 8

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

- February 28, 2023, Regular Council Meeting
- Sturgeon Lake Cree Nation Joint Council
- Meeting with Minister Dreeschen and Minister Loewen
- Meeting with Minister Toews
- Grazing Lease Meetings
- South Wapiti Recreation Board Meeting

WARD 8

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

- February 28, 2023, Regular Council Meeting
- Sturgeon Lake Cree Nation Joint Council
- Community Futures Board Meeting
- GIG Informational Webinar
- AB Counsel Budget Zoom
- Grovedale Community Ag. Society Meeting
- MD of Greenview Library Board

WARD 9

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

- February 28, 2023, Regular Council Meeting
- Valory Coal mine meeting
- Community Futures West Yellowhead
- Grande Cache Medical Clinic Corporation Meeting
- GIG Informational Webinar

WARD 9

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

- February 28, 2023, Regular Council Meeting
- Sturgeon Lake Cree Nation Joint Council

- Meeting with Minister Dreeschen and Minister Loewen
- Northwest Alberta Sports Excellence Awards
- Nitehawk Board Meeting
- AB Counsel Budget Webinar
- CN Rail Meeting
- Valory Resources Coal Mine meeting
- Community Futures Board Meeting
- River of Death and Discovery Board Meeting
- Radio Interview on Provincial Budget
- GIG Informational Webinar
- City of Grande Prairie branding meeting
- CRAA membership update
- RCMP Townhall Grande Cache

**#10 MEMBERS
BUSINESS**

MOTION: 23.03.145 Moved by: COUNCILLOR TOM BURTON

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

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

CARRIED

**#11
ADJOURNMENT**

11.0 ADJOURNMENT

MOTION: 23.03.146 Moved by: COUNCILLOR RYAN RATZLAFF

That Council adjourn this Regular Council Meeting at 3:10 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

CHIEF ADMINISTRATIVE OFFICER

CHAIR



March 28, 2023
Bylaw No. 23-933 Public Hearing
Background Information

PROPOSAL:

This application for land use bylaw amendment has been submitted by Debbie & Dale Perrott, to rezone the quarter section legally described as NW 20-71-25-W5M from Agricultural One (A-1) to Agricultural Two (A-2). The quarter is located approximately 5 km east of the hamlet of Ridgevalley, 1.5 km north of Highway 43 on Range Road 255, in the Ward 7 area. The rezoning would allow the parcel to be subdivided into two portions approximately 80 acres each.

BACKGROUND AND DISCUSSION:

The subject parcel is currently unsubdivided, and the split is planned to align with an intermittent creek through the quarter section. 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 purpose of the A-2 district is to allow for smaller agricultural operations while preserving agricultural lands. 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.

One approach exists to access the quarter section. An additional approach will be required at the subdivision stage to allow access to all parcels.

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

STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT:

On March 6, 2023, Bylaw 23-933 and notice of public hearing was circulated to Greenview's internal departments.

On March 6, 2023, Bylaw 23-933 and notice of Public Hearing was circulated to the following referral agencies: Alberta Culture and Tourism, Alberta Transportation, Alberta Energy Regulator, Alberta Environment and Parks – Water Approvals, Alberta Environment and Parks – Jack McNaughton, Alberta

Environment and Parks – Marsha Trites-Russel, Alberta Municipal Affairs – David Dobson, East Smoky Gas Co-op, ATCO Electric, and Telus.

On March 7, 2023, the Public Hearing advertisement was published on Greenvue’s website and social media sites in accordance with the Advertising Bylaw.

Adjacent landowners were also sent notification of the Public Hearing on March 7, 2023, in accordance with MGA requirements.

Any concerns received will be addressed today.



REQUEST FOR DECISION

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:	March 28, 2023	CAO: SW MANAGER:
DEPARTMENT:	PLANNING & DEVELOPMENT	DIR: MAV PRESENTER: NF
STRATEGIC PLAN:	Development	LEG: SS

RELEVANT LEGISLATION:

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

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

RECOMMENDED ACTION:

MOTION: That Council give second 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).

MOTION: That Council give third 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).

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. The MDP does not support resubdivision of small holding parcels for non-agricultural purposes. Therefore, the 80-acre split would be the only subdivision permitted on the quarter.

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.

Proposed Servicing:	Private, open discharge
Topography:	Rolling
Wetland Inventory:	31 – intermittence creek runs west-east near middle of quarter
Soil Type:	Clay
LSRS Spring Grains Rating:	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.*

Section 3.4.8 Parcel Size Requirements

- (d) The size of a parcel approved under Policy 3.4.7 (“Intensive Agriculture”) shall not exceed 32.4 ha (80 ac). The resubdivision of a small holding parcel into smaller lots for non-agricultural purposes shall not be supported.*

Bylaw 23-933 received first reading at the February 28th, 2023, Regular Council Meeting.

Referral agencies, Greenview departments, and adjacent landowners were notified of the Public Hearing, with letters sent on March 6th, 2023. A notification was published on Greenview’s website and social media on March 7th, 2023.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is redesignation would allow the landowner to subdivide the subject land in half with minimal disturbance to the agricultural lands.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

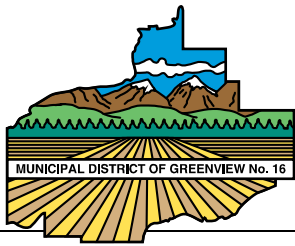
Consult - We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.

FOLLOW UP ACTIONS:

The landowner will be notified of the decision made by Council. The application for subdivision will be brought to the Municipal Planning Commission for decision when received.

ATTACHMENT(S):

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



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

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of
Alberta, to amend 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 28th day of February, A.D., 2023.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

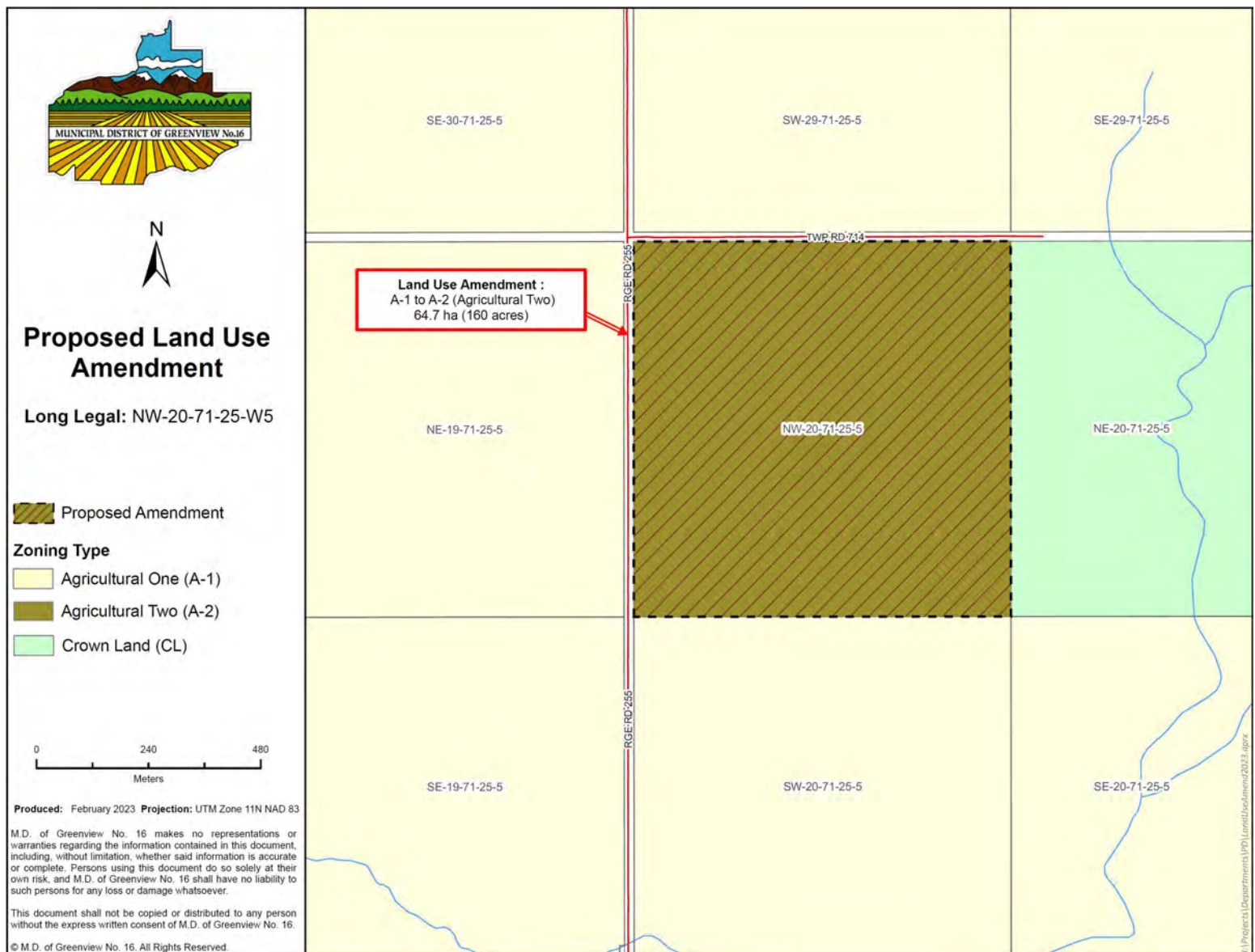
SCHEDULE "A"

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:



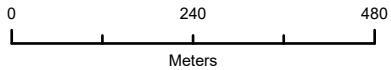


Proposed Land Use Amendment

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

 Proposed Amendment

30cm Imagery, 2016

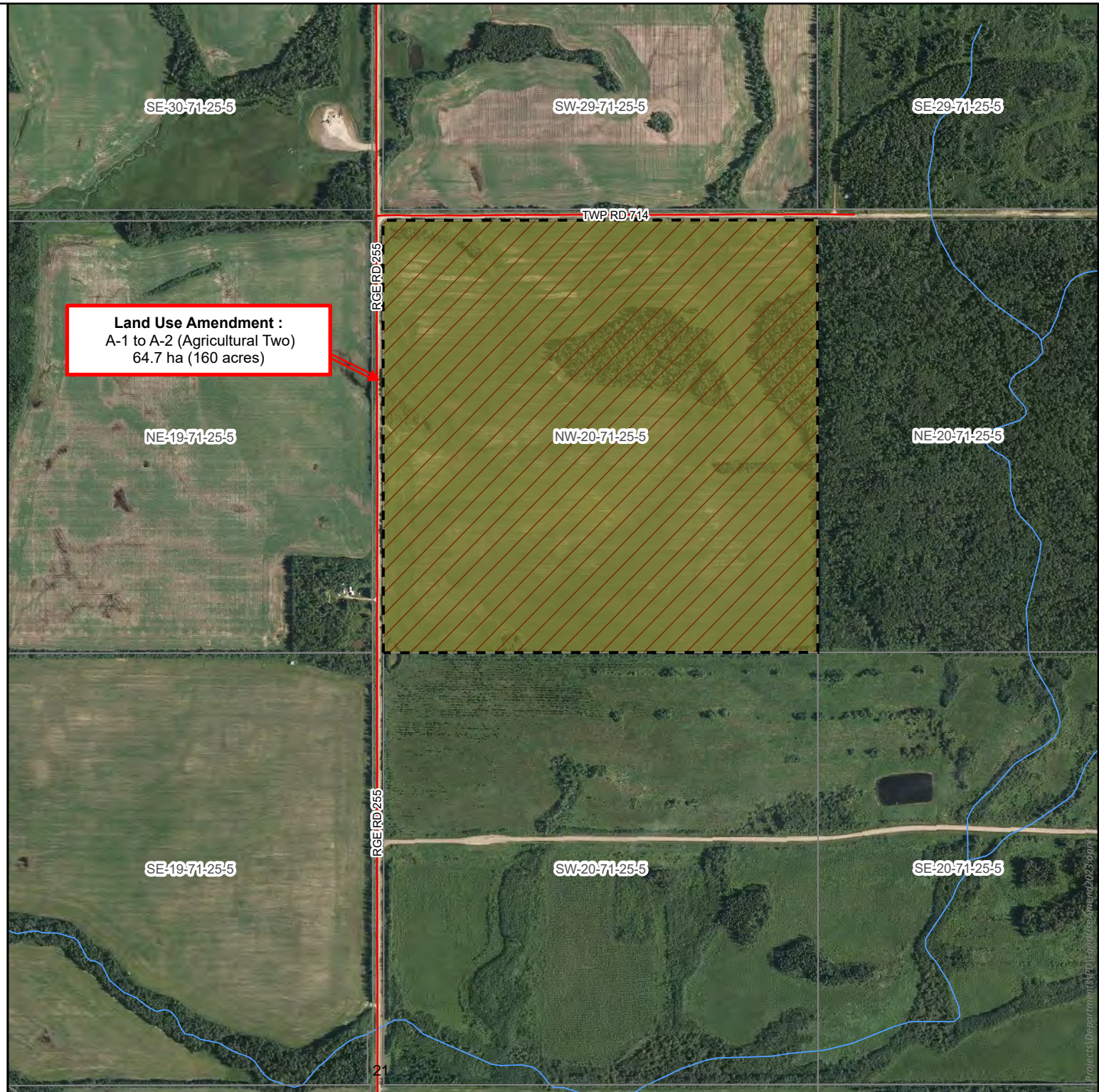


Produced: February 2023 Projection: UTM Zone 11N NAD 83

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






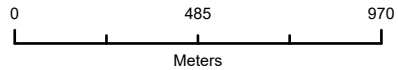
Proposed Land Use Amendment

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)

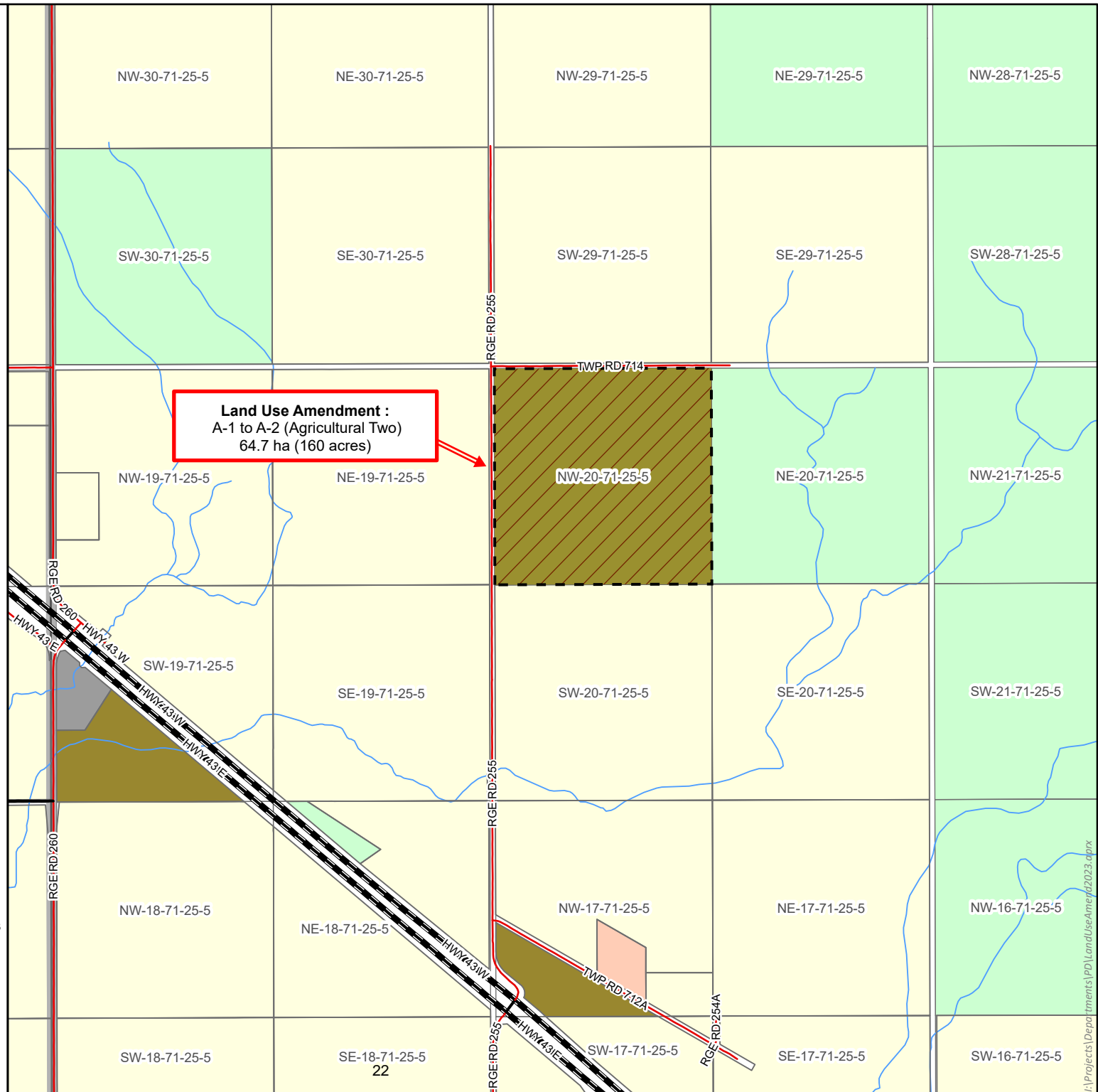


Produced: February 2023 Projection: UTM Zone 11N NAD 83

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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]



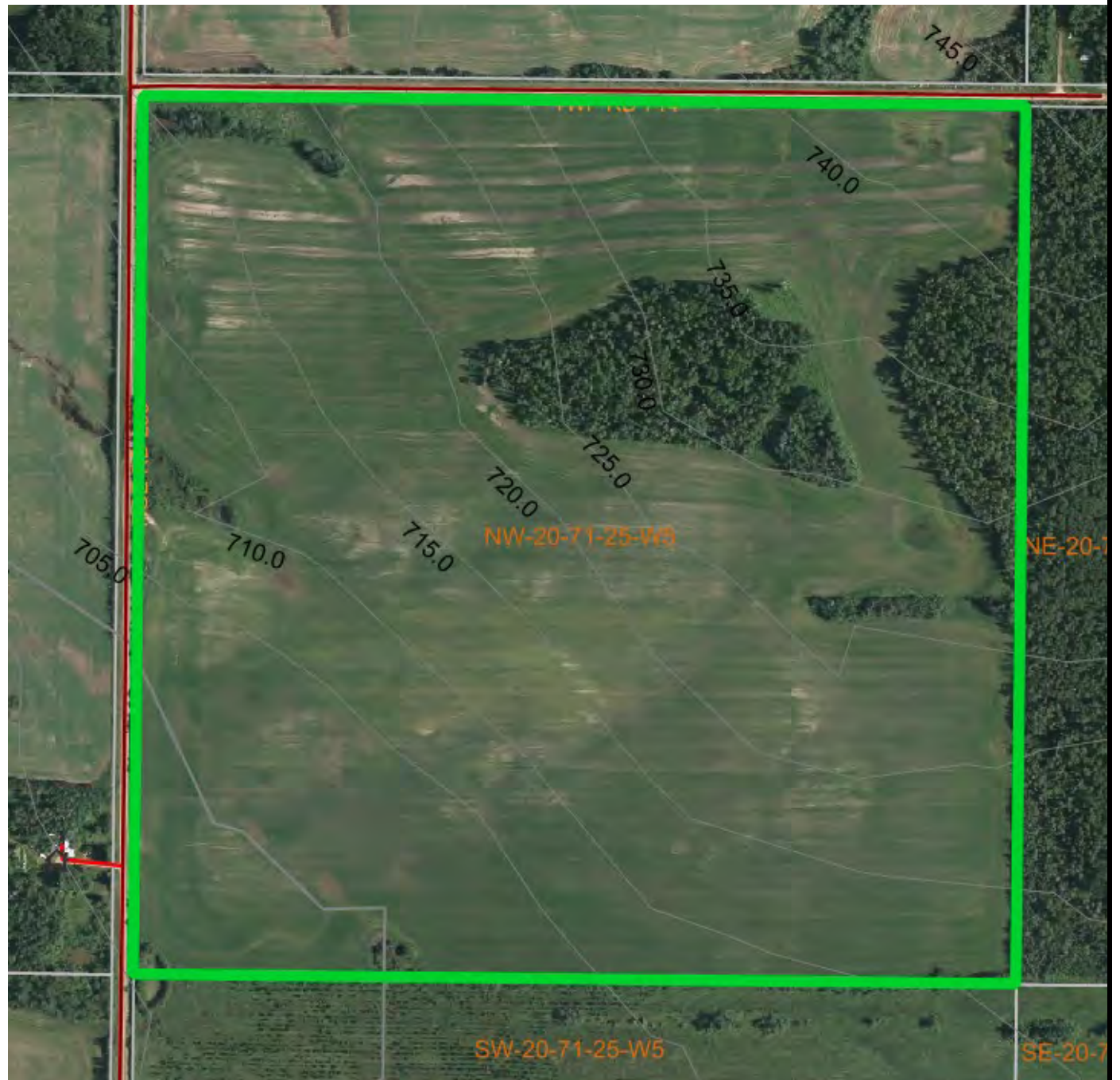
SITE TOPOGRAPHY

BYLAW 23-933

APPLICANT: DEBBIE & DALE PERROTT

LEGAL LOCATION: NW 20-71-25-W5M

LANDOWNER: [REDACTED]





REQUEST FOR DECISION

SUBJECT: Bylaw 23-934 to Amend Land Use Bylaw 18-800 to add Landfill, Industrial to Crown Land (CL) District as a discretionary use

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 28, 2023	CAO: SW	MANAGER: NF
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: SD
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

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

Council Bylaw/Policy (cite) – *Land Use Bylaw 18-800*

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 23-934, being a Land Use Bylaw Amendment to add Landfill, Industrial as a discretionary use to the Crown Land (CL) District.

MOTION: That Council direct Administration to schedule a Public Hearing for Bylaw 23-934 on April 25, 2023.

BACKGROUND/PROPOSAL:

Administration received a development permit application for the addition of a cell to an Industrial Landfill located at NE 24-69-6-W6M. Greenview's records show no approval for a Landfill, Industrial for this site, nor could approval be given under the current regulations as the use is not listed in the Crown Land (CL) District. Currently, this use is only listed in the Industrial General (M-2) District as a discretionary use.

The applicant has additional sites located on Crown Lands and would like to bring them all into compliance with Greenview's Land Use Bylaw regulations. The subject lands were rezoned to Industrial under a previous version of the Land Use Bylaw. However, the zoning was reverted with the latest version.

Currently, within Greenview, there are twelve active landfills. Of those twelve, six are Industrial Waste Landfills. The applicant has two of these sites that are within Greenview's boundaries.

In order to bring the sites into compliance, Administration provided the applicant with two (2) options, the first being to rezone each site to Industrial General (M-2) District, and the second being to add the use to the Crown Land (CL) District. The latter was determined to be the best course of action as it would allow for the proponent to bring all sites into compliance and allow for future sites in the district when required. An additional benefit to this option is that Crown owned lands maintain current zoning but have another use which is extensively regulated by the province and has restrictions under development regulations to protect incompatible development adjacent to these sites.

Furthermore, as a discretionary use, there is the ability to allow for public consultation on the use and for Council to have input. When private lands abut Crown Land, the adjacent landowners would have the ability to speak to any concerns about location, operations, hours, etc. This also allows Administration to review how this may affect adjacent lands as well as any impacts that may be made to Area Structure Plans.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it will allow the existing use to be brought into compliance with Greenview's Land Use Bylaw.
2. The benefit of Council accepting the recommended motion is that it will allow the applicant to continue to grow their business on their existing sites.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny the request completely and not allow the use to be added to this district however, Administration does not recommend this action because it would cause undue hardship to an established business in Greenview.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW-UP ACTIONS:

The applicant will be notified of the decision made by Council. If first reading is given, the proposed Bylaw will be publicly advertised, and appropriate referral agencies will be notified. Affected parties will have the

opportunity to comment or attend the Public Hearing. Once the bylaw has been adopted, the applicant will then apply for this use for all sites within Greenview.

ATTACHMENT(S):

- Bylaw 23-934
- Crown Land (CL) District Regulations
- Map of Industrial Landfills within MD of Greenview No. 16 (Alberta Environmental Public Health Information Network)
- Map – All Landfills within the MD of Greenview No. 16



BYLAW NO. 23-934
of the Municipal District of Greenview No. 16

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

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 Section 8.17.2, Table 8-33 be amended to add Landfill, Industrial as a Discretionary Use.

Permitted Uses	Discretionary Uses
1. Accessory Building	Landfill, Industrial
2. Agriculture Processing	
3. Borrow Pit	
4. Cartage Terminal	
5. Compressor	
6. Coverall Building	
7. Dugout	
8. Dwelling Unit, Accessory	
9. Kennel, Commercial	
10. Natural Resource Extraction	
11. Natural Resource Processing	
12. Oil and Gas Facility	
13. Oilfield Waste Management Facility	
14. Recreation, Outdoor Motorized Vehicle	
15. Recreation, Outdoor Passive	
16. Shipping Container	
17. Storage, Outdoor	
18. Utilities, Major	
19. Work Camp	
20. Work Camp, Project Oriented	

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

8.17 Crown Land (CL) District

8.17.1 Purpose

- a) The purpose of this District is to provide for a variety of land uses on Crown Lands.

8.17.2 Uses

- a) Table 8-33 identifies the permitted and discretionary uses within the CL District.

Table 8-33: CL Permitted and Discretionary Uses

Permitted Uses	Discretionary Uses
1. Accessory Building	
2. Agriculture Processing	
3. Borrow Pit	
4. Cartage Terminal	
5. Compressor	
6. Coverall Building	
7. Dugout	
8. Dwelling Unit, Accessory	
9. Kennel, Commercial	
10. Natural Resource Extraction	
11. Natural Resource Processing	
12. Oil and Gas Facility	
13. Oilfield Waste Management Facility	
14. Recreation, Outdoor Motorized Vehicle	
15. Recreation, Outdoor Passive	
16. Shipping Container	
17. Storage, Outdoor	
18. Utilities, Major	
19. Work Camp	
20. Work Camp, Project Oriented	

8.17.3 Regulations

- a) On a parcel located in a CL District, no building or structure shall be constructed, located or altered, and no subdivision approved which contravenes the regulations

8.17.4 Additional Regulations

- a) The Development Authority may issue a development permit for proposed developments on Crown Land subject to the appropriate disposition (lease, license, disposition leading to a patent, etc.) being first obtained from the Public Lands Division. Proof of the required disposition must be provided to Greenview;
- b) In instances where privately owned lands are shown on the District Map in this District, those lands shall be considered as part of the A-1 District;
- c) Developments located adjacent to municipal roads must meet the setback requirements as laid out in the General Regulations;
- d) Developments located adjacent to titled land must meet the minimum setback of 15.0 m (49.2 ft.).

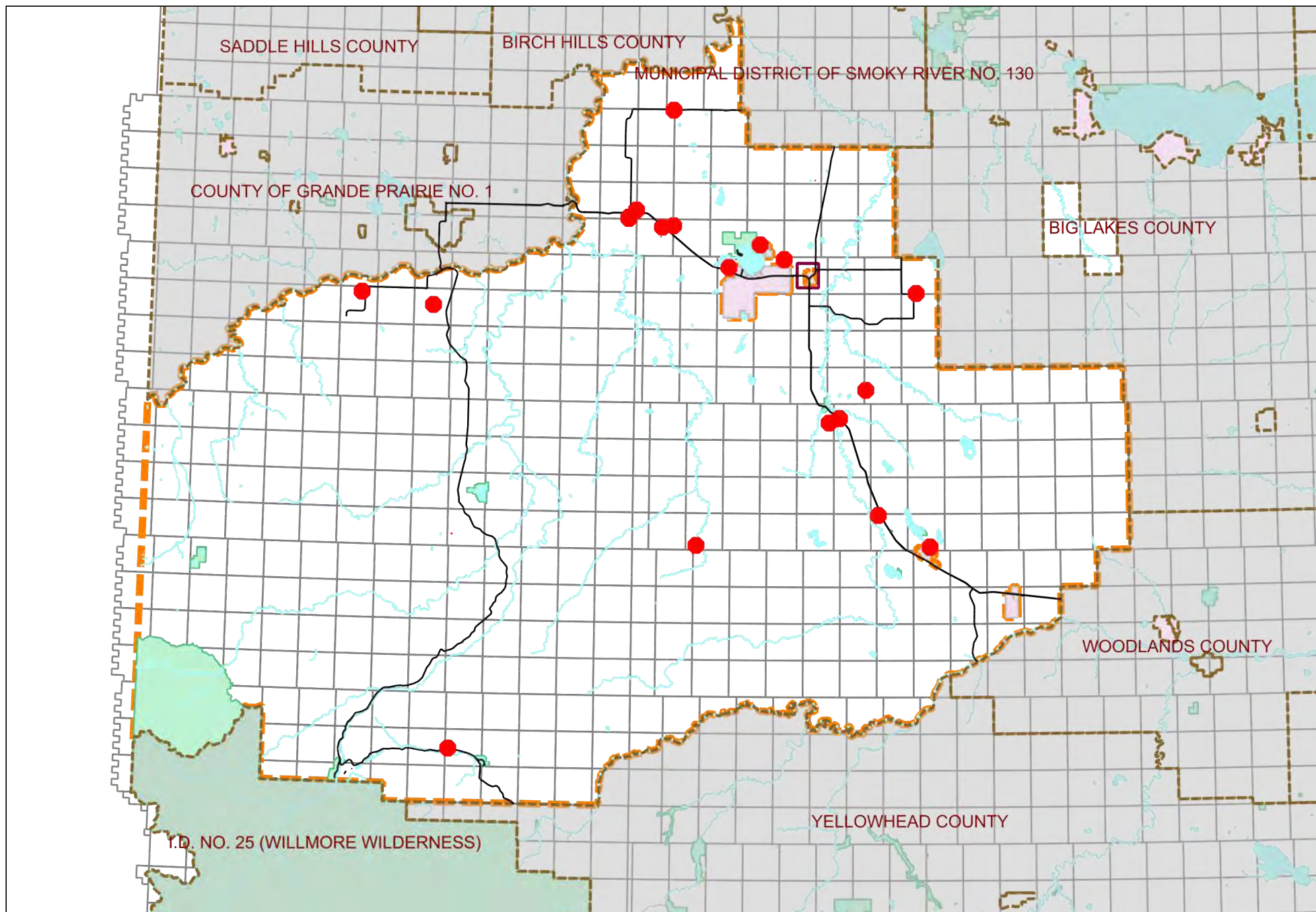
*** See the General Regulations (Section 5.0) for additional regulations and exceptions. ***

CURRENT

Map of Industrial Landfills within MD of Greenview No. 16



Source: Alberta Environmental Public Health Information Network





REQUEST FOR DECISION

SUBJECT:	Bylaw 23-935 "Tax Installment Payment Plan "Third Reading		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 28, 2023	CAO: SW	MANAGER:
DEPARTMENT:	FINANCE	DIR: EK	PRESENTER: SW
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A Chapter M-26 Section 340

Council Bylaw/Policy (cite) – Bylaw 22-889

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 23-935 "Tax Installment Payment Plan" as presented.

BACKGROUND/PROPOSAL:

Bylaw 23-935 "Tax Installment Payment Plan" is coming to Council for third and final reading and will replace the existing tax payment Bylaw 22-889.

Administration defined Tax Installment Payment Plan for the use of the acronym (TIPP), used Taxpayer constantly throughout and changed enrollment deadline to the 20th of each month to allow for year-round enrollment.

The updates were in response to Alberta Land Titles delay in processing ownership changes and Taxpayer demand.

Administration had received several new applications in January 2023, which is a very busy time for Administration. Spreading the processing of the applications throughout the year would lessen the burden of implementation.

Council had no further recommendations after the first and second reading of the bylaw.

MOTION: 23.03.127 Moved by: COUNCILLOR JENNIFER SCOTT

That Council give first reading to Bylaw 23-935 "Tax Installment Payment Plan", as presented.

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

CARRIED

MOTION: 23.03.128 Moved by: COUNCILLOR DALE SMITH

That Council give second reading to Bylaw 23-935 "Tax Installment Payment Plan", as presented.

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

CARRIED

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will have a Tax Installment Payment Plan that better accommodates property owners and staff.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not approve the bylaw. However, Administration does not recommend this as it would prevent new taxpayers from having the ability to enroll in the Tax Installment Payment Plan.

Alternative #2: Council has the alternative to require Administration to consider additional changes. However, Administration does not recommend this as it would delay timely implementation for new taxpayers' applications.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will post the bylaw accordingly.

ATTACHMENT(S):

- MGA Section 340
- Bylaw 22-889
- Bylaw 23-935

property tax bylaw to raise the revenue to pay the requisitions referred to in section 326(1)(a)(ii) or (vi).

RSA 2000 cM-26 s334;2016 c24 s50;2017 c13 s1(29)

Sending tax notices

335(1) The tax notices must be sent before the end of the year in which the taxes are imposed.

(2) If the mailing address of a taxpayer is unknown

- (a) a copy of the tax notice must be sent to the mailing address of the taxable property or business, and
- (b) if the mailing address of the taxable property or business is also unknown, the tax notice must be retained by the municipality and is deemed to have been sent to the taxpayer.

1994 cM-26.1 s335

Certification of date of sending tax notice

336(1) A designated officer must certify the date the tax notices are sent under section 335.

(2) The certification of the date referred to in subsection (1) is evidence that the tax notices have been sent and that the taxes have been imposed.

1994 cM-26.1 s336

Deemed receipt of tax notice

337 A tax notice is deemed to have been received 7 days after it is sent.

1994 cM-26.1 s337

Correction of tax notice

338 If it is discovered that there is an error, omission or misdescription in any of the information shown on a tax notice, the municipality may prepare and send an amended tax notice to the taxpayer.

1994 cM-26.1 s338

Incentives

339 A council may by bylaw provide incentives for payment of taxes by the dates set out in the bylaw.

1994 cM-26.1 s339

Instalments

340(1) A council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer.

(2) A person who wishes to pay taxes by instalments must make an agreement with the council authorizing that method of payment.

(3) When an agreement under subsection (2) is made, the tax notice, or a separate notice enclosed with the tax notice, must state

- (a) the amount and due dates of the instalments to be paid in the remainder of the year, and
- (b) what happens if an instalment is not paid.

1994 cM-26.1 s340

Deemed receipt of tax payment

341 A tax payment that is sent by mail to a municipality is deemed to have been received by the municipality on the date of the postmark stamped on the envelope.

1994 cM-26.1 s341

Receipt for payment of taxes

342 When taxes are paid to a municipality and the person who paid the tax requests a receipt, the municipality must provide a receipt.

RSA 2000 cM-26 s342;2017 c13 s1(30);2021 c22 s4

Application of tax payment

343(1) A tax payment must be applied first to tax arrears.

(2) If a person does not indicate to which taxable property or business a tax payment is to be applied, a designated officer must decide to which taxable property or business owned by the taxpayer the payment is to be applied.

1994 cM-26.1 s343

Penalty for non-payment in current year

344(1) A council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice.

(2) A penalty under this section is imposed at the rate set out in the bylaw.

(3) The penalty must not be imposed sooner than 30 days after the tax notice is sent out.

1994 cM-26.1 s344

Penalty for non-payment in other years

345(1) A council may by bylaw impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed.



BYLAW No. 22-889 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 in the Province of Alberta, to provide for the payment of taxes by instalments.

Whereas, Section 340(1) of the Municipal Government Act, R.S.A. Chapter M-26, as amended provides that Council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer; and

Whereas, Section 340(2) of the Municipal Government Act, provides that a person who wishes to pay taxes by instalments must make an agreement with the council authorizing that method of payment;

Whereas, Section 340(3) of the Municipal Government Act, provides that when an agreement of this nature is made, the tax notice must state the amount and due dates of the instalments to be paid in the remainder of the year, and what happens if an instalment is not paid.

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

1. TITLE

1.1. This Bylaw may be cited as "Tax Payment Plan".

2. Definitions

2.1. In this bylaw, unless the context otherwise requires:

- A) **Greenview** means the municipal corporation of the M.D. of Greenview No. 16.
- B) **Tax Payment Plan** means the tax payment program and application.

3. Authorization

- 3.1. The owner as registered on the tax roll shall be given the option to pay taxes by a pre-authorized transfer of funds from their bank account to Greenview in twelve monthly instalments, in an amount calculated as per Section 4 of this Bylaw, providing all previous outstanding tax balances are paid in full.
- 3.2. To apply for the Tax Payment Plan, the application form must be completed, signed and returned to a Greenview Administration Office accompanied by the appropriate

banking information, no later than January 10th of the year in which the taxpayer wishes to enroll in the Tax Payment Plan.

- 3.3. Any application received after the enrolment deadline of January 10th shall take effect the following calendar year.
- 3.4. The Tax Payment Plan agreement does not transfer from one property tax owner to a purchaser of the property in the event of a sale of a parcel of land.

4. **Monthly payments**

- 4.1. Monthly payments are calculated by dividing the annual tax levy from the preceding year by twelve (12) for the payment amount for January to April. The monthly payments from May to December will be automatically adjusted once the current year's tax levy has been determined. The current and remaining tax balance owing is divided by seven (8) months to create a zero balance owing by December 31st. The transfer of funds will occur on the last business day of every month.
- 4.2. Greenview will determine the monthly payment for each participant in the Tax Payment Plan. The option of additional or lesser monthly payment amounts by the property owner will not be permitted.
- 4.3. The tax roll will be exempt from penalties provided monthly payments, as established by Greenview, are up to date.

5. **Outstanding Charges**

- 5.1. A property owner will not be eligible for this program if there is any amount owing on the tax roll after the enrolment deadline stipulated in Section 3.3.

6. **Withdrawal**

- 6.1. Once a participant is enrolled in the Tax Payment Plan, such participant is automatically renewed each year and does not require a new application to be made every year to continue ongoing monthly tax payments.
- 6.2. A participating taxpayer may, at any time, withdraw from the Tax Payment Plan by giving no less than two (2) weeks' notice in writing. No monies paid into the plan will be returned, refunded or transferred to a Greenview utility account. The monies will remain on the tax roll and be deemed as a prepayment of property taxes.

7. **Cancellation**

- 7.1. Greenview will cancel participation in the Tax Payment Plan if an instalment payment fails to be honoured. Penalties will be added to the tax roll per section 8.

- 7.2. Any transfer of outstanding amounts to the applicable tax roll, in accordance with Section 553 of the Municipal Government Act, will automatically disqualify participation in the Tax Payment Plan and the property owner will be removed immediately from the Tax Payment Plan.
- 7.3. Notice of removal from the Tax Payment Plan pursuant to Sections 7.1 and 7.2 of this Bylaw shall be sent to the taxpayer, by ordinary mail, to the taxpayer's last known mailing address as listed on the tax roll.
- 7.4. If participation in the Tax Payment Plan is cancelled by Greenview pursuant to Section 7.1, 7.2 or 7.3, the taxpayer shall not be eligible to participate in the Tax Payment Plan until the taxation year following the cancellation, if the taxpayer chooses to re-enroll in the program. Completion of a new application form by the taxpayer is required.
- 7.5. Upon sale of the property, the participant will be automatically removed from the Tax Payment Plan.

8. Fees and Penalties

- 8.1. A bank return fee will be levied on payments which are not honoured by the financial institution on which they are drawn. The charges shall be added on to the taxes owing for each affected tax roll.
- 8.2. If participation in the Tax Payment Plan is cancelled or withdrawn for any reason before the tax due date in any year, a penalty will be applied to the tax roll, in accordance with the current tax rate or tax penalty bylaw, thirty (30) days after cancellation or withdrawal.

9. Indemnification

- 9.1. The onus of providing correct banking information to Greenview lies with the taxpayer. If incorrect information results in a monthly payment(s) not being made or being dishonoured by the financial institution, Greenview assumes no responsibility for such rejection of said payment.

10. Responsibility

- 10.1. Tax Payment Plan participants are responsible for verifying that the pre-authorized payments are being made as per the application agreement signed by the participant. If they are not, the onus is on the taxpayer to notify Greenview to rectify the error.

11. Repeal

11.1. Bylaw 20-849 "Tax Payment Plan" is hereby repealed.

12. **Severability**

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

13. **COMING INTO FORCE**

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

Read a first time this 25 day of January, 2022.

Read a second time this 25 day of January, 2022.

Read a third time this 22 day of February, 2022.

Tyler Olsen

REEVE

Stacey Walick

CHIEF ADMINISTRATIVE OFFICER



BYLAW No. 23-935 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 in the Province of Alberta, to provide for the payment of taxes by installments.

Whereas, Section 340(1) of the Municipal Government Act, R.S.A. Chapter M-26, as amended provides that Council may by bylaw permit taxes to be paid by installments, at the option of the taxpayer;

Whereas, Section 340(2) of the Municipal Government Act, provides that a person who wishes to pay taxes by installments must make an agreement with the council authorizing that method of payment;

Whereas, Section 340(3) of the Municipal Government Act, provides that when an agreement of this nature is made, the tax notice must state the amount and due dates of the installments to be paid in the remainder of the year, and what happens if an installment is not paid;

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

1. **TITLE**

1.1. This Bylaw may be cited as “Tax Installment Payment Plan (TIPP)”.

2. **Definitions**

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

2.2. **Taxpayer** means the person liable to pay taxes as defined in sections 331 and 373 of the *Municipal Government Act* and includes an entity that has been authorized by a taxpayer to pay taxes to Greenview on behalf of the taxpayer, on a monthly basis or otherwise, and includes a mortgage holder.

2.3. **Tax Installment Payment Plan** means the tax payment program and application.

3. **Authorization**

3.1. The Taxpayer, registered on the tax roll shall be given the option to pay taxes by a pre-authorized transfer of funds from their bank account to Greenview in monthly

installments, in an amount calculated as per Section 4 of this Bylaw, providing the account be deemed in good standing.

- 3.2. To apply for the Tax Installment Payment Plan, the application form must be completed, signed and returned to a Greenview Administration Office accompanied by the appropriate banking information, no later than the 20th day of the month.
- 3.3. Any application received after the enrollment deadline of the 20th, shall take effect the following month.
- 3.4. The Tax Installment Payment Plan agreement does not transfer from current Taxpayer to a purchaser of the property in the event of a sale of a parcel of land.

4. **Monthly payments**

- 4.1. Monthly payments are calculated by dividing the annual tax levy from the preceding year by twelve (12) for the payment amount for January to the issuance of the current year Tax Notice. The monthly payments will be automatically adjusted once the current year's tax levy has been determined. The current and remaining tax balance owing is divided by the months remaining in the year to create a zero balance owing by December 31st. The transfer of funds will occur on the last business day of every month.
- 4.2. Greenview will determine the monthly payment for each participant in the Tax Installment Payment Plan. The option of additional or lesser monthly payment amounts by the property Taxpayer will not be permitted.
- 4.3. The tax roll will be exempt from penalties provided monthly payments, as established by Greenview, are up to date.

5. **Outstanding Charges**

- 5.1. A tax roll will not be eligible for this program if there is any amount owing due to penalties, utility transfers or enforcement services at the enrollment deadline stipulated in Section 3.3.

6. **Withdrawal**

- 6.1. Participation is automatically renewed each year and does not require a new application to be made every year to continue ongoing monthly tax payments.
- 6.2. Withdrawal from the Tax Installment Payment Plan requires giving no less than two (2) weeks' notice in writing. No monies paid into the plan will be returned, refunded

or transferred to a Greenview utility account. The monies will remain on the tax roll and be deemed as a prepayment of property taxes.

7. Cancellation

- 7.1. Greenview will cancel participation in the Tax Installment Payment Plan if an installment payment fails to be honoured. Penalties will be added to the tax roll per section 8.
- 7.2. Any transfer of outstanding amounts to the applicable tax roll, in accordance with Section 553 of the Municipal Government Act, will automatically disqualify participation and will be removed immediately from the Tax Installment Payment Plan.
- 7.3. Notice of removal from the Tax Installment Payment Plan pursuant to Sections 7.1 and 7.2 of this Bylaw shall be sent to the Taxpayer, by ordinary mail, to the last known mailing address as listed on the tax roll.
- 7.4. If participation in the Tax Installment Payment Plan is cancelled by Greenview pursuant to Section 7.1, 7.2 or 7.3, the Taxpayer shall not be eligible to participate in the Tax Installment Payment Plan until the taxation year following the cancellation. Completion of a new application form is required to re-enroll.
- 7.5. Upon sale of the property, the participant will be automatically removed from the Tax Installment Payment Plan.

8. Fees and Penalties

- 8.1. A bank return fee will be levied on payments which are not honoured by the financial institution on which they are drawn. The charges shall be added on to the taxes owing for each affected tax roll.
- 8.2. If participation in the Tax Installment Payment Plan is cancelled or withdrawn for any reason before the tax due date in any year, a penalty will be applied to the tax roll, in accordance with the current tax rate or tax penalty bylaw, thirty (30) days after cancellation or withdrawal.

9. Indemnification

- 9.1. The onus of providing correct banking information to Greenview lies with the Taxpayer. If incorrect information results in a monthly payment(s) not being made or being dishonoured by the financial institution, Greenview assumes no responsibility for such rejection of said payment.

10. **Responsibility**

10.1. Tax Installment Payment Plan participants are responsible for verifying that the pre-authorized payments are made as per the signed application agreement. If they are not, the onus is on the participant to notify Greenview to rectify the error.

11. **Repeal**

11.1. Bylaw 22-889 "Tax Payment Plan" is hereby repealed.

12. **Severability**

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

13. **COMING INTO FORCE**

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

Read a first time this 14 day of March, 2023.

Read a second time this 14 day of March, 2023.

Read a third time this day of , 2023.

REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	Bylaw 23-937 Regional Branding Committee		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 28, 2023	CAO:	MANAGER:
DEPARTMENT:	COMMUNICATIONS	DIR:	PRESENTER: SS/SS
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – *Municipal Government Act*, R.S.A. 2000, Chapter M-26, s.145(2)

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 23-937 Regional Branding Committee, as presented.

MOTION: That Council give second reading to Bylaw 23-937 Regional Branding Committee, as presented.

BACKGROUND/PROPOSAL:

In accordance with the Municipal Government Act section 145 and Greenview's current practices, bylaws are created to establish Council Committees.

The Regional Branding Committee is a temporary intermunicipal committee between Greenview, the County of Grande Prairie No. 1 and the City of Grande Prairie. The goal of this temporary committee is for all three municipalities to come to an agreement on future branding for the purposes of developing a coordinated approach to promoting the economic diversity and opportunities of the region. The deliverables of the regional branding will include a mutually agreed upon visual logo, branding colours, and approved fonts.

Each municipality shall appoint three Councillors to sit on the committee until a brand is agreed upon; at which time the committee will dissolve and the bylaw will become expired.

How the committee will function procedurally will be agreed upon at a later date. This bylaw is simply a bylaw for Greenview to enact the committee.

Council also has the option make a motion to consider third reading of this bylaw. The motion must be carried unanimously and noted as such in the minutes before third reading can take place.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Council will be closer to forming an intermunicipal Regional Branding Committee.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to carry out all three readings of the bylaw in one meeting. While not typically done by Greenview, it is entirely within Council's purview.

Alternative #2: Council has the alternative to defeat the motion. However, Administration does not recommend this as Council Committees are required to be established by bylaw.

FINANCIAL IMPLICATION:

Direct Costs:

Ongoing / Future Costs:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the bylaw back for third reading.

ATTACHMENT(S):

- Bylaw 23-937 - Draft
- MGA section 145(2).

Bylaws — council and council committees

145(2) A council may, by bylaw, establish council committees and other bodies.



BYLAW No. 23-937 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 to establish the Regional Branding Committee.

Whereas, pursuant to Sections 145 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 Council may, by bylaw, establish council committees and other bodies;

Whereas, The Councils of the Municipal District of Greenview No. 16, the County of Grande Prairie No. 1 and the City of Grande Prairie have recognized the need to cooperate in promoting the economic diversity and opportunities of the region;

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

1. **TITLE**

1.1. This bylaw shall be cited as the “Regional Branding Committee”.

2. **DEFINITIONS**

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

3. **ESTABLISHMENT**

3.1. The Regional Branding Committee is established by this bylaw as a temporary council committee.

4. **MANDATE**

4.1. The Regional Branding Committee will collaborate to establish a coordinated regional branding approach; including but not limited to a visual logo, branding colours and fonts.

5. **MEMBERSHIP**

5.1. Greenview will appoint three members of Council to sit on the Regional Branding Committee.

6. **REPEAL**

6.1. This bylaw will automatically be repealed once Greenview Council has made a resolution to adopt an agreed upon regional brand.

7. **COMING INTO FORCE**

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

Read a first time this ____ day of _____, 2023.

Read a second time this _____ day of _____, 2023.

Read a third time this _____ day of _____, 2023.

REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	Regional Branding Committee		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 28, 2023	CAO: SW	MANAGER: SAS
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: SAS
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint three (3) Councillors to sit on the temporary Regional Branding Committee.

MOTION: That Council approve an upset budget limit of \$15,000 to come from the Unrestricted Reserve.

BACKGROUND/PROPOSAL:

At the August 23, 2022, Regular Council Meeting, Council directed Administration to enter into a 4-year term Memorandum of Understanding with the City of Grande Prairie and the County of Grande Prairie for the purposes of developing a coordinated approach to promoting the economic diversity and opportunities of the region.

At that time, Council deferred a motion to approve the use of the regional branding option that was recommended by Administration, as the County of Grande Prairie Council had defeated a similar motion:

MOTION: 22.08.475 Moved by: COUNCILLOR RYAN RATZLAFF

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

Together with the City and County of Grande Prairie, Greenview Administration worked collaboratively to plan and hold two (2) joint regional events to market the region in 2022, both of which were held in Calgary, AB.

