



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

December 13, 2022

9:00 a.m.

Administration Building  
Valleyview, AB

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#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES		
	3.2 Regular Council Meeting Minutes held November 22, 2022.		3
	3.3 Business Arising from Minutes		
#4	PUBLIC HEARING		
#5	DELEGATION	11:00 am	
	5.1 Years of Service Awards		
#6	BYLAWS		
	6.1 Bylaw 22-887 Town of Grande Cache Obsolete Bylaw Repeal		20
	6.2 Bylaw 22-929 Records Retention and Disposition Bylaw		36
	6.3 Bylaw 22-930 Schedule of Fees		69
#7	BUSINESS		
	7.1 MD of Greenview Library Board Budget		129
	7.2 2023 Budget Adoption		138
	7.3 Policy 1002 Travel and Subsistence		168
	7.4 Policy 1011 Northern Travel Premium		177
	7.5 Town of Valleyview Fire Service Agreement		181

7.6 Community Futures West Yellowhead Funding Request	210
7.7 United Way Alberta Northwest Grant Request	216
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7.10 Board Appointments	263
7.11 Canfor Stop Sign Location	271
7.12 Option to Pave	273
7.13 Managers Reports	275

#### #8 NOTICE OF MOTION

#### #9 CLOSED SESSION

#10 MEMBERS REPORTS/EXPENSE CLAIMS	<ul style="list-style-type: none"> <li>• Ward 1</li> <li>• Ward 2</li> <li>• Ward 3</li> <li>• Ward 4</li> <li>• Ward 5</li> <li>• Ward 6</li> <li>• Ward 7</li> <li>• Ward 8</li> <li>• Ward 8</li> <li>• Ward 9</li> <li>• Ward 9</li> </ul>	327
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#### #11 ADJOURNMENT

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

Greenview Administration Building,  
Valleyview, Alberta on Tuesday, November 22, 2022

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

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

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

**ATTENDING**

Chief Administrative Officer	Stacey Wabick
Director, Infrastructure and Engineering	Roger Autio
Director, Corporate Services	Ed Kaemingh
Director, Planning & Economic Development	Martino Verhaege
Director, Community Services	Michelle Honeyman
Communications Coordinator	Nicole Brooks
Recording Secretary	Wendy Holscher
Legislative Services Officer	Sarah Sebo

**ABSENT**

**#2**  
**AGENDA**

MOTION: 22.11.707 Moved by: COUNCILLOR DUANE DIDOW

That Council adopt the Agenda of the November 22, 2022, Regular Council Meeting as amended.

- 7.17 Verbal update on the West Yellowhead Waste Management  
FOR: Reeve Olsen, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry, Deputy Reeve Bill Smith

CARRIED

**#3  
MINUTES**

**MOTION: 22.11.708** Moved by: COUNCILLOR SALLY ROSSON  
That Council adopt the minutes of the October 25, 2022, Organizational Meeting minutes as amended.

- Administrative Errors
- Appt. of Reeve insert Councillor Name

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

CARRIED

**BUSINESS ARISING  
FROM THE MINUTES**

**BUSINESS ARISING FROM MINUTES**

Have the members been notified of the committees they have been appointed to.

Notifications have been sent out to most of the members either through mail or phone calls.

**RCM MINUTES**

**MOTION: 22.11.709** Moved by: COUNCILLOR RYAN RATZLAFF  
That Council adopt the October 25, Regular Council Meeting minutes as amended.

- LAPP – change the for/against
- 9.0 Spelling Error
- MD of Greenview Library Board – members business
- Northern Lakes College – members business correction

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

CARRIED

**6.2 BYLAW 21-870 FIREARMS RESTRICTION IN WARD 9, HAMLET OF  
GRANDE CACHE**

**BYLAW 21-870**

**MOTION: 22.11.710** Moved by: COUNCILLOR DUANE DIDOW  
That Council give third reading to Bylaw 21-870 “Firearms Restriction in Ward 9, Hamlet of Grande Cache,” as amended.

- Boundary changes to Schedule A (Map Page 82)

DEFERRED



MOTION: 22.11.711 Moved by: COUNCILLOR SALLY ROSSON

That Council defer Motion “Bylaw 21-870” until the map has been updated and brought back to Council.

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

AGAINST: Councillor Didow

CARRIED

#### **4.0 PUBLIC HEARING**

##### **4.1 PUBLIC HEARING BYLAW NO.22-919 OFF SITE LEVY REPEAL**

Chair Tyler Olsen opened the Public Hearing regarding Bylaw 22-919 at 9:27 a.m.

#### **IN ATTENDANCE**

Director, Planning and Economic Development

Martino Verhaeghe

#### **REFERRAL AGENCY & ADJACENT LANDOWNER COMMENTS**

This application meets all requirements of the MGA for repealing a Bylaw. A public hearing is being held as one was required for the bylaw to be adopted initially. The Municipal District of Greenview No. 16 has not contacted other affected stakeholders as we are removing an obligation instead of imposing new obligations on development in Grande Cache.

On October 28, 2022, the public hearing advertisement was published on Greenview’s website and social media sites in accordance with the Advertising Bylaw.

#### **APPLICANT BACKGROUND INFORMATION**

Administration has reviewed the outstanding Town of Grande Cache Bylaw 669 “Off-Site Levy By-Law” and Bylaw 94-12 “Off-Site Levy” and is recommending that these outdated Bylaws be repealed based on the following factors:

- Bylaw 94-12 is a residual of being from when Greenview was an Improvement District and has not been applied since becoming a Municipal District.
- The Town of Grande Cache Bylaw 669, “Off-Site Levy By-Law,” does not meet legislative annual review requirements. Yearly reports have not occurred and were not regularly occurring before the dissolution of the Town of Grande Cache.
- The studies that The Town of Grande Cache Bylaw 669 “Off-Site Levy By-Law” are based upon cannot be found, and the costing can not be confirmed.

To re-instate appropriate off-site levies, modernized and detailed infrastructure studies would be required. These studies can be costly and may be of limited benefit to Greenview financially.

Council gave first reading on September 27, 2022.

Administration is not recommending that these off-site levy fees be reinstated.

**QUESTIONS FROM  
COUNCIL**

The Chair called for any questions from Council.

- Councillor Smith asked if there are any documentation that these levy's were ever executed.

**IN FAVOUR**

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

- None heard

**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 form the Applicant or those that had spoke in favour or against the application.

- N/A

**FAIR & IMPARTIAL  
HEARING**

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

- N/A

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**CLOSING BYLAW**

Chair Tyler Olsen closed the Public Hearing at 9:33 a.m.

**6.0 BYLAWS**

**6.1 BYLAW 22-919 OFF-SITE LEVY REPEAL BYLAW**

**BYLAW 22-919  
2<sup>ND</sup> READING**

MOTION: 22.11.712 Moved by: COUNCILLOR DALE SMITH

That Council give second reading to Bylaw 22-919 "Off-Site Levy Repeal Bylaw" as presented.

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

CARRIED

**BYLAW 22-919  
3<sup>RD</sup> READING**

MOTION: 22.11.713 Moved by: COUNCILLOR SALLY ROSSON

That Council give third reading to Bylaw 22-919 "Off-Site Levy Repeal Bylaw" as presented.

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

CARRIED

**BYLAW 22-926  
2<sup>ND</sup> READING**

**6.3 BYLAW NO. 22-926 LOCAL AUTHORITIES PENSION PLAN**

MOTION: 22.11.714 Moved by: COUNCILLOR DALE SMITH

That Council give second reading to Bylaw 22-926 "Local Authorities Pension Plan" as presented.

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

CARRIED

**BYLAW 22-926  
THIRD READING**

MOTION: 22.11.715 Moved by: COUNCILLOR RYAN RATZLAFF

That Council give third reading to Bylaw 22-926 "Local Authorities Pension Plan" as presented.

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

CARRIED

**BYLAW 22-928  
3<sup>RD</sup> READING**

**6.4 BYLAW 22-928 BORROWING BYLAW 2023**

MOTION: 22.11.716 Moved by: COUNCILLOR DAVE BERRY

That Council give third reading to Bylaw 22-928 "Borrowing 2023" as amended.

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

CARRIED

**BYLAW 22-930  
FIRST READING**

**6.5 BYLAW 22-930 "SCHEDULE OF FEES"**

MOTION: 22.11.717 Moved by: COUNCILLOR DAVE BERRY

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

- Punch cards for recreation facilities have a 2-year expiry
- Nose Creek Water Bottle Fill Station \$1.50/18.5 L
- Private Swimming Lessons – List 6 sessions for set dollar amount
- Page 18 – Change item 48 descriptions to match item 47 description
- Ag. Services (page 3) list locations in which the equipment can be found
- Page 6 Remove the asterisk section on Home Support fees
- Page 30 – Cleaning fee on rentals moved to \$100.00

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

AGAINST: Councillor Burton

CARRIED

Reeve Olsen recessed the meeting at 10:32 a.m.  
Reeve Olsen reconvened the meeting at 10:40 a.m.

## **7.0 NEW BUSINESS**

### **7.1 POLICY 1007 COUNCIL-CAO COVENANT**

#### **POLICY 1007**

MOTION: 22.11.718 Moved by: COUNCILLOR TOM BURTON

That Council approve Policy 1007 "Council-CAO Covenant" as amended.

- Include a Schedule A for the covenant.
- Remove the word informal from 3.2
- Add annually in 3.2
- Signature panel to identify Councillor by full name and ward

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

CARRIED

### **7.2 POLICY 1023 "COUNCILLOR YEARS OF SERVICE AWARD"**

#### **POLICY 1023**

MOTION: 22.11.719 Moved by: COUNCILLOR JENNIFER SCOTT

That Council approve Policy 1023 "Councillor Years of Service" as presented.

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

CARRIED

### **7.3 POLICY 1030 FLAG PROTOCOL**

#### **POLICY 1030**

MOTION: 22.11.720 Moved by: COUNCILLOR DUANE DIDOW

That Council approve Policy 1030 "Flag Protocol" as amended.

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

CARRIED

### **7.4 2023 MARKET/COST OF LIVING ALLOWANCE (COLA) ADJUSTMENTS**

#### **COLA**

MOTION: 22.11.721 Moved by: COUNCILLOR SALLY ROSSON

That Council accept the report regarding Market/Cost of Living Allowance (COLA) increases and Consumer Price Index (CPI), for information, as presented.

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

CARRIED

**COLA %**

**MOTION: 22.11.722 Moved by: COUNCILLOR WINSTON DELORME**

That Council approve a 2.75% Market/Cost of Living Adjustment as per Policy 1033 effective January 1, 2023.

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

**CARRIED**

**ASO BENEFIT**

**7.5 ADMINISTRATIVE SERVICES ONLY (ASO) BENEFIT MODEL**

**MOTION: 22.11.723 Moved by: COUNCILLOR DUANE DIDOW**

That Council authorize Administration to move from an Insured Accounting arrangement to an Administrative Services Only accounting model with our current health and benefits provider, Equitable Life of Canada, effective February 1, 2023.

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

AGAINST: Councillor Burton

**CARRIED**

**HEALTH AND DENTAL  
RESERVE**

**MOTION: 22.11.724 Moved by: COUNCILLOR RYAN RATZLAFF**

That Council authorize Administration to create a Health and Dental Benefit Reserve to be used for any benefits surpluses and deficits realized by moving to the Administrative Services Only accounting model.

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

**CARRIED**

**WAIVE FINANCE  
CHARGES**

**7.6 ACCOUNT 190222 REQUEST TO WAIVE FINANCE CHARGES**

**MOTION: 22.11.725 Moved by: COUNCILLOR JENNIFER SCOTT**

That Council waive the finance charges in the amount of \$6,670.97 for account 190222.

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

AGAINST: Councillor Ratzlaff, Councillor Burton

**CARRIED**

**TAX EXEMPTION**

**7.7 REQUEST FOR PROPERTY TAX EXEMPTION**

MOTION: 22.11.726 Moved by: DEPUTY REEVE BILL SMITH

Council approve the application for Property Tax Exemption for the 2023, 2024, 2025 taxation year for tax rolls 186993, 40296, 40529, 309616, 40174, 234607, 1038000 and 1074000, 233084, 179105, 317022.

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

CARRIED

**COMMUNITY  
FUTURES**

**7.8 COMMUNITY FUTURES GRANDE PRAIRIE & REGION SPONSORSHIP**

MOTION: 22.11.727 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council approve a speaker sponsorship in the amount of \$5,000.00 to Community Futures Grande Prairie & Region for the Hyper Drive Women in Business Summit from March 17 to March 19, 2023, in Jasper, Alberta, with funds to come from the 2022 Community Services Grants and Sponsorships Budget.

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

CARRIED

**JETS HOCKEY**

**7.9 VALLEYVIEW JETS HOCKEY CLUB SPONSORSHIP**

MOTION: 22.11.728 Moved by: COUNCILLOR JENNIFER SCOTT

That Council approve a Gold Sponsorship in the amount of \$1,500.00 to the Valleyview Jets Hockey Club, with funds to come from the 2022 Community Services Grants and Sponsorships budget.

FOR: Councillor Dale Smith, Councillor Berry, Councillor Didow, Councillor Burton

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

DEFEATED

Reeve Olsen recessed for lunch at 12:00 p.m.

Reeve Olsen reconvened at 12:40 p.m.

**GC GOLF CARTS**

**7.10 GRANDE CACHE GOLF CARTS REPORT**

MOTION: 22.11.729 Moved by: COUNCILLOR JENNIFER SCOTT

That Council accept the Grande Cache Golf Carts Report for information, as presented.

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

CARRIED

MOTION: 22.11.730 Moved by: COUNCILLOR DAVE BERRY

That Council direct Administration to provide a capital grant in the amount of \$74790.00 to the Grande Cache Golf and Country Club for the purpose of purchasing golf carts, with the funds to come from the 2022 Community Services Grants and Sponsorships budget.

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

AGAINST: Councillor Dale Smith, Councillor Ratzlaff, Councillor Rosson

CARRIED

#### **7.11 RV DUMPING STATION LOCATION**

##### **RV DUMPING STATION**

MOTION: 22.11.731 Moved by: COUNCILLOR TOM BURTON

That Council accept the locations and costs regarding the Recreational Vehicle (RV) Dumping Station near the Hamlets of DeBolt and Ridgevalley within Greenview, for information, as presented.

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

CARRIED

MOTION: 22.11.732 Moved by: COUNCILLOR TOM BURTON

That Council direct Administration to proceed with the RV dumping station in location #2, located on Lots 7 & 8, Block 2, Plan 1273HW, in the Hamlet of DeBolt, AB, within Greenview for all rate payers and tourists, with funds to come from the 2023 Capital Budget, RD22006, with an upset limit of \$300 000.00

FOR: Deputy Reeve Bill Smith, Councillor Schlieff, Councillor Berry, Councillor Burton, Councillor Didow, Councillor Delorme

AGAINST: Councillor Dale Smith, Councillor Scott, Councillor Ratzlaff, Councillor Rosson, Reeve Olsen

CARRIED

#### **7.12 WD22005 TENDER AWARD - ENGINEERING SERVICES WATER & WASTEWATER MAIN EXTENSION GRANDE CACHE**

##### **GC WASTEWATER MAIN**

MOTION: 22.11.734 Moved by: COUNCILLOR JENNIFER SCOTT

That Council award the Engineering Services- Water & Wastewater Main Extension Grande Cache RFP to Allnorth Consultants Limited in the amount of \$67,576.00 excluding GST, WD22005 as funded by Motion 22.08.485.

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

CARRIED

MOTION: 22.11.735 Moved by: COUNCILLOR WINSTON DELORME

That Council direct Administration to extend the Water and Wastewater Main to provide future service options to the Grande Cache Golf and Country Club and the Grande Cache Municipal campground, with an upset limit of \$30,000.00, with funds to come from the Water/Wastewater reserves.

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

AGAINST: Councillor Rosson, Councillor Burton, Reeve Olsen

CARRIED

**VICTIM SERVICES**

**7.13 VICTIM SERVICES REDESIGN**

MOTION: 22.11.736 Moved by: COUNCILLOR SALLY ROSSON

That Council direct Administration to submit a letter to the Minister of Justice and Solicitor General, opposing the potential regionalization of Victims Services Units across Alberta.

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

CARRIED

**GRM/SCHOOL**

**7.14 GREENVIEW REGIONAL MULTIPLEX/JOINT K-12 SCHOOL VALLEYVIEW SCHOOL PROJECT**

MOTION: 22.11.737 Moved by: COUNCILLOR JENNIFER SCOTT

That Council support moving forward in principle with joint use of the Greenview Regional Multiplex by the New K-12 school pending a mutually beneficial joint use agreement with the Northern Gateways Public School Division.

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

AGAINST: Councillor Delorme

CARRIED

Reeve Olsen recessed the meeting at 2:19 p.m.

Reeve Olsen reconvened the meeting at 2:30 p.m.



MOTION: 22.11.738 Moved by: COUNCILLOR SALLY ROSSON

That Council direct Administration to host a public engagement as soon as possible for the purpose of gathering information regarding the potential joint use agreement between the Municipal District of Greenview and Northern Gateway School Division regarding the Greenview Regional Multiplex.

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

CARRIED

#### **7.15 VALLEYVIEW AIRPORT**

##### **VV AIRPORT**

MOTION: 22.11.739 Moved by: COUNCILLOR TOM BURTON

That Council supports the cost-sharing of the Valleyview Airport Rehabilitation work with the Town of Valleyview as part of the Community Airport Grant, with an upset limit of \$255,000, with funds to come from the unrestricted reserve.

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

AGAINST: Councillor Delorme

CARRIED

#### **7.16 VALLEYVIEW SEED CLEANING PLANT COOPERATIVE PROPERTY OFFER**

##### **VV SEED CLEANING COOP**

MOTION: 22.11.740 Moved by: COUNCILLOR DAVE BERRY

That Council take no action on the Valleyview Seed Cleaning Plant Cooperative offer to sell the property to Greenview.

DEFERRED

MOTION: 22.11.741 Moved by: COUNCILLOR DAVE BERRY

That Council defer motion "Valleyview Seed Cleaning Plant Cooperative Property Offer" until the last Regular Council meeting in January.

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

CARRIED

MOTION: 22.11.742 Moved by: COUNCILLOR DUANE DIDOW

That Council accept the verbal update regarding the West Yellowhead Regional Waste Management.

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

CARRIED

## **8.0 NOTICE OF MOTION**

Councillor Burton made a Notice of Motion that Council look at the paving of RG RD 21 and TWP RD 741 from HWY 43 to HWY 736.

### **CLOSED SESSION**

## **9.0 CLOSED SESSION**

MOTION: 22.11.743 Moved by: COUNCILLOR TOM BURTON

That the meeting go to Closed Session, at 2:59 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

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

## **9.2 CONFIDENTIAL EVALUATIONS**

## **9.3 DISCLOSURE HARMFUL TO PERSONAL PRIVACY**

### **OPEN SESSION**

## **OPEN SESSION**

MOTION: 22.11.744 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 4:10 p.m.

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

CARRIED

MOTION: 22.11.745 Moved by: DEPUTY REEVE BILL SMITH

That Council direct Administration to prepare a report on the potential to support increasing the primary large animal focused veterinary practices that provide services within the region to Greenview Producers.

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

AGAINST: Councillor Burton

CARRIED

## 10.0 MEMBERS BUSINESS

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

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

- October 25, 2022, Organizational Meeting
- October 25, 2022, Regular Council Meeting
- Alberta Seniors Community Housing Association
- RMA Fall Convention
- Municipal Planning Commission
- Committee of the Whole
- Budget Review Meetings

MOTION: 22.11.746 Moved by: COUNCILLOR TOM BURTON

That Council authorize Councillor Winston Delorme to attend the FCM: Sustainable Communities Conference 2023 in Ottawa.

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

CARRIED

### WARD 2

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

- October 25, 2022, Organizational Meeting
- October 25, 2022, Regular Council Meeting
- Fox Creek Culture and Recreation Board Meeting
- Agricultural Services Board Regional Meeting
- Budget Review Meetings
- Breakfast with the Guys
- RMA Fall Convention
- Committee of the Whole
- Municipal Planning Commission
- Fox Creek Synergy Board meeting
- NGSD School Build Presentation
- Northern Transportation Advocacy Bureau Meeting
- Greenview Regional Waste Management Commission meeting

### WARD 3

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

- October 25, 2022, Organizational Meeting
- October 25, 2022, Regular Council Meeting

- RMA Fall Convention
- Chamber of Commerce Awards Ceremony
- Valleyview Remembrance Day Ceremony
- Budget Review Meetings
- Breakfast with the Guys
- Municipal Planning Commission
- Committee of the Whole
- FCSSAA Conference

**WARD 4**

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

- October 25, 2022, Organizational Meeting
- October 25, 2022, Regular Council Meeting
- Agricultural Services Board Meeting
- Regional Agricultural Services Board meeting
- Budget Review Meetings
- RMA Fall Conference
- Municipal Planning Commission
- Committee of the Whole
- Northern Gateway Public School Division Meeting
- Northern Transportation Advocacy Board Meeting
- Sunset House Hall Board Meeting

**WARD 5**

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

- October 25, 2022, Organizational Meeting
- October 25, 2022, Regular Council Meeting
- Regional Agricultural Services Board Meeting
- Valleyview and District Ag Society Appreciation Supper
- Budget Review Meetings
- Breakfast with the Guys
- RMA Fall Convention
- New Fish Creek Hall Board Meeting
- Committee of the Whole
- Municipal Planning Commission
- Heart River Housing Budget Meeting
- Heart River Housing Regular Board Meeting
- Valleyview Remembrance Day Ceremony

**WARD 6**

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

- October 25, 2022, Organizational Meeting
- October 25, 2022, Regular Council Meeting

- East Smoky Recreation Board Meeting
- International Paper Committee Meeting
- Lobbyist Webinar hosted by Alberta Counsel
- Grande Spirit Foundation Board Meeting
- Budget Review Meetings
- Breakfast with the Guys
- RMA Fall Convention
- DeBolt Remembrance Day Ceremony
- MD of Greenview Library Board meeting
- Municipal Planning Commission
- Committee of the Whole
- Ridgevalley Lagoon Discussion
- Northern Gateway Open House
- Northern Transportation Advocacy Board Meeting
- East Smoky Recreation Board Meeting

**WARD 7**

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

- October 25, 2022, Organizational Meeting
- October 25, 2022, Regular Council Meeting
- Pace Meeting
- Budget Review Meetings
- Breakfast with the guys
- RMA Fall Convention
- Municipal Planning Commission
- Committee of the Whole
- Ridgevalley Lagoon Meeting

**WARD 8**

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

- October 25, 2022, Organizational Meeting
- October 25, 2022, Regular Council Meeting
- Regional Agricultural Services Board Meeting
- Agricultural Services Board Meeting
- Budget Review Meetings
- RMA Fall Convention
- Municipal Planning Commission
- Committee of the Whole
- Carbon Hub Meeting

**WARD 8**

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

- October 25, 2022, Organizational Meeting

- October 25, 2022, Regular Council Meeting
- Budget Review Meetings
- Breakfast with the Guys
- MD of Greenview Library Board Meeting
- FCSS Conference
- Grovedale Rural Crime Watch

**WARD 9**

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

- October 25, 2022, Organizational Meeting
- October 25, 2022, Regular Council Meeting
- Meet and Greet with Grande Cache doctors
- Budget Review Meetings
- RMA Fall Convention
- Municipal Planning Commission
- Committee of the Whole

**WARD 9**

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

- October 25, 2022, Organizational Meeting
- October 25, 2022, Regular Council Meeting
- Calgary Energy Evening
- Carbon Hub Meeting
- Budget Review Meetings
- Breakfast with the guys
- Community Futures Regular Meeting
- RMA Fall Convention
- Grande Cache Remembrance Day Ceremony
- Municipal Planning Commission
- Committee of the Whole
- Drs Retention ZOOM with Northern Alberta Health Counsel
- River of Death and Discovery Dino Museum Meeting
- HWY 666 Calls with MLA Toews office
- Community Futures Interviews
- Dinner with City of GP Mayor Jackie Clayton

**#10 MEMBERS  
BUSINESS**

MOTION: 22.11.747 Moved by: COUNCILLOR CHRISTINE SCHLIEF

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

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

CARRIED

**#11  
ADJOURNMENT**

**11.0 ADJOURNMENT**

MOTION: 22.11.748 Moved by: COUNCILLOR RYAN RATZLAFF

That Council adjourn this Regular Council Meeting at 5:05 p.m.

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

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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CHAIR



# REQUEST FOR DECISION

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SUBJECT: **Bylaw 22-887 "Town of Grande Cache Obsolete Bylaw Repeal"**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: December 13, 2022 CAO: SW MANAGER:  
DEPARTMENT: CORPORATE SERVICES DIR: EK PRESENTER: SS  
STRATEGIC PLAN: Governance LEG: SS

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## RELEVANT LEGISLATION:

**Provincial** – Municipal Government Act, R.S.A 2000, Chapter M-26 s. 63, Province of Alberta, Order In Council 361/2018, sec. 2(f)

**Council Bylaw/Policy** – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council give first reading to Bylaw 22-887 "Town of Grande Cache Obsolete Bylaw Repeal" as presented.**

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## BACKGROUND/PROPOSAL:

Administration has reviewed the outstanding Town of Grande Cache bylaws and is recommending the repeal of several obsolete, redundant and outdated bylaws to harmonize administration between Ward 9 and the rest of Greenview.

Alberta Treasury Board and Finance, Loans to Local Authorities Division (formerly the Alberta Capital Financing Authority), has confirmed that there is only one outstanding bylaw relating to debt obligations. The remaining borrowing bylaw is Bylaw 686, for the purpose of the Grande Cache Recreation Centre, and is not included in the Schedule A listing.

The following bylaws (69) are being repealed as they relate to the purchase of goods or services which have been paid for and consumed by the Town of Grande Cache:

<ul style="list-style-type: none"><li>• Bylaw 25 – Equipment Purchase Truck &amp; Garbage Packer</li></ul>	<ul style="list-style-type: none"><li>• Bylaw 27 – Equipment Purchase Truck</li></ul>
<ul style="list-style-type: none"><li>• Bylaw 28 – Equipment Purchase Grader</li></ul>	<ul style="list-style-type: none"><li>• Bylaw 37 – Equipment Purchase Dozer Blade</li></ul>
<ul style="list-style-type: none"><li>• Bylaw 38 – Equipment Purchase Truck</li></ul>	<ul style="list-style-type: none"><li>• Bylaw 53 – Equipment Purchase 3 Trucks</li></ul>
<ul style="list-style-type: none"><li>• Bylaw 54 – Equipment Purchase Street Clean</li></ul>	<ul style="list-style-type: none"><li>• Bylaw 61 – Equipment Purchase Tractor</li></ul>
<ul style="list-style-type: none"><li>• Bylaw 70 – Equipment Purchase Accounting Machine</li></ul>	<ul style="list-style-type: none"><li>• Bylaw 71 – Equipment Purchase Truck</li></ul>



• Bylaw 104 – Mobile Communication Equipment Purchase	• Bylaw 195 – Equipment Purchase – 4 Ton Truck
• Bylaw 211 – Equipment Purchase – ½ Ton Truck	• Bylaw 221 Office Equipment Purchase – ADDO Data Recorder
• Bylaw 223 – Equipment Purchase Fire Truck	• Bylaw 242 – Equipment Purchase Truck/Loader
• Bylaw 248 – Equipment Purchase Garbage Packer	• Bylaw 267 – Equipment Purchase Truck
• Bylaw 282 – Equipment Purchase 2 Trucks	• Bylaw 283 – Equipment Purchase Radio
• Bylaw 287 – Equipment Purchase Radio Comm System Fire Dept	• Bylaw 298 – Equipment Purchase Ambulance
• Bylaw 301 – Equipment Purchase Loader Tandem Truck	• Bylaw 302 – Equipment Purchaser Screener
• Bylaw 307 – Equipment Purchase Cash Register	• Bylaw 309 – Equipment Purchase Grader
• Bylaw 321 – Equipment Purchase Datacorder II	• Bylaw 322 – Equipment Purchase Riding Mower Sweeper & Snow Blower
• Bylaw 329 – Equipment Purchase Tandem Truck	• Bylaw 330 – Equipment Purchase Truck
• Bylaw 334 – Equipment Purchase Truck	• Bylaw 347 – Equipment Purchase Truck Garbage
• Bylaw 353 – Equipment Purchase Tandem Truck w Sander Snowplow	• Bylaw 356 – Equipment Purchase Fire Truck
• Bylaw 358 – Equipment Purchase Truck	• Bylaw 364 – Equipment Purchase IBM Computer
• Bylaw 366 – Equipment Purchase Dynahoe Excavator	• Bylaw 375 – Equipment Purchase Truck
• Bylaw 380 – Equipment Purchase Snowblower	• Bylaw 385 – Equipment Purchase Loader
• Bylaw 392 – Equipment Purchase Tailgate Assembly	• Bylaw 393 – Equipment Purchase Copier
• Bylaw 395 – Equipment Purchase Sander Exhaust Analyzer	• Bylaw 396 – Equipment Purchase Digital Blood Pressure Monitor
• Bylaw 397 – Equipment Purchase Passenger Van	• Bylaw 401 – Equipment Purchase Wheeled Loader
• Bylaw 407 – Equipment Purchase ATV & Trailer	• Bylaw 410 – Equipment Purchase Ambulance Rescue Tools
• Bylaw 411 – Equipment Purchase Riding Lawnmower & Trailer	• Bylaw 412 – Equipment Purchase Truck
• Bylaw 413 – Equipment Purchase Dozer	• Bylaw 420 – Equipment Purchase Office Equipment
• Bylaw 421 – Equipment Purchase Office Equipment	• Bylaw 426 – Equipment Purchase Backhoe
• Bylaw 428 – Equipment Purchase Ambulance Rescue Truck	• Bylaw 430 – Equipment Purchase Street Sweep
• Bylaw 437 – Equipment Purchase	• Bylaw 438 – Equipment Purchase
• Bylaw 439 – Equipment Purchase	• Bylaw 441 – Equipment Purchase
• Bylaw 448 – Equipment Purchase Truck	• Bylaw 449 – Equipment Purchase
• Bylaw 450 – Equipment Purchase	• Bylaw 466 – Equipment Purchase
• Bylaw 468 – Equipment Purchase	• Bylaw 475 – Equipment Purchases Tandem Gravel Truck
• Bylaw 488 – Equipment Purchase Various	• Bylaw 489 – Equipment Purchase Various

• Bylaw 493 – Equipment Purchase Various	
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The following bylaws (32) are being repealed as they were requests for the Town of Grande Cache to enter into debt obligation to pay for goods, which have now expired:

• Bylaw 02 - Indebtedness Survey Soil /Equip Purchase	• Bylaw 03 - Indebtedness Survey Water Sewage
• Bylaw 05 - Indebtedness Land Purchase	• Bylaw 07 - Indebtedness Infrastructure & Equipment
• Bylaw 16 – Indebtedness Storm Sewer System	• Bylaw 17 - Indebtedness Recreation Complex
• Bylaw 20 – Indebtedness Water Distribution Extension	• Bylaw 21 – Indebtedness Sewer Collection Extension
• Bylaw 43 – Indebtedness Paving	• Bylaw 48 – Indebtedness Employee Residences
• Bylaw 57 – Indebtedness Water Distribution Extension	• Bylaw 58 – Indebtedness Storm Sewage System Stage 3
• Bylaw 59 – Indebtedness Sewer Collection System	• Bylaw 99 – Indebtedness Paved Streets Sidewalks Curb Gutters
• Bylaw 299 – Indebtedness Water Supply Additional Revoked	• Bylaw 316 – Indebtedness Sewage Treatment Plant
• Bylaw 325 – Indebtedness Public Works Building Addition	• Bylaw 516 – Indebtedness Residential Land
• Bylaw 558 – Indebtedness Serviced Residential Land Development	• Bylaw 561 – Indebtedness Serviced Residential Land Development
• Bylaw 561-2 – Indebtedness Water Supply & Land Treatment Facility	• Bylaw 561-3 Indebtedness Water Supply & Treatment Facility Amendment
• Bylaw 562 Indebtedness Commercial Industrial Land Development	• Bylaw 606 – Indebtedness Land Development
• Bylaw 817 – Indebtedness Street Sidewalk Repair Repealed	• Bylaw 55 – Debentures Elementary School
• Bylaw 67 – Debenture Elementary School Addition	• Bylaw 76 – Debenture Junior Senior High School Addition
• Bylaw 138 – Debentures	• Bylaw 176 – Debenture Staff Housing
• Bylaw 194 – Debentures Issuance	• Bylaw 256 – Debenture Water Supply

The following bylaws (90) are being repealed as they relate to taxation for the Town of Grande Cache which are now expired and void:

• Bylaw 19 – Mill Rate 1969	• Bylaw 87 – Mill Rates 1971
• Bylaw 125 – Mill Rates 1973	• Bylaw 140 – Mill Rates 1974
• Bylaw 165 – Mill Rates 1975	• Bylaw 206 – Mill Rates 1976
• Bylaw 240 – Mill Rates 1977	• Bylaw 273 – Mill Rates 1978

• Bylaw 289 – Mill Rates 1979	• Bylaw 303 – Mill Rates 1980
• Bylaw 60 – Tax 1971	• Bylaw 77 – Assessment & Taxation
• Bylaw 81 – Tax Penalties	• Bylaw 88 – Tax Penalty Amendment
• Bylaw 90 – Assessment Taxation 1972	• Bylaw 115 – Tax Penalties 1973
• Bylaw 116 – Assessment Taxation 1973	• Bylaw 123 – Business Tax Repealed
• Bylaw 126 – Tax Penalties 1973	• Bylaw 161 - Tax Penalties Rescinded
• Bylaw 169 – Tax Penalties	• Bylaw 288 – Assessment Taxation 1979
• Bylaw 291 – Assessment Taxation 1980	• Bylaw 308 – Assessment Taxation 1981
• Bylaw 318 – Tax Penalties 1981	• Bylaw 320 – Tax Levy 1981
• Bylaw 332 – Assessment Taxation 182	• Bylaw 333 – Tax Certificates
• Bylaw 346 – Tax Levy 1982	• Bylaw 352 – Tax Levy 1983
• Bylaw 361 – Tax Levy 1984	• Bylaw 374 – Tax Levy 1985
• Bylaw 389 – Tax Levy 1985	• Bylaw 406 – Tax Levy 1986
• Bylaw 427 – Tax Levy 1987	• Bylaw 436 – Tax Levy 1988
• Bylaw 456 – Tax Rate 1989	• Bylaw 476 – Tax Rate 1990
• Bylaw 490 – Tax Rates 1991	• Bylaw 505 – Tax Rates 1992
• Bylaw 515 – Tax Rates 1993	• Bylaw 524 – Tax Rates 1994
• Bylaw 534 – Tax Rate 1995	• Bylaw 545 – Tax Rate 1996
• Bylaw 557 – Supplementary Tax 1997	• Bylaw 564 – Tax Rate Levy Assessment 1997
• Bylaw 596 – Tax Rate 2000	• Bylaw 604 – Tax Rate 2001
• Bylaw 616 – Tax Rate 2002	• Bylaw 620 – Supplementary Tax 2003
• Bylaw 626 – Tax Rate 2003	• Bylaw 629 – Tax Rate 2004
• Bylaw 633 – Supplementary Tax 2005	• Bylaw 635 – Tax Rate 2005
• Bylaw 638 – Supplementary Tax 2006	• Bylaw 640 – Tax Rate 2006
• Bylaw 650 – Tax Rate 2007	• Bylaw 652 – Supplementary Tax 2007
• Bylaw 661 – Supplementary Tax 2008	• Bylaw
• Bylaw 112 – Supplementary Assessment 1972	• Bylaw 142 – Assessment 1975
• Bylaw 155 – Supplementary Assessments Repeal	• Bylaw 170 – Assessment 1976
• Bylaw 212 – Assessment 1977	• Bylaw 241 – Assessment 1978
• Bylaw 271 – Supplementary Assessments Rescinded	• Bylaw 669 – Offsite Levy
• Bylaw 367 – Assessment 1984	• Bylaw 378 – Assessment 1985
• Bylaw 387 – Supplementary Assessment 1985	• Bylaw 394 – Assessment 1986
• Bylaw 414 – Assessment 1987	• Bylaw 443 – Assessment 1989
• Bylaw 470 – Assessment Roll 1990	• Bylaw 483 – Assessment 1991
• Bylaw 494 – Assessment 1992	• Bylaw 509 – Assessment 1993
• Bylaw 518 – Assessment 1994	• Bylaw 541 – Assessment 1995
• Bylaw 542 – Supplementary Assessment Prep 1996	• Bylaw 543 – Supplementary Assessment 1996

<ul style="list-style-type: none"> <li>• Bylaw 555 – Assessment 1996</li> </ul>	<ul style="list-style-type: none"> <li>• Bylaw 619 – Supplementary Assessment 2003</li> </ul>
<ul style="list-style-type: none"> <li>• Bylaw 637 – Supplementary Assessment 2006</li> </ul>	<ul style="list-style-type: none"> <li>• Bylaw 632 – Supplementary Assessment 2005</li> </ul>
<ul style="list-style-type: none"> <li>• Bylaw 833 – Intermunicipal Assessment Review Board</li> </ul>	<ul style="list-style-type: none"> <li>• Bylaw 651 – Supplementary Assessment 2007</li> </ul>
<ul style="list-style-type: none"> <li>• Bylaw 660 – Supplementary Assessment 2008</li> </ul>	<ul style="list-style-type: none"> <li>• Bylaw 745 – Assessor Appointment</li> </ul>

Collectively the bylaws listed above represent 2/3 of the obsolete Town of Grande Cache bylaws, with the remaining comprising of general municipal housekeeping, grants, and other incidental concerns.

Although obsolete, these bylaws are still considered active under the Order in Council 361/2018 which dissolved the Town of Grande Cache. All Grande Cache Bylaws continue to apply until repealed, amended or replaced by the Council of the receiving municipality (Greenview).

All department heads have reviewed these bylaws. The repeal of which has been deemed inconsequential to daily operations and the continued level of service.

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#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council assenting to Bylaw 22-887 is that it will harmonise administration between Ward 9 and the rest of Greenview.

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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#### ALTERNATIVES CONSIDERED:

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

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#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

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

Inform

#### **PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

Administration will follow-up on any requests for additional information.

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**ATTACHMENT(S):**

- Bylaw 22-887 "Town of Grande Cache Obsolete Bylaw Repeal"
- MGA section 63
- Order in Council



## **BYLAW NO. 22-887 of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to repeal inoperative, obsolete, expired and ineffective bylaws of the former Town of Grande Cache.**

**Whereas**, Section 7 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended provides Council with the authority to pass bylaws for municipal purposes;

**Whereas**, Section 63 of the Municipal Government Act, R.S.A. 2000, M-26, empowers Council to pass bylaws which omits or provides for the repeal of a bylaw or provision of a bylaw that is inoperative, obsolete, expired or otherwise ineffective;

**Whereas**, the Council of the Municipal District of Greenview No 16 wishes to repeal obsolete, expired or ineffective bylaws;

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

**1. TITLE**

1.1. This bylaw may be cited as the “Town of Grande Cache Obsolete Bylaw Repeal”.

**2. REPEAL**

2.1. All bylaws identified as inoperative, obsolete, expired or otherwise ineffective, as described in Schedule A, attached hereto and forming part of this bylaw, are hereby repealed.

**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 \_\_\_\_\_, 2022.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2022.

Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2022.

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REEVE

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CHIEF ADMINISTRATIVE OFFICER



# BYLAW NO. 22-887

## of the Municipal District of Greenview No. 16

### Schedule A Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws

Bylaw #	Short Title	Date Passed
02	Indebtedness Survey Soil /Equip Purchase	1966-10-07
03	Indebtedness Survey Water Sewage	1967-06-26
05	Indebtedness Land Purchase	1968-11-21
07	Indebtedness Infrastructure & Equipment	1969-03-18
11	Development Control	1969-02-15
12	Land Purchase 2655	1969-02-15
13	Liquified or Natural Gas Franchise Plains Western	1969-03-27
16	Indebtedness Storm Sewer System	1969-07-17
17	Indebtedness Recreation Complex	1969-07-17
19	Mill Rate 1969	196-06-06
20	Indebtedness Water Distribution Extension	1969-09-25
21	Indebtedness Sewer Collection Extension	1969-09-25
25	Equipment Purchase Truck & Garbage Packer	1969-08-28
27	Equipment Purchase Truck	1969-09-11
28	Equipment Purchase Grader	1969-09-25
37	Equipment Purchase Dozer Blade	1970-01-26
38	Equipment Purchase Truck	1970-02-09
39	Preventative Social Services Program	1970-02-10
43	Indebtedness Paving	1970-04-16
44	Electricity Provider - Canadian Utilities	1970-09-15
48	Indebtedness Employee Residences	1970-05-12
53	Equipment Purchase 3 Trucks	1970-08-12
54	Equipment Purchase Street Cleaner	1970-09-12
55	Debentures Elementary School	1970-08-25
56	Electricity Provider Plains Western Gas Electric Amend	1970-09-29
57	Indebtedness Water Distribution Extension	1970-09-14
58	Indebtedness Storm Sewage System Stage 3	1970-09-14
59	Indebtedness Sewer Collection System	1970-09-15
60	Tax 1971	1970-08-25
61	Equipment Purchase Tractor	1970-09-15
67	Debenture Elementary School Addition	1970-12-07
70	Equipment Purchase Accounting Machine	1970-12-08
71	Equipment Purchase Truck	1970-12-08
72	Purchase Buildings	1970-12-08
75	Purchase 6 Portable Classrooms	1971-01-12

76	Debenture Junior Senior High School Addition	1971-01-12
77	Assessment & Taxation	1971-01-26
78	Borrowing 1971	1971-02-08
80	Borrowing Ice Plant	1971-03-22
81	Tax Penalties	1971-05-10
84	Shopping Cart Control	1971-06-15
85	Borrowing 1971	1971-07-13
87	Mill Rates 1971	1971-08-09
88	Tax Penalty Amendment	1971-08-09
90	Assessment Taxation 1972	1971-08-09
99	Indebtedness Paved Streets Sidewalks Curbs Gutters	1972-05-02
100	Borrowing 1972	1972-02-09
104	Mobile Communication Equipment Purchase	1972-02-22
111	Civic Holiday Aug 7, 1972	1972-07-18
112	Supplementary Assessment 1972	1972-07-18
115	Tax Penalties 1972	1972-07-18
116	Assessment Taxation 1973	1972-08-01
118	Insurance Fire Dept Council Staff	1972-10-24
121	Borrowing 1973	1973-01-09
122	Grande Cache Chamber of Commerce Grant	1973-01-23
123	Business Tax Repealed	1973-04-10
125	Mill Rates 1973	1973-06-26
126	Tax Penalties 1973	1973-06-26
127	Assessment Taxation 1974	1973-07-24
130	Billiard Rooms Operation Regulation	1973-12-19
131	Borrowing 1974	1973-11-27
133	Borrowing 1975	1974-01-08
135	Numbering Streets Avenues Houses	1974-01-22
138	Debentures	1974-05-28
139	Grande Cache Chamber of Commerce Grant	1974-04-24
140	Mill Rates 1974	1974-04-09
142	Assessment 1975	1974-07-09
144	Grande Cache Mountineer Distribution	1974-07-09
145	Building Permits	1974-07-23
148	Voters List Unnecessary	1974-08-27
155	Supplementary Assessments Repeal	1974-12-17
157	Borrowing 1975	1975-01-28
161	Tax Penalties Rescinded	1975-03-25
165	Mill Rates 1975	1975-06-24
169	Tax Penalties	1975-06-25
170	Assessment 1976	1975-06-24
175	Fire Fighting Agreement	1975-09-23
180	Building Permits Amendment	1975-10-28
190	Water Sewer Rates Trailers Temp	1975-12-16
191	Borrowing 1976	1976-01-13



194	Debentures Issuance	1976-03-09
195	Equipment Purchase - 4 Ton Truck	1976-03-16
196	Borrowing Short Term - Gtruck Backhoe	1976-03-16
197	Borrowing Short Term - Loader	1976-03-16
203	Natural Gas Compensation Plains Western Gas & Elect Co.	1976-07-13
206	Mill Rates 1976	1976-06-08
211	Equipment Purchase - 1/2 Ton Truck	1976-06-22
212	Assessment 1977	1976-06-22
214	National Fire Code Adoption Amdmt	1976-09-14
219	Building Permits	1976-10-12
221	Office Equipment Purchase - ADDO Data Recorder	1976-11-09
222	Borrowing Equipment Purchases	1976-11-23
223	Equipment Purchase Fire Truck	1976-11-23
226	Addressing	1976-12-14
227	Grande Cache Chamber of Commerce Grant	1977-01-11
229	Borrowing 1977	1977-01-11
240	Mill Rates 1977	1977-05-24
241	Assessment 1978	1977-06-13
242	Equipment Purchase Truck / Loader	1977-06-13
245	Bylaw Enforcement Officer	1977-07-26
248	Equipment Purchase Garbage Packer	1977-07-26
249	Grande Cache Chamber of Commerce Grant	1977-09-06
250	Borrowing Boys Girls Club	1977-09-07
256	Debenture Water Supply	1978-02-14
259	Borrowing 1978	1978-01-10
267	Equipment Purchase Truck	1978-04-11
271	Supplementary Assessments Rescinded	1978-06-13
273	Mill Rates 1978	1978-06-27
277	Grande Cache Chamber of Commerce Grant	1978-09-12
281	Borrowing 1979	1979-01-09
282	Equipment Purchase 2 Trucks	1979-01-23
283	Equipment Purchase Radio	1979-01-23
286	Grande Cache Chamber of Commerce Grant	1979-06-05
287	Equipment Purchase Radio Comm System Fire Dept	1979-06-19
288	Assessment Taxation 1979	1979-06-19
289	Mill Rates 1979	1979-06-29
291	Assessment Taxation 1980	1979-10-16
295	Borrowing 1980	1980-01-08
296	Municipal Police Commission	1980-01-23
298	Equipment Purchase Ambulance	1980-01-22
299	Indebtedness Water Supply Additional Revoked	1980-02-12
300	Grande Cache Chamber of Commerce Grant	1980-02-26
301	Equipment Purchase Loader Tandem Truck	1980-05-13
302	Equipment Purchase Screener	1980-06-10
303	Mill Rates 1980	1980-06-17

306	AB Environment Agreement - Water Supply Improvements	1980-10-28
307	Equipment Purchase Cash Register	1980-11-12
308	Assessment Taxation 1981	1980-11-25
309	Equipment Purchase Grader	1981-01-13
310	Borrowing 1981	1981-01-27
311	Mutual Aid Peacetime Disaster Hinton Edson	1981-02-24
315	AB Environment Agreement - Water Supply Sewage Improvements	1981-05-12
316	Indebtedness Sewage Treatment Plant	1981-06-02
317	Grande Cache Chamber of Commerce Grant	1981-07-14
318	Tax Penalties 1981	1981-06-23
320	Tax Levy 1981	1981-06-23
321	Equipment Purchase Datacorder II	1981-07-28
322	Equipment Purchase Riding Mower Sweeper & Snow Blower	1981-07-28
325	Indebtedness Public Works Building Addition	1981-10-13
329	Equipment Purchase Tandem Truck	1981-09-23
330	Equipment Purchase Truck	1981-10-27
332	Assessment Taxation 1982	1981-11-10
333	Tax Certificates	1981-11-10
334	Equipment Purchase Truck	1982-01-05
337	Borrowing 1982	1982-01-26
339	AB Environment Sewage Lagoon	1982-05-25
345	Grande Cache Chamber of Commerce Grant	1982-07-13
346	Tax Levy 1982	1982-07-13
347	Equipment Purchase Truck Garbage	1982-08-24
348	Employment Immigration Agreement Community Dev Projects Prog	1982-08-24
349	AB Transportation Agreement Fire Fighting Equipment	1982-10-12
351	Supplementary Assessment 1981 Rescinded	1982-10-26
352	Assessment Taxation 1983	1982-11-23
353	Equipment Purchase Tandem Truck w Sander Snow Plow	1982-12-14
356	Equipment Purchase Fire Truck	1983-01-11
357	Borrowing 1983	1983-01-11
358	Equipment Purchase Truck	1983-02-22
361	Tax Levy 1983	1983-06-06
362	AB Public Works Agreement Correctional Centre Construction	1983-08-30
363	Grande Cache Chamber of Commerce Grant	1983-08-09
364	Equipment Purchase IBM Computer	1983-08-09
366	Equipment Purchase Dynahoe Excavator	1983-11-01
367	Assessment 1984	1983-11-29
370	Borrowing 1984	1984-02-07
374	Tax Levy 1984	1984-06-16
375	Equipment Purchase Truck	1984-07-24
376	Grande Cache Chamber of Commerce Grant	1984-08-28
377	AMA Recreational Cultural Services Cost Sharing Agreement	1984-10-09

378	Assessment 1985	1984-11-13
380	Equipment Purchase Snowblower	1984-11-13
385	Equipment Purchase Loader	1985-02-12
387	Supplementary Assessment 1985	1985-04-23
`	Grande Cache Chamber of Commerce Grant	1985-06-11
389	Tax Levy 1985	1985-06-11
392	Equipment Purchase Tailgate Assembly	1985-09-10
393	Equipment Purchase Copier	1985-09-24
394	Assessment 1986	1985-10-22
395	Equipment Purchase Sander Exhaust Analyzer	1985-11-26
396	Equipment Purchase Digital Blood Pressure Monitor	1985-11-26
397	Equipment Purchase Passenger Van	1985-11-26
401	Equipment Purchase Wheeled Loader	1986-02-11
404	Grande Cache Chamber of Commerce Grant	1986-03-11
406	Tax Levy 1986	1986-06-12
407	Equipment Purchase ATV & Trailer	1986-06-24
410	Equipment Purchase Ambulance Rescue Tools	1986-08-19
411	Equipment Purchase Riding Lawnmower & Trailer	1986-09-19
412	Equipment Purchase Truck	1986-10-14
413	Equipment Purchase Dozer	1986-10-14
414	Assessment 1987	1986-10-28
420	Equipment Purchase Office Equipment	1987-04-28
421	Equipment Purchase Office Equipment	1987-04-28
425	Grande Cache Chamber of Commerce Grant	1987-05-26
426	Equipment Purchase Backhoe	1987-06-09
427	Tax Levy 1987	1987-06-23
428	Equipment Purchase Ambulance Rescue Truck	1987-06-23
429	Purchase Mobile Home	1987-06-23
430	Equipment Purchase Street Sweep	1987-10-13
436	Tax Levy 1988	1988-06-14
437	Equipment Purchase	1988-06-28
438	Equipment Purchase	1988-06-28
439	Equipment Purchase	1988-06-28
441	Equipment Purchase	1988-09-27
442	Grant to Chamber of Commerce	1998-10-18
443	Assessment 1989	1988-11-08
445	Natural Gas Distribution ICG Utilities AB Ltd	1989-06-13
446	Landfill Land Reclamation 7822830-01	1989-01-10
448	Equipment Purchase Truck	1989-02-28
449	Equipment Purchase	1989-02-28
450	Equipment Purchase	1989-02-28
452	Grant to Chamber of Commerce	1989-03-28
456	Tax Rate 1989	1989-06-13
464	Mobile Home Licensing	1989-08-22
465	General Penalty	1989-08-22

466	Equipment Purchase	1989-08-22
468	Equipment Purchase	1989-09-26
470	Assessment Roll 1990	1989-11-14
471	Recreation Centre Admittance Authority	1990-01-09
473	Grande Cache Chamber of Commerce Grant	1990-05-08
475	Equipment Purchases Tandem Gravel Truck	1990-06-12
476	Tax Rate 1990	1990-06-16
478	Cat Control	1990-07-24
479	Electric Supply Alberta Power Ltd	1990-01-08
481	Power of Attorney	1990-11-13
483	Assessment 1991	1990-11-27
486	Senior Housing Agreement	1991-01-22
488	Equipment Purchase Various	1991-03-12
489	Equipment Purchase Various	1991-03-12
490	Tax Rates 1991	1991-06-11
491	Grande Cache Chamber of Commerce Grant	1991-07-16
493	Equipment Purchase Various	1991-08-13
494	Assessment 1992	1991-11-12
502	Accounts Receivable Penalties	1992-03-10
505	Tax Rates 1992	1992-06-09
507	Grande Cache Chamber of Commerce Grant	1992-11-17
508	Recreation Complex Admittance Authority	1992-11-17
509	Assessment 1993	1992-11-17
512	Grande Cache Chamber of Commerce Grant	1993-03-09
515	Tax Rates 1993	1993-06-08
516	Indebtedness Residential Land	1993-08-13
518	Assessment 1994	1993-12-14
524	Tax Rate 1994	1994-06-15
525	Grande Cache Chamber of Commerce Grant	1994-06-15
531	Building Permits Amendment Rescinded	1995-05-09
532	Grande Cache Chamber of Commerce Grant	1995-05-09
534	Tax Rate 1995	1995-06-30
537	Development Authority	1995-11-14
538	Subdivision Authority	1995-11-14
541	Assessment 1995	1995-12-12
542	Supplementary Assessment Prep 1996	1996-04-09
543	Supplementary Assessment 1996	1996-04-16
545	Tax Rate 1996	1996-05-14
546	Grande Cache Chamber of Commerce Grant	1996-06-11
547	Grande Cache Municipal Library Board Grant	1996-06-11
554	Provincial 911 Services	1996-12-20
555	Assessment 1996	1996-12-20
556	Tax Rate 1997	1997-02-11
557	Supplementary Tax 1997	1997-02-11
558	Indebtedness Serviced Residential Land Development	1997-02-25

561	Indebtedness Water Supply & Treatment Facility	1997-03-26
561-2	Indebtedness Water Supply & Treatment Facility Amendment	1997-07-08
561-3	Indebtedness Water Supply & Treatment Facility Amendment	1997-08-12
562	Indebtedness Commercial Industrial Land Development	1997-03-26
563	Grande Cache Chamber of Commerce Grant	1997-04-08
564	Tax Rate Levy Assessment 1997	1997-05-13
596	Tax Rate 2000	2000-05-19
604	Tax Rate 2001	2001-05-14
606	Indebtedness Land Development	2001-07-09
607	Electric Distribution System Franchise Agreement ATCO	2001-10-10
612	Electric Distribution System Franchise Agreement ATCO	2002-10-20
616	Tax Rate 2002	2002-02-27
619	Supplementary Assessment 2003	2003-01-13
620	Supplementary Tax 2003	2003-01-13
626	Tax Rate 2003	2003-05-15
629	Tax Rate 2004	2004-05-14
632	Supplementary Assessment 2005	2005-04-19
633	Supplementary Tax 2005	2005-04-19
635	Tax Rate 2005	2005-05-17
637	Supplementary Assessment 2006	2006-02-07
638	Supplementary Tax 2006	2006-02-07
640	Tax Rate 2006	2006-05-16
644	Procedures	2006-07-18
649	Borrowing 2007	2007-04-11
650	Tax Rate 2007	2007-04-11
651	Supplementary Assessment 2007	2007-04-24
652	Supplementary Tax 2007	2007-04-24
654	Development Authority	2007-07-11
657	GC Golf and Country Club Funding	2007-12-18
660	Supplementary Assessment 2008	2008-04-29
661	Supplementary Tax 2008	2008-04-29
680	Borrowing 2009	2009-01-28
684	FOIP Fees	2009-06-15
685	Borrowing 2007 Amendment	2009-07-08
686	Indebtedness Recreation Centre	2009-07-08
708	Natural Gas Distribution AtlasGas	2011-04-13
745	Assessor Appointment	2012-05-23
814	Smoking	2016-09-14
817	Indebtedness Street Sidewalk Repair Repealed	2016-11-26
833	Intermunicipal Assessment Review Board	2017-06-14
834	Subdivision Development Appeal Board	2017-06-14
841	Council Procedures	2017-10-25

(2) A bylaw under this section may

- (a) omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative<sup>34</sup>obsolete, expired, spent or otherwise ineffective;

- (f) bylaws and resolutions of the town continue to apply in the former area of the town until the bylaws or resolutions are repealed, amended or replaced by the council of the receiving municipality,



# REQUEST FOR DECISION

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SUBJECT:	<b>Bylaw 22-929 Records Retention and Disposition</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 13, 2022	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: KC
STRATEGIC PLAN:	Governance	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial – None**

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

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## RECOMMENDED ACTION:

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

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

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## BACKGROUND/PROPOSAL:

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

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

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



- P08 Investigations - Revised retention 10 to E+10.
- P09 Licences - Reduced retention E+12 to E+10.
- P11 Permits, Certificates, Approvals - Reduced retention E+12 to E+10.
- P16 Emergency Services - Increased retention SO to 10.
- T06 Road Maintenance – Increased retention E+5 to E+10.

