



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

July 11, 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 June 27, 2023		3
	3.2 Business Arising from Minutes		
#4	PUBLIC HEARING	4.1 Bylaw 23-938 Public Hearing	15
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 23-938 Land Use Bylaw Amendment to Re-designate Part of SW-09-070-22-W5M from Agricultural One (A-1) District to Country Residential One (CR-1) District	17
		6.2 Bylaw 23-948 Cozy Acres Minor Area Structure Plan	32
#7	BUSINESS	7.1 Administrative Policy 02-113 "Safety Rules and Disciplinary Policy"	253
		7.2 Policy 2003 Disclosure of Wrongdoing and Reprisal Protection	265
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		7.4 Policy 2501 Personal Protective Equipment	282
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	7.12 Community Futures Grande Prairie and Region – Sponsorship Request	353
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	7.14 Joint Use and Planning Agreements (JUPA) Grande Yellowhead School Division	367
	7.15 Little Smoky Ski Area Governance Board Agreement	401
	7.16 Alberta Roadbuilders and Heavy Construction Association Fuel Surcharge & Tonne/Km Rates Review	420
	7.17 Recovery Costs Report	431
	7.18 Managers Reports	434
#8	NOTICE OF MOTION	
#9	CLOSED SESSION	
	9.1 Land Sale Report Disclosure Harmful to Business Interests of a Third Party	
	9.2 Tender Award for External Auditor Disclosure Harmful to Business Interests of a Third Party	
#10	MEMBERS REPORTS/EXPENSE CLAIMS	480
	<ul style="list-style-type: none"> • Ward 1 • Ward 2 • Ward 3 • Ward 4 • Ward 5 • Ward 6 • Ward 7 • Ward 8 • Ward 8 • Ward 9 • Ward 9 	
#11	ADJOURNMENT	

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Tuesday, June 27, 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 (Virtual)

ATTENDING

Director, Corporate Services	Ed Kaemingh
Acting Director, Planning & Economic Development	Stacey Sevilla
Director, Community Services	Michelle Honeyman
Director, Infrastructure and Engineering	Roger Autio
Recording Secretary	Wendy Holscher
Legislative Services Officer	Sarah Sebo

ABSENT

Chief Administrative Officer	Stacey Wabick
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#2
AGENDA

MOTION: 23.06.335 Moved by: COUNCILLOR DALE SMITH
That Council adopt the Agenda of the June 27, 2023, Regular Council Meeting as presented.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

**#3
MINUTES**

MOTION: 23.06.336 Moved by: COUNCILLOR SALLY ROSSON

That Council adopt the minutes of the June 13, 2023, Regular Council Meeting as presented.

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

CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

BUSINESS ARISING FROM MINUTES

- Councillor Dale Smith – Disaster Response Funding, when will we get first update as to how much we have spent?
- Director Ed Kaemingh - Amounts will come to a future Council Meeting, possibly last Council Meeting in July.

TAPP

6.2 BYLAW 23-947 TAX ARREARS PAYMENT PLAN

MOTION: 23.06.337 Moved by: COUNCILLOR RYAN RATZLAFF

That Council give third reading to Bylaw 23-947 "Tax Arrears Payment Plan", 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

6.3 BYLAW NO. 23-944 – REDISTRICTING PART OF SE 11-70-26-W5M FROM AGRICULTURAL ONE (A-1) DISTRICT TO COUNTRY RESIDENTIAL ONE (CR-1) DISTRICT

**BYLAW 23-944
1ST READING**

MOTION: 23.06.338 Moved by: COUNCILLOR JENNIFER SCOTT

That Council give first reading to Bylaw 23-944, being a Land Use Bylaw Amendment, to rezone a 1.94-hectare (4.80-acre) area within SE 11-70-26-W5M from Agricultural One (A-1) district to Country Residential One (CR-1) district, as presented.

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

AGAINST: Councillor Rosson

CARRIED

MOTION: 23.06.339 Moved by: COUNCILLOR CHRISTINE SCHLIEF
That Council schedule a Public Hearing prior to second reading of Bylaw
23-944, to be held July 25, 2023, at 9:15 a.m.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale
Smith, Councillor Delorme, Councillor Schlief, Councillor Rosson, Councillor
Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry
CARRIED

4.0 PUBLIC HEARING

4.1 PUBLIC HEARING BYLAW 23-943 LAND USE BYLAW AMENDMENT TO REZONE A PORTION OF NE 34-69-22-W5M FROM AGRICULTURAL ONE (A-1) TO AGRICULTURAL TWO (A-2)

Chair Tyler Olsen opened the Public Hearing regarding Bylaw No. 23-943 at
9:19 a.m.

IN ATTENDANCE

Nicole Friesen, Development Officer
Cheryl and Dewey, Applicants
Kelsey Brock (Virtual)

REFERRAL AGENCY & ADJACENT LANDOWNER COMMENTS

No comments were received.

APPLICANT BACKGROUND INFORMATION

The subject parcel is currently unsubdivided, and the proposed rezoning area would encompass all improvements on the yard site with some area for additional future improvements. 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). Although the existing yard site may be accommodated within approximately 11.8 hectares (30 acres), the landowner requests additional acreage to allow a buffer area between their garden plot and home and the adjacent field. Additionally, the layout of the existing improvements would result in a narrow parcel which would prevent the upgrade of the existing sewage lagoon to another system, such as an open discharge which would be required if the site were improved by replacing the home or adding a suite.

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 the requirements of the Municipal Government Act, Municipal Development Plan, and Land Use Bylaw 18-800.

**QUESTIONS FROM
COUNCIL**

The Chair called for any questions from Council.

- Councillor Dale Smith explained that Council's concerns are preserving good ag. Land.
- Councillor Dave Berry asked are the proposed boundaries sufficient? Councillor Dale Smith verified that the required setback for the lagoon is 100ft? The new boundary would allow for replacement with a pump out.

IN FAVOUR

The Chair requested that anyone in favour of the application come forward.

- Kelsey Brock spoke in favour of the original boundaries.

OPPOSED

The Chair requested that anyone opposed of the application come forward.

- None Heard

**QUESTIONS FROM
THE APPLICANT OR
PRESENTER**

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

None Heard

**FAIR & IMPARTIAL
HEARING**

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

Yes

CLOSING BYLAW

Chair Tyler Olsen closed the Public Hearing regarding Bylaw No.23-943
Closed at 9:42 a.m.

6.0 BYLAWS

**6.1 BYLAW 23-943 LAND USE BYLAW AMENDMENT TO REZONE A PORTION
OF NE 34-69-22-W5M FROM AGRICULTURAL ONE (A-1) TO AGRICULTURAL
TWO (A-2)**

**BYLAW 23-943
2ND READING**

MOTION: 23.06.340 Moved by: COUNCILLOR RYAN RATZLAFF

That Council give second reading to Bylaw 23-943, being a Land Use Bylaw Amendment, to rezone a 16-hectare (40-acre) area within NE 34-69-22-W5M from Agricultural One (A-1) district to Agricultural Two (A-2) district, 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

**BYLAW 23-943
3RD READING**

MOTION: 23.06.341 Moved by: COUNCILLOR DAVE BERRY

That Council give third reading to Bylaw 23-943, being a Land Use Bylaw Amendment, to rezone a 16-hectare (40-acre) area within NE 34-69-22-W5M from Agricultural One (A-1) district to Agricultural Two (A-2) district, 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

**7.1 TIME EXTENSION FOR SUBDIVISION ENDORSEMENT REGISTRATION
S19-014**

**SUBDIVISION TIME
EXTENSION**

MOTION: 23.06.342 Moved by: COUNCILLOR JENNIFER SCOTT

That Council grant a one (1) year time extension to the endorsement for subdivision file S19-014 on NW 9-69-21-W5M, pursuant to MGA Section 657(6)(b), allowing the Subdivision Authority Approval to be registered with Alberta Land Titles by August 2023.

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

CARRIED

7.2 GREENVIEW BOARD APPOINTMENTS

LITTLE SMOKY

MOTION: 23.06.343 Moved by: COUNCILLOR WINSTON DELORME

That Council appoint Chad Brotnov, and Christalee Brotnov to the Little Smoky Cemetery Committee for a 3-year term renewing at the 2026 Organizational Meeting.

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

GC REC BOARD

MOTION: 23.06.344 Moved by: COUNCILLOR DUANE DIDOW

That Council appoint Greg Nolan, and Darrel Delisle to the Grande Cache Recreation Board for a 1-year term to be reviewed at the 2023 Organizational Meeting.

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

CARRIED

Reeve Olsen recessed the meeting at 9:59 a.m.
Reeve Olsen reconvened the meeting at 10:05 a.m.

**COMMUNITY WATER
SOURCE**

7.3 COMMUNITY WATER SOURCE – NOTICE OF MOTION

MOTION: 23.06.345 Moved by: COUNCILLOR DALE SMITH

That Council direct Administration to investigate providing a community water source from the dugout on SW 3-73-22 W5M.

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

AGAINST: Reeve Olsen

CARRIED

**GROVEDALE
INDUSTRIAL PARK**

7.4 GROVEDALE INDUSTRIAL PARK SERVICING FEASIBILITY REPORT

MOTION: 23.06.346 Moved by: COUNCILLOR DUANE DIDOW

That Council accept the Grovedale Industrial Park (NW-33-69-6-W6) Servicing Feasibility Report 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

CAO Stacey Wabick entered the meeting at 10:40 a.m.

GC FIREMANS PIT

7.5 GRANDE CACHE FIREFIGHTER'S ASSOCIATION - FIREMAN'S PIT

MOTION: 23.06.347 Moved by: COUNCILLOR WINSTON DELORME

That Council authorize Administration to develop a formal sublease with the Grande Cache Firefighter's Association for the operation of Fireman's Pit, located at E 28 – 56 – 8 – W6M, to come back to Council for approval at a future Council Meeting.

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

**FIREMANS PIT
INFRASTRUCTURE**

MOTION: 23.06.348 Moved by: COUNCILLOR RYAN RATZLAFF

That Council authorize Administration to establish an agreement with the Grande Cache Firefighter's Association for the purpose of granting the Association ownership of all infrastructure located at Fireman's Pit, within Greenview's provincial recreation disposition (REC 850036).

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

**FIREMANS PIT
ANI**

MOTION: 23.06.349 Moved by: COUNCILLOR TOM BURTON

That Council authorize Administration to add the Grande Cache Firefighter's Association to Greenview's Additional Named Insured (ANI) list, under Greenview's insurance company.

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

AGAINST: Councillor Rosson

CARRIED

**FIREMANS PIT
LAWN MOWING**

MOTION: 23.06.350 Moved by: COUNCILLOR DAVE BERRY

That Council authorize Administration to provide lawn mowing services, and track the costs associated at Fireman's Pit as an in-kind donation to the Grande Cache Firefighter's Association for a period of 3 years, from 2023 – 2025.

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

CARRIED

7.6 2023 SPRING GRANTS

2023 SPRING GRANTS

MOTION: 23.06.351 Moved by: COUNCILLOR TOM BURTON

That Council authorize funding to the grant recipients in the amount of \$314,321.11 as indicated on the attached 2023 Approved Spring Grant Listing, with \$309,321.11 of funds to come from the 2023

Community Services Grants and Sponsorships budget and \$5,000.00 of funds to come from the 2023 Agricultural Services Budget.

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

CARRIED

5.0 DELEGATION

MOTION: 23.06.352 Moved by: COUNCILLOR TOM BURTON

That the meeting go to Closed Session, at 11:15 a.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

VV RCMP

5.1 VALLEYVIEW RCMP

DISCLOSURE HARMFUL TO LAW ENFORCEMENT SECTION 20 FOIP

MOTION: 23.06.353 Moved by: COUNCILLOR TOM BURTON

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 12:19 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

Reeve Olsen recessed the meeting at 12:19 p.m.

Councillor Didow exit the meeting at 12: 30 p.m.

Reeve Olsen reconvened the meeting at 1:00 p.m.

8.0 NOTICE OF MOTION

Deputy Reeve Bill Smith made a notice of motion that Administration investigate what steps can be done to remediate and prevent weed spread regarding the mat cleaning and storage yard in the industrial park in the Hamlet of Grovedale.

#10 MEMBER
REPORTS AND
EXPENSE CLAIMS

10.0 MEMBERS BUSINESS

WARD 1

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

- June 13, Regular Council Meeting
- June 20, Committee of the Whole (virtual)

WARD 2

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

- June 13, Regular Council Meeting (virtual)
- SWANA Northern Lights
- June 20, Committee of the Whole
- Grovedale Ratepayer BBQ
- June 21, GIG Meeting
- Fox Creek Grad Ceremonies

WARD 3

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

- June 13, Regular Council Meeting
- VV Rec Board Meeting
- Municipal Planning Commission
- Policy Review Committee
- Brownlee Spec Lien Guide Webinar
- June 20, 2023, Committee of the Whole
- FCSS Meeting
- Hillside Graduation

MOTION: 23.06.354 Moved by: COUNCILLOR SALLY ROSSON

That Council direct Administration to do an in-house high level feasibility study on costs for extending the Valleyview Rural Water line on TWP RD 700 to the Forestry Camp (NW 32-69-22-W5), with the possibility of cost sharing on the installation, to be brought back to the July 25, 2023, Council Meeting.

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

AGAINST: Deputy Reeve Bill Smith, Councillor Ratzlaff

CARRIED

WARD 4

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

- June 13, 2023 Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Sweathouse Fire Meeting
- Fox Creek Synergy
- Sweathouse Fire Meeting
- June 20, 2023 Committee of the Whole
- GIG Meeting
- Sweathouse Community Fire meeting

WARD 5

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

- June 13, 2023, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Heart River Housing
- June 20, 2023 Committee of the Whole
- Grovedale Ratepayer BBQ
- GIG Meeting

WARD 6

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

- June 13, 2023, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Ridgevalley ASP
- DeBolt ASP
- RMA & Brownlee Special Lien Guide Discussion
- East Smoky Rec Board
- June 20, 2023, Committee of the Whole
- Grovedale Ratepayer BBQ
- Grande Spirit Foundation Open House
- GIG Meeting
- Peace Library System Plan of Service
- Grande Spirit Foundation
- GP Pow Wow
- Public Library Services Branch Policy Webinar

WARD 7

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

- June 13, 2023 Regular Council Meeting
- Municipal Planning Commission

- Policy Review Committee
- Area Structure Plan Ridgevalley
- Area Structure Plan DeBolt
- Brownlee Zoom - Liens
- June 20, 2023, Committee of the Whole
- Grovedale Ratepayer BBQ
- First Nations Partnership Agreement Review
- Greenview Regional Multiplex
- Crooked Creek Community Rec. Club

WARD 8

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

- June 13, 2023, Regular Council Meeting
- Municipal Planning Commission
- Mine 14 Meeting
- Edmonton Meetings and Swearing in Ceremony
- June 20, 2023, Committee of the Whole
- Grovedale Ratepayer BBQ
- GIG Meeting

WARD 8

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

- June 13, 2023 Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Community Futures GP
- June 20, 2023, Committee of the Whole
- GIG Meeting
- Grovedale Ratepayer BBQ
- GP Pow Wow

WARD 9

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

- June 13, 2023, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- June 20, 2023, Committee of the Whole
- GIG Meeting
- GP Regional Tourism Association
- GC Rec Board Meeting

WARD 9

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

- June 13, 2023, Regular Council Meeting
- Policy Review Committee
- Municipal Planning Commission
- Mine 14
- Edmonton – Swearing In Ceremony
- Community Futures IRC
- River of Death and Discovery AGM
- June 20, 2023, Committee of the Whole (virtual)
- Community Futures AGM
- Wanham Plowing Match

**#10 MEMBERS
BUSINESS**

MOTION: 23.06.355 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: 23.06.356 Moved by: COUNCILLOR RYAN RATZLAFF

That Council adjourn this Regular Council Meeting at 2:05 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



July 11, 2023
Bylaw 23-938 Public Hearing
Background Information

PROPOSAL:

This application for land use bylaw amendment has been submitted to rezone a 4.07-hectare (10-acre) portion of the quarter section legally described as SW 34-69-22-W5M from Agricultural One (A-1) to Country Residential One (CR-1) District. The quarter section is located southwest boundary of the Town of Valleyview, 1 km west of Highway 43 on Township Road 224, within Ward 3 - Valleyview.

There is currently another subdivision in the quarter section. Since the current zoning of the subject quarter section is Agricultural One (A-1) District, the regulations for this district currently do not allow an additional subdivision without rezoning the subject parcel. As such, rezoning to Country Residential One (CR-1) district will allow the landowner to apply to subdivide another parcel for country residential use.

BACKGROUND AND DISCUSSION:

The subject quarter section has a previous subdivision north of the proposed lot. The existing lot and the balance of the quarter section are both currently zoned as Agricultural One (A-1) District.

There is an existing farmstead located within the existing lot, 1.21 hectares (2.99 acres) in size, while the proposed lot is currently treed and vacant. The north and east portions of the quarter section are pasture lands, while the southwest portion is treed. A portion of the trees will be cleared to accommodate the proposed subdivided lot.

Administration has reviewed the land use amendment application and it meets and conforms to the policies and requirements of the *Municipal Government Act*, Municipal Development Plan, and the Land Use Bylaw No. 18-800, except for the Intermunicipal Development Plan (IDP) with the Town of Valleyview. The current Future Land Use Designation as per the IDP, is industrial which is counter to what is being proposed. If this proposal was to go ahead, an amendment to the IDP is required to allow conformity and consistency of municipal hierarchy of plans.

When the IDP was formed with the Town of Valleyview, Alberta Transportation had a highway plan that would move the location of Highway 43 to the west. This is why this quarter section was given an Industrial designation. Since the inception of the plan, Alberta Transportation has since cancelled the plan to move the highway.

Other than the IDP, administration finds the policies within the Municipal Development on where to locate the parcel/lot to minimize farmland fragmentation, or impact agricultural operations, support the current subdivision proposal. The subject lands are also situated in lands that also have similar characteristics and configuration to it.

Based on the Land Use Bylaw No. 18-800, the proposed land use bylaw district of Country Residential One (CR-1) aligns with purpose of the subdivision. This is to “allow for residential development on mid-sized parcels, which include minor agricultural pursuits and allow for the keeping of a limited number of livestock.”

STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT:

On June 19th, 2023, Bylaw 23-938 and the Notice of Public Hearing was circulated to Greenview’s internal departments.

On June 19th, 2023, Bylaw 23-938 and Notice of Public Hearing was also circulated to the following referral agencies: Alberta Culture and Tourism, Alberta Transportation, Alberta Energy Regulator, Alberta Environment and Parks, Alberta Municipal Affairs, East Smoky Gas Co-op, ATCO Electric, Telus, and the Town of Valleyview.

On June 19th, 2023, the Notice of Public Hearing was published on Greenview’s website and social media sites in accordance with the Advertising Bylaw.

Adjacent landowners were also sent notification of the Public Hearing on June 19th, 2023, in accordance with *MGA* requirements.

Any concerns received will be addressed today.



REQUEST FOR DECISION

SUBJECT: Bylaw No. 23-938 Land Use Bylaw Amendment to Re-designate Part of SW-09-070-22-W5M from Agricultural One (A-1) District to Country Residential One (CR-1) District

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	July 11, 2023	CAO: SW MANAGER: SD
DEPARTMENT:	PLANNING & DEVELOPMENT	DIR: MAV PRESENTER: JS
STRATEGIC PLAN:	Governance	LEG:

RELEVANT LEGISLATION:

Provincial – Municipal Government Act, RSA 2000

Council Bylaw/Policy – Municipal Development Plan No. 15-742; Land Use Bylaw No. 18-800

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw No. 23-938 to re-designate one (1) 4.07-hectare (10.0-acre) ± area lot from Agricultural One (A-1) District to Country Residential One (CR-1) District, within Part of SW-09-070-22-W5M.

MOTION: That Council direct Administration to prepare an amendment to Bylaw 20-860, being the Intermunicipal Development Plan with the Town of Valleyview, to accommodate Bylaw No. 23-938 within SW-09-070-22-W5M.

MOTION: That Council defer second reading to Bylaw No. 23-938 until amendments have been prepared for Bylaw 20-860.

BACKGROUND/PROPOSAL:

An application for a Land Use Bylaw Amendment has been submitted to redesignate one (1) 4.07-hectare (10.0 acre +/-) lot from Agriculture One (A-1) District to Country Residential One (CR-1) District within SW-09-070-22-W5M. The proposed lot is located approximately 1 km southwest of the Town of Valleyview along Range Road 224, within Ward 3, Valleyview area.

The proposed lot is currently vacant. There is one other subdivided lot on the quarter section located north of the proposed lot, and it is presently zoned as A-1 District. The north and east portions of the quarter section are pasture lands, while the southwest portion is treed. A portion of the trees will be cleared to accommodate the proposed subdivided lot.

Proposed Servicing:	Water Source - Cistern / Water well; Sewage Disposal - Septic Pump out / Tank
Soil Type:	Clay
Topography:	Flat
Wetland Inventory:	7

LSRS Spring Grains Rating: Part of the quarter section is rated as 2(10) 100% of the area is Class 2, indicating slight suitability limitations to growth.
Part of the quarter section is rated as 3(8) – 7WBV(2) 80% of the area is Class 3, indicating moderate suitability limitations to growth – 20% of the area is Class 7, indicating the land is unsuitable for growth. The growth limitations are due to drainage, degree of decomposition or fibre content in the soil, and soil reaction. These limitations prove the land is not optimal for production, with the soil having a pH value either too high or too low for optimal growth.

The reason for rezoning a portion of this quarter section from Agricultural One (A-1) District to Country Residential One (CR-1) District is to allow a second parcel out from the quarter section.

Administration has reviewed the proposed Land Use Bylaw Amendment application, and the proposal is assessed based on the requirements and policies within the *Municipal Government Act*, Intermunicipal Development Plan, Municipal Development Plan, and the Municipal District of Greenview No. 16 Land Use Bylaw 18-800.

Town of Valleyview and M.D. of Greenview No. 16 Intermunicipal Development Plan Bylaw No. 20-860

Section 2.7.1 Future Growth Policies

Objective:

B. To allocate future lands for residential development that meets the needs of the community.

Policy 2.7.1.3 Residential developments should be directed towards the North and North-East portion of Figure 5.

This quarter section is located within the designated future Industrial land use, as per Figure 5: Future Land Use Map of the Intermunicipal Development Plan (IDP) with the Town of Valleyview. This application seeks to create a residentially subdivided property which is in contravention of the future designation of industrial use within the IDP.

Based on the initial circulation with the Town, the Town expressed no concerns with respect to the proposed rezoning, despite not aligning with the future land use concept. If Council wants to allow the proposed redesignation and subdivision, both municipalities will need to change the future land use designation of the parcel from “industrial” to “agricultural” or “residential.” In doing so, an amendment to the IDP to change the future land use designation for this parcel will need to occur, which will need to be agreed upon by both the MD of Greenview and the Town of Valleyview, as per policy 2.5.3 of the IDP.

As the highest-level plan impacts this decision, approval of this land use change requires the IDP to be amended to maintain the consistency and conformity of the land use policy if it is to be approved. This must be done prior to the formal adoption of the land use amendment for rezoning.

Municipal Development Plan - Bylaw No. 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) Physically severed or are of lower agricultural capability; and/or*
- b) 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.*

The area of the proposed rezoning and subdivision is located near or adjacent to the quarter section boundaries. The location of the proposed subdivision minimizes or reduces any conflicts and fragmentation of adjacent agricultural land within the quarter section. Section 3.4.4 supports the location of the proposed rezoning and subdivision.

3.5.1 Subdivision of Agricultural Lands

On those lands that are not defined as better agricultural lands, or that are considered exceptions by Greenview to the definition of better agricultural land by virtue of slope, configuration, surrounding land use or size, Greenview may allow the subdivision and/or development of non-agricultural uses.

Where the rezoning and subdivision are to occur, the area is predominantly treed and not currently used for any agricultural activity. Additionally, the land uses within the immediate vicinity are similar to the subject quarter section, where there are country residential developments with minimal agricultural activities. In accordance with section 3.5.1, the rezoning, and therefore subdivision, for this parcel for the purpose of country residential may be allowed in this case.

Land Use Bylaw No. 18-800

The current zoning of Agriculture One (A-1) District only allows for one parcel to be taken out through subdivision from an unsubdivided quarter section without rezoning. Rezoning the proposed lot to Country Residential (CR-1) District will allow this subdivision to occur, as this will be the second parcel out of the quarter section.

The purpose of the Country Residential One (CR-1) District is to allow for residential development on mid-sized parcels, which include minor agricultural pursuits and allow for the keeping of a limited number of livestock. The proposed land use district will allow residential development and associated servicing within the proposed lot.

The maximum parcel size for subdivisions within the Agricultural One (A-1) District is 8.10 hectares (20.00 acres), while the parcel size range for the Country Residential One (CR-1) District is 1.20 hectares (3.00 acres) to 4.00 hectares (9.90 acres). The subdivision of SW-09-070-22-W5M would result in one (1) parcel approximately 4.07 hectares in size.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that redesignation would allow the landowner to subdivide the subject land with minimal disturbance to the agricultural lands while ensuring the previous subdivision and balance of the quarter section remain as A-1 parcels.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that redistricting the parcel will take out a parcel designated as industrial lands as per the Intermunicipal Development Plan with the Town of Valleyview.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may defeat Bylaw No. 23-938 as it is inconsistent with statutory planning policy within the Municipal District of Greenview.

Since the land use redesignation does not align with the IDP with the Town of Valleyview, Council may defeat the first reading of Bylaw No. 23-938, and the proposal will proceed no further. This is also recommended as a valid motion of Council and would confirm that existing policy is still relevant and consistent with Council's direction on fringe development near Valleyview.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

Staff functions associated with the recommended motion are part of Administration's regular anticipated duties.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW-UP ACTIONS:

Administration will notify the landowner of the decision made by Council. Once first reading is given, the proposed bylaw will be publicly advertised, and adjacent landowners and appropriate referral agencies will be notified. Affected parties will have the opportunity to comment or attend the Public Hearing. Once the Bylaw has been adopted, the subdivision application will be presented for the Municipal Planning Commission to make a decision.

ATTACHMENT(S):

- Bylaw 23-938
- Aerial Map
- Overview Map (2)
- Intermunicipal Development Plan (IDP) Area with Town of Valleyview
- Farmland Report
- Wetland Inventory
- Topographical Map



BYLAW No. 23-938

of the Municipal District of Greenview No. 16

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

PURSUANT TO Section 692 of the Municipal Government Act, being Chapter M-26, R.S.A. 2000, as Amended, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

1. That Map No. 15 in the Land Use Bylaw, being Bylaw No. 18-800, be amended to redistrict the following area:

All that Portion of the
Southwest (SW) Quarter of Section Nine (9)
Within Township Seventy (70)
Range Twenty-Two (22) West of the Fifth Meridian (W5M)

As identified on Schedule "A" attached.

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

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

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

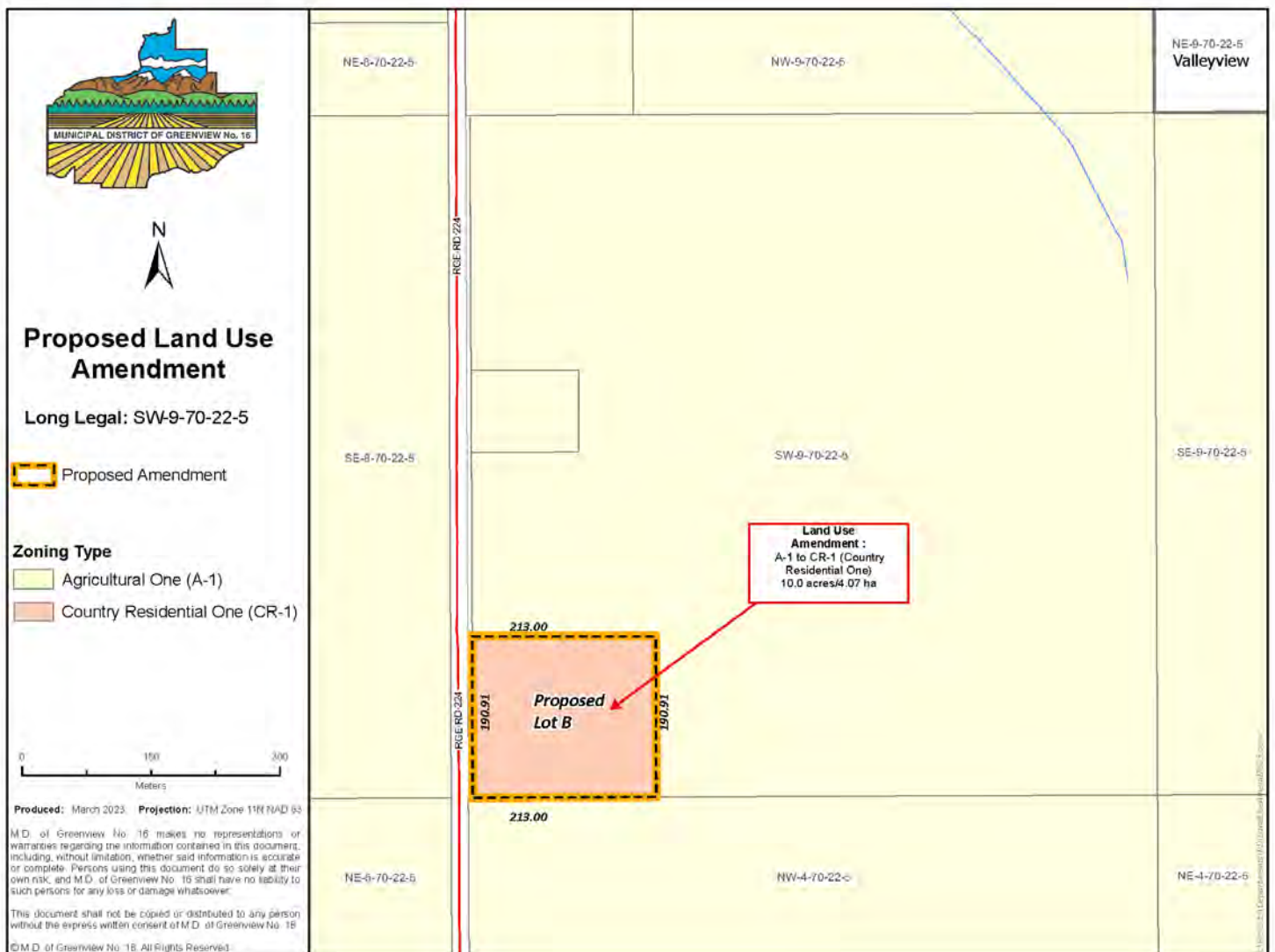
SCHEDULE "A"

To Bylaw No. 23-938

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the
Southwest (SW) Quarter of Section Nine (9)
Within Township Seventy (70)
Range Twenty-Two (22) West of the Fifth Meridian (W5M)

Is reclassified from Agricultural One (A-1) District to Country Residential One (CR-1) District as identified below:





Proposed Land Use Amendment

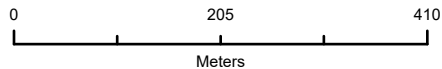
Long Legal: SW-9-70-22-5



Proposed Amendment

Imagery 2020 Hamlet of
Valleyview (10cm) and
2016 MD (40cm)

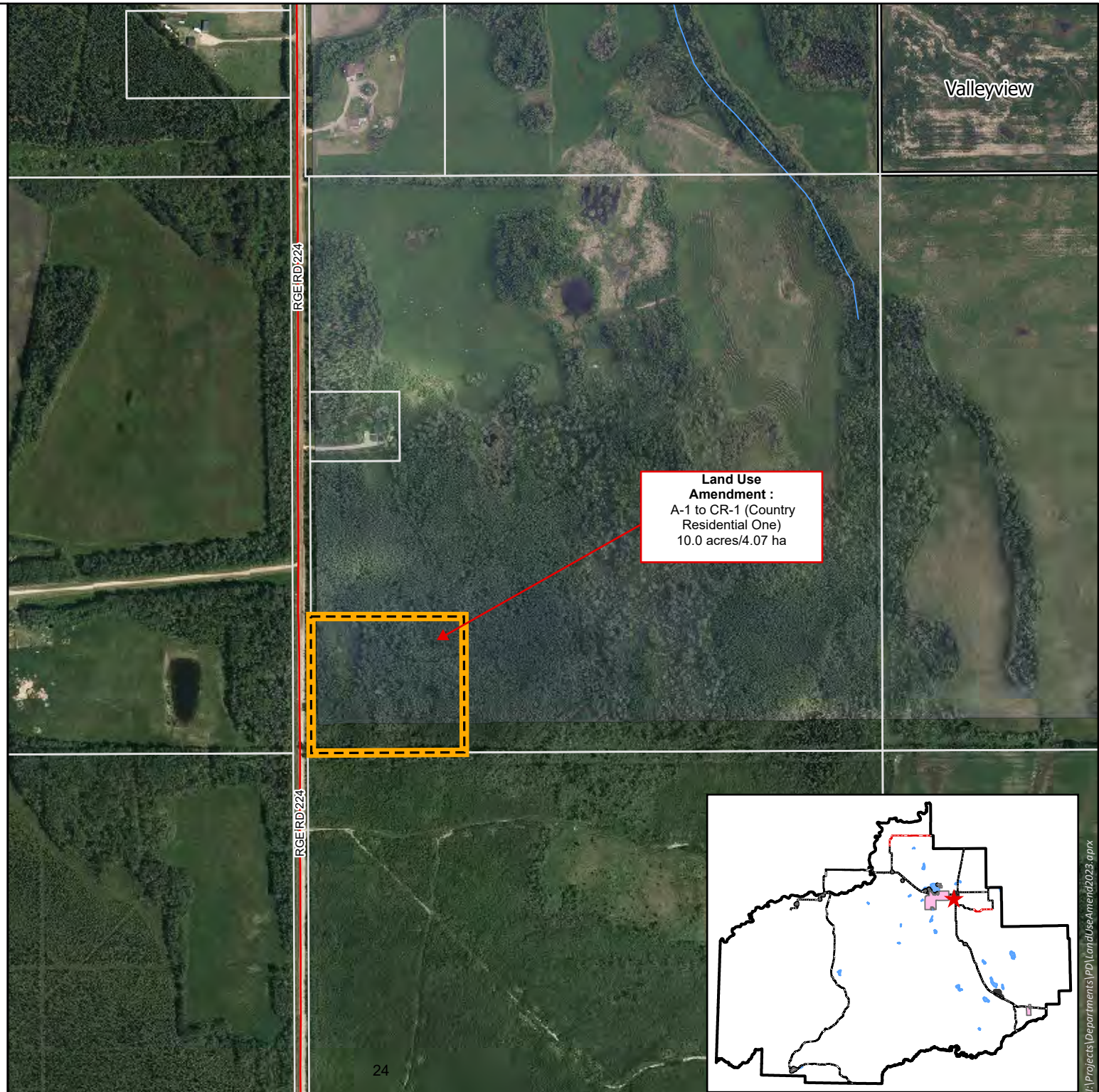
Scale: 1:7,500



Produced: May 2023 **Projection:** UTM Zone 11N NAD 83
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



Proposed Land Use Amendment

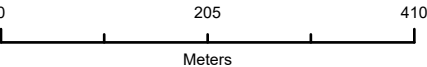
Long Legal: SW-9-70-22-5

 Proposed Amendment

Zoning Type

-  Agricultural One (A-1)
-  Country Residential One (CR-1)

Scale: 1:7,500

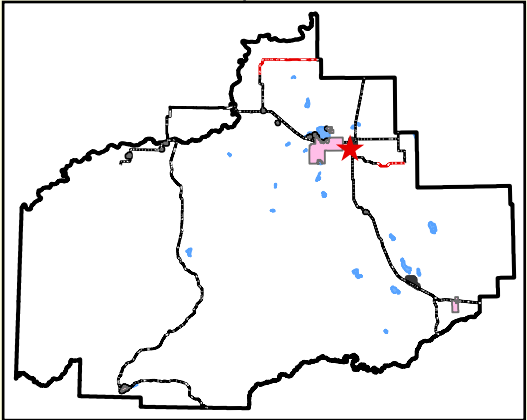
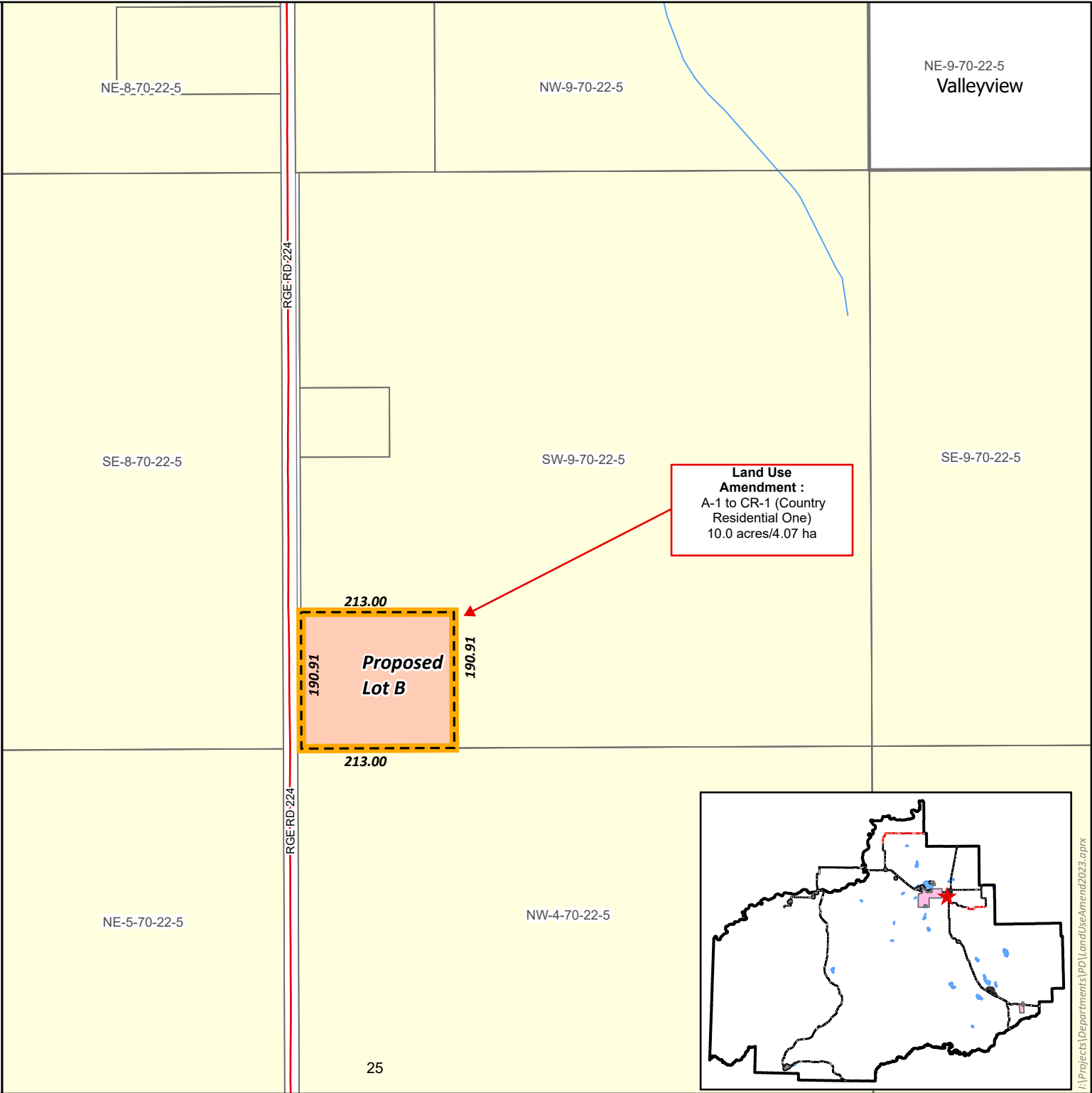


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Proposed Land Use Amendment

Long Legal: SW-9-70-22-5



 Proposed Amendment

Zoning Type




☐ Agricultural One (A-1)



 Country Residential One (CR-1)



 Agricultural Two (A-2)

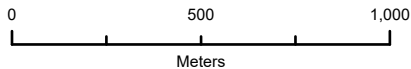


■ Recreational (REC)



 Industrial Light (M-1)

Scale: 1:20,000

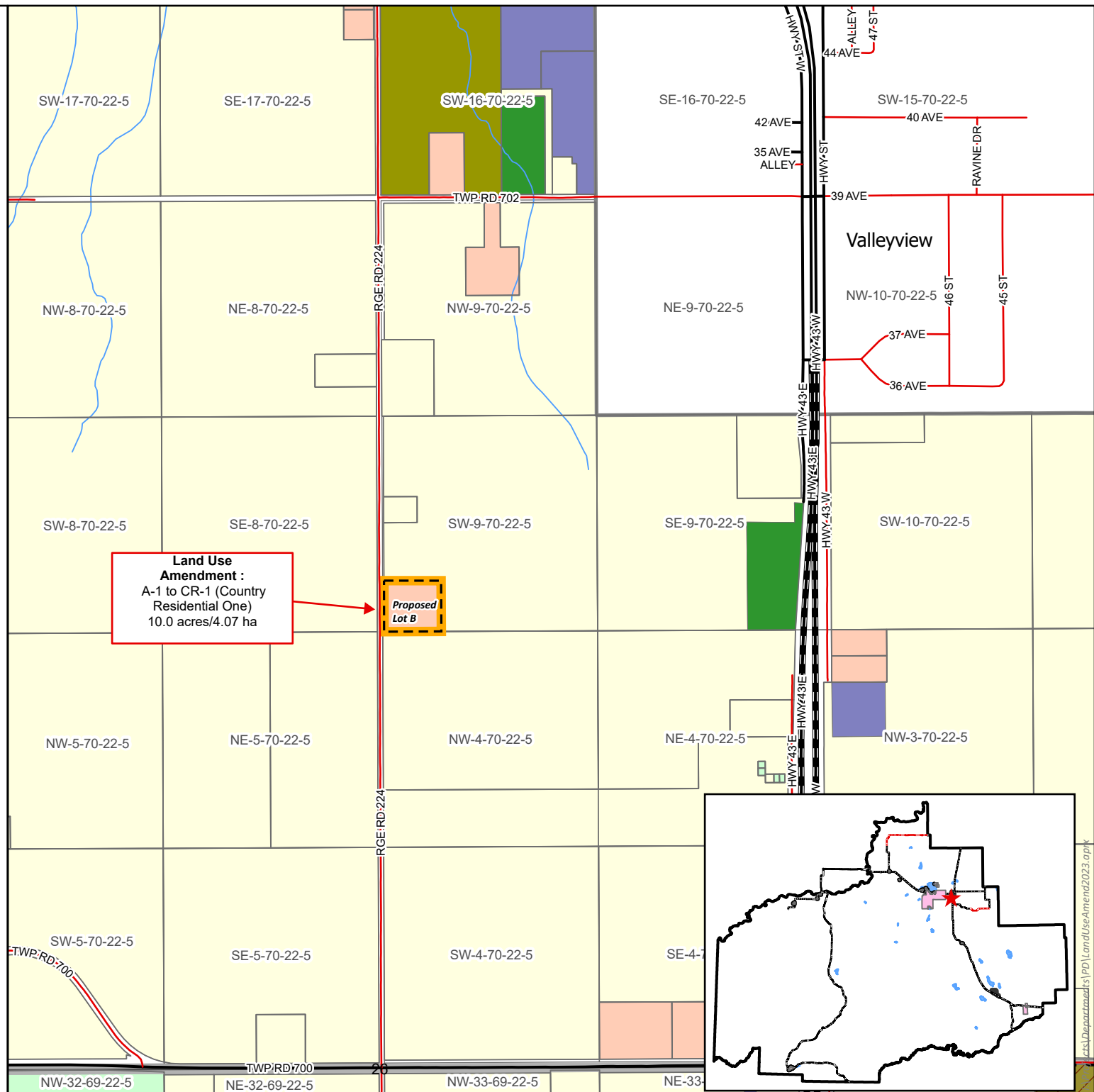


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Proposed Land Use Amendment - AGRASID

Long Legal: SW-9-70-22-5

 Proposed Amendment

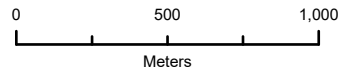
Legend

AGRASID

-  inclined plain - low relief
-  inclined with BR - low relief
-  level organic
-  ridged - low relief
-  undulating - low relief
-  undulating - high relief

** Spring Grain LSRS Values Displayed**

Scale: 1:25,000

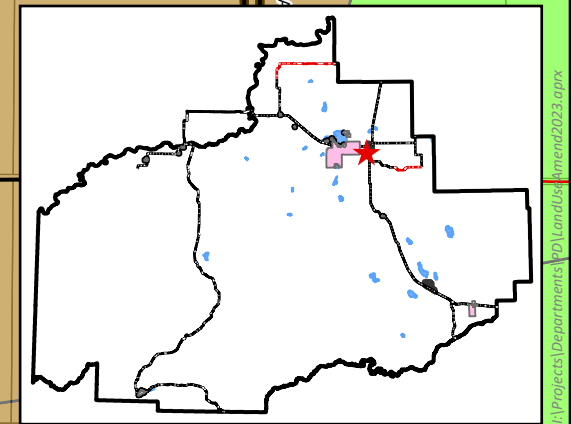
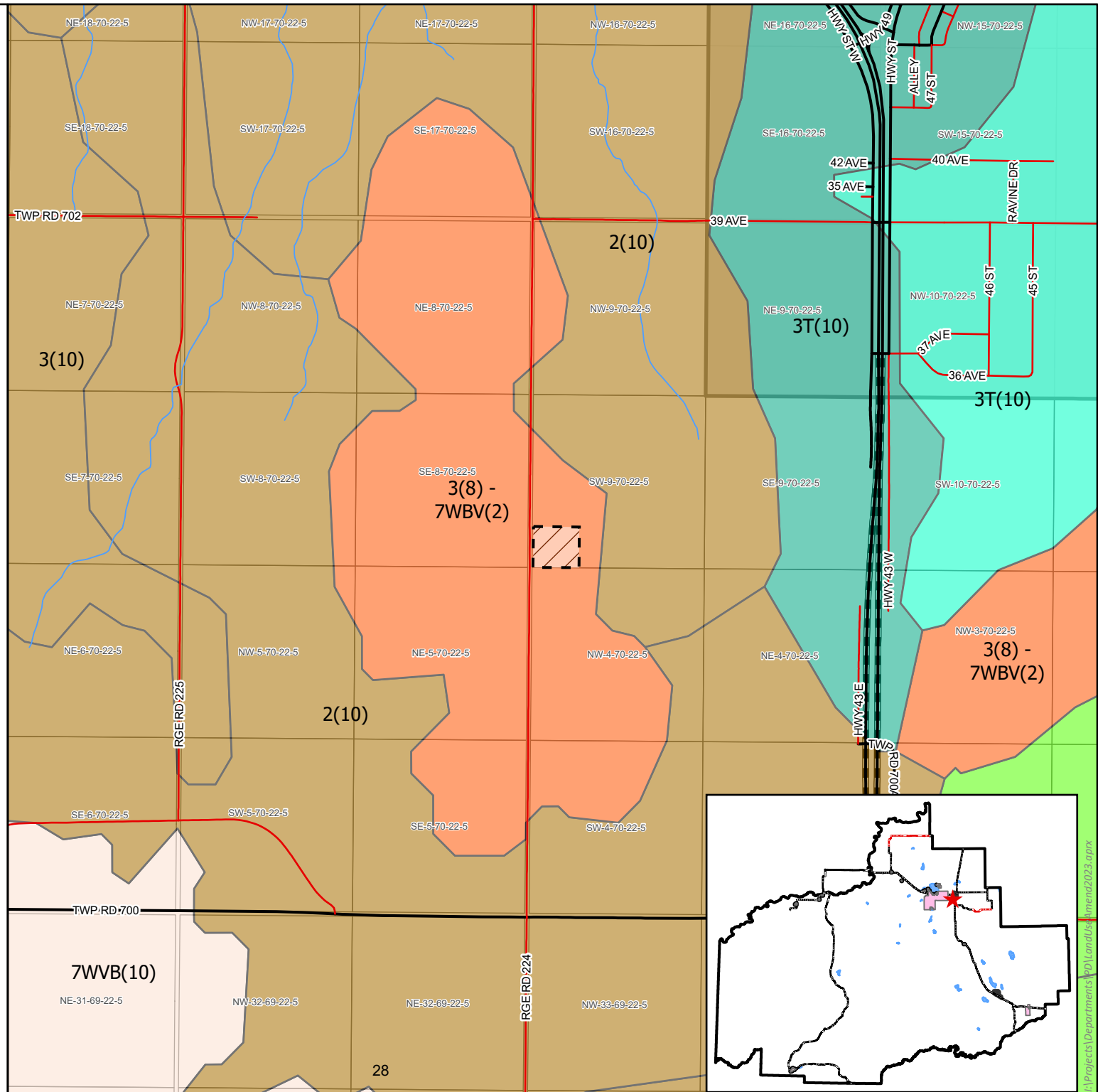


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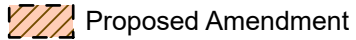
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Proposed Land Use Amendment - Topography

Long Legal: SW-9-70-22-5



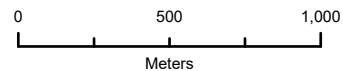
Legend

Contour Line(m)

Minor

40cm Imagery, 2022

Scale: 1:25,000

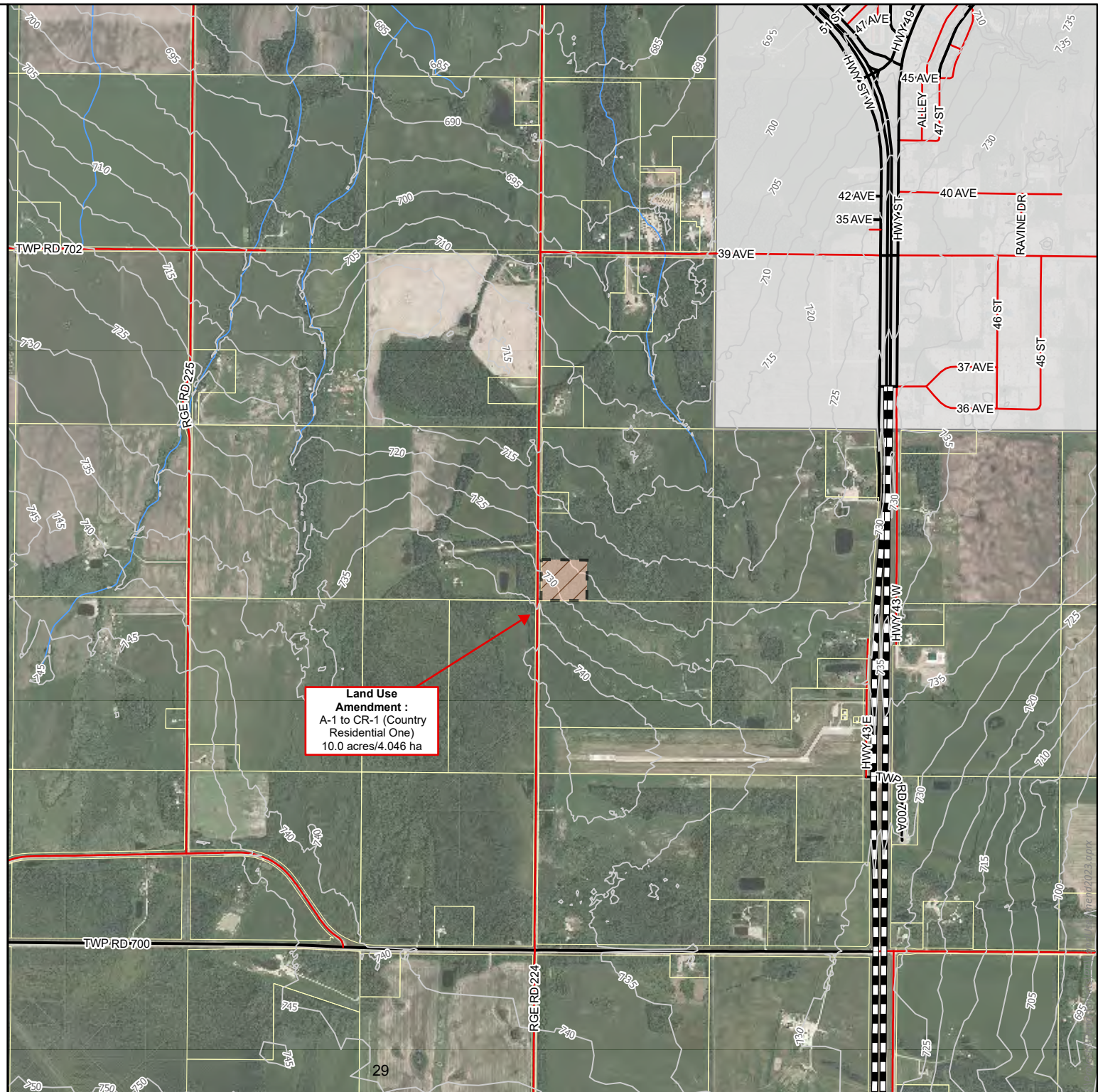


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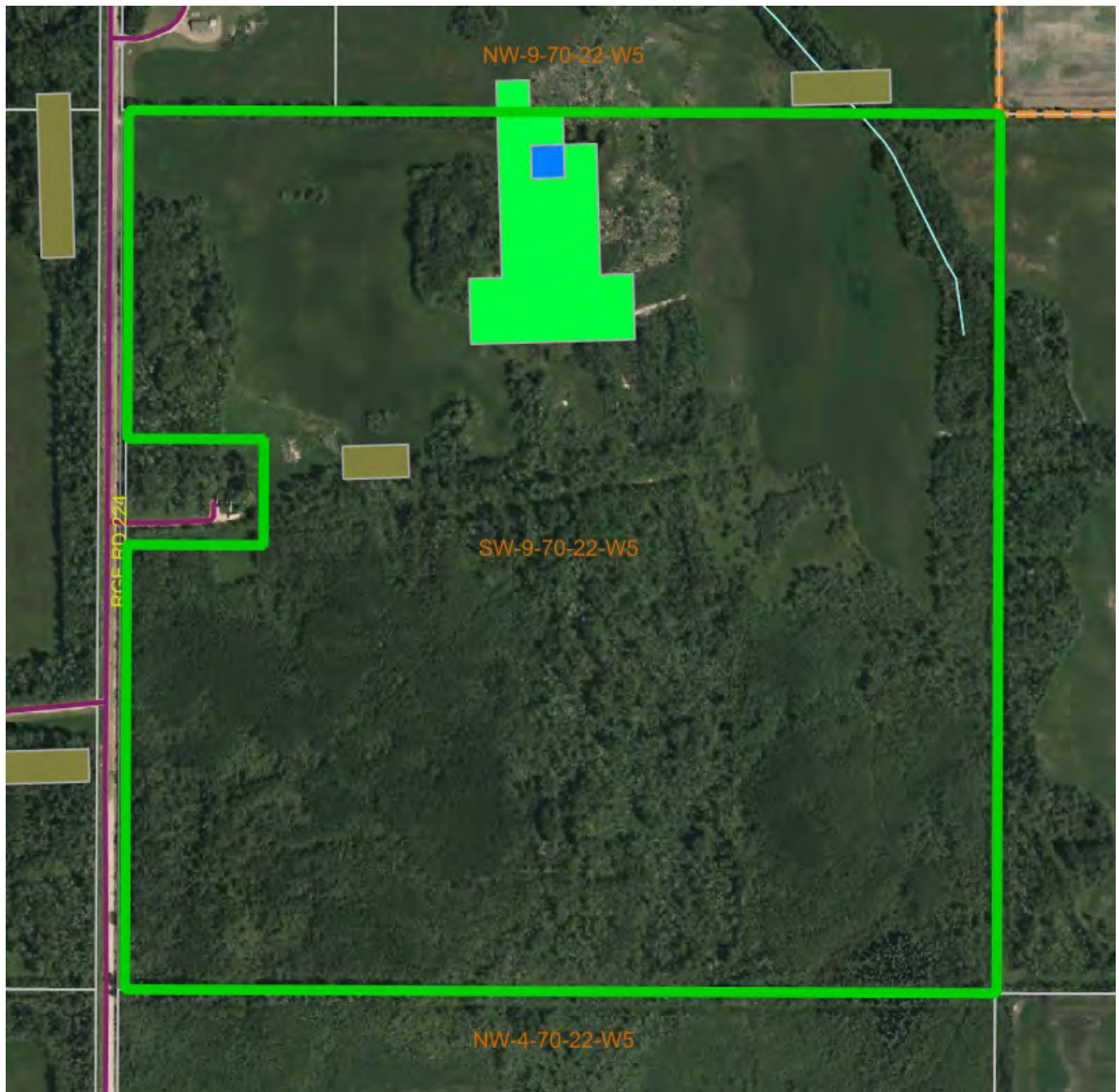
WETLAND INVENTORY

BYLAW 23-938

APPLICANT: BORDERLINE SURVEYS LTD. ON BEHALF
OF GALLIVAN HOLDINGS LTD. – JIM GALLIVAN

LEGAL LOCATION: SW-09-070-22-W5M

LANDOWNER: GALLIVAN HOLDINGS LTD.



Bog
Open Water

Fen
Swamp

Marsh



REQUEST FOR DECISION

SUBJECT: **Bylaw 23-948 Cozy Acres Minor Area Structure Plan**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: July 11, 2023 CAO: SW MANAGER: MAV
DEPARTMENT: PLANNING & DEVELOPMENT DIR: MAV PRESENTER: NF
STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act (MGA) Section 633 and 692, RSA 2000

Council Bylaw/Policy (cite) – Municipal Development Plan (MDP) Bylaw 15-742, Sturgeon Lake Area Structure Plan (SLASP) Bylaw 20-865, Policy 6001 Minor Area Structure Plan

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 23-948, the Cozy Acres Minor Area Structure Plan, as presented.

MOTION: That Council schedule a Public Hearing prior to second reading of Bylaw 23-948, to be held on August 22, 2023, at 9:15 a.m.

BACKGROUND/PROPOSAL:

Administration has received an application to adopt a new minor area structure plan (Minor ASP) for the quarter section legally described as SW 29-70-24-W5M, 0.6 km south of Sturgeon Lake in the “Cozy Cove” area, north of Highway 43. The purpose of a minor ASP in accordance with Policy 6001 is to guide development, typically over multiple subdivision phases, of a quarter section or parcel to ensure adequate road connectivity, locations for dedicated lands, ideal lot servicing, and the most effective use of land. The subject land is located within the Development Area of the Sturgeon Lake Area Structure Plan (SLASP). Eight (8) Country Residential Two (CR-2) parcels were subdivided from the quarter section prior to the Municipal Development Plan (MDP) and SLASP requiring the preparation of a minor ASP. Beirsto and Associates prepared the Plan on behalf of the landowner to accommodate the subdivision of five (5) lots over 8.35 hectares (20.64 acres). Pursuant to Policy 6001, the plan is required to show potential development phasing on the entire quarter section, even though only five (5) lots are currently being proposed.

The proposed Minor ASP meets the minimum requirements of Policy 6001, the MDP, and the Sturgeon Lake ASP. Therefore, Administration recommends approval of the bylaw and adoption of the plan.

Site Assessment

The applicant completed the following studies in preparation for the Cozy Acres Area Structure Plan:

- Biophysical Impact Assessment (Desktop)
- Geotechnical Evaluation

- Groundwater Availability Study

Proposed Servicing:	Private, well and treatment field or treatment mound
Soil Type:	Clay, Clay loam
Topography:	Rolling
Wetland Inventory:	Swamp within quarter section, east and west of Phase 1
LSRS Spring Grains Rating:	3(10): Moderate limitation (Phase 1) & 7WVB (10): Unsuitable due to drainage, soil reaction, and degree of decomposition or fibre content

Policy Review

Municipal Development Plan (MDP) Bylaw 15-742

4.3.6 *Multi-lot country residential subdivisions shall only be supported if the following conditions are met:*

(b) *The proposed subdivision is contiguous to other country residential development to encourage cluster development unless it cannot be supported due to environmental constraints;*

The proposal aligns with the existing Country Residential subdivision; therefore, the requirements of the MDP are met.

Sturgeon Lake Area Structure Plan Bylaw 20-865

Residential Development Policies Section 3.2

3.2.1 *The Development Area shown on Map 3 is intended primarily for residential and recreational purposes. These areas shall, subject to rezoning and subdivision approval, be reserved for:*

a. *Country residential development,*

3.2.2 *Residential lots in the Development Area shall be:*

a. *A minimum of 0.2 ha (0.5 ac) provided such lots are serviced with municipal or communal water and sewer system,*

b. *A maximum of 4.0 ha (10 ac), and*

c. *Shall meet the development regulations of the CR-3 District of the LUB.*

3.2.6 *In order to reduce the occurrence of piecemeal subdivision and to promote cluster development all subdivision exceeding first parcel out shall be subject to a minor ASP prepared in accordance with Greenview Policy 6001 (Minor Area Structure Plan). A minimum density of four lots per quarter section is encouraged.*

The type of development proposed meets the requirements of section 3.2.1, and the lot sizes adhere to section 3.2.2. However, the applicants have applied to rezone the subject area to Country Residential Two (CR-2), which aligns with the existing lots but needs to meet the intention of section 3.2.2.c.

Environmental Protection Policies Section 5.2

5.2.5 *In addition to lands required under Policy 5.2.4, [abutting the bed and shore of the Sturgeon Lake] Greenview may require that the following lands also be dedicated as ER [Environmental Reserve]:*

- a. *Swamps and marshes in accordance with the recommendations of a wetland assessment, and*
- b. *Steep slopes, flood-prone and erosion-prone areas in accordance with the recommendations of a geotechnical assessment.*

Maps 4 and 5 of the plan suggest areas where an Environmental Reserve (ER) may be dedicated around the creek at later stages of development. No studies of these wetlands were conducted to prepare the ASP but would be required at later subdivision stages.

5.2.8 At the time of subdivision, Greenview shall require that 10% of the land that is subject of subdivision be dedicated as Municipal Reserve (MR). MR shall be dedicated in parcel form in order to provide lands for municipal parks and playgrounds, trail corridors, or public access points to the lake.

5.2.9 Notwithstanding Policy 5.2.8, Greenview may acquire MR as money-in-lieu, calculated in accordance with the Act that will be invested in the park and open space network.

Section 4.4 of the plan proposes that Municipal Reserve (MR) be taken as cash in lieu of land which does not meet the requirements of section 5.2.8 but is consistent with previous subdivisions in the area. The subdivision authority may require that land be dedicated as a condition of subdivision approval.

Infrastructure

Servicing Section 8.2

8.2.1 Greenview shall require all developments to provide holding tanks or composting toilets for sewage disposal for:

a. New residential development or subdivision located within a Development Area;

It is intended that all holding tanks be installed at locations that are easily accessible for a vacuum truck and are to be pumped out regularly for disposal at a licensed facility.

Section 4.3 of the plan states that the lots may be serviced with treatment fields or mounts; however, the SLASP requires holding tanks. Greenview's requirement is also stated in the plan.

8.2.7 For all new subdivisions, the applicant shall be required to demonstrate the availability of potable water and/or construct a water system in accordance with the requirements of Greenview's MSS.

Section 4.3 of the plan states that the studies completed confirmed sufficient groundwater availability for the five (5) lots proposed in phase 1, which satisfied the requirements of section 8.2.7. Additional studies will be required for further development phases.

8.2.8 In the case of multi-lot subdivisions, developers are required to provide stormwater management plans in accordance with Greenview's MSS. Such plans shall consider impacts on drainage patterns, ditch erosion, the mitigation of environmental damage, lake sedimentation, and the design and construction of any storm ponds that may be required.

A stormwater management plan has yet to be completed. However, it is not anticipated that additionally created runoff would require a retention area, which may be completed at the subdivision stage if required.

Minor Area Structure Plan Policy 6001

1.7 Minor Area Structure (Minor ASP) means a statutory plan prepared by a developer in accordance with the MGA and adopted by Council to provide a comprehensive framework for

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

The plan outlines development phases, as required, but does not propose locations for utility rights of way.

4.3 In accordance with an approved PEP, [Public Engagement Proposal] an applicant shall host at least one (1) public consultation session to present the proposed Minor ASP or major amendment to the public.

4.4 Public consultation shall be required before the draft Minor ASP is reviewed by Administration and submitted to Council for consideration.

The applicants held a public Open House on February 2, 2023, at the Sturgeon Lake Community Hall. PEP and engagement summary are attached to this report. The engagement met the requirements of Policy 6001 Section 4.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the application may proceed to Public Hearing where neighbours, the public, and referral agencies may provide comments or attend to express their opinion on the proposed Area Structure Plan.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to defer first reading of the Cozy Acres Minor Area Structure Plan Bylaw until after the Public Hearing. Administration does not recommend this option as giving first reading to the Bylaw does not commit Council's support for the proposal; Council may amend, defeat, or table the bylaw at second or third reading.

Alternative #2: Council has the alternative to defer first reading until additional information or amendments are completed. However, Administration does not recommend this as all of the information required to meet our MDP and SLASP have been met.

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 Public Hearing will be advertised on Greenview's website and social media, and notification letters will be sent to adjacent landowners, referral agencies, and Greenview departments. The applicant will be informed of the Public Hearing date and provided the opportunity to attend to speak in support of their application.

ATTACHMENT(S):

- Application for Minor Area Structure Plan
- Bylaw 23-948
- Cozy Acres Area Structure Plan
- Biophysical Impact Assessment (Desktop)
- Geotechnical Evaluation
- Groundwater Availability Study
- Public Engagement Plan
- Engagement Report



APPLICATION FOR MINOR AREA STRUCTURE PLAN

Municipal District of Greenview No. 16

4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0 T 780.524.7600
F 780.524.4307 Toll Free 1.866.524.7608 www.mdgreenview.ab.ca

FOR ADMINISTRATIVE USE

LUB MAP NO.	BYLAW NO.
APPLICATION NO.	
RECEIPT NO.	
ROLL NO.	
RFLA RATING	

NAME OF APPLICANT(S)
Beirsto & Associates Engineering Ltd.

Complete if Different from Applicant

NAME OF REGISTERED LANDOWNER(S)
Darcy Clarke & Patricia Clarke

Legal description of the land affected by the proposed amendment

QTR./L.S.	SEC	TWP.	RG.	M.	OR	REGISTRATION PLAN NO.	BLOCK	LOT
SW	29	70	24	5				

Land Use Classification for Proposed Area Structure Plan::

FROM: Agriculture	TO: Country Residential-2
-------------------	---------------------------

Reasons Supporting Proposed Area Structure Plan:

To fulfill the development plans of our client
--

Physical Characteristics:

Describe Topography: Flat	Vegetation: Mostly Treed	Soil: Loam & Clay
---------------------------	--------------------------	-------------------

Water Services:

Existing Source:	Proposed Water Source: Water Well
------------------	-----------------------------------

Sewage Services:

Existing Disposal:	Proposed Disposal: Open Discharge System
--------------------	--

Approach(s) Information:

Existing: Existing Road	Proposed:
-------------------------	-----------

☒ I / We have enclosed the required Application Fee of \$ 2,500.00.

Date: 4/24/2023 Applicant(s) Beirsto & Associate Engineering Ltd.

Date: April 24/23 Registered Landowner(s): Darcy Clarke & Patricia Clarke

NOTE: Registered Landowner(s) Signatures required if different from Applicant.

The personal information collected on this form is being collected under the authority of Sections 33 and 39(1)(a)(b) of the Alberta Freedom of Information and Protection of Privacy Act, and Section 301.1 of the Municipal Government Act. The information will be used to process your application(s). Your name, contact telephone number and address may be used to carry out current and/or future construction, operating programs, services or activities of the Municipality. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the Freedom of Information and Protection of Privacy Coordinator at 780.524.7600.



BYLAW No. 23-948 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, being the Cozy Acres Area Structure Plan

Whereas, the Council of the Municipal District of Greenview No. 16, has deemed it desirable to adopt a new area structure plan pursuant to Section 633 of the Municipal Government Act, being Chapter M-26, R.S.A. 2000, as amended.

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

1. **TITLE**

1.1. This bylaw may be cited as the “Cozy Acres Area Structure Plan” or the “Cozy Acres Minor Area Structure Plan.”

2. **GENERAL**

2.1. That the Cozy Acres Area Structure Plan, attached hereto as Schedule “A” forms an integral part of this bylaw.

3. **COMING INTO FORCE**

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

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

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER



COZY ACRES AREA STRUCTURE PLAN

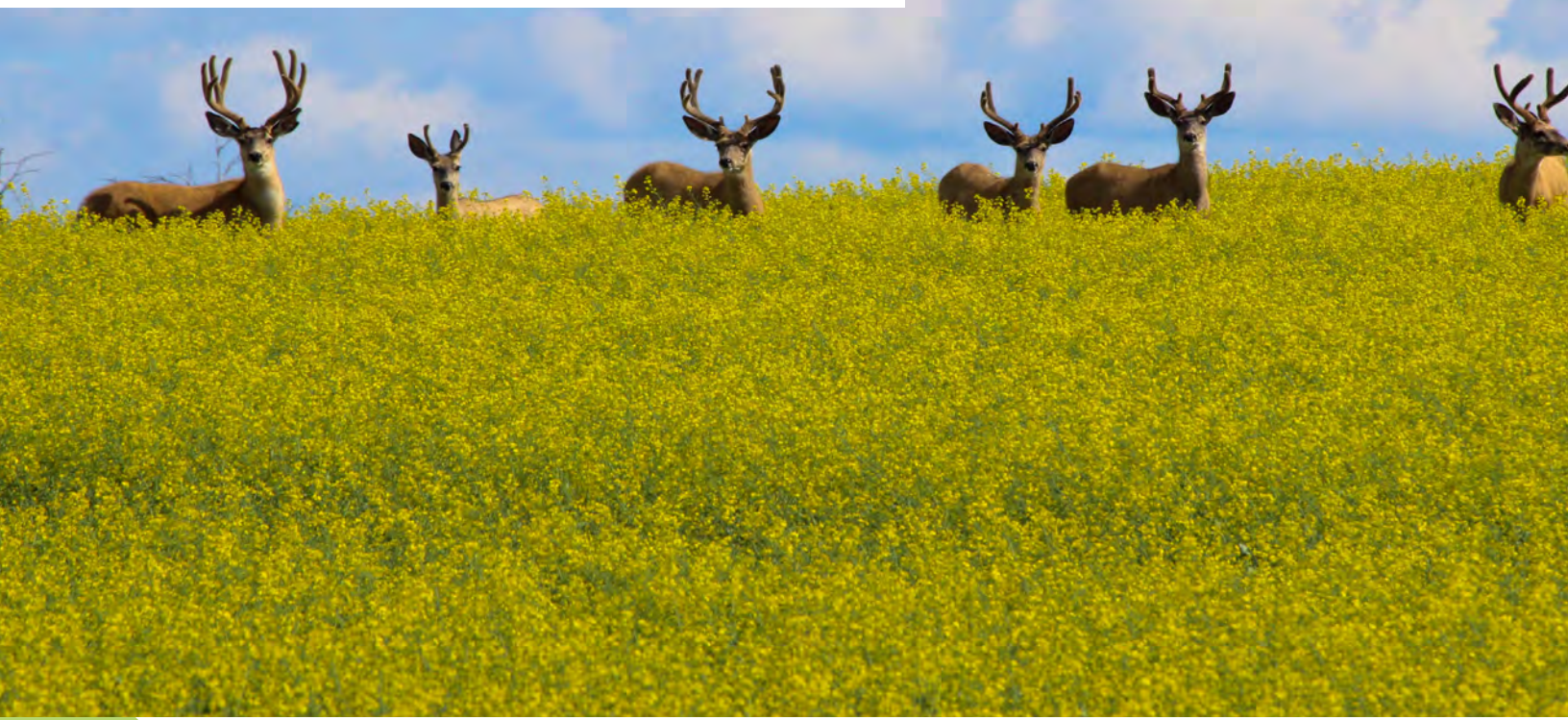


Beairsto & Associates | 60 YEARS
ENGINEERING & SURVEY

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3	2.0 PLANNING CONTEXT
4	3.0 PHYSICAL & ENVIRONMENTAL FEATURES
4	3.1 Topography & Soils
4	3.2 Air Quality, Noise & Climate
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8	4.0 DEVELOPMENT CONCEPT
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	APPENDIX B- GEOTECHNICAL REPORT
	APPENDIX C- WATER REPORT
	APPENDIX D- PUBLIC ENGAGEMENT REPORT

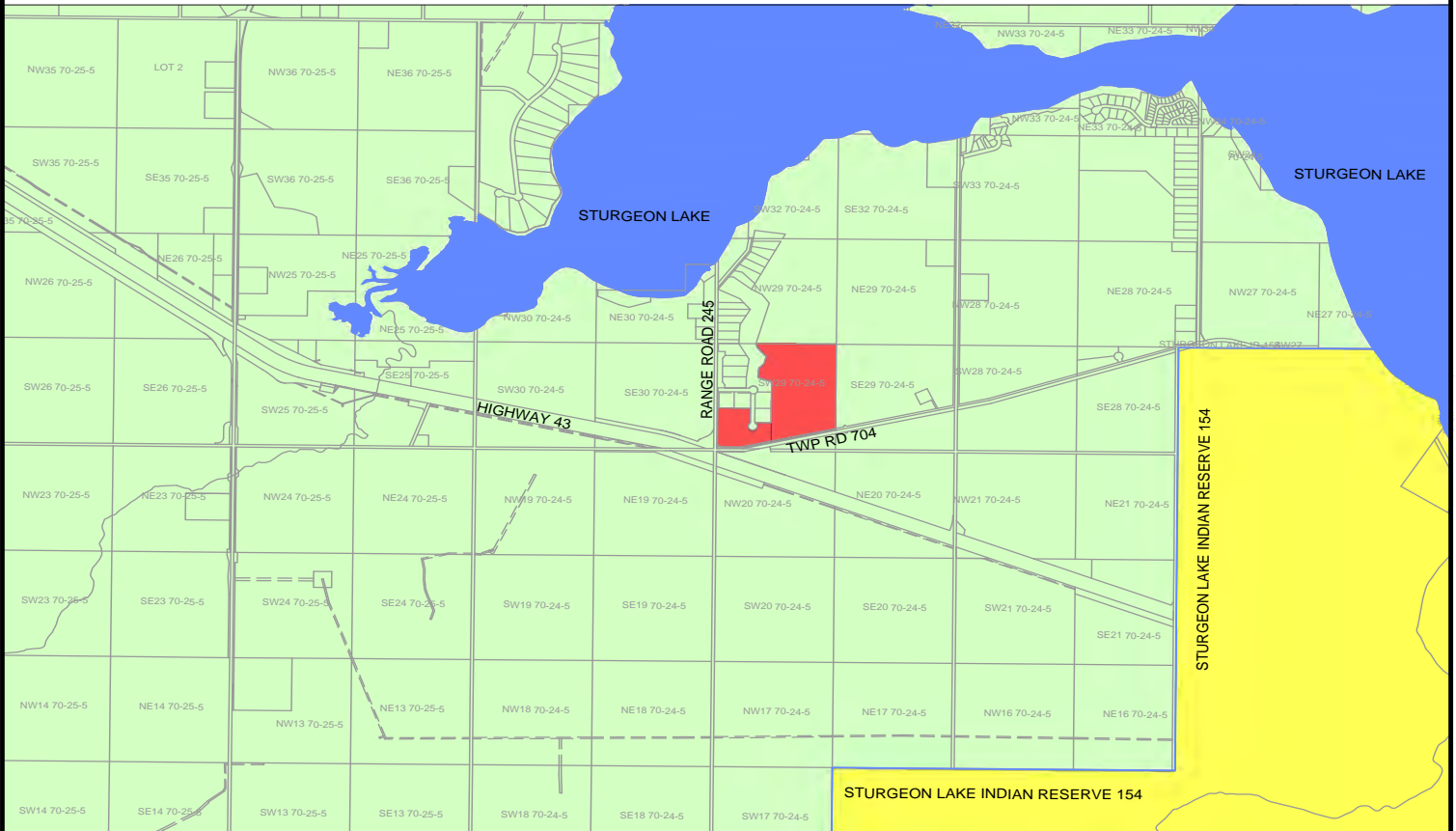
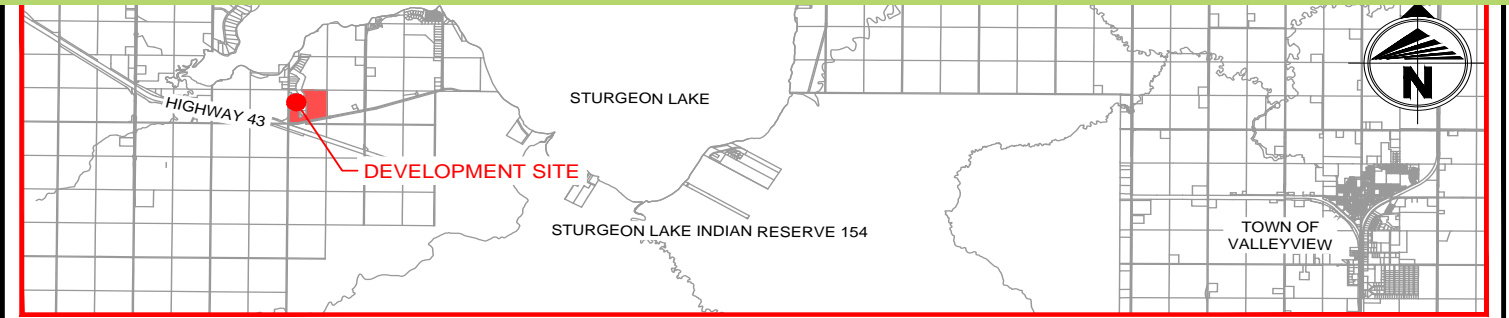
1.0 LOCATION & PURPOSE



The Minor Area Structure Plan applies to SW-29-70-24-W5M within the MD of Greenview No. 16, twelve miles west of the Town of Valleyview adjacent to Highway 43 (Map 1: Location Map). Studies were completed to address the development of phase one (1), which covers 8.35 hectares (20.64 acres) of the balance of this quarter.

This quarter section is located within the Sturgeon Lake Area Structure Plan (ASP) and must comply with the policies within the document. Policy 3.2.6 of the Sturgeon Lake ASP states, "In order to reduce the occurrence of piecemeal subdivision and to promote cluster development, all subdivisions exceeding first parcel out shall be subject to a minor ASP prepared in accordance with Greenview Policy 6001 (Minor Area Structure Plan). The approval of eight CR-3 parcels was done prior to the adoption of the Sturgeon Lake ASP. The current proposal of five additional country residential parcels requires a minor ASP.

The Minor Area Structure Plan will guide the next phases of the development (Maps 4 & 5: Future Development Phasing Concept) in an orderly and efficient manner. Phase one (1) shows current plans of development for the quarter section, and the balance is to remain used for agricultural purposes until further development is implemented. The plan provides a future development concept for the balance of the quarter as phase two (2) and phase (3) to be followed. The Minor Area Structure Plan contains provisions on environment, land use, roadways, servicing, and development staging. Future land use, subdivision, and development decisions shall be based on this Plan.



Map 1 - Location Map

Legend

Development Site



**M.D. OF GREENVIEW NO. 16
MINOR AREA STRUCTURE PLAN**

Scale: 1:50,000

April, 2023

2.0 Planning Context



Greenview has a variety of strategic and planning documents that provide direction in varying levels of detail. The Minor Area Structure Plan works together with all the planning documents and within the greater planning framework and the hierarchy described below to achieve the goals and objectives identified within the Minor Area Structure Plan and building towards Greenview's vision.

Municipal Development Plan (MDP)

Sturgeon Lake Area Structure Plan (SLASP)

Land Use Bylaw (LUB)

3.0 PHYSICAL & ENVIRONMENTAL FEATURES



3.1 Topography & Soils

The topography in this region consists of gently undulating lacustrine plain with low relief with hummocky uplands. The soil is fine textured within depressions of moderate file on upper slopes. The soils are moderately drained soils. Orthic and Gleyed Gray Luvisol are the dominant soil types found within the development area. With clearing and other human activities occurring on the quarter section with previous development and the initial phase of this plan it is likely that the soil structure has already been altered.

Soil may be impacted through soil compaction, soil loss, and loss of soil organic material. Topsoil quality may be degraded if it is mixed with underlying soils. All soils shall be stockpiled with their own kind, and wet or water influenced soils shall be stored separately.

Greenview supports land management practices that discourage sediment and nutrient loading into the Sturgeon Lake water system. These practices include:

- a. The stripping of vegetation, grading, or other soil disturbance being done in a manner which will minimize soil erosion;
- b. The retention and protection of natural vegetation whenever feasible;
- c. Keeping the extent of the disturbed area and the duration of its exposure within practical limits. Suitable stabilization measures should be used to protect exposed areas during construction and be re-vegetated as soon as possible;
- d. Managing site drainage so that surface runoff is maintained at pre- development rates subject to a storm-water management strategy prepared in accordance with Policy 8.2.8 of the SLASP;
- e. Maintaining a naturally vegetated buffer along the shore of the lake and watercourses in accordance with Policy 5.2.17 of the SLASP.

3.2 Air Quality, Noise, and Climate

The Development site shown in Map 3 Development Concept is surrounded by residential properties and forested areas with Sturgeon Lake to the north. Multiple campgrounds and provincial parks are in the area. The main source of chemical which could potentially degrade air quality comes from traffic associated with Highway 43. Most noise within the area is also generated from traffic associated with Highway 43.

A formal Biophysical Impact Assessment has not been conducted to assess the noise, air quality, and climate for this development, however, as this is a proposed residential development it is not anticipated to increase noise or air quality in the area. For further conservation, a vegetated buffer of 15 metres adjacent to the township and range roads will be required to mitigate noise disturbance from the adjacent highway.

No permanent impacts to noise, air quality, and climate are expected due to the development of the Plan area and associated infrastructure needed for the development. Climate change impacts are not expected and the additional five parcels for residential use will not result in a large increase in traffic.

3.3 Water Courses & Wetlands

The land surrounding the development drains toward the wetlands and creek to the northeast. As mentioned, Sturgeon Lake is located to the north of the development. The creek ranges from 200 to 350m away from the development location. Through aerial photos it is determined the creek is impacted by extensive beaver activity by the number of beaver dams, therefore it must be considered that the path of the creek will change as they are constructed and removed. The development falls outside of the high-water mark of the closest waterbodies and no impact is expected to the watercourse.

At the time of development, houses shall be set at an appropriate elevation to mitigate any potential flood risk. Given the distance between the subdivision and the closest waterbody being approximately 300 metres away and having a 30m increase in elevation from the creek to properties it is unlikely that the project will impact any waterbodies. The area around the homes shall be graded in such a manner to promote positive drainage at a minimum of 2% for at least 5m from the foundations.

A Biophysical Report was conducted to identify wetlands within the Plan Area (Refer to Figure B: Wetlands). A swamp was noted approximately 100m east of the development, and the land surrounding the project drains toward the wetlands and creek to the northeast. Most of the wetlands are riparian swamps associated with the unnamed tributary of Sturgeon Lake which is the creek to the northeast located 200m - 350m east of Lot 9 and can be identified in Figure A. The ATCO Electric Easement goes through this swamp and has already been cleared.

At the time of development, a silt fence along the east boundary of Lot 9 will be required during construction to prevent impact to the neighbouring wetlands and to ensure that any water from the work areas does not enter the wetlands.

3.4 Vegetation

The development is expected to impact natural vegetation. Lawn grass will replace some of the natural vegetation. It is expected that some of the trees will also be removed to accommodate the residential use. The Biophysical Impact Assessment suggests that a vegetated buffer of 15 metres adjacent to the township and range roads be placed to increase vegetation and mitigate noise disturbance.

3.5 Biodiversity

The development is located within the B5 nesting zone (Alberta Wetland Mitigation Directive, 2018.), and the birding window extends from late April to late August. During this period, a nest search must be performed before any removal of vegetation can occur. A search of the Alberta Conservation Information Management System (ACIMS) for the ATS location determined no important Bird Areas were noted in the development area. No sensitive or non-sensitive elements are found within the Plan area. The closest biological species identified is 4.5km to the east of the proposed subdivisions, and it was a sighting for a bean-spore rim lichen which is restricted to poplar bark (Lichens of North America, 2001).

Additional Country Residential development is not expected to have significant impacts on biophysical features in the area. The application of appropriate mitigation will limit impacts of the development. Sensitive features should be avoided to reduce the loss of environmental features. The impact on Species at Risk is expected to be limited. The development has been disturbed previously and contains tracks and trails throughout.

3.6 Historical Resources

A historical site was identified 500m north of the development and classified with a Historical Resources value of 5a. An area which has been designated as 5a has unidentified/historic resources. This area has been previously disturbed and contains the Cozy Cove Campground; however, consultation with the Government of Alberta Cultural and Tourism: Historic Resources Management division and/ or a qualified practitioner is recommended prior to the commencement of construction.

The potential project impacts and effects to Historic Resources is summed in the table below.

Project Impact	Potential Effect	Criteria	
		Direction	Negative
Project Development (permanent)	Loss of historical resources	Geographical Extent	Sub-Regional
		Magnitude	Minor
		Duration	Long-term
		Probability	Rare
		Reversibility	Non-reversible

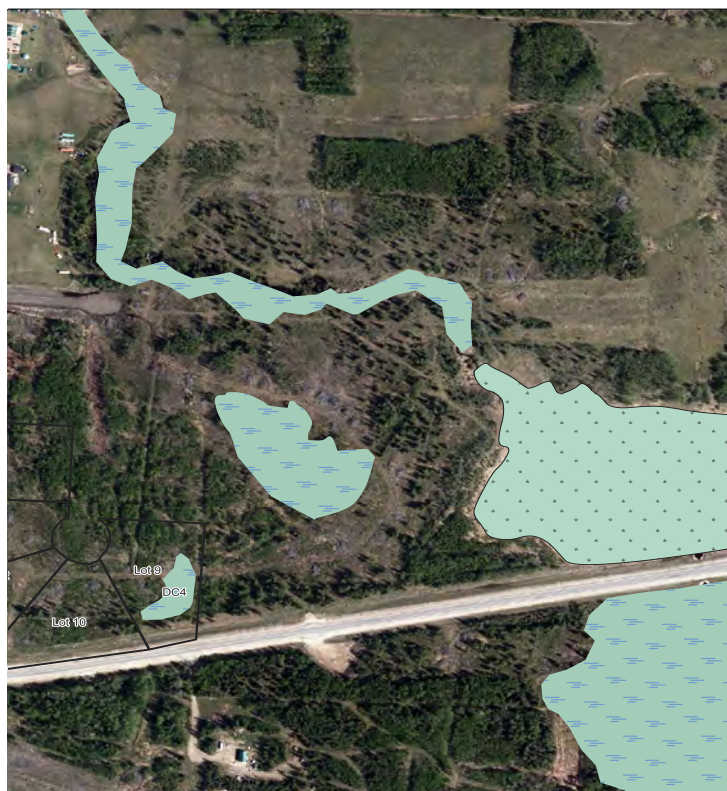


Figure A6:
Historic Wetlands - 2012
SW 29-70-24 W5M

Legend

- Waterbodies
- Watercourse
- Wetlands 2012
 - Marsh
 - Swamp
 - Open Water
 - Ephemeral

Figure A: Historic Wetlands



Figure B: Wetlands

Cozy Acres

Minor Area Structure Plan

4.0 DEVELOPMENT CONCEPT



4.1 Land Uses

There are currently eight parcels subdivided from the quarter section that are zoned Country Residential – Two (within Greenview's Land Use Bylaw 18-800). The balance of the quarter section remains as Agricultural One. The existing land uses adjacent to the development predominantly are Agricultural One and Country Residential – Two however, within the general area there is also Country Residential – Three (CR-3) and Recreation zoned lands (shown on Map 2: Existing Land Uses).

The development is a continuation of existing residential uses within the immediate area. This development supports Greenview's initiative to promote clustered development and is compatible with the surrounding uses. Therefore, the development is not expected to create any land use conflicts within the area.

4.2 Internal Subdivision Road

The internal roadway design is intended to discourage through traffic. The use of cul-de-sacs will minimize traffic volumes and promote safety and privacy, thus a higher quality of life for the residents. Cul-de-sacs typically attract concurrent residents, therefore limiting overall traffic.

The internal subdivision road will be constructed to municipal standards. The utilization of the existing road will minimize the need for extensive earthworks and all finished road grades will be in accordance with municipal standards. All residential parcels located within SW-29-70-24-W5M shall only access Range Road 245 via the internal subdivision road. Approaches directly to the adjacent Township Road 704 and Range Road 245 will not be permitted. Additionally, a PUL will be required at the time of subdivision and located between lots 10 & 11 for emergency access. This location for a PUL is appropriate as contour lines are perpendicular to the lot line which will allow the PUL to straddle the property line without a great deal of side hill excavation. There is a large elevation change from the south to the north end of the lots, therefore it would be required for the PUL to incorporate a drainage swale inclusive with an emergency access route. If the remainder of the quarter section is ever to be developed in the future, there is a road network with a connection to Township Road 704 shown on the Maps along with the future development and phases.

4.3 Servicing

Ground water supply will be used for domestic purposes. Wells will be developed in compliance with the Alberta Environment standards. For this purpose, the Geotechnical Study has verified that there are sufficient local ground water sources for the proposed development, without affecting any other ground water uses in the general area. Through the Geotechnical assessment, the subsurface conditions indicated that the development of the site is feasible, and further recommendations can be found in the full report.

Based on the Geotechnical report, the surficial soils vary from loam to clay loam. The groundwater depth measured from standpipes installed in March 2022 indicates the groundwater table may be as high as 1.68m below ground surface, basements should be restricted within the development (no subsurface development). Based on this soil and groundwater data, the suitability for PSTS varies from Limited to Moderate. Possible PSTS soil-based treatments will be treatment fields and treatment mounds. Greenview shall require all developments to provide holding tanks or composting toilets for sewage disposal for new residential development or subdivision located within the Plan Area.

4.4 Municipal Reserve & Environmental Protection

Pursuant to the Municipal Government Act, the Municipal Planning Commission, as the Subdivision Authority, may require 10% of the gross area of the subject lands be dedicated as Municipal Reserve, or require the payment of cash-in-lieu of the land that would have been dedicated as Reserve. As a condition of subdivision within the Plan Area, it is intended that the Municipal Reserve be required by way of cash-in-lieu. Environmental Reserve may be required by the municipality at time of subdivision at the discretion of the Subdivision Authority. It can be seen on the maps that a total of 6.91 hectares (17.07 acres) has been dedicated to ER in Phase 2 & 3 of development for the quarter section.

In order to protect the community from environmental hazard, future subdivision and development shall incorporate fire preparedness measures, such as provincial FireSmart guidelines.

4.5 Site Grading & Drainage

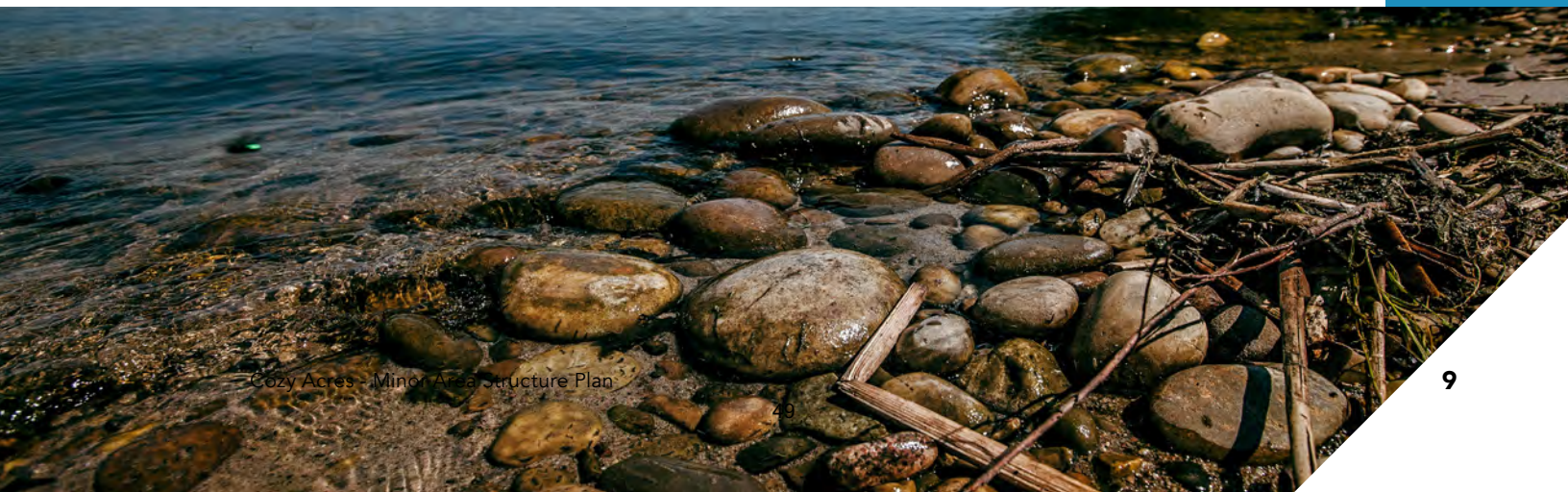
The existing topography of the area includes a significant hill in the southwest corner of the quarter section with some low-lying areas in the northeast. The south half of the quarter section overall has good natural slope, and the general drainage pattern is from the south to the north, draining towards the wetlands and creek in the northeast. There are several small open waterbodies located within the wetland and creek to the northeast.

Surface water drainage in the area of the development shall be addressed at the time of development through a public drainage system along the roadways following the natural topography of the site. This can likely be accomplished by using the proposed road ditches to convey surface water. The requirements for any drainage easements within the subdivision development should be reviewed at the time of subdivision.

Structures within this development shall be developed such that the finished grade around the buildings, exterior slabs or any structure should promote positive drainage away from the structure footprint. A minimum grade of 2% away from the buildings is recommended for hard landscaped areas, while a minimum grade in the range of 3% to 10% is recommended for soft landscaped areas.

Though due to cumulative density exceeding four (4) lots a Minor Area Structure Plan is required, the provision of a stormwater management facility will not be necessary. However, drainage easements may be registered on parcels to protect natural drainage patterns.

Franchise utilities, ie. power, gas, will be provided by the respective utility companies at time of subdivision.