The need for a mutually agreed upon regional branding option remains, and this has now come forward again as the three regional partners intend to collaborate for upcoming events. A request has been received to complete a regional branding project, which all three municipalities will participate in and share costs. We do not have a firm estimate. However, we expect this will cost Greenview between \$10,000 to \$15,000; the final cost will be split three (3) ways between all parties. The deliverables of the regional branding project will include a mutually agreed upon visual logo, branding colours, and approved fonts.

It is proposed each municipality have three (3) Councillors sit on the Regional Branding Project Committee. The Committee will develop a coordinated Regional Branding approach addressing each municipality's questions and concerns. A contracted facilitator would work with the project committee through a limited branding exercise to develop a regional brand for the municipalities hosting joint events, tradeshow, etc.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will continue to build intergovernmental relations with neighbouring municipalities and encourage regional investment attraction, therefore working towards a more diverse economy.
2. The benefit of Council accepting the recommended motion will clarify and direct Administration and Council for future joint communications efforts to promote the region.
3. The benefit of Council accepting the recommended motion is that it will provide Council with the opportunity to provide input into the brand development to ensure that Greenview is promoted accordingly.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: That Council directs Administration not to form a temporary Regional Branding Committee. Administration does not recommend this, as regional branding would positively promote the municipality and region in joint communication efforts.

Alternative #2: That Council directs Administration to continue utilizing the three individual logos for joint branding of all materials used to promote the region. However, this would be contrary to the intent of the Memorandum of Understanding signed in 2022.

Alternative #3: That Council directs Administration to cover the cost out of the current 2023 Communications operating budget however, this will require funding to be reallocated from approved projects such as the economic development marketing video for Grande Cache.

FINANCIAL IMPLICATION:

Direct Costs: \$10,000-\$15,000

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Administration receives direction from Council, Administration will proceed with collaborating on a scope of work and reach out to vendors to provide cost proposals for Council's consideration.

ATTACHMENT(S):

- Joint Communications Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

Joint Communications

THIS MEMORANDUM OF UNDERSTANDING (the "Document") made as of this 14th day of September, 2022 (the "Execution Date"),

BETWEEN: **THE CITY OF GRANDE PRAIRIE**, a municipality in the Province of Alberta, as represented by its Mayor and Council, having an administrative office at 10205 98 Street, Grande Prairie, AB, T8V 2E7

(the "City")

AND: **THE COUNTY OF GRANDE PRAIRIE NO. 1**, a municipality in the Province of Alberta, as represented by its Reeve and Council, having an administrative office at 10001 84 Avenue, Clairmont, AB T8X 5B2

(the "County")

AND: **THE MUNICIPAL DISTRICT OF GREENVIEW No. 16**, a municipality in the Province of Alberta, as represented by its Reeve and Council, having an administrative office at 4806 36 Avenue, Valleyview, AB T0H 3N0

(the "MD")

(Collectively the "Parties")

WHEREAS:

- A. The Parties are desirous of establishing a positive working relationship based on common local interests; and
- B. Good communication is essential for maintaining a working relationship and reaching mutual agreement on any subject; and
- C. The Parties desire to jointly represent the region and highlight investment opportunities that exist here.
- D. The Parties respect each Party's present and future jurisdiction, and endeavour to understand each other's unique points of view.

THEREFORE, the Parties commit to:


- 1. Dedicate the resources necessary to engage effectively and work together to advance regional interests as directed by their respective Councils and/or as determined by respective senior leadership.

2. Jointly establish co-branded communications and marketing material that reflects a regional theme and/or moniker while recognizing the individual corporate identity of each Party.
3. Jointly establish Administrative Communication Protocols, reflecting the following but not limited to:
 - a. Governing principles;
 - b. Development and approval of all co-branded material;
 - c. Communication platforms for shared messaging;
 - d. Party with lead responsibility for a joint initiative;
 - e. Cost sharing (if applicable);
 - f. Confidentiality.

This Document accurately reflects the understanding between the Parties, signed on this 14th day of September, 2022 .

City of Grande Prairie (Party)


Per: _____

Per: 

Jackie Clayton, Mayor

County of Grande Prairie No. 1 (Party)

Per: _____

Per: 

Leanne Beaupre (Sep 19, 2022 11:22 MDT)
Leanne Beaupre, Reeve

The Municipal District of Greenview No. 16 (Party)

Per: _____

Per: 

Tyler Olsen (Sep 19, 2022 11:44 MDT)
Tyler Olsen, Reeve











Joint Communications MOU-FINAL2 - September 14,2022

Final Audit Report

2022-09-19

Created:	2022-09-14
By:	Shannon Baird (sbaird@countyp.ab.ca)
Status:	Signed
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"Joint Communications MOU-FINAL2 - September 14,2022" History

-  Document created by Shannon Baird (sbaird@countyp.ab.ca)
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Signature Date: 2022-09-19 - 5:22:42 PM GMT - Time Source: server- IP address: 174.90.223.231
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Document e-signed by Tyler Olsen (tyler.olsen@mdgreenview.ab.ca)

Signature Date: 2022-09-19 - 5:44:42 PM GMT - Time Source: server- IP address: 161.38.62.210



Agreement completed.

2022-09-19 - 5:44:42 PM GMT



Adobe Acrobat Sign



REQUEST FOR DECISION

SUBJECT:	Landry Heights Home Owners Society – Additional Named Insured (ANI)		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 28, 2023	CAO: SW	MANAGER:
DEPARTMENT:	RECREATION	DIR: MH	PRESENTER: DW
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 add the Landry Heights Home Owners Society to Greenview's Additional Named Insured (ANI) list, under Greenview's insurance policy.

BACKGROUND/PROPOSAL:

Administration is working with the Landry Heights Home Owner's Society (the Society) to finalize an agreement for the purpose of operating a community park within a municipal reserve located at SE 15 – 70 – 6 – W6M, as per Council Motion:

MOTION: 21.01.003. Moved by: DEPUTY REEVE BILL SMITH

That Council authorize administration to enter into an agreement with the Landry Heights Homeowners Association for the purpose of operating a community park within the municipal reserve located at SE-15-70-6 W6M.

CARRIED

As a part of this agreement, the Society is required to meet minimum insurance requirements. In preliminary discussions around the proposed agreement, it was identified that the group would need to become incorporated in order to apply for insurance coverage. Since that time, the group, previously referred to as the Landry Heights Homeowners Association, has been registered as the 'Landry Heights Home Owners Society'.

For some background on the community park, the Society currently has a playground, ball diamond, and a temporary outdoor skating rink on the 4.72-acre parcel. Greenview has not provided grant funding to the group since 2006 but does provide support in the way of providing lawn mowing on the municipal reserve through the outdoor recreation department:

MOTION: 18.10.565. Moved by: COUNCILLOR SHAWN ACTON

That Council authorize Administration to provide grass cutting services on the 4.72 acres of Municipal Reserve located within the Landry Heights subdivision at SE15 – 70 – 6 – W6M.

CARRIED

It is recommended that Council authorize Administration to add the Landry Heights Home Owners Society to Greenview's Additional Named Insured List for the purpose of providing the Society with a reduced insurance rate.

If accepted by Council, Greenview will pay the annual insurance fees for the Society and invoice them for reimbursement. This is a common practice for other groups within Greenview that partake in the service. Administration will also be assisting the group in submitting a grant request to cover/offset expenses.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit to Council accepting the recommended motion is that the Landry Heights Home Owners Society will have a lower insurance rate resulting in a lower grant request from the Society,
2. The benefit to Council accepting the recommended motion is that the Landry Heights Home Owners Society having a lower insurance rate will result in a lower grant request from the Society.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not approve the recommended motion. This is not recommended, as it will result in higher insurance rates for the Landry Heights Home Owners Society. This would be detrimental to the working relationship with a group that provides recreational opportunities to Greenview residents.

FINANCIAL IMPLICATION:

Direct Costs:

None.

Ongoing / Future Costs:

Administration will be assisting the Society with applying for a community grant to help cover insurance expenses.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will have the Landry Heights Home Owners Society added to the Additional Named Insured List if the recommended motion is approved.

ATTACHMENT(S): N/A



REQUEST FOR DECISION

SUBJECT: **2023 Final Budget Adoption**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 28, 2023
DEPARTMENT: FINANCE
STRATEGIC PLAN: Economy

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

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act Sec 242, 245, 283.1

Council Bylaw/Policy (cite) – Budget Development Process Policy No. 1016

RECOMMENDED ACTION:

MOTION: That Council adopt the 2024 - 2025 Operating Financial Plan and approve the final 2023 Operating Budget, establishing total revenues of \$154,211,032 and expenditures of \$154,211,032.

MOTION: That Council amend the 2023 Capital Budget in the amount of \$60,000 for capital project WD22006 Muskeg Seepee Water Well, to be funded from Water Reserves.

MOTION: That Council amend the 2023 Capital Budget in the amount of \$19,300 for capital project AG23005 Snowmobile, to be funded from Unrestricted Reserves.

MOTION: That Council amend the 2023 Capital Budget to reduce capital project RD22001 FTR Phase 6 in the amount of \$1,989,403,

MOTION: That Council remove project PV22003 Range Road 230 Asphalt from the 2023 Capital Budget.

MOTION: That Council amend the 2023 Capital Budget of \$58,746,094 to \$56,835,991 to reflect the changes and approve as presented.

BACKGROUND/PROPOSAL:

The Municipal Government Act (MGA) directs Council to:

- approve an operating and a capital budget for each calendar year by January 1 of that calendar year
- prepare a 3-year financial plan
- prepare a 5-year capital plan

Attachment 1 outlines the final 2023 Operating Budget and the 2024-2025 Operating Financial Plan. Attachment 2 details adjustments made based on Council decisions since the Interim Budget was adopted, updated information from third parties, or Administrative adjustments. These adjustments resulted in a net

decrease to the operating budget of \$8,179,708. Significant Operating Budget adjustments are summarized below:

- Increase of \$5,027,505 in Tax revenue (net of a \$1,044,284 increase in the Education Requisition) due to increased assessments for 2022. The total taxable assessment increased 7% over last year.
- Increase of \$1,700,000 in Return on Investment revenue. Due to the change in investments which occurred in late 2022, we anticipate earning more on investments moving forward.
- Decrease of \$1,168,795 in Amortization based on updated estimates.
- Decrease of \$500,000 in Allowance for Doubtful Accounts. Based on the 2022 year end analysis and that the allowance has been in place for a few years now, Administration feels this amount can be reduced.
- Increase of \$261,767 in the MSI Operating Grant revenue. Included in *Budget 2023*, the Province doubled MSI operating funding.
- Increase of \$300,000 in Decommissioning & Rehabilitation for the Grande Cache Landfill. The Asset Retirement Obligation (ARO) accounting standard requires interest to be allocated to the liability.

A few items that are still outstanding but will be updated as part of the Tax Rate Bylaw approval are:

- Seniors housing requisitions for Heart River Housing and The Evergreens Foundation.
- The Designated Industrial Properties (DIP) requisition

Attachment 3 outlines the 2023 Capital Budget and the 2024-2027 Capital Plan. Changes reflect adjustments for final 2022 carryover amounts, subsequent Council motions, or Administrative adjustments. Anything highlighted in yellow represents changes in the carryover amount, with orange representing adjustments to new commitments. The revised capital budget includes \$31.4M in carryover and \$56.8M in new commitments for 2023. The Capital Budget was adjusted for:

- Carryover amounts were updated based on final 2022 spending
- Additional funding of \$60,000 for WD22006 Muskeg Seepee Water Well to drill another hole (see attachment 4)
- Additional funding of \$19,300 for AG23005 Snowmobile for an additional snowmobile for the Agricultural Services department (see attachment 5)
- Removal of PV22003 Range Road 230 Asphalt as Council did not award the construction tender.
- Reduction to RD22001 FTR Phase 6 in the amount of \$1,989,403 based on Council awarding of the construction tender. The total budget for this project is now \$6,201,250.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be in compliance with the Municipal Government Act.
2. The benefit of Council accepting the recommended motion is that the final budget can be used to calculate the 2023 Tax Rate Bylaw.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: None

FINANCIAL IMPLICATION:

The 2023 Interim Operating Budget includes revenues expenditures of \$154,211,032. The 2023 Capital Budget includes new commitments of \$56,835,991.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will prepare the 2023 Tax Rate Bylaw based on the approved budget. First and second readings of the bylaw are scheduled for the April 11th Regular Council meeting.

ATTACHMENT(S):

- Attachment 1: 2023 Operating Budget and 2024-2025 Financial Plan
- Attachment 2: 2023 Operating Budget - Final Adjustments
- Attachment 3: 2023 Capital Budget and 5 Year Capital Plan
- Attachment 4: WD22006 Muskeg Seepee Water Well Project Summary
- Attachment 5: AG23005 Snowmobile Project Summary
- Attachment 6: Budget Development Process No. 1016

Municipal Government Act Sections 242, 245, 283.1

Adoption of operating budget

242(1) Each council must adopt an operating budget for each calendar year by January 1 of that calendar year.

(2) A council may adopt an interim operating budget for part of a calendar year.

(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

Adoption of capital budget

245 Each council must adopt a capital budget for each calendar year by January 1 of that calendar year.

Required plans

283.1(1) In this section,

(a) “capital plan” means a plan referred to in subsection (3);

(b) “financial plan” means a plan referred to in subsection (2).

(2) Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

(3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

(4) The 3 financial years referred to in subsection (2) and the 5 financial years referred to in subsection (3) do not include the financial year in which the financial plan or capital plan is prepared.

(5) Council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.

(6) Council must annually review and update its financial plan and capital plan.

(7) The Minister may make regulations respecting financial plans and capital plans, including, without limitation, regulations

(a) respecting the form and contents of financial plans and capital plans;

(b) specifying the first financial year required to be reflected in a financial plan;

(c) specifying the first financial year required to be reflected in a capital plan.

Municipal District of Greenview No. 16

	2022 Actual (Unaudited)	2022 Budget	2023 Budget	Budget (Inc/Dec)
1 - Property Taxes	131,575,457	133,022,625	137,648,975	4,626,350
2 - Government Transfers (Grants)	10,995,058	6,322,707	5,579,925	(742,782)
3 - User Fees and Sale of Goods & Services	3,905,131	2,771,287	3,540,196	768,909
4 - Utility User Rates & Fees	3,590,349	3,182,136	3,285,536	103,400
5 - Investment Income	(207,846)	2,875,000	3,200,000	325,000
6 - Fines and Penalties	1,015,259	715,500	845,500	130,000
7 - Other Revenue	587,475	128,800	110,900	(17,900)
Total Revenues	151,460,884	149,018,055	154,211,032	5,192,977
01 - Remunerations and Benefits	26,667,125	31,386,595	32,748,866	1,362,271
02 - Requisitions	31,430,742	32,710,952	35,381,354	2,670,402
03 - Contracted & Professional Services	22,325,500	27,169,929	25,754,130	(1,415,799)
04 - Amortization	24,623,131	26,600,000	24,131,205	(2,468,795)
05 - Grants and Contributions	18,131,826	20,581,048	11,427,883	(9,153,165)
06 - Materials and Supplies	9,020,675	12,036,556	11,766,179	(270,377)
07 - Utilities	2,115,044	2,260,792	2,340,089	79,297
08 - Rental & Leases	1,944,540	2,275,100	2,191,100	(84,000)
09 - Purchases from Other Governments	1,404,363	1,443,651	2,033,010	589,359
10 - Travel, Training & Development	1,383,746	1,825,690	1,888,367	62,677
11 - Advertising & Promotion	656,789	1,106,100	1,257,250	151,150
13 - Communications	671,396	792,428	789,353	(3,075)
13 - Insurance	807,296	757,200	704,000	(53,200)
14 - Financial Expenses	295,861	1,239,000	645,000	(594,000)
15 - Repayment of Long Term Debt	553,419	577,893	501,746	(76,147)
16 - Decommissioning & Rehabilitation Obligations	5,301,409	-	300,000	300,000
17 - Transfer to/(from) Reserves	(2,206,165)	10,000	260,000	250,000
18 - Other Expenses	72,137	95,500	91,500	(4,000)
Total Expenses	145,198,837	162,868,435	154,211,032	(8,657,402)
Net Surplus/(Deficit)	6,262,048	(13,850,380)	-	13,850,379

Municipal District of Greenview No. 16

5 Year Operating Budget Summary

		2022					
		Actual	2022	2023	Budget	2024	2025
		(Unaudited)	Budget	Budget	(Inc/Dec)	Forecast	Forecast
Council							
01 - Remunerations and Benefits		896,332	836,083	938,057	101,974	938,057	938,057
03 - Contracted & Professional Services		15,111	65,000	40,150	(24,850)	40,150	40,150
06 - Materials and Supplies		3,029	5,000	-	(5,000)	-	-
08 - Rental & Leases		670	8,000	5,000	(3,000)	5,000	5,000
10 - Travel, Training & Development		336,922	358,425	345,950	(12,475)	345,950	345,950
11 - Advertising & Promotion		54,284	82,000	172,000	90,000	102,000	102,000
13 - Communications		5,285	10,000	7,000	(3,000)	7,000	7,000
Total 101 - Council		1,311,633	1,364,508	1,508,157	143,649	1,438,157	1,438,157
		-	-	-	-	-	83,950
01 - Remunerations and Benefits		-	-	-	-	-	59,250
03 - Contracted & Professional Services		-	-	-	-	-	2,000
06 - Materials and Supplies		-	-	-	-	-	2,500
08 - Rental & Leases		-	-	-	-	-	2,000
10 - Travel, Training & Development		-	-	-	-	-	8,200
11 - Advertising & Promotion		-	-	-	-	-	10,000
Total 102 - Municipal Elections		-	-	-	-	-	83,950
CAO Services							
01 - Remunerations and Benefits		508,859	603,643	1,016,932	413,289	1,038,818	1,056,643
03 - Contracted & Professional Services		137,383	445,200	350,750	(94,450)	350,750	350,750
06 - Materials and Supplies		3,506	69,800	5,500	(64,300)	5,500	5,500
07 - Utilities		(58)	-	-	-	-	-
08 - Rental & Leases		300	3,000	-	(3,000)	-	-
10 - Travel, Training & Development		55,800	94,500	97,500	3,000	97,500	97,500
11 - Advertising & Promotion		-	1,000	500	(500)	500	500
13 - Communications		2,823	1,200	1,300	100	1,350	1,400
13 - Insurance		-	-	-	-	-	-
14 - Financial Expenses		-	-	-	-	-	-
Total 110 - CAO Services Administration		708,614	1,218,343	1,472,482	254,139	1,494,418	1,512,293

		2022					
		Actual	2022	2023	Budget	2024	2025
		(Unaudited)	Budget	Budget	(Inc/Dec)	Forecast	Forecast
Greenview Industrial Gateway							
03 - Contracted & Professional Services		31,813	-	75,000	75,000	75,000	75,000
06 - Materials and Supplies		14,796	19,000	22,000	3,000	22,000	22,000
08 - Rental & Leases		2,200	6,000	12,000	6,000	12,000	12,000
10 - Travel, Training & Development		21,193	19,000	60,000	41,000	60,000	60,000
11 - Advertising & Promotion		130,682	188,500	247,500	59,000	247,500	247,500
13 - Communications		97	1,000	2,000	1,000	2,000	2,000
Total 308 - Greenview Industrial Gateway		200,782	233,500	418,500	185,000	418,500	418,500
Corporate Services							
01 - Remunerations and Benefits		2,686	6,100	6,255	155	6,255	6,255
02 - Requisitions		1,012,582	1,012,358	1,082,689	70,331	1,082,689	1,082,689
03 - Contracted & Professional Services		726,992	500,000	720,000	220,000	750,000	790,000
10 - Travel, Training & Development		-	6,500	5,000	(1,500)	5,000	5,000
Total 112 - Assessment Services		1,742,260	1,524,958	1,813,944	288,986	1,843,944	1,883,944
02 - Requisitions		30,418,160	31,698,594	29,820,112	(1,878,482)	29,820,112	29,820,112
Total 114 - Education Requisitions		30,418,160	31,698,594	29,820,112	(1,878,482)	29,820,112	29,820,112
01 - Remunerations and Benefits		467,443	548,950	575,848	26,898	593,522	607,114
03 - Contracted & Professional Services		920,073	1,595,613	871,009	(724,604)	874,924	915,402
06 - Materials and Supplies		147,227	122,620	312,500	189,880	221,500	241,500
07 - Utilities		4,500	6,000	6,000	-	6,000	6,000
08 - Rental & Leases		300	-	-	-	-	-
10 - Travel, Training & Development		9,885	25,000	32,000	7,000	32,000	32,000
13 - Communications		360,431	361,628	385,528	23,900	455,528	455,528
17 - Transfer to/(from) Reserves		543,835	-	-	-	-	-
Total 115 - Information Systems		2,453,694	2,659,811	2,182,885	(476,926)	2,183,474	2,257,544
01 - Remunerations and Benefits		313,813	325,657	355,227	29,570	359,511	370,135
03 - Contracted & Professional Services		92,212	187,100	164,000	(23,100)	127,100	131,400
06 - Materials and Supplies		22,649	46,550	45,250	(1,300)	43,750	47,750
10 - Travel, Training & Development		43,557	104,550	91,420	(13,130)	91,420	32,520
11 - Advertising & Promotion		14	500	1,000	500	500	500
13 - Communications		2,023	2,500	2,500	-	2,500	2,500
Total 116 - Health & Safety		474,268	666,857	659,397	(7,460)	624,781	584,805

	2022					
	Actual	2022	2023	Budget	2024	2025
	(Unaudited)	Budget	Budget	(Inc/Dec)	Forecast	Forecast
01 - Remunerations and Benefits	749,306	764,707	844,502	79,795	864,951	886,073
03 - Contracted & Professional Services	65,594	152,100	105,000	(47,100)	125,000	105,000
06 - Materials and Supplies	1,485	8,000	7,500	(500)	7,500	7,500
10 - Travel, Training & Development	30,332	56,500	72,000	15,500	69,000	62,000
11 - Advertising & Promotion	12,865	38,000	23,000	(15,000)	23,000	23,000
13 - Communications	1,516	-	2,100	2,100	2,100	2,100
18 - Other Expenses	5,546	8,000	8,000	-	8,000	8,000
Total 119 - Human Resources	866,645	1,027,307	1,062,102	34,795	1,099,551	1,093,673
04 - Amortization	24,623,131	26,600,000	24,131,205	(2,468,795)	26,500,000	27,500,000
Total 120 - Amortization	24,594,108	26,600,000	24,131,205	(2,468,795)	26,500,000	27,500,000
01 - Remunerations and Benefits	2,632,549	2,841,696	2,949,329	107,633	3,028,054	3,094,934
03 - Contracted & Professional Services	124,382	195,000	198,525	3,525	226,865	179,105
06 - Materials and Supplies	92,665	120,000	90,750	(29,250)	93,750	92,750
07 - Utilities	71,038	102,300	11,000	(91,300)	13,400	15,800
08 - Rental & Leases	214,981	275,000	215,000	(60,000)	218,000	221,000
10 - Travel, Training & Development	112,545	176,825	194,180	17,355	186,410	184,500
11 - Advertising & Promotion	274	5,000	2,000	(3,000)	11,000	2,000
13 - Communications	5,448	1,400	4,200	2,800	4,200	4,200
13 - Insurance	801,168	700,000	700,000	-	700,000	700,000
14 - Financial Expenses	295,861	1,239,000	645,000	(594,000)	645,000	645,000
18 - Other Expenses	20,317	35,000	22,000	(13,000)	25,000	28,000
Total 121 - Corporate Services	4,383,544	5,691,221	5,031,984	(659,237)	5,151,679	5,167,289

	2022 Actual (Unaudited)	2022 Budget	2023 Budget	Budget (Inc/Dec)	2024 Forecast	2025 Forecast
Infrastructure & Engineering						
01 - Remunerations and Benefits	938,815	1,327,893	1,267,500	(60,393)	1,301,878	1,319,925
03 - Contracted & Professional Services	24,134	129,700	89,700	(40,000)	84,700	84,700
06 - Materials and Supplies	8,420	11,000	11,500	500	11,500	11,500
07 - Utilities	1,132	1,800	-	(1,800)	-	-
10 - Travel, Training & Development	19,733	19,000	21,000	2,000	21,000	21,000
11 - Advertising & Promotion	64	-	-	-	-	-
13 - Communications	1,447	6,200	6,200	-	6,200	6,200
Total 200 - Infrastructure & Engineering Administration	993,746	1,495,593	1,395,900	(99,693)	1,425,278	1,443,325
Construction & Engineering						
03 - Contracted & Professional Services	1,222,697	1,877,500	1,402,000	(475,500)	1,402,000	1,402,000
06 - Materials and Supplies	210,015	657,000	621,000	(36,000)	622,000	623,000
07 - Utilities	864	12,000	-	(12,000)	-	-
10 - Travel, Training & Development	9,672	11,000	12,000	1,000	12,000	12,000
13 - Communications	2,188	500	2,500	2,000	500	500
Total 201 - Roadways	1,445,436	2,558,000	2,037,500	(520,500)	2,036,500	2,037,500
03 - Contracted & Professional Services	412,177	600,000	470,000	(130,000)	480,000	490,000
06 - Materials and Supplies	774	50,000	30,000	(20,000)	30,000	30,000
Total 202 - Bridges	412,951	650,000	500,000	(150,000)	510,000	520,000
03 - Contracted & Professional Services	1,313,174	1,500,000	1,500,000	-	1,700,000	1,800,000
Total 203 - Surfacing	1,313,174	1,500,000	1,500,000	-	1,700,000	1,800,000
03 - Contracted & Professional Services	638,387	1,300,000	1,000,000	(300,000)	1,500,000	1,300,000
06 - Materials and Supplies	90,184	40,000	40,000	-	40,000	40,000
Total 204 - Drainage	728,571	1,340,000	1,040,000	(300,000)	1,540,000	1,340,000

		2022					
		Actual	2022	2023	Budget	2024	2025
		(Unaudited)	Budget	Budget	(Inc/Dec)	Forecast	Forecast
Environmental Services							
01 - Remunerations and Benefits		1,481,821	1,768,083	1,862,029	93,946	1,902,597	1,944,370
03 - Contracted & Professional Services		132,619	33,500	23,750	(9,750)	23,750	23,750
06 - Materials and Supplies		28,797	13,450	7,300	(6,150)	7,300	7,300
07 - Utilities		17,544	2,956	20,900	17,944	20,900	20,900
10 - Travel, Training & Development		11,535	20,000	15,700	(4,300)	15,700	15,700
13 - Communications		1,636	600	720	120	720	720
16 - Decommissioning & Rehabilitation Obligations		5,301,409	-	300,000	300,000	-	-
Total 220 - Environmental Services Administration		6,975,361	1,838,589	2,230,399	391,810	1,970,967	2,012,740
03 - Contracted & Professional Services		446,113	572,950	687,200	114,250	313,200	313,200
06 - Materials and Supplies		429,621	383,150	350,400	(32,750)	350,400	350,400
07 - Utilities		332,378	415,246	398,950	(16,296)	400,950	403,950
10 - Travel, Training & Development		6,644	25,300	10,750	(14,550)	10,750	10,750
13 - Communications		18,774	29,200	25,440	(3,760)	25,440	25,440
15 - Repayment of Long Term Debt		112,976	121,254	45,109	(76,145)	45,109	45,109
Total 221 - Water Supply		1,346,507	1,547,100	1,517,849	(29,251)	1,145,849	1,148,849
03 - Contracted & Professional Services		166,174	377,850	351,650	(26,200)	261,650	261,650
06 - Materials and Supplies		48,172	91,350	84,750	(6,600)	84,750	84,750
07 - Utilities		142,656	111,700	151,200	39,500	151,200	151,200
08 - Rental & Leases		6,143	10,000	3,000	(7,000)	3,000	3,000
10 - Travel, Training & Development		6,592	18,300	11,000	(7,300)	11,000	11,000
13 - Communications		3,023	8,300	16,480	8,180	16,480	16,480
15 - Repayment of Long Term Debt		38,035	45,111	45,109	(2)	45,109	45,109
Total 222 - Wastewater Collection & Disposal		410,795	662,611	663,189	578	573,189	573,189
01 - Remunerations and Benefits		894,126	1,104,161	1,144,833	40,672	1,163,971	1,183,671
03 - Contracted & Professional Services		456,708	369,900	390,050	20,150	390,050	390,050
05 - Grants and Contributions		-	-	276,882	276,882	30,000	30,000
06 - Materials and Supplies		190,725	154,000	185,750	31,750	185,750	185,750
07 - Utilities		9,116	32,000	8,600	(23,400)	8,600	8,600
08 - Rental & Leases		326,689	348,000	328,000	(20,000)	328,000	328,000
09 - Purchases from Other Governments		138,278	140,000	140,000	-	406,020	406,020
10 - Travel, Training & Development		21,554	27,000	20,600	(6,400)	20,600	20,600
13 - Communications		5,565	5,500	6,180	680	6,180	6,180
Total 223 - Solid Waste Collection & Disposal		2,042,760	2,180,561	2,500,895	320,334	2,539,171	2,558,871

		2022					
		Actual	2022	2023	Budget	2024	2025
		(Unaudited)	Budget	Budget	(Inc/Dec)	Forecast	Forecast
Operations							
	01 - Remunerations and Benefits	5,423,669	6,274,325	6,512,543	238,218	6,647,094	6,760,656
	03 - Contracted & Professional Services	25	-	-	-	-	-
	06 - Materials and Supplies	1,829	3,100	2,500	(600)	2,500	2,500
	07 - Utilities	56,729	113,000	-	(113,000)	-	-
	08 - Rental & Leases	(1,291)	-	-	-	-	-
	10 - Travel, Training & Development	16,454	18,000	23,000	5,000	23,000	23,000
	11 - Advertising & Promotion	9,884	15,000	15,000	-	15,000	15,000
	13 - Communications	33,002	35,000	36,000	1,000	36,000	36,000
Total 230 - Operations Administration		5,540,301	6,458,425	6,589,043	130,618	6,723,594	6,837,156
	03 - Contracted & Professional Services	129,758	112,000	112,000	-	112,000	112,000
	06 - Materials and Supplies	832,453	691,500	731,500	40,000	740,500	731,500
	10 - Travel, Training & Development	6,316	11,000	11,000	-	7,500	7,500
	13 - Communications	104,194	125,000	100,000	(25,000)	105,000	105,000
	13 - Insurance	56	5,000	-	(5,000)	-	-
	18 - Other Expenses	950	1,000	1,000	-	1,000	1,000
Total 231 - Fleet & Shop Valleyview		1,073,726	945,500	955,500	10,000	966,000	957,000
	03 - Contracted & Professional Services	677	5,000	1,500	(3,500)	1,500	1,500
	06 - Materials and Supplies	3,916	4,500	4,500	-	4,500	4,500
	07 - Utilities	37,212	30,000	-	(30,000)	-	-
	10 - Travel, Training & Development	676	1,000	500	(500)	500	500
	13 - Communications	5,272	6,500	6,000	(500)	6,000	6,000
Total 232 - Operations Grovedale		47,753	47,000	12,500	(34,500)	12,500	12,500
	07 - Utilities	273,193	285,000	280,000	(5,000)	280,000	280,000
Total 234 - Street Lights		273,193	285,000	280,000	(5,000)	280,000	280,000
	03 - Contracted & Professional Services	27,644	42,500	41,500	(1,000)	41,500	41,500
	06 - Materials and Supplies	367,325	321,500	321,500	-	321,500	321,500
	10 - Travel, Training & Development	2,195	5,000	4,500	(500)	4,500	4,500
	13 - Communications	5,146	8,000	7,000	(1,000)	7,000	7,000
	13 - Insurance	-	5,000	-	(5,000)	-	-
	18 - Other Expenses	401	1,000	500	(500)	500	500
Total 235 - Fleet & Shop Grovedale		402,712	383,000	375,000	(8,000)	375,000	375,000

	2022					
	Actual	2022	2023	Budget	2024	2025
	(Unaudited)	Budget	Budget	(Inc/Dec)	Forecast	Forecast
03 - Contracted & Professional Services	126,250	128,000	132,000	4,000	132,000	132,000
06 - Materials and Supplies	102,246	91,000	90,000	(1,000)	90,000	90,000
07 - Utilities	29,025	25,500	-	(25,500)	-	-
10 - Travel, Training & Development	4,781	6,500	6,000	(500)	6,000	6,000
13 - Communications	1,120	4,000	2,000	(2,000)	2,000	2,000
Total 237 - Operations - Grande Cache	263,421	255,000	230,000	(25,000)	230,000	230,000
03 - Contracted & Professional Services	33,113	32,500	32,500	-	32,500	32,500
06 - Materials and Supplies	233,293	173,000	202,500	29,500	202,500	202,500
10 - Travel, Training & Development	5,234	7,000	6,500	(500)	6,500	6,500
13 - Communications	2,581	7,500	3,500	(4,000)	3,500	3,500
13 - Insurance	-	5,000	-	(5,000)	-	-
18 - Other Expenses	75	1,000	500	(500)	500	500
Total 236 - Fleet & Shop - Grande Cache	274,297	226,000	245,500	19,500	245,500	245,500
06 - Materials and Supplies	4,084	4,000	8,000	4,000	6,000	6,000
07 - Utilities	-	20,000	-	(20,000)	-	-
10 - Travel, Training & Development	-	-	500	500	500	500
13 - Communications	1,078	1,000	2,500	1,500	2,500	2,500
Total 238 - Operations DeBolt	5,162	25,000	11,000	(14,000)	9,000	9,000
Road Maintenance & Services						
03 - Contracted & Professional Services	2,068,649	2,258,000	2,268,000	10,000	2,268,000	2,268,000
06 - Materials and Supplies	778,272	885,000	885,000	-	885,000	885,000
10 - Travel, Training & Development	-	500	-	(500)	-	-
Total 240 - Road Maintenance & Inspection Administration	2,846,920	3,143,500	3,153,000	9,500	3,153,000	3,153,000
03 - Contracted & Professional Services	273,706	350,000	400,000	50,000	400,000	400,000
06 - Materials and Supplies	2,356	3,000	4,500	1,500	4,500	4,500
10 - Travel, Training & Development	307	1,250	750	(500)	750	750
Total 242 - Brushing Program	276,368	354,250	405,250	51,000	405,250	405,250
03 - Contracted & Professional Services	4,799	3,000	4,000	1,000	4,000	4,000
06 - Materials and Supplies	32,357	36,500	36,500	-	37,500	39,500
10 - Travel, Training & Development	14,755	9,000	10,000	1,000	10,000	10,000
Total 243 - Mowing Program	51,912	48,500	50,500	2,000	51,500	53,500

	2022					
	Actual	2022	2023	Budget	2024	2025
	(Unaudited)	Budget	Budget	(Inc/Dec)	Forecast	Forecast
03 - Contracted & Professional Services	5,040,048	6,020,950	6,183,000	162,050	5,154,000	4,825,000
06 - Materials and Supplies	1,193,198	2,428,125	2,375,000	(53,125)	420,000	3,365,000
10 - Travel, Training & Development	-	1,000	-	(1,000)	-	-
Total 245 - Gravelling Program	6,233,246	8,450,075	8,558,000	107,925	5,574,000	8,190,000
03 - Contracted & Professional Services	182,332	251,000	256,000	5,000	181,000	181,000
06 - Materials and Supplies	284,184	503,000	350,000	(153,000)	381,500	415,000
08 - Rental & Leases	969,889	1,000,000	1,000,000	-	1,000,000	1,000,000
Total 246 - Road Services	1,436,405	1,754,000	1,606,000	(148,000)	1,562,500	1,596,000
03 - Contracted & Professional Services	7,074	10,000	-	(10,000)	-	-
Total 247 - Pit Reclamation	7,074	10,000	-	(10,000)	-	-
03 - Contracted & Professional Services	4,343,673	4,609,000	4,244,000	(365,000)	4,694,000	4,244,000
06 - Materials and Supplies	1,773,175	2,966,250	2,791,500	(174,750)	1,985,000	2,535,000
08 - Rental & Leases	412,330	600,000	600,000	-	600,000	600,000
Total 248 - Forestry Trunk Road	6,529,179	8,175,250	7,635,500	(539,750)	7,279,000	7,379,000
Facility Maintenance						
01 - Remunerations and Benefits	1,357,501	1,700,517	1,762,601	62,084	1,811,155	1,858,194
03 - Contracted & Professional Services	977,550	861,596	840,900	(20,696)	851,697	877,836
06 - Materials and Supplies	281,089	238,016	274,175	36,159	266,990	273,371
07 - Utilities	15,415	-	174,600	174,600	180,600	187,600
10 - Travel, Training & Development	36,616	40,000	25,500	(14,500)	25,750	37,737
13 - Communications	4,633	7,020	7,175	155	7,354	7,538
Total 250 - Facility Maintenance Administration	2,672,803	2,847,149	3,084,951	237,802	3,143,546	3,242,276
03 - Contracted & Professional Services	28,747	25,000	25,625	625	26,265	27,595
06 - Materials and Supplies	1,775	8,000	8,200	200	8,405	8,615
07 - Utilities	-	-	8,400	8,400	9,000	9,600
Total 251 - FCSS Building Maintenance	30,522	33,000	42,225	9,225	43,670	45,810
03 - Contracted & Professional Services	75,926	65,000	65,000	-	66,300	67,626
06 - Materials and Supplies	6,511	6,000	6,662	662	6,830	7,000
Total 252 - Grovedale Public Service Building	82,437	71,000	71,662	662	73,130	74,626

	2022					
	Actual	2022	2023	Budget	2024	2025
	(Unaudited)	Budget	Budget	(Inc/Dec)	Forecast	Forecast
03 - Contracted & Professional Services	65,588	65,000	65,000	-	66,300	67,626
06 - Materials and Supplies	2,139	6,500	6,662	162	6,830	7,000
Total 253 - DeBolt Public Service Building	67,726	71,500	71,662	162	73,130	74,626
03 - Contracted & Professional Services	275,055	278,120	250,796	(27,324)	235,837	260,927
06 - Materials and Supplies	132,015	131,540	106,210	(25,330)	108,986	111,768
07 - Utilities	12,067	11,440	67,420	55,980	71,491	75,565
10 - Travel, Training & Development	17,575	11,000	24,325	13,325	24,851	25,364
13 - Communications	916	900	900	-	900	1,000
Total 254 - GC - Facilities Maintenance	437,627	433,000	449,651	16,651	442,065	474,624
03 - Contracted & Professional Services	8,421	9,000	9,225	225	9,455	9,690
06 - Materials and Supplies	68	1,000	1,025	25	1,050	1,076
Total 255 - Valleyview Fire Hall Building Maintenance	8,490	10,000	10,250	250	10,505	10,766
03 - Contracted & Professional Services	4,470	5,000	5,125	125	5,256	5,385
06 - Materials and Supplies	395	1,000	1,025	25	1,050	1,076
Total 256 - Valleyview Ambulance Building Maintenance	4,865	6,000	6,150	150	6,306	6,461
03 - Contracted & Professional Services	2,485	6,000	6,150	150	6,300	6,460
06 - Materials and Supplies	4,071	1,000	1,025	25	1,050	1,076
Total 257 - Valleyview Vet Clinic - Building Maintenance	6,556	7,000	7,175	175	7,350	7,536
03 - Contracted & Professional Services	23,834	7,000	7,175	175	7,354	7,540
06 - Materials and Supplies	2,764	5,000	5,125	125	5,252	5,385
07 - Utilities	8,724	35,500	13,610	(21,890)	13,865	14,133
13 - Communications	411	450	450	-	450	450
Total 258 - Grovedale Maintenance Shop	35,733	47,950	26,360	(21,590)	26,921	27,508
07 - Utilities	2,228	2,250	2,900	650	3,300	3,800
13 - Communications	601	750	800	50	819	861
Total 259 - DeBolt Maintenance Shop	2,829	3,000	3,700	700	4,119	4,661

	2022 Actual (Unaudited)	2022 Budget	2023 Budget	Budget (Inc/Dec)	2024 Forecast	2025 Forecast
Community Services						
01 - Remunerations and Benefits	613,686	676,347	597,006	(79,341)	610,921	625,225
03 - Contracted & Professional Services	37,243	55,000	77,100	22,100	77,100	77,100
05 - Grants and Contributions	2,930,000	5,000,000	310,000	(4,690,000)	15,310,000	310,000
06 - Materials and Supplies	325	1,000	8,900	7,900	8,900	8,900
07 - Utilities	570	750	-	(750)	-	-
10 - Travel, Training & Development	21,943	21,000	27,000	6,000	27,000	27,000
11 - Advertising & Promotion	-	-	3,500	3,500	3,500	3,500
13 - Communications	731	900	1,500	600	1,500	1,500
15 - Repayment of Long Term Debt	402,408	411,528	411,528	-	411,528	205,763
17 - Transfer to/(from) Reserves	(2,930,000)	-	-	-	-	-
Total 300 - Community Services Administration	1,076,906	6,166,525	1,436,534	(4,729,991)	16,450,449	1,258,988
03 - Contracted & Professional Services	42,628	54,800	41,500	(13,300)	57,500	26,500
06 - Materials and Supplies	22,030	38,000	38,000	-	38,000	38,000
07 - Utilities	41,009	37,000	45,000	8,000	47,000	49,000
10 - Travel, Training & Development	2,053	-	4,000	4,000	4,000	4,000
11 - Advertising & Promotion	-	1,100	1,100	-	1,100	1,100
13 - Communications	1,290	1,200	1,200	-	1,200	1,200
13 - Insurance	4,072	4,000	4,000	-	4,000	4,000
17 - Transfer to/(from) Reserves	10,000	10,000	10,000	-	10,000	10,000
Total 301 - Valleyview Medical Clinic	123,083	146,100	144,800	(1,300)	162,800	133,800
05 - Grants and Contributions	(36,000)	-	-	-	-	-
Total 302 - Fox Creek Medical Clinic	(36,000)	-	-	-	-	-
03 - Contracted & Professional Services	-	-	-	-	-	-
05 - Grants and Contributions	49,000	49,000	49,000	-	49,000	49,000
07 - Utilities	63	-	750	750	750	750
Total 303 - Seniors Programs	49,063	49,000	49,750	750	49,750	49,750
02 - Requisitions	4,446,731	4,439,500	4,478,553	39,053	4,478,553	4,478,553
Total 304 - Seniors Foundations Requisitions	4,446,731	4,439,500	4,478,553	39,053	4,478,553	4,478,553
07 - Utilities	110	-	-	-	-	-
13 - Communications	1,080	-	-	-	-	-
Total 305 - Other Buildings	1,190	-	-	-	-	-

	2022 Actual (Unaudited)	2022 Budget	2023 Budget	Budget (Inc/Dec)	2024 Forecast	2025 Forecast
06 - Materials and Supplies	-	2,500	-	(2,500)	-	-
07 - Utilities	2,767	16,000	-	(16,000)	-	-
Total 306 - Airport Agreements	2,767	18,500	-	(18,500)	-	-
03 - Contracted & Professional Services	-	-	32,500	32,500	32,500	32,500
Total 309 - Grande Cache Medical Clinic	-	-	32,500	32,500	32,500	32,500
05 - Grants and Contributions	5,487,000	5,100,000	5,500,000	400,000	5,500,000	5,500,000
Total 312 - Community Development Agreements	5,487,000	5,100,000	5,500,000	400,000	5,500,000	5,500,000
01 - Remunerations and Benefits	-	-	11,840	11,840	11,840	11,840
05 - Grants and Contributions	1,000,000	1,024,000	1,212,000	188,000	1,212,000	1,212,000
Total 320 - Recreation Boards	1,000,000	1,024,000	1,223,840	199,840	1,223,840	1,223,840
05 - Grants and Contributions	1,069,698	1,580,000	1,565,000	(15,000)	1,565,000	1,565,000
Total 321 - Community Services Grants	1,069,698	1,580,000	1,565,000	(15,000)	1,565,000	1,565,000
05 - Grants and Contributions	745,446	759,561	585,811	(173,750)	633,062	540,562
Total 323 - Multipurpose Facility Grants	745,446	759,561	585,811	(173,750)	633,062	540,562
05 - Grants and Contributions	350,973	349,000	263,000	(86,000)	263,000	263,000
Total 324 - Agricultural Societies	350,973	349,000	263,000	(86,000)	263,000	263,000
03 - Contracted & Professional Services	-	-	-	-	-	-
05 - Grants and Contributions	631,444	638,500	638,000	(500)	638,000	638,000
Total 330 - Library Boards	631,444	638,500	638,000	(500)	638,000	638,000
05 - Grants and Contributions	142,078	142,500	156,750	14,250	156,750	156,750
Total 332 - Community Halls	142,078	142,500	156,750	14,250	156,750	156,750
05 - Grants and Contributions	289,600	304,600	306,240	1,640	168,020	170,061
Total 333 - Museums	289,600	304,600	306,240	1,640	168,020	170,061

	2022 Actual (Unaudited)	2022 Budget	2023 Budget	Budget (Inc/Dec)	2024 Forecast	2025 Forecast
01 - Remunerations and Benefits	-	-	16,140	16,140	16,140	16,140
03 - Contracted & Professional Services	-	-	115,000	115,000	15,000	15,000
05 - Grants and Contributions	(26,300)	38,000	34,000	(4,000)	30,500	30,500
17 - Transfer to/(from) Reserves	10,000	-	-	-	-	-
Total 334 - Cemeteries	(16,300)	38,000	165,140	127,140	61,640	61,640

Recreation

03 - Contracted & Professional Services	5,949	5,000	8,000	3,000	8,000	8,000
06 - Materials and Supplies	8,969	11,500	12,500	1,000	12,500	12,500
10 - Travel, Training & Development	-	500	-	(500)	-	-
13 - Communications	-	1,000	500	(500)	500	500
Total 307 - Community Bus - Grande Cache	14,918	18,000	21,000	3,000	21,000	21,000

01 - Remunerations and Benefits	524,474	620,579	570,345	(50,234)	579,431	588,801
03 - Contracted & Professional Services	7,165	7,000	8,000	1,000	8,000	8,000
06 - Materials and Supplies	51,898	32,000	42,000	10,000	42,000	42,000
07 - Utilities	16,020	10,750	17,000	6,250	17,000	17,000
10 - Travel, Training & Development	13,549	25,000	25,000	-	18,000	18,000
11 - Advertising & Promotion	12,957	13,000	20,800	7,800	20,800	20,800
13 - Communications	3,450	5,800	3,300	(2,500)	3,300	3,300
Total 340 - Outdoor Recreation Administration	629,514	714,129	686,445	(27,684)	688,531	697,901

03 - Contracted & Professional Services	151,402	266,000	217,500	(48,500)	217,500	217,500
06 - Materials and Supplies	14,929	16,200	16,500	300	16,500	16,500
08 - Rental & Leases	-	-	3,500	3,500	3,500	3,500
13 - Communications	900	-	-	-	-	-
Total 342 - Outdoor Recreation Facilities Operations	167,231	282,200	237,500	(44,700)	237,500	237,500

05 - Grants and Contributions	43,258	65,187	42,500	(22,687)	42,500	42,500
17 - Transfer to/(from) Reserves	20,000	-	-	-	-	-
Total 343 - Outdoor Recreation Partnerships	63,258	65,187	42,500	(22,687)	42,500	42,500

03 - Contracted & Professional Services	33,901	45,800	42,300	(3,500)	42,300	42,300
06 - Materials and Supplies	89,592	85,000	96,000	11,000	96,000	96,000
10 - Travel, Training & Development	5,825	12,000	7,000	(5,000)	7,000	7,000
13 - Communications	377	500	500	-	500	500
Total 344 - GC Recreation Aquatics Operations	129,696	143,300	145,800	2,500	145,800	145,800

	2022					
	Actual	2022	2023	Budget	2024	2025
	(Unaudited)	Budget	Budget	(Inc/Dec)	Forecast	Forecast
03 - Contracted & Professional Services	87,780	64,000	96,000	32,000	96,000	96,000
06 - Materials and Supplies	661	12,500	5,000	(7,500)	5,000	5,000
07 - Utilities	15,897	10,500	17,500	7,000	17,500	17,500
13 - Communications	-	2,500	1,000	(1,500)	1,000	1,000
Total 345 - GC Recreation Campground	104,338	89,500	119,500	30,000	119,500	119,500
01 - Remunerations and Benefits	2,125,070	2,692,460	2,590,602	(101,858)	2,642,155	2,695,381
03 - Contracted & Professional Services	26,380	43,000	18,000	(25,000)	18,000	18,000
05 - Grants and Contributions	161	1,000	1,000	-	1,000	1,000
06 - Materials and Supplies	29,507	23,000	20,000	(3,000)	20,000	20,000
07 - Utilities	385,588	408,000	423,000	15,000	423,000	423,000
10 - Travel, Training & Development	13,712	15,000	14,000	(1,000)	14,000	14,000
11 - Advertising & Promotion	6,321	2,500	4,000	1,500	4,000	4,000
Total 346 - GC Recreation Administration	2,586,739	3,184,960	3,070,602	(114,358)	3,122,155	3,175,381
03 - Contracted & Professional Services	348,120	329,100	369,950	40,850	362,700	362,700
06 - Materials and Supplies	129,707	115,500	150,000	34,500	130,000	130,000
10 - Travel, Training & Development	9,267	10,000	13,000	3,000	13,000	13,000
13 - Communications	5,462	4,750	8,000	3,250	8,000	8,000
18 - Other Expenses	541	1,000	1,000	-	1,000	1,000
Total 347 - GC Recreation Facilities Operations	493,097	460,350	541,950	81,600	514,700	514,700
03 - Contracted & Professional Services	1,250	7,000	4,500	(2,500)	4,500	4,500
06 - Materials and Supplies	26,305	25,655	15,300	(10,355)	14,500	14,500
10 - Travel, Training & Development	2,278	6,600	4,100	(2,500)	4,100	4,100
11 - Advertising & Promotion	2,760	2,500	1,200	(1,300)	1,200	1,200
Total 348 - GC Recreation Programming & Fitness	32,592	41,755	25,100	(16,655)	24,300	24,300
03 - Contracted & Professional Services	8,165	29,000	34,000	5,000	34,000	34,000
06 - Materials and Supplies	91,701	43,000	47,000	4,000	35,000	35,000
07 - Utilities	6,590	5,500	7,500	2,000	7,500	7,500
Total 349 - GC Recreation Outdoor Operations	106,455	77,500	88,500	11,000	76,500	76,500