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

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

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

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#### BENEFITS OF THE RECOMMENDED ACTION:

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

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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#### ALTERNATIVES CONSIDERED:

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

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#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

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

Inform

#### **PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

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

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**ATTACHMENT(S):**

- Bylaw 22-929 Records Retention and Disposition



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

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

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

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

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

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

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

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

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

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

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

1. **TITLE**

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

2. **DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

### 3. **PRINCIPLES AND RESPONSIBILITIES**

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

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

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

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

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

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

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

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

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

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

4. **SEVERABILITY**

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

5. **REPEAL**

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

6. **COMING INTO FORCE**

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

Read a first time this      day of      , 2022.

Read a second time this      day of      , 2022.

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

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

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

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



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

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

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

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of notices and agendas with attachments of internal and external committees /boards that Councillors are appointed to. Includes staff reports and RFDs to Council. <i>Excludes:</i> <i>Appeal Hearing Agendas (SDAB, Pest Control, etc.) - See L01</i>	EA'S	P 5 0	P D** D	Internal COMT/BRD External COMT/BRD Copies
<b>C06</b>	<b>COUNCIL COMMITTEES &amp; BOARDS MINUTES</b>	<b>Vital</b>			
	Records of the minutes of internal and external committees/boards that Councillors are appointed to. <i>Excludes:</i> <i>Appeal Hearings (SDAB, Pest Control, etc.) – See L01</i>	EA'S	P 5	P D**	Internal COMT/BRD External COMT/BRD Recordings destroy after transcribed
<b>C07</b>	<b>ELECTION</b>				
	Records of the municipal election, by-election, final election results, statement of results, election appeals and judicial recounts, nomination papers, election, disclosure statements, oaths of the Deputy Returning Officer, Enumerator and Constable, setting of fees for election officers, arrangements for voting stations, rental rates, publishing of first and second election notices, notice of nomination day, notice of election day, dates of advance vote.	LEG	P  E+6w	P  D	Ballots = 120 days after voting or resolution of recount  Nomination papers – 6 weeks after Term ends
<b>C08</b>	<b>GOALS AND OBJECTIVES</b>				
	Records of strategic planning, goals and objectives, and mission statements such as the municipal sustainability plan.	CAO	SO+10	D**	
<b>C09</b>	<b>MOTIONS AND RESOLUTIONS</b>				
	Records of final versions of resolutions and motions of Council.	EA	P	P	
<b>C10</b>	<b>MOTIONS AND RESOLUTIONS - OTHERS</b>				
	Records of final versions of motions and resolutions of other municipalities which are of interest.	Admin	SO	D**	
<b>C12</b>	<b>BOARD AND COMMITTEE APPOINTMENTS</b>				
	Records of the appointments of council members, staff and members at large.	EA	P	P	
<b>C13</b>	<b>ACCOUNTABILITY, TRANSPARENCY &amp; GOVERNANCE</b>				
	Records of Council Oaths, Code of Conduct, complaints and related investigations, closed meeting investigations and initiatives, etc.	CAO	10 12	D**	
<b>D - DEVELOPMENT AND PLANNING: Contains records of development and planning such as, general studies, official plans, zoning, drainage etc.</b>					
<b>D00</b>	<b>DEVELOPMENT AND PLANNING - GENERAL</b>				

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

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

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

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	Records of maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.	I&P	<b>P</b>	<b>P</b>	
<b>E07</b>	<b>SOLID WASTE MANAGEMENT</b>	<b>Vital</b>			
	Records of the design, construction, maintenance, site records, and operations of landfills and transfer stations. Groundwater, environmental and gas monitoring. Surface water releases, remedial actions, waste accepted and how handled and annual reports, operational reports for recycling, energy from waste, collection services and composting. <i>Excludes:</i> <i>Environment Planning - see D03</i>	ENV	<b>E+25</b>  <b>10</b>	<b>D</b>  <b>D</b>	E= Post Closure
<b>E08</b>	<b>WATER WORKS (Drinking Water Treatment and Distribution)</b>	<b>Vital</b>			
	Records of the design, construction, commissioning, water meter registration numbers, potable & unpotable water points/wells, water treatment facilities/distribution, water mains, tanks, pipelines, hydrants, equipment design and their maintenance.	ENV	<b>P</b>	<b>P</b>	
<b>E10</b>	<b>PITS AND QUARRIES</b>	<b>Vital</b>			
	Records of gravel pits, stockpiles and quarries, exploration, maps, project reporting, assessments, general specifications, clean-up/reclamation plans and correspondence. <i>Excludes:</i> <i>Lease agreement/purchase - see L07</i>	ENV	<b>E+10</b> <b>E+5</b>	<b>D**</b>	E=Lease Expiry
<b>E12</b>	<b>PRIVATE SEWAGE DISPOSAL SYSTEMS</b>				
	Records of the design, construction and maintenance of sanitary sewers and septic systems.	ENV	<b>P</b>	<b>P</b>	
<b>E13</b>	<b>WATER MONITORING</b>				
	Records of the routine monitoring of water quality and quantity, annual reports, chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, topsoil and storm water. <i>Excludes:</i> <i>Complaints and Inquiries - see M04</i>	ENV	<b>10</b>	<b>D</b>	
<b>E14</b>	<b>WATER SAMPLING</b>				



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

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

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

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
<b>F22</b>	<b>TAX AND ASSESSMENT</b>	Vital			
	Records of assessment roll, tax recovery sales, school support declaration, property tax registrations, tax arrears register cards, tax collector's rolls, tax exemptions, assessment reports, ratepayer correspondence, tax representative and tax payment plans agreements. <i>Excludes:</i> <i>Accounts Receivable - see F02</i> <i>Mortgage Companies - see F02</i> <i>Correspondence related to tax issues <u>not</u> of a long-term importance - see F02</i>	TAX CLK	<b>P</b>  <b>E+10</b>	<b>P</b>  <b>D</b>	E=Expired / Cancelled tax reps
<b>F23</b>	<b>WRITE-OFFS and BANKRUPTCY</b>	Vital			
	Records of taxes, AR accounts that have been written off as uncollectible, as well as all correspondence of Bankruptcies of which Greenview has an interest. <i>Excludes:</i> <i>Accounts Receivable Refunds - see F02</i>	FIN/CAO	<b>E+12</b>  <b>37</b>	<b>D</b>  <b>D</b>	E= Account Closure  Court Ordered
<b>F25</b>	<b>SECURITY DEPOSITS</b>	Vital			
	Records of capital project bonds (performance & Labour & Material), development deposits, letter of credit, Letter of guarantee, proof of insurance when required and records of monies held as security (i.e. Road bonds).	Originating	<b>E+10</b>	<b>D</b>	E= Project warranty period complete, return to company
<b>F26</b>	<b>WORKING PAPERS</b>				
	Records of all working notes of a financial nature such as calculations and background documentation used to calculate financial statements such as the monthly trial balance and budget.	Originating	<b>E+2</b> <b>E+1</b>	<b>D</b>	E= Audit Complete
<b>H - HUMAN RESOURCES - Contains records of the municipality's relationship with its employees, employee records and general staff programs.</b>					
<b>H00</b>	<b>HUMAN RESOURCES - GENERAL</b>				
	Records of human resources activities which cannot be classified elsewhere. Use only if no other heading is available.	HR	<b>3</b>	<b>D</b>	
<b>H02</b>	<b>BENEFITS</b>				
	Records of brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EHT.	HR	<b>SO</b>	<b>D</b>	
<b>H03</b>	<b>EMPLOYEE RECORDS</b>	Vital			

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<b>Class Code</b>	<b>Record Classification</b>	<b>Responsible Dept.</b>	<b>Retain Years</b>	<b>Final Disposition</b>	<b>Remarks</b>
	Records of records regarding the employment history of municipal employees (full-time, part-time, student employees and volunteers) initial resume/applications, performance evaluations, training certificates or reports, correspondence with/about the employee, employee assistance, letter of offer, commencement notice, official oath, personal information such as age, gender, social insurance number, address and citizenship, education; employment history, passport and firearm permits related to employment, notice of promotion, change in employment or pension status, transfer, assignment, termination or retirement, appraisal, disciplinary actions, notations of decision relating to staffing, attendance records and leave, pay and benefits, staff development and training, payroll and tax deductions, occupational health and safety, employee assistance, health and life insurance, bonds, master attendance records, probationary periods, classification, names of pension beneficiaries, grievances, and other personal data. <i>Excludes:</i> <i>Claims – see H13</i> <i>Grievances – see H14</i> <i>Harassment – see H15</i> <i>Health &amp; Safety Training - see P07</i>	HR	<b>E+80/5</b>	<b>D</b>	E= Age 80 or 5 yrs after death
<b>H06</b>	<b>JOB DESCRIPTIONS</b>				
	Records of job descriptions and specifications as well as background information used in their preparation or amendment.	HR	<b>SO</b>	<b>D**</b>	
<b>H07</b>	<b>EMPLOYEE RELATIONS</b>				
	Records of the relationship between labour and management. Includes collective bargaining, correspondence with staff liaison committee.	HR	<b>E+5</b>	<b>D**</b>	E= Contract Expiry
<b>H08</b>	<b>ORGANIZATION</b>				
	Records of relationships, reorganization, organizational analysis, organization chart and salary grid. <i>Excludes:</i> <i>Job Descriptions - see H06</i>	HR	<b>SO</b>	<b>D**</b>	
<b>H11</b>	<b>RECRUITMENT</b>				
	Records of the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. <i>Excludes:</i> <i>Successful applications – see H03</i>	HR	<b>1 -3</b>	<b>D</b>	
<b>H12</b>	<b>ABSTRACTS &amp; CERTIFICATES</b>				

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of driver abstracts and career-oriented certificates obtained by employees, information on career and professional development programs. <i>Excludes:</i> <i>Employee Records - see H03</i>	HR	SO <del>E+3</del>	D**	**Municipality Courses E = Date no longer offered
H13	CLAIMS	Vital			
	Records of claims to WCB or insurance carriers for lost-time incidents, accidents, Short-Term Disability or Long-Term Disability. <i>Excludes:</i> <i>Non-lost-time incidents or accidents – See P07</i>	HR	E+10 E+12 <del>20</del> <del>40</del>	D  D D	E = Resolution of claim. Hazardous exposure claims = longer of 40 years or 20 years after last record made
H14	GRIEVANCES				
	Records of dealing with grievance complaints filed against the municipality such as; the initial complaint, investigation, reports and final resolution. <i>Excludes:</i> <i>Harassment &amp; Violence – see H15</i>	HR	E+10 E+12	D	E = Grievance Resolution
H15	INVESTIGATIONS/TERMINATIONS				
	Records of dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. <i>Excludes:</i> <i>Grievances – see H14</i>	HR	E+10 E+12	D	E = Resolution of complaint
H16	PAYROLL YEAR END	Vital			
	Records of payments of salary, timesheets, wages and deductions to employees, pay lists, benefits reconciliations, T-4 Slips and Statistics Canada reports, payroll registers, honoraria and fees to Council. <i>Excludes:</i> <i>Transactions from 2017 to present - See Penny Employee Payroll System</i>	HR	P	P	
<b>L - LEGAL AFFAIRS - Contains records of litigation, legislation, contracts, agreements, insurance and real estate matters.</b>					
L00	LEGAL AFFAIRS - GENERAL				
	Records of legal records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	3	D	
L01	APPEALS AND HEARINGS	Vital			

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<b>Class Code</b>	<b>Record Classification</b>	<b>Responsible Dept.</b>	<b>Retain Years</b>	<b>Final Disposition</b>	<b>Remarks</b>
	Records of all transcripts and related documentation of appeals, hearings, legal proceedings and final judgments in relation to zoning, petitions, official plans, SDAB and weed control. Also includes orders issued by regulatory bodies and boards. <i>Excludes:</i> <i>Litigation - see L02, L03</i> <i>Investigations/Terminations – see H15</i> <i>Property Assessment Complaints: resolved – see F02</i>	Admin	<b>P</b>	<b>P</b>	E= Resolution of appeal
<b>L02</b>	<b>CLAIMS AGAINST THE MUNICIPALITY</b>	<b>Vital</b>			
	Records of litigation, insurance and disputes against the municipality, may also include petitions. <i>Excludes:</i> <i>Internal Committee/Board appeals and hearings - see L01</i>	Originating	<b>E+10</b> <b>E+12</b>	<b>D</b>	E= Claim Settled
<b>L03</b>	<b>CLAIMS BY THE MUNICIPALITY</b>	<b>Vital</b>			
	Records of litigation and disputes initiated by the municipality. <i>Excludes:</i> <i>Internal Committee/Board appeals and hearings - see L01</i>	Originating	<b>E+10</b> <b>E+12</b>	<b>D</b>	E= Claim Settled
<b>L04</b>	<b>CONTRACTS AND AGREEMENTS - MAJOR</b>	<b>Vital</b>			
	Records of all agreements and contracts granted to service providers, municipalities, government agencies, landowners or other individual, oil companies or other entities, etc. <i>Excludes:</i> <i>Office/ Equipment Maintenance /Annual Service Agreements - see L14</i> <i>Subdivision &amp; Development Agreements - see Land - LD</i> <i>Land purchases - see L07</i> <i>Insurance Policies - see L06</i>		<b>E+10</b> <b>P</b>	<b>D**</b> <b>P</b>	E= Item sold agmt / contract ends P= Capital Project P= Subdivision P= Development
<b>L05</b>	<b>INSURANCE APPRAISALS</b>				
	Records of appraisal reports of municipal properties and properties of interest.	Originating	<b>E+15</b>	<b>D</b>	E= new appraisal conducted
<b>L06</b>	<b>INSURANCE POLICIES</b>	<b>Vital</b>			
	Records of insurance policies and renewal forms for vehicles, buildings, aviation, equipment & property, community groups, council and volunteer coverage. <i>Excludes:</i> <i>Employee Group Insurance - see H02</i>	FIN	<b>E+15</b>	<b>D</b>	E= Policy terminated
<b>L07</b>	<b>LAND ACQUISITION AND SALE</b>	<b>Vital</b>			

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



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

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

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<b>Class Code</b>	<b>Record Classification</b>	<b>Responsible Dept.</b>	<b>Retain Years</b>	<b>Final Disposition</b>	<b>Remarks</b>
	Records of information and reports on chemicals and substances that pose fire hazards, records dealing with toxic substances control, transportation, and effects. <i>Excludes:</i> <i>Staff Safety Training - see P07</i> <i>Personal exposure - see H03</i> <i>Manifests - see E07</i>	Originating	<b>SO</b>	<b>D**</b>	
<b>P05</b>	<b>INCIDENT/ACCIDENT REPORTS</b>	<b>Vital</b>			
	Records of incidents, accidents and vandalism that occur or involve municipal staff, facilities and properties. Also includes records of the Emergency Operations Centre, community disasters - notes, reports, press clippings, etc. <i>Excludes:</i> <i>Security - see A18</i> <i>Vehicle Accidents - see L02 or L03</i>	HS	<b>12</b>	<b>D</b>	
<b>P07</b>	<b>HEALTH &amp; SAFETY</b>				
	Records of site inspections of facilities and equipment conducted/performed by the MD Health & Safety Committee, H&S and Toolbox meetings, Bulletins, internal/external H&S Audit reports and Contractor safety orientations.	HS	<b>10</b> <del><b>5</b></del>	<b>D</b>	
<b>P08</b>	<b>INVESTIGATIONS</b>	<b>Vital</b>			
	Records of investigations pertaining to law enforcement, traffic accidents, ambulance and fire department activities. <i>Excludes:</i> <i>Bylaw Enforcement – see P01</i>	HS	<b>E+10</b> <b>E+12</b>	<b>D**</b>	E=Resolved
<b>P09</b>	<b>LICENCES</b>	<b>Vital</b>			
	Records of licences administered by or required by the municipality, province, GIS data service, water treatment plants/points, wastewater sites, road allowance licenses, dog kennels, pets, businesses, lotteries etc.	Originating	<b>E+10</b> <b>E+12</b> <b>P</b>	<b>D</b>  <b>P</b>	E= Expiry  Business licences
<b>P10</b>	<b>DEVELOPMENT PERMITS</b>				
	Development Permit Advertisements and permits with no property identifies. Permits issued to MD. <i>Excludes:</i> <i>All other permits - see P11</i> <i>Property Specific – see LD or D12</i>	Originating	<b>P</b>	<b>P</b>	
<b>P11</b>	<b>PERMITS, CERTIFICATES, APPROVALS</b>	<b>Vital</b>			

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<b>Class Code</b>	<b>Record Classification</b>	<b>Responsible Dept.</b>	<b>Retain Years</b>	<b>Final Disposition</b>	<b>Remarks</b>
	Records of applications and permits issued by the municipality giving permission to hold special events, transport oversized loads, erect signs, parking, road usage, road crossings, etc. Includes Gov Body permits and approvals issued to MD: Tanks, TRAVIS and pest control chemicals/explosives. <i>Excludes:</i> <i>Building Permits - file by subject see P10</i> <i>Burial Permits - see S09</i> <i>Encroachment Permits - see LD or D12</i> <i>Roadside Development Permits - LD</i>	Originating	<b>E+10</b> <b>E+12</b>	<b>D</b>	E= Expiry
<b>P12</b>	<b>WARRANTS</b>				
	Records of provincial and municipal issued warrants.		<b>E+3</b>	<b>D</b>	E= Execution of warrant
<b>P14</b>	<b>ANIMAL CONTROL</b>				
	Records of the control of household pets, strays, livestock, wildlife control. Programs and reports. <i>Excludes:</i> <i>Dog Licenses - see P09</i> <i>Wolf Harvest Incentive contracts – see F01</i>	AG	<b>E+5</b>	<b>D</b>	E = date animal released
<b>P16</b>	<b>EMERGENCY SERVICES</b>				
	Records of policing, land ambulance, boundaries, body removal, fire and rescue services. Peace Officer Appointments and Enforcement Authority.	PROTS	<b>10</b> <b>SO</b>	<b>D</b>	
<b>P17</b>	<b>EMERGENCY FACILITY OPERATIONS</b>				
	Records of correspondence, reports, records dealing with the management, and operations of specific municipal emergency facilities partially and fully owned/operated by the MD. <i>Excludes:</i> <i>Facility Construction &amp; Renovation - see A19</i> <i>Facility Property Maintenance - see A20</i>	PROTS	<b>E+10</b>	<b>D</b>	E= Facility Removed/Sold
<b>R - RECREATION AND CULTURE: Provision of recreational and cultural services to the immediate and surrounding communities.</b>					
<b>R00</b>	<b>RECREATION AND CULTURE - GENERAL</b>				
	Records of recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	<b>3</b>	<b>D</b>	
<b>R02</b>	<b>LIBRARY SERVICES</b>				
	Records of Correspondence, reporting and joint ventures with other municipal library boards. <i>Excludes:</i> <i>Agreements – see L04 or L14</i>	Originating	<b>5</b>	<b>D</b>	

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

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

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

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





# REQUEST FOR DECISION

SUBJECT: **Bylaw 22-930 "Schedule of Fees"**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: December 13, 2022

DEPARTMENT: CORPORATE SERVICES

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

DIR: EK

LEG: SS

MANAGER:

PRESENTER: SS

RELEVANT LEGISLATION:

**Provincial – None**

**Council Bylaw/Policy – None**

RECOMMENDED ACTION:

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

BACKGROUND/PROPOSAL:

November 22, 2022 – The Schedule of Fees has been updated to reflect the fees for licenses, permits, approvals and services for which Greenview provides.

The additions and amendments will be reflected by schedule as they appear in the Schedules of Fees.

## Schedule A – Agricultural Services

Additions:

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

Amendments:

Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
(15.)	Lost or Replacement Signs (Spray Exemption Signs)	E	\$30.00	\$30.00	Per Sign
(17. i)	Seedling Bundle	T	\$15.00	\$20.00	10 Seedlings
(17. ii)	Seedling Bundle	T	\$22.50	\$30.00	15 Seedlings
(17.iii)	Landscape Seedlings	T	\$5.00	\$7.00	Single Seedling
(17.iv)	Specialty Landscape (Singular)	T	\$10.00	\$12.00	Seedling

### **Schedule B – Family and Community Support Services**

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

### **Schedule D – Recreation**

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

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

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

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

(11. xii)	Lifesaving Society – Bronze Star	T	\$115.00	<del>\$120.00</del>	Per Course
(11. xiii)	Lifesaving Society – Bronze Medallion	T	\$180.00	<del>\$160.00</del>	Per Course
(11. xiv)	Lifesaving Society – Bronze Cross	T	\$130.00	<del>\$160.00</del>	Per Course
(11. xv)	Lifesaving Society National Lifeguard	T	\$350.00	<del>\$360.00</del>	Per Course
(11. xvi)	Lifesaving Society National Lifeguard - RECERTIFICATION	T	\$80.00	<del>\$90.00</del>	Per Course
(11. xvii)	Water Fitness (Session based)	T	<del>NON-MEMBER RATE: \$10.00</del>	\$8.00	Per Session
(11. xviii)	Water Fitness (Drop-in)	T	<del>NON-MEMBER RATE: \$12.00</del>	\$10.00	Per Drop In
<b>Section</b>	<b>Description</b>	<b>GST Status</b>	<b>Fee in \$ 2022</b>	<b>Fee in \$ 2023</b>	<b>Unit</b>
	<b>Child and Youth Programming</b>				
(12. i)	Child Programming	T	<del>NON-MEMBER RATE: \$7.00</del>	<del>\$5.00</del> \$6.00	Per Session
(12. ii)	Youth Programming	T	<del>NON-MEMBER RATE: \$8.00</del>	<del>\$5.00</del> \$7.00	Per Session
	<b>Fitness Programming</b>				
(13. i)	Child Programming	T	<del>NON-MEMBER RATE: \$7.00</del>	<del>\$5.00</del> 6.00	Per Session
(13. ii)	Youth Programming	T	<del>NON-MEMBER RATE: \$8.00</del>	<del>\$5.00</del> 7.00	Per Session
(13. iii)	Adult Programming	T	<del>NON-MEMBER RATE: \$10.00</del>	<del>\$8.00</del> 9.00	Per Session
<b>Section</b>	<b>Description</b>	<b>GST Status</b>	<b>Fee in \$ 2022</b>	<b>Fee in \$ 2023</b>	<b>Unit</b>
	<b>Drop-in Registered Programs</b>				
(14. i)	Adult	T	<del>NON-MEMBER RATE: \$12.00</del>	<del>\$8.00</del> 10.00	Per Session
(14. ii)	Youth	T	<del>NON-MEMBER RATE: \$10.00</del>	<del>\$5.00</del> 8.00	Per Session
(14. iii)	Child	T	<del>NON-MEMBER RATE: \$8.00</del>	<del>\$5.00</del> 7.00	Per Session
	<b>Concession and Merchandise</b>				
(16. i)	Beverages, Food, Coffee	T	None	Market Value	Per Item
(16. ii)	Aquatic Accessories and Socks	T	None	Suggested Retail Value	Per Item

(16. iii)	Concession Rental	T	None	\$150.00	Per Day
	<b>Grande Cache Community Bus</b>				
(17. iii)	Round Trip to Grande Prairie/Hinton	E	\$40.00 (including GST)	\$50.00	Per Person
(17. iv)	One Way Trip to Grande Prairie/Hinton		30.00 (Including GST)	\$35.00	
	<b>Administrative Items</b>				
(19. iii)	Administrative Fee (Membership Refund or Cancellation)	E	None	\$25.00	Per Membership
	<b>Ball Diamonds</b>				
(20. i)	Rental Rate	T	\$45.50	\$50.00	Per Game
(20. ii)	Tournament Rate (Maximum Day Rate per Ball Diamond)	T	\$125.00	\$130.00	Per Day
(20. iii)	Youth Rental Rate	T	None	\$25.00	Per Game
(20. iv)	Youth Tournament Rate (Maximum Day Rate Per Ball Diamond)	T	None	\$65.00	Per Day
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
(20. v)	Group Open Use (Ball Diamond Overflow Area)	T	None	\$500.00	Per Event
	<b>Grande Cache Campground</b>				
(21. i)	Full Service (Includes Power, Water and Sewer)	T	\$40.00	\$45.00	Per Night
(21. ii)	Partial Service (Includes Power and Water)	T	\$35.00	\$40.00	Per Night
(21. iv)	Monthly site rate (Full Service) <i>Availability Determined Upon Season Opening</i>	T	\$1,050.00	\$1,100.00	Per Month
(21. vi)	Cook Shack Rental	T	None	\$100.00	Per Day
<b>Recreation Centre Fees General Admittance – Greenview Regional Multiplex</b>					

	<b>Daily Pass</b>				
(27. i)	Family	T	\$19.50	<b>\$20.00</b>	Per Pass
(27. ii)	Adult (18+)	T	\$8.50	<b>\$9.00</b>	Per Pass
(27. iii)	Youth (13-17)	T	\$6.00	<b>\$6.50</b>	Per Pass
(27. iv)	Child (3-12)	T	\$4.50	<b>\$5.00</b>	Per Pass
(27. v)	Senior (60-69)	T	\$6.50	<b>\$6.50</b>	Per Pass
(27. vi)	<b>Super Senior (70+)</b>	T	Free	Free	Per Pass
(27.vii)	Children Under 3	N/A	Free	<b>Free</b>	Per Pass
<b>Section</b>	<b>Description</b>	<b>GST Status</b>	<b>Fee in \$ 2022</b>	<b>Fee in \$ 2023</b>	<b>Unit</b>
	<b>10x Punch Pass</b> <b>Expiration 2 Year</b> <b>from Purchase</b>				
(28. i)	Family	T	\$175.50	<b>\$180.00</b>	Per Pass
(28. ii)	Adult (18+)	T	\$76.50	<b>\$81.00</b>	Per Pass
(28. iii)	Youth (13-17)	T	\$54.00	<b>\$58.50</b>	Per Pass
(28. iv)	Child (3-12)	T	\$40.50	<b>\$45.00</b>	Per Pass
(28. v)	Senior (60-69)	T	\$58.50	<b>\$58.50</b>	Per Pass
(28. vi)	<b>Super Senior (70+)</b>	<b>T</b>	Free	Free	Per Pass
(28. vii)	<b>Children Under 3</b>	<b>N/A</b>	Free	<b>Free</b>	Per Pass
	<b>Monthly Membership</b>				
(29. vi)	Super Senior (70+)	T	Free	Free	Per Membership
	<b>3-Month Membership</b>				
(30. vi)	Super Senior (70+)	T	Free	Free	Per Membership
<b>Section</b>	<b>Description</b>	<b>GST Status</b>	<b>Fee in \$ 2022</b>	<b>Fee in \$ 2023</b>	<b>Unit</b>
	<b>6-Month Membership</b>				
(31. iii)	Youth (13-17)	T	\$192.50	<b>\$195.00</b>	Per Membership
(31. iv)	Child (3-12)	T	\$137.50	<b>\$140.00</b>	Per Membership
(31. v)	Senior (60-69)	T	\$195.00	<b>\$195.00</b>	Per Membership
(31. vi)	Super Senior (70+)	T	Free	Free	Per Membership
(31. vii)	<b>Children Under 3</b>	<b>T</b>	<b>Free</b>	<b>Free</b>	Per Membership
	<b>Annual Membership</b>				
(32. vi)	Super Senior (70+)	T	Free	Free	Per Membership
	<b>Family – Additional Child/Youth – Member &amp; Corporate Discounts</b>				
	<b>Daily Pass</b>				
(33. i)	Youth (13-17)	T	\$3.00	<b>\$4.00</b>	Per Additional Membership
(33. ii)	Child (3-12)	T	\$2.25	<b>\$2.50</b>	Per Additional Membership
<b>Section</b>	<b>Description</b>	<b>GST Status</b>	<b>Fee in \$ 2022</b>	<b>Fee in \$ 2023</b>	<b>Unit</b>



	<b>10x Punch Pass</b> <b>Expiration 2 Year from Date of Purchase</b>				
(34. ii)	Child (3-12)	T	\$20.25	<b>\$20.00</b>	Per Additional Punch Pass
	<b>3 Month Membership Addition</b>				
(36. i)	Youth (13-17)	T	\$50.25	<b>\$50.00</b>	Per Additional Membership
(36. ii)	Child (3-12)	T	\$36.00	<b>\$35.00</b>	Per Additional Membership
	<b>6 Month Membership Addition</b>				
(37. i)	Youth (3-12)	T	\$96.25	<b>\$95.00</b>	Per Additional Membership
(37. ii)	Child (3-12)	T	\$68.75	<b>\$70.00</b>	
	<b>Month Membership Addition</b>				
(39. vi)	Super Senior (70+)	T	Free	Free	Per Additional Membership
	<b>3 Month Membership Addition</b>				
(40. i)	Family	T	\$269.00	<b>\$270.00</b>	Per Additional Membership
(40. ii)	Adult (18+)	T	\$122.50	<b>\$125.00</b>	Per Additional Membership
(40. iii)	Youth (13-17)	T	\$85.50	<b>\$85.00</b>	Per Additional Membership
(40. iv)	Child (3-12)	T	\$61.50	<b>\$60.00</b>	Per Additional Membership
(40. v)	Senior (60-69)	T	\$85.50	<b>\$85.00</b>	Per Additional Membership
(40. vi)	Super Senior (70+)	T	Free	Free	Per Additional Membership
	<b>6 Month Membership</b>				
(41. i)	Family	T	\$514.25	<b>\$515.00</b>	
(41. ii)	Adult (18+)	T	\$233.75	<b>\$235.00</b>	
(41. iii)	Youth (13-17)	T	\$162.25	<b>\$165.00</b>	
(41. iv)	Child (3-12)	T	\$118.25	<b>\$120.00</b>	
(41. v)	Senior (60-69)	T	\$162.25	<b>\$165.00</b>	
(41. vi)	Super Senior (70+)	T	Free	Free	
<b>Section</b>	<b>Description</b>	<b>GST Status</b>	<b>Fee in \$ 2022</b>	<b>Fee in \$ 2023</b>	<b>Unit</b>
	<b>Annual Membership Addition</b>				
(42. iii)	Youth (13-17)	T	\$297.50	<b>\$300.00</b>	
(42. iv)	Child (3-12)	T	\$212.50	<b>\$215.00</b>	
(42. v)	Senior (60-69)	T	\$297.50	<b>\$300.00</b>	
(42. vi)	Super Senior (70+)	T	Free	Free	

(42. vii)	Annual Membership Sale <i>Does not apply to punch passes or corporate membership. Discount offered on 6 &amp; 12 month memberships only.</i>	N/A	15% off		
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	<b>Recreation Fees - Childmind</b>				
(43. ii)	10 x Punch Pass	T	\$40.00	\$45.00	Per Punch Pass
(43. iii)	20 x Punch Pass	T	\$70.00	\$80.00	Per Punch Pass
	<b>Personal Training Rates – One Person</b>				
(44. ii)	3 Sessions	T	\$131.25	\$130.00	Per 3 Sessions
(44. iii)	5 Sessions	T	\$212.50	\$215.00	Per 5 Sessions
(44. iv)	10 Sessions	T	\$412.50	\$415.00	Per 10 Sessions
	<b>Personal Trainer – Contractor</b>				
(46. i)	1 Person	T	None	\$15.00	Per Hour
(46. ii)	Small Group	T	None	\$25.00	Per Hour
(46. iii)	Monthly	T	None	\$300.00	Per Agreement
	<b>Recreation Centre Fees – Facility Rentals</b>				
	<b>Dance Studio A or B</b>				
(47. i)	Hourly	T	\$30.00	\$35.00	Per Hour
(47. ii)	Daily	T	\$100.00	\$200.00	Per Day
	<b>Dance Studio A &amp; B</b>				
(48. i)	Hourly	T	\$50.00	\$60.00	Per Hour
(48. ii)	Daily (9am – 9pm)	T	\$175.00	\$350.00	Per Day
	<b>Aquatic Centre</b>				
(49. i)	Lane or Leisure Pool (up to 35), Hot Amenities included	T	\$99.00	\$100.00	Per Hour
(49. ii)	Lane <del>or</del> and Leisure Pool Rental (up to 70 People), Hot Amenities Included	T	\$198.00	\$200.00	Per Hour
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	<b>Fieldhouse Rate – All Courts</b>				

(51. i)	Daily ( <del>6-9:00am-9:00pm</del> )	T	\$600.00	<del>\$650.00</del>	Per Weekday, All Courts
(51. ii)	Non-Prime Time (6:00am-3:00pm)	T	\$75.00	<del>\$90.00</del>	Per Non-Prime Time, All Courts
(51. iii)	Weekend (3:00pm-Close/Weekends)	T	\$125.00	<del>\$150.00</del>	Per Weekend, All Courts
(51. iv)	Youth Rate	T	\$60.00	<del>\$80.00</del>	Per Event, All Courts
<del>(51. v)</del>	<del>Weekend Day Rate (Non-Social)</del>	<del>T</del>	<del>\$720.00</del>	<del>Removed</del>	
<b>Party at the 'Plex!</b>					
(58. i)	Greenview Splash	T	\$105.00	<del>\$110.00</del>	
(58. ii)	Greenview Tidal Wave	T	\$125.00	<del>\$130.00</del>	
(58. iii)	Greenview Hurricane	T	\$195.00	<del>\$250.00</del>	
(58. iv)	<del>Wibit Rental (exclusive to Private Rentals only)</del>	<del>T</del>	<del>\$35.00</del>	<del>Removed</del>	
<b>Event Sponsorship Opportunities</b>					
(59. i)	Fieldhouse ( <del>Open Rental Option</del> )	T	\$140.00	<del>\$225.00</del>	
(59. ii)	<del>Child Play Party</del> <del>Kidtopia Play</del>	T	\$125.00	<del>\$100.00</del>	
(59. iii)	<del>Splash &amp; Play</del> <del>Splashin' Fun</del>	T	\$135.00	<del>\$300.00</del>	
(59. iv)	<del>Bather Bonus</del>	T	None	<del>\$200.00</del>	
<b>Security Deposits</b>					
(60. i)	<del>Party at the 'Plex</del> <del>Cleaning Deposit</del>	E	None	<del>\$50.00</del>	
(60. ii)	<del>Rental Security Deposit – Board Room/Party Room</del>	E	None	<del>\$200.00</del>	
(60. iii)	<del>Rental Security Deposit – Fieldhouse (User Groups)</del>	E	None	<del>\$500.00</del>	
(60. iv)	<del>Rental Security Deposit – Fieldhouse (Social Event)</del>	E	None	<del>\$1,000.00</del>	
<b>Recreation Centre Fees – Registered Programs</b>					
<b>Section</b>	<b>Description</b>	<b>GST Status</b>	<b>Fee in \$ 2022 (Member/Non-member)</b>	<b>Fee in \$</b>	<b>Unit</b>

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

(62. ii)	Youth Programming	T	\$7.00 / 8.00	\$6.00 / 8.00	Per Session
(62. iii)	Parented Programming	T	None	\$2.00 / 4.00	Per Session
<b>Fitness Programming</b>					
(63. i)	Child Programming	T	\$6.00 / 7.00	\$4.00 / 6.00	Per Session
(63. ii)	Youth Programming	T	\$7.00 / 8.00	\$6.00 / 8.00	Per Session
(63. iii)	Adult Programming	T	\$9.00 / 10.00	\$8.00 / 10.00	Per Session
Section	Description	GST Status	Fee in \$ 2022 (Member/Non-member)	Fee in \$ 2023 (Member/Non-Member)	Unit
(64. iii)	Child	T	\$7.00 / 8.00	\$6.00 / 8.00	
<b>Parks and Recreation Areas</b>					
(65. i)	Johnson Park (Unserviced, with firewood)	T	\$20.00	\$25.00	Per Unit/Per Night
(66. i)	Moody's Crossing (Unserviced, with firewood)	T	\$20.00	\$25.00	Per Unit/Per Night
(67. i)	Shuttler Flats Provincial Recreation Area (Group use area, with firewood)	T	\$50.00	\$50.00	Per Night
(68. i)	Smoky River South Provincial Recreation Area (Unserviced, with firewood)	T	\$20.00	\$25.00	Per Unit/Per Night
(69. i)	Sheep Creek Provincial Recreation Area (Unserviced, with firewood)	T	\$20.00	\$25.00	Per Unit/Per Night
(70. i)	Kakwa River Provincial Recreation Area (Unserviced, with firewood)	T	\$20.00	\$25.00	Per Unit/Per Night

(71. i)	Swan Lake (Unserviced, with firewood)	T	\$20.00	\$25.00	Per Unit/Per Night

### **Schedule E – Protective/Enforcement Services**

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

### **Schedule F – Finance and Administration**

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

Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	<b>Assessment Review Board Complaint Registration Fees</b>				
(6. i)	Residential with 3 or fewer dwellings and farm land	E	\$50.00	\$50.00	
(6. ii)	Residential 4 or more dwellings	E	\$650.00	\$650.00	
(6. iii)	Non-Residential	E	\$650.00	\$650.00	
(6. iv)	Business Tax	E	\$50.00	\$50.00	

(6. v)	Tax Notice (Other than Business Tax)	E	\$30.00	\$30.00	Per Facility
(6. vi)	Linear Property – Power Generation	E	\$650.00	\$650.00	Per LPUID
(6. vii)	Linear Property – Other	E	\$50.00	\$50.00	
(6. viii)	Equalized Assessment	E	\$650.00	\$650.00	

### **Schedule G – Infrastructure and Engineering General**

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

### **Schedule H – Environmental Services**

Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	<b>Administrative Fees</b>				
(1. ii)	Service On/After Hours/Call Out	E	\$52.00	\$100.00	Per hour /per member of staff (1 hour min.)
(1. iii)	Utilities Account Deposit	E	None	\$100.00	Per Account
(1. v)	Water/Wastewater Installation Application Fee	E	None	\$150.00	Per Service
	<b>Water Distribution System</b>				

(2. i)	Installation Fee (To install from Main Line to Property Line/ includes any asphalt, curb and gutter etc.)	E	\$8,000.00	\$8,000.00	Deposit (Installation costs to be determined)
(2. ii)	Connection Fee (Rights to Connect Grovedale, Landry Heights, Little Smoky, Valleyview Rural, Crooked Creek)	E	\$12,500.00	\$12,500.00	Per Connection
(2. iii)	Connection Fee (Rights to Connect Grande Cache, DeBolt and Ridgevalley)	E	\$500.00	\$500.00	Per Connection
Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	<b>Wastewater Collection System</b>				
(8. iii)	Connection Fee (Rights to Connect DeBolt, Grovedale Low Pressure, Little Smoky, Grande Cache, Ridgevalley)	E	None	\$500.00	Per Service
	<b>Sewer Rates</b>				
(10. i)	Residential – Single Family Dwelling; Duplex - Per  Residential – Duplex, Per Self-Contained Dwelling  Residential – Multi-Family, Per Self-Contained Dwelling  Churches  Schools (Per Classroom)  Royal Canadian Legion Hall  Senior Citizen's Drop-In Centre	E	\$1.00	\$1.25	Per m <sup>3</sup> (minimum \$24.00)
(10. ii)	Commercial – General Store  Commercial – Office  Commercial – Not Classified Elsewhere	E	\$1.00	\$1.25	per m <sup>3</sup> (minimum \$36.00)
(10. iii)	Commercial – Laundromat	E	\$1.00	\$1.25	Per m <sup>3</sup> (minimum \$56.00)
(10. iv)	Commercial – Cafes  Commercial – Garages	E	\$1.00	\$1.25	Per m <sup>3</sup> (minimum \$48.00)



	Community Halls & Other Recreation Facilities				
(10. v)	Correctional Institutions  Commercial – Hotels (Rooms & Beer Parlor)	E	\$1.25	\$1.25	Per m <sup>3</sup> (minimum \$80.00)
	<b>Wastewater Lagoon</b>				
(11. i)	Commercial, Industrial, & Non-Greenview Resident Tipping Rate	E	\$10.00	\$12.00	Per m <sup>3</sup>
(11. ii)	Residential, Verified Non-Profit, and All Other Tipping Rate	E	None	\$3.00	Per m <sup>3</sup>
<b>Section</b>	<b>Description</b>	<b>GST Status</b>	<b>Fee in \$ 2022</b>	<b>Fee in \$ 2023</b>	<b>Unit</b>
	<b>Electric Sewer Snake</b>				
(13. i)	Refundable Deposit	E	None	\$500.00	
	<b>Residential Solid Waste Collection and Disposal</b>				
(16. i)	Residential Waste Collection Fee	E	\$10.00	\$10.25	Per Month
(16. ii)	Recycle Fee	E	\$10.00	\$10.25	Per Month

### Schedule I – Operations

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

### Schedule J – Planning and Development

Section	Description	GST Status	Fee in \$ 2022	Fee in \$ 2023	Unit
	<b>Development Permits, General</b>				
(2. iv)	Signage – Permanent / Temporary / Renewal	± E	\$50.00	\$50.00	Per \$100,000.00 of completed project cost (up to a maximum of a \$10,000.00 fee)
	<b>Rural Addressing Signage</b>				

(9. i)	Signage Permanent/ Replacement and Installation	± E	\$150.00	\$150.00	Per Sign
<b>Signage for Subdivisions</b>					
(10. i)	Individual Lot Sign	± E	\$50.00	\$50.00	Per Sign
(10. ii)	Large Address Sign with Address Tab for Subdivisions of 4 Lots or Greater	± E	\$1000.00	\$1000.00	Per Sign
<b>Corporate Advertising</b>					
(16.)	Corporate Advertising	T	None	\$100.00	Per Notice

December 13, 2022 – During the Council Meeting held on November 22<sup>nd</sup>, Council recommended the following changes to the Schedule of Fees Bylaw:

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

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

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

#### **Information regarding Schedule L and accompanying maps**

These rates are the amount of money that Greenview offers landowners for the purchase of a portion of their property to be used to widen Greenview owned roads or right of ways in accordance with Policy 4031 "Right-of-Way Acquisitions". The rates for the acquisition of land for road widening and right of ways have not changed in at least 7 years. Their last amendment was in 2020 when Council requested the area around Sturgeon Lake be broken out to become phase 6 at the same rate as phase 1 for the DeBolt area. Administration is not certain how the phases were initially established as that information predates the current administration. However the phases seem to follow a concentric pattern whereas land is deemed most valuable near the hamlets and becomes less valuable the further the land is from the center of the hamlet. The phases and their shapes do not appear to follow any planning legislation, such as an Area Structure Plan or zoning in accordance with the Land Use Bylaw. Council may amend the rates, add additional rates or remove them entirely from the Schedule of Fees bylaw, along with the maps.

All of the recommended changes have been included in the Schedule of Fees Bylaw. To ensure legibility, the most recent changes are highlighted in green.

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**BENEFITS OF THE RECOMMENDED ACTION:**

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

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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#### ALTERNATIVES CONSIDERED:

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

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#### FINANCIAL IMPLICATION:

##### **Direct Costs:**

##### **Ongoing / Future Costs:**

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

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#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

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

Inform

#### **PUBLIC PARTICIPATION GOAL**

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

#### **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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#### FOLLOW UP ACTIONS:

Administration will bring the bylaw back with any amendments for additional consideration or enact the administrative reforms to begin charging the new rates if given third reading.

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#### ATTACHMENT(S):

- Bylaw 22-930 "Schedule of Fees"



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

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

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

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

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

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

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

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

**1. Title**

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

**2. Definitions**

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

**3. Application**

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



**BYLAW NO. 22-930**  
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3.3 All fees, fines, rates, and penalties provided for in other current bylaws shall remain in full force and effect and may be charged in addition to the provisions stated in this Bylaw.

**4. Rates and fees**

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

**5. Severability and Effect**

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

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

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

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

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
REEVE

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



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**AGRICULTURAL SERVICES – Schedule A**

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

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



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





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	Description	GST Status *	Fee in \$	Unit
viii.	Grain Vacuum, <i>Valleyview, Grovedale</i> (1/2 day rate \$75)	T	\$150.00	Per Day
ix.	Bale Wagon, <i>Valleyview, Grovedale</i>	T	\$250.00	Per Day
x.	Pressure Washer on Trailer, <i>Valleyview</i>	T	\$50.00	Per Day
xi.	Weed Free Forage Twine	T	\$25.88	Per Roll
			\$51.76	Per Box
<b>11.</b>	<b>Water Pumping Equipment</b>			
i.	Water Pump & Trailer, <i>Grovedale (Apr 2-Oct 31, Valleyview)</i>	T	\$250.00	48 Hrs
			\$250.00	+24 Hrs
ii.	Off Season (Nov 1-April 1) At Managers Discretion	T	\$500.00	48 Hrs
			\$500.00	+24 Hrs
<b>12.</b>	<b>Recovery &amp; Repairs; Rental Equipment Program</b>			
i.	Recovery requiring 1 ton minimum for transport	T	\$100.00	Per Hour
ii.	Recovery requiring under 1 ton to transport	T	\$75.00	Per Hour
iii.	Cleaning of Equipment ( <i>plus \$75 disposal fee</i> )	T	\$60.00	Per Hour
iv.	Repair due to Negligent Use, labour	T	\$60.00	Per Hour
v.	Repair due to Negligent Use, parts	T	Full Cost	
<b>13.</b>	<b>Notice of Enforcement &amp; Chemical</b>			
i.	Notice Enforcement, Internal Labour	T	\$200.00	Per Hour
			\$125.00	Admin Fee
ii.	Notice Enforcement, External Labour	T	Full Cost	
			+15%	Admin Fee
iii.	Notice Enforcement, Chemical ( <i>by volume</i> )	T	Full Cost	By package
iv.	Range and Pasture Product ( <i>by volume</i> )	T	Full Cost	By package
v.	Rural Acreage Owner Chemical ( <i>by volume</i> )	T	Full Cost	By package
<b>14.</b>	<b>Haying and Pasture Permits</b>			
i.	Application fee	E	\$100.00	Per Day
ii.	Plus Annual per Acre Charge	E	\$15.00	Per Day
<b>15.</b>	<b>Spray Exemption Signs</b>			
i.	Lost or Replacement Signs	T E	\$30.00	Per Sign
<b>16.</b>	<b>Guides</b>			
i.	Guide to Crop Protection	T	\$15.00	



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	Description	GST Status *	Fee in \$	Unit
ii.	Weed Seedling Guide	I	\$10.00	
<b>17. Shelterbelt Program</b>				
i.	Seedling Bundle	T	<del>\$20.00</del> 15.00	10 Seedlings
ii.	Seedling Bundle	T	<del>\$30.00</del> 22.50	15 Seedlings
iii.	Landscape Seedlings	T	<del>\$7.00</del> 5.00	Single Seedling
iv.	Specialty Landscape (Singular)	T	<del>\$12.00</del> 10.00	Seedling
v.	Plastic Mulch, 1 Roll	T	\$225.00	1,500 ft per roll
vi.	Hemp Mats and 2 x Wooden Nails	T	\$1.00	

**FAMILY AND COMMUNITY SUPPORT SERVICES – Schedule B**

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

**COMMUNITY SERVICES GENERAL – Schedule C**

Grande Cache Cemetery					
1.	Open and Close Fees		May 15 to November 15	November 16 to May 14	
i.	Full Casket Adult	T	\$600.00	\$700.00	Per Casket
ii.	Full Casket Child	T	\$400.00	\$500.00	Per Casket

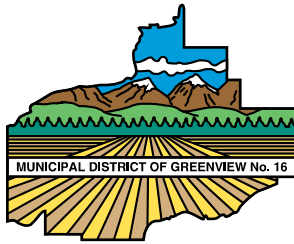


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iii.	Cremation	T	\$450.00	\$550.00	Per Casket
iv.	Disinterment	T	Double the cost of opening and closing		Per Disinterment
2.	Purchase of Plot	T	\$550.00		Per Plot
3.	Columbarium Fees				
i.	Niche Price (Includes Opening/Closing Fee)	T	\$1,050.00		Per Niche

**RECREATION – Schedule D**

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



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	Description	GST Status *	Fee in \$	Unit
vi.	Sponsorship	T	\$185.00	Per hour
<b>4.</b>	<b>Locker Rental</b>			
i.	Annual (Private Locker)	T	\$100.00	Per Year
ii.	Locker Rental (Grande Cache)	T	\$0.25	Per Use
	<b>Recreation Centre Fees – General Admittance</b>			
<b>5.</b>	<b>Daily Pass</b>			
i.	Family	T	<del>\$20.00</del> 14.50	Per Pass
ii.	Adult (18+)	T	<del>\$9.00</del> 6.75	Per Pass
iii.	Youth (12-17)	T	<del>\$6.50</del> 5.00	Per Pass
iv.	Child (3-12)	T	\$5.00	Per Pass
v.	Senior (60-69)	T	<del>\$6.50</del> 5.50	Per Pass
vi.	Super Senior (70+)	N/A	Free	Per Pass
vii.	Children Under 3	N/A	Free	Per Pass
<b>6.</b>	<b>10x Punch Pass</b> <i>Expiration 2 Year From Date of Purchase</i>			
i.	Family	T	<del>\$180.00</del> 115.75	Per Punch Pass
ii.	Adult (18+)	T	<del>\$81.00</del> 53.75	Per Punch Pass
iii.	Youth (5-17)	T	<del>\$58.50</del> 37.75	Per Punch Pass
iv.	Child (3-12)	T	\$45.00	Per Punch Pass
v.	Senior (60-69)	T	<del>\$58.50</del> 42.50	Per Punch Pass
vi.	Super Senior (70+)	N/A	Free	Per Punch Pass
vii.	Children Under 3	N/A	Free	Per Punch Pass
<b>7.</b>	<b>Monthly Membership</b>			
i.	Family	T	<del>\$110.00</del> 126.75	Per Membership
ii.	Adult (18+)	T	<del>\$50.00</del> 58.75	Per Membership
iii.	Youth (13-17)	T	<del>\$35.00</del> 41.00	Per Membership
iv.	Child (3-12)	T	\$25.00	Per Membership
v.	Senior (60-69)	T	<del>\$35.00</del> 46.00	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
<b>8.</b>	<b>3-Month Membership</b>			
i.	Family	T	<del>\$316.00</del> 316.75	Per Membership



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	Description	GST Status *	Fee in \$	Unit
ii.	Adult (18+)	T	<del>\$145.00</del> 146.25	Per Membership
iii.	Youth (13-17)	T	<del>\$100.00</del> 101.25	Per Membership
iv.	Child (3-12)	T	\$72.00	Per Membership
v.	Senior (60-69)	T	<del>\$100.00</del> 114.25	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
<b>9. 6-Month Membership</b>				
i.	Family	T	<del>\$605.00</del> 569.75	Per Membership
ii.	Adult (18+)	T	<del>\$275.00</del> 262.25	Per Membership
iii.	Youth (13-17)	T	<del>\$195.00</del> 182.75	Per Membership
iv.	Child (3-12)	T	\$140.00	Per Membership
v.	Senior (60-69)	T	<del>\$195.00</del> 205.25	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
<b>10. Annual Membership</b>				
i.	Family	T	<del>\$1,100.00</del> 949.50	Per Membership
ii.	Adult (18+)	T	<del>\$500.00</del> 437.00	Per Membership
iii.	Youth (13-17)	T	<del>\$350.00</del> 304.25	Per Membership
iv.	Child (3-12)	T	\$250.00	Per Membership
v.	Senior (60-69)	T	<del>\$350.00</del> 342.25	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	
<p style="text-align: center;"><i>Annual Membership Sale: 15% off</i>  <i>Does not apply to punch passes or corporate membership. Discount offered on 6 &amp; 12 month memberships only.</i></p> <p style="text-align: center;"><b>Corporate discount applies to a group of 5 or more individuals in the same organization.</b></p> <p style="text-align: center;"><b>Family membership includes two adults 18 years or older and two kids 17 years or younger.</b></p>				
<b>11. Special Events</b>				
i.	Toonie Swim	E	\$2.00	
<b>Recreation Centre Fees – Registered Programs</b>				
12.	Aquatics		Members	Non-Members