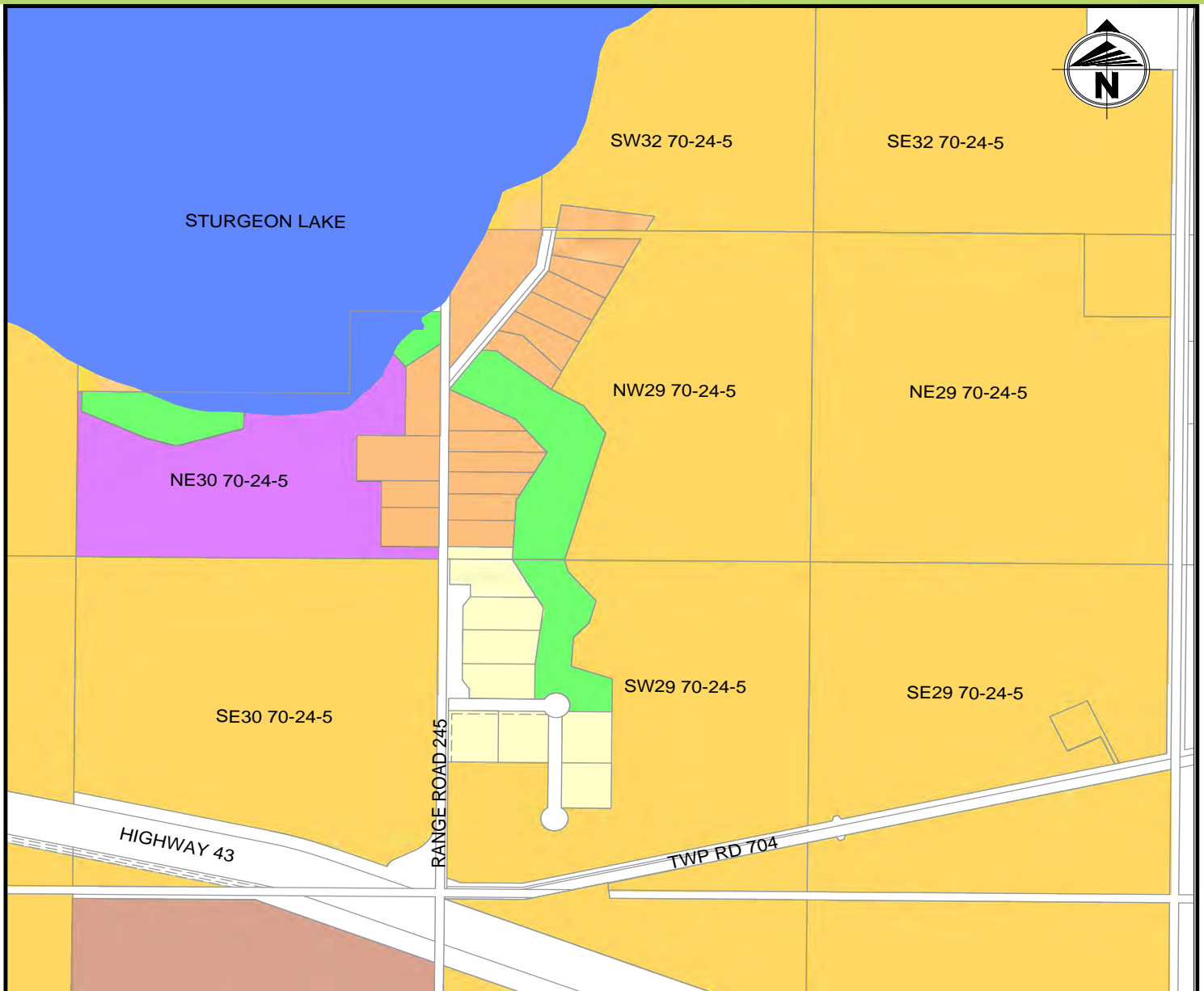
5.0 CONCLUSION



As illustrated in Maps 4 and 5 Future Development Phasing Concept, there are three stages of the development planned to commence on the quarter section. The proposed timing of development in the Plan area will be dependent on market conditions.

Upon adoption, this Minor Area Structure Plan shall become the policy document of Greenview to manage development within SW-29-70-24-W5M identified as Cozy Acres. To meet Policy 10.3.6 of the Municipal Development Plan "As a condition of subdivision or development permit approval, Greenview may require the developer to enter into a development agreement with respect to the provision of all infrastructure required to service the site". Development proposals that do not meet the policies, guidelines and development maps contained in this Plan require a Plan amendment to be adopted by Council.

The Minor Area Structure Plan and supporting reports have demonstrated the Plan Area can support the development of additional country residential parcels.



Map 2 - Existing Land Uses

Legend

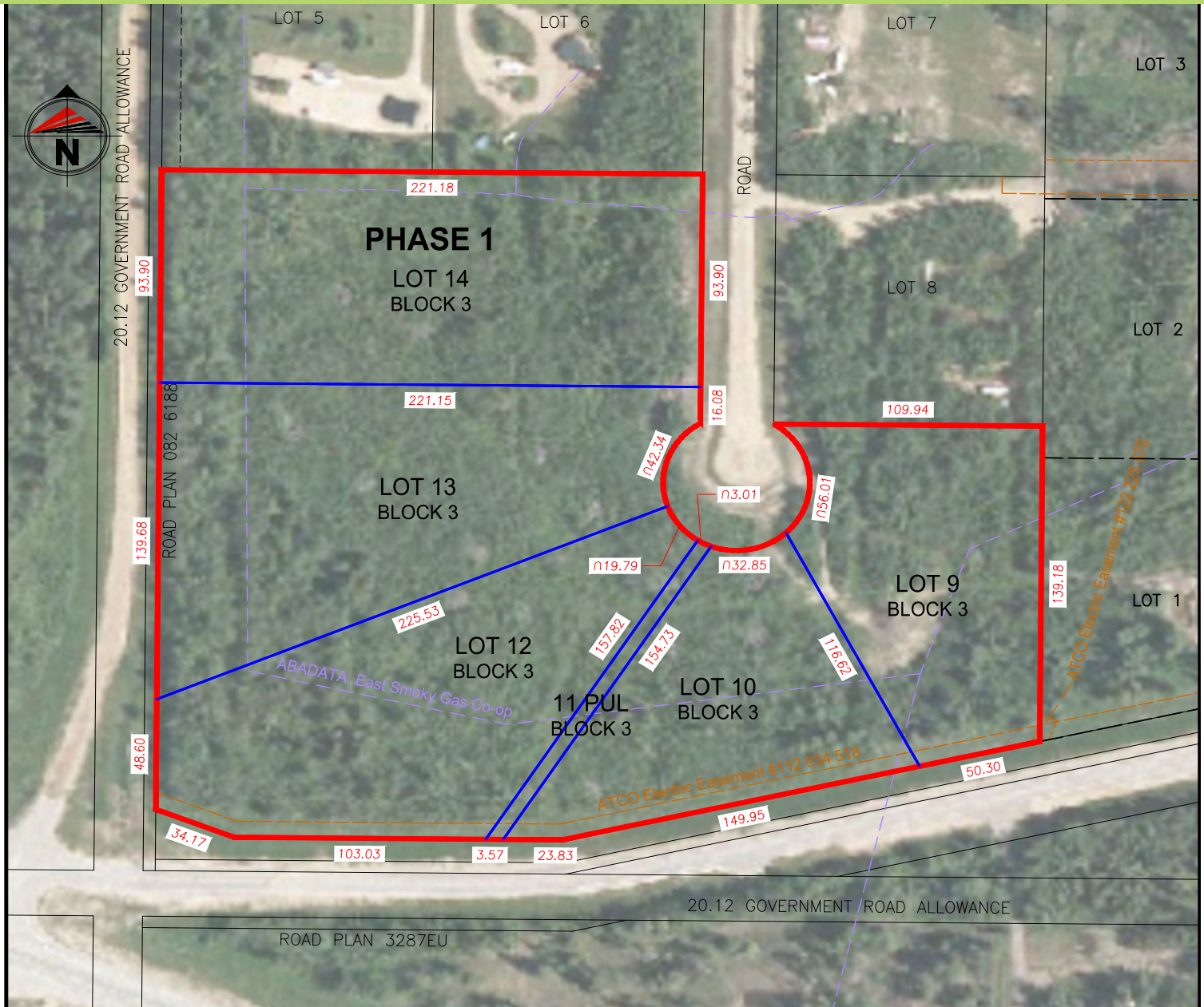
 Agricultural (AG-1)	 Environmental Reserve (ER)
 Country Residential (CR-2)	 Recreational
 Country Residential (CR-3)	 Crown Land



**M.D. OF GREENVIEW NO. 16
MINOR AREA STRUCTURE PLAN**

Scale: N.T.S.

April, 2023



Map 3 - Development Concept (Cadastre)

MUNICIPAL DISTRICT OF GREENVIEW NO. 16
TENTATIVE PLAN
SHOWING PROPOSED SUBDIVISION OF
PART OF THE
S.W. 1/4 SEC. 29, TWP. 70, RGE. 24, W.5M.

LAND DEALT WITH BY THIS
PLAN IS SHOWN OUTLINED THUS: ———
AND CONTAINS: 8.35 HECTARES (20.64 ACRES)

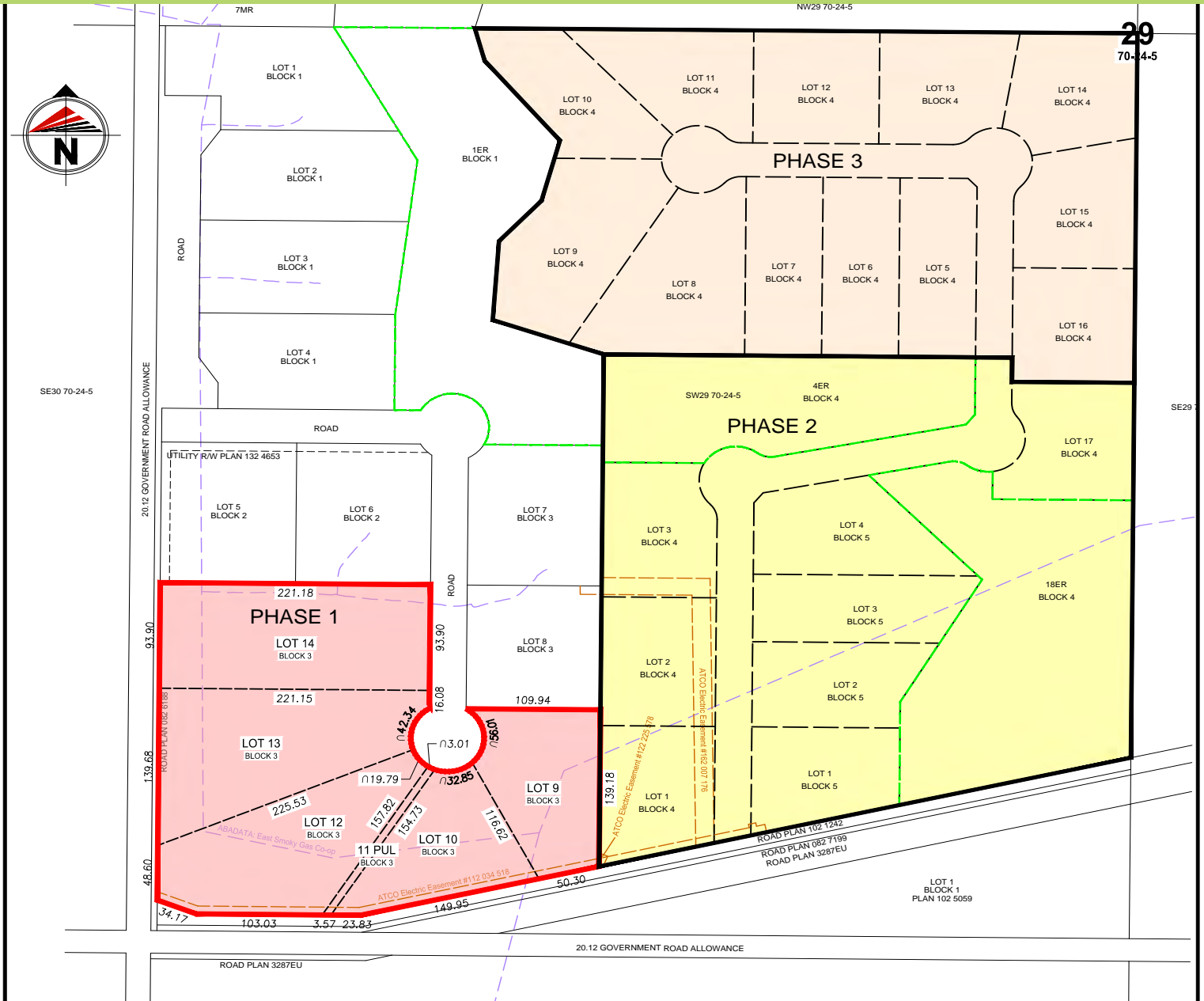
INSTRUMENTS AFFECTING LAND (NOT NECESSARILY SHOWN ON THE PLAN)	
Reg. No.	Name
792 302 448	Utility R/W - East Smoky Gas Co-op Ltd.
112 034 518	Caveat - ATCO Electric Ltd.
122 225 578	Caveat - ATCO Electric Ltd.
162 007 176	Caveat - ATCO Electric Ltd.



M.D. OF GREENVIEW NO. 16
MINOR AREA STRUCTURE PLAN

Scale: 1:2,500

April, 2023



Map 4 - Future Development Phasing Concept (Cadastre)

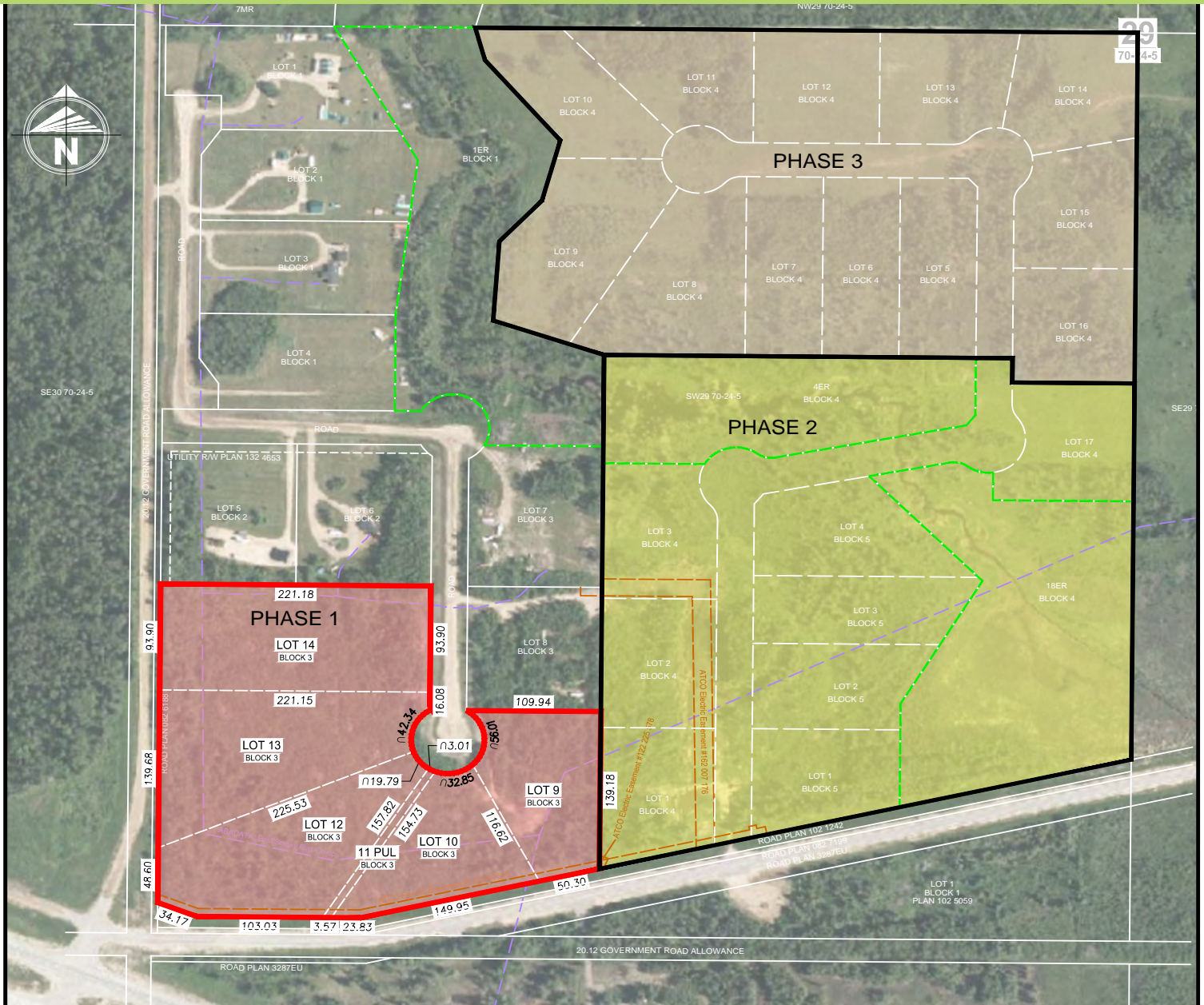
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
TENTATIVE PLAN
SHOWING PROPOSED SUBDIVISION OF
PART OF THE
S.W. 1/4 SEC. 29, TWP. 70, RGE. 24, W.5M.

INSTRUMENTS AFFECTING LAND (NOT NECESSARILY SHOWN ON THE PLAN)	
Reg. No.	Name
792 302 448	Utility R/W - East Smoky Gas Co-op Ltd.
112 034 518	Caveat - ATCO Electric Ltd.
122 225 578	Caveat - ATCO Electric Ltd.
162 007 176	Caveat - ATCO Electric Ltd.



M.D. OF GREENVIEW NO. 16
MINOR AREA STRUCTURE PLAN

Scale: 1:5,000
April, 2023



Map 5 - Future Development Phasing Concept (Aerial)

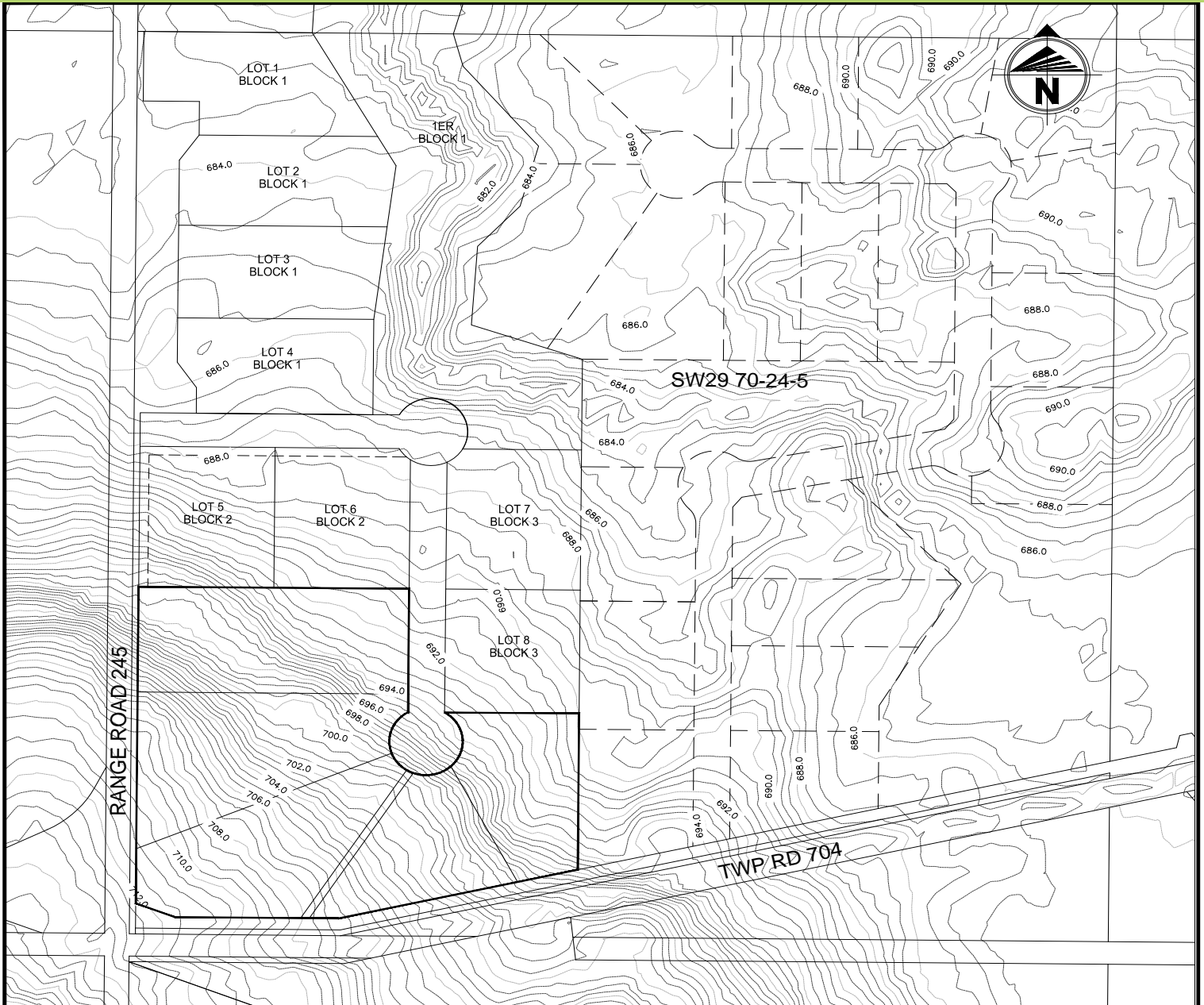
*NO FIELD SURVEY WAS UNDERTAKEN TO PRODUCE THIS PLAN



M.D. OF GREENVIEW NO. 16
MINOR AREA STRUCTURE PLAN

Scale: 1:5,000

April, 2023



Map 6 - Topography



M.D. OF GREENVIEW NO. 16
MINOR AREA STRUCTURE PLAN

Scale: 1:5,000

April, 2023



Desktop Biophysical Impact Assessment Report

Darcy Clarke Subdivision Within the Municipal District of Greenview (SW 29-70-24)

Prepared For:



Submitted By:

OVAC Ltd.
#240, 450 Ordze Road
Sherwood Park, AB
T8B 0C5

OVAC Contact:

Derick Fritz

Date:

September 09, 2022



DOCUMENT INFORMATION

Project Number	2021AB1594
Filename	2022AB1594 Biophysical Impact Assessment Report 2022-09-09
Document Revision	0

REVISION HISTORY

Rev.#	Date of Issue	Reviewed By	Page	Description



ACRONYMS

AAF	Alberta Agriculture and Forestry
ACIMS	Alberta Conservation Information Management System
AE	Alberta Environment
AEP	Alberta Environment and Parks
AMWI	Alberta Merged Wetland Inventory
AT	Alberta Transportation
COSEWIC	Committee on the Status of Endangered Wildlife in Canada
COP	Code of Practice
CNWA	<i>Canadian Navigable Waters Act</i>
DFO	Department of Fisheries and Oceans
ECCC	Environment and Climate Change Canada
Eco Plan	Environmental Construction Operations Plan
EE	Environmental Evaluation
ESC	Erosion and Sediment Control
FWMIS	Fisheries, Wildlife Management Information System
GOA	Government of Alberta
GOC	Government of Canada
HRIA	Historical Resource Impact Assessment
MBR	Migratory Birds Regulations
OVAC	Ocean Valley Associates Consulting Ltd.
QAES	Qualified Aquatic Environmental Specialist
RAP	Restricted Activity Period
RoW	Right of Way
SARA	<i>Species at Risk Act</i>
SOJ	Statement of Justification
TSS	Total Suspended Solids
WAIF	Wetland Assessment and Impact Form
WAIR	Wetland Assessment and Impact Report
VEC	Valued Ecosystem Components



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1.0 INTRODUCTION

1.1 Project Description

1.1.1 Background

Bearisto & Associates Engineering and Survey Ltd. (the Proponent) is proposing the development of five residential properties ranging from 1.23 ha – 2.08 ha (3.06 acre – 5.13 acre) in the Municipal District of Greenview (the Project). The proposed project is 23 km west of Valleyview, Alberta (Figure 1). The project is north of Highway 43 within SW 29-70-24 W5M. The subdivision can be accessed from Range Road 245. The project includes the development of five residential properties. Access roads have already been completed.

OVAC Ltd. was retained by the Proponent to provide environmental support and to complete a desk top Biophysical Assessment report for the proposed Project.

2.0 REGULATORY REQUIREMENTS

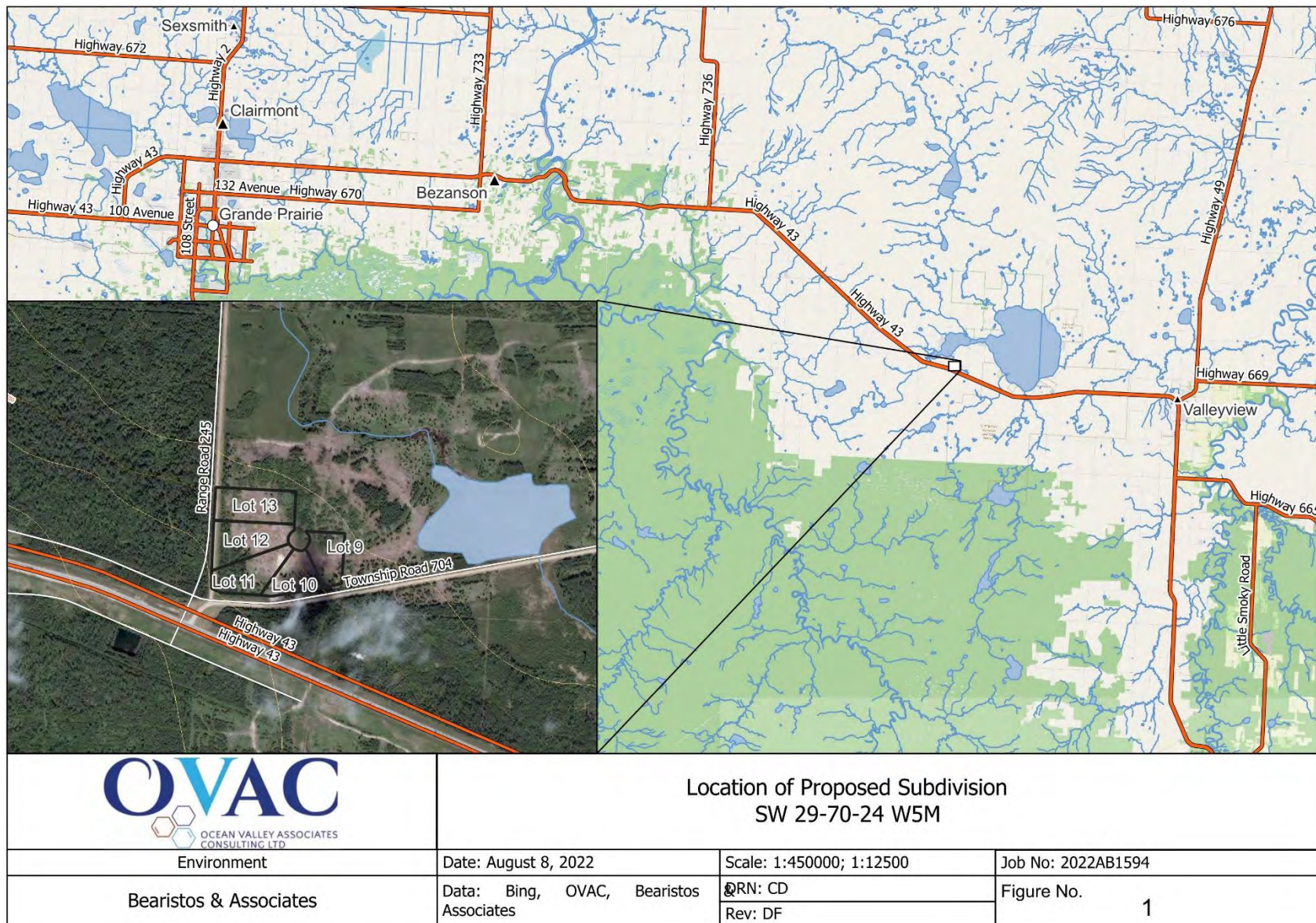
Development of the proposed residential area must comply with municipal, provincial and federal legislation.

Table 1: Project Regulatory Requirements (Other Than Permits, Approvals and Notifications)

Name of Legislation	Environmental Conditions
Federal	
<i>Migratory Birds Convention Act</i> and its regulations	Under this <i>Act</i> and its regulations, no destruction or disturbance to nests or nesting birds is permitted during breeding and nesting period. In any year, this period may start as early as April 15 through to August 30.
<i>Species at Risk Act</i> and its regulations	Species at risk are protected federally by the <i>Species at Risk Act (SARA)</i> and limits the impact on both the species at risk and its habitat.
Provincial	
<i>Alberta Weed Control Act</i> and its regulations	Required to control noxious weeds and destroy prohibited noxious weeds on land owned or occupied.
<i>Alberta Agricultural Pest Act</i>	Proponent is required to take precautions to prevent and manage the spread of pests.
<i>Alberta Wetland Policy</i>	Proponent is required to take measures that ensure the all wetland habitat is identified within 30 m of the project footprint.
<i>Alberta Public Lands Act</i>	Applies to the bed and bank of all natural occurring waterbodies within Alberta if work is required outside of the existing surveyed road plan.
<i>Historical Resources Act</i> and its regulations	Historical Resources are protected provincially by the <i>Act</i> .
<i>Wildlife Act</i> and its regulations	Species at risk are protected provincially by the <i>Wildlife Act</i> . The <i>Wildlife Act</i> also protects other wildlife species and their dens/habitats. No harassment of wildlife.



Figure 1: Project Location Map



3.0 METHODS

The assessment is designed to identify biophysical features within the Project Study Area defined as the Project footprint plus a 1000 m buffer. The area is based on the tentative plans developed by the proponent. The following biophysical features, also referred to as Valued Ecosystem Components (VEC), identified that apply to this project include:

- air quality, climate, and noise;
- hydrogeology;
- hydrology;
- surface water quality;
- vegetation;
- wildlife and biodiversity;
- terrain and soils;
- land use; and
- historic resources.

The following biophysical features have been scoped out, as they are not applicable to the development of the proposed Project:

- camps;
- aquatic ecology;
- aerodromes; and
- fish habitat compensation.

3.1 Desktop Review

A search of relevant environmental databases and literature was completed for the area surrounding the Project, including:

- Alberta Conservation Information Management System (ACIMS; Alberta Environment and Parks (AEP, 2022))
- Alberta Historic Resource Value Listing (GOA, 2022)
- Alberta Merged Wetland Inventory (GOA, 2022b)
- Alberta Soil Inventory Database (Alberta Agriculture and Forestry (AAF), 2022)
- Alberta Water Well Information Database (GOA, 2022)
- Bird Studies Canada Important Bird Areas (Birds Canada, 2022)
- Canadian Crop and Land Cover Inventory (GOC, 2022d)
- Fisheries and Wildlife Management Information System (AEP, 2022)
- GeoDiscover Alberta (GOC, 2022c)
- Environmental Significant Areas (Alberta Parks, 2014)
- Natural Regions and Subregions of Alberta (Natural Regions Committee (NRC), 2006)

3.2 Impact Assessment Methodology

An Environmental Impact Assessment is completed to determine if the activities associated with development activities have an impact on ecological and social environment. The basic outline of the process is outline in the Guide to Preparing Environmental Impact Assessment Report in Alberta (GOA, 2013). The biophysical environment is analysed based on three scenarios after establishing baseline conditions.



Impacts were assessed using six primary criteria.

- Direction – the manner in which the impact occurs
 - Neutral – the impact will not negatively or positively impact the environment
 - Negative – the impacts will result in a decline in the quality of the VEC
 - Positive – the impacts will result in an improvement in the quality of the VEC
- Geographic Extent – the boundaries for which the impact will occur
 - Regional – the Project boundary
 - Sub-regional – the Project study area
 - Local – the natural subregion/major watershed
- Magnitude – is a measure of how adverse that effect can be
 - None/Negligible – no effect relative to the baseline case
 - Minor – limited impact relative to the baseline case that can be mitigated by standard Best Management Practices (BMP) and other mitigation measures
 - Moderate – impacts relative to the baseline case will be measurable, mitigation measures and BMPs will limit the impact
 - Major – measurable impact relative to the baseline case that cannot be reduced by mitigation measures and will not be reversible
- Duration – the period of time the impact may be detectable before recovery to baseline state
 - Short-term – less than three years
 - Long-term – greater than three years
- Probability of occurrence – the likelihood the impact will occur if no mitigation measures are implemented
 - Predictable
 - Uncertain
- Reversibility – is the capacity of the environment to return to the baseline state
 - Reversible – the baseline conditions will return within the duration of three years
 - Non-reversible – the baseline conditions will not return within the duration of three years

4.0 DESCRIPTION OF EXISTING ENVIRONMENT

4.1 Air Quality, Climate and Noise

4.1.1 Existing Conditions

The Project study area is surrounded by residential properties and forested areas with Lake Sturgeon to the north. Multiple campgrounds and provincial parks are also in the area. The main source of chemicals which could potentially degrade air quality comes from the traffic associated with Highway 43. Most noise within the area is also generated from traffic.

The project is bisected by the boundary between Central Mixedwood and Dry Mixedwood Natural subregion and is part of the Boreal Region in Alberta (NRC, 2006). This region has the highest temperatures in summer within the Boreal region. Approximately 70% of the precipitation falls between April and August. Highest temperatures are normally seen in July with an average daily maximum of 22.6°C (GOC, 2022a). The average yearly precipitation is 523 mm.



A formal study has not been conducted to assess the noise, air quality and climate for this project; however, current projections prepared as part of the climate change in the area do not predict significant climate change impacts. Also, as this is a proposed residential development it is not anticipated to increase noise or air quality in this area.

4.1.2 Project Impacts

No permanent impacts to noise, air quality and climate are expected due to the construction of the Project and associated infrastructure needed for the properties. Climate change impacts are not expected. Minor impacts to air quality, climate and noise are anticipated. The addition of five properties will not result in a large increase in traffic.

Table 2: *Project Impacts and Potential Effects to Air Quality, Climate, and Noise*

Project Impact	Potential Effect	Criteria	
Construction activities (temporary)	Production of emissions and noise	Direction	Negative
		Geographic Extent	Sub-regional
		Magnitude	Minor
		Duration	Short-term
		Probability	Predictable
		Reversibility	Reversible

4.1.3 Mitigation and Recommendation

The development of the proposed Project is not anticipated to result in significant and/or persistent impacts to air quality, climate, or noise. As such, specific mitigation measures are not recommended at this time. An Environmental Construction and Operation Mitigation Plan and/or Environmental Protection Plan should be prepared prior to the commencement of construction activities to formalize and implement standards and best management practices to be employed during construction.

4.2 **Hydrogeology**

4.2.1 Existing Conditions

The proposed Project is located within the Peace River Watershed Basin. Groundwater flow in this area will be heavily influenced by Lake Sturgeon. Subsurface connectivity and groundwater recharge processes are not well defined in this area and further study is outside of the scope of this assessment.

Three wells have already been dug in neighbouring properties in the Alberta Water Well Database (GOA 2022). The wells have been dug to the depth of 91 m (300 feet). The water level holds static at 8.2 m - 1.2 m (27 feet - 4 feet) and a pump rate ranging from 30.3 lpm - 56.8 lpm (8 igpm - 15 igpm). The depth of water becomes shallower as one moves closer to the lake. No groundwater discharge locations or natural springs were identified within the Project study area.



4.2.2 Potential Impacts

Potential impacts to hydrogeology include:

- Changes in water withdrawal
- Groundwater contamination
- Compacted soils can reduce groundwater recharge

Table 3: Project Impacts and Potential Effects to Hydrogeology

Project Impact	Potential Effect	Criteria	
Project development (permanent)	Changes in water withdrawal	Direction	Negative
		Geographic Extent	Magnitude
		Magnitude	Minor
		Duration	Long-term
		Probability	Predictable
		Reversibility	Non-reversible
Construction activities (temporary)	Groundwater contamination	Direction	Negative
		Geographic Extent	Local
		Magnitude	None/ negligible
		Duration	Short-term
		Probability	Rare
		Reversibility	Reversible
	Soil compaction leading to reduced groundwater recharge	Direction	Negative
		Geographic Extent	Regional
		Magnitude	Minor
		Duration	Long-term
		Probability	Predictable
		Reversibility	Reversible

4.2.3 Residual Effects

With the above mitigation measures, no residual effects are expected.

4.2.4 Mitigation and Recommendations

The development of the proposed Project is not anticipated to result in significant and/or persistent impacts to hydrogeology, with appropriate mitigation measures.

- Minimize the area disturbed by the project.
- Perform appropriate pump testing on any new wells dug for the project and limit extraction to recommended levels.
- Prepare a Spill Response Plan prior to the commencement of construction activities.
- The Proponent will monitor equipment for signs of leaks and ensure deleterious substances are properly stored. Any spills will be reported to consultant and Alberta Transportation.
- Prepare an Environmental Construction and Operation Protection Plan prior to the starting of construction activities to identify and implement best management practices to be employed during construction.



4.3 Hydrology

Construction activities may have the potential to negatively impact wetlands and fish and fish habitat by introducing materials into the watercourses. As such, certain measures must be in place to protect the watercourses and wetlands, including habitat, water quality, and species (DFO, 2022). Given the distance of the subdivision and the closest waterbody, it is unlikely that the project will impact any waterbodies. Silt fence will be needed between the site and the wetlands to ensure no impacts.

4.3.1 Existing Conditions

The Project falls within the Peace River watershed (Nelson and Paetz, 1992; AEP, 2022a). Most of habitat in the watershed is cold water habitat and the remaining habitat is cool habitat. The river starts in the Rocky Mountains and flows northeast to the Slave River and ultimately flows into the Mackenzie River and the Arctic Ocean. The Project falls within the cool water habitat range.

4.3.2 Watercourses

The land surrounding the project drains toward the wetlands and creek to the northeast. The creek to the northeast is unnamed tributary of Sturgeon Lake. It extends only 1.5 km upstream of the project; in total the creek is 3.5 km. Upstream of the Project to the east of Township Road 704A, the creek is surrounded by swamp. Several small open waterbodies are located within the wetland. The creek remains north of the Highway 43. Portions of this creek have been channelized likely to drain a wet area to the west of Township Road 704A. This area is now a riparian wetland whose size depends on the how dry the year is. Extensive beaver activity was noted in the aerial photos.

No fish has been captured within the tributary. Sturgeon Lake is located to the north of the project. The creek ranges from 200 m to 350 m away from the Project location. Looking through the aerial photos, it is obvious that the creek is impacted by beaver activity.

The lake is known to contain Burbot (*Lota lota*), Iowa Darter (*Etheostoma exile*), Lake Whitefish (*Coregonus clupeaformis*), Northern Pike (*Esox lucius*), Spottail Shiner (*Notropis hudsonius*), Walleye (*Sander vitreus*), White Sucker (*Catostomus commersonii*) and Yellow Perch (*Perca flavescens*) (AEP, 2022a). The Project falls outside of the high-water mark of the closest waterbodies and no impact is expected to the watercourse.

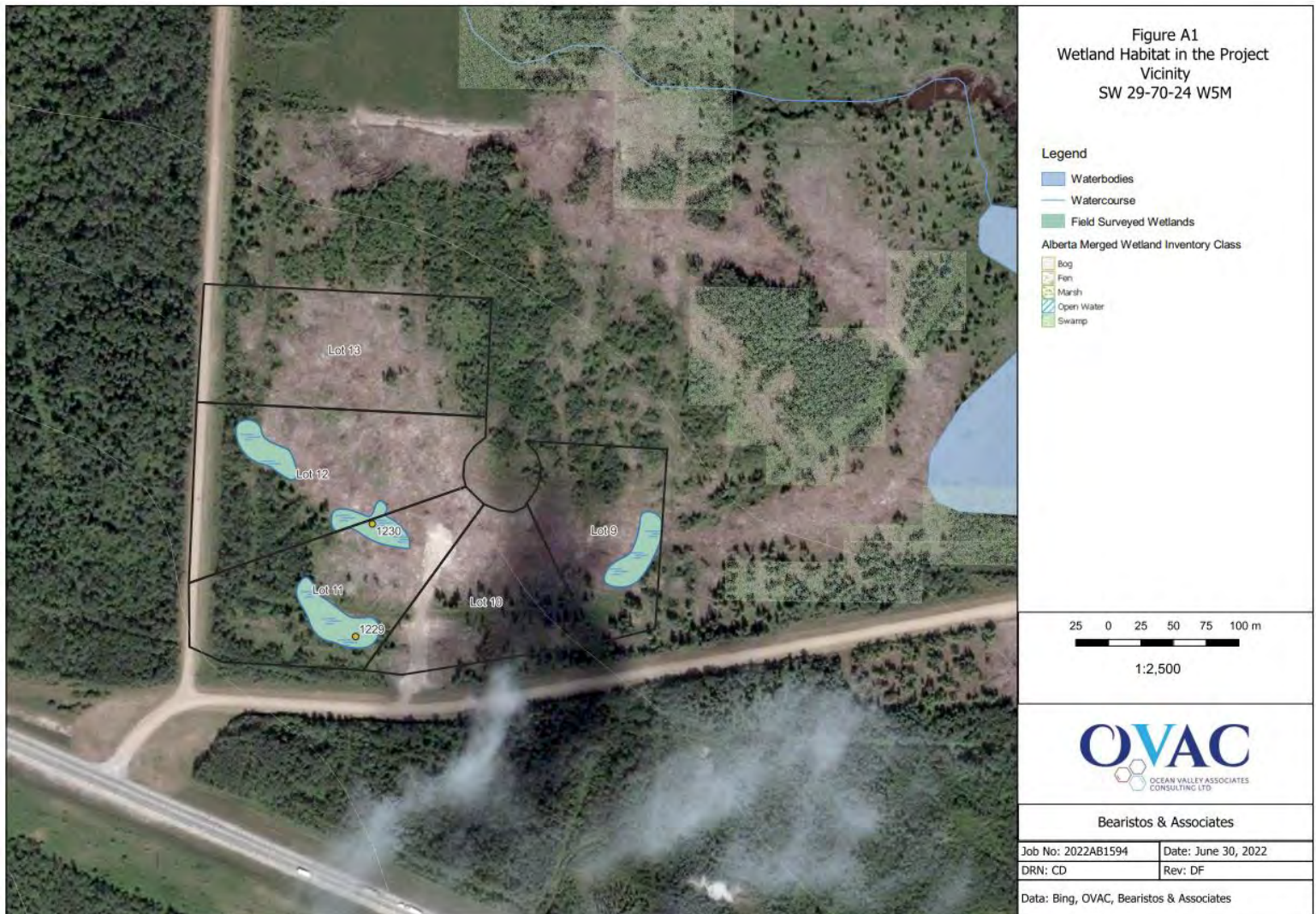
4.3.3 Wetlands

Under the *Alberta Wetland Mitigation Directive* (AEP, 2018), the avoidance and minimization of effects to wetlands are the top preferred mitigation measures. In cases where minimization and avoidance cannot be accomplished, a replacement plan is implemented, including payment of fees (AEP, 2018).

The Alberta Merged Wetland Inventory does not show any wetlands overlapping the proposed lots in the subdivision (AEP 2022a). Aerial Photos were attained for 1969, 1987, 2006 and 2012 and the extent of each wetland mapped. A swamp was noted approximately 100 m to the east of the project (Figure 2). Most of the wetlands are riparian swamps. The ATCO Electric Easement goes through this swamp and has already been cleared. No further work should be completed in this area.



Figure 2: Wetland Habitat in the Project Vicinity



Upon visiting the site, several wetlands were located on the property (Table 4). These wetlands are permanent and seasonal swamps. The main vegetation type in these wetlands are the shrubs, Green Alder and Willow.

Table 4: Wetlands on Property

Wetland ID	Classification Code	Water Permanence	Vegetation Characteristics	Most Abundant Indicator Species
DC1	S-S-f-II	Temporary	Shrubby	Willow
DC2	S-S-f-II	Temporary	Shrubby	Alder, Willow
DC3	S-S-f-II	Temporary	Shrubby	Alder, Willow
DC3	S-Wd-f-III	Seasonal	Treed/Shrubby	Aspen, Alder, Willow

4.3.4 Potential Impacts

One creek falls within the one-kilometer buffer study area. The creek is still over 200 m away from the Project footprint, so no *Water Act* application is needed. The impacts to the creek is limited to declines in water quality due to run-off during high rain events, caused by sediment and chemical releases from

site. A similar decline water quality will be noted in the wetlands. The trees within the wetland have already been removed for the ATCO creating pooling of water.

During the construction of the subdivision, the wetlands will be eliminated. These areas will be cleared to the make way for the housing and the hydrology will be altered.

Table 5: Project impacts and potential effects to Hydrology.

Project Impact	Potential Effect	Criteria	
Wetland Elimination	Elimination of wetlands within the Project area	Direction	Negative
		Geographic Extent	Local
		Magnitude	Moderate
		Duration	Permanent
		Probability	Predictable
		Reversibility	Irreversibility
	Change in hydrology of the subdivision	Direction	Negative
		Geographic Extent	Local
		Magnitude	Minor
		Duration	Permanent
		Probability	Predictable
		Reversibility	Irreversibility
Construction activities (temporary)	Surface water contamination with deleterious substances	Direction	Negative
		Geographic Extent	Local
		Magnitude	Minor
		Duration	Short-term
		Probability	Rare
		Reversibility	Reversible
	Increased turbidity as a result of sediment release	Direction	Negative
		Geographic Extent	Sub-regional
		Magnitude	Minor
		Duration	Short-term
		Probability	Rare
		Reversibility	Reversible

4.3.5 Mitigation Measures

- A Wetland Assessment and Impact Report (WAIR) has been developed to determine the compensation required for the reduce impacts of elimination of wetlands (Appendix A).
- The Proponent will need to place silt fence along the east boundary of Lot 9 during construction to prevent impact to the neighbouring wetlands and ensure that any water from the work area does not end up in the wetlands.
- No laydown areas or equipment storage should occur within 100 m of the unnamed tributary and wetland.
- No waste or deleterious substance should be allowed within 100 m of any water features.

4.3.6 Residual Effects

No residual effects to watercourses are expected. The wetlands will be eliminated during the Project construction. Payments are expected to be paid to compensate for the elimination of the Wetlands.



4.3.7 Regulatory Requirements

Wetlands are regulated under both the *Water Act* and *Public Lands Act*. In addition, acts such as the *Species at Risk Act* may also apply. The *Public Lands Act* provides the Government of Alberta with ownership of the beds and shore of permanent and naturally occurring water bodies.

If a water body and/or aquatic environment is likely to be impacted, a *Water Act* approval is needed. Activities that need approval include placement of fill, erosion protection works, excavations, and aquatic vegetation modification. Proponents of any development activity must submit a *Notification* and an *Application* describing any proposed activities before any disturbance as outlined in the Wetland Policy implementation (AEP, 2018).

A hierarchy of mitigation options are provided in regard to project design. The first option is to avoid, then minimize and reclaim impacts to wetlands. For watercourse crossings that fall under the *Water Act* Code of Practice a Wetland Assessment and Impact Form for open water and marsh classes is required. The wetlands that will be impacted further from centreline require a *Wetland Assessment and Impact Report* (WAIR). Where disturbance will result in permanent wetland loss, a *Conservation Offset Program* for each wetland is required. The Conservation offset for the project is calculated as \$8325. The calculations were completed within the Wetland Assessment and Impact Report in Appendix A.

In the event of temporary wetland disturbances, areas altered must be restored. Wetland functions may need to be monitored to ensure they return to pre-disturbance conditions. For any wetland loss, a Restorative Replacement Plan will be needed. This plan will determine how the wetland values will be replaced, whether through construction of new wetlands or payment in lieu of replacement which may contribute other activities that support wetland functions in Alberta.

4.4 Surface Water Quality

4.4.1 Existing Conditions

Water quality sampling is beyond the scope of this project. However, it is expected with the current land use will not cause major changes in water quality. The biggest source of contaminants will be Township Road 704 which runs over the unnamed tributary of Sturgeon Creek. Any changes in water quality has potential to impact Sturgeon Lake.

4.4.2 Potential Impacts

Water quality has the potential to be impacted by construction activities through the release of sediment and deleterious substances.

Potential impacts to water quality include both increased turbidity as the result of the increased sediment being released into the waterbody and the potential release of deleterious substances from equipment and construction activities. These compounds have potential impacts on the health of fish and other users of the waterbody as it is transported to Sturgeon Lake.



Table 6: Project impacts and potential effects to Surface Water Quality.

Project Impact	Potential Effect	Criteria	
Construction activities (temporary)	Surface water contamination with deleterious substances	Direction	Negative
		Geographic Extent	Local
		Magnitude	Minor
		Duration	Short-term
		Probability	Rare
		Reversibility	Reversible
	Increased turbidity as a result of sediment release	Direction	Negative
		Geographic Extent	Sub-regional
		Magnitude	Minor
		Duration	Short-term
		Probability	Rare
		Reversibility	Reversible

4.4.3 Mitigation Measures

Proper management of the runoff generated on the site and implementation with appropriate erosion and sediment control measures will ensure that the effects of the Project on the quality and quantity of surface water runoff from the site will be negligible. Specific mitigation measures that will be implemented include:

- Sediment and erosion control measures will be implemented prior to work and maintained during the work phase until the site has been stabilized. The sediment and erosion control measures will be inspected regularly.
- Equipment will be refueled and serviced over 100 m from the creek to ensure that deleterious substances do not enter any watercourse.
- Equipment will not operate near the creek or wetlands.
- A fuel/deleterious substance spill response plan will be in place. An emergency spill response kit will be kept on-site during construction. Every piece of onsite equipment is equipped with an emergency spill kit at all times and personnel shall be familiar with the use of the spill kit.
- Appropriate precautions will be taken to ensure that deleterious substances will not be placed in any location where the materials may enter a watercourse, dugout or wetland.
- All waste materials will be disposed of above the high-water mark and located such that they do not re-enter any water body.

4.4.4 Residual Effects

With the above mitigation measures, no residual effects are expected.

4.4.5 Regulatory Requirement

Any spills to the ground will be reported as per the *Environmental Protection and Enhancement Act* and remediated using *Alberta Soil and Groundwater Remediation Guidelines* (AEP, 2016a, 2016b). The release of deleterious substances into fish bearing streams is prohibited under Section 36(3) of the *Fisheries Act*. Under the *Alberta Water Act*, the release of deleterious substances into any water body is prohibited. The *Act* also regulates the withdrawal, diversion, and use of groundwater. Spills made within the creek need to be reported to DFO.



4.5 Vegetation

4.5.1 Existing Conditions

The Project area is bisected by the boundary of the Central Mixedwood and the Dry Mixedwood Subregion within the Boreal Forest Natural Region (NRC, 2006). The Dry Mixedwood subregion is divided into three regions. Forested vegetation communities consist of aspen forest with an undergrowth of rose, low-bush cranberry, red-osier dogwood and Canadian buffaloberry. The region has the warmest summers of the Boreal Natural Region (NRC, 2006). The Central Mixedwood is similar to forested areas of the Dry Mixedwood Subregion except with a greater proportion of conifer trees.

Satellite imagery from Google in June 2006 shows that area was mainly clear of vegetation cleared with patches of forest remaining. The forested area is mixed wood forest with both spruce and aspen. There are extensive trails through the forest.

Table 7: Vegetation Observed within the Wetlands within the Study Area (NRC, 2006).

Common Name	Scientific Name	Common Name	Scientific Name
Trembling Aspen	<i>Populus tremuloides</i>	Common Yarrow	<i>Achillea millefolium</i>
White Spruce	<i>Picea glauca</i>	Creamy Peavine	<i>Lathyrus ochroleucus</i>
Bebb's Willow	<i>Salix bebbiana</i>	Dewberry	<i>Rubus pubescens</i>
Bearberry	<i>Arctostaphylos uva-ursi</i>	Fireweed	<i>Epilobium angustifolium</i>
Black Twinberry	<i>Lonicera involucrata</i>	Northern Bedstraw	<i>Galium boreale</i>
Common Labrador Tea	<i>Ledum groenlandicum</i>	Palmate Coltsfoot	<i>Petasites frigidus</i>
Green Alder	<i>Alnus alnobetula</i>	Pink Wintergreen	<i>Pyrola asarifolia</i>
Highbush Cranberry	<i>Viburnum opulus</i>	Sweet-scented Bedstraw	<i>Galium trifolium</i>
Northern Gooseberry	<i>Ribes oxycanthoides</i>	Tall Bluebells	<i>Pertensia paniculata</i>
Prickly Rose	<i>Rosa acicularis</i>	Wild Lily of the Valley	<i>Maianthemum canadense</i>
Raspberry	<i>Rubus idaeus</i>	Wild Sarsaparilla	<i>Aralia nudicaulis</i>
Red-osier Dogwood	<i>Cornus stolonifera</i>	Bluejoint	<i>Calamagrostis canadensis</i>
Snowberry	<i>Symphoricarpos albus</i>	Horsetails	<i>Equisetum spp.</i>
Willow	<i>Salix spp.</i>	June Grass	<i>Koeleria macrantha</i>
Bunchberry	<i>Cornus canadensis</i>	Oak-fern	<i>Gymnocarpium dryopteris</i>
Common Mitrewort	<i>Mitella nuda</i>	Knight's Plume	<i>Ptilium crista-castrensis</i>
Common Parsnip	<i>Heracleum sphondylium</i>	Red-stemmed Feathermoss	<i>Pleurozium schreberi</i>

The *Weed Control Act* requires noxious weeds be controlled, and prohibited noxious weeds be destroyed. These identified species have been designated since they may threaten the province's economy, or environment and out compete native species while spreading rapidly.

Environmental Significant Areas (ESAs) were located within the region of the project and overlaps the Project area (Fierra, 2014). The area was designated as an ESA due to its contribution to Criterion 3: Areas with Ecological Integrity and Criteria 4: Areas that contribute to water quality and quantity. The designation as an ESA does not necessarily mean that the area has further legal protection but should be implemented that maintains the integrity of the environment.



4.5.2 Potential Impacts

Construction projects have the potential to impact existing vegetation communities through:

- clearing of vegetation within the project has potential to eliminate rare species;
- disturbance to vegetation communities outside the work area, due to changes in soil moisture regimes, or dust resulting from construction activities;
- compaction of soils within the work area, reducing vegetation growth; and
- introduction of native and/or exotic species through transfer of species by equipment and leaving base soils for weed establishment.

Table 8: Project Impacts and Potential Effects to Vegetation

Project Impact	Potential Effect	Criteria	
Construction activities (temporary)	Disturbance to surrounding vegetation communities	Direction	Negative
		Geographic Extent	Regional
		Magnitude	Minor
		Duration	Short-term
		Probability	Rare
		Reversibility	Reversible
	Compaction of soil	Direction	Negative
		Geographic Extent	Regional
		Magnitude	Minor
		Duration	Short-term
		Probability	Predictable
		Reversibility	Reversible
Project development (permanent)	Clearing of vegetation with the potential to eliminate rare species	Direction	Negative
		Geographic Extent	Regional
		Magnitude	Moderate
		Duration	Short-term
		Probability	Frequent
		Reversibility	Reversible
	Introduction of native and/or exotic species	Direction	Negative
		Geographic Extent	Sub-Regional
		Magnitude	Moderate
		Duration	Long-term
		Probability	Isolated
		Reversibility	Non-reversible

4.5.3 Mitigation Measures

To prevent negative effects to vegetation, appropriate mitigation measures need to be implemented.

- Topsoil should be stripped before works to prevent soil compaction which may inhibit the growth of desirable species.
- A pre-construction survey should be conducted to document any weed species that are present.
- During wildlife surveys, any potential rare vegetation species should be documented and appropriate measures implemented to protect the species.
- Vegetation clearing should be confined to the minimum area needed for bridge replacement.
- During pre-construction nest and wildlife surveys, all invasive species will be documented with the full extent of each species.



- All equipment will be clean and free of soils and seeds before arriving on site.
- Any disturbed areas should regularly be inspected for invasive non-native plant species. If any of these species are found, appropriate control measures should be implemented.
- Prior to entering the Project site, all equipment should be cleaned of dirt, mud, non-native plants, and their seeds.
- As soon as feasible after construction, all disturbed areas access roads, and staging areas, should be seeded with an approved seed mix.

4.5.4 Residual Effects

The Project is expected to impact natural vegetation. Lawn grass will replace some of the natural vegetation and it is expected that some of the trees will also be removed.

4.5.5 Regulatory Requirements

In Alberta, plant species are managed under both the federal *Species at Risk Act* (SARA), the *Alberta Wildlife Act*, *Wildlife Regulation 143/1997* and the *Weed Control Act* (GoA, 2016). The Committee on the Status on Endangered Wildlife in Canada (COSEWIC) assesses species and makes recommendations for listing under SARA for any species meeting requirements of declining or small populations. These species are added to Schedule 1 of the *Act*. It is illegal to killing, harming, harassing, capturing, taking, possessing, collecting, buying, selling or trading of individuals of endangered, threatened and extirpated species. All species need to be identified and appropriate mitigation measures put in place to prevent harm to these species.

Species that are considered to be of management concern are tracked or watched using the Alberta Conservation Information Management System (ACIMS) (AEP, 2020a). ACIMS collects, updates, analyzes, and disseminates information on status of selected elements. This system also tracks ecological communities. These tracked species and communities are not protected by legislation. Any tracked species found in within the Project should be reported to AEP.

The *Weed Control Act* and Regulations regulates weeds, prohibited noxious weeds, and weed seeds through various control measures (GOA, 2016). These documents list the prohibited noxious weeds. The area will need to be planted immediately after work is completed to prevent the establishment of noxious weeds. The area should be seeded with certified weed free seeds.

4.6 Wildlife and Biodiversity

4.6.1 Existing Conditions

The Project occurs on the boundary between the Central Mixedwood and Dry Mixedwood Natural Subregion. A desktop review to identify wildlife and wildlife habitat impacted by the Project was completed and included the following sources: environmentally significant areas, aerial imagery, and AEP wildlife sensitivity maps (AEP, 2018a). The Government of Alberta predicts that 4 -6 species listed as a Species at Risk (GoA, 2017).



4.6.1.1 Migratory Birds

The Project area is within the B3 nesting zone (GOC, 2018a). The birding window extends from April 15 to August 15. During this period, a nest search must be performed before any vegetation can occur. No Important Bird Areas were noted in the Project study area.

4.6.1.2 Amphibians

The area does contain suitable habitat for amphibians with wetlands to the east for breeding and upland vegetation for summer feeding and rearing. The Project is within the range of Western Toad which has been listed as Special Concern under *Species at Risk Act* (SARA).

4.6.1.3 AEP Sensitive Wildlife Ranges and Known Wildlife Occurrences

A search of the Alberta Conservation Information Management System (ACIMS) for the ATS location determined no sensitive or non-sensitive elements overlaps the project area. Closest element identified in 4.5 km to the east. The sighting was for a bean-spored rim lichen (*Lecania dubitans*). This species is restricted to poplar bark (Brodo et al, 2001). Lichens prefer older substrates and it unlikely any will be found in the proposed subdivision as it has been cleared since 2016.

Sturgeon Lake is a Trumpeter Swan Waterbody with a 1 km buffer (Figure 3). The project falls outside the buffer.

In the FWMIS database rare species are identified within the project vicinity (AEP, 2022A). A report was generated for a 5 km buffer from the center of the project. Bay-breasted warbler, boreal toad and trumpeter swan was identified (Table 8).

Table 9: Sensitive Species Reported on FWMIS

Species	Scientific Name	Provincial Status *	Federal Status **
Bay-breasted Warbler	<i>Setophaga castanea</i>	Sensitive	
Boreal Toad (Western Toad)	<i>Anaxyrus boreas boreas</i>	Sensitive	Special Concern
Trumpeter Swan	<i>Cygnus buccinator</i>	Sensitive	

* AEP 2022

4.6.1.4 Federal Species at Risk

Wildlife Species at Risk potentially in the Project area was determined by searching provincial, COSEWIC, and SARA status databases (AEP, 2020a; GOC, 2020). Each species range was determined. Any species which the range overlaps the Project area were included in Table 5. The habitat type was used to determine if they would likely be present at the site.



Figure 3: Biophysical Features in the Project Vicinity

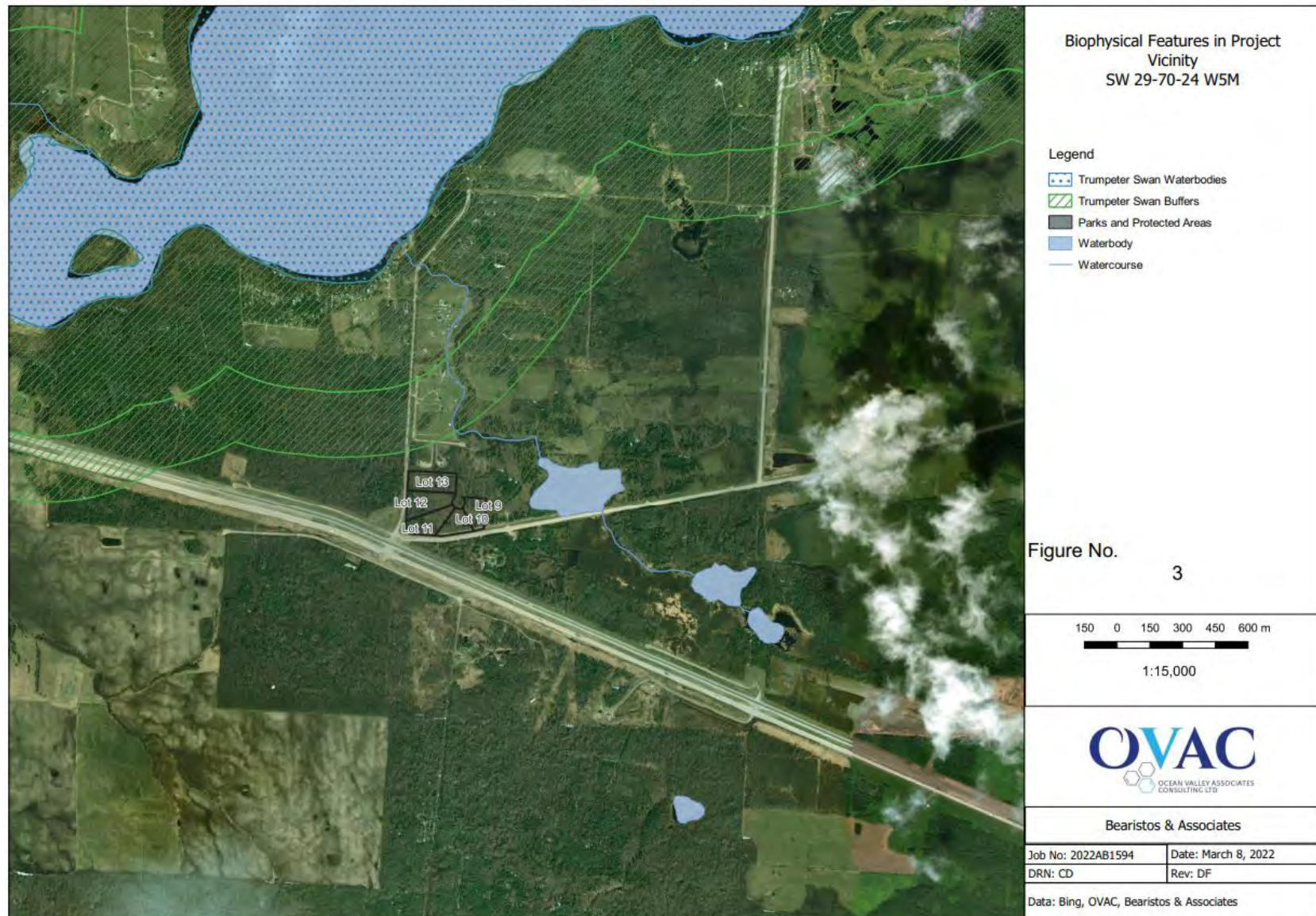


Table 10: Species at Risk Potentially Within the Project site.

Common Name	Scientific Name	AB Listing ¹	National Status ²		Comments	Potentially in the Project Area
			COSEWIC Listing	SARA Listing		
Amphibians						
Western Toad	<i>Anaxyrus boreas</i>	Sensitive	Special Concern	Special Concern	Western Toads breed in most wet areas and then disperse into upland areas (COSEWIC 2012). Habitat loss and fragmentation is the main cause of decline.	Yes
Birds						
Barn Swallow	<i>Hirundo rustica</i>	May Be at Risk	Threatened	Threatened	Barn swallows mainly nest in man-made structures such as bridges, houses and barns and use open fields for aerial foraging (COSEWIC, 2011). No man-made structures currently exist within the Project boundaries.	No
Bay-breasted Warbler	<i>Setpophaga castanea</i>	Sensitive (Special Concern)			Bay-breasted Warblers are found in upper to mid forest layers (ACA 2003). They normally require old growth forest with tree ages greater than 120 years and they nest in coniferous trees in areas with little to no disturbance.	No
Canada Warbler	<i>Cardellina canadensis</i>	May Be at Risk	Special concern	Threatened	Canada Warblers use a wide variety forested habitat with a preference of a Mixedwood forest with a well-developed understory (COSEWIC 2020).	Yes
Common Nighthawk	<i>Chordeiles minor</i>	Sensitive	Special Concern	Threatened	Common Nighthawk nests are on the ground in areas devoid of vegetation such as sand dunes, prairies, and pastures (COSEWIC 2007). The Project area is vegetated and not likely to be used for nesting.	No
Evening Grosbeak	<i>Coccothraustes vespertinus</i>		Special concern	Special Concern	The highest abundance of Evening Grosbeak is associated with mature/old Mixedwood forests (ABMI 2020). Most of the forest in the project footprint appear to be younger forest.	No
Olive-sided Flycatcher	<i>Contopus cooperi</i>	May Be at Risk	Special Concern	Threatened	Olive-sided flycatchers breed in open coniferous or Mixedwood forest often near wetlands or water (EC 2016; COSEWIC 2007a).	Yes
Rusty Blackbird	<i>Euphagus carolinus</i>	Sensitive	Special Concern	Special Concern	The breeding range of the Rusty Blackbird overlaps the Boreal Natural Region (COSEIWC 2017). Bronzed Blackbirds nest use wetlands, waterbodies and beaver ponds, as well as shrub thickets. The wetland area is confined to the east portion of the Study Area and is outside the property's footprint.	No
Trumpeter Swan	<i>Cygnus buccinator</i>	Sensitive (Threatened)			Sturgeon Lake has been designated as a Trumpeter Swan waterbody with it associated buffer of 1 km (AEP 2022a). Trumpeter Swans nest on shallow lakes and marshes (ACA 2002). They are easily disturbed by loud traffic, boats, floatplanes, and human instruction. No marshes or shallow lakes are present in the Project footprint.	No
Mammals						
Little Brown Bat	<i>Myotis lucifugus</i>		Endangered	Endangered	Winter hibernacula include caves and mines (COSEWIC, 2013a). Summer roost sites are in large diameter trees and buildings. Generally foraging occurs over water, forest edges, and gaps in forests.	Yes
Northern Myotis	<i>Myotis septentrionalis</i>		Endangered	Endangered	Northern Myotis occur in similar habitat as the Little Brown Bat, except with a stronger affinity to areas associated with water (COSEWIC 2013a).	Yes



4.6.2 Potential Impacts

4.6.2.1 Impacts on Wildlife Species in General

Construction impacts to wildlife typically include:

- clearing of vegetation, resulting in wildlife habitat loss;
- decline in habitat quality, from noise due to equipment and dust; and
- direct mortality.

The impacts to Species at Risk is expected to be limited. The Project area has been disturbed previously and contains tracks and trails throughout. Table 6 shows potential impact to Species at Risk.

Table 11: Project Impacts and Potential Effects to Wildlife

Project Impact	Potential Effect	Criteria	
Project development (permanent)	Clearing of vegetation, resulting in wildlife habitat loss	Direction	Negative
		Geographic Extent	Regional
		Magnitude	Minor
		Duration	Short-term
		Probability	Predictable
		Reversibility	Reversible
Construction activities (temporary)	Decline in habitat quality, from noise due to equipment and dust	Direction	Negative
		Geographic Extent	Sub-Regional
		Magnitude	Minor
		Duration	Short-term
		Probability	Predictable
		Reversibility	Reversible
	Direct mortality	Direction	Negative
		Geographic Extent	Sub-Regional
		Magnitude	Minor
		Duration	Short-term
		Probability	Rare
		Reversibility	Non-reversible

4.6.3 Mitigation Measures

In the event that species at risk are encountered during construction, the Consultant will be notified immediately. Contact with Environment Canada and Alberta Environment and Parks (AEP) will follow to acquire specific advice for dealing with the species encountered. If required by Environment Canada and/or AEP, a professional biologist will be hired for monitoring and clearance activities of sensitive areas.

To prevent impacts on wildlife species, appropriate mitigation measures will be implemented.

- No construction activities will occur between April 15 and August 15, unless a nesting bird survey is completed.
- If any nests are found, a 30 m buffer will be implemented, with no clearing of vegetation allowed within the buffer.
- Trees and other potential raptor nesting area within 1 km of the site will be searched to ensure no raptors are impacted by project activities.



- For any listed species located during the pre-construction sweep, no activities will occur within 100 m of an active nest site.
- If any dens are located a minimum 100 m buffer will be implemented until it is deemed no longer active.
- Limit area to be cleared to minimum needed.
- Placement of silt fence between the wetlands and work will prevent amphibians from accessing site.

4.6.4 Residual Effects

No residual effects to wildlife are expected. Once vegetation has re-established, it is expected to provide wildlife habitat equivalent to that prior to disturbance.

4.6.5 Regulatory Requirements

The *Alberta Wildlife Act*, the *Migratory Birds Convention Act*, the *Species at Risk Act* and the *Canada Wildlife Act* are all relevant acts to wildlife at the proposed Project. A Wildlife Collection Permit and Collection license for both species at risk and non-species at risk is needed to perform ground surveys for nesting birds.

4.6.5.1 The Migratory Birds Convention Act, 1994

The *Migratory Birds Convention Act*, 1994 is the result of international agreement to protect migratory birds and their nests by regulating harmful human activities (GoC, 2017). This Act is the enabling legislation for the Migratory Birds Regulations (MBR). The MBR prohibits people from disturbing, destroying, or taking a nest, egg, nest shelter, eider duck shelter, or duck box of a migratory bird. The Avoidance Guidance is provided to help avoid or reduce the risk of incidental take (ECCC, 2017b). The Project location falls within the B3 nesting zone which has a nesting period from April 15 to August 15.

4.6.5.2 Species at Risk Act (SARA), 2002

SARA was implemented to prevent species from disappearing and to provide for recovery of extirpated, endangered, or threatened species as a result of human actions. In addition, SARA is designed to manage species of special concern in a manner that prevents them from becoming endangered or threatened. The Act applies to threatened federal lands, migratory birds, and fish that are managed under the *Federal Fisheries Act*. Species of special concern have limited provisions that apply to these species. Provincial governments often voluntarily follow the provisions of SARA.

Section 32 to 36 of SARA outlines the General Provisions enacted to protect these species. The Act prohibits killing, harming, harassing, capturing, collecting, selling, or trading any species that are extirpated, endangered, or threatened. The provisions also protect the houses or residences of such species. The Project site has the potential to contain several federally listed species, including Burrowing Owl, Badger, Northern Leopard Frog and Great Plains Toad. The construction site and surrounding area will be searched to ensure activities at the site do not result in harm to the listed species and their habitats.



4.6.5.3 Canada Wildlife Act

The Canada *Wildlife Act* allows for the creation of wildlife areas to preserve habitat critical to migratory birds and other wildlife, particularly for those at risk. The associated regulations prohibit activities that could be harmful to species and their habitats.

4.6.5.4 Wildlife Act

The Alberta *Wildlife Act* provides for the protection and conservation of wildlife. Under Section 36 (1), it is prohibited to disturb or destroy the house, nest, or den of prescribed wildlife species. 'Wildlife species' include big game, birds of prey, fur-bearing animals, migratory game birds, non-license animals and upland game birds, as well as the prescribed 'Endangered Species' listed in Schedule 6.

4.7 Terrain and soils

The Project is located on the boundary between Central Mixedwood and Dry Mixedwood Subregion. The Dry Mixedwood region has two sections; the northerly section follows the Peace River north of Grande Prairie and the second is a crescent shaped area the Central Parkland and Central Mixedwood Subregion. The second region contains the Project Location. Both subregions consist of gently undulating lacustrine plain with low relief with hummocky uplands (NRC, 2006). The soil is fine textured within depressions and moderately fine on upper slopes (NRC, 2006; AAF, 2022). The soils are moderately to well-drained soils. Orthic and Gleyed Gray Luvisol are the dominant soil types. With clearing and other human activities on the properties it is likely that the soil structure has been altered.

4.7.1 Potential Impacts

Soil may be impacted through soil compaction, soil loss, and loss of soil organic material. Topsoil quality may be degraded if it mixed with underlying soils.

Table 12: Project Impacts and Potential Effects to Terrain And Soils

Project Impact	Potential Effect	Criteria	
Construction activities (temporary)	Compaction of soil	Direction	Negative
		Geographic Extent	Sub-Regional
		Magnitude	Minor
		Duration	Short-term
		Probability	Predictable
		Reversibility	Reversible
Project development (permanent)	Topsoil loss and degradation	Direction	Negative
		Geographic Extent	Sub-Regional
		Magnitude	Minor
		Duration	Long-term
		Probability	Predictable
		Reversibility	Reversible
	Loss of organic material	Direction	Negative
		Geographic Extent	Sub-Regional
		Magnitude	Minor
		Duration	Short-term
		Probability	Rare
		Reversibility	Reversible



4.7.2 Mitigation Measures

All soils should be stripped and stockpiled separately during clearing and grubbing. The soils will be stripped using a 2-lift process. Organic material, topsoil (Layer A/B) and mineral (subsoil) shall be stockpiled separately with a 1 m buffer or barrier maintained between the soil types and ensure that all stockpiles are at least 30 m from the edge of any watercourse, if feasible. All soils will be stockpiled "like on like" with topsoil stockpiled on topsoil, subsoil stockpiled on subsoil and overburden stockpiled on overburden. Wet or water influenced soils must be stripped and stored separately. These wet soils shall be used on the areas adjacent to water to increase the establishment of wet soil species. A Soil Management Plan will be developed prior to commencement of any works.

4.7.3 Residual Effects

Following the mitigation measures outlined above is expected to eliminate residual effects.

4.7.4 Regulatory Requirements

The Province of Alberta requires landowners to take measures to prevent soil loss or deterioration, which are outlined in the *Alberta Soil Conservation Act*, 2010. Powers have been delegated to local municipalities and duties to designated officers. Both acute and chronic events must be reported as outlined in *Environmental Protection and Enhancement Act*.

4.8 Land Use

4.8.1 Existing Conditions

The proposed Project is located in an area that is primarily used for residences and touristic activities. Two campgrounds are located adjacent the Project. The Greenview Golf Resort is located to the north of the shores of Sturgeon Lake. Sturgeon Lake Natural Area encompasses the southern section of the lake. In addition, Williamson Provincial Park is located to the east of the Project Area. An additional provincial park, Young's Point Provincial Park, is located to the north of Sturgeon Lake. The location of the five lots are currently vacant and not used.

4.8.2 Potential Impacts

Impact to land use includes:

- Change from vacant forested lots to residents; and
- Temporary land use changes that result from construction activities.



Table 13: Potential Project Impacts and Effects to Land Use

Project Impact	Potential Effect	Criteria	
Project development (permanent)	Land use change from vacant to residential	Direction	Neutral
		Geographic Extent	Regional
		Magnitude	Minor
		Duration	Long-term
		Probability	Predictable
		Reversibility	Non reversible
Construction activities (temporary)	Land use change for construction activities (e.g., staging areas, laydown areas, etc.)	Direction	Negative
		Geographic Extent	Regional
		Magnitude	Minor
		Duration	Short-term
		Probability	Predictable
		Reversibility	Non reversible

4.8.3 Mitigation

The development of the five properties is not anticipated to result in a significant change to land use with appropriate mitigation measures.

- Limit area to be cleared to minimum needed for construction activities.
- Sediment and erosion control measures will be implemented prior to work and maintained during the work phase until the site has been stabilized. The sediment and erosion control measures will be inspected regularly.
- A Soil Management Plan will be developed prior to commencement of any works.
- An Environmental Construction and Operation Mitigation Plan and/or Environmental Protection Plan should be prepared prior to the commencement of construction activities to formalize and implement standards and best management practices to be employed during construction.

4.9 Historic Resources

An area 500 m north of the proposed Project boundary has a Historical Research value of 5a. An area which has been designated as 5a has unidentified/historic resources. This area has been previously disturbed and contains the Cozy Cove Campground; however, consultation with the Government of Alberta Culture and Tourism: Historic Resources Management division and/or a qualified archaeological practitioner is recommended prior to the commencement of construction activities.

4.9.1 Potential Impacts

Potential impacts to Historical Resources may include:

- loss of historical resources



Table 14: Potential Project Impacts and Effects to Historic Resources

Project Impact	Potential Effect	Criteria	
Project development (permanent)	Loss of historical resources	Direction	Negative
		Geographic Extent	Sub-Regional
		Magnitude	Minor
		Duration	Long-term
		Probability	Rare
		Reversibility	Non-reversible

5.0 CUMULATIVE EFFECTS AND ASSESSMENT SCENARIOS.

As part of the Guide to Preparing Environmental Impact Assessments (GOA, 2013), three scenarios need to be analysed. The baseline scenario is the conditions that exist prior to development. It will be the environmental conditions in the absence of development. The second scenario, the application case, is the baseline case with the effects of the project included in the analysis. The last analysis, planned development case, includes the proposed project plus any additional projects that may be planned for the area.

5.1 Baseline Case

The proposed Project is located within an area currently used for tourism and residences. The Project study area consists primarily of recreational properties, including a golf resort and campgrounds. Much of the study area is vegetated with Mixedwood forests. The Project footprints showed extensive area of exposed soils. These soils have since become vegetated and would likely be young trees, shrubs and forbs. Patches of older forested area occurs in Lot 13 and 9.

This Project drains into the wetlands and watercourses to the east of the Project. The unnamed tributary to Sturgeon Lake is 200 m - 350 m east of Lot 9. The waterbody flows north to Sturgeon Lake. Sturgeon Lake is known to contain several sport fish including Burbot (*Lota lota*), Lake Whitefish (*Coregonus clupeaformis*), Northern Pike (*Esox lucius*), Walleye (*Sander vitreus*), White Sucker (*Catostomus commersonii*) and Yellow Perch (*Perca flavescens*), plus several course fish.

The proposed properties do not contain wetlands. The closest wetlands are over 100 m to the east of the Project. This small swamp has been impacted by the creation of the right-of-way by ATCO, resulting in removal of vegetation and pooling of water. The other wetlands are riparian wetlands associated with the unnamed tributary of Sturgeon Lake.

Wildlife is expected to use the area in limited numbers. Several species at risk were identified with overlapping ranges and share potential habitat features. Even with the overlap, these species may not be present at site. A pre-construction wildlife survey should be completed if any work is done within the bird nesting window.

5.2 Application Case

The application is the scenario where the Project is completed as planned. The use of mitigation measures will reduce most impacts. The proposed Project includes the development of the five residential lots and associated utility upgrades. The development will not impact the entirety of the area and portions of the property may not be cleared to accommodate future homeowner wishes.



Table 15: Permanent and Temporary Project Impacts, Potential Effects, and Cumulative Effects Under the Application Case

Project Impact	Potential Effect	Criteria		Cumulative Effect
Temporary Construction Activity	Production of emissions and noise	Direction	Negative	Limited and insignificant
		Geographic Extent	Sub-regional	
		Magnitude	Minor	
		Duration	Short-term	
		Probability	Predictable	
		Reversibility	Reversible	
	Groundwater contamination	Direction	Negative	
		Geographic Extent	Local	
		Magnitude	None/ negligible	
		Duration	Short-term	
		Probability	Rare	
		Reversibility	Reversible	
	Soil compaction leading to reduced groundwater recharge	Direction	Negative	
		Geographic Extent	Regional	
		Magnitude	Minor	
		Duration	Long-term	
		Probability	Predictable	
		Reversibility	Reversible	
	Surface water contamination with deleterious substances	Direction	Negative	
		Geographic Extent	Local	
		Magnitude	Minor	
		Duration	Short-term	
		Probability	Rare	
		Reversibility	Reversible	
	Increased turbidity as a result of sediment release	Direction	Negative	
		Geographic Extent	Sub-regional	
		Magnitude	Minor	
		Duration	Short-term	
		Probability	Rare	
		Reversibility	Reversible	
	Disturbance to surrounding vegetation communities	Direction	Negative	
		Geographic Extent	Regional	
		Magnitude	Minor	
		Duration	Short-term	
		Probability	Rare	
		Reversibility	Reversible	
	Compaction of soil	Direction	Short-term	
		Geographic Extent	Negative	
		Magnitude	Regional	
		Duration	Minor	
		Probability	Short-term	
		Reversibility	Reversible	
	Decline in habitat quality, from noise due to equipment and dust	Direction	Negative	
		Geographic Extent	Sub-Regional	
		Magnitude	Minor	
		Duration	Short-term	
		Probability	Predictable	
		Reversibility	Reversible	



Project Impact	Potential Effect	Criteria		Cumulative Effect
	Land use change for construction activities (e.g., staging areas, laydown areas, etc.)	Direction	Negative	
		Geographic Extent	Regional	
		Magnitude	Minor	
		Duration	Short-term	
		Probability	Predictable	
		Reversibility	Non reversible	
	Direct mortality of wildlife	Direction	Negative	
		Geographic Extent	Sub-Regional	
		Magnitude	Minor	
		Duration	Short-term	
		Probability	Rare	
		Reversibility	Non-reversible	
Project development	Loss of wetlands	Direction	Negative	Limited and insignificant
		Geographic Extent	Local	
		Magnitude	Minor	
		Duration	Long-term	
		Probability	Predictable	
		Reversibility	Non-reversible	
	Changes in water withdrawal	Direction	Negative	
		Geographic Extent	Sub-regional	
		Magnitude	Minor	
		Duration	Long-term	
		Probability	Predictable	
		Reversibility	Non-reversible	
	Clearing of vegetation with the potential to eliminate rare species	Direction	Negative	
		Geographic Extent	Regional	
		Magnitude	Moderate	
		Duration	Short-term	
		Probability	Frequent	
		Reversibility	Reversible	
	Introduction of native and/or exotic species	Direction	Negative	
		Geographic Extent	Sub-Regional	
		Magnitude	Moderate	
		Duration	Long-term	
		Probability	Isolated	
		Reversibility	Non-reversible	
	Clearing of vegetation, resulting in wildlife habitat loss	Direction	Negative	
		Geographic Extent	Regional	
		Magnitude	Minor	
		Duration	Short-term	
		Probability	Predictable	
		Reversibility	Reversible	
	Topsoil loss and degradation	Direction	Negative	
		Geographic Extent	Sub-Regional	
		Magnitude	Minor	
		Duration	Long-term	
		Probability	Predictable	
		Reversibility	Reversible	



Project Impact	Potential Effect	Criteria		Cumulative Effect
	Loss of organic material	Direction	Negative	
		Geographic Extent	Sub-Regional	
		Magnitude	Minor	
		Duration	Short-term	
		Probability	Rare	
		Reversibility	Reversible	
	Land use change from vacant to residential	Direction	Neutral	
		Geographic Extent	Regional	
		Magnitude	Minor	
		Duration	Long-term	
		Probability	Predictable	
		Reversibility	Non reversible	
	Loss of historical resources	Direction	Long-term	
		Geographic Extent	Sub-Regional	
		Magnitude	Minor	
		Duration		
		Probability		
		Reversibility		

5.3 Planned Development Case

The development of this Project would result in the conversion of this land use to residential. Other residences are present in the area. No additional developments are known to be in progress; however, given the proximity of other residences and touristic enterprises, there is the potential for other developments to be proposed or built in the future.

The proposed project is not anticipated to result in significant and/or persistent impacts and is expected to have a limited cumulative effect on the environment, given appropriate mitigation measures and planning.

6.0 CLOSURE

The project is not expected to have significant impacts to biophysical features in the area. The application of appropriate mitigation will limit impacts of the project. Sensitive features should be avoided to reduce for lose environmental features. The *Conservation Offset* for the project for the loss of wetlands has been calculated as \$8325. The Proponent should prepare an Environmental Construction and Operation plan which includes a soil management plan prior to commencing activities to formalize mitigation measures and best management practices.



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Appendix A Wetland Assessment and Impact Report





Wetland Assessment and Impact Report

Darcy Clarke Subdivision Within the Municipal District of Greenview (SW 29-70-24)

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1.0 INTRODUCTION

1.1 Project Description

1.1.1 Background

Bearisto & Associates Engineering and Survey Ltd. (the Proponent) is proposing the development of five residential properties ranging from 1.23 ha to 2.08 ha (3.06 acre – 5.13 acre) in the Municipal District of Greenview (the Project). The proposed project is 23 km west of Valleyview, Alberta (Figure 1). The project is north of Highway 43 within SW 29-70-24 W5M. The subdivision can be accessed from Range Road 245. The project includes the development of five residential properties. Access roads have already been completed.

OVAC Ltd. was retained by the Proponent to provide environmental support and to complete a desk top Biophysical Assessment report for the proposed Project.

1.2 Regulatory Context

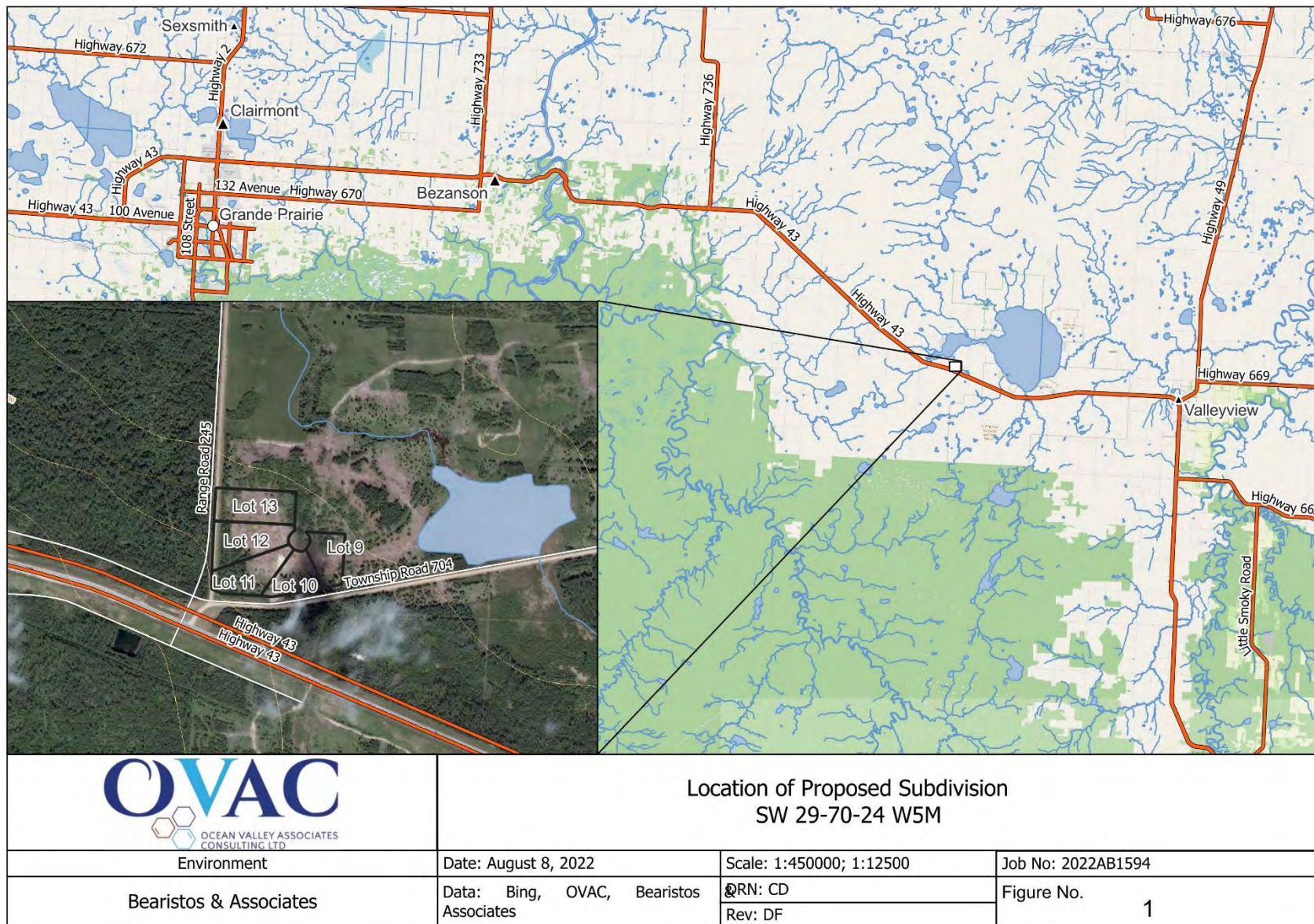
Alberta Government has set up the Wetland Policy to conserve, restore, protect and manage Alberta's wetland using mitigation that promote avoidance, minimize or replacement. It is expected that there will be wetland lost and replacement will be necessary. The project will be permitted under the *Water Act* before construction can proceed.

1.3 Project Construction

The project will occur once all permits are in place. It is expected that construction will occur in the fall or winter of 2022.



Figure 1: Project Location Map



2.0 SITE DESCRIPTION

2.1 Land Use

The proposed Project is located in an area that is primarily used for residences and touristic activities. Two campgrounds are located adjacent the Project. The Greenview Golf Resort is located to the north of the shores of Sturgeon Lake. Sturgeon Lake Natural Area encompasses the southern section of the lake. In addition, Williamson Provincial Park is located to the east of the Project Area. An additional provincial park, Young's Point Provincial Park, is located to the north of Sturgeon Lake. The location of the five lots are currently vacant and not used.

2.2 Natural Subregion

The Project area is bisected by the boundary of the Central Mixedwood and the Dry Mixedwood Subregion within the Boreal Forest Natural Region (NRC, 2006). The Dry Mixedwood subregion is divided into three regions. Forested vegetation communities consist of aspen forest with an undergrowth of rose, low-bush cranberry, red-osier dogwood and Canadian buffaloberry. The region has the warmest summers of the Boreal Natural Region (NRC, 2006). The Central Mixedwood is similar to forested areas of the Dry Mixedwood Subregion except with a greater proportion of conifer trees.

2.3 Soils

The Project is located on the boundary between Central Mixedwood and Dry Mixedwood Subregion. The Dry Mixedwood region has two sections; the northerly section follows the Peace River north of Grande Prairie and the second is a crescent shaped area the Central Parkland and Central Mixedwood Subregion. The second region contains the Project Location. Both subregions consist of gently undulating lacustrine plain with low relief with hummocky uplands (NRC, 2006). The soil is fine textured within depressions and moderately fine on upper slopes (NRC, 2006; AAF, 2022). The soils are moderately to well-drained soils. Orthic and Gleyed Gray Luvisol are the dominant soil types. With clearing and other human activities on the properties it is likely that the soil structure has been altered.

A search of the AGRASID database, identified the soils as Orthic Grey Luvisols (AEF 2022). The A horizon is a loam transitioning to a clay loam in the AB Horizon.

2.4 Watershed

The Project falls within the Peace River watershed (Nelson and Paetz, 1992; AEP, 2022a). Most of the habitat in the watershed is cold water habitat while the remaining habitat is cool habitat. The river starts in the Rocky Mountains and flows northeast to the Slave River and ultimately flows into the Mackenzie River and the Arctic Ocean. The Project falls within the cool water habitat range.

The land surrounding the project drains toward the wetlands and creek to the northeast. The creek to the northeast is an unnamed tributary of Sturgeon Lake. It extends only 1.5 km upstream of the project; in total the creek is 3.5 km. Upstream of the Project to the east of Township Road 704A, the creek is surrounded by swamp. Several small open waterbodies are located within the wetland. The creek remains north of the Highway 43. Portions of this creek have been channelized, likely to drain a wet area to the west of Township Road 704A. This area is now a riparian wetland whose size depends on the how dry the year is. Extensive beaver activity was noted in the aerial photos.



2.5 Catchment and Drainage

The exact extent of the catchment could not be determined as contour maps do not contain fine enough scale for the true catchment area to be determined. An estimate was completed based on the pattern of stream drainage within the area. The estimated area of drainage is 121 hectares.

Overall, the drainage within the area drains to the northeast. Within the property water flows to the northeast toward wetland DC4, the wettest wetland in Project area. There is a berm to the west of DC4 that helps to hold water in the wetland. Water appears to be held in the pools for most of the year in the wetland. There is no vegetation on the bottom of the wetlands and the organic material is not breaking down.

2.6 Relative Wetland Value Assessment Unit – Natural Region and Basin

The project site is located within the Relative Wetland Value Assessment Unit 12 or within the Dry and Mixedwood Athabasca Natural Region and Basin (GoA, 2021)

2.7 Landscape Analysis Tool

A Landscape Analysis Tool (LAT) report was produced on August 8, 2022. The report was developed under the disposition type of commercial facility (GRTA01DLOP). All applicable conditions within the LAT report will be followed. The report is included with this report and is located in Appendix D.

3.0 WETLAND ASSESSMENT

The methods used to assess the wetlands within the Darcy Clark property were evaluated using methods outlined within the Alberta Wetland Policy (GoA 2013) and associated documents for the evaluation of wetlands in Alberta.

3.1 Personnel

Carla Davis has 20 plus years of experience as an environmental biologist with professional designations in both BC and Alberta. She has been involved in wetland protection and creation for 10 years.

3.2 Site Assessment Date

The site was assessed on June 18, 2021 using wetland delineation forms and the Alberta Wetland Rapid Evaluation Tool – A (ABWRET-A).

3.3 Wetland Delineation

The delineation of the wetlands was based on procedures outlined in the Alberta Wetland Identification and Delineation Directive (GoA, 2015b). Pathway 5 – Comprehensive Desktop Delineation and Field Verification was used for determining wetland boundaries on the property. The boundaries of the wetland were indistinct with indicators that are not always present. The area has historically been cleared. The logs from the clearing remain on site and have been left in piles. Piles of soil were also located on the property. These piles have resulted in changes in the flow patterns on the hill and may have resulted in creation of the wetlands. Trails were seen throughout the site. Most of



these trails were likely used for access to clearing trees and pile trees. Most are overgrown and do not look like they are currently used.

Aerial photos are available for the property showing different times of year and levels of precipitation. Varying levels of precipitation were chosen to determine the permanence of the wetlands. Documentation of aerial photo is included in Table 1.

3.4 Precipitation

The project is bisected by the boundary between Central Mixedwood and Dry Mixedwood Natural subregion is part of the Boreal Region in Alberta (NRC, 2006). This region has the highest temperatures in summer within the Boreal region. Approximately 70% of the precipitation falls between April and August. Highest temperatures are normally seen in July with an average daily maximum of 22.6°C (GOC, 2022a).

The average yearly precipitation for the region is 523 mm. The highest yearly precipitation is 702 mm in 1996 and the lowest was 260 mm in 1985 (AAF 2021b). In the week before the survey was conducted approximately 15 mm of rain fell in the Valleyview area and 20.5 mm in the preceding month.



Table 1: Documentation of Historical Imagery

Wetland ID	Qtr	Sec	Twp	Rg	M	Photo Date	Photo ID	Season *	AWCS Wetland Class	Precipitation Year **	Precipitation Month Analysis **	Precipitation Day Analysis	Open Water Visible or Consistent Veg Signature***	Assessment of Permanence ****
DC4	SW	29	70	24	5	1972-03-10	AS1212	S	S-S-f-II	W	W	0 (with 5.34 mm fell in preceding 2 weeks)	DV	N
DC4	SW	29	70	24	5	1987-09-22	AS311	Sum	S-S-f-II	N	W	1.15 (with 16.91 mm fell in preceding 2 weeks)	DV	N
DC1	SW	29	70	24	5	2012-05-27	DS201231	S	S-Wd-f-III	W	W	0 (with 44.17mm preceding 2 weeks)	W	Y
DC2	SW	29	70	24	5	2012-05-27	DS201231	S	S-Wd-f-III	W	W	0 (with 44.17 mm preceding 2 weeks)	W	Y
DC3	SW	29	70	24	5	2012-05-27	DS201231	S	S-Wd-f-III	W	W	0 (with 44.17 mm preceding 2 weeks)	W	Y
DC4	SW	29	70	24	5	2012-05-27	DS201231	S	S-Wd-f-III	W	W	0 (with 44.17 mm preceding 2 weeks)	W	Y
*		S=Spring (April to June), Sum = June to Sept, F=Fall												
**		D=Dryer, N=Normal, W=Wetter, N/A = Not Available,												
***		W=Water Present/Inundated, D=Dry, DV=Dry Vegetated (consistent with wetland class), DVI =Dry, vegetated (indistinguishable from surrounding wetlands)												
****		Y=Yes (Reasonably permanent, a Sec3 <i>Public Lands Act</i> body of water), N = No (Not permanent, a wetland regulated under <i>Water Act</i>)												



3.5 Wetland Classification

Wetlands were classified using Alberta Wetland Classification System (ESRD, 2015).