	2022					
	Actual	2022	2023	Budget	2024	2025
	(Unaudited)	Budget	Budget	(Inc/Dec)	Forecast	Forecast
01 - Remunerations and Benefits	1,228,468	1,726,150	1,922,900	196,750	1,967,692	2,013,886
03 - Contracted & Professional Services	318,638	343,000	374,800	31,800	359,800	359,800
05 - Grants and Contributions	190	1,000	-	(1,000)	-	-
06 - Materials and Supplies	140,329	142,500	156,000	13,500	162,000	165,000
07 - Utilities	419,989	320,000	440,000	120,000	440,000	440,000
10 - Travel, Training & Development	13,257	19,000	17,500	(1,500)	17,500	18,500
11 - Advertising & Promotion	2,053	2,000	3,000	1,000	3,000	3,000
13 - Communications	3,013	3,200	2,950	(250)	2,950	2,950
13 - Insurance	-	38,200	-	(38,200)	-	-
Total 380 - Greenview Regional Multiplex	2,125,937	2,595,050	2,917,150	322,100	2,952,942	3,003,136

Protective Services

01 - Remunerations and Benefits	645,754	705,917	747,268	41,351	769,909	793,214
03 - Contracted & Professional Services	38,736	38,000	40,000	2,000	42,000	43,000
05 - Grants and Contributions	328,500	342,000	70,000	(272,000)	70,000	70,000
06 - Materials and Supplies	272,727	283,000	236,000	(47,000)	238,000	240,000
07 - Utilities	237	-	-	-	-	-
08 - Rental & Leases	1,002	6,600	6,600	-	6,600	6,600
09 - Purchases from Other Governments	37,301	50,000	50,000	-	51,000	52,000
10 - Travel, Training & Development	58,193	78,000	85,500	7,500	90,500	90,500
11 - Advertising & Promotion	5,484	5,000	5,000	-	5,000	5,000
13 - Communications	17,962	17,680	18,680	1,000	18,680	19,000
18 - Other Expenses	30,100	15,000	25,000	10,000	25,000	25,000
Total 350 - Protective Services Administration	1,435,996	1,541,197	1,284,048	(257,149)	1,316,689	1,344,314
03 - Contracted & Professional Services	41,008	10,000	15,000	5,000	15,000	15,000
06 - Materials and Supplies	-	5,000	5,000	-	5,500	6,000
07 - Utilities	9,442	26,500	18,500	(8,000)	18,500	19,000
09 - Purchases from Other Governments	103,500	103,500	157,122	53,622	110,871	114,752
13 - Communications	1,795	2,000	2,000	-	2,000	2,500
Total 351 - Fire Protection Valleyview	155,745	147,000	197,622	50,622	151,871	157,252

	2022					
	Actual	2022	2023	Budget	2024	2025
	(Unaudited)	Budget	Budget	(Inc/Dec)	Forecast	Forecast
01 - Remunerations and Benefits	86,632	85,400	87,740	2,340	87,740	87,740
03 - Contracted & Professional Services	49,873	39,500	44,500	5,000	44,500	45,500
06 - Materials and Supplies	28,805	37,000	26,000	(11,000)	27,000	27,000
07 - Utilities	39,884	52,000	45,000	(7,000)	47,000	50,000
10 - Travel, Training & Development	8,629	6,500	11,500	5,000	11,500	12,500
13 - Communications	12,711	22,000	22,000	-	23,000	23,500
Total 352 - Fire Protection Grande Cache	226,533	242,400	236,740	(5,660)	240,740	246,240
01 - Remunerations and Benefits	86,632	85,400	87,740	2,340	87,740	87,740
03 - Contracted & Professional Services	47,535	39,500	44,500	5,000	44,500	45,000
06 - Materials and Supplies	33,855	37,000	26,000	(11,000)	27,000	27,000
07 - Utilities	37,188	40,000	39,000	(1,000)	41,000	43,000
10 - Travel, Training & Development	9,119	6,500	11,500	5,000	11,500	12,500
13 - Communications	8,670	22,000	22,000	-	23,000	23,000
Total 353 - Fire Protection DeBolt	223,000	230,400	230,740	340	234,740	238,240
01 - Remunerations and Benefits	86,632	85,400	87,740	2,340	87,740	87,740
03 - Contracted & Professional Services	27,320	39,000	44,500	5,500	44,500	45,000
06 - Materials and Supplies	40,463	37,000	26,000	(11,000)	27,000	27,000
07 - Utilities	49,521	50,000	55,000	5,000	57,000	59,000
10 - Travel, Training & Development	11,860	6,500	11,500	5,000	11,500	12,500
13 - Communications	9,284	22,000	22,000	-	22,000	22,500
Total 354 - Fire Protection Grovedale	225,079	239,900	246,740	6,840	249,740	253,740
01 - Remunerations and Benefits	2,206	-	-	-	-	-
03 - Contracted & Professional Services	74,080	10,000	10,000	-	10,000	10,000
06 - Materials and Supplies	10,414	7,500	7,500	-	7,500	7,500
10 - Travel, Training & Development	3,056	9,000	9,500	500	9,500	9,500
11 - Advertising & Promotion	-	-	25,000	25,000	-	-
13 - Communications	1,945	1,850	1,850	-	1,850	1,850
Total 355 - Disaster Services	91,701	28,350	53,850	25,500	28,850	28,850
03 - Contracted & Professional Services	-	-	-	-	-	-
06 - Materials and Supplies	-	-	-	-	-	-
07 - Utilities	(345)	-	-	-	-	-
Total 356 - Ambulance Services	(345)	-	-	-	-	-

	2022 Actual (Unaudited)	2022 Budget	2023 Budget	Budget (Inc/Dec)	2024 Forecast	2025 Forecast
03 - Contracted & Professional Services	19,322	10,000	15,000	5,000	15,000	15,500
06 - Materials and Supplies	4,660	5,000	5,000	-	5,000	5,000
09 - Purchases from Other Governments	103,500	103,500	150,122	46,622	110,871	114,752
13 - Communications	2,180	2,000	2,000	-	2,000	2,100
Total 358 - Fire Protection Fox Creek	129,662	120,500	172,122	51,622	132,871	137,352

Family & Community Support Services

01 - Remunerations and Benefits	1,569,011	1,680,100	1,684,212	4,112	1,718,353	1,750,039
03 - Contracted & Professional Services	1,000	1,000	1,000	-	1,000	1,000
06 - Materials and Supplies	16,026	22,500	22,500	-	22,500	22,500
07 - Utilities	-	-	-	-	-	-
10 - Travel, Training & Development	17,440	16,000	22,000	6,000	22,000	22,000
13 - Communications	2,012	2,200	2,200	-	2,200	2,200
Total 360 - FCSS Administration	1,605,489	1,721,800	1,731,912	10,112	1,766,053	1,797,739

01 - Remunerations and Benefits	31,755	26,500	27,160	660	27,160	27,160
10 - Travel, Training & Development	15,428	16,500	16,500	-	16,500	16,500
Total 361 - FCSS Board	47,183	43,000	43,660	660	43,660	43,660

01 - Remunerations and Benefits	-	-	-	-	-	-
03 - Contracted & Professional Services	17,923	24,500	18,000	(6,500)	24,500	24,500
05 - Grants and Contributions	18,814	-	15,000	15,000	15,000	15,000
06 - Materials and Supplies	11,417	37,000	29,000	(8,000)	19,000	19,000
08 - Rental & Leases	550	1,500	1,000	(500)	1,500	1,500
10 - Travel, Training & Development	6,229	6,000	6,000	-	6,000	6,000
Total 362 - FCSS Programs	54,933	69,000	69,000	-	66,000	66,000

03 - Contracted & Professional Services	3,230	1,500	1,500	-	1,500	1,500
06 - Materials and Supplies	19,525	24,500	20,500	(4,000)	24,500	24,500
07 - Utilities	8,583	12,400	8,900	(3,500)	8,900	8,900
08 - Rental & Leases	10,302	12,500	12,500	-	12,500	12,500
10 - Travel, Training & Development	1,066	4,600	3,800	(800)	4,600	4,600
13 - Communications	1,917	12,200	7,000	(5,200)	7,000	7,000
Total 363 - Community Resource Centre	44,622	67,700	54,200	(13,500)	59,000	59,000

	2022 Actual (Unaudited)	2022 Budget	2023 Budget	Budget (Inc/Dec)	2024 Forecast	2025 Forecast
06 - Materials and Supplies	324	3,000	3,000	-	3,000	3,000
10 - Travel, Training & Development	104,839	90,000	113,000	23,000	90,000	90,000
13 - Communications	4,263	5,500	5,000	(500)	5,500	5,500
Total 364 - Home Support	109,426	98,500	121,000	22,500	98,500	98,500
05 - Grants and Contributions	45,000	45,000	45,000	-	45,000	45,000
Total 365 - Liaison Worker Program	45,000	45,000	45,000	-	45,000	45,000
05 - Grants and Contributions	47,450	90,000	72,000	(18,000)	100,000	100,000
Total 366 - Grants to Individual Organizations	47,450	90,000	72,000	(18,000)	100,000	100,000
10 - Travel, Training & Development	775	2,500	1,800	(700)	2,500	2,500
Total 369 - Support Coordinator Program	775	2,500	1,800	(700)	2,500	2,500
10 - Travel, Training & Development	1,183	3,000	1,800	(1,200)	3,000	3,000
Total 368 - Outreach Coordinator Program	1,183	3,000	1,800	(1,200)	3,000	3,000
Agricultural Services						
01 - Remunerations and Benefits	1,241,738	1,525,516	1,586,561	61,045	1,632,535	1,679,711
03 - Contracted & Professional Services	5,843	2,600	4,700	2,100	5,150	5,600
06 - Materials and Supplies	28,687	2,900	2,000	(900)	2,000	2,000
07 - Utilities	25,608	18,200	33,659	15,459	36,213	39,282
10 - Travel, Training & Development	26,388	34,700	37,260	2,560	37,831	38,413
11 - Advertising & Promotion	1,253	9,200	9,476	276	9,760	10,054
13 - Communications	1,400	3,600	1,650	(1,950)	1,650	1,650
17 - Transfer to/(from) Reserves	-	-	250,000	250,000	-	-
Total 370 - Agricultural Services Administration	1,330,916	1,596,716	1,925,306	328,590	1,725,139	1,776,710
01 - Remunerations and Benefits	25,904	28,000	31,770	3,770	31,770	31,770
03 - Contracted & Professional Services	-	-	-	-	-	-
06 - Materials and Supplies	-	-	-	-	-	-
10 - Travel, Training & Development	13,039	28,500	19,820	(8,680)	20,470	22,320
11 - Advertising & Promotion	-	-	-	-	-	-
13 - Communications	-	-	-	-	-	-
Total 371 - Agriculture Service Board	38,943	56,500	51,590	(4,910)	52,240	54,090

	2022 Actual (Unaudited)	2022 Budget	2023 Budget	Budget (Inc/Dec)	2024 Forecast	2025 Forecast
03 - Contracted & Professional Services	870	15,300	13,100	(2,200)	13,800	14,500
06 - Materials and Supplies	20,723	39,000	22,750	(16,250)	25,700	28,750
10 - Travel, Training & Development	-	-	-	-	-	-
13 - Communications	233	300	300	-	300	300
Total 372 - Agricultural Rental Program	21,827	54,600	36,150	(18,450)	39,800	43,550
03 - Contracted & Professional Services	13,386	33,500	132,500	99,000	79,900	82,300
05 - Grants and Contributions	-	5,000	5,000	-	5,000	5,000
06 - Materials and Supplies	205,224	249,400	257,050	7,650	267,443	278,466
07 - Utilities	-	-	-	-	-	-
10 - Travel, Training & Development	14,191	17,000	16,995	(5)	17,504	18,029
11 - Advertising & Promotion	16,533	39,800	28,474	(11,326)	29,168	30,071
13 - Communications	8,188	10,500	7,500	(3,000)	8,100	8,748
Total 373 - Vegetation Management	257,522	355,200	447,519	92,319	407,115	422,614
03 - Contracted & Professional Services	19,754	56,000	41,250	(14,750)	41,250	41,250
06 - Materials and Supplies	60,826	45,300	58,200	12,900	61,200	65,100
13 - Communications	1,207	2,200	1,200	(1,000)	1,400	1,600
Total 374 - Pest Control	81,787	103,500	100,650	(2,850)	103,850	107,950
03 - Contracted & Professional Services	6,714	10,500	11,000	500	11,500	12,000
05 - Grants and Contributions	132,785	169,800	172,000	2,200	165,500	167,000
06 - Materials and Supplies	13,638	11,100	30,000	18,900	26,500	27,750
08 - Rental & Leases	475	3,500	3,500	-	3,500	3,500
10 - Travel, Training & Development	2,050	2,700	4,000	1,300	4,250	4,500
11 - Advertising & Promotion	7,362	13,500	25,000	11,500	25,500	26,000
Total 375 - Extension and Outreach	163,023	211,100	245,500	34,400	236,750	240,750
03 - Contracted & Professional Services	3,800	-	-	-	-	-
05 - Grants and Contributions	126,000	125,900	95,200	(30,700)	95,200	95,200
06 - Materials and Supplies	-	-	-	-	-	-
07 - Utilities	16,460	20,400	23,100	2,700	25,900	29,300
18 - Other Expenses	14,208	15,500	15,500	-	15,500	15,500
Total 376 - Veterinary Services	160,468	161,800	133,800	(28,000)	136,600	140,000

	2022					
	Actual	2022	2023	Budget	2024	2025
	(Unaudited)	Budget	Budget	(Inc/Dec)	Forecast	Forecast
03 - Contracted & Professional Services	272	5,000	2,500	(2,500)	2,500	2,500
06 - Materials and Supplies	90,219	94,000	94,500	500	96,490	101,122
07 - Utilities	-	-	-	-	-	-
13 - Communications	141	1,700	750	(950)	1,000	1,250
Total 377 - Beautification Program	90,632	100,700	97,750	(2,950)	99,990	104,872

Enforcement Services

01 - Remunerations and Benefits	597,990	678,940	716,171	37,231	737,843	753,619
03 - Contracted & Professional Services	87,608	121,000	114,500	(6,500)	114,500	114,500
05 - Grants and Contributions	-	-	2,000	2,000	2,000	2,000
06 - Materials and Supplies	83,085	121,000	112,000	(9,000)	115,500	119,500
07 - Utilities	8,405	4,500	11,000	6,500	11,000	11,000
09 - Purchases from Other Governments	1,021,784	1,046,651	1,535,766	489,115	1,675,600	1,828,000
10 - Travel, Training & Development	30,156	54,000	54,000	-	55,500	57,000
11 - Advertising & Promotion	512	3,000	3,000	-	3,500	4,000
13 - Communications	6,770	6,000	10,000	4,000	10,000	10,000
13 - Insurance	2,000	-	-	-	-	-
Total 450 - Enforcement Services	1,838,310	2,035,091	2,558,437	523,346	2,725,443	2,899,619

	2022 Actual (Unaudited)	2022 Budget	2023 Budget	Budget (Inc/Dec)	2024 Forecast	2025 Forecast
Planning & Economic Development						
01 - Remunerations and Benefits	147,286	419,480	352,656	(66,824)	363,226	370,666
03 - Contracted & Professional Services	4,684	50,000	51,500	1,500	51,500	51,500
06 - Materials and Supplies	166	5,700	5,700	-	5,700	5,700
10 - Travel, Training & Development	12,974	23,000	25,860	2,860	26,383	26,903
13 - Communications	217	1,300	1,300	-	1,300	1,300
Total 400 - Planning & Economic Development Administration	165,327	499,480	437,016	(62,464)	448,109	456,069
Communications						
01 - Remunerations and Benefits	427,971	418,458	547,952	129,494	564,546	577,087
03 - Contracted & Professional Services	69,094	76,500	92,100	15,600	92,700	93,300
06 - Materials and Supplies	14,056	27,000	17,000	(10,000)	17,000	17,000
10 - Travel, Training & Development	25,273	68,255	53,755	(14,500)	54,255	54,805
11 - Advertising & Promotion	234,681	419,500	349,500	(70,000)	410,300	351,100
13 - Communications	1,734	1,500	2,500	1,000	2,500	2,500
Total 111 - Communications	772,808	1,011,213	1,062,807	51,594	1,141,301	1,095,792
Planning & Development						
01 - Remunerations and Benefits	764,954	994,489	1,020,420	25,931	1,051,662	1,083,820
03 - Contracted & Professional Services	32,173	166,750	69,250	(97,500)	184,250	169,250
05 - Grants and Contributions	-	1,500	1,500	-	1,500	1,500
06 - Materials and Supplies	9,371	6,250	13,750	7,500	13,750	13,750
07 - Utilities	9,199	8,000	-	(8,000)	-	-
10 - Travel, Training & Development	9,575	29,500	31,980	2,480	32,460	33,340
11 - Advertising & Promotion	-	3,000	3,000	-	3,000	3,000
13 - Communications	1,352	3,000	3,000	-	3,000	3,000
17 - Transfer to/(from) Reserves	120,000	-	-	-	-	-
Total 211 - PLANNING & DEVELOPMENT ADMINISTRATION	946,623	1,212,489	1,142,900	(69,589)	1,289,622	1,307,660
01 - Remunerations and Benefits	38,139	27,000	32,690	5,690	32,690	32,690
03 - Contracted & Professional Services	-	800	800	-	800	800
06 - Materials and Supplies	-	500	500	-	500	500
08 - Rental & Leases	-	1,000	1,000	-	1,000	1,000
10 - Travel, Training & Development	11,470	21,500	22,595	1,095	23,106	23,630
11 - Advertising & Promotion	-	1,000	1,000	-	1,000	1,000
Total 212 - Municipal Planning Commission	49,609	51,800	58,585	6,785	59,096	59,620

	2022 Actual (Unaudited)	2022 Budget	2023 Budget	Budget (Inc/Dec)	2024 Forecast	2025 Forecast
01 - Remunerations and Benefits	3,041	4,200	4,295	95	4,295	4,295
10 - Travel, Training & Development	285	10,300	10,407	107	10,514	10,622
Total 213 - Subdivision & Development Appeal Board	3,326	14,500	14,702	202	14,809	14,917
03 - Contracted & Professional Services	10,441	30,000	30,000	-	30,000	30,000
18 - Other Expenses	-	18,000	18,000	-	18,000	18,000
Total 214 - Subdivisions - Land Purchase	10,441	48,000	48,000	-	48,000	48,000
01 - Remunerations and Benefits	-	5,500	5,400	(100)	5,400	5,400
10 - Travel, Training & Development	-	4,300	4,300	-	4,300	4,300
Total 215 - Public Engagement	-	9,800	9,700	(100)	9,700	9,700
Economic Development						
01 - Remunerations and Benefits	752,866	798,944	784,602	(14,342)	803,484	818,922
03 - Contracted & Professional Services	56,643	95,200	129,500	34,300	35,400	31,200
05 - Grants and Contributions	310,000	310,000	10,000	(300,000)	-	-
06 - Materials and Supplies	118,931	88,100	111,720	23,620	118,242	124,785
07 - Utilities	8,498	13,600	11,600	(2,000)	11,600	11,600
10 - Travel, Training & Development	127,775	104,585	99,720	(4,865)	109,670	102,520
11 - Advertising & Promotion	158,807	261,000	313,200	52,200	297,500	251,200
13 - Communications	1,900	8,900	9,000	100	9,000	9,000
17 - Transfer to/(from) Reserves	20,000	-	-	-	-	-
Total 311 - ECONOMIC DEVELOPMENT	1,555,419	1,680,329	1,469,342	(210,987)	1,384,896	1,349,227
Total Expenses	145,198,837	162,868,435	154,211,032	(8,657,403)	168,503,622	157,769,730
Net Surplus/(Deficit)	6,262,048	(13,850,380)	-	13,850,379	19,247,361	8,526,614

2023 Operating Budget Final Adjustments

As Approved December 13th, 2022

Total Revenue	\$ 146,177,476
Total Expenses	\$ 154,357,184
Net (Surplus)/Deficit	\$ 8,179,708

Changes

Sub Department	Object	Description & Department Rationale	Budget Adjustment
510 Tax Revenue	5001- Tax Revenue 5009	Increased based on increased assessment	\$ (6,071,789)
541 Revenue from Own Sources	5802 Return on Investment	Investment income increase to match CIBC estimate	\$ (1,700,000)
551 Conditional Grants	5706 Conditional Grants	Increase MSI Operating Grant based on info from the Province	\$ (261,767)
All Sub Departments	6001 Salaries 6003 Honorariums 6004 Employer Contributions	Reduction due to actual calculation of Market (COLA) Increase (Salaries, Benefits, Honorariums)	\$ (4,897)
101 Council	6003 Honorariums 6027 Hospitality	Adjustment for Honorariums to match actuals FCM Conference Event	\$ 100,000 \$ 70,000
112 DIP Requisitions	6226 DIP Requisitions	Updated based on change in assessment. Still waiting on province for final tax rate	\$ 70,234
114 Education Requisitions	6205 Requisitions	Updated based on report from website	\$ 1,044,284
121 Corporate Services	6218 Allowance for Doubtful Accounts 6341 Amortization	Reduced based on yearend analysis on allowance Budget adjustment	\$ (500,000) \$ (1,168,795)
201 Roadways	6109 General & Operating Supplies	Increase due to inventory purchase in late 2022 which won't be used until 2023. Was not budgeted for as this department was unaware of the inventory process and thought it would be expensed in 2022.	\$ 100,000
220 Enviro Services Admin	6062 Decommissioning & Rehabilitation	Interest expense on Grande Cache Landfill Asset Retirement Obligation (ARO) Liability	\$ 300,000

Sub Department	Object	Description & Department Rationale	Budget Adjustment
221 Water Supply	6071 Contracted Maintenance Service	Reduce Aquatera supervision due to new Supervisor starting .	\$ (180,000)
222 Wastewater			
221 Water Supply	6071 Contracted Maintenance Service	Pump failure in Ridgevalley	\$ 10,500
	6071 Contracted Maintenance Service	Our facilities team has discovered the floor slab is sinking at the Ridgevalley water plant	\$ 15,000
223 Solid Waste	6207 Shared Funding	Yearly Management fee for West Yellowhead Regional Waste Management Authority	\$ 30,000
250 Facility Maintenance Admin	6109 General & Operating Supplies	Rural Fire Prevention Pump program yearly maintenance on new pumps	\$ 3,500
301 VV Medical Clinic	6068 Bldg Maintenance	Motion from committee meeting: MOTION: 23.03.04 Moved by: SALLY ROSSON That the Valleyview & District Medical Clinic Committee accept the report for the 2023 interim budget, as information, as amended. CARRIED Amend budgeted amount to \$35,000 for Maintenance Contract-Building – GL 6-30-301-001-6068	\$ (35,000)
304 Seniors Requisitions	6207-072 Shared Funding-Grande Prairie	Grande Spirit Foundation 2023 Municipal Requisition	\$ 28,822
376 Veterinary Services	6202 Grants to Organizations	Received 2023 invoice from VSI in late January and it was lower than anticipated	\$ (29,800)
Total Changes			\$ (8,179,708)
Net (Surplus)/Deficit			\$ -

2023 5-Year Capital Plan

	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast
Corporate Services	\$ 891,979	\$ -	\$ 891,979	\$ -	\$ -	\$ -	\$ -
Information Systems	-	80,000	80,000	-	115,000	25,000	-
Health & Safety	-	-	-	50,000	-	-	-
Construction and Engineering	5,679,925	9,914,497	15,594,422	17,018,000	19,698,900	9,990,000	14,816,160
Environmental Services	13,708,711	39,595,604	53,304,315	23,732,067	10,307,200	150,000	100,000
Operations	365,000	160,000	525,000	4,152,600	2,897,000	910,800	-
Facility Maintenance	428,087	1,561,000	1,989,087	11,045,116	159,400	-	-
Community Services	2,416,109	50,000	2,466,109	60,000	-	-	-
Greenview Industrial Gateway	5,679,297	2,962,090	8,641,387	-	-	-	-
Recreation	2,107,074	815,000	2,922,074	3,401,917	519,200	-	-
Protective Services	20,369	1,446,000	1,466,369	1,545,000	345,000	1,130,000	1,245,000
Family & Community Support Services	-	-	-	-	60,000	-	-
Agricultural Services	-	61,800	61,800	737,340	1,061,700	53,000	-
Community Peace Officer Program	21,000	190,000	211,000	220,000	120,000	130,000	140,000
Planning and Development	-	-	-	64,200	-	-	-
Economic Development	52,244	-	52,244	400,000	53,500	-	-
Total Capital	\$ 31,369,795	\$ 56,835,991	\$ 88,205,786	\$ 62,426,240	\$ 35,336,900	\$ 12,388,800	\$ 16,301,160

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
CS22001	Software Replacement Project 2022 - 2024	891,979	-	891,979	-	-	-	-	891,979
Corporate Services Total		891,979	-	891,979	-	-	-	-	891,979
IT23002	SharePoint Upgrade	-	80,000	80,000	-	-	-	-	80,000
IT25001	Telephone Communication System Hardware Replacement	-	-	-	-	75,000	-	-	75,000
IT25002	File and Data Backup Solution	-	-	-	-	40,000	-	-	40,000
IT26001	Network Firewall Equipment Replacement	-	-	-	-	-	25,000	-	25,000
Information Systems Total		-	80,000	80,000	-	115,000	25,000	-	220,000
HS24001	Truck Replacement A242	-	-	-	50,000	-	-	-	50,000
Health & Safety Total		-	-	-	50,000	-	-	-	50,000
WW17002	Grovedale Evaporative Lagoon Decommissioning	537,216	1,625,000	2,162,216	-	-	-	-	2,162,216
RD18008	Range Road 64 (TWP 700 to TWP 694)	264,126	-	264,126	-	-	-	-	264,126
RD20001	RR 205/210-8 Mile Road	350,000	-	350,000	-	3,000,000	-	-	3,350,000
RD20008	TWP 692 - Grovedale Industry Road West of 666	350,898	-	350,898	-	-	-	-	350,898
RD21001	FTR Phase 5	1,154,488	-	1,154,488	-	-	-	-	1,154,488
RD22001	FTR Phase 6	650,653	5,550,597	6,201,250	-	-	-	-	6,201,250
RD22006	RV Dumping Access	192,919	300,000	492,919	-	-	-	-	492,919
RD23002	Block Funding - Roads	-	1,000,000	1,000,000	-	-	-	-	1,000,000
RD23003	Forestry Trunk Road Improvements	-	500,000	500,000	-	-	-	-	500,000
RD23005	FTR Canfor Section South	-	783,900	783,900	-	-	-	-	783,900
RD24003	Forestry Trunk Road Improvements	-	-	-	500,000	-	-	-	500,000
RD24004	FTR Phase 8 KM 151.5-160	-	-	-	413,000	4,130,000	-	-	4,543,000
RD24005	Twp. 690 Approx. 4kms	-	-	-	-	-	250,000	2,500,000	2,750,000
RD25003	Forestry Trunk Road Improvements	-	-	-	-	500,000	-	-	500,000
RD25004	FTR Phase 7	-	-	-	-	783,900	6,030,000	-	6,813,900
RD26003	Forestry Trunk Road Improvements	-	-	-	-	-	500,000	-	500,000
RD26005	Twp. 692 and RR 225	-	-	-	-	-	450,000	4,950,000	5,400,000
RD26006	Twp. 692 (GD Fish Pond -Hwy 40 to Main Hall Road approx. 2kms)	-	-	-	-	-	250,000	1,500,000	1,750,000
RD27003	Forestry Trunk Road Improvements	-	-	-	-	-	-	500,000	500,000
BF72012	Sturgeon Creek Bridge	23,279	-	23,279	-	-	-	2,390,000	2,413,279
BF73703	Sturgeon Creek Bridge	-	-	-	-	-	-	11,160	11,160
BF75041	Asplund Creek	-	-	-	-	-	-	60,000	60,000
BF75250	DeBolt Creek	-	-	-	-	50,000	500,000	-	550,000
BF76494	Tributary to Little Smoky River	-	-	-	35,000	300,000	-	-	335,000
BF76902	Tributary to Clouston Creek	189,318	-	189,318	-	-	-	-	189,318
BF77159	Asplund Creek	35,000	-	35,000	-	-	-	420,000	455,000
BF77244	Tributary to Sweathouse Creek	517,331	-	517,331	-	-	-	-	517,331
BF77259	Tributary to Sweathouse Creek	-	-	-	-	-	-	2,000,000	2,000,000
BF78147	Tributary to Smoky River	-	-	-	510,000	-	-	-	510,000
BF78503	Range Road 225	-	45,000	45,000	500,000	-	-	-	545,000
BF79077	Tributary to Big Mountain Creek	-	-	-	-	-	50,000	450,000	500,000
BF79118	Tributary to Sturgeon Creek	-	50,000	50,000	500,000	-	-	-	550,000
BF79709	Tributary to Moose Creek	-	-	-	-	35,000	300,000	-	335,000
BF86025	Twp Rd 752 East of RR 260	-	-	-	-	-	-	35,000	35,000
BF86296	Twp 712 / RR 263 Intersection	-	-	-	-	50,000	580,000	-	630,000
PV22001	Range Road 251 South	74,602	-	74,602	-	-	-	-	74,602

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
PV22002	Twp 701A Overlay (SH 666 to Rge Rd 73)	1,082,099	-	1,082,099	-	-	-	-	1,082,099
PV22003	Rge Rd 230 (South of Hwy 43 to Twp Rd 700)	-	-	-	-	-	-	-	-
PV22004	Phase 6 Sidewalks and Driveways Grande Cache	98,874	-	98,874	-	-	-	-	98,874
PV22006	Grande Cache Pathway Project	159,122	-	159,122	-	-	-	-	159,122
PV23003	Hamlet Curb & Gutter	-	-	-	2,000,000	-	-	-	2,000,000
PV23004	Twp. Road 704 Overlay Hwy 49 to RR 230	-	60,000	60,000	2,500,000	-	-	-	2,560,000
PV24001	Range Road 73 to H666 (also RR73 to RR74)	-	-	-	60,000	810,000	-	-	870,000
PV24002	Additional FTR Paving	-	-	-	10,000,000	-	-	-	10,000,000
PV25001	Additional FTR Paving	-	-	-	-	10,000,000	-	-	10,000,000
PV26001	Range Road 64 (TWP 700 to TWP 694) Paving	-	-	-	-	40,000	1,080,000	-	1,120,000
Construction and Engineering Total		5,679,925	9,914,497	15,594,422	17,018,000	19,698,900	9,990,000	14,816,160	77,117,482
ES23001	1/2 Ton Truck Replacement A161	-	60,000	60,000	-	-	-	-	60,000
ES23002	1/2 Ton Truck Replacement A197	-	60,000	60,000	-	-	-	-	60,000
ES23003	1/2 Ton Truck Replacement A108	-	60,000	60,000	-	-	-	-	60,000
ES24001	1/2 Ton Truck Replacement A203	-	-	-	64,200	-	-	-	64,200
ES25001	1/2 Ton Truck Replacement A146	-	-	-	-	70,400	-	-	70,400
ES25002	1/2 Ton Truck Replacement A207	-	-	-	-	70,400	-	-	70,400
ES25003	1/2 Ton Truck Replacement A260	-	-	-	-	70,400	-	-	70,400
ES26001	1/2 Ton Truck Replacement A250	-	-	-	-	-	75,000	-	75,000
ES26002	1/2 Ton Truck Replacement A272	-	-	-	-	-	75,000	-	75,000
WD15002	Grovedale Water Treatment Plant Upgrade	1,934,023	-	1,934,023	-	-	-	-	1,934,023
WD16004	Landry Heights Water Distribution System	5,000	12,250	17,250	-	-	-	-	17,250
WD17002	SCADA Upgrades - WTP & WP	52,584	100,000	152,584	-	-	-	-	152,584
WD19004	Grande Cache Distribution Pumphouse Upgrades	1,147,420	-	1,147,420	2,500,000	-	-	-	3,647,420
WD21001	Sunset House Water	-	-	-	325,000	-	-	-	325,000
WD22002	SCADA Upgrades - WTP & WP	161,700	-	161,700	-	-	-	-	161,700
WD22004	Grande Cache Master plan	97,273	260,310	357,583	-	-	-	-	357,583
WD22005	Water & Sewer Extension - Memorial Drive	99,408	-	99,408	2,000,000	-	-	-	2,099,408
WD22006	Muskeg Seepee Water Well	10,580	60,000	70,580	-	-	-	-	70,580
WD23006	Nose Creek Water Point System	-	240,000	240,000	-	-	-	-	240,000
WW19001	Grovedale Floating Liner	46,498	10,000,000	10,046,498	-	-	-	-	10,046,498
WW19002	Grande Cache Sewage Treatment Plant	9,517,110	25,924,358	35,441,468	-	-	-	-	35,441,468
WW20005	DeBolt Lift Station Forcemain Upgrades	10,000	-	10,000	-	-	-	-	10,000
WW21001	Ridgevalley Lagoon Expansion	223,315	2,518,686	2,742,001	10,658,000	-	-	-	13,400,001
WW25003	SRS Station Sturgeon Heights Lagoon	-	-	-	-	500,000	-	-	500,000
WW25004	Sturgeon Heights Lagoon Expansion	-	-	-	-	8,400,000	-	-	8,400,000
SW19004	Grande Cache Landfill & Recycling Land Purchase	65,000	-	65,000	-	-	-	-	65,000
SW20001	GC Transfer Station Development	68,800	-	68,800	8,184,867	-	-	-	8,253,667
SW22003	West Yellowhead Regional Management Authority	270,000	-	270,000	-	-	-	-	270,000
SW23001	Hook Bin Truck Replacement A201	-	300,000	300,000	-	-	-	-	300,000
SW25001	GC Garbage Truck Replacement A246	-	-	-	-	448,000	-	-	448,000
SW25005	GC Compactor Replacement	-	-	-	-	748,000	-	-	748,000
SW27002	Roll off bins	-	-	-	-	-	-	100,000	100,000
Environmental Services Total		13,708,711	39,595,604	53,304,315	23,732,067	10,307,200	150,000	100,000	87,593,582

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
OP22001	Street Sweeper GC	365,000	-	365,000	-	-	-	-	365,000
OP23004	1/2 Ton Truck Purchase - Replacement of A127 (3/4 ton)	-	60,000	60,000	-	-	-	-	60,000
OP23005	2 Ton, Extended Cab Pick Up Truck - Replacement of A145 & F22	-	100,000	100,000	-	-	-	-	100,000
OP24001	1/2 Ton Extended Cab Truck Replacement A187 VV	-	-	-	64,200	-	-	-	64,200
OP24002	1/2 Ton Crew Cab Truck Replacement A188 VV	-	-	-	64,200	-	-	-	64,200
OP24003	1/2 Ton truck Replacement A157 VV	-	-	-	64,200	-	-	-	64,200
OP24004	Plow Truck Replacement A 135 GD	-	-	-	435,000	-	-	-	435,000
OP24005	Tractor 2014 6140R Replacement T26	-	-	-	300,000	-	-	-	300,000
OP24006	Tractor 2014 6140R Replacement T24	-	-	-	300,000	-	-	-	300,000
OP24007	Grader Replacement VV - G38	-	-	-	775,000	-	-	-	775,000
OP24008	Grader Replacement VV - G39	-	-	-	775,000	-	-	-	775,000
OP24009	Tractor 6140R Replacement T25	-	-	-	300,000	-	-	-	300,000
OP24010	Tractor 6140R Replacement T27	-	-	-	300,000	-	-	-	300,000
OP24011	Grader Replacement G35 VV	-	-	-	775,000	-	-	-	775,000
OP25001	1/2 Ton, Crew Cab, 4 x 4, Pick Up Truck - A156 (3/4 ton)	-	-	-	-	70,400	-	-	70,400
OP25002	1/2 Ton, Crew Cab, 4 x 4, Pick Up Truck - A106 (3/4 ton)	-	-	-	-	70,400	-	-	70,400
OP25003	3/4 Ton Pick Up Truck A171 GD	-	-	-	-	70,400	-	-	70,400
OP25004	1/2 Ton, Crew Cab 4x4 Pickup Truck A175 GD	-	-	-	-	70,400	-	-	70,400
OP25005	3/4 Ton Truck Replacement A190 GD	-	-	-	-	70,400	-	-	70,400
OP25006	Backhoe Replacement L10 DB	-	-	-	-	200,000	-	-	200,000
OP25007	Plow Truck Replacement A159 GD	-	-	-	-	435,000	-	-	435,000
OP25008	Steamer - ST3 / F16	-	-	-	-	140,000	-	-	140,000
OP25009	Steamer - ST4 / F15	-	-	-	-	140,000	-	-	140,000
OP25010	Grader Replacement VV - G37	-	-	-	-	780,000	-	-	780,000
OP25011	Grader Replacement GD - G36	-	-	-	-	780,000	-	-	780,000
OP25012	1/2 Ton Crew cab Replaces 3/4 Ton A162 GC	-	-	-	-	70,000	-	-	70,000
OP26002	Backhoe Replacement L 12 GD	-	-	-	-	-	200,000	-	200,000
OP26004	Backhoe Replacement L11 VV	-	-	-	-	-	200,000	-	200,000
OP26005	Picker Truck Replacement A123 VV	-	-	-	-	-	295,000	-	295,000
OP26006	F 550 Superduty XLT Truck replace A137 GD	-	-	-	-	-	94,200	-	94,200
OP26007	1/2 Ton crew cab 4x4 Replaces 156 GC	-	-	-	-	-	60,800	-	60,800
OP26008	1/2 Ton to replace 3/4 ton A214 DB	-	-	-	-	-	60,800	-	60,800
Operations Total		365,000	160,000	525,000	4,152,600	2,897,000	910,800	-	8,485,400
FM21008	Security Improvement 4 Year Plan	79,907	160,000	239,907	160,000	-	-	-	399,907
FM22001	Skid Steer Broom Replacement	12,000	-	12,000	-	-	-	-	12,000
FM22008	New Operations Shop in Grande Cache	161,180	-	161,180	10,430,716	-	-	-	10,591,896
FM22008-1	Salt & Sand Shed Grande Cache	-	1,000,000	1,000,000	-	-	-	-	1,000,000
FM22009	GRM Emergency Generator (350 kW)	175,000	250,000	425,000	-	-	-	-	425,000
FM23001	Tractor Replacement	-	-	-	28,000	-	-	-	28,000
FM23002	Renovations to FM/Enviro Building	-	50,000	50,000	-	-	-	-	50,000
FM23005	Replacement of RB1 with new broom	-	6,000	6,000	-	-	-	-	6,000
FM23006	Replacement of RB3 with new Broom	-	-	-	6,000	-	-	-	6,000
FM23009	Purchase a Wide Area Mower	-	95,000	95,000	-	-	-	-	95,000
FM24001	Replace F20 with a 1/2 ton truck	-	-	-	64,200	-	-	-	64,200
FM24002	3/4 Ton Truck Replacement A172	-	-	-	74,500	-	-	-	74,500

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
FM24003	3/4 Ton Truck Replacement A177	-	-	-	74,500	-	-	-	74,500
FM24004	1/2 Ton Truck Replacement A196	-	-	-	64,200	-	-	-	64,200
FM24005	Tractor Replacement T23	-	-	-	28,000	-	-	-	28,000
FM24006	1 Ton Truck Replacement A149	-	-	-	95,000	-	-	-	95,000
FM24007	Renovations to FM/Enviro Building	-	-	-	20,000	-	-	-	20,000
FM25002	3/4 Ton Truck Replacement A148	-	-	-	-	79,700	-	-	79,700
FM25003	3/4 Ton Truck Replacement A147	-	-	-	-	79,700	-	-	79,700
Facility Maintenance Total		428,087	1,561,000	1,989,087	11,045,116	159,400	-	-	13,193,603
CP22005	Fox Creek Greenview Multiplex Renovation Project	2,416,109	-	2,416,109	-	-	-	-	2,416,109
CP23001	Greenview Grant Portal	-	25,000	25,000	-	-	-	-	25,000
CP23002	Community Bulletin Boards	-	25,000	25,000	-	-	-	-	25,000
CP24001	Airport Terminal Demolition (Grande Cache)	-	-	-	60,000	-	-	-	60,000
Community Services Total		2,416,109	50,000	2,466,109	60,000	-	-	-	2,526,109
GI22001	Greenview Industrial Gateway - Legal Fees	-	75,000	75,000	-	-	-	-	75,000
GI22003	GIG Professional Services - Engineering	973,891	1,250,000	2,223,891	-	-	-	-	2,223,891
GI22004	Greenview Industrial Gateway - Road	2,397,835	1,577,090	3,974,925	-	-	-	-	3,974,925
GI22005	Greenview Industrial Gateway - Land Purchase	2,307,571	-	2,307,571	-	-	-	-	2,307,571
GI23002	Truck Purchase - 1/2 Ton	-	60,000	60,000	-	-	-	-	60,000
Greenview Industrial Gateway Total		5,679,297	2,962,090	8,641,387	-	-	-	-	8,641,387
RE21002	Little Smoky Recreation Area	9,854	-	9,854	-	-	-	-	9,854
RE21007	Community Facility	1,946,450	-	1,946,450	-	-	-	-	1,946,450
RE21008	Heat & Power Generation System	72,035	-	72,035	-	-	-	-	72,035
RE22003	Victor Lake Recreation Enhancements	50,000	-	50,000	-	-	-	-	50,000
RE22008	Shuttler Flats	28,735	-	28,735	-	-	-	-	28,735
RE23002	Recreation Centre Arena	-	100,000	100,000	1,750,000	-	-	-	1,850,000
RE23004	A163 Truck Replacement - 1 Ton	-	89,000	89,000	-	-	-	-	89,000
RE23006	A167 Truck Replacement - 1/2 Ton	-	60,000	60,000	-	-	-	-	60,000
RE23008	A142 Truck Replacement - SUV	-	50,000	50,000	-	-	-	-	50,000
RE23009	Zamboni Replacement	-	200,000	200,000	-	-	-	-	200,000
RE24001	Pick Up Truck Replacement (A160)	-	-	-	64,200	-	-	-	64,200
RE24002	Recreation Centre Ammonia Compressors	-	-	-	400,000	-	-	-	400,000
RE24003	Central Park	-	-	-	216,417	-	-	-	216,417
RE24004	Arena Dressing Room Revitalization	-	-	-	971,300	-	-	-	971,300
RE25001	Stern Park	-	-	-	-	85,000	-	-	85,000
RE25002	Hamel Park	-	-	-	-	88,000	-	-	88,000
RE25003	Suburban Replacement GC A 112 - Recreation Services	-	-	-	-	75,000	-	-	75,000
RE25004	1/2 Ton Truck Replacement (A143)	-	-	-	-	70,400	-	-	70,400
RE25006	1/2 Ton Truck Replacement A241 GC	-	-	-	-	70,400	-	-	70,400
RE25007	1/2 Ton Truck Replacement A240	-	-	-	-	70,400	-	-	70,400
RE25008	Smoky River South - Outhouse Replacement	-	-	-	-	30,000	-	-	30,000
RE25009	Sheep Creek - Outhouse Replacement	-	-	-	-	30,000	-	-	30,000
RE23016	GRM - Audio Deficiencies Upgrades	-	96,000	96,000	-	-	-	-	96,000
RE23017	GRM - Fieldhouse Air Conditioning	-	220,000	220,000	-	-	-	-	220,000
Recreation Total		2,107,074	815,000	2,922,074	3,401,917	519,200	-	-	6,843,191

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
PS21003	GC Fire Training Center	20,369	-	20,369	-	-	-	-	20,369
PS23001	Rescue Truck Replacement (F17) DeBolt	-	1,200,000	1,200,000	-	-	-	-	1,200,000
PS23002	Rescue Tools	-	100,000	100,000	100,000	100,000	-	-	300,000
PS23003	AFFRCS Communication Upgrade	-	74,000	74,000	-	-	-	-	74,000
PS23004	Bunker Gear	-	72,000	72,000	45,000	45,000	45,000	45,000	252,000
PS24001	1/2 Ton Truck Replacement (A243)	-	-	-	100,000	-	-	-	100,000
PS24002	1/2 Ton Truck Replacement (A165)	-	-	-	100,000	-	-	-	100,000
PS24003	Wet Rescue Truck Replacement (F28)	-	-	-	1,200,000	-	-	-	1,200,000
PS25002	Replacement Squad (F63) - Grande Cache	-	-	-	-	100,000	-	-	100,000
PS25004	Tahoe Replacement (F68)	-	-	-	-	100,000	-	-	100,000
PS26004	Fire Tender Apparatus (Grovedale New unit)	-	-	-	-	-	800,000	-	800,000
PS26005	Bush Truck	-	-	-	-	-	285,000	-	285,000
PS27002	Fire Engine Replacement F61 - Grande Cache	-	-	-	-	-	-	1,200,000	1,200,000
Protective Services Total		20,369	1,446,000	1,466,369	1,545,000	345,000	1,130,000	1,245,000	5,731,369
FC25001	SUV Replacement A178	-	-	-	-	60,000	-	-	60,000
Family & Community Support Services Total		-	-	-	-	60,000	-	-	60,000
AG23001	Explosive Magazine Lock Upgrade	-	12,500	12,500	-	-	-	-	12,500
AG23002	Utility Trailers	-	10,000	10,000	-	-	-	-	10,000
AG23004	Storage Sheds for Satellite Rental Locations	-	20,000	20,000	-	-	-	-	20,000
AG23005	Snowmobile	-	19,300	19,300	-	-	-	-	19,300
AG24001	Medium Duty Deck Truck 5 Ton Replacement (A158)	-	-	-	145,000	-	-	-	145,000
AG24002	Quad ATV Replacement (Q6)	-	-	-	14,000	-	-	-	14,000
AG24003	Pick-up Truck Replacement (A151)	-	-	-	74,500	-	-	-	74,500
AG24004	Pick-up Truck Replacement (A144)	-	-	-	74,500	-	-	-	74,500
AG24005	Heavy Harrow 50 ft Replacement (HARR3114)	-	-	-	60,000	-	-	-	60,000
AG24006	Earth Mover Replacement (SOIL3100)	-	-	-	40,000	-	-	-	40,000
AG24007	Earth Mover Replacement (SOIL3101)	-	-	-	40,000	-	-	-	40,000
AG24009	Post Pounder Replacement ASB0018	-	-	-	17,000	-	-	-	17,000
AG24010	Water Tank Trailer Replacement (TRL8)	-	-	-	12,000	-	-	-	12,000
AG24011	Bale Picker	-	-	-	35,000	-	-	-	35,000
AG24012	Spray System Replacement (A138)	-	-	-	30,000	-	-	-	30,000
AG24013	Sprayer 500 gal Boomless Replacement (ASB0016)	-	-	-	32,000	-	-	-	32,000
AG24014	Sprayer 500 gal Replacement (ASB0015)	-	-	-	32,000	-	-	-	32,000
AG24015	Panel Trailer (TRL 6) Replacement	-	-	-	17,340	-	-	-	17,340
AG24016	Cattle Squeeze Replacement (SQUE3099)	-	-	-	13,000	-	-	-	13,000
AG25001	Tractor and Loader Replacement (T28)	-	-	-	-	85,000	-	-	85,000
AG25002	Quad ATV Replacement (Q9)	-	-	-	-	15,000	-	-	15,000
AG25003	3 Point Hitch Covered Boom Sprayer Replacement (AG0001)	-	-	-	-	18,000	-	-	18,000
AG25004	1/2 Ton Truck Replacement (A170)	-	-	-	-	70,400	-	-	70,400
AG25005	One Ton Truck Replacement (A169)	-	-	-	-	101,000	-	-	101,000
AG25006	Spray System Chemical Injection Replacement (A158)	-	-	-	-	55,000	-	-	55,000
AG25007	Tractor and Loader Replacement (T29)	-	-	-	-	150,000	-	-	150,000
AG25008	Land Roller Replacement (ASB0005)	-	-	-	-	40,000	-	-	40,000
AG25009	Heavy Disk 14 ft. Replacement (ASB0001)	-	-	-	-	45,000	-	-	45,000
AG25010	Water Tank Trailer Replacement (TRL18)	-	-	-	-	12,000	-	-	12,000

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
AG25011	Barbecue Replacement (TRL19)	-	-	-	-	50,000	-	-	50,000
AG25012	Loading Chute Replacement ASB0017	-	-	-	-	10,000	-	-	10,000
AG25013	Post Pounder Replacement ASB0024	-	-	-	-	17,000	-	-	17,000
AG25014	Post Pounder Replacement ASB0023	-	-	-	-	17,000	-	-	17,000
AG25015	Field Sprayer 500 Gal (ASB0004)	-	-	-	-	32,000	-	-	32,000
AG25016	Bale Hauler Replacement (ASB0012)	-	-	-	-	50,000	-	-	50,000
AG25017	3/4 Ton Truck Replacement (A166)	-	-	-	-	79,700	-	-	79,700
AG25018	3/4 Ton Truck Replacement (A168)	-	-	-	-	79,700	-	-	79,700
AG25019	1/2 Ton Truck Replacement GC A237	-	-	-	-	70,400	-	-	70,400
AG26001	Land Roller Replacement ROLL001	-	-	-	-	-	40,000	-	40,000
AG26002	Cattle Squeeze Replacement (SQUE3098)	-	-	-	-	-	13,000	-	13,000
BT24001	Wide Area Mower T84 (replacement)	-	-	-	77,000	-	-	-	77,000
BT24002	Landscape Material Storage	-	-	-	24,000	-	-	-	24,000
BT25001	Front Deck Mower and cab T78 (replacement)	-	-	-	-	58,000	-	-	58,000
BT25002	48 inch riding mower T85 (replacement)	-	-	-	-	6,500	-	-	6,500
Agricultural Services Total		-	61,800	61,800	737,340	1,061,700	53,000	-	1,913,840
PO22004	New Snow Machine	21,000	-	21,000	-	-	-	-	21,000
PO23001	Replacement CPO Unit E4	-	95,000	95,000	-	-	-	-	95,000
PO23002	Replacement CPO Unit E3	-	95,000	95,000	-	-	-	-	95,000
PO24001	Replacement CPO unit E2	-	-	-	110,000	-	-	-	110,000
PO24002	Replacement CPO unit E1	-	-	-	110,000	-	-	-	110,000
PO25001	Replacement CPO Unit E5	-	-	-	-	120,000	-	-	120,000
PO26001	Replacement CPO Unit E3	-	-	-	-	-	130,000	-	130,000
PO27001	Replacement CPO Unit E4	-	-	-	-	-	-	140,000	140,000
Community Peace Officer Program Total		21,000	190,000	211,000	220,000	120,000	130,000	140,000	821,000
PD24001	1/2 Ton Truck Replacement A164	-	-	-	64,200	-	-	-	64,200
Planning and Development Total		-	-	-	64,200	-	-	-	64,200
ED21002	Tourism Centre Exhibits & Interactive Features	32,244	-	32,244	-	-	-	-	32,244
ED22004	Mural Roofs and Lighting at Bird's Eye Park	20,000	-	20,000	-	-	-	-	20,000
ED24001	Highway 40 Billboard Purchase & Installation	-	-	-	400,000	-	-	-	400,000
ED25001	Replacement Vehicle- SUV	-	-	-	-	53,500	-	-	53,500
Economic Development Total		52,244	-	52,244	400,000	53,500	-	-	505,744
Total Capital		31,369,795	56,835,991	88,205,786	62,426,240	35,336,900	12,388,800	16,301,160	214,658,886
Previously Approved Total Capital		28,126,159	58,746,094	86,872,253	63,234,787	35,336,900	12,388,800	16,301,160	213,713,900
Increase/(Decrease)		3,243,636	(1,910,103)	1,333,533	(808,547)	-	-	-	944,986

Highlighted cells mean carryover amount was updated

Highlighted cells mean new addition, change or deletion

Project Scenario Summary

WD22006 - Muskeg Seepee Water Well

Project Number	WD22006	Project Title	Muskeg Seepee Water Well	
Asset Type	92221 - Water Systems	Department	92 - WIP LINEAR	
				Year Identified 2022
Start Date	2022-01-01	Completion Date	2023-12-01	
Manager		Partner		
Regions				
Project Description & Benefits	<p>New well at the Muskeg Seepee Cooperative</p> <p>MOTION: 22.01.22 Moved by: COUNCILLOR WINSTON DELORME</p> <p>That Council accept the report for the costs to replace a water well at PT-10-57-5 W6M Muskeg Seepee Cooperative, for information, as presented.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Smith, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>			

Description and Benefits	<p>MOTION: 22.01.23 Moved by: COUNCILLOR WINSTON DELORME</p> <p>That Council direct Administration to re-establish the water well and equipment that existed previously at PT-10-57-5 W6M Muskeg Seepee Cooperative, with funds to come from the 2022 Capital budget.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Smith, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>
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Justification	<p>Drill another well and process it - Estimate \$35,000.00</p> <p>Install a pump, hose and wiring - Estimate \$15,000.00</p> <p>Unknow costs (access to site, landscape, power) - Estimate \$10,000.00</p>
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Project Forecast

Object	Carryover	2023	2024	2025	2026	2027	Total
Expenditure							
9999-Work in Progress Clearing Account	10, 580	60, 000	-	-	-	-	70, 580
Total Expenditure	10, 580	60, 000	-	-	-	-	70, 580

Project Scenario Summary

AG23005 - Snowmobile

Project Project Number	AG23005	Project Title	Snow Machine	
Asset Type	95370 - All Agricultural Services Vehicles/Pick Up Trucks/ATVs etc	Department	95 - CAPEX MOTOR VEHICLES	
Start Date	1/1/2023	Completion Date	12/31/2023	Year Identified 2023
Manager	Sheila Kaus	Partner	Michelle Honeyman	

Regions Project Description & Benefits

Greenview currently has 2 problem wildlife officers and only one snowmobile. They have attempted to work out facilitating sharing of the one snowmobile and use of the side x side to facilitate field work. Unfortunately, this work around has not been successful. Ag Services is requesting to purchase an additional machine to ensure both officers have the necessary equipment. By ordering by March 31st, delivery is anticipated by fall of 2023. Current unit has 85.5 hrs, 2240 km, and is anticipated to be in service until 2025. To this point, travel on snowmobile has been singular. This is anticipated to change due to safety concerns.