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	Description	GST Status *	Fee in \$		Unit
i.	Lifesaving Parent & Tot Swim Lesson	T	<del>\$55.00</del> 45.00		10 – 30min session
ii.	Lifesaving Preschool Swim Lesson	T	<del>\$55.00</del> 45.00		10 – 30min session
iii.	Lifesaving Swimmer Swim Lesson	T	<del>\$65.00</del> 60.00		10 – 45min session
iv.	Lifesaving Adult / Fitness Swimmer Swim Lesson	T	<del>\$85.00</del> 72.00		10 – 45min session
v.	School Swim Lessons		\$30.00		10 – 30 min session
vi.	Private Swimming Lessons ( <del>6 sessions for price of 5</del> )	T	<del>\$25.00</del> 30.00		Per 30 minutes
vii.	Semi-Private Swimming Lessons ( <del>2+ participants, hour/participant</del> ) ( <del>6 sessions for price of 5</del> )	T	<del>\$20.00</del> 25.00		Per Student, Per hour
viii.	Junior Lifeguard Club (Session Based)	T	<del>\$12.00</del> 10.00	\$12.00	Per Session
<del>ix.</del>	<del>Red Cross Water Safety Instructor</del>	<del>F</del>	<del>\$350.00</del>		
<del>x.</del>	<del>Red Cross Water Safety Instructor – RECERTIFICATION</del>	<del>F</del>	<del>\$80.00</del>	<del>\$80.00</del>	
ix.	Lifesaving Society – Aquatics Emergency care / Standard First Aid	T	\$140.00		Per Course
x.	Lifesaving Society – Lifesaving Instructor	T	\$350.00		Per Course
xi.	Lifesaving Society – Lifesaving Instructor RECERTIFICATION	T	\$80.00		Per Course
xii.	Lifesaving Society – Bronze Star	T	<del>\$120.00</del> 115.00		Per Course
xiii.	Lifesaving Society – Bronze Medallion	T	<del>\$160.00</del> 180.00		Per Course
xiv.	Lifesaving Society – Bronze Cross	T	<del>\$160.00</del> 130.00		Per Course
xv.	Lifesaving Society National Lifeguard	T	<del>\$360.00</del> 350.00		Per Course
xvi.	Lifesaving Society National Lifeguard - RECERTIFICATION	T	<del>\$90.00</del> 80.00	<del>\$80.00</del>	Per Course
xvii.	Water Fitness (Session based)	T	\$8.00	<del>\$10.00</del>	Per Session
xviii.	Water Fitness (Drop-in)	T	\$10.00	<del>\$12.00</del>	Per Drop In



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	Description	GST Status *	Fee in \$		Unit
<b>13.</b>	<b>Child and Youth Programming</b>		<b>Members</b>	<b>Non-Members</b>	
i.	Child Programming	T	<del>\$5.00</del> 6.00	\$7.00	Per Session
ii.	Youth Programming	T	<del>\$5.00</del> 7.00	\$8.00	Per Session
<b>14.</b>	<b>Fitness Programming</b>		<b>Members</b>	<b>Non-Members</b>	
i.	Child Programming	T	<del>\$5.00</del> 6.00	\$7.00	Per Session
ii.	Youth Programming	T	<del>\$5.00</del> 7.00	\$8.00	Per Session
iii.	Adult Programming	T	<del>\$8.00</del> 9.00	\$10.00	Per Session
<b>15.</b>	<b>Drop-in Registered Programs</b>		<b>Members</b>	<b>Non-Members</b>	
i.	Adult	T	<del>\$8.00</del> 10.00	\$12.00	Per Session
ii.	Youth	T	<del>\$5.00</del> 8.00	\$10.00	Per Session
iii.	Child	T	<del>\$5.00</del> 7.00	\$8.00	Per Session
<b>16.</b>	<b>Meeting Rooms and Curling Club Lounge</b>				
i.	Rental Rate with Clean-up	T	\$40.00		Per Hour
ii.	Association Rate/ Not-for-Profit	T	\$25.00		Per Hour
<b>17.</b>	<b>Concession and Merchandise</b>				
i.	Beverages, Food, Coffee	T	Market Value		Per Item
ii.	Aquatic Accessories and Socks	T	Suggested Retail Value		Per Item
iii.	Concession Rental	T	\$150.00		Per Agreement
<b>18.</b>	<b>Equipment Rental</b>				
i.	Portable Sound System (Onsite Only)	T	<del>\$120.00</del> 100.00		Per Event
ii.	Portable Stage	T	<del>\$180.00</del> 170.00		Per Event
iii..	Tables (Included in a Facility Rental)	T	\$6.50		Per Table
iv.	Chairs (Included in a Facility Rental)	T	\$3.00		Per Chair
v.	Boom Lift (Includes Operator) Onsite Only	T	<del>\$150.00</del> 140.00		Per Hour
vi.	Damage Deposit	T	\$400.00		
<b>19.</b>	<b>Grande Cache Community Bus</b>				
	<b>Regular Rental (Not seniors or youth)</b>				
i.	Trip Rate + Driver	T	\$1.00 + cost of fuel		Per km
			\$75.00		Per Hour



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	Description	GST Status *	Fee in \$	Unit
i.	Daily Private Rental (Encompasses Cost of Driver & Expenses)	T	\$750.00	
	<b>Senior/Youth/Nonprofit Groups Rate</b>			
iii.	<del>Driver</del>	<del>F</del>	<del>\$50.00</del>	<del>Per Hour</del>
ii.	Daily Private Rental (encompasses cost of driver & expenses)	T	\$400.00	Per Day
iii.	<b>Round Trip to Grande Prairie/Hinton</b>	E	<del>\$50.00</del> 40.00 (including GST)	Per Person
iv.	<b>One Way Trip to Grande Prairie/Hinton</b>	E	<del>\$35.00</del> 30.00 (including GST)	Per Person
<b>20.</b>	<b>Advertising</b>			
i.	Wall Rink Board	T	\$425.00	Per Year
ii.	<del>Ice Logo</del>	<del>F</del>	<del>\$650.00</del>	<del>Per Year</del>
ii.	Zamboni	T	\$650.00	Per Side
<b>21.</b>	<b>Administrative Items</b>			
i.	Labour (Clean-up, Set-up, etc.)	T	<del>\$60.00</del> 57.00	Per Person/Per Hour
ii.	Event and Equipment Rental Damage Deposit	T	<del>\$500.00</del> 400.00	Per Booking
iii.	<del>Replacement Membership cards</del>	<del>F</del>	<del>\$5.00</del>	<del>Per Card</del>
iii.	Administrative Fee (Membership Refund or Cancellation)	E	\$25.00	Per Membership
iv.	Locker Rental (Greenview Regional Multiplex)	T	\$1.00	Per Use
<b>22.</b>	<b>Ball Diamonds</b>			
i.	Rental Rate	T	<del>\$50.00</del> 45.50	Per Game
ii.	Tournament Rate (Maximum Day Rate per Ball Diamond)	T	<del>\$130.00</del> 125.00	Per Day
iii.	Youth Rental Rate	T	\$25.00	Per Game
iv.	Youth Tournament Rate (Maximum Day Rate Per Ball Diamond)	T	\$65.00	Per Day
v.	Group Open Use (Ball Diamond Overflow Area – Non-event Rental)	T	\$500.00	Per Private Booking
<b>23.</b>	<b>Grande Cache Campground</b>			
i.	Full Service (Includes Power, Water and Sewer, <del>one fire wood bundle</del> )	T	<del>\$50.00</del> 40.00	Per Night





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	Description	GST Status *	Fee in \$	Unit
ii.	Partial Service (Includes Power, Water, <b>one bundle of firewood</b> )	T	<del>\$45.00</del> 35.00	Per Night
iii.	Open Tent area	T	\$25.00	Per Night
iv.	Monthly site rate (Full Service) <i>Availability Determined Upon Season Opening</i>	T	<del>\$1,100.00</del> 1050.00	Per Month
v.	Firewood	T	\$20.00	Wheelbarrow Load
vi.	<b>Cook Shack Rental</b>	<b>T</b>	<b>\$100.00</b>	<b>Per Day</b>
<b>Recreation Greenview Regional Multiplex</b>				
	<b>Recreation Centre Fees – General Admittance</b>			
<b>24.</b>	<b>Daily Pass</b>			
i.	Family	T	<del>\$20.00</del> 19.50	Per Pass
ii.	Adult (18+)	T	<del>\$9.00</del> 8.50	Per Pass
iii.	Youth (13-17)	T	<del>\$6.50</del> 6.00	Per Pass
iv.	Child (3-12)	T	<del>\$5.00</del> 4.50	Per Pass
v.	Senior (60-69)	T	<del>\$6.50</del> 6.00	Per Pass
vi.	<b>Super Senior (70+) and Children (Under 3)</b>	N/A	<b>Free</b>	Per Pass
vii.	Children Under 3	N/A	Free	Per Pass
<b>25.</b>	<b>10x Punch Pass</b> <i>Expiration <b>3</b> Years from Date of Purchase</i>			
i.	Family	T	<del>\$180.00</del> 175.50	Per Pass
ii.	Adult (18+)	T	<del>\$81.00</del> 76.50	Per Pass
iii.	Youth (13-17)	T	<del>\$58.50</del> 54.00	Per Pass
iv.	Child (3-12)	T	<del>\$45.00</del> 40.50	Per Pass
v.	Senior (60-69)	T	<del>\$58.50</del> 54.00	Per Pass
vi.	<b>Super Senior (70+) and Children (Under 3)</b>	N/A	<b>Free</b>	Per Pass
vii.	Children Under 3	N/A	Free	Per Pass
<b>26.</b>	<b>Monthly Membership</b>			
i.	Family	T	\$110.00	Per Membership
ii.	Adult (18+)	T	\$50.00	Per Membership
iii.	Youth (13-17)	T	\$35.00	Per Membership
iv.	Child (3-12)	T	\$25.00	Per Membership
v.	Senior (60-69)	T	\$35.00	Per Membership
vi.	<b>Super Senior (70+) and Children (Under 3)</b>	N/A	<b>Free</b>	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership



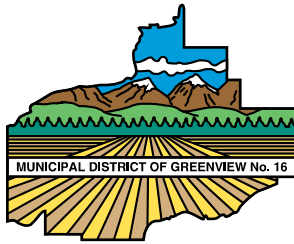
**BYLAW NO. 22-930**  
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	Description	GST Status *	Fee in \$	Unit
<b>27.</b>	<b>3 Month Membership</b>			
i.	Family	T	\$316.00	Per Membership
ii.	Adult (18+)	T	<del>\$145.00</del> 144.00	Per Membership
iii.	Youth (13-17)	T	\$100.50	Per Membership
iv.	Child (3-12)	T	\$72.00	Per Membership
v.	Senior (60-69)	T	<del>\$100.00</del> 100.50	Per Membership
vi.	<del>Super Senior (70+) &amp; Children (under 3)</del>	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
<b>28.</b>	<b>6-Month Membership</b>			
i.	Family	T	\$605.00	Per Membership
ii.	Adult (18+)	T	\$275.00	Per Membership
iii.	Youth (13-17)	T	<del>\$195.00</del> 192.50	Per Membership
iv.	Child (3-12)	T	<del>\$140.00</del> 137.50	Per Membership
v.	Senior (60-69)	T	<del>\$195.00</del> 192.50	Per Membership
vi.	<del>Super Senior (70+) and Children (Under 3)</del>	N/A	Free	Per Membership
vii.	<del>Children Under 3</del>	N/A	Free	Per Membership
<b>29.</b>	<b>Annual Membership</b>			
i.	Family	T	\$1,100.00	Per Membership
ii.	Adult (18+)	T	\$500.00	Per Membership
iii.	Youth (13-17)	T	\$350.00	Per Membership
iv.	Child (3-12)	T	\$250.00	Per Membership
v.	Senior (60-69)	T	\$350.00	Per Membership
vi.	<del>Super Senior (70+)</del>	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
	<b>Family – Additional Child/Youth – Member &amp; Corporate Discounts</b>			
<b>30.</b>	<b>Daily Pass Addition</b>			
i.	Youth (13-17)	T	<del>\$4.00</del> 3.00	Per Additional Member
ii.	Child (3-12)	T	<del>\$2.50</del> 2.25	Per Additional Member
iii.	Under 3	T	Free	
<b>31.</b>	<b>10x Punch Pass Addition</b> <i>Expiration 2 Year from Date of Purchase</i>			
i.	Youth (13-17)	T	\$27.00	Per Additional Punch Pass
ii.	Child (3-12)	T	<del>\$20.00</del> 20.25	Per Additional Punch Pass



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	Description	GST Status *	Fee in \$	Unit
iii.	Children Under 3	T	Free	Per Additional Punch Pass
<b>32.</b>	<b>Monthly Membership – Additional Child/Youth – Member &amp; Corporate Discounts</b>			
i.	Youth (13-17)	T	\$17.50	Per Additional Membership
ii.	Child (3-12)	T	\$12.50	Per Additional Membership
iii.	Children Under 3	T	Free	Per Additional Membership
<b>33.</b>	<b>3 Month Membership - Additional Child/Youth – Member &amp; Corporate Discounts</b>			
i.	Youth (13-17)	T	<del>\$50.00</del> 50.25	Per Additional Membership
ii.	Child (3-12)	T	<del>\$35.00</del> 36.00	Per Additional Membership
iii.	Under 3	T	Free	
<b>34.</b>	<b>6 Month Membership Additional Child/Youth – Member &amp; Corporate Discounts</b>			
i.	Youth (13-17)	T	<del>\$95.00</del> 96.25	Per Additional Membership
ii.	Child (3-12)	T	<del>\$70.00</del> 68.75	Per Additional Membership
iii.	Under 3	T	Free	
<b>35.</b>	<b>Annual Membership Additional Child/Youth – Member &amp; Corporate Discounts</b>			
i.	Youth (13-17)	T	\$175.00	Per Additional Membership
ii.	Child (3-12)	T	\$125.00	Per Additional Membership
iii.	Under 3	T	Free	



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	Description	GST Status *	Fee in \$	Unit
<b>Recreation Centre Fees - (Corporate Rate – 15% Discount) – General Admittance</b>				
<b>39.</b>	<b>10x Punch Pass</b>			
i.	Family	T	\$165.75	
ii.	Adult (18+)	T	\$72.25	
iii.	Youth (13-17)	T	\$51.00	
iv.	Child (3-12)	T	\$38.25	
v.	Senior (60-69)	T	\$51.00	
<b>36.</b>	<b>Monthly Membership Addition</b>			
i.	Family	T	\$93.50	Per Additional Membership
ii.	Adult (18+)	T	\$42.50	Per Additional Membership
iii.	Youth (13-17)	T	\$29.50	Per Additional Membership
iv.	Child (3-12)	T	\$21.50	Per Additional Membership
v.	Senior (60-69)	T	\$29.50	Per Additional Membership
vi.	Super Senior (70+)	T	Free	Per Additional Membership
<b>37.</b>	<b>3 Month Membership Addition</b>			
i.	Family	T	<del>\$270.00</del> 269.00	Per Additional Membership
ii.	Adult (18+)	T	<del>\$125.00</del> 122.50	Per Additional Membership
iii.	Youth (13-17)	T	<del>\$85.00</del> 85.50	Per Additional Membership
iv.	Child (3-12)	T	<del>\$60.00</del> 61.50	Per Additional Membership
v.	Senior (60-69)	T	<del>\$85.00</del> 85.50	Per Additional Membership
vi.	Super Senior (70+)	T	Free	Per Additional Membership
<b>38.</b>	<b>6-Month Membership Addition</b>			
i.	Family	T	<del>\$515.00</del> 514.25	Per Membership
ii.	Adult (18+)	T	<del>\$235.00</del> 233.75	Per Membership



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	Description	GST Status *	Fee in \$	Unit
iii.	Youth (13-17)	T	<del>\$165.00</del> 162.25	Per Membership
iv.	Child (3-12)	T	<del>\$120.00</del> 118.25	Per Membership
v.	Senior (60-69)	T	<del>\$165.00</del> 162.25	Per Membership
vi.	<b>Super Senior (70+)</b>	<b>T</b>	<b>Free</b>	Per Membership
<b>39.</b>	<b>Annual Membership Addition</b>			
i.	Family	T	\$935.00	Per Membership
ii.	Adult (18+)	T	\$425.00	Per Membership
iii.	Youth (13-17)	T	<del>\$300.00</del> 297.50	Per Membership
iv.	Child (3-12)	T	<del>\$215.00</del> 212.50	Per Membership
v.	Senior (60-69)	T	<del>\$300.00</del> 297.50	Per Membership
vi.	<b>Super Senior (70+)</b>	<b>T</b>	<b>Free</b>	Per Membership
Annual Membership Sale: 15% off <i>Does not apply to punch passes or corporate membership. Discount offered on 6 &amp; 12 month memberships only.</i>				
<b>40.</b>	<b>Recreation Fees - Childmind</b>			
i.	Per Child	T	\$5.00	Per Child, Per Session
ii.	10 x Punch Pass	T	<del>\$45.00</del> 40.00	Per Punch Pass
iii.	20 x Punch Pass	T	<del>\$80.00</del> 70.00	Per Punch Pass
<b>Recreation Centre Fees – Fitness Centre</b>				
<b>41.</b>	<b>Personal Training Rates – One Person</b>			
i.	1 Session	T	\$45.00	Per Session
ii.	3 Sessions	T	<del>\$130.00</del> 131.25	Per 3 Sessions
iii.	5 Sessions	T	<del>\$215.00</del> 212.50	Per 5 Sessions
iv.	10 Sessions	T	<del>\$415.00</del> 412.50	Per 10 Sessions
<b>42.</b>	<b>Personal Training Rates - 2 People</b>			
i.	1 Session	T	\$65.00	Per Session
ii.	3 Sessions	T	\$180.00	Per 3 Session
iii.	5 Sessions	T	\$275.00	Per 5 Session
iv.	10 Sessions	T	\$500.00	Per 10 Session
<b>43.</b>	<b>Personal Trainer – Contractor</b>			
i.	1 Person	T	\$15.00	Per Hour
ii.	Small Group	T	\$25.00	Per Hour
iii.	Monthly	T	\$300.00	Per Agreement



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	Description	GST Status *	Fee in \$	Unit
<b>Recreation Centre Fees – Facility Rentals</b>				
<b>44.</b>	<b>Dance Studio A or B</b>			
i.	Hourly	T	<del>\$35.00</del> 30.00	Per Hour
ii.	Daily	T	<del>\$200.00</del> 100.00	Per Day
iii.	Weekend	F	\$150.00	
<b>45.</b>	<b>Dance Studio A &amp; B</b>			
i.	Hourly	T	<del>\$60.00</del> 50.00	Per Hour
ii.	Daily (9am – 9pm)	T	<del>\$250.00</del> 175.00	Per Day
iii.	Weekend	F	<del>\$200.00</del>	
<b>46.</b>	<b>Aquatic Centre</b>			
i.	Lane or Leisure Pool (up to 35), Hot Amenities included	T	<del>\$100.00</del> 99.00	Per Hour
ii.	Lane <del>or</del> and Leisure Pool Rental (up to 70 People), Hot Amenities Included	T	<del>\$200.00</del> 198.00	Per Hour
iii.	Additional Guard	T	\$35.00	Per hour
<b>47.</b>	<b>Fieldhouse Rate – Per Court</b>			
i.	Daily (6:00am – 9:00pm)	T	\$250.00	Per Day, Per Court
ii.	<del>Weekday</del> Non-Prime Time Hourly (Monday-Friday, 6:00 am-3:00 pm)	T	<del>\$40.00</del> \$30.00	Per Hour, Per Court
iii.	<del>Weekend</del> Prime Time Hourly Prime Time Hourly (Monday-Friday, 3:00pm- Close/Weekends-All Hours)	T	\$50.00	Per Hour, Per Court
iv.	<del>Special</del> Youth Rate Hourly	T	<del>\$30.00</del> \$20.00	Per Hour, Per Court
<b>48.</b>	<b>Fieldhouse Rate – All Courts</b>			
i.	Daily (6:00am-9:00pm)	T	<del>\$650.00</del> 600.00	Per Weekday, All Courts
ii.	Non-Prime Time Hourly (Monday-Friday, 6:00 am-3:00 pm)	T	<del>\$90.00</del> 75.00	Per Hour, All Courts
iii.	<del>Weekend</del> Prime Time Hourly (Monday-Friday, 3:00pm-Close/Weekends- All Hours)	T	<del>\$150.00</del> 125.00	Per Hour, All Courts
iv.	Youth Rate Hourly	T	<del>\$80.00</del> 60.00	Per Event, All Courts
v.	<del>Weekend</del> Day Rate (Non-Social)	F	<del>\$720.00</del>	
<b>49.</b>	<b>Concession and Merchandise</b>			



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	Description	GST Status *	Fee in \$	Unit
i.	Beverages, Food, Coffee	T	Market Value	Per Item
ii.	Aquatic Accessories and Socks	T	Suggested Retail Value	Per Item
iii.	Concession Rental	T	\$150.00	Per Day
50.	Stage Rental ( <b>Greenview Regional Multiplex Only</b> )	T	\$500.00 \$500.00 Deposit	Per Use
51.	Dance Floor ( <b>Greenview Regional Multiplex Only</b> )	T	\$500.00 \$500.00 Deposit	Per Use
52.	Commercial Kitchen and Bar			
i.	Weekday	T	\$200.00	Per Day
ii.	Weekend	T	\$300.00	Per Day
53.	Board Room (A or B)			
i.	Hourly	T	\$30.00	
ii.	Daily	T	\$150.00	
54.	Board Room (A and B)			
i.	Hourly	T	\$50.00	
ii.	Daily	T	\$250.00	
55.	Party Room	T	\$35.00 <del>\$200.00 Damage Deposit</del>	Per Hour (2 Hour rental minimum)
56.	Party at the 'Plex!			
i.	Greenview Splash	T	<del>\$110.00</del> 105.00	
ii.	Greenview Tidal Wave	T	<del>\$130.00</del> 125.00	
iii.	Greenview Hurricane	T	<del>\$250.00</del> 195.00	
iv.	Wibit Rental (exclusive to Private Rentals only)	T	\$35.00	Per Hour
iv.	Fieldhouse Fun	T	<del>\$150.00</del> \$140.00	
v.	Child Play Party	T	<del>\$130.00</del> \$130.00	
vi.	Splash & Party	T	<del>\$140.00</del> \$140.00	
vii.	Wedding/Special Event Package – Includes Kitchen, Bar, Dance Floor, Stage	T	\$1,600.00	
57.	Event Sponsorship Opportunities			
i.	Fieldhouse Extravaganza	T	\$225.00	



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	Description	GST Status *	Fee in \$		Unit
ii.	Kidtopia Play	T	\$100.00		
iii.	Splashin’ Fun	T	\$300.00		
iv.	Bather Bonus	T	\$200.00		
58.	Security Deposits				
i.	Cleaning Deposit	E	\$50.00		
ii.	Rental Security Deposit – Boardroom/Party Room	E	\$200.00		
iii.	Rental Security Deposit – Fieldhouse (User Groups)	E	\$500.00		
iv.	Rental Security Deposit – Fieldhouse (Social Event)	E	\$1,000.00		
59.	Special Events				
i.	Toonie Swim	E	\$2.00		
Recreation Centre Fees – Registered Programs					
60.	Aquatics		Members	Non-Members	
i.	Red Cross Swim Preschool (Session Based)	F	\$45.00	\$55.00	
ii.	Red Cross Swim Kids Levels 1-6 (Session Based)	F	\$45.00	\$55.00	
iii.	Red Cross Swim Kids Levels 7-10 (Session Based)	F	\$60.00	\$70.00	
iv.	Red Cross Evaluation (Instructor Evaluates Level Placement)	F	\$5.00	\$5.00	
v.	Red Cross Swim @ School	F	\$25.00	\$25.00	
vi.	Red Cross Swim Basics	F	\$72.00	\$82.00	
vii.	Red Cross Swim Strokes	F	\$72.00	\$82.00	
viii.	Red Cross Swim Sports	F	\$45.00	\$55.00	
i.	Swim for Life - Parent & Tot, Level 1-3 (8 @ 30min)	T	\$45.00	\$55.00	
ii.	Swim for Life – Preschool, Level 1-5 (8 @ 30min)	T	\$45.00	\$55.00	
iii.	Swim for Life – Swimmer, Level 1-6 (8 @ 45min)	T	\$55.00	\$65.00	
iv.	Swim for Life - Adult Swimmer, Level 1-3 (8 @ 60min)	T	\$75.00	\$85.00	
v.	Swim for Life - Fitness Swimmer (8 @ 60min)	T	\$75.00	\$85.00	





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	Description	GST Status *	Fee in \$		Unit
vi.	Canadian Swim Patrol Programs - Rookie Patrol, Ranger Patrol & Star Patrol (8 @ 60min)	T	\$75.00	\$85.00	
i.	Private Swimming Lessons (6 sessions for price of 5)	T	<del>\$25.00</del> \$30.00	<del>\$25.00</del> \$30.00	Per 30 minutes Per Hour
ii.	Semi-Private Swimming Lessons (2+ participants, hr/participant) (6 sessions for price of 5)	T	<del>\$20.00</del> \$25.00	<del>\$20.00</del> \$25.00	Per 30 minutes Per Hour
i.	Junior Lifeguard Club (session based)	T	\$10.00	\$12.00	Per Hour
ii.	<del>Red Cross Water Safety Instructor</del>	T	<del>\$350.00</del>	<del>\$350.00</del>	
iii.	<del>Red Cross Water Safety Instructor – RECERTIFICATION</del>	T	<del>\$80.00</del>	<del>\$80.00</del>	
iv.	Red Cross Standard First Aid – C.P.R.-C & A.E.D.	T	<del>\$140.00</del> \$150.00	<del>\$140.00</del> \$160.00	
v.	Red Cross Babysitting Course (6 hours)	T	<del>\$35.00</del> \$30.00	<del>\$45.00</del> \$40.00	
<b>61.</b>	<b>Lifeguard Leadership Courses</b>				
vi.	Lifesaving Society – Bronze Star	T	<del>\$110.00</del> \$115.00	\$120.00	
vii.	Lifesaving Society – Bronze Medallion	T	<del>\$150.00</del> \$180.00	\$160.00	
viii.	Lifesaving Society – Bronze Cross	T	<del>\$150.00</del> \$130.00	\$160.00	
ix.	Lifesaving Society National Lifeguard	T	\$350.00	\$360.00	
x.	Lifesaving Society National Lifeguard – RECERTIFICATION	T	\$80.00	<del>\$90.00</del> \$80.00	
xi.	Water Fitness (Session Based)	T	\$8.00	\$10.00	
xii.	Water Fitness (Drop-in)	T	\$10.00	\$12.00	
<b>62.</b>	<b>Child &amp; Youth Programming</b>		<b>Members</b>	<b>Non-Members</b>	
i.	Child Programming	T	<del>\$4.00</del> \$6.00	<del>\$6.00</del> \$7.00	Per Session
ii.	Youth Programming	T	<del>\$6.00</del> \$7.00	\$8.00	Per Session
iii.	Parented Programming		\$2.00	\$4.00	Per Session



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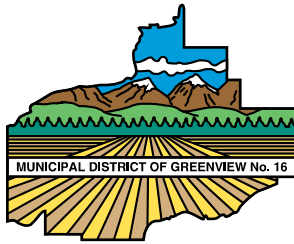
	Description	GST Status *	Fee in \$		Unit
<b>63.</b>	<b>Fitness Programming</b>		<b>Members</b>	<b>Non-Members</b>	
i.	Child Programming	T	<del>\$4.00</del> 6.00	<del>\$6.00</del> 7.00	Per Session
ii.	Youth Programming	T	<del>\$6.00</del> 7.00	\$8.00	Per Session
iii.	Adult Programming	T	<del>\$8.00</del> 9.00	\$10.00	Per Session
<b>64.</b>	<b>Drop-in Registered Programs</b>		<b>Members</b>	<b>Non-Members</b>	
i.	Adult	T	\$10.00	\$12.00	
ii.	Youth	T	\$8.00	\$10.00	
iii.	Child	T	<del>\$6.00</del> \$7.00	\$8.00	
<b>65.</b>	<b>Johnson Park</b>				
i.	Unserviced Site (Includes firewood)	T	<del>\$25.00</del> \$20.00		Per Unit/Per Night
<b>66.</b>	<b>Moody's Crossing</b>				
i.	Unserviced Site (Includes firewood)	T	<del>\$25.00</del> \$20.00		Per Unit/Per Night
<b>67.</b>	<b>Shuttler Flats Provincial Recreation Area</b>				
i.	Group Use Area (Includes firewood)	T	\$50.00		Per Night
<b>68.</b>	<b>Smoky River South Provincial Recreation Area</b>				
i.	Unserviced Site (Includes firewood)	T	<del>\$25.00</del> \$20.00		Per Unit/Per Night
<b>69.</b>	<b>Sheep Creek Provincial Recreation Area</b>				
i.	Unserviced Site (Includes firewood)	T	<del>\$25.00</del> \$20.00		Per Unit/Per Night
<b>70.</b>	<b>Kakwa River Provincial Recreation Area</b>				
i.	Unserviced Site (Includes firewood)	T	<del>\$25.00</del> \$20.00		Per Unit/Per Night
<b>71.</b>	<b>Swan Lake</b>				
i.	Unserviced Site (Includes firewood)	T	<del>\$25.00</del> \$20.00		Per Unit/Per Night
<b>72.</b>	<b>Outdoor Recreation Summer Camps</b>	T	\$20.00		Per Participant/Per Day



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**PROTECTIVE/ENFORCEMENT SERVICES – Schedule E**

	Description	GST Status*	Fee in \$	Unit
<b>Fire Services – All Locations</b>				
<b>1.</b>	<b>Fire Inspection Fees</b>			
i.	Copy of Fire Inspection Report	T	\$50.00	Each
ii.	After Hours Fire Inspection Request	T	\$75.00	Per hour
iii.	Special Event Fire Inspection Request	T	\$50.00	Each
iv.	Fire Inspection Request	T	\$50.00	Each
v.	Occupant Load Calculation Request (includes card and holder)	T	\$35.00	Each
vi.	Property Search Request	T	\$50.00	Each
vii.	Fire Extinguisher Training (Company)	T	\$25.00	Per person
	Fire Extinguisher Training (General Public)		Free	
viii.	Copy of Fire Investigation Report	T	\$50.00	Each
ix.	Fire Investigation Photographs	T	\$50.00	Each
<b>2.</b>	<b>Response to Fire Incidents</b>			
i.	Within Greenview	T	\$650.00	Per hour, per unit
ii.	Outside Greenview	T	\$650.00	Per hour, per unit
<b>3.</b>	<b>Response to Motor Vehicle Collision, Rescue, and Dangerous Goods Incidents</b>			
i.	Within Greenview	T	\$650.00	Per hour, per unit
ii.	Outside Greenview	T	\$650.00	Per hour, per unit
iii.	Provincial Highways	T	As per Alberta Transportation Rates	Per hour, per unit
	<i>Note: Administrative costs and the cost of replacing of equipment and/or materials used, lost, or damaged during an incident response are charged in addition to the above.</i>			
<b>4.</b>	<b>Dog Licensing Fees (Grande Cache)</b>			
i.	Female Dog		\$30.00	Per License
ii.	Male Dog		\$30.00	Per License
iii.	Spayed or Neutered Dog		\$20.00	Per License
iv.	Late Penalty (Applications on or after February 1 <sup>st</sup> )		\$10.00	Per License
v.	Lost or Defaced License Tag (Replacement Fee)		\$5.00	Per License



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	Description	GST Status*	Fee in \$	Unit

## FINANCE AND ADMINISTRATION – Schedule F

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

	Description	GST Status*	Fee in \$	Unit
<b>1.</b>	<b>Photocopying</b>			
i.	Tax, Utilities, Minutes or Bylaws, and Other Documents	T	\$1.00	Per page
<b>2.</b>	<b>Documents</b>			
i.	Planning or Otherwise, Any Size	T	\$10.00	Per Search
ii.	Faxed Copies (Incoming/Outgoing)	T	\$1.00	Per Page
iii.	Access to Information (FOIP), Research	T	\$25.00	Per Hour
<b>3.</b>	<b>Taxes</b>			
i.	Tax Certificate to Registered Landowner	E	No charge	
ii.	Tax Certificate to Others	E	\$50.00	Per Roll Number
iii.	Tax Search to Others	E	\$50.00	Per Roll Number
iv.	Online Tax Certificate to Others	E	\$25.00	Per Tax Certificate
v.	Online Tax Search	E	\$15.00	Per Search
vi.	Tax Notification Charges	E	\$75.00	Per Tax Notification
<b>4.</b>	<b>Assessment</b>			
i.	Assessment Record to Landowner	E	\$5.00	Per Roll Number
ii.	Assessment Record to Others	E	\$10.00	Per Roll Number
iii.	NSF Fee	E	\$50.00	Per Fee
<b>5.</b>	<b>Mail Tube</b>	T	\$15.00	Per Tube
<b>6.</b>	<b>Assessment Review Board Complaint Registration Fees</b>			
i.	Residential with 3 or fewer dwellings and farm land	E	\$50.00	
ii.	Residential 4 or more dwellings	E	\$650.00	
iii.	Non-Residential	E	\$650.00	



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	Description	GST Status*	Fee in \$	Unit
iv.	Business Tax	E	\$50.00	
v.	Tax Notice (Other than Business Tax)	E	\$30.00	Per Facility
vi.	Linear Property - Power Generation	E	\$650.00	Per LPUID
vii.	Linear Property - Other	E	\$50.00	
viii.	Equalized Assessment	E	\$650.00	

**INFRASTRUCTURE AND ENGINEERING GENERAL – Schedule G**

	Description	GST Status	Fee in \$	Unit
<b>1.</b>	<b>Road Closure</b>			
i.	Application Fee	E	\$1,500.00	
ii.	Sale of Road Allowance for the Purpose of Road Closure. As Determined by Accurate Assessment.	E	Fair Market Value	
<b>2.</b>	<b>Approaches</b>			
i.	Approach Application Request Fee (Non-Refundable)	E	\$175.00	Per Approach
ii.	Construction: Gravel Approach *The price may be reduced by \$500 for special circumstances, please contact the Manager of Construction and Engineering for more information	E	<del>\$3,000.00</del> \$3,500.00	Per Approach
iii.	Upgrade/Relocation: Gravel Approach	E	<del>\$3,500.00</del> \$4,000.00	Per Approach
iv.	Construction: Asphalt Approach	E	<del>\$10,000.00</del> \$10,500.00	Per Approach
v.	Upgrade/Relocation: Asphalt Paved Approach	E	<del>\$15,000.00</del> \$15,500.00	Per Approach
<b>3.</b>	<b>Road Allowance License</b>			
i.	Road Allowance License Fee	E	\$100.00	Per term
<b>4.</b>	<b>Inspections</b>			
i.	Seismic Pre-Inspections	E	\$100.00	Per Occurrence
ii.	Seismic Post-Inspections	E	\$100.00	Per Occurrence
iii.	Seismic Non-Compliance	E	\$100.00	Per Occurrence
<b>5.</b>	<b>Land Acquisition (Right-of-Way and Road Widening)</b>			



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	Description	GST Status	Fee in \$	Unit
i.	Properties up to 40 Acres	T	See Schedule "L"	
ii.	Properties Over 40 Acres	T	\$2400.00	Per Acre
iii.	Properties Minimum Payment	T	\$150.00	Per Occurrence
iv.	On parcels more than 40 Acres, Where an Existing Residence is on the Property, for up to 50 Meters Each Side of the Residential Driveway	T	\$3,000	Per Acre
v.	Borrow Pit Acquisition and Access and Damages	T	\$1.00	Per m <sup>3</sup>
vi.	Shelterbelt Loss, per 5m Width, Tree Height Under 10 feet	T	\$1.50	Per m
vii.	Shelterbelt Loss, per 5m Width, Tree Height Over 10 feet	T	\$2.50	Per m
viii.	Application Fee for Access Road Requests	T	\$500.00	
ix.	Application Fee for Residential Road Requests	T	\$500.00	
<b>6. Fencing</b>				
i.	Removal of Old Fence by Landowner	T	\$1.25	Per m
iii.	Removal of Old Fence and Installation of New Fence by Landowner Including Labour and Materials	T	<del>\$8.25</del> \$12.00	Per m
iv.	Removal of Old Fence and Installation of New Fence by Greenview	T	No Compensation	

### ENVIRONMENTAL SERVICES – Schedule H

*Accounts for metered services and bulk accounts if not paid within 30 days of the billing date will incur a 1.5% penalty monthly.*

*Where work is done at cost, the cost will include the amount expended by Greenview for all expenditures incurred doing the work, including administration. All invoices will be paid within 30 days of billing. If not paid within 30 of billing, are subject to interest of 1.5% penalty monthly*

	Description	GST Status*	Fee	Unit
	<del>Water Meter/Replacement/Repairs (Owner Responsibility)</del>		Based on actual replacement/repair costs	



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	Description	GST Status*	Fee	Unit
<b>1.</b>	<b>Administrative Fees-<del>Requested Service Change</del></b>			
i.	<del>Service On</del> /Off Regular Hours	E	\$50.00	per Hour/per member of staff (1 hour min.)
ii.	<del>Service On</del> /After Hours/Call Out	E	\$100.00	per hour /per member of staff (1 hour min.)
iii.	<del>Utilities Account Deposit</del>	E	<del>\$100.00</del>	<del>Per Account</del>
iv.	Water Meter & Hardware/Replacement/Repairs (Owner Responsibility)	E	Based on actual replacement/repair cost	Based on actual replacement/repair cost
v.	<del>Water/Sewer Installation Application Fee</del>	E	<del>\$150.00</del>	<del>Per application (Non- Refundable)</del>
<b>2.</b>	<b><del>Water/Sewer Connections Hamlet (Grovedale, Landry Heights, and Little Smoky)</del></b>			
i.	<del>Residential Rate (0 – 30 m<sup>3</sup>/Month)</del>	E	<del>\$3.50</del>	<del>per m<sup>3</sup></del>
ii.	<del>Residential Rate (Over 30 m<sup>3</sup>/Month)</del>	E	<del>\$4.00</del>	<del>per m<sup>3</sup></del>
iii.	<del>Non-Residential Rate</del>	E	<del>\$4.00</del>	<del>per m<sup>3</sup></del>
i.	<del>Connection Fee</del>	E	<del>\$13,000.00</del>	<del>per connection</del>
ii.	<del>Installation Fee Deposit (To install from Main Line to Property Line)<sup>1</sup></del>	E	<del>\$8,000.00</del>	<del>per service</del>
iii.	<del>Installation Fee (includes any asphalt, curb and gutter etc.)<sup>1</sup></del>	T	<del>at cost</del>	<del>per service</del>
	<i><sup>1</sup> Installation Fee Deposit will be used for the Installation Fee construction cost. Any overage will be due upon completion, or any balance will be returned upon completion.</i>			
iii.	<del>Connection Fee (Rights to Connect Grande Cache, DeBolt and Ridgevalley)</del>	E	<del>\$500.00</del>	<del>Per Connection</del>
vi.	<del>Utilities Account Deposit</del>	E	<del>\$100.00</del>	
<b>3.</b>	<b><del>Hamlet Water Distribution Systems (Grande Cache, DeBolt and Ridgevalley)</del></b>			
i.	<del>Residential Rate (0 – 30 m<sup>3</sup>/Month)</del>	E	<del>\$3.50</del>	<del>per m<sup>3</sup></del>
ii.	<del>Residential Rate (Over 30 m<sup>3</sup>/Month)</del>	E	<del>\$4.00</del>	<del>per m<sup>3</sup></del>
iii.	<del>Non-Residential Rate</del>	E	<del>\$4.00</del>	<del>per m<sup>3</sup></del>
iv.	<del>Installation Fee (To install from Main Line to Property Line/ includes any asphalt, curb and gutter etc.)</del>	E	<del>\$8,000.00</del>	<del>deposit (total installation costs)</del>
v.	<del>Connection Fee (Rights to Connect)</del>	E	<del>\$500.00</del>	<del>per service</del>
vi.	<del>Utilities Account Deposit</del>	E	<del>\$100.00</del>	
<b>4.</b>	<b><del>Rural Water Distribution System (Valleyview Rural)</del></b>			
i.	<del>Residential Rate (0-30m<sup>3</sup>/Month)</del>	E	<del>\$3.50</del>	<del>per m<sup>3</sup></del>



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	Description	GST Status*	Fee	Unit
ii.	Residential Rate (Over 30 m <sup>3</sup> /Month)	E	\$10.00	per m <sup>3</sup>
iii.	Non-Residential Rate	E	\$10.00	per m <sup>3</sup>
iv.	Connection Fee	E	\$12,500.00	per service
v.	Utilities Account Deposit	E	\$100.00	
vi.	Installation Fee (to install from Main Line to Property Line/includes any asphalt, curb and gutter etc.)	E	\$8,000.00	Deposit (total installation costs)
<b>5. Rural Water Distribution System (Crooked Creek and Ridgevalley)</b>				
i.	Residential Rate (0-30 m <sup>3</sup> /Month)	E	\$3.50	per m <sup>3</sup>
ii.	Residential Rate (Over 30 m <sup>3</sup> /Month)	E	\$10.00	per m <sup>3</sup>
iii.	Non-Residential Rate	E	\$10.00	per m <sup>3</sup>
iv.	Connection Fee	E	\$12,500.00	per service
v.	Utilities Account Deposit	E	\$100.00	
vi.	Installation Fee (to install from Main Line to Property Line/includes any asphalt, curb and gutter etc.)	E	\$8,000.00	Deposit (total installation costs)
<b>3. Water Point Facilities</b>				
i.	Potable Water Points Residential/Agriculture	E	\$3.50	per m <sup>3</sup>
ii.	Potable Water Points Commercial	E	\$9.50	per m <sup>3</sup>
iii.	Non-Potable Water Points	E	\$2.00	per m <sup>3</sup>
<b>7. Gravity Wastewater Collection System (DeBolt, Grande Cache &amp; Ridgevalley)</b>				
i.	Sanitary Service Installation Fee/Includes Asphalt, Curb & Gutter Etc.	E	\$8,000.00	deposit (total installation costs)
ii.	Connection Fee	E	\$500.00	per service
<b>8. Sewer Collection System</b>				
i.	Installation Fee Gravity & Low Pressure (To install from Main Line to Property Line/ includes any asphalt, curb and gutter etc.)	E	\$8,000.00	Deposit (Installation costs to be determined)
ii.	Connection Fee (Grovedale Gravity System ONLY)	E	\$12,500.00	Per Service
iii.	Connection Fee (Rights to Connect DeBolt, Grovedale Low Pressure, Little Smoky, Grande Cache, Ridgevalley)	E	\$500.00	Per Service
<b>3. Water Utility Rates</b>				
<i>Hamlet Service Area: Grande Cache, Grovedale, DeBolt, Landry Heights, Little Smoky, Ridgevalley</i>				
<i>Rural Service Area: Crooked Creek, Ridgevalley Senior Complex, Valleyview Rural Waterline</i>				
i.	Hamlet and Rural Residential Rate (0 – 30 m <sup>3</sup> /Month)	E	\$3.50	per m <sup>3</sup>
ii.	Hamlet Residential Rate (Over 30 m <sup>3</sup> /Month)	E	\$4.00	per m <sup>3</sup>





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	Description	GST Status*	Fee	Unit
iii.	<b>Hamlet Commercial Rate</b>	<b>E</b>	<b>\$4.00</b>	<b>Per m<sup>3</sup></b>
iv.	Rural Residential Rate (Over 30 m <sup>3</sup> /Month)	E	\$10.00	per m <sup>3</sup>
v.	<b>Approved Commercial / Industrial Fill Stations</b>	<b>E</b>	<b>\$10.00</b>	<b>per m<sup>3</sup></b>
<b>9. <del>Low Pressure Wastewater Collection System (Little Smoky, Grovedale &amp; Ridgevalley)</del></b>				
i.	<del>Sanitary Service Installation Fee/ includes asphalt, curb &amp; gutter etc.</del>	<del>E</del>	<del>\$8,000.00</del>	<del>deposit (total installation costs)</del>
ii.	<del>Connection Fee</del>	<del>E</del>	<del>\$500.00</del>	<del>per service</del>
<b>4. Sewer Rates</b>				
i.	Residential – Single Family Dwelling; Duplex - Per Residential – Duplex, Per Self-Contained Dwelling Residential – Multi-Family, Per Self-Contained Dwelling Churches Schools (Per Classroom) Royal Canadian Legion Hall Senior Citizen's Drop-In Centre	E	<del>\$1.25</del> <b>1.00</b>	per m <sup>3</sup> (minimum <b>\$24.00</b> up to 18 m <sup>3</sup> )
ii.	Commercial – General Store Commercial – Office Commercial – Not Classified Elsewhere	E	<del>\$1.25</del> <b>1.00</b>	per m <sup>3</sup> (minimum <b>\$36.00</b> up to 18 m <sup>3</sup> )
iii.	Commercial – Laundromat	E	<del>\$1.25</del> <b>1.00</b>	per m <sup>3</sup> (minimum <b>\$56.00</b> up to 40 m <sup>3</sup> )
iv.	Commercial – Cafes Commercial – Garages Community Halls & Other Recreation Facilities	E	<del>\$1.25</del> <b>1.00</b>	per m <sup>3</sup> (minimum <b>\$48.00</b> up to 40 m <sup>3</sup> )
v.	Correctional Institutions <b>Commercial – Hotels (Rooms &amp; Bar)</b>	E	\$1.25	per m <sup>3</sup> (minimum <b>\$80.00</b> up to 75 m <sup>3</sup> )
<b>5. Water Point Facilities</b>				
i.	Potable Water Points Residential/Agriculture	E	\$3.50	per m <sup>3</sup>
ii.	Potable Water Points Commercial	E	\$9.50	per m <sup>3</sup>
iii.	Non-Potable Water Points	E	\$2.00	per m <sup>3</sup>
<b>6. Sewer Lagoon</b>				
i.	Commercial, Industrial, & Non-Greenview Resident Tipping Rate	E	<del>\$12.00</del> <b>10.00</b>	per m <sup>3</sup>
ii.	<b>Residential &amp; Verified Non-Profit</b>	<b>E</b>	<b>\$3.00</b>	<b>per m<sup>3</sup></b>
<b>7. Environmental Site Key/Fob (Approved 3<sup>rd</sup> Parties Only)</b>				
i.	Key Fob	E	\$100.00	Deposit/Initial and Replacement



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	Description	GST Status*	Fee	Unit
<b>Grande Cache Sewer Rental</b>				
<i>Rental of the Electric Sewer Snake and or Electric Sewer Camera is available to <b>Contractors only</b>. Rentals must be returned clean. Failure to do so will result in a cleaning fee.</i>				
<b>8.</b>	<b>Electric Sewer Snake</b>			
i.	Refundable Deposit	E	\$500.00	
ii.	4 Hour Minimum Charge	T	\$70.00	
iii.	Daily Rate	T	\$90.00	
iv.	Weekly Rate (5 Day Rental)	T	\$400.00	
<b>9.</b>	<b>Electric Sewer Camera</b>			
i.	Refundable Deposit	E	\$500.00	
ii.	4 hour Minimum Charge	T	\$137.00	
iii.	Daily Rate	T	\$195.00	
iv.	Weekly Rate (5 Day Rental)	T	\$780.00	
<b>10.</b>	<b>Cleaning Fee</b>	T	\$100.00	per rental
<b>Waste Collection and Recycling Disposal (Grande Cache Only)</b>				
<b>11.</b>	<b>Residential Solid Waste Collection and Disposal</b>			
i.	Residential Waste Collection Fee	E	\$10.25 <del>10.00</del>	per month
ii.	Recycle <del>Collection</del> Fee	E	\$10.25 <del>10.00</del>	per month
<b>12.</b>	<b>Commercial Rates</b>			
i.	Commercial Waste Bin Rental	E	\$50.00	per month
ii.	Commercial Recycling Bin Rental	E	\$15.00	per month
iii.	Recycle <del>Collection</del> Fee	E	\$10.25 <del>10.00</del>	per month
iv.	Waste Dumping Fee, Standard Service, Per Bin	E	\$80.00	per month
<b>Commercial Solid Waste Bin Rental Example:</b> <i>Commercial Solid Waste Bin Rental (\$50.00) + Dumping Fee (\$80.00) = \$130.00 per month per bin</i> <i>Greenview provides pick-up service once a week.</i>				
<b>Commercial Recycle Bin Rental Example:</b> <i>Commercial Recycle Bin Rental (\$15.00) + Dumping Fee (\$80.00) and Recycle Fee (\$10.25) = \$105.25 per month per bin</i> <i>Greenview provides pick-up service once a week.</i>				
<b>13.</b>	<b>Grande Cache Landfill Fees</b>			
i.	Greenview Residents		No Fees	
ii.	Mixed Load Disposal Fee (Residents and Commercial)	E	\$210.00	per Tonne

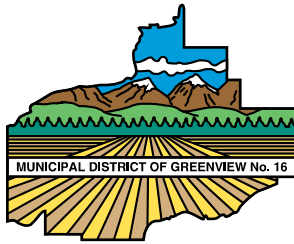


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	Description	GST Status*	Fee	Unit
iii.	Commercial Waste (By Approval Only)	E	\$105.00	per Tonne
iv.	Burnable Wood (Excludes Creosote, Treated Wood and Similar Materials) Clean Mulch/Woodchips Metal Cement/Concrete	E	\$55.00	per Tonne
v.	Freon	E	\$50.00	per Unit for Removal
<b>14.</b>	<b>Nose Creek Water Bottle Fill Station</b>	<b>E</b>	<b>\$1.50</b>	<b>Per 18.5 L</b>

**OPERATIONS – Schedule I**

	Description	GST Status *	Fee in \$	Unit
<b>1.</b>	<b>Snowplowing Signs</b>			
i.	Any Driveway up to 400 Meters	E	\$50.00	Per 400 m
ii.	Any Driveway Greater than 400 Meters up to 800 meters	E	\$75.00	
iii.	Any driveway over 800 meters up to 1200 meters.	E	\$100.00	
iv.	For each additional 400 meters over 1200 meters	E	\$25.00	
iii.	Lost or Replacement Signs	<b>⌘ E</b>	\$30.00	Per Sign
<b>2.</b>	<b>Culverts – Used or Salvaged</b>			
i.	500 mm or Less	T	\$13.00	Per m
ii.	600 mm	T	\$15.00	Per m
iii.	700 mm	T	\$16.00	Per m
iv.	800 mm	T	\$25.00	Per m
v.	900 mm	T	\$28.00	Per m
vi.	1000 mm	T	\$29.00	Per m
vii.	1200 mm or Greater	T	\$30.00	Per m
<b>3.</b>	<b>Dust Control</b>			
i.	Application of Calcium Product for <b>Residents and Landowners</b> (up to April 15 <sup>th</sup> Each Year)	T	\$375.00	Per 200 m
	<b>Late Dust Control Application Fee (Applications submitted or mailed after April 15)</b>	<b>T</b>	<b>\$500.00</b>	<b>Per 200 m</b>
ii.	Plus: for sections over 200 meters	T	\$6.55	Per Linear Meter



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	Description	GST Status *	Fee in \$	Unit
iii.	Application of Calcium Product for <b>Multi-Parcel Subdivisions</b>	T	\$250.00	Per 100 m
iv.	Application of Calcium Product for <b>Industrial and Road Use Agreement Holders</b> (up to April 15 <sup>th</sup> Each Year) <i>If in front of a residence, the industrial user will be charged the residential rate for a maximum distance of 200 meters</i>	T	\$1310.00	Per 200 m
vi.	Plus: for sections over 200 meters	T	\$6.55	Per Linear Meter
<b>4. Road Bond</b>				
i.	Overload Road Bond Fees (Non-Refundable Payment)	E	\$1,125.00	Per km
ii.	Plus: Security Deposit (Refundable Subject to Final Inspections)	E	\$6,375.00	Per km
iii.	Fixed Fee for the TRAVIS MJ Permitting System	E	<del>\$15.00 until June 2022</del> \$25.00 <del>afterwards</del>	Per Permit
<b>5. Community Aggregate</b>				
i.	Community Aggregate Payment Levy	E	\$0.40	Per Tonne
<b>6. Equipment Rental</b>				
i.	All Equipment Rentals will be calculated based upon the previous year's ARHCA Equipment Rental Rates Guide	T	100% of previous year's ARHCA rate	Per Equipment
<b>7. Road Inspection Fee</b>				
	Pre-haul and post haul inspections for log hauls, over-dimension or overweight hauls, rig moves, pipeline work, road bond requests, road ban exemption requests, or any road inspections required mid-haul due to terms of road use agreement not being kept	T	\$250.00	Per Inspection

## PLANNING AND DEVELOPMENT – SCHEDULE J

	Description	GST Status*	Fee in \$	Unit
<b>1. Planning Bylaw (New or Amended)</b>				
i.	Land Use Bylaw Amendment Application (Re-zoning)	E	\$1,500.00	Per Application
ii.	New Developer's Area Structure Plan	E	\$2,500.00	Per Application
iii.	Amendments to any ASP and MDP or Minor ASP	E	\$1,500.00	Per Application



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	Description	GST Status*	Fee in \$	Unit
<b>2.</b>	<b>Development Permits, General</b>			
i.	Residential - Single Detached Dwellings, Duplexes, Manufactured/ Modular/RTM/Suites)	E	\$150.00	Per Permit
ii.	Residential - Multiple Dwellings (Triplex/Fourplex/Row Housing/Apartments, etc.)	E	\$75.00	Per unit
iii.	All other Non-Residential/Mixed-Use/New Construction / Accessory Uses (Home Occupation / Accessory Buildings (Garages, Decks, Hot tubs, Pools, Wheelchair Ramps), Additions and All Other Uses)	E	\$50.00	Per \$100,000.00 of completed project cost (up to a maximum of a \$10,000.00 fee)
iv.	Signage – Permanent / Temporary / Renewal	T	\$50.00	Per Sign
v.	Variance Request	E	\$150.00	Per Request
vi.	Time Extension Request by Developer	E	\$150.00	Per Request
<b>3.</b>	<b>Subdivisions (including Bare Land Condominium Plans)</b>			
i.	Subdivision and Condominium Plan Applications, Single Lot or Consolidation	E	\$450.00	
ii.	Plus: each additional lot/unit created	E	\$150.00	
iii.	Plan of Subdivision Endorsement Fees	E	\$150.00	Per Title Created
iv.	Condominium Plan Endorsement Fees	E	\$40.00	Per Unit
v.	Time Extension Request by Developer per Application	E	\$500.00	
<b>4.</b>	<b>Subdivision and Development Appeal Board</b>			
i.	Development Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00	
ii.	Subdivision Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00	
<b>5.</b>	<b>Development Agreement Review</b>			
i.	Residential: up to 4 Lot Subdivision	E	\$1,500.00	
ii.	Residential: Greater than 4 Lot Subdivision	E	\$3,000.00	
i.	All Other Recreational, Commercial and Industrial Subdivisions	E	\$3,000.00	
<b>6.</b>	<b>Annual Business Licensing</b>			
i.	Business License Fee - New application (January 1)	E	\$100.00	Per Application
ii.	Business License- New Application (After July 1) or Annual Renewal	E	\$50.00	Per Application
<b>7.</b>	<b>Business License Temporary/Special Event</b>			
i.	Resident	E	\$30.00	