Table 2: Information Used in Wetland Classification

Wetland ID	Classification Code	Assessment of Permanence	Vegetation Characteristics	Most Abundant Indicator Species
DC1	S-S-f-II	Temporary	Shrubby	Willow
DC2	S-S-f-II	Temporary	Shrubby	Alder, Willow
DC3	S-S-f-II	Temporary	Shrubby	Alder, Willow
DC3	S-Wd-f-III	Seasonal	Treed/Shrubby	Aspen, Alder, Willow

3.6 Wetland Vegetation Observations

The area has been previously cleared. Piles of the debris are spread throughout the site. Some of the trees left in the area remain and appeared as large diameter trees, especially white spruce. Young aspen and paper birch cover extensive amounts of the study area. The first three identified wetlands contain areas of willow and green alder. The alder stands tend to be thick and have little undergrowth. In areas where light reaches the ground, the ground is covered with a mix of forbs and grasses (Table 3).

DC4 contains areas of the standing water. The standing water appear permanent with little vegetation within the pools. Portions of the grassed area has standing water and the soil is saturated.

3.6.1 Weeds

Two weedy species were documented within the surveys at each of the wetlands; Dandelion and Canada Thistle. Canada Thistle is listed as a noxious weed under the *Weed Act*.

Table 3: Species of Vascular Plants Observed within the Study Area

Common Name	Scientific Name	Wetland*	Weediness	Canadian Status	Provincial Status	Native
Trees						
Trembling Aspen	<i>Populus tremuloides</i>	FACU		N5	S5	Nat
Paper Birch	<i>Betula papyrifera</i>	FACU		N5	S5?	Nat
White Spruce	<i>Picea glauca</i>	FACU		N5	S5	Nat
Shrubs						
Bebb's Willow	<i>Salix bebbiana</i>	FACW		N5	S5	Nat
Bearberry	<i>Arctostaphylos uva-ursi</i>	UPL		N5	S5	Nat
Black Twinberry	<i>Lonicera involucrata</i>	FACU		N5	S5	Nat
Common Labrador Tea	<i>Rhododendron groenlandicum</i>	OBL		N5	S5	Nat
Green Alder	<i>Alnus viridis</i>	FAC		N5	S5	Nat
Highbush Cranberry	<i>Viburnum opulus</i>	FACW		N5	S3S4	Nat
Northern Gooseberry	<i>Ribes oxycanthoides</i>	FACU		N5	S5	Nat



Common Name	Scientific Name	Wetland*	Weediness	Canadian Status	Provincial Status	Native
Prickly Rose	<i>Rosa acicularis</i>	FACU		N5	S5	Nat
Raspberry	<i>Rubus idaeus</i>	FACU		N5	S5	Nat
Red-osier Dogwood	<i>Cornus stolonifera</i>	FACW		N5	S5	Nat
Snowberry	<i>Symphoricarpos albus</i>	FACU		N5	S5	Nat
Willow	<i>Salix spp.</i>					Nat
Forbs						
Bunchberry	<i>Cornus canadensis</i>	FAC		N5	S5	Nat
Canada Thistle	<i>Cirsium arvense</i>	FACU	Noxious	NNA	SNA	Exo
Common Mitrewort	<i>Mitella nuda</i>	FACW		N5	S5	Nat
Cow Parsnip	<i>Heracleum maximum</i>	FACW		N5	S5	Nat
Common Yarrow	<i>Achillea millefolium</i>	FACU		NNR	S5	Nat
Creamy Peavine	<i>Lathyrus ochroleucus</i>			N5	S5	Nat
Dandelion	<i>Taraxacum officinale</i>	FACU		N5	SNA	Exo
Dewberry	<i>Rubus pubescens</i>	FACW		N5	S5	Nat
Fireweed	<i>Epilobium angustifolium</i>	FAC		N5	S5	Nat
Large-leaved Avens	<i>Geum macrophyllum</i>	FACW		N5	S5	Nat
Northern Bedstraw	<i>Galium boreale</i>	FAC		N5	S5	Nat
Palmate Coltsfoot	<i>Petasites frigidus</i>	FACW		NNR	S5	Nat
Pink Wintergreen	<i>Pyrola asarifolia</i>	FACW		N5	S5	Nat
Sweet-scented Bedstraw	<i>Galium trifolium</i>	FAC		N5	S5	Nat
Tall Bluebells	<i>Pertensia paniculata</i>			N5	S5	Nat
Twinflower	<i>Linnaea borealis</i>	FAC		N5	S5	Nat
Wild Lily of the Valley	<i>Maianthemum canadense</i>	FACU		N5	S5	Nat
Wild Sarsaparilla	<i>Aralia nudicaulis</i>	FACU		N5	S5	Nat
Wild Strawberry	<i>Fragaria virginiana</i>	FACU		N5	S5	Nat
Graminoid						
Bluejoint	<i>Calamagrostis canadensis</i>	OBL		N5	S5	Nat
Common Horsetails	<i>Equisetum arvense.</i>	FAC		N5	S5	Nat
June Grass	<i>Koeleria macrantha</i>			N5	S5	Nat
Oak-fern	<i>Gymnocarpium dryopteris</i>	FACU		N5	S5	Nat
Knight's Plume	<i>Ptilium crista-castrensis</i>			N5	S5	Nat
Red-stemmed Feathermoss	<i>Pleurozium schreberi</i>			N5	S5	Nat
Stiff Clubmoss	<i>Lycopodium annotinum</i>			N5	S5	Nat



Table 4: Analysis of vascular species observed during the surveys

Species Diversity		
Number of species		40
Native Species	38	95%
Exotic Species	2	5%
Regional Significant Species	0	0%
S1-S3 Species	0	0%
S4	1	2.5%
S5	37	92.5%
SNA	2	5%
Presence of Wetland Species		
Average Wetness Value		
Upland (UPL)	1	2.5%
Facultative upland (FACU)	15	37.5%
Facultative (FAC)	7	17.5%
Facultative wetland (FACW)	9	22.5%
Obligate wetland (OBL)	2	5%

3.7 Wetland Wildlife Observations

ACIMS was searched on February 1, 2022 before completing surveys. No sensitive species have been previously observed in the area. The LAT report identified the need for a wildlife search before beginning construction.

3.8 Disturbance

Satellite imagery from Google in June 2006 shows that area was mainly clear of vegetation with patches of forest remaining. The forested area is mixed wood forest with both spruce and aspen. There are extensive trails through the forest.

3.9 Wetland Valuation

The original non-regulatory review showed Class D wetlands within the section. Alberta Environment and Parks determined that the wetlands are a Class D wetland from data collected from ABWRET-A valuation tool.

4.0 IMPACTS

The land to the north has been developed for larger residential or summer residential properties in the last 10 years. Most of these properties have retained some of the vegetation during clearing or has had vegetation replanted. DC4 is currently part of a cattle field with cows regularly using the area. Piles of debris remain after partial clearing which occurred before 2006. Satellite images from 2006 show bare ground in the area where the proposed properties are located. The proposed works will result in the creation of an additional five properties of the same size.

Although the highest priority for wetland mitigation is avoidance, it is not possible in this case. The creation of the properties will result in the potential elimination of the four wetlands. This may change as each property is sold off and owners decide on the amount of vegetation they will clear for their residence. The project will not increase noise levels in the area and create a visual disturbance.



Another potential impact to the surrounding area is an alteration of the topology and water flow through the properties. The contours on the hill will not be altered and water is expected to continue to drain toward the creek. There is a possibility that the wetlands occur as a result of groundwater seeps. Any change in water flow has the potential to alter the vegetation in the properties. Few species are wetland obligates and fall within the facultative plants, which can be present in both upland and wetland sites. The elimination of the wetlands will result in elimination of wildlife habitat, especially birds.

The project is expected to result in a minimal change in the existing conditions. The project will increase the number of properties by five. None of these properties extend to the unnamed tributary of Sturgeon Lake, so is not expected to impact fish and water resources.

The total area of the five properties were surveyed, which has an area of 0.45 hectare of wetland (Table 5). The largest wetland is 0.15 hectares.

TABLE 5: *Impacted Wetlands*

Wetland ID	Classification Code	Total Area (ha)	Impacted Area (ha)	Type	Comment
DC1	S-S-F-II	0.15	0.15	Permanent	Trees will be cleared.
DC2	S-S-F-II	0.10	0.10	Permanent	Trees will be cleared.
DC3	S-S-F-II	0.09	0.09	Permanent	Trees will be cleared.
DC4	S-Wd-F-III	0.11	0.11	Permanent	Trees will be cleared.
Wetlands		0.45	0.45		

4.1 Avoidance

Given the location of the wetlands in each property, it is not possible to avoid the wetlands. Access to the new properties will be via a previously constructed road. Avoidance of the wetlands are not possible and it is expected that 0.45 hectares will be cleared.

4.2 Minimization

To minimize the impact of the project best management practices (BMP) will be employed during any construction activities. The BMPs should be designed to minimize soil compaction, and rutting. Vegetation should be cleared outside of the nesting periods as mandated under the *Migratory Bird Convention Act*. The nesting period for the Project location is April 15 to August 31. If work occurs during the nesting period, a qualified biologist should perform a nest search. During the search any species that is observed and will be documented and moved off the area if possible.

To minimize the establishment of weedy species, the cleared areas will be seeded immediately after any works are completed. Seed used should consist of a guaranteed weed free mix of native species. Equipment used at site will be clean and free of seeds.



TABLE 6: Potential Project impacts and mitigation measures

Ecosystem Component	Potential Impact	Mitigation Measures
Landforms and soils	Erosion	- All activities must be that it prevents erosion and sedimentation on adjacent lands.
	Soil compaction, and soil loss	- No work should occur in adverse ground conditions such as during major rain events. - Topsoil should be stripped before beginning work and stored in a manner that prevents loss of soils. - If topsoil is less than 15 cm deep then subsoil will be salvaged to 15 cm, with the topsoil stored separately. - Topsoil should be stored on top of topsoil and subsoil on subsoil.
	Potential for soil contamination	- All hazardous materials will be stored off site. - If hazardous materials are brought to site, they will be maintained in impervious containers. - Secondary containment will be used that can contain 110% of the volume hazardous liquids. - Adequate spill cleanup materials will be on site in an easy to access location. - If fill is brought to site, it should be clean inert material only.
Water Quality /Surface Water	Alteration of drainage patterns	- Obtain necessary permits before construction occurs. - Ensure a plan is in place to direct water through site. - If possible, recontour the site to preconstruction grades to maintain hydrology. Culverts within the rail loop will be properly designed by an engineer to ensure water drainage patterns are maintained.
	Change in water quality	- Ensure hazardous products are stored over 100 m from wetlands and any other body of water. A plan will be in place for clean up of any hazardous materials. - Avoid maintaining and repairing equipment within 100 m of the wetlands. - Silt fence will be installed to isolate the wetland from construction activities.
Vegetation	Further establishment of weedy and non-native species	- All equipment will arrive on site clean and free of soils and seeds from other sites. Equipment should be cleaned as soon after leaving the site to prevent spread of weedy species to other sites. - As soon as possible after construction, all disturbed areas will be seeded with an approved weed free seed mix. - All invasive species should be documented with the full extent of the species. - Newly seeded areas should be cordoned off to prevent foot traffic until vegetation is established.
	Disturbance to vegetation communities outside the work area due to generation of dust during construction	- If possible, trees should be removed during frozen conditions. - Dust prevention measures should be implemented if dust is generated during construction. - For fire control purposes on forested lands, woody debris will be disposed of. If burning, proper permits must be attained and comply with all local by-laws and regulations.
Wildlife	Direct mortality	- The contractor must conduct a wildlife survey of the construction area and an area up to 500 m surrounding to determine locations of active dens and nests and place an appropriate buffer around each feature. Trees and hydrostructures up to 1 km away should be searched for eagle/hawk nests. - Work will cease if wildlife are seen in the site and will continue when the animal moves away on its own accord. - An amphibian rescue may be required should amphibians be found at the site.
	Clearing of vegetation, resulting in wildlife habitat loss	- Amount of vegetation cleared will be minimized.



Ecosystem Component	Potential Impact	Mitigation Measures
		<ul style="list-style-type: none"> - The area should be reseeded as soon as possible after completion of property development. - All merchantable timber must be moved off site for use.
	Decline in habitat quality from noise due to equipment and dust	<ul style="list-style-type: none"> - Dust prevention measures should be implemented if dust is generated during construction.
Wetland	Degradation of water quality	<ul style="list-style-type: none"> - Install silt fence between construction activities and all wetlands.
	Alteration of wetland hydrology	<ul style="list-style-type: none"> - Ensure a plan is in place to direct water through site. - If possible recontour the site to preconstruction grades to maintain hydrology. - Obtain necessary approvals and permits.
	Loss of wetland habitat	<ul style="list-style-type: none"> - The loss of wetland habitat should be minimal. Obtain necessary approval and permits.

5.0 REPLACEMENT

The owners have opted to pay a fee in-lieu of minimization and avoidance of impacts to the wetlands. In-lieu of replacement, a payment of a fee can be paid to have wetlands created elsewhere. The wetlands on the Darcy Clark property are a Class D wetland, so the replacement ratio is 1:1. The Dry Mixedwood Athabasca Relative Wetland Value Assessment Unit - Natural Region and Basin Assessment Unit 12 with an in-lieu payment of \$18,500.00 per hectare. Based on the area already infilled and the Wetland Value, the total replacement fee is \$8,325.00.

TABLE 7: Wetland Replacement Matrix

Value of Wetlands	Value Of Replacement Wetland			
	D	C	B	A
A	8:1	4:1	2:1	1:1
B	4:1	2:1	1:1	0.5:1
C	2:1	1:1	0.5:1	0.25:1
D	1:1	0.5:1	0.25:1	0.125:1

TABLE 8: Wetland Replacement in-lieu Fees

Wetland ID	Value	Infill Area (ha)	Replacement Fee
DC1	D	0.15	\$2,775
DC2	D	0.10	\$1,850
DC3	D	0.09	\$1,665
DC4	D	0.11	\$2,035
Total		0.45	\$8,325



6.0 CLOSURE

We trust the information provided in the Wetland Assessment and Impact Report is adequate for your present needs. It is not expected that any wetlands within the construction boundary will be permanently destroyed. Changes may occur in hydrology. The proposed mitigation measures should minimize any impacts of the proposed development.

Yours truly,

Ocean Valley Associates Consulting Ltd.

Prepared by:



Reviewed by:

Carla Davis, MMS, RPBio., PBiol.

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Derick Fritz, B.Sc.

Sr. Project Manager/Sr. Biologist
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Cell: (902) 309-1431
Email: dfritz@ovac.ca



7.0 REFERENCES

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Appendix A MAPS





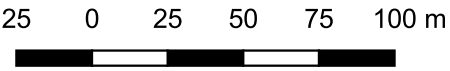
Figure A1
Alberta Merged Wetland
Inventory Class
SW 29-70-24 W5M

Legend

- Waterbodies
- Watercourse
- Field Surveyed Wetlands

Alberta Merged Wetland Inventory Class

- Bog
- Fen
- Marsh
- Open Water
- Swamp



1:2,500



Bearistos & Associates

Job No: 2022AB1594	Date: August 10, 2022
DRN: CD	Rev: DF

Data: Bing, OVAC, Bearistos & Associates

Figure A2:
Historical Wetlands - 1969
SW 29-70-24 W5M

Legend

- Waterbodies
- Watercourse

Wetlands 1969

- Marsh
- Swamp
- Open Water
- Ephemeral

50 0 50 100 150 200 m

1:3,500



Bearistos & Associates

Job No: 2022AB1594

Date: August 10 2022

DRN: CD

Rev: DF

Data: Prov of Alberta, OVAC, Bearistos & Associates

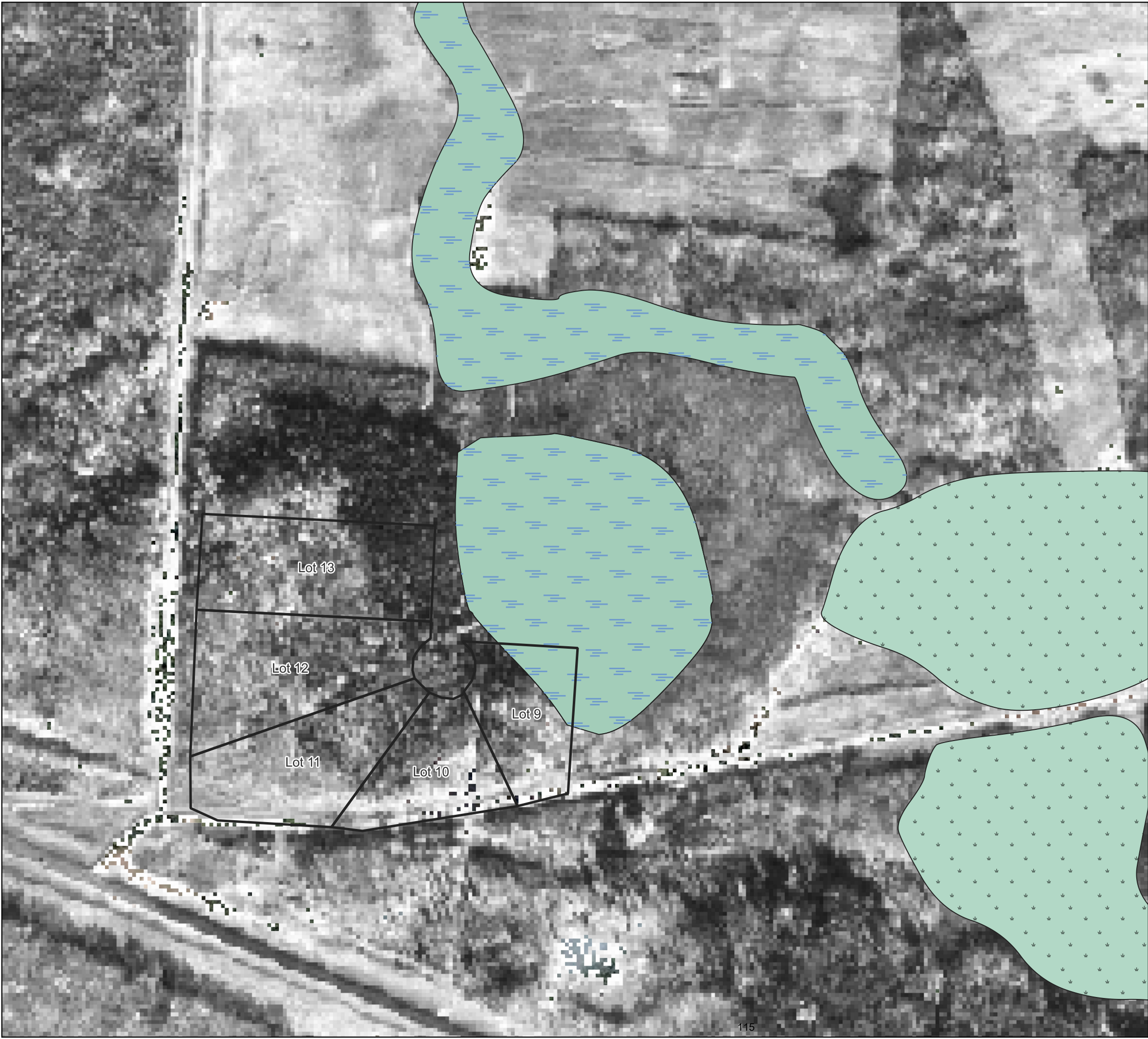


Figure A3:
Historical Wetlands - 1972
SW 29-70-24 W5M

Legend

- Waterbodies
- Watercourse
- Wetlands 1972
 - Marsh
 - Swamp
 - Open Water
 - Ephemeral

50 0 50 100 150 200 m

1:3,500



Bearistos & Associates

Job No: 2022AB1594	Date: August 10, 2022
DRN: CD	Rev: DF

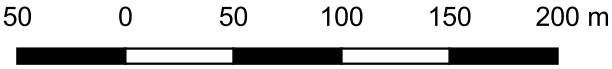
Data: Province of Alberta, OVAC, Bearistos & Associates



Figure A4:
Historical Wetlands - 1987
SW 29-70-24 W5M

Legend

- Waterbodies
- Watercourse
- Wetlands 1987
 - Marsh
 - Swamp
 - Open Water
 - Ephemeral



1:3,500



Bearistos & Associates

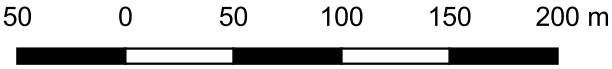
Job No: 2022AB1594	Date: August 10, 2022
DRN: CD	Rev: DF
Data: Province of Alberta, OVAC, Bearistos & Associates	



Figure A5:
Historic Wetlands - 2006
SW 29-70-24 W5M

Legend

- Waterbodies
- Watercourse
- Wetlands 2006
 - Marsh
 - Swamp
 - Open Water
 - Ephemeral



1:3,500



Bearistos & Associates

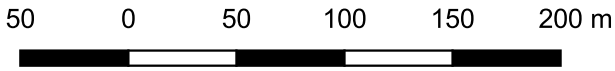
Job No: 2022AB1594	Date: August 10 2022
DRN: CD	Rev: DF
Data: Google, OVAC, Bearistos & Associates, Prov of Alberta	



Figure A6:
Historic Wetlands - 2012
SW 29-70-24 W5M

Legend

- Waterbodies
- Watercourse
- Wetlands 2012
 - Marsh
 - Swamp
 - Open Water
 - Ephemeral



1:3,500



Bearistos & Associates

Job No: 2022AB1594	Date: August 10 2022
DRN: CD	Rev: DF
Data: Bing, OVAC, Bearistos & Associates, Province of Alberta	

Appendix B PHOTO DOCUMENTATION





Photo 1: The vegetation in DC1 is quite dense and is dominated by shrubs.



Photo 2: New shrubs are growing up to replace the upper layers in DC1.

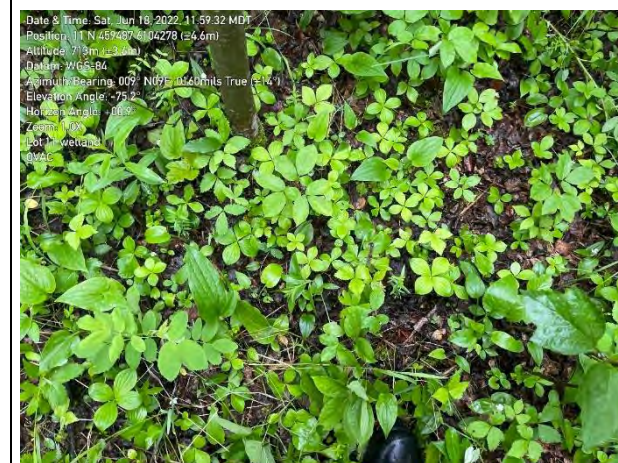


Photo 3: The ground layer of DC1. The organic layer is apparent.



Photo 4: Willow shrubs seen at DC1.



Photo 5: Few trees were observed in the wetland DC2.



Photo 6: Sections of the ground layer were covered with fern and equisetum in DC2.







 <p>Photo 7: Ground cover in DC2.</p>	 <p>Photo 8: Alder and Willow are the two dominant shrub species in DC2.</p>
 <p>Photo 9: The edge of the DC3.</p>	 <p>Photo 10: Wetland DC3 is a swamp composed mainly of willow.</p>
 <p>Photo 11: Areas of bare ground with saturated soil was observe throughout DC4.</p>	 <p>Photo 12: The upper layers were composed of young aspen in DC4.</p>



Photo 13: A small component of the wetland contained white spruce in DC4.



Photo 14: The ground cover of DC4.

Appendix C WETLAND DELINEATION FIELD FORMS



Appendix 7 Field form for wetland delineation procedures in Alberta, based on Tiner (1993).

Instructions: Complete this form for the plant community at the boundary between wetland and non-wetland.

QWSP Investigator (Name and Company Name): Carla Davis O VAC

Date: June 19, 2022 Project Name: Darcy Clark Greenview

Legal land description of wetland: SEC 56 29 TWP 70 RNG 24 MER 5

PRIMARY INDICATOR OBSERVED (Circle and describe below)

Vegetative Indicators of Wetland

WP1229

V1. Hydrophytic species cover more than 50 percent of the abundant plant species in the community or plot (An abundant species is a plant species with 20 percent or more areal cover in the community or plot). List all abundant species below **Yes / No**


Plot #	Wetland class codes	Stratum (ground, shrub, tree)	Plot technique (1 x 1, 10 x 10, none)	Plot location (UTM)	Common name of species	Latin name of species	Facultative Wetland or Obligate Wetland spp. (Y/N)	Percent Relative Cover of abundant species (round to nearest 5)
1	5-5f-15	Tree	10x10	11 459488E 6104286N	Aspen			20
					Paper Birch			5
					Labrador Tea			5
					Red-osier			5
		Shrub	10x10	11 459488E 6104286N	H.B. Cranberry			10
					Rose			5
					Black Twinberry			10
					Willow	Saxif. spp	Y	60
		Ground	1x1	459488E 6104286N	1. Callifort	Potamogeton frigidus var. palustris		
					Bluebell			
					Bunchberry			
					Trailing Rasp.			
					W. Saxifraga			
					Fireweed			
					Sweet-scented Redstart			
					Wild Lily of Valley			
					N. Redstart			

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- V2. Surface encrustations of algae are present? Yes / ~~No~~
- V3. The presence of a dominant groundcover of peat mosses (*Sphagnum* spp.) Yes / ~~No~~
- V4. Diminished vigor and productivity of upland species in disturbed areas Yes / ~~No~~
- V5. Evidence of morphological adaptations of plants to saturated conditions (e.g. floating leaves, inflated stems, adventitious roots) ~~Yes~~ / No

Other comments: _____

Soil Indicators of Wetland

- S1. Organic soils (except Folists) present ~~Yes~~ / No
- S2. Presence of peat accumulation determined by Von Post test ~~Yes~~ / No
- S3. Of, Om or Oh horizons (organic surface layer 20-40 cm thick) present ~~Yes~~ / No
- S4. Sulfidic material (odor of "rotten eggs") present Yes / ~~No~~
- S5. Gleying (chroma of 2 or less formed by excessive soil wetness) or mottling (blotches or spots of different colour) present immediately below the surface layer (A- or Ae- horizon) and within 30 cm ~~Yes~~ / No
- S6. Native prairie soils with a low chroma matrix (chroma of 2 or less) within 30 cm of the soil surface and one of the following present: Yes / ~~No~~
- a. Thin surface layer (at least 0.5 cm) of peat or muck; or
 -  b. Presence of iron (high chroma mottles, oxidized rhizospheres) within 30 cm of surface; or
 - c. Iron and manganese concretions within the surface layer (A-horizon); or
 - d. Low chroma (gray-coloured) matrix or mottles present immediately below the surface layer (A-horizon) and the crushed color is chroma 2 or less
- S7. Nonsandy soils (e.g. clay, loam, silt) with a low chroma matrix (chroma of 2 or less) within 40 cm of the soil surface and one of the following present within 30 cm of the surface: ~~Yes~~ / No
- a. Iron and manganese concretions or nodules; or
 - b. Distinct or prominent oxidized rhizospheres along several living roots; or
 - c. Low chroma mottles
- S8. Sandy soils with one of the following present: Yes / ~~No~~
- a. Thin surface layer (at least 2.5 cm) of peat or muck where leaf litter is present; or
 - b. Surface layer of peat or muck of any thickness where a leaf litter is absent; or

- c. A surface layer (A-horizon) having a low chroma matrix (chroma 1 or less and value of 3 or less) greater than 10 cm thick; or
- d. Vertical organic streaking or blotchiness with 30 cm of the surface; or
- e. Easily recognized high chroma mottles occupy at least 2 percent of the low chroma subsoil matrix within 30 cm of the surface; or
- f. Organic concretions with 30 cm of the surface; or
- g. Oxidized rhizospheres along living roots within 30 cm of the surface; or
- h. A cemented layer (ortstein) within 30 cm of the soil surface

S9. Remains of aquatic invertebrates are present within 30 cm of the soil surface in pothole-like depressions

S10. Other regionally applicable, field-verifiable soil properties associated with prolonged seasonal high water tables

Surface water present	Yes / <u>No</u>
Free water in soil pit	<u>Yes</u> / No
Saturated soil	<u>Yes</u> / No
Oxidized rhizospheres	Yes / <u>No</u>
Water-stained leaves	Yes / <u>No</u>
Sediment deposits	Yes / <u>No</u>
Water marks	Yes / <u>No</u>
Drift lines	Yes / <u>No</u>
Scoured/bare areas	Yes / <u>No</u>
Drained patterns	Yes / <u>No</u>
Beaver lodges or muskrat mounds	Yes / <u>No</u>

Appendix 7 Field form for wetland delineation procedures in Alberta, based on Tiner (1993).

Instructions: Complete this form for the plant community at the boundary between wetland and non-wetland.

QWSP Investigator (Name and Company Name): Carla Davis OVAC

Date: June 18, 22 Project Name: Darry Clark Greenview

Legal land description of wetland: SEC 5029 TWP 70 RNG 24 MER 5

PRIMARY INDICATOR OBSERVED (Circle and describe below)

Vegetative Indicators of Wetland

V1. Hydrophytic species cover more than 50 percent of the abundant plant species in the community or plot (An abundant species is a plant species with 20 percent or more areal cover in the community or plot). List all abundant species below **Yes / No**

Plot #	Wetland class codes	Stratum (ground, shrub, tree)	Plot technique (1 x 1, 10 x 10, none)	Plot location (UTM)	Common name of species	Latin name of species	Facultative Wetland or Obligate Wetland spp. (Y/N)	Percent Relative Cover of abundant species (round to nearest 5)
2	5-S-F-11	Tree	10 x 10	"	Alder	<i>Alnus alnobetula</i>	Y	75%
					Willow	<i>Salix spp</i>	Y	10%
					Aspen		N	5%
		Shrub			Rose	<i>Rosa</i>		10%
					Twinnberry			80%
					Raspberries			<5%
					Grossberry			<5%
		Ground			Oatgrass			25%
					Trailing Rasp			20%
					W. Sarspilla			5%
					Feathergrass			<5%

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- V2. Surface encrustations of algae are present? Yes / ~~No~~
- V3. The presence of a dominant groundcover of peat mosses (*Sphagnum* spp.) Yes / ~~No~~
- V4. Diminished vigor and productivity of upland species in disturbed areas Yes / ~~No~~
- V5. Evidence of morphological adaptations of plants to saturated conditions (e.g. floating leaves, inflated stems, adventitious roots) ~~Yes~~ / No

Other comments: _____

Soil Indicators of Wetland

- S1. Organic soils (except Folists) present ~~Yes~~ / No
- S2. Presence of peat accumulation determined by Von Post test ~~Yes~~ / No
- S3. Of, Om or Oh horizons (organic surface layer 20-40 cm thick) present ~~Yes~~ / No
- S4. Sulfidic material (odor of "rotten eggs") present Yes / ~~No~~
- S5. Gleying (chroma of 2 or less formed by excessive soil wetness) or mottling (blotches or spots of different colour) present immediately below the surface layer (A- or Ae- horizon) and within 30 cm ~~Yes~~ / No
- S6. Native prairie soils with a low chroma matrix (chroma of 2 or less) within 30 cm of the soil surface and one of the following present: Yes / ~~No~~
- a. Thin surface layer (at least 0.5 cm) of peat or muck; or
 - b. Presence of iron (high chroma mottles, oxidized rhizospheres) within 30 cm of surface; or
 - c. Iron and manganese concretions within the surface layer (A-horizon); or
 - d. Low chroma (gray-coloured) matrix or mottles present immediately below the surface layer (A-horizon) and the crushed color is chroma 2 or less
- S7. Nonsandy soils (e.g. clay, loam, silt) with a low chroma matrix (chroma of 2 or less) within 40 cm of the soil surface and one of the following present within 30 cm of the surface: ~~Yes~~ / No
- a. Iron and manganese concretions or nodules; or
 - b. Distinct or prominent oxidized rhizospheres along several living roots; or
 - c. Low chroma mottles
- S8. Sandy soils with one of the following present: Yes / ~~No~~
- a. Thin surface layer (at least 2.5 cm) of peat or muck where leaf litter is present; or
 - b. Surface layer of peat or muck of any thickness where a leaf litter is absent; or

- c. A surface layer (A-horizon) having a low chroma matrix (chroma 1 or less and value of 3 or less) greater than 10 cm thick; or
- d. Vertical organic streaking or blotchiness with 30 cm of the surface; or
- e. Easily recognized high chroma mottles occupy at least 2 percent of the low chroma subsoil matrix within 30 cm of the surface; or
- f. Organic concretions with 30 cm of the surface; or
- g. Oxidized rhizospheres along living roots within 30 cm of the surface; or
- h. A cemented layer (ortstein) within 30 cm of the soil surface

S9. Remains of aquatic invertebrates are present within 30 cm of the soil surface in pothole-like depressions

S10. Other regionally applicable, field-verifiable soil properties associated with prolonged seasonal high water tables

Surface water present	Yes / <u>No</u>
Free water in soil pit	<u>Yes</u> / No
Saturated soil	<u>Yes</u> / No
Oxidized rhizospheres	Yes / <u>No</u>
Water-stained leaves	Yes / <u>No</u>
Sediment deposits	Yes / <u>No</u>
Water marks	Yes / <u>No</u>
Drift lines	Yes / <u>No</u>
Scoured/bare areas	Yes / <u>No</u>
Drained patterns	Yes / <u>No</u>
Beaver lodges or muskrat mounds	Yes / <u>No</u>

Appendix 7 Field form for wetland delineation procedures in Alberta, based on Tiner (1993).

Instructions: Complete this form for the plant community at the boundary between wetland and non-wetland.

QWSP Investigator (Name and Company Name): Carla Davis OVAC

Date: June 18, 2022 Project Name: Darcy Clark Greenview

Legal land description of wetland: SEC 5-29 TWP 70 RNG 24 MER 5

PRIMARY INDICATOR OBSERVED (Circle and describe below)

Vegetative Indicators of Wetland

V1. Hydrophytic species cover more than 50 percent of the abundant plant species in the community or plot (An abundant species is a plant species with 20 percent or more areal cover in the community or plot). List all abundant species below Yes/No

Plot #	Wetland class codes	Stratum (ground, shrub, tree)	Plot technique (1 x 1, 10 x 10, none)	Plot location (UTM)	Common name of species	Latin name of species	Facultative Wetland or Obligate Wetland spp. (Y/N)	Percent Relative Cover of abundant species (round to nearest 5)
<u>3</u>	<u>5-SF-11</u>	<u>Tree</u>	<u>10x10</u>					
					<u>Alder</u>			
		<u>Shrub</u>	<u>10x10</u>		<u>Red-osier Dogwood</u>			
					<u>HB Cranberry</u>			
					<u>Prickly Rose</u>			
					<u>Black Twinberry</u>			
					<u>Willow</u>	<u>Salix spp</u>	<u>Y</u>	
		<u>Ground</u>	<u>1x1</u>		<u>1' Callifoot</u>	<u>Potamogeton frigidus var. palustris</u>		
					<u>Bluebell</u>			
					<u>Bunchberry</u>			
					<u>Trailing Rasp.</u>			
					<u>W. Sparilla</u>			
					<u>Wild Lily of the Valley</u>			
					<u>Sweet-scented Hedysarum</u>			

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- V2. Surface encrustations of algae are present? Yes / ~~No~~
- V3. The presence of a dominant groundcover of peat mosses (*Sphagnum* spp.) Yes / ~~No~~
- V4. Diminished vigor and productivity of upland species in disturbed areas Yes / ~~No~~
- V5. Evidence of morphological adaptations of plants to saturated conditions (e.g. floating leaves, inflated stems, adventitious roots) ~~Yes~~ / No

Other comments: _____

Soil Indicators of Wetland

- S1. Organic soils (except Folists) present ~~Yes~~ / No
- S2. Presence of peat accumulation determined by Von Post test ~~Yes~~ / No
- S3. Of, Om or Oh horizons (organic surface layer 20-40 cm thick) present ~~Yes~~ / No
- S4. Sulfidic material (odor of "rotten eggs") present Yes / ~~No~~
- S5. Gleying (chroma of 2 or less formed by excessive soil wetness) or mottling (blotches or spots of different colour) present immediately below the surface layer (A- or Ae- horizon) and within 30 cm ~~Yes~~ / No
- S6. Native prairie soils with a low chroma matrix (chroma of 2 or less) within 30 cm of the soil surface and one of the following present: Yes / ~~No~~
- a. Thin surface layer (at least 0.5 cm) of peat or muck; or
 - ~~b.~~ Presence of iron (high chroma mottles, oxidized rhizospheres) within 30 cm of surface; or
 - c. Iron and manganese concretions within the surface layer (A-horizon); or
 - d. Low chroma (gray-coloured) matrix or mottles present immediately below the surface layer (A-horizon) and the crushed color is chroma 2 or less
- S7. Nonsandy soils (e.g. clay, loam, silt) with a low chroma matrix (chroma of 2 or less) within 40 cm of the soil surface and one of the following present within 30 cm of the surface: ~~Yes~~ / No
- a. Iron and manganese concretions or nodules; or
 - b. Distinct or prominent oxidized rhizospheres along several living roots; or
 - c. Low chroma mottles
- S8. Sandy soils with one of the following present: Yes / ~~No~~
- a. Thin surface layer (at least 2.5 cm) of peat or muck where leaf litter is present; or
 - b. Surface layer of peat or muck of any thickness where a leaf litter is absent; or

- c. A surface layer (A-horizon) having a low chroma matrix (chroma 1 or less and value of 3 or less) greater than 10 cm thick; or
- d. Vertical organic streaking or blotchiness with 30 cm of the surface; or
- e. Easily recognized high chroma mottles occupy at least 2 percent of the low chroma subsoil matrix within 30 cm of the surface; or
- f. Organic concretions with 30 cm of the surface; or
- g. Oxidized rhizospheres along living roots within 30 cm of the surface; or
- h. A cemented layer (ortstein) within 30 cm of the soil surface

S9. Remains of aquatic invertebrates are present within 30 cm of the soil surface in pothole-like depressions

S10. Other regionally applicable, field-verifiable soil properties associated with prolonged seasonal high water tables

Surface water present	Yes / <u>No</u>
Free water in soil pit	<u>Yes</u> / No
Saturated soil	<u>Yes</u> / No
Oxidized rhizospheres	Yes / <u>No</u>
Water-stained leaves	Yes / <u>No</u>
Sediment deposits	Yes / <u>No</u>
Water marks	Yes / <u>No</u>
Drift lines	Yes / <u>No</u>
Scoured/bare areas	Yes / <u>No</u>
Drained patterns	Yes / <u>No</u>
Beaver lodges or muskrat mounds	Yes / <u>No</u>

Appendix 7 Field form for wetland delineation procedures in Alberta, based on Tiner (1993).

Instructions: Complete this form for the plant community at the boundary between wetland and non-wetland.

QWSP Investigator (Name and Company Name): Carla Davis OVAC

Date: June 19, 22 Project Name: _____

Legal land description of wetland: SEC 5629 TWP 70 RNG 24 MER 5

PRIMARY INDICATOR OBSERVED (Circle and describe below)

Vegetative Indicators of Wetland

V1. Hydrophytic species cover more than 50 percent of the abundant plant species in the community or plot (An abundant species is a plant species with 20 percent or more areal cover in the community or plot). List all abundant species below **Yes** (No)

Plot #	Wetland class codes	Stratum (ground, shrub, tree)	Plot technique (1 x 1, 10 x 10, none)	Plot location (UTM)	Common name of species	Latin name of species	Facultative Wetland or Obligate Wetland spp. (Y/N)	Percent Relative Cover of abundant species (round to nearest 5)
4	S-Wdf-III	Tree	10x10	459683 E 6104334 N	Aspen	Populus tremuloides	N	50%
		Shrubs	10x10		Green Alder		Y	30%
					Willow	Salix spp	Y	20%
		Ground	1x1		Common Raspberry	Heraclenum spodylium	Y	25%
					Blue bells	Pertensia paniculata	N	15%
					Trailing Raspberry	Rubus pubescens	Y	20%
					Yarrow	Achillea millefolium	Y	15%
					Sweet scented bedstraw	Galium triflorum	Y	10%
					Tall Buttercup	Ranunculus acris	Nonwet weed Y	25%
					Swamp Equisetum	Equisetum fluviatile	Y	5

Alberta Wetland Identification and Delineation Directive
Water Conservation, 2015, No. 4

- | | |
|--|----------|
| V2. Surface encrustations of algae are present? | Yes / No |
| V3. The presence of a dominant groundcover of peat mosses (<i>Sphagnum</i> spp.) | Yes / No |
| V4. Diminished vigor and productivity of upland species in disturbed areas | Yes / No |
| V5. Evidence of morphological adaptations of plants to saturated conditions (e.g. floating leaves, inflated stems, adventitious roots) | Yes / No |

Other comments: _____

Soil Indicators of Wetland

- | | |
|--|----------|
| S1. Organic soils (except Folists) present | Yes / No |
| S2. Presence of peat accumulation determined by Von Post test | Yes / No |
| S3. Of, Om or Oh horizons (organic surface layer 20-40 cm thick) present | Yes / No |
| S4. Sulfidic material (odor of "rotten eggs") present | Yes / No |
| S5. Gleying (chroma of 2 or less formed by excessive soil wetness) or mottling (blotches or spots of different colour) present immediately below the surface layer (A- or Ae- horizon) and within 30 cm | Yes / No |
| S6. Native prairie soils with a low chroma matrix (chroma of 2 or less) within 30 cm of the soil surface and one of the following present: | Yes / No |
| <ul style="list-style-type: none"> a. Thin surface layer (at least 0.5 cm) of peat or muck; or b. Presence of iron (high chroma mottles, oxidized rhizospheres) within 30 cm of surface; or c. Iron and manganese concretions within the surface layer (A-horizon); or d. Low chroma (gray-coloured) matrix or mottles present immediately below the surface layer (A-horizon) and the crushed color is chroma 2 or less | |
| S7. Nonsandy soils (e.g. clay, loam, silt) with a low chroma matrix (chroma of 2 or less) within 40 cm of the soil surface and one of the following present within 30 cm of the surface: | Yes / No |
| <ul style="list-style-type: none"> a. Iron and manganese concretions or nodules; or b. Distinct or prominent oxidized rhizospheres along several living roots; or c. Low chroma mottles | |
| S8. Sandy soils with one of the following present: | Yes / No |
| <ul style="list-style-type: none"> a. Thin surface layer (at least 2.5 cm) of peat or muck where leaf litter is present; or b. Surface layer of peat or muck of any thickness where a leaf litter is absent; or | |

- c. A surface layer (A-horizon) having a low chroma matrix (chroma 1 or less and value of 3 or less) greater than 10 cm thick; or
- d. Vertical organic streaking or blotchiness with 30 cm of the surface; or
- e. Easily recognized high chroma mottles occupy at least 2 percent of the low chroma subsoil matrix within 30 cm of the surface; or
- f. Organic concretions with 30 cm of the surface; or
- g. Oxidized rhizospheres along living roots within 30 cm of the surface; or
- h. A cemented layer (ortstein) within 30 cm of the soil surface

S9. Remains of aquatic invertebrates are present within 30 cm of the soil surface in pothole-like depressions No

S10. Other regionally applicable, field-verifiable soil properties associated with prolonged seasonal high water tables

Surface water present	Yes / <u>No</u>
Free water in soil pit	Yes / <u>No</u>
Saturated soil	<u>Yes</u> / No
Oxidized rhizospheres	Yes / No
Water-stained leaves	Yes / <u>No</u>
Sediment deposits	Yes / <u>No</u>
Water marks	<u>Yes</u> / No
Drift lines	Yes / <u>No</u>
Scoured/bare areas	Yes / <u>No</u>
Drained patterns	Yes / <u>No</u>
Beaver lodges or muskrat mounds	Yes / <u>No</u>

Appendix D ABWRET-A Forms



Appendix D is attached as a separate file due to the size of the document.



Appendix E Landscape Analysis Tool



Landscape Analysis Tool (LAT) Report

Licence of Occupation

000005E34A

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LAT Number:	000005E34A	LAT Date:	2022-08-08	18:30:21
Project Name:				
Project Description:				
Disposition Type:	DLO	Licence of Occupation		
Purpose Type:	GRTA	Habitat Management		
Activity Type:	GRTA01DLOP	Mineral Wetland Habitat		

Responsibility of Applicants:

It is the applicant's responsibility to conduct a full review of the generated LAT Report, ensuring that you are aware and have a full understanding of the identified standards and conditions, and any additional limitations that may also be imposed by an approved higher level plan, reservation or notation or any other law or Order of the Province or the Government of Canada that may impact the placement, construction or operation of the proposed disposition, purpose and activity.

The applicant must assess if the proposed disposition, purpose and activity can meet the applicable standards, conditions and any limitations which will subsequently determine if the application can be submitted to the regulatory body. Applicants should complete a thorough review of regulatory and application processes including supporting procedural documents and the generated LAT Reports prior to making this determination.

Where the applicant chooses not to meet, or is not able to meet, one or more Approval Standards or higher level plans within the generated LAT Report as submitted as part of the application, or any affected reservations as identified within the land status report, the applicant is required to complete the appropriate mitigation as part of their supplement submission that addresses individually each of the items not being met.

The information provided within the LAT Tool is a spatial representation of features provided to the applicant for activity and land use planning. The accuracy of these layers varies depending on the resource value being represented. The regulatory body insists that site visits, wildlife surveys and groundtruthing efforts are completed to ensure that you, the applicant can meet the procedures detailed within the *Pre-Application Requirements for Formal Dispositions*, the identified approval standards, operating conditions and *Best Management Practices* as represented within the *Master Schedule of Standards and Conditions*.

Proximity to Watercourse/Waterbodies:

Applicants will ensure that standards or conditions for Watercourse/Waterbody features as identified within the generated LAT Report are followed. It is the responsibility of the applicant to ensure the identified setbacks and buffers are properly established through a pre-site assessment and maintained.

NOTE: Be aware that the submission of a LAT Report as part of an application submission does not imply approval of the activity. The standards and conditions identified within the LAT Report may be subject to change based on regulatory review.

Landscape Analysis Tool (LAT) Report

Licence of Occupation

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Base Features

Green/White Area	White Area
Municipality	M.D. of Greenview No. 16
FMA	
FMU	GO4
Provincial Grazing Reserve	
Rocky Mountain Forest Reserve	
PLUZ Areas	
Protected Areas	

Provincial Sanctuaries

Wildlife Corridors	
Restricted Area	
Game Bird	Zone 2
Seasonal	

Landscape Analysis Tool (LAT) Report

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Higher Level Plans

Integrated Resource Plan (Local)	
Integrated Resource Plan (Subregional)	Sturgeon Lake-Puskwaskau East Sub-Regional Integrated Resource Plan
Access Management Plan	
Landscape Management Plan	

Landscape Analysis Tool (LAT) Report

Licence of Occupation

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Additional Application Requirements

Wildlife Survey		DND Area	
-----------------	--	----------	--

Historical Resources

HRV Rating	Category
------------	----------

Historic Resources Application Required: No

While no specific historic resource concerns have been identified within the proposed activity area, Section 31 of the *Historical Resources Act* states that “a person who discovers a historic resource in the course of making an excavation for a purpose other than for the purpose of seeking historic resources shall forthwith notify the Minister of the discovery.” Should a historic resource be encountered with the construction or operation of this disposition, information on who to contact can be found on the Ministry of Culture and Tourism’s website in; Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources.

Landscape Analysis Tool (LAT) Report

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Sensitive Features

Wildlife and Other Sensitive Species

	Intersected		Intersected
Burrowing Owl Range		Mountain Goat and Sheep Areas	
Caribou Range		Disease Buffer	
Caribou Range - Zone A		Ord's Kangaroo Rat Range	
Caribou Range - Zone B		Ord's Kangaroo Rat Key Habitat Area	
Colonial Nesting Birds		Piping Plover Waterbodies	
Critical Habitat of Aquatic Species at Risk		Provincial Hibernacula Buffer	
Endangered and Threatened Plants Ranges		Sensitive Amphibian Ranges	
Greater Short-horned Lizard Habitat		Sensitive Raptor Range	
Greater Short-horned Lizard Range		Sensitive Snake Habitat	
Greater Sage Grouse Core Area		Sensitive Snake Hibernacula Range	
Greater Sage Grouse Recovery Area		Sharp-tailed Grouse Leks and Buffer	
Greater Sage Grouse Leks and Buffer		Sharp-tailed Grouse Survey	
Grizzly Bear Zone		Special Access Area	
High Risk Watersheds	Yes	Swift Fox Range	
Key Wildlife and Biodiversity Areas		Trumpeter Swan Waterbodies/Watercourse	
Mountain Goat and Sheep Zone		Trumpeter Swan Watercourse Buffer	

Federal Orders:

	Intersected
Greater Sage Grouse	

Grassland and Natural Regions:

	Intersected		Intersected
Central Parkland		Mixed Grass Sub-region layer	
Central Parkland and Northern Fescue		Montane	
Chinook Grasslands		Northern Fescue	
Dry Mixed Grass		Peace River Parkland	
Foothills Fescue		Permafrost	
Foothills Parkland Grasslands		Rough Fescue PNT	
Grassland and Parkland Natural Region		Subalpine or Alpine	

Landscape Analysis Tool (LAT) Report

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Alberta Township System (ATS) Land List

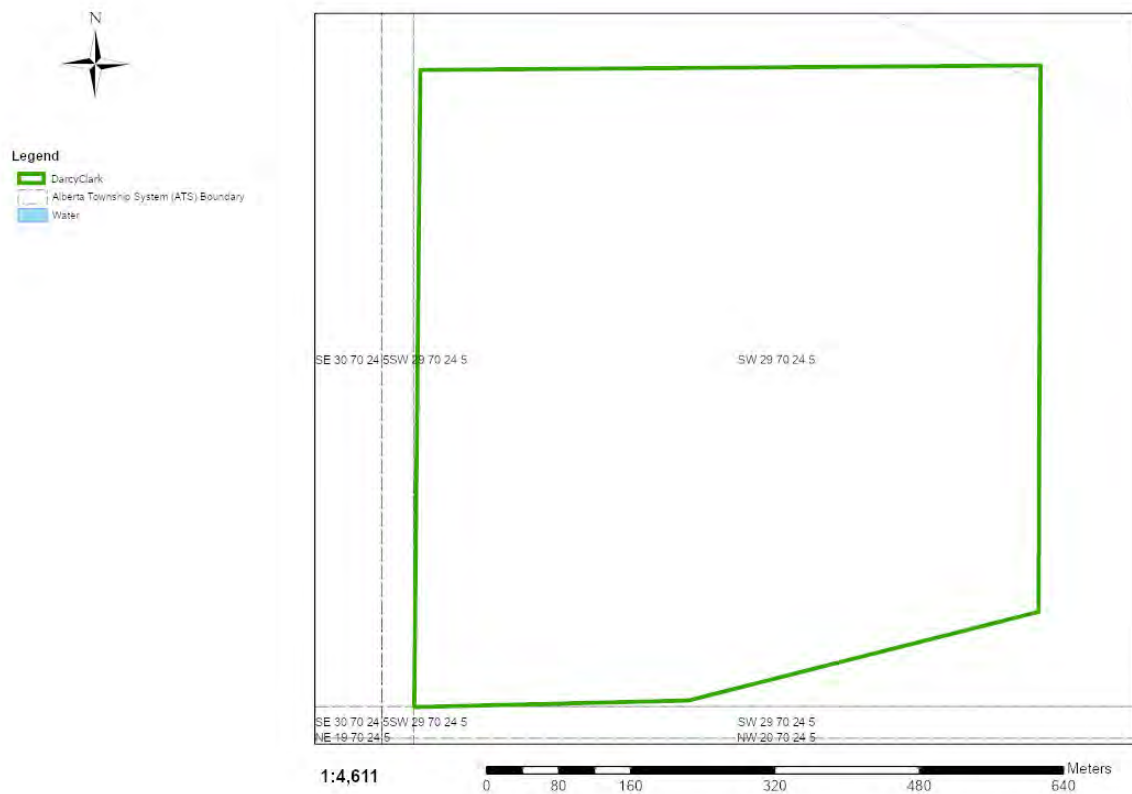
Quarter	Section	Township	Range	Meridian	Road Allow.	Sensitive Features Identified
SW	29	70	24	5		Green / White Area,High Risk Watersheds
SW	29	70	24	5	RS	Green / White Area,High Risk Watersheds

Landscape Analysis Tool (LAT) Report

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Land Management		
Report ID	Approval	Condition
1	1030-AS	Where an Integrated Resource Plan or a Reservation/Protective Notation identifies a greater set back, the greater set back will prevail.
2	1031-AS	Where a Higher Level Plan* exists, the Disposition Holder must follow any direction provided within that plan.
3	1033-AS	With the exception of pipelines, for activities that fall within any Protective Notation (PNT) lands with a purpose code 400 Series encompassing a section of land (259 hectares) or less, located in the Provincial White Area, the Disposition Holder must construct all activities within lands previously disturbed or cleared. Where no previous disturbance exists, activities must occur within 100 metres of the PNT.
4	1041	The Disposition Holder must maintain proper drainage of surface water.
5	1044-AS	The Disposition Holder must not locate activities within 45 metres from the top of any coulees* with the exception of activities such as; access, pipelines and linear easements crossing those features.
6	1049	The Disposition Holder must remove all garbage and waste material from this site.
7	1053	The Disposition Holder must not enter the boundaries of any research or sample plot unless consent is received from the reservation holder.
8	1061	Where FireSmart activities are considered, the Disposition Holder must follow Information Letter- "Authorization of FireSmart Activities on Public Land" as amended from time to time.
Vegetation		
Report ID	Approval	Condition
9	1300	The disposition holder must manage all regulated weeds to the satisfaction of the regulatory body.
10	1302	"The Disposition Holder must remove all deciduous or coniferous merchantable timber from the Activity as per the following utilization standards; - Deciduous Timber: 15 cm Base/10 cm Top - Coniferous Timber: 15 cm Base/11cm Top and haul said timber to the location of end use."
11	1304	For fire control purposes on forested lands, the Disposition Holder must dispose of excess coarse woody debris* not utilized for rollback* or stockpiled for reclamation*.
12	1305	Within FireSmart Community Zones*, the Disposition Holder must dispose of coarse woody debris* by burning unless a Debris Management Plan has been approved under the Forest and Prairie Protection Act.

Landscape Analysis Tool (LAT) Report

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Soil		
Report ID	Approval	Condition
13	1356	The Disposition Holder must not conduct the Activity during adverse ground conditions*.
14	1357	The Disposition Holder must prevent erosion* and sedimentation on to adjacent* Lands or Water bodies * that results from the activity.
15	1359-AS	The Disposition Holder must not remove from the Lands topsoil* or subsoil* unless approved in writing by the Regulatory Body.
16	1360	"Where activities have occurred on the Lands that do not involve minimal disturbance* construction, the Disposition Holder must salvage topsoil* for land reclamation as follows: a. Salvage all topsoil* from: i. Mineral soils ii. Shallow organic soils* iii. Reclaimed soils b. Where the depth of the topsoil* is less than 15 cm, the topsoil* and part of the subsoil* to a total depth of 15 centimetres must be salvaged, unless the upper subsoil* is considered chemically unsuitable*."
17	1363	All reclamation material* must be considered suitable as defined in the May 2001 Salt Contamination Assessment Guidelines and meet the February 2016 Alberta Tier 1 Soil and Groundwater Remediation Guidelines, as amended or replaced from time to time.
18	1365	"The Disposition Holder must store reclamation material* in accordance with all of the following: a. reclamation material* must not be placed beneath the ground surface or buried in any way; b. coarse woody debris* stored for reclamation purposes for greater than 12 months must be mixed with topsoil*; and c. topsoil* and subsoil* must be stored separately."
19	1367	The Disposition Holder must not mix wood chips with any reclamation material*.
20	1368	The Disposition Holder must not apply wood chips to the lands at a depth greater than five (5) centimeters.
21	1369	The Disposition Holder must manage wood chips in accordance with the directive ID 2009-01 Management of Wood Chips on Public Land as amended from time to time.
22	1370	The Disposition Holder must not store piles or windrows of reclamation material* within standing timber.
23	1371	The Disposition Holder must not use soil sterilant on the Lands.

Landscape Analysis Tool (LAT) Report

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Watercourse / Waterbody		
Report ID	Approval	Condition
24	1403-AS	For all site activities, paralleling linear activities or pipeline bore sites, the Disposition Holder must not conduct the Activity within the following water body* setbacks from the disposition edge: a. non-permanent seasonal wetlands* must have a setback of 45 metres of undisturbed vegetation from the bed and shore and; b. semi-permanent and permanent ponds, wetlands*, shallow open water ponds and lakes must have setback of 100 metres from the bed and shore*. c. Intermittent watercourses* including springs must have a setback of at least 45 metres. d. Small Permanent watercourses* must have a setback of at least 45 metres. e. Large Permanent watercourses* must have a setback of at least 100 metres.
25	1412	The Disposition Holder must acquire an authorization for access (off-disposition) for water withdrawal activities.
26	1419	For use of equipment within the bed of a water body*, the Disposition Holder must prior to operations follow the "Decontamination Protocol for Work in or Near Water", as amended from time to time.
27	1420	The Disposition Holder must provide a completed Record of Decontamination form as proof of decontamination to the Regulatory Body upon request.
Reclamation		
Report ID	Approval	Condition
28	1451	For progressive reclamation* on forested lands*, the Disposition Holder must replace all reclamation materials* that have been salvaged in accordance with all of the following: a. all salvaged subsoil* must be replaced, then all salvaged topsoil*; and b. reclamation materials* must be replaced over the entire progressive reclamation area*; unless otherwise approved in writing by the Regulatory Body.
29	1453	The Disposition Holder must complete temporary reclamation* on the Lands within 1 growing season of construction phase* for all topsoil* and subsoil* stockpiles required for final reclamation*.

Landscape Analysis Tool (LAT) Report

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30	1454	The Disposition Holder must prior to seeding herbaceous seed in forested* or peatlands* submit a Request for Seeding in writing to the Regulatory Body that contains all of the following: a. rationale for conducting seeding of herbaceous species*; b. a description of the proposed site for seeding including information with respect to the following: i. whether the Lands are subject to high erosion* and; ii. whether the Lands are prone to invasion from agronomic or weed species. c. a proposed seed mix composition for re-vegetation of the Lands in accordance with the Native Plant Revegetation Guidelines for Alberta, 2001 as amended or replaced from time to time or a rationale for alternate species; d. provide a seed certificate in accordance with the Seed Act for the seed mixed mix to be used for re-vegetation* and; any other information requested by the Regulatory Body.
31	1455	The Disposition Holder must only conduct seeding in accordance with the written authorization of the Regulatory Body.
32	1456	The Disposition Holder must when seeding cultivated lands*; a. use agronomic or forage seed that meets or exceeds Certified #1 as outlined in the Seeds Act and Seeds Regulations; b. use seed mixes that are free of species listed in the Weed Control Act and; c. provide a seed certificate to the Regulatory Body within 30 days of request.
33	1457	Within the Green Area* of the Province, the Disposition Holder must re-vegetate the Lands with trees or shrubs that meet the requirements of the December 2016 Alberta Forest Genetic Resource Management and Conservation Standards document, as amended or replaced from time to time.
34	1461	The Disposition Holder must complete progressive reclamation* on forested lands* for all associated and incidental disturbances to the Disposition.
35	1462	The following activities are excluded from progressive reclamation* requirement on forested lands*: a) Lands that have received authorization for clay pad construction; and b) Lands with a 4:1 or steeper slopes where a cut and fill has been constructed to level the ground surface.
36	1463	For final reclamation*, the Disposition Holder must complete all of the following: a. contour the disturbed land to the pre-disturbance landform or to the landform approved by the Regulatory body; b. replace all stockpiled subsoil*, then replace all stockpiled topsoil*; c. spread all coarse woody debris* on forested lands* and; d. reclamation materials* must be replaced over the entire area from which they were removed unless otherwise approved in writing by the Regulatory Body.
37	1464	The Disposition Holder must reclaim the Lands to the pre-disturbance land use type* unless otherwise authorized in writing by the Regulatory Body.

Landscape Analysis Tool (LAT) Report

Licence of Occupation

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Wildlife		
Report ID	Approval	Condition
38	1600	The Disposition Holder must conduct a complete and immediate Wildlife Sweep* of the Lands subject to the disposition prior to any activity, as per the "Wildlife Sweep Protocol".
39	1601	The Disposition Holder must submit observations from a Wildlife Sweep* to the Fisheries and Wildlife Management Information System (FWMIS) and notify the issuing Regulatory Body in writing upon request that the Wildlife Sweep* was completed.
40	1602-AS	The Disposition Holder must incorporate a buffer* zone of a minimum width of 100m undisturbed vegetation, where an established buffer* does not already exist for any and all key habitat features including, but not limited to leks*, nests, dens and houses identified in the Wildlife Sweep*.
41	1603	When Wildlife Surveys* are required, the Disposition Holder must submit results as defined by the sensitive species inventory guidelines from Wildlife Survey* to the Fisheries and Wildlife Management Information System (FWMIS).
42	1608	The Disposition Holder must incorporate buffers*, setbacks and activity timing restrictions for any and all key habitat features including, but not limited to leks*, nests, dens and houses identified in the wildlife survey*.

Appendix F ACIMS/FWMIS Report



Date: 1/3/2022

Requestor: Consultant

Reason for Request: Environmental Reporting

SEC: 29 **TWP:** 070 **RGE:** 24 **MER:** 5



☐ Non-sensitive EOs (updated: October 2017)

M_RR_TTT_SS	EO_ID	ECODE	S_RANK	SNAME	SCOMNAME	LAST_OBS_D
-------------	-------	-------	--------	-------	----------	------------

No Non-sensitive EOs Found: Next Steps - [See FAQ \(https://www.albertaparks.ca/albertaparksca/management-land-use/alberta-conservation-information-management-system-acims/faqs.aspx#2\)](https://www.albertaparks.ca/albertaparksca/management-land-use/alberta-conservation-information-management-system-acims/faqs.aspx#2) - Process)

☐ Sensitive EOs (updated: October 2017)

M-RR-TTT	EO_ID	ECODE	S_RANK	SNAME	SCOMNAME	LAST_OBS_D
----------	-------	-------	--------	-------	----------	------------

No Sensitive EOs Found: Next Steps - [See FAQ \(https://www.albertaparks.ca/albertaparksca/management-land-use/alberta-conservation-information-management-system-acims/faqs.aspx#2\)](https://www.albertaparks.ca/albertaparksca/management-land-use/alberta-conservation-information-management-system-acims/faqs.aspx#2) - Process)

Updated: Feb 17, 2022

Fish and Wildlife Internet Mapping Tool (FWIMT)

(source database: Fish and Wildlife Management Information System (FWMIS))

Species Summary Report

Report Date: 28-Feb-2022 11:22

Species present within the current extent

Fish Inventory

No Species Found in Search Extent

Wildlife Inventory

No Species Found in Search Extent

Stocked Inventory

No Species Found in Search Extent

Buffer Extent

Centroid (X,Y)

331898, 6104656

Projection

10-TM AEP Forest

Centroid (Qtr Sec Twp Rng Mer)

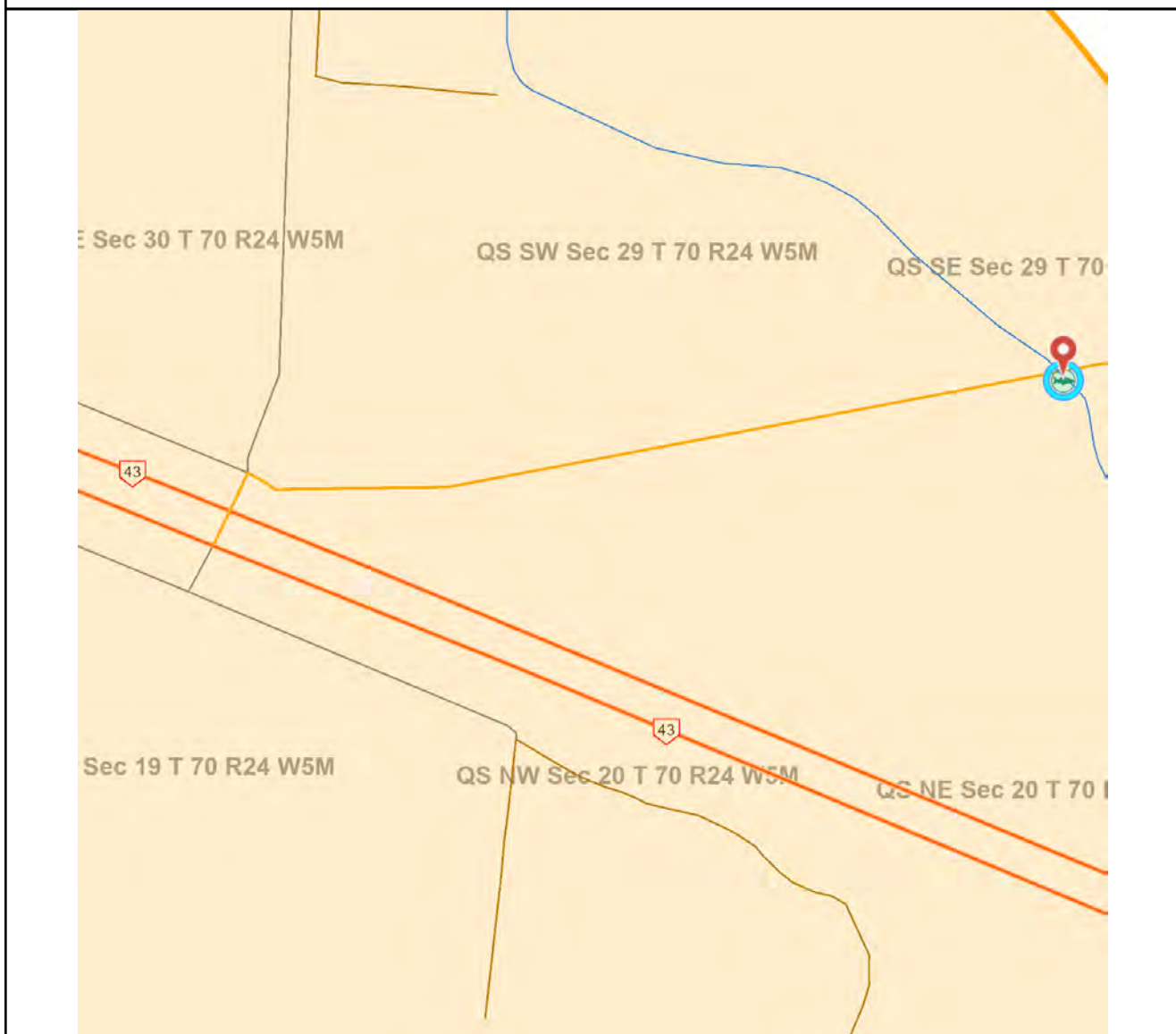
NW 20 70 24 5

Radius or Dimensions

1 kilometers

Contact Information

For contact information, please visit:
<https://www.alberta.ca/fisheries-and-wildlife-management-contacts.aspx>



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Fish and Wildlife Internet Mapping Tool (FWIMT)

(source database: Fish and Wildlife Management Information System (FWMIS))

Species Summary Report

Report Date: 01-Mar-2022 12:04

Species present within the current extent

Fish Inventory

BURBOT
IOWA DARTER
LAKE WHITEFISH
NORTHERN PIKE
SPOTTAIL SHINER
UNKNOWN
WALLEYE
WHITE SUCKER
YELLOW PERCH

Wildlife Inventory

BAY-BREASTED WARBLER
BOREAL TOAD
TRUMPETER SWAN

Stocked Inventory

No Species Found in Search Extent

Buffer Extent

Centroid (X,Y)

331887, 6104988

Projection

10-TM AEP Forest

Centroid (Qtr Sec Twp Rng Mer)

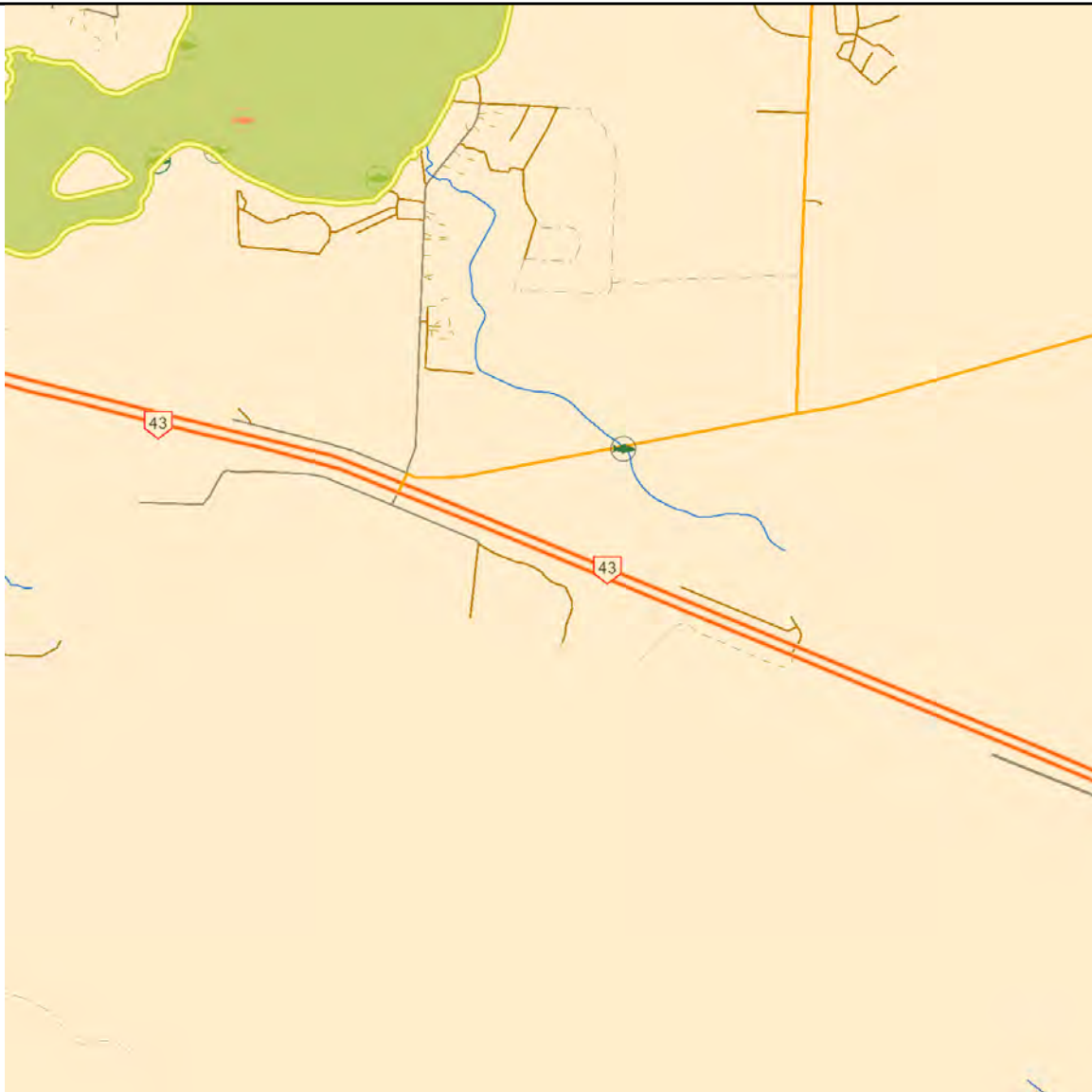
SW 29 70 24 5

Radius or Dimensions

5 kilometers

Contact Information

For contact information, please visit:
<https://www.alberta.ca/fisheries-and-wildlife-management-contacts.aspx>



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Appendix G Ownership Information



Appendix H AEP Communications



From: AEP Wetlands
Sent: August 23, 2022 12:36 PM
To: Carla Davis
Cc: AEP Wetlands
Subject: RE: Darcy Clark Wetland Value

Hi Carla,

Thank you for updating the shapefile.

Attached are the scores for this submission (A220805). Please let me know if you have any questions.

Alberta Environment and Parks (AEP) and the Alberta Energy Regulator (AER) require applicants to submit either ABWRET-A or ABWRET-D results with a Water Act application as supporting documentation. Please attach this Excel file (not a screenshot or pdf) when you make the application through AEP DRAS or AER OneStop for any proposed impacts to wetlands.

Thank you,

Wetland Unit
Grants and Program Delivery Section
Alberta Environment and Parks



Classification: Protected A

From: Carla Davis <cdavis@ovac.ca>
Sent: August-23-22 10:49 AM
To: AEP Wetlands <aep.wetlands@gov.ab.ca>
Subject: RE: Darcy Clark Wetland Value

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Hi

I tried calculating the area again using both methods on QGIS and on ArcGIS and continually get the same number, so hopefully it matches your numbers.

Carla

Carla Davis, P.Biol, RPBio.

Sr. Biologist | OVAC

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cdavis@ovac.ca

From: [AEP Wetlands](#)

Sent: August 19, 2022 10:23 AM

To: [Carla Davis](#)

Subject: RE: Darcy Clark Wetland Value

Hi Carla,

The ABWRET tracking number for this submission is A220807.

We also noticed that discrepancies in the wetland area we got and the ones in the attribute table of your shapefile.

Wetland areas are different from our calculation

The value of the WET_Area field has been checked and is slightly different from the value we got by using Calculate Geometry of ArcMap. We recently identified some errors caused by using QGIS. Not sure if this is the case. If so, please see below for troubleshooting options.

If using QGIS, an error has been identified in the software that results in the area being calculated incorrectly

1. Option 1: use ArcMap instead of QGIS to complete the procedure
2. Option 2: using QGIS open the "Processing Toolbox" > "Vector geometry" > "Add geometry attributes" to calculate the area and update wetland area fields (WET_Area, VEG_Area and MR_Area of your shapefile for this submission)

Please note that the necessary steps and results may vary depending on what version of QGIS is used.

Thank you,

Wetland Unit

Grants and Program Delivery Section

Alberta Environment and Parks



Classification: Protected A

From: Carla Davis <cdavis@ovac.ca>
Sent: August-08-22 1:40 PM
To: AEP Wetlands <aep.wetlands@gov.ab.ca>
Subject: Darcy Clark Wetland Value

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Hi

Here is our assessment for a wetland in Greenview County.

Carla

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Groundwater Availability

M.D. of Greenview
SW 29-070-24 W5M

Prepared for
Beirsto & Associates Engineering Ltd.

April 2022

HCL Project No.: 22-0110.01
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Groundwater and Surface Water Solutions for a Changing Environment

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Signatures

Version	Date	Description	Prepared by	Reviewed by
1	2022-04-21	Final Report		

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Hydrogeologist-in-Training

Brad Salter, P.Geo.
Hydrogeologist

PERMIT TO PRACTICE

hydrogeological consultants ltd.

Signature _____

Date _____

PERMIT NUMBER P 385

The Association of Professional Engineers and
Geoscientists of Alberta (APEGA)

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Appendix A – Pertinent Alberta Government Laws and Regulations

Executive Summary

Hydrogeological Consultants Ltd. (HCL) was retained by Beairsto & Associates Engineering Ltd. to conduct a groundwater availability study on behalf of Darcy Clark. There are eight existing residential lots in the SW 29-070-24 W5M. Darcy Clark intends to make an application to the M.D. of Greenview to further subdivide part of the quarter section into five new residential lots, for a total of 13 residential lots in the SW 29-070-24 W5M. As there will be more than six lots in the quarter section, a groundwater assessment by a member of the Association of Professional Engineers and Geoscientists of Alberta (APEGA) is required; HCL satisfies the conditions to prepare the present report.

Hydrogeological data from the surrounding area were analyzed to identify aquifers underlying the SW 29-070-24 W5M to determine the availability of a groundwater supply of 1,250 cubic metres per year (m³/year) for each of the five proposed new residential lots, while taking into consideration the groundwater needs of the existing users in the area.

An aquifer in the Wapiti Formation underlying the proposed new residential lots was identified and has been designated the Wapiti Formation 350 (Wap350) Aquifer. The Wap350 Aquifer is capable of supplying the water needs of the existing water well users in the area plus the five proposed new lots, without having an adverse effect on the Aquifer.

If water wells are to supply groundwater for the five proposed new residential lots in the SW 29-070-24 W5M, it is recommended that the water wells be completed in the Wap350 Aquifer.

1. Introduction

1.1. Project Description

There are eight existing residential lots in the SW 29-070-24 W5M, approximately 75 kilometres east of Grande Prairie (Figure 1). Darcy Clark intends to make an application to the M.D. of Greenview to subdivide part of the SW 29-070-24 W5M into five additional residential lots, which will bring the total number of lots in the quarter section to 13. As part of the application for subdivision, a review of existing hydrogeological data is required to determine if a sufficient quantity of groundwater is available for the proposed subdivision.

Section 23(3) of the Alberta *Water Act* (Province of Alberta, 2000) stipulates that a report certified by a professional engineer or professional geoscientist is required to be submitted to the subdivision authority as part of the application for the subdivision under the *Municipal Government Act*, in order for each of the households within the subdivision to continue to use up to 1,250 cubic metres per year (m³/year) of groundwater for household purposes. Section 9.1 of the *Water (Ministerial) Regulation* (Province of Alberta, 1998) stipulates that, where a proposed subdivision will result in six or more parcels of land within a quarter section, a professional engineer, geologist, or geophysicist must submit a report to the local subdivision approving authority. The report must advise whether there is a sufficient quantity of groundwater available for each of the parcels to divert 1,250 m³/year of groundwater, while not interfering with other groundwater users in the area. Hydrogeological Consultants Ltd. (HCL) satisfies the conditions required to prepare the report.

Excerpts from the *Water Act* and from the *Water (Ministerial) Regulation* are in Appendix A.

1.2. Purpose

HCL was retained by Beirsto & Associates Engineering Ltd. on behalf of Darcy Clark to review hydrogeological data in and around the subdivision in the SW 29-070-24 W5M to determine the availability of groundwater in accordance with the Regulations. The results of the desktop review are provided in the present report, which will be included in an application to the M.D. of Greenview for approval to subdivide part of the SW 29-070-24 W5M.



Figure 1. Index Map

1.3. Scope

The area of study (AOS) for the present investigation is the 5x5-section area centred on 29-070-24 W5M. The area of interest (AOI) is the area within 1,600 metres of the boundary of the proposed new subdivision (Figure 2). HCL used existing hydrogeological information to determine the availability of groundwater for the subdivision of part of the SW 29-070-24 W5M into five additional residential lots. The existing data include available water well records in the AOS, and regional and local hydrogeological reports. No field work was conducted, and no new data were created for this project.

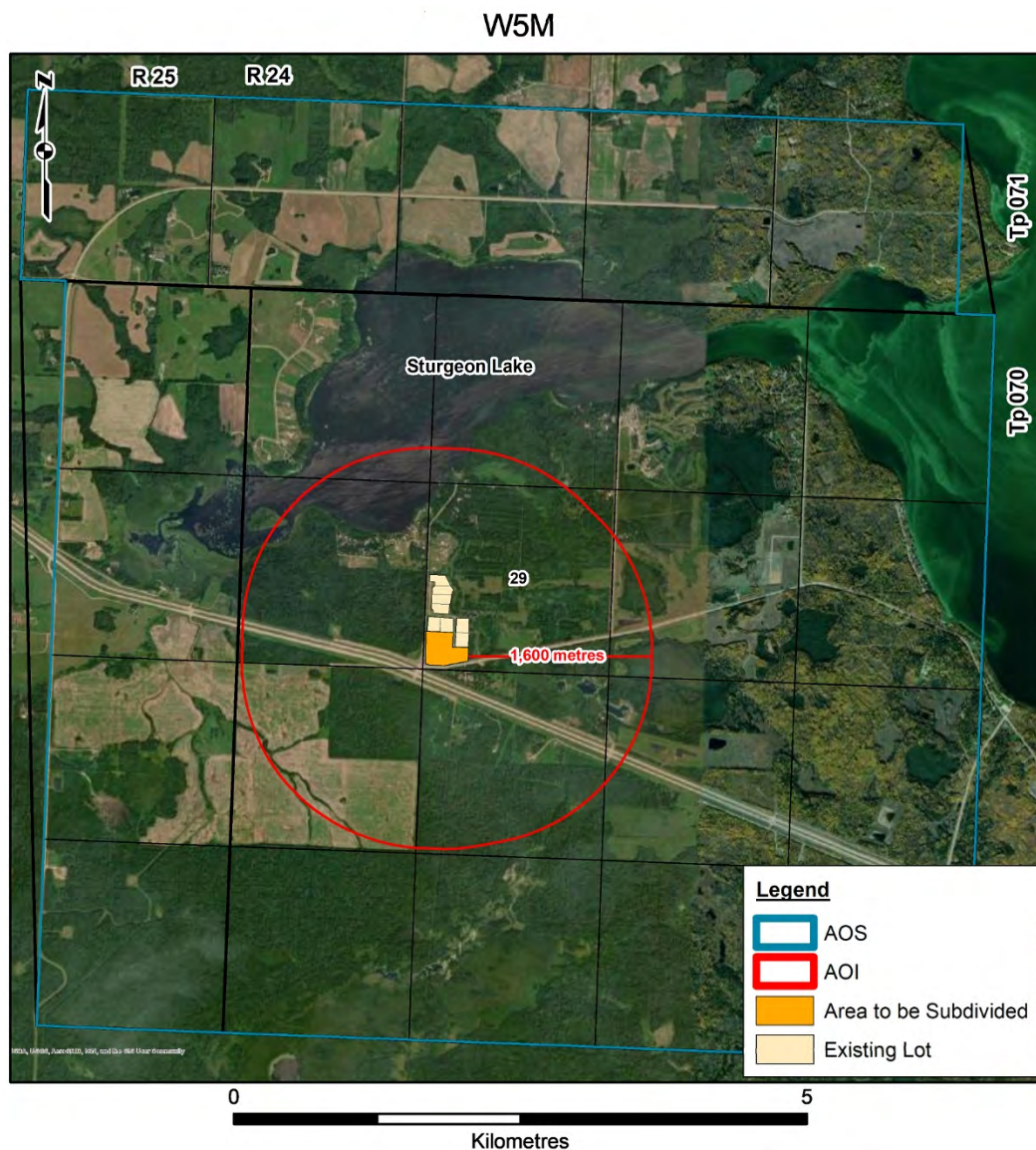


Figure 2. Site Map

2. Methodology

2.1. Existing Data Sources

Data are collected and compiled from a variety of existing hydrogeological and administrative sources. These sources include the following:

- Darcy Clark
- 2015 HCL Report
- Alberta Water Well Information Database¹
- Water (Ministerial) Regulation
- Alberta Environment and Parks (AEP) Authorization Viewer²
- Alberta Geological Survey (AGS)³
- Municipal Government
- The Groundwater Centre (TGCW) Database
- HCL Hydrogeology Database

2.1.1. Data from Darcy Clark

Details related to the project include the location of the proposed subdivision.

2.1.2. 2015 HCL Report

Details related to a one-lot expansion of an existing seven-lot residential subdivision in the SW 29-070-24 W5M are included in a 2015 groundwater availability study that was conducted by HCL for Darcy Clark (HCL, 2015).

2.1.3. Maps and Aerial Imagery

The map reference used is the 1:250,000 National Topographic Series map sheet, with local detail available from the 1:50,000 map sheet.

Digital ortho-imagery is obtained from various websites, depending on the detail available for the AOS.

2.1.4. Data from Government Sources

A summary of pertinent Alberta Government laws and regulations is in Appendix A of this report.

¹ <http://groundwater.alberta.ca/WaterWells>

² <https://avw.alberta.ca/ApprovalViewer.aspx>

³ <http://ags.aer.ca>

2.1.4.1. Alberta Government

2.1.4.1.1. Alberta Water Well Information Database

The Alberta Water Well Information Database includes water well records prepared by water well drillers, water wells identified during various field programs with little or no information, and boreholes with varying amounts of information. The database also includes groundwater-quality information from before 1988 for groundwaters from some water wells. Data collected since 2006 as part of the Baseline Water Well Testing Program are in the Alberta Water Well Information Database.

Many of the records in the Alberta Water Well Information Database have horizontal spatial control based on a land location rather than a point location, and there is very little quality control related to the verification of the land location. Historically, the most commonly used designation is a quarter section, with an area of 640,000 square metres, and the horizontal coordinates given for the water well are the centre of the quarter section. More recently, horizontal coordinates are determined by the water well driller using a consumer-grade handheld GPS (global positioning system receiver).

2.1.4.1.2. Alberta Environment and Parks Authorization Viewer

The *Water Act* regulates the diversion of water from groundwater and surface water sources by a variety of methods, including statutory rights for household purposes, registrations for traditional agriculture uses, and licences. A list of authorized groundwater users in the vicinity of the proposed development is provided by AEP through its Authorization Viewer database.

2.1.4.1.3. Alberta Geological Survey

The AGS regional groundwater report is referenced and various AGS shapefiles are used as required.

2.1.4.2. Municipal Government

Regional groundwater assessments, prepared on behalf of the Prairie Farm Rehabilitation Administration (PFRA), a branch of Agriculture and Agri-Food Canada (AAFC), are accessed where available.

2.1.5. Data from Non-Government Sources

2.1.5.1. The Groundwater Centre Database

TGWC is HCL's in-house database of groundwater information for the province of Alberta. The extensive database maintained by TGWC includes records for features within Alberta that directly and indirectly relate to non-saline and saline groundwater.

The data in TGWC database that are related to non-saline groundwater are enhanced versions of the data in the Alberta Water Well Information Database. TGWC database for the AOS also houses hydrogeological data collected during the present program.

Unless more detailed information is available, the horizontal coordinates assigned to groundwater records are the centres of their reported legal locations.

Information in TGWC database has been used in the preparation of thematic maps and to determine regional aquifer parameters.

2.1.5.2. HCL Hydrogeology Database

HCL maintains a database of geologic units (geounits) for the geologically undisturbed part of the province. The database includes structure contours for the tops of individual geounits; these surfaces are used on the cross-section and various figures in this report.

2.1.6. Published and Unpublished Reports

The Bibliography in Section 8 of this report includes documents that relate to hydrogeology in the general area of the present project.

2.2. Data Processing

2.2.1. Transmissivity

Transmissivity values are calculated from aquifer test data from pumped water well(s) and observation water well(s) using an appropriate solution for the water well construction and aquifer geometry.

2.2.2. Storativity

Storativity is calculated from the analysis of drawdown measured in a suitable observation water well using an appropriate solution. In the absence of observation water well data, the storativity is estimated based on the lithology of the aquifer.

2.2.3. Theoretical Long-Term Yield

The theoretical long-term yield is calculated using the Modified Moell method (Government of Alberta, 2011) and is based on the water level in the pumped water well being lowered by 70% of the available drawdown after 20 years of groundwater diversion.

When the aquifer is fully confined, the available drawdown is the linear distance from the non-pumping water level to the top of the aquifer. When the aquifer is not fully confined, the available drawdown is two thirds of the linear distance from the non-pumping water level to the bottom of the aquifer.

For confined aquifers only, the theoretical long-term yield can also be calculated using the Farvolden method (Government of Alberta, 2011).

2.2.4. Calculation of Drawdown

Drawdowns at various times and distances from the groundwater discharge point are calculated using the Theis non-equilibrium equation based on approximations of the well function, $W(u)$. When multiple groundwater discharge points are involved, the principle of superposition is used. The multiple discharge points could be at various locations or at one location.

2.2.5. Predicted Impact

A mathematical model is used to calculate water levels in the aquifer at various locations within the AOI when pumping from specific water wells within the AOI. The Infinite Artesian Aquifer Model (IAAM) uses the Theis non-equilibrium equation to calculate water levels at specific locations in the aquifer. The IAAM considers the aquifer to be homogeneous and isotropic, and to behave as an aquifer of infinite areal extent; the calculations do not account for direct aquifer recharge.

2.3. Spatial Coordinates

Horizontal coordinates are based on a 10-degree Transverse Mercator projection, with the central meridian of 115 degrees west longitude, using NAD83 (North American Datum of 1983). Horizontal coordinates are determined for features identified in the field using a consumer-grade handheld GPS. Vertical coordinates are from the digital elevation model (DEM) provided by AltaLIS Ltd., the agent for Alberta Data Partnerships Ltd.

2.4. Measurements

Vertical measurements associated with the present report may have been recorded to two or more decimal places. However, most vertical measurements are provided in the report to one decimal place and may therefore not agree with the number of decimals presented in the appendices and in tables. The reference point for water-level measurements is the top of casing, and all water-level measurements are reported as metres below top of casing (BTOC) unless otherwise noted; most other vertical measurements are reported as metres below ground level (BGL).

2.5. Other

All gridding uses the Kriging method with a linear variogram model as provided in Surfer, a Golden Software program. Cross-sections are created using AutoCAD and, for illustrative purposes, are enhanced using CorelDRAW. Maps are created and analyzed in ArcGIS.

3. Background

3.1. Maps and Aerial Imagery

The AOS is situated within the 83N 1:250,000 National Topographic Series map sheet, with local detail available from the 1:50,000 83N04 map sheet. Digital imagery was obtained from the Esri program ArcGIS.

3.2. Physiography

The AOS is approximately 75 kilometres east of Grande Prairie, which is in the Central Mixedwood natural subregion of Alberta (Alberta Parks, 2015). The highest ground elevation is 714 metres above mean sea level (AMSL) and the lowest is 678 metres AMSL. Sturgeon Lake is the closest significant standing water body within the AOS and is approximately 460 metres northwest of the northernmost lot at the SW 29-070-24 W5M site. An unnamed stream is directly east of the eight existing residential lots.

3.3. General Hydrogeology

The upper bedrock in the AOS is the Wapiti Formation, which is composed of sandstones, mudstones, and coal beds. Surficial deposits in the area are generally less than 40 metres thick. The hydrogeological map for the area (Borneuf, 1980) indicates that the main aquifers in the AOI are in the bedrock. Water well yields in the Wapiti Formation are generally in the order of 6 to 35 cubic metres per day (m³/day) for the shallower portion and in the order of 35 to 173 m³/day for the deeper portion (Borneuf, 1980). The hydrogeological map also indicates that groundwaters from Wapiti Formation aquifers are expected to have total dissolved solids (TDS) concentrations of less than 1,000 milligrams per litre (mg/L). The base of groundwater protection is reported to be 484 metres BGL.⁴

3.4. The Groundwater Centre Database Records

TGWC database includes 133 records for the AOS that are directly or indirectly related to non-saline groundwater. The number of records for each groundwater-related feature is given in Table 1. Of the 133 records, 73 have a value for depth to bedrock.

Feature Type	Number
Water Well	108
Reclaimed Water Well	2
Flowing Shot Hole	21
Undetermined	2
Total	133

Table 1. Summary of TGWC Database Records for the AOS

⁴ <https://dds.aer.ca/BGP/UI/BGP-Main.aspxv>

3.5. Area Water Wells

Within the AOS, there are records for 108 water wells and 2 reclaimed water wells in TGWC database. Not all records in TGWC database have values for the top and bottom of the completion interval. Of the 108 water well records, 72 have data for the completion interval of the features; a summary of these features is in Table 2. Depths of water well completion intervals range from 8.8 to 125.0 metres BGL, with elevations ranging from 549.8 to 702.2 metres AMSL.

A total of 51 records in TGWC database have values for apparent transmissivity, which range between 0.03 and 88.0 metres squared per day (m^2/day ; one anomalous value removed). The values for apparent transmissivity are based on a drawdown at the end of a diversion interval, the rate of diversion, and the duration of the diversion. Of the 51 records with apparent transmissivities, 50 have sufficient information to calculate an apparent long-term yield, which ranges between 0.49 and 1,096 m^3/day .

Completion	Minimum	Maximum	Average
Interval (metres)	0.3	37.2	9.1
Depth to Top (metres BGL)	8.8	118.9	56.6
Depth to Bottom (metres BGL)	9.1	125.0	65.6

Table 2. Summary of Water Well Completion Depths

There are TDS concentration values for groundwaters from 39 water wells in TGWC database. The TDS concentrations range from 492 to 2,655 mg/L .

3.6. Previous Groundwater Availability Study

In 2015, HCL completed a groundwater availability study for a one-lot expansion of an existing seven-lot residential subdivision in the SW 29-070-24 W5M for Darcy Clark. The 2015 groundwater availability study (HCL, 2015) identified three aquifers beneath the AOI, which were designated as the Horseshoe Canyon 88 (HC88) Aquifer, the Horseshoe Canyon 60 (HC60) Aquifer, and the Horseshoe Canyon 50 (HC50) Aquifer. The study concluded that the HC88 Aquifer was not adequate for a groundwater supply; however, both the HC60 Aquifer and the HC50 Aquifer were determined to be suitable aquifer targets. These aquifers are discussed further in Section 4.

3.7. Authorizations

AEP indicated in an email on February 17, 2022, that there are six groundwater authorizations in the AOS, based on data queried from the AEP Authorization Viewer. Table 3 on the following page summarizes the groundwater authorizations within the AOS.

Applicant	Licence Number	Authorization Type	Effective Date	Expiry Date	Water Allocation ID	Legal Location (W5M)	Quantity (m³)	Upper Production Interval (m BGL)	Lower Production Interval (m BGL)
Richard & Shari Bourgeois	00167403-00-00	Registration	2002-02-22	-	167403	NE 28-070-24	3,785	0.0	97.6
Alberta Environment and Parks	00033590-00-00	Recreation	1983-01-19	-	33590	14-02-071-24	2,470	84.1	85.3
Ron & Louise Johnson	00162427-00-00	Registration	2002-03-01	-	162427	NW 03-071-24	1,770	0.0	54.9
Alberta Environment and Parks	00033590-00-00	Recreation	1983-01-19	-	33590	07-02-071-24	1,230	47.2	50.2
Stan & Georgia Barber	00167657-00-00	Registration	2002-02-26	-	167657	SE 06-071-24	910	0.0	18.3
Alberta Environment and Parks	00033590-00-00	Recreation	1983-01-19	-	33590	01-02-071-24	1,230	61.5	92.0

m BGL – metres below ground level
m³ – cubic metres

Table 3. Groundwater Authorizations within the AOS

4. Interpretation

4.1. Bedrock Topography

Non-saline groundwater in the AOS is available from aquifers in the surficial deposits and from bedrock aquifers. The surficial deposits include all sediments above the bedrock surface. Figure 3 is a map that shows the bedrock surface for the AOS, which has been prepared from the 73 TGWC database records with reported values for depth to bedrock. The map shows that there are no significant bedrock lows, and that the elevation of the bedrock surface varies from a low of 640 metres AMSL in the eastern part of the AOS to a high of less than 715 metres AMSL in the northwestern and southwestern parts of the AOS.

The uppermost bedrock in the AOI is the Wapiti Formation. The base of the Wapiti Formation at the site of the proposed subdivision is at an elevation of approximately 665 metres AMSL. The structure contours for the base of the Wapiti Formation will be used as a reference for identifying aquifers in the AOS.