Justification

Project Forecast

Object	2023	2024	2025	2026	2027	Total
Expenditure						
9090-Capital Expense Clearing Account	19,300	-	-	-	-	19,300
Total Expenditure	19,300	-	-	-	-	19,300

Title: BUDGET DEVELOPMENT PROCESS

Policy No: 1016

Approval: Council

Effective Date: September 23, 2014

Supersedes Policy No: N/A



MUNICIPAL DISTRICT OF GREENVIEW No. 16

"A Great Place to Live, Work and Play"

Policy Statement: The adoption of business plans, budgets, and tax rate bylaw are among the most critical functions undertaken by the Council of the Municipal District of Greenview (Greenview).

Budgets shall be developed in a consistent and planned manner, and budgets shall take into consideration the impacts on future years and Greenview's ability to fund those impacts.

Greenview Council will review, analyze the draft budget and provide direction to the Chief Administrative Officer regarding required changes. Council will approve the annual capital and operating budgets after verifying that the content of the budgets meets Council's Strategic and 10 Year Capital Plans. Council will set the annual tax rate based on the approved budget.

Purpose: To establish principles for the preparation of the 3-year budgets.

Regulations

Budget

1. Administration will annually draft capital and operating budgets in accordance with Sections 242 – 247 of the Municipal Government Act (MGA). Council will provide direction to the Chief Administrative Officer during budget development and approve the budget when they have verified that the content meets their Strategic and Ten-Year Capital Plans.
2. The approved consolidated capital and operating budget shall serve as the financial plan for the implementation of Council's strategic goals and objectives. The approved budget shall provide Administration with the direction and resources necessary to accomplish Council-determined service levels.
3. Municipal capital and operating budgets shall be prepared for a three (3) year period commencing with the 2015 budget process and approved for a one (1) year period. The municipality will strive to maintain an operating budget to support Council's Strategic and 10-Year Capital Plans.
4. Council will seek input from their constituents throughout the year.
5. Council will set the annual tax rates, based on the approved budget.

Multi-Year Planning

Multi-year budget planning will enhance and improve the budget process by reinforcing the commitment to long-term fiscal health by looking beyond a one-year horizon.

Capital Envelope

The capital envelope is an amount within the annual budget that supports the Strategic and Ten-Year Capital Plans. This includes any Capital Project Funding Carryover from prior years to support the project going ahead within the next budget cycle.

New Programs and Changes in Service Levels

The operating budget will be developed based on the principle to sustain current programs, levels of services and includes any cost associated with proposed programs and/or service level adjustments. Recommendations for new programs and/or service level adjustments (increase or decrease) will also be supported and presented to Council by way of Service Enhancement and /or Proposed New Hire Forms.

Reserves

The Budget will allocate an appropriate level of funds to Reserves, as per Policy 1502.

Revenue Estimates

Operating revenue projections will be based on actual historic trends and adjusted to ensure funding of Council's strategic goals and objectives.

Grant Revenue

Confirmed grant funding will be recognized during budget development.

Approved: 14.09.482



REQUEST FOR DECISION

SUBJECT: **Valleyview Health Centre Foundation – Grant Funding Reallocation Request**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 28, 2023 CAO: SW MANAGER:
DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER: LD
STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

RELEVANT LEGISLATION:

Provincial (cite)- N/A

Council Bylaw/Policy (cite) – Policy 8002 – Community Grants

RECOMMENDED ACTION:

MOTION: That Council approve the reallocation of the \$15,000.00 grant awarded to the Valleyview Health Centre Foundation for the purchase of new acute care beds.

BACKGROUND/PROPOSAL:

The Valleyview Health Centre Foundation was awarded a \$15,000.00 grant through the October grant application process that was intended for the purchase of new stretchers. The Foundation has since been fortunate enough to receive new stretchers from the Grande Prairie Hospital surplus. The Valleyview Health Centre Foundation is requesting to reallocate the awarded funds to purchase two new acute care beds as the current beds are nearing end of life.

Acute care beds that are on or nearing their end of life are unable to have appropriate parts ordered in order to maintain them, which leads to them needing to be replaced. The Foundation has a dire need to replace 2-3 beds within the acute care unit to be able to sustain the current capacity levels. The Valleyview Health Centre Foundation has provided a quote for the cost of one acute care bed, totalling approximately \$8,852.00 (see attached).

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting the community and surrounding area's medical system in upgrading essential equipment.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to request that funds be returned to Greenview.

Alternative #2: Council has the alternative to choose a different grant funding amount.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion. Council previously approved a grant in the amount of \$15,000.00.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will follow up with the Valleyview Health Centre Foundation following Council's decision.

ATTACHMENT(S):

- Reallocation request letter
- Cost estimate

Valleyview Health Centre Foundation
Box 358
Valleyview, AB
T0H 3N0

March 7, 2023

MD of Greenview
Box 1079
Valleyview, AB
T0H 3N0

RECEIVED

By Lissa Dunn at 3:04 pm, Mar 07, 2023

To Whom It May Concern:

The Valleyview Health Centre Foundation recently received \$15,000.00 from the MD of Greenview to purchase new stretchers for the Valleyview Health Centre. Since this request was made we were fortunate to receive newer stretchers from the Grande Prairie Hospital surplus.

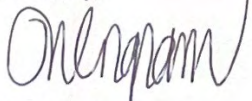
With this being said we would like to ask council if we could instead use the funds received to purchase 2 new acute care beds. Our beds are reaching end of life and we have a desperate need to replace 2 -3 of the beds as soon as possible to be able to maintain our current capacity levels. Because current beds are end of life we can no longer order parts to fix and maintain them, they have to be replaced.

I have attached a quote for the beds that will be purchased.

If you have any questions or concerns please contact Tracy Brown at 780-524-3356 or Melanie Ingram at 780-552-6443.

We thank you for all your support..

Sincerely,



Melanie Ingram
Treasurer/Fundraising Coordinator
Valleyview Health Centre Foundation

Quotation 17304 - R5

Customer:
High Prairie Health Centre
16410-117 Ave.
Edmonton AB T7X 1G3
Canada

Date: 2023-02-27
Expiration Date: 2023-05-28
Account Executive:
Jordan Traa
403-561-8159
jtraa@mhcaremedical.com

Member of: HealthPRO

Line	Part Number	Description
1	FL36OOK-SNOW	ook snow medical bed

Features

- 600 lb weight capacity
- 4 DC Motor
- Battery Back-up
- 4 Casters with central brake
- One hand release siderails
- Flat deck for ease of cleaning
- Open architecture
- One step Trendelenburg
- Nurse controls integrated into siderails and footboard
- Patient control integrated into the siderails
- Patient control lockout
- Boostless™ Backrest System
- Backrest angle indicator
- Standard Deck Covers-OL360153WG
- 120V System-OL360012-TRI
- Central Braking system - Four corner pedals (Green)-OL360162WG
- Plastic Cover With Braking System-OL360340
- Siderail Color Style : Blue-OL360211
- Plastic Boards With Touch Screen-OP360062WG-TRI
- Blue Footend Fascia-OL360142
- 4 Corner Roller Bumpers-OL360039
- Smart nightlights™-OL360311
- 2.3 Software with Touch-Screen Display-OL360314
- User Manual ooksnow-74-36119-ENG
- English Display Factory Setting-OL360042
- Metric Units Factory Setting-OL360043
- Mattress Not Included
- Product images are for illustration purposes only. Product features and options are specified in the quote.



Selected options

		List Price	Unit Price
L36-001WG-TRI	ook snow Bed	5625.70	3544.19
OL360010WG	Integrated Scale & Bed Exit Detection - 3 Sensitivity Levels	2333.20	1469.92
OL360031	Bed Exit Side View Lights	174.73	110.08
OL360050WG	CPR Handle	430.26	271.06
OL360205-NA	Detachable power cord	58.58	36.91
OL360119WG	Nightlights & Auxiliary outlets at foot end & center with USB charging ports	887.79	559.31
OL360001	5" Dual Casters - 10" Low Height	231.29	145.71
OL360082	Backlit Siderail Controls With Nurse Call And One-Touch Buttons (Blue)	262.60	165.44
OL360083WG	37 Pins Connector for Normally Opened including Bed Exit Signal	97.97	61.72
OL360304WG	Additional nurse call port	65.65	41.36
OL360194WG	Plastic Siderails - Headend & Footend	591.86	372.87
OL360020WG-TRI	3 Position Bed Extender - 80"/84"/90"	296.94	187.07
OL360110	Foot end back-up control on the frame	154.53	97.35
OL360038WG	Roller Type Wall Protection Bumpers	71.71	45.18
OL360228	Brake Only Bed Status Monitoring System	793.00	499.59
OL360056WG	Communication port	313.10	197.25
OL360091-BIL	Cardboard Packaging	211.09	132.99

Quotation 17304 - R5

Quantity : 1 (Discount : 37.0%) Unit List Price : 12,600.00 Discounted Unit Price : 7,938.00
Total Price : 7,938.00

Line	Part Number	Description
2	.PC36-C3TO5	Convert 3-year parts and labor warranty to 5-year Peace of mind parts service coverage Replaces Standard Warranty

Quantity : 1 Unit Price : 0.00
Total Price : 0.00

Line	Part Number	Description
3	USCCG-843506D-BIL	Foam Mattress - "comfortNEST green" - 84" X 35" X 6", polyurethane cover, anti-shear liner

Quantity : 1 (Discount : 37.0%) Unit List Price : 1,050.40 Discounted Unit Price : 661.75
Total Price : 661.75

Line	Part Number	Description
4	DM64506-TRI	Mattress Extension 6" X 6" x 35"

Quantity : 1 Unit Price : 192.91
Total Price : 192.91

Line	Part Number	Description
6	U-3745	Communication Cable - 37 Pin Male Straight to 1/4Jack 90DEG (8 Ft)

Quantity : 1 Unit Price : 59.27
Total Price : 59.27

Line	Part Number	Description
7	GARANTIE3.3	Warranty 3 years parts and labor Standard Warranty

Quantity : 1 Unit Price : 0.00
Total Price : 0.00

Quotation Total : \$8,851.93

REV 5 : Adjusted quantities

Shipping included on order of 25K and more

Packaging fee will be waived for orders of 4 beds and more

Please note that the warranty included on this quote is 5 years on parts only.

I have read and fully agree with all options and prices : _____

Product pictures are for illustrative purposes only

All prices are listed in CAD/ Prices do not include duty or any applicable taxes

For more information, please contact your Umano Medical account executive or contact us at: 1-844-409-4030 or information@umanomedical.com



REQUEST FOR DECISION

SUBJECT: **Q4 Financial Reporting**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 28, 2023
DEPARTMENT: FINANCE
STRATEGIC PLAN: Economy

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

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act 268.1 (b)

Council Bylaw/Policy (cite) –Policy 1500 Financial Reporting

RECOMMENDED ACTION:

MOTION: That Council accepts, the unaudited Operating, Capital, and Reserve reports for the period ending December 31st, 2022, for information, as presented.

BACKGROUND/PROPOSAL:

Section 268.1 (b) of the Municipal Government Act stipulates actual revenues and expenses compared with the budget are provided to Council as often as Council directs. Financial Reporting Policy No. 1500 directs variance reports on the operating and capital budgets as well as a restricted surplus report be presented to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, September, and December.

Operating

For the year ended 2022, there was \$151 million in revenue earned and \$145 million in expenses incurred in operations resulting in an operating surplus of \$6.3M. The variance to the 2023 budget is an increase of \$20 million.

Some significant variances were:

- \$1.5M - Higher than anticipated revenue for the Sale of Municipal Services including wastewater, road bonds and permits, development permits and recreation revenue. The 2023 budgeted revenue was increased \$800,000.
- \$4.8M – Grant revenue was recognized at year end against expenses incurred in the year. Operating grant revenue offsets any costs incurred in the operating budget so there is no overall impact to the budget. There was \$4.2M recognized for capital projects which will be used to fund the projects.
- \$4.7M – Lower than anticipated salaries, honorariums, and benefits due to staff vacancies and less requirements for overtime.
- \$1.1M – An adjustment to the allowance for doubtful accounts was not required for 2022 as the allowance was at a sufficient level based on our current accounts in doubt analysis. The 2023 budgeted expense was reduced by \$500,000.

- \$2.0M – Amortization came in lower than anticipated. The 2023 budget was reduced by \$727,000.
- \$2.1M – Construction & Engineering was under budget in total. Budget set at optimal level but less day labour available in 2022 than anticipated. The 2023 budget was reduced by \$970,500.
- \$2.2M – The Graveling Program was under budget in total as the gravel application rate was reduced in 2022.
- \$1.6M – The Forestry Trunk Road was under budget in total. Partially due to the gravel crushing project not moving forward due to cost estimates.
- \$5.0M – The last payment for Hwy 40 bridge twinning project will be paid upon completion of project, likely 2024.

Due to the budgeted surplus, these additional unbudgeted costs were funded:

- \$2.4M – Other Revenue was lower than budgeted. A loss on sale of investments of \$4.0M was partially offset with increased interest revenue of \$1.0M (due to holding more in short-term knowing we had an investment RFP mid year), penalties on taxes were \$0.3M higher than budgeted, and gain on disposal of assets (\$0.3M).
- \$5.3M – Environmental Services Administration is higher than budgeted. The Asset Retirement Obligation (ARO) for the Grande Cache Landfill (\$4.2M) and the Grovedale Lagoon (\$1.1M) were increased based on the requirements under the new accounting standard that came into effect in 2022.

Analysis of variances to the 2022 budget and variances of 10% and \$10,000 to prior year are shown in the Q4 2022 Operating Budget Variance Report attached.

Capital

There was \$22.7 million spent in 2022 on capital. Completed projects total \$13.7 million, all of which have been capitalized. Including projects carried forward from 2021, the total capital additions for 2022 were \$50.3 million and 145 assets.

Notes on analysis of variances to budget as well as project statuses are shown in the Q4 2022 Capital Variance Report attached.

Reserves

A final reserve report will be brought to Council at the conclusion of the audit as final balances are not available at this time.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended action is that Council can review revenues, expenses, and capital project spending to the end of December 31st, 2022 (Q4).
2. Council has the opportunity to ask questions regarding the financial information.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: None

FINANCIAL IMPLICATION:

Direct Costs: N/A

Ongoing / Future Costs: N/A

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Q4 2022 Operating Budget Variance Report
- Q4 2022 Capital Budget Variance Report
- Policy 1500 Financial Reporting
- MGA Sec 268.1 (b)

Financial records and receipts

268.1 A municipality must ensure that

- (a) accurate records and accounts are kept of the municipality's financial affairs, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
- (b) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;

(c) the revenues of the municipality are collected and controlled, and receipts issued in the manner directed by council.



MD OF GREENVIEW NO. 16
Q4 REPORTING
OPERATING BUDGET VARIANCE BY SUB DEPARTMENT
ENDING DECEMBER 31ST, 2022 (UNAUDITED)

	2022 Budget	2022 Q4 Actuals	\$ Variance	% of Budget	2021 Q4 Actuals	2022 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
Revenues									
51 - REVENUE FROM LOCAL TAXES	132,930,461	131,483,291	(1,447,170)	98.9%	124,815,686	131,483,291	6,667,605	5.3%	Budget: \$1.3M of the variance due to the Education under levy from 2021 being incorrectly added to the budget as it was accrued for in 2021. The expense was also added so the net impact to the overall budget is \$0. \$0.1M of the variance is due to a decrease in assessments from the time the tax rate bylaw was passed.
53 - SALE OF MUNICIPAL SERVICES	6,204,487	7,685,976	1,481,489	123.9%	7,214,174	7,685,976	471,802	6.5%	Budget: \$0.5M recorded here as revenue (for the DIP assessment agreement invoiced to the Province) but was budgeted as a cost recovery in 112. This was corrected in the 2023 budget. There is also higher than budgeted revenues in Environmental Services (\$0.4M) mainly due to increased usage at the Grovedale Lagoon, higher than budgeted Road Bond & Permit revenue (\$0.1M), P&D Fees (\$0.1M) mainly due to increased development application fees, Recreation Services (\$0.2M) with the facilities and amenities being open more this year.
54 - REVENUE - OTHER	6,913,033	4,561,457	(2,351,576)	66.0%	8,629,673	4,561,457	(4,068,216)	-47.1%	Budget: A loss on sale of investments of \$4.0M was partially offset with increased interest revenue of \$1.0M (due to holding more in short term knowing we had an investment RFP mid year), penalties on taxes were \$0.3M higher than budgeted, and gain on disposal of assets (\$0.3M).
55 - CONDITIONAL GRANTS	2,776,835	7,536,921	4,760,086	271.4%	10,412,671	7,536,921	(2,875,750)	-27.6%	Budget: Grant revenue is recognized as expenses are incurred or when the grant is received. Grants received for capital will be used to fund the capital project.
55 - GRANTS AND SHARED FUNDING REVENUE	193,239	193,240	1	100.0%	193,240	193,240	-	0.0%	
Total Revenues	149,018,055	151,460,884	2,442,829	101.6%	151,265,444	151,460,884	195,440	0.1%	
Expenses									
10 - COUNCIL									
101 - Council	1,364,508	1,311,633	(52,875)	96.1%	1,074,900	1,311,633	236,733	22.0%	
102 - Municipal Elections	-	-	-	0.0%	73,178	-	(73,178)	-100.0%	
Total 10 - COUNCIL	1,364,508	1,311,633	(52,875)	96.1%	1,148,078	1,311,633	163,555	14.2%	

	2022 Budget	2022 Q4 Actuals	\$ Variance	% of Budget	2021 Q4 Actuals	2022 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
11 - REQUISITIONS	36,138,094	34,864,891	(1,273,203)	96.5%	32,231,668	34,864,891	2,633,222	8.2%	Budget: All Seniors Requisitions have been paid for 2022. \$1.3M of the variance due to the Education under levy from 2021 being incorrectly added to the budget as it was accrued for in 2021. The revenue was also added so the net impact to the overall budget is \$0.
11 - CAO SERVICES									
110 - CAO Services Administration	1,218,343	708,614	(509,730)	58.2%	3,011,811	708,614	(2,303,197)	-76.5%	Budget: Significant budget for contingencies (succession planning, legal services) which were not needed this year. The 2023 budget was reduced in these areas.
112 - Assessment Services	1,524,958	1,742,260	217,302	114.2%	1,726,001	1,742,260	16,259	0.9%	Budget: Revenue for the DIP assessment agreement invoiced to the Province was budgeted here as a cost recovery but actuals are being recorded as revenue in 53-Sale of Municipal Services. This was corrected in the 2023 budget.
115 - Information Systems	2,659,811	2,453,694	(206,117)	92.3%	1,695,049	2,453,694	758,645	44.8%	Budget: Position planned for the year was only filled in Q3 and \$0.1M less in spending on IT licenses which were reduced in the 2023 budget.
116 - Health & Safety	666,857	474,268	(192,589)	71.1%	528,550	474,268	(54,282)	-10.3%	Budget: Includes annual renewals for software which was prepaid for the first time in 2022 as its for 2023 (\$45k), as well as under spending in training (\$52k) due to team capacity limitation and professional services (\$45k) due to covid support not being required and a contractor software management system not being approved.
117 - GC CAO Corporate Services	-	-	-	0.0%	(3)	-	3	-100.0%	
119 - Human Resources	1,027,307	866,645	(160,662)	84.4%	646,607	866,645	220,037	34.0%	Budget: HR underspent in training/travel/conferences (\$26k) as a lot were still done online in 2022, Advertising & Promo (\$25k) as there were not as many paid job postings required as well as savings on the promo video which was done with Communications and less than anticipated need for Legal expenses (\$67k).
120 - Amortization	26,600,000	24,623,131	(1,976,870)	92.6%	23,587,129	24,623,131	1,036,002	4.4%	Budget for amortization was estimated too high. Reduced in the 2023 budget.
121 - Corporate Services	5,691,221	4,371,227	(1,319,994)	76.8%	4,103,161	4,371,227	268,066	6.5%	Budget: \$1.1M due to Allowance for Doubtful Accounts which did not require an adjustment this year. 2023 budget reduced by \$0.5M.
Total 11 - CAO SERVICES	39,388,497	35,239,838	(4,148,659)	89.5%	35,298,306	35,239,838	(58,467)	-0.2%	

	2022 Budget	2022 Q4 Actuals	\$ Variance	% of Budget	2021 Q4 Actuals	2022 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
20 - INFRASTRUCTURE & ENGINEERING									
200 - Infrastructure & Engineering Administration	1,495,593	993,746	(501,847)	66.4%	973,906	993,746	19,840	2.0%	Budget: Lower need for legal/consulting costs (2023 budget reduced by \$40k). Also currently a vacant position in the department.
201 - Roadways	2,558,000	1,445,436	(1,112,564)	56.5%	1,352,403	1,445,436	93,033	6.9%	Budget: Budget set at optimal level but less day labour available in 2022 than anticipated. Reduced in 2023 by \$0.8M.
202 - Bridges	650,000	412,951	(237,049)	63.5%	27,875	412,951	385,076	1381.5%	Budget: Costs to date for preliminary engineering and payment for 2022 bridge maintenance contract. No major repairs needed in 2022. Budget for 2023 reduced \$150k.
203 - Surfacing	1,500,000	1,313,174	(186,826)	87.5%	1,023,905	1,313,174	289,269	28.3%	
204 - Drainage	1,340,000	728,571	(611,429)	54.4%	3,271,892	728,571	(2,543,321)	-77.7%	Budget: Included \$238k for TWP 714, 720, and 722. Land was purchased this year (capital) but work will be done in 2023. As well, budget set at optimal level but less day labour available in 2022 than anticipated. Reduced in 2023 by \$0.3M.
Total 20 - INFRASTRUCTURE & ENGINEERING	7,543,593	4,893,877	(2,649,716)	64.9%	6,649,980	4,893,877	(1,756,103)	-26.4%	
21 - PLANNING & DEVELOPMENT									
211 - Planning & Development Administration	1,212,489	946,623	(265,866)	78.1%	1,233,693	946,623	(287,070)	-23.3%	Budget: Staffing vacancies
212 - Municipal Planning Commission	51,800	49,609	(2,191)	95.8%	12,533	49,609	37,076	295.8%	
213 - Subdivision & Development Appeal Board	14,500	3,326	(11,174)	22.9%	3,056	3,326	270	8.8%	Budget: Travel and Training dependant on appeals
214 - Subdivisions - Land Purchase	48,000	10,441	(37,559)	21.8%	26,274	10,441	(15,833)	-60.3%	Budget: Survey and Mapping costs dependant on land sales. Land purchased was capitalized.
215 - Public Engagement	9,800	-	(9,800)	0.0%	-	-	-	0.0%	Budget: Public Engagement occurs when required by policy
Total 21 - PLANNING & DEVELOPMENT	1,336,589	1,009,999	(326,590)	75.6%	1,275,556	1,009,999	(265,556)	-20.8%	

	2022 Budget	2022 Q4 Actuals	\$ Variance	% of Budget	2021 Q4 Actuals	2022 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
22 - ENVIRONMENTAL SERVICES									
220 - Environmental Services Administration	1,838,589	6,975,361	5,136,772	379.4%	1,638,718	6,975,361	5,336,643	325.7%	Budget: GC Landfill asset retirement obligation (ARO) (\$4.2M) and the Grovedale Lagoon ARO (\$1.1M) are partially offset with savings due to staff vacancies (\$0.3M).
221 - Water Supply	1,547,100	1,346,507	(200,593)	87.0%	1,033,577	1,346,507	312,930	30.3%	Budget: Little Smoky chlorine recirculation system project (\$135k) will be completed in 2023 and power for DeBolt (\$121k) was unspent. Investigating the meter IDs but the budget was reduced by \$150k.
222 - Wastewater Collection & Disposal	662,611	410,795	(251,816)	62.0%	830,238	410,795	(419,444)	-50.5%	Budget: GC Contracted Maintenance under (\$123k) as less repairs were required and vacancies limited work that could be done, all other locations total underspent in Contracted Maintenance (\$55k) as there weren't any major repairs required, and Professional Services (\$28k) under budget as additional consulting support was not required.
223 - Solid Waste Collection & Disposal	2,180,561	2,042,760	(137,801)	93.7%	1,835,843	2,042,760	206,917	11.3%	Budget: Largest variance is due to salaries & benefits. Lower than budget due to staff vacancies.
Total 22 - ENVIRONMENTAL SERVICES	6,228,861	10,775,423	4,546,562	173.0%	5,338,377	10,775,423	5,437,046	101.8%	
23 - OPERATIONS									
230 - Operations Administration	6,458,425	5,540,301	(918,125)	85.8%	5,388,923	5,540,301	151,377	2.8%	Budget: Largest variance is due to salaries & benefits due to staff vacancies and less and anticipated overtime.
231 - Fleet & Shop Valleyview	945,500	1,073,726	128,226	113.6%	963,963	1,073,726	109,763	11.4%	Budget: Most of the budget has been expended in Fuel & Oils (\$150k).
232 - Operations Grovedale	47,000	47,753	753	101.6%	79,135	47,753	(31,382)	-39.7%	
234 - Street Lights	285,000	273,193	(11,807)	95.9%	257,377	273,193	15,816	6.1%	
235 - Fleet & Shop Grovedale	383,000	402,712	19,712	105.1%	331,172	402,712	71,540	21.6%	
236 - Fleet & Shop - Grande Cache	226,000	274,297	48,297	121.4%	210,978	274,297	63,319	30.0%	Budget: Most of the budget has been expended in Fuel & Oils (\$54k).
237 - Operations - Grande Cache	255,000	263,421	8,421	103.3%	212,299	263,421	51,122	24.1%	
238 - Operations - DeBolt	25,000	5,162	(19,838)	20.6%	25	5,162	5,137	20548.4%	Budget had utilities that have not been allocated to this site, corrected in the 2023 budget.
Total 23 - OPERATIONS	8,624,925	7,880,565	(744,360)	91.4%	7,443,872	7,880,565	436,693	5.9%	

	2022 Budget	2022 Q4 Actuals	\$ Variance	% of Budget	2021 Q4 Actuals	2022 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
24 - ROAD MAINTENANCE & SERVICES									
240 - Road Maintenance & Inspection Administration	3,143,500	2,846,920	(296,580)	90.6%	2,444,580	2,846,920	402,340	16.5%	2021: Underspent in Contracted Maintenance for grader contracts, culvert steaming, snowplowing, and ice control (\$202k), Supplies (\$50k), and Salt (\$50k). Partially weather dependant, average actuals over last 5 years is \$2.8M total spend.
242 - Brushing Program	354,250	276,368	(77,882)	78.0%	326,752	276,368	(50,383)	-15.4%	Budget: Less spent on contracted maintenance services for hired contractors for brushing crews and equipment.
243 - Mowing Program	48,500	51,912	3,412	107.0%	37,208	51,912	14,704	39.5%	
245 - Graveling Program	8,450,075	6,233,246	(2,216,829)	73.8%	7,729,672	6,233,246	(1,496,427)	-19.4%	Budget: Contractor services for gravel trucks/equipment/grader beats (\$770k), Gravel Purchases (\$1.2M).
246 - Road Services	1,754,000	1,436,405	(317,595)	81.9%	1,673,794	1,436,405	(237,389)	-14.2%	Budget: Dust control underspent (\$221k) due to less applications.
247 - Pit Reclamation	10,000	7,074	(2,927)	70.7%	7,782	7,074	(709)	-9.1%	
248 - Forestry Trunk Road	8,175,250	6,529,179	(1,646,071)	79.9%	6,850,118	6,529,179	(320,939)	-4.7%	Budget: Gravel crushing project did not go forward due to cost estimates.
Total 24 - ROAD MAINTENANCE & SERVICES	21,935,575	17,381,103	(4,554,472)	79.2%	19,069,905	17,381,103	(1,688,802)	-8.9%	
25 - FACILITY MAINTENANCE									
250 - Facility Maintenance Administration	2,847,149	2,672,803	(174,346)	93.9%	2,116,911	2,672,803	555,892	26.3%	Budget: Surplus in salaries and benefits (\$0.3M) due to less requirement for overtime (reduced in the 2023 budget) was partially offset by increased contracted maintenance services (\$0.1M) due to unbudgeted repairs for AC units in Admin building, FCSS building reconfigurations, and FSO renovation originally budgeted under capital.
251 - FCSS Building Maintenance	33,000	30,522	(2,478)	92.5%	32,579	30,522	(2,056)	-6.3%	
252 - Grovedale Public Service Building	71,000	82,437	11,437	116.1%	65,830	82,437	16,607	25.2%	Budget: Higher than expected overhead door and builder repairs.
253 - DeBolt Public Service Building	71,500	67,726	(3,774)	94.7%	80,065	67,726	(12,339)	-15.4%	
254 - GC - Facilities Maintenance	433,000	437,627	4,627	101.1%	467,349	437,627	(29,721)	-6.4%	
255 - Valleyview Fire Hall Building Maintenance	10,000	8,490	(1,511)	84.9%	16,648	8,490	(8,158)	-49.0%	
256 - Valleyview Ambulance Building Maintenance	6,000	4,865	(1,135)	81.1%	3,460	4,865	1,406	40.6%	
257 - Valleyview Vet Clinic - Building Maintenance	7,000	6,556	(444)	93.7%	5,570	6,556	986	17.7%	
258 - Grovedale Maintenance Shop	47,950	35,733	(12,217)	74.5%	22,615	35,733	13,117	58.0%	Budget: Budget was set on a coding error done in 2021 so it will be under budget. Reduced in the 2023 budget.
259 - DeBolt Maintenance Shop	3,000	2,829	(171)	94.3%	3,711	2,829	(882)	-23.8%	
260 - FM Valleyview Medical Clinic	-	-	-	0.0%	1,043	-	(1,043)	-100.0%	
Total 25 - FACILITY MAINTENANCE	3,529,599	3,349,589	(180,010)	94.9%	2,815,780	3,349,589	533,809	19.0%	

	2022 Budget	2022 Q4 Actuals	\$ Variance	% of Budget	2021 Q4 Actuals	2022 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
30 - COMMUNITY SERVICES									
300 - Community Services Administration	6,166,525	1,076,906	(5,089,619)	17.5%	461,594	1,076,906	615,312	133.3%	Budget: \$5M for Hwy 40 twinning will be paid upon completion of project, likely 2024. Remainder due to less than budgeted salaries and benefits.
301 - Valleyview Medical Clinic	146,100	123,083	(23,017)	84.2%	113,364	123,083	9,718	8.6%	Budget: Savings in the Maintenance Contract and Cleaning/Janitorial Supplies.
302 - Fox Creek Medical Clinic	-	(36,000)	(36,000)	0.0%	12,000	(36,000)	(48,000)	-400.0%	Budget: Not being invoiced by Fox Creek.
305 - Other Buildings	-	1,190	1,190	0.0%	90,462	1,190	(89,272)	-98.7%	
306 - Airport Agreements	18,500	2,767	(15,733)	15.0%	19,280	2,767	(16,514)	-85.7%	Budget: Includes power and other misc. supplies. Based on 2021 actuals but 2022 power expenses are lower due to cost saving initiatives done.
308 - Greenview Industrial Gateway	233,500	200,782	(32,718)	86.0%	-	200,782	200,782	0.0%	Budget: Did not spend full budget for Event Organization.
Total 30 - COMMUNITY SERVICES	6,564,625	1,368,728	(5,195,897)	20.9%	696,701	1,368,728	672,026	96.5%	
31 - ECONOMIC DEVELOPMENT									
303 - Seniors Programs	49,000	49,063	63	100.1%	49,930	49,063	(867)	-1.7%	
311 - Economic Development Program	1,680,329	1,555,419	(124,910)	92.6%	1,868,341	1,555,419	(312,922)	-16.7%	Budget: Salaries and benefits under budget (\$46k), Investment Readiness & Attraction consultant (\$40k), & Promotional Marketing (\$30k).
321 - Community Services Grants	1,580,000	1,069,698	(510,302)	67.7%	26,520,390	1,069,698	(25,450,693)	-96.0%	Budget: Grants to organizations under budget \$466k, Bursaries & Scholarships \$34k, and Special Achievement Awards \$11k.
323 - Multipurpose Facility Grants	759,561	745,446	(14,115)	98.1%	1,877,490	745,446	(1,132,044)	-60.3%	
324 - Agricultural Societies	349,000	350,973	1,973	100.6%	816,000	350,973	(465,027)	-57.0%	
332 - Community Halls	142,500	142,078	(422)	99.7%	151,484	142,078	(9,406)	-6.2%	
333 - Museums	304,600	289,600	(15,000)	95.1%	272,400	289,600	17,200	6.3%	
334 - Cemeteries	38,000	(16,300)	(54,300)	-42.9%	47,358	(16,300)	(63,658)	-134.4%	
Total 31 - ECONOMIC DEVELOPMENT	4,902,990	4,185,976	(717,014)	85.4%	31,603,393	4,185,976	(27,417,417)	-86.8%	
32 - COMMUNITY SERVICES GRANT PROGRAM									
312 - Community Development Agreements	5,100,000	5,487,000	387,000	107.6%	5,113,000	5,487,000	374,000	7.3%	Budget: CDI funding was approved after final budget and was higher than budgeted.
320 - Recreation Boards	1,024,000	1,000,000	(24,000)	97.7%	1,000,000	1,000,000	-	0.0%	
Total 32 - COMMUNITY SERVICES GRANT PROGRAM	6,124,000	6,487,000	363,000	105.9%	6,113,000	6,487,000	374,000	6.1%	
33 - CULTURAL & HISTORICAL BUILDINGS									
330 - Library Boards	638,500	631,444	(7,056)	98.9%	632,089	631,444	(645)	-0.1%	
Total 33 - CULTURAL & HISTORICAL BUILDINGS	638,500	631,444	(7,056)	98.9%	632,089	631,444	(645)	-0.1%	

	2022 Budget	2022 Q4 Actuals	\$ Variance	% of Budget	2021 Q4 Actuals	2022 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
34 - RECREATION ENHANCEMENT PROGRAM (REP)									
307 - Community Bus - Grande Cache	18,000	14,918	(3,082)	82.9%	5,801	14,918	9,116	157.1%	
340 - Outdoor Recreation Administration	714,129	629,514	(84,615)	88.2%	509,009	629,514	120,506	23.7%	Budget: Largest variance is due to salaries & benefits due to staff vacancies and less and anticipated overtime.
342 - Outdoor Recreation Facilities Operations	282,200	167,231	(114,969)	59.3%	201,787	167,231	(34,555)	-17.1%	Budget: Smaller savings in all areas add up to the budget variance. Budget reduced in 2023 by \$45k.
343 - Outdoor Recreation Partnerships	65,187	63,258	(1,929)	97.0%	43,357	63,258	19,901	45.9%	
344 - GC Recreation Aquatics Operations	143,300	129,696	(13,604)	90.5%	76,449	129,696	53,247	69.7%	Budget: Nothing significant, small savings in all areas make up budget variance.
345 - GC Recreation Campground	89,500	104,338	14,838	116.6%	92,712	104,338	11,626	12.5%	Budget: Additional caretaking, repair and firewood costs
346 - GC Recreation Administration	3,184,960	2,586,739	(598,221)	81.2%	2,053,580	2,586,739	533,159	26.0%	Budget: Largest variance is due to salaries & benefits due to staff vacancies and less and anticipated overtime.
347 - GC Recreation Facilities Operations	460,350	493,097	32,747	107.1%	387,894	493,097	105,204	27.1%	Budget: Additional costs for repairs over the contracted maintenance.
348 - GC Recreation Programming & Fitness	41,755	32,592	(9,163)	78.1%	31,176	32,592	1,416	4.5%	
349 - GC Recreation Outdoor Operations	77,500	106,455	28,955	137.4%	216,136	106,455	(109,680)	-50.7%	Budget: AEP Grant for Trail Project expense was higher than budget (\$58k) but is offset by grant revenue in Dept 55 above under revenue. Partially offset with less than anticipated equipment repair (\$19k) and Supplies (\$10k).
380 - Greenview Regional Multiplex	2,595,050	2,125,937	(469,113)	81.9%	1,749,849	2,125,937	376,088	21.5%	Budget: Biggest variance due to salaries and benefits due to staff vacancies.
Total 34 - RECREATION ENHANCEMENT PROGRAM (REP)	7,671,931	6,453,776	(1,218,155)	84.1%	5,367,748	6,453,776	1,086,028	20.2%	
35 - PROTECTIVE SERVICES									
350 - Protective Services Administration	1,541,197	1,435,996	(105,201)	93.2%	1,954,060	1,435,996	(518,064)	-26.5%	Budget: Biggest variance due to salaries and benefits due to staff vacancies.
351 - Fire Protection Valleyview	147,000	155,745	8,745	105.9%	167,455	155,745	(11,710)	-7.0%	
352 - Fire Protection Grande Cache	242,400	226,533	(15,867)	93.5%	197,271	226,533	29,263	14.8%	Budget: \$12k over budget due to repairs on F62
353 - Fire Protection DeBolt	230,400	223,000	(7,400)	96.8%	204,433	223,000	18,567	9.1%	
354 - Fire Protection Grovedale	239,900	225,079	(14,821)	93.8%	240,950	225,079	(15,871)	-6.6%	Budget: Nothing significant, small savings in all areas make up budget variance.
355 - Disaster Services	28,350	91,701	63,351	323.5%	424,608	91,701	(332,907)	-78.4%	Budget: Increased expenses for additional COVID cleaning.
356 - Ambulance Services	-	(345)	(345)	0.0%	7,830	(345)	(8,175)	-104.4%	
358 - Fire Protection Fox Creek	120,500	129,662	9,162	107.6%	141,330	129,662	(11,668)	-8.3%	
Total 35 - PROTECTIVE SERVICES	2,549,747	2,487,371	(62,376)	97.6%	3,337,936	2,487,371	(850,565)	-25.5%	

	2022 Budget	2022 Q4 Actuals	\$ Variance	% of Budget	2021 Q4 Actuals	2022 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
36 - FAMILY & COMMUNITY SERVICES									
360 - FCSS Administration	1,721,800	1,605,489	(116,311)	93.2%	1,447,842	1,605,489	157,646	10.9%	Budget: Biggest variance due to salaries and benefits due to staff vacancies.
361 - FCSS Board	43,000	47,183	4,183	109.7%	19,021	47,183	28,162	148.1%	
362 - FCSS Programs	69,000	54,933	(14,067)	79.6%	24,661	54,933	30,272	122.8%	Budget: Some training has been free; some programs did not run due to lack of interest; costs also down due to utilizing existing stock.
363 - Community Resource Centre	67,700	44,622	(23,078)	65.9%	22,714	44,622	21,908	96.4%	Budget: Utilization of online in house training reduced the need for travel, accommodations and to a certain extent the training costs.
364 - Home Support	98,500	109,426	10,926	111.1%	91,523	109,426	17,903	19.6%	Budget: More home support clients than anticipated.
365 - Liaison Worker Program	45,000	45,000	-	100.0%	45,000	45,000	-	0.0%	
366 - Grants to Individual Organizations	90,000	47,450	(42,550)	52.7%	84,320	47,450	(36,870)	-43.7%	Budget: Deadline for grant applications was Aug 31 so no more grants to disperse this year, will be below budget.
368 - Outreach Coordinator Program	3,000	1,183	(1,817)	39.4%	99	1,183	1,084	1095.0%	
369 - Support Coordinator Program	2,500	775	(1,725)	31.0%	779	775	(3)	-0.4%	
Total 36 - FAMILY & COMMUNITY SERVICES	2,140,500	1,956,061	(184,439)	91.4%	1,735,959	1,956,061	220,102	12.7%	
37 - AGRICULTURAL SERVICES									
370 - Agricultural Services Administration	1,596,716	1,330,916	(265,800)	83.4%	1,218,559	1,330,916	112,357	9.2%	Budget: Biggest variance due to salaries and benefits due to staff vacancies.
371 - Agriculture Service Board	56,500	38,943	(17,557)	68.9%	23,166	38,943	15,777	68.1%	Budget: Board didn't not travel as much as planned.
372 - Agricultural Rental Program	54,600	21,827	(32,773)	40.0%	29,260	21,827	(7,434)	-25.4%	Budget: General reduced costs due to less maintenance required and costs to satellite locations.
373 - Vegetation Management	355,200	257,522	(97,678)	72.5%	275,769	257,522	(18,246)	-6.6%	Budget: Utilization of chemical inventory has reduced costs, less purchases being made (\$40k), low demand for Buttercup program (\$14k), budget not required for ESRI server maintenance (\$10k) as well as additional license costs (\$13k).
374 - Pest Control	103,500	81,787	(21,713)	79.0%	86,063	81,787	(4,276)	-5.0%	Budget: Costs for tree pest specialist and problem wildlife officer included in budget but not utilized and less beaver & wolf harvest incentives received.
375 - Extension and Outreach	211,100	163,023	(48,077)	77.2%	152,212	163,023	10,811	7.1%	Budget: Program did not start until May.
376 - Veterinary Services	161,800	160,468	(1,332)	99.2%	124,500	160,468	35,968	28.9%	
377 - Beautification Program	100,700	90,632	(10,068)	90.0%	75,396	90,632	15,236	20.2%	Budget: Nothing significant, small savings in all areas make up budget variance.
Total 37 - AGRICULTURAL SERVICES	2,640,116	2,145,118	(494,998)	81.3%	1,984,924	2,145,118	160,194	8.1%	

	2022 Budget	2022 Q4 Actuals	\$ Variance	% of Budget
40 - PLANNING & ECONOMIC DEVELOPMENT ADMIN				
400 - Planning & Economic Development Administration	499,480	165,327	(334,153)	33.1%
Total 40 - PLANNING & ECONOMIC DEVELOPMENT ADMIN	499,480	165,327	(334,153)	33.1%
11 - COMMUNICATIONS				
111 - Communications	1,011,213	772,808	(238,405)	76.4%
Total 11 - COMMUNICATIONS	1,011,213	772,808	(238,405)	76.4%
45 - COMMUNITY PEACE OFFICER PROGRAM				
450 - Community Peace Officer Program	2,035,091	1,838,310	(196,781)	90.3%
Total 45 - COMMUNITY PEACE OFFICER PROGRAM	2,035,091	1,838,310	(196,781)	90.3%
Total Expenses	162,868,435	145,198,837	(17,669,598)	89.2%
Net Surplus/(Deficit)	(13,850,380)	6,262,048	20,112,428	-45.2%

2021 Q4 Actuals	2022 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
-	165,327	165,327	0.0%	Budget: Positions were not staffed until midway through the year.
-	165,327	165,327	0.0%	
633,184	772,808	139,624	22.1%	Budget: Did not take as much training as thought, some projects were moved to 2023, promo inventory coding corrected, brochures for departments were not completed. Total budget reduced in 2023 by \$78k.
633,184	772,808	139,624	22.1%	
687,790	1,838,310	1,150,520	167.3%	Budget: Largest variance in salaries and benefits (\$81k), some savings in training (\$15k) due to timing of hiring CPO, Police Funding (\$24k) less than budgeted, no costs for software licensing (\$31k).
687,790	1,838,310	1,150,520	167.3%	
164,064,245	145,198,837	(18,865,409)	-11.5%	
(12,798,801)	6,262,048	19,060,849	-148.9%	