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	Description	GST Status*	Fee in \$	Unit
ii.	Non-Resident	E	\$50.00	
<b>8. Hawkers or Peddlers</b>				
i.	Resident Annual	E	\$45.00	
ii.	Resident per Day	E	\$35.00	
iii.	Non-Resident Annual	E	\$130.00	
iv.	Non-Resident per Day	E	\$50.00	
<b>9. Rural Addressing Signage</b>				
i.	Signage Permanent/ Replacement and Installation	<del>T</del> E	\$150.00	Per Sign
<b>10. Signage for Subdivisions</b>				
i.	Individual Lot Sign	<del>T</del> E	\$50.00	Per Sign
ii.	Large Address Sign with Address Tab for Subdivisions of 4 Lots or Greater	<del>T</del> E	\$1,000.00	Per Sign
<b>11. Orthographic Printing <i>Based on size and quality of paper, image and graphics</i></b>				
ii.	Colour 8 ½" x 11" Orthographic (Aerial) Photo	T	\$10.00	
iii.	Colour 11" x 17" Orthographic (Aerial) Photo	T	\$20.00	
<b>12. Landowner Map Pricing</b>				
i.	Hardcopy – Landowner Map (sheets 1-5). Valleyview, DeBolt, Grovedale, Grande Cache and Greenview Overview Elevation	T	\$25.00	Per Sheet
<b>13. Certificate of Compliance</b>				
		E	\$200.00	Per Certificate
<b>14. Letter of Concurrence for Communication Tower</b>				
		E	\$100.00	Per Letter
<b>15. Environmental Site Assessment Inquiries</b>				
		E	\$200.00	Per Parcel
<b>16. Corporate Advertising</b>				
		T	\$100.00	Per Notice



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

**Economic Development – Schedule K**

<b>1.</b>	<b>Grande Cache Tourism and Information Centre</b>			
i.	<b>Chamber Room</b> (used for meetings or workshops, sits 40-50 people)  Includes: 64” Smart Display TV, projector screen, flip chart, whiteboard, refrigerator, coffee maker, kettle  *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$30.00	Per Hour
		T	\$150.00	Per Day
ii.	<b>Theatre Room</b> (Used for meetings, workshops, movies, sits 30-40 people)  Includes: 64” Smart Display TV, projector screen, DVD, VHS player, flip chart, kitchen facilities  *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$30.00	Per Hour
		T	\$150.00	Per Day
iii.	<b>Mezzanine Level</b> (used for receptions, open houses, book launches. Can be included with the Chamber Room)  Includes: access to outside balcony  *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$30.00	Per Hour
		T	\$150.00	Per Day
		T	\$50.00	Per Hour with Chamber Room
		T	250.00	Per Day with Chamber Room
<b>2.</b>	<b>Eagles Nest Hall (Capacity up to 65 people with tables and chairs)</b>			
i.	Eagles Nest Hall Rental	T	\$12.50	Per Hour
		T	\$62.50	Per Day
ii.	Security Deposit	E	\$100.00	Per Rental
iii.	Late Cancellation Fee (Cancellation 48h before rental)	E	\$25.00	Per Rental
<b>3.</b>	<b>Community and Tourism Programming</b>			
i.	Youth Program – under 3 hours	N/A	Free (food bank donations welcome)	
ii.	Youth Program – full day	T	\$10.00	



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

iii.	Adult Program – under 2 hours	N/A	Free (food bank donations welcome)	
iv.	Adult Program – over 2 hours	T	\$10 - \$20 dependent on supplies	

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

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

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

#### Valleyview Area

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

#### DeBolt Area

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

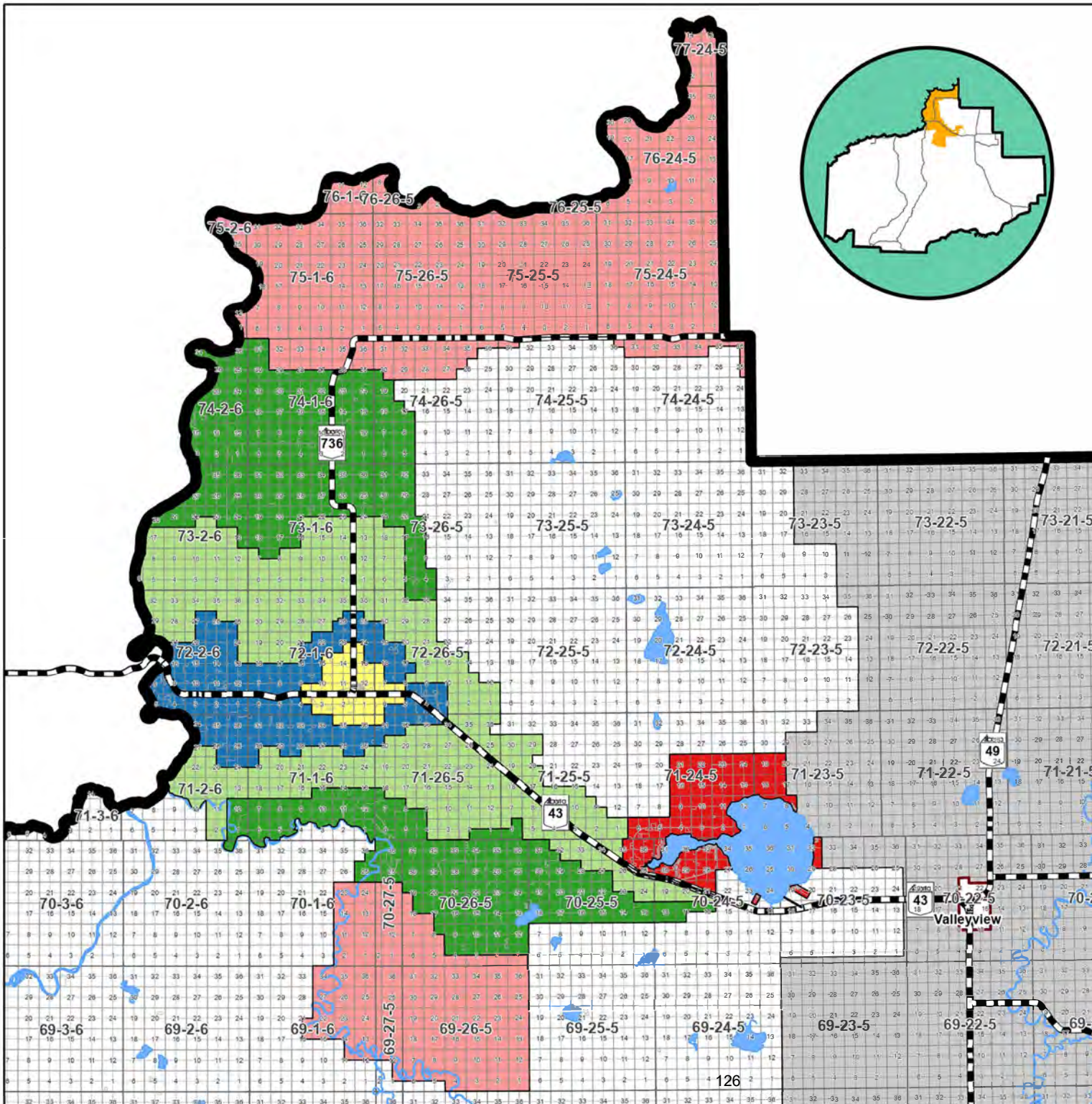




# **BYLAW NO. 22-930** **of the Municipal District of Greenview No. 16**

## **Grovedale Area**

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



## Schedule of Fees Bylaw 22-930 DeBolt

### Legend

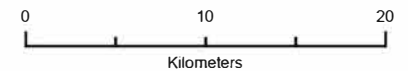
#### Schedules of Fees Phase

- DeBolt Rural Phase 1
- DeBolt Rural Phase 2
- DeBolt Rural Phase 3
- DeBolt Rural Phase 4
- DeBolt Rural Phase 5
- DeBolt Rural Phase 6

- Green Zone
- Other Phase
- Outside DeBolt

#### Base Feature

- Township Grid
- Section Grid



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## Schedule of Fees Bylaw 22-930 Grovedale Area

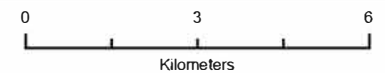
### Legend

#### Schedules of Fees Phase

- Aspen Grove
- Centralized Living Boundary
- Grovedale
- Grovedale Phase 1
- Grovedale Phase 2
- Grovedale Phase 3
- Grovedale Phase 4
- Grovedale Phase 5
- Grovedale Phase 6
- Grovedale Phase 7
- Landry Heights
- Green Zone

#### Base Feature

- Township Grid
- Section Grid

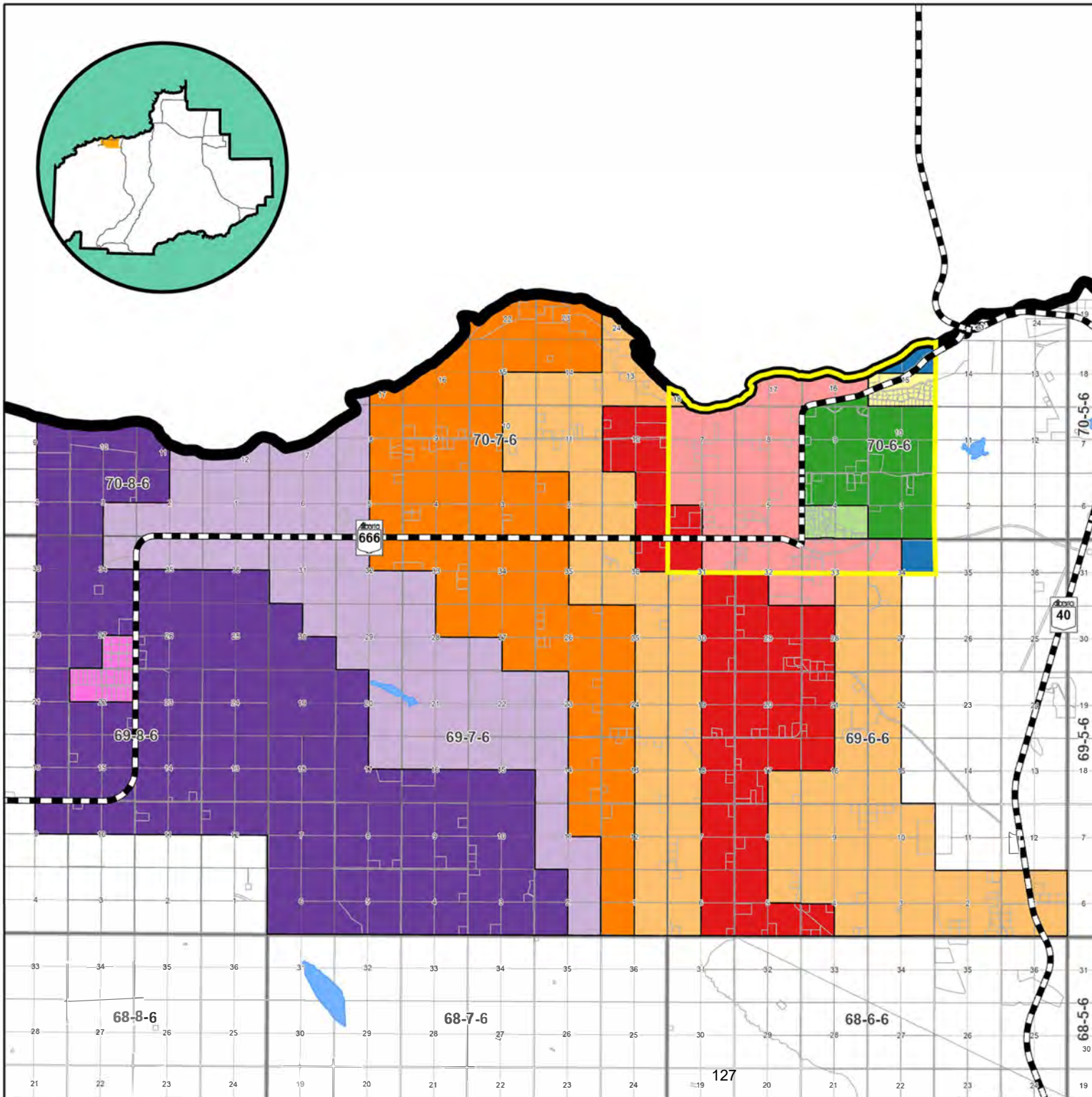


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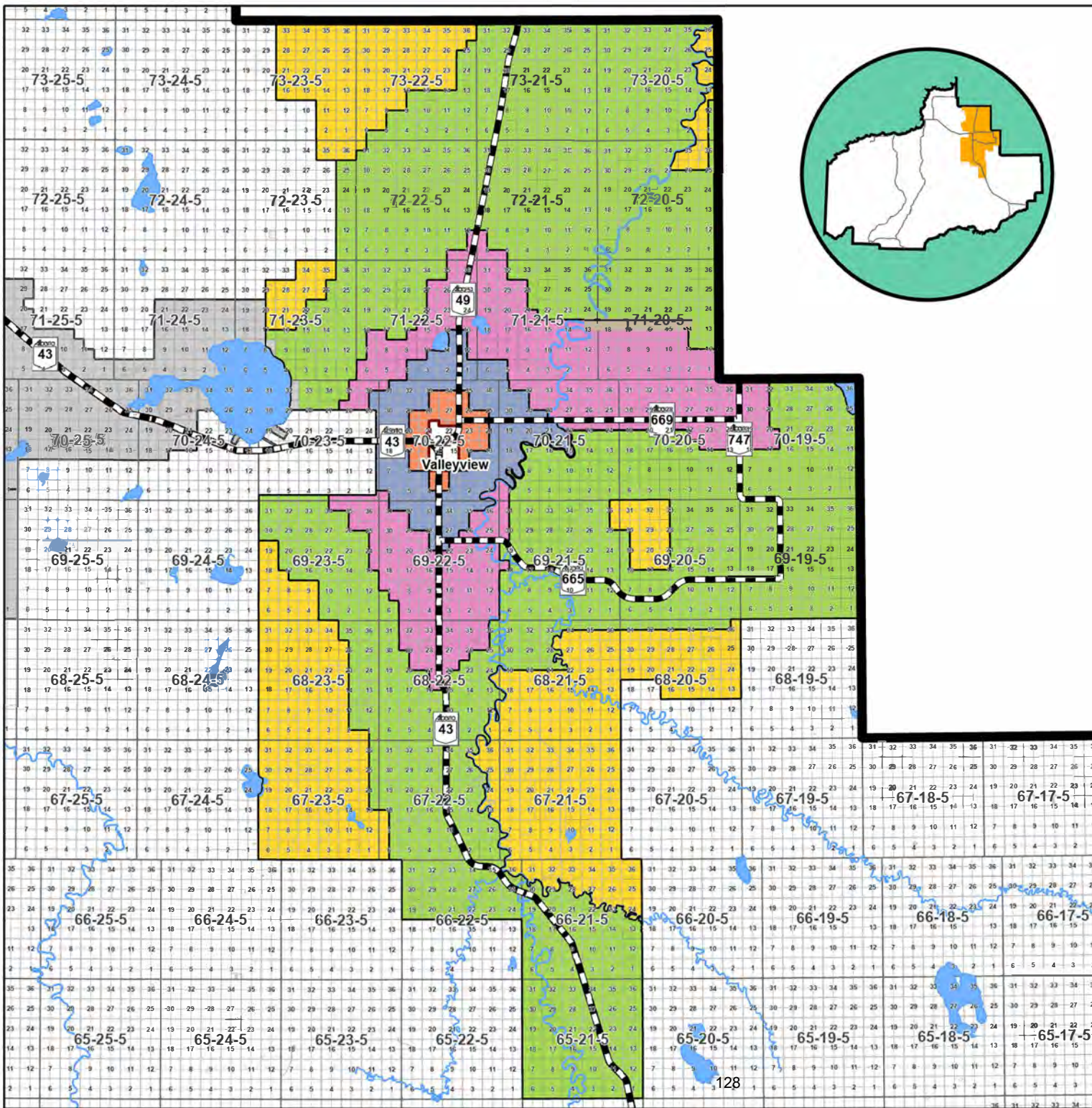
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## Schedule of Fees Bylaw 22-930 Valleyview (V.V)

### Legend

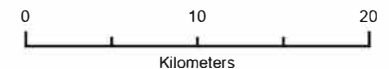
#### Schedules of Fees Phase

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

- Green Zone
- Other Phase  
Outside V.V

#### Base Feature

- Township Grid
- Section Grid



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# REQUEST FOR DECISION

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SUBJECT:	<b>MD of Greenview Library Board Budget Presentation</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 13, 2022	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Libraries Act, R.S.A., c.L-11.

**Council Bylaw/Policy** (cite) – Bylaw 18-805 and Bylaw 20-853

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## RECOMMENDED ACTION:

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

---

## BACKGROUND/PROPOSAL:

The MD of Greenview Library Board representative will be updating Council on the 2023 budget as per the requirements of the Libraries Act for budgeting.

In regard to budgeting for Municipal Libraries, Part 1 of the Act, section 8:

8(1) The municipal board shall before December 1 in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.

8(2) The budget and the estimate of money shall be forthwith submitted to the council of the municipality

8(3) Council may approve the estimate under subsection (1) in whole or in part.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is that Council will be updated on the Library Board, and its plans for 2023, and the Library Board will be meeting the requirements of the Library Act legislation.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not accept the presentation from the Library Board.

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

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ATTACHMENT(S):

- Municipal Council and Library Board Roles and Responsibilities



# Municipal Councils and Library Boards: Roles and Responsibilities

## Public Library Service in Alberta: An Overview

In Alberta, public library service is **municipally based**. A municipality may choose to provide public library service at a local level by having a library in the community, and/or having library service at a regional level by joining a library system.

**A municipality makes the decision to have public library service in their community via a local library.** Council passes an establishment bylaw under the *Libraries Act* (Part 1, Section 3) to create a library board for the provision of public library service. Upon its creation, a library board is a governing board and is a corporation with full management and control of the public library (Part 1, Section 7).

**Municipalities may join a regional library system.** A library system is made up of member municipalities working in partnership to provide regionally based centralized library service to enhance and support local library service. Being a part of a library system means municipalities and municipal libraries receive numerous benefits, such as: professional training for library staff, resource sharing, access to electronic resources and being part of the provincial Public Library Network.

## Legislation: The *Libraries Act* and the *Libraries Regulation*

In Alberta, public library service is governed by the *Libraries Act* and *Libraries Regulation*.

The *Libraries Act* sets the **legal framework** for public library service through the establishment of library boards, who manage library service on behalf of the municipality.

The *Libraries Regulation* sets out **sound management practices** for library boards.

The *Municipal Government Act (MGA)* and the *Libraries Act* are two distinct pieces of legislation. Neither is superior to the other because the *MGA* and the *Libraries Act* do two separate things:

- The *MGA* is the law under which municipalities in Alberta operate, govern and are governed.
- The *Libraries Act* and *Libraries Regulation* form the legal basis for public library service in Alberta.

### Did you know?

The *Libraries Act* was one of the first pieces of legislation passed by the newly formed Alberta government in 1907.

# Municipal Councils and Library Boards: Roles and Responsibilities

**Public library boards in Alberta are not subject to the MGA**, e.g. library trustees are appointed by the terms outlined in the *Libraries Act*, not the MGA. There are only three references to public libraries in the MGA:

- The first is section 648 (2.1) which includes libraries as being eligible for off-site levies.
- The second is section 362(1)(j), which states that municipalities cannot tax public library boards.
- The third is section 271(2.1)(a) which states that a municipality may use a community services reserves for public libraries.

**The Public Library Services Branch (PLSB) of Alberta Municipal Affairs is the provincial body that administers public library legislation and the provincial Public Library Network.** PLSB staff are responsible for such things as the administration of the *Libraries Act* and *Libraries Regulation*, delivering operating grants to municipal and system library boards, plus building and maintaining the provincial Public Library Network. PLSB staff members are available to consult with library boards, library staff and municipal councils. For more information about PLSB, visit [www.albertalibraries.ca](http://www.albertalibraries.ca).

**The Public Library Network links public libraries at a provincial level and enables sharing.** In Alberta, the Public Library Network links public libraries and enables sharing by two different means: a provincial policy framework and a technological infrastructure. The purpose of the Network is to support equitable and seamless access to library resources for Albertans, and does so through things such as

SuperNet connectivity, resource sharing, and the centralized acquisition of electronic content.

## The Roles and Responsibilities of a Municipal Library Board

**The municipal library board is the legal entity that manages and controls the library.** Its formation is defined by the *Libraries Act* – it is created via bylaw passed by municipal council.

**The library board is a governing board, not an advisory board** – it has full management and control of the library. This is defined in legislation (*Libraries Act*, Section 7). Note that library boards are different from other non-profit boards formed under other legislation (e.g. the *Societies Act* or the *Municipal Government Act*). The library board is a corporate body, a legal entity able to sue or be sued, enter into contracts and employ staff.

**Upon establishment, the library board is a corporation** administered under the *Libraries Act* with full management and control of library service in the municipality.

The library board is a governing board. The library manager is employed by and reports to the board, and the board is accountable not only to council, but to all citizens of the municipality and to the provincial government.

The library board passes safety and use bylaws and policies to enable the provision of public library service delivery.

The library board determines library service priorities and creates a plan of service based on community needs assessments.



# Municipal Councils and Library Boards: Roles and Responsibilities

The library board is responsible for acquiring library funding, requesting the funds from council and applying for provincial grants.

The library board keeps financial records and bank accounts, and prepares and manages the budget. The library board selects and hires a financial reviewer (who is not a library board member).

The library board may operate one or more public library service points, or, with the permission of the minister, may enter into agreements with other boards to share the operation of one or more library service points (intermunicipal library boards).

The library board is responsible for providing the space and staff required for public library service delivery.

## The 9 Roles and Responsibilities of Municipal Councils

Unlike boards established under the *Municipal Government Act*, the *Libraries Act* sets out a specific relationship between council and the municipal library board and system library board.

### 1. ESTABLISHMENT OF A MUNICIPAL LIBRARY BOARD

The decision on whether or not to have a public library in the community is made by the local municipal council. If council decides that it would be beneficial to have a public library, council must pass a bylaw under the *Libraries Act* 3(1) to establish a library board. Once established, the library board can only be dissolved by order

of the Court of Queen's Bench, or if the municipality itself dissolves.

**Upon establishment, the library board has full management and control of the public library and public library service in the community.** It is a corporation under the *Interpretation Act* with all the rights and responsibilities that comes with that designation. Library boards may operate one or more public library service points, or, with the permission of the minister, may enter into agreements with other boards to share the operation of one or more service points. Municipalities may also enter into agreements with up to two additional municipalities to form an intermunicipal library board. Once formed, the intermunicipal library board is also a corporation with full management and control of public library service in the municipalities.

The library board is a governing board. Library staff report to the board, and the board is accountable not only to council but to all citizens of the municipality. The board has decision making authority and through regional initiatives, generally participates in providing services beyond its local community.

Section 3(4) of the *Libraries Act* states that, **on being established, the municipal library board's legal name is "The (name of municipality) Library Board"**. This name should be used on all documents. Upon establishment, an intermunicipal library board is able to choose the legal name.

# Municipal Councils and Library Boards: Roles and Responsibilities

## 2. APPOINTMENTS TO A MUNICIPAL LIBRARY BOARD

Council appoints and unappoints municipal library board members (trustees) to municipal library boards under the terms set out in the *Libraries Act* (sections 4, 5, 12.3, and 31), and the *Libraries Regulation* (section 17.1).

A municipal library board must have a minimum of 5 and a maximum of 10 board members. Intermunicipal library boards must have a minimum of 7 and a maximum of 10 board members.

**Upon appointment, a board member is a trustee**, governing the delivery of public library service in the community, making decisions that are in the best interest of the public and providing quality municipal library service. Trustees are also subject to common law principles and must act accordingly.

**Council may appoint up to two board members who are also councillors on their council** (i.e. councillors of the municipality that established the library board).

- If a councillor is appointed to the library board, they have the same role and responsibilities as the other board members and should not be referred to as a “Council Rep” or something similar.
- Councillors from neighbouring municipalities may be appointed to the library board and do not count against the limit of two councillors (i.e. councillors from municipalities that did not establish the library board).
- Council may also choose to *not* appoint councillors to the library board.

An employee of the library board cannot be appointed to the library board.

**Alternates are not allowed** on a municipal library board.

**All** appointments to the municipal library board shall be for a term of **up to three years**.

**A library board member is eligible to be reappointed for up to two additional consecutive terms.** If council wishes to appoint a board member for more than three terms, at least 2/3 of the whole council must pass a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. This must be done for each time the member is reappointed beyond three consecutive terms.

A library board member is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board.

The term of office of a board member continues until a new board member is appointed by council in that member’s place.

The appointments of the members of the municipal board shall be made on the date fixed by council. Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

### Best practices for appointments

- When appointing board members, make sure the motion includes the length of term (one, two, or three years).

# Municipal Councils and Library Boards: Roles and Responsibilities

- Send the library board a list of appointments including the length of terms.
- Send a letter to the appointee with their term length and expiry date.
- Collaborate with the library board to develop a recruitment strategy that means the needs of the council, the library board and the community.

## 3. FUNDING MUNICIPAL LIBRARY SERVICE

The *Libraries Act* (section 8) states that municipal library boards must prepare and submit their budget, along with an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library, to municipal council before December 31.

This estimate is known as **local appropriation**, and is money provided to the library board from local taxes to deliver local public library service.

It is the responsibility of council to approve, in whole or in part, the **estimate of local appropriation** requested by the library board. Council **does not** approve the library board's budget. If council is unable or unwilling to provide the requested estimate in full, the library board must make adjustments to their budget to reflect their funding situation.

## 4. PROVIDING FOR LIBRARY BUILDING AND EQUIPMENT

The *Libraries Act* (Section 10) states that library boards may request funding from council for acquiring property for a library building, or for erecting, repairing, furnishing and equipping a building to be used as a municipal library. The

council may provide the funds, or a portion of the funds, as council considers expedient.

These capital funds may be borrowed by council under the authority of a bylaw and on the security of debentures, as outlined in the terms of the *Municipal Government Act* (MGA).

## 5. DETERMINING FINANCIAL REVIEW

Section 9(b) of the *Libraries Act* states that the municipal library board must have a person who is not a member of the library board, and whose qualifications are satisfactory to council, review the library board's accounts each calendar year, and the financial report shall be in a form satisfactory to council. Upon completion, the library board must submit the financial report to council.

Because local library service is a municipal service funded by tax dollars, it is up to council to decide the level of financial review (e.g. a full audit, a notice to reader, or an accountant review), and to accept (or deem satisfactory) the person the library board wishes to have review their accounts.

If or when financial reviewers change, council must pass a motion accepting the new reviewer.

## 6. RECEIVING LIBRARY BOARD BYLAWS

Council receives the library board's bylaws for the safety and use of the library after they have been passed by the library board. Council may disallow a bylaw if they are not in keeping with comparable municipal bylaws.



# Municipal Councils and Library Boards: Roles and Responsibilities

## 7. RECEIVING LIBRARY BOARD REPORTS

Required management practices of boards under the *Libraries Regulation* state that library boards must have certain policies, including confidentiality of user records, finance, and personnel policies. A municipal library board must also develop a Plan of Service based on a community needs assessment, and submit an annual report to the province. Council may receive these reports and policies, as well as meeting minutes, from the library board for information purposes.

## 8. BEING A MEMBER IN A REGIONAL LIBRARY SYSTEM

Council has the authority to join a library system, become a party to a library system agreement at the regional level, and appoint a member to the library system board. (All municipalities, with the exception of Edmonton and Calgary, are eligible to join a library system.)

Library system boards are also created under the *Libraries Act*. Library systems are established by the Minister of Alberta Municipal Affairs when municipalities in an area agree to jointly provide library system services.

There are seven library system boards in the province.

System boards are a corporation under the *Interpretation Act* with all the rights and responsibilities that comes with that designation.

Library systems provide professional and technical support to public libraries within the

system area so that even the smallest library has access to advice and assistance, along with the cost effectiveness and cooperation made possible by working through a larger unit. They also manage library resource development and sharing at the regional level. As well, library systems function as nodes within the provincial Public Library Network, connecting resources available provincewide to residents using municipal libraries in small rural communities.

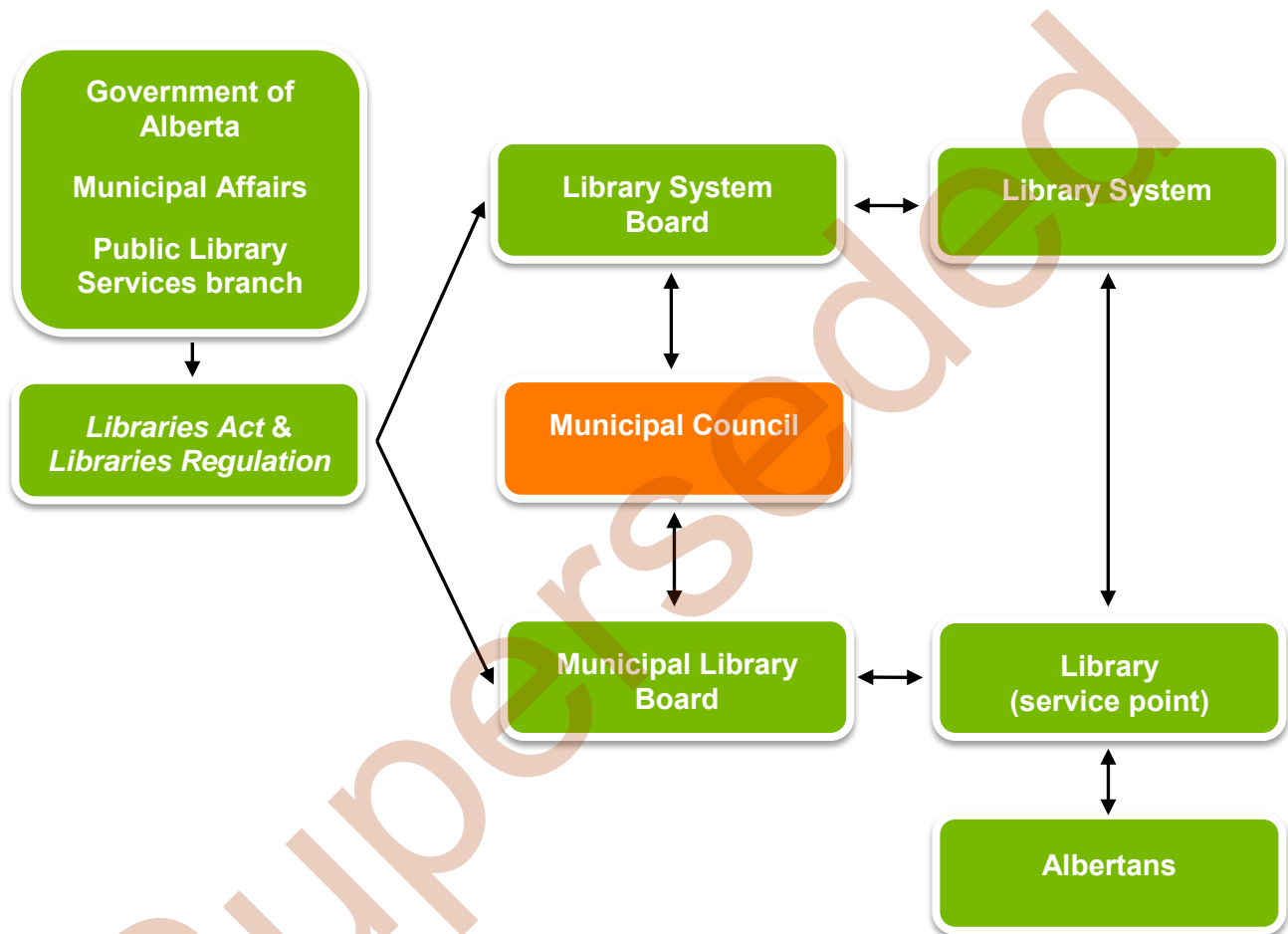
## 9. APPOINTMENTS TO LIBRARY SYSTEM BOARDS

Appointments to a library system board are different than appointments to a municipal library board. When appointing to a library system board, council must adhere to the following, as set out in the *Libraries Regulation* (Section 32):

- A single term cannot exceed three years
- Council shall not appoint a library system board member to serve for more than 9 consecutive years without the approval of 2/3rds of all the members of that council
- Any vacancy in the membership of a library system board shall be filled by council as soon as reasonably possible.
- Council may appoint an alternate to a library system board if the library system board member is unable to attend a library system board meeting and has given notice to the library system board that an alternate member will attend. (This is not allowed for municipal library boards).
- The alternate member shall not act in place of the library system board member at more than two consecutive meetings except by resolution of the library system board.

# Municipal Councils and Library Boards: Roles and Responsibilities

## Structure of Public Library Service in Alberta



## Support and Resources

If you have any questions please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca). Information is also available on the PLSB website at [www.albertalibraries.ca](http://www.albertalibraries.ca).



# REQUEST FOR DECISION

SUBJECT: **2023 Budget Adoption**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: December 13, 2022

DEPARTMENT: FINANCE

STRATEGIC PLAN: Economy

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER: MH

DIR: EK PRESENTER: MH

LEG:

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## RELEVANT LEGISLATION:

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

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

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## RECOMMENDED ACTION:

**MOTION: That Council adopt the 2024 - 2025 Operating Financial Plan and approve the 2023 Interim Operating Budget, establishing total revenues of \$146,177,476 and expenditures of \$154,110,302.**

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

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## BACKGROUND/PROPOSAL:

The Municipal Government Act (MGA) directs Council to:

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

Attachment 1 outlines the overall 2023 Operating Budget and the 2024-2025 Operating Financial Plan. Anything highlighted in orange represents changes made based on Council decisions at this year's budget deliberation meetings or Administrative adjustments. Attachment 3 details these adjustments, which resulted in a net increase to the operating budget of \$622,303, from initially presented. Significant Operating Budget adjustments are summarized below:

- Increase of \$863,553 in Salaries, Benefits, and Honorariums for the market adjustment (COLA Cost-of-Living Allowance). Due to the timing of this motion, Administration was not able to update the individual positions within our budget software, so these numbers are presented as totals throughout the report.
- Increase of \$48,000 in Recreation for custodial and caretaker contract increases.
- Decrease of \$90,000 in CAO Services for Professional Services, Legal Services, and General & Operating Supplies.
- Increase of \$75,250 in Recreation revenue due to user fees and charges adjustments.
- Decrease of \$50,000 in Road Services for dust control product.

During the budget deliberation meetings, Council requested additional information on a few areas.

### Grants

The following table outlines the operating grants which were included in 2023 operating budget revenue:

<u>Project Title</u>	<u>Revenue GL</u>	<u>Amount</u>	<u>Funding Partner</u>
Road Re-gravelling (MSI Capital)	5-55-553-000-5706	\$ 1,000,000	Government of Alberta
Highway 40 Bridge Twinning Project	5-53-535-000-5705	\$ 3,333,334	County of Grande Prairie
Family and Community Support Services (FCSS) program	5-55-552-000-5706	\$ 387,161	Government of Alberta
ASB Agriculture Service Board	5-55-555-000-5706	\$ 123,907	Government of Alberta
Road Re-gravelling (MSI Operating)	5-55-551-000-5706	\$ 261,767	Government of Alberta
		<u>\$ 5,106,169</u>	

### Professional Services and Contracted Maintenance Services

Administration was asked to analyze the Professional Services and Contracted Maintenance Services due to the large dollar amounts expensed in these areas. It was found that about half of the expenditures in 6040 Professional Services could also be categorized as Contracted Maintenance Services. Approximately 42% was for a Professional (Consultant, Engineering, Specialist) Service, and the remainder could be moved to 3 other areas. All the expenses in Contracted Maintenance Services were categorized correctly. Administration will be working with the consultant on breaking these larger categories into smaller, more meaningful expense coding as part of the chart of accounts refresh project.

Attachment 4 outlines the 2023 Capital Budget and the 2024-2027 Capital Plan. Changes reflect adjustments based on decisions made by Council during the budget deliberations or in subsequent motions. Anything highlighted in yellow represents changes made at the budget deliberation meetings, with orange representing adjustments made since. The Capital Budget was adjusted for:

- Carryover amounts were updated for RD20008, BF77244, and BF76902. When the budget was developed, these projects were anticipated to be completed before yearend but will now be carrying over to 2023.
- Additional funding \$30,000 was approved for WD22005 Water & Sewer Extension – Memorial Drive.
- WD23006 Nose Creek Water Point System was approved for \$240,000.
- FM23007 and FM23008 were moved to the operating budget as they do not meet the Tangible Capital Asset Policy threshold.
- AG23003 was also moved to the operating budget for not meeting the Tangible Capital Asset Policy threshold.

Attachment 5 provides Council with a draft funding plan for the 2023 Capital Budget. As previously discussed, Administration will be bringing a few funding options to Council in the first quarter of next year including a transfer from the operating budget (taxes) to fund net new capital projects that do not have reserve funds set aside and the potential for debenture funding. As well, Council had asked for additional information on grants being applied against capital projects and that has been included in the report.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Council will be in compliance with the Municipal Government Act.
2. An Interim Operating Budget will allow Administration to operate through 2023 until final assessments and requisitions are received and the budget can be finalized.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** None

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**FINANCIAL IMPLICATION:**

The 2023 Interim Operating Budget includes revenues of \$146,177,476 and expenditures of \$154,110,302. The 2023 Capital Budget includes new commitments of \$58,746,094

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

*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.

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**FOLLOW UP ACTIONS:**

Administration will bring the final budget for approval in the spring of 2023 along with the 2023 Tax Rate Bylaw. Also, to be included in that discussion is approval of the 2023 Capital Budget funding sources.



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ATTACHMENT(S):

- Attachment 1: 2023 Operating Budget and 3 Year Financial Plan by Sub-Department
- Attachment 2: 2023 Operating Budget and 3 Year Financial Plan by Object Code
- Attachment 3: 2023 Operating Budget – Summary of Changes
- Attachment 4: 2023 Capital Budget and 5 Year Capital Plan
- Attachment 5: 2023 Capital Budget – Draft Funding Plan
- Attachment 6: Budget Development Process No. 1016

**Municipal Government Act Sections 242, 245, 283.1**

**Adoption of operating budget**

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

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

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

**Adoption of capital budget**

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

**Required plans**

**283.1(1)** In this section,

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

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

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

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

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

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

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

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

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

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

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

## MD of Greenview

### 2023 Budget and 3 Year Financial Plan by Sub-Department

	2022 Q3 Actual	2022 Budget	2023 Proposed Budget	Budget Increase (Decrease)	2024 Forecast	2025 Forecast
<b>Revenues</b>						
510 - Property Taxes Revenue	131,485,021	132,930,461	131,485,022	(1,445,439)	131,485,025	131,485,022
511 - Other Tax Revenue	15,340	-	-	-	-	-
531 - Administrative Revenue	403,427	13,650	497,200	483,550	497,200	497,200
532 - Environmental Services Revenue	3,217,911	3,323,800	3,427,200	103,400	3,327,300	3,327,300
533 - Operations Service Revenue	897,394	1,263,000	1,343,000	80,000	1,343,000	1,343,000
534 - Planning & Development Service Revenue	170,368	77,000	134,500	57,500	134,500	134,500
535 - Community Services Revenue	88,074	140,687	3,452,038	3,311,351	118,704	118,704
536 - Protective Services Revenue	170,750	300,000	240,000	(60,000)	240,000	240,000
537 - FCSS Revenue	81,885	97,500	122,500	25,000	122,500	122,500
538 - Agricultural Services Revenue	81,753	85,150	87,140	1,990	89,137	75,992
539 - Recreation Services Revenue	497,169	374,200	543,050	168,850	543,050	543,050
540 - GC Recreation Aquatics Revenue	43,542	14,000	44,000	30,000	44,000	44,000
541 - Other Revenue From Own Sources	2,761,760	3,463,500	2,246,553	(1,216,947)	2,246,553	2,246,553
543 - Economic Development Revenue	113,877	3,435,533	174,199	(3,261,334)	174,199	174,199
544 - Greenview Regional Multiplex Revenue	327,837	529,500	415,000	(114,500)	415,000	415,000
545 - Other Administrative Revenue	18,654	-	-	-	-	-
551 - Conditional Grants - Admin	261,767	261,767	261,767	-	-	-
552 - Conditional Grants - FCSS	201,599	387,161	387,161	-	387,161	387,161
553 - Conditional Grants - MSI CAP	-	2,000,000	1,000,000	(1,000,000)	-	-
554 - Shared Funding Revenue	-	193,239	193,239	-	193,239	193,239
555 - Conditional Grant - AG Services	123,907	123,907	123,907	-	123,907	123,907
557 - Conditional Grants - Eco. Dev.	-	4,000	-	(4,000)	-	-
<b>Total Revenues</b>	<b>140,962,035</b>	<b>149,018,055</b>	<b>146,177,476</b>	<b>(2,840,579)</b>	<b>141,484,475</b>	<b>141,471,327</b>
<b>Expenses</b>						
All Sub Departments - COLA Increase	-	-	863,553	863,553	863,553	863,553
101 - Council	874,830	1,364,508	1,320,095	(44,413)	1,320,095	1,320,095
102 - Municipal Elections	-	-	-	-	-	83,950
110 - CAO Services Administration	501,100	1,218,343	1,445,936	227,593	1,467,264	1,484,723
111 - COMMUNICATIONS	494,079	1,011,213	1,048,128	36,915	1,126,182	1,080,302
112 - ASSESSMENT SERVICES	1,543,705	1,524,958	1,743,555	218,597	1,773,555	1,813,555
114 - EDUCATION REQUISITIONS	21,584,183	31,698,594	28,775,828	(2,922,766)	28,775,828	28,775,828

	2022	2022	2023	Budget	2024	2025
	Q3 Actual	Budget	Proposed Budget	Increase (Decrease)	Forecast	Forecast
115 - INFORMATION SYSTEMS	1,395,441	2,659,811	2,167,471	(492,340)	2,167,589	2,241,317
116 - HEALTH & SAFETY	323,806	666,857	650,127	(16,730)	615,272	575,044
119 - HUMAN RESOURCES	616,241	1,027,307	1,040,452	13,145	1,077,372	1,070,859
120 - Amortization	-	26,600,000	25,300,000	(1,300,000)	25,300,000	25,300,000
121 - CORPORATE SERVICES	2,988,318	5,691,221	5,452,988	(238,233)	5,570,542	5,584,455
200 - Infrastructure & Engineering Administration	716,651	1,495,593	1,362,013	(133,580)	1,390,467	1,407,991
201 - Roadways	976,408	2,558,000	1,937,500	(620,500)	2,036,500	2,037,500
202 - Bridges	137,797	650,000	500,000	(150,000)	510,000	520,000
203 - Surfacing	97,779	1,500,000	1,500,000	-	1,700,000	1,800,000
204 - Drainage	552,540	1,340,000	1,040,000	(300,000)	1,540,000	1,340,000
211 - PLANNING & DEVELOPMENT ADMINISTRATION	606,436	1,212,489	1,115,615	(96,874)	1,261,504	1,278,696
212 - Municipal Planning Commission	37,204	51,800	57,895	6,095	58,406	58,930
213 - Subdivision & Development Appeal Board	3,326	14,500	14,607	107	14,714	14,822
214 - Subdivisions - Land Purchase	18,978	48,000	48,000	-	48,000	48,000
215 - Public Engagement	-	9,800	9,800	-	9,800	9,800
220 - Environmental Services Administration	1,124,804	1,838,589	1,882,668	44,079	1,922,190	1,962,892
221 - Water Supply	811,721	1,547,100	1,582,349	35,249	1,145,849	1,148,849
222 - Wastewater Collection & Disposal	247,151	662,611	753,189	90,578	573,189	573,189
223 - Solid Waste Collection & Disposal	1,324,992	2,180,561	2,193,317	12,756	2,477,964	2,497,127
230 - Operations Administration	4,066,832	6,458,425	6,419,883	(38,542)	6,551,079	6,661,667
231 - Fleet & Shop Valleyview	759,115	945,500	955,500	10,000	966,000	957,000
232 - Operations Grovedale	29,609	47,000	12,500	(34,500)	12,500	12,500
234 - Street Lights	160,472	285,000	280,000	(5,000)	280,000	280,000
235 - Fleet & Shop Grovedale	264,766	383,000	375,000	(8,000)	375,000	375,000
236 - Fleet & Shop - Grande Cache	181,882	226,000	245,500	19,500	245,500	245,500
237 - Operations - Grande Cache	208,111	255,000	230,000	(25,000)	230,000	230,000
238 - Operations - DeBolt	3,180	25,000	11,000	(14,000)	9,000	9,000
240 - Road Maintenance & Inspection Administration	2,153,047	3,143,500	3,153,000	9,500	3,153,000	3,153,000
242 - Brushing Program	176,884	354,250	405,250	51,000	405,250	405,250
243 - Mowing Program	51,905	48,500	50,500	2,000	51,500	53,500
245 - Gravelling Program	4,889,378	8,450,075	8,558,000	107,925	5,574,000	8,190,000
246 - Road Services	1,009,539	1,754,000	1,606,000	(148,000)	1,562,500	1,596,000
247 - Pit Reclamation	-	10,000	-	(10,000)	-	-
248 - Forestry Trunk Road	5,152,762	8,175,250	7,635,500	(539,750)	7,279,000	7,379,000
250 - Facility Maintenance Administration	1,893,606	2,847,149	3,034,267	187,118	3,091,598	3,188,898
251 - FCSS Building Maintenance	19,693	33,000	42,225	9,225	43,670	45,810

	2022	2022	2023	Budget	2024	2025
	Q3 Actual	Budget	Proposed Budget	Increase (Decrease)	Forecast	Forecast
252 - Grovedale Public Service Building	50,741	71,000	71,662	662	73,130	74,626
253 - DeBolt Public Service Building	43,533	71,500	71,662	162	73,130	74,626
254 - GC - Facilities Maintenance	302,754	433,000	449,651	16,651	442,065	474,624
255 - Valleyview Fire Hall Building Maintenance	6,288	10,000	10,250	250	10,505	10,766
256 - Valleyview Ambulance Building Maintenance	2,726	6,000	6,150	150	6,306	6,461
257 - Valleyview Vet Clinic - Building Maintenance	1,673	7,000	7,175	175	7,350	7,536
258 - Grovedale Maintenance Shop	20,521	47,950	26,360	(21,590)	26,921	27,508
259 - DeBolt Maintenance Shop	1,752	3,000	3,700	700	4,119	4,661
300 - Community Services Administration	2,749,273	7,096,525	1,420,561	(5,675,964)	16,434,088	1,242,290
301 - Valleyview Medical Clinic	78,954	146,100	179,800	33,700	162,800	133,800
302 - Fox Creek Medical Clinic	(36,000)	-	-	-	-	-
303 - Seniors Programs	33,000	49,000	49,750	750	49,750	49,750
304 - Seniors Foundation	5,376,731	4,439,500	4,449,731	10,231	4,449,731	4,449,731
305 - Other Buildings	1,025	-	-	-	-	-
306 - Airport Agreements	1,855	18,500	-	(18,500)	-	-
307 - Community Bus - Grande Cache	12,381	18,000	21,000	3,000	21,000	21,000
308 - Greenview Industrial Gateway	141,848	233,500	418,500	185,000	418,500	418,500
309 - Grande Cache Medical Clinic	-	-	32,500	32,500	32,500	32,500
311 - ECONOMIC DEVELOPMENT PROGRAM	1,180,258	1,680,329	1,448,325	(232,004)	1,363,352	1,327,284
312 - Community Development Agreements	(13,000)	5,100,000	5,500,000	400,000	5,500,000	5,500,000
320 - Recreation Boards	1,000,000	1,024,000	1,223,400	199,400	1,223,400	1,223,400
321 - Community Services Grants	865,680	1,580,000	1,565,000	(15,000)	1,565,000	1,565,000
323 - Multipurpose Facility Grants	587,250	759,561	585,811	(173,750)	633,062	540,562
324 - Agricultural Societies	328,973	349,000	263,000	(86,000)	263,000	263,000
330 - Library Boards	631,444	638,500	638,000	(500)	638,000	638,000
332 - Community Halls	76,132	142,500	156,750	14,250	156,750	156,750
333 - Museums	104,600	304,600	306,240	1,640	168,020	170,061
334 - Cemeteries	1,500	38,000	165,000	127,000	61,500	61,500
340 - Outdoor Recreation Administration	449,035	714,129	671,193	(42,936)	673,047	682,098
342 - Outdoor Recreation Facilities Operations	112,555	282,200	237,500	(44,700)	237,500	237,500
343 - Outdoor Recreation Partnerships	36,808	45,187	42,500	(2,687)	42,500	42,500
344 - GC Recreation Aquatics Operations	96,476	143,300	145,800	2,500	145,800	145,800
345 - GC Recreation Campground	79,012	89,500	119,500	30,000	119,500	119,500
346 - GC Recreation Administration	1,800,860	3,184,960	3,001,231	(183,729)	3,051,504	3,103,079
347 - GC Recreation Facilities Operations	364,356	460,350	541,950	81,600	514,700	514,700
348 - GC Recreation Programming & Fitness	22,518	41,755	25,100	(16,655)	24,300	24,300

	2022	2022	2023	Budget	2024	2025
	Q3 Actual	Budget	Proposed Budget	Increase (Decrease)	Forecast	Forecast
349 - GC Recreation Outdoor Operations	72,907	77,500	88,500	11,000	76,500	76,500
350 - Protective Services Administration	807,084	1,541,197	1,264,110	(277,087)	1,296,094	1,323,041
351 - Fire Protection Valleyview	108,781	147,000	197,622	50,622	151,871	157,252
352 - Fire Protection Grande Cache	172,484	242,400	234,400	(8,000)	238,400	243,900
353 - Fire Protection DeBolt	128,288	230,400	228,400	(2,000)	232,400	235,900
354 - Fire Protection Grovedale	154,938	239,900	244,400	4,500	247,400	251,400
355 - Disaster Services	87,334	28,350	53,850	25,500	28,850	28,850
356 - Ambulance Services	617	-	-	-	-	-
358 - Fire Protection Fox Creek	99,700	120,500	172,122	51,622	132,871	137,352
360 - FCSS Administration	1,121,915	1,721,800	1,686,787	(35,013)	1,719,984	1,750,889
361 - FCSS Board	17,700	43,000	43,000	-	43,000	43,000
362 - FCSS Programs	34,757	69,000	69,000	-	66,000	66,000
363 - Community Resource Centre	29,627	67,700	54,200	(13,500)	59,000	59,000
364 - Home Support	80,324	98,500	121,000	22,500	98,500	98,500
365 - Liaison Worker Program	-	45,000	45,000	-	45,000	45,000
366 - Grants to Individual Organizations	47,450	90,000	72,000	(18,000)	100,000	100,000
368 - Outreach Coordinator Program	1,183	3,000	1,800	(1,200)	3,000	3,000
369 - Support Coordinator Program	735	2,500	1,800	(700)	2,500	2,500
370 - Agricultural Services Administration	1,016,570	1,596,716	1,882,719	286,003	1,681,243	1,731,686
371 - Agriculture Service Board	25,992	56,500	50,820	(5,680)	51,470	53,320
372 - Agricultural Rental Program	19,199	54,600	36,150	(18,450)	39,800	43,550
373 - Vegetation Management	158,475	355,200	447,519	92,319	407,115	422,614
374 - Pest Control	49,429	103,500	100,650	(2,850)	103,850	107,950
375 - Extension and Outreach	152,335	211,100	245,500	34,400	236,750	240,750
376 - Veterinary Services	150,718	161,800	163,600	1,800	169,400	175,800
377 - Beautification Program	65,236	100,700	97,750	(2,950)	99,990	104,872
380 - Greenview Regional Multiplex	1,435,486	2,595,050	2,866,831	271,781	2,901,328	2,950,162
400 - Planning & Economic Development Administration	68,091	499,480	427,589	(71,891)	438,404	446,162
450 - Community Peace Officer Program	804,217	2,035,091	2,539,220	504,129	2,705,712	2,879,468
<b>Total Expenses</b>	<b>81,423,355</b>	<b>163,778,435</b>	<b>154,110,302</b>	<b>(9,668,133)</b>	<b>166,544,694</b>	<b>154,795,433</b>
<b>Net (Surplus)/Deficit</b>	<b>(59,538,680)</b>	<b>14,760,380</b>	<b>7,932,826</b>	<b>(6,827,554)</b>	<b>25,060,219</b>	<b>13,324,106</b>

## MD of Greenview

### 2023 Budget and 3 Year Financial Plan by Object Code

	2022 Q3 Actual	2022 Budget	2023 Proposed Budget	Budget Increase (Decrease)	2024 Forecast	2025 Forecast
<b>Revenue</b>						
5001-Linear Property Tax	67,180,485	67,335,088	67,180,484	(154,604)	67,180,487	67,180,484
5002-Farmland Tax	306,920	306,660	306,920	260	306,920	306,920
5003-Machinery & Equipment Tax	243,675	243,675	243,675	-	243,675	243,675
5004-Non Residential Tax	3,077,511	4,372,966	3,077,511	(1,295,455)	3,077,511	3,077,511
5005-Residential Tax	7,155,709	7,168,687	7,155,710	(12,977)	7,155,710	7,155,710
5006-Revenue-Min Prop Tax Levy	9,625	-	9,625	9,625	9,625	9,625
5007-DIP Tax - Farmland	95	95	95	-	95	95
5008-DIP Tax -Machinery & Equipment	43,789,051	43,778,278	43,789,051	10,773	43,789,051	43,789,051
5009-DIP Tax -Non Res Property	9,721,788	9,724,849	9,721,788	(3,061)	9,721,788	9,721,788
5010-DIP Tax - Res Property	163	163	163	-	163	163
5101-Aggregate Levy	191,724	650,000	600,000	(50,000)	600,000	600,000
5200-Sales of Goods & Services	42,298	38,200	48,200	10,000	48,200	48,200
5201-ASB Seminars & Courses	-	800	800	-	800	800
5202-ASB Services	11,070	13,150	13,390	240	13,637	8,742
5204-Dust Control	78,907	130,000	80,000	(50,000)	80,000	80,000
5205-Election Services	1,500	-	-	-	-	-
5206-GIS & Plotting Service	100	100	100	-	100	100
5207-Maintenance & Repair Services	187	1,200	1,200	-	1,200	1,200
5208-Municipal Maps & Photos	3,175	2,500	3,200	700	3,200	3,200
5210-Photocopies	-	50	-	(50)	-	-
5212-Recreational Services	68,189	73,000	90,250	17,250	90,250	90,250
5213-Road Maintenance	15,750	50,000	50,000	-	50,000	50,000
5214-Road Services	27,260	40,000	40,000	-	40,000	40,000
5215-Vegetation Management	3,807	2,500	4,250	1,750	6,000	7,750
5216-GC Campground Revenue	173,960	140,000	180,000	40,000	180,000	180,000
5217-GC CPS Cemetery Plot Sales	1,100	1,500	1,700	200	1,700	1,700
5218-GC CPS Cemetery Niche Sales	-	-	4,000	4,000	4,000	4,000
5222-Sale of Services to Other Governments	351,525	-	467,500	467,500	467,500	467,500
5230-Emergency Response Services	60,731	150,000	115,000	(35,000)	115,000	115,000
5232-Vending Machine Revenue	1,329	-	2,000	2,000	2,000	2,000
5233-ATM Revenue	746	1,000	1,000	-	1,000	1,000
5235-Facility Pass Sales Revenue	129,456	50,000	130,000	80,000	130,000	130,000
5236-GC - Rec - Damage Deposits Confiscated-Hamlet of G	76	-	100	100	100	100
5237-Fire Inspection Fees	85	-	-	-	-	-