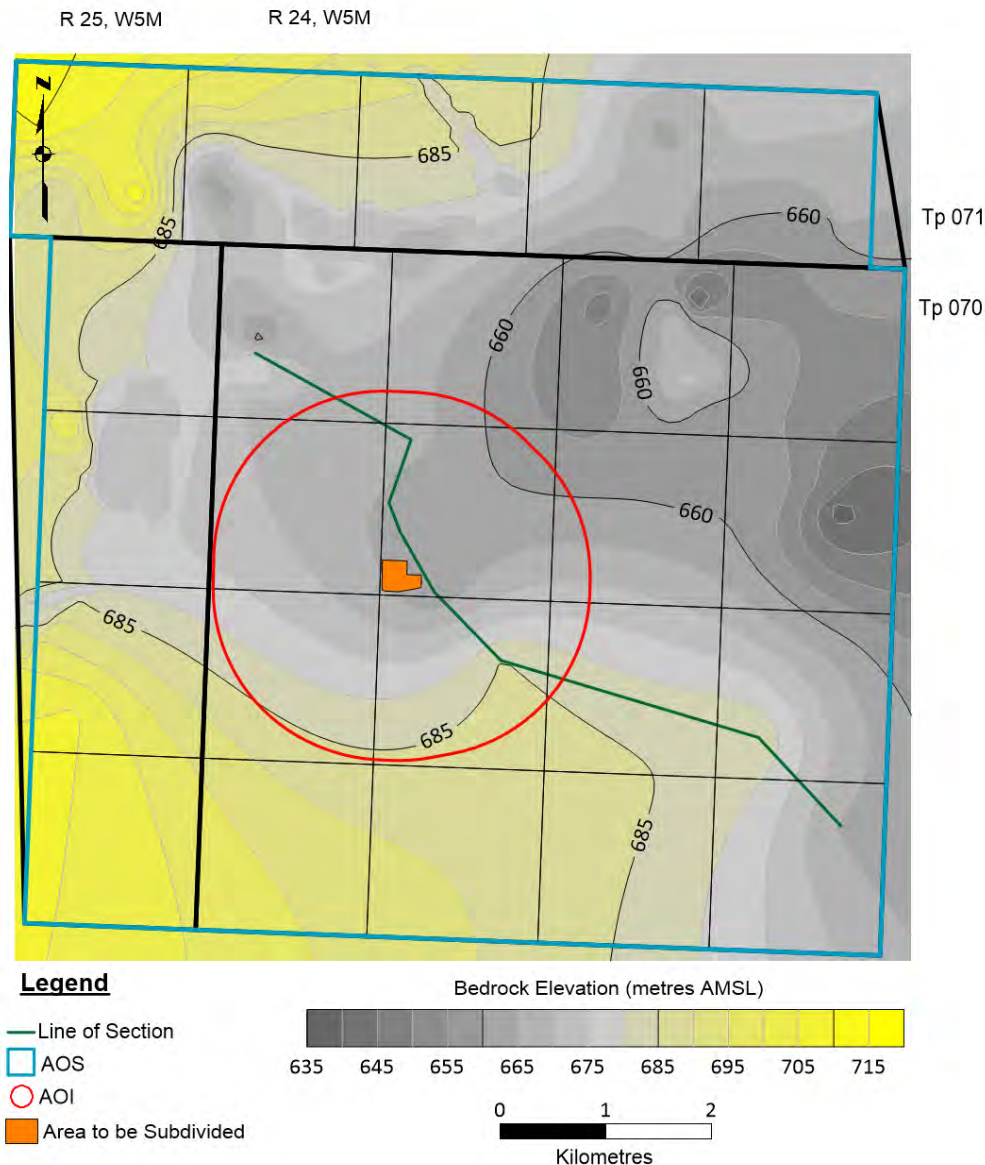


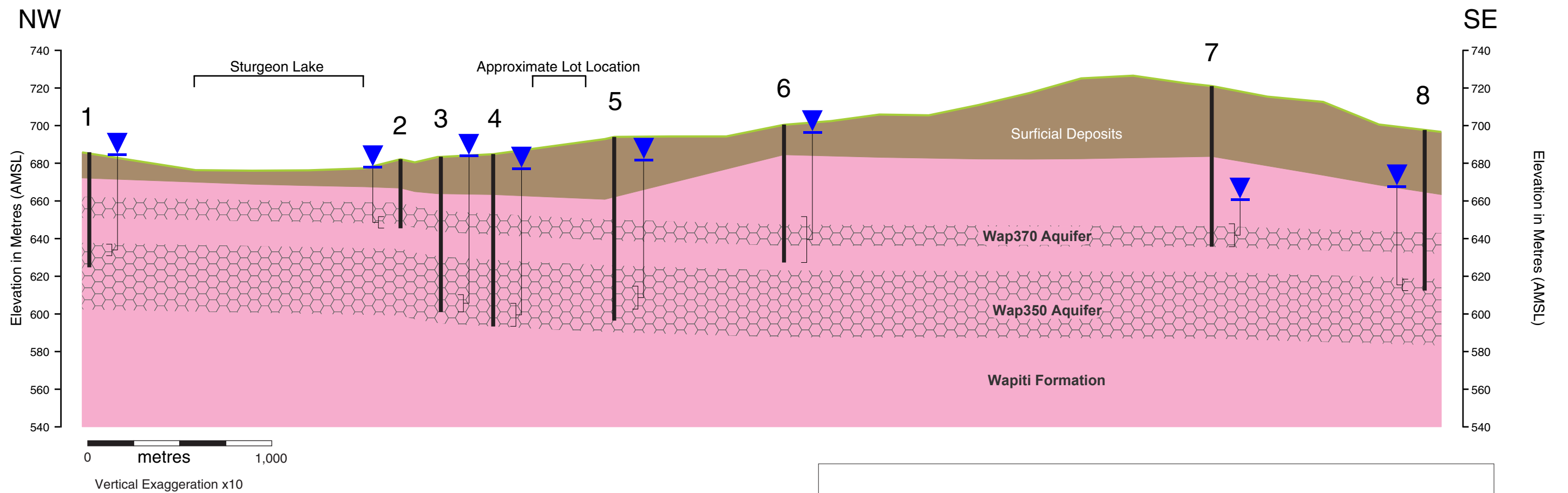
Figure 3. Bedrock Topography in the AOS

4.2. Area Aquifers

Figure 4 on the following page is a northwest–southeast cross-section that was created using data from water wells within the AOS and was used as part of the delineation of individual aquifers. Individual aquifers within the Wapiti Formation were identified based on the elevations of water well completion intervals and the accompanying non-pumping water-level elevations. The northwest–southeast cross-section shows the geounits between depths of approximately 135 and 190 metres BGL. Two aquifers have been identified in the bedrock and are designated as the Wapiti Formation 370 (Wap370) Aquifer and the Wapiti Formation 350 (Wap350) Aquifer. Both aquifers are expected to underlie the proposed subdivision in the SW 29-070-24 W5M.

The Wap370 Aquifer and the Wap350 Aquifer are stratigraphically equivalent to the HC88 Aquifer and the HC50 Aquifer, respectively, which were identified in the previous groundwater availability study (HCL, 2015). The upper bedrock in the AOS was previously defined by HCL as the lower portion of the Horseshoe Canyon Formation (HCL, 2015). The bedrock formation for the present report has been aligned with the AGS (Branscombe, et al., 2018), which identifies the bedrock beneath the proposed subdivision in the SW 29-070-24 W5M as the Wapiti Formation.

A third potential aquifer, the HC60 Aquifer, was also identified in the previous groundwater availability study (HCL, 2015). However, no water wells within the AOI were completed within the HC60 Aquifer, and no water wells within the AOS had available chemical analysis data (HCL, 2015). Due to the lack of available data for the HC60 Aquifer beneath the AOI, no equivalent aquifer is identified in the present report, and no interpretation has been provided for a predicted impact on the Aquifer.



No.	TGWC ID	Water Well Name	Location (W5M)	GIC ID
1	M41674.350525	<not specified>	05-31-070-24	9646080
2	M40608.497412	2010 Sawers Water Well	13-29-070-24	9491019
3	M36727.990253	1999 Huette Water Well	12-29-070-24	492613
4	M40567.512219	2009 lig Water Well	05-29-070-24	1665940
5	M40293.645597	2009 Water Source Well	03-29-070-24	1375226
6	M36727.990252	1998 Schramm Water Well	NE 20-070-24	492612
7	M35379.061718	<not specified>	SW 22-070-24	360192
8	M35379.067007	<not specified>	NE 15-070-24	365538

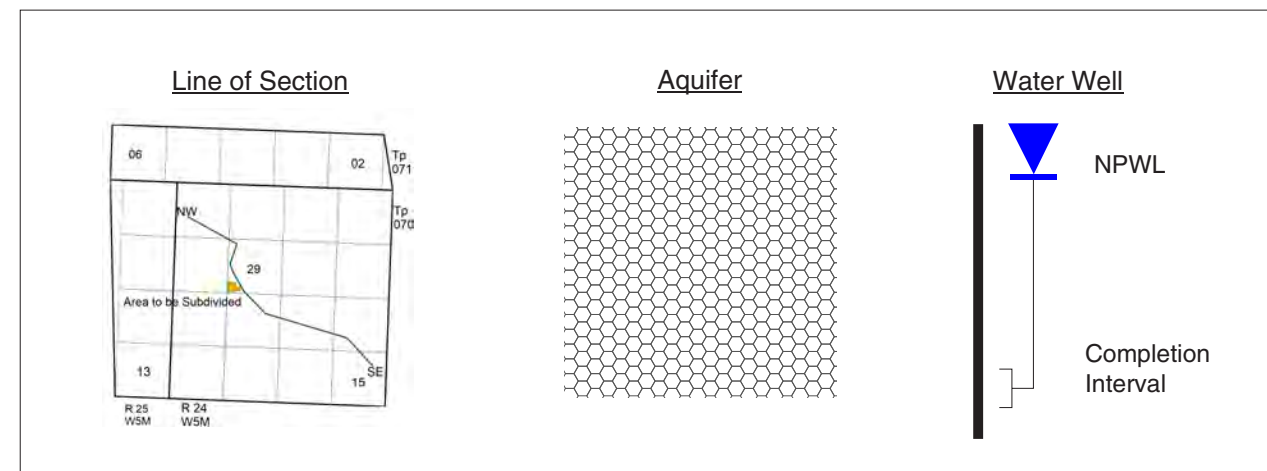


Figure 4. Northwest-Southeast Cross-Section

4.2.1. Wap370 Aquifer

The Wap370 Aquifer is a confined sandstone aquifer within the AOS. The top of the Wap370 Aquifer is approximately 370 metres above the base of the Wapiti Formation, and the Aquifer is approximately 11 metres thick.

Of the 72 water well records in the AOS with completion details, 14 water wells have been identified as being completed in the Wap370 Aquifer.

Apparent transmissivity values are available for 8 of the 14 water wells that are completed in the Wap370 Aquifer. The lowest apparent transmissivity is 0.46 m²/day and the highest is 6.0 m²/day; the average apparent transmissivity is 2.3 m²/day. The average available drawdown in the Wap370 Aquifer is 20.7 metres, based on the available data from the 14 water wells.

The average TDS concentration for groundwaters from water wells that are completed in the Wap370 Aquifer within the AOS is 1,058 mg/L, with an average total hardness of 81 mg/L, based on two analyses.

The Wap370 Aquifer is stratigraphically equivalent to the HC88 Aquifer that was identified by HCL in 2015. HCL determined that the predicted impact on the HC88 Aquifer exceeded 50% of the available drawdown, based on a groundwater diversion of 3.4 m³/day from eight residential lots at the centre of the proposed development; therefore, the HC88 Aquifer was determined to be insufficient for providing a groundwater supply for the entire development (HCL, 2015). As a result of the previous assessment, a predicted impact on the Wap370 Aquifer was not evaluated for the proposed five additional residential lots in the present report.

4.2.2. Wap350 Aquifer

The Wap350 Aquifer is a confined sandstone aquifer within the AOS. The top of the Wap350 Aquifer is approximately 350 metres above the base of the Wapiti Formation, and the Aquifer is approximately 35 metres thick.

Of the 72 water well records with completion details in the AOS, 43 water wells have been identified as being completed in the Wap350 Aquifer.

Apparent transmissivity values are available for 33 of the 43 water wells that are completed in the Wap350 Aquifer. The lowest apparent transmissivity is 0.03 m²/day and the highest is 88.0 m²/day; the average apparent transmissivity is 5.8 m²/day. The average available drawdown in the Wap350 Aquifer is 38.2 metres, based on the available data from 40 of the 43 water wells completed in the Wap350 Aquifer.

The average TDS concentration for groundwaters from water wells that are completed in the Wap350 Aquifer within the AOS is 860 mg/L, with an average total hardness of 26.4 mg/L, based on eight analyses.

4.3. Calculated Long-Term Yield

The long-term yield is based on an aquifer that is homogeneous, isotropic, and of infinite areal extent. To determine a long-term yield, a safety factor is used that limits the drawdown over 20 years to 70% of the available drawdown. The AEP Modified Moell method of analysis was used to determine a long-term yield for a hypothetical water well completed in the Wap350 Aquifer at the site of the proposed subdivision in the SW 29-070-24 W5M.

Based on the information above, the calculated long-term yield (Q_{20}) for a typical water well completed in the Wap350 Aquifer is 80.5 m³/day, using an average available drawdown of 38.2 metres and an average apparent transmissivity of 5.8 m²/day.

Based on the above data, the expected yield of a single water well completed in the Wap350 Aquifer is sufficient to supply the protected 1,250 m³/year of groundwater for each of the five proposed new residential lots in the SW 29-070-24 W5M.

4.4. Predicted Impact

The IAAM was used to calculate the predicted impact of groundwater diversion from the five proposed new residential lots in the SW 29-070-24 W5M. The model takes into account the protected 1,250 m³/year of groundwater diversion from six existing water wells that are completed in the Wap350 Aquifer within 1,600 metres of the boundary of the proposed new subdivision and from five hypothetical water wells that are required for the proposed new residential lots.

Table 4 shows the calculated drawdowns in the Wap350 Aquifer at various times and distances from the eastern boundary of the proposed new subdivision. The calculations are based on the following:

- A groundwater diversion of 1,250 m³/year from each of the five hypothetical water wells for the proposed new residential lots
- A groundwater diversion of 1,250 m³/year from each of the six existing water wells that are completed in the Wap350 Aquifer within 1,600 metres of the proposed new subdivision
- A transmissivity of 5.8 m²/day, based on the average apparent transmissivity for water wells that are completed in the Wap350 Aquifer within the AOS, and a corresponding estimated storativity of 0.0001

Distance (m) from Eastern Boundary of Proposed New Subdivision	Calculated Drawdown (m)			
	1 Year	5 Years	10 Years	20 Years
150	2.7	3.6	4.0	4.3
500	2.2	3.1	3.5	3.8
1,000	1.8	2.6	3.0	3.3
1,600	1.4	2.2	2.6	2.9

Table 4. Calculated Drawdowns in the Wap350 Aquifer

Table 4 shows that a drawdown of 4.3 metres is expected to occur at a distance of 150 metres from the eastern boundary of the proposed new subdivision after 20 years of groundwater diversion, which represents 11% of the average available drawdown of 38.2 metres in the Wap350 Aquifer. A drawdown of 4.3 metres is not considered to be an adverse effect on nearby groundwater users diverting from the Wap350 Aquifer or on the Wap350 Aquifer itself.

The calculated drawdowns are considered to be conservative for the following reasons:

- The calculations assume that the five hypothetical water wells and the six existing water wells within the AOI will each use 1,250 m³/year of groundwater for the next 20 years; 1,250 m³/year is more than three times the average household use.
- The calculations do not include the effects of direct aquifer recharge.

5. Conclusions

The Wap350 Aquifer was identified based on a desktop review of the local hydrogeology at the site of the proposed subdivision in the SW 29-070-24 W5M. After 20 years of diverting the requested allocation from the five hypothetical water wells for the proposed new residential lots, the calculated drawdown in the Wap350 Aquifer at a distance of 150 metres from the eastern boundary of the proposed new subdivision is 4.3 metres, which represents 11% of the available drawdown. Therefore, the Wap350 Aquifer could provide the required groundwater diversion of 1,250 m³/year for each of the five proposed new residential lots and the six existing water wells in the AOI without having an adverse impact on nearby groundwater users or the Wap350 Aquifer.

6. Recommendations

If water wells are to supply groundwater for the five proposed new residential lots in the SW 29-070-24 W5M, it is recommended that the water wells be completed in the Wap350 Aquifer.

Water wells should be drilled by a journeyman water well driller in accordance with the current regulations. After completion of each water well, an aquifer test should be completed to determine the quantity of groundwater available from the water well on a long-term basis. Groundwater samples should be collected for chemical and microbiological analyses, and the results of the analyses should be reviewed with the local health unit before the groundwater is consumed.

7. Disclaimer

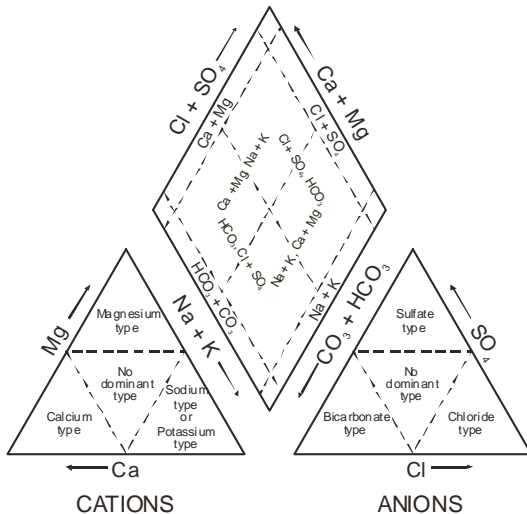
The present review has been completed using standard hydrogeological methods. However, subsurface conditions can vary significantly over short distances, which will result in water well yields that can vary from the average. There is no guarantee that a suitable groundwater supply can be developed on individual lots or that adverse effects will not occur.

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9. Supplementary Information

9.1. Glossary of Terms

aesthetic objective	Health Canada aesthetic quality guidelines addressing parameters that may affect consumer acceptance of drinking water, such as taste, odour and colour
aquifer	a formation, group of formations or part of a formation that contains saturated permeable rocks capable of transmitting groundwater to water wells or springs in economical quantities
aquitard	a confining bed that retards but does not prevent the flow of water to or from an adjacent aquifer
available drawdown	<p>in a confined aquifer, the distance between the non-pumping water level and the top of the aquifer</p> <p>in an unconfined aquifer (water table aquifer), two thirds of the saturated thickness of the aquifer and water level within 5 metres of the top of the aquifer</p>
base of groundwater protection	the depth below which groundwater is expected to have a total dissolved solids concentration of more than 4,000 milligrams per litre
geounit	a geologic unit categorized by a similarity in geological feature(s) such as stratigraphic interval, depositional environment or hydrogeological properties
hydraulic conductivity	the rate of flow of water through a unit cross-section under a unit hydraulic gradient; units are length/time
maximum acceptable concentration	the highest level of chemical substances determined by Health Canada to be allowable in drinking water supplies; these substances are generally only a concern if exposure above guideline levels occurs over an extended time
Piper tri-linear diagram	<p>a method to show the composition of water based on major cation and anion composition. This diagram allows groupings or trends in the chemical-quality data to be identified. In Alberta, surface water and shallow groundwater are typically a Ca+Mg-HCO₃-type water, upper bedrock groundwaters are a Na+K-HCO₃-type water and deep groundwaters are a Na+K-Cl-type water.</p> 
storativity	the volume of water released from storage by a confined aquifer per unit surface area of aquifer per unit decline in hydraulic head (dimensionless)
surficial deposits	all sediments above the bedrock surface

till	a sediment deposited directly by a glacier that is unsorted and consisting of any grain size ranging from clay to boulders
transmissivity	<p>the rate at which water is transmitted through a unit width of an aquifer under a unit hydraulic gradient; a measure of the ease with which groundwater can move through the aquifer</p> <p><u>apparent transmissivity</u>: the value determined from a summary of aquifer test data, usually involving only two water-level readings</p> <p><u>effective transmissivity</u>: the value determined from late pumping and/or late recovery water-level data from an aquifer test</p> <p><u>aquifer transmissivity</u>: the value determined by multiplying the hydraulic conductivity of an aquifer by the thickness of the aquifer</p>
yield	<p>a regional analysis term referring to the rate at which a properly completed water well could be pumped, if fully penetrating the aquifer</p> <p><u>apparent yield</u>: based mainly on apparent transmissivity</p> <p><u>long-term yield</u>: based on effective transmissivity</p> <p><u>sustainable yield</u>: based on aquifer parameters determined from long-term water-level and groundwater diversion monitoring</p>

9.2. Glossary of Commonly Used Abbreviations, Acronyms, and Symbols

AEP	Alberta Environment and Parks
AER	Alberta Energy Regulator
AMSL	above mean sea level
AO	aesthetic objective
AOI	area of interest
AOS	area of study
BGL	below ground level
BGWP	base of groundwater protection
BTOC	below top of casing
DEM	digital elevation model
GCDWQ–ST	Guidelines for Canadian Drinking Water Quality – Summary Table
GPS	global positioning system receiver
LSD	legal subdivision
m ² /day	metre(s) squared per day
m ³	cubic metre(s)
m ³ /day	cubic metre(s) per day
m ³ /year	cubic metre(s) per year
MAC	maximum acceptable concentration
mg/L	milligram(s) per litre
mm	millimetre(s)
NAD83	North American Datum of 1983
NPWL	non-pumping water level
TDS	total dissolved solids
TGWC	The Groundwater Centre (www.tgwc.com)
VE	vertical exaggeration

9.3. Guidelines for Canadian Drinking Water Quality – Summary Table

Constituent	AO	MAC
pH (pH units)	7.0–10.5	–
Conductivity ($\mu\text{S}/\text{cm}$)	–	–
Total Dissolved Solids	500	–
Sodium	200	–
Potassium	–	–
Calcium	–	–
Magnesium	–	–
Total Hardness	–	–
Manganese	0.02	0.12
Carbonate	–	–
Bicarbonate	–	–
Total Alkalinity	–	–
Sulfate	500	–
Chloride	250	–
Fluoride	–	1.5
Iron	0.3	–
Nitrate (as N)	–	10
Nitrate	–	45
Nitrite (as N)	–	1
Nitrite	–	3
Nitrate + Nitrite (as N)	–	10
Total Coliforms (CFU/100 mL)	–	0
Fecal Coliforms (CFU/100 mL)	–	0
Escherichia coli (CFU/100 mL)	–	0
Ionic Balance (%)	–	–

Concentrations are in milligrams per litre (mg/L) unless otherwise stated.

Note: Constituents marked with "–" do not have a recommended maximum concentration associated with them.

CFU/100 mL – Colony Forming Units per 100 millilitres

AO – Aesthetic Objective

MAC – Maximum Acceptable Concentration

GCDWQ–ST – Guidelines for Canadian Drinking Water Quality – Summary Table (Health Canada, 2020)

Appendix A – Pertinent Alberta Government Laws and Regulations

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1. Excerpts from the *Water Act*

Water for household purposes is defined in Section 1(1)(x) of the *Water Act* as “the use of a maximum of 1250 cubic metres of water per year per household for the purposes of human consumption, sanitation, fire prevention and watering animals, gardens, lawns and trees”.

1.1. Household Diversions

“23(3) If, on or after January 1, 1999, a subdivision of land of a type or class of subdivision specified in the regulations is approved under the *Municipal Government Act*, a person residing within that subdivision on a parcel of land that adjoins or is above a source of water described in section 21 has the right to commence and continue the diversion of water under section 21 only if

- (a) a report certified by a professional engineer or professional geoscientist, as defined in the *Engineering and Geoscience Professions Act*, was submitted to the subdivision authority as part of the application for the subdivision under the *Municipal Government Act*, and the report states that the diversion of 1250 cubic metres of water per year for household purposes under section 21 for each of the households within the subdivision will not interfere with any household users, licensees or traditional agriculture users who exist when the subdivision is approved, and
- (b) the diversion of water for each of the households within the subdivision under section 21 is not inconsistent with an applicable approved water management plan.”

A licence is required per Section 49(1) of the *Water Act*:

“Subject to subsection (2), no person shall

- (a) commence or continue a diversion of water for any purpose”

“except pursuant to a licence unless it is otherwise authorized by this Act.”

<http://www.qp.alberta.ca/documents/Acts/w03.pdf>

2. Excerpts from the Water Wells and Ground Source Heat Exchange Systems Directive

2.1. Water Wells

2.1.1. Siting a Water Well

2.1.1.1. Accessibility

“3.1.1(1) The approval holder and the owner of a water well must locate a water well site so that

- (a) the water well is accessible for cleaning, treatment, repair, testing, maintenance and inspection,
- (b) the area immediately surrounding the water well may be kept in a sanitary condition,
- (c) surface water does not collect or pond in the vicinity of the water well, and
- (d) the water well is at least 3.25 metres away from the nearest building.
- (e) Section 3.1.1(1)(b) and (d) do not apply to a water well drilled by the holder of a Class C approval.”

2.1.1.2. Well Pits

“3.1.2(1) No person shall locate a water well in a pit unless it is a water well drilled by the holder of a Class C approval.”

2.1.1.3. Distance from Sources of Contamination

“3.1.4(1) No person shall locate or drill a water well for the diversion of groundwater, other than saline groundwater, closer to a source of substance described in Column 1 of Table 2 than the distance specified in Column 2 of Table 2.

(2) If the diversion of water from a water well is licensed for municipal purposes, no person shall locate or drill a water well closer than 100 metres from a source of substance listed in Column 1 of Table 2.

Table 2 – Distance from Sources of Substance	
Column 1 Sources of Substance	Column 2 Minimum Distance Required
Watertight septic tank or sewage holding tanks	10 metres
Sub-surface weeping tile effluent disposal field or an evaporation mound	15 metres
Above ground storage tanks containing petroleum substances	50 metres
Sewage effluent discharge to the ground surface	50 metres
Sewage lagoon	100 metres

(3) No person shall locate a source of substance described in Column 1 of Table 2 closer to a water well than the distance specified in Column 2 of Table 2.”

2.1.2. Drilling and Construction

2.1.2.1. General

“3.2.1(1) The driller must meet the following requirements:

- (a) the water well must be constructed so that surface water or substances cannot enter any aquifer”.

2.1.2.2. Casing Height

“3.2.7(1) The driller must construct a water well, except a water well drilled by the holder of a Class C approval, so that the casing extends

- (a) not less than 20 centimetres above the pumphouse floor or the established ground surface, and
- (b) at least 60 centimetres above the highest flood record in the area, if the water well is not to be equipped with a watertight cap.”

2.1.2.3. Production Interval

“3.2.10(1) The driller must meet the following requirements in relation to a water well that is required to be licensed for a diversion of groundwater:

- (a) construct the water well in a manner that does not result in multiple aquifer completions,
- (b) construct the water well with an open hole, or a slotted or screened section that does not exceed 7.62 metres if distinct water-producing units are not present, and
- (c) seal the full length of the annulus from the ground surface to the top of the aquifer using suitable cement, grout, concrete, bentonite or equivalent commercial slurry, or using clay slurry, impervious water well cuttings or impervious overburden materials.”

<https://open.alberta.ca/publications/9781460141588>

3. Excerpts from the Water (Ministerial) Regulation

3.1. Schedule 3

Camps do not require a licence under the following condition:

“(1)(a) a diversion of water of up to 1250 cubic metres per camp per year for the purposes of human consumption, sanitation, fire prevention and other uses related to the camp”.

http://www.qp.alberta.ca/documents/Regs/1998_205.pdf



Cozy Acres Minor Area Structure Plan- Public Engagement Plan

Background

Beairsto and Associates has worked for Darcy Clarke, to develop the Cozy Acres Minor Area Structure Plan.

The Minor Area Structure Plan applies to 8.35 hectares (20.64 acres) of the balance of SW-29-70-24-W5M within the MD of Greenview No.16, twelve miles west of the Town of Valleyview adjacent to Highway 43 E. This quarter section is located within Sturgeon Lake Area Structure Plan (ASP) and must comply to the policies within the document. The Minor Area Structure Plan will guide the next phase of the development in an orderly and efficient manner. The Concept Plan does not show development in the full quarter section as there are no plans for further development, and the balance of the quarter will be used for Agricultural purposes. The Minor Area Structure Plan contains provisions on environment, land use, roadways, servicing, and development staging. Future land use, subdivision, and development decisions shall be based on this Plan.

Decision Points

The Municipal District of Greenview No. 16 holds authority of the approval of this Minor Area Structure Plan. A Public Open house is being held to meet the MGA requirements as one of the approval points of the ASP.

Communications Activities

The Public Engagement will be advertised through social media platforms, specifically on the MD of Greenview website. It will also be shared over We will work along with the Communications department of MD of Greenview to advertise the open house for a week prior to the event.

Public Plan

The Public Engagement is planned to be held at Sturgeon Heights Community Hall on February 2nd, 2023. The open house will be hosted by Beairsto & Associates, where the public will be welcomed to come and go as they please. There will be posters displaying the outline plan along with summaries with an open floor to ask questions and give feedback. The public will be provided with sheets¹⁹⁴ for feedback and Beairsto and Associates will put together a report sharing the results with the County.



Engagement Summary

Cozy Acres Minor Area Structure Plan
Greenview No. 16

INTRODUCTION

Beairsto and Associates has worked for Darcy CLarke, to develop the Cozy Acres Minor Area Structure Plan. The Minor Area Structure Plan applies to 8.35 hectares (20.64 acres) of the balance of SW-29-70-24-W5M within the MD of Greenview No. 16, twelve miles west of the Town of Valleyview adjacent to Highway 43 E. This quarter section is located within Sturgeon Lake Area Structure Plan (ASP) and must comply to the policies within the document. The Minor Area Structure Plan will guide the next phase of the development in the full quarter section as there are no plans for future development, and the balance of the quarter will be used for Agricultural purposes. The Minor Area Structure Plan contains provisions on environmental, land use, roadways, servicing, and development staging. Future land use, subdivision, and development shall be based on this Plan.

ENGAGEMENT WITH PUBLIC

The objective for this Open House event was to provide a time and place for the public to come seek information and direction for the development of the Cozy Acres Minor Area Structure Plan. The public was welcomed to the Sturgeon Heights Community Hall on February 2nd, 2023. They were free to come and go as they please between 4pm to 8pm. There was a number of posters displayed in the hall showcasing the development plan along with copies of the Area Structure Plan document for review.

The Open House event was advertised through the MD of Greenview website where an ad was posted in advance for the public to see. The other source of advertisement used was radio, there were announcements made for 4 days, 3 times a day to inform the public of this event on Big Country 93.1 FM.

ENGAGEMENT RESULTS

There was a total of eleven (11) individuals who came to the open house. Below is a list of those who chose to sign in at the entrance.

Name	Mailing Address
Jennifer Scott	Crooked Creek
Danny Scott	Crooked Creek
Adolph Weiss	Crooked Creek
Shirley Weiss	Crooked Creek
Jim Robertson	---
Linda Jacob	---
Tom Burton	Deblot

We also had an individual reach out virtually to provide his input:

1. I support this development, it likely should have been completed some time ago and would have except for the density provisions of the previous ASP and inflexibility on the part of the MD.
2. I was on the Citizens Panel that supported the MD in the update to the ASP. When the provision was added for a Minor ASP, we (the Panel) were under the impression that this would be a provision subject to discretion of the MD and not a mandatory or SHALL condition. This was discussed at length and the majority of the Panel agreed that making an ASP mandatory in every case over a single lot was not needed.
3. I think it's ridiculous to make people jump through needless and seemingly endless hoops in order to carry out reasonably straight forward, non contentious, basic subdivisions. Too many mandatory conditions imposed by Governments at all levels in my opinion are only in place because everything needs to go on a check list and independent/ critical thinking is discouraged at every opportunity.

Those who appeared at the open house were there in support and in favour of the Cozy Acres development. There was no concerns or negative feedback shared at the Open House or from any external sources. This was a very positive note to be taken, as this was an opportunity to those concerned or against this development to come share their opinion, yet only positive feedback was taken.

GEOTECHNICAL EVALUATION REPORT

Sturgeon Lake - Legal Subdivision

SUBMITTED TO:

Darcy Clarke
704048 Range Road 63A
County of Grande Prairie, AB, T8W 5B9

SUBMITTED BY:

Beirsto & Associates
Engineering Ltd.
10940 – 92 Avenue
Grande Prairie, AB T8V 6B5

BASE PROJECT NUMBER:
22GLML7001

May 2022

Beirsto & Associates
ENGINEERING & SURVEY



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- APPENDIX C:** Laboratory Test Results
- APPENDIX D:** Design & Construction Guidelines
- APPENDIX E:** Geotechnical Terms & Conditions

1.0 INTRODUCTION

Beirsto & Associates Engineering Ltd. (BASE) conducted a geotechnical evaluation for the proposed subdivision located at Quadrant SW Section 29 Township 70 Range 24 west of the 5th Meridian, Municipal District of Greenview No. 16 (Municipal District of Greenview) , Alberta. The objective of this evaluation was to assess the general subsurface soil and groundwater conditions at the subject site for the design and construction of the proposed residential subdivision.

This report presents the results of the exploration program and geotechnical recommendations for the development.

2.0 PROJECT DESCRIPTION

BASE is currently providing engineering services for the proposed Sturgeon Lake subdivision. It is understood that the proposed development will consist of 5 newly subdivided lots and one access road. The subdivision development will include the stripping and grading of the site as well as the installation of servicing underground utilities. It is understood that the lots will be developed with single family homes. Details of the proposed buildings and the road type for the residential development are not available for this preliminary geotechnical evaluation.

3.0 SITE DESCRIPTION

The subject site is located within the Municipal District of Greenview No. 16. The undeveloped subject site covers an approximate area of 83,517m², is bounded to the west by Range Road 245, and to the south by Township Road 704. The proposed development is located in the southwest quarter of section 29-70-24-W5. There are residential properties to the north and vacant land to the east, south and west. The proposed project site consists of five lots, lots 9 to 13.

A site plan showing the proposed development and other features described above is presented in Figure 1 in **APPENDIX A**.

4.0 INVESTIGATION SUMMARY

4.1 Field Investigation Program

Prior to field drilling, BASE conducted the necessary underground utility clearances at the site through Alberta One-Call. The client provided access to the borehole locations by clearing trees.

Fieldwork consisted of advancing four (4) boreholes on the site. On March 29, 2022, the boreholes were advanced using a track mounted, solid stem auger drill rig contracted from Frontier Enviro-Drilling Ltd., Alberta. Each of the four (4) boreholes (BH1, BH2, BH3 and BH4) were advanced to 6.5m depth. Borehole locations were chosen by representatives of BASE and are shown on the site plan (Figure 1) in **APPENDIX A**.

BASE Geotechnical personnel logged the soil samples and auger cuttings according to the Modified Unified Soil Classification System (MUSCS) standard, described under the Explanation of Terms and Symbols in **APPENDIX B**. The soil sampling and testing sequences are shown on

the borehole logs also located in **APPENDIX B**. In general, disturbed auger samples were obtained at approximately 0.76 m depth intervals to determine the in-situ soil profile for each borehole. Standard Penetration Tests (SPT's) were conducted at select depths to assess the in-situ strength of the soil types encountered.

Groundwater seepage conditions were monitored during drilling. Machine slotted, 25mm PVC standpipe piezometers were installed in the four boreholes to facilitate long-term monitoring of groundwater levels. Standpipe installation details are provided on the corresponding borehole logs. Groundwater levels were measured approximately two weeks after the completion of drilling, on April 13, 2022, by BASE personnel. Groundwater depths are presented on the logs in **APPENDIX B** and in the text of the report.

4.2 Laboratory Testing Program

The laboratory testing program consisted of thirty-two moisture content, five Atterberg limits, four hydrometer, and four water-soluble sulphate concentration tests. These tests were conducted on selected soil samples. Laboratory results are presented in the laboratory reports in **APPENDIX C** as well as on the respective borehole logs in **APPENDIX B** and elsewhere in the text of this report.

5.0 SUBSURFACE CONDITIONS

5.1 Soil Conditions

The general subsurface soil stratigraphy encountered consisted of topsoil overlying clay. The following presents a brief description of the soil layers encountered.

5.1.1 Topsoil

A thin layer of surficial topsoil (approximately 100 mm to 150 mm thick) was encountered in all four boreholes. The topsoil was organic and contained some plant roots.

5.1.2 Clay

Clay soil was encountered directly beneath the topsoil in all four boreholes drilled on this site. The clay soil was generally silty, with some sand, medium to high plastic, damp, dark brown, brown, and grey color. The clay soil can be classified as having stiff to very stiff consistency based on the SPT values (ranging from 9 to 22) obtained in the layer.

Atterberg limit tests were conducted on five representative samples of the clay soil. The results indicated a medium to high plastic consistency. Four hydrometer analyses were conducted on samples of the clay soil. The results indicated the clay soil consisted of up to approximately 5% gravel, 47% sand, 34% silt, and 75% clay.

Results of the laboratory tests conducted on selected clay soil samples are presented in **Table 1** below:

Table 1: Summary of Clay Laboratory Test Results

Borehole Number	Sample Number	Natural Moisture Content (%)	Atterberg Limit Test Results (%)			Particle Size Distribution (%)			
			Liquid Limit	Plastic Limit	Plasticity Index	Gravel	Sand	Silt	Clay
BH1	G1	28.3	46	15	31	-	-	-	-
BH1	S1	18.8	42	13	29	-	-	-	-
BH1	G2	21.6	40	14	26	-	-	-	-
BH1	S2	22.7	-	-	-	-	-	-	-
BH1	G3	38.2	79	24	55	-	-	-	-
BH1	S3	20.9	44	14	30	-	-	-	-
BH1	G4	26.1	-	-	-	-	-	-	-
BH1	S4	18.9	-	-	-	-	-	-	-
BH2	G1	23.6	-	-	-	-	-	-	-
BH2	S2	18.5	-	-	-	-	-	-	-
BH2	G2	17.8	-	-	-	4.76	26.40	30.88	37.96
BH2	S2	20.3	-	-	-	-	-	-	-
BH2	G3	20.9	-	-	-	0.00	47.26	24.05	28.69
BH2	S3	21.4	-	-	-	-	-	-	-
BH2	G4	22.9	-	-	-	-	-	-	-
BH2	S4	19.0	-	-	-	-	-	-	-
BH3	G1	29.4	-	-	-	-	-	-	-
BH3	S1	26.7	-	-	-	-	-	-	-
BH3	G2	21.0	-	-	-	-	-	-	-
BH3	S2	24.0	-	-	-	-	-	-	-
BH3	G3	23.7	-	-	-	-	-	-	-
BH3	S3	25.0	-	-	-	-	-	-	-
BH3	G4	26.0	-	-	-	-	-	-	-
BH3	S4	24.8	-	-	-	-	-	-	-
BH4	G1	28.9	-	-	-	0.08	4.68	20.55	74.68
BH4	S1	19.7	-	-	-	-	-	-	-
BH4	G2	18.6	-	-	-	-	-	-	-
BH4	S2	22.7	-	-	-	-	-	-	-
BH4	G3	25.3	-	-	-	1.42	30.28	33.82	34.47
BH4	S3	26.1	-	-	-	-	-	-	-

BH4	G4	25.1	-	-	-	-	-	-	-
BH4	S4	26.4	-	-	-	-	-	-	-

Four water-soluble sulphate concentration tests were conducted on the clay samples. The results are presented in Table 2: Water-Soluble Sulphate Content Test Results on ClayTable 2 below:

Table 2: Water-Soluble Sulphate Content Test Results on Clay

Borehole Number	Sample Number	Sulphate Content (%)
BH1	G1	0.08
BH2	S1	0.08
BH3	G2	0.04
BH4	G2	0.04

5.2 Groundwater Conditions

Upon completion of drilling, the four boreholes were dry. Machine slotted, 25 mm standpipe piezometers were installed in all four boreholes. Groundwater levels in the standpipe piezometers were measured on April 13, 2022, approximately two weeks after completion of drilling. The standpipe piezometer installed in BH2 was dry, while BH1, BH3, and BH4 had groundwater. The groundwater results presented in Table 3 below:

Table 3: Groundwater Measurements

Borehole No.	Approximate Depth of Standpipe Piezometers (m)	Groundwater Level on April 13, 2022 Depth Below Existing Grade (m)
BH 1	6.55	1.68
BH 2	6.55	Dry
BH 3	6.55	2.11
BH 4	6.55	3.19

It should be noted that the depth of the groundwater table typically fluctuates seasonally (it may fluctuate in the order of about ± 1.5 m), depending upon several factors that include the local geology and hydrogeology as well as effects of recharge due to infiltration from snowmelt and precipitation.

6.0 GEOTECHNICAL CONSIDERATIONS & RECOMMENDATIONS

Engineering assessments, discussions, and recommendations provided in this section are based on the results of this preliminary geotechnical assessment of the suitability of the subject site for the proposed residential subdivision.

Generally, the subsurface conditions indicate that the development of the subject site is feasible. Shallow footings (strip and spread footings) and pile foundation (bored cast-in-place concrete piles and helical screw piles) systems are feasible on the subject site. Geotechnical parameters for strip and spread footings are provided in this report. A strip and spread footing foundation system is considered feasible provided certain precautions outlined in this report are followed.

Recommendations include site preparation; foundation design and construction; consideration for excavation and backfill; utility installations, site seismic class, and cement specification. Should any details of the proposed development change during subsequent phases of the project, BASE Geotechnical should be given the opportunity to review the changes and revise the recommendations as appropriate.

6.1 Geotechnical Concerns

6.1.1 Frost Susceptibility

The existing native silty clay soils were noted to be silty or have a high percentage of silts. Based on the laboratory results and our experience with similar silty soil, these soils are considered to be highly frost susceptible. Thus, they have a high potential for frost heave in the presence of water and freezing temperatures.

Recommendations for the design of building structures to mitigate frost heave are provided in Section 6.5. Additional frost considerations for the underground utilities are presented under Section 6.8. Any road structure designs will be aimed at providing commonly accepted levels of deflection for the design, and not for the purpose of mitigating the frost heave potential of the subgrade soils, therefore there is some risk of heaving within the roadways and routine maintenance works may be required.

6.1.2 High Plastic Soils

The surficial clay soil was noted to have a high plasticity, and hence has a potential to heave upon exposure to water. Recommendations have been provided in this report (refer to section 6.2) to help mitigate the risk of excessive heaving under grade supported slabs and any asphalt paved areas, such as driveways. Although these recommendations will help mitigate the heaving issues, it should be noted that there is still a significant risk of heaving due to the presence of the high plastic soils on site.

6.1.3 High Groundwater Table

Relatively high groundwater levels were recorded within the wells installed in the boreholes. Precautions not to over-steepen construction excavations should be taken to ensure they are appropriately sloped due to the high groundwater table. The presence of moisture, frost

susceptible soils and freezing temperatures during winter may lead to frost heave. Precautions outlined in the report should be followed both during and after construction to help mitigate the frost issues.

6.2 Site Preparation

Prior to placing any fill materials, any existing organic soil, uncontrolled fill, soft or water softened soil should be removed from areas to be filled. Qualified geotechnical personnel should review the subgrade prior to placing of the fill.

For all areas requiring structural support (building and road areas) that would receive fill, it is recommended that the exposed subgrade is graded to a 5H:1V gradient or flatter to mitigate any differential settlement that may occur under any key structures. Fill should not be placed on frozen subgrades and subgrade surfaces should not be allowed to freeze prior to placing subsequent lifts. It is recommended that winter grading activities should be avoided.

For areas requiring structural support, the fill materials for the grading works should consist of either a Structural Fill or General Engineered Fill as defined in **APPENDIX D**. Organic soils could be used for general landscape areas and it is recommended that it is compacted with a reasonable amount of effort. The existing native soils free of organics and deleterious materials may be used to construct "General Engineered Fill".

Engineered Fill should be moisture conditioned to between optimum and 2% above optimum moisture content (ASTM D698) and compacted to a minimum of 98% of Standard Proctor Maximum Dry Density (SPMDD). All imported fill materials should be tested and approved by a geotechnical engineer prior to delivery to the site.

Following preparation, exposed subgrade surfaces should be proof-rolled using heavy equipment such as a loaded tandem dump truck. The procedure should be monitored by an experienced geotechnical engineer or technician. All soft areas must be sub-excavated to competent material and replaced with approved engineered fill. To promote subgrade uniformity, soft area repair should be carried out using mineral soil of a similar nature to the in-situ subgrade soils.

Final grades within structure locations and access roads should be carefully graded to prevent ponding and to direct water away from structure areas and toward adequate drainage systems.

Care should be taken to moisture condition, compact and document all grading activities.

6.3 Site Grading & Drainage

Surface water should be drained from the site to a positive drainage system as quickly as possible, both during and following construction. The finished grade around the buildings, exterior slabs or any structure should be such that surface water drains away from the structure footprint.

For residential homes or buildings within this development a minimum grade of 2% away from the buildings are recommended for "hard" landscaped areas (e.g., concrete and asphalt), while a minimum grade in the range of 3% to 10% is recommended for "soft" landscaped areas (e.g., grassed and garden areas). A clay layer (minimum 300 mm thick) should be placed at or close to the graded surface of "soft" landscaped areas if practical and meets the requirements of the

grading plan. These grades should be maintained for a minimum distance of 2.0 m from the buildings for the lifetime of the structure.

6.4 Building Foundations

6.4.1 General

Under the current National Building Code, building foundations are to be designed using Limit States Design (LSD). The following sections briefly discuss LSD; provide geotechnical recommendations for the design and construction of shallow and deep foundations and provide the seismic site classification to be used in the building design.

6.4.2 Limit States Foundation Design

Limit states are defined as conditions under which a structure or its component members no longer perform their intended function and are generally classified into the main groups of Ultimate Limit State or Serviceability Limit State. Each of these limit states are discussed in more detail below.

Ultimate Limit States (ULS)

ULS are primarily concerned with collapse mechanisms for the structure and, hence, safety. Foundation designs using a limit states design approach should satisfy the following design equation:

$$\Phi R_n \geq \sum \alpha_i S_{ni}^1$$

Where:

- ΦR_n - Factored geotechnical resistance
- Φ - Geotechnical resistance factor
- R_n - Nominal (ultimate) geotechnical resistance determined using unfactored geotechnical parameters
- $\sum \alpha_i S_{ni}$ - Summation of the factored overall load effects for a given load combination condition
- α_i - Load factor corresponding to a particular load
- S_{ni} - Specified load component of the overall load affects (e.g., dead load due to weight of structure or live load due to wind).
- i - Various types of loads such as dead load, live load, wind load, etc.

¹ Page 139 of Canadian Foundation Engineering Manual – 4th Edition, January 2007.

Geotechnical resistance factors should be as provided by the National Building Code and as outlined in other sections of the report. The critical design events and their corresponding load combinations and load factors should be assessed and determined by the structural engineer.

Serviceability Limit States (SLS)

SLS are primarily concerned with mechanisms that restrict or constrain the intended use, occupancy, or function of the structure. For foundation design, SLS are usually associated with excessive foundation movements (e.g., settlement, differential settlement, heave, etc.) or unacceptable foundation vibrations.

In general, the format criteria for Serviceability Limit States can be expressed as follows:

$$\text{Serviceability Limit} \geq \text{Effect of Service Loads}$$

SLS are evaluated using unfactored geotechnical settlement properties (i.e., compressibility, Young's Modulus, etc.) to determine an SLS bearing reaction which, when applied to the foundation soil, will not exceed a specified serviceability criterion. However, the load-settlement behaviour of foundations is complex and, notwithstanding the non-linear nature of the soil, depends on the foundation type and foundation configuration.

6.5 Strip & Spread Footings

Strip and spread footings are feasible for residential developments on the subject property provided certain precautions outlined in this report are followed. It is anticipated footings will be founded at an elevation of about 3m below the existing grade. The footings may be designed based on the design parameters in **Table 4** below.

Table 4: Shallow Footing Design Parameters

Soils Type	Allowable Bearing Capacity (Working Stress Design Method)	Factored ULS Bearing Resistance
Silty Clay	100 kPa	150 kPa
Notes: 1. Factored ULS values include a geotechnical resistance factor of 0.5. 2. All footings should be founded on the native soils or Engineered Fill.		

The factored ULS bearing resistance value above includes a geotechnical resistance factor of 0.5. The allowable bearing capacity above is based on a total expected settlement of less than 25 mm. Adjacent footings in close proximity of each other could affect the performance of the footings. It is recommended that a 1H:1V projection from the underside of any footing should not intercept adjacent footings.

For both the ULS and SLS cases, the applicable bearing resistance should be compared to the appropriate factored structural loads to determine the governing (i.e., larger) foundation size to satisfy both conditions. Appropriate load factors based on the current building code requirements

should be applied to the working loads for the assessment of the ULS case. Once the preliminary footing sizes and loads are determined, BASE can assist with the SLS design if required.

All footings should be founded in the native, inorganic, undisturbed silt and/or clay soil or Engineered Fill soils. Footings should not be founded in loose, organics, disturbed, frozen soils, fill or other unsuitable materials not detected in the boreholes. Any unsatisfactory foundation subgrade soils must be over-excavated to competent native soils or Engineered Fill soils. The over-excavations may be brought back up to the footing design elevation with a lean mix concrete, Engineered Fill or Structural Fill as defined in **APPENDIX D**. The lean-mix concrete should have a minimum 28-day compressive strength of 3.5 MPa to 5 MPa.

The bearing surface of each footing base should be excavated in a manner to minimize disturbance of the subgrade, using excavators with a smooth edge trimming bucket. Hand cleaning of the bases of the footing excavations may be required to remove loosened soil debris. Footing subgrades must be protected from frost and the ingress of water. Foundation subgrades should be inspected by a geotechnical engineer prior to placing foundation concrete or lean mix concrete to confirm that the bearing soils are competent and that subsurface conditions are consistent with those encountered during the site investigation.

All footings must comply with the National Building Code minimum requirements. The minimum footing width should be 0.6 m regardless of bearing capacity considerations.

For protection against frost action, footings in any unheated building or unheated portions of a building should have at least 2.4 m of soil cover. Thermal insulation may be required to reduce the depth of embedment required for frost protection. Perimeter footings in heated areas should be extended to provide at least 1.5 m of soil cover. Although not required for frost protection, interior footings of heated buildings should be based at least 0.6 m below the top of the slab to provide confinement of the subgrade.

Footing subgrade soils must not be allowed to freeze subsequent to excavation operations nor subsequent to casting footings. If winter construction is anticipated, full-time heating and hoarding will be required to keep the subgrade soils in an unfrozen state.

6.6 Soil Bearing Certificates

Site-specific geotechnical investigations are typically not conducted for residential single-family home developments, as the geotechnical oversight is conducted at the subdivision level during the site grading operations. As a minimum, Soil Bearing Certificates should be provided upon review of the excavation for single-family homes by qualified geotechnical personnel.

6.7 Building Pads

A slab-on-grade system is typical for residential homes. Slab-on-grade construction is considered feasible provided certain precautions are undertaken.

To mitigate heaving issues associated with the high plastic clays encountered within the building subgrade soils, it is recommended that the upper 0.5m of the subgrade soils within the proposed building footprints should consist of a granular well graded soil, such as a 80mm Pit Run Gravel or Structural Fill as defined in **APPENDIX D**, to help mitigate the risk of excessive swelling

underneath the footings and slab-on-grade. The structural fill should be separated from the clay subgrade by a woven geotextile such as Nilex 2006 or equivalent.

The replacement of the upper 0.5m of the subgrade soils may be considered on a case-by-case basis depending on the presence of high plastic clays.

Prior to placing the woven geotextile and subsequent Structural Fill, the exposed subgrade materials within the building pad footprint should be visually inspected by a qualified engineer and any soft or loose pockets detected should be over excavated and replaced with Select Engineered Fill as defined in **APPENDIX D**. Recommended procedures for placing backfill materials and further recommendations for construction are included in **APPENDIX D**.

Some relative movement between floor slabs-on-grade and adjacent walls or foundations and differential movements within slab should be anticipated. Generally, if the recommendations outlined in this report are followed, these movements should be acceptably small. However, it is possible that some cracking of the slab or distortion of any internal partition walls supported by the slab may occur. Such damage may be visible, particularly if a brittle surface finishing, such as ceramic tiles, is adopted. The risk of such damage should be weighed against the additional costs associated with alternative slab support systems, such as structurally supported slab.

6.8 Frost Considerations

The near surface soils are considered to be frost susceptible. Effective surface drainage of the site should be provided to prevent water from remaining in contact with frost susceptible soils.

Buried water lines should have a minimum frost cover of 2.4 m or the minimum depth as provided by local municipal guidelines, whichever is greater. Pipes buried with less than the recommended soil cover should be protected with insulation to avoid frost effects that may cause damage or breakage of the pipes. Rigid insulation placed under areas subjected to vehicular wheel loadings should be provided with a cover of compacted granular base with a minimum cover thickness of 600 mm and in accordance with the manufacturer's written recommendation.

As discussed under Section 6.5, for protection against frost action, footings in any unheated building or unheated portions of a building should have at least 2.4 m of soil cover. Thermal insulation may be required to reduce the depth of embedment required for frost protection. Perimeter footings in heated areas should be extended to provide at least 1.5 m of soil cover. Although not required for frost protection, interior footings of heated buildings should be based at least 0.6 m below the top of the slab to provide confinement of the subgrade.

Footing subgrade soils must not be allowed to freeze subsequent to excavation operations nor subsequent to casting footings. If winter construction is anticipated, full-time heating and hoarding will be required to keep the subgrade soils in an unfrozen state.

Where pavements are adjacent to foundation walls or grade beams, a separation strip should be installed between the pavement and the foundation walls or grade beams to permit some relative movement due to frost heave or settlement.

Insulation can also be used to reduce the depth of frost penetration and the potential for frost heaving of concrete slabs and pavements. It is recommended to insulate these types of structures

by placing a layer of high strength extruded polystyrene with a minimum thickness of 100 mm underneath the pavement or base of the slab. The polystyrene insulation should extend 3.5 m horizontally out from the perimeter of the structure.

6.9 Pipe Support

Although it is not anticipated that there will be any difficulties with regard to the pipe support, there could be some localized soft subgrade that may require some improvements for consistent pipe foundation support. Conventional methods for pipe support are considered feasible.

6.10 Weeping Tile

BASE recommends that subsurface weeping tile be installed around all below-grade structures. The subsurface weeping tile should consist of 100 mm diameter perforated weeping tile with filter sock and should be covered in a suitable washed drainage gravel (e.g. Alberta transportation Designation 8 class 25). A 6 oz non woven filter fabric should be used to separate the drainage gravel from the fine grained backfill soils. The weeping tile should drain to a storm sewer or sump pump to overland drainage subject to the approval of Municipal District of Greenview .

6.11 Deep Fill Assessments

Deep fill assessments are recommended for all areas receiving 2.0 m depth or more fill. A time lag may be required if excessive fill (thickness greater than 4.0 m) is to be placed on site.

6.12 Site Seismic Class

The seismic response of the site is classified according to the National Building Code of Canada 2019 Alberta Edition, which categorizes the soil conditions into six types - Class 'A' to 'F'. This classification is based on the average shear wave velocity, energy-corrected SPT N values, or undrained shear strength over the top 30 m of the soil profile.

For seismic design purposes, this site may be classified assuming a Site Class 'D' as per the code.

6.13 Excavations

Temporary excavations are expected for utility installations etc. The side slopes for the excavations should conform to Alberta Occupational Health and Safety guidelines. For stability purposes, temporary excavations through the onsite soils should be no steeper than 1 horizontal to 1 vertical (1H:1V). Flatter side slopes will likely be required to prevent sloughing and undermining effects in sand and silt soils layers. Depending on the groundwater condition at time of excavation, flatter slopes may also be required in cuts below the groundwater table. It is assumed that any potential water seepage into the proposed excavation will be within practical limits, and the excavation can be dewatered using perimeter trenches, sumps, and pumps within the excavation.

6.14 Concrete Type

Four water-soluble sulphate concentration tests were performed on samples of the clay soils recovered from the boreholes drilled on this site. Test results indicated sulphate concentrations of up to 0.08% which was rounded up to 0.1%, which indicates the propensity for moderate sulphate attack on exposed concrete.

Therefore, all concrete elements in contact with soil must meet the requirements of CSA-A23.1 4.1.1.6 which includes use of Type HS (Sulphate Resistant) cement, a minimum 56-day compressive strength of 32 MPa, a maximum w/cm ratio of 0.5 and air entrainment of 4-7 percent by volume (based on 14-20 mm aggregate).

All concrete design and construction should be carried out in accordance with current CAN/CSA-A23.1 specifications. Air entrainment is recommended for all concrete exposed to freeze-thaw cycles or groundwater to enhance durability.

6.15 Road Structures

As discussed in Section 2.0 details of the proposed road type for the residential development are not available for this preliminary geotechnical evaluation. BASE can provide a road structure once details of the desired road type are known.

6.16 Backfill Materials & Compaction Requirements

Surficial soil conditions at the site are considered to be relatively sensitive to disturbance when wet and strict attention should be given to surface water control and minimizing disturbance to the native subgrade soils.

It should be recognized that it is difficult to compact soils during the winter unless the fill soils are placed and compacted in an unfrozen condition and the working area is prevented from freezing. Any frost penetration that may have occurred should be thawed prior to fill placement. Fill must not be placed on a frozen subgrade or allowed to freeze following placement.

Backfill comprising fine grained soils should be considered frost susceptible and should not be used in areas where it may become frozen and where frost heaving would be unacceptable.

Where washing of fines is possible, fill material placed should be separated from coarser or finer material by a suitable geotextile.

During compaction, the lift thicknesses should be governed by the ability of the selected compaction equipment to uniformly achieve the recommended density but should typically be less than 300 mm in the loose state.

6.17 Design & Construction Guidelines

Recommended general design and construction guidelines are provided in **APPENDIX D** under the following headings:

- Shallow Foundations
- Floor Slabs-On-Grade

- Pavements
- Proof-Rolling
- Backfill Materials and Compaction
- Construction Excavations

These guidelines are intended to present standards of good practice. Although supplemental to the main text of this report, they should be interpreted as part of the report. Design recommendations presented herein are based on the premise that these guidelines will be followed. The design and construction guidelines are not intended to represent detailed specifications for the work, although they may prove useful in the preparation of such specifications. In the event of any discrepancy between the main text of this report and **APPENDIX D**, the main text should govern.

7.0 CLOSURE

Recommendations presented herein are based on a geotechnical evaluation of the findings in the four (4) boreholes drilled at the site. If conditions other than those reported are noted during subsequent phases of any development, Beirsto & Associates Engineering Ltd. should be notified and given the opportunity to review the current recommendations in light of any new findings.

This report has been prepared for the exclusive use of the Darcy Clarke and their agents for specific application to the feasibility assessment of developing the subject site as described in this report. It has been prepared in accordance with generally accepted soil and foundation engineering practices. No warranty is expressed or implied.

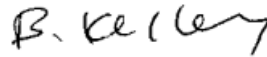
Darcy Clarke
Sturgeon Lake Subdivision
Grande Prairie, Alberta
April 2022

Respectfully submitted,

Beirsto & Associates Engineering Ltd.



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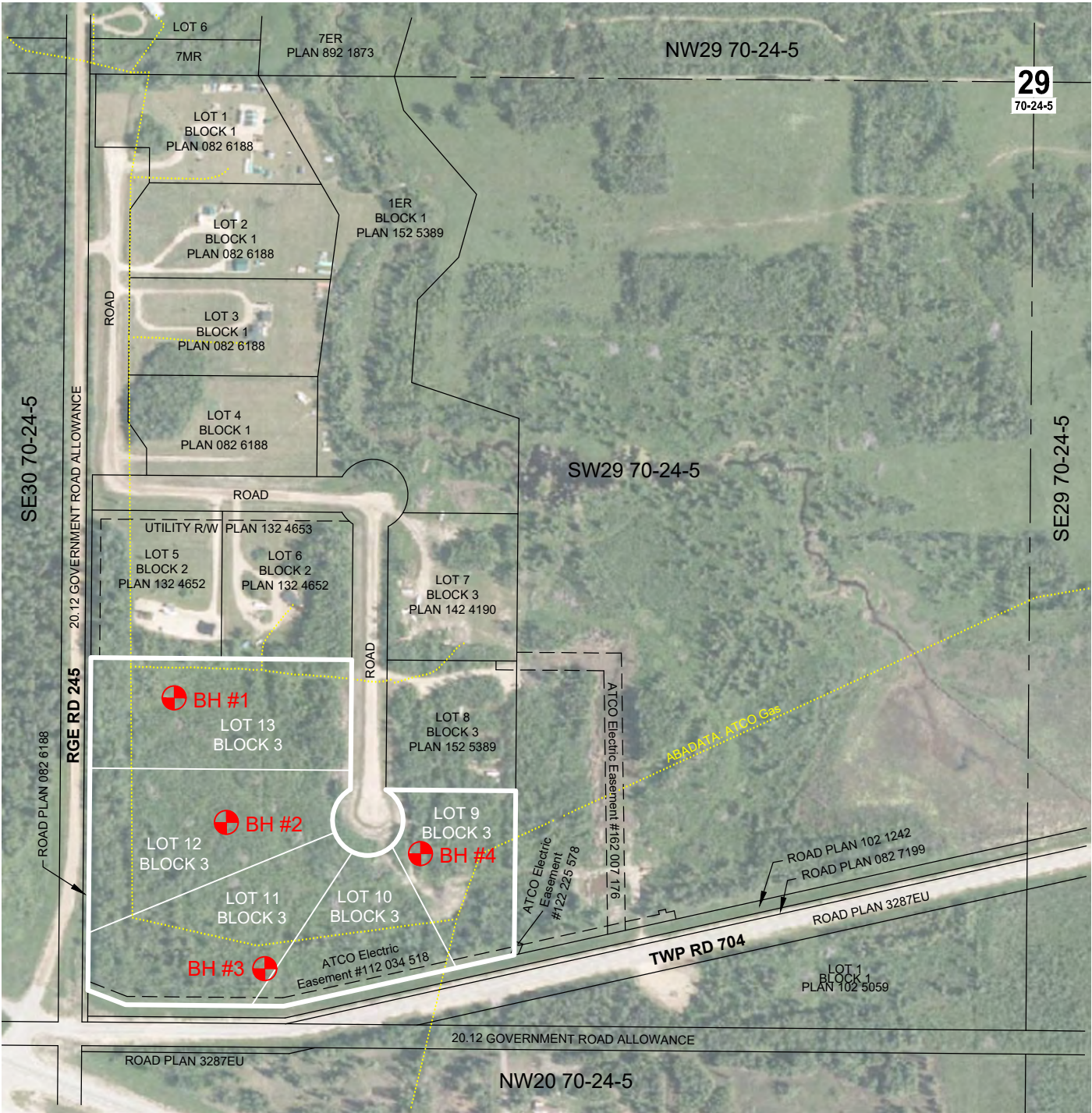
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APPENDIX A

SITE FIGURES



 BOREHOLE LOCATION



Beairsto & Associates

ENGINEERING & SURVEY

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SEAL

NOT FOR CONSTRUCTION

PERMIT

5	
4	
3	
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1	ISSUED FOR REVIEW
	May 12, '22

DRAWN BY:	Jeremy L
CHECKED BY:	John Q-S. M. Eng. P. Eng.
ENGINEER:	John Q-S. M. Eng. P. Eng.
DATE:	MAY 2022
SCALE:	1:5000

PROJECT NO. 22GLML7001

PROJECT NAME
CLARKE SUBDIVISION

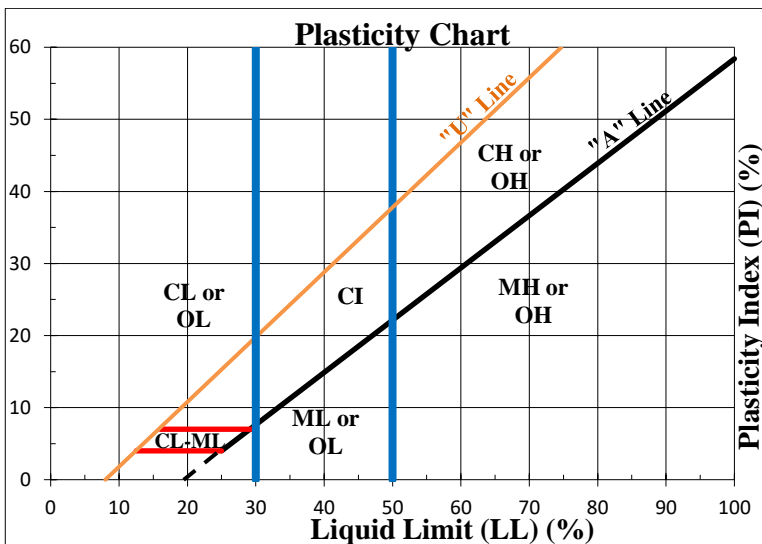
DRAWING DESCRIPTION
BOREHOLE LOCATIONS

DRAWING NO. FIGURE 1

APPENDIX B

BOREHOLE LOGS

MAJOR DIVISION			MUCS	TYPICAL DESCRIPTION	LABORATORY CLASSIFICATION CRITERIA	
COARSE GRAINED SOILS	GRAVELS (MORE THAN HALF COARSE GRAINS LAGER THAN 4.75 MM)	CLEAN GRAVELS (LITTLE OR NO FINES)	GW	WELL GRADED GRAVELS, LITTLE OR NO FINES	$C_u=\frac{D_{60}}{D_{10}} >4$ $C_c= \frac{D_{30}^2}{D_{60} \times D_{10}} = 1 \text{ to } 3$	
			GP	POORLY GRADED GRAVELS AND GRAVEL-SAND MIXTURES, LITTLE OR NO FINES	NOT MEETING ABOVE REQUIREMENTS	
		GRAVELS WITH FINES	GM	SILTY GRAVELS, GRAVEL-SAND-SILT MIXTURES	CONTENT OF FINES EXCEEDS 12%	ATTERBERG LIMITS BELOW 'A' LINE W_F LESS THAN 4
			GC	CLAYEY GRAVELS, GRAVEL-SAND-CLAY MIXTURES		ATTERBERG LIMITS ABOVE 'A' LINE W_F MORE THAN 7
	SANDS (MORE THAN HALF COARSE GRAINS SMALLER THAN 4.75 MM)	CLEAN SANDS (LITTLE OR NO FINES)	SW	WELL GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES	$C_u=\frac{D_{60}}{D_{10}} >6$ $C_c= \frac{D_{30}^2}{D_{60} \times D_{10}} = 1 \text{ to } 3$	
			SP	POORLY GRADED SANDS, LITTLE OR NO FINES	NOT MEETING ABOVE REQUIREMENTS	
		SANDS WITH FINES	SM	SILTY SANDS, SAND-SILT MIXTURES	CONTENT OF FINES EXCEEDS 12%	ATTERBERG LIMITS BELOW 'A' LINE W_F LESS THAN 4
			SC	CLAYEY SANDS, SAND-CLAY MIXTURES		ATTERBERG LIMITS ABOVE 'A' LINE W_F MORE THAN 7
FINE GRAINED SOILS	SILTS (BELOW 'A' LINE NEGILGIBLE ORGANIC CONTENT)	$W_L < 50$	ML	INORGANIC SILTS AND VERY FINE SANDS, ROCK FLOUR, SILTY SANDS OF SLIGHT PLASTICITY	CLASSIFICATION IS BASED UPON PLASTICITY CHART (SEE BELOW)	
		$W_L > 50$	MH	INORGANIC SILTS, MICACEOUS OR DIATOMACEOUS FINE SANDY OR SILTY SOILS		
	CLAYS (ABOVE 'A' LINE NEGILGIBLE ORGANIC CONTENT)	$W_L < 30$	CL	INORGANIC CLAYS OF LOW PLASTICITY, GRAVELLY, SANDY OR SILTY CLAYS, LEAN CLAYS	WHENEVER THE NATURE OF THE FINE CONTENT HAS NOT BEEN DETERMINED, IT IS DESIGNATED BY THE LETTER 'F' E.G. SF IS A MIXTURE OF SAND WITH SILT OR CLAY	
		$30 < W_L < 50$	CI	INORGANIC CLAYS OF MEDIUM PLASTICITY, SILTY CLAYS		
		$W_L > 50$	CH	INORGANIC CLAYS OF HIGH PLASTICITY, FAT CLAYS		
	ORGANIC SILTS & CLAYS (BELOW 'A' LINE)	$W_L < 50$	OL	ORGANIC SILTS AND ORGANIC SILTY CLAYS OF LOW PLASTICITY		
		$W_L > 50$	OH	ORGANIC CLAYS OF HIGH PLASTICITY		
	HIGHLY ORGANIC SOILS			Pt	PEAT AND OTHER HIGHLY ORGANIC SOILS	STRONG COLOUR OR ODOR, AND OFTEN FIBROUS TEXTURE
BEDROCK			BR	SEE REPORT DESCRIPTION		



Note: BOUNDARY CLASSIFICATION POSSESSING CHARACTERISTICS OF TWO GROUPS ARE GIVEN GROUP SYMBOLS, E.G. GW-GC IS A WELL GRADED GRAVEL MIXTURE WITH CLAY BINDER BETWEEN 5% AND 12%

SOIL COMPONENTS					
FRACTION		SIEVE SIZE (mm)		DEFINING RANGES OF PERCENTAGE BY WEIGHT OF MINOR COMPONENTS	
		PASSING	RETAINED	PERCENT	IDENTIFIER
GRAVEL	COARSE	75	19	50-35	AND
	FINE	19	4.75		
SAND	COARSE	4.75	2.00	35-20	____Y
	MEDIUM	2.00	0.425		
		FINE	0.425	0.080	20-10
SILT (NON-PLASTIC) OR CLAY (PLASTIC)		0.080		10-1	TRACE
OVERSIZE MATERIALS					
ROUNDED OR SUB-ROUNDED COBBLES 75 mm TO 200 mm BOULDERS > 200 mm			ANGULAR ROCK FRAGMENTS ROCKS > 0.75 m³ IN VOLUME		

MODIFIED UNIFIED CLASSIFICATION SYSTEM FOR SOILS

TERMS USED ON BOREHOLE LOGS

TERMS DESCRIBING CONSISTENCY OR CONDITION

COARSE GRAINED SOILS (major portion retained on 0.075 mm sieve): Includes (1) clean gravels and sands, and (2) silty or clayey gravels and sands. Condition is rated according to relative density, as inferred from laboratory or in situ tests.

<u>DESCRIPTIVE TERM</u>	<u>RELATIVE DENSITY</u>	<u>N (blows per 0.3 m)</u>
Very Loose	0 to 20%	0 to 4
Loose	20 to 40%	4 to 10
Compact	40 to 75%	10 to 30
Dense	75 to 90%	30 to 50
Very Dense	90 to 100%	Greater than 50

The number of blows, N, on a 51 mm O.D. split spoon sampler of a 63.5 kg weight falling 0.76 m, required to drive the sampler a distance of 0.3 m from 0.15 m to 0.45 m.

FINE GRAINED SOILS (major portion passing 0.075 mm sieve): Includes (1) inorganic and organic silts and clays, (2) gravelly, sandy, or silty clays, and (3) clayey silts. Consistency is rated according to shearing strength, as estimated from laboratory or in situ tests.

<u>DESCRIPTIVE TERM</u>	<u>UNCONFINED COMPRESSIVE STRENGTH (KPA)</u>
Very Soft	Less than 25
Soft	25 to 50
Firm	50 to 100
Stiff	100 to 200
Very Stiff	200 to 400
Hard	Greater than 400

NOTE: Slickensided and fissured clays may have lower unconfined compressive strengths than shown above, because of planes of weakness or cracks in the soil.

GENERAL DESCRIPTIVE TERMS

Slickensided – having inclined planes of weakness that are slick and glossy in appearance
Fissured – containing shrinkage cracks, frequently filled with fine sand or silt; usually more or less vertical
Laminated – composed of thin layers of varying colour and texture
Interbedded – composed of alternate layers of different soil types
Calcareous – containing appreciable quantities of calcium carbonate
Well graded – having wide range in grain sizes and substantial amounts of intermediate particle sizes
Poorly graded – predominantly of one grain size, or having a range of sizes with some intermediate size missing

Data presented hereon is for the sole use of the stipulated client. BASE is not responsible, nor can be held liable, for use made of this report by any other party, with or without the knowledge of BASE. The testing services reported herein have been performed to recognized industry standards, unless noted. No other warranty is made. These data do not include or represent any interpretation or opinion of specification compliance or material suitability. Should engineering interpretation be required, BASE will provide it upon written request

ROCK DESCRIPTION TERMS USED ON BOREHOLE LOGS

MECHANICAL STRENGTH CALCULATIONS

TERM	UCS* (MPa)	GRADE	FIELD IDENTIFICATION **
Extremely Strong	Greater than 250	R6	Specimen can only be chipped with geological hammer
Very Strong	100 to 250	R5	Specimen requires man blows of geological hammer to fracture
Strong	50 to 100	R4	Specimen requires more than one blow of geological hammer to fracture
Medium Strong	25 to 50	R3	Cannot be scraped or peeled with pocketknife; can be fractured with single firm blow of geologic hammer
Weak	5 to 25	R2	Can be peeled by pocketknife with difficulty; shallow indentation made by firm blow with geological hammer
Very Weak	1 to 5	R1	Crumbles under firm blow with pint of geological hammer; can be peeled by a pocketknife
Extremely Weak	0.25 to 1	R0	Indented by thumbnail

*UCS – Unconfined compressive strength

** Correlations determined by Field Identification are approximate

GRAIN SIZE

NON-CARBONATE DERTITAL SEDIMENTARY ROCKS		OTHER ROCKS	GRAIN SIZE
Conglomerate or Breccia		Very Coarse Grained	More than 80 mm
Conglomerate or Breccia		Coarse Grained	4 to 80 mm
Sandstone ¹		Medium Grained	80 µm to 4 mm
FISSILE	NON-FISSILE		
Silt Shale	Siltstone	Fine Grained	>2/3 silt-sized (2 to 80 µm)
Mud Shale	Mudstone	Fine Grained	Silt and clay-sized (<80 µm)
Clay Shale	Claystone	Very Fine Grained	>2/3 clay-sized (<2 µm)

¹ Sandstone further subdivided where appropriate into fine, medium, and coarse

DISCONTINUITY SPACING

BEDDING	OTHER DISCONTINUITY	SPACING
Very Thickly Bedded	Very Widely Spaced	More than 2 m
Thickly Bedded	Widely Spaced	600 mm to 2 m
Medium Bedded	Moderately Widely Spaced	200 to 600 mm
Thinly Bedded	Closely Spaced	60 to 200 mm
Very Thinly Bedded	Very Closely Spaced	20 to 60 mm
Laminated	Extremely Closely Spaced	6 to 20 mm
Thinly Laminated	Extremely Closely Spaced	2 to 6 mm
Fissile	Extremely Closely Spaced	Less than 2 mm

ROCK QUALITY













TERM	RQD
Very Poor Quality	0 to 25
Poor Quality	25 to 50
Fair Quality	50 to 75
Good Quality	75 to 90
Excellent Quality	90 to 100

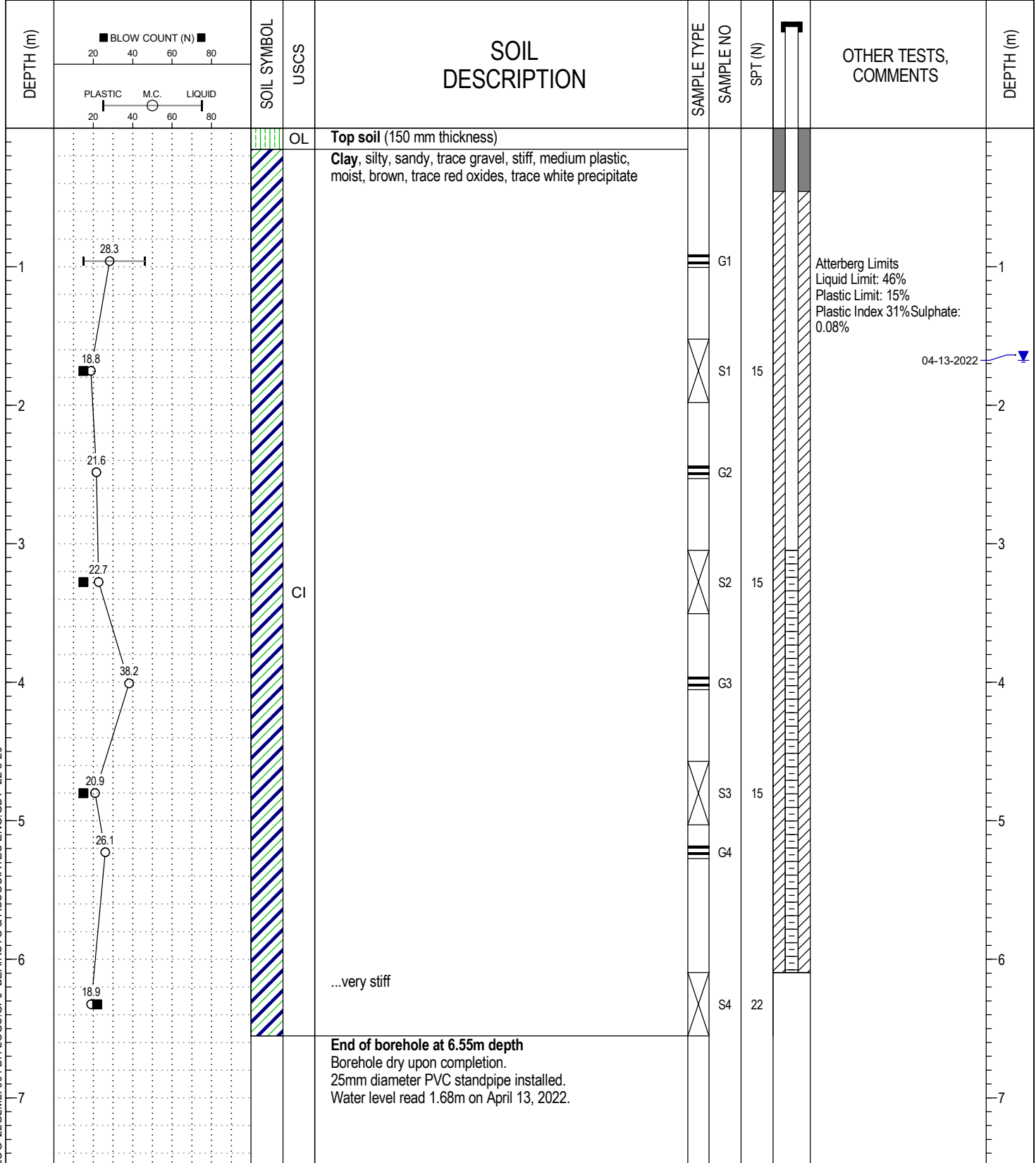
WEATHERED STATE

TERM	DEGREE
Fresh	No visible signs of weathering
Slightly Weathered	Weathering only on open discontinuity surfaces
Moderately Weathered	Rock mass weathered but not friable
Highly Weathered	Rock mass weathered and partly friable
Completely Weathered	Wholly decomposed but texture and structure preserved
Residual Soil	Original rock texture and structure destroyed













CORE RECOVERY

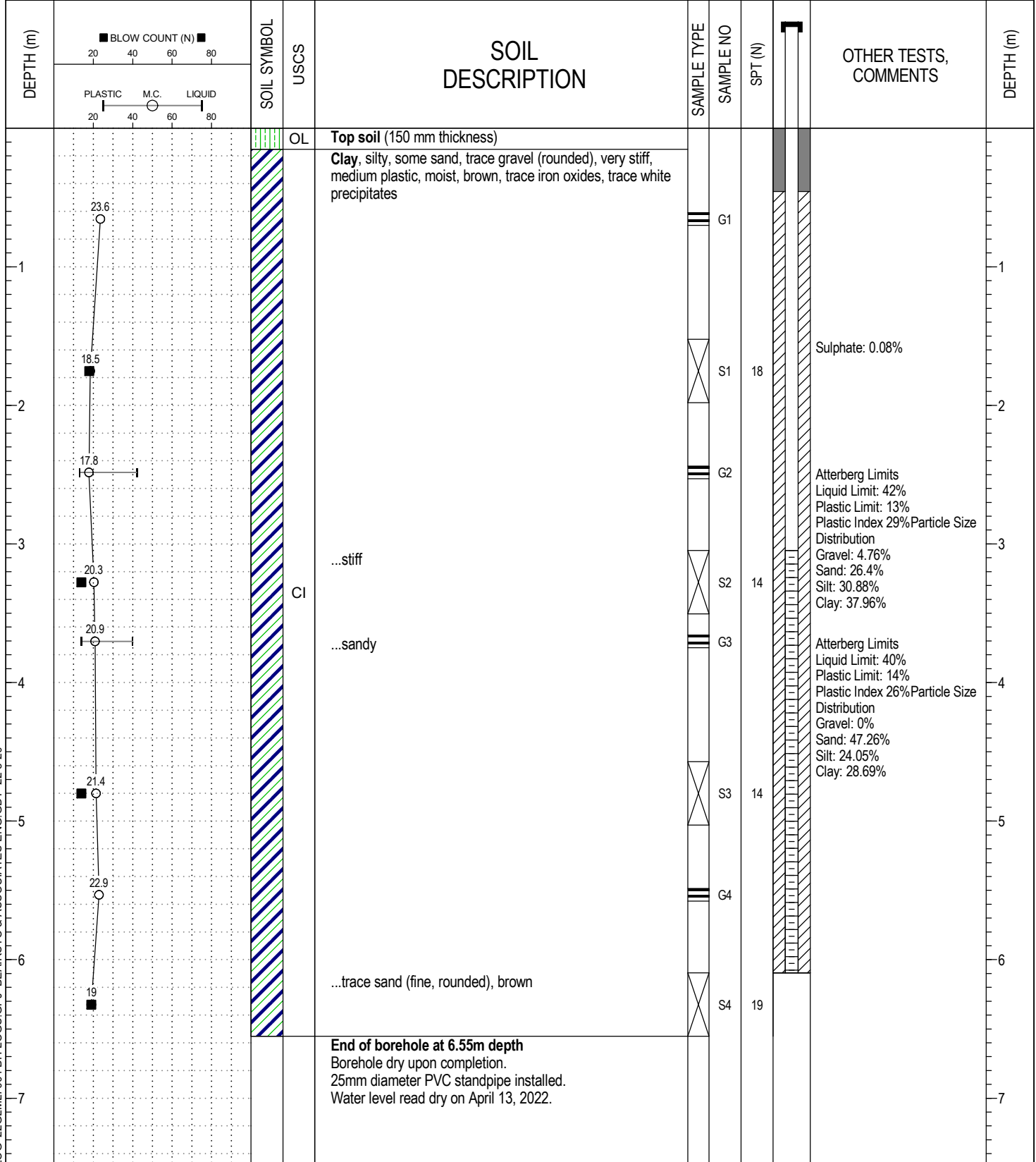
TERM	DESCRIPTION
Total Core Recovery	Total recovery expressed as a percentage of run length
Solid Recovery	Solid recovery expressed as a percentage of run length
Rock Quality Designation (RQD)	Sum of lengths of solid core more than 100 mm long expressed as a percentage of run length
Fracture Frequency (FF)	The number of fractures per metre of core (FF's in excess of 30 denoted at 30+)

CLIENT: Darcy Clarke	PROJECT: Sturgeon Lake Subdivision				Borehole No: BH-01	
DRILLER: Frontier Enviro-Drilling Ltd.	SITE: Sturgeon Lake				PROJECT NO: 22GLML7001	
DRILLING METHOD: Solid Stem	NORTHING:			EASTING:		Elevation:
SAMPLE TYPE	 Shelby Tube	 No Recovery	 SPT Test (N)	 Grab Sample	 Split-Pen	 Core
BACKFILL TYPE	 Bentonite Grout	 Pea Gravel	 Slough	 Grout	 Drill Cuttings	 Sand















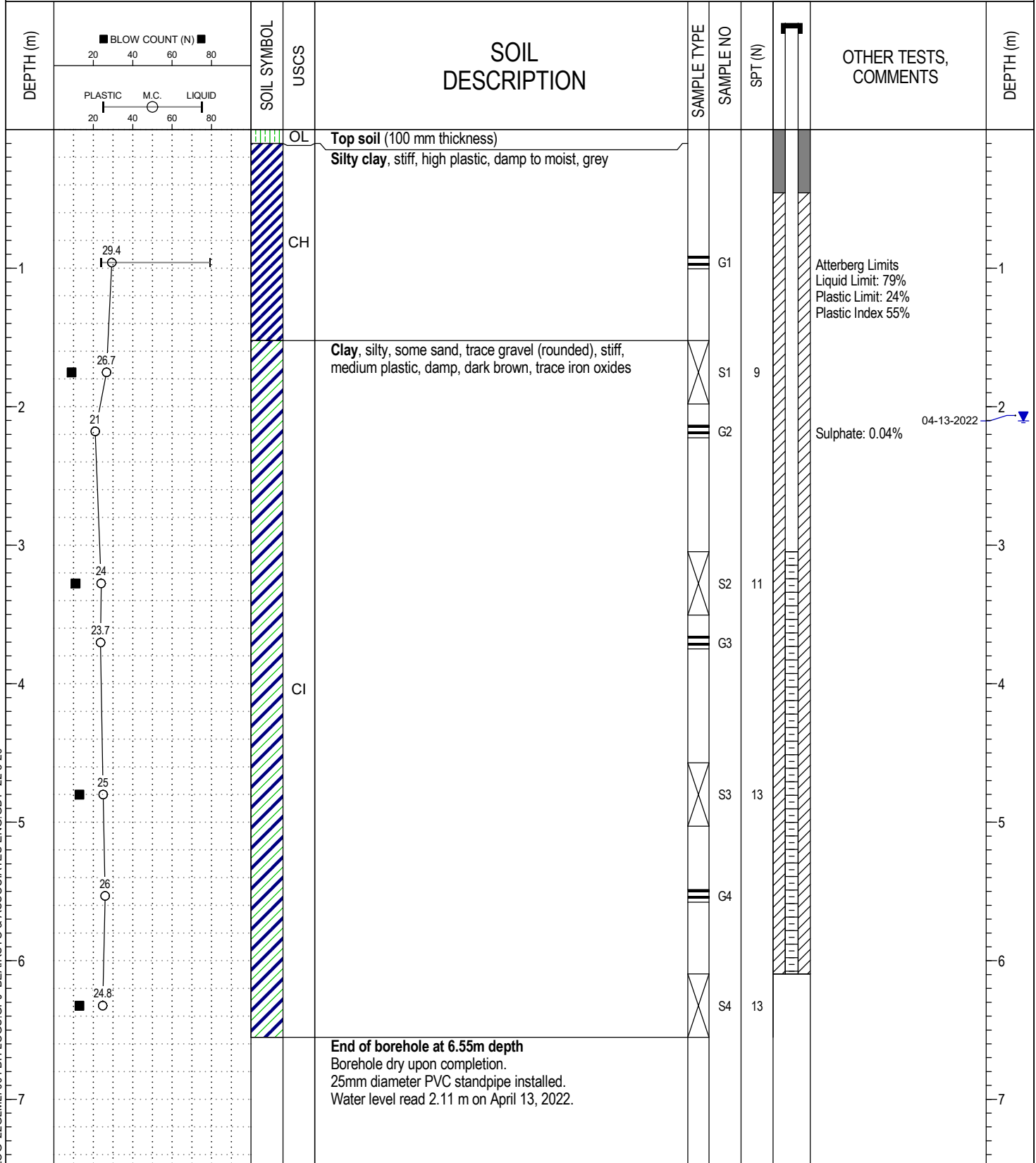
BOREHOLE LOG 22GLML7001 BH LOGS.GPJ BEARSTO & ASSOCIATES ENG.GDT 22-5-20

CLIENT: Darcy Clarke	PROJECT: Sturgeon Lake Subdivision				Borehole No: BH-02	
DRILLER: Frontier Enviro-Drilling Ltd.	SITE: Sturgeon Lake				PROJECT NO: 22GLML7001	
DRILLING METHOD: Solid Stem	NORTHING:			EASTING:		Elevation:
SAMPLE TYPE	 Shelby Tube	 No Recovery	 SPT Test (N)	 Grab Sample	 Split-Pen	 Core
BACKFILL TYPE	 Bentonite Grout	 Pea Gravel	 Slough	 Grout	 Drill Cuttings	 Sand















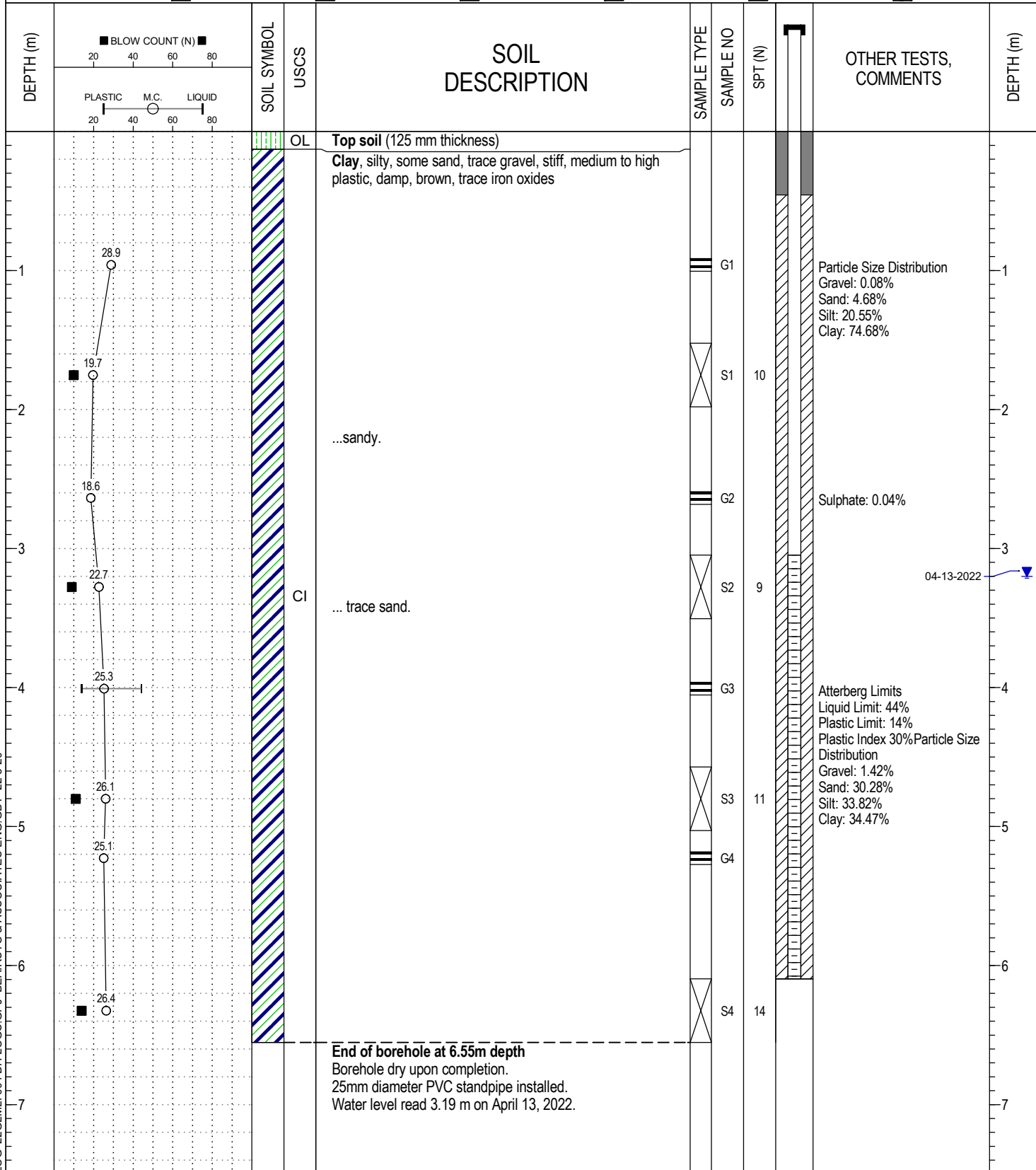
BOREHOLE LOG 22GLML7001 BH LOGS.GPJ BEAIRSTO & ASSOCIATES ENG.GDT 22-5-20

CLIENT: Darcy Clarke	PROJECT: Sturgeon Lake Subdivision				Borehole No: BH-03	
DRILLER: Frontier Enviro-Drilling Ltd.	SITE: Sturgeon Lake				PROJECT NO: 22GLML7001	
DRILLING METHOD: Solid Stem	NORTHING:			EASTING:		Elevation:
SAMPLE TYPE	 Shelby Tube	 No Recovery	 SPT Test (N)	 Grab Sample	 Split-Pen	 Core
BACKFILL TYPE	 Bentonite Grout	 Pea Gravel	 Slough	 Grout	 Drill Cuttings	 Sand



BOREHOLE LOG 22GLML7001 BH LOGS.GPJ BEIRSTO & ASSOCIATES ENG.GDT 22-5-20

CLIENT: Darcy Clarke	PROJECT: Sturgeon Lake Subdivision				Borehole No: BH-04	
DRILLER: Frontier Enviro-Drilling Ltd.	SITE: Sturgeon Lake				PROJECT NO: 22GLML7001	
DRILLING METHOD: Solid Stem	NORTHING:			EASTING:		Elevation:
SAMPLE TYPE	 Shelby Tube	 No Recovery	 SPT Test (N)	 Grab Sample	 Split-Pen	 Core
BACKFILL TYPE	 Bentonite Grout	 Pea Gravel	 Slough	 Grout	 Drill Cuttings	 Sand



BOREHOLE LOG 22GLML7001 BH LOGS.GPJ BEAIRSTO & ASSOCIATES ENG.GDT 22-5-20

APPENDIX C

LABORATORY TEST RESULTS

UNIT 4 - 10904 - 92 AVENUE - GRANDE PRAIRIE - ALBERTA - T8V 6B5

ASTM D4318 - Liquid Limit, Plastic Limit, and Plasticity Index of Soils - Method B

Test Date	4-Apr-22	Report Number	AT001
File Number	22GLML7001	Lab Inspector	Alex Sturgeon / Ryan Bragg
Client	Darcy Clarke	Sampled By	Matthew Alemu
Project	Legal Subdivision	Sample Date	29-Mar-22
Location	SW-29-70-24-WM5	Sample Location	Borehole 1
Driller	Frontier Enviro Drilling	Project Manager	Baily Lapp

SAMPLE, PREPARATION & EQUIPMENT DETAILS

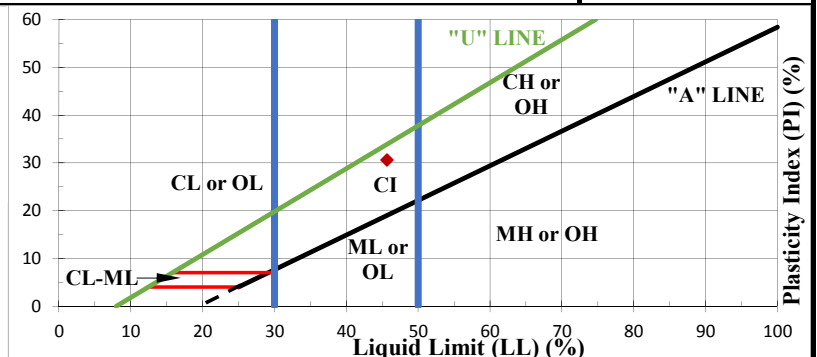
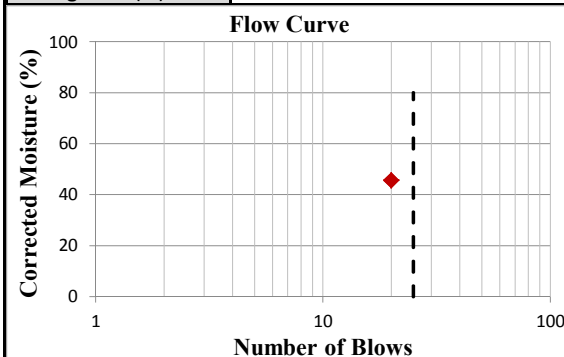
Sample Number	BH1 G1				Sample Method		Grab			
Test Method	B				Natural Moisture (%)					
Equipment	Hand Roll	X	Mechanic		Apparatus		Manual	X	Mechanic	
Preparation	Wet		Dry	X	Sieve Size	425um	Washed		Dry	X

LABORATORY TEST RESULT - LIQUID LIMITS

Trail Number	1	2		
Number of Blows	20	20		
Wet Mass + Tare (g)	47.78	40.37		
Dry Mass + Tare (g)	33.53	28.47		
Water Mass (g)	14.25	11.90		
Tare (g)	3.21	3.05		
Dry Mass (g)	30.32	25.42		
Moisture Content (%)	47.0	46.8		
Corr'd Moisture (%)	45.7	45.6		