**MD OF GREENVIEW NO. 16
Q4 PRELIMINARY REPORTING
CAPITAL BUDGET VARIANCE
ENDING DECEMBER 31ST, 2022 (UNAUDITED)**

Project ID	Description	Approved Budget	Amended Budget	Actuals	\$ Variance	% of Budget	Notes
CAO & Corporate Services							
CM21002	Grande Cache Digital Sign	\$ -	\$ 128,692	\$ 86,002	\$ 42,691	66.8%	Complete
CS22001	Software Replacement Project 2022-2024	-	1,365,000	473,021	891,979	34.7%	Continuing to 2023 & 2024
Total CAO & Corporate Services		-	1,493,692	559,022	934,670	37.4%	
Information Systems							
IT22001	Host Server and SAN Cluster	120,000	120,000	-	120,000	0.0%	Complete
IT22004	Nutanix Server Upgrade	1,000,000	1,000,000	775,612	224,388	77.6%	Complete
IT22005	Desk Side Phone System	35,000	35,000	33,832	1,168	96.7%	Complete
Total Information Systems		1,155,000	1,155,000	809,445	345,555	70.1%	
Health & Safety							
HS22001	Truck replacement A133	58,000	57,400	57,150	250	99.6%	Complete
Total Health & Safety		58,000	57,400	57,150	250	99.6%	
Road Construction							
RD18008	Range Road 64 (TWP 700 to TWP 694)	1,844,714	1,844,714	1,580,588	264,126	85.7%	Substantially complete and in use in 2022. There will be some post construction costs so the remaining budget will be carried forward to 2023.
RD20001	RR 205/210-8 Mile Road	350,000	350,000	-	350,000	0.0%	Received the preliminary engineering report and reviewing options. This will be carried forward to 2023.
RD20008	TWP 692 - Grovedale Industry Road West of 666	1,513,696	1,513,696	1,162,799	350,898	76.8%	Winter shut down caused delay. Will be a carried forward to 2023.
RD21001	FTR Phase 5	2,159,003	2,159,003	1,004,515	1,154,488	46.5%	Substantially complete and in use in 2022. There will be some post construction costs so the remaining budget will be carried forward to 2023.
RD22001	FTR Phase 6	733,000	733,000	82,347	650,653	11.2%	Design work completed in 2022 with construction to start in 2023.
RD22002	Block Funding - Roads	2,000,000	2,000,000	400,426	1,599,574	20.0%	Block funding: 1 - Approaches \$267,833 2 - Rear Portion of I&E Paving \$132,593
RD22003	Forestry Trunk Road Improvements	850,000	850,000	134,807	715,193	15.9%	Complete

Project ID	Description	Approved Budget	Amended Budget	Actuals	\$ Variance	% of Budget	Notes
RD22005	Township Road 722 (West of H:49 to Rge Rd 230)	238,000	-	-	-	n/a	Canceled via Motion 22.06.319
RD22006	RV Dumping Access	250,000	250,000	57,081	192,919	22.8%	Design was completed and land was purchased in 2022. Construction will be completed in 2023.
RD22007	Land Acquisitions	-	-	79,038	(79,038)	n/a	Originally budgeted in the operating budget but land is capital under out TCA policy
Total Road Construction		9,938,413	9,700,413	4,501,600	5,198,813	46.4%	
Bridges							
BF72012	Sturgeon Creek Bridge	85,000	85,000	61,721	23,279	72.6%	Design work completed in 2022 with construction to start in 2027.
BF76902	Tributary to Clouston Creek	390,000	542,111	352,793	189,318	65.1%	Contractor delays resulted in this to be carried forward to 2023.
BF77159	Asplund Creek	45,000	45,000	44,243	757	98.3%	Design work completed in 2022 with construction to start in 2027.
BF77244	Tributary to Sweathouse Creek	600,000	600,000	82,669	517,331	13.8%	Contractor delays resulted in this to be carried forward to 2023.
BF77259	Tributary to Sweathouse Creek	45,000	45,000	44,088	912	98.0%	Design work completed in 2022 with construction to start in 2027.
BF77976	Boulder Creek	750,000	862,338	774,422	87,916	89.8%	Complete.
BF78147	Tributary to Smoky River	45,000	45,000	43,817	1,183	97.4%	Design work completed in 2022 with construction to start in 2024.
Total Bridges		1,960,000	2,224,449	1,403,753	820,696	63.1%	
Surfacing & Drainage							
PV22001	Range Road 251 South	1,000,000	1,000,000	925,398	74,602	92.5%	Substantially complete and in use in 2022. There will be some post construction costs so the remaining budget will be carried forward to 2023.
PV22002	Twp 701A Overlay (SH 666 to Rge Rd 73)	3,200,000	3,200,000	2,117,901	1,082,099	66.2%	Substantially complete and in use in 2022. There will be some post construction costs so the remaining budget will be carried forward to 2023.
PV22003	Rge Rd 230 (South of Hwy 43 to Twp Rd 700)	3,920,000	3,920,000	28,547	3,891,453	0.7%	Design completed in 2022, construction to occur in 2023.
PV22004	Phase 6 Sidewalks and Driveways Grande Cache	845,000	1,012,135	913,262	98,874	90.2%	Substantially complete and in use in 2022. There will be some post construction costs so the remaining budget will be carried forward to 2023.
PV22005	I&P Facilities Paving	100,000	100,000	136,432	(36,432)	136.4%	Complete

Project ID	Description	Approved Budget	Amended Budget	Actuals	\$ Variance	% of Budget	Notes
PV22006	Grande Cache Pathway Project	-	620,000	460,878	159,122	74.3%	Substantially complete and in use in 2022. There will be some post construction costs so the remaining budget will be carried forward to 2023.
DR22001	Wilson Drainage	360,000	360,000	-	360,000	0.0%	Complete
DR22002	DeBolt Stabilization Phase 1	50,000	50,000	42,785	7,215	85.6%	Complete
Total Surfacing & Drainage		9,475,000	10,262,135	4,625,202	5,636,933	45.1%	
Environmental Services							
ES21001	1/2 Ton Truck Replacement A197	-	47,200	45,637	1,563	96.7%	Complete
ES22001	GC Skid Steer & Attachments	95,000	118,665	120,589	(1,924)	101.6%	Complete
ES22002	Insurance Truck A250	-	-	57,420	(57,420)	n/a	Complete. Funded through insurance proceeds.
Total Environmental Services		95,000	165,865	223,646	(57,782)	134.8%	
Water Distribution							
WD15002	Grovedale Water Treatment Plant Upgrade	2,445,005	2,251,748	317,725	1,934,023	14.1%	Substantially complete and in use in 2022. There will be some post construction costs so the remaining budget will be carried forward to 2023.
WD16004	Landry Heights Water Distribution System	100,000	120,000	185,794	(65,794)	154.8%	Complete
WD17002	SCADA Upgrades - WTP & WP	100,000	100,000	47,416	52,584	47.4%	Waiting on final report. This will be carried forward to 2023.
WD17009	Grovedale Water Distribution System	120,000	120,000	105,613	14,387	88.0%	Complete
WD19003	Grande Cache Raw Waterline Intake Upgrade	110,000	180,000	63,797	116,203	35.4%	Complete
WD19004	Grande Cache Water Treatment Plant	1,330,000	1,322,505	175,085	1,147,420	13.2%	Postponed to 2024
WD20005	Valleyview Rural Waterline Extension	500,000	500,000	40,472	459,528	8.1%	No direction at this time. Complete
WD21001	Sunset House Water	150,000	170,000	36,204	133,796	21.3%	Complete for 2022. Council gave direction to monitor current service level.
WD22002	SCADA Upgrades - WTP & WP	100,000	200,000	38,300	161,700	19.2%	Materials were ordered in 2022, will be carried forward to 2023.
WD22004	Grande Cache Master plan	607,390	1,101,423	1,004,150	97,273	91.2%	Received preliminary report in 2022, will be carried forward to 2023.
WD22005	Water & Sewer Extension - Memorial Drive	-	100,000	593	99,408	0.6%	Continuing to 2023
WD22006	Muskeg Seepee Water Well	75,000	75,000	64,420	10,580	85.9%	Another well will need to be drilled. Being brought back to Council as part of the 2023 budget for more funding.
Total Water Distribution		5,637,395	6,240,676	2,079,568	4,161,108	33.3%	

Project ID	Description	Approved Budget	Amended Budget	Actuals	\$ Variance	% of Budget	Notes
Wastewater							
WW17001	Grovedale Collection System	25,000	25,000	9,000	16,000	36.0%	Complete
WW17002	Grovedale Evaporative Lagoon Decommissioning	700,000	700,000	162,784	537,216	23.3%	Reclamation to be completed in 2023
WW19001	Grovedale Floating Liner	100,000	162,285	115,787	46,498	71.3%	Continuing to 2023
WW19002	Grande Cache Sewage Treatment Plant	10,500,000	10,211,092	693,982	9,517,110	6.8%	Continuing to 2023
WW20005	DeBolt Lift Station Forcemain Upgrades	1,544,500	1,544,500	1,048,912	495,588	67.9%	Substantially complete and in use in 2022. There will be some post construction costs so the remaining budget will be carried forward to 2023.
WW21001	Ridgevalley Lagoon Expansion	250,000	250,000	26,685	223,315	10.7%	Continuing to 2023
WW22001	SCADA - LS Remote Operations	100,000	-	-	-	n/a	Project cancelled
WW22004	Shoring purchase	25,000	25,000	24,706	294	98.8%	Complete
Total Wastewater		13,244,500	12,917,877	2,081,858	10,836,020	16.1%	
Solid Waste							
SW19004	Grande Cache Landfill & Recycling Land Purchase	65,000	65,000	-	65,000	0.0%	Continuing to 2023
SW20001	GC Transfer Station Development	100,000	90,059	21,259	68,800	23.6%	Continuing to 2025
SW22001	Roll off bin replacement	40,000	40,000	31,168	8,832	77.9%	Complete
SW22002	GC Bin Replacement	10,000	10,000	8,153	1,847	81.5%	Complete
SW22003	West Yellowhead Regional Management Authority	300,000	300,000	-	300,000	0.0%	Agreement signed in early 2023.
SW22004	ADDITION - GC Landfill Groundwater Monitoring Well	134,000	134,000	54,993	79,007	41.0%	Complete
Total Solid Waste		649,000	639,059	115,572	523,487	18.1%	
Operations Vehicles & Equipment							
OP22001	Street Sweeper GC	365,000	365,000	-	365,000	0.0%	Delivered in early 2023 so will be carried forward.
OP22002	Skidsteer Lease Buyout - GC SKID10	30,000	30,000	31,239	(1,239)	104.1%	Complete
OP22003	Loader Replacement - Valleyview	375,000	375,000	379,950	(4,950)	101.3%	Complete
OP22005	Trench Roller	50,000	50,000	48,016	1,984	96.0%	Complete
OP22006	Insurance Replacement Truck A286	-	-	48,718	(48,718)	n/a	Insurance proceeds for A286 were received and recognized in 2021. They were recorded in the unrestricted surplus. The new unit will be funded from there in 2022, so the net impact will be \$0.
Total Operations Vehicles & Equipment		820,000	820,000	507,924	312,076	61.9%	

Project ID	Description	Approved Budget	Amended Budget	Actuals	\$ Variance	% of Budget	Notes
Facilities Maintenance							
FM20004	I&P New Building	-	-	9,760	(9,760)	n/a	Construction of upstairs offices
FM20013	DeBolt PSB Addition	435,000	894,170	924,771	(30,601)	103.4%	Wasn't complete and didn't take occupancy until early January.
FM21001	Used Scissor Lift for Valleyview	18,000	18,000	17,500	500	97.2%	Complete
FM21006	1/2 Ton Truck A232	-	47,200	45,637	1,563	96.7%	Complete
FM21008	Security Improvement 5 Year Plan	242,200	242,200	162,293	79,907	67.0%	Work remaining on the Grovedale Maintenance Shop fencing and FCSS reception will carry forward to 2023.
FM22001	Skid Steer Broom Replacement	12,000	12,000	-	12,000	0.0%	Will be carried forward to 2023. Will arrive mid June 2023 due to supply chain issues.
FM22002	Tractor Replacement T21	38,000	38,000	39,329	(1,329)	103.5%	Complete
FM22003	CO & N2O Monitoring Equipment MD Shops	60,000	60,000	60,301	(301)	100.5%	Work continued into January to finish this project.
FM22004	Zero Turn Replacement	10,000	10,000	8,981	1,019	89.8%	Complete
FM22005	Sunset House Community Hall Roof	65,000	65,000	52,918	12,082	81.4%	Complete
FM22006	Upgrade and standardize all the community Fire Station Pump	20,000	20,000	-	20,000	0.0%	Project modified and will be completed in 2023
FM22007	Renovations to FM/Enviro Building	40,000	40,000	-	40,000	0.0%	Complete. Work done in 2022 did not meet requirements to be capitalized so was transferred to operations.
FM22008	New Operations Shop in Grande Cache	50,000	196,790	35,610	161,180	18.1%	Construction estimated to start in 2024
FM22009	GRM Emergency Generator	175,000	175,000	-	175,000	0.0%	Generator ordered, will be installed in 2023.
FM22011	Hotsy I&P Shop	23,000	23,000	14,450	8,550	62.8%	Complete
FM22012	Grovedale OPS Building Renovation	-	-	37,635	(37,635)	n/a	Complete. Construction of offices
Total Facilities Maintenance		1,188,200	1,841,360	1,409,186	432,174	76.5%	
Community Services							
CP22003	Fibre Optics Installation MOTION 22.03.125	9,050	9,050	9,050	-	100.0%	Complete
CP22004	VV Airport Runway	255,000	255,000	-	255,000	0.0%	Council approved payment in Q4 2022
CP22005	Fox Creek Greenview Multiplex Renovation Project		2,416,109	-	2,416,109	0.0%	Anticipated to be completed in spring 2023 so will be carried forward.
Total Community Services		264,050	2,680,159	9,050	2,671,109	0.3%	

Project ID	Description	Approved Budget	Amended Budget	Actuals	\$ Variance	% of Budget	Notes
Greenview Industrial Gateway							
GI22001	Greenview Industrial Gateway - Legal Fees	200,000	200,000	146,635	53,365	73.3%	Will be a carryover to 2023
GI22002	Greenview Industrial Gateway - Professional Planner	175,000	175,000	-	175,000	0.0%	
GI22003	GI2 Professional Services - Engineering	1,724,000	1,724,000	750,109	973,891	43.5%	Will be a carryover to 2023
GI22004	Greenview Industrial Gateway - Road	3,100,000	3,100,000	702,165	2,397,835	22.7%	Brought to Council for tender in Q3, will continue into 2023.
GI22005	Greenview Industrial Gateway - Land Purchase	2,500,000	2,500,000	192,429	2,307,571	7.7%	Land purchased in March 2023, will be carried forward.
Total Greenview Industrial Gateway		7,699,000	7,699,000	1,791,338	5,907,662	23.3%	
Economic Development							
ED21001	Greenview Electric Car Charging Stations	60,000	60,000	-	60,000	0.0%	Status pending Council recommendation
ED21002	Tourism Centre Exhibits & Interactive Features	72,000	68,994	36,750	32,244	53.3%	Supplier unable to provide the completed display, will be carried forward to 2023.
ED22001	Fiber Optics	6,000,000	6,000,000	-	6,000,000	0.0%	Cancelled in the 2023 budget deliberations
ED22002	Replacement Vehicle- SUV	42,000	46,452	46,452		100.0%	Complete
ED22003	Bird's Eye Park Gazebo - Historical Monument	7,000	7,000	6,000	1,000	85.7%	Complete
ED22004	Mural Roofs and Lighting at Bird's Eye Park	20,000	20,000	-	20,000	0.0%	Will be a carry over to 2023
Total Economic Development		6,201,000	6,202,446	89,202	6,113,244	1.4%	
Recreation							
RE19007	Grande Cache Ball Diamond Upgrades	105,000	105,000	104,577	423	99.6%	Complete
RE19008	Grande Cache Municipal Campground	25,000	25,000	-	25,000	0.0%	Cancelled
RE20002	Curling Rink Retaining Wall	35,575	35,575	17,263	18,312	48.5%	Complete
RE21002	Little Smoky Recreation Area	116,782	111,895	102,041	9,854	91.2%	The remaining work is landscaping and hazardous tree removal. Will be carried forward to 2023.
RE21007	Community Facility	2,041,575	1,994,325	47,875	1,946,450	2.4%	Will carry over to 2023
RE21008	Heat & Power Generation System	246,325	246,325	321,710	(75,385)	130.6%	95% complete, finalizing work on contingency items. Received Climate Change Action Centre rebate payment.
RE22002	Johnson Park	150,000	150,000	142,488	7,512	95.0%	Complete
RE22003	Victor Lake Recreation Enhancements	50,000	50,000	-	50,000	0.0%	Will be carried forward to 2023.
RE22004	Fitness Equipment GRM	35,000	35,000	31,985	3,015	91.4%	Complete
RE22005	GRM Sound Baffles	50,000	50,000	45,285	4,715	90.6%	Complete
RE22006	Fitness Centre Equipment Enhancement	25,000	25,000	25,487	(487)	101.9%	Complete
RE22007	Event Stage	10,000	10,000	8,458	1,542	84.6%	Complete
RE22008	Shuttler Flats	75,000	75,000	46,265	28,735	61.7%	Will be carried forward to 2023.
RE22009	Skid Steer Blade	4,500	4,500	-	4,500	0.0%	Complete
RE22010	Camera	5,000	5,000	-	5,000	0.0%	Complete
Total Recreation		2,974,757	2,922,620	893,435	2,029,185	30.6%	

Project ID	Description	Approved Budget	Amended Budget	Actuals	\$ Variance	% of Budget	Notes
Protective Services							
PS21003	GC Fire Training Center	-	60,341	39,972	20,369	66.2%	Contract signed and projected completion date is still end of October. Will be carried forward to 2023.
PS22001	New UTV	50,000	50,000	47,675	2,325	95.3%	Complete
PS22002	Kenwood Radios	42,000	42,000	38,697	3,303	92.1%	Complete
Total Protective Services		92,000	152,341	126,344	25,997	82.9%	
Agricultural Services							
AG21001	3 Pt Hitch reclamation Seeder (new)	13,500	13,500	13,833	(333)	102.5%	Complete
AG22001	Grain Vacuum Replacement (ASB0008)	36,500	36,500	36,500	-	100.0%	Complete
AG22002	Skid Mount Sprayer	10,000	10,000	9,845	156	98.4%	Complete
AG22003	Heavy Disc 14 Ft. DISC1 (replacement)	39,800	39,800	39,712	88	99.8%	Complete
AG22004	Skid Mount Sprayer - Grovedale	10,000	10,000	9,845	156	98.4%	Complete
AG22005	Fertilizer Spreader New	40,900	40,900	40,900	-	100.0%	Complete
AG22006	1/2 Ton Truck Replacement A109	57,500	57,500	52,332	5,168	91.0%	Complete
AG22007	Tree Planter/Transplanter	10,000	10,000	5,608	4,392	56.1%	Complete
AG22008	Plastic Mulch Applicator	15,000	15,000	6,270	8,730	41.8%	Complete
Total Agricultural Services		233,200	233,200	214,844	18,356	92.1%	
CPO Program							
PO22001	2022 Chevrolet Tahoe PPV	120,000	120,000	122,454	(2,454)	102.0%	Complete
PO22002	New Side by Side Grande Cache	37,500	37,500	35,409	2,091	94.4%	Complete
PO22003	New Side by Side - Grovedale	37,500	37,500	35,409	2,091	94.4%	Complete
PO22004	New Snow Machine	21,000	21,000	-	21,000	0.0%	Will be carried over to 2023, delivered in Q1 2023.
Total CPO Program		216,000	216,000	193,272	22,728	89.5%	
Total Capital Projects		\$ 61,900,515	\$ 67,623,693	\$ 21,691,411	\$ 45,932,282	32.1%	

Title: Financial Reporting

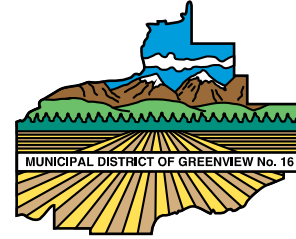
Policy No: 1500

Effective Date: February 8, 2022

Motion Number: 22.02.68

Supersedes Policy No: NONE

Review Date: February 8, 2025



Purpose: This policy outlines financial reporting requirements for Greenview. Administration will provide Council with quarterly financial reports in order to promote stewardship of Greenview resources, to support decision-making, and to provide transparent communication to the public.

1. DEFINITIONS

- 1.1. **Act** means the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26 and any amendments.
- 1.2. **Capital Budget** means the approved budget for the current year covering purchases of tangible capital assets.
- 1.3. **Council** means the Reeve and Councillors of the Municipal District of Greenview No. 16 duly elected pursuant to the provisions of the Local Authorities Election Act, R.S.A 2000, Chapter L-21, and who are eligible to hold office under the terms of the Municipal Government Act, R.S.A 2000, Chapter M-26.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **Operating Budget** means the approved budget for the current year covering annual operating expenditures such as wages, supplies, equipment, etc.
- 1.6. **Restricted Surplus** means amounts Council has designated towards a specific purpose.
- 1.7. **Restricted Surplus Report** means a report on restricted surplus balances and will include balance forwards from prior years, estimated reductions and estimated increases in the current year.
- 1.8. **Variance Report** means a report showing the budgeted amounts, actual amounts and the difference between the two reported as both dollar and percentage variances.

2. POLICY STATEMENT

- 2.1 Council must be made aware of certain aspects of the financial operations of Greenview as often as Council directs in accordance with the Act.

- 2.2 Council should be made aware of other aspects respecting the financial position of Greenview on a regular basis.

3. PROCEDURE

- 3.1. Variance reports on the Operating Budget shall be provided to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, September, and December and will report on year to date information for those period end dates. Financial information provided will be on a summarized basis by department.
- 3.2. Variance reports on the Capital Budget shall be provided to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, September, and December and will report on year to date information for those period end dates. Financial information provided will be on a summarized basis by department.
- 3.3. A Restricted Surplus report shall be provided to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, September, and December and will report on year to date information on those periods.
- 3.4. December quarter-end reports will be preliminary as year end reports will not be complete.
- 3.5. Audited Financial Statements for the year will be presented by the Auditor to Council following the completion of the annual audit, normally in April of the year following the year for which the audit has been prepared.

4. COUNCIL RESPONSIBILITIES

- 4.1 Council will review the reports as presented to ensure a general familiarity with the financial information provided.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1 Administration shall prepare the reports and respond to any questions on the information contained in the reports.



REQUEST FOR DECISION

SUBJECT:	Policy 6302 – Roadside Vegetation Management		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 28, 2023	CAO: SW	MANAGER: SK
DEPARTMENT:	AGRICULTURE	DIR: MH	PRESENTER: SK
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Weed Control Act, R.S.A. 2008 (Chapter W-5.1), Weed Control Regulation 19/2010, Alberta Environment Protection and Enhancement Act R.S.A. 2000 (Chapter E-12), Environmental Code of Practice for Pesticides, May 12, 2010.

Council Bylaw/Policy (cite) – Policy 6302 – Roadside Vegetation Management

RECOMMENDED ACTION:

MOTION: That Council accept Policy 6302 “Roadside Vegetation Management”, as presented.

MOTION: That Council repeal Policy 6317 “Spray Exemptions” and Policy 6302-1 “Roadside Vegetation Management Procedure”.

BACKGROUND/PROPOSAL:

Administration reviewed Policy 6302: Roadside Vegetation Management. Prior to this, the policy and related procedure had not been reviewed since 2014. The policy was amended to include definitions and to incorporate the separate procedure into the policy body. Other amendments provide more robust direction, clearly delineating the purpose of the policy, and the responsibilities of Administration and Council pertaining to the Weed Control Act and Greenview’s responsibilities regarding roadside vegetation management.

Within the Policy 6302 draft, Administration incorporated Policy 6317 and proposed a continuous enrollment period into the Spray Exemption Program, managed through GIS to detect when a land parcel has changed hands, and removing the parcel from the program at that time. The changes will also require inspection of all rights-of-way adjacent to properties within the Spray Exemption Program be completed after July 15th to ensure control has taken place. Should inspected properties not meet their obligations defined in the agreement, they would be removed from the program and control would be carried out by Greenview.

Administration is also recommending rescinding Policy 6317 Spray Exemptions and Policy 6302-01 Roadside Vegetation Management Procedure as these will not be required with the recommended amended Policy 6302 Roadside Vegetation Management, which addresses all the required information.

On February 10, 2022, Administration presented Policy 6302 revisions to the Agricultural Service Board, which made the following motions:

MOTION: That the Agricultural Service Board recommend that the Policy Review Committee accept the amended Policy 6302 Roadside Vegetation Management, with the following changes;

- *3.1.D include; possible use of herbicide at the Manager, Agricultural Services discretion.*

MOTION: That the Agricultural Service Board recommend Council rescind Policy 6302-01 Roadside Vegetation Management Procedure and Policy 6317 Spray Exemptions.

After consideration, the Policy Review Committee made the following motion:

4.5 "Roadside Vegetation Management"

MOTION: 22.03.101: That the Policy Review Committee recommended Council approve Policy 6302 "Roadside Vegetation Management" as amended.

- *5.5 Natural environment and remain cost effective*
- *Consistent use of Greenview and municipality*
- *3.3 Greenview*

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of the Council following the recommended actions is that the combination of the policies will effectively communicate the required information for all applicable topics into one source policy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: The alternative to the recommended motion would be leaving Policy 6302-01 and Policy 6317 separate, however, this is not recommended.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If the recommended action is approved, Administration will take final steps to carry out Councils wishes.

ATTACHMENT(S):

- Policy 6302- Roadside Vegetation Management -Current
- Policy 6302-01 Roadside Vegetation Management Procedure – Current
- Policy 6317 – Spray Exemptions - Current
- Policy 6302 Roadside Vegetation Management - Draft

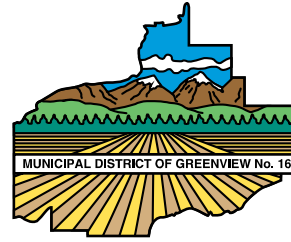
Title: ROADSIDE VEGETATION MANAGEMENT

Policy No: 6302

Approval: Council

Effective Date: February 25, 2014

Supersedes Policy No: AG 06



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: Greenview believes that it is beneficial for the district to implement measures to prevent the establishment of, and control the spread of, invasive plant species and undesirable vegetation along municipal road rights-of-way and municipally controlled land.

Purpose: To abate the spread of Noxious and Prohibited Noxious weeds within district road right-of-ways and district controlled land.

Principles:

1. Efficient and cost-effective measures will be used to strive to eradicate Prohibited Noxious weeds and to control noxious weeds within district road right-of-ways and district controlled land.
2. Measures used to control and eradicate weeds pursuant to this policy shall minimize the potential for negative impacts on the natural environment.
3. Greenview's roadside vegetation management program will strive to undertake such action as required, and as often as resources allow, to eradicate prohibited noxious weeds and control noxious weeds within district road right-of-ways and district controlled land.

Approved: 14.02.99



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: ROADSIDE VEGETATION MANAGEMENT

Procedure No: 6302-01

Approval: CAO

Effective Date: February 25, 2014

Supersedes Procedure No: AG 06

1. Definitions

- 1.1. Eradicate means "destroy all parts of the plant, and render reproductive parts of the plant non-viable.
- 1.2. Control means "inhibit the growth or spread of the plant.
- 1.3. Noxious Weeds and Prohibited Noxious Weeds are as defined, and include all those weeds identified, under the *Weed Control Act* of Alberta (RSA 2008/W-5.1) and the *Weed Control Regulation* (19/2010), as amended from time to time. As well, Noxious Weeds and Prohibited Noxious Weeds shall include invasive plant species which have been elevated in status by municipal bylaw.

2. Responsibilities

- 2.1. Manager of Agricultural Services:
 - 2.1.1. Coordinate with other municipal departments to develop and implement a brush control program; however, the Greenview vegetation management program shall have priority over brush control.
 - 2.1.2. To notify the public and beekeepers of the program through advertising.
- 2.2. Vegetation Management Program Staff:
 - 2.2.1. Take active measures to control undesirable vegetation including, but not limited to, woody species and tall broadleaf vegetation, which represents a sightline infringement and potential motorist safety hazard, or which may harbour crop diseases or pests, or which may serve as a wildlife attractant, or which may compromise municipal infrastructure along municipal road rights-of-way.

- 2.2.2. Utilize integrated pest management strategies to control undesirable vegetation; however, selected control methods shall be determined by physiological and biological characteristics of the plants, with due consideration for cost-effectiveness and efficiency of control, and may include the application of industrial class herbicides.
- 2.2.3. Undertake all activities, including herbicide applications, in compliance with the *Alberta Environmental Protection and Enhancement Act* Code of Practice for Pesticide Applications, and conform to the guidelines of the *Industrial Vegetation Management Association of Alberta* Industry Standards and Good Practices.
- 2.3. Adjacent Landowners:
 - 2.3.1. May enter into an agreement with Greenview to exempt their properties from herbicide applications for noxious and prohibited noxious weed and/or brush and tall vegetation control.
 - 2.3.2. Upon completion and execution of appropriate documentation, herbicide may be applied up to and into the edge of private land which is adjacent to district road rights-of-way and district controlled lands; however this shall only be permitted if providing this service does not negatively impact the core vegetation management programs of Greenview.

3. General Provisions

- 3.1. This program shall include road rights-of-way and other district controlled lands.
- 3.2. Herbicide applications shall be withdrawn adjacent to land exempted under this procedure, or adjacent to open bodies of water as defined and restricted under the *Alberta Environmental Protection and Enhancement Act*.
- 3.3. Herbicide applications adjacent to sensitive areas including residences, dugout, beehives, borrow pits and shelterbelts shall be limited to single stem or handgun spot treatments unless sensitive areas are located at a distance equal to or greater than 100 meters from the road right-of-way, or are protected by natural brush to a distance equal to or greater than 50 meters.

End of Procedure

Approved: 14.02.100

Title: Spray Exemptions

Policy No: 6317

Effective Date: June 24, 2019

Motion Number: 19.06.504

Supersedes Policy No: AG 13

Review Date: June 24, 2022



Purpose: Greenview recognizes that there may be valid reasons for landowners and rural residents to request that herbicide applications not be performed on or adjacent to their property. As a service to landowners, the spray exemption program allows concerned landowners an opportunity to request that roadsides adjacent to their property be exempt from herbicide applications, while ensuring invasive species control along municipal road rights-of-way (ROW), as required by the Weed Control Act of Alberta (RSA 2008 W5.1) and the Weed Control Regulation (AR 19/2010) is maintained.

DEFINITIONS

Registered Land Owner means the Person or Persons to whom the land title is registered to.

Authorized Agent means the person or persons to whom the registered land owner has authorized to act on their behalf through a contractual agreement.

Noxious Weeds means a plant designated in accordance with the regulations as a noxious weed and includes the plant's seeds; Control to inhibit the growth or spread.

Prohibited Noxious Weeds means a plant designated in accordance with the regulations as a prohibited noxious weed and includes the plant's seeds; destroy to kill all growing parts or to render reproductive mechanisms non-viable.

POLICY

1. Annually, prior to the commencement of spray season, Greenview will advertise the municipality's intention to conduct invasive species (weeds) control activities on municipal properties and along municipal road right-of-way's (ROWs), using measures that may include: mechanical, cultural, or herbicide applications.
2. The registered landowner (or authorized agent) may, prior to the advertised application deadlines, request an exemption from herbicide applications to the road ROW that is adjacent to their property. Eligibility for an Exemption Agreement will be at the discretion of the Manager of Agriculture Services.
3. Consideration for an exemption will be provided to only those landowners who annually enter into a Spray Exemption Agreement whereby the landowner commits to adequately perform acceptable measures to control Noxious and Prohibited Noxious weeds, and/or brush on the entire roadside area for which the spray exemption is requested.

Policy No: 6317

4. Only the registered landowner of the property will qualify for a Spray Exemption Agreement and accept responsibility for maintenance of the roadside ROW adjacent to the property listed in the Agreement.
5. If, at any time it is determined by Agriculture Services personnel that roadsides under a Spray Exemption Agreement require remedial vegetation control measures due to the proliferation of Noxious Weeds, Prohibited Noxious Weeds, or Brush, the terms of the agreement will be deemed to have been breached and the agreement will become null and void for that calendar year. Greenview Agriculture Services will take immediate action to rectify the situation, which may include herbicide applications. In the event of a default of the Spray Exemption Agreement. No exemption will be granted for that property in the subsequent calendar year.

PROCEDURE

1. The registered landowner will enter into a separate Spray Exemption Agreement for each parcel of land for which a Spray Exemption is requested.
2. Eligible Agreement holders will be responsible for ensuring that signage, which will be supplied by Greenview is posted in accordance with the directions on the Spray Exemption Agreement and remains clearly visible from the roadway at all times (first pair of signs is free).
3. Replacement signs (for lost, damaged or destroyed signs) have a charge per signs as per the Schedule of Fees and Charges.

APPENDIX

List of Designated Prohibited Noxious and Noxious Weeds in Alberta (AR 19/2010)

List of Designated Prohibited Noxious Weeds in Alberta (AR 19/2010)

1 The following plants are designated as prohibited noxious weeds in Alberta:

autumn olive — *Elaeagnus umbellata* Thunb.
 balsam, Himalayan — *Impatiens glandulifera* Royle
 barberry, common — *Berberis vulgaris* L.
 bartsia, red — *Odontites vernus* (Bellardi) Dumort
 buckthorn, common — *Rhamnus cathartica* L.
 cinquefoil, sulphur — *Potentilla recta* L.
 crupina, common — *Crupina vulgaris* Pers. ex Cass.
 dyer's woad — *Isatis tinctoria* L.
 Eurasian water milfoil — *Myriophyllum spicatum* L.
 flowering rush — *Butomus umbellatus* L.
 garlic mustard — *Alliaria petiolata* (M. Bieb.) Cavara & Grande
 goatgrass, jointed — *Aegilops cylindrica* Host
 hawkweed, meadow — *Pilosella caespitosa* Dumort.
 hawkweed, mouse-ear — *Pilosella officinarum* L.
 hawkweed, orange — *Pilosella aurantiaca* L.
 hoary alyssum — *Berteroa incana* (L.) DC.
 hogweed, giant — *Heracleum mantegazzianum* Sommier & Levier
 iris, pale yellow — *Iris pseudacorus* L.
 knapweed, bighead — *Centaurea macrocephala* Puschk. ex Willd.
 knapweed, black — *Centaurea nigra* L.
 knapweed, brown — *Centaurea jacea* L.
 knapweed, diffuse — *Centaurea diffusa* Lam.
 knapweed, hybrid — *Centaurea × psammogena* Gáyer
 knapweed, meadow — *Centaurea × moncktonii* C. E. Britton
 knapweed, Russian — *Rhaponticum repens* (L.) Hidalgo
 knapweed, spotted — *Centaurea stoebe* L. ssp. *micranthos* (Gugler) Hayek
 knapweed, squarrose — *Centaurea virgata* Lam. ssp. *squarrosa* (Willd.) Gugler
 knapweed, Tyrol — *Centaurea nigrescens* Willd.
 knotweed, giant — *Fallopia sachalinensis* (F. Schmidt Petrop.)
 Ronse Decr.
 knotweed, hybrid Japanese — *Fallopia × bohémica* (Chrték & Chrtková) J. P. Bailey
 knotweed, Japanese — *Fallopia japonica* (Houtt.) Ronse Decr.
 loosestrife, purple — *Lythrum salicaria* L.
 medusahead — *Taeniatherum caput-medusae* (L.) Nevski
 nutsedge, yellow — *Cyperus esculentus* L.
 puncturevine — *Tribulus terrestris* L.
 ragwort, tansy — *Jacobaea vulgaris* Gaertn.
 rush skeletonweed — *Chondrilla juncea* L.
 saltcedar — *Tamarix ramosissima* Ledeb.
 saltlover — *Halogeton glomeratus* (M. Bieb.) C.A. Mey.
 St John's-wort, common — *Hypericum perforatum* L.
 starthistle, yellow — *Centaurea solstitialis* L.
 tamarisk, Chinese — *Tamarix chinensis* Lour.
 tamarisk, smallflower — *Tamarix parviflora* DC.
 thistle, marsh — *Cirsium palustre* (L.) Scop.
 thistle, nodding — *Carduus nutans* L.
 thistle, plumeless — *Carduus acanthoides* L.

Title: Roadside Vegetation Management

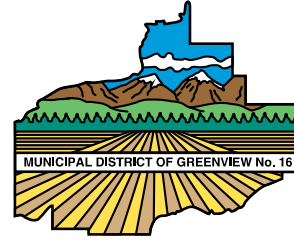
Policy No: 6302

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 6302-1 & 6317

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



Legal References: *Weed Control Act*, R.S.A. 2008 (Chapter W-5.1), *Weed Control Regulation 19/2010*, *Alberta Environment Protection and Enhancement Act*, R.S.A. 2000 (Chapter E-12), *Environmental Code of Practice for Pesticides*, May 12, 2010.

Cross References:
Policy 6303: Weed Control
Bylaw 22-894 Designated Noxious Weeds

Purpose: Greenview believes that it is beneficial ~~the municipality~~ to implement measures to prevent the establishment of and control the spread of invasive plant species and undesirable vegetation along ~~municipal~~ **Greenview** road rights-of-way and ~~municipally~~ **Greenview** controlled lands.

1. DEFINITIONS

- 1.1. **Control** means to inhibit the growth or spread of the plant
- 1.2. **Eradicate** means to kill all growing parts of the plant or to render reproductive mechanisms non-viable
- 1.3. **Greenview** means the Municipal District of Greenview No 16.
- 1.4. **Legislated Weed** as defined by the *Weed Control Act* of Alberta (RSA 2008/W-5.1) and any species elevated in status in ~~municipal~~ **Greenview** bylaw, as amended from time to time.
- 1.5. **Registered Landowner** means the Person or Persons to whom the land title is registered to.
- 1.6. **Authorized Agent** means the person or persons to whom the registered Landowner has authorized to act on their behalf through a contractual agreement.

2. POLICY STATEMENT

- 2.1. Greenview shall implement measures to prevent the establishment and control the spread of invasive plant species and undesirable vegetation along municipal road rights-

of-way and municipally controlled land to protect agricultural production, the environment and the local aesthetic.

3. SPRAY EXEMPTIONS

3.1 Greenview recognizes that some Registered Landowners or Authorized Agents may desire an exemption from the roadside herbicide applications and will allow exemptions from the program when the Landowner has agreed to the following conditions:

- A. Those signing the Spray Exemption Agreement are Registered landowners or Authorized Agents, and the contract is signed before May 1 of the calendar year. Agreements signed after this time will be honoured in the subsequent year.
- B. Participants enroll continuously and abide by agreement terms and conditions, including control of legislated weed species by July 15, annually.
- C. Understand Greenview will inspect to ensure control by July 15 annually.
- D. Understand that if vegetation and legislated weed species are not controlled by July 15, Greenview reserves the right to control the vegetation and legislated weed species including the possible use of herbicide at the Manager, Agricultural Services discretion.

3.2. Eligible Agreement holders will be responsible for ensuring that signage, which will be supplied by Greenview, is posted in accordance with the directions on the Spray Exemption Agreement and always remains clearly visible from the roadway (first pair of signs is free).

3.3. Replacement signs (for lost, damaged, or destroyed signs) have a charge per signs as per the Greenview Schedule of Fees.

4. COUNCIL RESPONSIBILITIES

4.1. Annually, Council will set a program budget to ensure program continuity.

5. ADMINISTRATION RESPONSIBILITIES

5.1. Greenview shall ensure that the relevant legislation pertaining to herbicide applications and weed control are followed; *Weed Control Act of Alberta, Alberta Environment Protection and Enhancement Act* and any successor legislation.

5.2. Greenview will establish a vegetation management rotation and prioritize the biological growth of the target plant to maximize the control of legislated weeds and undesirable vegetation in Greenview road allowances.

5.3. Greenview's roadside vegetation management program will strive to undertake such actions as required and as often as resources allow, to eradicate legislated weeds within ~~municipal~~ **Greenview** road rights-of-way and ~~municipal~~ **Greenview** controlled lands. In accordance with Policy 4013, the Manager of Agricultural Services will coordinate with Road Supervisors to ensure the control of invasive species helps in the facilitation of an effective road maintenance program.

- 5.4. Annually, Greenview will advertise the municipality **Greenview**'s intention, location and approximate timeline to conduct vegetation management and weed control activities on ~~municipal~~ **Greenview** properties and right-of-ways. These measures may include but are not limited to mechanical, cultural or chemical control.
- 5.5. Measures used to control and eradicate weeds under this policy shall minimize the potential for negative impacts on the natural environment and **remain** cost-effective.
- 5.6. Greenview shall train, employ, and appoint sufficient staff to conduct control measures.

DRAFT



REQUEST FOR DECISION

SUBJECT: **Policy 7003 “Greenview Logo Use”**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 28, 2023

DEPARTMENT: COMMUNICATIONS

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

MANAGER: SAS

DIR: MAV

PRESENTER: SAS

LEG: SS

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy –

Policy 7001 “Communications”

Policy 1035 “Advertising”

RECOMMENDED ACTION:

MOTION: That Council approve Policy 7003, “Greenview Logo Use,” as presented.

BACKGROUND/PROPOSAL:

As Greenview grows its brands within the region, provincially, and internationally, it is pertinent that the municipality creates a policy on how organizations may use approved Greenview logos. A defined procedure is beneficial as it allows Greenview to convey its expectations to organizations seeking to use municipal logos.

Policy 7003 establishes the standard organizations are expected to follow when using Greenview logos for advertising. This includes references to the Greenview Visual Standards Guide, which provides detailed use of all Greenview logos related to the overall Greenview brand.

On February 28, 2023, the Policy Review Committee suggested the following changes, which were completed.

4.5 “Greenview Logo Use”

Motion: 23.02.192. Moved by: COUNCILLOR DALE SMITH

That the Policy Review Committee recommend Council approve Policy 7003 “Greenview Logo Use” as presented.

- *3.1: Change ‘all’ to ‘internal’; 3.1(A) “All departments must consult with the Communications Department...”*
- *2.2/2.3: ‘We’ to ‘Greenview’*
- *Numbering*

Since the Policy Review Committee, a few changes have been made to the Logo Use Policy 7003. Administration has added section 3.1 and revised 3.2 for additional clarity.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the recommended motion is that it will give Administration a foundation of rules for external Greenview logo use.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may alter or deny the recommended motion; however, this is not recommended as Greenview currently needs a policy governing the external use of Greenview logos.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will implement any applicable amendments and update registries to reflect the revised policy.

ATTACHMENT(S):

- Policy 7003 “Greenview Logo Use” (Draft)
- Greenview Visual Standards Guide

Title: Greenview Logo Use

Policy No: 7003

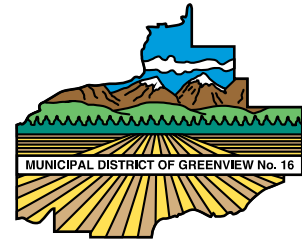
Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: None

Department: Communications and Marketing

Review Date: (3 Years from date approved)



Legal References:

Not applicable

Cross References:

Policy 7001 "Communications"
Policy 1035 "Advertising"
Greenview Logo Request Form
MD of Greenview Visual Standards Guide

Purpose: To regulate and provide a framework to guide the external use of Greenview logos. To protect the integrity of all Greenview logos, organizations, businesses or individuals wishing to use Greenview logos must receive written approval through the Communications Department by completing the "Greenview Logo Request Form."

1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Marketing Materials** means any branded element that contains an approved Greenview logo or brand. Examples include promotional items, flyers, brochures, or apparel.
- 1.3. **Logos** means any approved official Greenview logos. The list includes the following Greenview logos (including any and all iterations); Greenview corporate logo, Greenview Industrial Gateway logo, Economic Development and Tourism logo, Fire-Rescue Service logos, and Enforcement Services logos.

2. POLICY STATEMENT

- 2.1. Greenview's corporate identity is an essential element of its print and digital brand. The consistency of visual standards is imperative to maintain the organization's corporate identity.
- 2.2. Visual standards maintain the integrity associated with the Greenview name. **Greenview We** must retain a clear set of standards to manage Greenview brands as a whole.
- 2.3. **Greenview We** maintains a uniform tone with one common voice of messaging and image. All graphic or typographical elements used in print or digital materials, regardless of size, format, or colour, must maintain a consistent tone according Greenview branding guidelines.
- 2.4. The Visual Standards Guide is a resource for anyone responsible for creating or implementing marketing and communications materials related to Greenview. This ensures consistent and robust application of Greenview's visual expression and helps form its image and profile locally, nationally and internationally.

- A) Greenview's Visual Standards Guide provides details on acceptable uses, acceptable backgrounds, improper use, protected space and minimum size and fonts which must be adhered to.
- B) This guiding document is available on the server for internal users and will be provided for external users.

2.5. The Greenview logo may not be used in print, visual or digital media without prior authorization from Greenview. All individuals, groups, and organizations must be granted written authorization from Greenview to display any Greenview logo in digital or print format from the Greenview Communications department.

2.6. No individual or organization other than Greenview and those authorized by Greenview is permitted to sell any product or regalia incorporating any Greenview logo.

2.7. Consent is required in relation to a sponsorship or grant application, fundraising, and event recognition using any Greenview logo.

2.8. Approval must be obtained for programs or initiatives that Greenview undertakes with another level of government, agency or private organization, either directly or as part of a grant or sponsorship program or intergovernmental initiative.

2.9. If approved to use a Greenview logo, it is the responsibility of the requestor to ensure correct logo use as per the Greenview Visual Standards Guide and with the appropriate level of respect.

- A) Greenview reserves the right to withdraw logo use authorization at any time and without notice.

3. EXEMPTIONS

3.1. **Internal use of Greenview logos by** boards, committees and departments of Greenview shall be exempt from the approval process contained in this policy.

3.2. **All departments using authorized templates and marketing materials shall be exempt once initially approved.**

3.3. Newspapers and other media outlets shall be exempt from the approval process contained in this policy as they pertain to promotional releases directly relating to Greenview.

4. PROCEDURE

4.1. An individual or organization wishing to use a Greenview logo must:

- A) Complete the *Greenview Logo Request Form*
- B) Submit the form to:
Communications, MD of Greenview
PO Box 1079, Valleyview AB, T0H3N0
communications@mdgreenview.ab.ca

4.2. The Communications Department for Greenview will review all requests and approve the application.

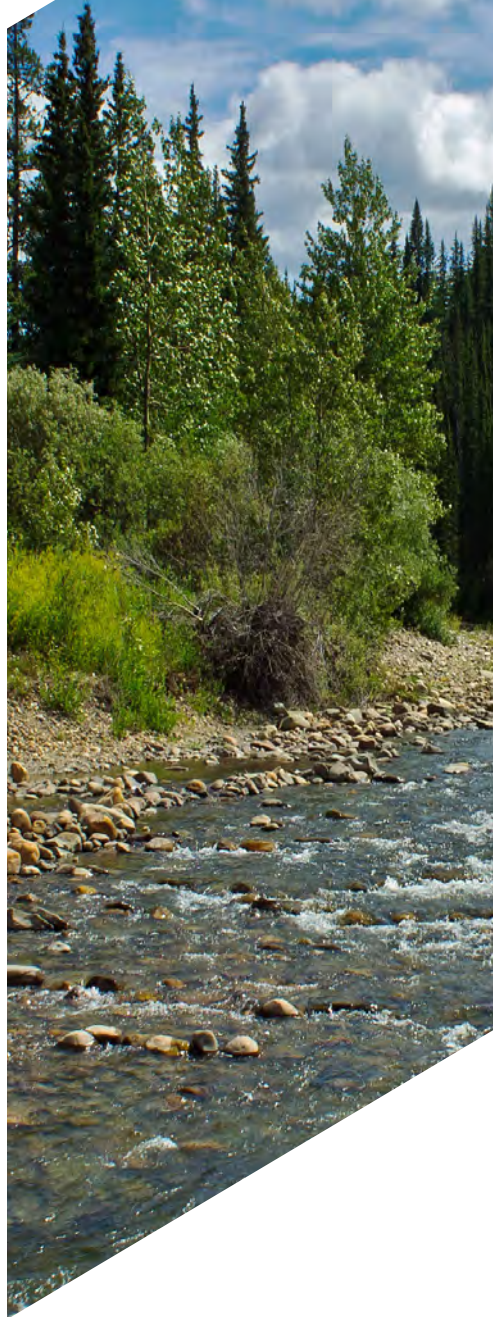
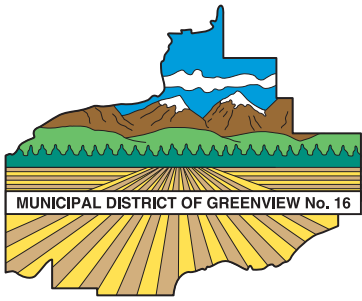
4.3. If approved, a signed copy of the Greenview Logo Request Form will be emailed to you.

4.4. Approval shall be granted on a per project basis and shall include an expiration date.

4.5. Any appeal of the decision made by Greenview shall be made in writing to the Chief Administrative Officer, whose decision shall be final.

4.6. There shall be no cost to use a Greenview logo.

DRAFT



MD OF GREENVIEW VISUAL STANDARDS GUIDE

UPDATED FEBRUARY 2023

VISUAL STANDARDS GUIDE

Greenview Visual Standard guidelines should be flexible enough for designers to be creative, but rigid enough to keep our brand easily recognizable. Consistency is key, especially if you need the brand to extend across multiple media platforms.

For questions or for logo use approval please direct inquiries to:

Communications Department
MD of Greenview
4806 – 36 Avenue
Box 1079, Valleyview, AB T0H 3N0

Phone: 780-524-7600
Toll Free: 1-888-524-7601



www.mdgreenview.ab.ca

Table of Contents

1. Introduction	4
2. About Greenview.....	5
3. Corporate Logo	6
4. Acceptable Versions.....	7
5. Acceptable Backgrounds.....	8
6. Improper Usage	9
7. Protected Space	10
8. Minimum Size	10
9. Logo Colours	11
10. Typeface for Promotions.....	12
11. Document Fonts	13
12. Providing logo outside of company and promotional items	14
13. Email Signatures	15
14. Social Media Icons	16
15. Templates	17
15.1 Letterhead	17
15.2 Business Card	19
15.3 Envelopes	20
16. Other Greenview Logo Style Guidelines	21
16.1 Enforcement Services	22
16.2 Fire-Rescue Service	23
16.3 Greenview Industrial Gateway	24
16.4 MD of Greenview.....	25
16.5 Economic Development & Tourism Brand Guidelines	26
17. MD of Greenview Logo Request Form.....	49

1.