	2022	2022	2023	Budget	2024	2025
	Q3 Actual	Budget	Proposed Budget	Increase (Decrease)	Forecast	Forecast
5299-Other Services	33,750	47,000	47,000	-	47,000	47,000
5300-Administrative Fees & Other Charges	46,455	1,000	6,400	5,400	6,400	6,400
5301-Equipment Rental Revenue	41,717	30,000	31,000	1,000	31,000	26,000
5304-Lease Revenue	74,873	91,200	136,200	45,000	136,200	136,200
5305-Fees - Business License	2,350	4,000	3,500	(500)	3,500	3,500
5306-Fees - Certificate of Compliance	3,400	2,000	2,000	-	2,000	2,000
5309-Development Application Fee	109,668	50,000	90,000	40,000	90,000	90,000
5310-Subdivision & Endorsement Fees	7,050	20,000	16,000	(4,000)	16,000	16,000
5311-Fees - Tax Certificate	17,600	10,000	20,000	10,000	20,000	20,000
5315-GC Hangar Leases	4,293	5,633	6,500	867	6,500	6,500
5316-GC Airport Water Bomber Base Lease	22,254	22,254	22,254	-	22,254	22,254
5318-Arena Revenue	62,932	67,000	70,000	3,000	70,000	70,000
5319-Facility Rental Revenue	31,912	20,500	8,500	(12,000)	8,500	8,500
5320-Ball Diamond Revenue	10,612	5,000	10,000	5,000	10,000	10,000
5321-Fitness Centre Revenue	1,210	1,000	1,500	500	1,500	1,500
5323-Youth Program Revenue	-	6,000	-	(6,000)	-	-
5327-After School Program	6,886	5,000	10,000	5,000	10,000	10,000
5403-Right of Way	600	-	-	-	-	-
5404-Road Permits & Fees	118,824	8,000	188,000	180,000	188,000	188,000
5406-Rural Address Sign Fee	1,500	-	-	-	-	-
5407-Solid Waste Collection	465,149	595,000	595,000	-	595,000	595,000
5408-Wastewater Collection	523,254	667,616	666,516	(1,100)	667,616	667,616
5410-Water Distribution	1,449,377	1,385,200	1,400,500	15,300	1,403,700	1,403,700
5411-Water Point	55,327	119,820	72,420	(47,400)	119,820	119,820
5412-Water Rural	16,824	28,500	-	(28,500)	-	-
5415-Other Fees	32,800	-	15,000	15,000	15,000	15,000
5416-Wastewater Connection Fees	700	1,000	13,500	12,500	13,500	13,500
5419-Miscellaneous Fees	12,447	25,000	25,000	-	25,000	25,000
5420-Wastewater Lagoon Revenue	501,673	360,000	511,600	151,600	360,000	360,000
5421-Animal Licenses	3,390	1,500	4,500	3,000	4,500	4,500
5422-Swimwear Revenue	2,001	1,000	2,000	1,000	2,000	2,000
5423-Locker Rental Revenue	977	2,000	2,000	-	2,000	2,000
5424-Pool Rental Revenue	26,197	10,000	30,000	20,000	30,000	30,000
5425-Aquatics Training Revenue	14,367	1,000	10,000	9,000	10,000	10,000
5427-SW Recycling Revenue-Recycling Revenue	2,571	-	-	-	-	-
5429-Bighorn Gallery Sales	79,858	82,000	133,699	51,699	133,699	133,699
5430-Consignment Sales	29,033	16,000	27,000	11,000	27,000	27,000



	2022	2022	2023	Budget	2024	2025
	Q3 Actual	Budget	Proposed Budget	Increase (Decrease)	Forecast	Forecast
5431-Commission on Consignment Sales	2,555	3,200	7,000	3,800	7,000	7,000
5432-Bighorn Gallery Rental Revenue	2	1,000	2,500	1,500	2,500	2,500
5433-Tower Lease	2,053	2,000	2,053	53	2,053	2,053
5436-Water Connection Fees	64,248	25,000	26,000	1,000	26,000	26,000
5437-Event Rental Fees	2,506	10,000	5,000	(5,000)	5,000	5,000
5438-Aquatic Rental & Program Fees	29,398	48,000	35,000	(13,000)	35,000	35,000
5439-Gymnastic Rental Fees	3,597	7,000	7,000	-	7,000	7,000
5440-Dance Rental Fees	3,530	4,000	4,000	-	4,000	4,000
5441-Party/Meeting Rm Rental Fees	9,701	7,000	7,000	-	7,000	7,000
5442-Locker Rental Fees	4,011	6,000	5,000	(1,000)	5,000	5,000
5443-Fieldhouse Rental Fees	1,569	7,000	5,000	(2,000)	5,000	5,000
5444-Daily Drop In Fees	91,370	91,000	95,000	4,000	95,000	95,000
5445-Fitness & Other Program Fees	3,475	50,000	25,000	(25,000)	25,000	25,000
5446-Concession Revenue	11,977	2,000	20,000	18,000	20,000	20,000
5447-Childmind Revenue	11,684	5,000	15,000	10,000	15,000	15,000
5450-GRM Memberships Fees	145,638	280,000	180,000	(100,000)	180,000	180,000
5451-Other GRM Revenue	9,192	10,000	10,000	-	10,000	10,000
5500-Sale of Assets	7,500	-	-	-	-	-
5505-Land Use Amendment Application Fees	12,000	1,000	8,000	7,000	8,000	8,000
5506-Sale of Assets to Other Governments	10,571	9,500	9,500	-	9,500	9,500
5601-Bylaw Enforcement	108,048	150,000	125,000	(25,000)	125,000	125,000
5602-Penalties on Receivables	24,376	60,000	40,000	(20,000)	40,000	40,000
5603-Penalty & Costs on Taxes	766,626	500,000	675,000	175,000	675,000	675,000
5604-Weed Enforcement	-	5,500	5,500	-	5,500	500
5702-Donations & Sponsorships	190	8,500	3,000	(5,500)	3,000	3,000
5705-Grant from Other Governments	-	3,333,333	3,333,334	1	-	-
5706-Grant from Provincial Government	587,273	2,772,835	1,772,835	(1,000,000)	511,068	511,068
5709-Shared Funding	-	216,539	211,989	(4,550)	211,989	211,989
5710-Multiplex Donations	12,430	17,500	-	(17,500)	-	-
5800-Other Revenue	21,632	500	3,500	3,000	3,500	3,500
5802-Return on Investment	1,086,809	2,750,000	1,000,000	(1,750,000)	1,000,000	1,000,000
5803-Other Interest Revenue	875,812	125,000	500,000	375,000	500,000	500,000
5805-Debenture Wastewater	46,083	46,082	46,082	-	46,082	46,082
5806-Debenture Water	46,082	46,082	46,082	-	46,082	46,082
5808-Road Use Bond	465,930	385,000	385,000	-	385,000	385,000
5809-Other Revenue	32,347	66,800	66,800	-	66,800	66,800
<b>Total Revenues</b>	<b>140,962,035</b>	<b>149,018,055</b>	<b>146,177,476</b>	<b>(2,840,579)</b>	<b>141,484,475</b>	<b>141,471,327</b>



	2022 Q3 Actual	2022 Budget	2023 Proposed Budget	Budget Increase (Decrease)	2024 Forecast	2025 Forecast
<b>Expenses</b>						
6001-Salaries	14,704,815	23,845,526	24,726,316	880,790	25,295,148	25,863,901
6003-Honorariums	787,773	1,020,208	1,061,167	40,959	1,061,167	1,061,167
6004-Employer Contributions	3,507,121	6,447,286	6,765,705	318,419	6,924,357	7,075,263
6007-Non Cash Awards & Incentives	11,236	53,575	65,575	12,000	59,575	59,575
6008-Employee Relocation	12,136	10,000	25,000	15,000	25,000	25,000
6009-Wellness Program	4,135	10,000	10,000	-	10,000	10,000
6010-Travel and Education	-	20,000	-	(20,000)	-	-
6011-Accommodation & Subsistence	329,137	569,525	636,457	66,932	639,544	655,124
6012-Travel	286,947	420,850	484,720	63,870	467,549	465,743
6013-Training & Education	165,967	472,605	464,360	(8,245)	452,686	400,771
6015-Memberships Seminars Conferences	152,899	321,710	281,830	(39,880)	286,845	281,515
6016-Succession Planning	-	75,000	75,000	-	75,000	75,000
6020-Public Relations & Information Services	6,539	10,000	42,800	32,800	17,800	17,800
6021-Advertising Services	116,232	235,800	230,686	(5,114)	237,677	242,075
6022-Publishing Services	14,696	106,000	61,000	(45,000)	61,100	61,200
6023-Printing and Imaging Services	-	-	-	-	5,000	-
6024-Subscriptions to Publications	615	2,000	2,200	200	1,700	1,700
6025-Promotional Marketing	144,629	381,500	331,000	(50,500)	311,700	332,400
6026-Event Organization	33,443	86,000	96,500	10,500	97,000	97,500
6027-Hospitality	10,256	85,500	87,000	1,500	87,000	87,000
6028-Branding & Image Building	7,821	40,000	40,000	-	100,000	40,000
6029-Other Information Services	21,839	42,800	31,564	(11,236)	32,351	33,350
6030-Freight and Communication	-	1,500	-	(1,500)	-	-
6031-Postage and Parcel Post	33,509	46,000	45,500	(500)	52,500	45,500
6032-Freight & Courier Services	159,683	133,550	210,500	76,950	211,300	212,101
6033-Telecommunication Services	324,165	469,728	531,798	62,070	603,817	604,959
6036-Mobile Communication Services	193,438	322,700	257,555	(65,145)	262,334	264,586
6037-GC Trail Project Exp	55,053	25,000	25,000	-	25,000	25,000
6040-Professional Services	2,839,294	6,118,350	5,280,400	(837,950)	5,590,010	5,385,200
6041-Auditing & Accounting Services	48,344	101,000	101,000	-	101,000	101,000
6042-Consulting Services	6,807	20,000	20,000	-	20,000	20,000
6043-Contractor Services	3,326,891	5,355,000	5,296,000	(59,000)	5,296,000	5,296,000
6045-Human Resources Management Services	-	20,000	2,500	(17,500)	2,500	2,500
6046-Legal Services	35,116	360,000	282,025	(77,975)	282,605	282,605
6048-Training and Education Services	6,546	21,000	21,000	-	21,500	22,000

	2022	2022	2023	Budget	2024	2025
	Q3 Actual	Budget	Proposed Budget	Increase (Decrease)	Forecast	Forecast
6049-Locum Services	18,900	24,300	32,500	8,200	32,500	32,500
6052-Inspection Services	1,421	1,500	1,000	(500)	1,000	1,000
6055-Volunteer Appreciation	4,350	15,000	25,000	10,000	25,000	25,000
6057-Tradeshows and Fairs	18,788	58,500	116,500	58,000	117,500	102,500
6058-Investment Readiness & Attraction	-	40,000	35,000	(5,000)	15,000	10,000
6059-Site Oper & Maint.	95,576	231,000	210,000	(21,000)	210,000	210,000
6060-Contracted Services and Repairs	291,093	668,000	668,000	-	668,000	668,000
6061-Animal Control Services	39,707	60,000	60,000	-	60,000	60,000
6063-Emergency Response Services	37,301	50,000	50,000	-	51,000	52,000
6065-Geophysical Surveying & Mapping Services	141,817	763,612	133,612	(630,000)	133,612	133,612
6066-Harvest & Cleanup Incentives	43,044	90,500	91,000	500	91,000	91,000
6067-Information Technology Services	1,025	80,000	55,000	(25,000)	55,000	55,000
6068-Bldg Maintenance	59,074	94,500	145,275	50,775	127,190	97,808
6069-PSB Maintenance Contract	98,421	144,000	144,350	350	147,311	150,327
6071-Contracted Maintenance Service	3,514,101	5,334,486	5,810,231	475,745	5,277,268	5,359,747
6074-Equipment & Machinery Repair	60,991	107,100	113,750	6,650	106,950	107,300
6076-Repair/Maintenance of Motor Vehicles	249,646	276,800	343,125	66,325	341,165	346,322
6078-Fire Service Agreement	155,250	207,000	307,244	100,244	221,742	229,504
6080-Fees and Other Charges	2,521	8,000	8,000	-	8,000	8,000
6082-Licence & Permit Fees	1,638	4,000	3,000	(1,000)	3,000	3,000
6083-Tipping Fees	85,701	140,000	140,000	-	406,020	406,020
6093-Police Funding Model	222,323	1,046,651	1,535,766	489,115	1,675,600	1,828,000
6100-Goods and Supplies	14,696	22,155	11,800	(10,355)	11,000	11,000
6102-Office Supplies	52,709	120,500	100,700	(19,800)	100,800	101,900
6103-Cleaning/ Janitorial Supplies	30,312	72,520	58,625	(13,895)	59,266	60,924
6104-PPE & First Aid Supplies	112,311	222,704	174,100	(48,604)	174,755	166,815
6105-Fuels & Oils	1,124,478	1,264,408	1,404,500	140,092	1,419,540	1,432,822
6106-Tools	18,850	34,000	37,750	3,750	47,120	38,498
6107-Parts of Motor Vehicle & Other	39,417	63,800	65,250	1,450	69,823	74,018
6108-Consumable Supplies	91,139	197,100	152,000	(45,100)	152,750	153,500
6109-General & Operating Supplies	1,463,167	2,695,774	2,467,154	(228,620)	2,521,189	2,539,813
6110-Chemicals/Control Products	1,505,236	2,398,350	1,847,800	(550,550)	1,940,200	2,029,800
6112-Gravel Purchases	1,161,760	3,920,625	4,076,500	155,875	1,265,000	4,710,000
6114-Landscaping Equipment & Supplies	10,396	20,000	21,000	1,000	21,625	22,300
6115-Gravel Exploration Services	7,398	50,000	75,000	25,000	75,000	75,000
6117-Asphalt Repairs	231,321	1,675,000	1,750,000	75,000	1,875,000	1,975,000
6121-Power Supply Service	876,220	1,623,966	1,473,558	(150,408)	1,491,336	1,511,031

	2022	2022	2023	Budget	2024	2025
	Q3 Actual	Budget	Proposed Budget	Increase (Decrease)	Forecast	Forecast
6122-Natural Gas Service	390,015	516,876	740,761	223,885	746,692	753,834
6123-Sewer and Water	-	1,000	-	(1,000)	-	-
6125-Town of Valleyview Utilities	22,472	35,900	41,400	5,500	44,100	48,400
6129-Local Utilities - Water/Sewer/Garbage	26,787	83,050	84,370	1,320	87,041	89,715
6133-IT Hardware Purchase	92,618	120,120	315,000	194,880	226,500	245,000
6134-IT Software Licensing	252,410	459,781	335,062	(124,719)	343,342	350,620
6140-Rentals & Leases	(1,291)	-	-	-	-	-
6141-Rental/Lease of Land	-	-	3,500	3,500	3,500	3,500
6142-Road Allowance Clearing	-	70,000	-	(70,000)	-	-
6143-Building Rental	11,360	35,500	35,000	(500)	35,500	37,500
6144-Rental of IT & Communication Equipment	300	6,600	6,600	-	6,600	6,600
6145-Rental of Equipment & Machinery	863,330	1,610,000	1,603,000	(7,000)	1,603,000	1,603,000
6147-Environmental Control Equipment	217,518	348,000	328,000	(20,000)	328,000	328,000
6148-Rental of Office Equipment	151,691	275,000	215,000	(60,000)	218,000	221,000
6150-TMIP Ind. Partnership	3,440	-	-	-	-	-
6151-ECD Bighorn Gallery Purchases	51,795	50,000	70,000	20,000	75,000	80,000
6153-Bighorn Gallery Consignment	12,773	-	-	-	-	-
6158-FCSS - Homelessness Prevention Prog	14,889	22,500	22,500	-	22,500	22,500
6159-Ergonomic Supplies	587	10,500	10,500	-	10,500	25,000
6160-Concession Supplies	8,018	1,000	15,000	14,000	15,000	15,000
6161-Programming Supplies (Childmind, etc.)	6,739	13,000	13,000	-	13,000	13,000
6163-Fitness Program Supplies	1,456	3,000	3,000	-	3,000	3,000
6164-Aquatic Program Supplies	3,373	4,000	6,000	2,000	6,000	6,000
6165-GRM General & Oper Supplies	4,101	6,000	4,000	(2,000)	4,000	4,000
6166-Fitness Operating Supplies	275	1,000	2,000	1,000	2,000	2,000
6167-Pool Operating Supplies	2,209	12,000	10,000	(2,000)	10,000	10,000
6168-Fitness Equip Repair/Maint	496	1,000	4,500	3,500	4,500	4,500
6201-Community Activity Fee Funding	12,735	-	15,000	15,000	15,000	15,000
6202-Grants to Organizations	4,816,601	9,018,700	3,606,250	(5,412,450)	18,622,250	3,625,250
6203-Grant Agreements	368,013	6,798,061	6,399,811	(398,250)	6,297,062	6,204,562
6205-Education Requisitions	21,584,183	31,698,594	28,775,828	(2,922,766)	28,775,828	28,775,828
6206-Grant for Recreation Project	(4,000)	4,000	-	(4,000)	-	-
6207-Shared Funding	6,469,638	5,577,287	5,535,471	(41,816)	5,543,751	5,545,792
6208-Donations & Sponsorships	190	3,500	9,000	5,500	7,500	9,000
6209-Bursaries & Scholarships	21,600	80,000	65,000	(15,000)	65,000	65,000
6218-Allowance for Doubtful Accounts	(67,066)	1,000,000	1,000,000	-	1,000,000	1,000,000
6221-Business Retention Expansion & Investment	9,349	58,000	148,000	90,000	149,000	100,000

	2022	2022	2023	Budget	2024	2025
	Q3 Actual	Budget	Proposed Budget	Increase (Decrease)	Forecast	Forecast
6223-Red Willow Lodge Grant	9,500	9,500	-	(9,500)	-	-
6226-DIP Requisitions	1,012,455	1,012,358	1,012,455	97	1,012,455	1,012,455
6301-Transfer to Reserve	10,000	10,000	260,000	250,000	10,000	10,000
6313-Debenture Principal	270,326	460,418	420,015	(40,403)	435,317	245,477
6315-Loan Interest	104,215	117,475	81,731	(35,744)	66,429	50,504
6321-Bank Service Charges	15,438	14,000	20,000	6,000	20,000	20,000
6322-Cash Management Charges	113,401	225,000	125,000	(100,000)	125,000	125,000
6331-Insurance Premium	626,773	757,200	704,000	(53,200)	704,000	704,000
6341-Building Depreciation	-	3,101,622	3,101,622	-	3,101,622	-
6342-Land Depreciation	-	647,635	647,635	-	647,635	-
6343-Vehicle Depreciation	-	1,696,435	1,696,435	-	1,696,435	-
6344-Equipment & Machinery Depreciation	-	2,455,097	2,455,097	-	2,455,097	-
6345-Engineered Structure Depreciation	-	18,410,312	17,110,312	(1,300,000)	17,110,312	25,300,000
6347-Roads & Streets Depreciation	-	288,899	288,899	-	288,899	-
6360-Taxes	34,524	50,500	37,500	(13,000)	40,500	43,500
6519-Vehicle Components and Parts	227,408	253,000	290,000	37,000	290,000	290,000
6520-Vehicle Accessories	8,534	21,500	19,000	(2,500)	19,000	19,500
6549-Land	8,537	18,000	18,000	-	18,000	18,000
6551-Other Equipment	18,166	21,000	21,000	-	22,000	23,000
6571-Environmental Monitoring System (inc SCADA)	1,250	34,500	19,800	(14,700)	19,800	19,800
6600-Uniforms	16,209	35,000	35,000	-	35,000	35,000
6604-Fire Protection Equipment and Accessories	50,763	105,000	90,000	(15,000)	90,000	90,000
6831-Road Regravelling Contractor Service	801,603	1,200,000	1,200,000	-	1,200,000	1,200,000
6852-Salt	173,043	300,000	290,000	(10,000)	290,000	290,000
6865-Gravel - Stockpile to Stockpile	3,343,429	3,534,450	3,408,000	(126,450)	2,849,000	2,060,000
<b>Total Expenses</b>	<b>81,423,355</b>	<b>163,778,435</b>	<b>154,110,302</b>	<b>(9,668,132)</b>	<b>166,544,694</b>	<b>154,795,433</b>
<b>Net (Surplus)/Deficit</b>	<b>(59,538,680)</b>	<b>14,760,380</b>	<b>7,932,826</b>	<b>(6,827,554)</b>	<b>25,060,219</b>	<b>13,324,106</b>

## 2023 Operating Budget Summary of Changes

### As Presented

Total Revenue	\$ 146,102,226
Total Expenses	\$ 153,412,749
<b>Net (Surplus)/Deficit</b>	<b>\$ 7,310,523</b>

### Changes

Sub Department	Object	Description	Amount
539 Recreation Services	5212 Recreation Services	User fees & charges adjustments	\$ (75,250)
Revenue	5216 GC Campground Revenue		
	5235 Facility Pass Sales Revenue		
	5318 Arena Revenue		
All Sub Departments	6001 Salaries	Market (COLA) Increase (Salaries, Benefits, Honorariums)	\$ 863,553
	6003 Honorariums		
	6004 Employer Contributions		
101 Council	6003 Honorariums	Reduction in GRWMC Honorariums	\$ (15,000)
101 Council	6025 Promotional Marketing	Remove decrease in General & Operating Supplies. Moved to Promotional Marketing.	\$ 2,500
110 CAO Services	6040 Professional Services	Reallocated to Communications for online engagement portal	\$ (15,300)
110 CAO Services	6040 Professional Services	Reduction in Professional Services	\$ (34,700)
110 CAO Services	6046 Legal Services	Reduction in Legal Services	\$ (30,000)
110 CAO Services	6109 General & Operating Supplies	Reduction in General & Operating Supplies	\$ (10,000)
111 Communications	6028 Branding & Image Building	Grande Cache Promotional and Marketing Video Production-2022 Carryforward	\$ (20,000)
111 Communications	6109 General & Operating Supplies	Reduction in General & Operating Supplies	\$ (10,000)
200 Infrastructure & Engineering Admin	6105 Fuels & Oils	Reduction in Fuel & Oils	\$ (1,000)
221 Water Supply	6071 Contracted Maintenance Service	GC water treatment plant repairs correction	\$ (16,500)
243 Mowing Program	6011 Accommodation & Subsistence	Increase in Accommodations & Subsistence	\$ 2,000

Sub Department	Object	Description	Amount
246 Road Services	6110 Chemicals/Control Products	Decrease in Chemicals/Control Products (dust control)	\$ (50,000)
250 Facilities Maintenance Admin	6109 General & Operating Supplies	Moved furnace replacements (FM23007) and unit heaters (FM23008) from capital as they do not meet the dollar value threshold outlined in the policy	\$ 13,500
311 Economic Development	6202 Grants to Organizations	Community Futures Grant	\$ 10,000
324 Agricultural Societies	6202 Grants to Organizations	Grant to Teepee Creek Stampede	\$ (20,000)
324 Agricultural Societies	6202 Grants to Organizations	Grant to Grande Prairie Stompede	\$ (20,000)
342 Outdoor Recreation Facilities Ops	6141 Rental/Lease of Land	Fireman's Pit Lease	\$ 500
345 GC Campground	6033 Telecommunication Services	Reduction in Telecommunications due to removal of IT23003 Grande Cache Campground Wifi	\$ (5,000)
345 GC Campground	6071 Contracted Maintenance Service	Caretaker Contract increase	\$ 8,000
347 GC Recreation Facilities Operations	6071 Contracted Maintenance Service	Custodial Contract increase	\$ 20,000
375 Extension & Outreach	6109 General & Operating Supplies	Farm Family recognition signage moved from capital	\$ 5,000
380 Greenview Regional Multiplex	6071 Contracted Maintenance Service	Custodial Contract increase	\$ 20,000
<b>Total Changes</b>			<b>\$ 622,303</b>
<b>Net (Surplus)/Deficit</b>			<b>\$ 7,932,826</b>

## 2023 Budget and 5-Year Capital Plan

	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast
Corporate Services	\$ 950,000	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ -
Information Systems	-	80,000	80,000	-	115,000	25,000	-
Health & Safety	-	-	-	50,000	-	-	-
Construction and Engineering	6,847,182	11,903,900	18,751,082	23,856,547	18,915,000	3,960,000	14,396,160
Environmental Services	11,501,101	39,535,604	51,036,705	23,732,067	10,307,200	150,000	100,000
Operations	-	160,000	160,000	4,152,600	2,897,000	910,800	-
Facility Maintenance	257,200	1,561,000	1,818,200	11,045,116	159,400	-	-
Community Services	-	50,000	50,000	60,000	-	-	-
Greenview Industrial Gateway	6,556,226	2,962,090	9,518,316	-	-	-	-
Recreation	1,994,450	815,000	2,809,450	3,401,917	519,200	-	-
Protective Services	-	1,446,000	1,446,000	1,545,000	345,000	1,130,000	1,245,000
Family & Community Support Services	-	-	-	-	60,000	-	-
Agricultural Services	-	42,500	42,500	737,340	1,061,700	53,000	-
Community Peace Officer Program	-	190,000	190,000	220,000	120,000	130,000	140,000
Planning and Development	-	-	-	64,200	-	-	-
Economic Development	20,000	-	20,000	400,000	53,500	-	-
<b>Total Capital</b>	<b>\$ 28,126,159</b>	<b>\$ 58,746,094</b>	<b>\$ 86,872,253</b>	<b>\$ 69,264,787</b>	<b>\$ 34,553,000</b>	<b>\$ 6,358,800</b>	<b>\$ 15,881,160</b>

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
CS22001	Software Replacement Project 2022 - 2024	950,000	-	950,000	-	-	-	-	950,000
<b>Corporate Services Total</b>		<b>950,000</b>	-	<b>950,000</b>	-	-	-	-	<b>950,000</b>
IT23002	SharePoint Upgrade	-	80,000	80,000	-	-	-	-	80,000
<del>IT23003</del>	<del>Grande Cache Campground</del>	-	-	-	-	-	-	-	-
IT25001	Telephone Communication System Hardware Replacement	-	-	-	-	75,000	-	-	75,000
IT25002	File and Data Backup Solution	-	-	-	-	40,000	-	-	40,000
IT26001	Network Firewall Equipment Replacement	-	-	-	-	-	25,000	-	25,000
<b>Information Systems Total</b>		-	<b>80,000</b>	<b>80,000</b>	-	<b>115,000</b>	<b>25,000</b>	-	<b>220,000</b>
HS24001	Truck Replacement A242	-	-	-	50,000	-	-	-	50,000
<b>Health &amp; Safety Total</b>		-	-	-	<b>50,000</b>	-	-	-	<b>50,000</b>
WW17002	Grovedale Evaporative Lagoon Decommissioning	625,000	1,625,000	2,250,000	-	-	-	-	2,250,000
RD20008	TWP 692 - Grovedale Industry Road West of 666	1,189,729	-	1,189,729	-	-	-	-	1,189,729
RD22001	FTR Phase 6	-	7,540,000	7,540,000	-	-	-	-	7,540,000
RD22006	RV Dumping Access	-	300,000	300,000	-	-	-	-	300,000
RD23002	Block Funding - Roads	-	1,000,000	1,000,000	-	-	-	-	1,000,000
RD23003	Forestry Trunk Road Improvements	-	500,000	500,000	-	-	-	-	500,000
RD23004	FTR Phase 7	-	783,900	783,900	6,030,000	-	-	-	6,813,900
RD24003	Forestry Trunk Road Improvements	-	-	-	500,000	-	-	-	500,000
RD24004	FTR Phase 8 KM 151.5-160	-	-	-	413,000	4,130,000	-	-	4,543,000
RD20001	RR 205/210-8 Mile Road	-	-	-	-	3,000,000	-	-	3,000,000
RD25003	Forestry Trunk Road Improvements	-	-	-	-	500,000	-	-	500,000
RD24005	Twp. 690 Approx. 4kms	-	-	-	-	-	250,000	2,500,000	2,750,000
RD26003	Forestry Trunk Road Improvements	-	-	-	-	-	500,000	-	500,000
RD26005	Twp. 692 and RR 225	-	-	-	-	-	450,000	4,950,000	5,400,000
RD26006	Twp. 692 (GD Fish Pond -Hwy 40 to Main Hall Road approx. 2kms)	-	-	-	-	-	250,000	1,500,000	1,750,000
RD27003	Forestry Trunk Road Improvements	-	-	-	-	-	-	500,000	500,000
BF77159	Asplund Creek	35,000	-	35,000	-	-	-	-	35,000
BF78503	Range Road 225	-	45,000	45,000	500,000	-	-	-	545,000
BF79118	Tributary to Sturgeon Creek	-	50,000	50,000	500,000	-	-	-	550,000
BF76494	Tributary to Little Smoky River	-	-	-	35,000	300,000	-	-	335,000
BF78147	Tributary to Smoky River	-	-	-	510,000	-	-	-	510,000
BF75250	DeBolt Creek	-	-	-	-	50,000	500,000	-	550,000
BF79709	Tributary to Moose Creek	-	-	-	-	35,000	300,000	-	335,000
BF86296	Twp 712 / RR 263 Intersection	-	-	-	-	50,000	580,000	-	630,000
BF79077	Tributary to Big Mountain Creek	-	-	-	-	-	50,000	450,000	500,000
BF72012	Sturgeon Creek Bridge	-	-	-	-	-	-	2,390,000	2,390,000
BF73703	Sturgeon Creek Bridge	-	-	-	-	-	-	11,160	11,160
BF75041	Asplund Creek	-	-	-	-	-	-	60,000	60,000
BF77244	Tributary to Sweathouse Creek	590,000	-	590,000	-	-	-	-	590,000
BF77259	Tributary to Sweathouse Creek	-	-	-	-	-	-	2,000,000	2,000,000
BF76902	Tributary to Clouston Creek	516,000	-	516,000	-	-	-	-	516,000
BF86025	Twp Rd 752 East of RR 260	-	-	-	-	-	-	35,000	35,000
PV22003	Rge Rd 230 (South of Hwy 43 to Twp Rd 700)	3,891,453	-	3,891,453	808,547	-	-	-	4,700,000
PV23003	Hamlet Curb & Gutter	-	-	-	2,000,000	-	-	-	2,000,000
PV24001	Range Road 73 to H666 (also RR73 to RR74)	-	-	-	60,000	810,000	-	-	870,000
<del>PV24002</del>	<del>Additional FTR Paving</del>	-	-	-	<del>10,000,000</del>	-	-	-	<del>10,000,000</del>
PV24003	Twp. Road 704 Overlay Hwy 49 to RR 230	-	60,000	60,000	2,500,000	-	-	-	2,560,000
<del>PV25001</del>	<del>Additional FTR Paving</del>	-	-	-	-	<del>10,000,000</del>	-	-	<del>10,000,000</del>
PV26001	Range Road 64 (TWP 700 to TWP 694) Paving	-	-	-	-	40,000	1,080,000	-	1,120,000
<b>Construction and Engineering Total</b>		<b>6,847,182</b>	<b>11,903,900</b>	<b>18,751,082</b>	<b>23,856,547</b>	<b>18,915,000</b>	<b>3,960,000</b>	<b>14,396,160</b>	<b>79,878,789</b>



Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
ES23001	1/2 Ton Truck Replacement A161	-	60,000	60,000	-	-	-	-	60,000
ES23002	1/2 Ton Truck Replacement A197	-	60,000	60,000	-	-	-	-	60,000
ES23003	1/2 Ton Truck Replacement A108	-	60,000	60,000	-	-	-	-	60,000
ES24001	1/2 Ton Truck Replacement A203	-	-	-	64,200	-	-	-	64,200
ES25001	1/2 Ton Truck Replacement A146	-	-	-	-	70,400	-	-	70,400
ES25002	1/2 Ton Truck Replacement A207	-	-	-	-	70,400	-	-	70,400
ES25003	1/2 Ton Truck Replacement A260	-	-	-	-	70,400	-	-	70,400
ES26001	1/2 Ton Truck Replacement A250	-	-	-	-	-	75,000	-	75,000
ES26002	1/2 Ton Truck Replacement A272	-	-	-	-	-	75,000	-	75,000
WD15002	Grovedale Water Treatment Plant Upgrade	900,000	-	900,000	-	-	-	-	900,000
WD16004	Landry Heights Water Distribution System	5,000	12,250	17,250	-	-	-	-	17,250
WD17002	SCADA Upgrades - WTP & WP	61,045	100,000	161,045	-	-	-	-	161,045
WD19004	Grande Cache Distribution Pumphouse Upgrades	10,000	-	10,000	2,500,000	-	-	-	2,510,000
WD21001	Sunset House Water	-	-	-	325,000	-	-	-	325,000
WD22002	SCADA Upgrades - WTP & WP	172,700	-	172,700	-	-	-	-	172,700
WD22004	Grande Cache Master plan	-	260,310	260,310	-	-	-	-	260,310
WD22005	Water & Sewer Extension - Memorial Drive	100,000	-	100,000	2,000,000	-	-	-	2,100,000
WD23006	Nose Creek Water Point System	-	240,000	240,000	-	-	-	-	240,000
WW19001	Grovedale Floating Liner	63,400	10,000,000	10,063,400	-	-	-	-	10,063,400
WW19002	Grande Cache Sewage Treatment Plant	9,665,642	25,924,358	35,590,000	-	-	-	-	35,590,000
WW20005	DeBolt Lift Station Forcemain Upgrades	10,000	-	10,000	-	-	-	-	10,000
WW21001	Ridgevalley Lagoon Expansion	213,314	2,518,686	2,732,000	10,658,000	-	-	-	13,390,000
WW25003	SRS Station Sturgeon Heights Lagoon	-	-	-	-	500,000	-	-	500,000
WW25004	Sturgeon Heights Lagoon Expansion	-	-	-	-	8,400,000	-	-	8,400,000
SW19004	Grande Cache Landfill & Recycling Land Purchase	30,000	-	30,000	-	-	-	-	30,000
SW20001	GC Transfer Station Development	-	-	-	8,184,867	-	-	-	8,184,867
SW22003	West Yellowhead Regional Management Authority	270,000	-	270,000	-	-	-	-	270,000
SW23001	Hook Bin Truck Replacement A201	-	300,000	300,000	-	-	-	-	300,000
SW25001	GC Garbage Truck Replacement A246	-	-	-	-	448,000	-	-	448,000
SW25005	GC Compactor Replacement	-	-	-	-	748,000	-	-	748,000
SW27002	Roll off bins	-	-	-	-	-	-	100,000	100,000
<b>Environmental Services Total</b>		<b>11,501,101</b>	<b>39,535,604</b>	<b>51,036,705</b>	<b>23,732,067</b>	<b>10,307,200</b>	<b>150,000</b>	<b>100,000</b>	<b>85,325,972</b>

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
OP24010	Tractor 6140R Replacement T27	-	-	-	300,000	-	-	-	300,000
OP24011	Grader Replacement G35 VV	-	-	-	775,000	-	-	-	775,000
OP23004	1/2 Ton Truck Purchase - Replacement of A127 (3/4 ton)	-	60,000	60,000	-	-	-	-	60,000
OP23005	2 Ton, Extended Cab Pick Up Truck - Replacement of A145 & F22	-	100,000	100,000	-	-	-	-	100,000
OP24001	1/2 Ton Extended Cab Truck Replacement A187 VV	-	-	-	64,200	-	-	-	64,200
OP24002	1/2 Ton Crew Cab Truck Replacement A188 VV	-	-	-	64,200	-	-	-	64,200
OP24003	1/2 Ton truck Replacement A157 VV	-	-	-	64,200	-	-	-	64,200
OP24004	Plow Truck Replacement A 135 GD	-	-	-	435,000	-	-	-	435,000
OP24005	Tractor 2014 6140R Replacement T26	-	-	-	300,000	-	-	-	300,000
OP24006	Tractor 2014 6140R Replacement T24	-	-	-	300,000	-	-	-	300,000
OP24007	Grader Replacement VV - G38	-	-	-	775,000	-	-	-	775,000
OP24008	Grader Replacement VV - G39	-	-	-	775,000	-	-	-	775,000
OP24009	Tractor 6140R Replacement T25	-	-	-	300,000	-	-	-	300,000
OP25001	1/2 Ton, Crew Cab, 4 x 4, Pick Up Truck - A156 (3/4 ton)	-	-	-	-	70,400	-	-	70,400
OP25002	1/2 Ton, Crew Cab, 4 x 4, Pick Up Truck - A106 (3/4 ton)	-	-	-	-	70,400	-	-	70,400
OP25003	3/4 Ton Pick Up Truck A171 GD	-	-	-	-	70,400	-	-	70,400
OP25004	1/2 Ton, Crew Cab 4x4 Pickup Truck A175 GD	-	-	-	-	70,400	-	-	70,400
OP25005	3/4 Ton Truck Replacement A190 GD	-	-	-	-	70,400	-	-	70,400
OP25006	Backhoe Replacement L10 DB	-	-	-	-	200,000	-	-	200,000
OP25007	Plow Truck Replacement A159 GD	-	-	-	-	435,000	-	-	435,000
OP25008	Steamer - ST3 / F16	-	-	-	-	140,000	-	-	140,000
OP25009	Steamer - ST4 / F15	-	-	-	-	140,000	-	-	140,000
OP25010	Grader Replacement VV - G37	-	-	-	-	780,000	-	-	780,000
OP25011	Grader Replacement GD - G36	-	-	-	-	780,000	-	-	780,000
OP25012	1/2 Ton Crew cab Replaces 3/4 Ton A162 GC	-	-	-	-	70,000	-	-	70,000
OP26002	Backhoe Replacement L 12 GD	-	-	-	-	-	200,000	-	200,000
OP26004	Backhoe Replacement L11 VV	-	-	-	-	-	200,000	-	200,000
OP26005	Picker Truck Replacement A123 VV	-	-	-	-	-	295,000	-	295,000
OP26006	F 550 Superduty XLT Truck replace A137 GD	-	-	-	-	-	94,200	-	94,200
OP26007	1/2 Ton crew cab 4x4 Replaces 156 GC	-	-	-	-	-	60,800	-	60,800
OP26008	1/2 Ton to replace 3/4 ton A214 DB	-	-	-	-	-	60,800	-	60,800
<b>Operations Total</b>		-	<b>160,000</b>	<b>160,000</b>	<b>4,152,600</b>	<b>2,897,000</b>	<b>910,800</b>	-	<b>8,120,400</b>

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
FM21008	Security Improvement 4 Year Plan	82,200	160,000	242,200	160,000	-	-	-	402,200
FM22007	Renovations to FM/Enviro Building	-	50,000	50,000	20,000	-	-	-	70,000
FM22008	New Operations Shop in Grande Cache	-	1,000,000	1,000,000	10,430,716	-	-	-	11,430,716
FM22009	GRM Emergency Generator (350 kW)	175,000	250,000	425,000	-	-	-	-	425,000
FM23005	Replacement of RB1 with new broom	-	6,000	6,000	-	-	-	-	6,000
FM23007	Replacement furnaces from Grovedale and DeBolt Facility Maintenance Buildings	-	-	-	-	-	-	-	-
FM23008	Replace Unit Heaters pre 2000	-	-	-	-	-	-	-	-
FM23009	Purchase a Wide Area Mower	-	95,000	95,000	-	-	-	-	95,000
FM23006	Replacement of RB3 with new Broom	-	-	-	6,000	-	-	-	6,000
FM23001	Tractor Replacement	-	-	-	28,000	-	-	-	28,000
FM24001	Replace F20 with a 1/2 ton truck	-	-	-	64,200	-	-	-	64,200
FM24002	3/4 Ton Truck Replacement A172	-	-	-	74,500	-	-	-	74,500
FM24003	3/4 Ton Truck Replacement A177	-	-	-	74,500	-	-	-	74,500
FM24004	1/2 Ton Truck Replacement A196	-	-	-	64,200	-	-	-	64,200
FM24005	Tractor Replacement T23	-	-	-	28,000	-	-	-	28,000
FM24006	1 Ton Truck Replacement A149	-	-	-	95,000	-	-	-	95,000
FM25002	3/4 Ton Truck Replacement A148	-	-	-	-	79,700	-	-	79,700
FM25003	3/4 Ton Truck Replacement A147	-	-	-	-	79,700	-	-	79,700
<b>Facility Maintenance Total</b>		<b>257,200</b>	<b>1,561,000</b>	<b>1,818,200</b>	<b>11,045,116</b>	<b>159,400</b>	-	-	<b>13,022,716</b>
CP23001	Greenview Grant Portal	-	25,000	25,000	-	-	-	-	25,000
CP23002	Community Bulletin Boards	-	25,000	25,000	-	-	-	-	25,000
CP24001	Airport Terminal Demolition (Grande Cache)	-	-	-	60,000	-	-	-	60,000
<b>Community Services Total</b>		-	<b>50,000</b>	<b>50,000</b>	<b>60,000</b>	-	-	-	<b>110,000</b>
GI22001	Greenview Industrial Gateway - Legal Fees	-	75,000	75,000	-	-	-	-	75,000
GI22003	GI22003 GIG Professional Services - Engineering	1,139,000	1,250,000	2,389,000	-	-	-	-	2,389,000
GI22004	Greenview Industrial Gateway - Road	3,100,000	1,577,090	4,677,090	-	-	-	-	4,677,090
GI22005	Greenview Industrial Gateway - Land Purchase	2,317,226	-	2,317,226	-	-	-	-	2,317,226
GI23002	Truck Purchase - 1/2 Ton	-	60,000	60,000	-	-	-	-	60,000
<b>Greenview Industrial Gateway Total</b>		<b>6,556,226</b>	<b>2,962,090</b>	<b>9,518,316</b>	-	-	-	-	<b>9,518,316</b>

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
RE21002	Little Smoky Recreation Area	20,000	-	20,000	-	-	-	-	20,000
RE21007	Community Facility	1,924,450	-	1,924,450	-	-	-	-	1,924,450
RE22003	Victor Lake Recreation Enhancements	50,000	-	50,000	-	-	-	-	50,000
RE23002	Recreation Centre Arena	-	100,000	100,000	1,750,000	-	-	-	1,850,000
RE23004	A163 Truck Replacement - 1 Ton	-	89,000	89,000	-	-	-	-	89,000
RE23006	A167 Truck Replacement - 1/2 Ton	-	60,000	60,000	-	-	-	-	60,000
RE23008	A142 Truck Replacement - SUV	-	50,000	50,000	-	-	-	-	50,000
RE23009	Zamboni Replacement	-	200,000	200,000	-	-	-	-	200,000
RE25008	Smoky River South - Outhouse Replacement	-	-	-	-	30,000	-	-	30,000
RE25009	Sheep Creek - Outhouse Replacement	-	-	-	-	30,000	-	-	30,000
RE23016	GRM - Audio Deficiencies Upgrades	-	96,000	96,000	-	-	-	-	96,000
RE23017	GRM - Fieldhouse Air Conditioning	-	220,000	220,000	-	-	-	-	220,000
RE23018	Fitness Equipment - Spin Bikes	-	-	-	-	-	-	-	-
RE24001	Pick Up Truck Replacement (A160)	-	-	-	64,200	-	-	-	64,200
RE24002	Recreation Centre Ammonia Compressors	-	-	-	400,000	-	-	-	400,000
RE24003	Central Park	-	-	-	216,417	-	-	-	216,417
RE24004	Arena Dressing Room Revitalization	-	-	-	971,300	-	-	-	971,300
RE25001	Stern Park	-	-	-	-	85,000	-	-	85,000
RE25002	Hamel Park	-	-	-	-	88,000	-	-	88,000
RE25003	Suburban Replacement GC A 112 - Recreation Services	-	-	-	-	75,000	-	-	75,000
RE25004	1/2 Ton Truck Replacement (A143)	-	-	-	-	70,400	-	-	70,400
RE25006	1/2 Ton Truck Replacement A241 GC	-	-	-	-	70,400	-	-	70,400
RE25007	1/2 Ton Truck Replacement A240	-	-	-	-	70,400	-	-	70,400
<b>Recreation Total</b>		<b>1,994,450</b>	<b>815,000</b>	<b>2,809,450</b>	<b>3,401,917</b>	<b>519,200</b>	-	-	<b>6,730,567</b>
PS23001	Rescue Truck Replacement (F17) DeBolt	-	1,200,000	1,200,000	-	-	-	-	1,200,000
PS23002	Rescue Tools	-	100,000	100,000	100,000	100,000	-	-	300,000
PS23003	AFRRCS Communication Upgrade	-	74,000	74,000	-	-	-	-	74,000
PS23004	Bunker Gear	-	72,000	72,000	45,000	45,000	45,000	45,000	252,000
PS24001	1/2 Ton Truck Replacement (A243)	-	-	-	100,000	-	-	-	100,000
PS24002	1/2 Ton Truck Replacement (A165)	-	-	-	100,000	-	-	-	100,000
PS24003	Wet Rescue Truck Replacement (F28)	-	-	-	1,200,000	-	-	-	1,200,000
PS25002	Replacement Squad (F63) - Grande Cache	-	-	-	-	100,000	-	-	100,000
PS25004	Tahoe Replacement (F68)	-	-	-	-	100,000	-	-	100,000
PS26004	Fire Tender Apparatus (Grovedale New unit)	-	-	-	-	-	800,000	-	800,000
PS26005	Bush Truck	-	-	-	-	-	285,000	-	285,000
PS27002	Fire Engine Replacement F61 - Grande Cache	-	-	-	-	-	-	1,200,000	1,200,000
<b>Protective Services Total</b>		-	<b>1,446,000</b>	<b>1,446,000</b>	<b>1,545,000</b>	<b>345,000</b>	<b>1,130,000</b>	<b>1,245,000</b>	<b>5,711,000</b>
FC25001	SUV Replacement A178	-	-	-	-	60,000	-	-	60,000
<b>Family &amp; Community Support Services Total</b>		-	-	-	-	<b>60,000</b>	-	-	<b>60,000</b>

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
AG23001	Explosive Magazine Lock Upgrade	-	12,500	12,500	-	-	-	-	12,500
AG23002	Utility Trailers	-	10,000	10,000	-	-	-	-	10,000
AG23003	Farm Family Award Recognition Signage	-	-	-	-	-	-	-	-
AG23004	Storage Sheds for Satellite Rental Locations	-	20,000	20,000	-	-	-	-	20,000
AG24001	Medium Duty Deck Truck 5 Ton Replacement (A158)	-	-	-	145,000	-	-	-	145,000
AG24002	Quad ATV Replacement (Q6)	-	-	-	14,000	-	-	-	14,000
AG24003	Pick-up Truck Replacement (A151)	-	-	-	74,500	-	-	-	74,500
AG24004	Pick-up Truck Replacement (A144)	-	-	-	74,500	-	-	-	74,500
AG24005	Heavy Harrow 50 ft Replacement (HARR3114)	-	-	-	60,000	-	-	-	60,000
AG24006	Earth Mover Replacement (SOIL3100)	-	-	-	40,000	-	-	-	40,000
AG24007	Earth Mover Replacement (SOIL3101)	-	-	-	40,000	-	-	-	40,000
AG24009	Post Pounder Replacement ASB0018	-	-	-	17,000	-	-	-	17,000
AG24010	Water Tank Trailer Replacement (TRL8)	-	-	-	12,000	-	-	-	12,000
AG24011	Bale Picker	-	-	-	35,000	-	-	-	35,000
AG24012	Spray System Replacement (A138)	-	-	-	30,000	-	-	-	30,000
AG24013	Sprayer 500 gal Boomless Replacement (ASB0016)	-	-	-	32,000	-	-	-	32,000
AG24014	Sprayer 500 gal Replacement (ASB0015)	-	-	-	32,000	-	-	-	32,000
AG24015	Panel Trailer (TRL 6) Replacement	-	-	-	17,340	-	-	-	17,340
AG24016	Cattle Squeeze Replacement (SQUE3099)	-	-	-	13,000	-	-	-	13,000
AG25001	Tractor and Loader Replacement (T28)	-	-	-	-	85,000	-	-	85,000
AG25002	Quad ATV Replacement (Q9)	-	-	-	-	15,000	-	-	15,000
AG25003	3 Point Hitch Covered Boom Sprayer Replacement (AG0001)	-	-	-	-	18,000	-	-	18,000
AG25004	1/2 Ton Truck Replacement (A170)	-	-	-	-	70,400	-	-	70,400
AG25005	One Ton Truck Replacement (A169)	-	-	-	-	101,000	-	-	101,000
AG25006	Spray System Chemical Injection Replacement (A158)	-	-	-	-	55,000	-	-	55,000
AG25007	Tractor and Loader Replacement (T29)	-	-	-	-	150,000	-	-	150,000
AG25008	Land Roller Replacement (ASB0005)	-	-	-	-	40,000	-	-	40,000
AG25009	Heavy Disk 14 ft. Replacement (ASB0001)	-	-	-	-	45,000	-	-	45,000
AG25010	Water Tank Trailer Replacement (TRL18)	-	-	-	-	12,000	-	-	12,000
AG25011	Barbecue Replacement (TRL19)	-	-	-	-	50,000	-	-	50,000
AG25012	Loading Chute Replacement ASB0017	-	-	-	-	10,000	-	-	10,000
AG25013	Post Pounder Replacement ASB0024	-	-	-	-	17,000	-	-	17,000
AG25014	Post Pounder Replacement ASB0023	-	-	-	-	17,000	-	-	17,000
AG25015	Field Sprayer 500 Gal (ASB0004)	-	-	-	-	32,000	-	-	32,000
AG25016	Bale Hauler Replacement (ASB0012)	-	-	-	-	50,000	-	-	50,000
AG25017	3/4 Ton Truck Replacement (A166)	-	-	-	-	79,700	-	-	79,700
AG25018	3/4 Ton Truck Replacement (A168)	-	-	-	-	79,700	-	-	79,700
AG25019	1/2 Ton Truck Replacement GC A237	-	-	-	-	70,400	-	-	70,400
AG26001	Land Roller Replacement ROLL001	-	-	-	-	-	40,000	-	40,000
AG26002	Cattle Squeeze Replacement (SQUE3098)	-	-	-	-	-	13,000	-	13,000
BT24001	Wide Area Mower T84 (replacement)	-	-	-	77,000	-	-	-	77,000
BT24002	Landscape Material Storage	-	-	-	24,000	-	-	-	24,000
BT25001	Front Deck Mower and cab T78 (replacement)	-	-	-	-	58,000	-	-	58,000
BT25002	48 inch riding mower T85 (replacement)	-	-	-	-	6,500	-	-	6,500
<b>Agricultural Services Total</b>		-	<b>42,500</b>	<b>42,500</b>	<b>737,340</b>	<b>1,061,700</b>	<b>53,000</b>	-	<b>1,894,540</b>

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	Total
PO23001	Replacement CPO Unit E4	-	95,000	95,000	-	-	-	-	95,000
PO23002	Replacement CPO Unit E3	-	95,000	95,000	-	-	-	-	95,000
PO24001	Replacement CPO unit E2	-	-	-	110,000	-	-	-	110,000
PO24002	Replacement CPO unit E1	-	-	-	110,000	-	-	-	110,000
PO25001	Replacement CPO Unit E5	-	-	-	-	120,000	-	-	120,000
PO26001	Replacement CPO Unit E3	-	-	-	-	-	130,000	-	130,000
PO27001	Replacement CPO Unit E4	-	-	-	-	-	-	140,000	140,000
<b>Community Peace Officer Program Total</b>		-	<b>190,000</b>	<b>190,000</b>	<b>220,000</b>	<b>120,000</b>	<b>130,000</b>	<b>140,000</b>	<b>800,000</b>
PD24001	1/2 Ton Truck Replacement A164	-	-	-	64,200	-	-	-	64,200
<b>Planning and Development Total</b>		-	-	-	<b>64,200</b>	-	-	-	<b>64,200</b>
<del>ED22001</del>	<del>Fiber Optics</del>	-	-	-	-	-	-	-	-
ED22004	Mural Roofs and Lighting at Bird's Eye Park	20,000	-	20,000	-	-	-	-	20,000
ED24001	Highway 40 Billboard Purchase & Installation	-	-	-	400,000	-	-	-	400,000
ED25001	Replacement Vehicle- SUV	-	-	-	-	53,500	-	-	53,500
<b>Economic Development Total</b>		<b>20,000</b>	-	<b>20,000</b>	<b>400,000</b>	<b>53,500</b>	-	-	<b>473,500</b>
<b>Total Capital</b>		<b>28,126,159</b>	<b>58,746,094</b>	<b>86,872,253</b>	<b>69,264,787</b>	<b>34,553,000</b>	<b>6,358,800</b>	<b>15,881,160</b>	<b>212,930,000</b>
Previously Presented Total Capital		31,800,430	74,876,542	106,676,972	55,700,524	33,683,000	6,358,800	15,881,160	218,300,456
Increase/(Decrease)		(3,674,271)	(16,130,448)	(19,804,719)	13,564,263	870,000	-	-	(5,370,456)

# DRAFT 2023 Funding Plan

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	Grant Funding	Reserve Funding	Transfer from Operating Budget*	Debenture Funding*	Total
CS22001	Software Replacement Project 2022 - 2024	950,000	-	950,000		950,000			950,000
IT23002	SharePoint Upgrade	-	80,000	80,000			80,000		80,000
WW17002	Grovedale Evaporative Lagoon Decommissioning	625,000	1,625,000	2,250,000		2,250,000			2,250,000
RD20008	TWP 692 - Grovedale Industry Road West of 666	1,189,729	-	1,189,729		1,189,729			1,189,729
RD22001	FTR Phase 6	-	7,540,000	7,540,000	3,000,000	4,540,000			7,540,000
RD22006	RV Dumping Access	-	300,000	300,000			300,000		300,000
RD23002	Block Funding - Roads	-	1,000,000	1,000,000			1,000,000		1,000,000
RD23003	Forestry Trunk Road Improvements	-	500,000	500,000		500,000			500,000
RD23004	FTR Phase 7	-	783,900	783,900		783,900			783,900
BF77159	Asplund Creek	35,000	-	35,000		35,000			35,000
BF78503	Range Road 225	-	45,000	45,000		45,000			45,000
BF79118	Tributary to Sturgeon Creek	-	50,000	50,000		50,000			50,000
BF77244	Tributary to Sweathouse Creek	590,000	-	590,000		590,000			590,000
BF76902	Tributary to Clouston Creek	516,000	-	516,000		516,000			516,000
PV22003	Rge Rd 230 (South of Hwy 43 to Twp Rd 700)	3,891,453	-	3,891,453		3,891,453			3,891,453
PV24003	Twp. Road 704 Overlay Hwy 49 to RR 230	-	60,000	60,000		60,000			60,000
ES23001	1/2 Ton Truck Replacement A161	-	60,000	60,000		60,000			60,000
ES23002	1/2 Ton Truck Replacement A197	-	60,000	60,000		60,000			60,000
ES23003	1/2 Ton Truck Replacement A108	-	60,000	60,000		60,000			60,000
WD15002	Grovedale Water Treatment Plant Upgrade	900,000	-	900,000		900,000			900,000
WD16004	Landry Heights Water Distribution System	5,000	12,250	17,250		17,250			17,250
WD17002	SCADA Upgrades - WTP & WP	61,045	100,000	161,045		161,045			161,045
WD19004	Grande Cache Distribution Pumphouse Upgrades	10,000	-	10,000		10,000			10,000
WD22002	SCADA Upgrades - WTP & WP	172,700	-	172,700		172,700			172,700
WD22004	Grande Cache Master plan	-	260,310	260,310		260,310			260,310
WD22005	Water & Sewer Extension - Memorial Drive	100,000	-	100,000		100,000			100,000
WD23006	Nose Creek Water Point System	-	240,000	240,000		240,000			240,000
WW19001	Grovedale Floating Liner	63,400	10,000,000	10,063,400		10,063,400			10,063,400
WW19002	Grande Cache Sewage Treatment Plant	9,665,642	25,924,358	35,590,000	8,288,313			27,301,687	35,590,000
WW20005	DeBolt Lift Station Forcemain Upgrades	10,000	-	10,000		10,000			10,000
WW21001	Ridgevalley Lagoon Expansion	213,314	2,518,686	2,732,000		2,732,000			2,732,000
SW19004	Grande Cache Landfill & Recycling Land Purchase	30,000	-	30,000		30,000			30,000
SW22003	West Yellowhead Regional Management Authority	270,000	-	270,000		270,000			270,000
SW23001	Hook Bin Truck Replacement A201	-	300,000	300,000		300,000			300,000
OP23004	1/2 Ton Truck Purchase - Replacement of A127 (3/4 ton)	-	60,000	60,000		60,000			60,000
OP23005	2 Ton, Extended Cab Pick Up Truck - Replacement of A145 & F22	-	100,000	100,000		100,000			100,000
FM21008	Security Improvement 4 Year Plan	82,200	160,000	242,200		82,200	160,000		242,200
FM22007	Renovations to FM/Enviro Building	-	50,000	50,000		50,000			50,000
FM22008	New Operations Shop in Grande Cache	-	1,000,000	1,000,000		1,000,000			1,000,000
FM22009	GRM Emergency Generator (350 kW)	175,000	250,000	425,000			425,000		425,000
FM23005	Replacement of RB1 with new broom	-	6,000	6,000		6,000			6,000
FM23009	Purchase a Wide Area Mower	-	95,000	95,000			95,000		95,000
CP23001	Greenview Grant Portal	-	25,000	25,000			25,000		25,000
CP23002	Community Bulletin Boards	-	25,000	25,000			25,000		25,000
GI22001	Greenview Industrial Gateway - Legal Fees	-	75,000	75,000		75,000			75,000
GI22003	GIG Professional Services - Engineering	1,139,000	1,250,000	2,389,000		2,389,000			2,389,000
GI22004	Greenview Industrial Gateway - Road	3,100,000	1,577,090	4,677,090		4,677,090			4,677,090

Project Number	Project Title	2022 Carryover	2023 New Commitments	2023 Total	Grant Funding	Reserve Funding	Transfer from Operating Budget*	Debenture Funding*	Total
GI22005	Greenview Industrial Gateway - Land Purchase	2,317,226	-	2,317,226		2,317,226			2,317,226
GI23002	Truck Purchase - 1/2 Ton	-	60,000	60,000			60,000		60,000
RE21002	Little Smoky Recreation Area	20,000	-	20,000		20,000			20,000
RE21007	Community Facility	1,924,450	-	1,924,450		1,924,450			1,924,450
RE22003	Victor Lake Recreation Enhancements	50,000	-	50,000		50,000			50,000
RE23002	Recreation Centre Arena	-	100,000	100,000		100,000			100,000
RE23004	A163 Truck Replacement - 1 Ton	-	89,000	89,000		89,000			89,000
RE23006	A167 Truck Replacement - 1/2 Ton	-	60,000	60,000		60,000			60,000
RE23008	A142 Truck Replacement - SUV	-	50,000	50,000		50,000			50,000
RE23009	Zamboni Replacement	-	200,000	200,000		200,000			200,000
RE23016	GRM - Audio Deficiencies Upgrades	-	96,000	96,000			96,000		96,000
RE23017	GRM - Fieldhouse Air Conditioning	-	220,000	220,000			220,000		220,000
PS23001	Rescue Truck Replacement (F17) DeBolt	-	1,200,000	1,200,000		1,200,000			1,200,000
PS23002	Rescue Tools	-	100,000	100,000		100,000			100,000
PS23003	AFRRCS Communication Upgrade	-	74,000	74,000			74,000		74,000
PS23004	Bunker Gear	-	72,000	72,000		72,000			72,000
AG23001	Explosive Magazine Lock Upgrade	-	12,500	12,500			12,500		12,500
AG23002	Utility Trailers	-	10,000	10,000			10,000		10,000
AG23004	Storage Sheds for Satellite Rental Locations	-	20,000	20,000			20,000		20,000
PO23001	Replacement CPO Unit E4	-	95,000	95,000		95,000			95,000
PO23002	Replacement CPO Unit E3	-	95,000	95,000		95,000			95,000
ED22004	Mural Roofs and Lighting at Bird's Eye Park	20,000	-	20,000		20,000			20,000
<b>Total Capital</b>		<b>28,126,159</b>	<b>58,746,094</b>	<b>86,872,253</b>	<b>11,288,313</b>	<b>45,679,753</b>	<b>2,602,500</b>	<b>27,301,687</b>	<b>86,872,253</b>

\*Pending Council approval



**Title: BUDGET DEVELOPMENT PROCESS**

**Policy No: 1016**

**Approval: Council**

**Effective Date: September 23, 2014**

**Supersedes Policy No: N/A**



**MUNICIPAL DISTRICT OF GREENVIEW No. 16**

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

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

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

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

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

## Regulations

### **Budget**

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

## **Multi-Year Planning**

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

## **Capital Envelope**

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

## **New Programs and Changes in Service Levels**

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

## **Reserves**

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

## **Revenue Estimates**

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

## **Grant Revenue**

Confirmed grant funding will be recognized during budget development.