LABORATORY TEST RESULT - PLASTIC LIMITS

Trail Number	1	2			RESULTS
Wet Mass + Tare (g)	14.27	14.73			Liquid Limit (%)
Dry Mass + Tare (g)	12.78	13.21			46
Water Mass (g)	1.49	1.52			Plastic Limit (%)
Tare (g)	3.02	3.04			15
Dry Mass (g)	9.76	10.17			Plastic Index (%)
Moisture Content (%)	15.3	14.9			31
Average MC (%)	15.1				Soil Type
					CI



ADDITIONAL COMMENTS

REPORT REVIEWED BY	SIGNATURE	DEVIATIONS FROM STANDARD PROCEDURES
Derek Uhl		NO

UNIT 4 - 10904 - 92 AVENUE - GRANDE PRAIRIE - ALBERTA - T8V 6B5

ASTM D4318 - Liquid Limit, Plastic Limit, and Plasticity Index of Soils - Method B

Test Date	4-Apr-22	Report Number	AT002
File Number	22GLML7001	Lab Inspector	Alex Sturgeon / Ryan Bragg
Client	Darcy Clarke	Sampled By	Matthew Alemu
Project	Legal Subdivision	Sample Date	29-Mar-22
Location	SW-29-70-24-WM5	Sample Location	Borehole 2
Driller	Frontier Enviro Drilling	Project Manager	Baily Lapp

SAMPLE, PREPARATION & EQUIPMENT DETAILS

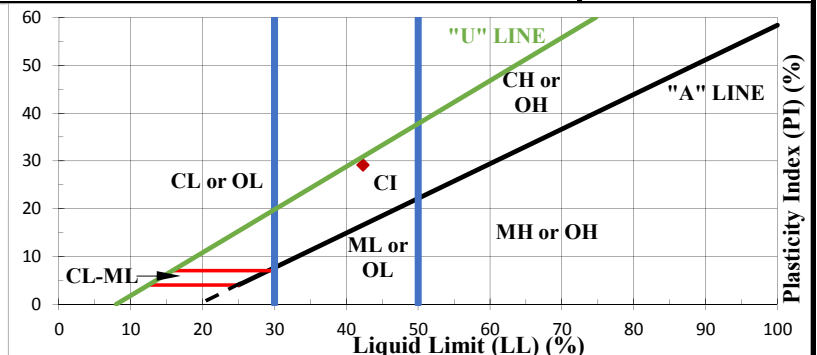
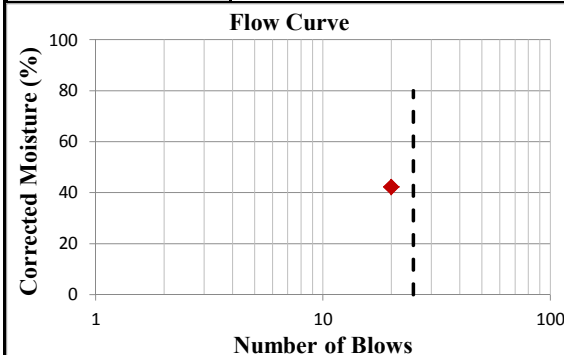
Sample Number	BH2 G2				Sample Method	Grab				
Test Method	B				Natural Moisture (%)					
Equipment	Hand Roll	X	Mechanic		Apparatus		Manual	X	Mechanic	
Preparation	Wet		Dry	X	Sieve Size	425um	Washed		Dry	X

LABORATORY TEST RESULT - LIQUID LIMITS

Trail Number	1	2		
Number of Blows	27	27		
Wet Mass + Tare (g)	49.42	47.97		
Dry Mass + Tare (g)	35.74	34.68		
Water Mass (g)	13.68	13.29		
Tare (g)	3.05	3.01		
Dry Mass (g)	32.69	31.67		
Moisture Content (%)	41.8	42.0		
Corr'd Moisture (%)	42.2	42.4		

LABORATORY TEST RESULT - PLASTIC LIMITS

Trail Number	1	2			RESULTS
Wet Mass + Tare (g)	14.91	16.80			Liquid Limit (%)
Dry Mass + Tare (g)	13.50	15.26			42
Water Mass (g)	1.41	1.54			Plastic Limit (%)
Tare (g)	3.21	3.16			13
Dry Mass (g)	10.29	12.10			Plastic Index (%)
Moisture Content (%)	13.7	12.7			29
Average MC (%)	13.2				Soil Type
					CI



ADDITIONAL COMMENTS

REPORT REVIEWED BY	SIGNATURE	DEVIATIONS FROM STANDARD PROCEDURES
Derek Uhl		NO

UNIT 4 - 10904 - 92 AVENUE - GRANDE PRAIRIE - ALBERTA - T8V 6B5

ASTM D4318 - Liquid Limit, Plastic Limit, and Plasticity Index of Soils - Method B

Test Date	4-Apr-22	Report Number	AT003
File Number	22GLML7001	Lab Inspector	Alex Sturgeon / Ryan Bragg
Client	Darcy Clarke	Sampled By	Matthew Alemu
Project	Legal Subdivision	Sample Date	29-Mar-22
Location	SW-29-70-24-WM5	Sample Location	Borehole 2
Driller	Frontier Enviro Drilling	Project Manager	Baily Lapp

SAMPLE, PREPARATION & EQUIPMENT DETAILS

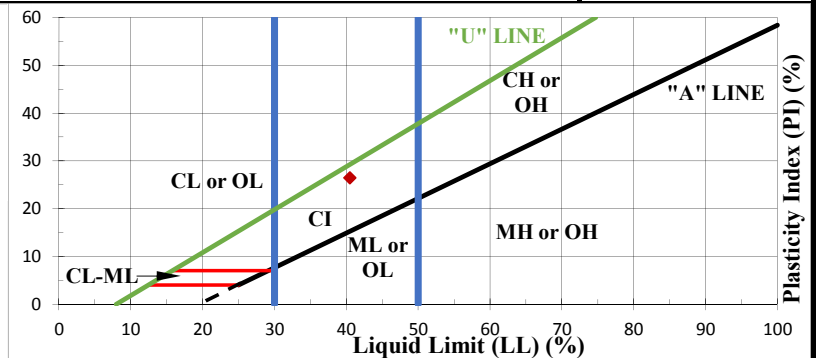
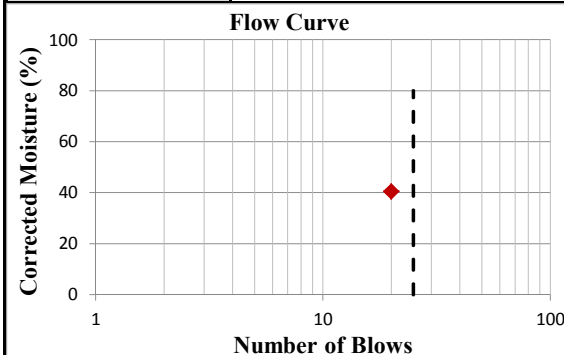
Sample Number	BH2 G3				Sample Method	Grab				
Test Method	B				Natural Moisture (%)					
Equipment	Hand Roll	X	Mechanic		Apparatus		Manual	X	Mechanic	
Preparation	Wet		Dry	X	Sieve Size	425um	Washed		Dry	X

LABORATORY TEST RESULT - LIQUID LIMITS

Trail Number	1	2		
Number of Blows	24	26		
Wet Mass + Tare (g)	42.68	42.07		
Dry Mass + Tare (g)	31.21	30.84		
Water Mass (g)	11.47	11.23		
Tare (g)	2.97	3.01		
Dry Mass (g)	28.24	27.83		
Moisture Content (%)	40.6	40.4		
Corr'd Moisture (%)	40.4	40.5		

LABORATORY TEST RESULT - PLASTIC LIMITS

Trail Number	1	2			RESULTS
Wet Mass + Tare (g)	11.06	11.06			Liquid Limit (%)
Dry Mass + Tare (g)	10.08	10.06			40
Water Mass (g)	0.98	1.00			Plastic Limit (%)
Tare (g)	3.00	3.05			14
Dry Mass (g)	7.08	7.01			Plastic Index (%)
Moisture Content (%)	13.8	14.3			26
Average MC (%)		14.1			Soil Type
					CI



ADDITIONAL COMMENTS

REPORT REVIEWED BY	SIGNATURE	DEVIATIONS FROM STANDARD PROCEDURES
Derek Uhl		NO

UNIT 4 - 10904 - 92 AVENUE - GRANDE PRAIRIE - ALBERTA - T8V 6B5

ASTM D4318 - Liquid Limit, Plastic Limit, and Plasticity Index of Soils - Method B

Test Date	4-Apr-22	Report Number	AT004
File Number	22GLML7001	Lab Inspector	Alex Sturgeon / Ryan Bragg
Client	Darcy Clarke	Sampled By	Matthew Alemu
Project	Legal Subdivision	Sample Date	29-Mar-22
Location	SW-29-70-24-WM5	Sample Location	Borehole 3
Driller	Frontier Enviro Drilling	Project Manager	Baily Lapp

SAMPLE, PREPARATION & EQUIPMENT DETAILS

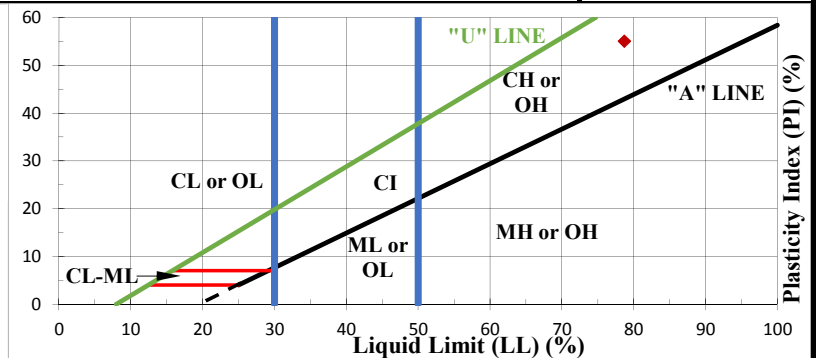
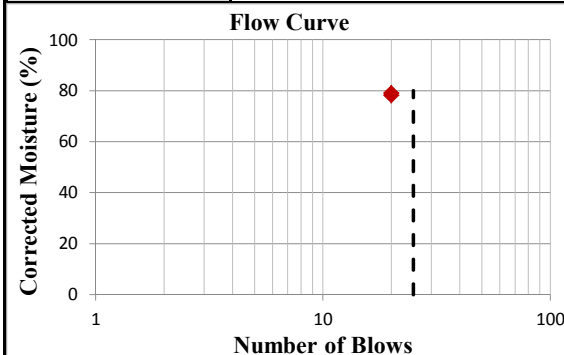
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Test Method	B				Natural Moisture (%)					
Equipment	Hand Roll	X	Mechanic		Apparatus		Manual	X	Mechanic	
Preparation	Wet		Dry	X	Sieve Size	425um	Washed		Dry	X

LABORATORY TEST RESULT - LIQUID LIMITS

Trail Number	1	2		
Number of Blows	21	20		
Wet Mass + Tare (g)	33.42	31.10		
Dry Mass + Tare (g)	19.81	18.56		
Water Mass (g)	13.61	12.54		
Tare (g)	2.97	2.95		
Dry Mass (g)	16.84	15.61		
Moisture Content (%)	80.8	80.3		
Corr'd Moisture (%)	79.1	78.2		

LABORATORY TEST RESULT - PLASTIC LIMITS

Trail Number	1	2			RESULTS
Wet Mass + Tare (g)	11.84	9.93			Liquid Limit (%)
Dry Mass + Tare (g)	10.11	8.63			79
Water Mass (g)	1.73	1.30			Plastic Limit (%)
Tare (g)	2.95	2.99			24
Dry Mass (g)	7.16	5.64			Plastic Index (%)
Moisture Content (%)	24.2	23.0			55
Average MC (%)	23.6				Soil Type
					CH



ADDITIONAL COMMENTS

REPORT REVIEWED BY	SIGNATURE	DEVIATIONS FROM STANDARD PROCEDURES
Derek Uhl		NO

UNIT 4 - 10904 - 92 AVENUE - GRANDE PRAIRIE - ALBERTA - T8V 6B5

ASTM D4318 - Liquid Limit, Plastic Limit, and Plasticity Index of Soils - Method B

Test Date	4-Apr-22	Report Number	AT005
File Number	22GLML7001	Lab Inspector	Alex Sturgeon / Ryan Bragg
Client	Darcy Clarke	Sampled By	Matthew Alemu
Project	Legal Subdivision	Sample Date	29-Mar-22
Location	SW-29-70-24-WM5	Sample Location	Borehole 4
Driller	Frontier Enviro Drilling	Project Manager	Baily Lapp

SAMPLE, PREPARATION & EQUIPMENT DETAILS

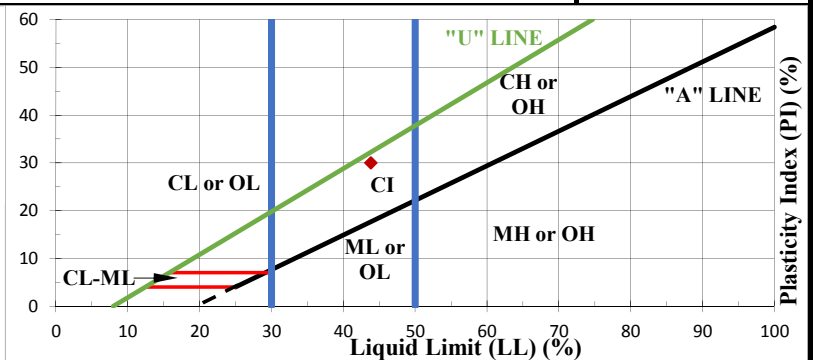
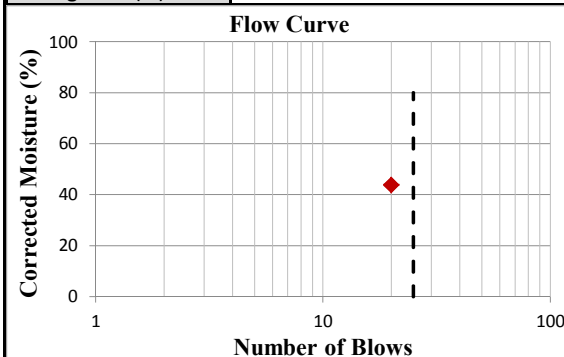
Sample Number	BH4 G3				Sample Method	Grab				
Test Method	B				Natural Moisture (%)					
Equipment	Hand Roll	X	Mechanic		Apparatus		Manual	X	Mechanic	
Preparation	Wet		Dry	X	Sieve Size	425um	Washed		Dry	X

LABORATORY TEST RESULT - LIQUID LIMITS

Trail Number	1	2		
Number of Blows	20	20		
Wet Mass + Tare (g)	30.69	39.31		
Dry Mass + Tare (g)	22.08	28.07		
Water Mass (g)	8.61	11.24		
Tare (g)	2.99	3.06		
Dry Mass (g)	19.09	25.01		
Moisture Content (%)	45.1	44.9		
Corr'd Moisture (%)	43.9	43.7		

LABORATORY TEST RESULT - PLASTIC LIMITS

Trail Number	1	2			RESULTS
Wet Mass + Tare (g)	11.92	15.31			Liquid Limit (%)
Dry Mass + Tare (g)	10.91	13.72			44
Water Mass (g)	1.01	1.59			Plastic Limit (%)
Tare (g)	3.04	3.02			14
Dry Mass (g)	7.87	10.70			Plastic Index (%)
Moisture Content (%)	12.8	14.9			30
Average MC (%)	13.8				Soil Type
					CI



ADDITIONAL COMMENTS

REPORT REVIEWED BY	SIGNATURE	DEVIATIONS FROM STANDARD PROCEDURES
Derek Uhl		NO

PARTICLE SIZE ANALYSIS

UNIT 4 - 10904 - 92 AVENUE - GRANDE PRAIRIE - ALBERTA - T8V 6B5

ASTM D6913; D7928 - PARTICLE SIZE ANALYSIS OF SOILS (HYDROMETER ANALYSIS)

Test Date	5-Apr-22	Report Number	HD001
File Number	22GLML7001	Lab Inspector	Ryan Bragg
Client	Darcy Clarke	Sampled By	Matthew Alemu
Project	Legal Subdivision	Sample Date	29-Mar-22
Location	SW-29-70-24-W5M	Sample Location	Borehole 2
Contractor / Driller	Frontier Enviro Drilling	Project Manager	Baily Lapp

SAMPLE & PREPARATION DETAILS

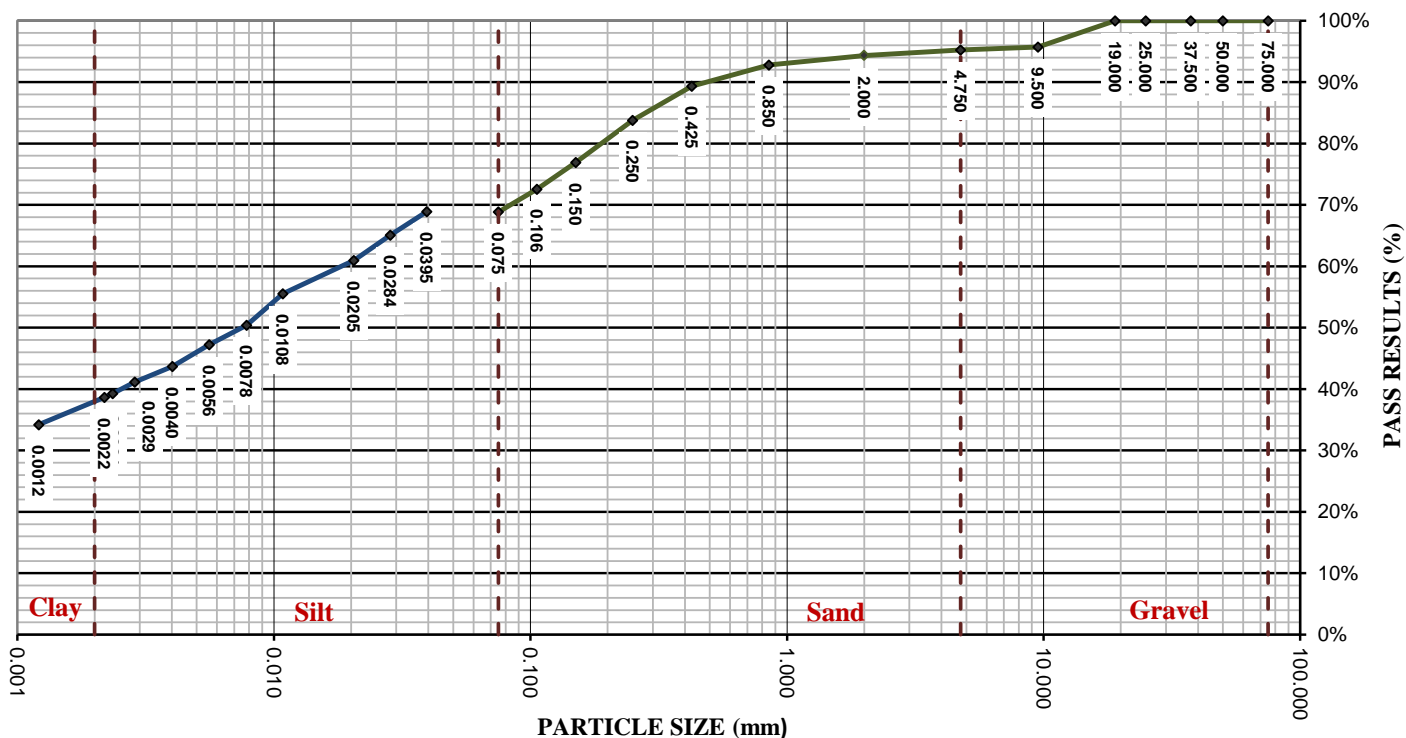
Sample Number	BH2G2	Sample Method	Grab	Visual Material Type	Clay
Hydrometer Type	151H	Sieve Method	Dry	Natural Moisture (%)	

LABORATORY TEST RESULTS

Sieve Size (mm)	75	50	37.5	25	19	9.5	4.75	2.00	0.850	0.425	0.250	0.150	0.106	0.075
Pass Results (%)	100.00	100.00	100.00	100.00	100.00	95.73	95.24	94.34	92.79	89.33	83.78	76.90	72.54	68.84
Particle Size (mm)				0.0395	0.0284	0.0205	0.0108	0.0078	0.0056	0.0040	0.0029	0.0024	0.0022	0.0012
Pass Results (%)				68.92	65.09	60.95	55.53	50.40	47.21	43.67	41.12	39.27	38.67	34.21

GRADATIONS (%)

Boulders	Cobbles	Gravel	Sand	Silt	Clay
0.00%	0.00%	4.76%	26.40%	30.88%	37.96%



ADDITIONAL COMMENTS

REVIEWED BY	SIGNATURE	DEVIATIONS FROM STANDARD PROCEDURES
Derek Uhl		NO

PARTICLE SIZE ANALYSIS

UNIT 4 - 10904 - 92 AVENUE - GRANDE PRAIRIE - ALBERTA - T8V 6B5

ASTM D6913; D7928 - PARTICLE SIZE ANALYSIS OF SOILS (HYDROMETER ANALYSIS)

Test Date	5-Apr-22	Report Number	HD002
File Number	22GLML7001	Lab Inspector	Ryan Bragg
Client	Darcy Clarke	Sampled By	Matthew Alemu
Project	Legal Subdivision	Sample Date	29-Mar-22
Location	SW-29-70-24-W5M	Sample Location	Borehole 2
Contractor / Driller	Frontier Enviro Drilling	Project Manager	Baily Lapp

SAMPLE & PREPARATION DETAILS

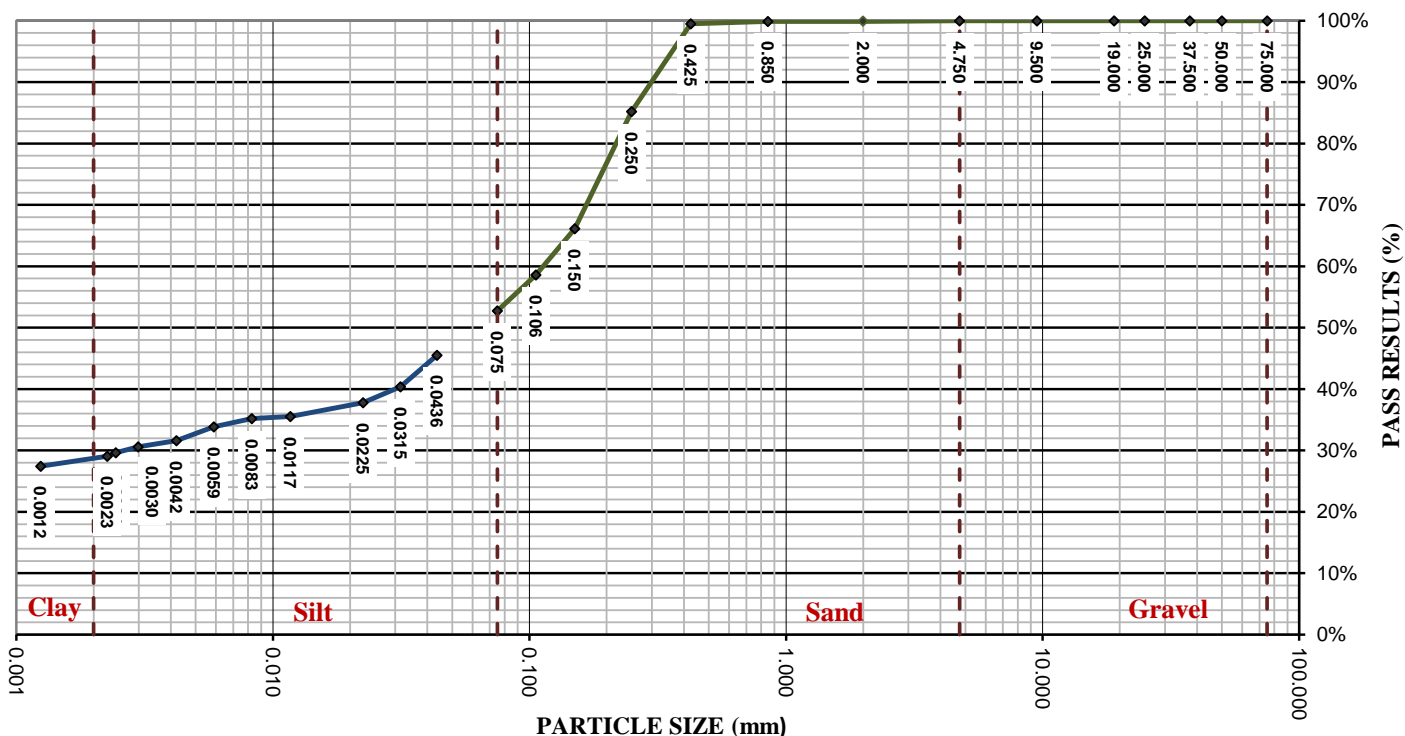
Sample Number	BH2G3	Sample Method	Grab	Visual Material Type	Silt/Sand
Hydrometer Type	151H	Sieve Method	Dry	Natural Moisture (%)	

LABORATORY TEST RESULTS

Sieve Size (mm)	75	50	37.5	25	19	9.5	4.75	2.00	0.850	0.425	0.250	0.150	0.106	0.075
Pass Results (%)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	99.91	99.91	99.53	85.20	66.13	58.59	52.74
Particle Size (mm)				0.0436	0.0315	0.0225	0.0117	0.0083	0.0059	0.0042	0.0030	0.0024	0.0023	0.0012
Pass Results (%)				45.52	40.37	37.79	35.51	35.19	33.87	31.58	30.59	29.65	29.07	27.44

GRADATIONS (%)

Boulders	Cobbles	Gravel	Sand	Silt	Clay
0.00%	0.00%	0.00%	47.26%	24.05%	28.69%



ADDITIONAL COMMENTS

REVIEWED BY	SIGNATURE	DEVIATIONS FROM STANDARD PROCEDURES
Derek Uhl		NO

PARTICLE SIZE ANALYSIS

UNIT 4 - 10904 - 92 AVENUE - GRANDE PRAIRIE - ALBERTA - T8V 6B5

ASTM D6913; D7928 - PARTICLE SIZE ANALYSIS OF SOILS (HYDROMETER ANALYSIS)

Test Date	5-Apr-22	Report Number	HD003
File Number	22GLML7001	Lab Inspector	Ryan Bragg
Client	Darcy Clarke	Sampled By	Matthew Alemu
Project	Legal Subdivision	Sample Date	29-Mar-22
Location	SW-29-70-24-W5M	Sample Location	Borehole 4
Contractor / Driller	Frontier Enviro Drilling	Project Manager	Baily Lapp

SAMPLE & PREPARATION DETAILS

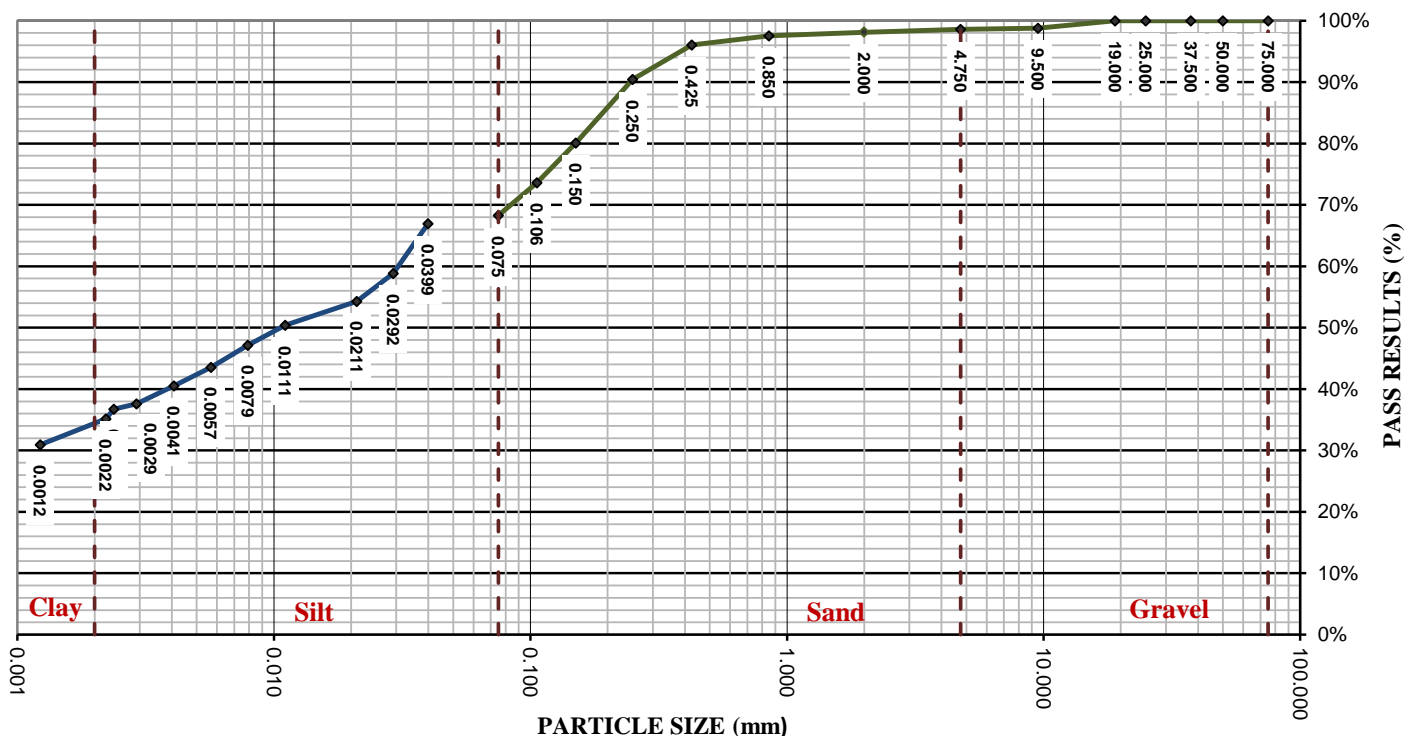
Sample Number	BH4G3	Sample Method	Grab	Visual Material Type	Clay&Sand
Hydrometer Type	151H	Sieve Method	Dry	Natural Moisture (%)	

LABORATORY TEST RESULTS

Sieve Size (mm)	75	50	37.5	25	19	9.5	4.75	2.00	0.850	0.425	0.250	0.150	0.106	0.075
Pass Results (%)	100.00	100.00	100.00	100.00	100.00	98.80	98.58	98.12	97.55	96.04	90.44	80.07	73.59	68.29
Particle Size (mm)				0.0399	0.0292	0.0211	0.0111	0.0079	0.0057	0.0041	0.0029	0.0024	0.0022	0.0012
Pass Results (%)				66.94	58.84	54.31	50.39	47.15	43.55	40.54	37.59	36.71	35.16	30.92

GRADATIONS (%)

Boulders	Cobbles	Gravel	Sand	Silt	Clay
0.00%	0.00%	1.42%	30.28%	33.82%	34.47%



ADDITIONAL COMMENTS

REVIEWED BY	SIGNATURE	DEVIATIONS FROM STANDARD PROCEDURES
Derek Uhl		NO

PARTICLE SIZE ANALYSIS

UNIT 4 - 10904 - 92 AVENUE - GRANDE PRAIRIE - ALBERTA - T8V 6B5

ASTM D6913; D7928 - PARTICLE SIZE ANALYSIS OF SOILS (HYDROMETER ANALYSIS)

Test Date	5-Apr-22	Report Number	HD004
File Number	22GLML7001	Lab Inspector	Ryan Bragg
Client	Darcy Clarke	Sampled By	Matthew Alemu
Project	Legal Subdivision	Sample Date	29-Mar-22
Location	SW-29-70-24-W5M	Sample Location	Borehole 4
Contractor / Driller	Frontier Enviro Drilling	Project Manager	Baily Lapp

SAMPLE & PREPARATION DETAILS

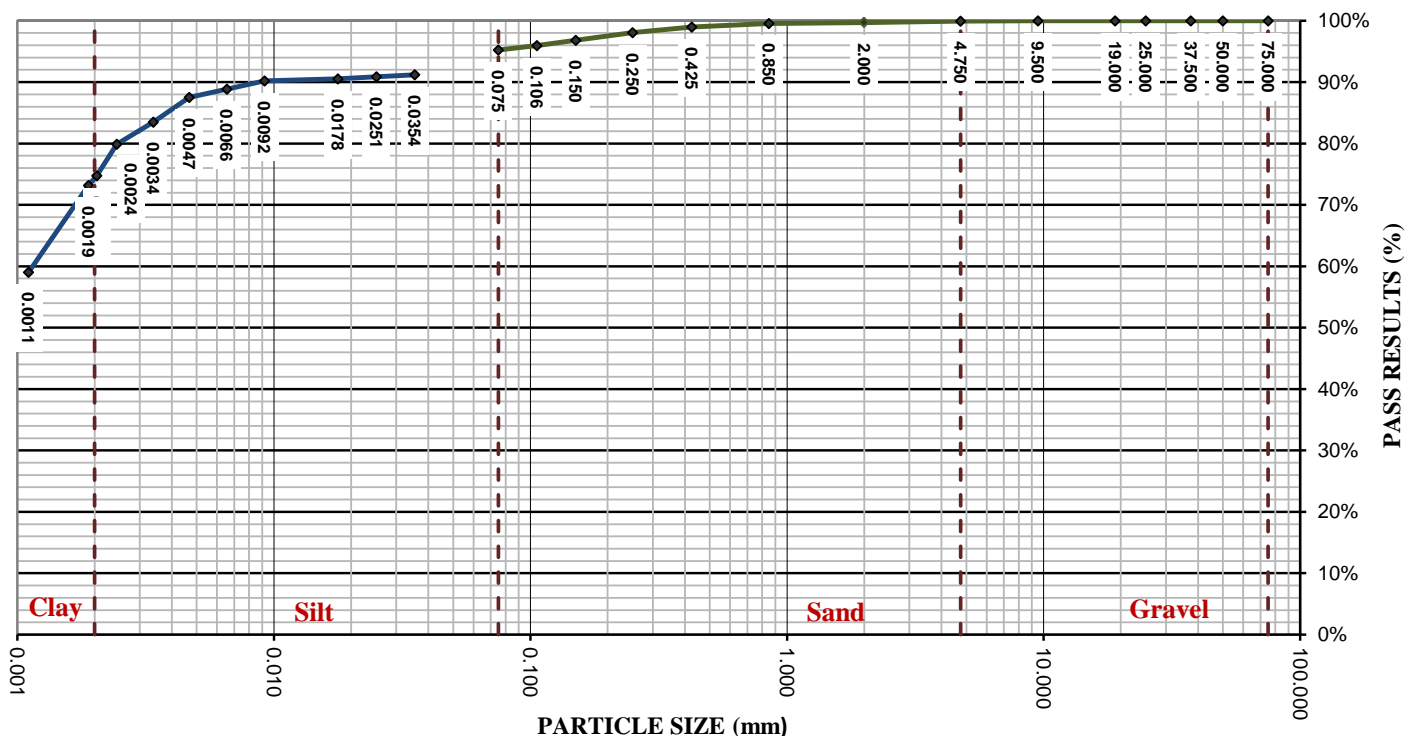
Sample Number	BH4G1	Sample Method	Grab	Visual Material Type	Silty Clay
Hydrometer Type	151H	Sieve Method	Dry	Natural Moisture (%)	

LABORATORY TEST RESULTS

Sieve Size (mm)	75	50	37.5	25	19	9.5	4.75	2.00	0.850	0.425	0.250	0.150	0.106	0.075
Pass Results (%)	100.00	100.00	100.00	100.00	100.00	100.00	99.92	99.70	99.57	98.97	98.04	96.81	95.98	95.24
Particle Size (mm)				0.0354	0.0251	0.0178	0.0092	0.0066	0.0047	0.0034	0.0024	0.0020	0.0019	0.0011
Pass Results (%)				91.19	90.86	90.53	90.21	88.87	87.49	83.50	79.87	74.76	73.19	59.03

GRADATIONS (%)

Boulders	Cobbles	Gravel	Sand	Silt	Clay
0.00%	0.00%	0.08%	4.68%	20.55%	74.68%



ADDITIONAL COMMENTS

REVIEWED BY	SIGNATURE	DEVIATIONS FROM STANDARD PROCEDURES
Derek Uhl		NO

UNIT 4 - 10904 - 92 AVENUE - GRANDE PRAIRIE - ALBERTA - T8V 6B5

ASTM D2216 - Moisture Content

Test Date	30-Mar-22	Report Number	MC001
File Number	21GEME6020	Lab Inspector	Alex Sturgeon
Client	Darcy Clarke	Sampled By	Matthew Alemu
Project	Legal Subdivision	Sample Date	29-Mar-22
Location	SW-29-70-24-W5M	Sample Location	Borehole 1 & 2
Contractor / Driller	Frontier Enviro Drilling	Project Manager	Baily Lapp

LABORATORY TEST RESULTS

Sample Number	BH1G1	BH1S1	BH1G2	BH1S2
Dry Sample Mass (g)	467.7	427.1	388.3	550.8
Water Mass (g)	132.2	80.5	83.9	125.1
Moisture Content (%)	28.3	18.8	21.6	22.7

Sample Number	BH1G3	BH1S3	BH1G4	BH1S4
Dry Sample Mass (g)	491.9	553.0	553.7	546.8
Water Mass (g)	187.9	115.4	144.4	103.1
Moisture Content (%)	38.2	20.9	26.1	18.9

Sample Number	BH2G1	BH2S1	BH2G2	BH2S2
Dry Sample Mass (g)	486.9	313.3	681.3	348.8
Water Mass (g)	114.9	58.0	121.4	70.7
Moisture Content (%)	23.6	18.5	17.8	20.3

Sample Number	BH2G3	BH2S3	BH2G4	BH2S4
Dry Sample Mass (g)	480.2	435.8	461.9	492.0
Water Mass (g)	100.2	93.2	105.9	93.4
Moisture Content (%)	20.9	21.4	22.9	19.0

Visual Material Type		Test Method	
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VISUAL INSPECTION RESULTS (IF REQUIRED)

Sample Number (s)	Sample Depth	Sample Description

ADDITIONAL COMMENTS

REVIEWED BY	SIGNATURE	DEVIATIONS FROM STANDARD PROCEDURES
Derek Uhl		No

UNIT 4 - 10904 - 92 AVENUE - GRANDE PRAIRIE - ALBERTA - T8V 6B5

ASTM D2216 - Moisture Content

Test Date	30-Mar-22	Report Number	MC001
File Number	21GEME6020	Lab Inspector	Alex Sturgeon
Client	Darcy Clarke	Sampled By	Matthew Alemu
Project	Legal Subdivision	Sample Date	29-Mar-22
Location	SW-29-70-24-W5M	Sample Location	Borehole 3 & 4
Contractor / Driller	Frontier Enviro Drilling	Project Manager	Baily Lapp

LABORATORY TEST RESULTS

Sample Number	BH3G1	BH3S1	BH3G2	BH3S2
Dry Sample Mass (g)	324.1	389.6	439.5	604.7
Water Mass (g)	95.2	104.2	92.4	144.9
Moisture Content (%)	29.4	26.7	21.0	24.0

Sample Number	BH3G3	BH3S3	BH3G4	BH3S4
Dry Sample Mass (g)	586.8	490.4	492.3	624.2
Water Mass (g)	139.1	122.6	128.0	154.6
Moisture Content (%)	23.7	25.0	26.0	24.8

Sample Number	BH4G1	BH4S1	BH4G2	BH4G5
Dry Sample Mass (g)	458.1	394.0	582.2	496.8
Water Mass (g)	132.3	77.7	108.3	113.0
Moisture Content (%)	28.9	19.7	18.6	22.7

Sample Number	BH4G3	BH4S3	BH4G4	BH4S4
Dry Sample Mass (g)	488.4	557.7	551.6	735.9
Water Mass (g)	123.7	145.3	138.5	194.3
Moisture Content (%)	25.3	26.1	25.1	26.4

Visual Material Type		Test Method	
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VISUAL INSPECTION RESULTS (IF REQUIRED)

Sample Number (s)	Sample Depth	Sample Description

ADDITIONAL COMMENTS

REVIEWED BY	SIGNATURE	DEVIATIONS FROM STANDARD PROCEDURES
Derek Uhl		No

 Beairsto & Associates ENGINEERING & SURVEY		SULPHATE CONTENT		 Beairsto & Associates ENGINEERING & SURVEY	
UNIT 4 - 10904 - 92 AVENUE - GRANDE PRAIRIE - ALBERTA - T8V 6B5					
ASTM C1580 - Water-Soluble Sulfate in Soil					
Test Date	04-Apr-22	Report Number	SC001		
File Number	22GLML7001	Lab Inspector	Ryan Bragg		
Client	Darcy Clarke	Sampled By	Matthew Alemu		
Project	Legal Subdivision	Sample Date	29-Mar-22		
Location	SW-29-70-24-W5M	Sample Location	Boreholes 1-4		
Contractor / Driller	Frontier Enviro Drilling	Project Manager	Baily Lapp		
LABORATORY TEST RESULTS					
Borehole Number	1	2	3	4	
Sample Depth	0.9	1.5	2.1	2.6	
% SO4 (Soil)	0.08	0.08	0.04	0.04	
Degree	Negligible	Negligible	Negligible	Negligible	
Exposure Class	F-2	F-2	F-2	F-2	
Borehole Number					
Sample Depth					
% SO4 (Soil)					
Degree					
Exposure Class					
Borehole Number					
Sample Depth					
% SO4 (Soil)					
Degree					
Exposure Class					
Borehole Number					
Sample Depth					
% SO4 (Soil)					
Degree					
Exposure Class					
ADDITIONAL COMMENTS					
REPORT REVIEWED BY			DEVIATIONS FROM STANDARD PROCEDURES		
Derek Uhl			No		

APPENDIX D

DESIGN & CONSTRUCTION GUIDELINES

BACKFILL MATERIALS AND COMPACTION (ALBERTA)

1.0 DEFINITIONS

“Landscape fill” is typically used in areas such as berms and grassed areas where settlement of the fill and noticeable surface subsidence can be tolerated. “Landscape fill” may comprise soils without regard to engineering quality.

“General engineered fill” is typically used in areas where a moderate potential for subgrade movement is tolerable, such as asphalt (i.e., flexible) pavement areas. “General engineered fill” should comprise clean, inorganic granular or clay soils.

“Select engineered fill” is typically used below slabs-on-grade or where high volumetric stability is desired, such as within the footprint of a building. “Select engineered fill” should comprise clean, well graded granular soils or inorganic low to medium plastic clay soils.

“Structural engineered fill” is used for supporting structural loads in conjunction with shallow foundations. “Structural engineered fill” should comprise clean, well graded inorganic granular soils.

“Lean mix concrete” is typically used to protect a subgrade from weather effects including excessive drying or wetting. “Lean mix concrete” can also be used to provide a stable working platform over weak subgrades. “Lean mix concrete” should be low strength concrete having a minimum 28-day compressive strength of 3.5 MPa.

Standard Proctor Density (SPD) as used herein means Standard Proctor Maximum Dry Density (ASTM Test Method D698). Optimum moisture content is defined in ASTM Test Method D698.

2.0 GENERAL BACKFILL & COMPACTION RECOMMENDATIONS

Backfill adjacent to and above footings, abutment walls, basement walls, grade beams and pile caps or below highway, street or parking lot pavement sections should comprise “general engineered fill” materials as defined above.

Exterior backfill adjacent to footings, foundation walls, grade beams and pile caps and within 600 mm of final grade should comprise inorganic, cohesive “general engineered fill”. Such backfill should provide a relatively impervious surface layer to reduce seepage into the subsoil.

Backfill should not be placed against a foundation structure until the structure has sufficient strength to withstand the earth pressures resulting from placement and compaction. During compaction, careful observation of the foundation wall for deflection should be carried out continuously. Where deflections are apparent, the compactive effort should be reduced accordingly.

In order to reduce potential compaction induced stresses, only handheld compaction equipment should be used in the compaction of fill within 1 m of retaining walls or basement walls.

All lumps of materials should be broken down during placement. Backfill materials should not be placed in a frozen state or placed on a frozen subgrade.

Where the maximum sized particles in any backfill material exceed 50 percent of the minimum dimension of the cross section to be backfilled (e.g., lift thickness), such particles should be removed and placed at other more suitable locations on site or screened off prior to delivery to site.

CONSTRUCTION GUIDELINE

BACKFILL MATERIALS & COMPACTION (ALBERTA)

Bonding should be provided between backfill lifts, if the previous lift has become desiccated. For fine grained materials the previous lift should be scarified to the base of the desiccated layer, moisture conditioned and recompacted and bonded thoroughly to the succeeding lift. For granular materials, the surface of the previous lift should be scarified to about a 75 mm depth followed by proper moisture conditioning and recompaction.

3.0 COMPACTION & MOISTURE CONDITIONING

“Landscape fill” material should be placed in compacted lifts not exceeding 300 mm and compacted to a density of not less than 90 percent of SPD.

“General engineered fill” and “select engineered fill” materials should be placed in layers of 150 mm compacted thickness and should be compacted to not less than 98 percent of SPD. Note that higher compaction levels may be specified within 300 mm of the design elevation. Cohesive materials placed as “general engineered fill” or “select engineered fill” should be compacted at 0 to 2 percent above the optimum moisture content. Granular materials placed as “general engineered fill” or “select engineered fill” should be compacted at slightly below the optimum moisture content.

“Structural engineered fill” material should be placed in compacted lifts not exceeding 150 mm in thickness and compacted to not less than 100 percent of SPD at slightly below the optimum moisture content.

4.0 “GENERAL ENGINEERED FILL” SPECIFICATIONS

Low to high plastic clay is considered acceptable for use as “general engineered fill,” assuming this material is inorganic and free of deleterious materials.

Materials meeting the specifications for “select engineered fill” or “structural engineered fill” as described below would also be acceptable for use as “general engineered fill.”

5.0 “SELECT ENGINEERED FILL” SPECIFICATIONS

Low to medium plastic clay with the following range of plasticity properties is generally considered suitable for use as “select engineered fill”:

Liquid Limit	= 20 to 40%
Plastic Limit	= 10 to 20%
Plasticity Index	= 10 to 30%

CONSTRUCTION GUIDELINE

BACKFILL MATERIALS & COMPACTION (ALBERTA)

“Pit-run gravel” and “fill sand” that meet the following specifications are generally considered acceptable for use as “select engineered fill.”

Granular “Select Engineered Fill” – Percent Passing by Weight

Sieve Size	Alberta Transportation Gravel Fill (D6-80)
80.0 mm	100
50.0 mm	55 – 100
25.0 mm	38 – 100
16.0 mm	32 – 85
10 mm	
5.0 mm	20 – 65
1.25 mm	
315 µm	6 – 30
160 µm	
80 µm	2 – 10

In addition to the above grading limits, the following criteria should be met:

“Select Engineered Fill” – Additional Material Properties

Material Type	Plasticity Index
AT D6-80	8 max

*AT – Alberta Transportation

The “gravel” should be free of any form of coating and any gravel or sand containing clay, loam or other deleterious materials should be rejected. No oversize material should be tolerated.

The materials above are also suitable for use as “general engineered fill.”

6.0 “STRUCTURAL ENGINEERED FILL” SPECIFICATIONS

Crushed gravel used as “structural engineered fill” should be hard, clean, well graded, crushed aggregate, free of organics, coal, clay lumps, coatings of clay, silt and other deleterious materials. The aggregates should conform to the following gradation requirement when tested in accordance with ASTM C136.

CONSTRUCTION GUIDELINE

BACKFILL MATERIALS & COMPACTION (ALBERTA)

“Structural Engineered Fill” – Percent Passing by Weight

Sieve Size	Alberta Transportation Base Course Aggregate (D2-40 mm)	Alberta Transportation Base Course Aggregate (D2-25 mm)
40 mm	100	
25 mm	70 – 94	100
20 mm		82 – 97
16 mm	55 – 85	70 – 94
10 mm	44 – 74	52 – 79
5 mm	32 – 62	35 – 64
1.25 mm	17 – 43	18 – 43
630 µm	12 – 34	12 – 34
315 µm	8 – 26	8 – 26
160 µm	5 - 18	5 - 18
80 µm	2 - 10	2 - 10

In addition to the above grading limits, the following criteria should be met:

“Structural Engineered Fill” – Additional Material Properties

Material Type	% Fracture by Weight (2 Faces)	Plasticity Index	L.A. Abrasion (% Loss Max)	Micro-Deval (% Loss Max)
D2-25 mm	60 min	6 max	50	21
D2-40 mm	50 min	6 max	50	21

Materials that meet the above grading limits and material property criteria are also suitable for use as “select engineered fill.”

7.0 DRAINAGE MATERIALS

The materials presented below may be used for drainage purposes. It is recommended that a Geotechnical Engineer reviews the material to be used for a specific purpose given that not all the materials presented below would be suitable for all purposes.

CONSTRUCTION GUIDELINE
BACKFILL MATERIALS & COMPACTION (ALBERTA)

7.1 City of Grande Prairie

Drainage Material – Percent Passing by Weight

Sieve Size	City of Grande Prairie Granular Bedding (D1C-20 mm)	City of Grande Prairie Trench Bedding (D1B-Clean Sand)
25 mm	100	
20 mm	95-100	
14 mm		
10 mm	5 - 10	
7.5 mm		
5 mm	0 – 5	100
2.5 mm		70- 95
315 µm		30 - 65
160 µm		10 - 25
80 µm		2 - 10

7.2 City of Edmonton

Drainage Material – Percent Passing by Weight

Sieve Size	City of Edmonton Drainage Rock (COE D6-C20)	City of Edmonton Washed Rock (COE D6-C25)	Coarse Sand*
25 mm		100	
20 mm	100		
14 mm	90 – 100		
10 mm	45 – 75		100
5 mm	0 – 15	10 max	90 – 100
2.5 mm	0 – 5		80 – 100
1.25 mm			50 – 90
630 µm			25 – 65
315 µm			10 – 35
160 µm			2 – 10
80 µm		2 max	0 – 3

* From CSA A23.1-09, Table 10, "Grading Limits for Fine Aggregate", Class FA1

CONSTRUCTION GUIDELINE

BACKFILL MATERIALS & COMPACTION (ALBERTA)

7.3 City of Calgary

Drainage Material – Percent Passing by Weight

Sieve Size	City of Calgary 40mm Drain Rock	City of Calgary 20mm Drain Rock
40 mm	100	
20 mm		100
5 mm	<10	<10
2.5 mm	<5	<5
80 µm	<5	<5

8.0 BEDDING MATERIALS

The drainage materials presented above in Section 7.0 are suitable for use as pipe bedding if drainage is a consideration.

CONSTRUCTION EXCAVATIONS

Construction should be in accordance with good practice and comply with the requirements of the responsible regulatory agencies.

All excavations greater than 1.5 m deep should be sloped or shored for worker protection.

Shallow excavations up to about 3 m depth may use temporary sideslopes of 1H:1V. A flatter slope of 2H:1V should be used if groundwater is encountered. Localized sloughing can be expected from these slopes.

Deep excavations or trenches may require temporary support if space limitations or economic considerations preclude the use of sloped excavations.

For excavations greater than 3 m depth, temporary support should be designed by a qualified geotechnical engineer. The design and proposed installation and construction procedures should be submitted to BASE for review.

The construction of a temporary support system should be monitored. Detailed records should be taken of installation methods, materials, in situ conditions and the movement of the system. If anchors are used, they should be load tested. BASE can provide further information on monitoring and testing procedures if required.

Attention should be paid to structures or buried service lines close to the excavation. For structures, a general guideline is that if a line projected down, at 45 degrees from the horizontal from the base of foundations of adjacent structures intersects the extent of the proposed excavation, these structures may require underpinning or special shoring techniques to avoid damaging earth movements. The need for any underpinning or special shoring techniques and the scope of monitoring required can be determined when details of the service ducts and vaults, foundation configuration of existing buildings and final design excavation levels are known.

No surface surcharges should be placed closer to the edge of the excavation than a distance equal to the depth of the excavation unless the excavation support system has been designed to accommodate such surcharge.

FLOOR SLABS-ON-GRADE

All soft, loose or organic material should be removed from beneath slab areas. If any local 'hard spots' such as old basement walls are revealed beneath the slab area, these should be over-excavated and removed to not less than 0.9 m below underside of slab level. The exposed soil should be proof-rolled and the final grade restored by general engineered fill placement. If proof-rolling reveals any soft or loose spots, these should be excavated and the desired grade restored by general engineered fill placement. Proof-rolling should be carried out in accordance with the recommendations given elsewhere in this Appendix. The subgrade should be compacted to a depth of not less than 0.3 m to a density of not less than 98 percent Standard Proctor Maximum Dry Density (ASTM Test Method D698).

If, for economic reasons, it is considered desirable to leave low quality material in-place beneath a slab-on-grade, special ground treatment procedures may be considered, BASE could provide additional advice on this aspect if required.

A levelling course of 20 mm crushed gravel at least 150 mm in compacted thickness, is recommended directly beneath all slabs-on-grade. Alternatively a minimum thickness of 150 mm of pit-run gravel overlain by a minimum thickness of 50 mm of 20 mm crushed gravel may be used. Very coarse material (larger than 25 mm diameter) should be avoided directly beneath the slab-on-grade to limit potential stress concentrations within the slab. All levelling courses directly under floor slabs should be compacted to 100 percent of Standard Proctor maximum dry density.

General engineered fill, pit-run gravel and crushed gravel are defined under the heading 'Backfill Materials and Compaction' elsewhere in this Appendix.

The slab should be structurally independent from walls and columns supported on foundations. This is to reduce any structural distress that may occur as a result of differential soil movements. If it is intended to place any internal non-load bearing partition walls directly on a slab-on-grade, such walls should also be structurally independent from other elements of the building founded on a conventional foundation system so that some relative vertical movement of the walls can occur freely.

The excavated subgrade beneath slabs-on-grade should be protected at all times from rain, snow, freezing temperatures, excessive drying and the ingress of free water. This applies during and after the construction period.

A minimum slab concrete thickness of 100 mm is recommended. Control joints should be provided in all slabs. Typically for a 125 mm slab thickness; control joints should be placed on a 3 m square grid, should be sawn to a depth of one-quarter the slab thickness and have a width of approximately 3 mm.

Wire mesh reinforcement, 150 mm square grid, should be provided to reduce the possibility of uncontrolled slab cracking. The mesh should be adequately supported and should be located at mid-height of the slab with adequate cover.

PAVEMENTS

The following recommended procedures for pavements have been based on the use of the area generally by cars with some light truck traffic, as is normal for parking lot areas and access roadways. Recommendations for occasional heavy truck access areas are also presented. These recommendations are intended as minimums only for subgrades having a California Bearing Ratio (CBR) value of two or higher, under saturated conditions.

Maximum density as used in this section means Standard Proctor Maximum Dry Density (ASTM Test Method D698) unless specifically noted otherwise.

The subgrade should be graded to drain towards catch basin locations. All loose, soft or organic material should be removed from beneath pavement areas. The subgrade should be scarified to a depth of not less than 150 mm below the surface and recompacted. In areas where general engineered fill is placed to achieve design grades, the subgrade should be compacted to 98 percent of maximum density and proof-rolled prior to placing fill. The upper 150 mm of subgrade (and/or general engineered fill) under pavement sections should be compacted to not less than 100 percent of maximum density.

Proof-rolling of the entire surface area under pavement sections should be carried out to detect any local soft spots. Soft spots detected as a result of proof-rolling should be excavated and backfilled with 'general engineered fill'. Recommended procedures for proof-rolling are presented under a separate section in Appendix C. General engineered fill is defined under the section entitled "Backfill Materials and Compaction" in Appendix C.

The parking area and roadways base course should comprise a layer of compacted cement stabilized aggregate or crushed gravel of nominal size equal to 20 mm placed on top of the compacted subgrade. The base course should have a compacted thickness of not less than 100 mm. The base course should be compacted to not less than 100 percent of maximum density.

The surface of the final lift of base course must have an asphalt prime coat of SS-1, or its equivalent, applied prior to the placement of asphaltic concrete.

The asphalt thickness is dependent on asphalt mix specifications and should be reviewed when details of the mix are available. Minimum surface lift thickness in multiple-lift construction should be not less than 50 mm.

Preparation of the subgrade should be carried out within restricted areas. This is to avoid loosening of the prepared areas by site traffic before compaction of the subgrade and placement of the granular material has been completed. Protection of the prepared subgrade against precipitation and frost should be undertaken.

Observation of compaction and asphalt laying operations should be carried out by staff of BASE.

Where there is risk of gasoline or diesel oil spillage, such as in the vicinity of pump islands, concrete pavements are preferred to asphalt.

PROOF-ROLLING

Proof-rolling is a method of detecting soft areas in an 'as-excavated' subgrade for fill, pavement, floor or foundations or detecting non-uniformity of compacted embankment. The intent is to detect soft areas or areas of low shear strength not otherwise revealed by means of test holes, density testing, or visual examination of the site surface and to check that any fill placed or subgrade meets the necessary design strength requirements.

Proof-rolling should be observed by qualified geotechnical personnel.

Proof-rolling is generally accomplished by the use of a heavy (15 to 60 tonne) rubber-tired roller having four wheels abreast on independent axles with high contact wheel pressures (inflation pressures ranging from 550 kPa (80 psi) up to 1030 kPa (150 psi).

A heavily loaded tandem axle gravel truck may be used in lieu of the equipment described in the paragraph above. The truck should be loaded to approximately 10 tonnes per axle and a minimum tire pressure of 550 kPa (80 psi).

Ground speed - maximum 8 km/hr recommended 4 km/hr.

The recommended procedure is two complete coverages with the proof-rolling equipment in one direction and a second series of two coverages made at right angles to the first series; one 'coverage' means that every point of the proof-rolled surface has been subjected to the tire pressure of a loaded wheel. Less rigorous procedures may be acceptable under certain conditions subject to the approval of an engineer.

Any areas of soft, rutted, or displaced materials detected should either be recompacted with additional fill or the existing material removed and replaced with general engineered fill, or properly moisture conditioned as necessary.

The surface of the grade under the action of the proof-roller should be observed, noting; visible deflection and rebound of the surface, formation of a crack pattern in the compacted surface or shear failure in the surface of granular soils as ridging between wheel tracks.

If any part of an area indicates significantly more distress than other parts, the cause should be investigated, by, for example, shallow auger holes.

In the case of granular subgrades, distress will generally consist of either compression due to insufficient compaction or shearing under the tires. In the first case, rolling should be continued until no further compression occurs. In the second case, the tire pressure should be reduced to a point where the subgrade can carry the load without significant deflection and subsequently gradually increased to its specified pressure as the subgrade increases in shear strength under this compaction.

SHALLOW FOUNDATION

Design and construction of shallow foundations should comply with relevant Building Code requirements.

The term "shallow foundations" includes strip and spread footings, mat slab and raft foundations.

Minimum footing dimensions in plan should be 0.45 m and 0.9 m for strip and square footings, respectively.

No loose, disturbed or sloughed material should be allowed to remain in open foundation excavations. Hand cleaning should be undertaken to prepare an acceptable bearing surface. Re-compaction of disturbed or loosened bearing surface may be required.

Foundation excavation and bearing surfaces should be protected from rain, snow, freezing temperatures, drying and the ingress of free water, during and after footing construction.

Footing excavations should be carried down into the designated bearing stratum.

After the bearing surface is approved, a mud slab should be poured to protect the soil and provide a working surface for construction, should immediate foundation construction not be intended.

All constructed foundations should be placed on unfrozen soils, which should be at all times protected from frost penetration.

All foundation excavations and bearing surface should be observed by a qualified geotechnical engineer to confirm that the recommendations contained in this report have been followed and that soil conditions are consistent with those assumed in the design.

Where over-excavation has been carried out through a weak or unsuitable stratum to reach into a suitable bearing stratum or where a foundation pad is to be placed above stripped natural ground surface, such over-excavation may be backfilled to subgrade elevation utilizing either structural fill or lean-mix concrete. These materials are defined under the separate heading "Backfill Materials and Compaction."

APPENDIX E

GEOTECHNICAL TERMS & CONDITIONS

Geotechnical General Terms, Conditions and Limitations

1. **STANDARD OF CARE** - In the performance of professional services, Beairsto and Associate Engineering Ltd. (BASE) used the degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession practicing in the same or similar localities. No other warranty expressed or implied is made in any manner.
2. **INTERPRETATION OF THE REPORT** - The CLIENT recognizes that subsurface conditions will vary from those encountered at the location where borings, surveys, or explorations are made and that the data, interpretations and recommendation of BASE are based solely on the information available to him. Classification and identification of soils, rocks, geological units, contaminated materials and contaminant quantities will be based on commonly accepted practices in geotechnical or environmental consulting practice in this area. BASE will not be responsible for the interpretation by others of the information developed.
3. **SITE INFORMATION** - The CLIENT has agreed to provide all information with respect to the past, present and proposed conditions and use of the Site, whether specifically requested or not. The CLIENT acknowledged that in order for BASE to properly advise and assist the CLIENT, BASE has relied on full disclosure by the CLIENT of all matters pertinent to the Site investigation.
4. **COMPLETE REPORT** - The Report is of a summary nature and is not intended to stand alone without reference to the instructions given to BASE by the CLIENT, communications between BASE and the CLIENT, and to any other reports, writings or documents prepared by BASE for the CLIENT relative to the specific Site, all of which constitute the Report. The word "Report" shall refer to any and all of the documents referred to herein. In order to properly understand the suggestions, recommendations and opinions expressed by BASE, reference must be made to the whole of the Report. BASE cannot be responsible for use of any part or portions of the report without reference to the whole report. The CLIENT has agreed that "This report has been prepared for the exclusive use of the named CLIENT. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. BASE accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report." The CLIENT has agreed that in the event that any such report is released to a third party, the above disclaimer shall not be obliterated or altered in any manner. The CLIENT further agrees that all such reports shall be used solely for the purposes of the CLIENT and shall not be released or used by others without the prior written permission of BASE.
5. **LIMITATIONS ON SCOPE OF INVESTIGATION AND WARRANTY DISCLAIMER**

There is no warranty, expressed or implied, by BASE that

 - a) the investigation uncovered all potential geo-hazards, contaminants, or environmental liabilities on the Site; or
 - b) the Site is entirely free of all geo-hazards or contaminants as a result of any investigation or cleanup work undertaken on the Site, since it is not possible, even with exhaustive sampling, testing and analysis, to document all potential geo-hazards or contaminants on the Site

The CLIENT acknowledged that:

 - a) the investigation findings are based solely on the information generated as a result of the specific scope of the investigation authorized by the CLIENT;
 - b) unless specifically stated in the agreed Scope of Work, the investigation will not, nor is it intended to assess or detect potential contaminants or environmental liabilities on the Site;
 - c) any assessment regarding geological conditions on the Site is based on the interpretation of conditions determined at specific sampling locations and depths and that conditions may vary between sampling locations, hence there can be no assurance that undetected geological conditions, including soils or groundwater are not located on the Site;
 - d) any assessment is also dependent on and limited by the accuracy of the analytical data generated by the sample analyses;
 - e) any assessment is also limited by the scientific possibility of determining the presence of unsuitable geological conditions for which scientific analyses have been conducted; and
 - f) the laboratory testing program and analytical parameters selected are limited to those outlined in the CLIENT's authorized scope of investigation; and
 - g) there are risks associated with the discovery of hazardous materials in and upon the lands and premises which may inadvertently discovered as part of the investigation. The CLIENT acknowledges that it may have a responsibility in law to inform the owner of any affected property of the existence or suspected existence of hazardous materials and in some cases the discovery of hazardous conditions and materials will require that certain regulatory bodies be informed. The CLIENT further acknowledges that any such discovery may result in the fair market value of the lands and premises and of any other lands and premises adjacent thereto to be adversely affected in a material respect.
6. **COST ESTIMATES** - Estimates of remediation or construction costs can only be based on the specific information generated and the technical limitations of the investigation authorized by the CLIENT. Accordingly, estimated costs for construction or remediation are based on the known site conditions, which can vary as new information is discovered during construction. As some construction activities are an iterative exercise, BASE shall therefore not be liable for the accuracy of any estimates of remediation or construction costs provided.
7. **LIMITATION OF LIABILITY** - The CLIENT has agreed that to the fullest extent permitted by the law BASE's total liability to CLIENT for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in anyway relating to the Project is contractually limited, as outlined in BASE's standard Consulting Services Agreement. Further, the CLIENT has agreed that to the fullest extent permitted by law BASE is not liable to the CLIENT for any special, indirect or consequential damages whatsoever, regardless of cause.
8. **INDEMNIFICATION** - To the fullest extent permitted by law, the CLIENT has agreed to defend, indemnify and hold BASE, its directors, officers, employees, agents and subcontractors, harmless from and against any and all claims, defence costs, including legal fees on a full indemnity basis, damages, and other liabilities arising out of or in any way related to BASE's work, reports or recommendations.



REQUEST FOR DECISION

SUBJECT: **Administrative Policy 02-113 “Safety Rules and Disciplinary Policy”**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: July 11, 2023 CAO: SW MANAGER: EK
DEPARTMENT: HUMAN RESOURCES DIR: EGK PRESENTER: TH/ LM
STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –

- Staff Agreement, Article 11 – Workplace Discipline
 - Code of Conduct 2.2 – Confined Space
 - Procedure No. 5.33 – Ground Disturbance, Excavating, and Trenching
-

RECOMMENDED ACTION:

MOTION: That Council transfer Policy 02-113 “Safety Rules and Disciplinary Policy” from a Council policy to an Administrative Policy, as presented.

MOTION: That Council repeal Policies 3016 “Safety Rules”, 3001 “Safety Infractions”, 3001-01 “Safety infractions’.

BACKGROUND/PROPOSAL:

On June 14, 2023, Administration brought Policy 3001 Safety Rules, 3001 Safety Infractions and 3001-1 Safety Infractions to the Policy Review Committee. The Policy Review Committee approved the policy as amended. All the amendments have been completed and incorporated into the updated policy attached.

Administration is recommending that policies 3016 “Safety Rules,” 3001 “Safety Infractions” and 3001-01 “Safety Infractions” be combined as administrative policy 02-113 “Safety Rules and Disciplinary Policy.”

Administration has found an opportunity to amend the policies to reduce redundancy and clarify the requirements under the Occupational Health and Safety Act, Code and Regulation. The above-mentioned policies only pertain to staff, which is why it is being recommended to transfer them to an Administrative policy. Greenview is committed to safety and these policies have not been reviewed by Administration or Council since 2014. As an administrative policy, this will be under the authority of the Chief Administrative Officer.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is improved clarity on expectations of workers from all levels of the organization regarding their individual responsibilities and accountability for non-compliance to the health and safety legislation.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to maintain this as a Council policy. However, Administration does not recommend this as the policy creates internal processes for staff to follow.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

Administration will make the policy available to staff.

ATTACHMENT(S):

- Procedure 3001-01 "Safety Infractions" (Current)
- Policy 3001 "Safety Infractions" (Current)
- Policy 3016 "Safety Rules" (Current)
- Administrative Policy 02-113 "Safety Rules and Disciplinary Policy" (Draft)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: SAFETY INFRACTIONS

Procedure No: 3001-01

Approval: CAO

Effective Date: September 9, 2014

Supersedes Procedure No: HR 07

1. Definitions

- 1.0 If an employee observes an unsafe work habit being practiced by another employee or contractor, or an unsafe working condition, the employee will immediately take the necessary steps to correct the situation.
- 2.0 The employee observing the infraction will immediately report it to the employee's supervisor, who in turn will advise the Health and Safety Committee *in writing*.
- 3.0 Disciplinary action up to and including termination for cause will be taken against any employee who violates established workplace safety requirements. The supervisor will discipline the employee who created the unsafe condition, or specific incident, in the following manner:
 - 3.1 *First offence* - verbal warning from supervisor.
 - 3.2 *Second offence* - written reprimand from supervisor.
 - 3.3 *Third offence* - written suspension from supervisor.
 - 3.4 *Fourth offence* - dismissal by the C.A.O.
- 4.0 A supervisor or the C.A.O. may discipline the employee to a greater degree if the unsafe condition or action is of a severe nature.

2. End of Procedure

Approved: 10.03.824

Title: SAFETY INFRACTIONS

Policy No: 3001

Approval: Council

Effective Date: September 9, 2014

Supersedes Policy No: (HR 07)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (Greenview) strives to create and maintain a safe workplace in order to minimize and/or prevent occupational injuries and illnesses. Consistent and continuous efforts by all employees will be directed to preventing workplace accidents and maintaining the workplace and equipment in a safe condition. At all times, the M.D., its employees, and contractors are required to observe and comply with the requirements of the *Alberta Occupational Health and Safety Act*, *Occupational Health and Safety Code* and *Workers Compensation Act* and their regulations.

Purpose: The purpose of establishing minimum guidelines for providing and maintaining a safe work environment for all employees. Everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from the work or task.

Approved: 10.03.824

Title: Safety Rules

Policy No: 3016

Effective Date: January 14, 2020

Motion Number: 20.01.25

Approved by: CAO

Review Date: January 14, 2023



Purpose: The purpose of this policy is to outline the general safety rules for Greenview.

DEFINITIONS

CSA means Canadian Standards Association.

FLHA means a Field Level Hazard Assessment.

JHA means Job Hazard Assessment.

Powered Mobile Equipment is any equipment that is a self-propelled machine that assists in the movement or transport of a worker's materials or provides a work platform for workers.

PPE means Personal Protective Equipment.

OH&S means Occupational Health and Safety

POLICY

1. Policy Statement:

- 1.1 Greenview will take every practicable action to assure safe and efficient work operations. The Greenview management team does require that each and every worker will actively participate in the Safety Program to ensure completion of work safely; to minimize exposure to personal hazard; and to provide a safe work place for all.
- 1.2 A **competent worker** means an adequately qualified, suitably trained individual and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are deemed competent. A competent person (Supervisors, Lead Hand, etc.) must verify that a worker is competent to perform their roles and responsibilities before being allowed to work independently.

THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.

2. Safety Rules:

- 2.1 The following safety rules require mandatory compliance. This list does not cover all the safety requirements workers will be expected to follow, but is intended as a reminder of the more obvious conditions. **It is the individual responsibility of the worker to practice safe working habits.** A successful Safety Program requires the total involvement of all concerned.
- 2.2 Failure to follow safety rules can lead to serious injury or death. If you have any questions regarding safety ask your supervisor. If they cannot answer the question, it will be referred to the Safety Representative or the Safety Committee.
- 2.3 No worker shall work unsafely. Greenviews workers have the right and the responsibility to refuse to do unsafe work.
- 2.4 No worker is to commence work without completing the Greenview Worker Orientation Questionnaire.
- 2.5 USE GOOD HOUSEKEEPING PRACTICES. Put everything you use in its proper place and keep your work area clean and orderly. Disorder causes injury and wastes time, energy and material.
- 2.6 No worker shall engage in any work without first conducting a Field Level Hazard Assessment (FLHA) and reviewing their Job Hazard Assessment (JHA).
- 2.7 No worker will Work Alone until completion of a detailed Hazard Assessment and an effective means of communication has been established.
- 2.8 All hazardous conditions are to be reported to your immediate supervisor without delay in order that they can be corrected.
- 2.9 All injuries, incidents and near misses (no matter how slight) will be reported IMMEDIATELY to your supervisor.
- 2.10 All PPE will be inspected daily for damage and prior to use.
- 2.11 CSA approved safety glasses will be worn at all times in areas where they are required.
- 2.12 Special eye and face protection will be worn when required by the job or in locations where airborne debris may cause eye damage.
- 2.13 Workers are required to wear appropriate gloves at all times, when their completed FLHA deems gloves necessary. Glove selection will be advised in the hazard assessment for that specific task.
- 2.14 Long pants and long sleeve shirts will be worn at all times on the job site if the FLHA deems it necessary.
- 2.15 High visible vests shall be worn at all times in the work areas excluding office administration.
- 2.16 Hearing protection devices are available and are to be used when necessary. Decibel limits will be posted along with proper hearing protection required for that area.
- 2.17 CSA approved safety footwear will be worn at all times in work areas excluding office administration.
- 2.18 Respirators will be required for certain tasks and that will be outlined in the hazard assessment.
- 2.19 Fall protection system must be in place prior to **working at heights in excess of 10 feet feet/3 metres.**

- 2.20 Harnesses and tie off is mandatory while moving or working inside the basket of any aerial work platform.
- 2.21 All Fall Protection Equipment will be inspected prior to use.
- 2.22 No worker shall prepare to enter a confined space without following the procedures as described in Confined Space Entry procedure.
- 2.23 Lockout shall not be performed without following the procedures described in Lockout Procedure.
- 2.24 Only ticketed competent workers are permitted to operate any Aerial Work platform.
- 2.25 Proper slings, chokers, etc. shall be used for all lifting. If proper gear is not readily available, take the time to find and use the proper gear.
- 2.26 Any excavation greater than 4 feet in depth must have an Excavation permit in place.
- 2.27 No worker shall enter an open excavation greater than 4 feet in depth, which is not properly sloped to the OH&S standard of 45 degrees or has a proper shoring installed.
- 2.28 Become familiar with location of all emergency exits, wash and shower stations, fire stations, and other safety equipment.
- 2.29 No worker is permitted to modify or remove safety accessories or guards from any piece of equipment.
- 2.30 No worker is permitted to tamper with, change or adjust any setting on equipment being used by other workers.
- 2.31 No Worker is permitted to operate any powered mobile equipment unless trained and competent to do so.
- 2.32 All workers must complete a visual inspection on any powered mobile equipment before starting.
- 2.33 Wear seatbelts in all powered mobile equipment and automobiles at all times.
- 2.34 A spotter is required when moving equipment in congested work areas.
- 2.35 All incidents involving powered mobile equipment and automobiles must be **immediately** reported to your supervisor.
- 2.36 All ladders must be secured against movement and placed on a base that is stable.
- 2.37 All ladders must be safely secured at the top. Maintain three-point contact when accessing ladders and equipment.
- 2.38 Work must not be performed from the top two rungs of a step ladder or cleats of a portable ladder unless specifically approved by the manufacturer.
- 2.39 Smoking is permitted only in designated areas which are outlined in Greenview smoking policy.
- 2.40 Safety Data Sheets for all hazardous materials that you may be using are available from the Supervisor or Safety Representative and should be consulted before handling any hazardous material.
- 2.41 Keep all flammable liquids in properly marked safety cans (acetone, gasoline, diesel oil, etc.) in accordance with WHMIS guidelines; store in a suitable area.
- 2.42 When working on roadways, within Greenview, all traffic control signs and barriers need to be erected to let the public know of the hazards that are within that work location.

- 2.43 Workers must attend all prescribed Safety Meetings.
- 2.44 The use of drugs or alcoholic beverages on the job site will be cause for immediate removal from job site.
- 2.45 If you are currently or have been prescribed any medication that may cause adverse effects while working for Greenview, please speak with your supervisor to ensure all appropriate precautions are taken.
- 2.46 All workers are responsible to protect the health and safety of themselves and other persons at or in the vicinity of the work site while the worker is working.
- 2.47 Working safely is a mandatory requirement.
- 2.48 All volunteers working within the perimeters of Greenview need to also adhere to these safety rules outlined in this document.
- 2.49 All Contractors working within the perimeters of Greenview need to also adhere to these safety rules outline in this document.
- 2.50 The above rules and the Occupational Health and Safety act, regulations and code are policy on all Greenview job sites.

By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.

Worker Print Name	Signature	Date

Witness Print Name	Signature	Date

Title: Safety Rules and Disciplinary Policy

Policy No: 02-113

Effective Date: Date approved by the CAO

Responsible Department: Health and Safety

Supersedes Policy: 3001 / 3001-01 / 3016

Review Date: (3 Years from date approved)



Legal References:

Occupational Health and Safety Act, S.A. 2020, c.O-2.2.
Occupational Health and Safety Code, AR 191/2021.

Cross References:

Employee Staff Agreement, Article 11 Workplace Discipline.
2.2 Confined Space Code of Practice.
Procedure No. 5.33 Ground Disturbance, Excavating, and Trenching.

Purpose: The purpose of this policy is to outline the general safety rules and disciplinary guidelines for Greenview workers to review and follow to minimize occupational hazards.

1. DEFINITIONS

- 1.1. **CSA** means Canadian Standards Association.
- 1.2. **Competent Worker** means an adequately qualified, suitably trained individual and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
- 1.3. **FLHA** means Field Level Hazard Assessment.
- 1.4. **Greenview** means Municipal District of Greenview No. 16.
- 1.5. **JHA** means Job Hazard Assessment.
- 1.6. **Powered Mobile Equipment** means any equipment that is a self-propelled machine that assists in the movement or transport of a worker, worker's material or provides a platform for worker.
- 1.7. **PPE** means Personal Protective Equipment.
- 1.8. **OH&S** means Occupational Health and Safety.
- A**
- 1.9. **SDS** means Safety Data sheets.

2. POLICY STATEMENT

- 2.1. Greenview will take every practicable action to assure safe and efficient work operations, and requires all workers to actively participate in the safety program to ensure completion

of work safely, to minimize exposure to personal hazard, and to provide a safe workplace for all.

3. PROCEDURE

- 3.1. If a worker observes an unsafe work habit being practiced by another worker or contractor, or an unsafe working condition, the worker will immediately report the infraction to their supervisor. The supervisor will then take the necessary steps to correct the unsafe situation. Where a worker violates the established workplace safety requirements, the supervisor will discipline the ~~worker employee~~ who created the unsafe condition, or specific incident as outlined in Article 11 Workplace Discipline.
- 3.2. Article 11, Workplace Discipline:
- A) The Parties to this Agreement agree that the purpose and nature of workplace discipline is to effect a positive change in workplace behaviour.
 - B) Discipline should always be administered fairly and within the parameters of due process. Discipline should follow a progression of actions, each designed to give the ~~worker employee~~ every opportunity to successfully correct inappropriate behaviour. The progression should normally apply as follows:
 - i. Pre-Discipline: Pre-discipline is a documented coaching and training intervention with the ~~worker employee~~ to ensure awareness, understanding and capability.
 - ii. Verbal Warning: Verbal warning is a documented discussion and cites the specific behaviours that are required to change and must indicate to the ~~worker employee~~ that failure to correct the behaviour will result in formal discipline.
 - iii. Written Warning: Written warning is a documented discussion and cites the specific behaviours that are required to change and must indicate to the ~~worker employee~~ that failure to correct the behaviour places the employment relationship at risk. It also indicates that the onus of responsibility for change rests with the ~~worker employee~~.
 - iv. Suspension: Suspension without pay must be documented and must cite the specific behaviours that have resulted in the suspension, the specific behaviours that must change and must indicate to the ~~worker employee~~ that failure to correct the behaviour will result in termination at the next occurrence. It reinforces for a final time that the onus of responsibility for change rests with the ~~worker employee~~.
 - v. Termination: Termination of employment with cause must cite the specific behaviours that have resulted in the termination. If warranted, due to compelling mitigating factors, the ~~worker employee~~ may be demoted with the written approval of the Chief Administrative Officer.
 - C) Notwithstanding the provisions of Article 10.2, misconduct of a serious nature that violates the trust of the employment relationship may result in discipline that skips steps in the progression based on the serious nature of the conduct, up to and including the potential for immediate termination with cause. Examples of serious misconduct may include, but are not limited to, theft, fraud, intoxication or impairment (alcohol, legal or illegal substances), physical assault, dishonesty, and unethical behavior, violation of the oath of confidentiality and/or serious breach of health and safety policies.
 - D) All ~~worker employee~~ disciplinary action shall be conducted with the Human Resources Manager and/or the ~~worker's employee's~~ Manager or Director.

4. SAFETY RULES

- 4.1. The following safety rules require mandatory compliance. This list does not cover all the safety requirements workers will be expected to follow, however is intended as a reminder

of the more obvious conditions. It is the individual responsibility of the worker to practice safe working habits. A successful safety program requires the total involvement of all ~~workers~~ **employees**.

- 4.2. Failure to follow safety rules can lead to serious injury or death. If you have any questions regarding safety ask your supervisor. If they cannot answer the question, it will be referred to the Safety Department and Safety Committee.
- A) No worker shall work unsafely. Greenview workers have the right and the responsibility to refuse unsafe work.
 - B) No worker is to commence work without completing the Greenview worker Orientation.
 - C) Use good housekeeping practices. Put everything you use in its proper place and keep your work area clean and orderly. Disorder causes injury and wastes time, energy, and material.
 - D) No worker shall engage in any work without first conducting a Field Level Hazard Assessment (FLHA) and reviewing their Job Hazard Assessment (JHA).
 - E) No worker will work alone until completion of a detailed hazard assessment and an effective means of communication has been established.
 - F) All hazardous conditions are to be reported to your immediate supervisor without delay in order that they can be corrected.
 - G) All injuries, incidents, and near misses (no matter how slight) will be reported IMMEDIATELY to your supervisor.
 - H) All PPE will be inspected for damage prior to use.
 - I) CSA approved safety glasses will be worn at all times in areas where they are required.
 - J) Special eye and face protection will be worn when required by the job or in locations where airborne debris may cause eye damage.
 - K) Workers are required to wear appropriate gloves at all times, when their completed FLHA deems gloves necessary. Glove selection will be advised in the JHA for that specific task.
 - L) Long pants and long sleeve shirts will be worn at all times on the job site if the JHA or FLHA deems it necessary.
 - M) High visible vests shall be worn at all times in the work areas excluding office administration.
 - N) Hearing protection devices are available and are to be used when necessary. Decibel limits will be posted along with proper hearing protection required for that area.
 - O) CSA approved safety footwear will be worn at all times in work areas excluding office administration.
 - P) Respirators will be required for certain tasks will be outlined in the JHA, FLHA, and SDS.
 - Q) All work performed at heights, shall only be performed by a formally trained and competent worker.
 - R) Fall protection system must be in place prior to working at heights in excess of 3 metres/10 feet.
 - S) Harnesses and tie off is mandatory while moving or working inside the basket of any aerial work platform.
 - T) All fall protection equipment will be inspected prior to use.
 - U) No worker shall prepare to enter a confined space without formal training and must follow the procedures as described in Confined Space Code of Practice.
 - V) Lockout tagout shall not be performed without following the procedures described in Lockout tagout Procedure.
 - W) Only ticketed competent workers are permitted to operate any aerial work platform.
 - X) Proper slings, chokers, etc. shall be used for all lifting. If proper gear is not readily available, take the time to find and use the proper gear.

- Y) Any excavation greater than 4 feet in depth must have a Ground Disturbance permit in place.
- Z) No worker shall enter an open excavation greater than 4 feet in depth, which is not properly sloped to the OH&S standard of 45 degrees or has a proper shoring installed and be without formal ground disturbance training
- AA) Become familiar with the location of all emergency exits, wash and shower stations, fire stations, and other safety equipment.
- BB) No worker is permitted to modify or remove safety accessories or guards from any piece of equipment.
- CC) No worker is permitted to tamper with, change or adjust any setting on equipment being used by other workers.
- DD) No worker is permitted to operate any powered mobile equipment unless trained and competent to do so.
- EE) All workers must complete a pre-use inspection on any powered mobile equipment before starting.
- FF) Wear seatbelts in all powered mobile equipment and automobiles at all times.
- GG) All incidents involving powered mobile equipment and automobiles must be immediately reported to your supervisor.
- HH) All ladders must be secured against movement and placed on a base that is stable.
- II) All ladders must be safely secured at the top. Maintain three-point contact when accessing ladders and equipment.
- JJ) Work must not be performed from the top two rungs of a step ladder or cleats of a portable ladder unless specifically approved by the manufacturer.
- KK) Safety data sheets for all hazardous materials that you may be using are available from the supervisor, Safety Department or applicable QR code and should be consulted before handling any hazardous material.
- LL) Keep all flammable liquids in properly marked safety cans (acetone, gasoline, diesel oil, etc.) in accordance with WHMIS guidelines; store in a suitable area.
- MM) When working on roadways, within Greenview, all traffic control signs and barriers need to be erected to let the public know of the hazards that are within that work location.
- NN) Workers must participate in all prescribed safety meetings.
- OO) The use or possession of drugs or alcoholic beverages at the worksite will be cause for immediate removal from worksite until an investigation has been completed.
- PP) If you are currently on or have been prescribed any medication that may cause adverse effects while working for Greenview, please speak with your supervisor to ensure all appropriate precautions are taken.
- QQ) All workers are responsible to protect the health and safety of themselves and other persons at or in the vicinity of the work site.
- RR) Working safely is a mandatory requirement.
- SS) All volunteers working within the perimeters of Greenview need to also adhere to these safety rules outlined in this document.
- TT) All contractors working within the perimeters of Greenview need to also adhere to the safety rules outlined in this document.
- UU) The above rules and the Occupational Health and Safety Act, Regulations and Code are policy on all Greenview work sites.

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	Policy 2003 Disclosure of Wrongdoing and Reprisal Protection		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 11, 2023	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EGK	PRESENTER: EK
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –

- Municipal Government Act, R.S.A. 2000, c.M-26.
- Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25.

Council Bylaw/Policy (cite) –

- Bylaw 21-893 “Council Code of Conduct”
 - Policy 2004 “Employee Code of Conduct”
-

RECOMMENDED ACTION:

MOTION: That Council approves Policy 2003 “Disclosure of Wrongdoing and Reprisal Protection” as presented.

MOTION: That Council repeal Procedure 2003-01 “Whistleblower”.

BACKGROUND/PROPOSAL:

On June 14, 2023, Administration brought Policy 2003, Disclosure of Wrongdoing and Reprisal Protection, to the Policy Review Committee. The Policy Review Committee approved the policy as amended. All the amendments have been completed and incorporated into the updated policy attached.

Greenview’s Whistleblower Policy and the corresponding Procedure 2003-1 have not been updated since 2013 and need amendment.

Thorough research and review have gone into the necessary requirements for a Whistleblower policy. The intention is to ensure a mechanism exists for safe disclosures that are made in the public interest. Additionally, these policies and procedures are intended to protect any person(s) who brings forward a disclosure of that nature. The draft policy and included procedures were reviewed and updated to provide clear guidance in policy application.

A change to the policy name is recommended by Administration to accurately reflect the intentions of the policy, to reduce fear or stigma of being labelled a ‘whistleblower’ and to align with other municipalities who have also moved away from the ‘whistleblower’ term.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will have a robust policy setting out clearer parameters for the disclosure of wrongdoing and reprisal protection.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to make additional changes to the policy.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

The policy will be made available for all staff and stakeholders.

ATTACHMENT(S):

- Policy 2003 “Whistleblower” – Current
- Policy 2003-01 “Whistleblower” – Current
- Policy 2003 “Disclosure of Wrongdoing and Reprisal Protection” – Draft

Title: WHISTLEBLOWER

Policy No: 2003

Approval: Council

Effective Date: March 21, 2013

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 believes that it is important to provide a process by which employees can, without fear of reprisal or harassment, report instances, or suspected instances of misconduct, unlawful activity, suspicious financial management, or other such similar ethical or legal concerns.

Purpose: To provide a process for employees to report incidents of misconduct without fear of retribution.

Principles:

1. Employees of Greenview have the right and the duty to report any instances, or suspected instances of wrong-doing on the part of staff, Council Members and Contractors/Service Providers carrying out work on behalf of Greenview.
2. Any employee who acts in good faith when reporting any incidence, or perceived incidence of misconduct or other matter pursuant to this policy shall not be acted against in any manner and shall be able to act without fear of reprisal or mistreatment.
3. Employees acting in good faith and on the basis of reasonable belief, may refuse to carry-out any order or request which would result an illegal or unethical act or which is contrary to any legislation, Greenview Bylaw or Greenview Policy.

Approved: 13.03.173



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: WHISTLEBLOWER

Procedure No: 2003-01

Approval: CAO

Effective Date: March 12, 2013

Supersedes Procedure No: None

1. Definitions

- 1.1. Lawful authority means any police or law enforcement agency with respect to an offence within its power to investigate; or any person whose duties include the enforcement of provincial or federal law within his or her power to investigate.
- 1.2. Misconduct means conduct which results in, or could result in, a contravention of federal or provincial law, serious breach of Greenview policy, misuse of Greenview's resources, financial mismanagement or misuse of authority. Misconduct also includes any retaliatory measures against any employee who is protected under this procedure.

2. Responsibilities

2.1. Chief Administrative Officer, General Managers and Chief Financial Officer to:

- 2.1.1. Act upon any instance, or potential instance of misconduct brought to his or her attention by any employee, Member of Council, contractor conducting work on behalf of the municipality or member of the public;
- 2.1.2. Assess concerns brought to their attention and undertake appropriate action which may include the use of internal or external resources, such as law enforcement agencies or professional consulting services, to investigate and resolve the matter;
- 2.1.3. To resolve any instance of reprisal or retaliation against any employee or any other party acting in good faith who lodges a complaint under the this procedure;
- 2.1.4. Hold in strict confidence any information or incidence brought forward by an employee or any other party pursuant to this procedure;

- 2.1.5. In the case of the Chief Financial Officer or a General Manager, report the incident to the Chief Administrative Officer in confidence for information and guidance if necessary; the Chief Administrative Officer will respond to the complainant within 14 days, after which if no response has been received the whistleblower shall escalate their complain to the Reeve and Deputy Reeve.
- 2.1.6. Assess and identify any policy, procedure or internal changes which may assist in preventing any further such occurrence.
- 2.2. Staff to:
 - 2.2.1. Report any instances, or potential instances, of misconduct to:
 - 2.2.1.1. Lawful authorities where a breach of law is known or suspected;
 - 2.2.1.2. Report to their General Manager, Chief Financial Officer or Chief Administrative Officer all instances of misconduct immediately.
 - 2.2.2. Where there is an instance of misconduct or potential misconduct involving a General Manager, Chief Financial Officer or Chief Administrative Officer, no staff member shall alert the alleged perpetrator;
 - 2.2.3. Report any instances or potential instances of misconduct regarding the actions of the Chief Administrative Officer to the Reeve and Deputy Reeve.
- 2.3. Reeve and Deputy Reeve to:
 - 2.3.1. Bring to Council's attention, in camera, at a duly constituted Council meeting or Special Council meeting, any matter brought to their attention regarding the conduct of the Chief Administrative Officer;
 - 2.3.2. If appropriate, employ the use of resources including, but not limited to, opinions from legal counsel, third-party consulting and lawful authorities to assist with investigating the alleged incident or activity.
- 3. **General Provisions**
 - 3.1. Nothing in this procedure is meant to take precedence over an employee's duties under federal or provincial law, or common law.
 - 3.2. Any unlawful misconduct or incident which may affect employee or public safety must be reported in accordance with Greenview's health and safety policies and procedures.
 - 3.3. An employee who makes a complaint or report of misconduct under this procedure which is found to be BOTH unfounded and made with malicious intent will be subject to disciplinary measures up to and including termination for cause.

- 3.4 Anonymous complaints are discouraged, however, if an employee, for whatever reason, believes that he or she cannot report an incidence of alleged misconduct without remaining anonymous, he or she may do so to the most senior person within their division or, if that is not appropriate due to the nature of the complaint, to the Chief Administrative Officer or, if the complaint is regarding alleged conduct by the Chief Administrative Officer, to the Reeve and Deputy Reeve.
- 3.5 All parties involved in a complaint are required to remain cooperative at all times with those investigating the complaint.
4. **End of Procedure**

Approved: **13.03.173**

Title: Disclosure of Wrongdoing and Reprisal Protection

Policy No: 2003

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 2003 / 2003-01

Department: Human Resources

Review Date: (3 Years from date approved)



Legal References:

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

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

Cross References:

Bylaw 21-893 "Council Code of Conduct"

Policy 2004 "Employee Code of Conduct"

Purpose:

The purpose of this policy is to:

- A) Facilitate the disclosure and investigation of significant and serious matters in or relating to Greenview's operations, employees, Councillors, members of any Council committee, and contractors or service providers carrying out work on behalf of Greenview, that an employee believes may be unlawful, dangerous to the public, or injurious to the public interest;
- B) Protect employees who make disclosures;
- C) Manage, investigate and make recommendations respecting disclosures of alleged wrongdoing and reprisals;
- D) Promote public confidence in the administration of or service provided by Greenview; and
- E) Any other purpose prescribed in this policy.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview. ~~or designate.~~
- 1.2. **Council Committee** means any committee, board, commission or other body established by Council.
- 1.3. **Councillor** means a duly elected member of Greenview Council.
- 1.4. **Disclosure** means a disclosure of alleged wrongdoing made in Good Faith by an employee in accordance with this policy.
- 1.5. **Good Faith** means a sincere belief that is absent of malice.

- 1.6. **Greenview** means the Municipal District of Greenview No. 16.
- 1.7. **Lawful Authority** means any police, law enforcement agency, or regulatory body with respect to an offence within its power to investigate, or any person whose duties include the enforcement of municipal, provincial or federal law within their power to investigate.
- 1.8. **Reprisal** means the imposition of, and any threat to impose, discipline, demotion, termination, or any other act that adversely affects employment or working conditions of an employee because they made a disclosure, sought advice, made a complaint about a reprisal, or participated in an investigation.
- 1.9. **Respondent** means a person against whom allegations of wrongdoing, or a complaint of reprisal is made.
- 1.10. **Wrongdoing** means:
 - A) A serious act or omission which could constitute an offence under an Act or regulation of Alberta or Canada;
 - B) A serious act or omission which could constitute an offence against a Greenview bylaw or serious violation of Greenview policy;
 - C) An act or suspected act that creates a substantial and specific danger to the life, health, or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
 - D) A serious misuse of public funds or public assets;
 - E) Gross or systematic mismanagement; or
 - F) Knowingly directing or coaching an individual to commit an act of wrongdoing.

2. POLICY STATEMENT

- 2.1. Greenview is committed to supporting ethical conduct and accountability in its operations and seeks to foster a culture in which employees are encouraged to disclose wrongdoing, including by receiving, investigating, and responding to disclosures and by providing information and training about this policy and the procedures.
- 2.2. This policy applies to the disclosure of wrongdoing related to Greenview's operations, employees, Councillors, members of any Council committee, and contractors or service providers carrying out work on behalf of Greenview.
- 2.3. This policy does not replace other mechanisms set out in other Greenview policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, violence and harassment, occupational health and safety, or disputes over employment matters.
- 2.4. Employees of Greenview have a right and the duty to disclose wrongdoing.
- 2.5. Greenview encourages and supports all employees in the disclosure of wrongdoing without fear of reprisal.
- 2.6. No person shall:
 - A) Take or direct any of the following measures against an employee because said employee has, in Good Faith, sought advice about making a disclosure, made a disclosure, cooperated in an investigation under this policy, declined to participate in an act of wrongdoing or done anything in accordance with this policy.

B) Counsel or direct another person in any of the following measures against an employee because said employee has, in Good Faith, sought advice about making a disclosure, made a disclosure, cooperated in an investigation under this policy, declined to participate in an act of wrongdoing or done anything in accordance with this policy.

- i. A dismissal, layoff, suspension, demotion, transfer, discontinuation, elimination of a job, change of job location, reduction in wages, change in hours of work, or reprimand.
- ii. Any measure, other than one mentioned in subsection A, which adversely affects the employee's employment or working conditions.
- iii. A threat to take any of the measures mentioned in subsections A or B.

2.7. Greenview will investigate, or direct a third party to investigate, disclosures received under this policy.

2.8. Investigations under this policy will be carried out in accordance with the principles of procedural fairness and natural justice.

2.9. All parties required during an investigation must always remain cooperative with those investigating a Disclosure.

2.10. An employee who makes a Disclosure of wrongdoing under this policy which is found to be BOTH unfounded AND made with malicious intent will be subject to disciplinary measures up to and including termination of employment.

2.11. Greenview is committed to protecting the privacy of employees who make a disclosure, persons accused of wrongdoing and those who participate in investigations in a manner that is consistent with its obligations under the Freedom of Information and Protection of Privacy (FOIP) Act except where the Act provides otherwise.