Introduction

WELCOME TO OUR GUIDELINES

INTRODUCTION

Greenview's corporate identity is a very important element of its print & digital image. Consistency of visual standards is imperative to maintain the corporate identity of the organization. Because of its potential for credibility and influence, and the impression it has on its public, a corporate identity could be considered the foundation of all marketing and communications efforts. An identity that is easily recognized and visually appealing is certainly very powerful.

An organization's corporate identity should represent its commitment to quality, its staff, its public and to its own corporate goals. It must make

a memorable impression, one that clearly communicates the organizations mission and philosophy and echoes its significance. A single, consistent message, therefore is key.

Graphic standards brand strategy is the totality of all the visual impressions associated with the Greenview name.

It is important that we maintain a clear set of standards to manage the entire brand of the Municipal District as a whole.

With this, we have a uniform look with one common voice of messaging and image. All the elements that run through all of our materials, no matter

what size, format, or colour, will remain consistent. The Greenview logo and the brand management in this guide create a consistency of uniform, but still allow flexibility, creativity and appropriate parameters for use.

This guide was first developed and approved in September 2013 and edited in January 2020 as a resource for anyone responsible for the creation or implementation of marketing and communications materials related to Greenview. This ensures strong and consistent application of Greenview's visual expression, and helps form its image and profile locally, nationally and internationally.

2. About Greenview

ABOUT GREENVIEW

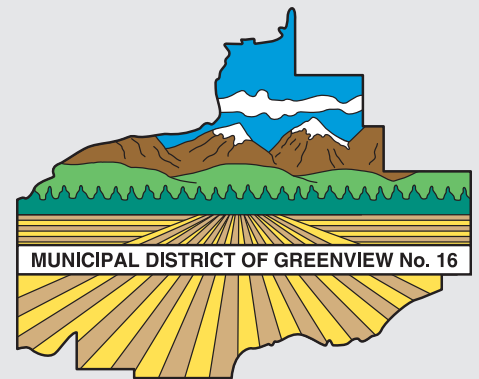
Welcome to the third largest rural municipality in the province, a municipality where landscape, services and the room to stretch combine to provide citizens and visitors with a wide range of business, cultural and recreational activities. “Mountains to Meadows” describes our landscape, but it’s our people that make the difference. Whether you’re here for the night or a lifetime, you’ll find us friendly, hard-working and resourceful.

The Municipal District includes the hamlets of Little Smoky, Ridgevalley, DeBolt, Landry Heights, Grovedale and Grande Cache. Our borders encompass the Sturgeon Lake Cree Nation and the towns of Fox Creek, and Valleyview, while Grande Prairie is our neighbour to the west. Served by Highways 40, 43

and 49, railways and a major airport in Grande Prairie, transportation is convenient and efficient.

Agriculture, forestry, oil and gas, coal and tourism are all mainstays of both the local and provincial economy. Approximately one quarter of the land within Greenview is suitable for agricultural development, with other natural resource development primarily in the foothills and green areas in the south and west of the MD recreation and cultural facilities abound, with a variety of museums, arenas, golf courses, parks and community halls.

For more information, please visit
www.mdgreenview.ab.ca



If you have any questions about the Visual Standards Guide for the MD of Greenview, please direct your inquiries to:

Communications Department
MD of Greenview
4806 – 36 Avenue
Box 1079, Valleyview, AB T0H 3N0

Phone: 780-524-7600
Toll Free: 1-888-524-7601



www.mdgreenview.ab.ca

3. Our Corporate Logo

CORPORATE LOGO

THE LOGO SHAPE:

The shape of the Greenview logo is the actual shape of the municipality of Greenview within the Alberta map, as shown on the right.

THE LOGO COLORS:

Two Tone Yellows – Depiction of hay field

Green – Depiction of trees

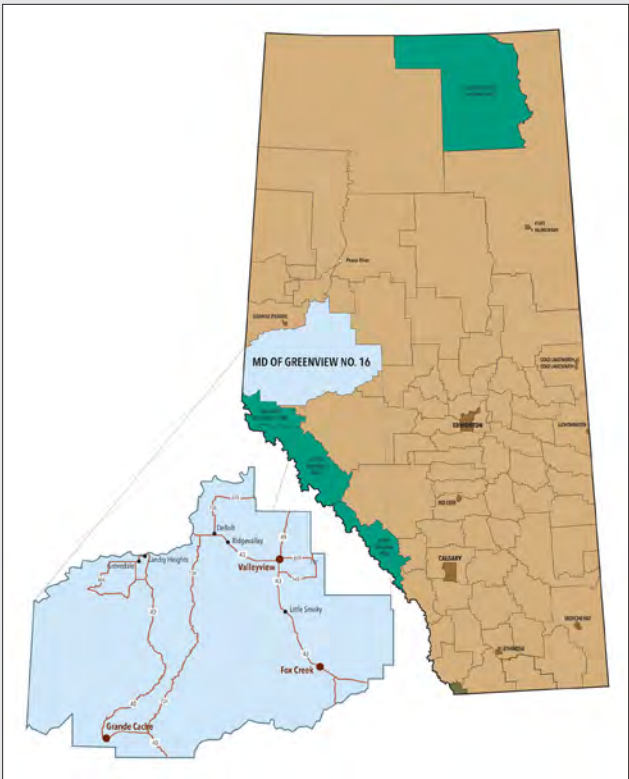
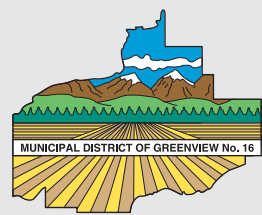
Light Green – Depiction of hills

Brown/white – Capped mountains

Blue – Big Sky

White – Clouds

MD OF GREENVIEW LOGO



OUR LOGO IS THE SHAPE OF OUR MUNICIPALITY

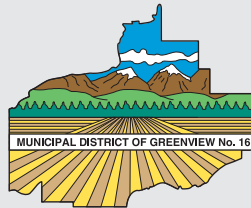
4. Acceptable Versions

ACCEPTABLE VERSIONS

The Greenview logo exists in two configurations. The primary, or preferred, use of the logo is the seven color version. An alternate black version of the logo has been created for situations where technical or color limitations prevent the use of the primary colour version. The logo is custom designed artwork and may only be reproduced from authorized electronic files. Any other version of the logo is not acceptable. The Greenview logo must never be altered, redrawn or manipulated in any way to stray from the original look. The following sections provide detailed specifications for correct use and application of the Greenview brand components used in communication materials.

In exceptional circumstances, the Communications Department may approve use of the logo without the “Municipal District of Greenview No. 16” written across it. This is done in cases where the text may be too small to read or unclear (i.e. embroidery).

7 COLOR LOGO



LOGO FOR EMBROIDERY



2 COLOR BLACK & WHITE LOGO



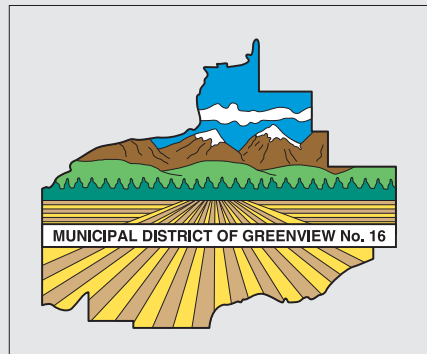
1 COLOR WHITE LOGO



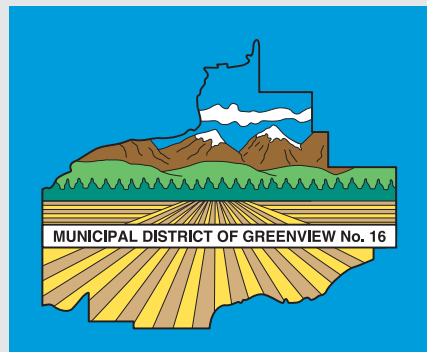
5. Acceptable Backgrounds

ACCEPTABLE BACKGROUNDS

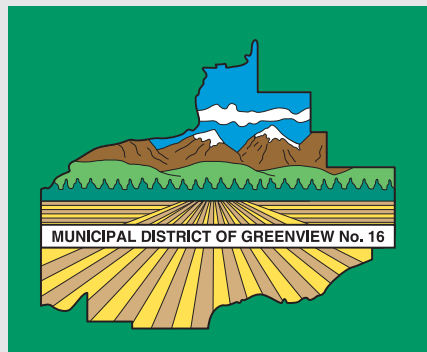
When using the Greenview logo, the color version is preferred on a white or light background. It is important to choose a background colour that allows for maximum readability. On colour backgrounds, the contrast requires special attention to retain proper readability.



WHITE BACKGROUND PREFERRED



COLOURED BACKGROUND



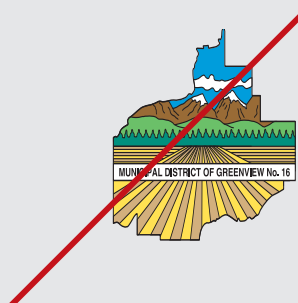
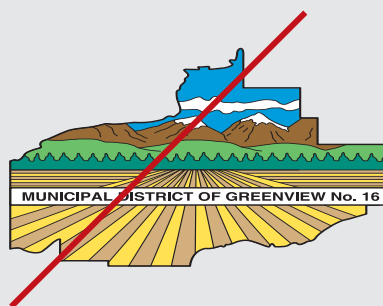
COLOURED BACKGROUND

6. Improper Usage

IMPROPER USAGE

Consistent use of the Greenview logo is important to the recognition and value of the brand. The following are unacceptable uses of the logo. Please ensure that all artwork is used exactly as supplied and not altered. Only use approved logo formats.

- ▶ Do not stretch/skew logo from original aspect ratio
- ▶ Do not re-colour the logo
- ▶ Do not rearrange logo elements
- ▶ Do not fade or use transparency settings
- ▶ Do not rotate or place on an angle
- ▶ Do you change the word-mark typography
- ▶ Do not add drop shadows or effects



7. Protected Space

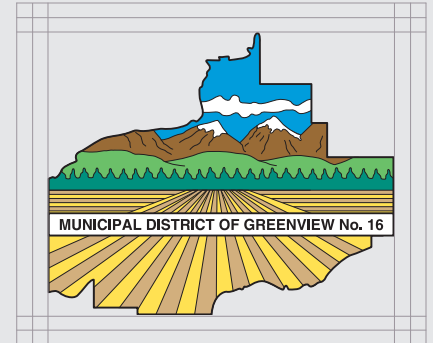
The area that surrounds the logo known as “clear space” is as important as the logo itself

PROTECTED SPACE

Keeping the logo isolated from other graphic elements is key in preserving clarity of presentation. A clear area around the signature defines a visual buffer zone, a minimum amount of protected space should always surround the logo, separating it from headlines, text or imagery, or from the outside edge of the document or application.

The protected space is defined by 1 times the height of the written words portion of the logo, as shown to the right. While this is the minimum space a more generous amount of space around the logo should be used.

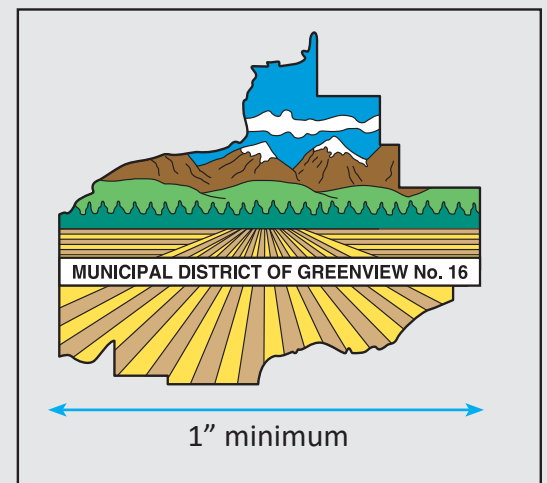
The identity must always have a minimum space around which can be calculated by the grid above - away from the Greenview Industrial Gateway wordmark. This will minimize visual clutter around the logo and provide clarity and focus when surrounded by other elements.



8. Minimum Size

MINIMUM SIZE

The minimum reproduction size for the Greenview logo is 1" (2.54 cm) in width. Reproducing the logo smaller than the minimum size would compromise clarity and legibility. Use of a smaller logo size for specialty items such as pens should only be done by special permission.



9. Logo Colours

Color palette choices are used to differentiate items, create depth, add emphasis, and help organize information.

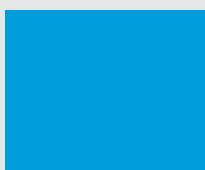
COLOURS

The colour palette used by Greenview for the logo is based on the print industry standard, PANTONE MATCHING SYSTEM®(PMS). When limited by technical or budgetary constraints, these colours may also be reproduced in process colour (CMYK).

When using silk-screening, vinyl applications, or other non-offset reproduction methods, colour must be matched as closely as possible to the PANTONE standards. Please note, the same ink colour might appear slightly different depending on the paper stock selected. Coated and uncoated stocks reflect colours differently as well as different paper finishes and paper colours. In addition, the colour you see on your monitor or from colour laser output should not be used for visual matching.

For guidance or approval of colour selections, please refer to contact information.

7 LOGO COLOURS



Blue Sky

Pantone 299
C:87 M:18 Y:0 K:0
R:0 G:157 B:221
HTML: 009CDC



Brown Mountains

Pantone 464
C:47 M:65 Y:100 K:0
R:154 G:107 B:56
HTML: 9A6B37



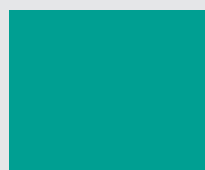
Green Hills

Pantone 360
C:60 M:0 Y:79 K:0
R:109 G:192 B:106
HTML: 6CBF69



Black outlines & copy

Process Black
C:0 M:0 Y:0 K:100
R:35 G:31 B:32
HTML: 231F20



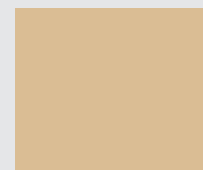
Green Trees

Pantone 3295
C:100 M:0 Y:56 K:18
R:0 G:144 B:126
HTML: 00907E



Yellow Field

Pantone 115
C:0 M:9 Y:79 K:0
R:255 G:225 B:83
HTML: FFE052



Brown/Gold Field

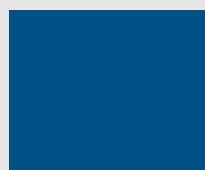
Pantone 465
C:18 M:30 Y:56 K:0
R:211 G:175 B:126
HTML: D2AF7D

ACCENT COLOURS



Green

Pantone 356
C:96 M:26 Y:100 K:15
R:0 G:121 B:52
HTML: 007833



Blue

Pantone 2955
C:100 M:45 Y:0 K:37
R:0 G:82 B:136
HTML: 005187



Landscape Green

Pantone 375 CP
C:046 M:000 Y:090 K:000
R:151 G:215 B:000
HTML: 97D700

10. Typeface for Promotions

TYPEFACE PROMOTIONS

Typography is the visual component of the written word.

Typography is the art of creating and arranging text in a visual manner. With all the advertising placed in front of consumers on a daily basis, it's important to design and use type in such a way that it attracts the reader's attention and gives them a clear understanding of your message.

FONT USED FOR PUBLICATIONS, ADVERTISING & MARKETING PURPOSES

There are three fonts used by the Communications Department for designing publications, advertising and for marketing purposes:

1. Gabriel & Helvetica Font from Expand Your Vision Visual Standard Guides

Gabriel Font is used to create a bold, modern and clean type of advertising and marketing purposes. It is clean, elegant and straight-to-the-point. This font is also used in the Economic Development "Expand Your Vision" visual guidelines and can use:

- Gabriel Sans, Gabriel Sans Condensed, Gabriel Sans Black, Gabriel Sans, Gabriel Sans Normal, Helvetica Neue Heavy

Municipal District of
GREENVIEW

2. Helvetica Font from Expand Your Vision Visual Standard Guides

Helvetica is one of the most famous and popular typefaces in the world and is clean and has no-nonsense shapes.

- Helvetica Neue Thin, Helvetica Neue Light Extended, Helvetica Neue Bold

Municipal District of
GREENVIEW

3. Myriad Pro font

Myriad Pro font is a general-purpose typeface that fulfills a wide range of uses and comes in many styles, providing flexibility for text composition in the editorial industry. The font is easy to read whether the font is big or small for print text or screens, in low or high resolutions. Myriad Pro font is used to convey a modern or progressive feeling.

MUNICIPAL DISTRICT OF GREENVIEW

11. Document Font

DOCUMENT FONTS

Paying attention to smaller details like fonts implies that we take the same care when working for our community. It also helps our marketing material to look connected and clean. While you may see the Atilla font used in some marketing materials for Greenview, our corporate document font is Calibri. This is to be used for the following:

- ▶ Emails
- ▶ Letters
- ▶ Proposals
- ▶ Quotes
- ▶ Invoices
- ▶ Business cards
- ▶ Follow-up correspondence
- ▶ Calibri Font Family
 - ▶ Calibri Light
 - ▶ Calibri Regular
 - ▶ Calibri Italic
 - ▶ Calibri Bold
 - ▶ Calibri Bold Italic

FONT STYLES

Here are some of the Styles that should be used to keep everything as uniform and professional as possible.

Heading 1: Calibri Bold 18 pt Green

Heading 2: Calibri Bold 14 pt Green

Heading 3: Calibri Bold 12 pt Blue

Heading 4: Calibri Bold 11 pt Blue

Normal Body: Copy 4 Calibri 11 pt Black

Strong: Calibri Body 11 pt Black

Quote: Calibri Italic 11 pt Black

12. Providing Logo outside of company and promotional items

PROVIDING LOGO

TO VENDORS, AGENCIES, PUBLICATIONS AND COMMERCIAL PRINTERS

The preferred file is vector artwork in EPS format (Adobe Illustrator®). All fonts must be converted to paths or outlines. If bitmap artwork is required, it needs to be at a high resolution of a minimum 300 dpi at full size usage. Images copied or saved from websites or PowerPoint slides are never acceptable as artwork.

Save file in all potential print uses: PMS, CMYK, black & white. Name file appropriately with correct three-character extension (e.g. “.jpg, .pms, .eps, .ai”).

FOR DESKTOP PRINTING (MICROSOFT WORD OR POWERPOINT):

Save files in all potential colour uses at 72 dpi, RGB mode. Image size should be two to three times larger than generally used so file will print out cleanly.

FOR USE ON CLOTHING, PROMOTIONAL AND GIVEAWAY ITEMS

The logo should be reproduced in colour as close to the approved Pantone swatches as possible. When it is not possible to print the logo in 7 colours, the entire logo should be printed in Black/Grey on a white or solid colour background, or White/Grey reversed out of a black or solid colour background.

This means the logo should appear as 7 colour, black, grey, or white on clothing, hats or other giveaway items wherever possible. Exceptions to this rule may be considered on a case by case basis. **ALL FINAL APPROVALS** must come from the Communications Department prior to production. Please ensure that the promotional company producing any goods are aware of these requirements for final art approvals.

If the full text of “Municipal District of Greenview No. 16” will not be legible, contact the Communications Department for permission to use the version without the M.D. name. Greenview, Alberta must be included below the logo if this is done. Requests are dealt with on a case by case basis and must be approved by the Communications Department.

13. Email Signatures

EMAIL SIGNATURES

As representatives of Greenview, an email signature is a cost-free way to increase brand recognition and connect your visual iconography with the personnel in the organization. It is also helpful for stakeholders and ratepayers to retrieve your contact information and get in touch with you.

The standard email signature is set up by our IT Support to all outgoing emails. It is not visible to staff when drafting emails. It is important to not have an additional email signature applied which will appear as a duplicate. Data for the email signatures is pulled from our email directory, if there are any edits or revisions that need to be made, they must be requested through IT Support.

PLEASE FOLLOW THESE SIMPLE RULES RELATED TO EMAIL:

- ▶ Always use the same font (Calibri) and font size (11 pt.)
- ▶ Never use italics or different font colours than shown in document font page
- ▶ Always use a white background for emails, not one that is colored or textured
- ▶ Never attach quotations to the signature that are related to your own spiritual, environmental or social beliefs
- ▶ Use your discretion whether to use your Greenview email account when sending emails of a personal nature as this may imply Greenview is aligned with your message

EMAIL SIGNATURE EXAMPLE:

First Last Name
Position, Department
Municipal District of Greenview No. 16 | 3605 46 Street, Box 1079 Valleyview, Alberta T0H 3N0

Tel: 780-524-7600 | Fax: 1-780-524-4307 | Toll Free: 888-524-7601 | 24/7 Dispatch: 866-524-7608 | Direct: 1-780-524-7638
mdgreenview.ab.ca | Follow us on Twitter @mdofgreenview



This communication, and its attachments, is confidential and intended for the addressee(s) only. If you are not the intended recipient, please notify us of our error, and disregard and delete the communication. Unauthorized use, disclosure, copy forwarding or alteration of this communication may be unlawful. Thank you.

14. Social Media Icons

SOCIAL MEDIA ICONS

THESE SOCIAL MEDIA ICONS ARE USED ON THE BACK OF STAFF BUSINESS CARDS. THE ICONS ARE WHITE ON A COLORED BACKGROUND.



15. Templates

TEMPLATES LETTERHEAD FRONT TEMPLATE

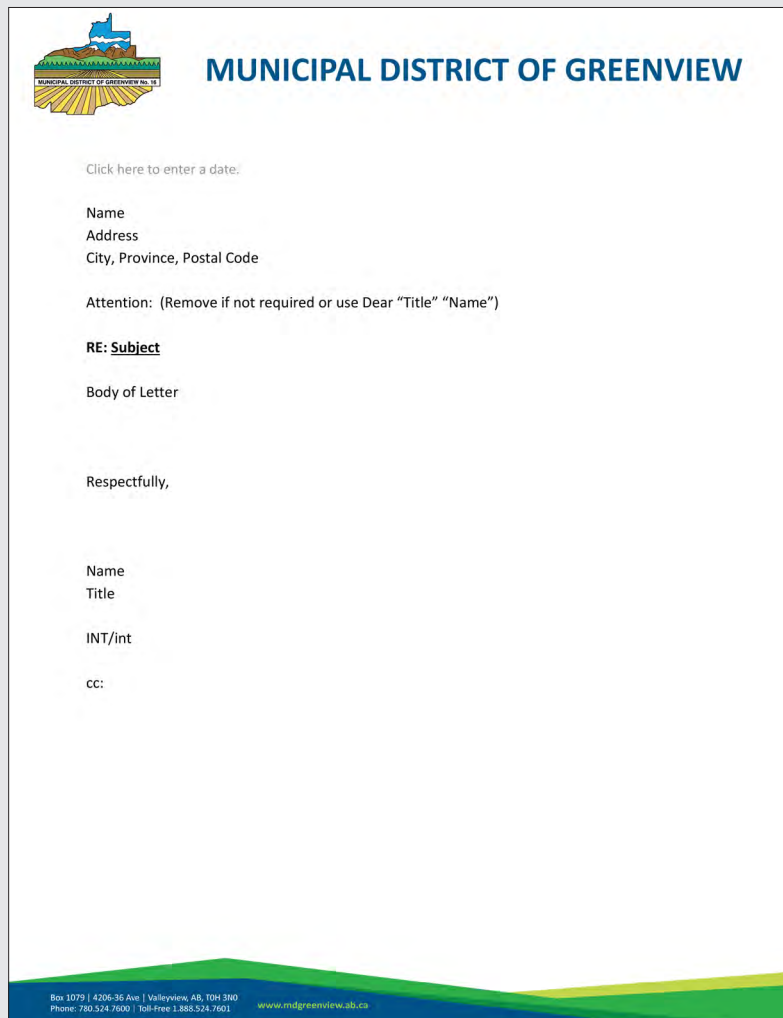
It is important for Greenview to present a consistent brand image through our everyday interactions. Correspondence materials such as letterhead, envelopes, proposals and facsimile transmittal sheets are key touch points to communicate the culture and commitment to quality at Greenview even when face-to-face dialogue is not possible.

When sending correspondence materials, we recommend using Adobe Acrobat to make a PDF of the files thereby ensuring the security of its content.

Templates for the following forms are available at:

G:\General\Forms and Templates

- ▶ Letterhead template
- ▶ Cover Fax page template
- ▶ Bylaw template
- ▶ Memo template
- ▶ Managers' Report template
- ▶ Policy template
- ▶ PowerPoint Presentation template
- ▶ RFD template



The image shows a letterhead template for the Municipal District of Greenview. It features a logo on the left with a stylized landscape and the text 'MUNICIPAL DISTRICT OF GREENVIEW NO. 16'. To the right of the logo is the title 'MUNICIPAL DISTRICT OF GREENVIEW' in a large, bold, blue font. Below the title, there are several lines of text for a letter header: 'Click here to enter a date:', 'Name', 'Address', 'City, Province, Postal Code', 'Attention: (Remove if not required or use Dear "Title" "Name")', 'RE: Subject', 'Body of Letter', 'Respectfully,', 'Name', 'Title', 'INT/int', and 'CC:'. At the bottom of the template, there is a green and blue wavy graphic. Below this graphic, the contact information is listed: 'Box 1079 | 4206-35 Ave | Valleyview, AB, T0H 3K0', 'Phone: 780.524.7600 | Toll-Free 1.888.524.7601', and 'www.mdgreenview.ab.ca'.

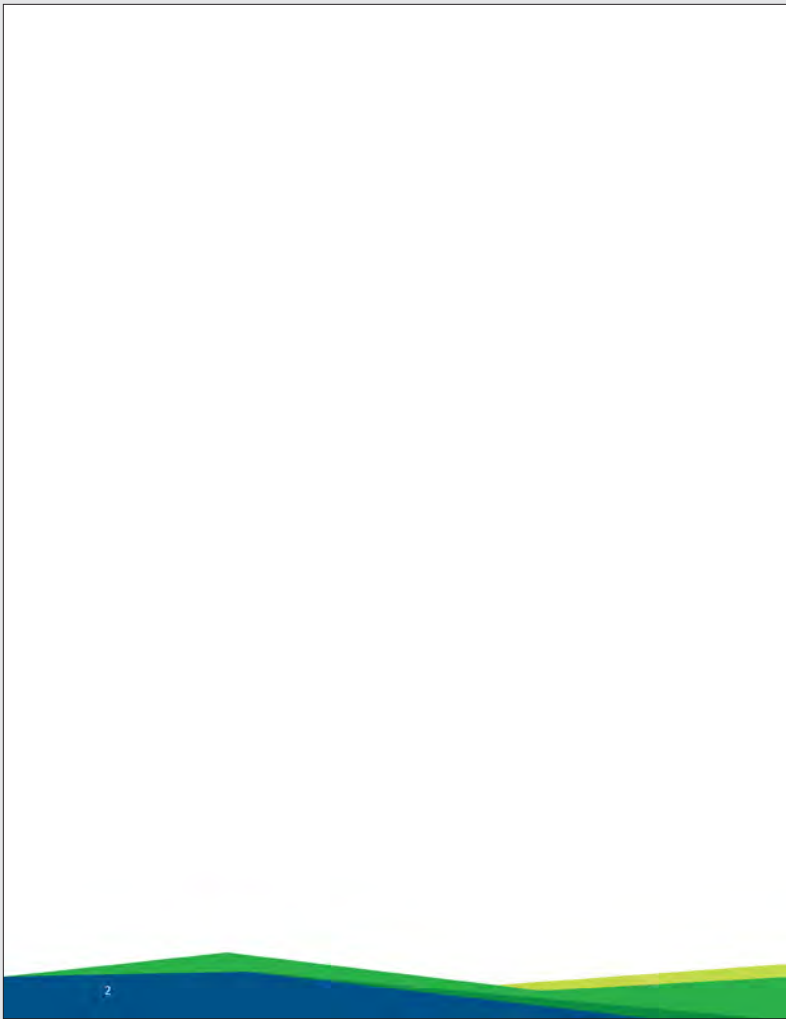
Electronic templates are available on the G:\General\Forms and Templates

15.1

Letterhead - Page 2

LETTERHEAD SECOND PAGE TEMPLATE

The second page of the Leggerhead does not have a header. The footer is at the bottom of the page with the page number set to be white, light text over the top of the footer.



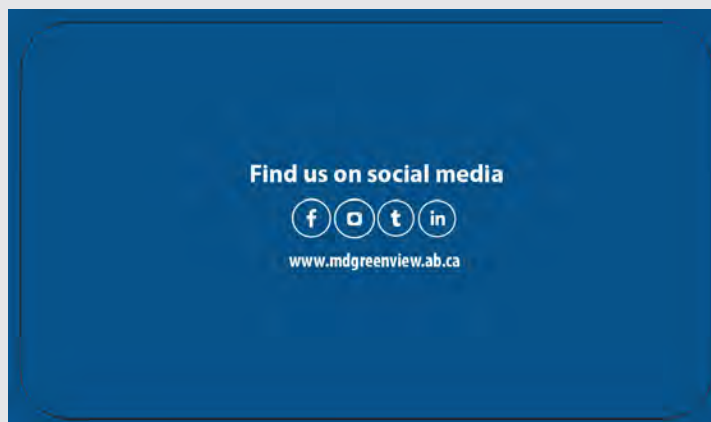
15.2 Business Card

BUSINESS CARDS

Business card request forms are sent to and prepared by the Communications Department for print. Business cards must be requested and approved by a Department Manager or Director for the Assistant Manager level and up, with exceptions for departmental employees with demonstrated need.

There are different templates for Staff, Council, Greenview Fire-Rescue Services and Protective Services.

BUSINESS CARD



15.3 Envelopes

ENVELOPES

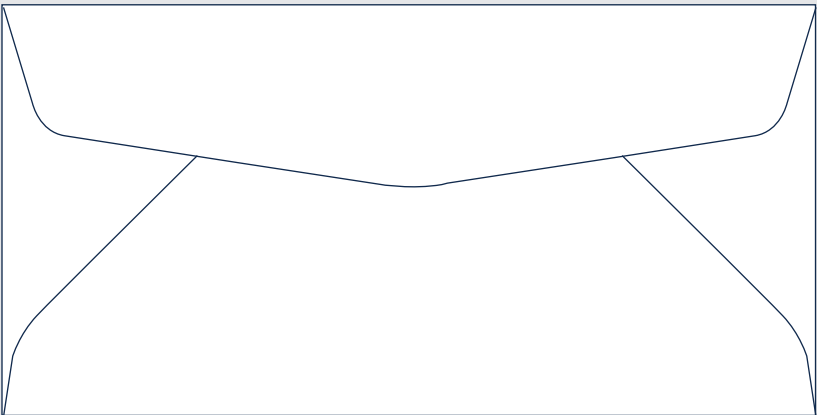
ENVELOPES

The logo is placed .5" from the top and .375" from the right side and is 1.375" across. The company name is beside and the address is below the company name.

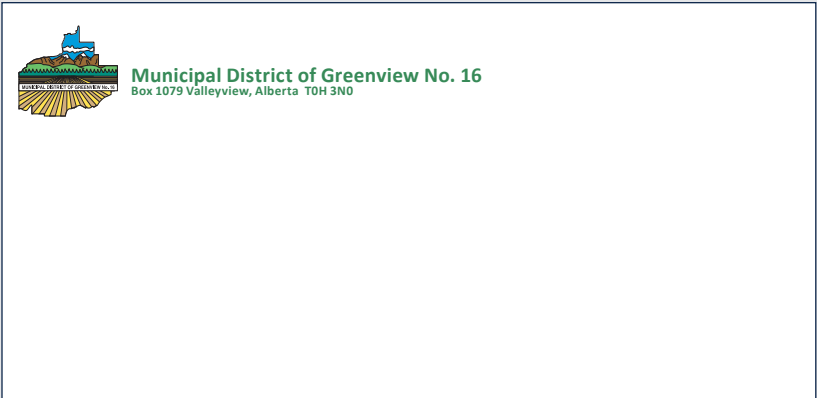
9 X 12" AND 10 X 13" ENVELOPES

The same logo and address set up as for the smaller envelopes is used, as well as the same margins. Both the logo and font can be up to 25% larger to stay proportionate.

ENVELOPE BACK



ENVELOPE FRONT



16. Other Greenview Logo Style Guides

OTHER GREENVIEW LOGO STYLE GUIDES

16.1 Enforcement Services

16.2 Fire-Rescue Service

16.3 Greenview Industrial Gateway

16.4 Greenview Regional Multiplex

16.5 MD of Greenview

16.6 Economic Development & Tourism Brand Standard Guide

MD OF GREENVIEW

ENFORCEMENT SERVICES CREST - LOGO & STYLE GUIDE

LOGO VARIATIONS



Arm Patch



COLORS

- ▶ Crest designed by Fivestar Uniforms for stitchery.
- ▶ The file was then made into a vector file for print and logo use.

BUSINESS CARD



MUNICIPAL DISTRICT OF GREENVIEW

George Ferraby

Sergeant, Enforcement Services
Community Peace Officer

Phone: 780.827.3362

Cell: 780.552.4621

george.ferraby@mdgreenview.ab.ca

10002 Shand Avenue, Grande Cache, AB
Box 1079, Valleyview, AB, T0H 3N0

www.mdgreenview.ab.ca

MD OF GREENVIEW

FIRE-RESCUE SERVICES - LOGO & STYLE GUIDE

LOGO



LOGO WITH COMMUNITY BANNERS



CREST & BANNERS

- Crest & banners files development by Greenview.

BUSINESS CARD






GREENVIEW INDUSTRIAL GATEWAY - LOGO & STYLE GUIDE

LOGO VARIATIONS:



COLOR PALETTE:

	HEX #00538b RGB 0 83 139 CMYK 100 71 22 5 PANTONE 7462 C
	HEX #0085CA RGB 000 133 202 CMYK 100 013 001 002 Pantone Process Blue
	HEX #96ca4f RGB 150 202 79 CMYK 46 0 90 0 PANTONE 375 CP

ALTERNATE COLOUR:

	HEX #4c9c2e RGB 76 156 46 CMYK 74 15 100 2 PANTONE 362 CP
---	--

CLEARANCE:



The identity must always have a minimum space around which can be calculated by the grid above - away from the Greenview Industrial Gateway word mark. This will minimize visual clutter around the logo and provide clarity and focus when surrounded by other elements.

MD OF GREENVIEW - LOGO & STYLE GUIDE

LOGO VARIATIONS

7 COLOR LOGO



LOGO FOR EMBROIDERY



2 COLOR BLACK & WHITE LOGO



1 COLOR WHITE LOGO



FOOTER



COLORS



Blue Sky
Pantone 299
C:87 M:18 Y:0 K:0
R:0 G:157 B:221
HTML: 009CDC



Brown Mountains
Pantone 464
C:47 M:65 Y:100 K:0
R:154 G:107 B:56
HTML: 9A6B37



Green Hills
Pantone 360
C:60 M:0 Y:79 K:0
R:109 G:192 B:106
HTML: 6CBF69



Black Outlines & Copy
Process Black
C:0 M:0 Y:0 K:100
R:35 G:31 B:32
HTML: 231F20



Green Trees
Pantone 3295
C:100 M:0 Y:56 K:18
R:0 G:144 B:126
HTML: 00907E



Yellow Field
Pantone 115
C:0 M:9 Y:79 K:0
R:255 G:225 B:83
HTML: FFE052



Brown/Gold Field
Pantone 465
C:18 M:30 Y:56 K:0
R:211 G:175 B:126
HTML: D2AF7D

ACCENT COLORS



Green
Pantone 356
C:96 M:26 Y:100 K:15
R:0 G:121 B:52
HTML: 007833



Blue
Pantone 2955
C:100 M:45 Y:0 K:37
R:0 G:82 B:136
HTML: 005187

TYPOGRAPHY

HEADING FONT

Municipal District of
GREENVIEW

Gabriel Font Black
Gabriel Font Black Italic

Gabriel Font Bold
Gabriel Font Bold Italic

Gabriel Font Medium
Gabriel Font Medium Italic

Gabriel Font Normal
Gabriel Font Normal Italic

Gabriel Font Thin
Gabriel Font Thin Italic

COPY FONT

Municipal District of
GREENVIEW

Calibri Font Bold
Calibri Font Black Italic

Calibri Font Regular
Calibri Italic

Calibri Font Light
Calibri Font Light Italic



EXPAND YOUR VISION
GREENVIEW





THE SLOGAN

04

THE TYPE

16

Type Family
Typography
Secondary Family

THE LOGO

06

Layout Variations
Clearspace
Sizing
Improper Usage
Colour Variations

THE LOOK

20

Photography
Collateral

THE COLOURS

14

The Primary
The Secondary



GREENVIEW

EXPAND YOUR VISION

ECONOMIC DEVELOPMENT AND TOURISM

Greenview's Economic Development and Tourism Department is embarking on creating robust marketing strategies to promote Economic Development and Tourism opportunities in Greenview. A critical element of that process is giving these initiatives a unique signature – a brand – that will help attract investment, support business and growth, and promote the region as an exciting place to visit and explore.

The brand makes a promise that addresses both the Economic Development and Tourism strategies, and it conveys what sets Greenview apart: this is a place of vast potential and possibility.

THE SLOGAN

The slogan suggests energy, action, and adventure, and says “we’re ready for your vision and Greenview is just the place to unleash that vision. Come check us out!” It represents the diversity that is ever-so-present in Greenview – whether it be from a business or tourism perspective. In fact, survey respondents cited “diversity” as one of Greenview’s greatest qualities – diversity in landscape and diversity in the opportunities that are waiting. The slogan invites us to come and explore Greenview. It says we’re ready to greet you and hints that there’s lots to discover and uncover. The slogan is simple and has an easy, memorable rhythm.





EXPAND YOUR VISION
GREENVIEW

A MAP, A DESTINATION, AN ADVENTURE WAITING

The shapes inside the logo's icon are an abstract representation of the map of Greenview, with colours changing where roads connect and borders divide the boundaries. This shape is contained and rotated so that the curvature points towards the right in a forward moving direction. This connects to the momentum of Greenview as it grows.

The icon's shape is made up of a lowercase 'g', the unique letter shape designed for Greenview. The icon is inspired by the natural exploration of Greenview – winding rivers and pathways – and are approachable with their organic curves.

A map place marker shapes the ear of the 'g', which speaks to Greenview being a destination. The broken circle on either side of the 'g' both aid in creating a contained, minimalistic emblem, as well as encourage breaking out of that container to explore.

Variations

LAYOUT VARIATIONS

The logo (symbol and type) can be used in two primary orientations: the stacked version and the horizontal variation. Use of either the stacked logo or the horizontal logo is dependant on the application. Use of the wordmark or the icon on their own is recommended for merchandise or promotional items only.



EXPAND YOUR VISION
GREENVIEW

STACKED LOGO



EXPAND YOUR VISION
GREENVIEW

HORIZONTAL LOGO

EXPAND YOUR VISION
GREENVIEW

WORDMARK



ICON

Clear space

LOGO MARGINS

An area of clear space should be maintained around the logo to maintain its integrity. At minimum, this clear space should be the height of the letter "G" in the logo, as indicated in the diagrams below. This minimum space should be maintained as the logo is proportionally reduced or enlarged in size.



Sizing

SMALLEST LOGO SCALE

The optimal logo size is determined for individual media, depending on the application and production methods being used. The logo can be reduced to a size where the characters of the logotype and slogan are still legible. The logo should never be reduced smaller than these set sizes.



Do not reproduce
any smaller than
0.625" tall.



Do not reproduce
any smaller than
0.333" tall.

What not to do

WHEN USING THE LOGO:

1. Always leave space around the logo.
2. Do not change the logo's colours.
3. Do not crop the logo.
4. Do not reorder or reconfigure the logo.
5. Do not use the logo on "vibrating" or low contrasting background colours.
6. Do not outline the logo.
7. Do not use the logo on a busy photo or pattern.
8. Do not rotate the logo's orientation.
9. Do not bevel or emboss the logo.
10. Do not stretch or distort the logo.

1.



2.



3.



4.



5.



6.



7.



8.



9.



10.





EXPAND YOUR VISION
GREENVIEW

SINGLE COLOUR - WHITE



EXPAND YOUR VISION
GREENVIEW

SINGLE COLOUR - BLACK



EXPAND YOUR VISION
GREENVIEW

REVERSED GREYSCALE



EXPAND YOUR VISION
GREENVIEW

3 COLOUR ICON



EXPAND YOUR VISION
GREENVIEW

GREYSCALE



EXPAND YOUR VISION
GREENVIEW

REVERSED WHITE



EXPAND YOUR VISION
GREENVIEW

SINGLE COLOUR - GREEN



EXPAND YOUR VISION
GREENVIEW

REVERSED



THE COLOURS

BRIGHT, VIBRANT, VIVID,
INSPIRED BY NATURE

THE PRIMARY

The colours for this initiative capture the vibrant experience of exploring Greenview. The colour palette has two layers: the primary and the secondary. The primary colours are a vivid interpretation of a landscape: the blues representing vast skies and bodies of water, the greens for forests, hills, and the land.

PANTONE 375 CP	RGB 151 / 215 / 000	CMYK 046 / 000 / 090 / 000	HEX 97D700
PANTONE 362 CP	RGB 080 / 158 / 047	CMYK 078 / 000 / 100 / 002	HEX 509E2F
PANTONE 298 CP	RGB 065 / 182 / 230	CMYK 067 / 002 / 000 / 000	HEX 005EB8
PANTONE Process Blue	RGB 000 / 133 / 202	CMYK 100 / 013 / 001 / 002	HEX 0085CA
BLACK 90%	RGB 065 / 064 / 066	CMYK 000 / 000 / 000 / 090	HEX 414042

THE SECONDARY

The secondary colours focus on neutral tones that compliment the bright primary palette. These help to balance designs so the colour does not overwhelm and to create a hierarchy.

PANTONE 326 CP	RGB 000 / 178 / 169	CMYK 081 / 000 / 039 / 000	HEX 00B2A9
PANTONE 7717 CP	RGB 000 / 133 / 125	CMYK 096 / 000 / 047 / 019	HEX 00857D
PANTONE 651 CP	RGB 000 / 089 / 076	CMYK 084 / 020 / 058 / 054	HEX 00594C
PANTONE 466 CP	RGB 198 / 170 / 118	CMYK 008 / 023 / 052 / 015	HEX C6AA76
PANTONE 7497 CP	RGB 112 / 114 / 086	CMYK 022 / 023 / 047 / 057	HEX 7A7256
PANTONE 7409 C	RGB 240 / 179 / 035	CMYK 000 / 031 / 100 / 000	HEX FOB323
PANTONE 654 CP	RGB 000 / 058 / 112	CMYK 100 / 071 / 010 / 047	HEX 003A70
BLACK 12%	RGB 226 / 227 / 228	CMYK 000 / 000 / 000 / 012	HEX E2E3E4
BLACK 50%	RGB 147 / 149 / 152	CMYK 000 / 000 / 000 / 050	HEX 939598



THE TYPE

BOLD, MODERN, CLEAN,
LONG-LASTING

TYPEFACE AND COPY

Gabriel Sans is an expansive sans serif font family that is modern, clean, and straight-to-the-point. It’s flexible for use in corporate documents and tourism initiatives, making it an all-purpose font with a lot to offer. This is the primary font for all design materials and print branding.

GABRIEL SANS

GREENVIEW

Aa
Aa

THIN

Aa
Aa

LIGHT

Aa
Aa

NORMAL

Aa
Aa

MEDIUM

Aa
Aa

BOLD

Aa
Aa

BLACK

GABRIEL SANS CONDENSED

GREENVIEW

Aa
Aa

THIN

Aa
Aa

LIGHT

Aa
Aa

NORMAL

Aa
Aa

MEDIUM

Aa
Aa

BOLD

Aa
Aa

BLACK



GABRIEL SANS BLACK

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

FOR PRIMARY HEADINGS

Gabriel Sans Black is the primary font for headlines and should be set in all capitals. Gabriel Sans Black should not be used on more than one or two dominate pieces in a branding application to create impact. Gabriel Sans Black can be used as a sub-head in paragraphs.

GABRIEL SANS LIGHT CONDENSED

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

FOR SECONDARY HEADINGS

When needing a font for secondary information paired with a page title / headline, Gabriel Sans Light Condensed should be used in all capitals. When not paired with Gabriel Black, uses title case and not all capitals.

Gabriel Sans Normal

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

FOR BODY COPY

Gabriel Sans Normal should be used for body copy. It is clean and easy to read. It should be left-aligned in a paragraph when possible. Gabriel Sans Black can be used as a sub-head in paragraphs. In this case, the sub-head should be set a a point size a little larger than the text and it's recommended to add tracking of 5% of an em for better readability.

Helvetica Neue

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

FOR WEB

For web materials or for applications where the Gabriel Sans font family is unavailable, the Helvetica Neue family should be used as a substitute. The Helvetica font used should be chosen to match the weight of the Gabriel equivalent. Tracking should be adjusted to match as closely to Gabriel as possible.

**GABRIEL SANS
BLACK**

**HELVETICA NEUE
HEAVY**

GABRIEL SANS
LIGHT CONDENSED

2.5% Tracking

HELVETICA NEUE
THIN

5% Tracking

Gabriel Sans
Normal

Helvetica Neue
Light Extended

5% Tracking

**Gabriel Sans
Bold**

**Helvetica Neue
Bold**



THE LOOK

MODERN DESIGN,
NATURAL BEAUTY

Photography

Greenview is vast and full of natural beauty, industry opportunity, and community events. All photography should reflect the vibrancy of Greenview and the Greenview brand. It should reflect a balance of work and play, such as hiking, agriculture, camping, boating, fishing, hunting, and industry. Diverse locations should be used to highlight the variety that Greenview offers.

Stock imagery should not be used unless its focus is not on the location; for example, a close-up on a person fishing or doing an activity were the location that looks similar to Greenview. In this case, images should evoke an authentic feel and be consistent with the feeling of the Greenview brand.

Photography for print should be 300 dpi at the size required. Web photography should be 72 dpi.

PHOTOGRAPHY SELECTIONS EXAMPLES



Landscape shots with good lighting, little retouching, and that shows natural beauty.



Shots of people interacting with nature, participating in events, or enjoying Greenview.



Foregrounds of industry/activity with background of plenty of sky, mountains, or trees.



Photography composition should not be too moody. The sky shouldn't be dark.



People should not looking at the camera but be enjoying Greenview or their activity.

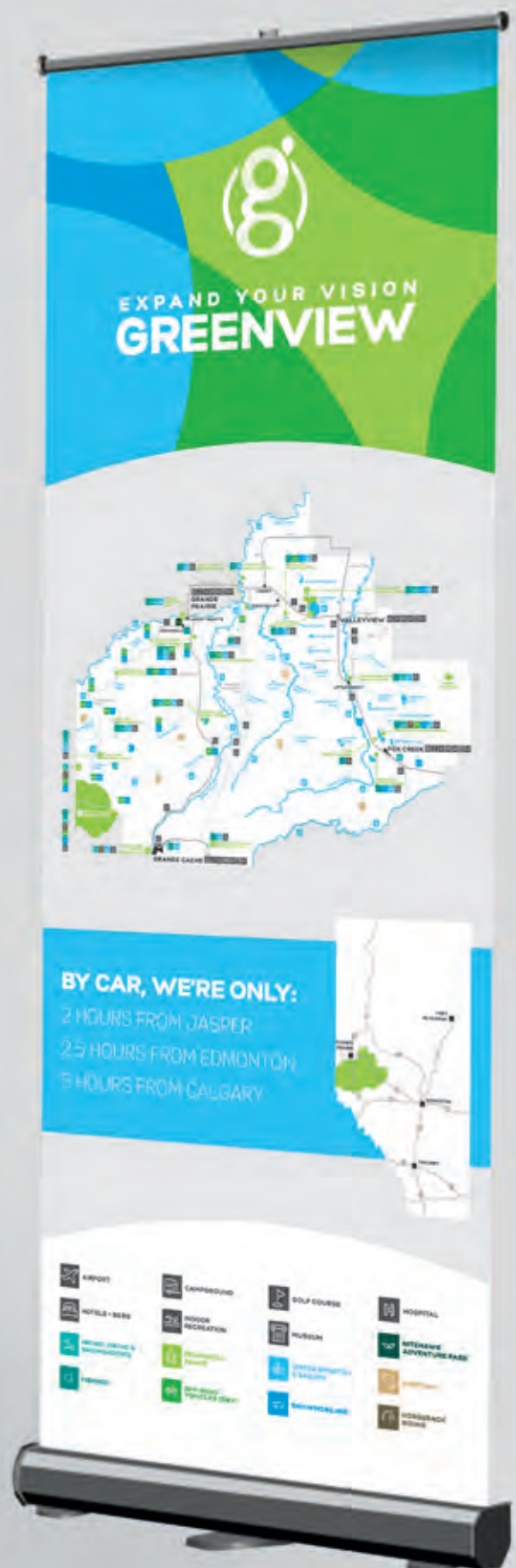


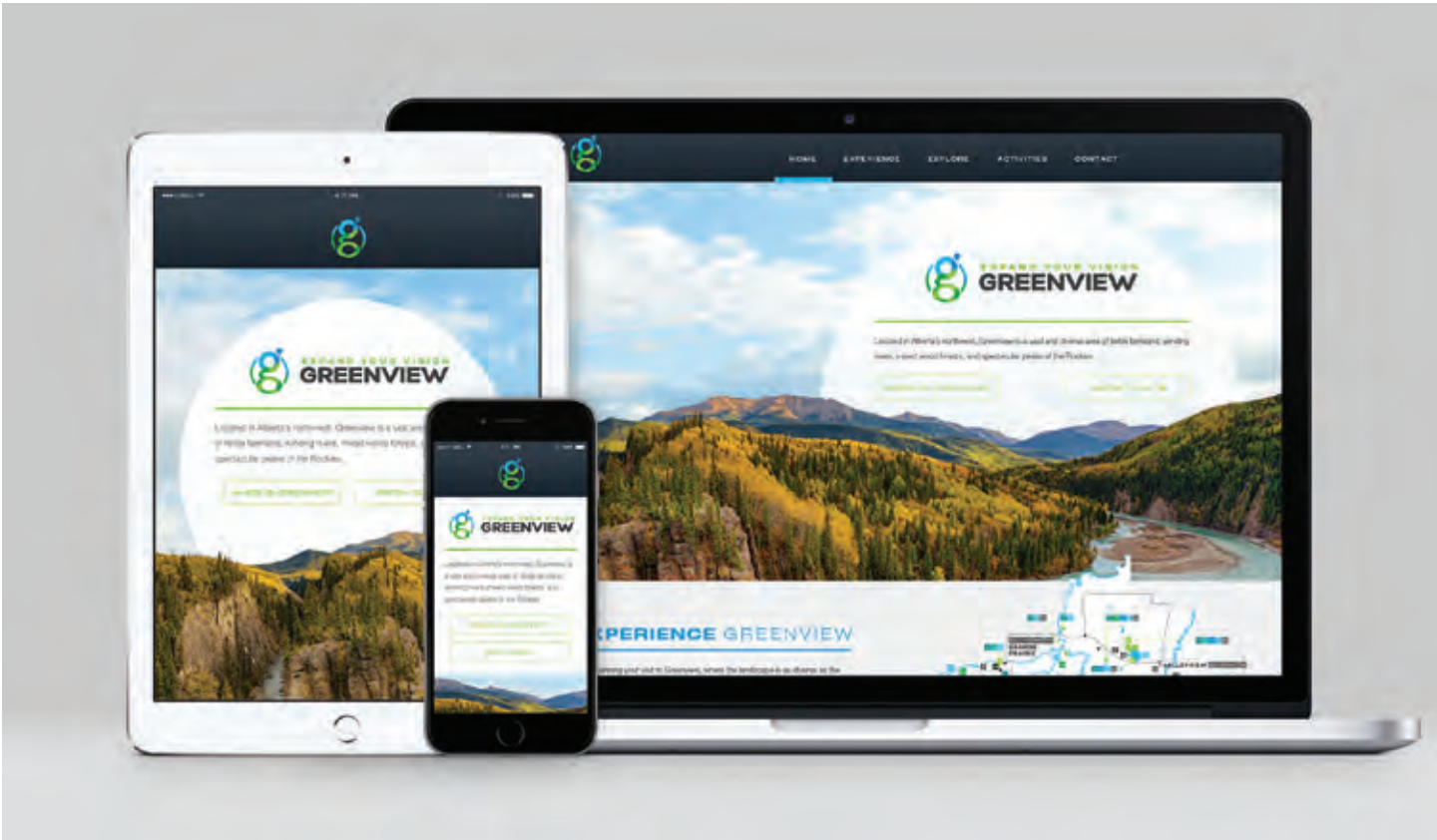
Stock images can be close-ups in a location that feels like it could be in Greenview.