**Approved: 14.09.482**



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 1002 “Travel and Subsistence”</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 13, 2022	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: SS
STRATEGIC PLAN:	Governance	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial** – None

**Council Bylaw/Policy** – Policy 1002.

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## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 1002 “Travel and Subsistence” as presented.**

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## BACKGROUND/PROPOSAL:

Last year, the Council Compensation Review Committee compared meal allowances with comparator municipalities, the annual Canada Revenue Agency (CRA) Directive on Travel Rates and survey comments from Councillors. The Committee found that Greenview was significantly below average for expenses relating to Private Accommodation and Dinners. The Committee, followed by Council approval, recommended this policy be reviewed annually and try to be consistent with the CRA Directives on Travel rates.

Administration has reviewed Policy 1002 and is recommending changes to ensure clarity and transparency regarding expense and reimbursement procedures.

Several sections of the policy have been expanded as to set greater boundaries on what is permitted:

- 2.1. now includes a section referring specifically to whom the policy applies,
- 2.3. sets the expectation that public funds are to be used responsibly, and promotes accountability,
- Several sections now explicitly exclude alcohol as an item which can be expensed, and
- Limitations on expenses for persons not employed by Greenview (hosting expenses).

There are further technical changes such as:

- Slight increase in meal allowances without a receipt,
- Formatting, sentence structure,
- Title changes from General Manager to Director, and
- Expanded definition list for procedure clarity.

Mileage is adjusted automatically with CRA increases and is currently, \$0.61 for the first 5,000 km.

On October 12, 2022, the Policy Review Committee recommended the following changes:

- 4.1: percentage sign should be behind 15; change gratuity to 18%,
- 5.2: alcohol permittance under exceptional circumstance, at the discretion of Chief Administrative Officer (CAO) (exception for hospitality/hosting events),
- 5.2 change number to reflect old policy,
- 2.5: 'except as noted' clarify,
- 3.4 "taxi expenses" changed to "Vehicle for hire" to encompass ride sharing companies such as Uber, and
- 4.2. meal expenses to remain.

All of the recommendations have been incorporated into the policy.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended motion is that it will ensure Greenview has an expense and reimbursement policy which establishes clear financial and administrative controls. This is achieved by clarifying the procedure of reimbursement and setting appropriate guidelines for reasonable expenses.
2. The draft policy increases the amount which Greenview representatives may expense while on official business. This is beneficial as current expense levels may not accurately reflect the actual cost of items.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

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

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**FINANCIAL IMPLICATION:**

The adjusted meal expenditure rates will continue to be a financial obligation for Greenview.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

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**ATTACHMENT(S):**

- 1002 "Travel and Subsistence" (Current)
- 1002 "Travel and Subsistence" (Draft)

**Title: Travel and Subsistence**

**Policy No: 1002**

**Effective Date: October 12, 2021**

**Motion Number: 21.10.503**

**Supersedes Policy No: NONE**

**Review Date: October 12, 2022**



**Purpose:** To provide an equitable process for reimbursing Council, Board Members, and staff for travel abroad when conducting Greenview business.

## 1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer.
- 1.2. **Director** means the Director of Infrastructure and Planning, Community Services, and Corporate Services.
- 1.3. **Greenview** means the Municipal District of Greenview no. 16.

## 2. POLICY

- 2.1. Greenview believes it is appropriate to reimburse Council and staff for out-of-pocket expenses when travelling to carry-out Greenview business. All reasonable expenses will be covered by Greenview for Council and staff.
- 2.2. When an expense requires the provision of a receipt, the receipt submitted must be the original or a scanned copy of the original or the claim may be disallowed. In the instance of a contractor who is required to provide original receipts to their company, a reasonable copy of the receipt will suffice.
- 2.3. Greenview will not pay for expense claims submitted more than sixty (60) days after the end of the month has elapsed for the expense incurred unless approval is given by the appropriate Committee/Board, or in the case of an employee, by the Chief Administrative Officer.

## 3. CLAIM PARAMETERS

### 3.1 Milage

- A. The kilometre rate will be paid in accordance with the current Canada Revenue Agency rates and will also include the Northern Travel Premium as required.
- B. When an employee is travelling for Greenview business, whenever possible, that employee should use a Greenview vehicle.

- C. Travel out of province will be undertaken by the method approved in advance.
- D. While on conference or training, a claimant may hire a rental vehicle or be reimbursed for taxi expenses.

### 3.2. Meals

- A. Meals may be reimbursed without receipts at the following rates:
  - Breakfast \$20.00
  - Lunch \$20.00
  - Dinner \$50.00
- B. Alternatively, meals may be reimbursed upon the production of original receipts for the total amount of the receipt including taxes and a maximum gratuity of %15.

### 3.3. Travel Expenses

- A. The following rates will be paid to claimants for the travel expenses listed below:
  - Incidental allowance \$15.00 per 24-hour period;
  - Private Accommodation \$50.00 per night;
  - Taxi/Transit/Car Rental actual cost per receipt;
  - Parking actual cost per receipt
  - Hotel accommodation actual cost per receipt.

## 4. COUNCIL AND STAFF RESPONSIBILITIES

- 4.1 Submit expenses in accordance with the provisions of this policy;
- 4.2 Submit expense claims within thirty (30) days from the end of the month in which the expense occurs.

## 5. COUNCIL AND SENIOR MANAGEMENT RESPONSIBILITIES

- 5.1 May claim a business meal when hosting another person(s). An original receipt must be provided with the claim as well as the name(s) of the person(s) hosted.
- 5.2 Council will review the travel and subsistence rates annually to capture changes to fuel, accommodation, and food costs.

## 6. MANAGEMENT RESPONSIBILITIES

- 6.1 Responsible for reviewing all expense claims submitted from employees within their department;
- 6.2 Provide authorization to staff prior to staff attending meetings, training or other Greenview business and incurring expenses pursuant to this policy, however, an employee who incurs an unexpected meal expense will be reimbursed in accordance with the provisions of this policy upon the production of a receipt and with the approval of their immediate supervisor.
- 6.3 Refer their expense claims to their GM or CAO for approval, or in the case of the CAO, to refer their expense claim to the Reeve for approval.

## 7. CORPORATE SERVICES RESPONSIBILITIES

7.1 To issue payment to claimants within thirty (30) days of approval.

CURRENT



**Title: Travel and Subsistence**

**Policy No: 1002**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: 1002**

**Department: CAO Services**

**Review Date:**



**Legal References:**

Canada Revenue Agency Directive on Travel – Meals and Allowances

Canada Revenue Agency Directive on Travel - Kilometric Rates

**Cross References:**

Policy 1011 – Northern Travel Premium

Policy 1013 – Credit Cards

**Purpose:** To provide an equitable process for the control and reimbursement of Council, Board/Committee Members, employees and volunteers for travel, food services and other business expenses incurred when conducting business on behalf of Greenview.

## 1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer.
- 1.2. **Claimant** means any individual described in section 2.1 who seeks reimbursement of an expense or payment of an allowance under this policy.
- 1.3. **Director** means the Director of Infrastructure and Engineering, Community Services, Planning and Economic Development and Corporate Services.
- 1.4. **Employees** means a person currently employed by Greenview, in any capacity.
- 1.5. **Full Day of Travel** means when a claimant departs from their residence or work location before 7:30 am and returns to their residence or work location after 5:30 pm when travelling but excludes personal time (combining personal business with official duties while travelling).
- 1.6. **Greenview** means the Municipal District of Greenview No. 16.
- 1.7. **Greenview Business** means activities intended to promote and achieve the goals and objectives of Greenview.
- 1.8. **Private Accommodation** does not include one's current residence.

## 2. POLICY STATEMENT

- 2.1. This policy applies to all travel and meal expenses sought to be reimbursed and allowances claimed in relation to Greenview business, by or on behalf of:
  - A. Councillors
  - B. Employees
  - C. Members of Council Boards and Committees
  - D. Greenview Volunteer Firefighters
- 2.2. Expenses must be reasonable, prudent, cost effective and defensible to an impartial observer. Employees, Council, Members of Boards/Committees and volunteers are expected to demonstrate appropriate stewardship and accountability when incurring and/or approving expenses.
- 2.3. When an expense requires the provision of a receipt, the receipt submitted must be the original or a scanned copy of the original or the claim may be disallowed.
- 2.4. Greenview will not pay for expense claims submitted more than sixty (60) days after the end of the month has elapsed for the expense incurred unless approval is given by the appropriate Committee/Board, or in the case of an employee, by the Chief Administrative Officer.
- 2.5. Claimants are required to retain and submit all receipts, **except as noted when receiving allowances as outlined in sections 3.6. or 4.2.**
- 2.6. Where possible expenses will be paid by corporate credit card.

## 3. TRAVEL EXPENSES

- 3.1. Employees must obtain pre-approval to travel for business from their direct supervisor prior to making any arrangements. Travel out of province will be undertaken by the method approved in advance.
- 3.2. The kilometre rate will be paid in accordance with the current Canada Revenue Agency Rates and will also include the Northern Travel Premium as required.
- 3.3. When an employee is travelling for Greenview business, whenever possible, that employee should use a Greenview vehicle.
- 3.4. While on conference or training, a claimant may hire a rental vehicle or be reimbursed for **taxi- vehicle for hire** expenses.
- 3.5. When a claimant is travelling on Greenview business and overnight accommodation away from the Claimant's residence is necessary, the actual expense of accommodation or an allowance at the rate set out in 3.6(B) per night may be claimed.
- 3.6. The following rates will be paid to claimants for the travel expenses listed below:
 

A. Incidental allowance	\$17.50 per full day of travel.
B. Private Accommodation	\$50.00 per night.
C. <b>Vehicle for hire</b> /Transit/Car Rental	actual cost per receipt.
D. Parking	actual cost per receipt.
E. Hotel accommodation	actual cost per receipt.

## 4. MEAL EXPENSES

- 4.1. When travelling on Greenview business, claimants may claim either:
  - A. The actual expense of the meal and a maximum gratuity of **18%**; or
  - B. The meal allowance.
- 4.2. Meal allowances provide reasonable amounts for each meal required while travelling and are efficient. Meals may be reimbursed without receipts at the following rates:
 

A. Breakfast	\$20.00
B. Lunch	\$20.00
C. Dinner	\$50.00
- 4.3. Alcohol is not eligible for reimbursement.
- 4.4. A Claimant must not claim a meal allowance if a meal is provided at no cost, unless the Claimant declines the meal because of a demonstrated:
  - A. Dietary restriction; or
  - B. Business reason.

## 5. HOSTING EXPENSES

- 5.1. When a meal expense is incurred for multiple people the name(s) and title(s) of all of the individuals attending, and the business reason for the expense must be recorded on the receipt.
  - A. A debit stub without a receipt does not constitute an acceptable receipt for meals.
- 5.2. Alcohol consumption is considered a personal expense and is not eligible for reimbursement and cannot be paid for with Greenview funds, **except for hospitality events outlined in subsection A. Otherwise**, alcohol purchased on a corporate credit card will be billed to the card holder.
  - A) **The purchase of alcohol may only be reimbursed for hospitality events which involve participants from outside of Greenview. Functions which only involve Greenview Employees are not considered hospitality events. All reimbursement claims involving alcohol for the purpose of a hospitality event require CAO approval.**

## 6. COUNCIL AND EMPLOYEE RESPONSIBILITIES

- 6.1 Submit expenses in accordance with the provisions of this policy.
- 6.2 Submit expense claims within thirty (30) days from the end of the month in which the expense occurs.

## 7. COUNCIL AND SENIOR LEADERSHIP RESPONSIBILITIES

- 7.1 May claim a business meal when hosting another person(s). An original receipt must be provided with the claim as well as the name(s) of the person(s) hosted.
- 7.2 Council will review the travel and subsistence rates annually to capture changes to fuel, accommodation, and food costs.

## 8. MANAGEMENT RESPONSIBILITIES

- 8.1 Responsible for reviewing all expense claims submitted from employees within their department;

8.2 Provide authorization to employees prior to employees attending meetings, training or other Greenview business and incurring expenses pursuant to this policy, however, an employee who incurs an unexpected meal expense will be reimbursed in accordance with the provisions of this policy upon the production of a receipt and with the approval of their immediate supervisor.

8.3 Refer their expense claims to their Director or CAO for approval, or in the case of the CAO, to refer their expense claim to the Reeve for approval.

## 9. CORPORATE SERVICES RESPONSIBILITIES

9.1. To issue payment to claimants within thirty (30) days of approval.

DRAFT



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 1011 “Northern Travel Premium”</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 13, 2022	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: SS
STRATEGIC PLAN:	Governance	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial** – None

**Council Bylaw/Policy** – Policy 1011.

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## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 1011 “Northern Travel Premium” as presented.**

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## BACKGROUND/PROPOSAL:

The former Council requested that Policy 1011 be brought forward annually to give Policy Review Committee (PRC) the opportunity to discuss the current northern travel premium rates.

These rates do not follow a Canada Revenue Agency (CRA) directive on travel similar to policy 1002, these rates are set by Council. The Northern Travel Premium was created in 2013 and last updated in 2021 at the recommendation of the Council Compensation Review Committee.

The argument for increasing the rate last year was to help reduce the financial burden caused by the increase in fuel and wear and tear on personal vehicles used for Greenview business. The Northern Travel Premium is a taxable benefit that can only be utilized by Council, Members of Boards and Committees, and staff.

Administration is not recommending any additional changes at this time.

The Policy Review Committee did not propose any amendments at the meeting on October 12, 2022.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that it will permit Council to fulfill its legislative requirement to annually review the Northern Travel Premium policy.
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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

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

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FINANCIAL IMPLICATION:

Any increase adjusted travel rates will continue to be a financial obligation for Greenview.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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FOLLOW UP ACTIONS:

Administration will update internal and external registers to reflect the updated policy.

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ATTACHMENT(S):

- Policy 1011 “Northern Travel Premium” (current)
- Policy 1011 “Northern Travel Premium” (Draft)

**Title: Northern Travel Premium**

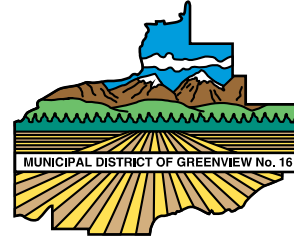
**Policy No: 1011**

**Effective Date: October 12, 2021**

**Motion Number: 21.10.505**

**Supersedes Policy No: None**

**Review Date: October 12, 2022**



**Purpose:** To provide sufficient mileage compensation to Council, staff and board and committee members while performing duties on behalf of Greenview.

## 1. DEFINITIONS

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

## 2. POLICY STATEMENT

2.1. Greenview believes that it is appropriate to provide additional compensation to Council members, staff and board and committee members for mileage travelled while on Greenview business, due to the special and challenging conditions that exist for owning and operating a vehicle in this area. The Northern Travel Premium will be provided as a taxable benefit to assist with covering the large costs of owning and operating vehicles in this area.

## 3. PROCEDURE

- 3.1. The Northern Travel Premium will be provided as a taxable benefit to all, Council, staff and board and committee members.
- 3.2. The premium paid will be \$0.17 per km for the first 5,000 km travelled in that year by the claimant and \$0.26 cents per km for expense claims where the claimant has exceeded 5,000 km in mileage claimed for the year.
- 3.3. This additional compensation is paid in recognition of the high fuel prices and expense of operating vehicles suitable for the conditions in the area.
- 3.4. The Northern Travel Premium will be reviewed annually for adjustment.

**Title: Northern Travel Premium**

**Policy No: 1011**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: 1011**

**Department: CAO Services**

**Review Date: October, 2023**



**Legal References:**

*Not applicable*

**Cross Reference:**

Policy 1002 Travel and Subsistence

**Purpose:** To provide sufficient mileage compensation to Council, staff and board and committee members while performing duties on behalf of Greenview.

## 1. DEFINITIONS

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

## 2. POLICY STATEMENT

2.1. Greenview believes that it is appropriate to provide additional compensation to Council members, staff and board and committee members for mileage travelled while on Greenview business, due to the special and challenging conditions that exist for owning and operating a vehicle in this area. The Northern Travel Premium will be provided as a taxable benefit to assist with covering the large costs of owning and operating vehicles in this area.

## 3. PROCEDURE

3.1. The Northern Travel Premium will be provided as a taxable benefit to all, Council, staff and board and committee members.

3.2. The premium paid will be \$0.17 per km for the first 5,000 km travelled in that year by the claimant and \$0.26 cents per km for expense claims where the claimant has exceeded 5,000 km in mileage claimed for the year.

3.3. This additional compensation is paid in recognition of the high fuel prices and expense of operating vehicles suitable for the conditions in the area.

3.4. The Northern Travel Premium Policy shall be reviewed annually for adjustment.





# REQUEST FOR DECISION

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SUBJECT:	<b>Town of Valleyview Fire Service Agreement</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 13, 2022	CAO: SW	MANAGER: WB
DEPARTMENT:	PROTECTIVE SERVICES	DIR: MH	PRESENTER: WB
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial** – Municipal Government Act, R.S.A 2000, Chapter M-26 Bylaw No. 20-858

**Council Bylaw/Policy** – Policy 3010 – Greenview Fire-Rescue Services Levels of Service Policy.

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## RECOMMENDED ACTION:

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

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## BACKGROUND/PROPOSAL:

As per Policy 3010 – Greenview Fire-Rescue Services Levels of Service: Section 2.1 Greenview maintains fire protection and rescue services to provide for the safety of its ratepayers and visitors, as well as the protection of property within Greenview.

To meet the requirements of the Policy, Greenview is divided into five fire districts with the Town of Valleyview (Town) responsible for one of the designated fire districts. The current MOA with the Town, that provided service into this fire district, will expire on December 31, 2022. The Regional Fire Chief has prepared a two-year agreement that has been reviewed by the Greenview Chief Administrative Officer (CAO) and sent to the Valleyview CAO and Fire Chief for review and comment.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Greenview will have an updated 2-year Fire Service agreement with the Town of Valleyview that will meet the requirements of Policy 3010 - Greenview Fire-Rescue Services Levels of Service.
  2. Maintain ongoing fire protection and rescue services for the safety of ratepayers and visitors, as well as the protection of property within Valleyview Fire District in Greenview.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.
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## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the option to approve, amend or deny the requested motion. However, Administration is recommending that Council endorse the MOA.

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**FINANCIAL IMPLICATION:**

All funds are to come from the Protective Services Operational Budget.

**Direct Costs: N/A**

**Ongoing / Future Costs:**

If the agreement is executed, Greenview would be committed to paying The Town of Valleyview in quarterly installments, the sum of \$107,122.50 in 2023, plus a further amount of 3.5% thereof on a cumulative basis for the year of January 1, 2024, to December 31, 2024

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

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**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will contact the Town of Valleyview to discuss the results of Council's decision and formalize an agreement.

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**ATTACHMENT(S):**

- Bylaw No. 20-858
- Policy 3010 – Level of Services
- DRAFT Valleyview MOA



## BYLAW NO. 20-858 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview #16 (Greenview), in the Province of Alberta, to establish and operate a Fire-Rescue Services, authorize the prevention and control of fires, rescue services, and authorize the recovery of related fees, expenses, and charges.

Whereas, the *Municipal Government Act*, R.S.A 2000, Chapter M-26 provides that a council of a municipality may pass bylaws for municipal purposes respecting the following matters:

- A) The safety, health and welfare of people, and the protection of people and property;
- B) Services provided by or on behalf of the municipality; and
- C) The enforcement of bylaws;

Whereas, the *Municipal Government Act* further provides that a municipality may impose a system of licences, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires;

Whereas, the *Forest and Prairie Protection Act*, R.S.A 2000, Chapter F-19 provides that a council of a municipal district is responsible for fighting and controlling all fires within the boundaries of the municipal district (see Schedule 'C'), other than areas contained in a forest protection area;

Whereas, Council wishes to establish a fire-rescue service within Greenview and provide for the efficient operation of such a service; and

Whereas, Council wishes to provide for the prevention, regulation and control of the lighting of fires within Greenview;

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

### 1. Title and Interpretation

1.1 This Bylaw may be cited as the "Fire-Rescue Services" Bylaw.

1.2 In the event that any provision of this bylaw is inconsistent with any provincial or federal legislation, the provincial or federal legislation shall prevail.

### 2. Definitions

2.1 **CAO** means the Chief Administrative Officer of the Municipal District of Greenview No. 16.

2.2 **Council** means the Council for the M.D. of Greenview No. 16, duly elected.

2.3 **Dangerous Goods** means any product, substance, or organism specified in the regulations, or included by its nature, in any of the classes listed in the regulations under the *Dangerous Goods Transportation and Handling Act*, R.S.A 2000, Chapter D-4.



- 2.4 **Emergency Incident** means a fire or medical situation where a fire or explosion is imminent, or any other situation presenting a danger or possible danger to life, property, or the environment, and to which the Fire-Rescue Services has responded.
- 2.5 **Enforcement Officer** means a Community Enforcement Officer appointed by the Solicitor General of Alberta in accordance with the *Peace Officers Act*, R.S.A. 2006, Chapter P-3.5, and includes a member of the RCMP.
- 2.6 **Environmental Protections and Enhancement Act** means the regulatory requirements for air, water, land, and biodiversity management. It supports and promotes protection, enhancement, and wise use of the environment in *Environmental Protection and Enhancement Act*, R.S.A 2000, Chapter E-12.
- 2.7 **Equipment** means any tools, devices, materials, or supplies used by or for the Fire-Rescue Services to respond to an emergency incident.
- 2.8 **False Alarm** means any notification, by whatever means received, to the Fire-Rescue Services respecting the existence of a condition, circumstance, fire, or other event containing an imminent, danger to persons or property, wherein such condition, circumstances, fire, or other event does not exist.
- 2.9 **Fire Ban** means an order issued by the Minister responsible for the *Forest and Prairie Protection Act*, or an order issued pursuant to this bylaw, for the purposes of cancelling all fire permits, prohibiting the lighting of, and requiring the extinguishment of all fires within Greenview.
- 2.10 **Fire Permit** means a permit issued for all fires in the Forest Protection Area.
- 2.11 **Fire-Rescue Services** means the department as established by Council and organized by Greenview consisting of all persons appointed or recruited to the various positions within the Fire-Rescue Services, including all members.
- 2.12 **Fire-Rescue Services Property** means all real and personal property owned or controlled by Greenview and designated for use by the Fire-Rescue Services, including, but not limited to apparatus, equipment, and fire stations.
- 2.13 **Fire Hazard** means combustible and flammable material that, through its nature, location, condition, arrangement, or any combination of these factors, may be ignited, and if ignited, could create a burning hazard.
- 2.14 **Fire Protection** means all of the services enumerated in this bylaw and includes any other service delivered by Fire-Rescue Services that is authorized by Council.
- 2.15 **Fire Protection Charges** means all costs incurred by or for the Fire-Rescue Services in providing fire protection both within and outside Greenview's boundaries.
- 2.16 **Fireworks** means the fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subdivision 1 and 2 in Section 14 of the Explosives Regulations (Canada) and Section 5.2 of the Alberta Fire Code.



- 2.17 **Forest and Prairie Protection Act** means the protection of the forests and prairies of Alberta from wildfire. It established the Fire Season and enables cost recovery and fire control orders. It identifies firefighting responsibilities and describes the authority of forest officers and fire guardians in *Forest and Prairie Protection Act, R.S.A 2000, Chapter F-19*.
- 2.18 **Greenview** means the Municipal District of Greenview No. 16.
- 2.19 **Member** means any person who is duly appointed as a member of the Fire-Rescue Services and includes the Regional Fire Chief.
- 2.20 **Member in Charge** means the Regional Fire Chief, or in the absence of the Regional Fire Chief, the highest-ranking member who first arrives at the scene of an emergency incident.
- 2.21 **Owner** means the person or persons listed on title as the registered owner of property at the Land Titles Office.
- 2.22 **Person** means any individual, firm, partnership, association, or corporation.
- 2.23 **Recreational Fires** means fire confined within a non-combustible structure or container, that is lit for the purpose of cooking, obtaining warmth, or viewing pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane.
- 2.24 **SOG** means Standard Operating Guidelines.
- 2.25 **Violation Ticket** means a violation ticket issued for an offence committed against any of the provisions of this bylaw under Part 2 of the *Provincial Offences Procedures Act, R.S.A 2000, Chapter P-34*.

### 3. Establishment and Purpose of Fire-Rescue Services

3.1 Greenview's Fire-Rescue Services is hereby established for the purpose of:

- A) Preventing and extinguishing structural, vehicle, and wildland fires;
- B) Preserving life, property, and the environment, and protecting persons and property from injury or destruction by fire;
- C) Reporting and investigating the cause and origin of fires pursuant to the SOGs and the *Safety Codes Act R.S.A. 2000, Chapter S-1*;
- D) Emergency medical co-response;
- E) Providing rescue services, these may include specialized and technical rescue (water rescue, rope rescue) dependant on the availability of the necessary equipment and trained personnel;
- F) Mitigating, combating, and controlling emergency incidents;
- G) Purchasing and operating Apparatus and Equipment for extinguishing fires, rescue, preserving life, property, and the environment;
- H) Preventing prairie or running fires and enforcing the provisions of the *Forest Prairie and Protection Act*;
- I) Fulfilling the requirements of any mutual aid, memorandum of agreement, contract with other municipalities and agencies;
- J) Leading and directing emergency management (Regional Fire Chief is DEM)
- K) Providing public education and information regarding fire and life safety;



- L) Education, training or other member development;
- M) Enforcing this Bylaw and any other applicable bylaws and policies of Greenview and any applicable enactments;
- N) Mitigating emergency incidents involving Dangerous Goods (DG), more complex and technical DG incidents may require assistance from partnered fire services with technical hazardous materials personnel; and
- O) Otherwise providing emergency services as required.

In accordance with Greenview Fire-Rescue Services Level of Service, policies, and Standard Operating Guidelines (SOGs) established by Greenview from time to time and all applicable legislation and regulation.

#### **4. Authority and Responsibility of the Fire Chief**

4.1 The Regional Fire Chief shall be responsible for leading and maintaining the overall delivery of emergency services and fire protection by Greenview Fire-Rescue Services, subject to:

- A) The *Safety Codes Act*,
- B) This bylaw;
- C) Greenview Fire-Rescue Services – Level of Service
- D) Greenview Fire-Rescue Services – SOGs.
- E) All applicable Greenview policies;
- F) The direction of the CAO or designate; and
- G) Any agreements and contracts Greenview has with other municipalities or other entities, however constituted, that provide emergency services and fire protection in Greenview.

4.2 The Regional Fire Chief may prescribe rules, regulations and policies for the ongoing organization, administration, and day to day operation of Fire-Rescue Services, including:

- A) Use, care, maintenance, and protection of Fire-Rescue Services property;
- B) The appointment, recruitment, conduct, discipline, duties, training, and responsibilities of all Members; and
- C) The efficient operation of Fire-Rescue Services; and may perform such other functions and have other powers and responsibilities that the CAO or designate may prescribe.

4.3 The Regional Fire Chief is responsible for Fire Protection as required pursuant to the *Safety Codes Act*.

4.4 The Regional Fire Chief may, subject to ratification by Council, negotiate and enter into agreements with the Province of Alberta, other municipalities, or entities, however constituted, for the purchase, joint use, control and management of Fire-Rescue Services Property, and for the purpose of providing emergency services and Fire Protection within or outside of Greenview.

4.5 The Regional Fire Chief is authorized to delegate, and to authorize further delegations of any powers, duties and functions delegated to the Regional Deputy Fire Chief(s) by Council under this Bylaw.



## **5. Authority and Responsibility of Members**

- 5.1 Members are responsible to the Regional Fire Chief or designate in the performance of their duties and responsibilities pursuant to this Bylaw and applicable policies of Greenview.

## **6. Authority and Responsibility of Member in Charge**

- 6.1 The Member in Charge at an emergency incident shall have control, direction and management of all apparatus, equipment and manpower assigned to that emergency incident and shall continue to act as the Member in Charge until relieved by another Member authorized to do so.
- 6.2 The Member in Charge shall take action as deemed necessary for preserving life and property and protecting persons and property from injury or destruction by fire or any emergency and is authorized to:
- A) Enter, pass through or over buildings, structures, or property whether adjacent or in proximity to an emergency incident and to cause Members or Apparatus to enter or pass through or over the building, structure, or property without permission;
  - B) Establish boundaries and/or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
  - C) Request Enforcement Officers to enforce restrictions on persons entering within the boundaries and/or limits outlined in Section 14.1;
  - D) Cause a building, structure, or thing to be pulled down, demolished or otherwise removed;
  - E) Secure Greenview manpower and equipment that is considered necessary to deal with an Emergency Incident;
  - F) Secure and/or commandeer privately owned equipment that is considered necessary to deal with an Emergency Incident and authorize payment for use of the equipment;
  - G) Require any adult person who is not a Member, to assist in:
    - i. Extinguishing a fire or preventing the spread thereof;
    - ii. Removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and
    - iii. Demolishing a building or structure at or near the fire or other emergency incident.

## **7. Fire Prevention**

- 7.1 The Fire Chief may establish a fire prevention program within Greenview, including but not limited to:
- A) Preventative fire and life safety inspections of properties or structures within Greenview in accordance with the Quality Management Plan approved by the Safety Codes Council,
  - B) Review of designs, plans, specifications and processes to ensure conformance with the Safety Codes Act as amended from time to time,
  - C) Preparation of pre-fire plans for high and medium hazard occupancies,
  - D) Dissemination of fire prevention information to the general public.
- 7.2 Greenview Fire-Rescue Services, subject to the direction and control of Council, may enter into agreements with other municipalities to provide fire inspection services.



7.3 Council, may by resolution, restrict the lighting of fires within Greenview including, but not limited to, open burning, the discharge of fireworks, the use of burning barrels and the use of all wood and briquette fires for cooking or warmth purposes.

## **8. Fire Investigations**

8.1 The Fire Chief or designate may investigate the cause, origin, and circumstances of every fire within Greenview (defined jurisdiction) in accordance with the Quality Management Plan approved by the Safety Codes Council.

8.2 If the person investigating an incident has information that indicates a fire is or may be of an incendiary origin or has resulted in serious injury and/or loss of life, the RCMP are to be advised immediately of the incident.

8.3 Greenview Fire-Rescue Services, subject to the direction of Council, may enter into agreements with other municipalities to provide fire investigation services.

## **9. Fire Bans**

9.1 The Regional Fire Chief may from time to time, prohibit all fires within Greenview (see Schedule 'C') or a portion of Greenview when the Regional Fire Chief determines that the prevailing environmental conditions may give rise to an increased risk of fire or increased risk of a fire running out of control.

9.2 A Fire Ban imposed pursuant to this Bylaw shall remain in force until either the date provided in the notice of the Fire Ban or until such time the Regional Fire Chief provides notice to the public that the Fire Ban is no longer in effect.

9.3 Notice of a Fire Ban shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, or by any means, that the Regional Fire Chief determines is appropriate for the purpose of informing the public of the Fire Ban.

9.4 When a Fire Ban is in place, Individuals will:

- A) Not Ignite a fire
- B) Immediately extinguish any fire lit once the person knows or ought reasonably to know of the Fire Ban; or
- C) Not sell, purchase, possess, handle, discharge, fire or set off Fireworks within Greenview.

## **10. Fire and Dangerous Goods Emergency Incident Reporting Requirements**

10.1 The Owner or authorized agent of any property damaged by fire must immediately report the particulars of the fire to Greenview Fire-Rescue Services in the manner and form prescribed by and to the satisfaction of the Regional Fire Chief.

10.2 The Owner or authorized agent of any property containing Dangerous Goods that sustains an accidental or unplanned release of the Dangerous Goods must immediately report the particulars of



the release to Greenview Fire-Rescue Services in the manner and form prescribed by and to the satisfaction of the Regional Fire Chief.

## 11. Fire Protection Charges

11.1 When Greenview Fire-Rescue Services has extinguished a fire within or outside Greenview for the purpose of preserving life, property, and the environment from injury or destruction, the Regional Fire Chief may after consultation with the CAO or designate, charge any costs (see Schedule 'A') incurred by Greenview Fire-Rescue Services in taking such action to

- A) the person or persons causing or contributing to the fire; or
- B) the Owner or occupant of the parcel of land;

and all persons charged are jointly and severally liable for payment of the Fire Protection Charges to Greenview.

11.2 When Greenview Fire-Rescue Services has responded to a highway/roadway involving fire, vehicle entrapment or a Dangerous Goods incident within or outside Greenview for the purpose of preserving life, property, and the environment from injury or destruction, the Regional Fire Chief may charge any costs (see Schedule 'A') incurred by Greenview Fire-Rescue Services in taking such action to

- A) the person or persons causing or contributing to the incident; or
- B) the Owner or occupant of any vehicle, goods, or equipment;

and all persons charged are jointly and severally liable for payment of the Fire Protection Charges to Greenview.

11.3 Fire Protection Charges shall be paid within thirty (30) days of receipt. Collection of unpaid Fire Protection Charges and all other charges for emergency service may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which Greenview is entitled to on the parcel of land in respect of which the indebtedness is incurred.

11.4 Without limiting sub-section 11.1, the Owner of a parcel of land within Greenview is liable for Fire Protection Charges incurred in relation to Greenview Fire-Rescue Services extinguishing fires on that parcel and Greenview may add to the tax roll of the parcel of land all unpaid Fire Protection Charges. This will form a special lien against the parcel of land in favour of Greenview from the date the amount is added to the tax roll.

11.5 Notwithstanding the provisions of sub-sections 11.1, 11.2, and 11.3, Greenview may elect to recover Fire Protection Charges from person(s) responsible for those charges pursuant to the *Forest and Prairie Protection Act*.

- A) Inspection and Enforcement
- B) Offences
- C) Violation Tickets
- D) Voluntary Payment
- E) Severability



## 12. Safety Codes

- 12.1 When certain conditions exist that constitutes a fire hazard, Fire and Rescue Services may, pursuant to the *National Fire Code Alberta Edition*, order the owner or occupier to reduce or remove the fire hazard within a specified time frame.
- 12.2 When the order is issued under this section, and the owner or occupier fails to carry out the order within the time specified, Fire and Rescue Services may take whatever action is necessary pursuant to the *Alberta Fire Code* to ensure compliance with the order.

## 13. Inspection and Enforcement

- 13.1 Where a parcel of land does not comply with this Bylaw and/or a person contravenes this Bylaw, Greenview may pursue its enforcement alternatives in accordance with this Bylaw, any enactment and/or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by Greenview, adding amounts to tax rolls pursuant to Municipal Government Act (MGA), Section 553 (1) and pursuing injunctions contained within the MGA.

## 14. Offences

- 14.1 No person shall:

- A) Contravene any provision of this Bylaw;
- B) Damage or destroy Fire-Rescue Services Property;
- C) Falsely represent themselves as a Member;
- D) Obstruct or otherwise interfere with access by the Fire-Rescue Services or Fire-Rescue Services Property to:
  - i. The scene of an Emergency Incident;
  - ii. A fire hydrant, cistern or other body of water designated for firefighting purposes; or
  - iii. To connections to fire mains, standpipes, or sprinkler systems.
- E) Cross any boundaries or limits established by the Fire-Rescue Services in accordance with this Bylaw, without the express authorization of the Member in Charge;
- F) Cause or permit a Burning Hazard or fire hazard to exist on a parcel of land;
- G) Deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard;
- H) Light a fire or cause a fire to be lit during a Fire Ban;
- I) Light a fire on any land not personally owned without the written consent of the Owner of the land;
- J) Permit a fire lit by that person to pass from their own land to the land of another person;
- K) Light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- L) Conduct any activity that might reasonably be expected to cause a fire unless that person exercises reasonable care to prevent a fire from occurring;
- M) Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede the visibility of vehicular and pedestrian traffic on any road or highway;
- N) Light a fire on lands owned the Forest Protection Area without a provincial Fire Permit between March 1 and October 31.



- O) Impede, obstruct, or otherwise hinder a Member of Fire-Rescue Services or Enforcement Officer in carrying out their duties under this Bylaw or related legislation; or
- P) Impede, obstruct, or otherwise hinder access to property or Equipment required for use by a member of Fire-Rescue Services or Enforcement Officer in carrying out their duties under this Bylaw or related legislation.

## **15. Offence Committed**

- 15.1 A person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine in an amount not less than \$250.00 and not more than \$2,500. No person found guilty of an offence under this Bylaw is liable to imprisonment.

## **16. Violation Tickets**

- 16.1 An Enforcement Officer is authorized and empowered to immediately issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person that the Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

- 16.2 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- A) Specify the fine amount established by this Bylaw for the offence; or
- B) Require a person to appear in court; or
- C) Make a voluntary payment as per 18.1.

## **17. Voluntary Payment**

- 17.1 A person who commits an offence may:

- A) If the Violation Ticket is issued in respect of the offence; and
- B) If the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

## **18. Severability and Effect**

- 18.1 In the event that any provision of this bylaw is found to be invalid by a court of competent jurisdiction, that provision shall be severed, and the remainder of the bylaw shall remain valid and enforceable.

- 18.2 Bylaw 10-624 "Municipal Emergency Services" and Grande Cache Bylaw 699 "Fire/Rescue Department" and all amendments thereto are hereby repealed.

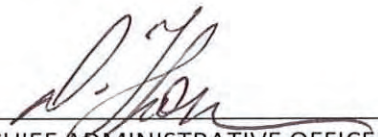
19. This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 13<sup>th</sup> day of October, 2020.

Read a second time this 14<sup>th</sup> day of December, 2020.

Read a third time and passed this 11<sup>th</sup> day of May, 2021.

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER

**Schedule 'A'**  
**Fire Protection Charges**  
**(if deemed necessary)**

**1. Response to Fire Incidents**

- |                                  |                  |
|----------------------------------|------------------|
| a. Within the M.D. of Greenview  | \$600.00/hr/unit |
| b. Outside the M.D. of Greenview | \$600.00/hr/unit |

**2. Response to Motor Vehicle Collision (MVC), Rescue and Dangerous Goods Incidents:**

- |                                  |                                |
|----------------------------------|--------------------------------|
| a. Within the M.D. of Greenview  | \$600.00/hr/unit               |
| b. Outside the M.D. of Greenview | \$600.00/hr/unit               |
| c. Provincial Highways           | As per AB Transportation rates |

**NOTE: Administrative costs and the cost for replacement of equipment and/or materials used, lost, or damaged because of the response are charged in addition to the above.**



**Schedule 'B'**  
**Violation Tickets**  
**(if deemed necessary)**

A notice of Form (commonly called a Violation Ticket) may be issued by a Peace Officer to any person charged with a breach of any provisions of this Bylaw and the hereto mentioned Acts shall apply in regards to the payment. Section

Charge	First Offence	Second Offence	Third Offence
Either directly or indirectly, ignite a fire and let it become a running fire on any property or allow a running fire to pass from his/her property to another property.	\$ 500	\$ 1,000	\$ 5,000
Light an outdoor fire, structure fire, incinerator fire, or smudge fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times.	\$ 500	\$ 1,000	\$ 5,000
Light an outdoor fire, structure fire, incinerator fire, smudge fire, barbecue/fire pit, or portable appliance not fueled by propane or natural gas during an applicable municipal and/or a provincial fire ban.	\$ 500	\$ 1,000	\$ 5,000
Obstruct a Peace Officer, fire guardian, member of the Fire Chief's office or firefighters in the performance of their duties.	\$ 500	\$ 1,000	\$ 5,000
Light any fire that contains prohibited debris that results in the release to the atmosphere of dense smoke, offensive odors, or a substance, and the release of which is regulated, prohibited or controlled by the <i>Environmental Protection and Enhancement Act</i> .	\$ 500	\$ 1,000	\$ 5,000
Damage, destroy, or unlawfully remove apparatus or equipment belonging to the Fire Service.	\$ 500	\$ 1,000	\$ 5,000
Obstruct a member or any person from carrying out duties imposed by this Bylaw or by the Fire Chief or designate, or an Incident Commander.	\$ 500	\$ 1,000	\$ 5,000
Falsely represent themselves as a member of the Fire Service or wear or display a badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation.	\$ 500	\$ 1,000	\$ 5,000
Obstruct or otherwise interfere with access roads or streets or other approaches to an Incident or emergency scene, fire alarm, fire hydrant, cistern or body of water that may be required for firefighting purposes.	\$ 500	\$ 1,000	\$ 5,000

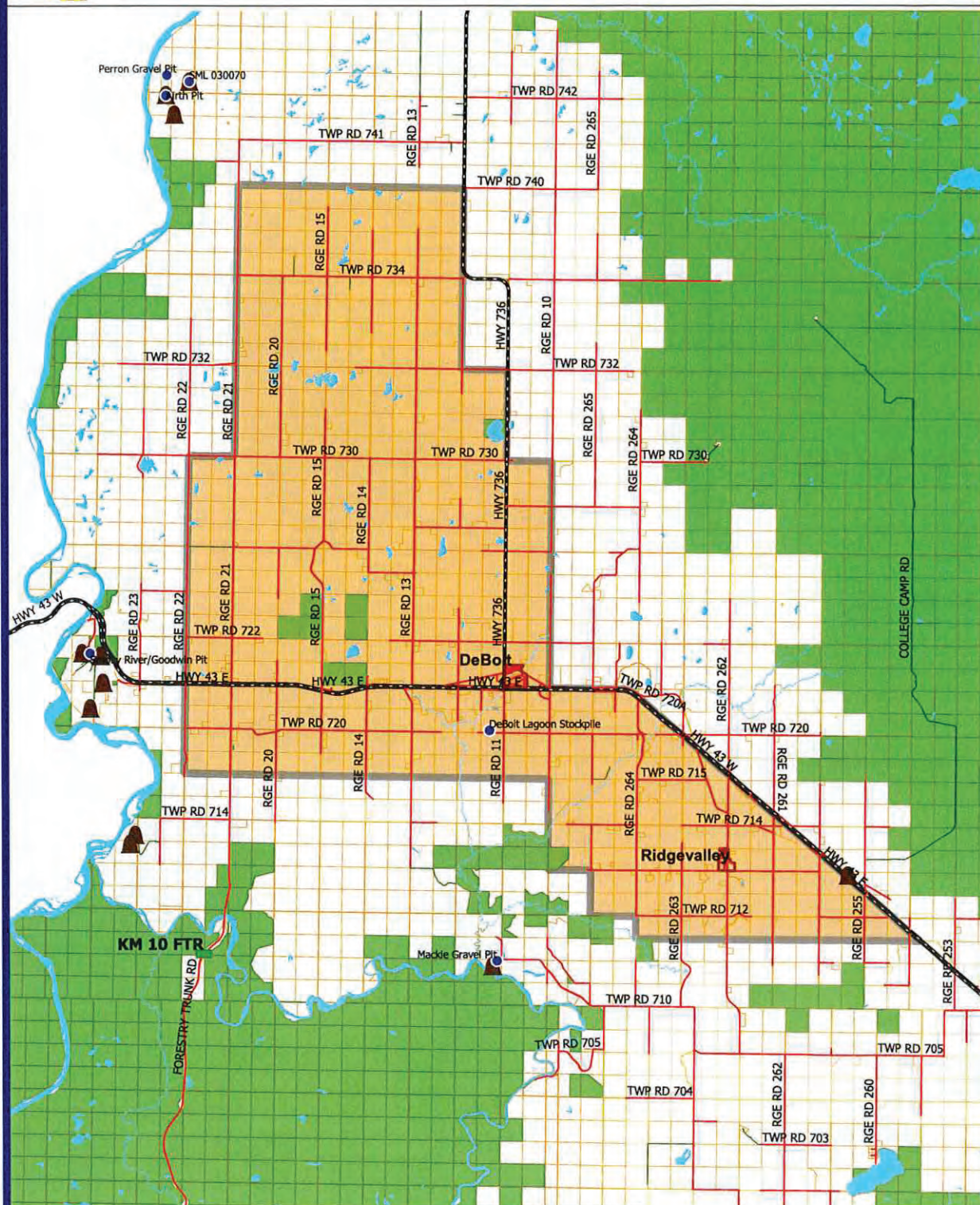




# Schedule 'C'

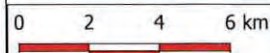
## Non Permit Fire Protection Area - DeBolt

UTM Zone 11 NAD83  
1:135,000  
Date: May-19-2021



### Legend

- |                    |                       |                      |
|--------------------|-----------------------|----------------------|
| NonPermit_FP_Areas | Roads by Jurisdiction | Crown Land           |
| Hamlet Boundaries  | MUNICIPAL             | Cadastre             |
| Gravel Pits ALL    | PRIVATE               | Municipal Boundaries |
| GREENVIEW          | PROVINCIAL            |                      |
| PRIVATE            | FTR Km Markers        |                      |
|                    | Hydro Line            |                      |
|                    | Hydro Area            |                      |

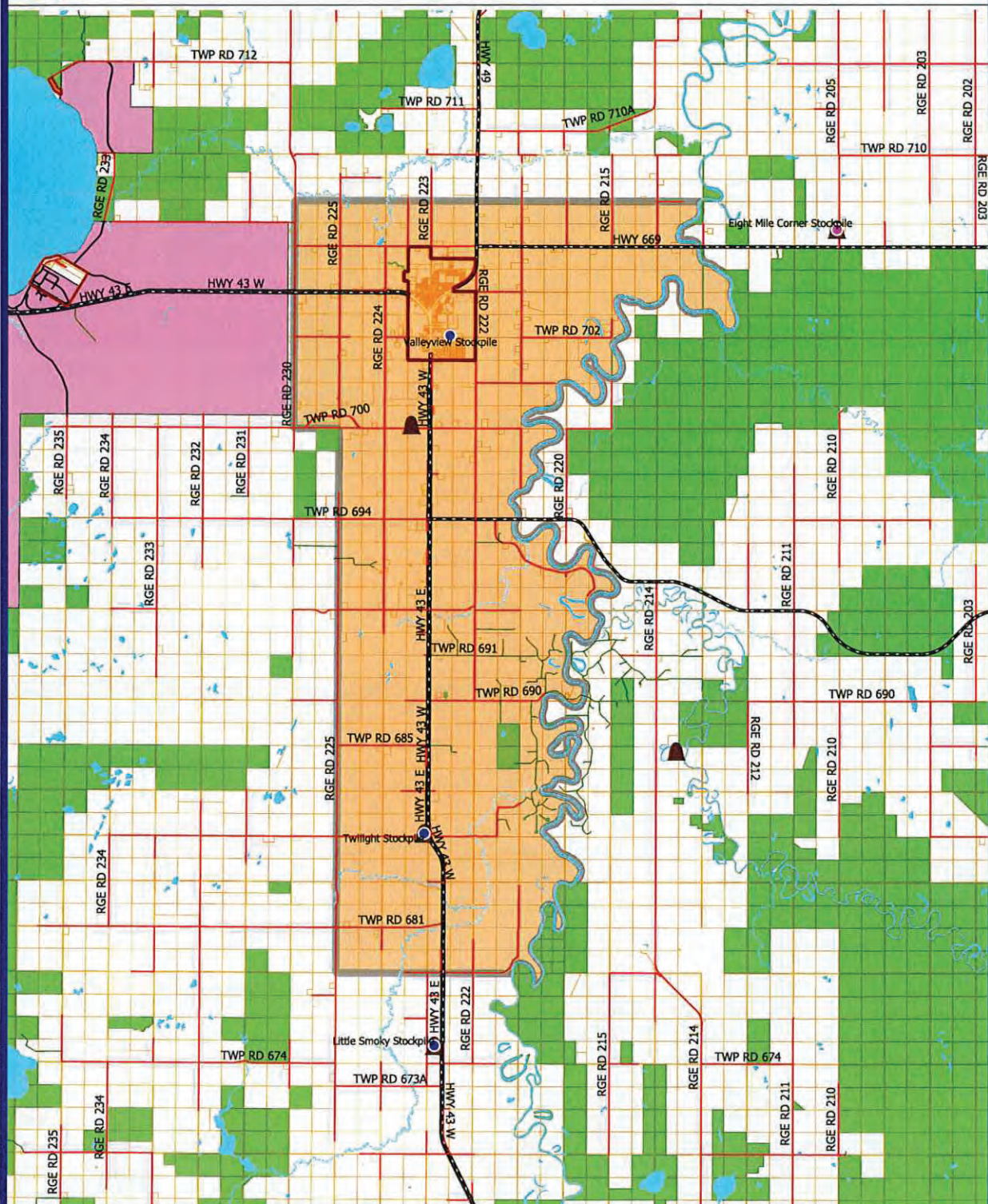


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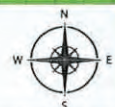
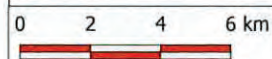
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- Legend**
- |   |                    |   |                       |   |                      |
|---|--------------------|---|-----------------------|---|----------------------|
|  | NonPermit_FP_Areas |  | Roads by Jurisdiction |  | Indian Reserves      |
|  | Town of Valleyview |  | INDIAN RESERVES       |  | Crown Land           |
|  | Hamlet Boundaries  |  | MUNICIPAL             |  | Cadastre             |
|  | Pits ALL           |  | PRIVATE               |   | Municipal boundaries |
|  | GREENVIEW          |  | PROVINCIAL            |   |                      |
|  | PROVINCIAL         |  | Hydro Line            |   |                      |
|   |                    |  | Hydro Area            |   |                      |



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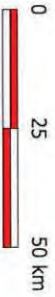
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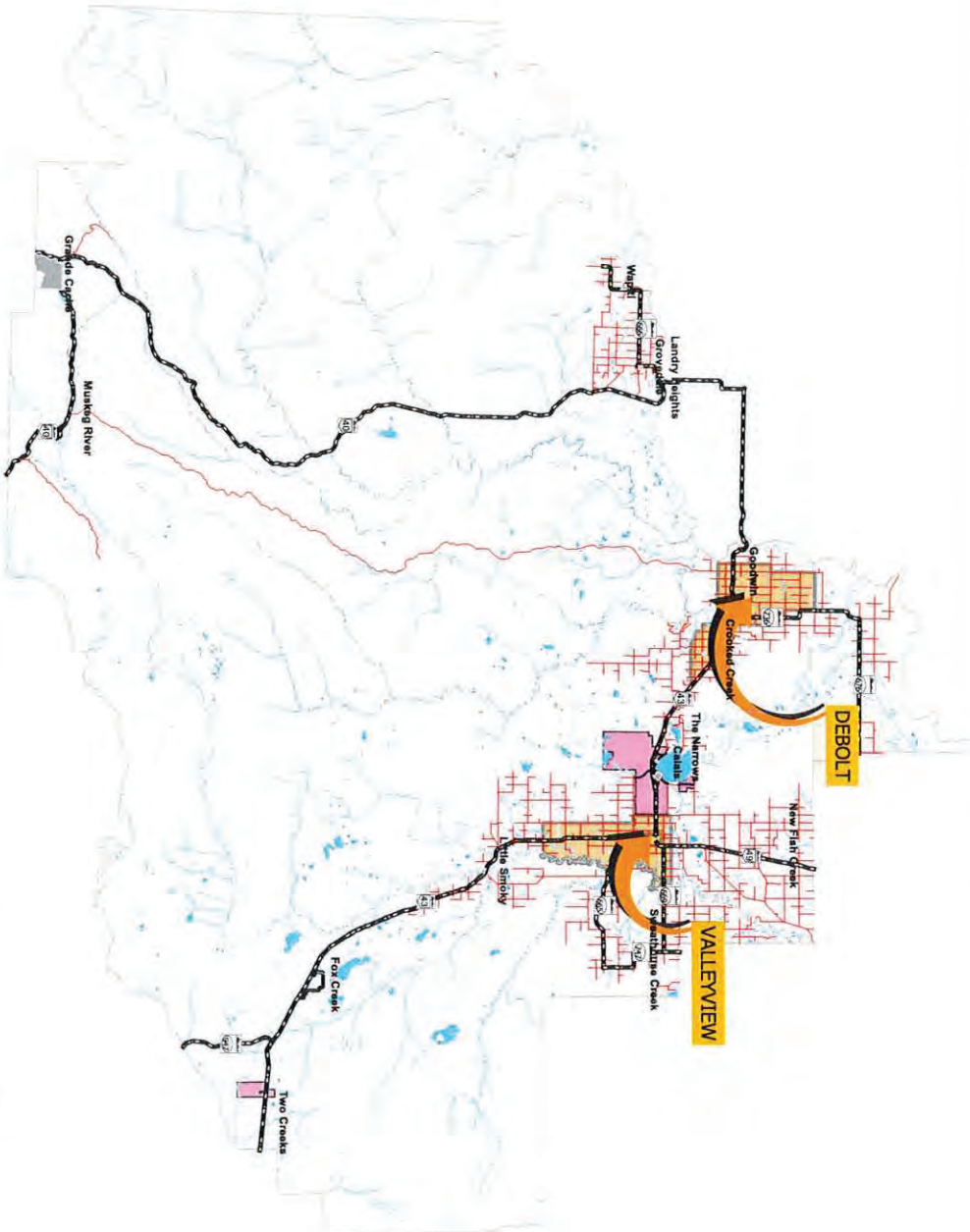




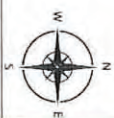
# Non Permit Fire Protection Areas - MD of Greenview



UTM Zone 11 NAD83  
1:1,000,000  
Date: 05/19/2021



- ## Legend
- NonPermit\_FP\_Areas
  - Roads by Jurisdiction
  - INDIAN RESERVES
  - MUNICIPAL
  - PROVINCIAL
  - Municipal Boundary Mask
  - Hydro Line
  - Hydro Area
  - Indian Reserves
  - Town of Fox Creek
  - MD of Greenview



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**Title: Greenview Fire-Rescue Services Levels of Service**

**Policy No: 3010**

**Effective Date: February 9, 2021**

**Motion Number: 21.02.041**

**Supersedes Policy No: NONE**

**Review Date: February 9, 2024**



**Purpose:** This policy outlines fire protection services and the level of service for all areas of Greenview.

## 1. DEFINITIONS

- 1.1. **AHS** means Alberta Health Services;
- 1.2. **Council** means the duly elected Council of Municipal District of Greenview #16;
- 1.3. **EMS** means Emergency Medical Services;
- 1.4. **Fire protection service** means a service provided by Greenview Fire-Rescue Services;
- 1.5. **Greenview Fire-Rescue Services** means the department of Greenview that provides fire protection service and emergency management;
- 1.6. **Firefighter** means a rescuer trained in firefighting, primarily to extinguish fires that threaten life, property and the environment, to rescue people and animals from dangerous situations and when requested to attend to medical incidents;
- 1.7. **Emergency Incident** means any situation where a member of the public or mutual aid partner, such as Alberta Health Services or Emergency Medical Services, RCMP has requested assistance from Greenview Fire Services;
- 1.8. **Medical First Responder (MFR)** means the Alberta Medical First Responder Program includes provincial standards for Medical First Responder service delivery, support for agencies providing Medical First Responder, ensuring safe patient care with medical oversight, and providing patient care guidelines;
- 1.9. **Greenview** means the Municipal District of Greenview #16
- 1.10. **Structure** means various types of residential, agricultural, and commercial buildings.