3. PROCEDURE

3.1. Disclosure:

- A) An employee who is considering making a disclosure of wrongdoing may request advice from the Manager of Human Resources or designate.
- B) An employee must not make a disclosure of wrongdoing to a person if the allegations relate, in whole or in part, to wrongdoing by that person.
- C) If an employee has information that could show that a wrongdoing has been committed or is about to be committed, or that could show that the employee has been asked to commit wrongdoing, the employee may make a disclosure:
 - i. To the Manager of Human Resources or designate;
 - ii. To the CAO;
 - iii. To a Director; or
 - iv. To Council, through the Reeve or designate, only if the disclosure of wrongdoing relates to the CAO, a Councillor, or a member of any Council committee.
- D) Unless the disclosure of wrongdoing relates to the CAO, a Director who receives a disclosure of wrongdoing will promptly refer the disclosure of wrongdoing, including all written and non-written information, to the CAO who will refer the matter to the Manager of Human Resources or designate, or to an independent third-party to investigate.
- E) A disclosure of wrongdoing must be made in formal writing and must include the following information if known:
 - i. A description of the alleged wrongdoing
 - ii. The name of the individual or individuals alleged to have committed wrongdoing.

- iii. The date or timeframe of the alleged wrongdoing.
- iv. Whether the alleged wrongdoing has previously been reported, and if so, to whom, when, and any response that may have been received.
- v. Any additional information that may reasonably be required to investigate the matters set out in the disclosure of wrongdoing.

F) Anonymous disclosures of wrongdoing will only be considered when,

- i. There is a significant imminent risk to Greenview;
- ii. There is evidence of past, present, or imminent criminal activity involving Greenview;
- iii. The allegation of wrongdoing creates a substantial and specific danger to the life, health, or safety of persons, or to the environment; or
- iv. There is sufficient evidence to substantiate the allegation.

3.2. Disclosure involving a possible offence or an imminent risk:

- A) If the CAO, or during an investigation the Manager of Human Resources, has reason to believe that an offence has been committed under an Act or regulation of Alberta or Canada, that person must, as soon as reasonably practicable, report the alleged offence to the appropriate Lawful Authority.
- B) If the CAO, or during an investigation the Manager of Human Resources, reasonably believes that the matter could constitute an imminent risk of a substantial and specific danger to the life, health, or safety of individuals, or to the environment, that person must disclose the matter:
 - i. To an appropriate law enforcement agency; or
 - ii. The appropriate regulatory authority.

3.3. Reprisal protection:

- A) It is strictly prohibited that a respondent, or someone acting on behalf of a respondent, or someone acting independently from a respondent, perform any act, whether verbal or physical, to punish or otherwise retaliate against an employee who has made a disclosure of wrongdoing or anyone who has participated in the investigation of an allegation of wrongdoing.
- B) Any acts of reprisal towards an employee who has made a disclosure of wrongdoing are to be reported to the Manager of Human Resources or designate.
- C) Any acts of reprisal will be investigated by the Manager of Human Resources, or designate, and any person who has been found to have engaged in acts of reprisal will be subject to discipline up to and including termination.
- D) Protection against reprisal cannot effectively be provided to those who choose to keep their identities anonymous.

3.4. Investigations shall:

- A) Be conducted with a sense of urgency and time dependency;
- B) Ensure any party implicated by wrongdoing are granted due process; and
- C) Be carried out in accordance with the principles of procedural fairness and natural justice.

3.5. Investigations shall ensure:

- A) All parties who are aware, or become aware, of an investigation shall keep confidential and not disclose any knowledge they have or obtain concerning the details or results of an investigation;
- B) Any party who breaches confidentiality with respect to an investigation may be subject to disciplinary action, regardless of the impact of the disclosure of wrongdoing on the investigation.

5. COUNCIL RESPONSIBILITIES

- 5.1. The Reeve or designate shall bring to Council's attention, in closed session, at a Regular Council Meeting or Special Council Meeting, any disclosure of wrongdoing relating to the CAO, a Councillor, or member of any Council committee.
- 5.2. If appropriate, Council will employ the use of resources including, but not limited to, opinion from legal counsel, an independent third-party, or Lawful Authorities to investigate the alleged wrongdoing.
- 6.1. Council must immediately report alleged wrongdoing to the appropriate Lawful Authorities when it is known or believed to be illegal in nature.

6. ADMINISTRATION RESPONSIBILITIES

- 6.2. Establish and maintain written procedures for managing and investigating disclosures of wrongdoing by employees for whom the CAO is responsible.
- 6.3. Ensure that information about this policy and the procedures established are communicated to the employees of Greenview.
- 6.4. Advise Council, in closed session, of any substantiated disclosure of wrongdoing that may involve imminent or significant risk to Greenview.
- 6.5. Ensure all involved parties are treated fairly and impartially.
- 6.6. Ensure that employees who make a disclosure of wrongdoing, in Good Faith, are protected from reprisal regardless of the outcome of the investigation.
- 6.7. Assess and identify any policy, procedure for internal changes which may assist in preventing a wrongdoing from happening again.



REQUEST FOR DECISION

SUBJECT: **Policy 2500 Corporate Health and Safety**

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: July 11, 2023 CAO: SW MANAGER: EK

DEPARTMENT: HUMAN RESOURCES DIR: EGK PRESENTER: TH/LM

STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 2500 “Corporate Health and Safety”, as presented.

MOTION: That Council repeal Policy 3015, “Corporate Health and Safety”.

BACKGROUND/PROPOSAL:

Policy 2500, previously policy 3015, has been reviewed to reflect 2021 Safety Maintenance Audit recommendations and as part of the 2023 Policy Review Schedule. The policy has received minor adjustments to sentence structure to ensure clarity. At the request of the safety auditor, accidents are now to be referred to as incidents. This has been reflected in the policy. Although this is a Council policy, the Chief Administrative Officer (CAO) is required to sign it on behalf of Greenview, as directed by the safety audit. The CAO has signed previous versions of this policy.

Additionally, the policy has been numbered to the 2500 series, which henceforth will be used for Human Resource policies concerning health and safety.

On June 14, 2023, Administration brought Policy 3015, Corporate Health and Safety, to the Policy Review Committee. The Policy Review Committee approved the policy as presented.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the recommended motion is that it will permit Greenview to have an updated Corporate Health and Safety policy, which clarifies the intention, direction, and commitment of the organization to health and safety.
-

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.

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 review the Corporate Health and Safety Policy and up-to-date signed copy prior to the 2024 recertification audit.

ATTACHMENT(S):

- Policy 3015 “Corporate Health and Safety” (Current)
- Policy 2500 “Corporate Health and Safety” (Draft)

Title: Corporate Health and Safety Policy

Policy No: 3015

Effective Date: January 25, 2022

Motion Number: 22.01.52

Supersedes Policy No: NONE

Review Date: January 25, 2025



Purpose: The purpose of this policy is to ensure everyone is aware of the Health and Safety Commitment from Greenview.

1. DEFINITIONS

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

2. POLICY

2.1. Greenview is committed to the protection of the Health and Safety of each worker. Greenview is committed to promoting a safe and healthy workplace for all workers, contractors, citizens and visitors. Council and Management support the implementation of a Health and Safety Program, which:

- A) Ensures procedures and practices for safe work performance.
- B) Provides protective equipment as required.
- C) Is committed to providing training to all workers in safety and health practices
- D) Encourages active involvement by all workers in developing and maintaining an effective Health and Safety Program.

2.2. In pursuit of Greenview's commitment, Greenview will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and health work environment in accordance with industry standards and legislative requirements. Greenview will strive to eliminate any foreseeable hazards which may result in accidents, personal injury/illness and property damage.

2.3. Greenview is committed to working closely and proactively with Greenview's Occupational Health and Safety Committee with an aim to prevent injuries and accidents within Greenview's facilities and on our worksites. Greenview recognize that the responsibilities for health and safety must be shared to effectively maximize our efforts. Active worker involvement is encouraged and in conjunction with good management will help to control the potential for accidents. Safety is the direct responsibility of the CAO, Directors, Managers, Supervisors, workers, and contractors.

2.4. Recognizing that Greenview is engaged in providing public services there is an obligation to provide those services in an efficient, effective and safe manner. All management activities will comply with Greenview's safety requirements as they relate to planning, operation and

maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

- 2.5. The employer, supervisor and workers at every level are responsible and accountable for Health and Safety. Active participation by all worksite parties in health and safety excellence includes maintaining the physical, psychological and social well-being of Greenview workers.
- 2.6. Please refer to Greenview's Occupational Responsibility Policy 3012 for guidance on individual work parties' responsibilities.

3. PURPOSE OF THE HEALTH AND SAFETY PROGRAM

- 3.1. Greenview's Health and Safety Manual is based on the fundamental concept that through knowledge, cooperation and adherence to provincial legislation and accident prevention measures, a healthy and safe work environment can be achieved.



Chief Administrative Officer

January 25, 2022

Date Approved

Title: Corporate Health and Safety Policy

Policy No: 2500

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 3015

Department: Health and Safety

Review Date: 1 year from Council

Approval



Legal References:

CSA Standard Z45001-19 Occupational Health and Safety Management Systems

Cross References:

Policy 02-115 "Occupational Responsibilities"

Purpose: Greenview supports a safe and healthy working environment. The purpose of this policy is to ensure everyone is aware of the Health and Safety Commitment from Greenview.

1. DEFINITIONS

1.1. **Chief Administrative Officer** means the Chief Administrative Officer of Greenview or designate.

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

2. POLICY STATEMENT

2.1. Greenview is committed to the protection of the Health and Safety of each worker.

2.2. This policy shall be reviewed annually following the completion of the safety audit.

2.3. Greenview is committed to promoting a safe and healthy workplace for all workers, contractors, citizens, and visitors. Council and Management support the implementation of a Health and Safety Program, which:

- A) Ensures procedures and practises for safe work performance;
- B) Provides protective equipment as required;
- C) Is committed to providing training to all workers in safety and health practises; and
- D) Encourages active involvement by all workers in developing and maintaining an effective Health and Safety Program.

2.4. In pursuit of Greenview's commitment, Greenview will develop, implement, and enforce such policies and procedures which promote and provide a healthy and safe work environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment in accordance with industry standards and legislative requirements. Greenview will strive to eliminate any foreseeable hazards which may result in ~~accidents~~ incidents that may cause death, property damage, or personal injury or illness.

- 2.5. Greenview is committed to working closely and proactively with Greenview's ~~Occupational~~ Health and Safety Committee with an aim to prevent injuries and ~~accidents incidents~~ within Greenview's facilities and worksites. Greenview recognizes that the responsibilities for health and safety must be shared to effectively maximize our efforts. Active worker involvement is encouraged and in conjunction with good management will help to control the potential for ~~accidents-incidents~~. Safety is the direct responsibility of the CAO, Directors, Managers, Supervisors, workers, and contractors.
- 2.6. Recognizing that Greenview is engaged in providing public services there is an obligation to provide those services in an efficient, effective, and safe manner. All management activities will comply with Greenview's safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established ~~policies procedures~~ and safe work ~~practices-procedures~~.
- 2.7. The employer, supervisor and workers at every level are responsible and accountable for health and safety. Active participation by all worksite parties in health and safety excellence includes maintaining the physical, psychological, and social well-being of Greenview workers.
- 2.8. Please refer to Greenview's Occupational Responsibility Policy ~~3012 02-115~~ for guidance on individual work parties' responsibilities.

3. PURPOSE OF THE HEALTH AND SAFETY PROGRAM

- 3.1. Greenview's Health and Safety ~~Manual-Program~~ is based on the fundamental concept that a healthy and safe work environment can be achieved through knowledge, cooperation, and adherence to provincial legislation, and ~~accident-incident~~ prevention measures.

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	Policy 2501 Personal Protective Equipment		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 11, 2023	CAO: SW	MANAGER: EK
DEPARTMENT:	HUMAN RESOURCES	DIR: EGK	PRESENTER: TH/LM
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –

RECOMMENDED ACTION:

MOTION: That Council approve Policy 2501 “Personal Protective Equipment”, as presented.

MOTION: That Council repeal Policy 3006 “Personal Protective Equipment”.

BACKGROUND/PROPOSAL:

On June 14, 2023, Administration brought Policy 3006, Personal Protective Equipment, to the Policy Review Committee. The Policy Review Committee approved the policy as amended. All the amendments have been completed and incorporated into the updated policy attached.

Policy 3006 has been reviewed as per the 2023 Policy Review Schedule and has been amended to conform to the 2021 Safety Maintenance Audit recommendations.

The policy has been revised to include responsibilities, update definitions, and changes have been made to sentence structure to ensure clarity. As well, the policy has been renumbered so that it aligns with other health and safety policies.

The updated policy will ensure that supervisors and employees will better understand their role in the disbursement and use of personal protective equipment.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the recommended motion is that it will permit Greenview to have an updated Personal Protective Equipment policy that clarifies the intention, direction, and commitment of the organization to health and safety.

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.

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:

Review of the Personal Protective Equipment Policy in three years.

ATTACHMENT(S):

- Policy 3006 "Personal Protective Equipment (PPE) Policy" (Current)
- Policy 2501 "Personal Protective Equipment" (Draft)

Title: PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

Policy No: 3006

Approval: Council

Effective Date: January 13, 2015

**Supersedes Policy No: PPE Policy
Safety Manual**



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (Greenview) shall establish the standard and proper usage of personal protective equipment in compliance with Occupational Health and Safety legislation.

Purpose: The Personal Protective Equipment (PPE) Policy & Procedure shall make requirements for personal protective equipment as determined by Job Hazard Analysis, legislation and where other controls are inadequate. Personal protective equipment is part of the overall Occupational Health & Safety Program and is intended to be used in combination with other safe work practices to provide protection from work place hazards.

Principles:

1. When the hazard cannot be removed or controlled adequately, approved personal protective equipment must be used if the work process is to continue.
2. The proper use of personal protective equipment can provide an additional degree of protection against harm or injury in the workplace and therefore its importance must be established.
3. It is the responsibility of all persons at a Greenview work site to follow the requirements for the use of PPE where they pertain to their respective activities and job duties.
4. Greenview may supply and make requirements for using specified personal protective equipment. Allowances provided for specified personal protective equipment shall be used first in accordance with the provisions of the allowance.
5. When employees provide their own protective equipment the supervisor must be informed, and make assessments to ensure it meets Greenview personal protective equipment standards and any applicable legislation. The Safety Officer may assist in making personal protective equipment assessments.

Regulations:

1. Occupational Health & Safety (OHS) Code Alberta Part 18
2. Applicable standards Canada Standards Association (CSA)
3. Greenview Staff Agreement

Approved: 15.01.16

Title: Personal Protective Equipment

Policy No: 2501

Effective Date:

Motion Number:

Supersedes Policy No: 3006

Department: Health and Safety

Review Date: (3 Years from date approved)



Legal References:

Occupational Health and Safety Code AR 191/2021,
Part 18 Personal Protective Equipment.

Canadian Standards Association (CSA)

Cross References:

Policy 3016 "Safety Rules"
Policy 3013 "Safety Training and Communication"
Policy 3008 "Contractor Health and Safety
Management"
Policy 3001 "Safety Infractions"

Purpose: The purpose of this policy is to ensure the proper use and selection of Personal Protective Equipment (PPE) provides an additional degree of protection against harm or injury in the workplace; therefore, its importance must not be underestimated. PPE is intended to be used in conjunction with, and never to the exclusion of, other safe workplace practices.

1. DEFINITIONS

- 1.1. **CSA** means Canadian Standards Association.
- 1.2. **Greenview** means Municipal District of Greenview No. 16.
- 1.3. **JHA** means Job Hazard Assessment.
- 1.4. **OHS** means Occupational Health and Safety.
- 1.5. **PPE** means personal protective equipment.
- 1.6. **SWP** means Safe Work Procedure.

2. POLICY STATEMENT

- 2.1. Greenview shall comply with the standard of proper selection, use and maintenance of **PPE** ~~personal protective equipment~~ in compliance with Occupational Health and Safety legislation, established SWPs and Code of Practice.

3. PROCEDURE

- 3.1. When the hazard cannot be removed or controlled adequately, approved **PPE** ~~personal protective equipment~~ must be used if the work process is to continue.
- 3.2. The proper selection, use, and maintenance of **PPE** ~~personal protective equipment~~ can provide an additional degree of protection against harm or injury in the workplace.

- 3.3. It is the responsibility of all persons at a Greenview work site to follow the requirements for the use of PPE where they pertain to their respective activities and job duties as outlined in the JHA.
- 3.4. Greenview may supply and make requirements for using specified PPE. Allowances provided for specified PPE shall be used first in accordance with the provisions of the allowance.
- 3.5. Where a worker provides their own protective equipment the supervisor must be informed and conduct an assessment to ensure it meets Greenview's PPE standards and any applicable legislation. The Safety department may assist in making PPE assessments.

4. EMPLOYER RESPONSIBILITIES

- 4.1. If the hazard assessment indicates the need for ~~PPE personal protective equipment~~, an employer must ensure that:
 - A) Workers wear ~~PPE personal protective equipment~~ that is correct for the hazard and protects workers;
 - B) Workers properly use and wear the ~~PPE personal protective equipment~~;
 - C) ~~PPE-The personal protective equipment~~ is in a condition to perform the function for which it is designed;
 - D) Workers are trained in the correct use, care, limitations and assigned maintenance of ~~PPE personal protective equipment~~; and
 - E) Ensure that the use of PPE does not itself endanger the worker.

5. EMPLOYEE RESPONSIBILITIES

- 5.1. A worker must use and wear properly the appropriate ~~PPE personal protective equipment~~ specified in this Code in accordance with the training and instruction received and shall:
 - A) Inspect the ~~PPE personal protective equipment~~ before using it, and
 - B) Not use ~~PPE personal protective equipment that~~ is unable to perform the function for which it is designed.



REQUEST FOR DECISION

SUBJECT: **3009 Ice Cover Work Operations**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: July 11, 2023
DEPARTMENT: HUMAN RESOURCES
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION
CAO: SW MANAGER: EK
DIR: EGK PRESENTER: TH/LM
LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – Occupational Health and Safety Act, S.A. 2020, c. O-2.2, Occupational Health and Safety Code.

Council Bylaw/Policy (cite) – 3009 Ice Cover Work Operations.

RECOMMENDED ACTION:

MOTION: That Council approve the transfer of Policy 3009 “Ice Cover Work Operations” from a Council policy to a Safe Work Procedure, as presented.

MOTION: That Council repeal Policy 3009 Ice Cover Work Operations.

BACKGROUND/PROPOSAL:

This policy was presented to the Policy Review Committee on June 14, 2023, and was given approval to advance to Council for decision.

Policy 3009 Ice Cover Work Operations was adopted on April 12, 2015, after careful review Administration has found areas to amend the policy and remove redundancies.

Administration is recommending creating a procedure-specific plan of action and clarifying the scope of work which is essential for maintaining high safety standards which are compliant with the Occupational Health and Safety Act, Code and Regulations.

The updated procedure would incorporate best practises from cited documents within the current policy (“Best Practice for Building and Working on Ice Covers in Alberta,” and “Field Guide to Working Safely on Ice Covers”). Pertinent information will now be included in the procedure rather than referring employees to secondary sources. It is expected that this will help familiarise employees with their safety responsibilities and PPE when working on ice covers.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the recommended motion is that it will permit Greenview to have an updated Ice Cover Work safe work procedure that clarifies the intention, direction, and commitment to the organization's overall health and safety.
2. The benefit of Council approving the recommended motion is that there will be no need for future review of policy 3009 Ice Cover Work Operations by Council and the procedure can be amended as required.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to maintain this as a Council policy. However, Administration does not recommend this as the policy creates internal processes for staff to follow.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

The Health and Safety Department, along with the assistance of the Health and Safety Committee, will review the 5.109 Ice Cover safe work procedure at minimum every three years or as tasks, equipment, materials change or following an incident.

ATTACHMENT(S):

- Policy 3009 Ice Cover Work Operations (Current)
- 5.109 Ice Cover Work Safe Work Procedure (Draft)

Title: ICE COVER WORK OPERATIONS

Policy No: 3009

Effective Date: April 12, 2016

Motion Number: 16.04.135

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: The purpose of Ice Cover Work Operations policy is to specify standards for acceptable safety practices for Greenview staff and Contractors engaged in operations on Ice Covers.

DEFINITIONS

Ice Cover – The portion of an ice surface that is floating (buoyant) on a river, lake, pond or peatland and that is capable of carrying an external load.

Readily Available Assistance – Three factors must be assessed when determining if assistance is “readily available” in the event of an injury, illness or emergency:

- (1) Awareness — will other persons capable of providing assistance be aware of the worker’s needs?
- (2) Willingness — is it reasonable to expect those other persons will provide helpful assistance?
- (3) Timelines — will assistance be provided within a reasonable period of time?

Working Alone – Is where a worker is working by themselves and assistance, in the event of an injury, illness or emergency, is not readily available to the worker.

POLICY

1. Work, travel, and parking on Ice Covers shall be carried out as a planned work activity that recognizes and reasonably implements controls for the hazards associated with work activities.
2. Working Alone on Ice Covers is prohibited.
3. Training shall be provided to those working on Ice Covers and include emergency rescue techniques. Supervisors are responsible to schedule training and ensure an acceptable level of competence in trainees. Documentation of this training shall be sent to the Safety Officer who shall update training records and file with the Records Department and Human Resources.
4. All staff and contractors shall comply with the “Best Practice for Building and Working on Ice Covers in Alberta” and “Field Guide to Working Safely on Ice Covers”.

5. All staff and contractors shall comply with Occupational Health and Safety legislation of Alberta and any applicable legislation.
6. Safe work procedures that form part of the Greenview Safety Manual shall be implemented by staff and contractors working on Ice Covers.

PROCEDURE

1. Managers shall ensure that Supervisors, contractors and staff conduct job hazard assessments and training appropriate to the Ice Cover work operations.
2. Supervisors shall ensure that Ice Safety Plans are in place prior to work commencing. Ice Safety Plans must include hazard identification, hazard controls, emergency response plans, and mandated personal protective equipment.
3. Ice Safety Plans shall be reviewed at least once daily and when there is a sudden, significant change in weather, new workers, changes in equipment, changes in work tasks, and at reasonable intervals to prevent the development of any unsafe working conditions.

REGULATIONS

1. Greenview Policy Manual
2. Greenview Health & Safety Manual
3. Occupational Health and Safety Act, Regulations, and Code
4. Best Practice for Building and Working on Ice Covers in Alberta, OHS Alberta
5. Field Guide to Working Safely on Ice Covers, OHS Alberta

Title: Ice Cover Work Operations

Procedure No: 5.109

Effective Date: Date approved by Manager

Review Date: (3 Years from date approved)



Legal References:

Occupational Health and Safety Act, S.A. 2020, c.O-2.2.

Occupation Health and Safety Code AR 191/2021, Part 12, Section 195.

Alberta's Best Practice for Building and Working Safely on Ice Covers, 2009.

Cross References:

Policy 3016 "Safety Rules"

Policy 3015 "Corporate Health and Safety"

Policy 3013 "Safety Training and Communication"

Policy 3001 "Safety infractions"

Purpose: The purpose of an Ice Cover Work Operations safe work procedure is to specify standards for acceptable safety practices for Greenview staff and Contractors engaged in operations on Ice Covers.

1. DEFINITIONS

- 1.1. **Ice Cover** means a portion of an ice surface that is floating (buoyant) on the river, lake pond or peatland and that is capable of carrying an external load.
- 1.2. **PPE** means Personal Protective Equipment.
- 1.3. **OHS** means Occupational Health and Safety.
- 1.4. **Working Alone** means a worker who is working by themselves and in the event of an injury, illness or emergency, assistance is not readily available to the worker.

2. RELEVANT LEGISLATION

- 2.1 OHS Part 12, Section 195, Working on Ice.
- 2.2 Alberta's Best Practice for Building and Working Safely on Ice Covers.

3. SUPERVISOR RESPONSIBILITY

- 3.1. The supervisor responsible for the work shall:
 - A) Ensure all workers required to travel or work around ice are made aware of the hazards.
 - B) Ensure all workers have read and understand this safe work procedure and relevant hazards.
 - C) Ensure workers travelling and working around ice are properly trained.
 - D) Ensure all relevant personal protective equipment is provided to the workers and they are trained in the proper use of.

- E) Ensure all equipment is in working condition.

4. WORKER RESPONSIBILITY

4.1. The worker shall:

- A) Ensure all hazards are identified and controlled as reasonably practicable.
- B) Ensure to select and use the appropriate personal protective equipment.
- C) When Working Alone ensure to follow the applicable safe work procedures.
- D) Ensure to read and comply with this procedure, best practices, field guidelines for working on ice covers and OHS legislation.

5. IDENTIFIED HAZARDS

5.1. The following are pre identified hazards of working on ice covered water:

- A) Drowning.
- B) Cold weather, water exposure (hypothermia).
- C) Snow cover (reduced visibility of ice conditions).
- D) Slipping and falling.
- E) Fatigue (added gear, deep snow).

6. TRAINING REQUIRED

- 6.1. Cold water immersion.
- 6.2. Emergency rescue.
- 6.3. Standard first aid.
- 6.4. Competency training.
- 6.5. Best practices for Building and Working Safely on Ice Covers in Alberta.
- 6.6. Field guide to Working Safely on Ice Covers.

7. PERSONAL PROTECTIVE EQUIPMENT

- 7.1. Floatation suit (jacket/pant combo).
- 7.2. Floatation device.
- 7.3. Fall arrest systems, if applicable.
- 7.4. Whistle.

8. PROCEDURE

- 8.1. All possible frozen bodies of water shall be identified, controls are put in place and routes are to be planned accordingly.
- 8.2. Travelling or working on frozen bodies of water shall only occur when deemed necessary to complete a job or when no other routes exist.
- 8.3. If work is to be conducted on ice where water is more than 1 metre deep at any point, it must be determined that the ice will support the load.

- 8.4. A communication plan must be implemented and followed. Where communication services are limited ensure a secondary communication device such as Zoleo's are used.
- 8.5. An emergency response plan is to be developed and communicated before any travel and or work on ice begins.
- 8.6. If there is a sudden or significant change in the weather, new works, changes in equipment or work task the Ice Safety Plan shall be reviewed at least once per day or reasonable intervals to prevent the development of any unsafe working conditions.
- 8.7. If worker is to fall through the ice, self-rescue is the preferred option:
 - A) Worker is to kick feet to become parallel with the ice and use ice picks to begin the self-rescue process.
 - B) If self-rescue is not an option, other worker to throw a safety line or object to aid in the rescue.
 - C) The rescuing worker is to remain on solid ground to ensure a solid stance.
 - D) Once out of the water, the worker is to remain flat to ice and either crawl, roll, or be pulled by the rescuing worker to solid ground.
 - ~~E) Wet clothing is to be removed and dried. Follow first aid procedures for hypothermia.~~
 - F) When at all possible, ensure an additional means of travel is available. I.e., two ATV's, snowmobiles, or Argos.
 - G) Avoid crossing ice when visibility is reduced due to time of day or weather conditions.
 - H) Working on frozen bodies of water should be avoided whenever possible and be done only as a last resort. Test the thickness of the ice prior to the start of travel or work on ice coverings and as often during the course of the work as necessary.
 - I) When testing, learn as much as possible about the ice conditions. Testing should be done by two persons on foot and proceed with caution.
 - J) The worker(s) must wear PPE, communication device and ice picks. If working alone, worker must be tied off and anchored on solid land. To gauge integrity of the ice, worker will make a hole in the ice and assess the ice integrity.
 - K) Testing the ice for thickness by:
 - i. Observe the ice to see if there are any cracks, breaks, holes, open water, weak spots, or abnormal surfaces and to identify the colour(s) of the ice to decide if safe to proceed to next step of testing the ice.
 - ii. While testing ice for thickness ensure all PPE is worn and tools readily available and workers should stay about 10 metres (20 feet) apart. .
 - iii. If alone securely attached rope to your person and firmly anchored to snowmobile, tree, etc. on shore.
 - iv. If the edge of the ice is not solid, has cracks or is slushy, avoid going out on.
 - v. Use an axe or ice auger to determine firmness by make a hole to determine if at least 4" thickness.
 - vi. Do not walk on ice less than 4" thick. NOTE: Even at 9" – 10" thickness, there may be unforeseen hazards such as flowing current underneath that could weaken the ice.
 - vii. Record ice thickness, location, date, and time.
 - L) Ice thickness charts:
 - i. Blue Ice: Blue ice is the strongest ice, as it forms vertical columnar crystals that contain few air bubbles. It is formed by a quick drop in temperature and appears to be blue because it is clear enough to see the water underneath it.
 - ii. White (snow) Ice: This type of ice contains a significant amount of air bubbles and forms on top of the surface ice by natural or man-made flooding of snow. It is considered to be 50% weaker than blue ice.

Blue Ice		Maximum Load Capacity
Inches	Centimeters	
<4	<10	Unsafe for one person
4	10	One-person, multiple employees must remain at least 3 meters apart
7	18	One person with snowmobile and sled
13	33	Light-duty vehicles separated by a safe driving distance (100M) (i.e., truck)

White/Snow ice		Maximum Load Capacity
Inches	Centimeters	
<8	<20	Unsafe for one person
8	20	One-person, multiple employees must remain at least 3 meters apart
14	36	One person with snowmobile and sled
26	66	Light-duty vehicles separated by a safe driving distance (100M) (i.e., truck)

9. EQUIPMENT

- 9.1. Snowmobile
- 9.2. UTV/ATV
- 9.3. Ice pick
- 9.4. Buoyant polypropylene rescue rope

10. PRE-USE INSPECTION

- 10.1. Prior to operating power mobile equipment or using any other tools, equipment, or PPE, a pre-use inspection of equipment must be completed to ensure it is in safe operating condition as per manufacturer's instructions, safe work procedure and or policy.
- 10.2. Inspections must be conducted by a competent worker.
- 10.3. If an inspection indicates equipment is hazardous or potentially hazardous the equipment is locked out and inform the supervisor and not put into operations.
- 10.4. The defective tools or equipment is not placed into operation until defect is repaired, or unsafe condition is corrected.
- 10.5. Record of the inspection and maintenance of equipment is kept at the worksite and readily available to the worker.

11. USE/OPERATION

- 11.1. Use and operate all tools and equipment are as per manufacturer's specifications and regulations.

12. CLEAN-UP

- 12.1. Conduct an after-use inspection of all tools and equipment.
- 12.2. Establish and maintain good housekeeping practices by picking up any garbage or loose materials by storing in a refuse container and dispose of properly.

DRAFT



REQUEST FOR DECISION

SUBJECT: **Patios on Public Property Policy 6009**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: July 11, 2023
DEPARTMENT: PLANNING & EC. DEVELOPMENT
STRATEGIC PLAN: Economy

REVIEWED AND APPROVED FOR SUBMISSION
CAO: SW
DIR: MAV
LEG: SS

MANAGER: SD
PRESENTER: SD

RELEVANT LEGISLATION:

Provincial (cite) – Section 617 & 618 Municipal Government Act R.S.A. 2000, Chapter M-26

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 6009 “Patios on Public Property” as presented.

BACKGROUND/PROPOSAL:

This policy was created to introduce the licensing of public property for the use of businesses to create a patio space. This will assist businesses seasonally in creating a temporarily larger footprint and the ability to increase traffic through their business.

This policy was introduced at the June 14, 2023, Policy Review Committee meeting. The Policy Review Committee voted to approve the policy as amended.

MOTION 23.06.217 Moved: Councillor Dave Berry

That the Policy Review Committee recommend Council approve Policy 6009 “Patios on Public Property” as amended.

- 1.2 Alpine Village Design, remove town references and Grande Cache specific design requirements.
- 3.8 remove references to town.

CARRIED

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that businesses will have another avenue to help grow in a unique way.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that Greenview may get complaints from residents regarding the reduced sidewalk or covered parking spaces.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny this policy. However, Administration does not recommend this action because it is an effective way to support businesses in our region.

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

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:

Once Council makes a decision this policy will be advertised on Greenview's website and social media. This policy will also be sent to all businesses that have a current Greenview Business License.

ATTACHMENT(S):

- Policy 6009 – Patios on Public Property
- MGA References

Title: Patios on Public Property

Policy No: 6009

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No (IF APPLICABLE):

Department: Planning & Development

Review Date: (3 Years from date approved)



Legal References:

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

Cross References:

Bylaw 799
Bylaw 18-800

Purpose: The purpose of this policy is to define the licensing process, set guidelines and procedures, and outline the roles and responsibilities of business owners and those reviewing applications.

1. DEFINITIONS

- 1.1 **Abutting sidewalk seating** means a seating area which is located on a public sidewalk directly adjacent to a business frontage.
- 1.2 **Applicant** means the individual, business or group formally requesting the seasonal outdoor patio.
- 1.3 **Business frontage** means the façade of a business at grade along measured along the lineal distance of the front lot line abutting the public sidewalk including the accumulated width of windows, doorway, signage band and bulkheads.
- 1.4 **Licensing Authority** means the Planning and Licensing Administration for Greenview.
- 1.5 **Greenview** means the Municipal District of Greenview No. 16.
- 1.6 **License of Occupation** means the mechanism of authorization for the legal establishment of occupation within Public Lands of a Seasonal Outdoor Patio within the License area. A License of Occupation under this Policy is valid for one (1) calendar year and renewable annually thereafter.
- 1.7 **Light fixtures or luminaire** is an electrical device used to create artificial light by use of an electric lamp or battery source.
- 1.8 **Maintenance** refers to the preservation of a finishing's quality and appearance.
- 1.9 **Outdoor heating device** means an appliance for heating outdoor air.

1.10 Patio” and “Patio, Seasonal Outdoor” means outdoor seating area between April 1st and October 31st related to commercial food and beverage service for Boulevard Patios, On-Street Patios, and Private Property Patios as per Guidelines.

1.11 Pedestrian zone is the area dedicated exclusively to the movement of pedestrians on a public sidewalk.

1.12 Perimeter structure means a partial wall, screen or other landscape barrier installed along the front, side and/or rear of a licenced sidewalk seating area. This perimeter structure shall be durable, may incorporate seating elements, and must meet the rustic design requirement of the policy.

1.13 Sidewalk furnishings means all furniture to be located within the sidewalk seating area. This includes tables, perimeter structures, posts, benches, umbrellas, floor coverings, landscaping planters, blankets, pillows, and art.

1.14 Sidewalk seating area means a patio seating dedicated for the use of an eating and drinking establishment or grocery store containing tables, umbrellas, posts, benches, floor coverings, art, or landscape planters for the use of the establishment’s patrons. A sidewalk seating area will be considered one of the following three sidewalk seating area types:

- A) **“Counter Service”** means a seating area where patrons must access an interior counter to obtain food and/or beverages.
- B) **“Table Service”** means a sidewalk seating area where patrons are served food and non-alcoholic beverages at a table by staff. Table service seating areas are not licenced by the Alberta Gaming, Liquor and Cannabis (AGLC) for the consumption of alcohol.
- C) **“Full Service”** means a sidewalk seating area where patrons are served food, beverages, and alcoholic beverages at a table by staff. Full-service seating areas are licenced by the Alberta Gaming, Liquor and Cannabis (AGLC) for the consumption of alcohol.

1.15 Signage means any structure, fixture, logo, symbol, pictorial representation, emblem, mural, or banner which is visible from any street or lane which directs attention to a product, service, place, activity, person, institution, or business.

2. POLICY STATEMENT

2.1 This policy provides direction for the licensing of patios on Greenview owned lands which are adjacent to businesses which offer food and beverage services.

3. PATIO GUIDELINES

3.1 Obtain a license of occupation: Businesses must obtain a license of occupation from the local government before using the sidewalk for outdoor seating.

3.2 Keep the sidewalk clear: The outdoor patio should not prevent safe pedestrian traffic on the sidewalk. There should be enough space for pedestrians to walk safely and freely.

3.3 Maintain cleanliness: The outdoor seating area should be kept clean and free of debris, spills, and trash. This includes regularly sweeping and cleaning the area.

- 3.4 Use appropriate furniture: Outdoor seating furniture should be sturdy, safe, and appropriate for outdoor use. It should not block the view of pedestrians or pose a hazard.
- 3.5 Follow noise regulations: Businesses should follow local noise regulations and be mindful of noise levels from the outdoor seating area.
- 3.6 Respect neighbors: Businesses should be respectful of neighboring businesses and residents by keeping noise levels down and not blocking access to other establishments.
- 3.7 Here are some design parameters for an outdoor cafe patio:
- A) **Seating capacity:** Determine the desired seating capacity of the patio, taking into account the available space and local regulations.
 - B) **Furniture:** Choose durable and weather-resistant furniture that is comfortable for customers. Consider using a mix of seating options such as tables with chairs, benches, and bar stools.
 - C) **Lighting:** Install adequate lighting to create a warm and inviting atmosphere. Consider using string lights or lanterns for a cozy ambiance.
 - D) **Shade:** Provide shade for customers by using umbrellas, awnings, or natural shading such as trees or plants. This will make the patio more comfortable during hot and sunny days.
 - E) **Accessibility:** Ensure that the patio is accessible to all customers, including those with disabilities. Consider adding ramps or other features that make the patio accessible.
 - F) **Greenery:** Incorporate greenery such as plants or flowers into the patio design to add visual interest and create a natural ambiance.
 - G) **Sound:** Consider adding sound-absorbing materials or features to minimize noise pollution from the patio.
 - H) **Safety:** Ensure that the patio design meets all safety requirements, including fire safety regulations, non-slip surfaces, and appropriate barriers.
 - I) **Aesthetic:** Choose a design style that complements the surrounding architecture and reflects the personality of the business. Consider using colors, textures, and materials that create an inviting and welcoming atmosphere.
- 3.8 Architectural controls **may** apply. These controls are used to ensure that buildings maintain an alpine village atmosphere and a consistent look and feel in public spaces while also preserving the natural beauty of the surrounding environment. Here are some potential architectural controls:
- A) **Building materials:** Limit the use of materials to rough lumber and stone to maintain a consistent aesthetic throughout the hamlet. Other materials may be allowed but should be carefully reviewed and approved to ensure they fit with the hamlet's overall design and feel.
 - B) **Colours:** Establish a color palette that fits with the natural surroundings of the hamlet, such as earthy tones and muted colors. Bright or bold colors should be avoided, as they may clash with the natural landscape.
 - C) **Lighting:** Establish lighting standards to ensure that all lighting fixtures used in the hamlet are appropriate for the natural surroundings and do not cause light pollution.
 - D) **Signage:** Limit the use of signage to maintain the hamlet's rustic aesthetic. Signs should be designed to blend in with the surrounding architecture and should be no larger than necessary.

4. APPLICATION RESPONSIBILITIES

4.1 The application process will be administered by the Licensing Authority for Greenview. Prior to submission, applicants are encouraged to contact planning and development staff to review their application. Every application will be reviewed for site suitability. Some considerations shall include foot traffic, parking requirements, and public liability.

4.2 A completed application includes:

- A) An application form which includes:
 - i. Months, days, and hours of operation, and a
 - ii. signed liability release;
- B) The applicant must have a valid Greenview business license;
- C) If consumption of goods is provincially regulated then confirmation that the existing business complies with Alberta Liquor, Gaming, and Cannabis (AGLC) requirements, as applicable;
- D) An application shall include a conceptual design comprised of:
 - i. Proposed Patio location, dimensions and materials;
 - ii. Entrances and exits and temporary landscaping, fencing/barriers to identify boundaries of Patio;
 - iii. Location of tables and chairs.
 - iv. Expected occupant load or seating capacity;
 - v. Garbage receptacles, if any;
 - vi. Signage or banners, if any;
 - vii. Existing driveways, loading zones, trees, benches, barrier free access, streetlamps, and fire department connections in proximity to the proposed location; and
 - viii. Any other information determined by Planning and Development.
- E) Copy of Certificate of Liability Insurance with a minimum amount of \$2 million;
- F) If the applicant is not the building owner, a letter from the property owner, or their appointed agent, authorizing the Applicant's patio development.
- G) Current photos of the Business Frontage, Furniture Zone, and Pedestrian Zone; and
- H) Letters of support are required from adjacent businesses and landowners when developing an On-Street Patio or Boulevard Patio expanding beyond the Applicant's Business Frontage.

- 4.3 Once the application has been reviewed and determined to meet the requirements outlined above, Planning and Development may issue a License of Occupation.
- 4.4 If approved, a License of Occupation will be issued for one (1) season and is renewable in one (1) year increments thereafter if conditions have not changed at the start of each season.
- 4.5 Boulevard Patios, On-Street Patios, and Private Property Patios must comply with guidelines established in Section 3 unless previously approved by a development permit.

4. COUNCIL RESPONSIBILITIES

- 4.1 Council is responsible for adoption of the policy and establishing the evaluation criteria required for the licensing authority.

5. ADMINISTRATION RESPONSIBILITIES

5.1 Planning and Development Staff shall:

- A) Arrange the pre-application meeting with the applicant;
- B) Process applications;
- C) Review and ensure conformity with municipal planning guidelines; and
- D) Refer applications to internal departments and external agencies if deemed appropriate.

5.2 The Director of Planning and Economic Development is responsible for authorizing any patios located on Greenview Owned Property or Sidewalks.

5.3 Other Greenview departments shall be responsible for the following:

- A) Providing written comment on the application, if referred, to minimize potential impacts.
- B) Reviewing reports, drawings, and applications submitted for conformity to relevant Greenview policies, standards, and other guidelines.

- (aa) “road” means road as defined in section 1(1), but does not include highway as defined in this Part;
- (bb) “school board” means the board of trustees of a school division;
- (cc) “school reserve” means the land designated as school reserve under Division 8;
- (dd) “statutory plan” means an intermunicipal development plan, a municipal development plan, an area structure plan and an area redevelopment plan adopted by a municipality under Division 4;
- (ee) “subdivision” means the division of a parcel of land by an instrument and “subdivide” has a corresponding meaning;
- (ff) “subdivision authority” means a subdivision authority established under Division 3;
- (gg) “subdivision and development appeal board” means a subdivision and development appeal board established under Division 3;
- (hh) “subdivision and development regulations” mean regulations made under section 694(1).
RSA 2000 cM-26 s616;RSA 2000 c21(Supp) s3;2004 cH-8.5 s69;
2008 c37 s4;2012 cE-0.3 s279;2016 c24 s91;2019 c22 s10;
2020 c39 s10(3)

Purpose of this Part

617 The purpose of this Part and the regulations and bylaws under this Part is to provide means whereby plans and related matters may be prepared and adopted

- (a) to achieve the orderly, economical and beneficial development, use of land and patterns of human settlement, and
- (b) to maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta,

without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest.

1995 c24 s95

Non-application of this Part

618(1) This Part and the regulations and bylaws under this Part do not apply when a development or a subdivision is effected only for the purpose of

- (a) a highway or road,
- (b) a well or battery within the meaning of the *Oil and Gas Conservation Act*, or
- (c) a pipeline or an installation or structure incidental to the operation of a pipeline.

(2) This Part and the regulations and bylaws under this Part do not apply to

- (a) the geographic area of a Metis settlement, or
- (b) a designated area of Crown land in a municipal district or specialized municipality.

(2.1) This Part and the regulations and bylaws under this Part respecting development permits do not apply to a confined feeding operation or manure storage facility within the meaning of the *Agricultural Operation Practices Act* if the confined feeding operation or manure storage facility is the subject of an approval, registration or authorization under Part 2 of the *Agricultural Operation Practices Act*.

(3) The Minister responsible for the *Public Lands Act* may make regulations designating one or more areas of Crown land under that Minister's administration for the purposes of subsection (2)(b).

(4) The Lieutenant Governor in Council may, by regulation, exempt an action, person or thing from the application of all or any provision of this Part or of the regulations or bylaws under this Part.

(5) The Lieutenant Governor in Council may include terms and conditions in a regulation under subsection (4).

RSA 2000 cM-26 s618;2020 c39 s10(4)

618.1 Repealed 2020 c39 s10(5).

Bylaws binding

618.2 No bylaw is binding in respect of a matter governed by this Part unless that bylaw is passed in accordance with this Part.

2016 c24 s92



REQUEST FOR DECISION

SUBJECT:	Policy 7500 Economic Development Grant for Beautification		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 11, 2023	CAO: SW	MANAGER: LG
DEPARTMENT:	ECONOMIC DEVELOPMENT	DIR: MAV	PRESENTER: KT
STRATEGIC PLAN:	Economy	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 7500 “Economic Development Grant for Beautification.”

BACKGROUND/PROPOSAL:

Earlier in June, the Policy Review Committee was able to analyze and contribute to the Beautification Grant Policy. Following along with many other communities and municipalities throughout Alberta and Canada that have seen huge benefits from a Beautification Grant project within their Municipalities. Some communities have seen up to 23% more traffic that directly impacts the visibility of local businesses and sets them up for greater success. Creating a new look with minor updates can take a company a long way in client attraction.

Administration is looking forward to this grant opportunity for Greenview businesses. Some of the benefits that Greenview will see are promoting shop local, increase in recruiting and retention efforts, extra encouragement to residents to reside in Greenview, increase in tourism and stop in traffic, and creating camaraderie between Greenview businesses not just within their communities but throughout Greenview wide. Expressing passion through beautification.

This incentivizes business owners within Greenview to provide a more positive, memorable image to attract visitors, businesses, and residents. Those eligible for the grant with a storefront can apply for 70% of the cost of their beautification project to a maximum of \$5,000, and a funding stream for General Business Beautification can apply for 50% of the cost of their beautification project to a maximum of \$5,000. Projects will be provided funding on a first come, first served basis until funding is exhausted. Funds are conditionally approved at the start of a project and released following the submission of actual qualifying costs.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to positively impact Greenview’s overall appearance and increase economic growth, boost positive tourism experiences, increase property values, gain a higher attraction and retention rate, and create community camaraderie throughout Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1 Council has the alternative to deny the recommended motion. However, Administration strongly advises adding this policy due to its positive benefits to Greenview.

FINANCIAL IMPLICATION:

Administration has budgeted \$30,000 for the Beautification Grant Program in the Economic Development Budget.

STAFFING IMPLICATION:

There will be minimum staffing implications to administrate this program and pay out the grant funding.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Collaborate

PUBLIC PARTICIPATION GOAL

Collaborate - To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

Administration will work on a communication plan to roll out this Granting opportunity to the Greenview Businesses and set up the application process.

ATTACHMENT(S):

- Policy 7500 "Economic Development Grant for Beautification".

Title: Economic Development Grant for Beautification	
Policy No: 7500	
Effective Date: Date passed in Council	
Motion Number:	
Supersedes Policy No: None	
Department:	
Review Date: (3 Years from date approved)	
Legal References: Income Tax Act (Canada), R.S.C 1985, c.1 (5 th Supp.).	Cross References: Bylaw 18-800 "Land Use Bylaw" Bylaw 799 "Land Use Bylaw" – Grande Cache
Purpose: Greenview is committed to supporting small businesses and entrepreneurs in our communities. Greenview aims to advance our local economic goals by encouraging pride in the success and potential of our local businesses by implementing a Beautification Grant.	



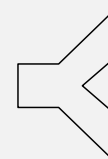
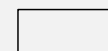
Commented [CB1]: I cleaned this up quite a bit. Does it sound terrible?

1. DEFINITIONS

- 1.1. **Beautification** means enhancing the visual appeal and appearance of a building's exterior or frontage through various improvements.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-profit Organization (NPO)** means an organization that provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers but goes back into the organization to further its aims and projects. For the purposes of this policy, a charity registered with the Canada Revenue Agency is considered an NPO.
- 1.4. **Small Business** means a business whose annual active income is at most \$500,000, is not part of a franchise and is based within Greenview but does not include the Town of Fox Creek, Town of Valleyview, or Sturgeon Lake Cree Nation. For the purpose of this policy, Small Business includes home-based businesses as recognized under the *Land Use Bylaw*.
- 1.5. **Store Front** means a Small Business operating on a parcel of land zoned for commercial purposes as per Greenview's *Land Use Bylaw*.

2. POLICY STATEMENT

- 2.1. Greenview believes in supporting local businesses and entrepreneurs within its communities.
- 2.2. Based on the approved annual budget, the Beautification Grant is available first-come-first-served.
- 2.3. The Beautification Grant may not be stacked with any other Greenview grant.



2.4. Beautification Grant funds may only be used for capital purposes relating to the exterior or signage of the building. Improvement must be consistent with any permitting or architectural guidelines imposed through bylaw or policy by Greenview, should any be applicable to the property. Requests for operating assistance are not eligible.

2.5. The Beautification Grant will begin accepting applications on the first Monday of March each year. Applications not served due to a lack of funding must reapply the following year.

2.6. The following items will generally be considered qualifying for the Beautification Grant:

- A) restoration of exterior finishes and repainting, including murals;
 - B) planter, hanging baskets, and garden areas, especially in downtown hamlet setting;
 - C) repair or replacement of storefront windows, patios, and doors;
 - D) exterior lighting of the building and signage;
 - E) signage on the front of the business location;
 - F) replacement of awnings and signs;
 - G) new architectural details such as entryways features and cornices;
 - H) addition of patio areas and permanent landscaping elements; and
 - I) removal of barriers to access for people with disabilities and mobility challenges.
- Note: the above list is not exhaustive, and other improvements may be considered eligible if they align with the program's objectives and comply with the applicable development regulations.

2.7. The following items will not be approved for the Beautification Grant:

- A) improvements to residential infrastructure; and
- B) improvements to large-scale businesses.

3. STOREFRONT STREAM

3.1. Any Small Business may apply for the Beautification Grant, so long as the Small Business:

- A) meets the definition of Small Business;
- B) meets the definition of Store Front;
- C) includes a financial report with their application; and
- D) holds a valid business license.

3.2. The following criteria make an organization ineligible to apply for the Storefront stream of the Beautification Grant:

- A) A Non-profit Organization or a registered charity; and
- B) Located outside of Greenview, including the Town of Fox Creek, Town of Valleyview, or Sturgeon Lake Cree Nation.

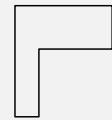
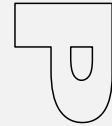
3.3. A qualifying Small businesses may receive a grant up to 70% of the total Storefront beautification project to a maximum of \$5,000.00. All amounts require receipts, and only materials and professionally contracted services or trades related to the qualifying improvement will be reimbursed.

3.4. Applicants may re-apply during the program's operating year; however, new applicants will be given priority.

4. SMALL BUSINESS STREAM

4.1. Any Small Business may apply for the Beautification Grant, so long as the applicant:

- A) meets the definition of Small Business;



- B) includes a financial report with their application; and
- C) holds a valid business license.

4.2. The following criteria make an organization ineligible to apply for the General Stream of the Beautification Grant program:

- A) a Non-profit Organization or a registered charity; and
- B) Located outside of Greenview, including the Town of Fox Creek, Town of Valleyview, or Sturgeon Lake Cree Nation;
- C) a Multi-level Marketing Business.

4.3. An Approved Small Business within General Stream may receive a grant of up to 50% of the total beautification upgrades to a maximum of \$5,000.00.

4.4. Applicants may re-apply during the program's operating year; however, new applicants will be given priority.

5. APPLICANT RESPONSIBILITIES

5.1. Applicants must annually submit their application following the first Monday of March when applications open. Applications from the previous year will not be kept. All work must be completed in the year of application.

- A) For the first year of this program, 2023, applications will be open in June.

5.2. The applicant must identify whether they are applying for the Store Front Stream or General Stream. Dependent on the stream, the applicant must demonstrate that they:

- A) meet the definition of Small Business;
- B) have included a financial report as per section 5.3.;
- C) have included a plan of improvements, listing what improvements will be made, the scope of improvements and estimate cost;
- D) hold a valid Business License; and
- E) meet the definition of Storefront (Storefront applications only); and
- F) a letter of permission from the property owner, if applicable.

5.3. The applicant must provide a financial report within six (6) months of the application which details:

- A) receipts or invoices associated with the beautification upgrades;
- B) a description of what improvements were made to the Small Business; and
- C) proof that the upgrades have been completed.

6. COUNCIL RESPONSIBILITIES

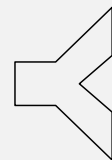
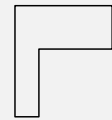
6.1. Council shall annually set a budget for the Beautification Grant program to ensure the program continues.

7. ADMINISTRATION RESPONSIBILITIES

7.1. Administration shall annually prepare the receipt of Beautification Grant applications following the first Monday of March.

7.2. Administration shall review, approve and arrange appropriate payment with the applications in accordance with this policy.

7.3. Administration shall report all grants awarded under this policy to Council.





REQUEST FOR DECISION

SUBJECT: **Policy 9000 Contract Management**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: July 11, 2023

DEPARTMENT: CORPORATE SERVICES

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

DIR: EK

LEG: SS

MANAGER:

PRESENTER: AH

RELEVANT LEGISLATION:

Provincial (cite) –

- Canadian Free Trade Agreement, 2017
- Comprehensive Economic and Trade Agreement, 2017
- New West Partnership Trade Agreement, 2010
- Freedom of Information and Protection of Privacy Act
- Prompt Payment and Construction Lien Act, R.S.A 2000, c.P-26.4.

Council Bylaw/Policy (cite) –

- Bylaw 22-904 Records Retention and Disposition Bylaw
- Policy 1042 “Access to Information”
- Policy 1029 “Records Management”
- Policy 1027 “Signing Authority”
- Policy 1013 “Credit Cards”
- Policy 1018 “Expenditure and Disbursement Policy”
- Policy 9001 “Procurement and Purchasing”
- Policy 9002 “Expenditure Officer”

RECOMMENDED ACTION:

MOTION: That Council approve Policy 9000, “Contract Management,” as presented.

BACKGROUND/PROPOSAL:

On June 14, 2023, Administration brought Policy 9000, Contract Management, forward to the Policy Review Committee (PRC). PRC approved this policy as amended. The requested amendment to section 3.1 has been completed and incorporated into the updated policy, as attached.

This policy was previously brought to PRC on December 14, 2023. As amended, this policy was approved to move forward to a Regular Council Meeting. However, since then, Administration drafted an Administrative Policy to support Policy 9000 Contract Management. The updated policy kept all pertinent governance information in it, while procedural practices were moved to the administrative policy for day-to-day use.

As mentioned in December of 2022, Greenview does not have a Contract Management policy; however, Administration recommends such a policy for the Municipality. This policy outlines key information and criteria to consider when Greenview Administration develops or contracts with a third party.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will have a robust policy supporting Greenview Administration in contract development and management.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to make additional changes to this policy.

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 Council approves this motion, Policy 9000, Contract Management will be made available to all Administration and stakeholders.

ATTACHMENT(S):

- Policy 9000 – Current

Title: Contract Management

Policy No: 9000

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1018

Department: Procurement

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



Legal References:

Canadian Free Trade Agreement, 2017.

Comprehensive Economic and Trade Agreement, 2017.

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

New West Partnership Trade Agreement, 2010.

Prompt Payment and Construction Lien Act, R.S.A 2000, c.P-26.4.

Cross References:

Bylaw 22-904 "Records Retention and Disposition Bylaw"

Policy 9001 "Procurement and Purchasing"

Policy 9002 "

Policy 1042 "Access to Information"

Policy 1029 "Records Management"

Policy 1027 "Signing Authority"

Policy 1018 "Expenditure and Disbursement Policy"

Policy 09-01 "Purchasing and Procurement"

Policy 09-03 "Expenditure Policy"

Greenview Strategic Plan

Purpose: This policy is to establish contract guidelines and controls for Greenview that enhance access, competition, fairness, and results in the best value, or if appropriate, the optimal balance of overall benefits for Greenview.

This policy will ensure that Greenview is aware of and able to mitigate financial, environmental, and social risks, and seeks to balance effective operations and risk management. This policy applies to all contracts, amendments, and renewals.

This work is driven by the following guiding principles: Greenview's contract management is grounded in a framework that honors collaborative, respectful, responsible, transparent, consistent, and accountable practices in a manner that is aligned with Greenview's Strategic Plan and manages associated risks.

1. DEFINITIONS

1.1. **Administration** means Greenview's Chief Administrative Officer and employees of Greenview.

1.2. **Amendments** mean any changes to the original contract within the active contract period and may include but are not limited to amounts payable, goods, services, construction supplies, due dates, or timeline extensions.

- 1.3. **Chief Administrative Office (CAO)** means Chief Administrative Officer of Greenview, or designate.
- 1.4. **CETA** means the *Canadian – European Union Comprehensive Economic Trade Agreement*.
- 1.5. **CFTA** means the *Canadian Free Trade Agreement*.
- 1.6. **Change Order** means the work added to or deleted from the original scope of work as outlined in the contract due.
- 1.7. **Contract** means the legal relationship between two or more parties that clearly outlines the responsibilities of each party in achieving the desired outcome(s).
- 1.8. **Contract Designate** means the Greenview employee overseeing and responsible for the day-to-day monitoring and evaluation of the contract.
- 1.9. **Emergencies** mean an event that endangers Greenview elected officials, employees, clients, or the public; or has an imminent risk of disrupting workplace operations or causing catastrophic damage.
- 1.10. **Goods** means the manufactured item(s).
- 1.11. **Litigation** means filing an action in a court of law.
- 1.12. **Greenview** means the Municipal District of Greenview No. 16.
- 1.13. **NWPTA** means the *New West Partnership Trade Agreement*.
- 1.14. **Proponent, Vendor, Respondent** means an individual, business, agency, or organization that intends or puts forward a proposal or response to Greenview on procurement or purchase.
- 1.15. **Proposal, Response, and Bid** means the submitted documents provided during procurement or purchase.
- 1.16. **Renewal** means another contract issued at the completion of the original for a new period, as defined in the original contract.
- 1.17. **Service** means any work or duties performed, including any materials provided.
- 1.18. **Signing Authority** means a person to whom authority is given, per Policy 1027 “Signing Authority.”
- 1.19. **Scope of Work** defines the required work to complete a project.

2. POLICY STATEMENT

- 2.1. Greenview contracting will be conducted in the manner:
 - A) That stands the test of public scrutiny in matters of prudence and probity, facilitates access, encourages competition, and reflects fairness in the spending of public funds.
 - B) Supports long-term industrial and regional development and other appropriate municipal objectives as outlined in the Strategic Plan.

2.2. Ethics in Contracting:

- A) Greenview Council establishes a policy for consistent, open, fair, and transparent contracting practices which ensures efficient resource allocation and mitigation strategies. Council prioritizes its duty and responsibility to residents to maximize the value of tax revenue when purchasing goods and services.
- B) The overall responsibility for implementing and monitoring the annual budget rests with the CAO. Greenview department managers have the overall responsibility for budget reporting, and to ensure that all expenditures are a legitimate claim against Greenview. Department managers must also ensure expenditures are within established authorities and have been authorized in the annual budget or approved by resolution of Council.

2.3. Confidentiality

- A) The collection, storage, and release of all information pertaining to contracts are subject to the *Freedom of Information and Protection of Privacy Act*, Greenview Policy 1029 "Records Management," and 1042 "Access to Information."

3. CONTRACTS

- 3.1. Greenview Council ~~must~~ is the only authority to award or not award a contract for any competitive procurement process as outlined in Policy 9001 "Procurement and Purchasing."
- 3.2. Expenditure Officers are authorized to commit Greenview for all contracts and purchases per their designated financial expenditure authority as outlined in Policy 9002 "Expenditure Officer," 1027 "Signing authority," and other relevant policies.
- 3.3. All Contract documents must be documented on the appropriate record management registry and filed in accordance with Policy 1029 "Records Management."

4. SECURITIES

4.1. Performance Security or Bonds:

- A) Performance security and bonds guarantee that the bonded contractor will perform its obligations under the contract in accordance with the contract terms and conditions. This may also include extended warranty protection against defective workmanship and materials. Greenview requires a performance bond of 50% of the contract's total value, as determined in the tender document.
- B) Greenview will accept bonds from a recognized bank or insurance firm in an amount determined by the tender.
- C) Greenview will accept performance securities in the following formats:
 - i. Certified Cheque;
 - ii. Bank Draft; or
 - iii. Standby Letter of credit.
- D) All Securities and bonds (excluding bid bonds) must be held for the duration of the contract, including any potential holdback period as defined in the *Prompt Payment and Construction Lien Act*.

4.2. Labour and Material Payment Bonds:

- A) Labour and material bonds guarantee that a bonded contractor will pay all claimants for goods or services provided for the contracted project under the contract. Greenview requires a labour and material bond of 50% of the contract's total value, as determined in the tender document.

4.3. Holdback Percentages:

A) When in the best interest of Greenview, a holdback percentage of a minimum of 10% or as deemed appropriate, must be withheld from progress payments where there is a holdback charge to compensate for any potential defective work or claims from third parties. The holdback on progress payments must be withheld for the contract duration, including any applicable lien period times, as defined in the *Prompt Payment and Construction Lien Act*.

4.4 Statutory Declaration:

A) The prime contractor must sign a statutory declaration, confirming all defects have been corrected, and all sub-contractors, and, or third parties have been paid. Confirmation that all defects have been corrected and all sub-contractors and third parties have been paid prior to final payment, along with any holdbacks and security deposits are released.

5. MONITORING

5.1. It is the responsibility of the Contract Designate to oversee and work with contractors to ensure due diligence, effective stewardship of public funds, and contract outcomes are being achieved in a timely manner, as can reasonably be expected.

5.2. Whenever the satisfactory fulfillment of a contract is jeopardized, the contracting authorities shall take the necessary steps to serve and protect Greenview's interests in meeting the contract's terms. A secondary consideration shall be to protect the interests of other parties involved in the contract, where appropriate.

6. EXEMPTIONS

6.1. This policy does not apply to employee contracts, non-binding memorandums, or purchases made in accordance with Policy 9001 "Procurement and Purchasing" and Policy 1013 "Credit Card" unless a contract is a direct result of such purchase.

7. COUNCIL RESPONSIBILITIES

7.1 Greenview Council is responsible for all competitive procurement contracts which they award.

8. ADMINISTRATION RESPONSIBILITIES

8.1. In alignment with this policy, Administration will ensure risk mitigation and accountability of both parties throughout the lifespan of the contract.



REQUEST FOR DECISION

SUBJECT:	Policy 9001 Procurement and Purchasing		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 11, 2023	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: AH
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –

- Canadian Free Trade Agreement, 2017
- Comprehensive Economic and Trade Agreement, 2017
- New West Partnership Trade Agreement, 2010
- Freedom of Information and Protection of Privacy Act
- Prompt Payment and Construction Lien Act, R.S.A 2000, c.P-26.4.

Council Bylaw/Policy (cite) –

- Bylaw 22-904 Records Retention and Disposition Bylaw
- Policy 1042 “Access to Information”
- Policy 1029 “Records Management”
- Policy 1027 “Signing Authority”
- Policy 1018 “Expenditure and Disbursement Policy”
- Policy 1013 “Credit Cards”
- Policy 1018 “Expenditure and Disbursement Policy”
- Policy 9000 “Contract Management”
- Policy 9002 “Expenditure Officer”

RECOMMENDED ACTION:

MOTION: That Council approve Policy 9001 “Procurement and Purchasing” as presented.

BACKGROUND/PROPOSAL:

On June 14, 2023, Administration brought Policy 9001, Procurement and Purchasing, forward to the Policy Review Committee (PRC). PRC approved the policy as amended. The requested amendment to section 2.2 has been completed and incorporated into the updated policy, as attached.

Please note that this policy was initially approved by Council on January 8, 2020, and is set for review in June 2023. This policy outlines many aspects of Greenview’s expenditure, purchasing, and procurement business practices.

On December 14, 2022, The Policy Review Committee approved Policy 9001 Procurement, Purchasing, and Expenditure Officer as amended and recommended it moves forward to a Regular Council Meeting. Since then, Administration drafted an Administrative Policy supporting Policy 9001 Procurement and Purchasing. This policy noted and kept pertinent governance information, while procedural practices were moved to the administrative policy for day-to-day use. It is also important to note that the expenditure officer portion of the originating Policy 1018, "Expenditure and Disbursement," has been moved to form its own policy, now referred to as Policy 9002, "Expenditure Officer."

This revised policy applies to all Greenview Administration who procure and purchase goods, services, and intellectual property. Some of the key highlights of this policy include but are not limited to outlining the guiding principles and framework of how Administration will conduct procurement and the purchasing of goods and services utilizing best value, along with identifying a preference to support local vendors when appropriate. This policy also brings in the ability for Greenview to use Canoe Procurement through the Rural Municipalities of Alberta Association and standing offers available through the Government of Alberta. These two resources have already gone through the procurement process and are available to Greenview should the need arise.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will have a robust policy supporting procurement and purchasing.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to make additional changes to the policy.

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 Council approves this motion, Policy 9001, Procurement and Purchasing, will be made available to Administration and stakeholders.

ATTACHMENT(S):

- Policy 1018 – Current
- Policy 9001 - Revised

Title: EXPENDITURE AND DISBURSEMENT POLICY

Policy No: 1018

Effective Date: June 8, 2020

Motion Number: 20.06.339

Supersedes Policy No: NONE

Review Date: June 8, 2023



Purpose: To establish expenditure control guidelines by identifying processes for the efficient procurement and payment of goods and services for Greenview in support of effective operations based on the following principles:

- Council recognizes the need for the prompt payment of accounts and delegates the authority to disperse funds for all budget-approved expenditures to the CAO and designates to the levels authorized under Procedure Section 2.
- Greenview is subject to two trade agreements, the New West Partnership Trade Agreement (NWPTA) and the Agreement on Canadian Free Trade Agreement (CFTA). These two agreements must be adhered to for all expenditures that occur within their respective limits.

Greenview will not consider purchasing or procuring goods or services from any contractor or supplier that is involved in litigation against Greenview. No consideration will be given for a period of five years from the conclusion of the litigation unless otherwise directed by Council.

DEFINITIONS

ACAO means the Assistant Chief Administrative Officer.

Administration means Greenview's Chief Administrative Officer and employees of Greenview

Associated Expenditure Officers means the individuals that are identified by the respective department's General Manager or Manager. These officers are delegated a limited amount of expenditure on behalf of the responsible Department Budget Manager. The Chief Administrative Officer or any General Manager or CFO, or Manager providing this delegation to their staff is responsible to provide, in writing, to the Finance and Administration Manager; the name of the employee, the expenditure limit, and a copy of the employees' signature.

Accounting Officer means an individual that is a member of the finance team, such as the Manager of Finance and Administration, Manager of Financial Reporting, Staff Accountant and CFO and any version of these titles.

Capital Budget means the annual Greenview capital budget as approved by Council.

Capital Expenditure means the purchase of an item identified in the Capital Budget.

CFTA means the Canadian Free Trade Agreement and any amendments thereto.

CAO means the person appointed as the Chief Administrative Officer of Greenview in accordance with the *Municipal Government Act*.

CFO means the Chief Financial Officer for Greenview.

Council means council for the Municipal District of Greenview No. 16.

Department Budget Manager means the manager who is ultimately responsible for the department's budget. The individual who creates and presents the department's proposed budget to Council.

Emergencies means when the lack of immediate action would jeopardize operations or equipment, disrupt critical public services or involve public or staff safety.

Expenditure Officer means the individual that has the authority to sign contracts, ~~purchase orders~~ and invoices for payment. Typically, an Expenditure Officer will be the Chief Administrative Officer, General Manager, Manager or Assistant Manager responsible for a department, who is accountable for the department's budget control and administration.

Generally Accepted Accounting Principles means a common set of accepted accounting principles, standards, and procedures that organizations (public and private) and their accountants follow when they compile their financial statements. GAAP improves the clarity of the communication of financial information.

Goods means a manufactured item.

Litigation means the filing of an action in a court of law.

Nepotism means the practice among those with power or influence of favouring relatives or friends.

NWPTA means the New West Partnership Trade Agreement and any amendments thereto.

Operating Budget means the annual Greenview operating budget as approved by Council.

Purchase Card means a Greenview issued gas or credit card.

Quote means the price bid obtained in writing from a supplier of goods or services, but does not include a tender.

Service means any work or duties performed, including any materials provided.

POLICY

1. Greenview Council hereby establishes a policy for consistent, fair, and transparent purchasing practices while ensuring efficient allocation of available resources in accordance with the *Municipal Government Act*, the NWPTA, and the CFTA. Council realizes that they have a responsibility to its ratepayers to maximize the value of the tax revenue when purchasing Greenview goods and services.
2. The overall responsibility for implementing and monitoring the annual budget rests with the CAO. The CFO has the overall responsibility for budget reporting and to ensure that all

expenditures are a legitimate claim against Greenview, are within established authorities, and have been either authorized in the annual budget or approved by resolution of Council.

PROCEDURE

1. Responsibilities

1.1. *Expenditure Officers responsibilities include:*

- 1.1.1. Authorizing a proposed expenditure or disbursement within the financial limits established in this policy.
- 1.1.2. Abiding by the NWPTA and CFTA when conducting tender calls, request for proposals or request for Quotes.
- 1.1.3. Certifying that the amount of a proposed expenditure or disbursement is fair and just; and within applicable policies.
- 1.1.4. Initiating a disbursement that is consistent with the purpose for which the money is available.
- 1.1.5. Managing program or service delivery within Council approved budget allocation.
- 1.1.6. Verifying that the goods and services have been received or the work has been performed satisfactorily.
- 1.1.7. Verifying that a request for cheque is supported by adequate documentation.
- 1.1.8. Verifying the accurate coding of invoices related to their financial budget responsibility.
- 1.1.9. Verifying that purchase card (credit and gas) procedures are followed.
- 1.1.10. Verifying all invoices and/or receipts are submitted to Accounts Payables.
- 1.1.11. Delegating limited expenditure approval to their department's staff, as the Department's Budget Manager sees fit, and ensuring that all related documentation is submitted to Finance.

1.2. *Associated Expenditure Officers responsibilities include:*

- 1.2.1. Authorizing expenditures or disbursements within the expenditure limit delegated by their manager.
- 1.2.2. Signing and receiving a copy of every invoice for the items they have purchased on behalf of Greenview.
- 1.2.3. Ensuring invoices are authorized, signed and goods or services are received.

1.3. *Accounting Officers responsibilities include:*

- 1.3.1. Creating and verifying that adequate processes and controls are in place to safeguard against any material accounting misstatement and following the guidelines outlined within this policy.
- 1.3.2. Verifying that a proposed expenditure or disbursement has been properly authorized by an Expenditure Officer.
- 1.3.3. Verifying that a proposed expenditure or disbursement is for the purpose authorized by the approved budget, and is consistent with the purpose for which the money is available.
- 1.3.4. Verifying that the expenditure is recorded in the appropriate fiscal and reporting period.
- 1.3.5. Verifying that the required supporting documentation is complete and readily available.

- 1.3.6. Verifying that the expenditure is charged to the appropriate general ledger account.
- 1.3.7. Verifying that the proposed expenditure or disbursement does not contravene any applicable policy or other legislative authority.
- 1.3.8. Arranging pre-authorized payments to be made directly from Greenview's bank account with authorization from the CFO.
- 1.3.9. Arranging direct deposits to be made to Greenview's bank account with the authorization from the CFO.
- 1.3.10. Ensuring that the CFO and any applicable staff are made aware of any budget to actual concerns that the accounting officer may become aware of during their daily duties.
- 1.3.11. Ensuring that the accounting practices are acceptable under the Generally Accepted Accounting Principles.
- 1.3.12. Preparing monthly department budget to actual reports.
- 1.3.13. Preparing and presenting to Council the organizational quarterly budget to actual report.

2. General Provisions

- 2.1. All expenditures shall be included in the current year's budget or be approved by a resolution of Council.
- 2.2. Greenview's Expenditure Officers may make an expenditure that is included in the approved operating and capital budgets up to the financial limits established in this policy or as otherwise approved by resolution of Council.
- 2.3. A resolution of Council is required for all unbudgeted expenses and all unbudgeted capital expenditures over \$200,000.
- 2.4. Expenditure Officers are authorized to commit Greenview for all purchases that have been approved in the annual budget as follows:
 - 2.4.1. CAO up to the maximum budget allocation for operational expenses;
 - 2.4.2. ACAO, General Managers, CFO, up to \$500,000;
 - 2.4.3. Department Managers up to \$50,000;
 - 2.4.4. Assistant Managers up to \$10,000;
 - 2.4.5. Executive Assistants-up to \$5,000;
 - 2.4.6. All other designated staff up to \$1,000.
 - 2.4.7. Other staff as delegated in writing by the Expenditure Officers.
- 2.5. Operating expenditures that exceed the Council approved operating budget by less than \$10,000.00 but still remain within the overall department budget may be approved by the CAO or designate. If the over expenditure does not remain within the total department budget, the expenditure shall be presented to Council for approval.
- 2.6. Capital expenditure for equipment or vehicles that exceeds Council's approved budget by less than \$10,000.00 or 10% and will remain within the department's overall capital budget, may be approved by the CAO provided that such capital expenditure does not exceed the financial approval limits in this policy.

- 2.7. Any operational expenditure approved by Council by resolution may be awarded and/or actioned by Administration, excepting Request for Proposals, which must be awarded by Council.
- 2.8. Any capital expenditure approved by Council in budget or by resolution may be awarded and/or actioned by Administration to a maximum of \$200,000.00, excepting Requests for Proposals, which must be awarded by Council. Purchases greater than \$200,000 on a capital expenditure that is not part of a tendered project must be approved by resolution of Council.
- 2.9. Any capital expenditures awarded or actioned by Administration will be reported to Council via the monthly manager's reports and will include: Budgeted amount, Company name and values of compliant bids received, the name of the successful bidder, a list of bidders submitting non-compliant bids.
- 2.10. Staff will not engage in nepotism and will make any conflict of interest (actual or perceived) known to the CAO. If the staff person in question is the CAO, they will make any conflict of interest known to Council.
- 2.11. Expenditure Officers shall not authorize an expenditure or disbursement where they are directly involved in the transaction, except in the case of attending training, conferences, travel and accommodations associated with work. The expenditure claim or credit card receipt/invoice should clearly state the reason for the expenditure or claim.
- 2.12. Expenditure authority may be delegated in the absence of the responsible Expenditure Officer. The CFO and Manager of Finance and Administration must be notified in writing prior to the delegation of the Expenditure authority.
- 2.13. A current listing of approved Expenditure Officers or associated Expenditure Officers, with specimen signature and applicable expenditure authority shall be maintained by the Manager of Finance and Administration and copied to Accounts Payable.
- 2.14. Due to reasons of standardizations, economies of scale, vendor familiarity or required expertise, the following types of expenditures are coordinated by the manager or department as identified below:
 - 2.14.1. Stationery and office supplies by Administration Office Reception;
 - 2.14.2. Office furnishings by Facility Maintenance;
 - 2.14.3. Office equipment by Information Technology;
 - 2.14.4. All electronic equipment and software purchases for use in conjunction with Greenview's Network Infrastructure must first be reviewed by Information Systems Staff for compatibility and compliance with information Technology Standards employed throughout the organization;
 - 2.14.5. Vehicles (non-emergency) and heavy equipment by the Manager of Operations with input from the Fleet Coordinator and the receiving department's manager;
 - 2.14.6. Emergency vehicles by the Manager of Protective Services and Sergeant, Enforcement Services;
 - 2.14.7. All Greenview insurance by Corporate Services.
- 2.15. Reacquisitions, purchases, expenditures or contracts may not be divided in order to avoid the financial limits of this policy or the limits established in the NWPTA or the CFTA.

3. Marketing and Media Placement

- 3.1. Advertising, signage, print and marketing materials must be approved by the Communications Manager.

4. Emergency Expenditures

- 4.1. Unbudgeted expenditures may be undertaken in the event of an emergency situation where the Expenditure Officer must make purchase decisions efficiently to bring the emergency situation under control.
 - 4.1.1. Emergency expenditures may be authorized by the CAO or designates.
 - 4.1.2. All such expenditures shall be reported to Greenview Council at the next available opportunity.
 - 4.1.3. Proper documentation of all emergency expenditures is required.

5. Contracts

- 5.1. Written contracts should be used in situations where there is a need to specify in writing the requirements for supply or continuing supply of goods or services, and the need to identify each party's degree of responsibility and or liability in the case of damage, default or loss.
 - 5.1.1. The Expenditure Officer must ensure that the necessary holdback percentage is withheld from progress payments where there is a holdback charge to compensate for potential defective work or claims from third parties. Progress payment or invoices related to contracts should be approved only after the person responsible for the contract certifies performance of services or receipt of goods or confirmed the percentage of work completed. Generally, this performance certificate is supplied by an engineering firm or project contract manager.
 - 5.1.2. A statutory declaration and WCB declaration must be obtained from the contractor and the third parties where required to discharge all claims and obligations against Greenview before payment is made and before any holdback or deposit is released. All defects must be corrected before the final payment is approved and security deposits are returned.

6. Cheque Requisitions

- 6.1. Cheque requisitions are required for:
 - 6.1.1. All grant expenditures; and
 - 6.1.2. All expenditures where an invoice is not available such as the School Requisitions, etc., except for personal expense claims, these will be paid based on the personal expense claim and the manager's approval of the claim.

7. Expenditure Approval

- 7.1. The ACAO may approve expenditures up to the CAO limit while serving as the designated Acting CAO. When the Acting CAO signs in the absence of the CAO, they shall include ACAO after signature to indicate to the Accounts Payables department their authority to sign higher expenditure limits.

- 7.2. To avoid penalty charges the CAO, Manager of Finance and Administration or the CFO may approve an invoice related to ongoing operations, such as gas, electric or utility invoices, with a copy being shared with the responsible Expenditure Officer.

8. Purchasing Methods

- 8.1. Direct purchases from a supplier paid by credit card must comply with the provisions of this policy. Employees who occupy positions with delegated low dollar value purchasing authority in accordance with section 1.1.12 of this policy may be eligible for a purchase card upon approval by the CAO. Every card holder shall be informed of and must agree to the responsibilities and restrictions regarding the use of the purchase card.
- 8.2. Greenview's Expenditure Officers may sole source items that are equal to or less than \$10,000.00 if it is beneficial to the organization to do so.
- 8.3. Purchases between \$10,000.00 and \$74,999.99:
 - 8.3.1. Expenditure Officers must attempt to obtain a minimum of three Quotes. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. Purchase must be initiated contract. In the event that the vendor provides a unique good, service, or software not readily available on the open market this must be noted in the contract.
 - 8.3.2. The use of Day Labour from service providers who have responded to Greenview's advertisement for Day Labour services and are included in Greenview's Day Labour Source Book, are considered to meet this requirement.
- 8.4. Purchases over \$75,000.00:
 - 8.4.1. Expenditure Officers must abide by the NWPTA for purchases over \$75,000.00 both the NWPTA and CFTA for purchases over \$100,000.00 (see table in Section 9.1). A written contract must be signed for all purchases over this limit. The written contract may be a sales agreement for vehicle and equipment purchases. All written contracts shall clearly indicate each party's responsibilities, date, duration of contract, and have the supplier's authorized agent's signature, and the appropriate Greenview signatures.

9. Tendering/ Requests for Proposals

- 9.1. Tenders or Request for Proposals must be issued in compliance with the NWTA and CFTA in accordance with the financial thresholds established in those agreements, unless such purchase is an excluded procurement as defined by the agreements.

Type	NWPTA	CFTA
Goods	\$75,000.00	\$100,000.00
Services	\$75,000.00	\$100,000.00
Construction	\$200,000.00	\$250,000.00

- 9.2. All tender or request for proposal notices must be posted on the Alberta Purchasing Connection Website www.purchasingconnection.ca. Additional means of tendering notices may also be used.
- 9.3. Greenview will use a weighted criteria to evaluate tender submissions over the NWPTA thresholds. The lowest bid meeting the tender or request for proposal requirements and/or specifications will normally be accepted. Justification in writing along with recommendation must be submitted if the lowest bidder is not selected. Normally the only acceptable reasons for selecting bidder that is not the lowest bidder would be:
 - 9.3.1. Low bidder does not meet specifications;
 - 9.3.2. Low bidder cannot deliver within the required time;
 - 9.3.3. The quality of performance of previous contracts or services may be in question;
 - 9.3.4. The acceptance of the low bid would result in higher overall end costs (such as operating or life cycle costs);
 - 9.3.5. The ability, capacity, experience and efficiency of the bidder.
10. The opening of tenders or requests for proposal must be completed in the advertised public setting.

Title: Procurement and Purchasing

Policy No: 9001

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1018

Department: Procurement

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



Legal References:

Canadian Free Trade Agreement, 2017.

Canadian-European Union Comprehensive Economic and Trade Agreement, 2017.

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

Guidelines to the Procurement Obligations of Domestic and International Trade Agreements

New West Partnership Trade Agreement, 2010.

Prompt Payment and Construction Lien Act, R.S.A 2000, c.P-26.4.

Cross References:

Bylaw 22-904 Records Retention and Disposition Bylaw"

Policy 9002 "Expenditure Officer"

Policy 9000 "Contract Management"

Policy 2004 "Employee Code of Conduct"

Policy 1042 "Access to Information"

Policy 1029 "Records Management"

Policy 1027 "Signing Authority"

Policy 09-01 "Contract Management"

Policy 09-03 "Expenditure Policy"

Purpose: To establish procurement and purchasing guidelines and controls for Greenview in soliciting goods, services, construction, or intellectual property while ensuring maximum economic, efficient, and effective outcomes for the organization and ratepayers. The following guiding principles drive this work:

- Greenview is subject to trade agreements, primarily the New West Partnership Trade Agreement (NWPTA), the Canadian Free Trade Agreement (CFTA), and the Canadian-European Union Comprehensive Economic and Trade Agreement (CETA). These agreements must be followed for all procurement, purchases, and expenditures within the respective trade agreement thresholds.
- Greenview's procurement and purchasing practices are grounded in a framework that honours collaborative, respectful, responsible, transparent, consistent, and accountable practices in a manner that aligns with Greenview's Strategic Plan.

1. DEFINITIONS

- 1.1. **Administration** means Greenview's Chief Administrative Officer and employees of Greenview.
- 1.2. **Best Value** considers the submitted price, quality, quantity, delivery, service, and supplier capacity to meet procurement requirements and other related criteria. The tender documents shall identify the requirements of the procurement, the criteria that will be used in evaluating bids, and the methods of weighting and evaluating the criteria.
- 1.3. **Chief Administrative Officer (CAO)** means Chief Administrative Officer or designate of Greenview.
- 1.4. **CETA** means the *Canadian – European Union Comprehensive Economic Trade Agreement*.
- 1.5. **CFTA** means the *Canadian Free Trade Agreement*.
- 1.6. **Competitive Procurement** means implementing a supply solution through a fair, open, and transparent controlled bidding or proposal process. For example, procurement such as a request for proposals, an invitation to tender, a request for quotes, and a request for prequalification.
- 1.7. **Emergency** means an event that occurs and endangers Greenview elected officials, employees, clients, or the public; or has an imminent risk of disrupting workplace operations or causing catastrophic damage.
- 1.8. **Goods** mean the manufactured item(s).
- 1.9. **Intellectual Property** means the intangible assets owned and legally protected by a company or individual from outside use or implementation without consent. An intangible asset is a non-physical asset that a company or person owns.
- 1.10. **Litigation** means filing an action in a court of law.
- 1.11. **Local Vendor** means a vendor that maintains permanent business premises within Greenview's corporate limits, including the Town of Fox Creek, the Town of Valleyview, and Sturgeon Lake Cree Nation.
- 1.12. **Greenview** means the Municipal District of Greenview No. 16.
- 1.13. **NWPTA** means the *New West Partnership Trade Agreement*.
- 1.14. **Proper Invoice** means the definition as prescribed in the *Prompt Payment and Construction Lien Act*.
- 1.15. **Proponent, Vendor, Bidder, Supplier, or Respondent** means an individual, business, agency, or organization that intends or puts forward a proposal or response to Greenview on procurement or purchase.
- 1.16. **Procurement** means a strategic process of acquiring goods, services, construction, or intellectual property that consists of six phases: research and planning, tendering, evaluation and awarding, implementation, management, and completion and review.

- 1.17. **Purchasing** is a transactional process of acquiring goods, services, construction, or intellectual property that consists of four phases: placing an order, tracking the order, receiving, confirming an order, and paying for the order.
- 1.18. **Proposal, Response, and Bid** means the submitted documents during procurement or purchase.
- 1.19. **Service** means any work or duties performed, including any materials provided.

2. POLICY STATEMENT

2.1 Ethics in Purchasing:

- A) Greenview Council hereby establishes a policy for consistent, open, fair, and transparent purchasing practices while ensuring efficient allocation of available resources in accordance with the *New West Trade Partnership Agreement* (NWTPA), the *Canadian Free Trade Agreement* (CFTA), and the *Canadian – European Union Comprehensive Trade Agreement* (CETA). Council prioritizes and considers its duty and responsibility to residents to maximize the value of tax revenue when purchasing goods, services, construction, or intellectual property.
- B) Projects and purchases must be for the total value. They cannot be separated into smaller amounts to avoid procurement and purchasing thresholds. A total contract value of the goods, services, construction, or intellectual property must be used in this value determination. For multi-year contracts, the total combined value must be used.

2.2 Best Value:

- A) Greenview will use the Best Value methodology for all procurement and purchases. This means that Greenview will base its evaluations and purchasing rationale in such a way that allows for selecting the proponent or vendor that offers the Best Value. The Best ~~C~~-Value shall consider all relevant costs over the useful life of the purchase or acquisition and is not solely based on the initial or basic contractual cost. This includes evaluations, where the Best Value is generated from the overall combined highest evaluation score in categories that may include but are not limited to the best performance, qualifications, quality, price, and past performance with Greenview or other municipalities.
- B) Greenview may prefer local vendors when procuring goods, services, construction, or intellectual property valued at less than the relevant thresholds prescribed in the NWTPA.

2.3 Disqualification:

- A) For this section, a Proponent, Bidder or Supplier shall be deemed to include any related entity and any partner, principal, director, or officer of such Proponent, Bidder or Supplier as well as any other legal entity with one or more of the same partner(s), principal(s), director(s) or officer(s).
- B) A Proponent, Bidder or Supplier may be excluded from eligibility to submit a bid, proposal, or quote, or a submitted bid, proposal, or quote may be summarily rejected and returned to a Proponent, Bidder, or Supplier where Greenview determines, in its absolute sole discretion that one of the following circumstances has occurred:
 - i. The Proponent, Bidder, or Supplier is or has been involved in litigation with Greenview, its elected officials, or employees;
 - ii. The Proponent, Bidder, and Supplier have failed to pay an amount owed to Greenview when due and owing;
 - iii. There is documented evidence of poor performance, non-performance, or default by the Proponent, Bidder, or Supplier in relation to any contract with Greenview for

- goods, services, construction, or intellectual property otherwise provided to Greenview;
- iv. The Proponent, Bidder or Supplier or its personnel have demonstrated abusive behaviour or threatening conduct towards Greenview employees, their agents, or representatives;
- v. The Proponent, Bidder or Supplier has been convicted of a criminal offense including but not limited to fraud or theft;
- vi. The Proponent, Bidder or Supplier has been convicted of any quasi-criminal offense pursuant to applicable legislation or regulations, including but not limited to the Occupational Health and Safety Act, where the circumstances of that conviction demonstrate a disregard on the part of the Proponent, Bidder, and Supplier for the health and safety of its workers, Greenview employees or the general public;
- vii. In arriving at a determination for the disqualification of a Proponent, Bidder, or Supplier pursuant to this section, Greenview will consider whether the circumstances are likely to affect the Proponent, Bidder, or Supplier's ability to work with Greenview, its consultants, or representatives and whether Greenview's experience with the Proponent, Bidder or Supplier indicates that Greenview is likely to incur increased staff time and/or legal costs in the administration of any dealings with the Proponent, Bidder or Supplier;
- viii. Based on the severity of the events leading to the disqualification, Greenview shall establish the period during which the disqualification shall be effective. This must be documented and shared with the Proponent, Bidder or Supplier;
- ix. In the event Greenview concludes that a Proponent, Bidder or Supplier should be disqualified pursuant to this section, it shall first provide written notice to the Proponent, Bidder or Supplier indicating Greenview's intention to disqualify the Bidder or Supplier, its reasons for doing so, and the duration of the intended disqualification. Such notice shall indicate that the Proponent, Bidder or Supplier will have a period of at least fourteen (14) days to respond to such notice in writing, setting out (if the Proponent, Bidder or Supplier so chooses) any reasons it opposes or disputes either the disqualification or the duration of the disqualification; or,
- x. Any notice of appeal from an affected Proponent, Bidder or Supplier received by Greenview within the time frame set out in section ix shall be reviewed and considered by the CAO, who may either uphold, overturn, or vary the terms of disqualification. Any such decision will be final, not subject to further appeal, and will be communicated in writing to the Proponent, Bidder or Supplier.

3. PROCUREMENT

3.1 All procurements must be tendered in alignment with applicable trade agreements and thresholds. This includes, but is not limited to, the timeframe a procurement must be posted for and the website location it is published to. These agreements include but are not limited to the NWPTA, CFTA, and CETA. Please refer to the latest version of the *Guidelines to the Procurement Obligations of Domestic and International Trade Agreements*.

A) As per the trade agreements, there are some exceptions to procurement in which sole sourcing is permitted. Requests for any materials or services to be supplied by a sole source should be accompanied by a written explanation to their respective Director fully justifying why conditions require the item(s) to be purchased from only one vendor. Consideration for sole source must align with the NWPTA, CFTA, and CETA trade exemptions.

3.2 When in the best interest of Greenview, Greenview may utilize the Rural Municipalities of Alberta (RMA), Canoe Procurement, or the Government of Alberta Trade Programs to purchase goods, services, construction, or intellectual property directly from their

procurement vendor list. The successful vendor, goods, services, or intellectual property purchased, along with the dollar value, will be reported to Council via the monthly manager's report for all purchases over the applicable NWPTA thresholds.

- 3.3 All emergency procurement and purchases must be completed per Policy 9002 "Expenditure Officer."

4. EVALUATION OF PROPONENTS

- 4.1 Administration will use an evaluation team of three or more people to evaluate proposals. The evaluation shall be conducted objectively based on the proposal's content and utilizes an evaluation matrix outlined in the procurement document.

5. CONTRACT AWARDING

- 5.1 Greenview Council reserves the right to award all competitive procurement activities and projects. This includes but is not limited to, Requests for Proposals, Invitation to Tender, Request for Quotations, and other related procurement methods except RMA – Canoe Procurement and Government of Alberta Trade Programs.
- 5.2 If the contract awarding exceeds the approved operational or capital budget, Administration must request additional funds from Council before awarding the tender and contract.

6. BID BONDS

- 6.1 Bid bonds are primarily used for the construction of projects and infrastructure. They provide security for a contractor's bid and serve as a means of legal and financial protection. Should the contractor fail to honour the bid terms, Greenview can receive financial compensation for the difference between the current contractor's bid and the next lowest bid. Greenview requires a bid bond of 50% of the bidder's project cost.

7. PURCHASING

- 7.1 For purchases below the NWPTA thresholds but above \$10,000.00, Greenview must ensure a minimum of three quotes are received and utilize the best value, as noted in section 2.2, for acquiring goods or services.

8. COUNCIL RESPONSIBILITIES

- 8.1 Greenview Council reserves the right to award all competitive procurement activities and projects. This includes but is not limited to Requests for Proposals, Request for Quotes, Invitation to Tender, and all other procurement methods.

9. ADMINISTRATION RESPONSIBILITIES

- 9.1 Administration will execute procurement and purchasing processes and authority in alignment with this policy.



REQUEST FOR DECISION

SUBJECT:	Policy 9002 Expenditure Officer	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO: SW	MANAGER:
MEETING DATE:	July 11, 2023	DIR: EK	PRESENTER: AH
DEPARTMENT:	CORPORATE SERVICES	LEG: SS	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:

Provincial (cite) –

- Canadian Free Trade Agreement, 2017
- Comprehensive Economic and Trade Agreement, 2017
- New West Partnership Trade Agreement, 2010
- Freedom of Information and Protection of Privacy Act
- Municipal Government Act, Section 248
- Prompt Payment and Construction Lien Act, R.S.A 2000, c.P-26.4.

Council Bylaw/Policy (cite) –

- Bylaw 22-904 Records Retention and Disposition Bylaw
- Policy 1042 “Access to Information”
- Policy 1029 “Records Management”
- Policy 1027 “Signing Authority”
- Policy 1018 “Expenditure and Disbursement Policy”
- Policy 1013 “Credit Cards”
- Policy 1018 “Expenditure and Disbursement Policy”
- Policy 9000 “Contract Management”
- Policy 9001 “Expenditure Officer”

RECOMMENDED ACTION:

MOTION: That Council approve Policy 9002 “Expenditure Officer” as presented.

BACKGROUND/PROPOSAL:

On June 14, 2023, Administration brought Policy 9002, Expenditure Officer, to the Policy Review Committee (PRC). PRC approved the policy as amended. All the amendments have been completed and incorporated into the updated policy attached.

Please note, On January 8, 2020, Council approved Policy 1018 - Expenditure and Disbursement Policy. This policy outlined many aspects of Greenview’s expenditure, purchasing, and procurement business practices. This policy is for review on or before June 8, 2023.

On December 14, 2022, The Policy Review Committee approved Policy 9001 Procurement, Purchasing, and Expenditure Officer as amended and recommended it moves forward to a Regular Council Meeting. Since that date, Administration decided to draft separate policies, forming Policy 9001 “Procurement and Purchasing,” and Policy 9002, “Expenditure Officer.” The separate policies allow each policy to be robust and specialized to their respective topic while still being manageable in length. Like Policy 9000, “Contract Management,” and Policy 9001, “Procurement and Purchasing,” this policy kept pertinent information regarding the Expenditure Officers; at the same time, procedural practices were moved to the administrative policy for day-to-day use.

This revised policy applies to all Greenview Administration who purchase, procure, or sign off on invoices for goods, services, and intellectual property. Some of the key highlights of this policy include but are not limited to outlining the guiding principles and framework for expenditure officers and the expenditure officer framework for emergencies.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will have a robust policy supporting expenditure officers.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to make additional changes to the policy.

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 Council approves this motion, Policy 9002, Expenditure Officer, will be made available to all Administration and stakeholders.

ATTACHMENT(S):

- Policy 1018 – Current
- Policy 9002 – Revised
- Municipal Government Act

“Expenditure of money

248(1) A municipality may only make an expenditure that is

(a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council,

(b) for an emergency, or

(c) legally required to be paid.

(2) Each council must establish procedures to authorize and verify expenditures that are not included in a budget.

(3) If the Minister establishes a budget for a municipality under section 244, the municipality may not make an expenditure that is not included in the budget unless the expenditure is

(a) authorized by the Minister,

(b) for an emergency, or

(c) legally required to be paid.”

Title: Expenditure Officer

Policy No: 9002

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1018

Department: Finance

Review Date: (3 Years from approval)



Legal References:

Emergency Management Act, R.S.A. 2000, c.E-6.8.

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

Prompt Payment and Construction Lien Act, R.S.A 2000, c.P-26.4.

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

Cross References:

Bylaw 22-904 "Records Retention and Disposition"

Bylaw 20-851 "Municipal Emergency Management"

Policy 9000 "Contract Management"

Policy 9001 "Procurement and Purchasing"

Policy 1042 "Access to Information"

Policy 1029 "Records Management"

Policy 1027 "Signing Authority"

Policy 09-01 "Contract Management"

Policy 09-02 "Procurement and Purchasing"

Purpose: To establish an expenditure officer policy that provides guidelines and controls for Greenview Administration when they commit to purchasing services, goods, construction, or intellectual property to ensure fiscal responsibility and accountability of Greenview funds. The following guiding principles drive this work:

- Council recognizes the need for the prompt payment of accounts, delegates the authority to disperse funds for all budget-approved expenditures to the CAO, and designates to the levels authorized under Procedure Section 2.1.
- Greenview's expenditure officer practices offer strong accountability, transparency, consistency, and alignment with Greenview's Strategic Plan.

1. DEFINITIONS

- 1.1. **Administration** means Greenview's Chief Administrative Officer and employees of Greenview.
- 1.2. **Chief Administrative Officer (CAO)** means Chief Administrative Officer of Greenview, or ~~delegate designate~~.
- 1.3. **Delegation of Financial Authority** means a temporary period with a clear start and end date. A Greenview employee has been delegated authority to commit Greenview funds through a contract or purchases.
- 1.4. **Designation of Financial Authority** means a Greenview employee deemed to require financial authority by their Manager, Director, or CAO. They can commit Greenview funds

through a contract and, or purchase. A designation of financial authority has a precise start date and remains in place until such designation is removed by their Manager, Director or CAO, the person leaves their position or ends employment with Greenview.