Collateral

Collateral plays a key role in connecting Greenview to the world in a real, tactical way. The examples of work shown are just the beginning of the Greenview brand, but care should be taken to match and maintain visual consistency between any and all materials created for Greenview.

It is important that any materials created align with the values, emotions, and goals of the Greenview brand.





17.

MD of Greenview Logo Request Form & Guidelines for use

LOGO REQUEST FORM & GUIDELINES FOR USE



MD OF GREENVIEW LOGO REQUEST FORM

PURPOSE:

To regulate and provide a framework to guide external use of the MD of Greenview, (hereinafter called Greenview) logo. To protect the integrity of the Greenview logo, organizations, businesses or individuals wishing to use the logo must receive written approval through the Communication's Department by completing a "Greenview Logo Request Form". Only when approval has been granted may the logo be used.

GREENVIEW'S LOGO:

Greenview's corporate identity is an important element of its print & digital brand. The consistency of visual standards is imperative to maintain the corporate identity of the organization.

Visual standards maintain integrity associated with the Greenview name. It is important that we retain a clear set of standards to manage the brand of the Municipal District as a whole.

With this, we maintain a uniform tone with one common voice of messaging and image. All graphical or typographical elements that are used in print or digital materials, regardless of size, format, or colour, must maintain a consistent tone in accordance with Greenview branding guidelines.

The Visual Standards Guide is a resource for anyone responsible for the creation or implementation of marketing and communications materials related to Greenview. This ensures strong and consistent application of Greenview's visual expression, and helps form its image and profile locally, nationally and internationally.

Greenview's Visual Standard Guide provides details on acceptable uses, acceptable backgrounds, improper use, protected space and minimum size, fonts that must be adhered to. The document is available at **Greenview's Visual Standard Guide**.

The Greenview logo may not be used in print, visual or digital media without approved permission from Greenview. All individuals or groups and organizations must be granted written authorization from Greenview to display the logo in digital or print format from the Greenview Communications department.

No one other than the Greenview and those authorized by the Greenview are permitted to sell any product or regalia incorporating the Greenview logo.

Consent is required in relationship to a sponsorship or grant application, fundraising, event recognition for use of the Greenview logo.

Approval must be obtained for programs or initiatives that Greenview undertakes with another level of government, agency or private organization, either directly or as part of a grant or sponsorship program or intergovernmental initiative.

EXEMPTIONS:

If you are approved to use the Greenview logo, we ask that you use it correctly as per the Greenview Visual Standard Guidelines and with the appropriate level of respect. We reserve the right to withdraw the logo from use by the grantee at any time and without notice.

All boards, committees and departments of the MD of Greenview shall be exempt from the approval process contained in the guidelines.

Newspapers and other media outlets shall be exempt from the approval process contained in the guidelines from promotional releases directly relating to the Greenview.

All departments must obtain approval by the Communications Department for the use of the logo on all documents and materials for external purposes (i.e. work clothing, promotional items).

TO RECEIVE WRITTEN CONSENT:

1. Complete the “MD of Greenview Logo Request Form”.
2. **Submit form to:**
Communications, MD of Greenview
email: communications@mdgreenview.ab.ca
phone: 780.827.7625 or 780.827.3362
3. The Communications Department for Greenview will review all requests and approve the application. A signed copy of the approved and signed MD of Greenview Logo Request Form will be emailed to you. Approval shall be granted on a per project basis and shall include an expiration date.
4. Any appeal of the decision made by the Greenview shall be made, in writing to the CAO, whose decision shall be final.
5. The logo shall not be used to promote harassment, pornography, racist propaganda, or to disseminate personal or religious beliefs.
6. There shall be no cost applicable to use the logo.
7. Unapproved use of the MD of Greenview logo may result in prosecution.



MD OF GREENVIEW LOGO REQUEST FORM

To regulate and provide a framework to guide external use of the MD of Greenview, (hereinafter called Greenview) logo. This is to protect the integrity of the Greenview logo, organizations, businesses or individuals wishing to use the logo must receive written approval through the Communication's Department by completing a "Greenview Logo Request Form" for approval. Only when approval has been granted, may the logo be used.

Contact Name:			
Name of Organization:			
Position in Organization:			
Phone:			
Cell:			
Email:			
Purpose of logo use:	<input type="checkbox"/> Partner	<input type="checkbox"/> Grant/Sponsorship	<input type="checkbox"/> Other: _____
What type of print or media is logo for:	<input type="checkbox"/> Print material	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other: _____
Website or Facebook page(s) this will be promoted on:			
Message of the ad, if applicable:			
How long will the logo be used:	Start date:	Stop date:	
Please select the format required:	<input type="checkbox"/> .JPG <input type="checkbox"/> .EPS <input type="checkbox"/> .PNG <input type="checkbox"/> OTHER		<input type="checkbox"/> Color <input type="checkbox"/> Black/White <input type="checkbox"/> White <input type="checkbox"/> Other

Please note: It may take up to 10 business days from the day this form is submitted for approval. If your request is urgent and you require the logo earlier, please indicate the start date above.

I have read and acknowledged the requirements to using the MD of Greenview logo if approved and will adhere to the MD of Greenview Visual Standard Guide requirements.

APPLICANT		MD OF GREENVIEW APPROVAL OF LOGO USE	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
		Approved logo usage dates:	
		Logo approved for what usage:	

Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33 of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality, in particular for the purpose of the usage of the MD of Greenview Logo. If you have any questions about the collection please contact the Freedom of Information and Protection of Privacy Coordinator at 780.524.7600. Electronic signatures confirm legal binding.

www.mdgreenview.ab.ca



REQUEST FOR DECISION

SUBJECT:	Valleyview Seed Cleaning Plant – Property’s Future Direction		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 28, 2023	CAO: SW	MANAGER:
DEPARTMENT:	AGRICULTURE	DIR: MH	PRESENTER: MH
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – Cooperatives Act SA 2001, C-28.1, Part 14, 299-330

Council Bylaw/Policy (cite)

RECOMMENDED ACTION:

MOTION: That Council approve the Town of Valleyview purchase of the land and building at 4203 40th Ave, Valleyview, AB from the Valleyview Seed Cleaning Plant Co-op for \$1.00 (one dollar).

MOTION: That Council fund \$35,300 to the Town of Valleyview for the demolition and removal of the existing building (former Valleyview Seed Cleaning Plant) to be funded through Unrestricted Reserve.

BACKGROUND/PROPOSAL:

The Valleyview Seed Cleaning Plant Co-op sent a letter to both Councils of the Town of Valleyview and MD of Greenview offering the sale of property to either municipality for one dollar. At the time the letter was received Greenview Council chose to defer any motion until the Town of Valleyview had responded to the offer.

Greenview Council has received correspondence from the Town of Valleyview (Town) regarding the option for the Town to purchase the land for \$1.00 (one dollar) from the Board of Directors of the Valleyview Seed Cleaning Cooperative.

The Town is proposing to accept the offer to purchase the lands with the future intention to transform them into a centralized recycling station for both Town and Greenview residents to utilize.

For any project to move forward the existing building (old seed cleaning plant) would need to be demolished and removed from the lands, and the lands appropriately levelled and shaped to safely accommodate future use and applicable infrastructure. The Town of Valleyview has proposed they can complete the demolition and have requested that the cost of this demolition to be shared with Greenview. They anticipate that Greenview’s share will be \$35,300 based on their quotes and have requested this amount.

By fulfilling this request, it also allows for the dissolution of the Valleyview Seed Cleaning Cooperative as per The Cooperatives Act, as they no longer own any property.

The Valleyview Seed Cleaning Cooperative (Co-op) has been a part of the agricultural community of Greenview beginning in 1962 when the land was purchased to establish a seed cleaning plant. In 1975, ownership of the plant was transferred to the Co-op, and it provided a valuable service to the community for many years. Greenview has had membership on the Board of Directors for that time and continues to have an elected official sit on the Board of Directors. The facility ceased operations in 2014 and is currently in the final stages of formal dissolution as set forward in the Cooperatives Act.

The Cooperatives Act sets out instructions as to how a Cooperative may dissolve, with different parameters depending on the assets and liabilities of the Cooperative. Part 14, Section 306(2) specifies the steps required to reach dissolution if a Cooperative has property, liabilities, and shareholders. This situation requires special resolution of the members, which the Valleyview Seed Cleaning Co-op has completed, and Greenview retains records for. After the special resolution has been executed, the Directors then have leave to distribute property, discharge liabilities, liquidate, and dissolve.

The certificate of intent to dissolve was filed with the Director of Cooperatives of Alberta on April 18, 2017. Attempts were made by the Co-op to sell by sealed bid any equipment that could be sold. The last step is to dispose of the property. The property was listed in February of 2019 for \$275,000 and received no offers. The property was re-listed in 2020, for \$175,000 and again received no offers to purchase.

Without sale of the property, dissolution cannot proceed. The Board of Directors has voted to offer the title for \$1 to the Town of Valleyview or the MD of Greenview; whichever party is interested in the property. The Board would prefer the property benefit one of these municipalities, in recognition of the many years of support received by the Cooperative from the community.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is there is a plan to utilize the land in the future for a centralized recycling station that will benefit Greenview and Town ratepayers.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommend motion is the potential extra costs that will be required from Greenview regarding the future construction of a recycling station. While the sale and demolition of the current building and land does not commit any future contribution of funds to further development, it is implied that the use in the future would be deemed appropriate.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to accept the recommended motion for purchase and not contribute to the demolition.

FINANCIAL IMPLICATION:

Direct Costs:

\$35,300.00

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision Administration will follow up with the Town of Valleyview regarding the decision from the outcome of Council's decision.

ATTACHMENT(S):

- TVV Seed Cleaning Plant Letter
- Seed Cleaning Plant Co-op Letter



Town of Valleyview
4909 – 50th Street
Valleyview, AB
T0H 3N0

March 06, 2023

Reeve Olsen and Council
Municipal District of Greenview
4806 – 36 Avenue
PO Box 1079
Valleyview, AB
T0H 3N0

Subject: Valleyview Seed Cleaning Plant – Property's Future Direction Proposal

Dear Reeve Olsen and Council,

Town of Valleyview Council and I have reviewed the letter from Doug Penson, Chair of the Valleyview Seed Cleaning Cooperative dated November 2, 2022, in regards to the offer by their Board of Directors to obtain the existing seed cleaning plant property (the 'lands') located directly south of the Valleyview AG Society within the Town of Valleyview, to either the Town or Municipal District for \$1 (one dollar).

Town of Valleyview proposes to accept the offer to purchase these lands with the intention to transform them into a centralized recycling station for both Town and Municipal District residents to utilize the new recycling service for free. In order for this program to take place, the existing building (old seed cleaning plant) would need to be demolished and removed from the lands, and the lands appropriately levelled and shaped to safely accommodate its users and applicable recycling infrastructure. Therefore, the Town is requesting 50/50 financial support (approx. \$35,300) from the Municipal District in order to accomplish these goals.

We look forward to hearing from you in the near future regarding the proposed use (recycle station) of the lands currently occupied by the old Valleyview seed cleaning plant.

Sincerely,

Vern Lymburner, Mayor
Town of Valleyview

VALLEYVIEW SEED CLEANING PLANT CO-OP

Po Box 1079 – Valleyview, AB – T0H 3N0

November 2, 2022

Reeve Tyler Olsen
MD of Greenview
PO Box 1079
Valleyview, Ab
T0H 3N0

Mayor Vern Lymburner
Town of Valleyview
PO Box 270
Valleyview, Ab
T0H 3N0

RE: Formal Dissolution of the Valleyview Seed Cleaning Plant Co-op

Dear Reeve Olsen and Mayor Lymburner,

Since 2017, the Valleyview Seed Cleaning Plant has been working through the difficult process of formal dissolution of the Cooperative in line with the Cooperatives Act of Alberta. We have reached the stage where all that is left is to dispose of the property.

After some thought, the Board of Directors has decided to offer the property to the communities that have supported us for so many years. To that end, we extend the opportunity to obtain the property for \$1 to the Town of Valleyview or the Municipal District of Greenview #16.

Please consider our offer and reply to our letter, as we are eager to finalize this process and have the Cooperative formally dissolved.

Kind Regards,

Doug Penson
Chair
Valleyview Seed Cleaning Co-op

Cc: Stacey Wabick, CAO MD of Greenview
Michelle Honeyman
Sheila Kaus
Ben Berlinguette, CAO Town of Valleyview



REQUEST FOR DECISION

SUBJECT:	Policy 2006 Employee Apprenticeship Training		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 28, 2023	CAO: SW	MANAGER: EK
DEPARTMENT:	HUMAN RESOURCES	DIR: EGK	PRESENTER: EK
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Skilled Trades and Apprenticeship Education Act, Statutes of Alberta, 2021, Chapter S-7.88.

Apprenticeship Education and Industry Training Program Regulation, Alberta Regulation 160/2022.

Council Bylaw/Policy (cite) – 2006 Employee Apprenticeship Training, Bylaw 07-548 Chief Administrative Officer

RECOMMENDED ACTION:

MOTION: That Council approve the transfer of Policy 2006 “Employee Apprenticeship Training” from a Council policy to an administrative policy, as presented.

BACKGROUND/PROPOSAL:

Updates to the policy include the removal of earning regular wages while at a technical training session, the addition of compensation rates while the apprentice is employed, and the addition of Roles and Responsibilities for the Employee, Manager and Director, the CAO, and Human Resources.

Presented at the February 15, 2023, Policy Review Committee meeting, Administration has revised the Employee Apprenticeships Policy from feedback received from the Policy Review Committee.

Administration is proposing this policy be transferred by Council to an administrative policy. The Employee Apprenticeship Training policy is primarily procedural direction for how Greenview staff will administer the apprenticeship program internally. With it being so administratively focused, this policy would fall under the responsibility of the CAO in accordance with Bylaw 07-548 Chief Administrative Officer. In accordance with the bylaw, the CAO has been designated the power by Council to 4.3(e) “develop, approve, and implement policies, procedures, and practices dealing with administrative matters”.

Council policies provide what a municipality will do or not do. Along with the standards and/or best practices that need to be followed to achieve a high level of service. Administrative policies are action-oriented documents that specifies the process and related high-level procedures for delivery of administrative programs and activities. They must work within the allocated budget and cannot conflict with Council Policies, Bylaws or Council resolutions.

While administrative policies are not displayed on Greenview's website any member of the public can request them.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is future revisions to the policy will only require CAO approval.
2. The updated policy clearly sets out compensation rates for apprentice staff, removing any room for misinterpretation and inconsistency.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The alternative to the recommended motion would be that the policy remains a Council policy. However, Administration does not recommend this since the policy only affects staff.

FINANCIAL IMPLICATION:

There will be a cost savings as Greenview will no longer pay full wages to apprentices while they attend technical training sessions.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If Council approves the recommended motion, Administration will review the policy three years from the date approved.

ATTACHMENT(S):

- Policy 2006
- Employee Apprenticeships Administrative Policy Draft
- Apprenticeship Education and Industry Training Programs Regulation

Title: Employee Apprenticeship Training

Policy No: 2006

Effective Date: 2015.09.22

Motion Number: 15.09.433

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: The purpose of this Policy is to establish criteria and guidelines related to Greenview providing financial support to apprentice employees when attending accredited technical training courses within an apprenticeship program to attain the Journeyman Red Seal status.

DEFINITIONS

Apprentice - a person who is learning a trade from a skilled employer, having agreed to work for a fixed period at a percentage of a Journeyman's wage.

Journeyman Red Seal - An experienced, certified, and competent trades' person.

POLICY

1. Greenview promotes the attainment of job skills and is committed to investing its resources in the training and development of its employees who are registered in an apprenticeship program recognized by the Province of Alberta.
2. Greenview recognizes that sessions for the completion of Journeyman status under the apprenticeship program, normally require the apprentice to attend training 8 weeks per year for up to 4 years.
3. Successful completion of apprenticeship training courses required combined with the number of hours of on-the-job experience required for each year of the apprenticeship program, will permit the employee to advance from the apprentice status to Journeyman status.
4. Greenview may provide income support to an apprentice employee when attending technical training courses as follows:
 - a. If the employee receives Employment Insurance (EI) benefits while attending the technical training courses, Greenview may provide supplemental income support in an amount permissible by EI guidelines to supplement the EI benefits the employee receives, less deductions and withholdings required by law.

OR

Greenview may pay the employee their regular salary for the period while the employee is taking apprenticeship courses at a technical training institute, less deductions and withholdings as required by law.

- b. Greenview may provide a vehicle to the employee for agreed upon travel to and from the technical institute. Alternatively, Greenview may reimburse the employee for return travel from Greenview's Head Office or Sub-Offices to the technical training institute at the annual per kilometer rate set by Greenview's Council, if the employee uses their personal vehicle, or such other rate as permitted by the Canada Revenue Agency and adopted by Greenview.
 - c. Greenview may pay the employee's registration and tuition fees for the required courses.
 - d. Greenview may pay for the employee's lodging at the technical institute in the on-site Dorm Style Cooking Units while the employee attends the technical training courses, or provide a lodging allowance of similar value to the employee.
 - e. Due to the extensive amount of time the apprenticeship program requires the employee to be away from their normal duties and the extensive cost involved, Greenview may provide a meal allowance at 50% of the current daily meal allowance for 5 days per week for the duration of the annual training.
5. This Policy does not guarantee any specific amount of Income support from Greenview.
 6. Within any given year, Greenview may restrict the number of apprentices it permits to attend courses at technical institutes.
 7. At no time is the employee to abuse the opportunity for apprenticeship course training and Income Support or benefits provided by Greenview for such purposes.
 8. When an apprentice fails to comply with the provisions of this policy, Greenview may take disciplinary action up to and including termination of employment.

PROCEDURE

1. Apprenticeship employee attendance at technical training depends on the operational and other requirements of Greenview.
2. The apprentice employee will work and cooperate with Greenview management in obtaining advance approval for the time necessary to attend technical training courses for his or her apprenticeship.
3. Prior to Greenview providing approval for an employee to attend an apprenticeship program, the employee is to provide Greenview with confirmation of acceptance for such training at a recognized technical institute in Alberta.
4. The employee is required to successfully complete the courses for the apprenticeship training. Shortly after each session of technical training attended, evidence of successful completion of the apprenticeship courses will be provided to Greenview by the employee for their Personnel File.

5. An employee who attends a technical training sessions is expected to make a reasonable effort to successfully complete the required courses to pass each level of apprenticeship training to attain the Journeyman status.
6. When an employee fails to successfully complete a session of technical training courses, Greenview may require the employee to reimburse the organization for the Income Support provided. Any extenuating circumstances may be taken into consideration by Greenview.
7. An employee who plans on attending technical courses will endeavour to take the courses at a technical training institute which is closest to Greenview's Head Office or sub-offices. Other technical training institutes may be authorized by Greenview.
8. When an employee is attending apprenticeship courses, Greenview will continue to provide group benefits and Local Authority Pension Plan (LAPP) to the employee during the time away from work. Employees are responsible to pay their share of the costs for such benefits. Or the employee has the option to opt out of the LAPP if the employee receives income support via Employment Insurance (EI). At all times, the provisions, rules and procedures of the group benefits plans and the LAPP will apply.
9. The apprentice employee remains a Greenview employee while they are attending courses under the apprenticeship program.
10. Unless advised otherwise by Greenview, upon completion of a session of technical training, the employee will return to his or her duties at Greenview.
11. After each technical course session that the employee attends where Greenview provides Income Support, Greenview will advise the employee, in writing, of the total Income Support provided for that session.
12. Considering the significant investment that Income Support for employees undertaking apprenticeships entails, Greenview will seek assurances, in writing, that the employee will return to work following their attendance at each session of technical training.
13. Each time Greenview provides the employee with Income Support up to \$5,000.00 to attend an apprenticeship training session of 8 weeks (more or less), the employee is required to continue to work for Greenview for a period of 1 year from the end of the session of the technical training. Otherwise the employee is required to reimburse Greenview for the Income Support on a prorated basis for the time the employee does not continue working for Greenview during such 1 year time period, and such is a debt is legally due and owing to Greenview by the Employee.
14. In the event that an employee does not return to work for Greenview after a session of technical training ends, or in the event the employee resigns from Greenview within 1 year from the end of each session of technical training, or employment is terminated for just cause within 1 year from the end of each session of technical training, the employee will be required to reimburse Greenview for the cost of the Income Support on a pro-rated basis based on the total amount of the income support provided by Greenview for each technical training session. Such sum shall become immediately due and owing upon the termination of employee's employment with Greenview and the debt become legally due and owing to Greenview by the employee.

15. The apprentice employee is required to sign a letter or other documents which details the terms and conditions for attending technical training courses and receiving income support from Greenview during that training period.

CURRENT

Title: Employee Apprenticeship Training

Policy No: 02-17

Effective Date: Date approved by the CAO

Responsible Department: Human Resources

Review Date: (3 Years from date approved)



Legal References:

Apprenticeship Education and Industry Training
Program Regulation, AR 160/2022.

Cross References:

Policy 1002 Travel and Subsistence

Purpose: The purpose of this Policy is to establish criteria and guidelines related to Greenview providing financial support to apprentice employees when attending accredited technical training courses within an apprenticeship program to attain the Journeyperson Red Seal status. This policy also establish guidelines for apprentice employees compensation while working.

1. DEFINITIONS

- 1.1. **Apprentice** means a person who is learning a trade from a skilled employer, having agreed to work for a fixed period at a percentage of a Journeyperson's wage.
- 1.2. **Journeyperson Red Seal** means an experienced, certified, and competent trades' person.
- 1.3. **Employee or Employees** means all employees currently employed with Greenview, including but not limited to permanent, seasonal, casual, and contract employees, students, and interns.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **Return Service Agreement** means an agreement requiring a work commitment of continued employment with Greenview as a condition of financial support.
- 1.6. **Technical Training Session** means the 8-week period that the apprentice is required to attend in school as a portion of their apprenticeship training program.

2. POLICY STATEMENT

- 2.1. Greenview promotes the attainment of job skills and is committed to investing its resources in the training and development of its employees who are registered in an apprenticeship program recognized by the Province of Alberta.
- 2.2. Greenview recognizes that sessions for the completion of Journeyperson status under the apprenticeship program, normally require the apprentice to attend training 8 weeks per year for up to 4 years.
- 2.3. Successful completion of apprenticeship training courses required combined with the number of hours of on-the-job experience required for each year of the apprenticeship

program, will permit the employee to advance from the apprentice status to Journey person status.

- 2.4. When the apprentice employee leaves their regular duties to attend a technical training session, Greenview will temporarily lay the employee off so that the employee can receive Employment Insurance (EI) benefits. **Greenview may provide supplemental income support in an amount permissible by EI guidelines to supplement the EI benefits the employee receives, less deductions and withholdings required by law.**
- 2.5. Greenview may provide a vehicle to the employee for agreed upon travel to and from the technical institute. Alternatively, Greenview may reimburse the employee for return travel from Greenview's Head Office or Sub-Offices to the technical training institute at the annual per kilometer rate set by Greenview's Council, if the employee uses their personal vehicle, or such other rate as permitted by the Canada Revenue Agency and adopted by Greenview.
- 2.6. Greenview may pay the employee's registration and tuition fees for the required courses.
- 2.7. Greenview may pay for the employee's lodging at the technical institute in the on-site Dorm Style Cooking Units while the employee attends the technical training courses, or provide a lodging allowance of similar value to the employee.
- 2.8. Due to the extensive amount of time the apprenticeship program requires the employee to be away from their normal duties and the extensive cost involved, Greenview may provide a meal allowance at 50% of the current daily meal allowance, as per Policy No. 1002, for 5 days per week, for the duration of the annual training.
- 2.9. This Policy does not guarantee any specific amount of Income Support from Greenview.
- 2.10. Within any given year, Greenview may restrict the number of apprentices it permits to attend courses at technical institutes.
- 2.11. At no time is the employee to abuse the opportunity for apprenticeship course training and Income Support or benefits provided by Greenview for such purposes.
- 2.12. When an apprentice fails to comply with the provisions of this policy, Greenview may take disciplinary action up to and including termination of employment.

3. PROCEDURE

- 3.1. Apprenticeship employee attendance at technical training depends on the operational and other business requirements of Greenview.
- 3.2. The apprentice employee will cooperate with Greenview management in obtaining advance approval for the time necessary to attend technical training courses for their apprenticeship.
- 3.3. Prior to Greenview providing approval for an employee to attend an apprenticeship program, the employee is to provide Greenview with confirmation of acceptance for such training at a recognized technical institute in Alberta.

- 3.4. The employee is required to successfully complete the courses for the apprenticeship training. Shortly after each session of technical training attended, evidence of successful completion of the apprenticeship courses must be provided to Human Resources by the employee for their Personnel File and to adjust their rate of pay.
- 3.5. An employee who attends a technical training session is expected to make a reasonable effort to successfully complete the required courses to pass each level of apprenticeship training to attain the Journey person status.
- 3.6. When an employee fails to successfully complete a session of technical training courses, Greenview may require the employee to reimburse the organization for the Income Support provided. Any extenuating circumstances may be taken into consideration by Greenview.
- 3.7. An employee who plans on attending technical courses will endeavour to take the courses at a technical training institute which is closest to Greenview's Head Office or sub-offices. Other technical training institutes may be authorized by Greenview.
- 3.8. When an employee is attending apprenticeship courses, Greenview will continue to provide group benefits. The employee has the option to opt in of the LAPP while the employee receives income support via Employment Insurance (EI). At all times, the provisions, rules and procedures of the group benefits plans and the LAPP will apply.
- 3.9. The apprentice employee remains a Greenview employee while they are attending courses under the apprenticeship program with no impact to their years of service.
- 3.10. Unless advised otherwise by Greenview, upon completion of a session of technical training, the employee will return to their duties at Greenview.
- 3.11. After each technical training session that the employee attends where Greenview provides Income Support, Greenview will advise the employee, in writing, of the total Income Support provided for that session.
- 3.12. Considering the significant investment that Income Support for employees undertaking apprenticeships entails, Greenview will seek assurances, in writing, that the employee will return to work following their attendance at each session of technical training.
- 3.13. Each time Greenview provides the employee with Income Support up to \$5,000.00 to attend an apprenticeship training session of 8 weeks (more or less), the employee is required to continue to work for Greenview for a period of 1 year from the end of the session of the technical training. Otherwise, the employee is required to reimburse Greenview for the Income Support on a prorated basis for the time the employee does not continue working for Greenview during such 1 year time period, and such a debt is legally due and owing to Greenview by the Employee.
- 3.14. In the event that an employee does not return to work for Greenview after a session of technical training ends, or in the event the employee resigns from Greenview within 1 year from the end of each session of technical training, or employment is terminated for just cause within 1 year from the end of each session of technical training, the employee will be required to reimburse Greenview for the cost of the Income Support on a prorated basis based on the total amount of the income support provided by Greenview for each technical training session. Such sum shall become immediately due and owing upon the termination

of employee's employment with Greenview and the debt become legally due and owing to Greenview by the employee.

- 3.15. The apprentice employee is required to sign a Return Service Agreement, which details the terms and conditions for attending technical training courses and receiving Income Support from Greenview during that training period.

4. COMPENSATION

- 4.1. Apprentices will be paid a rate of the Journeyperson wage for their position as they complete their apprenticeship, as per the Apprenticeship Education and Industry Training Programs Regulation. The rates are as follows:
- A) First Year = 60% of Journeyperson rate
 - B) Second Year = 70% of Journeyperson rate
 - C) Third Year = 80% of Journeyperson rate
 - D) Fourth Year = 90% of Journeyperson rate
- 4.2. For clarity, an apprentice is a "First Year" apprentice until they have accumulated the sufficient number of hours for their first year and completed their first technical training session, then they will be classified as a "Second Year", etc.

5. ROLES AND RESPONSIBILITIES

- 5.1. Employee Responsibilities:
- A) Make a personal commitment to career planning and completion of apprenticeship.
 - B) Enrolment in the Alberta Apprenticeship Program.
 - C) Keep apprenticeship records up to date.
 - D) Enrolment in technical training sessions, once approved.
 - E) Application for Employment Insurance (EI) while attending technical training.
 - F) Provide a statement of grades after each technical training session and a copy of Journeyperson certificate after completion of apprenticeship.
- 5.2. Manager and Director Responsibilities:
- A) Approve when the apprentice can attend technical training sessions.
 - B) Ensure the apprentice is receiving sufficient guidance from their Journeyperson.
 - C) Ensure appropriate budget is allocated for apprentices to attend technical training sessions.
- 5.3. CAO Responsibilities:
- A) Negotiate and approve Return Service Agreements with apprentices.
- 5.4. Human Resources Responsibilities:
- A) Lay the apprentice off prior to their technical training session commencing and submit Record of Employment (ROE) to Service Canada.
 - B) Provide a summary of hours worked to apprentice as requested.

CHIEF ADMINISTRATIVE OFFICER



Province of Alberta

SKILLED TRADES AND APPRENTICESHIP
EDUCATION ACT

**APPRENTICESHIP EDUCATION
AND INDUSTRY TRAINING
PROGRAMS REGULATION**

Alberta Regulation 160/2022

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Extract

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Note

All persons making use of this document are reminded that it has no legislative sanction. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

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ALBERTA REGULATION 160/2022

**Skilled Trades and Apprenticeship
Education Act**

**APPRENTICESHIP EDUCATION AND INDUSTRY
TRAINING PROGRAMS REGULATION**

Table of Contents

1 Definitions

**Part 1
Program Requirements**

2 Apprenticeship education program requirements

3 Industry training program requirements

**Part 2
Apprenticeship Education Programs**

4 Registration in an apprenticeship education program

5 Refusal to register in an apprenticeship education program

6 Suspension or cancellation of registration in an apprenticeship
education program

**Part 3
Apprenticeship Education Agreements**

7 Entering into an apprenticeship education agreement

8 Transfer of apprenticeship education agreement

9 Refusal to approve apprenticeship education agreement

10 Suspension or cancellation of approval of an apprenticeship
education agreement

11 Ending an apprenticeship education agreement

**Part 4
Sponsors**

12 Eligibility criteria for a sponsor

13 Obligations of a sponsor

14 Obligations of a sponsor re mentors

15 Charging sponsor fees prohibited

Part 5

Apprentices and Trainees

- 16** Obligations of an apprentice
- 17** Obligations of a trainee
- 18** Issuance of a credential to an apprentice, trainee
- 19** Refusal to issue, suspension or revocation of credentials
- 20** Employment of apprentices — wages
- 21** Employment of apprentices — apprentice-to-mentor ratios

Part 6

Registrar

- 22** Additional powers and functions of the Registrar
- 23** Reconsideration of decision
- 24** Review of decision
- 25** Coming into force

Schedules

Definitions

1 In this Regulation,

- (a) “Act” means the *Skilled Trades and Apprenticeship Education Act*;
- (b) “approved program” means a program authorized by the Registrar in which a person is provided with an opportunity to engage in an apprenticeship education program who may not otherwise have an opportunity or be able to engage in an apprenticeship education program;
- (c) “employer” means a person who employs an apprentice during the on-the-job instruction component of an apprenticeship education program;
- (d) “mentor” means a person who meets the criteria of a mentor established by the Registrar, with whom a sponsor has made arrangements for the mentorship of the apprentice;
- (e) “mentorship”, in relation to an apprenticeship education program, means the instruction, guidance and supervision provided by a mentor to an apprentice and includes the obligations of a mentor as determined by the Registrar;
- (f) “period” means a length of time, as determined by the Registrar, during which classroom instruction and on-the-

job instruction of an apprenticeship education program are to be completed;

- (g) “records of progress” means the records, as determined by the Registrar, to document the apprentice’s progress in respect of an apprenticeship education program;
- (h) “sponsor” means a sponsor as defined in Part 1 of the Act and may include a prospective sponsor.

Part 1

Program Requirements

Apprenticeship education program requirements

2(1) When establishing the classroom instruction and on-the-job instruction requirements of an apprenticeship education program, the Registrar shall include

- (a) the hours, competencies and assessments for classroom instruction,
- (b) the hours, competencies and assessments for on-the-job instruction, and
- (c) the total duration and number of periods of the apprenticeship education program.

(2) In addition to the requirements under subsection (1), the Registrar may include

- (a) a timeline for suitable progress by the apprentice, and
- (b) a minimum term of instruction.

Industry training program requirements

3(1) When establishing the training requirements of an industry training program, the Registrar shall set

- (a) the hours for training, and
- (b) the competencies for training.

(2) In addition to the requirements under subsection (1), the Registrar may include

- (a) the total duration of the industry training program, and
- (b) the assessments for training, and

- (c) any other training as determined by the Registrar.

Part 2

Apprenticeship Education Programs

Registration in an apprenticeship education program

- 4(1)** An individual may apply to the Registrar for registration in an apprenticeship education program.
- (2)** An application under subsection (1) must
 - (a) be submitted in a form and manner that are acceptable to the Registrar, and
 - (b) include the information required by the Registrar.
- (3)** The Registrar shall register an individual in an apprenticeship education program if
 - (a) the application meets the requirements under subsection (2), and
 - (b) the Registrar is satisfied that the individual meets the eligibility criteria established by the Registrar in order to be accepted in the apprenticeship education program.
- (4)** The Registrar shall notify the individual in writing of the Registrar's decision as to whether the individual is registered in an apprenticeship education program.
- (5)** On the registration of an individual in an apprenticeship education program, the individual
 - (a) becomes an apprentice, and
 - (b) is eligible to receive classroom instruction as part of the apprenticeship education program.

Refusal to register in an apprenticeship education program

- 5(1)** The Registrar may refuse to register an individual in an apprenticeship education program if
 - (a) the individual does not meet the eligibility criteria established by the Registrar for the apprenticeship education program,

- (b) the application is submitted in a form or manner that is not acceptable to the Registrar,
- (c) the application does not include the information required by the Registrar, or
- (d) the application is submitted in error.

(2) Where the Registrar refuses to register the individual in an apprenticeship education program, the Registrar shall

- (a) notify the individual in writing of the Registrar's decision,
- (b) provide the reasons for the decision, and
- (c) advise the individual that the individual may request a reconsideration of the decision in accordance with section 23.

**Suspension or cancellation of registration
in an apprenticeship education program**

6(1) The Registrar may suspend the registration of an apprentice in an apprenticeship education program

- (a) during the course of an inspection under section 30 of the Act, and
- (b) on any terms and conditions the Registrar considers appropriate.

(2) The Registrar may cancel the registration of an apprentice in an apprenticeship education program if

- (a) the apprentice, in the opinion of the Registrar, fails to progress in a timely manner in the apprenticeship education program,
- (b) there has been an irregularity in the taking of an assessment as part of the classroom instruction or on-the-job instruction requirements of the apprenticeship education program,
- (c) the apprenticeship education program was entered into due to an administrative or other error,
- (d) the apprentice ceases to participate in the apprenticeship education program,
- (e) the apprentice cannot be located,

- (f) the apprentice, in the case of an apprenticeship education program in a designated trade,
 - (i) ceases to work in the designated trade, and
 - (ii) requests that the apprentice's registration be cancelled,
 - (g) the apprentice fails to meet any terms or conditions imposed by the Registrar on the apprentice at the time of registration in the apprenticeship education program, or
 - (h) the registration was obtained fraudulently or by means of misrepresentation.
- (3)** Where the Registrar suspends or cancels the registration of an apprentice in an apprenticeship education program, the Registrar shall
- (a) notify the apprentice in writing of the Registrar's decision,
 - (b) provide the reasons for the decision, and
 - (c) advise the apprentice that the apprentice may request a reconsideration of the decision in accordance with section 23.

Part 3

Apprenticeship Education Agreements

Entering into an apprenticeship education agreement

7(1) An individual and a sponsor may enter into an apprenticeship education agreement only if

- (a) the individual is an apprentice, and
 - (b) the sponsor meets the eligibility criteria for sponsors.
- (2)** An apprenticeship education agreement must
- (a) be submitted in a form and manner that are acceptable to the Registrar,
 - (b) contain the apprenticeship education program requirements, and
 - (c) contain any other information the Registrar considers relevant.

- (3) If the Registrar is satisfied that all the requirements under this Part have been met, the Registrar shall approve an apprenticeship education agreement.
- (4) The Registrar shall notify the apprentice and the sponsor in writing of the Registrar's decision to approve an apprenticeship education agreement.
- (5) An apprenticeship education agreement does not come into effect until it is approved by the Registrar.

Transfer of apprenticeship education agreement

- 8(1)** An apprentice may, with the approval of the Registrar, transfer an apprenticeship education agreement from one sponsor to another sponsor.
- (2) The Registrar shall consider any transfer of an apprenticeship education agreement as if it were a new apprenticeship education agreement entered into between the apprentice and sponsor under section 7.

Refusal to approve apprenticeship education agreement

- 9(1)** The Registrar may refuse to approve an apprenticeship education agreement if
 - (a) the individual is not an apprentice in the apprenticeship education program for which the apprenticeship education agreement is submitted,
 - (b) the sponsor does not meet the eligibility criteria for sponsors, or
 - (c) the apprenticeship education agreement
 - (i) is submitted in a form or manner that is not acceptable to the Registrar,
 - (ii) does not contain the apprenticeship education program requirements, or
 - (iii) does not contain any other information the Registrar considers relevant.
- (2) Where the Registrar refuses to approve an apprenticeship education agreement, the Registrar shall
 - (a) notify the apprentice and the sponsor in writing of the Registrar's decision,

- (b) provide the reasons for the decision, and
- (c) advise the apprentice and the sponsor that the apprentice or the sponsor may request a reconsideration of the decision in accordance with section 23.

Suspension or cancellation of approval of an apprenticeship education agreement

10(1) The Registrar may suspend the approval of an apprenticeship education agreement during the course of an inspection under section 30 of the Act on any terms and conditions the Registrar considers appropriate.

(2) The Registrar may cancel the approval of an apprenticeship education agreement if

- (a) the apprentice is not receiving the classroom instruction or on-the-job instruction requirements of the apprenticeship education program,
- (b) the apprentice, in the opinion of the Registrar, fails to progress in a timely manner in the apprenticeship education program,
- (c) the sponsor fails to meet the sponsor's obligations under sections 13 and 14,
- (d) there has been an irregularity in the taking of an assessment as part of the classroom instruction or on-the-job instruction requirements of the apprenticeship education program,
- (e) the apprenticeship education agreement has been altered without the approval of the Registrar,
- (f) the apprenticeship education agreement was entered into due to an administrative or other error,
- (g) the apprenticeship education agreement has been used for any purpose by a person other than the apprentice or sponsor who is a party to the apprenticeship education agreement,
- (h) the apprenticeship education agreement has been transferred from one sponsor to another sponsor without the approval of the Registrar,
- (i) the apprentice ceases to participate in the apprenticeship education program,

- (j) the apprentice cannot be located,
- (k) the apprentice fails to meet any additional obligations of an apprentice as determined by the Registrar under section 16(g),
- (l) the approval was obtained fraudulently or by means of misrepresentation, or
- (m) the sponsor charges or collects a fee for acting as a sponsor in contravention of section 15.

(3) Notwithstanding subsections (1) and (2), an apprentice may continue to receive classroom instruction in an apprenticeship education program during the suspension or after the cancellation of the approval of an apprenticeship education agreement as long as the apprentice remains registered in the apprenticeship education program.

(4) Where the Registrar suspends or cancels the approval of an apprenticeship education agreement, the Registrar shall

- (a) notify the apprentice and the sponsor in writing of the Registrar's decision,
- (b) provide the reasons for the decision, and
- (c) advise the apprentice and the sponsor that the apprentice or the sponsor may request a reconsideration of the decision in accordance with section 23.

Ending an apprenticeship education agreement

11 An apprenticeship education agreement ends

- (a) when the Registrar notifies the apprentice in writing that the apprentice has successfully met all the requirements of the apprenticeship education program,
- (b) when the apprentice or sponsor notifies the Registrar in writing that the apprenticeship education agreement has ended, or
- (c) when the Registrar cancels the approval of an apprenticeship education agreement.

Part 4 Sponsors

Eligibility criteria for a sponsor

12 A person or entity is eligible to enter into an apprenticeship education agreement as a sponsor if

- (a) the Registrar is satisfied that the person or entity can meet the obligations under sections 13 and 14, and
- (b) in the case of an entity, the entity is recognized as a legal entity under the laws of Alberta.

Obligations of a sponsor

13 Every sponsor shall

- (a) ensure the apprentice is provided with mentorship relevant to the apprenticeship education program,
- (b) ensure the apprentice receives on-the-job instruction that enables the apprentice to meet the required competencies for the apprenticeship education program,
- (c) ensure the apprentice is paid wages for the on-the-job instruction component of an apprenticeship education program in accordance with section 20,
- (d) ensure the apprentice-to-mentor ratio for the on-the-job instruction component of the apprenticeship education program complies with section 21,
- (e) keep a record of the employment of the apprentice, including the names and addresses of all employers and the dates of employment with each employer,
- (f) provide the record referred to in clause (e) to the Registrar, on request,
- (g) encourage and enable the apprentice to regularly attend the classroom instruction component of the apprenticeship education program,
- (h) ensure that the appropriate competency assessments have been completed,
- (i) ensure records of the apprentice's successful completion of the requirements of the apprenticeship education program are submitted to the Registrar on a regular basis as determined by the Registrar,

- (j) submit to the Registrar any forms or other documents that are required by the Registrar,
- (k) ensure that mentors are able to meet their obligations under section 14,
- (l) immediately notify the Registrar of any change in the sponsor's contact information, and
- (m) meet any additional obligations that the Registrar considers appropriate.

Obligations of a sponsor re mentors

14 In addition to the obligations set out in section 13, a sponsor shall ensure that a mentor is available to the apprentice to

- (a) communicate with the apprentice as is appropriate for the level and ability of the apprentice within the apprenticeship education program,
- (b) educate the apprentice in respect of any activities being performed,
- (c) provide the apprentice with the information, knowledge, guidance, supervision and opportunities necessary for the apprentice to develop the skills and competencies to meet the on-the-job instruction component of the apprenticeship education program,
- (d) provide the apprentice with a learning environment that supports on-the-job instruction and continuous development,
- (e) provide the apprentice with continual evaluation and feedback in alignment with the apprenticeship education program requirements,
- (f) provide the apprentice with competency assessments in alignment with the on-the-job instruction component of the apprenticeship education program requirements,
- (g) provide the apprentice with on-the-job instruction that integrates with the knowledge and skills of the classroom instruction component of the apprenticeship education program, and
- (h) meet any additional obligations that the Registrar considers appropriate.

Charging sponsor fees prohibited

15 A person or entity shall not charge or collect any fee for acting as a sponsor.

Part 5

Apprentices and Trainees

Obligations of an apprentice

16 Every apprentice shall

- (a) demonstrate timely progress in the apprentice's apprenticeship education program as determined by the Registrar,
- (b) meet all the requirements for the apprentice's apprenticeship education program,
- (c) review with the apprentice's sponsor at the completion of each period of the apprenticeship education program
 - (i) the on-the-job instruction hours,
 - (ii) the on-the-job instruction assessments, and
 - (iii) the classroom instruction assessmentscompleted for that period,
- (d) ensure that the apprentice's records of progress in the apprenticeship education program are kept up to date,
- (e) immediately notify the Registrar of any change in the apprentice's contact information,
- (f) be able to produce proof of an approved apprenticeship education agreement on request, and
- (g) meet any additional obligations that the Registrar considers appropriate.

Obligations of a trainee

17 Every trainee shall

- (a) meet all the requirements for the trainee's industry training program,
- (b) ensure that records of the trainee's successful completion of the trainee's industry training program requirements are sent to the Registrar,

- (c) immediately notify the Registrar of any change in the trainee's contact information, and
- (d) meet any additional obligations that the Registrar considers appropriate.

Issuance of a credential to an apprentice, trainee

18 The Registrar shall issue a credential to

- (a) an apprentice who, in the opinion of the Registrar, has successfully met all the requirements of the apprenticeship education program, or
- (b) a trainee who, in the opinion of the Registrar, has successfully met all the requirements of the industry training program.

Refusal to issue, suspension or revocation of credentials

19(1) The Registrar may refuse to issue a credential, or may suspend or revoke a credential issued to an apprentice or trainee, if in the opinion of the Registrar,

- (a) the credential
 - (i) has been altered in any manner,
 - (ii) was granted due to an administrative or other error,
 - (iii) was obtained fraudulently or by means of misrepresentation, or
 - (iv) has been used for any purpose by a person other than the person to whom the credential was issued,
- or
- (b) there has been an irregularity in the taking of an assessment required under an apprenticeship education program or industry training program.

(2) Where the Registrar refuses to issue a credential, or suspends or revokes a credential, the Registrar shall,

- (a) notify the apprentice or trainee in writing of the Registrar's decision,
- (b) provide the reasons for the decision, and

- (c) advise the apprentice or trainee that the apprentice or trainee may request a reconsideration of the decision in accordance with section 23.

Employment of apprentices — wages

20(1) Where Schedule 1 of this Regulation lists the percentage of wages to be paid to an apprentice for the on-the-job instruction component of an apprenticeship education program, an employer employing an apprentice in the apprenticeship education program shall, subject to the *Employment Standards Code*,

- (a) pay wages to the apprentice at a rate that is not less than the percentage listed in Schedule 1, and
- (b) ensure that the apprentice is paid the required rate increment commencing on the date that the Registrar is satisfied that the apprentice has completed all the requirements to advance into the next period of the apprenticeship education program.

(2) An apprentice in an apprenticeship education program that is not listed in Schedule 1 must be paid wages for the on-the-job instruction component of the apprenticeship education program in accordance with the *Employment Standards Code*.

(3) Nothing in this Regulation is to be construed to require an employer to pay wages or prohibit an employer from paying wages to an apprentice during the time that the apprentice is attending the classroom instruction component of the apprenticeship education program.

(4) An employer shall not employ an apprentice for the on-the-job instruction component of an apprenticeship education program except in accordance with this section.

(5) Notwithstanding subsections (1) and (2), but subject to the *Employment Standards Code*, where an apprentice is employed in an apprenticeship education program in an approved program, an employer employing that apprentice may, while the apprentice is participating in the approved program, pay to that apprentice wages at a rate approved by the Registrar that is less than the rate listed for the apprenticeship education program in Schedule 1.

(6) This section does not apply to an employer who employs an apprentice for the on-the-job instruction component of an apprenticeship education program if that employment is carried out in another province of Canada.

Employment of apprentices — apprentice-to-mentor ratios

21(1) Where an apprentice-to-mentor ratio is listed under Schedule 2 for an apprenticeship education program, the number of apprentices from an apprenticeship education program that an employer may employ for the on-the-job instruction component of the apprenticeship education program is determined in accordance with this section.