## 2. POLICY

- 2.1. Greenview maintains fire protection and rescue services to provide for the safety of its Ratepayers and visitors, as well as the protection of property within Greenview.

- 2.2. Greenview works in cooperation with Alberta Health Services (AHS) to provide Medical First Response (MFR). Fire-Rescue Services provides basic care and comfort to a patient or patients until the arrival of the Emergency Medical Services (EMS) or a higher level of care.
- 2.3. Greenview has determined that the most cost effective and appropriate way to deliver fire protection services within Greenview is through the deployment of volunteer firefighters in three fire stations: #31 Fire Station (DeBolt), #32 Fire Station (Grovedale), and #33 Fire Station (Grande Cache). This is augmented by two contracted fire departments located in Fox Creek and Valleyview.
- 2.4. Council is responsible for determining the applicable level of service for all areas to ensure Greenview Fire-Rescue Services responds only within the capacity of the stated level of service.
- 2.5. This policy applies to all Greenview firefighters and contracted fire departments (Fox Creek and Valleyview) providing firefighting, rescue, and medical services within Greenview.
- 2.6. Greenview does not guarantee specific response times notwithstanding anything contained in this policy. Factors that impact Greenview Fire-Rescue Services response times include, but are not limited to, the distance from a fire station to the incident, and whether the first fire station notified is able to respond.
- 2.7. Greenview does not guarantee any level of service notwithstanding anything contained in this policy. Factors that may result in a variation of the level of service include, but are not limited to:
  - A) Environmental factors, obstructions, remote or isolated properties, private roadways, hazardous or unsafe conditions at the incident, or encountered while on route to the incident;
  - B) Impeded access, topographic or geographic configurations of land; and
  - C) The number of firefighters, the level of training, and equipment available to respond to a particular incident.
- 2.8. Public and private water systems are not guaranteed to provide Underwriters Laboratories of Canada (ULC) recommended hydrant flows. Greenview Fire-Rescue Services may use available fire hydrants to augment on-truck water supplies.

### 3. FIREFIGHTER TRAINING

- 3.1. Firefighting is becoming an increasingly technical, skilled and regulated field. The safety of our volunteer firefighters is always our primary concern.
- 3.2. A significant amount of time and resources are dedicated to training either through recognized courses and standard fire station organized practices. This training provides the necessary skills, abilities and knowledge that enable our volunteer firefighters to deliver safe, effective and efficient emergency services to all ratepayers and visitors.
- 3.3. Greenview adheres to and follows the Occupational Health and Safety (OHS) Guide for firefighting. The goal is the NFPA 1001 standard for the professional certification of firefighters.

## 4. LEVEL OF SERVICE GENERAL

- 4.1. For all areas of Greenview
  - A) Fire protection services includes rescue, basic exterior/defensive fire suppression activities, and when safe, interior fire suppression activities.
  - B) The level of service is at least four firefighters on scene with an intermediate period of time 90% of the time.
- 4.2. A second unit response arrival is dependent on the proximity of the fire station/fire department responding.

## 5. STRUCTURAL FIREFIGHTING AND RESCUE

- 5.1. The level of service for firefighting and rescue involving structure fires may vary depending on the level of fire involvement of a structure upon the arrival of firefighters. The level of fire involvement of a structure is impacted by a variety of factors including but not limited to the distance of the structure from the responding fire station/fire department, road conditions, traffic congestion, the time of day, weather, early notification of the fire, witnessing the fire ignition, and the contents of the structure and their combustibility/flammability.
- 5.2. Entry into a structure for firefighting and rescue purposes is contingent on the life safety hazard, probability of survivability of occupants, firefighter safety, and the training of the firefighters attending. The Incident Commander will determine if they have sufficient resources and sufficiently trained fire fighters available to undertake an interior attack.
- 5.3. If rescue is not required and the structure's involvement is such that the likelihood of extinguishment is minimal, then the protection of exposures is the primary focus of the firefighters upon arrival.
- 5.4. Generally, the accepted level of service for structural firefighting and rescue is the protection of exposures and protection against fire extension to adjacent properties.

## 6. WILDLAND AND GRASSLAND FIREFIGHTING

- 6.1. All fire stations are trained and equipped to engage in the response and suppression of wildland and grassland fires. The response is provided in collaboration (formalized MOU) with the provincial Agriculture and Forestry Wildland Firefighting team.

## 7. SPECIALIZED AND TECHNICAL RESPONSE

- 7.1. Industrial Fire Fighting in general may not be engaged in at any industrial facility, these include but are not limited to wells, pipelines, tank farm/storage, and battery/plant facilities. Support may be provided for these types of sites and operations given the complexity and risk involved in the incident. The Incident Commander will determine the degree of support and involvement of fire crews based on a complete risk evaluation.

- 7.2. Swift water/Ice rescue will be undertaken if sufficient resources and technically certified responders are available. At present, #32 Fire Station – Grovedale is the only Greenview fire station equipped and technically certified for this type of response.
- 7.3. Standing water/Ice Rescue will be undertaken if sufficient resources and technically certified responders are available. The Incident Commander will determine if they have sufficient resources and trained responders available to undertake a rescue.
- 7.4. Dangerous goods incident response will be undertaken, however large and complex dangerous goods incidents will be managed by mutual aid partners that have technical hazardous materials responders.
- 7.5. Wildland rescue will be undertaken if sufficient resources and trained firefighters are available. Large and complex rescue type incidents will be managed in collaboration with mutual aid partners.

## 8. MEDICAL FIRST RESPONSE

- 8.1. As a Medical First Response agency, Greenview strictly adheres to a set of Medical Control Protocols (MCPs) outlined by AHS and as assigned by the Medical Director Physician.
- 8.2. The minimum training for firefighters is Standard First Aid or its equivalent, including CPR and AED Basic Life Support certification.
- 8.3. Fire Services is dispatched to a medical response call:
  - A) At the request of EMS based on information received during the 911 call, on scene patient assessment, or for manpower;
  - B) When the call criteria is consistent with AHS classification set forth within the MFR program; or
  - C) When an ambulance response is greater than 20 minutes away.

## 9. MUTUAL AID AGREEMENTS

- 9.1 Greenview Council encourages the Regional Fire Chief to recommend Mutual Aid Agreements and Service Agreements with neighboring Municipalities.
- 9.2 Fire-Rescue Services may be made available at the request of the RCMP, the Chief Officer of another Emergency Service or Fire Department, or the Chief Administrative Officer of another Municipality with whom a mutual Aid Agreement exists. All requests and confirmation of any response will be relayed through 911 Dispatch.
- 9.3 In the event of a mutual aid response, a staffing of firefighters in sufficient quantities to provide initial fire protection should be maintained in Greenview.
- 9.4 In the event that Fire Services are required to respond to an incident in an area that a mutual aid agreement is not in existence, the Municipality in which the event occurs may be invoiced by Greenview for the equipment and staffing as per the Fire-Rescue Services Bylaw Fee Schedule



## MEMORANDUM OF AGREEMENT

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_ A.D. 2022

BETWEEN:

**Municipal District of Greenview No.16 in  
the Province of Alberta (hereinafter called "Greenview")**

OF THE FIRST PART

- AND -

**THE TOWN OF Valleyview, a Municipal Corporation in the Province of Alberta (hereinafter called "The Town")**

OF THE SECOND PART

**WHEREAS** the Municipal District and the Town may, under the provision of the Municipal Government Act, R.S.A., Chapter M-26, and amendments thereto, provide for the safety and protection of people and property; and

**WHEREAS**, the Municipal District and the Town wish to enter into an agreement for the provision of the joint use of firefighting equipment, and firefighting services to the Town and to a portion of the Municipal District;

**THEREFORE**, the Parties to this Agreement, in consideration of the promises and mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

- 1) The Town of Valleyview undertakes and agrees that it will provide Fire-Rescue Services to the Town and to the portion of Greenview as indicated in Schedule 'A' – Valleyview Fire District attached hereto and forming part of this agreement, and on the terms and conditions hereinafter specified.
- 2) The Town shall be responsible for a volunteer fire department to be known as the Valleyview Fire Department (hereinafter referred to as the "Department").
- 3) The Department shall be responsible for Fire -Rescue Services within the area identified in Schedule 'A' – Valleyview Fire District.
- 4) Town firefighting personnel may utilize Greenview fire apparatus and equipment to respond to incidents within Greenview without Greenview personnel being present regardless of whether Greenview responds to the same incident.
- 5) Town firefighting personnel may utilize Greenview fire apparatus and equipment to respond to incidents in the Town when required and utilize Town fire apparatus and equipment to respond to incidents in Greenview when required.

- 6) Each of the parties hereto agree that neither of them shall be liable to the other for any penalty, damages, or losses whatsoever for delay or failure to respond to a call or request for assistance or withdrawing their assistance after responding to a call or request for assistance.
- 7) Greenview will permit the Town to invoice the costs associated with motor vehicle incidents as per Alberta Transportation guidelines or directly from insurance providers. The responsibility of invoicing will be that of the Town and all invoices will be inclusive of all attending apparatus regardless of ownership. The invoiced amount shall be reported at the end of each year to Greenview as information in preparation of the next budget cycle as per Sentence 9 below.
- 8) The Town will submit to Greenview, on or before September 30th of each year, a proposed Department budget for the ensuing year. The Department budget shall include all anticipated revenues and expenditures.
- 9) Greenview shall notify the Town, prior to December 31st of each year, the amount to be provided to the Department for operational costs.
- 10) Once approved by Greenview Council, Greenview will pay to the Town (must be annually approved by Greenview Council), in consideration of the Town's obligations hereunder, in quarterly installments, the sum of one hundred and seven thousand one hundred and twenty-two dollars and fifty cents (\$107,122.50) in 2023, plus a further amount of 3.5 % thereof on a cumulative basis for the year January 1st, 2024, to December 31st, 2024.
- 11) Greenview shall provide at its own expense:
  - a) Registration and insurance for Greenview fire apparatus;
  - b) Maintenance and repairs to Greenview fire apparatus and equipment (specific to the apparatus);
  - c) AFRRCS mobile radios and portables for all Greenview fire apparatus;
  - d) Replacement for any Greenview fire apparatus or equipment that becomes damaged or worn out, provided that the Town returns any damaged or worn-out parts, pieces, truck, or equipment to Greenview;
  - e) Provide Automatic Vehicle Location (AVL) hardware and service, inclusive of mobile WIFI for Greenview apparatus;
- 12) The Town shall and at its own expense:
  - a) Prepare and make available to Greenview an incident report within three (3) business days of an incident that involves a multi-vehicle collision, a dangerous goods incident, or a fire or explosion attended by Town forces within Greenview;
  - b) Report all fire incidents (structures and vehicles) that occur in Greenview to the Regional Fire Chief or designate to ensure that the fire is investigated to determine cause, origin, and circumstances as per the Alberta Safety Codes Act.
  - c) House and operate Greenview fire apparatus in the Valleyview Fire Station;



- d) When requested provide proof of competently trained firefighting personnel to man and operate Greenview fire apparatus as required during the term of this Agreement;
  - e) Report to Greenview Regional Fire Chief or designate any operational problems effecting Greenview fire apparatus and/or equipment immediately;
  - f) Report any Greenview equipment, including Greenview fire apparatus that is lost, missing, or deemed inoperable. Incident will be jointly investigated to determine cause and best course of action.
  - g) Provide to Greenview annually, a completed driver's abstract form for any fire fighter operating Greenview owned or leased vehicles, and proof that any such firefighter holds the appropriate class of driver's license for any apparatus that they will be driving, together with appropriate endorsements;
  - h) Comply with the Occupational Health and Safety (OHS) Guide for Firefighting to ensure that all firefighters attending emergency incidents are competently trained to perform the tasks that they have been assigned;
  - i) Provide WCB coverage for Town firefighters;
  - j) If available at the time of the request, send a representative from the Town's fire department to meetings convened by the Greenview Regional Fire Chief;
  - k) Make all payments for Town firefighting services, costs, and expenses, not directly assumed by Greenview as provided herein;
- 13) The Town CAO or designate and Greenview CAO or designate agree to oversee further additions to the working relationship between the two parties.
- 14) If requested, Greenview may provide to the Town at established cost recovery rates, fire prevention services such as fire inspections and fire investigations.
- 15) Greenview and the Town may provide access and opportunities to training props, instructors, and events.
- 16) Greenview and the Town agree to collaboratively work together in the purchasing of fire apparatus and equipment;
- 17) The first fire service to arrive on scene of an incident shall assume incident command. The Greenview Regional Fire Chief or designate, may at their discretion, assume command of any incident which occurs within Greenview. Both parties will attempt to adhere to the same fire ground command system to ensure seamless operations and consistency at scene.
- 18) The parties to this Agreement will work together to increase the level of firefighting training and promote public education regarding fire awareness and firefighting best practices.
- 19) The Town shall indemnify and hold harmless Greenview, together with its employees, agents, and volunteers, from any and all claims, demands, actions and costs that may arise, directly or indirectly, from the performance of this Agreement by the Town or its employees, agents or volunteers.

- 20) Greenview shall indemnify and hold harmless the Town, together with its employees, agents and volunteers, from any and all claims, demands, actions and costs that may arise, directly or indirectly, from the performance of this Agreement by Greenview or its employees, agents or volunteers.
- 21) In the event that any dispute arises pursuant to this Agreement, or the interpretation of this Agreement, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiation, they will submit the dispute to a third party arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The cost of the arbitrator will be shared equally between both parties.
- 22) The parties will notify all their fire service officers of this Agreement, so that those fire officers may become familiar with the Agreement, and terms.
- 23) Any notice, payment or other communication required or permitted to be given or served pursuant to this Agreement shall be in writing and shall be delivered by registered mail, postage prepaid, addressed as follows:

**To Greenview: Municipal District of Greenview No.16**

4806 – 36 Avenue

Valleyview, AB T0H 3N0

Attention: CAO

**To the Town: The Town of Valleyview:**

4802 50 Street

Valleyview, AB T0H 3N0

Attention: CAO

Every notice mailed at any post office in Canada by prepaid registered post in an envelope addressed to the party to whom the same is directed shall be deemed to have given and received by the addressee on the fifth business day following mailing except where there exists a labor strike or other postal interruption which interferes with mail deliveries, in which case every notice provided for in this Agreement or arising in connection therewith shall be in writing and shall be delivered to the party or parties at the above addresses and such notice shall be effective only if and when actually delivered. All invoices for fire services shall be sent within 30 days of the time of services rendered.

This Agreement shall come into force and effect on January 1st, 2023 and remain in effect until December 31st, 2024, at which time this Agreement will expire, unless there is Agreement in writing from both parties, to the contrary. Notwithstanding this however either party may terminate this Agreement by giving the other party 6 months' notice in writing of its intention to terminate the Agreement

The Parties hereto acknowledge and agree that they may have or may enter into other agreements related to fire services, such as mutual aid or regional fire agreements. However, in that event, such agreements shall be independent of and separate from this Agreement, and such agreements shall not be dependent on this or any other agreement.

**IN WITNESS THEREOF** the parties hereto have affixed their hands and corporate seals this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2022

TOWN OF VALLEYVIEW:

M.D. OF GREENVIEW NO. 16:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Reeve

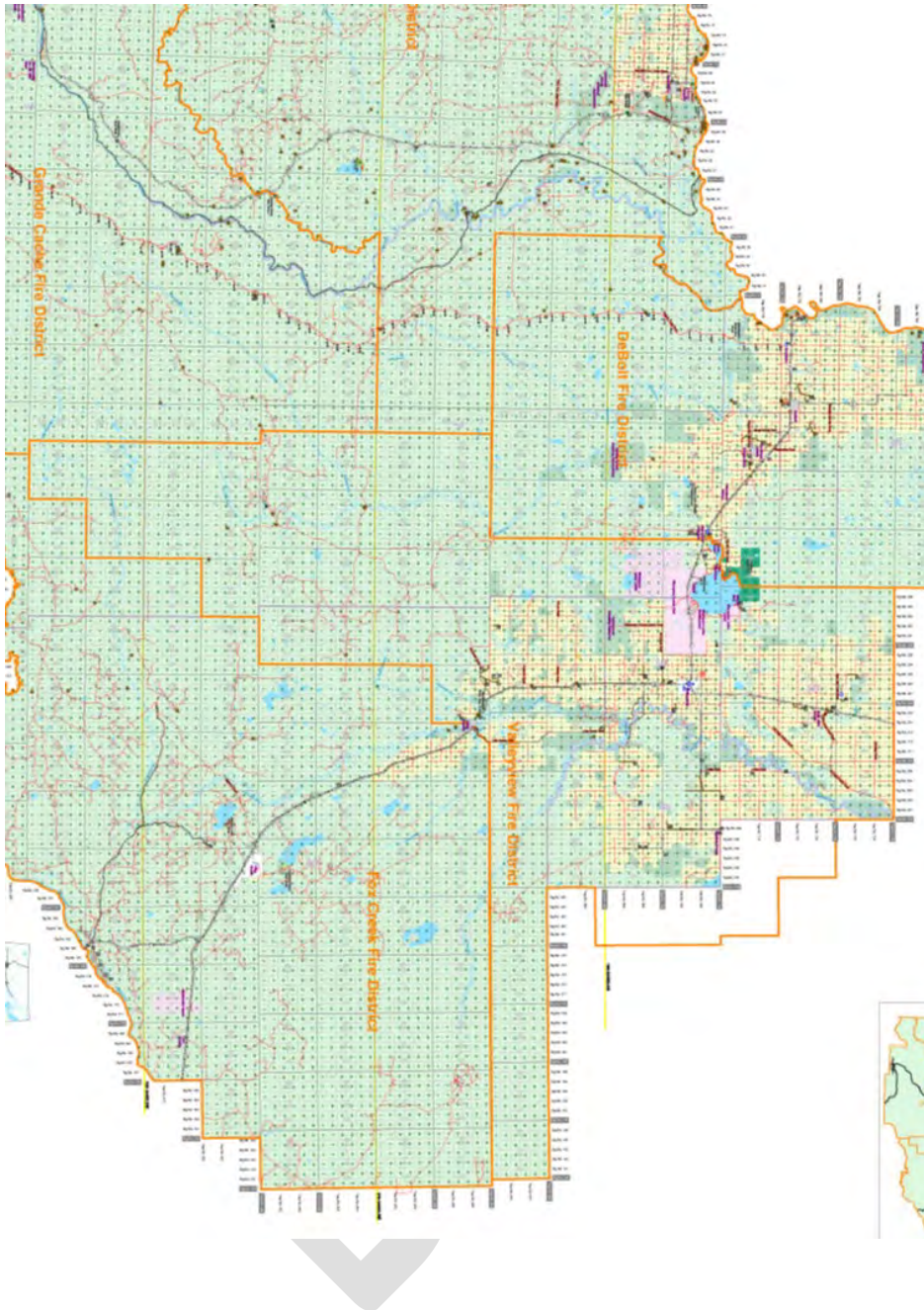
seal

seal

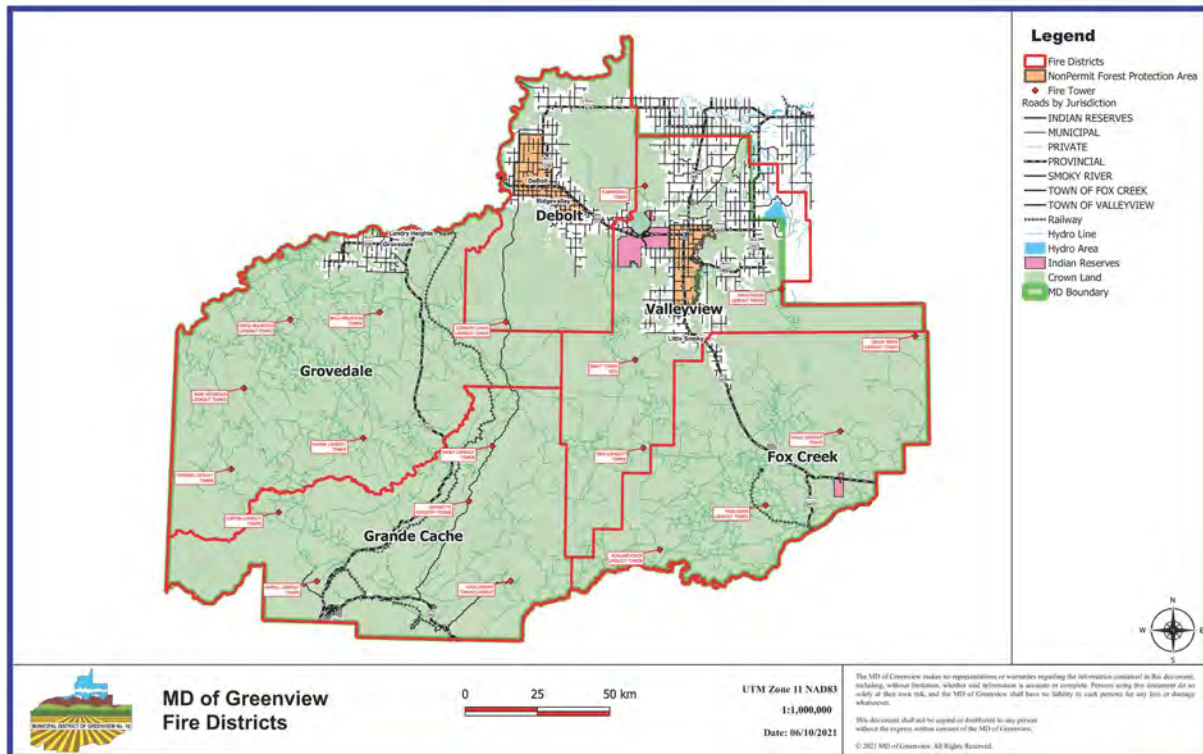
\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Chief Administrative Officer

## APPENDIX 'A' – Valleyview Fire District



# APPENDIX 'A' – M.D. of Greenview Fire District





# REQUEST FOR DECISION

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SUBJECT:	<b>Community Futures West Yellowhead 2023 Funding Request</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 13, 2022	CAO: SW	MANAGER:
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: KK
STRATEGIC PLAN:	Economy	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

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

---

## BACKGROUND/PROPOSAL:

On November 7, 2022, Administration received a letter from Community Futures West Yellowhead (CFWY) requesting financial support. CFWY is a not-for-profit organization funded by PrairiesCan and is dedicated to building an economically diverse future for the communities of the West Yellowhead region. Servicing the Municipality of Jasper, Jasper National Park, Towns of Hinton and Edson, the Hamlet of Grande Cache, cooperatives and enterprises in the Municipal District of Greenview No. 16 and Yellowhead County, our programs for small businesses and entrepreneurs are designed to help people start, grow, expand, franchise, or sell their businesses. CFWY offers business training and coaching, networking events, and flexible business loans for existing businesses and start-ups.

CFWY is requesting funding support for the 2023-2024 operating year in the amount of \$10,000. Table 1 Funding Request Allocations below outlines that 30% of the funding will go towards programming, which provides a range of services to meet the needs of new and existing entrepreneurs and small businesses and the remaining 70% of funds will be allocated follow-up up in our communities for West Yellowhead Triage and Business Retention and RRRF Needs Assessment projects. Both initiatives are scheduled to be completed, and final reports will be received in January 2023. These findings will assist CFWY in further identifying the challenges that CFWY's business communities face, as well as potential opportunities and strategies for moving forward.

CFWY has requested funding support from other municipalities they serve for these initiatives.



Table 1: Funding Request Allocations

Programs and Initiatives	Amount Requested
Lemonade Day Sponsorship	\$500
Youth Entrepreneurs in Training Initiative (YETI) Youth Sponsorship	\$1,000
Small Business Continuity and Disaster Recovery Project	\$1,500
Follow up on West Yellowhead Triage Business and Retention	\$7,000

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended motion is that Council will support a not-for-profit organization that provides specialized services to Greenview entrepreneurs and small businesses.
2. The benefit of the recommended motion is that it aligns with Greenviews Strategic Plan by establishing, supporting and building upon a partnership that contributes to Sustainability Pillar 2, Economy, through creating opportunities to support existing entrepreneurs and small businesses.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. At this time Administration does not foresee a disadvantage to the recommended motion.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to amend or deny the requested motion; however, Administration does not recommend this action as it may impact the ability for area businesses to receive the various supports of the program.

---

**FINANCIAL IMPLICATION:**

**Direct Costs: \$10,000.00**

**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 follow up with CFWY regarding Council's decision on the funding request.

---

**ATTACHMENT(S):**

- Community Future West Yellowhead Funding Request Letter

Attn: Kevin Keller, Economic Development, Municipal District of Greenview

November 7, 2022

RE: Request for Municipal funding

Community Futures West Yellowhead (CFWY) is a not-for-profit organization, funded by PrairiesCan and is dedicated to building an economically diverse future for the communities of the West Yellowhead region. Servicing the Municipality of Jasper, Jasper National Park, Towns of Hinton and Edson, the hamlet of Grande Cache and its surrounding cooperatives and enterprises in the Municipal District of Greenview, and Yellowhead County, our programs for small businesses and entrepreneurs are designed to help people start, grow, expand, franchise, or sell their business. We offer business training and coaching, networking events, and flexible business loans, both for existing businesses and for start ups.

Our core business programming includes initiatives geared towards all levels of society and abilities, including youth, persons with disability, female entrepreneurs, and newcomers. All our educational workshops and programs contribute to a diversified workforce and economy, facilitate growth in the business sector, support the culture of entrepreneurship within the West Yellowhead, and identify new economic opportunities. Building and investing in community development programs help to create strong and diverse communities which attract and grow business and create sustainable communities.

The arrival of the COVID-19 pandemic, inflation costs, rising interest rates and a fire in Jasper National Park (which contributed to yet another loss for the Municipality of Jasper's businesses), have all had an impact on our regional business communities over the past several years. Consequently, due to combined factors, many of our small businesses are still struggling.

While Community Futures West Yellowhead (CFWY) continues to work along side our business community and partners in the immediate future, we must also continually look at all scenarios that may occur in the upcoming year, and the potential impacts they may have on our communities and businesses. By proactively planning, we will be ready to tackle any challenges that may arise. CFWY has not had a funding increase in over a decade, and we feel it is important to strategically plan for the upcoming year and be ready to jump at opportunities as they present itself. We will continue to research and apply for local, provincial, and federal grants to further assist our member communities, but like many businesses, municipalities, and not for profits, we too must explore additional funding sources.

We respectfully request funding support for the 2023-2024 operating year, in the amount of \$10,000 (Table 1). We will utilize 50% of this funding for our programming which provides a range of services to meet the needs of new and existing entrepreneurs and small business. The remaining 50% of funds will be allocated for follow up in our communities for our West Yellowhead Triage Business and Retention and RRRF Needs Assessment projects. Both initiatives are scheduled to be completed and final reports received in January 2023. These findings will assist us in further identifying the challenges being faced by our business communities, as well as potential opportunities and strategies for moving forward.

Table 1: Funding Request Allocations

Programs and Initiatives	Amount Requested
Lemonade Day Sponsorship	\$500
Youth Entrepreneurs in Training Initiative (YETI) Youth Sponsorship	\$1,000
Small Business Continuity and Disaster Recovery Project	\$1,500
Follow up on West Yellowhead Triage Business and Retention	\$7,000

Attached is a summary of our programming and initiatives for your reference. Should you require additional information or have questions regarding this funding request, please contact myself at 780 865 1224.

Sincerely,

on Behalf of the CFWY Board of Directors



Nancy Robbins  
General Manager  
Community Futures West Yellowhead

Cc: Tyler Olsen, Chair, CFWY Board of Directors  
Duane Didow, Director, CFWY Board of Directors  
Winston Delorme, Alternate Director, CFWY Board of Directors



### **Youth Programming – Lemonade Day**

Lemonade Day is a free, fun program where kids learn to run their own business. It is designed to give kids a complete business experience with a focus on goal setting, making, working, and completing a plan. Children also learn the importance of giving back to their community with the mindset of “spend some, save some and share some.” Our request of \$500 is for the municipality to support the Best Entrepreneur of the Year award on Lemonade Day 2023 (June 17, 2023).

### **Youth Entrepreneurs in Training Initiative (YETI)**

This two-year, high speed pilot project is a new program for CFWY and will be a partnership with other Community Futures offices. YETI is an intensive program comprised of educational training with financial training, group sessions and one on one provisions to support senior high school students to run their own business for eight (8) weeks over the summer. With start up cash, resources, and guidance from CFWY, students will be able to turn their business ideas into a reality. Our request is based on the following sponsorship levels for our YETI program in 2023:

- **Adventurer:** \$1000 and up, provides a complete award to at least one successful student
- **Explorer:** \$500 and up, provides a partial award or covers the cost of providing participants with professional training workshops
- **Scout:** Up to \$500 contributes to student lunches, teaching materials, promotional materials, and hosting costs.

### **Small Business Continuity and Disaster Recovery Project**

One of the lessons of the recent Chetamon wildfire is that businesses are not prepared for any kind of interruption to their businesses and need to be ready for disaster when (not if) it arrives. Business continuity training is needed in the West Yellowhead to ensure that small businesses are prepared for the unexpected. It is the desire of CFWY to provide this training throughout the West Yellowhead in 2023. CFWY is also hoping to apply for several grants to also support this work in addition to the request for municipal funds.

### **Follow up on West Yellowhead Triage Business Retention and Expansion Project for 2023/2024**

In late 2022, CFWY partnered with its member municipalities to effectively interview businesses throughout the West Yellowhead to understand their needs and concerns in pandemic recovery. In January 2023, CFWY will receive the results from two major projects that will identify the primary issues for small businesses in the region. It is our intention to ensure that these issues are completed with follow up activities as needed throughout the West Yellowhead. Again, it is our intention to apply for grants as well as request funds from our municipal partners.



# REQUEST FOR DECISION

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**SUBJECT:** United Way Alberta Northwest Grant Request

**SUBMISSION TO:** REGULAR COUNCIL MEETING      **REVIEWED AND APPROVED FOR SUBMISSION**

**MEETING DATE:** December 13, 2022      **CAO:** SW      **MANAGER:**

**DEPARTMENT:** COMMUNITY SERVICES      **DIR:** MH      **PRESENTER:** LL

**STRATEGIC PLAN:** Culture, Social & Emergency Services      **LEG:** SS

---

**RELEVANT LEGISLATION:**

**Provincial (cite)** –N/A

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

---

**RECOMMENDED ACTION:**

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

---

**BACKGROUND/PROPOSAL:**

United Way Alberta Northwest submitted a \$16,000.00 operating grant request in the spring of 2022 for assistance with the Period Promise Program. Council deferred the decision until the United Way Alberta could present at a Committee of the Whole meeting. The United Way Alberta Northwest presented at the November 15, 2022, Committee of the Whole meeting on the funding request for the Period Promise Program.

The Period Promise Program provides barrier-free access to hygiene products for all humans to destigmatize menstruation, United Ways across Alberta are participating in this pilot project, with the hope to have barrier-free dispensers in all schools in the province by the end of 2023. The goal is to get feminine hygiene products in free dispensers in every high school across the province and have the supplies to replenish the dispensers built into the Alberta government's budget. It is meant to be an inclusive and easily accessible program that includes gender-neutral washrooms.

Currently there are two (2) school washrooms in Greenview with dispensers as listed in the table below:

School Locations	Student Washrooms	Current Dispensers
Ridgevalley	7	0
Valleyview	9	1
Fox Creek	4	1
Grande Cache	6	0
Total	26	2

Fundraising efforts are ongoing for the Period Promise Program, with funds received from the Government of Alberta, as well as the Sunrise Rotary Club.

The \$16,000.00 request would cover 16 dispensers and products for approximately one year and would ensure dispensers are placed in one or more washrooms at each junior and senior high school in Greenview.

The balance of the Community Services Miscellaneous Grants Budget as of December 12, 2022, is approximately \$461,759.78.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Greenview would be participating in a regional pilot project that will directly benefit the mental and physical health & wellbeing of students attending Greenview schools.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

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

---

**FINANCIAL IMPLICATION:**

**Direct Costs: \$16,000.00**

**Ongoing / Future Costs: N/A**

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.



---

FOLLOW UP ACTIONS:

Administration will advise the United Way Alberta Northwest of Council's decision.

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ATTACHMENT(S):

- Grant Application
- United Way Central Alberta Period Promise Report
- United Way Financial Statements

# 2022 Grant Application (April 15, 202...

Row 4

<b>Name of Organization</b>	United Way Alberta Northwest
<b>Address of Organization</b>	213, 11330 106 Street
<b>Form Date Field</b>	87
<b>Contact Name</b>	Tracy Zuk
<b>Phone Number</b>	7808318242
<b>Purpose of Organization</b>	United Way is improving lives locally by moving people from poverty to possibility, helping kids be all they can be, and building strong and healthy communities.
<b>Purpose Continued</b>	
<b>Position of Contact Person</b>	Resource Development Manager
<b>What act are you registered under?</b>	Registered Charity
<b>Registration No.</b>	131791790RR0001
<b>Grant Type</b>	Operating Grant
<b>Total Amount Requested</b>	16,000.00
<b>Proposed Project</b>	Period Promise
<b>Have you previously applied for a grant from MD</b>	No
<b>Previous Grant App from MD</b>	
<b>Final Completion Report Provided to MD</b>	
<b>Grant funds applied for from</b>	Yes

## other sources?

**Grant Funds  
Received from  
other sources?**

Yes

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

Yes

## Agreement

**Grant Purpose**

Our mission is to provide barrier-free access to hygiene products for all humans. To destigmatize menstruation and work towards helping more people get access to the products they count on with the dignity they deserve. In 2021, we focused on providing free tampons, pads, and dispensers to 10 high schools in Grande Prairie and region. Our hopes are to reach all junior high and high schools in our region in 3 years.

**Year Grant  
Received**

2022

**Amount of Grant**

2000.00

**List the donae,  
purpose and  
amount**

Sunrise Rotary Club

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

In 2021 we raised funds to provide 10 school with dispensers and products - approximately \$10,000.

**Signature**

Tracy Zuk

**Date**

03/22/22

**Financial  
Statement**

I do not see an area to upload budget and financial statements. Please advise where I can send that too. My budget also shows which schools would be included.

Administration  
Recommendations

**Email**

development@unitedwayabnw.org

**Column41**

**MD Logo**

**Email Comm.**

**Column44**

**List for  
Recognition**



# United Way's Period Promise

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Chelsea O'Donoghue & Farren Mather



**United Way**  
**Central Alberta**  
caunitedway.ca



# UWLM Research Project

## Major Findings

### Period poverty is common

- Approximately 51% of respondents to public survey indicated that they had struggled to purchase product for themselves.
  - 68% of respondents who indicated that they were indigenous
  - 79% of respondents who indicated that they had a physical or mental disability
  - 64% of respondents with annual household incomes below \$40,000



United Way Period Promise Research  
Project Final Report  
January 2021





# United Way Central Alberta Period Promise School Pilot

- 4 schools in Red Deer Public School District
  - \$20,000 grant Community Foundation
  - \$27,000 expected cost
  - Installation May 2021 → end of 2021/2022 school year
- 63 barrier-free dispensers in every washroom
  - Gender equity & stigma-free
  - Timed-delay push button
  - Branded + survey QR Code
- Data Gathering
  - Student & Admin Surveys



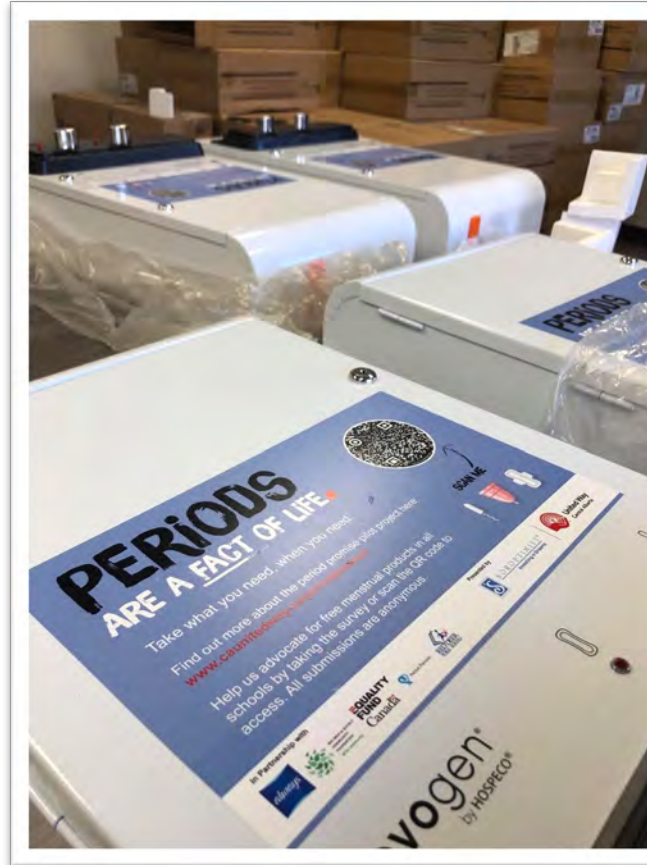


# United Way Central Alberta

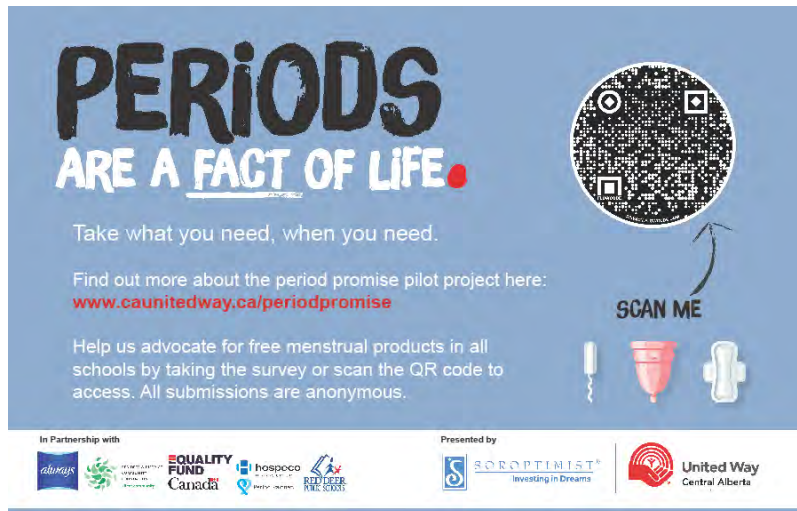
## Period Promise

### School Pilot Partnerships

- HOSPECO ~ Period Partner (dispenser manufacturer)
  - +30,000 product donations
  - 10,000 pads, 10,000 tampons
  - +400 disposal dispensers + bags
- G&T (dispenser distributor)
  - \$325/unit pricing
  - Campaign product donation
- P&G (Tampax & Always brands)
  - +1700 product donation
  - Low cost/@ cost purchasing power
  - Distribution challenge



# United Way Central Alberta Period Promise School Pilot Collateral



**PERIODS ARE A FACT OF LIFE.**

Take what you need, when you need.

Find out more about the period promise pilot project here:  
[www.caunitedway.ca/periodpromise](http://www.caunitedway.ca/periodpromise)

Help us advocate for free menstrual products in all schools by taking the survey or scan the QR code to access. All submissions are anonymous.

SCAN ME

In Partnership with:

## 1. Dispenser Sticker

## 2. Bathroom Posters



**PERIODS ARE A FACT OF LIFE.**

Nearly 1 in 4 Canadian people that menstruate say they have struggled to afford menstrual products for themselves or their children. It's a symptom of poverty, and like poverty, it's likely more common for trans and non-binary people.

When people don't have access to menstrual products, they miss school, work, or other opportunities to contribute to their community.

Become part of the solution. Take the survey to help us gather research about period poverty in your community.

All submissions remain anonymous! Scan the code here:

SCAN ME

In Partnership with:



**PERIODS ARE A FACT OF LIFE.**

**Monthly menstruation products are a necessity.**

But if you're living in poverty – or vulnerable in other ways – access to menstrual products can be challenging. The Soroptimist International of Central Alberta and United Way's Period Promise is trying to change this, and we're excited to be a part of that work.

That's why we've started a twelve-month barrier-free Pilot project with four schools in the Red Deer Public School Division – and why we've placed free menstrual hygiene products in our washrooms.

It's one way that we are addressing period poverty, de-stigmatizing menstruation, and working towards helping more people get access to the products they count on.

**What we know**

Almost one quarter of people who menstruate in Canada say they have struggled to afford menstrual products for themselves or their children.

When people don't have access to menstrual products, they miss school, work, or other opportunities to contribute to their community.

Help become part of the solution by taking the survey intended to gather research on period poverty and the Period Promise pilot project. All submissions remain anonymous.

Scan the QR code or visit [www.caunitedway.ca/periodpromise](http://www.caunitedway.ca/periodpromise)

The Period Promise campaign by United Way is another easy way to help everybody live with the dignity that we all deserve by getting menstrual products to people who need them. Below are some ways you can join us from May 1 to May 28 and be part of the solution.

1. Run a workplace campaign to collect menstrual products to support vulnerable people in our communities.
2. Make a financial donation to the United Way to support the campaign.
3. Make your Period Promise and sign on to the United Way's Period Promise policy, commit to providing free menstrual hygiene products to anyone accessing your workplace, business or organization's facilities.

In Partnership with:

## 3. Staff Info Sheet



# PERIODS ARE A FACT OF LIFE.

Difficulty accessing necessary menstrual products shouldn't be. Though for people living in poverty, or who are vulnerable in other ways, they can be hard to come by. And COVID-19 has made it more challenging.

Help change that.

Donate today at [www.caunitedway.ca/periodpromise](http://www.caunitedway.ca/periodpromise)



6395-0321



## United Way Central Alberta Period Promise Campaign

May 1 – 28

*3 ways to take part:*

- Traditional product donation drive
- Financial donations
- Period Promise Policy Agreement



Campaign Partners

TAMPAX

always

FOOD BANK  
ALBERTA  
Feeding the Community

G&T

United Way  
Central Alberta



# Period Promise Policy Agreement

- G&T featured as a supplier of choice for small businesses signing the Policy Agreement.
  - Dispensers
  - Product
  - Misc. supplies
- Signed Agreements to date:



## Take The Period Promise

United Way's Period Promise is devoted to **making fundamental change** so that we can eradicate period poverty in our communities. Part of that includes working with governments, businesses, unions, and other organizations to move the dial and change policy.

To support this, we have built out a Policy Agreement that partner organizations can sign onto, thereby committing to provide stigma-free access to free menstrual products for:

- Employees
- Guests
- Clients
- General Public

## Why sign on?

There's often silence around periods and how hard it is to access products that help us live with the dignity that we all deserve.

And because we know that people who menstruate and people who care for menstruators use all washrooms, we are asking organizations to commit to free product that is accessible to people of all genders.

The stigma is complex and subtle but normalizing access to menstrual products can help break the debilitating taboo around menstruation.

To find out more information or sign the Period Promise Policy agreement visit:  
[www.caunitedway/periodpromise](http://www.caunitedway/periodpromise)



Community Partners



**United Way Alberta Northwest Society**  
**Financial Statements**  
*March 31, 2021*

## Management's Responsibility

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To the Board of Directors of United Way Alberta Northwest Society:

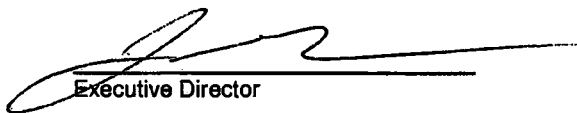
Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed primarily of Directors who are neither management nor employees of the Society. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board is also responsible for recommending the appointment of the Society's external auditors.

MNP LLP is appointed by the Board of Directors to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board and management to discuss their audit findings.

June 15, 2021



Executive Director



## Independent Auditor's Report

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To the Board of Directors of United Way Alberta Northwest Society:

### Qualified Opinion

We have audited the financial statements of United Way Alberta Northwest Society (the "Society"), which comprise the statement of financial position as at March 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Qualified Opinion

As with many non-profit organizations, the Society derives revenue from donations, fundraising events, and centralized campaigns, the completeness of which is not susceptible to satisfactory audit procedures. Accordingly, our audit of this revenue was limited to the amounts recorded in the records of the Society and we are not able to determine whether any adjustments might be necessary to revenue, deficiency of revenue over expenses, current assets and net assets for the year ended March 31, 2021.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Grande Prairie, Alberta

June 15, 2021

*MNP LLP*

Chartered Professional Accountants

# United Way Alberta Northwest Society

## Statement of Financial Position

As at March 31, 2021

	2021	2020
<b>Assets</b>		
<b>Current</b>		
Cash	130,976	56,764
Accounts receivable (Note 3)	158,980	114,360
Short term investments (Note 4)	130,942	129,364
Restricted cash (Note 5)	124,055	100,000
Prepaid expenses	2,241	9,944
Current portion of portfolio investments (Note 6)	-	31,220
	547,194	441,652
<b>Capital assets (Note 7)</b>	2,419	3,024
<b>Portfolio investments (Note 6)</b>	126,867	93,017
	676,480	537,693
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals	70,381	20,680
Deferred contributions (Note 9)	18,055	-
Community allocations payable (Note 10)	318,812	226,067
Directed contributions (Note 11)	23,338	42,848
	430,586	289,595
<b>Net Assets</b>		
Capital reserve fund (Note 12)	18,968	18,968
Invested in capital assets	2,419	3,024
Unrestricted fund	124,507	126,106
Stabilization fund (Note 13)	100,000	100,000
	245,894	248,098
	676,480	537,693

Approved on behalf of the Board

E-SIGNED by Tyler Schmidt  
Director

E-SIGNED by Les Riewe

Director

The accompanying notes are an integral part of these financial statements

**United Way Alberta Northwest Society**  
**Statement of Operations**  
*For the year ended March 31, 2021*

	2021	2020
<b>Revenue</b>		
Community response allocation grant	633,590	-
Donations	368,165	403,103
Special events	356,552	91,685
Other grant	88,566	13,851
Seniors response grant	46,386	-
Interest income	4,208	9,004
Pledge income (loss)	5,087	(32,380)
	<b>1,502,554</b>	<b>485,263</b>
<b>Expenses</b>		
Community response allocations	614,313	1,823
Community allocations	321,562	232,727
Salaries and benefits	213,442	187,216
Special projects	219,118	35,870
Senior response fund	44,066	-
Directed contributions	42,057	45,610
Office	18,364	19,379
Professional fees	14,822	21,305
Insurance	5,318	5,628
Bank charges and interest	3,400	3,175
Office rent	5,116	5,308
Membership fees	4,508	7,289
Telephone	2,376	1,789
Travel	2,099	2,928
Promotional materials	1,592	513
Advertising	691	5,544
Amortization	605	405
Training and education	522	271
Sponsorship	-	2,623
Community allocations recovered	(9,213)	(8,375)
	<b>1,504,758</b>	<b>571,028</b>
<b>Deficiency of revenue over expenses</b>	<b>(2,204)</b>	<b>(85,765)</b>

*The accompanying notes are an integral part of these financial statements*

**United Way Alberta Northwest Society**  
**Statement of Changes in Net Assets**

*For the year ended March 31, 2021*

	<i>Capital Reserve Fund</i>	<i>Invested in capital assets</i>	<i>Unrestricted Fund</i>	<i>Stabilization Fund</i>	<b>2021</b>	<b>2020</b>
<b>Net assets beginning of year</b>	<b>18,968</b>	<b>3,024</b>	<b>126,106</b>	<b>100,000</b>	<b>248,098</b>	333,863
<b>Deficiency of revenue over expenses</b>	-	-	(2,204)	-	(2,204)	(85,765)
	<b>18,968</b>	<b>3,024</b>	<b>123,902</b>	<b>100,000</b>	<b>245,894</b>	248,098
<b>Amortization</b>	-	(605)	605	-	-	-
<b>Net assets, end of year</b>	<b>18,968</b>	<b>2,419</b>	<b>124,507</b>	<b>100,000</b>	<b>245,894</b>	248,098

*The accompanying notes are an integral part of these financial statements*

**United Way Alberta Northwest Society**  
**Statement of Cash Flows**  
*For the year ended March 31, 2021*

	2021	2020
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
Deficiency of revenue over expenses	(2,202)	(85,765)
Amortization	605	405
Change in portfolio investment value	3,368	(2,738)
	1,771	(88,098)
Changes in working capital accounts		
Accounts receivable	(44,620)	55,929
Prepaid expenses	7,703	(7,372)
Accounts payable and accruals	49,701	2,277
Emergency community support fund	18,055	-
Directed contributions	(19,510)	(10,797)
Community allocations payable	92,745	(198,999)
	105,845	(247,060)
<b>Investing</b>		
Purchase of investments	(6,000)	-
Portfolio investment redemption	31,824	-
Purchase of portfolio investment	(31,824)	-
	(6,000)	-
<b>Increase (decrease) in cash resources</b>	99,845	(247,060)
<b>Cash resources, beginning of year</b>	286,128	533,188
<b>Cash resources, end of year</b>	385,973	286,128
<b>Cash resources are composed of:</b>		
Cash	130,976	56,764
Restricted cash	124,055	100,000
Short term investments	130,942	129,364
	385,973	286,128

*The accompanying notes are an integral part of these financial statements*

# United Way Alberta Northwest Society

## Notes to the Financial Statements

For the year ended March 31, 2021

### 1. Incorporation and nature of the organization

United Way Alberta Northwest Society (the "Society") was incorporated under the authority of the Societies Act and is a registered charity and thus is exempt from income taxes under section 149 (1)(f) of the Income Tax Act ("the Act").