- 1.5. **Expenditure Officer** is a person authorized to commit Greenview for all contracts and purchases within their authority and that Council has approved in the annual budget or by resolution.
- 1.6. **Emergency** means an event that occurs and endangers Greenview elected officials, employees, clients, or the public; or has an imminent risk of disrupting workplace operations or causing catastrophic damage.
- 1.7. **Goods** means manufactured item(s).
- 1.8. **Greenview** means the Municipal District of Greenview No. 16.
- 1.9. **Intellectual Property** means the set of intangible assets owned and legally protected by a company or individual from outside use or implementation without consent. An intangible asset is a non-physical asset that a company or person owns.
- 1.10. **Proper Invoice** means the definition as described in the *Prompt Payment and Construction Lien Act*.
- 1.11. **Service** means any work or duties, including any materials provided.
- 1.12. **Signature** is a written or digital notation that signifies an individual's acceptance of the terms and conditions. It's a mark placed on a document, making it legally binding — held accountable in a court of law.
- 1.13. **State of Local Emergency** means a state of local emergency declared in accordance with the provisions of the *Emergency Management Act* or Bylaw 20-851 "Municipal Emergency Management."
- 1.14. **Statutory Obligation** means an obligation arising from, decided or controlled by law and, or legislation.

2. POLICY STATEMENT

- 2.1. The overall responsibility for implementing and monitoring the annual budget rests with the CAO. Greenview department managers are responsible for budget reporting and ensuring all expenditures are legitimate claims against Greenview, within established expenditure authorities, and have been authorized by contract.

3. EXPENDITURE OFFICER

- 3.1. Expenditure Officer is a person who has designated financial authority in accordance with the Designation of Expenditure Officer Authority as outlined in Table 1.

Table 1:

Designation of Expenditure Officer Authority	
Position	Financial Authority Level, Per Transaction
Chief Administrative Officer (CAO)	Up to the maximum budget allocations for capital and operational expenses
Director	\$500,000
Manager, Regional Fire Chief, and Sergeant	Up to \$50,000
Supervisor, Deputy Fire Chief, Assistant Manager, Specialist	Up to \$15,000
Executive Assistant	Up to \$5,000
Other Employees as designated	Up to \$2,500
*Thresholds outline TOTAL procurement and invoice costs that are inclusive of GST.	

4. BUDGET APPROVALS

- 4.1. For capital projects, Managers, Directors, or the CAO can transfer funds between approved capital projects. The maximum transfer threshold for Administration is the lesser of 20% of the originally approved capital project or \$500,000.
 - A) Capital Transfers that do not qualify and must be approved by Council are for:
 - i. Use of unallocated grant funds; or
 - ii. ~~Transferring surplus funds into a~~ Capital project not previously approved by Council.
- 4.2. The operating budget has specific amounts allocated for Greenview services. Department managers are responsible for providing service levels within their budget limitations. During the year, actual expenditures may differ from the budget. A budget reallocation may be identified and approved; however, no physical change is made to budgeted figures. Any adjustment outside the scope of the existing budget requires Council approval. Any reallocations within the scope of the budget will be reported to Council through quarterly financial reporting.
- 4.3. Unbudgeted emergency expenditures may be undertaken in the event of an emergency situation **or when a State of Local Emergency is declared**. When Emergencies arise, the Expenditure Officer must make purchase decisions efficiently to bring the Emergency under control. As such,
 - A) Emergency expenditures may be authorized by the CAO, or designated and must align with the applicable trade agreement(s), as identified in Policy 9001 "Procurement and Purchasing."
 - B) Expenditures shall be reported to Greenview Council at the next available opportunity.
 - C) All emergency approvals and expenditures require proper documentation and file in alignment with Policy 1029, Records Management.

5. CHEQUE REQUISITIONS

- 5.1. Cheque requisitions are required for:
 - A) All grant expenditures; and
 - B) All expenditures where an invoice or purchase order is unavailable, except for personal expense claims.

6. PURCHASE ORDERS:

6.1. Purchase orders must be completed:

- A) For the purchase of goods, services, construction, or intellectual property that is \$10,000 or more but below the respective thresholds identified in the NWPTA and where no formal contract or agreement is in place; and,
- B) When requested by the vendor for a purchase where a contract is in place.

7. COUNCIL RESPONSIBILITIES

7.1. Greenview Council approves and formally supports this policy.

8. ADMINISTRATION RESPONSIBILITIES

8.1. Administration will execute Expenditure Officers' processes in accordance with this policy.

DRAFT

Title: EXPENDITURE AND DISBURSEMENT POLICY

Policy No: 1018

Effective Date: June 8, 2020

Motion Number: 20.06.339

Supersedes Policy No: NONE

Review Date: June 8, 2023



Purpose: To establish expenditure control guidelines by identifying processes for the efficient procurement and payment of goods and services for Greenview in support of effective operations based on the following principles:

- Council recognizes the need for the prompt payment of accounts and delegates the authority to disperse funds for all budget-approved expenditures to the CAO and designates to the levels authorized under Procedure Section 2.
- Greenview is subject to two trade agreements, the New West Partnership Trade Agreement (NWPTA) and the Agreement on Canadian Free Trade Agreement (CFTA). These two agreements must be adhered to for all expenditures that occur within their respective limits.

Greenview will not consider purchasing or procuring goods or services from any contractor or supplier that is involved in litigation against Greenview. No consideration will be given for a period of five years from the conclusion of the litigation unless otherwise directed by Council.

DEFINITIONS

ACAO means the Assistant Chief Administrative Officer.

Administration means Greenview's Chief Administrative Officer and employees of Greenview

Associated Expenditure Officers means the individuals that are identified by the respective department's General Manager or Manager. These officers are delegated a limited amount of expenditure on behalf of the responsible Department Budget Manager. The Chief Administrative Officer or any General Manager or CFO, or Manager providing this delegation to their staff is responsible to provide, in writing, to the Finance and Administration Manager; the name of the employee, the expenditure limit, and a copy of the employees' signature.

Accounting Officer means an individual that is a member of the finance team, such as the Manager of Finance and Administration, Manager of Financial Reporting, Staff Accountant and CFO and any version of these titles.

Capital Budget means the annual Greenview capital budget as approved by Council.

Capital Expenditure means the purchase of an item identified in the Capital Budget.

CFTA means the Canadian Free Trade Agreement and any amendments thereto.

CAO means the person appointed as the Chief Administrative Officer of Greenview in accordance with the *Municipal Government Act*.

CFO means the Chief Financial Officer for Greenview.

Council means council for the Municipal District of Greenview No. 16.

Department Budget Manager means the manager who is ultimately responsible for the department's budget. The individual who creates and presents the department's proposed budget to Council.

Emergencies means when the lack of immediate action would jeopardize operations or equipment, disrupt critical public services or involve public or staff safety.

Expenditure Officer means the individual that has the authority to sign contracts, ~~purchase orders~~ and invoices for payment. Typically, an Expenditure Officer will be the Chief Administrative Officer, General Manager, Manager or Assistant Manager responsible for a department, who is accountable for the department's budget control and administration.

Generally Accepted Accounting Principles means a common set of accepted accounting principles, standards, and procedures that organizations (public and private) and their accountants follow when they compile their financial statements. GAAP improves the clarity of the communication of financial information.

Goods means a manufactured item.

Litigation means the filing of an action in a court of law.

Nepotism means the practice among those with power or influence of favouring relatives or friends.

NWPTA means the New West Partnership Trade Agreement and any amendments thereto.

Operating Budget means the annual Greenview operating budget as approved by Council.

Purchase Card means a Greenview issued gas or credit card.

Quote means the price bid obtained in writing from a supplier of goods or services, but does not include a tender.

Service means any work or duties performed, including any materials provided.

POLICY

1. Greenview Council hereby establishes a policy for consistent, fair, and transparent purchasing practices while ensuring efficient allocation of available resources in accordance with the *Municipal Government Act*, the NWPTA, and the CFTA. Council realizes that they have a responsibility to its ratepayers to maximize the value of the tax revenue when purchasing Greenview goods and services.
2. The overall responsibility for implementing and monitoring the annual budget rests with the CAO. The CFO has the overall responsibility for budget reporting and to ensure that all

expenditures are a legitimate claim against Greenview, are within established authorities, and have been either authorized in the annual budget or approved by resolution of Council.

PROCEDURE

1. Responsibilities

1.1. *Expenditure Officers responsibilities include:*

- 1.1.1. Authorizing a proposed expenditure or disbursement within the financial limits established in this policy.
- 1.1.2. Abiding by the NWPTA and CFTA when conducting tender calls, request for proposals or request for Quotes.
- 1.1.3. Certifying that the amount of a proposed expenditure or disbursement is fair and just; and within applicable policies.
- 1.1.4. Initiating a disbursement that is consistent with the purpose for which the money is available.
- 1.1.5. Managing program or service delivery within Council approved budget allocation.
- 1.1.6. Verifying that the goods and services have been received or the work has been performed satisfactorily.
- 1.1.7. Verifying that a request for cheque is supported by adequate documentation.
- 1.1.8. Verifying the accurate coding of invoices related to their financial budget responsibility.
- 1.1.9. Verifying that purchase card (credit and gas) procedures are followed.
- 1.1.10. Verifying all invoices and/or receipts are submitted to Accounts Payables.
- 1.1.11. Delegating limited expenditure approval to their department's staff, as the Department's Budget Manager sees fit, and ensuring that all related documentation is submitted to Finance.

1.2. *Associated Expenditure Officers responsibilities include:*

- 1.2.1. Authorizing expenditures or disbursements within the expenditure limit delegated by their manager.
- 1.2.2. Signing and receiving a copy of every invoice for the items they have purchased on behalf of Greenview.
- 1.2.3. Ensuring invoices are authorized, signed and goods or services are received.

1.3. *Accounting Officers responsibilities include:*

- 1.3.1. Creating and verifying that adequate processes and controls are in place to safeguard against any material accounting misstatement and following the guidelines outlined within this policy.
- 1.3.2. Verifying that a proposed expenditure or disbursement has been properly authorized by an Expenditure Officer.
- 1.3.3. Verifying that a proposed expenditure or disbursement is for the purpose authorized by the approved budget, and is consistent with the purpose for which the money is available.
- 1.3.4. Verifying that the expenditure is recorded in the appropriate fiscal and reporting period.
- 1.3.5. Verifying that the required supporting documentation is complete and readily available.

- 1.3.6. Verifying that the expenditure is charged to the appropriate general ledger account.
- 1.3.7. Verifying that the proposed expenditure or disbursement does not contravene any applicable policy or other legislative authority.
- 1.3.8. Arranging pre-authorized payments to be made directly from Greenview's bank account with authorization from the CFO.
- 1.3.9. Arranging direct deposits to be made to Greenview's bank account with the authorization from the CFO.
- 1.3.10. Ensuring that the CFO and any applicable staff are made aware of any budget to actual concerns that the accounting officer may become aware of during their daily duties.
- 1.3.11. Ensuring that the accounting practices are acceptable under the Generally Accepted Accounting Principles.
- 1.3.12. Preparing monthly department budget to actual reports.
- 1.3.13. Preparing and presenting to Council the organizational quarterly budget to actual report.

2. General Provisions

- 2.1. All expenditures shall be included in the current year's budget or be approved by a resolution of Council.
- 2.2. Greenview's Expenditure Officers may make an expenditure that is included in the approved operating and capital budgets up to the financial limits established in this policy or as otherwise approved by resolution of Council.
- 2.3. A resolution of Council is required for all unbudgeted expenses and all unbudgeted capital expenditures over \$200,000.
- 2.4. Expenditure Officers are authorized to commit Greenview for all purchases that have been approved in the annual budget as follows:
 - 2.4.1. CAO up to the maximum budget allocation for operational expenses;
 - 2.4.2. ACAO, General Managers, CFO, up to \$500,000;
 - 2.4.3. Department Managers up to \$50,000;
 - 2.4.4. Assistant Managers up to \$10,000;
 - 2.4.5. Executive Assistants-up to \$5,000;
 - 2.4.6. All other designated staff up to \$1,000.
 - 2.4.7. Other staff as delegated in writing by the Expenditure Officers.
- 2.5. Operating expenditures that exceed the Council approved operating budget by less than \$10,000.00 but still remain within the overall department budget may be approved by the CAO or designate. If the over expenditure does not remain within the total department budget, the expenditure shall be presented to Council for approval.
- 2.6. Capital expenditure for equipment or vehicles that exceeds Council's approved budget by less than \$10,000.00 or 10% and will remain within the department's overall capital budget, may be approved by the CAO provided that such capital expenditure does not exceed the financial approval limits in this policy.

- 2.7. Any operational expenditure approved by Council by resolution may be awarded and/or actioned by Administration, excepting Request for Proposals, which must be awarded by Council.
- 2.8. Any capital expenditure approved by Council in budget or by resolution may be awarded and/or actioned by Administration to a maximum of \$200,000.00, excepting Requests for Proposals, which must be awarded by Council. Purchases greater than \$200,000 on a capital expenditure that is not part of a tendered project must be approved by resolution of Council.
- 2.9. Any capital expenditures awarded or actioned by Administration will be reported to Council via the monthly manager's reports and will include: Budgeted amount, Company name and values of compliant bids received, the name of the successful bidder, a list of bidders submitting non-compliant bids.
- 2.10. Staff will not engage in nepotism and will make any conflict of interest (actual or perceived) known to the CAO. If the staff person in question is the CAO, they will make any conflict of interest known to Council.
- 2.11. Expenditure Officers shall not authorize an expenditure or disbursement where they are directly involved in the transaction, except in the case of attending training, conferences, travel and accommodations associated with work. The expenditure claim or credit card receipt/invoice should clearly state the reason for the expenditure or claim.
- 2.12. Expenditure authority may be delegated in the absence of the responsible Expenditure Officer. The CFO and Manager of Finance and Administration must be notified in writing prior to the delegation of the Expenditure authority.
- 2.13. A current listing of approved Expenditure Officers or associated Expenditure Officers, with specimen signature and applicable expenditure authority shall be maintained by the Manager of Finance and Administration and copied to Accounts Payable.
- 2.14. Due to reasons of standardizations, economies of scale, vendor familiarity or required expertise, the following types of expenditures are coordinated by the manager or department as identified below:
 - 2.14.1. Stationery and office supplies by Administration Office Reception;
 - 2.14.2. Office furnishings by Facility Maintenance;
 - 2.14.3. Office equipment by Information Technology;
 - 2.14.4. All electronic equipment and software purchases for use in conjunction with Greenview's Network Infrastructure must first be reviewed by Information Systems Staff for compatibility and compliance with information Technology Standards employed throughout the organization;
 - 2.14.5. Vehicles (non-emergency) and heavy equipment by the Manager of Operations with input from the Fleet Coordinator and the receiving department's manager;
 - 2.14.6. Emergency vehicles by the Manager of Protective Services and Sergeant, Enforcement Services;
 - 2.14.7. All Greenview insurance by Corporate Services.
- 2.15. Reacquisitions, purchases, expenditures or contracts may not be divided in order to avoid the financial limits of this policy or the limits established in the NWPTA or the CFTA.

3. Marketing and Media Placement

- 3.1. Advertising, signage, print and marketing materials must be approved by the Communications Manager.

4. Emergency Expenditures

- 4.1. Unbudgeted expenditures may be undertaken in the event of an emergency situation where the Expenditure Officer must make purchase decisions efficiently to bring the emergency situation under control.
 - 4.1.1. Emergency expenditures may be authorized by the CAO or designates.
 - 4.1.2. All such expenditures shall be reported to Greenview Council at the next available opportunity.
 - 4.1.3. Proper documentation of all emergency expenditures is required.

5. Contracts

- 5.1. Written contracts should be used in situations where there is a need to specify in writing the requirements for supply or continuing supply of goods or services, and the need to identify each party's degree of responsibility and or liability in the case of damage, default or loss.
 - 5.1.1. The Expenditure Officer must ensure that the necessary holdback percentage is withheld from progress payments where there is a holdback charge to compensate for potential defective work or claims from third parties. Progress payment or invoices related to contracts should be approved only after the person responsible for the contract certifies performance of services or receipt of goods or confirmed the percentage of work completed. Generally, this performance certificate is supplied by an engineering firm or project contract manager.
 - 5.1.2. A statutory declaration and WCB declaration must be obtained from the contractor and the third parties where required to discharge all claims and obligations against Greenview before payment is made and before any holdback or deposit is released. All defects must be corrected before the final payment is approved and security deposits are returned.

6. Cheque Requisitions

- 6.1. Cheque requisitions are required for:
 - 6.1.1. All grant expenditures; and
 - 6.1.2. All expenditures where an invoice is not available such as the School Requisitions, etc., except for personal expense claims, these will be paid based on the personal expense claim and the manager's approval of the claim.

7. Expenditure Approval

- 7.1. The ACAO may approve expenditures up to the CAO limit while serving as the designated Acting CAO. When the Acting CAO signs in the absence of the CAO, they shall include ACAO after signature to indicate to the Accounts Payables department their authority to sign higher expenditure limits.

- 7.2. To avoid penalty charges the CAO, Manager of Finance and Administration or the CFO may approve an invoice related to ongoing operations, such as gas, electric or utility invoices, with a copy being shared with the responsible Expenditure Officer.

8. Purchasing Methods

- 8.1. Direct purchases from a supplier paid by credit card must comply with the provisions of this policy. Employees who occupy positions with delegated low dollar value purchasing authority in accordance with section 1.1.12 of this policy may be eligible for a purchase card upon approval by the CAO. Every card holder shall be informed of and must agree to the responsibilities and restrictions regarding the use of the purchase card.
- 8.2. Greenview's Expenditure Officers may sole source items that are equal to or less than \$10,000.00 if it is beneficial to the organization to do so.
- 8.3. Purchases between \$10,000.00 and \$74,999.99:
 - 8.3.1. Expenditure Officers must attempt to obtain a minimum of three Quotes. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. Purchase must be initiated contract. In the event that the vendor provides a unique good, service, or software not readily available on the open market this must be noted in the contract.
 - 8.3.2. The use of Day Labour from service providers who have responded to Greenview's advertisement for Day Labour services and are included in Greenview's Day Labour Source Book, are considered to meet this requirement.
- 8.4. Purchases over \$75,000.00:
 - 8.4.1. Expenditure Officers must abide by the NWPTA for purchases over \$75,000.00 both the NWPTA and CFTA for purchases over \$100,000.00 (see table in Section 9.1). A written contract must be signed for all purchases over this limit. The written contract may be a sales agreement for vehicle and equipment purchases. All written contracts shall clearly indicate each party's responsibilities, date, duration of contract, and have the supplier's authorized agent's signature, and the appropriate Greenview signatures.

9. Tendering/ Requests for Proposals

- 9.1. Tenders or Request for Proposals must be issued in compliance with the NWTA and CFTA in accordance with the financial thresholds established in those agreements, unless such purchase is an excluded procurement as defined by the agreements.

Type	NWPTA	CFTA
Goods	\$75,000.00	\$100,000.00
Services	\$75,000.00	\$100,000.00
Construction	\$200,000.00	\$250,000.00

- 9.2. All tender or request for proposal notices must be posted on the Alberta Purchasing Connection Website www.purchasingconnection.ca. Additional means of tendering notices may also be used.
- 9.3. Greenview will use a weighted criteria to evaluate tender submissions over the NWPTA thresholds. The lowest bid meeting the tender or request for proposal requirements and/or specifications will normally be accepted. Justification in writing along with recommendation must be submitted if the lowest bidder is not selected. Normally the only acceptable reasons for selecting bidder that is not the lowest bidder would be:
 - 9.3.1. Low bidder does not meet specifications;
 - 9.3.2. Low bidder cannot deliver within the required time;
 - 9.3.3. The quality of performance of previous contracts or services may be in question;
 - 9.3.4. The acceptance of the low bid would result in higher overall end costs (such as operating or life cycle costs);
 - 9.3.5. The ability, capacity, experience and efficiency of the bidder.
10. The opening of tenders or requests for proposal must be completed in the advertised public setting.



REQUEST FOR DECISION

SUBJECT: **Sinister Sports – Road Closure Request**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: July 11, 2023 CAO: SW MANAGER:
DEPARTMENT: CAO SERVICES DIR: PRESENTER: WH
STRATEGIC PLAN: Culture, Social & Emergency Services LEG:

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to work with Sinister Sports on the temporary road closures needed in Grande Cache on August 5-6, 2023, for the Canadian Death Race.

BACKGROUND/PROPOSAL:

The Canadian Death Race is an annual event in Grande Cache that brings in athletes from around the world. The race start line is located within the Hamlet of Grande Cache; therefore, temporary road closures are needed to ensure the participants are safely able to travel through the hamlet streets until dispersing onto the surrounding trailheads.

The road closures needed are as follows:

Saturday, August 5, 2023

- Canadian Death Race Start
 - Shand Avenue from Hoppe to 106 Street – 07:55-08:15 hrs
 - 106 Street from Shand to 105 Street – 07:55-08:15 hrs
 - Crossing (not closure) - Hwy 40 at Shand Avenue – 08:15-08:30 hrs

Sunday, August 6, 2023

- Kids Death Race Start
 - Hoppe Avenue - 1 lane of traffic from Shand to 103 Street – 13:55-14:15 hrs
 - Shand Avenue from Hoppe to 106 Street – 14:00-14:30 hrs
 - 106 Street from Shand to 105 Avenue – 14:00-14:30 hrs

■ Runners will be present intermittently from 14:00 to 16:00 and we will allow traffic through when runners are not present.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that the road closures ensure the safety of the marathon runners by creating a designated and controlled route free from vehicular traffic and providing a safe environment for spectators to cheer on the participants without worrying about traffic. It enhances the overall experience for supporters, enabling them to enjoy the race and create a lively atmosphere along the route.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. Disadvantages of the recommended motion are that detours, and traffic diversions may cause an inconvenience for residents and businesses.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose not to accept the road closure request; however, this would impact the safety of not only the racers in this event but spectators and the public as well. The road closures are for a brief period, so Administration recommends moving ahead with the request as is.

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.

Using that framework outline the proposed level of public engagement associated with the recommended action.

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 let Sinister Sports know the direction of Council once decided.

ATTACHMENT(S):

- Request Letter
- Maps



SINISTER SPORTS

P.O. Box 460, Bellevue, AB T0K 0C0
403.563.6420 | info@sinistersports.ca

www.sinister7.com • www.blackspurultra.com • www.canadiandeathrace.com • www.runtherocks.ca

Monday, June 12, 2023

Re: Temporary Road Closure for Canadian Death Race

Your Worship and Council,

We are seeking a temporary road closure for a brief period of time during our event on August 5 and 6, 2023 in Grande Cache. This is the same as the road closures granted in the past. Please see the attached map on the following page.

Saturday, August 5, 2023

- Canadian Death Race Start
 - Shand Avenue from Hoppe to 106 Street – 07:55-08:15 hrs
 - 106 Street from Shand to 105 Street – 07:55-08:15 hrs
 - Crossing (not closure) - Hwy 40 at Shand Avenue – 08:15-08:30 hrs

Sunday, August 6, 2023

- Kids Death Race Start
 - Hoppe Avenue - 1 lane of traffic from Shand to 103 Street – 13:55-14:15 hrs
 - Shand Avenue from Hoppe to 106 Street – 14:00-14:30 hrs
 - 106 Street from Shand to 105 Avenue – 14:00-14:30 hrs
 - Runners will be present intermittently from 14:00 to 16:00 and we will allow traffic through when runners are not present

I would also like to request the loan of barricades from the Public Works Department to close the road. They will be picked up at the Public Works Department on Friday and returned no later than Tuesday morning following the event.

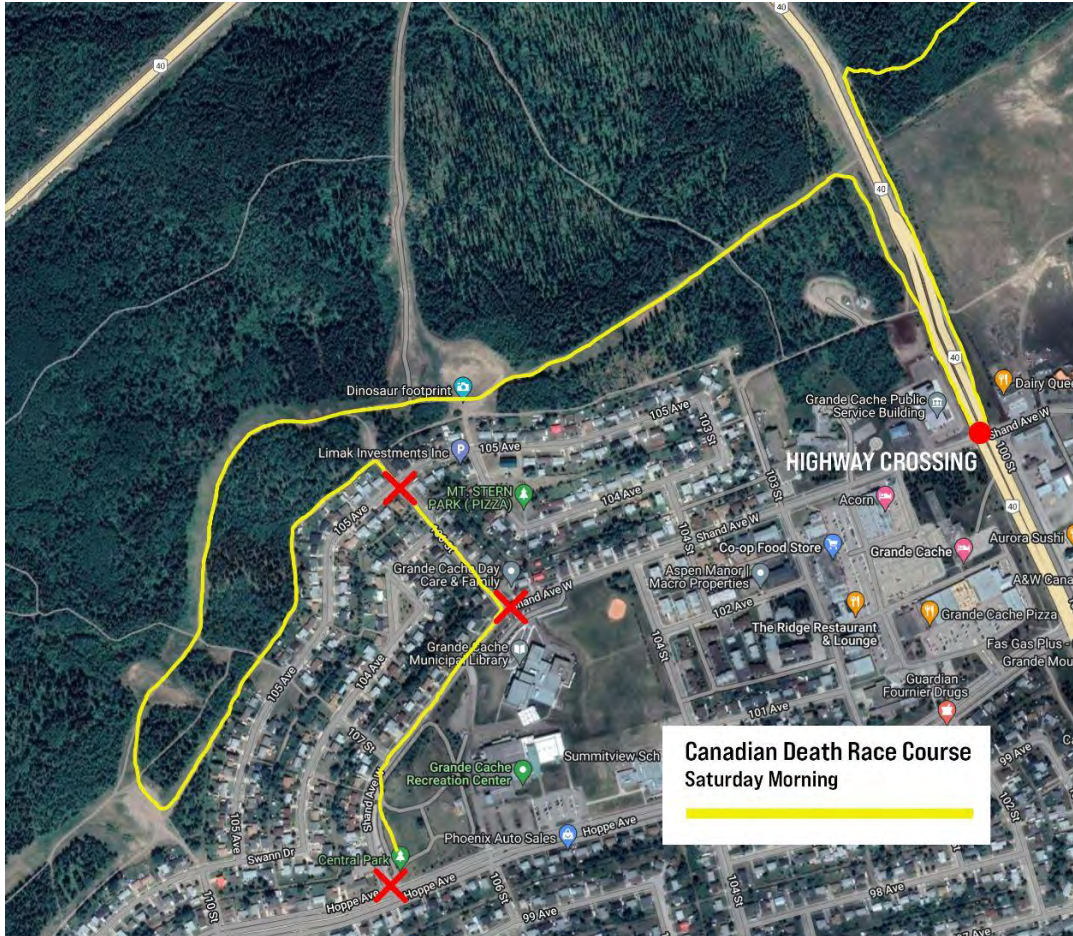
For the past two years, local Peace Officers and Law Enforcement have been a great asset in directing traffic, particularly on Hwy 40/Shand Avenue, as well as Hoppe Ave. We would welcome their presence again as it goes a long way in promoting safety. I would be happy to discuss the closure plan with them.

Please let me know if there are any questions, concerns, or specific requirements in order to move this forward. Thank you for your time and consideration.

Best regards,

Brian Gallant

Owner + Director – Sinister Sports
brian@sinistersports.ca | 403.563.5766



X = Barricade Location



REQUEST FOR DECISION

SUBJECT: **Community Futures Grande Prairie and Region – Sponsorship Request**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: July 11, 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 8004- Greenview Sponsorships and Donations

RECOMMENDED ACTION:

MOTION: That Council approve sponsorship in the amount of \$5,000.00 to Community Futures Grande Prairie and Region for the Fundraising Gala, to be held on August 26, 2023, in Grande Prairie, Alberta, with funds to come from the Community Services Grants and Sponsorships Budget.

BACKGROUND/PROPOSAL:

Community Futures is a non-profit organization that was established in 1986 and has since grown to 267 offices across Canada. Community Futures Grande Prairie and Region is dedicated to building an economically diverse future for the communities within our region. The organization is piloted by a board of directors with seasoned business professionals, with over thirty (30) years of experience, working alongside them.

Community Futures services were fostered for small businesses and entrepreneurs within the Grande Prairie region to help them start, grow, expand, or sell their businesses. The organization's main goal is to help small businesses thrive and achieve the goals and expectations set for that business while supporting a diverse economic expansion. The organization offers focused training, networking events, and can offer flexible business loans.

Community Futures Grande Prairie Region is requesting a \$5,000.00 sponsorship for the Fundraising Gala to be held on August 26, 2023, in Grande Prairie, Alberta. All funds raised aim to create more Economic Development projects within the City, County, and Greenview, directly impacting all areas. A \$5,000.00 sponsorship would incorporate the promotion of Greenview's brand on the event signage, social media recognition, and verbal announcements.

Community Futures Grande Prairie Region recently secured funding from the City of Grande Prairie for \$2,000.00 and the County of Grande Prairie for \$5,000.00. Other sources of funding will be explored from the private sector leading up to the event, in hopes of creating a large-scale gala for additional fundraising opportunities.

Greenview has previously sponsored similar events including the Hyperdrive Women in Business event, the Community Futures Peace Country for the Women in the North Conference, and Community Futures West Yellowhead for Lemonade Day.

The balance of the 2023 Community Services Grants and Sponsorships budget is approximately \$258,500.59.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview would be included in helping support the region's diverse economic development future.
2. The benefit of Council accepting the recommended motion is that Greenview would be supporting small businesses and entrepreneurs within the region.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that Greenview could see an influx of event sponsorship requests that are not held within Greenview, although it does positively impact Greenview residents.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to recommend a different sponsorship amount or take no action in the recommended motion.

Alternative #2: Council has the alternative to support the event in a different capacity. (i.e. In-Kind Donations)

FINANCIAL IMPLICATION:

Direct Costs: \$5,000.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise Community Futures Grande Prairie Region of Council's decision.

ATTACHMENT(S):

- Community Futures Grande Prairie Region Sponsorship Application

Greenview Sponsorship and Donation Request Form

Row 59

Organization or Person Requesting Funds	Community Futures Grande Prairie & Region
Date of Application	05/12/23
Form Date Field	148
Date of Event	08/26/23
Phone Number	7808145340
Purpose of Organization	projectsgp@albertacf.com
Mailing Address	170-10130 99 ave Grande Prairie, AB T8V 2V4
Funding Request Total	5000
Type of sponsorship request	Event Table
Describe your organization	Our company is a non-profit organization that helps entrepreneurs
Intended Purpose	The funds would help us to put on a fundraising gala to raise money to put into our projects.
Direct Goals	We hope to raise money to do more economic development projects in the city/county/md
Where/When?	It will be taking place in the city of Grande Prairie. We have yet to confirm a venue.
Benefit to residents of Greenview	By hosting this event it will help us to raise funds that we can put into our projects. Our projects are community economic development projects and they benefit residents of the city, county and MD.
Funding from others	We have applied for funding from the city (2000) and county (5000). We will also be applying for funding from the private sector so we can put on a large 200 person gala in order to raise the most funds we can.
Recognition	If you fund the event, we will do signage, social media recognition

and announcement at the event.

Previous Donation Greenview sponsored our Hyperdrive Women in Business event in March. We had a sponsorship slideshow and vocalized the sponsorship at the event. The MD also had representatives attend.

**Grant Funds
Received from
other sources?**

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

Agreement

Grant Purpose

**Year Grant
Received**

Amount of Grant

**List the donatee,
purpose and
amount**

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

Signature

Date

**Financial
Statement**

**Administration
Recommendations**

Email

Column41

MD Logo

Email Comm.

Column44

**List for
Recognition**

Contact Name(s)	Sarah Bateman
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Column47

Logo Permission	SB
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Agreement with Statement

Signature1	Sarah Bateman
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FOIP Disclosure	SB
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Greenview Sponsorship and Donation Request Form

Row 62

Organization or Person Requesting Funds	GCMHA
Date of Application	06/13/23
Form Date Field	151
Date of Event	09/15/23
Phone Number	780-827-8148
Purpose of Organization	Che254@hotmail.com
Mailing Address	P.O. Box 1426
Funding Request Total	
Type of sponsorship request	Event Gifts-in-kind (i.e. silent auction items) Table
Describe your organization	The Grande Cache Minor Hockey Association will be hosting a special weekend, September 15-17, 2023. The Edmonton Oil Kings will host the Prince George Cougars for 2 games on Friday the 15th and Sunday the 17th. On Saturday 16th, both WHL teams will be using the Grande Cache Rec center and ice to facilitate family events and meet and greets.
Intended Purpose	The purpose of the donation(s) would be to have use the ice surface, dressing rooms, etc paid for by the MD.
Direct Goals	The direct goal of this entire weekend is to bring some high caliber hockey to Grande Cache and raise money for the GCMHA and community of GC
Where/When?	September 15th through 17th, 2023
Benefit to residents of Greenview	
Funding from others	Please see attached letter. We are asking for use of the ice and facility for the weekend events to be paid/donated by the MD. The initial letter was address to Kevin Gramm, Manager of Facilities.

Recognition

Previous Donation

Grant Funds
Received from
other sources?

Have you
performed any
other fundraising
projects?

Agreement

Grant Purpose

Year Grant
Received

Amount of Grant

List the donaee,
purpose and
amount

What type of
fundraising & how
much did you
raise?

Signature

Date

Financial Statement

Administration Recommendations

Email

Column41

MD Logo

Email Comm.

Column44

List for Recognition

Contact Name(s) Collin Elms

Column47

Logo Permission

**Agreement with
Statement**

Signature1 Collin Elms

FOIP Disclosure

Date: June 5, 2023
Grande Cache Minor Hockey Association
10450 Hoppe Ave.
Grande Cache, AB
Attn: Collin Elms and Steven McNeil

Dear Kevin:

The Grande Cache Minor Hockey Association (GCMHA) are pleased to announce that the Edmonton Oil Kings, owned by Edmonton Major Junior Hockey Corporation, has agreed to participate in two (2) WHL pre-season hockey games in our community at the Grande Cache Recreation Centre in Grande Cache, AB. These games will be against the Prince George Cougars, on September 15, 2023 and September 17, 2023. There will also be team building, community and family events organized by the GCMHA on September 16, 2023. The weekend events have the potential to bring a lot of positive attention and revenue to our community and our minor hockey association.

This will be a huge event for our community and minor hockey players therefore, we would like to ask the MD of Greenview for a donation. We are requesting a donation in the form of ice time and the use of the Grande Cache Recreation Facility throughout the weekend.

If you would like more information regarding this event, please contact Collin or Steven at the phone number or email provided.

Collin Elms – Cell: (780) 827-8148 Email: che254@hotmail.com
Steven McNeil – Cell: (780) 501- 0141 Email: steve.mcneil@grandeindustrial.com

On behalf of all the Grand Cache Minor Hockey players, we thank you in advance for your support.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

SCHEDULE "D" - FEES

Please note that the following prices have been taken from the Appendix A: Recreation Services Department Fee Schedule council resolution effective March 22, 2023, through to December 31, 2023. Please note that those items with an * are items that Kevin Gramm, Manager, Recreation Services fee approved.

Event Invoice:

ITEM(S)	COST	ITEM # REQUIRED	TOTAL COST:
AQUATICS FEES			
Private Pool Rental	\$140.00/ hour + tax		
Lap Pool	\$88.50 + tax		
Wave Crasher (15)	\$110.00 + tax		
Grande Ultimate (50)	\$180.00 + tax		
Additional Lifeguard	\$35.00/ hour * if available* + tax		
Sponsorship	\$185.00/ hour + tax		
Additional Adult Passes	\$9.00+ tax (aged 18 +)		
Additional Youth Passes	\$6.50 + tax (aged 5- 17)		
Wave Rave	Please refer to Facility Birthday Booking Form		
MEETING ROOM FEES			
Meeting Room Rental (includes clean up)	\$40.00 / hour + tax		
✓ Association Meeting Room Rental	\$25.00/ hour + tax		
Meeting Room Rental Day Rate	7 hours max *Association or Non Rate*	3 days X \$175.00	\$525.00
ARENA FEES			
Arena Rental Prime time Adult	\$170.00 + tax	18 hour X \$170.00	\$3,060.00
Arena Rental Prime time Youth	\$88.25 + tax	5.6 hours x \$88.25 =	\$529.50
Non-Prime Time Adult	\$110.00 + tax		
Non-Prime Time Youth	\$55.00 + tax		
Arena Pad Rental Youth (no ice)	\$40.00 + tax		
Arena Pad Rental Adult (no ice)	\$80.00 + tax		
Maximum Day Rate	\$375.00 + tax (adult)/ \$185.00 (youth)	4 days X \$375.00	\$1,500.00 ✓
EQUIPMENTS FEES			
Tables (per table)	\$6.50 + tax		
Chairs (per chair)	\$3.00 + tax		
Sound system	\$120.00 + tax/event	2 Sound system	\$140.00 ✓
Lift (with operator)	\$140.00 + tax/hour		
Labour (clean-up, set-up)	\$60.00 + tax/ hour		
Per Person Rate			
Portable Stage	\$180.00.00 + tax/event	\$180.00	\$180.00 ✓
SERVICE FEES			
Event Deposit	\$400/event		
Rental Rate	\$40.50 + tax (per game)		
Tournament Rate	\$121.50 + tax (max day rate per ball diamond)		\$5,934.50
SUBTOTAL :			\$296.72
TAX:			
FINAL COST:		\$400.00 (Deposit)	\$6,231.22

Renter's Initials



REQUEST FOR DECISION

SUBJECT: **Grande Cache Minor Hockey– Sponsorship Request**

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	July 11, 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 8004 Greenview Sponsorships and Donations

RECOMMENDED ACTION:

MOTION: That Council approve a sponsorship of \$6,232.00 to the Grande Cache Minor Hockey Association for hosting the Edmonton Oil Kings, to cover the Grande Cache Recreation Center fees on September 15 - 17, 2023, with funds coming from the Community Services Grants and Sponsorships budget.

BACKGROUND/PROPOSAL:

The Grande Cache Minor Hockey Association is requesting a sponsorship of \$6,232.00 to cover the costs associated with facility fees for the Grande Cache Recreation Center, where they will host the Edmonton Oil Kings vs. The Prince George Cougars on September 15-17, 2023.

The Grande Cache Minor Hockey Association has organized an exciting weekend of WHL hockey for the Town of Grande Cache and surrounding communities. This event aims to bring top-quality hockey to the small town while also generating funds for the Grande Cache Minor Hockey Association and the community as a whole. The weekend schedule includes two exciting games between the Edmonton Oil Kings and the Prince George Cougars, with one game on Friday and another on Sunday. In addition to the games, Saturday will be dedicated to various on-ice events, family activities, and a meet-and-greet session with all the players from both WHL teams.

By hosting this event, the Grande Cache Minor Hockey Association aims to not only showcase high-level hockey but also promote community involvement and support for the local hockey program.

Administration confirmed the cost breakdown for the weekend rentals, as stated in the attached Schedule D, are as follows; meeting room day rental \$525.00, arena fees \$3,589.50, maximum day rate \$1,500.00, sound system \$140.00 and a portable stage rental for \$180.00.

Greenview recently sponsored the Grande Cache Icebreaker Memorial Tournament facility rental fees at the Grande Cache Recreation Center. This model accounts for the sponsorship to the event while ensuring that the operational budgets of facilities are not impacted.

The balance of the 2023 Community Services Grants and Sponsorships budget is approximately \$258,500.59.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview would be supporting a large event within the small community that Greenview residents can enjoy while bringing in attendees from all surrounding areas to the town.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that Council could see an increase in additional requests to cover recreation center fees within other areas of Greenview.

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

Direct Costs: Up to \$6,232.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

Administration will advise Grande Cache Minor Hockey Association of Council's decision.

ATTACHMENT(S):

- Grande Cache Minor Hockey Association Sponsorship Application
- Grande Cache Minor Hockey Letter
- Schedule D Fees



REQUEST FOR DECISION

SUBJECT:	Joint Use and Planning Agreements (JUPA) Grande Yellowhead School Division		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 11, 2023	CAO: SW	MANAGER:
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: SAS	PRESENTER: MAV
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –

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

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

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve the draft Joint Use and Planning Agreement between the MD of Greenview and Grande Yellowhead Public School Division as presented and authorize Administration to enter into the Agreement.

BACKGROUND/PROPOSAL:

The Province of Alberta formally amended the *Municipal Government Act* and the *Education Act* to require municipalities and school boards to establish Joint Use and Planning Agreements and have these agreements finalized by June 10, 2023. On April 4, 2023, a Ministerial Order 013/23 was released, extending the Joint Use and Planning deadline to 2025, which came into effect on April 1, 2023.

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

A draft Joint Use and Planning Agreement (JUPA) between Greenview and Grande Yellowhead Public School Division (GYPSD) was presented to the Committee of the Whole on April 18, 2023. Since that time, Administration has negotiated with GYPSD and made the following changes to the draft agreement:

1. Grande Yellowhead Public School Division will carry out the booking of school facilities.
 - a. On April 18, 2023, Committee of the Whole meeting – GYPSD had requested that Greenview carry out the booking process for both Greenview and GYPSD. This request was not granted,

and the agreement remains that each participant of the agreement is responsible for the booking of their respective facilities.

2. GYPSD had requested to add the following to “Schedule E” User Group Eligibility “to not be for funerals, memorials, or related services.”
 - a. *In the interest of maintaining a conducive learning environment, it may not be optimal for students to attend a funeral or memorial at their school only to return to the same location for classes the following day. Such events tend to evoke strong emotional responses, which could be revisited repeatedly upon returning to the exact location.*

Administration acknowledges the reasoning behind this request and recommends that Council consider incorporating it into the final agreement.

All of the legislative requirements have been met in the draft agreement. Administration and the superintendent agreed that new school development would be addressed case-by-case, and consultations with the school board would be held during Area Structure Plan development. Facility-specific agreements, such as the Grande Cache Recreation Centre, can be negotiated at a future date if the school board wishes.

BENEFITS OF THE RECOMMENDED ACTION:

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

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There is no perceived disadvantage to accepting the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to make additional changes. However, we do not recommend this as Administration believes we have captured everything required to ensure this is a mutually beneficial agreement for both parties.

FINANCIAL IMPLICATION:

Direct Costs: N/A

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There will be a slight increase in the administrative process when booking the school space for public users.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

Administration will proceed with the completion of the agreement with Grande Yellowhead Public School Division with the changes shown unless Council recommends administration negotiate other terms.

ATTACHMENT(S):

- Joint Use and Planning Agreement GYPSD draft
- Legislation Background References



JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT MADE THIS 30th DAY OF JUNE 2023

BETWEEN

THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16

AND

GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION

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

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

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

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

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

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

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

1) DEFINITIONS

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

- a) “Agreement” means this Agreement, as amended from time to time, and any Schedules which are attached hereto, and which also may be amended from time to time.
- b) “Arbitration Act” means the *Arbitration Act*, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time.
- c) “Area Structure Plan” means an area structure plan adopted pursuant to the *Municipal Government Act* and providing direction for land uses for a defined area within the Municipality.
- d) “Board” means the Grande Yellowhead Public School Division Board of Trustees.
- e) “Calendar Day” means any one of the seven (7) days in a week.
- f) “CAO” means the Chief Administrative Officer of the Municipal District of Greenview No. 16.

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

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

2) SCHEDULES

The following is the list of Schedules to this Agreement:

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

3) TERM, REVIEW, AND AMENDMENT OF AGREEMENT

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

Governance Committee shall recommend how to amend the agreement.

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

4) **WITHDRAWAL AND TERMINATION**

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

5) **PRINCIPLES**

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

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

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

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

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

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

6) CONSULTATION WITH OTHER MUNICIPALITIES

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

7) GOVERNING COMMITTEE

- a) The Governing Committee shall consist of two (2) Council members and the CAO or their designate and two (2) representatives from Grande Yellowhead School Division Board of Trustees and the Superintendent or their designate.
- b) The Governing Committee is anticipated only to meet when a change to the Agreement is requested or a dispute arises during a meeting of the Operating Committee.
- c) The role of the Governing Committee shall be to provide recommendations to the Council and Board regarding the following:
 - i) Reviews of this Agreement and proposed amendments to this Agreement from time to time; and
 - ii) Resolution of any issues or matters of disagreement that arise.
- d) Quorum of the Governing Committee shall consist of at least two representatives from each Party attending each agreed-upon meeting. The Governing Committee may adopt such rules of procedure as its members may agree upon.

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

8) OPERATING COMMITTEE

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

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

9) JOINT USE SPACE

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

public.

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

10) OPERATING GUIDELINES FOR JOINT USE SPACE

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

11) ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES

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

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

12) SERVICING AND DEVELOPMENT OF SCHOOL SITES

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

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

13) FACILITY AND SITE-SPECIFIC AGREEMENTS

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

14) TRANSFER OF SCHOOL SITE

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

15) DISPOSAL OF UNNEEDED SCHOOL SITES

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

16) DISPUTE RESOLUTION

- a) Operational issues shall be addressed initially by the administrative staff of the respective facilities. If the administrative staff cannot resolve an operational issue, the issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.
- b) The Parties agree to follow the Dispute Resolution Process outlined in Schedule “G” for non-operational disputes.

17) APPLICABLE LAWS

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

18) INTERPRETATION

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

19) TIME OF THE ESSENCE

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

20) NON-WAIVER

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

21) NON-STATUTORY WAIVER

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

The Division, in entering into this Agreement, is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory, or approving body pursuant to any law of the

Province of Alberta, and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the *Education Act* and any other Act in force in the Province of Alberta. The Division, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Division, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants, and agents of a school board.

22) SEVERABILITY

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

23) FORCE MAJEURE

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

24) INSURANCE

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

comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability, and broad form property damage. The insurance to be maintained by each Party herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where appropriate, a severability of interest clause or a cross-liability clause.

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

25) INDEMNIFICATION

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

26) NON-ASSIGNMENT OR TRANSFER

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

27) SUCCESSORS

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

28) NOTICES

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

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

Grande Yellowhead Public School Division
3656 1 Ave
Edson, Alberta
T7E 1S8
Attention: Superintendent

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

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

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

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Per: _____
Stacey Wabick
Chief Administrative Officer

Per: _____
Tyler Olsen
Reeve

GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION

Per: _____
Carolyn Lewis
Superintendent

Per: _____
Dale Karpluk
Chair

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

Name of Facility	Legal Description of Parcel Containing Facility	Description of Facility and Amenities
Central Park	Lot 28MR, Block 2, Plan 982 1082	Climbing rock, paved trail, green gym, amphitheater, spray park, change rooms
Hammel Street Park	Lot 19MSR, Block 42, Plan 832 1826	Basketball courts, paved court for multi-use
Mt. Stearn Park	Lot R17, Block 27, Plan 4355RS	Playground with climbing wall, saucer swings, soft tiling, group coordination play feature
Stearn Crescent Park	Lot 23MSR, Block 43, Plan 832 1826	Playground with swings
Lions Playground	Lot R6, Block 5, Plan 1436RS	Natural playground with trails
Upper Ball Diamonds and Jag Memorial Park	Lot 1-53, Block 40, Plan 782 2521	Four ball diamonds with enclosed player benches, bleachers and picnic tables



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

Name of School	Type of School	Legal Description of Parcel Containing School	Description of Facility and Amenities
Grande Cache Community High School	Grades 9-12	Lot R12, Block 2, Plan 1436RS	Classrooms, Gymnasium 645m ²
Summitview School	Grades 4-8	Lot R12, Block 2, Plan 1436RS	Classrooms, Gymnasium 377m ²

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

Sample Schedule “D” – Joint Use Times

Facility Type	Available Times
Grande Cache Community High School	Monday to Friday between 16:00 and 21:00 Saturday between 8:00 and 20:00
Summitview School	Monday to Friday between 16:00 and 21:00 Saturday between 8:00 and 20:00
Central Park	Monday to Friday between 8:00 and 17:00
Hammel Street Park	Monday to Friday between 8:00 and 17:00
Mt. Stearn Park	Monday to Friday between 8:00 and 17:00
Stearn Crescent Park	Monday to Friday between 8:00 and 17:00
Lions Playground	Monday to Friday between 8:00 and 17:00
Upper Ball Diamonds and Jag Memorial Park	Monday to Friday between 8:00 and 17:00

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

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

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

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

Schedule “E” – Operating Guidelines for Joint Use Space

User Group Eligibility

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

- Satisfy the Facility Scheduling Coordinator that at least seventy-five (75) percent of the members of the group or participants are residents of Greenview or another Municipality served by the Division that owns the facility to be booked;
- Or other activities as mutually agreed upon by all parties involved;
- Engage in activities that are recreational, cultural, or educational in nature;
- If it is a political group, be a locally based affiliate of a registered provincial or federal party or be for the purpose of local government;
- Be non-profit; should a group be a for-profit group, they may book separately with the Division;
- **Not be for funerals, memorials, or related services; or**
- Undertake, in writing, to have their members and participants uphold the rules and regulations of these Operating Guidelines.

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

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

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

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

Insurance Coverage

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

- a) The minimum insurance requirement shall be \$2 Million.

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

Booking Joint Use Space

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

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

Cancellation of Bookings

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

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

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

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

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

Fees for Joint Use Space

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

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

Equipment

The right to use Joint Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. The right to use Joint Use Space does not include the right to use score clocks or other specialized equipment. Any and all equipment required by a User Group must be requested at the time of booking.

Custodial Responsibility and Building/Facility Maintenance Responsibility

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

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

Damages to Joint Use Space

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

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

Playing Fields and Playgrounds

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

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

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

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

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

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

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

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

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

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

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

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

Schedule “F” – School Site Guidelines

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

Size of Site

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

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

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

Where possible, school sites shall be located across quarter section lines to make use of reserve dedication from two-quarter sections to create a larger, shared site for two schools. For example, two elementary schools may share a set of playing fields requiring a total site area of 15 to 18 acres rather than 20 to 24 acres for two separate schools.

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

Site Shape and Configuration

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

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

Frontage along a Public Street

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

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

Accessible to Several Modes of Travel

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

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

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

Site Topography and Soil Conditions

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

Flexibility for Design

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

Access to Services

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

Schedule “G” – Dispute Resolution Process

Step 1: Notice of Dispute

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

Step 2: Negotiation

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

Step 3: Mediation

6. In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation within fourteen (14) calendar days of one Party's indication that negotiation has not resolved matters nor be likely to. The Party giving such notice

shall include the names of three mediators. The recipient Party(ies) shall select one name from the shortlist and advise the other Party(ies) of their selection within ten (10) calendar days of receipt of the list. The Parties shall thereafter cooperate in engaging the selected mediator in a timely manner.

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

Step 4: Arbitration

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

14. Where arbitration is used to resolve a dispute, the arbitration and the arbitrator's powers, duties, functions, practices, and procedures shall be the same as those in the *Arbitration Act*.
15. Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and the arbitration process must be shared equally between the Parties.

DRAFT

Schedule “H” – Site-Specific Facility Agreement

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

DRAFT

Municipal Government Act

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

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

Education Act

Joint use and planning agreements

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

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

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

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



REQUEST FOR DECISION

SUBJECT:	Little Smoky Ski Area Governance Board Agreement		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 11, 2023	CAO: SW	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: MH
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A 2000, c.M-26, s.708.28(1)

Council Bylaw/Policy (cite) – Bylaw 19-825 Big Lakes County Intermunicipal Collaboration Framework, Bylaw 19-830 Smoky River MD Intermunicipal Collaboration Framework

RECOMMENDED ACTION:

MOTION: That Council approves the Little Smoky Ski Hill Governance Board agreement, as amended.

BACKGROUND/PROPOSAL:

The Little Smoky Ski Area has had an established Governance Board comprised of Big Lakes County, MD of Greenview No.16 and the MD of Smoky River No.130 since December 1st, 2018.

The purpose of establishing this joint municipal governance board for the Little Smoky Ski Area is for the Board to act as the governing body for all matters pertaining to policy and governance.

In maintaining compliance with the terms established in the Intermunicipal Collaboration Framework (ICF) and the Municipal Government Act (MGA), municipalities must review mutual service agreements at least once every 5 years commencing no later than 2024.

Designates of the MD of Smoky River No.130, the Municipal District of Greenview No.16 and Big Lakes County met at the Little Smoky Ski Area on April 14th, 2023, and reviewed the Little Smoky Ski Area Governance Board Agreement.

Once the agreement has been reviewed and amended, it must then be approved by each Council.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended action is Greenview will be in compliance with the ICF and MGA regarding the Little Smoky Ski Area.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to decline approval of the amended Little Smoky Ski Hill Governance Board agreement. However, this is not recommended by Administration, as this agreement is necessary for compliance with both the Intermunicipal Collaboration Framework (ICF) and the Municipal Government Act (MGA).

FINANCIAL IMPLICATION:

Ongoing / Future Costs:

The ongoing financial impact on Greenvew is one-third (1/3) of the annual 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:

Once Council makes a decision, Administration will follow up with the appropriate parties.

ATTACHMENT(S):

- RFD from Smoky River No.130
- Marked-up copy of Little Smoky Agreement
- Clean copy of Little Smoky Agreement

MUNICIPAL DISTRICT OF SMOKY RIVER #130



REQUEST FOR RECOMMENDATION FOR COMMITTEE OF THE WHOLE MEETING OF JUNE 14th, 2023

TOPIC: Little Smoky Ski Area Governance Board Agreement

BACKGROUND: The Little Smoky Ski Area has an established Governance Board comprised of Big Lakes County, MD of Greenview No.16 and the MD of Smoky River No.130 since December 1st, 2018.

The purpose of establishing this joint municipal governance board for the Little Smoky Ski Area is for the Board to act as the governing body for all matters pertaining to policy and governance.

In maintaining compliance with the terms established in the Intermunicipal Collaboration Framework and the Municipal Government Act, municipalities must review mutual service agreements at least once every 5 years commencing no later than 2024.

Designates of the MD of Smoky River No.130, the Municipal District of Greenview No.16 and Big Lakes County, met at the Little Smoky Ski Area on April 14th, 2023 and reviewed the Little Smoky Ski Area Governance Board Agreement.

Once the agreement has been reviewed and amended, it must then be approved by each Council.

FINANCIAL IMPACT: One third of the annual expenses.

HUMAN RESOURCES IMPACT: Staff time review agreement and replace the existing agreement.

OPTIONS:

- 1) Council approve the Little Smoky Ski Hill Governance Board as amended.
- 2) Council not approve the Little Smoky Ski Hill Governance Board as amended.
- 3) Council postpone this matter pending further investigation.

RECOMMENDATION: Council approve the Little Smoky Ski Hill Governance Board as amended.

ATTACHMENTS: Amended Agreement with mark up
Amended Agreement without mark up

Prepared on: May 10, 2023

By:

Kelsie Fournier, Director of Corporate Services

Reviewed and Approved By:

Rita Therriault, CAO



Little Smoky Ski Area Governance Board Agreement (The Board)

WHEREAS the Signatories to this Agreement are committed to the provision of a quality recreational amenity, by ensuring that the programs and services of the Little Smoky Ski Area are effectively, efficiently, and economically delivered.

AND WHEREAS the Signatories therefore commit to promoting, fostering and embodying cooperation, collaboration, coordination and communication in their relationships with each other.

NOW THEREFORE THIS AGREEMENT BEARS WITNESS that the Signatories agree as follows:

1.0 Purpose

The Purpose of this Agreement is to establish a joint municipal governance board for the Little Smoky Ski Area (the Area); the "Little Smoky Ski Area Governance Board" will act as the governing board for all matters pertaining to policy and governance related to the Little Smoky Ski Area.

2.0 Signatories

2.1 The Signatories to this Agreement are:

- a. Municipal District of Smoky River No. 130
- b. Big Lakes County
- c. Municipal District of Greenview No. 16 (Greenview)

2.2 Subsequent Signatories: The Board may determine if this Agreement should be open to other municipalities. Should this determination be made, other municipalities may join this cost-sharing arrangement based on the same principles reflected in this Agreement.

3.0 Membership

3.1 The Board shall be comprised of the following voting members:

- a. Two elected officials from the M.D of Smoky River No. 130;
- b. Two elected officials from Big Lakes County; and,
- c. Two elected officials from Greenview.

3.2 The Board shall also include the following individuals as non-voting members:

- a. The Chief Administrative Officer from the M.D of Smoky River No. 130 or designate;
- b. The Chief Administrative Officer from Big Lakes County or designate; and,

- c. The Chief Administrative Officer from Greenview or designate.
- d. Other administrative personnel, such as a recording secretary and facility manager, as required.

3.3 Each of the Signatories shall appoint an elected official to serve as an alternate Board Member.

4.0 Stakeholders

4.1 Representatives of stakeholder groups are encouraged to attend meetings, make recommendations and provide input to the Board regarding the Little Smoky Ski Area.

5.0 Cost Sharing

- 5.1 Subject to this section and the provisions of section 9, the signatories hereby agree to share in the net operating and capital costs associated with the Little Smoky Ski Area as set out herein.
- 5.2 The Signatories agree to the following funding formula:
 - a. Municipal District of Smoky River No. 130 - 33 %
 - b. Big Lakes County - 33%
 - c. Greenview - 33 %
- 5.3 In the subsequent years this agreement is in effect, The MD of Smoky River No. 130 will forward invoicing ~~for 33~~for 33% of the year-end (December 31st) deficit ~~by January 31st of the following year upon the completion of year-end financials.~~
- 5.4 A seasonal financial report (July 1st to June 30th) will be sent to each Municipality by July 31st reflecting the operational season of Little Smoky Ski Area.
- 5.5 Notwithstanding that a proposed Capital Plan or amendment to a Capital Plan may be approved by the majority of the Board, no Signatory shall be required to contribute to the costs of a capital project that will increase the service(s) of the Little Smoky Ski Area that has not been approved by the Signatory's Council. In such circumstances, the costs of constructing, maintaining and operating the new capital project will be shared solely and equally by the two parties supporting the capital project. The Signatories' respective ownership shares as set out in section 11 shall be adjusted to reflect that such Signatory shall not be entitled to share in the proceeds of the sale or disposal of the assets related to the capital project at issue.

6.0 Structure

- 6.1 The Chairperson and Vice Chairperson of the Board shall be selected at the Board's annual organizational meeting in the month of November.
- 6.2 Quorum shall consist of a majority of voting members, which must include at least one voting member from each of the Signatories.
- 6.3 Meetings shall be held at the call of the Board Chairperson.
- 6.4 The M.D of Smoky River No. 130, as managing Municipality, will have signing authority on all agreements or contracts only by Resolution of the Little Smoky Ski Area Governance Board.

7.0 Responsibilities of the Board

7.1 The Board shall have the following responsibilities:

- a. Recommending to the respective Councils a three (3) year operating budget on an annual basis.
- b. Recommending to the respective Councils a five (5) year Capital Plan on an annual basis.
- c. Both the operating budget and the capital plan shall be provided to the respective Councils by the end of October each year.
- d. Creating and updating a strategic plan to be presented to the Councils.
- e. The Board shall establish and review policies regarding the philosophies, values, and governance of the Little Smoky Ski Area, in accordance with the directions established by the respective Councils of the Signatories.
- f. The Little Smoky Ski Area Governance Board shall not be involved in the day to day operations of the Area and will not be responsible for staffing or the delivery of projects or programs related to the Area, all of which shall be the sole responsibility of the Municipal District of Smoky River No. 130.

8.0 Reporting

- 8.1** Minutes of the Board shall be recorded and submitted to the respective municipalities in a timely manner.
- 8.2** The Board shall provide a written annual Area activity report to the respective municipalities, outlining the following:
 - a. User numbers, by municipality on an annual basis.
 - b. Financial reporting by activity season.

9.0 Amendment and Termination

- 9.1 Term.** The initial term of this Agreement shall be 5 years from the date of signing. It will be automatically renewed for subsequent ~~3-year~~3-year terms unless there is a replacement agreement in place or it has been terminated.
- 9.2 Amendment.** Signatories may request renegotiation of all or part of this Agreement by providing a written request to the other Signatories a minimum of one year prior to the expiry of the initial ~~5-year~~5-year term or one year prior to the ~~3-year~~3-year anniversaries thereafter. Other changes may be made upon agreement, in writing, of all the signatories.
- 9.3 Termination.** Recognizing that this Agreement helps to define the relationship between signatory municipalities and that they wish to provide predictability, stability, and certainty across municipal budget cycles, while balancing their right to terminate the agreement if necessary, Signatories may terminate by providing notice in writing to that effect to the other Signatories. Any notice of termination must be submitted in writing by November 30th of any given year. Said termination will not take effect until 11:59 p.m. of December 31st of the following year. Once a signatory has provided notice of termination in accordance with this section, it will remain responsible for its share of operating and capital costs for the time up to the termination date, based upon the latest ~~3-year~~3-year operating budget and ~~five-year~~five-year capital budget approved by each Council. For clarity without limiting the foregoing, a Signatory giving notice to terminate the agreement shall not be responsible for any unbudgeted capital costs not approved by the Council of the Signatory giving notice of termination.

10.0 Dispute Resolution

- 10.1 In the event of a dispute between Signatories about the interpretation or application of any of the terms, covenants, or conditions contained within this Agreement, the Signatories shall follow the **following** dispute resolution ~~steps in the order listed established in the Intermunicipal Collaboration Framework~~
- ~~a. Negotiation between the parties.~~
 - ~~b. Mediation and/or facilitation as may be agreed to by the parties; and~~
 - ~~c. Binding arbitration utilizing a third party that has been mutually agreed upon by the Signatories.~~

11.0 Ownership

- 11.1 The Signatories understand that all parties have an ownership interest in the Area according to the funding formula established in s. 5.2. Any proceeds derived from the sale or disposal of assets will be used to fund approved operating or capital projects of the Area or will be shared with the Signatories on the same basis as the funding model.
- 11.2 Should the M.D of Smoky River wish to terminate the agreement, they shall negotiate with the other Signatories a compensation for investments made.

12.0 General Provisions

- 12.1 **Administration.** The M.D. of Smoky River will be the lead agency regarding the administration of the operations, facilities, and programs of the Little Smoky Recreation Area.
- 12.2 **Autonomy.** No Signatory has the authority to financially or otherwise commit another Signatory to a liability or course of action outside of the established Board process.
- 12.3 **Indemnification.** Subject to any limitations set out in this Agreement, the MD of Smoky River No. 130 shall indemnify and save harmless the other Signatories from and against any and all damages, losses, claims or costs (including legal costs on a solicitor and own client basis) arising from any negligent act or omission of the MD of Smoky River No. 130 or its agents or employees in the operation of the Little Smoky Ski Area. The MD of Smoky River No. 130 also agrees to include Big Lakes County and Greenview on the liability insurance policy relating the Little Smoky Ski Area.
- 12.4 **Assignment of Agreement.** No Signatory will assign its interest in this Agreement, or any part thereof, in any manner whatsoever without having first received written consent from all other Signatories.
- 12.5 **Notices.** Any notice required to be given hereunder by any Signatory will be deemed to have been well and sufficiently given if it is delivered personally or mailed by pre-paid registered mail to the address of the party for whom it is intended. A notice or other document sent by registered mail will be deemed to be sent at the time when it was deposited in a post office or public letter box and will be deemed to have been received on the fourth day after it was postmarked.
- 12.6 **Entire Agreement.** The Agreement constitutes the entire agreement between the Signatories relating to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Signatories in relation to the subject matter hereof. There are no warranties, representations or other agreements among the Signatories in connection with the subject matter hereof except as specifically set forth herein.
- 12.7 **Unenforceable Terms.** If any term, covenant or condition of this Agreement or the application thereof to any Signatory or circumstance will be invalid or unenforceable to any extent, the remainder of this

Agreement or application of such term, covenant or condition to a Signatory or circumstance other than those to which it is held invalid or unenforceable, will not be affected thereby and each remaining term, covenant or condition of this Agreement will be valid and enforceable to the fullest extent permitted by law.

- 12.8 Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta.

IN WITNESS WHEREOF the Signatories have hereunto executed this Agreement under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this _____ day of _____, 2019-23

MUNICIPAL DISTRICT OF SMOKY RIVER No. 130

BIG LAKES COUNTY

Per: _____
Reeve Robert Brochu

Per: _____
Reeve ~~Richard Simard~~ Robert Nygaard

Per: _____
CAO Rita Therriault

Per: _____
CAO ~~Jordan Panasiuk~~ Jerry Gautreau

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Per: _____
Reeve Tyler Olsen ~~Dale Smith~~

Per: _____
CAO ~~Denise Thompson~~ Stacey Wabick



Little Smoky Ski Area Governance Board Agreement (The Board)

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- c. Both the operating budget and the capital plan shall be provided to the respective Councils by the end of October each year.
- d. Creating and updating a strategic plan to be presented to the Councils.
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10.0 Dispute Resolution

- 10.1** In the event of a dispute between Signatories about the interpretation or application of any of the terms, covenants, or conditions contained within this Agreement, the Signatories shall follow the dispute resolution established in the Intermunicipal Collaboration Framework

11.0 Ownership

- 11.1** The Signatories understand that all parties have an ownership interest in the Area according to the funding formula established in s. 5.2. Any proceeds derived from the sale or disposal of assets will be used to fund approved operating or capital projects of the Area or will be shared with the Signatories on the same basis as the funding model.
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- 12.6 Entire Agreement.** The Agreement constitutes the entire agreement between the Signatories relating to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Signatories in relation to the subject matter hereof. There are no warranties, representations or other agreements among the Signatories in connection with the subject matter hereof except as specifically set forth herein.
- 12.7 Unenforceable Terms.** If any term, covenant or condition of this Agreement or the application thereof to any Signatory or circumstance will be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition to a Signatory or circumstance other than those to which it is held invalid or unenforceable, will not be affected thereby and each remaining term, covenant or condition of this Agreement will be valid and enforceable to the fullest extent permitted by law.
- 12.8 Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta.

IN WITNESS WHEREOF the Signatories have hereunto executed this Agreement under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this _____ day of _____, 2023

MUNICIPAL DISTRICT OF SMOKY RIVER No. 130

Per: _____
Reeve Robert Brochu

Per: _____
CAO Rita Therriault

BIG LAKES COUNTY

Per: _____
Reeve Robert Nygaard

Per: _____
CAO Jerry Gautreau

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Per: _____
Reeve Tyler Olsen

Per: _____
CAO Stacey Wabick



Little Smoky Ski Area Governance Board Agreement (The Board)

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NOW THEREFORE THIS AGREEMENT BEARS WITNESS that the Signatories agree as follows:

1.0 Purpose

The Purpose of this Agreement is to establish a joint municipal governance board for the Little Smoky Ski Area (the Area); the "Little Smoky Ski Area Governance Board" will act as the governing board for all matters pertaining to policy and governance related to the Little Smoky Ski Area.

2.0 Signatories

2.1 The Signatories to this Agreement are:

- a. Municipal District of Smoky River No. 130
- b. Big Lakes County
- c. Municipal District of Greenview No. 16 (Greenview)

2.2 Subsequent Signatories: The Board may determine if this Agreement should be open to other municipalities. Should this determination be made, other municipalities may join this cost-sharing arrangement based on the same principles reflected in this Agreement.

3.0 Membership

3.1 The Board shall be comprised of the following voting members:

- a. Two elected officials from the M.D of Smoky River No. 130;
- b. Two elected officials from Big Lakes County; and,
- c. Two elected officials from Greenview.

3.2 The Board shall also include the following individuals as non-voting members:

- a. The Chief Administrative Officer from the M.D of Smoky River No. 130 or designate;
- b. The Chief Administrative Officer from Big Lakes County or designate; and,

- c. The Chief Administrative Officer from Greenview or designate.
- d. Other administrative personnel, such as a recording secretary and facility manager, as required.

3.3 Each of the Signatories shall appoint an elected official to serve as an alternate Board Member.

4.0 Stakeholders

4.1 Representatives of stakeholder groups are encouraged to attend meetings, make recommendations and provide input to the Board regarding the Little Smoky Ski Area.

5.0 Cost Sharing

5.1 Subject to this section and the provisions of section 9, the signatories hereby agree to share in the net operating and capital costs associated with the Little Smoky Ski Area as set out herein.

5.2 The Signatories agree to the following funding formula:

- a. Municipal District of Smoky River No. 130 - 33 %
- b. Big Lakes County - 33%
- c. Greenview - 33 %

5.3 In the subsequent years this agreement is in effect, The MD of Smoky River No. 130 will forward invoicing for 33% of the year-end (December 31st) deficit upon the completion of year-end financials.

5.4 A seasonal financial report (July 1st to June 30th) will be sent to each Municipality by July 31st reflecting the operational season of Little Smoky Ski Area.

5.5 Notwithstanding that a proposed Capital Plan or amendment to a Capital Plan may be approved by the majority of the Board, no Signatory shall be required to contribute to the costs of a capital project that will increase the service(s) of the Little Smoky Ski Area that has not been approved by the Signatory's Council. In such circumstances, the costs of constructing, maintaining and operating the new capital project will be shared solely and equally by the two parties supporting the capital project. The Signatories' respective ownership shares as set out in section 11 shall be adjusted to reflect that such Signatory shall not be entitled to share in the proceeds of the sale or disposal of the assets related to the capital project at issue.

6.0 Structure

6.1 The Chairperson and Vice Chairperson of the Board shall be selected at the Board's annual organizational meeting in the month of November.

6.2 Quorum shall consist of a majority of voting members, which must include at least one voting member from each of the Signatories.

6.3 Meetings shall be held at the call of the Board Chairperson.

6.4 The M.D of Smoky River No. 130, as managing Municipality, will have signing authority on all agreements or contracts only by Resolution of the Little Smoky Ski Area Governance Board.

7.0 Responsibilities of the Board

7.1 The Board shall have the following responsibilities:

- a. Recommending to the respective Councils a three (3) year operating budget on an annual basis.
- b. Recommending to the respective Councils a five (5) year Capital Plan on an annual basis.
- c. Both the operating budget and the capital plan shall be provided to the respective Councils by the end of October each year.
- d. Creating and updating a strategic plan to be presented to the Councils.
- e. The Board shall establish and review policies regarding the philosophies, values, and governance of the Little Smoky Ski Area, in accordance with the directions established by the respective Councils of the Signatories.
- f. The Little Smoky Ski Area Governance Board shall not be involved in the day to day operations of the Area and will not be responsible for staffing or the delivery of projects or programs related to the Area, all of which shall be the sole responsibility of the Municipal District of Smoky River No. 130.

8.0 Reporting

- 8.1** Minutes of the Board shall be recorded and submitted to the respective municipalities in a timely manner.
- 8.2** The Board shall provide a written annual Area activity report to the respective municipalities, outlining the following:
 - a. User numbers, by municipality on an annual basis.
 - b. Financial reporting by activity season.

9.0 Amendment and Termination

- 9.1 Term.** The initial term of this Agreement shall be 5 years from the date of signing. It will be automatically renewed for subsequent 3-year terms unless there is a replacement agreement in place or it has been terminated.
- 9.2 Amendment.** Signatories may request renegotiation of all or part of this Agreement by providing a written request to the other Signatories a minimum of one year prior to the expiry of the initial 5-year term or one year prior to the 3-year anniversaries thereafter. Other changes may be made upon agreement, in writing, of all the signatories.
- 9.3 Termination.** Recognizing that this Agreement helps to define the relationship between signatory municipalities and that they wish to provide predictability, stability, and certainty across municipal budget cycles, while balancing their right to terminate the agreement if necessary, Signatories may terminate by providing notice in writing to that effect to the other Signatories. Any notice of termination must be submitted in writing by November 30th of any given year. Said termination will not take effect until 11:59 p.m. of December 31st of the following year. Once a signatory has provided notice of termination in accordance with this section, it will remain responsible for its share of operating and capital costs for the time up to the termination date, based upon the latest 3-year operating budget and five-year capital budget approved by each Council. For clarity without limiting the foregoing, a Signatory giving notice to terminate the agreement shall not be responsible for any unbudgeted capital costs not approved by the Council of the Signatory giving notice of termination.

10.0 Dispute Resolution

- 10.1** In the event of a dispute between Signatories about the interpretation or application of any of the terms, covenants, or conditions contained within this Agreement, the Signatories shall follow the dispute resolution established in the Intermunicipal Collaboration Framework

11.0 Ownership

- 11.1** The Signatories understand that all parties have an ownership interest in the Area according to the funding formula established in s. 5.2. Any proceeds derived from the sale or disposal of assets will be used to fund approved operating or capital projects of the Area or will be shared with the Signatories on the same basis as the funding model.
- 11.2** Should the M.D of Smoky River wish to terminate the agreement, they shall negotiate with the other Signatories a compensation for investments made.

12.0 General Provisions

- 12.1 Administration.** The M.D. of Smoky River will be the lead agency regarding the administration of the operations, facilities, and programs of the Little Smoky Recreation Area.
- 12.2 Autonomy.** No Signatory has the authority to financially or otherwise commit another Signatory to a liability or course of action outside of the established Board process.
- 12.3 Indemnification.** Subject to any limitations set out in this Agreement, the MD of Smoky River No. 130 shall indemnify and save harmless the other Signatories from and against any and all damages, losses, claims or costs (including legal costs on a solicitor and own client basis) arising from any negligent act or omission of the MD of Smoky River No. 130 or its agents or employees in the operation of the Little Smoky Ski Area. The MD of Smoky River No. 130 also agrees to include Big Lakes County and Greenview on the liability insurance policy relating the Little Smoky Ski Area.
- 12.4 Assignment of Agreement.** No Signatory will assign its interest in this Agreement, or any part thereof, in any manner whatsoever without having first received written consent from all other Signatories.
- 12.5 Notices.** Any notice required to be given hereunder by any Signatory will be deemed to have been well and sufficiently given if it is delivered personally or mailed by pre-paid registered mail to the address of the party for whom it is intended. A notice or other document sent by registered mail will be deemed to be sent at the time when it was deposited in a post office or public letter box and will be deemed to have been received on the fourth day after it was postmarked.
- 12.6 Entire Agreement.** The Agreement constitutes the entire agreement between the Signatories relating to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Signatories in relation to the subject matter hereof. There are no warranties, representations or other agreements among the Signatories in connection with the subject matter hereof except as specifically set forth herein.
- 12.7 Unenforceable Terms.** If any term, covenant or condition of this Agreement or the application thereof to any Signatory or circumstance will be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition to a Signatory or circumstance other than those to which it is held invalid or unenforceable, will not be affected thereby and each remaining term, covenant or condition of this Agreement will be valid and enforceable to the fullest extent permitted by law.
- 12.8 Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta.

IN WITNESS WHEREOF the Signatories have hereunto executed this Agreement under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this _____ day of _____, 2023

MUNICIPAL DISTRICT OF SMOKY RIVER No. 130

Per: _____
Reeve Robert Brochu

Per: _____
CAO Rita Therriault

BIG LAKES COUNTY

Per: _____
Reeve Robert Nygaard

Per: _____
CAO Jerry Gautreau

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Per: _____
Reeve Tyler Olsen

Per: _____
CAO Stacey Wabick



REQUEST FOR DECISION

SUBJECT: Alberta Roadbuilders and Heavy Construction Association Fuel Surcharge & Tonne/Km Rates Review

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 11, 2023	CAO: SW	MANAGER: JF
DEPARTMENT:	OPERATIONS	DIR: RA	PRESENTER: JF
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) - Policy 4004 – Equipment Contractors Registry.

RECOMMENDED ACTION:

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

MOTION: That Council direct Administration to continue to pay 40% of the cost recovery fuel surcharge in The Alberta Roadbuilders and Heavy Construction Association's June 14, 2022 addendum to the 2022 Rental Rate Guide to be reviewed at the first Council meeting in October 2023.

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

BACKGROUND/PROPOSAL:

At the April 11, 2023, Regular Council Meeting, Council reviewed and subsequently directed Administration to reduce the fuel surcharge rate from the Alberta Roadbuilders and Heavy Construction Association's (ARHCA) Addendum to the 2022 Rental Guide from 60% to 40%. Council's Motion 23.04.214 directed Administration to make this effective April 17, 2023.

MOTION: 23.04.214 Moved by: COUNCILLOR JENNIFER SCOTT

That Council direct Administration to pay 40% of the cost recovery fuel surcharge, effective Monday, April 17, 2023, in The Alberta Roadbuilders and Heavy Construction Association's June 14, 2022, addendum to the 2022 Rental Rate Guide to be reviewed at the first Council meeting in July 2023.

For Council's information, below are all of the motions passed in the last two years regarding the ARHCA rates

- Council Motion 22.06.304.

- Council Motion 22.07.422.
- Council Motion 22.10.572.
- Council Motion 22.10.573.
- Council Motion 23.04.213.
- Council Motion 23.04.214.

2023 ARHCA rates factor in the fuel surcharge rates implemented in 2022. Continuing to implement the cost recovery fuel surcharge through the 2023 construction season would be a consistent application of the surcharge.

Administration has implemented the fuel cost adjustment as per Council's motion.

- When applied to gravel trucks, the average increase is approximately 9.2%.
- When applied to heavy equipment, the average increase is 3.3%.
- Gravel trucks are hired twice as often as heavy equipment resulting in a combined average increase of 7.23%

Between July 13, 2022, and December 31, 2022:

- Construction & Engineering paid EOI contractors \$655,806.37
- Operations paid EOI contractors \$3,233,596.73
- These totals combined are \$3,889,403.10.
- Applying the 11% average increase, the adjusted rate is estimated to have cost a total of \$427,834.34 in additional expenditures up to December 31, 2022

As of May 31, 2023, diesel prices have dropped an average of 25.17% since the motion was passed on July 13, 2022.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is there will be consistent rates going through the 2023 construction season. As fuel rates are presently lower than when the first motion was passed to implement the adjustment, it seems reasonable to Administration to continue to apply the surcharge at 40% with Council's direction.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. A disadvantage of the recommended motion is that from ARHCA's website: "ARHCA serves mainly as a lobby organization for its membership..." and "ARHCA advocates on behalf of contractors, suppliers, consulting engineers, and other professionals who work with them."

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to adjust the Alberta Roadbuilders and Heavy Construction Association's (ARHCA) Addendum to the 2022 Rental Rate Guide – Fuel Prices in Construction.

Alternative #2: Council has the alternative to pass an additional motion to remove the implementation of the addendum and return to EOI rates which were in effect prior to July 13, 2022.

FINANCIAL IMPLICATION:

Direct Costs: As of December 31, 2022, direct additional costs associated with the fuel surcharge applied by motion 22.07.422 are an estimated \$427,834.34.

Ongoing / Future Costs: The ARHCA fuel surcharge is estimated to cost \$550,000.00 in 2023 at current rates.

STAFFING IMPLICATION:

Should Council choose to pass motions regarding ARHCA fuel cost adjustment and tonne/km rates, Administration will email a letter to EOI Contractors to inform them of Council's decision.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

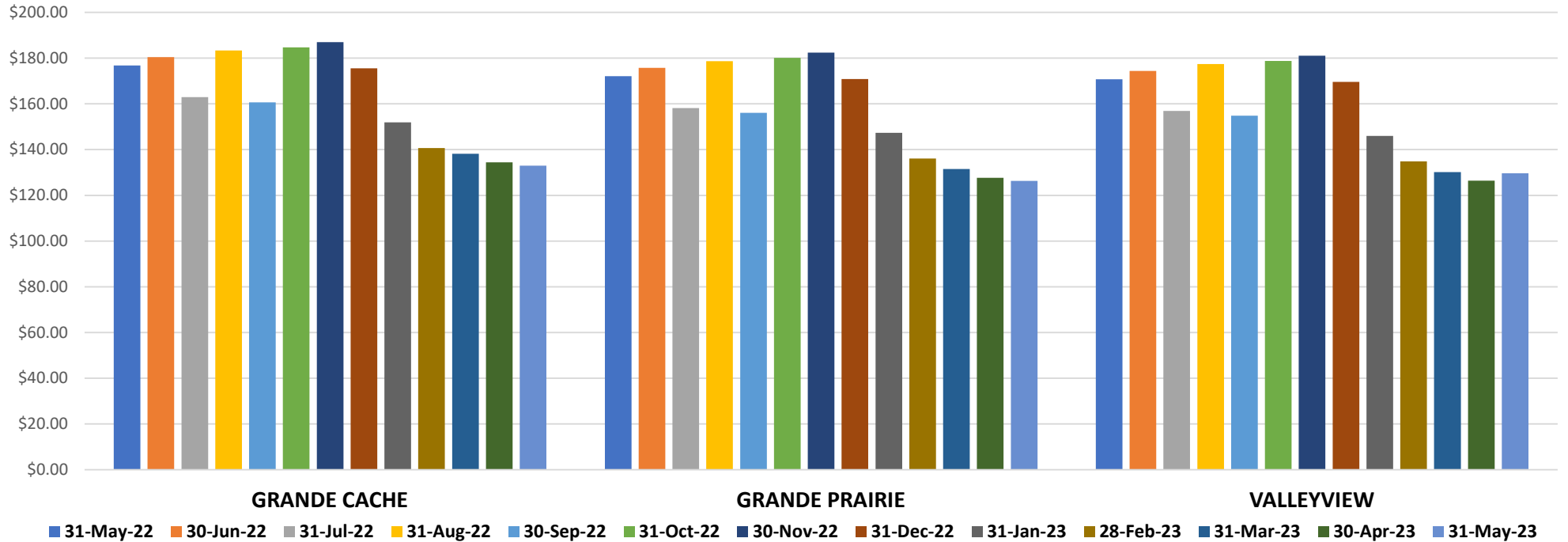
FOLLOW-UP ACTIONS:

Should Council choose to pass motions regarding ARHCA fuel cost adjustment and tonne/km rates, Administration will send an emailed letter to EOI Contractors to inform them of Council's decision.

ATTACHMENT(S):

- Cardlock Fuel Price Tracking
- Motions ARHCA Fuel Surcharge 2022 & 2023
- ARHCA Notice of Addendum - Fuel Surcharge 2022 Memo
- ARHCA Notice of Addendum - Fuel Surcharge 2022 – 40% - Greenview Edit
- 2022-2023 Gravel & Water Truck ARHCA Rate Comparisons

UFA Cardlock Clear Diesel - Public Rates - May 2022-May 2023



Prices shown include applicable fuel taxes, but exclude GST / PST

	31-May-22	30-Jun-22	31-Jul-22	31-Aug-22	30-Sep-22	31-Oct-22	30-Nov-22	31-Dec-22	31-Jan-23	28-Feb-23	31-Mar-23	30-Apr-23	31-May-23
Grande Cache	\$ 176.79	\$ 180.39	\$ 162.89	\$ 183.29	\$ 160.69	\$ 184.69	\$ 186.99	\$ 175.49	\$ 151.89	\$ 140.69	\$ 138.19	\$ 134.39	\$ 132.99
Grande Prairie	\$ 172.09	\$ 175.69	\$ 158.19	\$ 178.69	\$ 156.09	\$ 180.09	\$ 182.39	\$ 170.89	\$ 147.29	\$ 136.09	\$ 131.49	\$ 127.69	\$ 126.29
Valleyview	\$ 170.79	\$ 174.39	\$ 156.89	\$ 177.39	\$ 154.79	\$ 178.79	\$ 181.09	\$ 169.59	\$ 145.99	\$ 134.79	\$ 130.19	\$ 126.39	\$ 129.59

Average Price decrease between May 2022 and May 2023

Grande Cache	24.77%
Grande Prairie	26.61%
Valleyview	24.12%
Total:	25.17%



MUNICIPAL DISTRICT OF GREENVIEW

2022 – 2023 Motions Re: ARHCA, Fuel Cost Adjustments, and Stockpiling Rates

June 14, 2022: MOTION: 22.06.304 Moved by: COUNCILLOR WINSTON DELORME

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

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

CARRIED

July 12, 2022: MOTION: 22.07.422 Moved by: COUNCILLOR JENNIFER SCOTT

That Council adjust Greenview's Expression of Interest to follow 60% of the ARHCA addendum to 2022 rental guide fuel prices in construction and enforce price increase of 3 cents per tonne/km with a review date at the first council meeting in October 2022, effective as of July 13, 2022.

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

Against: Councillor Burton

CARRIED

October 11, 2022: MOTION: 22.10.572 Moved by: COUNCILLOR WINSTON DELORME

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

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

October 11, 2022: MOTION: 22.10.573 Moved by: DEPUTY REEVE BILL SMITH

That Council direct Administration to continue to follow the Alberta Roadbuilders and Heavy Construction Association's addendum to the 2022 rental guide fuel prices in construction at 60% of and enforce a price increase of 3 cents per tonne/km haul with a review date at the first council meeting in February 2023.

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

Against: Councillor Dale Smith

CARRIED

February 14, 2023: MOTION: 23.02.75 Moved by: COUNCILLOR WINSTON DELORME

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

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

ABSENT: Councillor Schlieff

CARRIED

February 14, 2023: MOTION: 23.02.76 Moved by: COUNCILLOR TOM BURTON

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

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

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

CARRIED

February 14, 2023: MOTION: 23.02.77 Moved by: COUNCILLOR JENNIFER SCOTT

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

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

ABSENT: Deputy Reeve Bill Smith CARRIED

April 11, 2023, ARCHA Recovery Charge MOTION: 23.04.213 Moved by: COUNCILLOR JENNIFER SCOTT

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

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

CARRIED

April 11, 2023, MOTION: 23.04.214 Moved by: COUNCILLOR JENNIFER SCOTT

That Council direct Administration to pay 40% of the cost recovery fuel surcharge, effective Monday April 17, 2023, in The Alberta Roadbuilders and Heavy Construction Association’s June 14, 2022, addendum to the 2022 Rental Rate Guide to be reviewed at the first Council meeting in July 2023.

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

AGAINST: Councillor Dale Smith CARRIED

April 11, 2023: MOTION: 23.04.215 Moved by: COUNCILLOR JENNIFER SCOTT

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

FOR: Councillor Didow, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton

AGAINST: Councillor Dale Smith, Deputy Reeve Bill Smith, Councillor Berry, Reeve Olsen CARRIED



Alberta Roadbuilders &
Heavy Construction Association

NOTICE OF ADDENDUM

Date: June 14, 2022

To: Municipal Road Infrastructure Owners
Private Sector Infrastructure Owners
Public and Private Agencies Referencing the ARHCA Equipment Rate Guide

From: Ron Glen, CEO, Alberta Roadbuilders and Heavy Construction Association (ARHCA)

Re: **Fuel Cost Recovery surcharge addendum to 2022 Rate Guide**

The volatility in global oil markets have caused fuel prices to exceed contractors' abilities to absorb costs. The ARHCA Rental Rate Guide published each year provides owners and contractors with a reasonable per hour base price (inclusive of a contractor's cost of ownership and operating costs) for more than 1000 different models and makes of heavy equipment used in road construction, maintenance and in other industries such as forestry. Equipment financing, labour, material and in particular fuel prices have escalated dramatically in-year since our book was published in February.

The benchmark price for diesel consisting of the posted rack rate plus applicable taxes, less the off-road rebate used in the 2022 Rate Guide was \$1.35/litre. Oil prices have since spiked due to international events and political responses to isolate Russian aggression in Europe. The impact on local fuel prices is a risk beyond the capacity of contractors to manage and without risk sharing amongst construction partners, contractors will incur substantial losses.

For this reason, in response to this unforeseen change in international oil markets, the ARHCA is issuing an addendum to the 2022 Rate Guide to include a Fuel Cost Recovery Surcharge. ARHCA has developed an approach that balances reasonable application with simplicity of administration. The surcharge rates are based on a fuel cost as at June 2 of \$1.96/litre and consumption measured by net horsepower averaged across 13 major types of heavy equipment. As seen in the attached table, for equipment with engines of less than 150 net horsepower the surcharge is \$9.25 per hour. The surcharge rate increases in step changes of approximately 150 hp up to the largest machines which have over 1100 hp. Equipment engine power is easily confirmed by manufacturer and third-party sources found on-line. The category surcharge is then added to the specific equipment rental rate for the specific manufacturer and model listed in the Rate Guide.

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Alberta Roadbuilders &
Heavy Construction Association

The ARHCA will continue to monitor the situation and, if necessary, provide further guidance in case prices drop or rise significantly during the construction season. **Please note:** this surcharge is inclusive of applicable taxes, but does not cover inflationary pressures for other materials, labour, or services that contractors and subcontractors are currently absorbing.

While we anticipate that by next year, the situation will most likely have stabilized, the current surcharge is outlined in the table attached, and on the ARHCA website.

Contractors recognize that all organizations are facing cost pressures. While the industry has survived through two years of pandemic related challenges, the cooperation of all partners in construction is needed now more than ever to deliver projects as best we can.

Thank you,

Ron Glen, CEO, ARHCA

Attachment: Fuel Cost Recovery Surcharge Table

CC: ARHCA Board of Directors

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ADDENDUM TO 2022 RENTAL RATE GUIDE

Cost-Recovery Fuel Surcharge 2022

ARHCA is issuing this addendum to the 2022 Rental Rate Guide for a fuel surcharge to be added to the hourly rates as per the table below. To establish a new rate for a piece of equipment, please use the existing rental rate as published in the 2022 Rental Rate Guide and **add** the surcharge based upon the NET horsepower of the equipment being used. The net horsepower is available on the sites below using the manufacturer and the model number of the unit:

[Constructionequipmentguide.com](https://www.constructionequipmentguide.com)

[Ritchiespecs.com](https://www.ritchiespecs.com)

[Lectura-specs.com](https://www.lectura-specs.com)

COST RECOVERY FUEL SURCHARGE FOR 2022 - as of June 14, 2022 *Includes applicable taxes

Net Horsepower Rating

0-150 HP	\$9.25
151-300 HP	\$20.75
301-450 HP	\$30.25
451-600 HP	\$38.00
601-750 HP	\$48.50
751-900 HP	\$68.00
901-1050 HP	\$79.50
1051-1200 HP	\$106.00

****This surcharge is in effect as of June 14, 2022 and may be revised should fuel markets vary significantly during the 2022 construction season.*



ADDENDUM TO 2022 RENTAL RATE GUIDE

Cost-Recovery Fuel Surcharge 2022

ARHCA is issuing this addendum to the 2022 Rental Rate Guide for a fuel surcharge to be added to the hourly rates as per the table below. To establish a new rate for a piece of equipment, please use the existing rental rate as published in the 2022 Rental Rate Guide and **add** the surcharge based upon the NET horsepower of the equipment being used. The net horsepower is available on the sites below using the manufacturer and the model number of the unit:

Constructionequipmentguide.com

Ritchiespecs.com

Lectura-specs.com

COST RECOVERY FUEL SURCHARGE FOR 2022 - as of June 14, 2022 *Includes applicable taxes

Net Horsepower Rating

		40% of ARHCA Fuel Surcharge
0-150 HP	\$9.25	\$3.70
151-300 HP	\$20.75	\$8.30
301-450 HP	\$30.25	\$12.10
451-600 HP	\$30.00	\$15.20
601-750 HP	\$40.50	\$19.40
751-900 HP	\$60.00	\$27.20
901-1050 HP	\$79.50	\$31.80
1051-1200 HP	\$106.00	\$42.40

*** This surcharge is in effect as of April 17, 2023 for Greenview and may be revised should fuel markets vary significantly during the 2023 construction season.



MUNICIPAL DISTRICT OF GREENVIEW

Schedule “A” 2023 Greenview Equipment Contractor Registry Rates

Stockpile - 60 km or greater	\$0.20 tonne/km plus \$1.00 BLF
Stockpile FTR – 60 km or greater	\$0.22 tonne/km plus \$1.00 BLF

Gravel Trucks	2022 ARHCA RATES Includes Fuel Surcharge @ 40% 451-600 HP Only	2023 ARHCA Rates 3.2% Average Increase
Base rate taken from 2022 ARHCA book – Fuel surcharges are applied by motions of Council.		
Tandem Axle Dump Truck	\$149.20 per hour	\$151.00 per hour
Tri-Axle Dump Truck	\$169.20 per hour	\$173.00 per hour
Tandem Axle Dump Truck c/w Tandem Axle Pup	\$200.20 per hour	\$208.00 per hour
Tandem Axle Dump Truck c/w Tri-Axle Pup	\$203.20 per hour	\$212.00 per hour
Tandem Axle Dump Truck c/w Tri-Axle Wagon	\$208.20 per hour	\$217.00 per hour
Tandem Axle Dump Truck c/w Quad Wagon	\$217.20 per hour	\$227.00 per hour
Tri-Axle Dump Truck c/w Tandem Axle Pup	\$220.20 per hour	\$230.00 per hour
Tri-Axle Dump Truck c/w Tri-Axle Pup	\$223.20 per hour	\$234.00 per hour
Tri-Axle Dump Truck c/w Quad Wagon	\$237.20 per hour	\$249.00 per hour
Tandem Axle Semi-Tractor c/w Tandem Axle End Dump	\$187.20 per hour	\$197.00 per hour
Tandem Axle Semi-Tractor c/w Tri-Axle End Dump	\$195.20 per hour	\$204.00 per hour
Tandem Semi-Tractor c/w Tandem Axle End Dump & Tandem Axle Pup	\$210.20 per hour	\$220.00 per hour
Tandem Semi-Tractor c/w Tri-Axle End Dump & Tandem Axle Pup	\$223.20 per hour	\$224.00 per hour
Tandem Semi-Tractor c/w Tandem Axle Clam Dump or Belly Dump	\$187.20 per hour	\$197.00 per hour
Tandem Semi-Tractor c/w Tri-Axle Clam or Belly Dump	\$195.20 per hour	\$204.00 per hour
Tri-Axle Semi-Tractor c/w Tandem Axle End Dump	\$219.20 per hour	\$219.00 per hour
Tri-Axle Semi-Tractor c/w Tri-Axle End Dump	\$227.20 per hour	\$226.00 per hour
Tri-Axle Semi-Tractor c/w Tandem Axle Clam or Belly Dump	\$219.20 per hour	\$219.00 per hour
Tri-Axle Semi-Tractor c/w Tri-Axle Clam or Belly Dump	\$227.20 per hour	\$226.00 per hour

All equipment rates will be taken from the 2022 ARHCA at 100% unless otherwise mentioned and are subject to change.

Water Trucks	2022 ARHCA RATES Includes Fuel Surcharge @ 40% 451-600 HP Only	2023 ARHCA Rates 2.0% Average Increase
Base rate taken from 2022 ARHCA book – Fuel surcharges are applied by motions of Council.		
5464 – 6825 Litres	\$106.95 per hour	\$106.00 per hour
6826 - 8417 Litres	\$112.20 per hour	\$112.00 per hour
8,418 – 10,920 Litres	\$124.45 per hour	\$123.00 per hour
10,921 – 13,650 Litres	\$131.70 per hour	\$134.00 per hour
13,651 - 16,380 Litres	\$146.20 per hour	\$151.00 per hour
16,381 – 19,110 Litres	\$162.45 per hour	\$169.00 per hour
19,111 – 21,840 Litres	\$175.95 per hour	\$185.00 per hour



REQUEST FOR DECISION

SUBJECT:	Recovery Costs Report		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 11, 2023	CAO:	MANAGER:
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR:	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to prepare a report with cost estimates to accommodate;

- Coordinating of Surveying of lots
- Waive Greenview required development permits
- Coordinating of waste removal bins
- Review covering tipping fees at Greenview Regional Waste
- Coordinating of tree removal
- Provide clarity on tax reassessment

For the purpose of potentially providing these services to Greenview residents who have experienced building loss due to 2023 wildfires.

BACKGROUND/PROPOSAL:

At the June 20th Committee of the Whole meeting the following motion was made:

"MOTION: 23.06.54 Moved by: COUNCILLOR DALE SMITH

That Committee of the Whole recommend to Council to direct Administration to prepare a report with cost estimates to accommodate;

- Coordinating of Surveying of lots*
- Waive Greenview required development permits*
- Coordinating of waste removal bins*
- Review covering tipping fees at Greenview Regional Waste*
- Coordinating of tree removal*
- Provide clarity on tax reassessment*

For the purpose of potentially providing these services to Greenview residents who have experienced building loss due to 2023 wildfires.