(2) Where

- (a) an employer is eligible to employ an apprentice for the on-the-job instruction component of an apprenticeship education program, and
- (b) the number of additional apprentices that the employer may employ is based on the number of additional mentors available to that employer,

that employer, in determining the number of additional apprentices that may be employed, shall take into account only those mentors who will be providing mentorship with respect to the work of the apprentices.

(3) This section does not apply to an apprentice

- (a) who is registered in an apprenticeship education program that has 3 or more periods, and
- (b) who has completed all the requirements, or has otherwise been approved by the Registrar, to advance to the final period of the apprenticeship education program.

(4) An employer shall not employ an apprentice for the on-the-job instruction component of an apprenticeship education program except in accordance with this section.

(5) This section does not apply to an employer who employs an apprentice registered in an apprenticeship education program

- (a) where the on-the-job instruction component of an apprenticeship education program is carried out in another province of Canada, or
- (b) that is not listed in Schedule 2.

Part 6

Registrar

Additional powers and functions of the Registrar

22 In addition to the powers and functions of the Registrar under section 6 of the Act, the Registrar may, for the purposes of Part 1 of the Act,

- (a) refuse to approve an apprenticeship education agreement,
- (b) refuse to issue a credential,
- (c) set terms and conditions on the suspension of a credential issued to an individual,
- (d) set criteria for examinations and other assessments of learning or competencies to be conducted by the Registrar with respect to apprenticeship education programs and industry training programs,
- (e) set eligibility criteria and obligations for mentors,
- (f) approve or recognize supplemental learning recognition programs, including
 - (i) the establishment of processes for the administration of those programs, and
 - (ii) the issuance of forms of proof to individuals who meet all the requirements of those programs,
- (g) authorize approved programs,
- (h) determine what records or documents form the records of progress,
- (i) determine the number of periods in an apprenticeship education program,
- (j) establish processes for the approval of transfers of apprenticeship education agreements from one sponsor to another sponsor,
- (k) define progression differently for an individual whose registration in an apprenticeship education program has previously been cancelled for failing to progress in a timely manner, and
- (l) make exceptions to, or set terms and conditions on, the criteria established under section 6(1)(c) of the Act when

it would be to the benefit of the apprentice to be registered in an apprenticeship education program.

Reconsideration of decision

23(1) In addition to the decisions set out in section 8 of the Act for which a person may request that the Registrar reconsider a decision, where the Registrar has made a decision

- (a) revoking the credential of an apprentice or trainee, the apprentice or trainee, as the case may be, may request that the Registrar reconsider the decision to revoke the credential, or
- (b) refusing to approve an apprenticeship education agreement, the apprentice or sponsor may request that the Registrar reconsider the decision to refuse to approve the apprenticeship education agreement.

(2) A request for the Registrar to reconsider a decision must

- (a) be in writing,
- (b) be served on the Registrar within 30 days of when the person is served the decision, and
- (c) include the following:
 - (i) the name and contact information of the person;
 - (ii) the decision to be reconsidered;
 - (iii) the reason for requesting the reconsideration;
 - (iv) if applicable, any other information
 - (A) requested by the Registrar, or
 - (B) that the person wishes the Registrar to take into account in the reconsideration.

(3) On being served a request that complies with subsection (2), the Registrar

- (a) may decide to confirm, reverse or vary the decision that is the subject of the reconsideration, and
- (b) within 60 days of being served the request, shall serve on the person the decision of the Registrar to confirm, reverse or vary the decision that is the subject of the reconsideration.

- (4) A decision of the Registrar under subsection (3) must be in writing and include
- (a) reasons for confirming, reversing or varying the decision that is the subject of the reconsideration, and
 - (b) a statement of the right of the person to request a review by the Minister under section 24 of the decision of the Registrar to confirm, reverse or vary the decision that is the subject of the reconsideration.
- (5) The Registrar shall not delegate any of the powers or functions of the Registrar under this section to any person.

Review of decision

24(1) A person affected by a decision of the Registrar under section 23 to confirm, reverse or vary a decision that is the subject of a reconsideration may request a review by the Minister of the decision of the Registrar.

- (2) A request for the Minister to review a decision must
- (a) be in writing,
 - (b) be served on the Minister and the Registrar within 45 days of the date shown on the decision of the Registrar, and
 - (c) include the following:
 - (i) the name and contact information of the person;
 - (ii) the decision to be reviewed;
 - (iii) the reason for requesting the review;
 - (iv) if applicable, any other information
 - (A) requested by the Minister, or
 - (B) that the person wishes the Minister to take into account in the review.
- (3) On being served a request that complies with subsection (2), the Minister may decide to confirm, reverse or vary the decision of the Registrar.
- (4) A decision of the Minister under subsection (3) must be in writing and include reasons for confirming, reversing or varying the decision of the Registrar.
- (5) A decision of the Minister under this section is final.

Coming into force

25 This Regulation comes into force on the coming into force of section 10(2) of the *Skilled Trades and Apprenticeship Education Act*.

**Schedule 1
Apprentice Wages**

Column 1	Column 2	Column 3	Column 4			
Item Number	Apprenticeship Education Program	Number of Periods	Minimum Wage Rate Per Period (%)			
			1	2	3	4
1	Agricultural Equipment Technician	4	60	70	80	90
2	Appliance Service Technician					
	Appliance Service Technician Branch	3	55	70	85	—
	Commercial Appliance Service Technician Branch	3	55	70	85	—
3	Auto Body Technician					
	Auto Body Technician Branch	4	55	70	75	80
	Auto Body Repairer Branch	3	55	70	80	—
	Auto Body Refinisher Branch	2	55	70	—	—
	Auto Body Prepper Branch	2	55	70	—	—
4	Automotive Service Technician	4	55	70	80	90
5	Baker	3	65	75	85	—
6	Boilermaker	3	60	75	90	—
7	Bricklayer	3	60	80	90	—
8	Cabinetmaker	4	55	65	75	85
9	Carpenter	4	60	70	80	90
10	Communication Technician	4	40	50	60	75
11	Concrete Finisher	2	65	75	—	—
12	Cook	3	60	75	85	—
13	Crane and Hoisting Equipment Operator					
	Mobile Crane Operator Branch	3	70	80	90	—
	Tower Crane Operator Branch	2	70	85	—	—
	Boom Truck Operator Branch	1	70	—	—	—
	Wellhead Boom Truck Operator Branch	1	70	—	—	—
14	Electric Motor Systems Technician	4	55	65	75	85
15	Electrician	4	50	60	70	80
16	Gasfitter					
	Gasfitter — Class A Branch	3	50	60	80	—
	Gasfitter — Class B Branch	2	90	95	—	—
17	Glazier	4	55	60	65	70
18	Heavy Equipment Technician					
	Heavy Equipment Technician Branch	4	60	70	80	90

	Heavy Duty Equipment Mechanic (Off Road) Branch	3	60	70	80	—
	Truck and Transport Mechanic Branch	3	60	70	80	—
	Transport Trailer Mechanic Branch	2	60	70	—	—
19	Industrial Mechanic (Millwright)	4	60	70	80	90
20	Instrumentation and Control Technician	4	55	65	75	85
21	Insulator (Heat And Frost)	3	50	60	70	—
22	Ironworker					
	Ironworker (Generalist) Branch	4	60	70	80	90
	Ironworker (Metal Building Systems Erector) Branch	2	60	70	—	—
	Ironworker (Structural/Ornamental) Branch	3	60	70	80	—
	Ironworker (Reinforcing) Branch	2	60	70	—	—
23	Landscape Horticulturist	4	60	70	80	90
24	Lather (Interior Systems Mechanic)	3	55	70	80	—
25	Locksmith	3	60	70	80	—
26	Machinist	4	55	65	75	85
27	Metal Fabricator (Fitter)	3	60	75	90	—
28	Motorcycle Mechanic	4	55	65	75	90
29	Natural Gas Compression Technician	4	60	70	80	90
30	Painter and Decorator	3	55	75	85	—
31	Parts Technician					
	Materials Technician Branch	3	65	75	85	—
	Parts Technician Branch	3	65	75	85	—
32	Plumber	4	50	60	70	80
33	Powerline Technician	4	50	60	67.5	75
34	Power System Electrician	4	50	60	67.5	75
35	Recreation Vehicle Service Technician	3	55	65	75	—
36	Refrigeration and Air Conditioning Mechanic	4	50	60	75	85
37	Roofer	4	65	75	85	95
38	Sheet Metal Worker	4	50	65	75	85
39	Sprinkler Systems Installer	4	45	60	70	80
40	Steamfitter-Pipefitter	4	50	65	80	90
41	Transport Refrigeration Technician	3	60	75	90	—
42	Water Well Driller					
	Earth Loop Technician Branch	2	60	85	—	—
	Water Well Driller Branch	2	60	85	—	—
43	Welder					
	Welder Branch	3	60	75	90	—
	Wire Process Operator Branch	2	60	75	—	—

Schedule 2 Apprentice-to-Mentor Ratio

Column 1	Column 2	Column 3
Item Number	Apprenticeship Education Program	Apprentice-to-Mentor Ratio
1	Agricultural Equipment Technician	2:1
2	Appliance Service Technician	
	Appliance Service Technician Branch	2:1
	Commercial Appliance Service Technician Branch	2:1
3	Auto Body Technician	
	Auto Body Technician Branch	2:1
	Auto Body Repairer Branch	2:1
	Auto Body Refinisher Branch	2:1
	Auto Body Prepper Branch	2:1
4	Automotive Service Technician	2:1
5	Baker	2:1
6	Boilermaker	2:1
7	Bricklayer	2:1
8	Cabinetmaker	2:1
9	Carpenter	2:1
10	Communication Technician	2:1
11	Concrete Finisher	2:1
12	Cook	2:1
13	Crane and Hoisting Equipment Operator	
	Mobile Crane Operator Branch	2:1
	Tower Crane Operator Branch	2:1
	Boom Truck Operator Branch	2:1
	Wellhead Boom Truck Operator Branch	2:1
14	Electric Motor Systems Technician	2:1
15	Electrician	2:1
16	Elevator Constructor	2:1
17	Floorcovering Installer	2:1
18	Gasfitter	
	Gasfitter - Class A Branch	2:1
	Gasfitter - Class B Branch	2:1
19	Glazier	2:1
20	Hairstylist	
	Hairstylist Branch	2:1
	Barber Branch	2:1
21	Heavy Equipment Technician	
	Heavy Equipment Technician Branch	2:1
	Heavy Duty Equipment Mechanic (Off Road) Branch	2:1
	Truck and Transport Mechanic Branch	2:1
	Transport Trailer Mechanic Branch	2:1
22	Industrial Mechanic (Millwright)	2:1
23	Instrumentation and Control Technician	2:1
24	Insulator (Heat And Frost)	2:1
25	Ironworker	
	Ironworker (Generalist) Branch	2:1
	Ironworker (Metal Building Systems Erector) Branch	2:1

	Ironworker (Structural/Ornamental) Branch	2:1
	Ironworker (Reinforcing) Branch	2:1
26	Landscape Horticulturist	2:1
27	Lather (Interior Systems Mechanic)	2:1
28	Locksmith	2:1
29	Machinist	2:1
30	Metal Fabricator (Fitter)	2:1
31	Motorcycle Mechanic	2:1
32	Natural Gas Compression Technician	2:1
33	Painter and Decorator	2:1
34	Parts Technician	
	Parts Technician Branch	2:1
	Materials Technician Branch	2:1
35	Plumber	2:1
36	Powerline Technician	2:1
37	Power System Electrician	2:1
38	Recreation Vehicle Service Technician	2:1
39	Refrigeration and Air Conditioning Mechanic	2:1
40	Roofer	2:1
41	Sheet Metal Worker	2:1
42	Sprinkler Systems Installer	2:1
43	Steamfitter-Pipefitter	2:1
44	Transport Refrigeration Technician	2:1
45	Water Well Driller	
	Water Well Driller Branch	2:1
	Earth Loop Technician Branch	2:1
46	Welder	
	Welder Branch	3:1
	Wire Process Operator Branch	5:1



REQUEST FOR DECISION

SUBJECT:	Policy 2014 Staff Training & Professional Development		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 28, 2023	CAO: SW	MANAGER: EK
DEPARTMENT:	HUMAN RESOURCES	DIR: EGK	PRESENTER: EK
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – 2014 Training and Staff Development, Bylaw 07-548 Chief Administrative Officer

RECOMMENDED ACTION:

MOTION: That Council approve the transfer of Policy 2014 “Staff Training and Professional Development” from a Council policy to an administrative policy, as presented.

BACKGROUND/PROPOSAL:

Policy 2014 Staff Training and Professional Development was adopted by Council July 2021. After having facilitated the program for a year and a half, Administration has found opportunities to amend the policy to remove redundancies, clarify course work, attendance, and retro-active Return Service Agreements.

Presented at the February 15, 2023, Policy Review Committee meeting, Administration has revised the Staff Training & Professional Development Policy with recommendations from the Policy Review Committee.

Administration is proposing this policy be transferred by Council to an administrative policy. The Staff Training and Professional Development policy outlines internal procedure for how Greenview staff can apply for and receive training and professional development. With it being entirely administratively focused, this policy would fall under the responsibility of the CAO in accordance with Bylaw 07-548 Chief Administrative Officer. In accordance with the bylaw, the CAO has been designated the power by Council to 4.3(e) “develop, approve, and implement policies, procedures, and practices dealing with administrative matters”.

Council policies provide what a municipality will do or not do. Along with the standards and/or best practices that need to be followed to achieve a high level of service. Administrative policies are action-oriented documents that specifies the process and related high-level procedures for delivery of administrative programs and activities. They must work within the allocated budget and cannot conflict with Council Policies, Bylaws or Council resolutions.

Administration is currently in the process of drafting a separate Council Professional Development policy.

While administrative policies are not displayed on Greenview's website any member of the public can request them.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that future revisions to the policy will only require CAO approval.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The alternative to the recommended motion would be that the policy remains a Council policy. This is not being recommended since the policy only affects staff.

FINANCIAL IMPLICATION:

There are no financial implications to approving this policy.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If Council approves the recommended motion, Administration will review the policy three years from the date approved.

ATTACHMENT(S):

- Staff Training & Professional Development Policy (Current)
- Staff Training & Professional Development Policy (Administrative Policy - Draft)

Title: Staff Training and Professional Development

Policy No: 2014

Effective Date: July 27, 2021

Motion Number: 21.07.382

Supersedes Policy No: HR 09

Review Date: July 27, 2024



Purpose: Greenview recognizes the need for and importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance and innovation in municipal government. Greenview supports training and development of its staff with levels of financial support which vary depending on the relevancy of the training opportunity to a current position or future need within the organization. The purpose of this policy is to establish guidelines on how employees may receive training and pursue professional development opportunities.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer of Greenview.
- 1.2. **Conference/Convention** means an activity related to a professional association or municipal organization or related to the employee's work with a Board or Committee.
- 1.3. **Cost-Share Agreement** means an agreement where Greenview agrees to pay part of the enrollment costs in a college diploma, university degree, masters, doctorate, professional certificate or designation, but does not require a work commitment as a condition of financial assistance.
- 1.4. **Cross-training** means training an employee to do a different job, or portion of a job, in another area of the organization.
- 1.5. **Development** means a program or activity designed to raise an employee's performance for future job responsibilities.
- 1.6. **Employee-Initiated** means a request by an employee for permission to participate in training and development activities with or without assistance from Greenview.
- 1.7. **Employer-Initiated** means a request by Greenview for employee participation in training and development activities as a requisite for maintaining or increasing individual performance levels in accordance with municipal goals, objectives and needs.
- 1.8. **Educational Course** means a program or course offered by an accredited educational institution that Greenview recognizes as contributing to improving the skill and knowledge of an employee.

- 1.9. **Educational Leave of Absence** means a leave of absence, whether paid or unpaid, from job duties on a part-time or full-time basis for the purpose of advancing an employee's abilities or supplementing professional or skill training.
- 1.10. **Greenview** means the Municipal District of Greenview No. 16.
- 1.11. **In-House Training and Development** means a program or course offered or sponsored by the municipality that is available or required for Greenview employees. This includes, but is not limited to, instruction, seminars, courses or required health and safety training.
- 1.12. **Return Service Agreement** means an agreement requiring a work commitment of continued employment with Greenview as a condition of financial assistance.
- 1.13. **Training** means a program or activity designed to prepare an employee to the level of competence required for present job responsibilities.
- 1.14. **Work Commitment** means the period of work obligation an employee is required to undertake as a condition of receiving financial assistance granted under the terms of this policy or a Return Service Agreement entered into between Greenview and the employee.

2. GENERAL GUIDELINES AND STANDARDS

- 2.1. Managers and Directors are encouraged to develop professional development goals and plans with each employee annually during performance appraisals.
- 2.2. When considering professional development, Managers and Directors should reflect on education and training needs within their departments, and succession planning within the organization as a whole.
- 2.3. Managers and Directors will review all requests from employees in their departments, to attend direct and indirect job-related courses, conferences, seminars, workshops, or conventions.
- 2.4. All employee-initiated training requires a request to be made to the employee's Manager and Director in writing with a completed "Professional Development Request Form".
- 2.5. Employees will receive written and prior approval from the required level of authorization in accordance with Section 2.15 prior to attending any courses, conferences, seminars, workshops or conventions.
- 2.6. Any employee who attends any course, conference, seminar, workshop, or convention without obtaining prior approval of their Manager, Director, and CAO where required, will do so at their own expense, and will not be reimbursed for costs they incurred.
- 2.7. Greenview will pay all registration, travel, hotel, meals and related costs for employees to attend approved courses, conferences, seminars, workshops, or conventions, in accordance with Greenview's policies and procedures.
- 2.8. Sufficient funds must be in the current years' budget to offset all related costs for employees attending courses, conferences, seminars, workshops or conventions.

- 2.9. Courses requiring educational leave will be dealt with in accordance with Greenview's policies and procedures, and/or in accordance with the individual's Cost-Share Agreement or Return Service Agreement.
- 2.10. All Cost-Share Agreements and Return Service Agreements will be approved by the CAO.
- 2.11. Employees are required to submit a "Learning Evaluation Form" after attending any course, conference, seminar, workshop, convention, or after completion of their diploma, degree, masters, doctorate, professional certificate or designation.
- 2.12. Greenview will reimburse the enrollment expenses and all costs directly related to an approved course or course of study, upon the employee's successful completion of the course(s), the submission of receipts, and submission of a "Learning Evaluation Form".
- 2.13. Greenview will pay the employee's membership fees for associations directly related to their job.
- 2.14. If authorized attendance is not used as an opportunity to learn and participate on behalf of Greenview, and an employee does not attend an authorized event fully, it may be considered as abuse and any further privilege may be lost.
- 2.15. Approval Thresholds:
 - A) **Employee requested In-house training:** Manager
 - B) **Conferences/Seminars under \$1999.00:** Manager and Director
 - C) **Individual Courses under \$1999.00:** Manager and Director
 - D) **College diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation, or any course, conference, seminar over \$2000.00:** Director and CAO approval. A Cost-Sharing or Return Service Agreement may be required at the discretion of the CAO for a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation.
- 2.16. CAO training or conference attendance is subject to Council approval during the annual budget process. Additional training or conference attendance for the CAO beyond what is captured in the annual budget requires Council approval.

3. IN-HOUSE TRAINING AND DEVELOPMENT

- 3.1. Training activities may vary from short, informal, on-the-job instruction and guidance to more structured programs, courses, workshops, and seminars offered internally to employees, or sponsored directly by the municipality either during or after work hours. In-house training may also include cross-training or health and safety training.
- 3.2. Participation in in-house training and development activities may be requested by the employee or assigned by the employee's Supervisor or Manager.
- 3.3. Requests by the employee to participate in in-house training or development must be submitted on the "Professional Development Request Form" and approved by the employee's Manager.

- 3.4. All costs for in-house training and development activities are to be assumed by the appropriate departmental budget, unless otherwise specified.

4. FINANCIAL ASSISTANCE AND EDUCATIONAL COURSES

- 4.1. To qualify for financial assistance, an employee must be a permanent employee, have completed their probationary period prior to enrolling in a particular course of study, and costs must be in the appropriate departmental budget.
- 4.2. Greenview may agree to fund, wholly or in part, an employee's pursuit of a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation. This may require entering into a Cost-Share Agreement or a Return Service Agreement at the discretion of the CAO.
- 4.3. Tuition fees that are either directly related to the employee's current job or create a mutual advantage to both the employee and the department would be eligible for funding for 100% of course costs. For Example:
 - A) Individual courses taken independently of enrolment in a degree, certificate, or diploma program; or
 - B) Courses leading to a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designation.
- 4.4. Tuition fees that are related to the organization's function but not directly related to the employee's current job or division/department function may be eligible for funding for 50% of course costs at the discretion of the department Director and the CAO.
- 4.5. For employee-initiated education, the employee must submit the "Professional Development Request Form" and obtain the appropriate approval signatures prior to enrollment.
- 4.6. A Return Service Agreement requiring a work commitment of continued employment with Greenview may be required as a condition of financial assistance. The period of the work commitment will be outlined in the Return Service Agreement and shall generally begin upon completion of the course of study. The work commitment may take into account whether the employee retained full-time employment while completing the course of study and pro-rate the work commitment accordingly.
- 4.7. When an employee leaves the employment of Greenview, whether voluntary or not, prior to fulfilling the work commitment stipulated in their Return Service Agreement, the outstanding commitment will be become an Account Receivable by Greenview.
- 4.8. Non-tuition related fees are ineligible for assistance, except where permitted in other Greenview policies. These fees include, but are not limited to:
 - A) Deferred or late payments;
 - B) Fees for extensions;
 - C) Cancellation fees;
 - D) Course credit transfer fees;
 - E) Student medical insurance; or
 - F) Capital projects;
- 4.9. Should an employee fail a course, the employee will be required to:

- A) Successfully complete the course within one year at their own expense; or
- B) Reimburse Greenview for all expenses incurred on the employee's behalf in accordance with the terms of an applicable Return Service Agreement or Cost-Share Agreement. The employee may enter into an agreement with Greenview to establish a payment plan. If the employee leaves the employment of Greenview, any outstanding commitments will become an Account Receivable by Greenview.

5. CONFERENCE AND SEMINAR ATTENDANCE

- 5.1. Greenview shall assume allowable costs associated with attendance at approved conferences and seminars in accordance with Greenview policies, including registration fees, transportation costs, accommodation, meals, and incidental expenses.
- 5.2. Requests to attend Conferences and Seminars must be made with the "Professional Development Request Form". Approval from the employee's Manager and Director is required for all conferences in the prescribed form. In addition, CAO approval is required for any conference that is anticipated to cost over \$2000.00, as well as any conference that is out of province or country.
- 5.3. Council approval is required for any out of country courses, training, or conferences for the CAO.
- 5.4. Conference attendance should be discussed annually during the employee's performance appraisal.
- 5.5. Attendance at work shops and seminars that have no associated costs, but occur during business hours, require the approval of the employee's Supervisor.

6. RESPONSIBILITIES

- 6.1. Employee Responsibilities:
 - A) Prepare an annual learning and development plan that identifies their training and educational needs to be reviewed and discussed at the employee's annual performance appraisal with their Manager or Director. Once reviewed by the Manager, the appropriate forms should be submitted for Manager, Director or CAO approval, where needed, to allow for the budgeting of professional development expenses.
 - B) Making a personal commitment to career planning and any associated learning and development.
 - C) Using long-range planning to determine future requests.
 - D) Selecting the most cost-effective options.
 - E) Accounting for all expenses incurred for professional development.
 - F) Providing a statement of grades and certificate of completion to the department director and submitting the designated professional development feedback form for manager and director review.
- 6.2. Manager and Director Responsibilities:
 - A) Reviewing and approving requests for professional development for employees within their departments.
 - B) Ensuring there is appropriate budget allocation to undertake all approved and anticipated employee training.
 - C) Ensuring all professional development activities are done in accordance with this policy.

D) Ensuring all required documentation is completed and submitted.

6.3. CAO Responsibilities:

- A) Review and approve professional development activities under their scope of approval.
- B) Negotiate and approve Return Service Agreements or Cost-Share Agreements with employees for tuition assistance for college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designations.



MUNICIPAL DISTRICT OF GREENVIEW

PROFESSIONAL DEVELOPMENT REQUEST FORM

PART 1

Name:

Department:

Training Title:

Training Location:

Training Start Date:

Training Address:

Training End Date:

Type of Professional Development:

In-House Training

Conference/Seminar

Individual Course(s)

College Diploma

Bachelor's Degree

Masters or Doctorate Degree

Professional Certificate

Professional Designation

Is a copy of the training certificate required for the Employee File? Yes No
If yes, please forward to Human Resources upon receipt.

Reason for Professional
Development :

Estimate Cost: Registration Fee: \$ Meals: \$
Lodging: \$
Other: \$
Total Cost: \$

A learning evaluation form is required following any training, courses, or conferences. To be submitted to Supervisor/Manager.

Employee signature:

Date:

PART 2

Approval Thresholds:

- A) Employee requested in-house training: Manager
- B) Conferences/Seminars under \$1999.00: Manager & Director
- C) Individual Courses under \$1999.00: Manager & Director
- D) College diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation, or any course, conference, seminar over \$2000.00: Manager, Director, & CAO

Approvals:

Manager Approval:

Date:

Director Approval:

Date:

CAO Approval:

Date:

Not Approved

Reasons:

PART 3

For CAO (if required)

Cost-Share Agreement

Return Service Agreement

Educational Leave of Absence

Yes No

Yes No

Yes No

Cost-Sharing Details

Return Service Details

Amount:

Amount:

Payee:

Payee:

If Educational Leave of Absence required:

Benefits to continue

Salary

Length of time:

Yes No

Paid Unpaid

Admin: If the above is completed by the CAO and a cost-sharing agreement, return service agreement or educational leave of absence is required, please submit form to Human Resources.

Title: Staff Training and Professional Development**Policy No:** 02-16**Effective Date:** Date approved by the CAO**Responsible Department:** Human Resources**Review Date:** (3 Years from date approved)**Legal References:**

Not applicable

Cross References:

Policy 02-17 "Employee Apprenticeship Training"

Purpose: Greenview recognizes the need for and importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance, employee retention, and advancing Greenview's Strategic Plan. Greenview supports training and development of its staff with levels of financial support which vary depending on the relevancy of the training opportunity to a current position or future need within the organization. The purpose of this policy is to establish guidelines on how employees may receive training and pursue professional development opportunities.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
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- 1.3. **Cost-Share Agreement** means an agreement where Greenview agrees to pay part of the enrollment costs in a college diploma, university degree, masters, doctorate, professional certificate or designation, but does not require a work commitment as a condition of financial assistance.
- 1.4. **Course Work** means homework and assignments, self-taught material, and studying that can be completed at anytime of day as there is no scheduled time for it.
- 1.5. **Cross-training** means training an employee to do a different job, or portion of a job, in another area of the organization.
- 1.6. **Development** means a program or activity designed to raise an employee's performance for future job responsibilities.
- 1.7. **Employee-Initiated** means a request by an employee for permission to participate in training and development activities with or without assistance from Greenview.
- 1.8. **Employer-Initiated** means a request by Greenview for employee participation in training and development activities as a requisite for maintaining or increasing individual performance levels in accordance with municipal goals, objectives and needs.

- 1.9. **Educational Course** means a program or course offered by an accredited educational institution that Greenview recognizes as contributing to improving the skill and knowledge of an employee.
- 1.10. **Educational Leave of Absence** means a leave of absence, whether paid or unpaid, from job duties on a part-time or full-time basis for the purpose of advancing an employee's abilities or supplementing professional or skill training.
- 1.11. **Greenview** means the Municipal District of Greenview No. 16.
- 1.12. **In-House Training and Development** means a program or course offered or sponsored by the municipality that is available or required for Greenview employees. This includes, but is not limited to, instruction, seminars, courses or required health and safety training.
- 1.13. **Performance Management Process** is the process where Supervisors meet with employees at the beginning of the year or at the time a new employee completes probation, to set goals. Following goal setting there should be regular discussions and a Year End Review.
- 1.14. **Return Service Agreement** means an agreement requiring a work commitment of continued employment with Greenview as a condition of financial assistance.
- 1.15. **Self-Directed Learning** is course work that is employee initiated and differs from training in that it is usually a long-term course of study that will result in the employee obtaining a degree, license, or credential.
- 1.16. **Training** means a program or activity designed to prepare an employee to the level of competence required for present job responsibilities.
- 1.17. **Work Commitment** means the period of work obligation an employee is required to undertake as a condition of receiving financial assistance granted under the terms of this policy or a Return Service Agreement entered into between Greenview and the employee.

2. POLICY STATEMENT

- 2.1. Training and professional development may take the form of in-house training, courses, conferences, cross-training, and special projects.
- 2.2. Training and professional may be employee-initiated, employer initiated, or self-directed.
- 2.3. All employee-initiated training requires a request to be made to the employee's Manager and Director in writing with a completed "Professional Development Request Form".
- A) Employees will receive written and prior approval from the required level of authorization in accordance with Section 2.11 prior to attending any courses, conferences, seminars, workshops or conventions.
- B) Any employee who attends any course, conference, seminar, workshop, or convention without obtaining prior approval of their Manager, Director, and CAO where required, will do so at their own expense, and will not be reimbursed for costs they incurred.
- 2.4. Greenview will pay all registration, travel, hotel, meals and related costs for employees to attend approved courses, conferences, seminars, workshops, or conventions, in accordance with Greenview's policies and procedures.

- 2.5. Sufficient funds must be in the current years' budget to offset all related costs for employees attending courses, conferences, seminars, workshops or conventions.
- 2.6. Courses requiring educational leave will be dealt with in accordance with Greenview's policies and procedures, and/or in accordance with the individual's Cost-Share Agreement or Return Service Agreement.
- 2.7. All Cost-Share Agreements and Return Service Agreements must be approved by the CAO, in advance of the enrollment.
- 2.8. Greenview will reimburse expenses and all costs directly related to an approved course or course of study, upon proof of receipt, or a corporate credit card can be used by those approved. Employees can request to use their Manager's or Director's corporate credit card to pay for registration fees as they are typically a large, up front cost.
- 2.9. Greenview will pay the employee's membership fees for associations directly related to their job.
- 2.10. If authorized attendance is not used as an opportunity to learn and participate on behalf of Greenview, and an employee does not attend an authorized event fully, it may be considered as abuse and any further privilege may be lost.
- 2.11. Approval Thresholds:
- A) **Employee requested in-house training:** Manager
 - B) **Conferences/Seminars under \$499.99:** Manager
 - C) **Conferences/Seminars \$500 up to \$1999.99:** Manager and Director
 - D) **Single course(s) that do not lead to college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation under \$1999.99:** Manager and Director
 - E) **College diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation, or any course, conference, seminar over \$2,000.00:** Manager, Director, and CAO approval. A Cost-Sharing or Return Service Agreement may be required at the discretion of the CAO for a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation.
- 2.12. CAO training or conference attendance is subject to Council approval during the annual budget process. Additional training or conference attendance for the CAO beyond what is captured in the annual budget requires Council approval.
- 2.13. Apprenticeship training should be referred to Policy 02-17 *Employee Apprenticeship Training*.

3. IN-HOUSE TRAINING AND DEVELOPMENT

- 3.1. Training activities may vary from short, informal, on-the-job instruction and guidance to more structured programs, courses, workshops, and seminars offered internally to employees, or sponsored directly by the municipality either during or after work hours. In-house training may also include cross-training or health and safety training.

- 3.2. Participation in in-house training and development activities may be requested by the employee or assigned by the employee's Supervisor or Manager.
- 3.3. Requests by the employee to participate in in-house training or development must be submitted on the "Professional Development Request Form" and approved by the employee's Manager.
- 3.4. All costs for in-house training and development activities are to be assumed by the appropriate departmental budget, unless otherwise specified.

4. CONFERENCE AND SEMINAR ATTENDANCE

- 4.1. Greenview shall assume allowable costs associated with attendance at approved conferences and seminars in accordance with Greenview policies, including registration fees, transportation costs, accommodation, meals, and incidental expenses.
- 4.2. Requests to attend Conferences and Seminars must be made with the "Professional Development Request Form". Approval from the employee's Manager and Director is required for all conferences in the prescribed form. In addition, CAO approval is required for any conference that is anticipated to cost over \$2000.00, as well as any conference that is out of province or country.
- 4.3. Council approval is required for any out of country courses, training, or conferences for the CAO.
- 4.4. Conference attendance should be discussed as part of the Performance Management Process.

5. COURSE WORK AND ATTENDANCE

- 5.1. If there are required in-person or virtual lectures, exams, or group work, that must be attended at a specific time, employees can attend during work hours, as long as approved by Manager or Director prior to attending.
- 5.2. For self-directed learning, any course work should be completed on the employee's own time. This means that the employee cannot complete course work during work hours and they will not be paid for time to complete course work. Exceptions may be granted on a case-by-case basis at the Manager's discretion.
- 5.3. For employer-initiated learning, the time allowed to do course work during work hours must be agreed upon with the Manager or Director. The Manager or Director must approve any overtime to complete course work, prior to it commencing.

6. FUNDING AND REQUIREMENTS

- 6.1. To qualify for financial assistance, an employee must be a permanent employee, have completed their probationary period prior to enrolling in a particular course of study, and costs must be in the appropriate departmental budget.
- 6.2. Greenview may agree to fund, wholly or in part, an employee's pursuit of a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or

designation. This may require entering into a Cost-Share Agreement or a Return Service Agreement at the discretion of the CAO.

- 6.3. Tuition fees that are either directly related to the employee's current job or create a mutual advantage to both the employee and the department would be eligible for funding for 100% of course costs. For Example:
 - A) Individual courses taken independently of enrolment in a degree, certificate, or diploma program; or
 - B) Courses leading to a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designation.
- 6.4. Tuition fees that are related to the organization's function but not directly related to the employee's current job or division/department function may be eligible for funding for 50% of course costs at the discretion of the department Director and the CAO.
- 6.5. Employees must disclose the total estimated cost of a course, program, or designation. For example, if an employee needs to take six individual courses to earn a certificate, the Professional Development Request Form must display the cost of the six courses, not the cost of one of the courses, even though only one course may be taken at a time.
- 6.6. A Return Service Agreement requiring a work commitment of continued employment with Greenview may be required as a condition of financial assistance. The period of the work commitment will be outlined in the Return Service Agreement and shall generally begin upon completion of the course of study. The work commitment may take into account whether the employee retained full-time employment while completing the course of study and pro-rate the work commitment accordingly.
- 6.7. Greenview reserves the right to create a retroactive Return Service Agreement if the total costs of a course or program accumulates to over \$2000.00.
- 6.8. When an employee leaves the employment of Greenview, whether voluntary or not, prior to fulfilling the work commitment stipulated in their Return Service Agreement, the outstanding commitment will become an Account Receivable by Greenview.
- 6.9. Non-tuition related fees are ineligible for assistance, except where permitted in other Greenview policies. These fees include, but are not limited to:
 - A) Deferred or late payments;
 - B) Fees for extensions;
 - C) Cancellation fees;
 - D) Course credit transfer fees;
 - E) Student medical insurance; or
 - F) Capital projects;
- 6.10. Should an employee fail a course or exam, the employee may be required to:
 - A) Successfully complete the course within one year at their own expense; or
 - B) Reimburse Greenview for all expenses incurred on the employee's behalf in accordance with the terms of an applicable Return Service Agreement or Cost-Share Agreement. The employee may enter into an agreement with Greenview to establish a payment plan. If the employee leaves the employment of Greenview, any outstanding commitments will become an Account Receivable by Greenview.

- 6.11. If the employee chooses to rewrite an exam or retake a course, they have already passed in order to achieve a higher grade, the rewrite cost or the course cost will be at the employee's expense.

7. ROLES AND RESPONSIBILITIES

7.1. Employee Responsibilities:

- A) Prepare an annual learning and development plan that identifies their training and educational needs to be reviewed and discussed as part of the Performance Management Process with their Supervisor. Once reviewed by the Manager, the appropriate forms should be submitted for Manager, Director or CAO approval, where needed, to allow for the budgeting of professional development expenses.
- B) Make a personal commitment to career planning and any associated learning and development.
- C) Use long-range planning to determine future requests.
- D) Select the most cost-effective options.
- E) Account for all expenses incurred for professional development.
- F) Provide a statement of grades and certificate of completion to the Manager, department Director and Human Resources.
- G) Complete and submit to your supervisor a "Learning Evaluation Form" after attending any training, except for in-house training.
- H) Submit professional development time on timesheet, using appropriate professional development pay code.

7.2. Manager and Director Responsibilities:

- A) Develop professional development goals and plans with employees as part of the Performance Management Process.
- B) Consider education and training needs within their departments and succession planning within the organization as a whole.
- C) Review and approve requests for professional development for employees within their departments.
- D) Ensure there is appropriate budget allocation to undertake all approved and anticipated employee training.
- E) Ensure all professional development activities are done in accordance with this policy.
- F) Ensure all required documentation is completed and submitted.

7.3. CAO Responsibilities:

- A) Develop professional development goals and plans with employees as part of the Performance Management Process.
- B) Consider education and training needs within their departments and succession planning within the organization as a whole.
- C) Review and approve professional development activities under their scope of approval.
- D) Negotiate and approve Return Service Agreements or Cost-Share Agreements with employees for tuition assistance for college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designations.
- E) Promote an organizational culture that encourages training and professional development.

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	Peace Region Economic Development Alliance Letter of Support		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 28, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER: SW
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council support the development of Child and Youth Mental Health Worker program for Northern Lakes College and sign and return the request to endorse Council's support for this initiative.

BACKGROUND/PROPOSAL:

A request was received through the membership of the Peace Region Economic Development Alliance (PREDA) requesting that the PREDA members provide support to the development of a new Child and Youth Mental Health program through Northern Lakes College. The request is requiring Councils who are in support of the initiative sign and return the attached letter to PREDA so they can forward the names of all municipalities in support of the program to the Alberta Department of Advanced Education.

BENEFITS OF THE RECOMMENDED ACTION:

1. Benefits of accepting the recommended action is that Council will be showing their support for a new program for Child and Youth Mental Health at Northern Lakes College.

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: N/A

Ongoing / Future Costs:

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

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 required documentation to PREDA.

ATTACHMENT(S):

- PREDA Support Request



To: PREDA / REDI Membership:

March 12, 2023

RE: Support for **NEW!** Child and Youth Mental Health Worker program for Northern Lakes College

Background: Our concern for our children's psychological, social, physical, language, and academic well-being was of upmost importance to us all during the height of the COVID19 pandemic. Our concern was not unique; in 2021 young people reached out to **Kids Help Phone 4.6 million times**. The top five issues young people reached out about were anxiety, depression, relationships, loneliness, and suicidal thoughts. ([Impact 21 Report](#)).

Mental health is a continuum and a life-long journey. A small problem to one can be a huge problem to someone else. A manageable problem can become out-of-control if left undealt with. Mental health services are also a continuum. School counsellors, family and community support services, social workers, psychologists, and psychiatrists all serve a role along the continuum of mental health supports available in a community.

Program Proposal: Northern Lakes College would like to offer a diploma in Child & Youth Mental Health to help build our regional capacity to provide mental health services to our children. The new program will benefit from Northern Lakes College's team of instructional experts across a cluster of programs such as Social Work, Early Learning & Child Care, Addictions Counselling, and Educational Assistant.

Request: To proceed with this initiative Northern Lakes College needs to provide the Alberta Department of Advanced Education with a full program proposal which includes support from our communities that the Child & Youth Mental Health program is needed in our region. As municipal leaders and as members of various community boards that deal with the impact of mental health in our communities, we are asking that you, your fellow councillors, and/or board members sign and return this request to show your support for this Northern Lakes College initiative.

Sincerely,
Elaine Garrow – PREDA Chair
Councillor - MD of Spirit River #133

Yes, the Child & Youth Mental Health program is needed in my community and I support Northern Lakes College in its endeavors to deliver this program in our region.

Name (Print) _____ **Signature:** _____

Municipality / Board _____

Please return to admin@peacecountrycanada.com



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. 28	7:00	23:00	M	Council Meeting/SLCN Meeting	500		1			20.00		524.00
Mar. 3	9:30	10:30	M	MD BUS Meeting with Evergreen								269.00
Mar. 13	19:00	22:00	M	Travel to GP	200				1	50.00		269.00
Mar. 14	7:00	20:30	M	Council Meeting/Grande Spirit PE	300		1			20.00		524.00
NOTES:				KILOMETER CLAIM			TOTAL			90.00		1586.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	1000	680.00	NET CLAIM		90.00			1586.00
				\$0.17 per km	1000	170.00						
				SUBTOTAL		850.00	TOTAL CLAIM				2526.00	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		850	AMOUNT DUE (OWING)				\$2,526.00	



Municipal District of Greenview No. 16

NAME: Ryan Ratzlaff
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
28-Feb	8:15	20:30	M	RCM and Joint meeting w/SLCN	80						524.00
1-Mar				AB Counsel Budget overview (Virtual)							
NOTES:				KILOMETER CLAIM			TOTAL				524.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	80	54.40	NET CLAIM				524.00
				\$0.17 per km	80	13.60					
				SUBTOTAL		68.00	TOTAL CLAIM				592.00
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		68	AMOUNT DUE (OWING)				\$592.00



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		
27-Feb	8:15	15:00	M	AEMA	16							317.00
28-Feb	8:30	19:30	M	Council/SLCN	32							459.00
1-Mar	12:00	13:00		Prov Budget - AB Counsel								N/C
2-Mar	9:30	12:00	M	VV Med Clinic	16							269.00
6-Mar	15:15	16:45	M	CEC	16							269.00
8-Mar	17:30	19:30	M	NLC Open House	16							269.00
9-Mar	8:00	12:30	M	LS Ski / GIG Update	104							317.00
NOTES:				KILOMETER CLAIM			TOTAL					1900.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	200	136.00	NET CLAIM					1900.00
				\$0.17 per km	200	34.00						
				SUBTOTAL		170.00	TOTAL CLAIM				2070.00	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		170	AMOUNT DUE (OWING)				\$2,070.00	

Sally Ann Rosson
 Claimant

March 13, 2023
 Date

262

 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		
27-Feb	8:00	15:30	M	AEMA training	30						317.00
28-Feb	8:30	20:00	M	Reg Council and Joint Council	30						459.00
7-Mar	19:00	21:00	M	Sweathouse Hall Board							269.00
8-Mar	11:00	23:30	M	Edmonton Minister meeting	750		x	x	70.00		524.00
9-Mar	9:00	12:00	M	Sarda virtual							269.00
NOTES:				KILOMETER CLAIM			TOTAL		70.00		1838.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	810	550.80	NET CLAIM		70.00		1838.00
				\$0.17 per km	810	137.70					
				SUBTOTAL		688.50	TOTAL CLAIM				2596.50
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		688.5	AMOUNT DUE (OWING)				\$2,596.50



Municipal District of Greenview No. 16

NAME: Dale Smith
ADDRESS :

Employee # :
Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
10-Jan	8:00	16:35	m	regular council	50						
11-Jan	8:04	14:45	m	MPC and policy review committee	50						
12-Jan	9:30	12:55	m	Little Smoky Ski hill board mtg	45						
17-Jan	9:00	12:00	m	COTW-virtual							
24-Jan	8:11	17:30	m	regular council	50						
25-Jan	8:10	14:30	m	Greenview industrial gateway mtg	50						
10-Feb	7:45	16:30	m	RMA District 4 mtg- Tangent	198						
14-Feb	8:00	16:00	m	regular council	50						
15-Feb	8:05	14:15	m	MPC and policy review committee	50						
21-Feb	7:00	17:35	m	COTW - grovedale	340						
27-Feb	8:05	14:45	m	AEMA training	50						
2-Mar	9:25	12:30	m	Valleyview Medical Clinic meeting	50						
9-Mar	8:25	12:25	m	Little Smoky Ski hill board mtg	--						
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	983	540.65	NET CLAIM				
				\$0.26 per km	983	255.58					
				SUBTOTAL		796.23	TOTAL CLAIM				796.23
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		796.23	AMOUNT DUE (OWING)				\$796.23

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		
February 27 2023	7:45	21:30	M	AEMA Council Emergency Training &	240							524.00
				Regional Trade Commissioner Meet & Greet								
February 28 2023	7:30	21:30	M	Council & Joint Council - SLCN	120							524.00
March 1 2023	12:00	13:15	M	Alberta Counsel Budget Overview								269.00
March 3 2023	17:45	22:15	M	Northwest Alberta Sport Excellence Awards	160							317.00
March 6 2023	8:00	16:30	M	Northern Transportation Advocacy Bureau	250							459.00
March 9 2023	13:00	18:00	M	Greenview Industrial Gateway Informational Webinar &								317.00
				MD of Greenview Library Board								
March 11 2023	9:15	13:00	M	MD of Greenview Library Board Meeting								269.00
NOTES:				KILOMETER CLAIM			TOTAL					2679.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	770	523.60	NET CLAIM					2679.00
				\$0.17 per km	770	130.90						
				SUBTOTAL		654.50	TOTAL CLAIM					3333.50
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		654.5	AMOUNT DUE (OWING)					\$3,333.50

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Jennifer Scott
 ADDRESS :

Employee # :
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
27-Feb	7:30	14:00	M	AEMA Emergency Training	76							317.00
28-Feb	8:00	20:30	M	RCM, SLCN Meeting	76							524.00
1-Mar	12:00	17:00	M	Alberta Council Zoom, PACE	176							317.00
2-Mar	9:30	11:30	M	Valleyview Med Clinic	76							269.00
9-Mar	13:00	14:00	M	GIG Update - Zoom								269.00
NOTES:				KILOMETER CLAIM			TOTAL					1696.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	404	274.72	NET CLAIM					1696.00
				\$0.17 per km	404	68.68						
				SUBTOTAL		343.40	TOTAL CLAIM				2039.40	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		343.4	AMOUNT DUE (OWING)				\$2,039.40	

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		
1-Feb	9:00	12:00	m	asb							269.00
3-Feb	12:00	17:00	m	Maskwa update	75		x		20.00		317.00
14-Feb	6:30	19:30	m	council	300	x		x	70.00		524.00
15-Feb	7:00	15:30	m	mpc/prc	300						459.00
21-Feb	8:00	11:00	m	cotw grovedale							269.00
21-Feb			c	alberta beef conference	900		x		20.00		459.00
22-Feb			c	alberta beef conference							459.00
23-Feb			c	alberta beef conference							459.00
24-Feb			c	alberta beef conference	900			x	50.00		459.00
28-Feb	6:30	20:00	m	council/slc	320	x			20.00		524.00
NOTES:				KILOMETER CLAIM			TOTAL		180.00		4198.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	2795	1900.60	NET CLAIM		180.00		4198.00
				\$0.17 per km	2795	475.15					
				SUBTOTAL		2375.75	TOTAL CLAIM			6753.75	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		2375.75	AMOUNT DUE (OWING)			\$6,753.75	

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Christine Schlieff
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
27-Feb	7:00	16:30	M	Emergency training	305							459.00
28-Feb	6:45	22:00	M	Council and joint supper meeting	305							524.00
9-Mar	16:30	20:00	M	GIG Zoom and community Futures	64							269.00
11-Mar	8:30	13:30	M	Library Board Debolt	186							317.00
NOTES:				KILOMETER CLAIM			TOTAL					1569.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	860	584.80	NET CLAIM					1569.00
				\$0.17 per km	860	146.20						
				SUBTOTAL		731.00	TOTAL CLAIM				2300.00	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		731	AMOUNT DUE (OWING)				\$2,300.00	



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		
26-Feb	17:00	20:00	M	Travel to VV	350			X	50.00		269.00
27-Feb	7:00	18:00	M	AEMA Training	200	X		X	70.00		459.00
28-Feb	7:00	18:00	M	Regular Council	350	X			20.00	270.32	459.00
2-Mar	7:00	14:00	M	Summit Coal and CFWY Board meeting	300		X		20.00		269.00
9-Mar	13:00	14:00	M	GIG meeting - virtual							269.00
21-Feb				FCM - registration							1140.17
6-Mar				FCM - registration for spouse							395.50
NOTES:				KILOMETER CLAIM			TOTAL		160.00	270.32	3260.67
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	1200	816.00	NET CLAIM		160.00	270.32	3260.67
				\$0.17 per km	1200	204.00					
				SUBTOTAL		1020.00	TOTAL CLAIM				4710.99
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1020	AMOUNT DUE (OWING)				\$4,710.99

D. Didow
 Claimant

Mar 13, 2023
 Date

269

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		
27-Feb	7:00	8:30	m	AEMA council emergency training, Regid	220			1	50.00		269.00
28-Feb	7:00	21:00	m	Regular council, Nitehawk, SLCN council	220	1			20.00		524.00
1-Mar	9:30	15:00	m	MA budget call, Lunch with CN, return t	200	1			20.00	405.48	317.00
2-Mar	7:00	20:00	m	Valory update, CFWY hinton, RDDMS,	300						524.00
3-Mar	15:00	21:00	m	SPRTS excellence award presentations	215						317.00
4-Mar	8:00	11:00	m	return to GC	200					135.16	269.00
8-Mar	10:00	19:00	m	Travel to Edmonton, meeting with minis	420						459.00
9-Mar	9:30	15:00	m	breakfast with A/C CAO and GIG directo	420					144.82	317.00
NOTES:				KILOMETER CLAIM			TOTAL		90.00	685.46	2996.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	2195	1492.60	NET CLAIM		90.00	685.46	2996.00
				\$0.17 per km	2195	373.15					
				SUBTOTAL		1865.75	TOTAL CLAIM				5637.21
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1865.75	AMOUNT DUE (OWING)				\$5,637.21

 Claimant

 Date

270

 Approved

 Date