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

Administration is bringing back the motion for Council consideration and discussion.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that they will be fulfilling the motion made by Committee of the Whole.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to alter or deny the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There will be staff time dedicated to this project, however, Administration already has done most of the legwork so staff implications to prepare the report should be minimal.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

Using that framework outline the proposed level of public engagement associated with the recommended action.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will proceed with gathering the information needed for the report and bring back to a future Council meeting.

ATTACHMENT(S):

- N/A

Manager's Report

Department: Planning & Economic Development

Submitted by: Martino Verhaeghe, Director Planning & Economic Development

Date: 7/11/2023

Director Planning & Economic Development – Martino Verhaeghe

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects the Economic Development and Tourism teams have worked on this month:

Governance - Increase staff success. *Provide current staff growth opportunities when appropriate:*

- Attended Risk Informed Management Training
- Attended Greenview U – Conflict Management
- Attended the Canadian Institute of Planners Conference

Governance – Provide good governance. *Identify ways for Council and Administration to participate in community engagement:*

Governance – Provide good governance. *Ensure our policies address changing and growing community needs:*

- Attended Ridgevalley Area Structure Plan public engagement session
- Attended DeBolt Area Structure Plan engagement session
- Attended the Business Retention & Expansion International Conference in Grande Prairie

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

- Participated in the RMA Economic Development Microgrant Application Process

Ongoing/In Progress

- Continued to sit as the Planning Chair on the EOC through June, as necessary
- Discussions continue with Kevin Bird regarding the GRM and the K-12 school project. An update is expected from Kevin in mid-July.
- Mountain Metis Nation Association discussions continue regarding the land sale in Grande Cache.
- Chart of Accounts workshops continue
- Ongoing collaboration with the Town of Valleyview on the Airport Rehabilitation project, projected to begin on July 10.

Communications & Marketing, Manager – Stacey Sevilla

The communications department continues to produce regular external communications for ratepayers, stakeholders and the general public. The Comms department also works closely in collaboration with all other departments to create, launch and promote new services and programs etc.

The month of June continued to be busy with Emergency Operations Command Center activity due to the wildfire response required in Greenview. The communications team continued the notification campaign, using dedicated emergency sections on the website, with consistent and timely notifications to the website and all pertinent social media channels. A consistent visual look for all notifications has been maintained throughout the emergency response to assist residents, stakeholders, and the media in recognizing notifications at a glance.

A comprehensive “Welcome Home” resource guide was also created in collaboration with the Emergency Social Services team and is being provided to residents affected by wildfire by the Planning and Development team, who are leading part of the recovery phase of the emergency response. Municipal communications teams from neighbouring jurisdictions generously shared resources with Greenview, helping to create this package currently available on the Greenview website.

Please note that the list below highlights Communications department activities but is not exhaustive.

Projects completed or underway:

Governance - Increase staff success. *Provide current staff growth opportunities when appropriate:*

- Assisted with Greenview University July 2023 – Operations 101 (posters/setup signup links, send email to staff)
- Internal Communications: Wellness Committee posters, Social Committee posters, Proofing and editing Safety Meeting and Safety Bulletins

Economy – Create a diverse economy. *Increase tourism attractions:*

- Weekly Tourism Anchor Ad

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

- Relics & Bones Motorcycle Tour - Digital Sign Highway Billboards, Radio & Magazine Ads, Rack Cards
- Rural Renewal Stream - Create a webpage and social media posts
- Greenview Economic Development Week Social Media Campaign (postponed due to wildfires)

Culture, Social & Emergency Services – Enhance communication to our public. *Re-establish our quarterly newsletter for our public:*

- Glitz local Valleyview newspaper full-page advertisement for June 2023 distribution
- Grande Cache Mountain Voice newspaper full-page advertisement for June 2023 distribution

Culture, Social & Emergency Services – Enhance communication to our public.

Continually improve our social media and digital platforms + Continue to use & expand the use of digital & non-digital bulletin boards:

- Wildfire Emergency Response:
 - Maintained dedicated website sections and pages for public emergency updates and notifications
 - Maintained a unified visual look for all website, and social media updates, which were shared daily and as required throughout the emergency response
 - Planned and co-hosted a Community Meeting for Sweathouse residents on Wednesday, June 21, from 6-8 pm with the Forestry Incident Management team, RCMP Detachment Commander, Slave Lake Forestry Area Information Officer, and Senior Leadership members. The meeting was also joined by Councillor Berry and Minister Todd Loewen
 - Created a “Welcome Home” Resource Guide for evacuees returning to their homes as part of the recovery phase of the emergency response in collaboration with Green View Emergency Social Services
 - Managed all media and press inquiries for interviews with the Reeve and DEM
- Update programming posters/flyers/website/social media posts for both Recreation Centres
- Greenview Fire-Rescue Grande Cache BBQ poster and advertising
- GC Digital Sign Advertising: Whispering Pines Lodge Spring Tea event, Otters Trial Swim, Victim Services Car Show & BBQ

Culture, Social & Emergency Services – Improve public perception of Greenview. Actively participate in community events:

- Planned and hosted the first two Greenview Ratepayer BBQs in Grovedale (approximately 200 attendees) and Valleyview (approximately 300+ attendees)
- Planned and co-hosted a community meeting for Sweathouse residents at the Sweathouse Community Hall on June 21 in collaboration with Alberta Forestry Incident Management team (Australia/New Zealand)
- \$200.00 In-kind Donation to Grande Prairie Friendship Centre

Culture, Social & Emergency Services – Support and maintain recreational opportunities. Recognize opportunities to increase recreation development:

- Recreation program marketing posters and digital advertising for Fitness, Youth Programs, Lifeguard programs, Aquatic Centre hours, Swim Lessons and more for both GCRC and GRM recreation teams
- Outdoor Survival Camps posters and advertising campaign
- Greenview Passport to Fun Social Media Campaign
- GRM summer swimming lesson program advertising

Projects Underway:

- Greenview Engagement Procedure Toolkit
- Greenview Values Word Art Wall Signage production set to begin with the Grande Cache Public Service Building
- Digital Campaign RFD - Recognition of Firefighters
- Business cards created and ordered for multiple staff members
- Mountains to Meadows Newsletter draft with publication date end of July
- 2022 Annual Report: Layout and design finalizing and out to department managers for review and proofing
- Planning underway for upcoming events:
 - State of the Region event Oct 6 (postponed due to wildfires in the region)

- Ratepayer BBQ events (DeBolt and Grande Cache)
- 2023 Annual Sporting Clay Shoot

Digital presence statistics

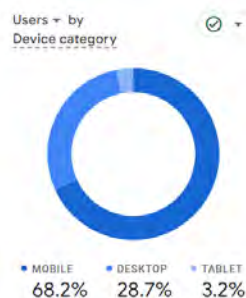
Culture, Social & Emergency Services – Enhance communication to our public.

Continually improve our social media and digital platforms

Website (June 2023)

Greenview's website has seen **62,000** pageviews on the website through the month of June. The Greenview website has seen 16,021 new users since May. Website access from mobile devices increased significantly above the national average, with approximately **71%** of website users from a mobile device in June. ***NEW:** Visits to the Careers page of posted jobs totalled **1,803** at the time of this report, accounting for approximately **3%** percent of all website visits in June. We attribute increased traffic to wildfire response posts and notifications for residents and neighbouring communities.

- Users: 16,015
- New Users: 16,021
- Pageviews: 62,000
- Sessions: 26,362
- Sessions per user: 1.65



Facebook (June 2023)



Efforts to grow our Twitter and Instagram presence continue. Twitter followers as of June 28, 2023 = 1,884. Instagram followers as of June 28, 2023 = 630.

Greenview APP (June 2023)

The app was used approximately 432 times through the month of April, with users accessing the "Notifications" section the most often. We have had 26 new downloads over this period. Approx 1100 live app users to date, showing our user base to be holding steady. The company that hosts and builds this smartphone app has recently made a significant change to it, and as a result, the current Greenview app has lost a significant amount of functionality. The Communications team is in discussions with the app host to determine if this custom functionality originally built for Greenview can be reinstated in the near future.

Economic Development & Tourism

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects the Economic Development and Tourism teams have worked on this month:

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Administration continues collaborating with the Grande Prairie Regional Chamber of Commerce and partners on the Regional Attraction and Retention Project. The employee survey concluded on June 24th. The response was excellent, data is being reviewed, and results will be released soon. Economic Development be meeting with the Regional Task Force on June 27th to review results and plan the next steps. The meeting resulted in a need to refine the action items, develop KPIs and a moving forward project plan. The Committee will meet again on July 10th and in August to finalize plans and prepare a presentation for each municipality to present.

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Economic Development presented the Beautification Grant program to the Committee of the Whole, where it was voted in favour of the policy going to Council for resolution.

Met with the Government of Alberta, Improvement District No. 25 leader Troy Shewchuk and Willmore Wilderness Foundation to discuss and brainstorm ideas for improvements in the Willmore Recreation area. Follow-up meetings are scheduled to develop an action plan for promoting and improving the experience in the recreation area.

Met with the Grande Cache Chamber of Commerce president to make introductions and discuss opportunities in the Grande Cache area, also addressed the potential of having Economic Development representation on the chamber board.

Met with Sinister Sports to make introductions and discuss the Death Race. Feedback was received, and we will explore areas of cooperation or improvement suggestions for the 2024 event in Grande Cache.

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Culture, Social & Emergency Services – Improve public perception of Greenview. *Actively participate in community events:*

Greenview Economic Development attended the Grande Prairie Stompede with the City and County of Grande Prairie Economic Development departments.

Attended the West Yellowhead Economic Developers meeting virtually along with Jasper, Hinton, and Edson and discussed how we could work together on initiatives, particularly in the Grande Cache area.

Kerrie Taylor attended the Global Energy show in Calgary and shared booth space with the City of Grande Prairie and the County of Grande Prairie. The show was a success, and the regional approach and connections gained at the event are of great value and give excellent exposure to the many opportunities in the region.

Economic Development attended two community ratepayer BBQ events hosted by the MD of Greenview, one in Grovedale and one in Valleyview. Economic Development had a table at each event with information on attractions and data related to Greenview. Both events were well attended, and connections were made with our ratepayers.

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Greenview Economic Development received the exciting news that Greenview and Valleyview have been granted Rural Renewal Stream Designation on March 29, 2023. The project has started, and employers and employees across Greenview, including Valleyview, are interested in the program. Nine (9) employers have applied to date, and multiple employee applications were received.

Governance - Increase staff success. *Provide current staff growth opportunities when appropriate:*

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Culture, Social & Emergency Services – Improve public perception of Greenview. *Actively participate in community events:*

Economic Development and other administration attended the 2023 Business Retention and Expansion International Conference in Grande Prairie. The event was in person and virtual for attendees. The conference was well attended by local, national and USA participants, with local, American, and Australian speakers. The focus was on small business development, retention, resiliency, and Economic growth. Key takeaways from the conference are that all parts of the globe are currently experiencing the same challenges, labour shortages, inflation, red tape, environmental constraints, and housing, to mention a few.

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Greenview Economic Development Team worked closely with our Communications department and the Canadian Motorcycle Tourism Association to create ads and promote tours that will stop in Grande Cache and travel through the MD of Greenview.

Presentation of the Beautification Policy was presented to the Committee of the Whole and will go to Council on July 11, 2023. The policy will allow businesses in Greenview to apply for a grant to improve the appearance of the entrance to their facility.

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Greenview, City of Grande Prairie, County of Grande Prairie Economic Development, President of Northwest Polytechnic, and the Metis Association met with Minister Dan Vandal, Minister of PrairiesCan, for a round table discussion on opportunities and challenges in the region. The feedback is being used to develop the framework for the Prairie Provinces on promoting and growing the area, focusing on the green economy. Following the roundtable discussion, Minister Vandal held a press conference and made the announcement that PrairiesCan is opening an office upstairs at Center 2000 in the City of Grande Prairie.

Tourism Officer – Megan Audet

Culture, Social & Emergency Services – Support and maintain recreational opportunities. *Promote the use of current recreational facilities and campgrounds:*

As the number of visitors has surged, the team at the Grande Cache TIC has been promoting the Greenview campgrounds, trails, and recreational facilities to invigorate tourism in the region. However, with the challenging weather patterns of substantial rain and smoke that our area experienced recently, the TIC team has focused on promoting our indoor recreation centres and encouraging shorter, manageable hikes within Greenview.

Culture, Social & Emergency Services – Improve public perception of Greenview. *Actively participate in community events:*

In collaboration with the Aseniwuche Winewak Nation, the Tourism Centre's Bird's Eye View Interpretive Park was the hosting location for the Indigenous Day celebrations in Grande Cache. The event attracted diverse participants, comprising both residents and visitors. The overall attendance was approximately 250 individuals during the three-hour event.

The Centre also facilitated three (3) separate field trips for students from the local elementary school. Our dedicated programmer adeptly guided the groups through various interpretive activities in each instance, enriching their educational experience.

Economy – Create a diverse economy. *Increase tourism attractions:*

On June 19, 2023, the provincial government unveiled a plan to allocate funds towards a signage and trail maintenance initiative in the Willmore Wilderness Park. Recognized as a significant attraction in Grande Cache, the project will focus on establishing clear signage along the main trail and enhancing trail accessibility to accommodate the park's increasing visitor numbers.

Tourism Highlights

- June 7th: FCSS senior's day - 30 attendees
- June 9th: 3rd Grade interpretive hike field trip - 41 attendees
- June 13th: Kinder/1st /2nd grade field trip - 62 attendees
- June 17th: Father's Day crafts - 27 attendees
- June 19th 1st-grade field trip - 27 attendees
- June 21st: Indigenous Day celebrations - 250 attendees

Statistics

Total Visitors May: 1678

Total May Revenue: \$10,659.38

* Visitors June (1-26): 2259

* Revenue June (1-26): \$13,888.00

YTD Total Visitors

2020	953
2021	4226
2022	4350
2023	7695

YTD Total Revenue

2020	\$ -
2021	\$22,790.23
2022	\$41,702.40
2023	\$43,452.77

Planning and Development, Manager – Samantha Dyck

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects the Planning & Development Team has worked on this month are:

Governance - Increase staff success. *Provide current staff growth opportunities when appropriate:*

- Manager, Planning & Development, attended Risk Informed Management Training.
- Planning Staff attended Greenview U on Conflict Management.
- Manager, Planning & Development, attending training on eCompliance systems.

Governance – Provide good governance. *Regular communication between Council & Administration:*

Of the Sixteen (16) Development Permit applications received this month, seven (7) had estimated project costs exceeding \$500,000:

D23-099 / SW-7-63-5-W6M / CENOVUS ENERGY INC. / OIL AND GAS FACILITY / \$2,700,000.00 / WARD 8

D23-100 / SE-35-67-7-W6M / PEMBINA GAS INFRASTRUCTURE INC / OIL AND GAS FACILITY EXPANSION, COMPRESSOR 2500 HP / \$15,000,000.00 / WARD 8

D23-101 / NE-28-62-20-W5M / PEMBINA GAS SERVICES LTD / OIL AND GAS FACILITY EXPANSION / \$27,620,000.00 / WARD 2

D23-102 / 12-33-62-5-W6M / WHITECAP ENERGY C/O INTERGRITY LAND INC / COMPRESSOR 440 HP INDUSTRIAL / \$2,700,000.00 / WARD 8

D23-103 / NW-13-62-5-W6M / WHITECAP ENERGY C/O INTERGRITY LAND INC / COMPRESSOR 740 HP / \$1,600,000.00 / WARD 8

D23-105 / SE-18-67-7-W6M / PARAMOUNT RESOURCES LTD / OIL & GAS FACILITY EXPANSION / \$54,648,400.00 / WARD 8

D23-107 / SE-36-64-7-W6M / HARVEST OPERATIONS CORP / DUGOUT / \$2,900,000.00 / WARD 8

Applications received this month include:

Type	Applications
Business Licenses:	1
Development Permits:	16
Land Use Amendments:	0
Subdivisions:	0
Approaches:	2

Governance – Provide good governance. *Identify ways for Council and Administration to participate in community engagement:*

- Hosted Workshops in Ridgevalley and DeBolt to gather information for the Area Structure Plans.
- Staff attended Ratepayer BBQs in Grovedale and Valleyview.

Governance – Provide quality municipal services. *Provide consistent levels of service:*

GIS Technician, Manthan Chauhan, provided maps for the Sweathouse Fire and evacuation area.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Community Services

Submitted by: Michelle Honeyman, Director

Date: 7/11/2023

Director of Community Services, Michelle Honeyman

Economy-Goal 2-Create a diverse economy.

The initial implementation stage of the Grant Portal Program is complete. Administration is working on Phase One of the project. Administration is preparing to pilot selected grant applicants through the program for the October Grant process.

The Sunset House Cemetery ground penetrating radar project was completed on June 20th. Administration will receive the reports in the coming weeks.

The commencement of the surveying project on the five (5) Greenview-owned cemeteries started in June with Helix Survey Ltd. Project completion is anticipated for the middle of July.

Governance-Goal 4-Provide good governance.

Meetings were held with the Little Smoky Community Hall and the Sunset House Community Hall Committees to collaboratively prioritize the facility assessments. Administration anticipates having all meetings completed by early fall and will then present the priorities identified by the groups to Council.

Administration attended and assisted with RMA who facilitated a meeting regarding Additional Named Insured (ANI) to ANI Insurance members within Greenview. Presentations were also made by local RCMP and Peace Officers.

Culture, Social & Emergency Services-Goal 2-Enhance communication to our public.

Suncrest Signs is awaiting some material for the new community boards in Sweathouse and New Fish Creek, once received facility maintenance will pick up the supplies and will have the new boards installed.

An agreement with the Grande Cache Institution was completed that will allow for a supervised work crew to assist the MD with specific projects in the Hamlet of Grande Cache. The program is offered for site-

specific projects that do not involve community interaction but allow work to be done by supervised participants in small groups. This is the return of a previously run program in the Hamlet that sees a benefit to the community for no cost to the MD.

Agricultural Services Manager, Sheila Kaus

Culture, Social & Emergency Services

The Valleyview Agricultural Society was one of the clients of the Greenview shelterbelt program and the department provided assistance with planting the seedlings purchased, donated an additional 30 seedlings, provided weed suppression mats made of hemp fibre, as well as tomato cages to protect the seedlings from being mowed. This was done to increase the likelihood of their planting project succeeding.

Administration has received approval from Alberta Forestry, Tourism and Parks to formally inspect 43 kilometers of trails in the Willmore Wilderness Area. Inspections are still slated to take place on July 9th-11th.

Beautification continues working on clean-up following the snow and heavy rain, both with fallen trees/branches as well as turf repairs that sunk with the heavy rainfall. The team has done some rearranging of the flower barrels for the welcome signs and downtown area around Rocky the Ram and the Mall Parks. Over the heat experienced in May and June, it became apparent that the hanging flower baskets were being impacted. The baskets are being watered daily, but the warm weather we have been having coupled with the black plastic baskets magnifying heat impacts has led to plant material loss, similar to those experienced in the heat of 2021. 16 hanging baskets made of different materials have been sourced for the most heavily impacted areas this season, with a permanent change to a different basket anticipated for 2024. It is anticipated the 16 replacement baskets will be in place by July 4th.

The crew has prepped locations scheduled for turf repairs this season. The seed has been purchased and picked up, with placement starting June 15th and continuing on until all areas have been completed. All newly seeded areas will be added to the daily watering regimen. Plant material will be purchased for the Labyrinth park planters and the Campground office planters and will be put in starting next week. These areas will be added to the daily watering schedule. Grass Cutting is proceeding on schedule now that the team can get into some areas that were too wet to mow. Weed inspections are taking place in the industrial area of Grande Cache and spraying will follow on Greenview properties starting with the areas of biggest concern. The weed pressures within the hamlet are much reduced from previous years.

Economy

Administration is reaching out to industry to have them submit their weed control plans with GIS layers. This will assist the department in Green Zone inspections and assignments for seasonal staff. The department will be providing GIS data to Alberta Transportation to facilitate in control of infestations the department has been concerned about in a timely manner. Alberta Transportation has secured a contractor for weed control along Highway 43 for the 2023 season.

Weed inspections in Greenview and roadside control work are well underway. To date, 470 active infestations have been updated. Rotational Roadside Control has completed over 800 km of control work to June 29th. Pest notice inspections are completed, and Administration is happy to report 100% compliance with active notices. Another large producer contacted Administration regarding the purchase of herbicide for control of Tall Buttercup. Staff are excited at this development, seeing it as a step forward in the community towards control. This marks the highest rate of uptake of the program to date, with over 600 acres of control having been completed and over 50% of the allotted program budget having been successfully allocated. To bolster

this effort, assistance has been provided to participants to ensure the proper rate of application is occurring, increasing the effectiveness of the control.

The sprayer calibration workshops were hosted with solid attendance. Increasingly, ratepayers have been reaching out to Agricultural Services for assistance related to weed control efforts.

Problem Wildlife Work Orders

File Status	Beaver- MD	Beaver- Ratepayer	Customer Service	Predation	Totals
In Queue	-	-	-	-	
Open	1	8	1	3	13
Closed	19	8	17	21	65
TOTALS	20	16	18	24	78

On June 16th, permission to blast was received from the Regional Fire Chief. In response, 5 locations were blasted on June 20th in the DeBolt area. To date, 109 problem beavers have been controlled.

Incidents of predation have been reported, with one Greenview reserve seeking permission for an out-of-season damage control license. Staff are working through the permissions required to assist the reserve, which has lost 2 calves up to June 19th. These permissions will result in an out-of-season damage control license for the control of wolf predation on the grazing reserve, realizing a long-held goal of the Greenview Agricultural Service Board. The team is working diligently with local Fish and Wildlife authorities to ensure that jurisdictional boundaries are clear, with a meeting anticipated on June 27th to clearly delineate communication.

A meeting occurred with Alberta Transportation MCI for Highway 43 to discuss a roadkill dump site adjacent to ranching operations. After investigation, it was determined by Problem Wildlife that this location has provided easy winter meals to predators, increasing predation pressure on adjacent livestock producers herds. It is hoped the meeting will lead to a collaborative solution that may address some of these localized pressures in the future.

Veterinary Services Incorporated (VSI) encourages livestock producers to access veterinary care and maintain herd health, protecting the economic viability of their livestock operation.

VSI Quarterly Reports and Service Breakdown – 2023

First quarter VSI totals have been received. There was a 30.01% increase in claims over the first quarter of 2022. While the increase year-over-year was noted by Council, this is suspected to be from strong culled cow prices driving pregnancy checking higher than is typical in the first quarter.

	# Services	2023	2022	+/- (%)	2021
Total 1 st Quarter	80	\$22,540.38	\$17,268.52	+30.01%	\$19,269.77
Total 2 nd Quarter			\$33,563.50		\$33,953.33
Total 3 rd Quarter			\$6,361.23		\$ 8,382.80
Total 4 th Quarter			\$41,106.15		\$40,995.55
2023 Claims		\$22,540.38	\$98,299.40		\$102,601.45

Preg Checks: 2232
Semen Testing: 136
C-Sections: 10

The Agricultural Equipment Rental Program contributes to the economic viability of agricultural producers by providing equipment for rent that is cost-prohibitive to purchase when measured against the frequency of use. Rental Equipment stands at 390 rental days up to June 29th, 2023. While this total is trending significantly higher than typical, it is due to the heavy usage of scare cannons to deter elk from feed stacks.

The Greenview BBQ has been returned with a comprehensive user manual to reduce the likelihood of a similar incident in the future.

Environment

Shelterbelt trees were handed out for the second year, with over 7,000 seedlings being sold. Participants are anxious to order trees for next season, with a high degree of satisfaction being expressed by those purchasing trees.

Protective Services Manager, Wayne Brown

Culture, Social & Emergency Services

Wildfires Update: (current at the time of the report submission)

GREENVIEW ACTIVE WILDFIRES:			
FIRE	STATUS	SIZE (HA)	COMMENTS
GRANDE PRAIRIE FOREST AREA			
GWF017 - Sturgeon Lake Complex	Under Control	5,478	Monitoring – no visible smoke/puffers seen during a recent flyover
GWF023 - Sturgeon Lake Complex	Under Control	3,888	Fire crew patrolling for hotspots
GWF019 - Bald Mountain Fire	Under Control	19,435	Continue reclaiming dozer guard, mop-up, and searching for hot spots.
GWF027 - Eagle Complex	Being Held	54,988	Firefighters, helicopters, and heavy equipment onsite, managed by Whitecourt Forest Area.
GWF039	Being Held	94	Heavy equipment and crews are securing fire perimeter. Dozer guard is around 90% of the fire.
WHITECOURT FOREST AREA			
WWF-023 – Eagle Complex	Being Held	66,437	More than 300 firefighters and support personnel are working on the Eagle Complex
SLAVE LAKE FOREST AREA			
SWF095 – Sweathouse fire	Being Held	8,500	The wildfire has not experienced growth and fire activity remains diminished. Heavy equipment has completed the construction of a fire

			guard around the wildfire; firefighters continue to extinguish ground fires.
EDSON FOREST AREA			
EWFO40 – Wildhay Complex	Being Held	12,073	A high-level aerial heat scan is scheduled, firefighters will be returning to the line to search for and extinguish identified hotspots.

The Evacuation Alert Order issued by the Municipal District of Greenview No. 16 has now been lifted. As well, the structural sprinkler protection installed on Sweathouse houses is in the process of being removed. An informational open house was held for the residents of the Sweathouse area on June 21, 2023. Forestry and Greenview gave an overview of the progression of the wildfire, tactics deployed, the status of the wildfire and an open forum for questions from residents. Additionally, the Greenview Regional Fire Chief presented the Australian Incident Mgmt. Team (IMT) and AB Forestry Officers with a Certificate of Commendation for their leadership and management of this wildfire. (See Photos 1 and 2 below).

On June 26, 2023, the Regional Fire Chief met with industry representatives from the Fox Creek area. They commended Greenview for the use of the Entry Permits and the system implemented that allowed entry into the evacuation zone by industry. Regional Fire Chief and Industry agreed to a debrief session to discuss the wildfire.

Wildfire Response Call Volumes:

May 5 – June 11

GWF017 - Sturgeon Lake Complex, GWF023 - Sturgeon Lake Complex

35 Responses

- Valleyview Fire Department – 20
- STN 31 – DeBolt – 10
- STN 33 – Grande Cache – 5

WWF-023 – Eagle Complex, GWF027 - Eagle Complex (Little Smoky-Fox Creek)

42 Responses

- Fox Creek Fire Department - 24
- STN 31 – DeBolt - 16
- STN 33 – Grande Cache - 2

STN 33 – Grande Cache had 4 firefighters deployed assisting Forestry for 13 days (May 9 - May 23).

GWF019 - Bald Mountain Fire

27 Responses

- STN 32 – Grovedale - 24
- STN 33 – Grande Cache - 3

STN 33 – Grande Cache Deputy Fire Chief was deployed to assist on the Bald Mountain fire and the installation of structural sprinkler protection in the Nose Creek community.

GWF020 - Ridgevalley fire

7 Responses

- STN 31 – DeBolt - 5
- STN 33 – Grande Cache – 2

STN 31 Deputy Fire Chief assisted in the Fox Creek/Sturgeon/Ridgevalley area for 28 days.

SWF095 – Sweathouse fire

4 Responses

- Valleyview Fire Department - 2
- Fox Creek Fire Department - 1
- STN 31 – DeBolt - 1

Grovedale Area GWF022/County of Grande Prairie fire

3 Responses

- STN 32 – Grovedale - 3

During the wildfires fire stations were stood down 4 times.

Administration:

On June 8, 2023, Regional Fire Chief met with FCSS Manager and Coops/Enterprises representative Shirley Haggard to discuss the creation of a Vulnerable Persons Registry for the Coops/Enterprises.

STN 31 Deputy Fire Chief travelled to Sioux Falls, North Dakota, USA on June 11-15 to complete the review and specification process for the Wet-Recue Fire Truck ordered from Safetek-Profire. The review went very well with a minimal increase to the cost of the unit.

On June 13, 2023, Regional Fire Chief met with the County of Grande Prairie Fire Chief to discuss the wildfires affecting both Greenview and the County and the Tri-Partnership Training facility. There has been a change to the size of the structures that will be used, this will delay opening of the facility until spring of 2024.

The 2023 FRIAA Grant process for the Sturgeon Lake Area was completed however due to the wildfires the Regional Fire Chief requested a delay in implementation, this was granted.

Emergency Response Call Volumes:

Regular Emergency Incidents

April 21 – June 27

	STN 31	STN 32	STN 33	FCFD	VVFD
Emergency Response	22	14	22	6	26
Medical Co-Response	10	16	20	2	0

Of the total 90 Emergency Responses:

- 27 - Vegetation/Wildland/Brush Fires
- 6 - Alarm Calls
- 18 - Motor Vehicle Collisions
- 1 - Electrical
- 3 - Citizen Assists
- 6 - Smoke Investigations
- 5 - Structure Fire
- 7 - Vehicle Fires
- 1 -Fuel Spill
- 1 - Mutual Aid
- 1 - Backcountry Rescue

Fire Crews - stood down 13 times for Emergency Responses and 9 times for Medical Co-Responses.

Fire Stations:

STN 31 – DeBolt had a Ridgevalley School kindergarten tour on May 26, 2023.

STN 32-Grovedale had a Penson School kindergarten class visit on the morning of June 14, 2023. 5 Firefighters and 2 Peace officers gave a tour of the Fire Station, showed them the Enforcement cruiser, had a small obstacle course to complete and followed up with a snack and loot bag stuffed with fire prevention items. Very good day. See PHOTO 3.

STN 32 – Grovedale - Deputy Fire Chief attended the Large Prop Boat Operator Course offered by AB Conservation that was held at Pigeon Lake Alberta. This course provided a range of practical skills with one-on-one instruction. Skills like search and rescue, search tactics formations, loading and unloading, operations at high speeds and high-speed formations to list a few. See PHOTO 4



PHOTO 1



PHOTO 2



PHOTO 3



PHOTO 4

Enforcement Manager, George Ferraby

Culture, Social & Emergency Services

June has been a busy month with Enforcement Services. Several ATV patrols were conducted within Grande Cache, Grovedale, and Kakwa Falls Recreation Area. Several people stopped, and most were compliant. No tickets were issued, but 3 warnings were issued overall.

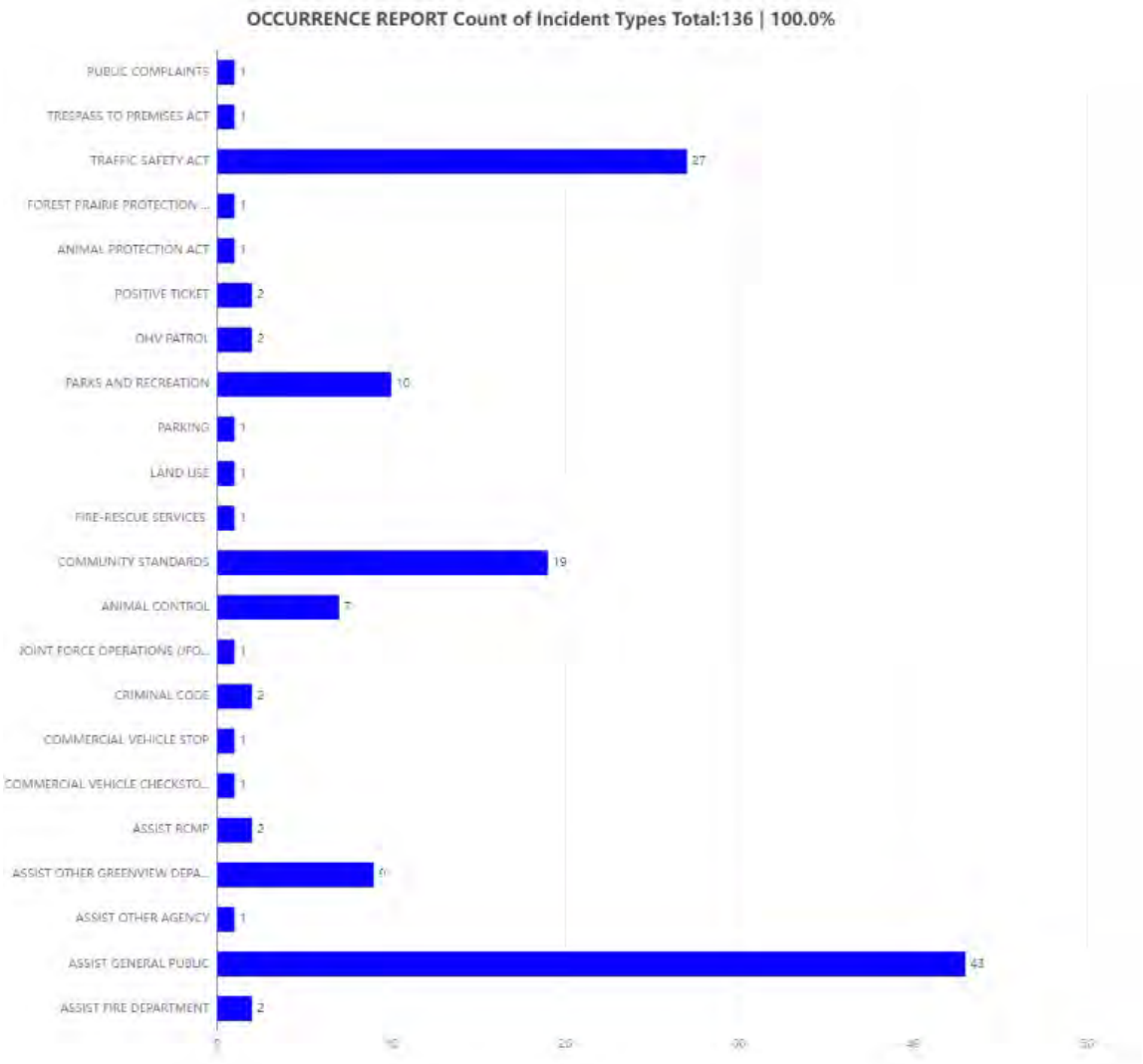
Enforcement Services along with the Grande Prairie Royal Canadian Mounted Police (RCMP) are continuing to conduct weekly joint force operations for speeding in the construction zone just South of the Wapiti River on Hwy 40. Enforcement Services has targeted this area due to the volume of complaints received from construction crews working in the area.

Tenders are out for the outfitting of the two-replacement peace officer patrol vehicles. The 2 replacement vehicles have arrived and are awaiting delivery.

CPO Brenda Tunke is currently taking the Commercial Vehicle Weights and Dimensions Course. After completing this course, she will be fully trained.

From June 1st to June 27th, Enforcement Services attended 136 calls for service including 31 bylaw calls. Officers issued 74 Violation Tickets and issued 62 warnings.

Stats:



Type: All

Ticket Create Date: 2023-06-01 ~ 2023-06-27

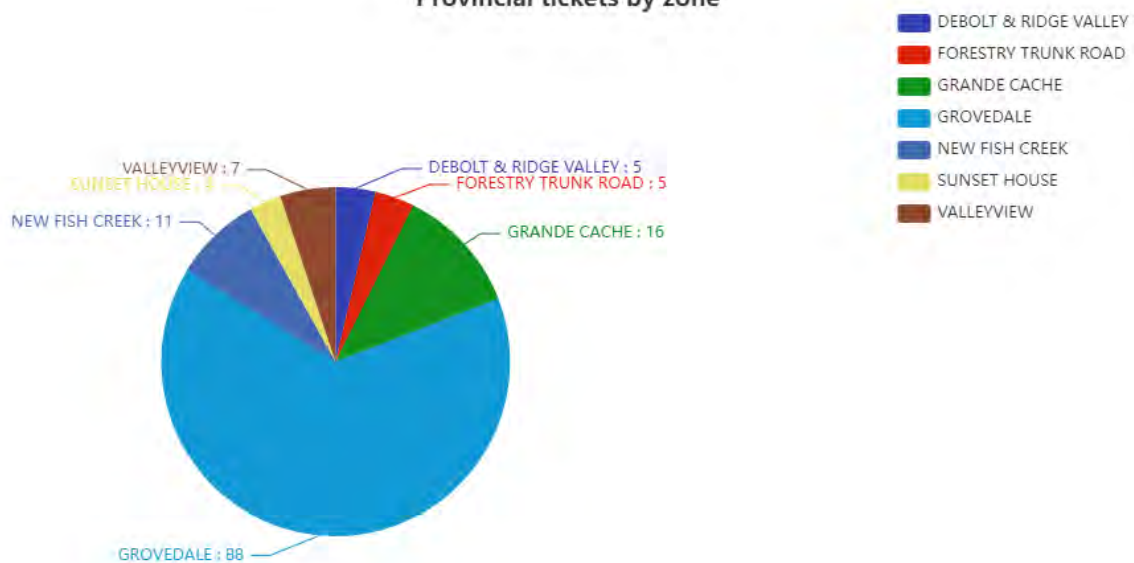
Provincial tickets by type



Type: All

Ticket Create Date: 2023-06-01 ~ 2023-06-27

Provincial tickets by zone



Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford

Governance

In April of 2023, the Province advised that there would be a 5 million dollar increase to the FCSS Program. As a result, the provincial funding provided to all FCSS programs will increase by 4.5%, retroactively to April 1, 2023. Per the FCSS Act and Regulation, the minimum municipal/Metis Settlement contribution will also increase by 4.5%. Before the amendment Green View FCSS received \$387,161.00 per year with a minimum required contribution of \$100,056.92. With the increase, we will receive \$400,227.68 in 2023 (as it is only retroactive until April) and this figure will increase to \$404,583.25 for 2024 and 2025. The municipal minimum contribution will increase to \$101,145.81.

The Community Resource Centers are averaging 175 client visits per week. Employment, technical assistance and legal are the top three reasons for visits. Employment needs include updates to resumes, creation of cover letters, faxing and emailing resumes, and using employment computers for online courses. Although many clients utilize employment resources, they do not always report back once they gain employment. This month one client did come in to thank us for the assistance and reported that due to the services at the resource center, she was able to secure full-time employment in the hospitality industry and has the potential for advancement.

The Wizeguys program running in Grande Cache wrapped up at the end of May. This is the first time Green View Family and Community Support Services has run a school-based program this long in duration (22 weeks). The comprehensive, scaffolded program provides factual information about societal topics like gender role stereotypes, sexual health, media influence, healthy relationships, and bystander behaviour. It has been an exceptional experience and a positive impact is evident when the participants share their views and resulting shift in beliefs. How and why, they would treat someone respectfully in a relationship and honour consent is one powerful example. 7 grade nine boys completed the program, and 4 of them have indicated they want to return next year and will play a mentorship role when the next session begins in September of 2023.

Grade 4 students at Penson School participated in Home Alone Safely, an all-day class, preparing them to be left alone for short periods. This program also provides them with information on online safety, how to handle an emergency, and basic first aid.

Online Safety at Harry Gray Elementary for the grade 5 & 6 students was completed in early June. This program teaches students how to be good digital citizens and how to navigate the web safely.

St Stephens Catholic School requested Relationship and Sexual Health for the grade 7 students. The Relationship and Sexual Education program, completed in June, is a comprehensive sexual education program designed to help students develop the skills needed to make healthy decisions about their sexuality and relationships. The Relationship and Sexual Education program relates to three core domains: 1. Sexual and reproductive health promotion and education; 2. Healthy and respectful relationship education; and 3. Violence prevention.

The SKILLS program was also requested at St. Stephens Catholic School for the grade 8 students. It began on May 3rd, 2023 but had been postponed to June 7, again because of the wildfires and evacuations. SKILLS content includes healthy relationships, consent, contraception, media literacy, and the effects of pornography on the brain.

Seniors' week events took place in May and an Older Adult Information Day was held by Green View FCSS in Grande Cache where 18 people attended. The most popular sessions were Cannabis 101 and Sexual Safety. In Valleyview, Green View FCSS supported the BBQ at the Red Willow Lodge for Seniors Week and will host an Older Adult Information Day in September.

The Home Support Program gained 10 new clients in the past two months in Grande Cache. While some of the new clients were referrals from Alberta Health Services Home Care, others heard about the program from existing clients of the program. There are currently 50 Home Support clients in Grande Cache- 33 residing in the hamlet, and 17 in the Coops and Enterprises. This is in addition to the 82 clients in Valleyview and area, for a grand total of 132 home support clients. In the Valleyview area, 28 are Town residents and 54 MD residents.

Annual reporting for the Meadows to Mountains Homeless Prevention Project was completed. For the 2022/23 fiscal year \$5400.00 has been expended to assist individuals and families. Since the start (October 2019) of the Rural Development Network grant, \$46 000.00 has been provided to keep families and individuals homed. Thirteen families and seventeen individuals for a total of 60 unique individuals have remained homed as a result of this additional grant funding. When accessing the program clients are required to develop, with support from Green View FCSS staff, a personal success plan that creates a checklist of items for completion that change the trajectory of the client's path. The support provided during intake and follow-up provided after monies have been accessed are major reasons why all clients of this program have remained homed.

The Community Activity Fee Funding program currently has 36 active clients. Clients receive a 10-punch Recreation Centre pass, the pass can be used for public swimming, public skating, and the fitness center. Referred by medical or mental health professionals, the passes are part of a clients' larger preventive treatment plan for trauma, addiction recovery or mental health.

The Green View FCSS Board met on June 21. At this regularly scheduled meeting, the Program Manager from Northern Gateway Public School Division spoke about the role of the Mental Wellness Coaches employed at Oscar Adolphson Elementary School, Harry Gray, and Hillside High School in Valleyview. The Board had an opportunity to learn more information about the role of the coaches, collaboration opportunities and the importance of non-duplication of services.

Culture, Social & Emergency Services

On June 9, the Sweathouse area was evacuated due to wildfires, and 17 residents registered as evacuees. Of the 17 individuals who registered, 3 families (7 individuals) required hotel accommodation for 2 nights. These residents were able to return home on June 12. In small evacuations, the reception center is typically set up directly in the hotel lobby.

Administration is in the process of revising registration forms, updating the various Emergency Social Service Kits (ESS), and developing guidelines in conjunction with finance to determine reasonable daily allowances evacuees may be eligible for if they did not stay in hotels or accessed meals with wristbands. An initial meeting to implement of vulnerable person registry (VPR) pilot in the Coop and Enterprises was held in June. This voluntary registry simply provides a list of residents who may require extra time or accommodations in the case of an evacuation.

Recreation Services Manager, Kevin Gramm

Administration met with J.R.Paine & Associates to conduct a preliminary walk-through and assessment of the Grande Cache Recreation Centre arena pad assessment. Project commencement is scheduled for July 10th, 2023 with wrap-up and repairs to be completed within a 2-week period of the start date. Capital Project RE23002 calls for the 2023 study to be conducted ahead of future project considerations for the replacement of the original arena pad and boards at the Grande Cache Recreation Centre.

Administration will be rescheduling project meetings for the Greenview Regional Multiplex – audio deficiencies upgrades, project RE23016 due to the contractor cancellations during the Greenview and region fire efforts and evacuations.

Administration has received a report from Arrow Engineering, the original company involved in the construction of the Greenview Regional Multiplex. Arrow was approached due to the familiarity with the facility and design drawings for a review of the proposed active air conditioning equipment to be added to the GRM facility roof over the fieldhouse. Project RE23017, however, has begun to move forward again and Administration will be reporting on the next step findings in the month of July.

Recreation Administration in Grande Cache is excited to report 2 new additions to the Grande Cache Recreation Board to fill current vacancies on the Board. Upcoming discussions with Board members is to have a trip planned to the GRM and Fox Creek facility to view fieldhouse designs and best practices to assist with Capital Project RE21007 which recently went out for Request for Proposal.

Administration in Community Services met with Federal representatives of the Grande Cache Institution to sign a memorandum of agreement between Greenview and the Federal Justice Department for providing joint project work utilizing federal inmates on escorted temporary absences to perform fieldwork projects as part of their community initiatives program. Administration in Recreation Services will be compiling a project list to provide resource planning with the Grande Cache Institution.

The Grande Cache Recreation Board held their 3rd meeting at the Grande Cache Recreation Centre, on June 14th 2023. Topics of discussion were formalizing terms of reference, resource building and vacancies on the board. The next meeting is temporarily scheduled for July 26th, 2023.

Recent heavy rainfall in Grande Cache has brought forward some ongoing concerns with water leaks in the Arena at the Grande Cache Recreation Centre. Roof replacements completed in 2018 on the centre have led to ongoing conditions with the project that was completed. Various locations under rainfall allow moisture to enter the facility. Genron Roofing and Garland Canada have a 20-year contract in place to replace or repair any warranty issues. Administration has informed these companies that the warranty repair needs to be conducted immediately.

The Greenview Regional Multiplex in partnership with other organizations hosted a senior's BBQ at the GRM in support of local seniors. The event was well attended on Sunday, June 4th, 2023, with an estimated participant amount of 260 attendees through the door.

Administration in Recreation at the Grande Cache Recreation Centre hosted a GCRC Facility mandatory tour for the purpose of information gathering, introduction and information session. The current Request for Proposal listed on APC is to receive comprehensive Mechanical and Maintenance Support proposals on the facility.

Governance – GOAL 2: Provide quality municipal services.

Grande Cache Recreation Centre Monthly Usage May 1 – 31 2023

<u>AGE GROUPS</u>	<u>POOL USAGE</u>	<u>FITNESS CENTRE</u>	<u>ARENA USAGE (SHINNY & PUBLIC)</u>	<u>FITNESS CLASSES</u>	<u>CHILD & YOUTH PROGRAMMING</u>
CHILDREN (0-12)	404	0	0	52	0
YOUTH (13-17)	99	31	0	86	66
ADULT (18+)	534	823	0	123	0
SENIOR (60-69)	91	103	0	103	0
SENIOR (70+)	20	51	0	150	0
<u>COMMUNITY BUS SERVICE</u>		<u>GRANDE PRAIRIE</u>	<u>HINTON</u>	<u>GRANDE CACHE</u>	<u>DAYS OFFERED</u>
PASSENGERS PER MONTH		31	2	136	11
<u>FACILITY USAGE STATISTICS</u>		<u>AQUATICS POOL</u>	<u>ARENA</u>	<u>ROOMS</u>	<u>POOL LESSONS</u>
		228 HOURS PUBLIC OFFERINGS	1 HOURS PUBLIC & PRIVATE OFFERINGS	24 HOURS PRIVATE RENTALS	703 K – 3 SCHOOL LESSONS

Grande Cache Programs and Activities including Aquatics:

The Grande Cache Recreation Centre Programs and Fitness Department would like to send out a huge thank you to the community members who generously volunteered their time at the community cleanup event that was held on Thursday, June 8 from 5:00-7:00 pm to help clean up our neighbourhood. We had just over 20 people help and participate! Cst. Sovdi kicked off the event with a safety talk, and volunteers were given gloves, bags, and water before heading out to designated areas, such as behind Condo Row and other streets and back lanes. Thanks to their hard work, Environmental Services was able to collect 210 kilograms (443 pounds) of garbage in 2 hours! We also want to extend a special thanks to the Grande Cache Fire Services Station #33 who volunteered to BBQ for everyone.

Program	Days Offered	Attendance (registered)
Surprise Outdoor Adventure	May 2 2023	5 (6)
Swimtastic Wednesday	May 3 2023	4 (4)
Nature Boat	May 4 2023	3 (3)
Flowerpot Painting	May 9 2023	4 (4)
Glass Gem Sun Catcher	May 16 2023	8 (8)
Swimtastic Wednesday	May 17 2023	5 (5)
Pretty Fly for a Cacti	May 18 2023	7 (7)
All About Bubbles	May 23 2023	6 (6)
Swimtastic Wednesday	May 24 2023	6 (6)
Nature Fort Building	May 25 2023	7 (9)
Petal Potions	May 30 2023	7 (8)
Swimtastic Wednesday	May 31 2023	4 (4)
Surprise Outdoor Adventure	May 2 2023	5 (6)
Swimtastic Wednesday	May 3 2023	4 (4)
Angry Birds Afterschool Program	June 6 ,2023	8 (9)
Beach Ball Baseball Afterschool Program	June 7, 2023	3 (5)
Grande Cache Community Cleanup Event	June 8, 2023	20 people attended
DIY Lemonade Stand Afterschool Program	June 13, 2023	16 (16)
Bug Scavenger Hunt Afterschool Program	June 14, 2023	8 (9)
Summer Program Kick Off Fair Event	June 15, 2023	Around 150 attended
Sidewalk Art Afterschool Program	June 20, 2023	7 (10)
Spa Party Afterschool Program	June 21, 2023	10 (10)

Summer Kick-off Fair Event!

- The summer kick off fair was held at the Grande Cache Recreation Centre in MPR #2 the programs room from 4:30 -6:30 pm on Thursday, June 15. Dairy Queen donated ALL the kids' cones and Home Hardware for all the bags for our event!!! The following had a table at our event: Library, Tourism, FCSS, Recreation Centre programs and aquatics, BEST, Kids Sport, and Elk Ridge. We had Susan with

her drumming again which was held in the old lobby area right outside MPR #2 Programs room. We also had 3 youth volunteers from the Youth Action Club help with our registration table! A summer calendar was made by Krista from the Communications department that was handed out during this event with all the programs and events being offered throughout the summer and the calendar was a huge hit with parents. We had a basket filled with summer items as a prize to be won! Everyone that has partnered up for this event is donating an item or two for this. We had around 150 attended this year which is double from last year!!!

- Everyone that booked a table for the fair had a display, information on what they are providing for the summer, how to register for their programs and giveaways if they chose to! The following organizations are the ones that have partnered up to make this event happen: Grande Cache Recreation Centre programs department, Grande Cache aquatics department, Grande Cache FCSS, Grande Cache Tourism Centre, BEST, Youth Connections, and Grande Cache Municipal Library.

Fitness & Aquatics

- Indoor Walking and Pickleball are indoor fitness options we offer to help people with the heat and smoke challenges we are experiencing in our town.
- Strollin' Rollers we have a couple of new moms that come and walk with us.
- Grande Grind is always fun! Meeting new people and watching their expressions as we show off some of the 'Grande Cache Beauty'.
- Aquafit/Lane Swim, what can I say... it is social and full of energy!!! Lunch Swim is a refreshing option for people to get their exercise in for the day while they get an escape from the heat.
- The Stretch class is seeing a few new people. The Vinyasa and Restorative Yoga classes are relaxing and challenging all in one Dance classes for youth and adults are practising for the Canada Day parade. Morning Spin and Spin have a few cardio junkies that are... fun to ride with.
- May 8 there was an Osteoporosis and Bone Health presentation that provided lots of information for the attendees.
- School Swim lessons are wrapped up for the 2022-23 year we had every grade from Kindergarten to grade six in all schools including Sheldon Coates, Summitview and Susa Creek attend a 10-lesson set taught by swim lesson instructors.
- Drowning is the second leading cause of injury-related death for Canadian children. Every year almost 60 children drown in Canada. This is equal to more than two classrooms full of children. Evidence shows that a range of interventions are effective at preventing drowning among others, these include teaching school-age children basic swimming, water safety and safe rescue skills.
- School Swim lessons are an affordable way for schools to give students a meaningful swimming experience and provide them with essential water survival skills. The lesson keeps students engaged, moving and having fun and increases their physical literacy. The program is appropriate for all ages and skill levels. Anybody can learn. For some children participating in School Swim lessons will be their first step to being safe around water. There is clear evidence that survival swimming skills decrease drowning, promote active citizens and decrease health costs.

- The Grande Cache Otters Swim Club wrapped up their long course season this month.

Greenview Regional Multiplex Monthly Usage May 1st – 31st 2023

Age	Aquatic Centre	Fitness Centre	Fieldhouse	Walking Track	Indoor Play Centre	Total
Under 3	33	0	1	3	21	58
Child	163	0	122	0	45	330
Youth	78	76	145	11	0	310
Adult	319	716	94	29	0	1158
Senior	89	18	3	15	0	125
Super Senior	99	55	1	56	0	211
Total	781	865	366	114	66	2192

Average Daily Usage

Age	Aquatic Centre	Fitness Centre	Fieldhouse	Walking Track	Indoor Play Centre	Total
Under 3	2	0	0	0	1	3
Child	8	0	6	0	2	16
Youth	4	4	7	1	0	15
Adult	15	34	4	1	0	55
Senior	4	1	0	1	0	6
Super Senior	5	3	0	3	0	10
Total	37	41	17	12	3	111

Facility Rentals

Aquatic Centre	Party Room	Fieldhouse	Boardroom	Kitchen & Bar	Wibit	Total
4	2	4	5	1	1	17

Current Active Memberships as at May 31st

Membership Name	Members
Corporate - Adult	308
Family Pass	171
Child (3-12 Years)	73
Corporate - Child (3-12)	41
Corporate - Family	192
Super Senior (70+)	102
Family - Additional Child (3-12)	16
Senior Pass (60-69)	71
Adult	333
Corporate - Youth (13-17)	25
Corporate Senior (60-69)	30
Youth (13-17 Years)	57
Toonie Track Punch Pass	8
Total	1427

- W.E. Greer conducted a tour of the facility, focusing on cleaning the aquatics area. During their visit, they also provided guidance on commercial kitchen supplies and fieldhouse floor cleaning.
- Babysitting course had 4 participants and we now have three newly certified instructors.
- School swimming lessons
 - Makeup days scheduled for June due to wildfire evacuations
 - Oscar Adolphson School
 - Homeschool Students
- Water Works fitness class – an average of 13 participants per class.

Bather Count Averages:

- Saturday/Sunday public swim times from 2:00-7:00 pm were slower than average this month
- 6:00-8:00 am Lane swim average of 4-10 people
- 9:00-11:00 am Senior and Parent & Tot swim an average of 15-25 people
- 3:00-7:00 pm weekdays we see an average of 12-30 people including the swim club
- 8:00-9:00 pm Adult and Youth swims average around 10 people

Program	Participant Registration
Homeschool Gym Class, Ages 5 +, Wednesdays	10
Fundamental Afterschool Programming, Ages 5-12yrs Monday-Thursday	9
Superhero Camp	11
Ages & Stages (Postponed)	-
Stay & Play Program	6
Childmind	15

Governance – GOAL 3: Improve inter-municipal government relations.

- Tourism and Commercial Recreation Lease conversions have been completed by the Province of Alberta for Grovedale Fish Pond, Johnson Park, Swan Lake, and Moody's Crossing. These updated dispositions will not expire until 2083. The only outstanding conversion from the initial batch is the Grande Cache Golf Course disposition.
- McElhanney Ltd is beginning engagement with Weyerhaeuser Company regarding the Kakwa Trail project on behalf of Greenview.
- The beginning of the camping season has shown unprecedented low numbers across Greenview campgrounds. This is likely a direct result of the wildfire emergencies that took place throughout May.
- Administration is in the process of developing the sublease agreement for Fireman's Pit to bring back to Council as directed.
- Administration has not received any further direction from the Province of Alberta on how to proceed with the consultation process for the Victor Lake Boat Launch project. Another request prompting information has been sent.

- Administration met with the Little Smoky Community Centre Board in June to discuss plans for the ball diamond project. A presentation will come to Council in July to discuss plans for the site and request Council approval.
- Administration met with a representative of the Smoky River Nordic Ski Club and will be working with them to conceptualize long-term plans for the Club to present to Council for consideration. This project will be worked on jointly between Recreation Administration and the Community Services Coordinators.
- Moody's Crossing, Little Smoky Riverbend Park and Smoky Sunset Landing were all closed temporarily due to flood risk in late June. Little Smoky Riverbend Park was the only site that resulted in significant flooding. Only minor cleanup was required, including silt removal and a small amount of gravel replacement.
- Recreation Administration is working with the Procurement Officer to establish a plan to obtain a contractor to operate the concession in the Greenview Regional Multiplex. The goal is to have the concession occupied by early fall if suitable proposals are received.

The following graphics show outdoor recreation site usage during May.



- The following outlines outdoor recreation's summer camp schedule:
 - July 4th – 6th: Outdoor Survival Camp with Nature Alive for youth aged 9 – 12 at Johnson Park
 - July 10th: Outdoor Survival Camp with Greenview Search and Rescue for youth aged 5 – 8 at Johnson Park
 - July 18th – July 20th: Outdoor Survival Camp with Nature Alive for youth aged 9 – 12 at Grande Cache Lake
 - July 21st: Ladies Only Outdoor Survival Camp with Nature Alive for ages 9+ at Grande Cache Lake
 - August 1st – August 3rd: Outdoor Survival Camp with Nature Alive for youth aged 9 – 12 at Swan Lake
 - August 8th – August 10th: August 3rd: Outdoor Survival Camp with Nature Alive for youth aged 9 – 12 at Grovedale Fish Pond



Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

Date: 7/11/2023

Director Corporate Services – Ed Kaemingh

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** – *Increase Staff Success*

Human Resources facilitated Risk Informed Management training for all Managers and Supervisors in the organization, this one-day course was delivered by an external party and focussed on mitigating human resource risks utilizing management best practices and was well received.

Health and Safety presented a collaborative discussion to Managers on improving our score for contract management for the next safety audit.

I attended the Greenview U conflict management training and continued with regular staff development and one on one meetings throughout the month.

- **Economy** – *Monitor and maintain capital spending and operation fiscal responsibility:*

I attended many of the chart accounts workshops with various departments this month, its great to see the level of support and collaboration throughout the organization to work on this.

The Audit RFP was finalized, and a selection made pending Council approval, this was a team effort including members of Senior Leadership team as part of the selection process.

Finance continues to work on fire related costs, my role specifically continues to be busy dealing with these issues. We met with Forestry in Grande Prairie to discuss some specific items related to volunteer firefighter and payment standards, including processes and guidelines.

Finance & Administration, Manager – Cara Garrett

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Economy** - *Monitor and maintain capital spending and operational fiscal responsibility:*

Finance continues to support the wildfires. As many of the grant programs that Greenview expects to see as a result of the wildfires have not been identified, this includes gathering a wide range of information to make future submissions easier and creating working papers that will be needed for audit. The work on this is expected to carry well into the fall.

Non-residential taxes are due June 30, 2023. This year the new requirement from the Province of Alberta for payment of taxes for license renewals has added an additional element to the payments and lead to Finance bringing forward the Tax Arrears Payment Plan bylaw. This represents a significant percentage of annual revenue for Greenview and covers a large portion of the operational expenses for the year and investing. At a workshop put on by Wood Gundy, there was a focus on investment policy and matching liquidity needs. Finance will be using this, and other, information in Q3 work on policy and processes to better align the timing or tax receipts with Greenview's liquidity, investing and debt needs.

The Accounts Payable statistics are unavailable at the time of this report, and will be updated in July, along with further information on the receipt of non-residential taxes.

Financial Reporting, Manager – Marley Hanrahan

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** – *Incorporate staff succession planning:*

Recruitment is underway for the vacant General Accountant position. Applicants were screened and interviews were conducted. We are hosting a second round of interviews early next month and it's hoped this position will be staffed in July and the team will be back to full capacity.

- **Economy** - *Monitor and maintain capital spending and operation fiscal responsibility:*

Several tasks were worked on this month including completing May month end close and reporting, the phase 2 evaluations for the Audit RFP, reviewing year to date transactions for any required adjustments in preparation for Q2 close, preparation and review of any required journal entries, and providing departmental support where necessary.

The 2024 budget documents and timeline were reviewed and updated in preparation of the kick off with the Management team this month. Budget 2024 will be similar in process to last year with the Finance Business Partners providing whatever support is requested from the departments. We wanted to give the Departments a

sufficient amount of time to be able to develop their 2024 budgets and we were able to kickoff this year's budget 7 weeks earlier than last year.

Work continued on the chart of accounts refresh project by hosting Department workshops to develop the department and program/activity segment. This is collaborative work with each department to ensure the new structure will meet their needs for managerial reporting, legislative requirements, or strategic plan/KPI reporting. These workshops will wrap up in July.

Asset Management Officer – Jamie Hallett

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** – *Establish levels of service:*

Risk – Liability:

The first in several years, the Additional Named Insured (ANI) annual meeting occurred in DeBolt at the Public Services Building. Well attended and had four council members participate in the meeting. We had the Local RCMP start us off with their review of activities in the area; then Greenview's Community Police Officers (CPO) provided information and the highlights of the positive tickets program. We then had RMA provide information to the attendees from how they work with municipalities and how the ANI program is working here in Greenview. RMA and I then presented the NEW IRC event insurance program to the groups. Great discussion and questions from all. We then discussed Insurance and asset management from a Greenview perspective. Number of questions occurred and mostly on aiding the groups in paperwork accuracy and if there are issues with any of the groups. We then closed off with Community coordinator help for the group and new granting prospects and system changes. There is training follow up happening in the next coming month on the new event insurance and making the insurance renewal become on time for 2023-24. We have one completely new ANI going here in June, and we look to have all paperwork in for three more ANI's, in July. I will be working with them on process.

The review of updated schedules for 2023-24 insured assets have been started. We have noticed a cost increase from previous years; however, the list of assets has also increased. It was noticed from previous years that we had been under insured and not had insurance in the right categories.

- **Economy** – *Adopt an asset management plan:*

Asset Management Advisory Committee (AMAC) meeting occurred on June 23 in Valleyview and was well attended from a multitude of departments. Discussion on Asset Retirement Obligations was first up. Training for the group, along with materials to aid in the committee goal to create recommendations for all the current and future ARO's. There was great discussion on this, next meeting will be getting into the more technical side of ARO's. Next was the new project from MRF, this company has been contracted to video all Greenview roads and associated assets. The letter that was provided to MRF from Greenview's communication department was discussed and was consensus that this will be good for future asset capture of these type of Greenview assets. Last on the agenda was the new Disposal/Surplus of lands and assets. Good debate and members gave their input on the policy and was endorsed to move on to the Policy Review Committee (PRC).

Software project is moving along with good input from the departments. We have departments creating workflows within the software applicable to their area. A number of inspections and workorders have occurred and the system has been working well. A few tweaks here and there and some process changes will have the software improving efficiencies on productivity.

Assembly of the first asset management plan for Greenview is under way. The category is Cemeteries. This will have a snapshot of past, present, and future needs for this category according to Greenviews need and the Acts requirement. As we maybe adding additional cemeteries in the future, this will state for a snapshot in 2023. Presentation of the draft is plan for last council meeting in Sept.

Information Systems, Manager – Peter Stoodley

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** – *Establish levels of service:*

Since the delay due to wildfires, the Nutanix failover testing team is back preparing for another date. There is no ETA yet due to schedule conflicts.

Information Systems has met with another with Cyber Security company to determine which would better serve Greenview. Information Systems is also investigating the use of cyber security campaign to help staff better understand how bad actors can deceive staff via emails. This is completed by sending out emails to staff to better understand how they react to malicious emails. This is not used to get staff in trouble but to educate staff.

Information Systems has compiled a report which provides stats on blocked email due to Greenview's cyber security measures to protect staff email accounts and the organization. These stats are from May 27 to June 27, 2023.

Quantity	Type
17	Malware Blocked
1,565	Phishing Inbound Blocked
28,435	Microsoft Edge added security
2,559	Spam Blocked

- **Economy** – *Monitor and maintain capital spending and operational fiscal responsibility:*

Greenview leases 72 printers and every three years are upgraded. To reduce cost without compromising workflow to all staff, printers which are not used much are renewed for another three years with a reduction in monthly cost to those printers. Leasing costs for those printers are reduced by 50 percent. Fifteen workroom printers (Toshibas) are not included. Service and support are not affected by this change.

Legislative Services Officer – Sarah Sebo

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** - *Ensure our policies address changing and growing community needs:*

On June 13th, the following bylaws were passed by Council.

- Bylaw 23-946 Schedule of Fees Amendment. This bylaw adjusted recreation fees and added additional Community Services and Economic Development fees.

On June 27th, the following bylaws were passed by Council.

- Bylaw 23-947 Tax Arrears Payment Plan. This bylaw allows businesses and residents to enter into a payment plan with Greenview to pay back their back taxes in installments.

Policy Review Committee was held on June 14, 2023. The Committee reviewed the following policies.

- Policy 3009 Ice Cover Work Operations. This policy was proposed to the committee to move from a Council policy to a safe work procedure. The purpose of an Ice Cover Work Operations safe work procedure is to specify standards for acceptable safety practices for Greenview staff and Contractors engaged in operations on Ice Covers.
- Policy 2501 Personal Protective Equipment. This policy aims to ensure the proper use and selection of Personal Protective Equipment (PPE) provides an additional degree of protection against harm or injury in the workplace; therefore, its importance must not be underestimated. PPE is intended to be used in conjunction with, and never to the exclusion of, other safe workplace practices.
- Policy 02-113 Safety Rules and Disciplinary Action. This policy was recommended to become an internal administrative policy. This policy aims to outline the general safety rules and disciplinary guidelines for Greenview employees to review and follow to minimize occupational hazards.
- Policy 2500 Corporate Health and Safety. Greenview supports a safe and healthy working environment. The purpose of this policy is to ensure everyone is aware of the Health and Safety Commitment from Greenview.
- Policy 2003 Disclosure of Wrongdoing and Reprisal Protection. The purpose of this policy is to: A) Facilitate the disclosure and investigation of significant and serious matters in or relating to Greenview's operations, employees, Councillors, members of any Council committee, and contractors or service providers carrying out work on behalf of the Greenview, that an employee believes may be unlawful, dangerous to the public, or injurious to the public interest; B) Protect employees who make disclosures; C) Manage, investigate and make recommendations respecting disclosures of alleged wrongdoing and reprisals; D) Promote public confidence in the administration of or service provided by the Greenview; and E) Any other purpose prescribed in this policy.
- Policy 7500 Economic Development Grant for Beautification. Greenview is committed to supporting small businesses and entrepreneurs in our communities. Greenview aims to advance our local economic goals by encouraging pride in the success and potential of our local businesses by implementing a Beautification Grant.

- Policy 6009 Patios on Public Property. The purpose of this policy is to define the licensing process, set guidelines and procedures, and outline the roles and responsibilities of business owners and those reviewing applications.
- Policy 9000 Contract Management. This policy is to establish contract guidelines and controls for Greenview that enhance access, competition, fairness, and results in the best value, or if appropriate, the optimal balance of overall benefits for Greenview.
- Policy 9002 Expenditure Officer. To establish procurement and purchasing guidelines and controls for Greenview in soliciting goods, services, construction, or intellectual property while ensuring maximum economic, efficient, and effective outcomes for the organization and ratepayers.
- Policy 1040 Appointment to Boards and Committees. To establish an expenditure officer policy that provides guidelines and controls for Greenview Administration when they commit to purchasing services, goods, construction, or intellectual property to ensure fiscal responsibility and accountability of Greenview funds.
- Policy 1015 Council Conference and Professional Development. To establish eligibility criteria and guidelines for public and Council appointments to Greenview Boards and Committees and to ensure a consistent and open process allowing all residents and other eligible persons interested with the opportunity to participate.

The next Policy Review Committee is scheduled for July 12, 2023, at the Valleyview Administration Building. The public is welcome to attend.

Procurement Officer, Ashlee Holmes

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** – *Establish levels of service:*

This month I brought Policy 9000 – Contract Management, Policy 9001 - Procurement and Purchasing, and Policy 9002 – Expenditure Officer to the Policy Review Committee. All three policies were approved as amended and are now being brought forward to the Regular Council Meeting on July 11, 2023. In addition to the policies, I completed the External Auditor Tender, which included hosting three interviews/presentations from proponents. This tender will be coming forward to Council on July 11, 2023, for awarding. In addition to the Auditor tender, we finalized the Ice Resurfacers tender, closed the Grande Cache Recreation Centre Mechanical Maintenance tender, and launched the Grande Cache Fieldhouse Design and the Community Peace Officer vehicles tender.

This month, I also attended our first Procurement Community of Practice meeting with some municipalities in Alberta. Although we have been collaborating for the past month and a half through email, meeting virtually allows us to build a more robust network and a community of professionals in the area who can share resources and offer best practices to not only myself but other municipalities across Alberta.

As budget 2024 is slowly approaching, I have worked with some managers this month to discuss potential capital projects for the upcoming year and the best methodology for acquiring those goods and services.

Software Integration, Project Lead - Teresa Marin

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Economy** – *Adopt an asset management plan:*
- **Economy** – *Monitor and maintain capital spending and operational fiscal responsibility:*

An Assessment Review meeting will be conducted by Townsuite with the applicable Finance Department staff to acquire the information for the first phase of the software transition, the collection of finance data.

Worked with the following departments for the Chart of Accounts Workshop to discuss the proposed changes for the general ledgers: Construction and Engineering; Infrastructure & Engineering Admin; Communications; Corporate Services; Economic Development; Planning and Economic Development Administration; Planning and Development; and Protective Services. The intent of the workshop is to collaboratively design the department (function) section of the Chart of Accounts.

Weekly Project Manager meetings are held between the PSD Citywide Project Manager and myself to identify issues or required information to provide for the software transition. Townsuite weekly meetings have commenced between the Project Manager and myself to coordinate and discuss the required duties and responsibilities for the software transition.

A meeting was held with the Operations Manager and the Fleet Specialist to discuss the software capabilities, uploaded information to-date, and the additional information that is required. The Asset Manager will be collecting a listing of the Fleet inventory supplies. A follow-up meeting will be held in two weeks to review the updates to the software information and an additional meeting will be scheduled afterward with the lead staff and administration.

A meeting was held with the Environment Department to discuss the workflow processes, preventative maintenance, and inspection information. The team was provided an online tour of the software capabilities. The team will provide inspection and preventative maintenance schedules and processes, this data will be submitted to the data entry staff to input in excel sheets or directly to PSD Citywide as required.

A follow-up Tangible Capital Asset (TCA) meeting was held with PSD Citywide. The 2022 TCA was submitted to PSD Citywide for their review. An asset mapping exercise will be conducted on Greenview's end to prepare for setting up the 2023 Tangible Capital Assets. This process will take some time to prepare as it will include updates to the assets that have been recorded to-date, adjustments to the class and subclasses, and the new general ledgers as per the Chart of Account Refresh.

Data entry was provided an assignment to collect asset history value contained within FileHold of the playground equipment in Grande Cache. An asset listing of the Greenview Regional Multiplex was collected, and the data

entry staff exported the information to the required excel spreadsheet. An assignment was submitted for data entry to input charted Agricultural Department workflow information into excel spreadsheets. An assignment to collect the drawings for Environmental Service Department sites, Grande Cache Recreation Centre and the Greenview Regional Multiplex was submitted to acquire the required information to include in the software.

A Software Meeting was held to review the progress of the project to-date and to review the responses received from TownSuite with regard to the questions presented for the Service Level Agreement. A slight revision to the Service Level Agreement was made by TownSuite and the approved agreement was endorsed by both Parties.

A follow-up meeting was conducted with the Agriculture Department staff to continue collecting the required data for the PSD Citywide Asset Manager and Maintenance Manager software.



Manager's Report

Department: Infrastructure & Engineering

Submitted by: Roger Autio, Director Infrastructure & Engineering

Date: 7/11/2023

Director of Infrastructure & Engineering, Roger Autio

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects that Construction and Engineering have worked on this month are:

- **Governance**
 - Finalized the Nose Creek Jug fill station design, on track for late September installation.
 - Dealing with tree removal, fence repair and gate operation at the North Tony Lagoon (wildfire burned through this area).
 - Dealing with road closures and security for the Sweathouse wildfire evacuation
 - Dealing with ratepayer concerns
 - Assisting teams with vacation relief
 - AT Hwy 40 bridge update, "" We will be poured out (concrete work) by end of July with barriers finishing up in mid September. Waterproofing, paving, and rails there after. Joints are going in but afraid as specialty metals still pose a challenge with supply chains. Having to coordinate the pedestrian bridge pours with the main span has been challenging and competing for resources and available weather days. We are pushing to have it completed for end of this year however getting the main line open is our first priority. For the southern road phase, we have made excellent progress with the earthworks and are on pace to have most of the road way completed this year with the toe berm stabilizing element, VIS, and Weyerhaeuser bridge left for next year. The bridge was the critical pinch point for schedule for which the MSE wall shoring and stabilization presented some challenges. We had looked at doing what we can to get the entire southern leg open this year however the soil anchors needed to support the shoring has taken some time to get right and exacerbated with the prescribed settlement periods for when we reconstruct the MSE wall to support the bridge. Nevertheless, these are only setbacks from bringing the schedule substantially forward and we are on pace for completion for next late

summer/early fall, a year ahead of contract completion schedule of fall of 2023. ""

Manager, Construction & Engineering, Leah Thompson

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects that Construction and Engineering have worked on this month are:

- **Governance**
 - Thompson Construction Group is ongoing with the Forestry Trunk Road Project.
 - Fencing through Township Roads 714, 720 and 722 is in progress. Moving around from road to road due to landowner requirements. A second crew was to start the 3rd week of May, although the contractor is held up at another project.
 - Day Labour completed the brushing on Township Roads 714, 720 and 722.
 - Construction and Engineering received an email from Alberta Transportation (AT) regarding the cost-sharing or compensation for dust control for the detour from bridge construction on secondary highway 747. Administration provided a value estimate for the cost of calcium, AT informed Administration that this cost was not included in their planning. The road will have calcium and Administration will negotiate costs with AT once complete.
 - The team is working on the reclamation of the fire guards that were put in place with landowners.
 - The RV Dumping Station Tender was approved by Council on April 25, 2023. The contractor has been notified of the final decision. The preconstruction meeting will be held at the end of July beginning of August.
 - Preseason meeting was held regarding Township Road 692 works to be completed. The contractor is not finished to date and has substantial penalties.
 - Preconstruction meeting is scheduled for June 6th, 2023, for the Grovedale Lagoon Decommissioning with Wild West Dirt Works.
 - Construction and Engineering have agreements in place with the contractor to complete the line painting, crack sealing and spray patch for the 2023 season.
 - Approaches are also being scheduled for the 2023 construction season. First calls for approach applications that have been completed; construction will start within the next week.

Manager, Operation, Josh Friesen

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance**
 - Drafted changes to and submitted 4 policies for the upcoming Policy Review Committee meeting
 - Roadside Ditch Cleanup program completed on June 3, 2023. 26 community groups participated across Greenview cleaning 130 Km of roadway.

- **Environment**

- Gave Notice to Proceed to Aspen Land Group Inc for aggregate exploration at 2 locations for supplying aggregate to the Forestry Trunk Road.
- Culture, Social & Emergency Services
 - Served in EOC for 2 weeks during wildfires
- Hosted Peace Region Ideas Group/Alberta Municipal Supervisors Association Regional Meeting at Operations Shop in Valleyview
- Met with Asset Management for a review of work order system.
- Admin for the Expression of Interest program has resigned. Currently interviewing candidates for the posted vacant position.
- Applied calcium on HWY 747 bridge bypass in Sunset House/Sweathouse area on RGE RD 200, TWP RD 694, & RGE RD 202

Operations East

- Gravel supplied at Sweathouse Hall to accommodate traffic increase due to emergency response for local fire
- Posted hazard warning signs at Sandy Bay Environmental Reserve boundary.
- Brushing implemented along TWP RD 712 towards Sandy Bay to deal with many fallen burned trees in the right-of-way.
- 3 Approach culverts and 3 centerline culverts upgraded in response to repeat drainage issues on TWP RD 674 west and east of RGE RD 233 in Little Smoky Area
- Road gravelling program completed in Operations East
- Work completed at Sunset House cemetery upon request: hauled away clay pile and did brushing around fence line
- Valleyview South grader operator resigned. Little Smoky grader operator is reassigned to Valleyview South area and a new operator has been hired for the Little Smoky area grader beat.
- 22 sign installations/repairs. 12 in Crooked Creek/Ridgevalley area, 5 in Little Smoky area, 2 in Valleyview South, and 3 in Valleyview North and New Fish Creek areas

Operations Central

- Crews completed paving the pad in front of the salt and sand shed on the south side of the Public Service Building in the Hamlet of DeBolt.
- Calcium application began on June 21st at KM 5 on the north end of the Forestry Trunk Road in Operations Central and is ongoing.
- The 2023 road regraveling program was completed on June 22 from KM 5-90 on the Forestry Trunk Road in Operations Central.
- Upgrades are being made at the DeBolt lagoon pad expansion to accommodate the required stockpiling planned for 2023 in Operations Central.

- 8 signs were replaced or installed in Operations Central - 3 no parking signs at the Simonette bridge, 2 blind hill signs, 1 frequency sign at the DeBolt Aerodrome, and 3 stop signs.
- Drone surveys were completed by the Operations Central Road Supervisor pre- and post-gravelling projects at the Timber Pro Gravel Pit, Lignite Stockpile, KM 70 Stockpile and at the hill slide at KM 10 on the Forestry Trunk.
- Crews completed the brushing and cleanup of windfallen trees in the DeBolt area.

Operations West

- Drainage work, including ditch and culvert end cleaning, has been completed by Greenview crews in Landry Heights, Ferns Grove, and East Grove in Operations West.
- Crews have completed 1 culvert installation and have begun ditching on Big Mountain Creek Road in Operations West.
- Operators installed 75 guideposts along bridges at RGE RD 85, RGE RD 90, and TWP RD 690 in the Grovedale area.
- Greenview crews repaired a fence that had been damaged during spring plowing on RGE RD 70 south of HWY 666 in the Grovedale area.
- Operations West assisted Ag Services with the move of a weed bin from the Operations back lot to the front parking area of the Ag Services building in Grovedale to facilitate better public access.
- Crews completed road regraveling on June 16th in Operations West, with a few minor exceptions.

Operations South

- Operations South assisted Environmental Services with a curb stop water dig and with a sewer system backup during the June 19th runoff in the Hamlet of Grande Cache.
- Shoulders on the paved portion of the Forestry Trunk Road have been swept from KM 160.5 to KM 171 in Operations South.
- Greenview crews have completed regraveling on the south half of the Forestry Trunk Road between KM 86.5 and KM 171, using 12,808 tonnes of gravel from the Sprecher Gravel Pit.
- Operations South has completed calcium application on the south half of the Forestry Trunk Road from KM 88 to KM 160.
- Operators have begun crosswalk painting in the Hamlet of Grande Cache.
- A sunken manhole has been repaired on 97th Avenue at 105th Street in the Hamlet of Grande Cache.
- 2 muster area signs have been installed in Operations South, 1 at Muskeg Co-op and one at Joachim Enterprises.
- Crews have been sweeping all paved roadways in the Hamlet of Grande Cache and have completed the first pass. The team will continue sweeping multiple times throughout the summer to keep up with the demand.

Fleet Services

- Greenview U “Operations 101” has been rescheduled.
- Continued development of standardized checklists, maintenance intervals, and inspection reports

Road Requests Received - 14	Operations East	Operations West	Operations Central	Operations South
Brushing	1			
Culverts	1			
Dust Control	2			
Flooding	2			
Road Conditions	2	2	1	1
Safety Concerns	2			
TOTAL	10	2	1	1

Fleet & Shop Work Order Requests for Current Reporting Period	
Grande Cache Shop	55
Grovedale Shop	34
Valleyview Shop	92
TOTAL	

RoaData-Municipal Approval Requests	Service Rigs	Heavy Hauls	Drilling Rigs	Well Services
TOTALS	12	152	14	0
RoaData-Municipal Loads		Single Trip Loads	Multiple Legal Trip Loads	
TOTALS		177	0	
Grand Total-Approval Requests/Municipal Loads		355		

Road Use Agreements	
New Road Use Agreements	3
Total Road Use Agreements	922

Log Haul Route Requests		
Received	Approved with Conditions	Pending
1	1	0

Manager, Facility Maintenance, Wayne Perry

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

Maintenance Activities Completed	93	Items added to Maintenance backlog	103
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- **Governance**

- Continue to work on employee succession planning in the month. Had the Supervisor take on the role of Manager when the Manager was on vacation and had Employees fill the Supervisor position when he was on vacation.
- Set up and tore down the venues for the Grovedale and Valleyview Ratepayer BBQ's

- **Economy**

- Construction is well underway on the new sand and salt shed in Grande Cache. In the month the foundation of the building was completed, and construction of the wooden wall structures has started. The project is a couple of days behind due to the significant rain fall we experienced in Grande Cache in the month.
- We conducted mud jacking on the walkways that were sinking to bring them back to level and remove tripping hazards at the Valleyview Administration Building and the Greenview Regional Multiplex.
- In the month we have completed preventive maintenance checks on all the 60 plus air conditioning systems in the facilities. Several problems were detected early and corrected before they become major, and 2 warranty items have been addressed.
- Have now changed all filters in the Valleyview building to carbon activated filters to help with any further wildfire smoke.
- Preventive maintenance checks in the building have identified several problems in the early stages and we are working on completing repairs. We are now also identifying appearance items like wall paint condition and adding items to our task list to complete.
- In the month we have completed the bi-annual furnace and vent cleaning of all furnaces in the DeBolt, Grovedale and Grande Cache area. We will complete Valleyview in early July.
- Working to prevent water infiltration to the foundation of the Valleyview Medical Clinic. Have rebuilt the area where sump pump flows out of the building to ensure water always run away from the foundation.
- Repaired several spots in the fence at the Little Smoky Water point which were damaged by trees over the winter.
- Built a steel table for Operations to conduct maintenance on in the DeBolt Public Service Building. this will allow them to ergonomically work on repairs.

- **Environment**

- Replace the furnace in the DeBolt maintenance shop with a high-efficiency version with a smaller BTU rating. This furnace will use roughly 65% of the previously installed unit's energy while delivering many years of efficient operation.
- We are also starting to replace old low efficiency unit heaters in the same building this will be completed in July.

Manager, Environmental Services, Doug Brown

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

Governance

- Burnt woodpiles at Sunset House and DeBolt.
- Hauled wood piles from Grande Cache Landfill to West Yellowhead Landfill to accommodate a pile that can be safely burned.
- Inspected and cleaned manholes after snow and rain floods in Grande Cache.
- Cleaning grit chamber at the Sewer treatment plant to remove solids and debris from the flood.
- Approximately 32 million litres of wastewater and grey water were received at the Grande Cache sewer plant on Monday, June 19, and 19 million litres on Tuesday, June 20.
- Victor Lake, the source water for Grande Cache, rose by 2 feet during the storm event.
- Located, raised, and exercised 7 hydrant valves in Grande Cache.
- DeBolt distribution water pump 1 has been pulled for repairs and is expected to be out for a week.
- All manholes and valves at the Grovedale lagoon site are marked on-site.
- DeBolt lift station swapped pump #1 with a spare, and pump #1 has been sent out for repair.
- Repaired broken CC valve in Ridgevalley.
- Inspected the water meter in Little Smoky.
- Installed a new PLC cabinet in Little Smoky and the Valleyview admin building for Scada project.
- The communications line at the Grande Cache water reservoir was damaged but has been repaired and now runs in a conduit to prevent further damage.
- The Grande Cache water plant experienced a temporary communication outage, resulting in the accidental deletion of the programming. Water production was halted for approximately 8 hours while the issue was resolved. The program has since been reinstalled, and efforts are underway to address any remaining bugs. The plant is now fully operational and producing water as intended.
- Conducted manhole inspections and serviced many of them due to the high flow rates experienced recently.
- Located all hydrant inline valves, removed debris, and tested them. All are working.
- 2 contraventions have been reported in Grande Cache, and 7-day letters have been sent out regarding sanitary overflows.
- During the Grande Cache emergency flood event, worked through the night from Monday to Tuesday morning to mitigate the situation.
- Completed Household Hazardous Waste roundup in Grande Cache on June 17th, which went very well.
- Completed litter picks at the DeBolt transfer station and regional landfill.
- Delivered a mini bin to the Sweathouse Hall for garbage disposal from the hall people assisting with the wildfire.
- Completed the gravel pad extension of the Little Smoky recycle bin pad.
- Completed the Grande Cache community cleanup with assistance from solid waste Team.
- Completed a volunteer litter pick at the Grande Cache landfill on June 11th.
- Completed 2 fire hydrant repairs in Grande Cache: one at 101 - 97th Ave and the other at Hoppy - 97th St.
- Completed curb stop replacement on 97th Ave in Grande Cache, including a new curb stop, box, and rod.
- Completed the removal of grit from the grit channel and clarifier at the Grande Cache wastewater treatment facility.

- Repaired a water break at the Operations yard in Grande Cache, affecting parts of the Shand trailer park.
- Repaired 42 meters in town with the Grande Cache team.
- Power has been restored in Sandy Bay, and power poles have been replaced, making the waterpoint operational again after the wildfire.
- Repaired and placed the Grovedale well back in service.
- The Grande Cache Landfill crawler is scheduled to be cleaned and hauled to Grande Prairie for repairs.
- Repaired 2 fire hydrants in Grovedale and Ridgevalley.
- Completed semi-annual hydrant flushing in Grovedale, Landry Heights, DeBolt, Ridgevalley, Little Smoky, and Valleyview rural lines.
- Performed inspections and repairs on water meters, including addressing a missing water meter in a duplex at Ridgevalley seniors home.
- Completed semi-annual hydrant flushing in Grovedale, Landry Heights, DeBolt, Ridgevalley, Little Smoky, and Valleyview rural lines.
- Performed inspections and repairs on water meters, including addressing a missing water meter in a duplex at Ridgevalley seniors home. Additionally, successfully repaired 16 water meters in Grande Cache.

Environment

- Coordinated with Ag services a demonstration for the public in Grovedale on grain and silage bag wrapping in the evening.



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		
5-Jun				ASCHA/APHAA Joint Board Meeting							
13-Jun	9:00	15:00	M	Council Meeting							317.00
14-Jun	19:00	20:30	M	Grande Cache Rec Board Meeting							269.00
NOTES:				KILOMETER CLAIM			TOTAL				586.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
							NET CLAIM				586.00
				\$0.26 per km							
				SUBTOTAL			TOTAL CLAIM				586.00
				LESS G.S.T.			LESS ADVANCES				
				TOTAL			AMOUNT DUE (OWING)				\$586.00



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		
20-Jun	6:30	19:30	M	COTW & Grovedale BBQ	200							524.00
21-Jun	9:00	13:30	M	GIG draft meeting	160							317.00
24-Jun	14:00	18:00	M	Fox Creek Grad	120							269.00
27-Jun	8:15	20:00	M	RCM & Valleyview BBQ	80							459.00
28-Jun	9:00	13:00	M	GRWMC	80							269.00
NOTES:				KILOMETER CLAIM			TOTAL					1838.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	640	435.20	NET CLAIM					1838.00
				\$0.17 per km	640	108.80						
				SUBTOTAL		544.00	TOTAL CLAIM				2382.00	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		544	AMOUNT DUE (OWING)				\$2,382.00	

 Claimant

 Date

481

 Approved

 Date



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		
4-Jun	12:30	14:30		Seniors BBQ							n/c
6-Jun	19:00	20:30		Sturgeon Lake Restoration							n/c
13-Jun	8:30	17:30	M	Council / VV Rec Board	32						459.00
14-Jun	8:30	13:00	M	MPC/PRC	16						317.00
15-Jun	14:00	15:00	M	Brownlee Spec Lien Guide							269.00
20-Jun	7:00	19:00	M	COTW Grovedale	262						459.00
21-Jun	9:00	12:45	M	FCSS	16						269.00
24-Jun	12:30	15:00	M	2023 Hillside Grad	16						269.00
27-Jun	8:30	14:30	M	Council	16						317.00
27-Jun	17:00	18:30	M	VV Ratepayer BBQ	16						207.00
27-Jun	19:00	20:00		Sturgeon Lake Restoration							n/c
28-Jun	9:30	12:30	M	GVRWMC	16						269.00
NOTES:				KILOMETER CLAIM			TOTAL				2835.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	390	265.20	NET CLAIM				2835.00
				\$0.17 per km	390	66.30					
				SUBTOTAL		331.50	TOTAL CLAIM				3166.50
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		331.5	AMOUNT DUE (OWING)				\$3,166.50

Sally Ann Rosson
 Claimant

June 29, 2023
 Date

482

Approved

Date



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		
4-Jun	12:30	14:30		Seniors BBQ								n/c
6-Jun	19:00	20:30		Sturgeon Lake Restoration								n/c
13-Jun	8:30	17:30	M	Council / VV Rec Board	32							459.00
14-Jun	8:30	13:00	M	MPC/PRC	16							317.00
15-Jun	14:00	15:00	M	Brownlee Spec Lien Guide								269.00
20-Jun	7:00	19:00	M	COTW Grovedale	262							459.00
21-Jun	9:00	12:45	M	FCSS	16							269.00
24-Jun	12:30	15:00	M	2023 Hillside Grad	16							269.00
27-Jun	8:30	14:30	M	Council	16							317.00
27-Jun	17:00	18:30	M	VV Ratepayer BBQ	16							207.00
27-Jun	19:00	20:00		Sturgeon Lake Restoration								n/c
28-Jun	9:30	12:30	M	GVRWMC	16							269.00
NOTES:				KILOMETER CLAIM			TOTAL					2835.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	390	265.20	NET CLAIM					2835.00
				\$0.17 per km	390	66.30						
				SUBTOTAL		331.50	TOTAL CLAIM				3166.50	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		331.5	AMOUNT DUE (OWING)				\$3,166.50	

Sally Ann Rosson
 Claimant

June 29, 2023
 Date

483

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		
5-Jun	15:30	20:00	M	ANI DeBolt	160							317.00
13-Jun	8:30	16:00	M	Reg Council	60							317.00
14-Jun	8:30	12:30	M	MPC PRC	60							269.00
15-Jun	8:30	10:00	M	Sweathouse Hall Board fire meeting								269.00
15-Jun	12:00	17:00	M	Fox Creek Synergy	220							317.00
19-Jun	8:30	10:30	M	Sweathouse fire commanders meeting								269.00
20-Jun	7:00	17:30	M	COTW Grovedale	320				X	50.00		459.00
21-Jun	7:30	12:00	M	GIG GP	280			X		20.00		317.00
27-Jun	8:30	14:30	M	Reg Council	60							317.00
28-Jun	9:00	12:30	M	ASB	60							269.00
NOTES:				KILOMETER CLAIM			TOTAL			70.00		3120.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	1220	829.60	NET CLAIM			70.00		3120.00
				\$0.17 per km	1220	207.40						
				SUBTOTAL		1037.00	TOTAL CLAIM					4227.00
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		1037	AMOUNT DUE (OWING)					\$4,227.00

 Claimant

 Date

484

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Dale Smith

ADDRESS : [REDACTED]

Employee # :

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
6-May	18:00	19:30	m	greenview wildfire update (zoom)							269
7-May	16:00	17:00	m	greenview wildfire update (zoom)							
8-May	17:30	19:30	m	greenview wildfire update (zoom)							269.00
9-May	8:00	15:00	m	regular council	50						317.00
10-May	18:30	19:30	m	greenview wildfire update (zoom)							269.00
11-May	19:00	20:00	m	greenview wildfire update (zoom)							
12-May	18:00	19:30	m	greenview wildfire update (zoom)							
13-May	16:30	17:45	m	greenview wildfire update (zoom)							269.00
14-May	19:00	20:00	m	greenview wildfire update (zoom)							
15-May	8:30	11:30	m	RMA and wildfire update	50						269.00
17-May	20:00	21:00	m	greenview wildfire update (zoom)							269.00
23-May	8:00	13:00	m	regular council	50						317.00
2-Jun	7:30	17:35	m	PREDa in Spirit River	336						
8-Jun	16:45	20:15	m	Forest Resource mtg in High Prairie	120						269.00
13-Jun	8:00	16:00	m	regular council	50						317.00
NOTES:				KILOMETER CLAIM			TOTAL				2565.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				#REF!	#REF!	#REF!	NET CLAIM				2565.00
				\$0.17 per km	#REF!	#REF!					
				SUBTOTAL		#REF!	TOTAL CLAIM			#REF!	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		#REF!	AMOUNT DUE (OWING)			#REF!	

Claimant

Date

485

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		
June 19 2023	19:15	20:30	M	East Smoky Recreation Board							269.00
June 20 2023	7:15	21:00	M	Committee of the Whole & Grovedale Ratepayer BBQ	190						524.00
June 21 2023	8:15	13:30	M	Greenview Industrial Gateway	120						317.00
June 22 2023	9:50	10:40	M	Peace Library System Plan of Service							269.00
June 23 2023	7:40	15:45	M	Grande Spirit Foundation	240						459.00
June 24 2023	9:50	21:45	M	Pow Wow	120						459.00
June 26 2023	18:45	20:20	M	Public Library Services Branch Policies Webinar							269.00
June 27 2023	7:35	19:45	M	Council & Valleyview Ratepayer BBQ	120						524.00
NOTES:				KILOMETER CLAIM			TOTAL				3090.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.62 per km	790	489.80	NET CLAIM				3090.00
				\$0.26 per km	790	205.40					
				SUBTOTAL		695.20	TOTAL CLAIM				3785.20
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		695.2	AMOUNT DUE (OWING)				\$3,785.20

Claimant

Date

Approved

Date



Municipal District of Greenview No. 16

NAME: Jennifer Scott
 ADDRESS :

Employee # :
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
20-Jun	7:00	19:30	M	Committee of the Whole, GD BBQ	210						524.00
21-Jun	7:30	15:30	M	First Nations Partnership Review	184						317.00
21-Jun	18:00	20:30		Greenview Regional Multiplex	76						
22-Jun	18:00	21:00	M	Crooked Creek Community Rec Club	30						269.00
27-Jun	8:00	20:00	M	Regular Council Meeting	76						459.00
				Valleyview Rate Payers BBQ							
28-Jun	17:00	19:30	M	PACE AGM and Regular Meeting							269.00
NOTES:				KILOMETER CLAIM			TOTAL				1838.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	576	391.68	NET CLAIM				1838.00
				\$0.17 per km	576	97.92					
				SUBTOTAL		489.60	TOTAL CLAIM				2327.60
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		489.6	AMOUNT DUE (OWING)				\$2,327.60

Claimant

Date

487

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		
20-Jun	8:15	19:30	M	COTW and GD BQ	24						459.00
21-Jun	8:00	13:00	M	GIG in GP	64						317.00
24-Jun	12:00	15:00	M	Pow Wow greetings	64						269.00
27-Jun	6:15	18:00	M	Reg Council and VV BQ	305						459.00
30-Jun	12:30	15:00	M	South Peace Regional Archives	64						269.00
NOTES:				KILOMETER CLAIM			TOTAL				1773.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	521	354.28	NET CLAIM				1773.00
				\$0.17 per km	521	88.57					
				SUBTOTAL		442.85	TOTAL CLAIM				2215.85
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		442.85	AMOUNT DUE (OWING)				\$2,215.85

 Claimant

 Date

488

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Duane Didow
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
20-Jun	7:00	17:00	M	CotW - Grovedale	200		X		X	70.00		459.00
21-Jun	9:00	20:30	M	GIG meeting and GPRTA board mtg	200				X	50.00	147.15	459.00
27-Jun	9:00	12:00	M	Regular Council meeting by zoom								269.00
NOTES:				KILOMETER CLAIM			TOTAL			120.00	147.15	1187.00
Private accomodations June 12. Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.62 per km	400	248.00	NET CLAIM		120.00	147.15	1187.00	
				\$0.26 per km	400	104.00						
				SUBTOTAL		352.00	TOTAL CLAIM				1806.15	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		352	AMOUNT DUE (OWING)				\$1,806.15	

D. Didow
 Claimant

July 3, 2023
 Date

489

Approved

Date



Municipal District of Greenview No. 16

NAME: Tyler Olsen
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
19-Jun	12:00	16:00	m	travel to edmonton	330		1		20.00		269.00
20-Jun	8:00	19:00	m	MLA swearing in, COTW virtual and retu	450		1	1	70.00		459.00
22-Jun	14:00	15:00	m	CFWY AGM							269.00
26-Jun	13:00	16:30	m	travel to Valleyview	320			1	50.00		269.00
27-Jun	8:30	19:00	m	regular council, rate payer BBQ	20	1			20.00		459.00
28-Jun	7:00	13:00	m	meeting with Mayor Claton and Reeve M	320	1	1		40.00		317.00
30-Jun	12:00	15:00	m	GC Graduation							269.00
NOTES:				KILOMETER CLAIM			TOTAL		200.00		2311.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.62 per km	1440	892.80	NET CLAIM		200.00		2311.00
				\$0.26 per km	1440	374.40					
				SUBTOTAL		1267.20	TOTAL CLAIM				3778.20
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1267.2	AMOUNT DUE (OWING)				\$3,778.20

 Claimant

 Date

490

 Approved

 Date