The Society was formed to unite diverse elements of Northwest Alberta in a network of contributors, providers, and users of services to improve the quality of human care services.

#### **Impact on operations of COVID-19 (coronavirus)**

In early March 2020 the impact of the global outbreak of COVID-19 (coronavirus) began to have a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

The Society's operations were impacted by COVID-19 due to reduced donor dollars. The impact of COVID-19 has been significantly offset by the available Government programs for which the Society was eligible. The Society has received the Temporary Wage Subsidy, Canada Emergency Wage Subsidy and emergency community support fund from the Federal Government during the year.

At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Society as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. While the extent of the impact is unknown, we anticipate this outbreak may cause reduced donor dollars and increased government regulations, all of which may negatively impact the Society's business and financial condition.

### 2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations set out in Part III of the CPA Canada Handbook - Accounting, as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

#### **Cash and cash equivalents**

Cash and cash equivalents include balances with banks and short-term investments with maturities of three months or less, or with a cashable feature. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

#### **Portfolio investments**

Portfolio investments with prices quoted in an active market are measured at fair value while those not quoted in an active market are measured at amortized cost less impairment. Changes in fair value are recorded immediately in the deficiency of revenue or expenses.

#### **Capital assets**

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives.

	Rate
Furniture and fixtures	20 %
Leasehold improvements	20 %



**2. Significant accounting policies** *(Continued from previous page)*

***Long-lived assets***

Long-lived assets consist of capital assets. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies.

When the Society determines that a long-lived asset no longer has any long-term service potential to the organization, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations. Write-downs are not reversed.

***Government assistance***

Claims for assistance under various government grant programs are recorded as grant revenue in the year in which the eligible expenditures are incurred.

***Measurement uncertainty***

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenue and expenses in the periods in which they become known.

***Revenue recognition***

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Unrestricted investment income is recognized as revenue when earned.

Government funding and contributions from other entities are recognized as revenue in accordance with the time period specified by the contributor. Revenue from services performed are recognized as revenue in the time period in which the services have been performed.

Pledges, donations and fundraising are recognized as revenue when the amount to be received can be reasonably estimated and ultimate collection is reasonably assured.

# United Way Alberta Northwest Society

## Notes to the Financial Statements

For the year ended March 31, 2021

### 2. Significant accounting policies (Continued from previous page)

#### Allocation of expenses

The Society engages in fundraising and programming programs. The costs of each program include the costs of general expenses and other expenses that are directly related to providing the program. The Society also incurs a number of general support expenses that are common to the administration of the Society and each of its programs.

Both the fundraising and programming programs include the use of the same functions to further the work of the Society. Each program is allocated expenses based in a predetermined allocation.

The Society allocates certain of its general support expenses by identifying the appropriate basis of allocating each component expense, and applies that basis based on the following percentages

	Fundraising (Note 19)	Programming (Note 18)
Advertising and promotions	70%	30%
Amortization	50%	50%
Bookkeeping	45%	55%
Education and subscriptions	30%	70%
Executive Director	25%	75%
Insurance	50%	50%
Interest and bank charges	-	100%
Meetings	50%	50%
Office	50%	50%
Professional fees	50%	50%
Promotional materials	100%	-
Rent and common area	50%	50%
Resource development	90%	10%
Sponsorship	-	100%
Telephone	50%	50%
Travel	50%	50%
Wages - other administrative	60%	40%

#### Contributed materials and services

Contributions of materials and services are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the materials and services are used in the normal course of the Society's operations and would otherwise have been purchased. Because of the difficulty of determining their fair value, contributed services and materials are not recognized in the financial statements.

#### Financial instruments

The Society recognizes its financial instruments when the Society becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management. Financial assets and liabilities originated and issued in all other related party transactions are initially measured at their carrying or exchange amount in accordance with Section 3840 *Related Party Transactions* (refer to Note 14).

At initial recognition, the Society may irrevocably elect to subsequently measure any financial instrument at fair value. The Society has made no such an election during the year.

The Society subsequently measures investments in equity instruments quoted in an active market at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Society's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the deficiency of revenue over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

# United Way Alberta Northwest Society

## Notes to the Financial Statements

For the year ended March 31, 2021

### 2. Significant accounting policies (Continued from previous page)

#### Financial asset impairment

The Society assesses impairment of all of its financial assets measured at cost or amortized cost. The Society groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Society determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Society reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year deficiency of revenue over expenses.

The Society reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the deficiency of revenue and expenses in the year the reversal occurs.

### 3. Accounts receivable

	2021	2020
Trade accounts receivable	89	-
Goods and Service Tax receivable	2,068	508
Pledges receivable	68,030	63,994
Other United Way Agencies receivable	68,749	87,809
Special Project - 50/50	47,400	-
	<b>186,336</b>	<b>152,311</b>
Allowance for doubtful accounts	<b>(27,356)</b>	<b>(37,951)</b>
	<b>158,980</b>	<b>114,360</b>

During the year, the Society wrote off uncollectable pledges from the fiscal 2020 year of \$13,848 (fiscal 2019 - \$19,743).

### 4. Short term investments

Short term investments are comprised of cashable guaranteed investment certificates totalling \$236,942 (2020 - \$229,364), that accrue interest at between 0.10% and 0.15% and mature between August 2021 and November 2021 (2020 - 1.68% and matured August 2020). \$100,000 has been internally restricted for the stabilization fund and \$6,000 has been externally restricted by RBC for the credit limit of \$6,000.

### 5. Restricted cash

Included in short-term investments is \$100,000 that has been internally restricted for the stabilization fund and \$6,000 is restricted as security on a VISA credit card. The remaining balance of \$18,055 is restricted for deferred contributions.

**United Way Alberta Northwest Society**  
**Notes to the Financial Statements**  
*For the year ended March 31, 2021*

**6. Portfolio investments**

	<b>2021</b>	<b>2020</b>
Portfolio investments	<b>126,867</b>	124,237
Current portion of portfolio investments	-	(31,220)
	<b>126,867</b>	93,017

Portfolio investments are comprised of marketable securities measured at amortized cost. They accrue interest between 1.33% and 2.30% (2020 - 2.03% and 2.30%) and mature at various dates between July 2022 and February 2025 (2020 - February 2021 and February 2024).

**7. Capital assets**

	<b>Cost</b>	<b>Accumulated amortization</b>	<b>2021 Net book value</b>	<b>2020 Net book value</b>
Furniture and fixtures	<b>49,087</b>	<b>46,668</b>	<b>2,419</b>	3,024

**8. Bank indebtedness**

The Society has RBC credit cards with an aggregate authorized limit of \$6,000 (2020 - \$nil) of which \$810 (2020 - \$nil) was drawn at March 31, 2021 and is included in accounts payable and accruals. This is secured by short term investments.

**9. Deferred contributions**

	<b>Emergency community support fund</b>	<b>Seniors response fund</b>	<b>2021</b>	<b>2020</b>
Amount received during the year	<b>651,645</b>	<b>46,386</b>	<b>698,031</b>	-
Less: Amount recognized as revenue during the year	<b>(633,590)</b>	<b>(46,386)</b>	<b>(679,976)</b>	-
	<b>18,055</b>	-	<b>18,055</b>	-

**10. Community allocations payable**

Community allocations payable consists of the planned annual allocation of unrestricted funds to community agencies. The budget for this allocation is planned and approved by the board of directors of the Society and payable in quarterly installments in the subsequent year.

	<b>2021</b>	<b>2020</b>
Balance beginning of year	<b>226,067</b>	425,066
Allocations approved	<b>321,562</b>	232,727
Allocations paid out	<b>(228,817)</b>	(431,726)
	<b>318,812</b>	226,067

Community allocations expensed in the period are the board approved budget allocations for the subsequent year, changes to the previous year's budgeted allocations, and one-time project grants approved by the board throughout the period.

During the year, \$9,213 (2020 - \$8,375) was not paid out due to non-compliance with the allocation agreement terms or returned funding and was recovered from prior year allocations paid.

# United Way Alberta Northwest Society

## Notes to the Financial Statements

For the year ended March 31, 2021

### 11. Directed contributions

Directed contributions consists of pledges and donations that are designated by the donor for specific purposes and will be recognized as revenue in the period in which the related expenditures are incurred. The balances are in accounts receivable as at year end.

	2021	2020
Balance, beginning of year	42,848	53,645
Net directed donations received/ receivable	22,546	34,813
Directed donations paid out/ payable	(42,056)	(45,610)
	<b>23,338</b>	<b>42,848</b>

### 12. Capital reserve fund

The capital reserve fund consists of resources set aside to provide funding for the purchase of capital assets and technical support.

### 13. Stabilization fund

The stabilization fund consists of resources set aside to provide funding for agencies in the future if there is a shortfall in campaign contributions, or if a community agency is requiring emergency funds. The fund cannot exceed six months of budgeted community allocations to a maximum of \$100,000.

### 14. Related party transactions

Included in donations and fundraising reported in the statement of operations are donations of \$15,035 (2020 - \$9,484) from the board of directors.

### 15. Commitments

The Society has entered into a lease agreement with estimated minimum annual payments as follows:

2022	10,692
2023	9,801
	<b>20,493</b>

### 16. Government assistance

During the year the Society has recognized \$72,566 in Canada Emergency Wage Subsidy ("CEWS") and Temporary Wage Subsidy ("TWS") as other grant revenue. CEWS and TWS was introduced in response to the COVID-19 (a.k.a coronavirus) pandemic, provide eligible employers with a subsidy to cover a portion of wage costs paid to eligible employees during prescribed claim periods. There are no unfulfilled conditions related to amounts recognized. However, amounts claimed under these programs are subject to validation and detailed verification by the Federal Government.

### 17. Financial instruments

The Society, as part of its operations, carries a number of financial instruments. It is management's opinion that the Society is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

#### Credit concentration

As at March 31, 2021, Two customers (2020 - One) accounted for 34% (2020 - 16%) of the accounts receivable. The Society believes that there is no unusual exposure associated with the collection of these receivables. The Society performs regular credit assessments of its customers and provides allowances for potentially uncollectible accounts receivable.

**United Way Alberta Northwest Society**  
**Notes to the Financial Statements**

*For the year ended March 31, 2021*

**18. Programming expenses**

	<b>2021</b>	<b>2020</b>
Advertising	198	1,663
Amortization	302	202
Bank charges and interest	3,400	3,175
Insurance	2,659	2,849
Membership fees	2,254	3,644
Office rent	2,558	2,654
Office	11,322	12,493
Professional fees	7,411	10,963
Promotional materials	63	63
Salaries and benefits	105,941	87,003
Sponsorship	-	2,623
Telephone	1,057	894
Training and education	391	237
Travel	1,050	1,554
	<b>138,606</b>	<b>130,017</b>

**19. Fundraising expenses**

	<b>2021</b>	<b>2020</b>
Advertising	493	3,881
Amortization	302	202
Insurance	2,659	2,779
Membership fees	2,254	3,644
Office rent	2,558	2,654
Office	7,042	8,399
Professional fees	7,411	10,342
Promotional materials	1,529	451
Salaries and benefits	107,501	100,214
Telephone	1,319	894
Training and education	130	34
Travel	1,050	1,374
	<b>134,248</b>	<b>134,868</b>





# REQUEST FOR DECISION

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SUBJECT:	<b>Canadian Strategy Group (CSG) Rail Advocacy</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 13, 2022	CAO: SW	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: MH
STRATEGIC PLAN:	Economy	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

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

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## BACKGROUND/PROPOSAL:

Poor railway service is having a negative impact on communities throughout rural Alberta. Our most important industries, including energy, agriculture, and forestry, are suffering from unreliable service. This undermines competitiveness, tarnishes our reputation as a reliable supplier, and harms local jobs. While Canada's railway duopoly continues to make record profits, they are failing to invest those profits back into the people and infrastructure to fulfill their service obligations.

The Canadian Strategy Group (CSG) is seeking advocacy and financial support from municipal partners to execute the strategy and stand up for communities and industries. The budget to execute the strategy is \$35,000 over 4 months. The CSG is anticipating the cost for municipal partners to join the initiative is between \$2000 - \$4000.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Greenview will be supporting our rural communities by advocating and supporting the CSG in their efforts.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

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

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FINANCIAL IMPLICATION:

**Direct Costs: \$2000.00**

**Ongoing / Future Costs: N/A**

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

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**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will advise the CSG of Council's decision.

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ATTACHMENT(S):

- Railway Advocacy Letter
- CSG Proposal Rail Coalition



1300 - 10707 100 Ave NW  
Edmonton, AB | T5J 3M1

albertaforestproducts.ca  
780.452.2841

November 12, 2022

Re: Railway Advocacy

### *The Issue*

Poor railway service is having a negative impact on communities throughout rural Alberta. Our most important industries, including energy, agriculture, and forestry, are suffering from unreliable service. This undermines competitiveness, tarnishes our reputation as a reliable **supplier, and harms local jobs. While Canada's railway duopoly** continues to make record profits, they are failing to invest those profits back into the people and infrastructure to fulfill their service obligations.

### *Our Approach*

The Alberta Forest Products Association has begun a co-operative process with our municipal partners to lobby at the federal and provincial levels, and with railways themselves, for better service. Canadian Strategy Group (CSG) has put together a thorough and detailed lobbying strategy. Please find the strategy attached.



1300 - 10707 100 Ave NW  
Edmonton, AB | T5J 3M1

albertaforestproducts.ca  
780.452.2841

### *What We are Seeking*

We are seeking both advocacy and financial support from our municipal partners to execute the strategy and stand up for our communities and industries. The budget from CSG to execute the strategy is \$35,000 over 4 months. AFPA is prepared to contribute \$15,000 of this budget. We anticipate the cost for municipal partners to join this initiative would be \$2,000 - \$4,000 depending on how many are able to commit resources.

### *How to Join*

Mayor Jackie Clayton of Grande Prairie has generously agreed to act as a liaison to municipal partners and spearhead our efforts. Please direct questions or confirmation of your support to her or to Brock Mulligan at 780-239-6890.

Thank you for your consideration of our request. As always, municipal partners are invaluable supporters and allies for our industry, and we value and appreciate the work you do everyday. Thank you for your dedication to our communities!

Sincerely,

A handwritten signature in black ink that reads "Brock Mulligan". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Brock Mulligan  
Senior Vice-President



# Proposal

## Government Relations and Communications in Alberta

### Alberta Rail Advocacy Coalition



## Introduction

### Background and Opportunity

Alberta's economy faces many challenges. From labour shortages, investment shortfalls, supply chain issues and inflationary pressures, many are global problems being felt at a local level. Other threats to economic activity in the province are entirely made-in-Canada issues. For too many in the province, this includes a rail duopoly failing to meet service obligations while using their market control to drive up prices, under-invest in infrastructure and servicing (especially in the winter months), and undersupplying contracted rail cars while still auctioning them to the highest bidder.

These realities have knock-on effects throughout the entire country. Not only do local producers and exporters suffer, but it impacts our international reputation – Alberta's rail lines are simply not conducive to doing business in a globalized world. This is not an issue that effects only one community, or one sector. It hurts the province's small, midsized, and large municipalities equally, and Alberta's agricultural, petrochemical, oil and gas, forestry, mining, manufacturing and even service industries are hurt by these high prices and unpredictable services. As the entire world learned during the COVID-19 pandemic, supply chains are fragile, and once disrupted can take years to fix.

Because of the structure and nature of the rail industry in Canada and Alberta – primarily legislation and regulation of the industry – there is a role for the governments of Alberta and Canada to address this major threat to the provincial economy. It is time to leverage the power the Government of Alberta (GoA) has over the industry players. To do this, and influence other, key players, a coalition of municipalities and industry has developed to solve this problem.

Canadian Strategy Group (CSG) believes there is an opportunity to grow this coalition and get real success for the coalition partners and the entire province. With a vast amount of experience in government relations – including leadership formerly employed by a rail service provider – CSG has the contacts, experience, and success needed to undertake this project.

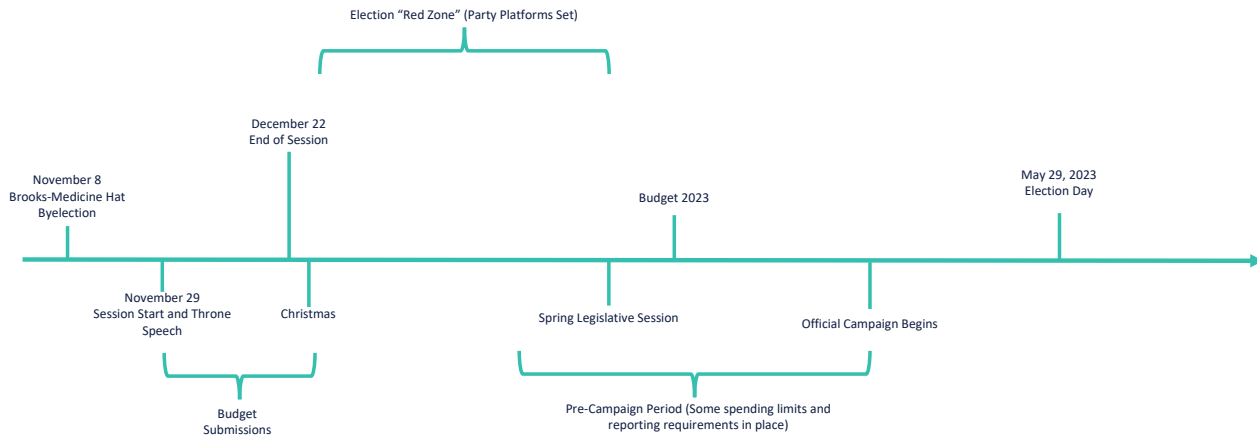
### Political Context

At the highest level, politics in Alberta is right now determined by the calendar. It is a sprint to the election next spring, to be held no later than May 29, 2023. So far, despite some current rumours of a legislative change to push that date further down the road, the Premier has promised she will adhere to the fixed election date legislation. Between now and then will be the fall legislative session, which begins on November 29, and is slated to run until mid- to late-December. Within that timeframe will be initial budget submissions, and the release of ministerial mandate letters.

The new year will see the finalization of party platforms, another legislative session, and finally the budget, which will be as much campaign document as it is financial plans and statements.

Throughout this entire time, the GoA will have to thread the needle between governance and politics, and, more correctly, showing good, effective, and popular governance in a way that maximizes political advantage.





The political context with regards to rail, transportation, and associated elements is favourable to change. The Smith government, like the previous Kenney one, is showing strong interest in the importance of transportation, logistics, redundant and protected supply chains, and economic corridors to Alberta's economy. The Kenney Government, under MLA Shane Getson, had instituted an economic corridors task force, which envisioned the institution of inland port authority-like governance structures overseeing key transportation corridors throughout the province. While the final report by this task force did not result in any legislative, regulatory, or budgetary action, MLA Getson has now been named the Parliamentary Secretary for Economic Corridors by Premier Smith. Minister Devin Dreeshan doesn't only oversee Transportation now, Economic Corridors has also been added to that portfolio. And, Premier Smith has just last week written a letter to her provincial counterparts in Saskatchewan and Manitoba seeking discussions on an economic corridor to Churchill, Manitoba. This is a Premier and Government ready to talk about the importance of transportation and corridors to the provincial economy.

At the federal level, the politics appears much more stable. The Liberal-NDP supply agreement ensures that the minority will likely run out its mandate. While the recent fall economic statement used rhetoric to the contrary, it appears that the federal government will continue a relatively high-level of spending, and continue to see climate change and environmental policy as its number one focus.

## Rationale on why a coalition approach

**Strength in Numbers:** Taking the lead in working with coalition partners on a set of agreed upon shared issue(s) bring synergies and efficiencies to this effort. This is an engagement effort that encompasses government relations aspects to it that is strengthened by stakeholder and community relations and public relations efforts. It is important that this is a municipal-led initiative, as this will prevent the coalition from being painted as an intra-industry fight about money and profits. CSG can provide counsel and serve in a Secretariat role to facilitate this phase while providing counsel on growing and securing the coalition.

Benefits of a coalition approach:

- A coalition allows for multiple angles of approaches to advocacy.
- A campaign driven by multiple partners can bring a perception of legitimacy
- Demonstrate to key policy decision-makers how industry can collaboratively come together on shared issues for the benefit of patients
- A coalition approach dissuades from individual punitive actions against one sector or region by the two class-one railways in Canada.





## Our Recommended Approach

Because of the timeline, the political context favourable to economic development and transportation and economic corridors, a multi-pronged, multi-phase approach to advocacy is suggested. Because the issue of rail access often pits one industry against another in the struggle for access to rail service, any approach taken must be cross-sectoral and highly cognizant of the need to ensure a united front, and rigid message discipline to ensure the coalition appears strong and united.

### Identify Objectives and Goals

At this point, there are four overarching objectives of this coalition:

1. Have the Government of Canada compel railway companies to publish car fulfillment statistics on a weekly basis and consider establishing cross-sectoral service requirements for railways to meet;
2. Have the railway companies develop a detailed winter railroading strategy that seeks to maintain service levels throughout the winter months;
3. Obtain a legislative ban on the practice of auctioning railway cars; and
4. Increase the investment in infrastructure, rolling stock, and human resources with the objective of reducing times of unsatisfactory service.

In addition to these primary goals, there are secondary goals which will contribute to the achievement of the overall objectives:

1. Increase the awareness of the rail service issues amongst the general public and key government stakeholders;
2. Grow the coalition, including the possibility of growing amongst Saskatchewan municipalities and industry stakeholders;
3. Ensure awareness in the public and government spheres that the rail level of service agreement obligations are not being met by the class-one railways; and
4. Develop a network of advocates, especially largescale entities like the GoA, that can advocate on behalf of the coalition and its stakeholders.

### Develop the Plan

CSG will work with the coalition to develop a fulsome government relations and communications plan that combine to create a strategic advocacy plan. This will include a kickoff strategic planning session, a developed advocacy plan, communications framework with key messages, a unique value proposition, and narrative, and weekly (or whatever cadence preferred by the client) progress reports and check-in meetings.

### Execute

The execution of this plan requires a multi-phase, multi-pronged approach to advocacy. For government relations, this means a plan that is phased in conjunction with the electoral cycle in Alberta, and in communications, one that is developed in conjunction with the government relations plan, but cognizant of other factors to maximize the ability to gain earned media, and maximum attention to placed op-eds, as two examples. CSG is able to aid the coalition in guiding and executing the government relations, advocacy, and communications plans.

Below is very preliminary example of the work plan that illustrates how government relations and communications, and public relations activities will complement one another. However, we would like to emphasize the first step is in the plan development with the leading municipalities and coalition members.



Phase	Anticipated Dates	Key Objectives	GR Activity	Communications Activity	Stakeholder Activity
One	November 15, 2022–December 22, 2022	<ul style="list-style-type: none"> <li>Grow coalition</li> <li>Socialize Message with GoA</li> <li>Finalize communications framework and planning</li> </ul>	<ul style="list-style-type: none"> <li>Meetings with GoC elected and un-elected</li> <li>Book meetings with key elected GoA</li> <li>Booking meetings with key un-elected GoA</li> <li>Planted Question Period and Member Statements</li> </ul>	<ul style="list-style-type: none"> <li>Op-eds</li> <li>Community tour (earned media)</li> <li>Coalition name in place</li> </ul>	<ul style="list-style-type: none"> <li>Meetings with railway company prime shareholders</li> <li>Begin outreach to industry and other municipalities to grow coalition</li> </ul>
Two	January 1, 2023–February 28, 2023	<ul style="list-style-type: none"> <li>GoA is advocating to federal government on key asks</li> <li>Key asks are socialized with GoC</li> <li>Earned media communications plan underway</li> </ul>	<ul style="list-style-type: none"> <li>Meetings with GoA elected and un-elected</li> <li>Meetings with GoC elected and un-elected</li> <li>Planted Question Period and Member Statements</li> </ul>	<ul style="list-style-type: none"> <li>Op-eds</li> <li>Position paper/study</li> <li>Community tour (earned media)</li> <li>Social media strategy underway</li> <li>Letter writing campaign from councillors, businesses, and other influencers in member municipalities to MLAs</li> </ul>	<ul style="list-style-type: none"> <li>Meetings with railway company prime shareholders</li> <li>Meetings with railway company board members</li> <li>Meetings with Chambers of Commerce</li> <li>Meetings with industry groups</li> <li>Meet with or partner with think tank to produce second paper (also for earned media)</li> </ul>
Three	March 1–March 31 2023	<ul style="list-style-type: none"> <li>GoC is committed to asks</li> <li>GoA is continuing advocacy</li> <li>Issue is discussed in election context</li> </ul>	<ul style="list-style-type: none"> <li>Meetings with GoA elected and un-elected</li> <li>Meetings with GoC elected and un-elected</li> <li>Meetings with provincial candidates</li> <li>Planted Question Period and Member Statements</li> </ul>	<ul style="list-style-type: none"> <li>Explore a targeted paid social media campaign (would require registering as a third-party advertiser)</li> <li>Letter writing campaign from councillors, businesses, and other influencers in</li> </ul>	<ul style="list-style-type: none"> <li>Meetings with railway company board members</li> <li>Meetings with Chambers of Commerce</li> <li>Meetings with industry groups</li> </ul>



Phase	Anticipated Dates	Key Objectives	GR Activity	Communications Activity	Stakeholder Activity
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member  
municipalities  
to MLAs and  
MPs

### Communications

Developing a brand, unique value proposition, narrative and key messages will be the key communications objectives in phase one. Possible names must be unifying and clear, such as the Alberta Rail Coalition, the Western Canadian Economic Corridor Coalition, or the Municipal Rail Action Group.

Once a preliminary communications framework is established, and as the coalition gains traction with government and the public, it will be important to assess impact and determine how efforts may need to pivot or escalate. Potential activities in would then include:

- Continue seeking earned media coverage when opportunities arise, or as opportunities are created.
- Continue seeking op-eds and broaden this effort to national media and/or strategically targeted media to align with trade missions.
- Consider a paid advertising advocacy campaign(s).

CSG has a track record of success in earned media, especially in relations to public policy and media relations. We have a near 100 per cent op-ed placement rate, and have media contacts not only amongst the main provincial outlets, but local and national media.

An important messaging consideration is to appeal to CN and CP's public image. As they are holding resources and municipal economies hostage, this approach to messaging can put them on the defensive and harm their corporate image.

When engaging with the class-one railways, key messaging conveying the reality that they are not meeting their obligations under the rail level of service agreements under the Canadian Transportation Agency is important.

### Government Relations

CSG recommends an approach to government relations that focuses on those who are best equipped to carry the message, and those most affected, whether in their communities or portfolios. Government relations is about finding alignment and offering governments a political or policy win. Being seen to be going to bat against a federally regulated industry, for local producers and the Alberta economy, will be seen favourably by this government.

In addition to the names listed below, their chiefs of staff and deputy ministers should be engaged in any government relations plan:

- Federal Government
  - Calgary Skyview MP George Chahal
  - Edmonton Centre MP Randy Boissonnault
  - Director General Prairies Economic Development Canada Doug Zolinsky
  - ADM Alberta Region Prairies Economic Development Canada Michele Evans
  - Minister of Transportation Omar Alghabra
  - Transport Canada Region Director General Prairie and Northern Region Shari Currie
  - Deputy Minister of Transport Canada Michael Keenan
  - Federation of Canadian Municipalities
  - Transportation Safety Board of Canada Chair Kathleen Fox



- Canadian Transportation Agency Chair and CEO France Pegeot
- Conservative Party of Canada Alberta Caucus
- Provincial Government
  - Hon. Nathan Neudorf – Deputy Premier and Minister of Infrastructure
  - Hon. Travis Toews – President of the Treasury Board and Minister of Finance
  - Hon. Brian Jean- Minister of Jobs, Economy and Northern Development
  - Hon. Pete Guthrie – Minister of Energy
  - Hon. Matt Jones – Minister of Affordability and Utilities
  - Hon. Rebecca Schulz – Minister of Municipal Affairs
  - Hon. Devin Dreesehen – Minister of Transportation and Economic Corridors
  - Hon. Nate Horner – Minister of Agriculture and Irrigation
  - Hon. Rajan Sawhney – Minister of Trade, Immigration and Multiculturalism
  - Hon. Rick Wilson – Minister of Indigenous Relations
  - MLA Shane Getson – Parliamentary Secretary for Economic Corridors
  - MLA Glenn van Dijken – Parliamentary Secretary for Agrifood Development
  - MLA Martin Long – Parliamentary Secretary for Small Business
  - MLA Garth Rowsell – Chair, Alberta First Cabinet Policy Committee
  - MLA Jason Nixon – Chair, Economy and Affordability Cabinet Policy Committee
- Members of the Legislature
  - MLAs who represent communities that have rail lines as significant economic drivers
- Municipalities
  - Can be both advocates and members of the coalition
  - RMA
  - AM

#### Stakeholder Relations

Third party stakeholders can influence the GoA, influence the railway companies, and influence the GoC if they are armed with strong messaging and arguments and a unique value proposition and narrative. By creating a network of advocates, the message is reinforced. While this list will inevitably grow, there are a number of tracks in which the coalition can take their case to force railway companies and the GoC to address the issues being raised by the coalition:

- CN and CP Key Canadian Shareholders (Economic and investment argument will be especially strong)
  - RBC – 2.5 per cent stake in CN, 3.24 per cent stake in CN
  - TD Asset Management – 2.25 per cent stake in CN
- Board Members of railway companies:
  - Isabelle Courville – Chair of CP Board
    - Keith Creel – President and CEO
    - Hon. John Baird – Director
    - Jill Denham – Director
    - Edward Hamberger – Director
    - Matthew Paull – Director
    - Jane Peverett – Director
    - Andrea Robertson – Director
    - Gordon Trafton – Director
  - Shauneen Bruder – Chair of CN Board
    - Tracy Robinson – President and CEO
    - Jo-ann dePass Olsovsky – Director
    - David Freeman – Director
    - Denise Gray – Director



- Justin M. Howell – Director
- Susan C. Jones – Director
- Robert Knight – Director
- Michel Letellier – Director
- Hon. Kevin G. Lynch – Director
- Margaret A. McKenzie – Director
- Robert L. Phillips – Director

## Budget

To provide cost certainty for clients, our fee structure is a fixed monthly fee, inclusive of all services, except for pre-approved travel. It is billed at the beginning of each month. Furthermore, rather than bill small disbursements such as mileage, phone calls, parking, hosting and couriers, our firm adds a 3% administrative fee to our monthly rate to cover these disbursements and ensure project budget certainty.

It is our preference to earn a long-term relationship with our clients rather than to lock them in upfront. As a result, we would suggest an initial four-month contract. At the end of the four months, the contract would become month-to-month, cancellable on 30 days' notice. The six-month initial term is reflective of what we believe would be a reasonable time to measure our value against objectives.

We have outlined what an engagement between the coalition and CSG would entail below.

### Project Budget

A government relations and communications engagement would include the guiding of the coalition's public relations strategy and public engagement, and include the following:

- Government relations and communications frameworks
- Detailed contact plan
- Regular check-in calls
- Ongoing strategic support
- Strategy sessions
- Development and writing of public communications pieces

**\$8,750.00**  
Monthly Fee

### Proposed Term

Four (4) months (December 1, 2022 – March 31, 2023), and month-to-month thereafter.

### Conflicts of Interest

CSG confirms that we have no actual or potential conflicts of interest involving our proposed service team members, including subcontractors.

### Terms and Conditions

CSG bills all travel at economy class rates if less than five hours in transit to clients at cost. Additional variable costs passed directly onto the client include supplies as well as meals, accommodation and incidentals during client-related travel. Original documents and receipts provided to client upon request.







## Your CSG Team



### Cathy Chichak | Partner

Before joining CSG, Cathy served as founder and principal of Crown Strategic Consulting Inc., an Alberta-based public affairs firm for domestic, national, and international clients.

With more than 30 years of experience in the public, private, and non-profit sectors, Cathy is a veteran strategist and proven winner. She has helped shape and influence more than \$500 million in private and public investments in Western Canada throughout her career.

She is widely respected for advising elected officials and administrations, as well as helping corporate and non-profit boards, chief executives, and business leaders sustain and grow their operations.

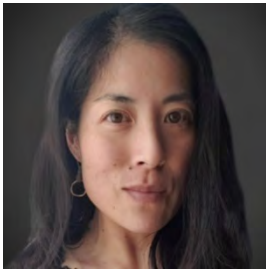
Cathy skillfully navigates political, policy and regulatory environments while fostering and maintaining stable, critical relationships through periods of unpredictable political, social, and economic change.

She has two decades of experience working inside the Alberta Legislature as a political advisor to cabinet ministers and premiers, followed by several years serving as Vice President of Corporate Relations, Marketing, and Agriculture with Edmonton Northlands.

In 2017, she founded Crown Strategic Consulting to put her experience to work across multiple sectors, including municipal governance and administration, transportation, infrastructure, health and life sciences, innovation, and economic development.

Cathy has been involved with many community organizations, including the Glenrose Rehabilitation Hospital Foundation, Make Something Edmonton, the United Way Cabinet, as well as the Government Relations Committee for the Edmonton Chamber of Commerce. She currently sits as a board member for Claystone Waste, and the Compassion House Foundation. She formerly sat on the boards of the River Valley Alliance and the Edmonton Police Foundation.

In 2020, Scotiabank nominated Cathy for the Woman Entrepreneur Award sponsored by the Alberta Chamber of Commerce Business Awards of Distinction.



### Alana Yim | Chief Communications Officer

With her 25 years of experience, Alana inspires confidence through her calm and professional attitude, and delivers seamlessly with high quality. Specializing in strategic communications planning, stakeholder engagement, issues management, and brand and reputation management at provincial and national levels, Alana has an impressive portfolio of clients and projects that span the sectors of oil and gas, energy, recycling and waste management, industry development, post-secondary education, agriculture, science, innovation and technology, and government.

Alana's knowledge and experience in the industry development sector working with companies, industry associations, and the Indigenous communities throughout Alberta result in valuable synergies and insights for clients, particularly in Alberta's Industrial Heartland, Edmonton Metro Region, and the Lower Athabasca region.



Her issues management portfolio includes crisis communications and media relations, with some of Alberta's most notable natural disasters, livestock pandemic viral outbreaks, train derailment incidents, industrial incidents, and labour disputes.

In more recent years, she has worked with numerous provincial government departments, municipalities, and government-funded organizations, leading various communications initiatives that have encompassed stakeholder engagement, issues and crisis management, media relations, social media, advertising, public affairs campaigns, branding and reputation management, and creative and multi-media production.

Prior to joining forces with CSG, she was the principal of Woodbridge Communications Inc., a successful Alberta-based full-service firm she founded in in 2002. Before that, she began her career at a renowned international public affairs agency.



### **Brent Kossey | Vice President Government Relations, Alberta**

Brent has extensive knowledge and experience working with governments of all levels across Western Canada. Prior to joining CSG, Brent worked with a national public relations firm heavily involved with clients in the energy, innovation, agriculture, transportation, and consumer sectors. He was also instrumental in the development and delivery of media training for clients.

Before that, Brent was the Senior Manager of Government and Stakeholder Relations for CN Rail in Western Canada, where he worked with four provincial, one territorial, and over 300 municipal governments. His role included spearheading crisis management in the region for such time-sensitive challenges as derailments, safety incidents, and labour disputes.

Brent also has experience working for the Alberta Government as Chief of Staff to the Ministers of Transportation, Infrastructure, Tourism Parks Recreation and Culture, and a ministerial assistant to the Minister of Agriculture.

He is active in his community and was president of the Edmonton Montrose Community League for five years. He is currently a member of the Edmonton Highlands Historical Society.

Originally from Northeastern Alberta, Brent holds a bachelor of arts (BA) degree in History and Political Studies from Augustana University and a diploma in cultural resource management (CRM) from the University of Victoria.



### **Sally Houser | Senior Manager, Public Affairs**

Sally is a strategic communications and issue management specialist. For more than a decade, she has worked across Canada, both in the public and private sectors, providing high-level communications and public relations advice to senior leadership. Prior to joining CSG, Sally served as Chief of Staff for the Official Opposition of Saskatchewan, Deputy Director of Communications for the Government of Manitoba, and as a press secretary for NDP leaders Rachel Notley and Jack Layton.

In the private sector, Sally has provided her expertise to senior leadership in the oil and gas, renewable energy, tech, and cannabis sectors. She prides herself on providing clients with comprehensive approaches that incorporate communications,



stakeholder relations, activation campaigns, and government relations to achieve the highest levels of success. With her extensive contacts in the province, she is CSG's point person for British Columbia.

Born in B.C. and raised in Newfoundland, Sally began her political career early, working as a page in the House of Commons while studying political science at the University of Ottawa. After her studies, she worked as an assistant in the Office of the Attorney General of British Columbia before moving to London to work at The High Commission of Canada, where she first focused on immigration and then moved on to plan senior political visits.

Respected across party lines for her political insights, Sally is a frequent panelist on CBC's Power and Politics and has provided commentary for print and radio across the country.

Now calling Regina home, Sally takes great pride in her adoptive province and has sat on the Board of Directors for the Regina Chamber of Commerce and the Regina YMCA. She and her family are also involved in the local chapter of the Association of United Ukrainian Canadians and the Poltava school of Song, Music, and Dance.



### **Mathew Preston | Consultant**

Mathew has a strong working knowledge of politics and policy in Alberta. Prior to joining CSG, he was the Chief of Staff to provincial party leaders, campaign manager, and writer on public affairs. He brings a depth of knowledge and experience outside of politics, from farming to fighter planes. He's worked in Edmonton, Calgary, Ottawa, and Toronto. There are few communities in Alberta he hasn't visited in one capacity or another. Mathew has a passion for research and writing, and a dedication to understanding the world as it is.

He comes from a family active in their community. He was a volunteer firefighter for over ten years. Growing up, he was an active and avid 4H member. When needed, Mathew is always ready to help on the family farm in northeastern Alberta.

He holds a bachelor of arts (BA) degree in History and Political Science from MacEwan University, and a master of arts (MA) degree in Strategic Studies from the University of Calgary's Centre for Military, Strategic, and Security Studies.

## **About CSG**

Canadian Strategy Group (CSG) was founded in 2008 by Hal Danchilla and Michael Lohner. In 2021, they welcomed Cathy Chichak, one of Alberta's most respected strategic advisors.

Together, Hal, Michael, and Cathy have over a century's worth of experience working in and with governments at all levels. They lead a growing team with extensive private and public sector experience who provide a range of public affairs services out of our offices in Edmonton, Calgary, and Regina.

At CSG, we are strategists, communicators, advocates, and negotiators. We understand the complex needs of government and stakeholders, and work to bring the two together. Through our range of services, we determine the best path forward to secure a winning outcome for our clients. To drive decisions, change opinions, and frame the public conversation, you need experience and expertise on your side. CSG is unrivaled on both fronts.

We are Western Canada's public affairs company. From premiers' and ministers' offices to high-level positions in industry, our team has advised, managed, and shaped the issues that matter most in the region. No one can better



advance your organization's interests with policymakers and thought leaders with greater impact than CSG. Let us be your coaches and confidants with unmatched scope and expertise.

For more information on CSG, visit our [website](#).





# REQUEST FOR DECISION

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SUBJECT: **Town of Fox Creek Letter of Support for Safety Review of Highway 43**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: December 13, 2022 CAO: SW MANAGER:  
DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER: MH  
STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Alberta Traffic Safety Act

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

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

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## BACKGROUND/PROPOSAL:

At the Committee of the Whole meeting in September it was recommended that a letter of support be provided to the Town of Fox Creek (Town) for a safety review of Highway 43, adjacent to the town and to include acceleration and deceleration lanes on Highway 43 west of the Town.

*MOTION: 22.09.113 Moved by: COUNCILLOR RYAN RATZLAFF*

*That Committee of the Whole recommend that Council authorize Administration to provide the Town of Fox Creek with a letter of support for a safety review of highway 43 adjacent to the Town, and to include acceleration and deceleration lanes on highway 43 west of the town.*

A letter of support has been requested as the Town believes that it is a safety issue for the speed limit to be 110 km going through the Town while vehicles are slowing down and speeding up to entering or exiting the Town.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will support the Town of Fox Creek in their initiative to reduce the speed limit along the Town for the safety of all travellers within this 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 deny or amend the recommended motion.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

The follow up action will be to sign and send the letter if Council approves the recommended motion.

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**ATTACHMENT(S):**





# REQUEST FOR DECISION

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SUBJECT: **Board Appointments**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: December 13, 2022  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Culture, Social & Emergency Services

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: SW  
DIR:  
LEG:

MANAGER:  
PRESENTER: WH

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

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

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

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

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## BACKGROUND/PROPOSAL:

The Greenview Regional Multiplex Board Terms of Reference specifies that the board shall consist of 2 elected officials from Greenview, and 5 members at large. Currently we have 2 elected officials appointed, and 2 members at large. Filling this appointment will leave 2 vacancies.

Council has established a bylaw appointing five community members to the Grovedale Cemetery Committee as well as one Councillor. The Cemetery Committees run on three-year terms with this term ending October of 2025. Currently we have one Council member, and 3 community members. Filling this appointment will leave 1 vacancy.

The ASB board currently has 1 vacancy for a member at large. Filling this appointment will fulfil the member requirements of the board.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended actions is Greenview will be one member closer to filling these boards. Both applicants bring new skills and ideas to the boards they are applying for.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

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

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

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

---

ATTACHMENT(S):

- GRM Board Application
- Grovedale Cemetery Committee Application
- ASB Board Application



# APPLICATION

Appointment to a Municipal Board/Committee

Please Print

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

Greenview Regional Multiplex

Are you a resident of Greenview?

☒ Yes ☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes ☒ No

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

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

☒ Yes ☐ No

When did you first serve and what year did you last serve?



# APPLICATION

Appointment to a Municipal  
Board/Committee



Please Print

[Redacted Signature Area]

Applicant's Signature

Return completed form and all attachments to:

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

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Sent from my iPhone



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

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

GROVEDALE CEMETERY COMMITTEE

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

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

---

---

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

☐ Yes

☒ No

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

---

---

## Personal Resume

N  
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J



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

Please Print

[Redacted area for signature and date]

Applicant's Signature

Date of Application

Return completed form and all attachments to:

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

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MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

## Please Print

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

AG sirvis Bend

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

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

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

☐ Yes

☒ No

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

## Personal Resume

Name:

[Redacted Name]

[Redacted Address Line 1]

[Redacted Address Line 2]

[Redacted Address Line 3]

[Redacted Address Line 4]

[Redacted Address Line 5]

[Redacted Address Line 6]

[Redacted Address Line 7]



MD OF GREENVIEW

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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

[Redacted]

[Redacted]

Dec 2 2022

Applicant's Signature

Date of Application

Return completed form and all attachments to:

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

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# REQUEST FOR DECISION

---

SUBJECT:	<b>Canfor Road Stop Sign Location</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 13, 2022	CAO: SW	MANAGER: JF
DEPARTMENT:	INFRASTRUCTURE & ENGINEERING	DIR: RA	PRESENTER: RA
STRATEGIC PLAN:	Governance	LEG: SS	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

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

---

## BACKGROUND/PROPOSAL:

Councillor Dale Smith made a motion at the June 28, 2022, Regular Council meeting requesting a motion be brought forward directing Administration to explore changing the stop sign on the Forestry Trunk Road/Canfor Intersection.

At the July 12, 2022, Regular Council meeting, Council Dale Smith made the following motion:

*“That Council direct Administration to explore changing the stop sign on the FTR at the Canfor intersection.”*

Administration met with a representative of Canfor to discuss the stop sign at the intersection of the Forestry Trunk Road/Canfor Road. Canfor has safety concerns and is adamant on leaving the stop sign where it is as the Canfor Road receives more traffic and moving the stop sign may become a safety concern.

At the November 15, 2022, Committee of the Whole meeting Committee of the Whole received the presentation from Canfor and agreed to leave the stop sign where it is on the intersection of the Forestry Trunk Road and Canfor Road.

This RFD is for housekeeping purposes, to close the loop on the above-mentioned requests.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have the appropriate information to make an informed decision.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to relocate the stop sign onto the Forestry Trunk Road as opposed to the Canfor Road however, Administration does not recommend this because traffic counts are higher on the Canfor Road.

---

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 inform Canfor of Council's direction.

---

ATTACHMENT(S):

- None



# REQUEST FOR DECISION

---

SUBJECT: **Option to Pave – RG RD 21 & TWP RD 741 From HWY 43 to HWY 736**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: December 13, 2022 CAO: SW MANAGER:  
DEPARTMENT: CAO SERVICES DIR: PRESENTER:  
STRATEGIC PLAN: Economy LEG:

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

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

---

## BACKGROUND/PROPOSAL:

At the November 22, 2022, Regular Council Meeting, Councillor Burton made a notice of motion “That Council look at the paving of RG RD 21 and TWP RD 741 from HWY 43 to HWY 736.” Administration is bringing back the Notice of Motion for Councils approval before proceeding.

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

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Council can look into the options and costs of paving the suggested road and have conversations regarding why it may be or may not be an option at this time.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

---

## ALTERNATIVES CONSIDERED:

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

---

FINANCIAL IMPLICATION:

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

---

STAFFING IMPLICATION:

There will be staff time designated to looking into the options and costs behind the recommended motion if Council proceeds with the 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 take the necessary required actions if the Motion is passed by Council.

---

ATTACHMENT(S):





# Manager's Report

**Department:** CAO Services

**Submitted by:** Stacey Wabick, CAO

**Date:** 10/11/2022

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**Chief Administration Officer, Stacey Wabick**

CAO Services had two significant endeavours in November. The first was having the first formalized budget for 2023 presented to Council. During these discussions approximately \$154,000,000 for operating was discussed, which included amortization. \$87,000,000 of capital was reviewed, which included \$28,000,000 to be carried forward from 2022 to 2023. Overall Administration and Council worked together to reduce operating approximately \$9,700,000 and prioritized capital to address critical infrastructure needs throughout Greenview.

The second endeavour was the annual fall Rural Municipal Association conference in Edmonton. In conjunction with this, CAO Services took the opportunity to arrange Council – Minister meetings. At these meetings emphasis was placed on provincial transportation infrastructure deficits within Greenview, the continued implications of provincial downloading onto municipalities and related economic impacts and growing regional awareness and what Greenview has to offer for prospective business and jobs.

Greenview continued to inch closer to an agreement with the West Yellowhead Regional Waste Management Authority. CAO Services completed two meetings with the other member CAOs, and a final review is being completed. Once in place, this agreement will serve the waste need of the Hamlet of Grande Cache and area as a transfer station will ultimately be established and the area landfill enters the final stage of its service in its current form.

CAO Services had a busy month of communicating with Alberta Transportation on a local level. Preliminary discussion has continued about provincial highway 666 to understanding what the long-term plans are. As

well, discussions about the bridge on highway 747 continues to be an important topic. Resolutions at both locations are not achieved, and conversation will continue.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Department:** Community Services

**Submitted by:** Michelle Honeyman, Director Community Services

**Date:** 12/13/2022

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### **Director Community Services, Michelle Honeyman** **Community Services Report**

The Greenview Grant Framework continues to be developed in collaboration with FCSS. A meeting was held with department managers to review proposed grant streams and framework as the process continues to develop. A cost estimate request and scope of services was sent to 3 Grant Management vendors for a Greenview Grant Management Portal with a deadline is December 20, 2022.

Administration has received 21 grant applications from the first 2023 grant intake, totalling \$1,533,455.75 in operating and capital requests. Recommendations will be presented to Committee of the Whole in December for discussion and will be presented to Council in January for a decision. Please note some applicants are scheduled delegations at upcoming Committee of the Whole meetings.

A non-profit impacts and outcomes webinar was hosted by Greenview and facilitated by the Community Development Unit with the Province of Alberta on November 17, 2022. This was the first webinar hosted for non-profit organizations that included Greenview and surrounding communities. Two (2) individuals attended from the Grande Prairie Region, with 2 Greenview non-profit organizations unable to attend due to technical difficulties on their end. Despite the small group, the survey results were positive indicating that the content was relevant to their organization, and they are interested in attending future webinars on a variety of topics. The partnership with Greenview and the Community Development Unit will continue into 2023 as we work together on designing more opportunities for Greenview non-profit organizations to learn and grow.

The Community Services Coordinator met with following non-profit organizations:

- Valleyview Agricultural Society to review and explain Greenview's annual operating grant and capital grant processes and reporting expectations. There was a great conversation on potential upcoming projects, and I provided resources for new board members.
- Red Willow Lodge Seniors Club to assisted with completion of their annual report and learned about the wonderful opportunities they create for seniors who reside at the lodge.
- Grovedale Community Club and Agricultural Society to discuss daycare operations and connect them with Community Futures Grande Prairie for additional support.
- AA Grande Chance Groups in Grande Cache to ensure their weekly bookings of the Eagle's Nest Hall are consistent.
- Provided information to all the golf courses in Greenview on grant opportunities through Travel Alberta.

### **Agricultural Services Manager, Sheila Kaus**

Due to the extended season, the department was able to continue weed control efforts well into October. Notifications from Greenview ratepayers of several scentless chamomile infestations were addressed promptly, and the department made a note to contact the individual who called the infestation in to let them know it had been addressed. In addition to these efforts, Canada thistle infestations in municipal right of ways are being mapped. By October 28<sup>th</sup>, 1,405 Canada thistle infestation polygons along Greenview rights-of-way had been documented. This record will allow administration to direct staff to control these areas at the optimum time of control and provide a potential opportunity to work with landowners to spray from the land out into the right of way.

Agricultural Services has partnered with Agriculture and Agri-Food Canada (AAFC) to release a biocontrol agent for common toadflax in an area of overlapping jurisdictions that makes control of the infestation problematic. *Rhynosa pilosa*, a gall forming weevil approved for release in Canada since 2013, has not been released within the Peace Region of Alberta previously. The researchers hope to establish a population and reduce the common toadflax infestation while gaining important information on the adaptability and suitability of the agent to our northern, short-season climate. The department has continued auditing weed inspection data to direct winter communications with ratepayers with infestations. Of note, communications with the Public Lands at the Province revealed that biocontrol is something they would be interested in compensating Greenview for, should the department elect to use biocontrol to control infestations on vacant public lands. A meeting to discuss weed control in the Wilmore Wilderness area is booked for December 14<sup>th</sup> in Grande Prairie.

Agricultural Services addressed a storage issue within the Valleyview yard site. Small rental equipment had previously been stored on the cement pad outside the Agricultural Services shop. Working with Facilities, pallet racking was purchased and set up along the north wall of the shop. All small rental equipment is now stored inside, eliminating storage areas from the shop floor and cement pad outside. All rental equipment has been assessed for maintenance with a list having been compiled. This list will be provided to the Fleet Coordinator in the hopes of some of the maintenance issues being addressed as mechanic staff have time throughout the winter.

The Landcare Coordinator closed out the Agricultural Extension and Outreach program calendar for 2022 with the following events:

- Getting Into Horticulture Webinar Pt. 1 October 26 7-8:30pm
- Getting into Horticulture Pt. 2 November 8, 7-8:30pm
- Working Well/Septic Sense, Greenview Regional Multiplex, November 3, 2pm-8:30pm (supper included)
- Snaring Workshop, Agricultural Services Building, November 5th, 9am-4pm

Response to the increased outreach and extension has been good. The department has been asking attendees to complete evaluation forms to gauge what Greenview ratepayers like about the workshops and provide stakeholders an opportunity to request a workshop that we may not have addressed. It is hoped this process will result in programming by Greenview ratepayers, for Greenview ratepayers. Prior to commencement of the fall extension schedule, the Landcare Coordinator released a survey to assess what Greenview ratepayers were currently interested in attending. This information was used to plan the fall extension and outreach schedule.



Thus far in 2022, 27 wolves were submitted for incentive, totaling \$8,100.00 and 257 beavers have been submitted for incentive, totaling \$7,710.00. Total hunting incentive payments for 2022 stand at \$15,800.

### Problem Wildlife Work Orders

File Status	Beaver-MD	Beaver-Ratepayer	Customer Service	Predation	TOTAL
In Queue					
Open	0	0	0	3	3
Closed	71	46	21	22	160
<b>TOTALS</b>	<b>71</b>	<b>46</b>	<b>21</b>	<b>25</b>	<b>163</b>

The Problem Wildlife team has completed 160 work orders, harvested 258 problem beaver, and removed 33 dams impacting infrastructure. Dam blasting for 2022 is complete. 47 beaver carcasses were sold to an outfitter and 6 sold

for dog food with funds returned to Greenview. Trapped skunks are being turned into a local trap supply store for a \$10 in-store credit, when feasible. Arrangements are being finalized with a fur buyer to purchase culled coyote whole, eliminating the requirement of staff to skin animals to recoup some costs. 6 coyotes and one fox have been trapped to date.

In a team effort, the Landcare Coordinator and the Problem Wildlife team developed a predation management strategy that will be presented at the November 30<sup>th</sup> ASB meeting. Problem Wildlife Staff facilitated the Snaring workshop which was well attended.

Procurement of winter trapping supplies has almost concluded, and snare building has begun for the upcoming season. Important contacts with Provincial representatives have been made. Discussions with Wildlife Biologists regarding adding Coyote to the Greenview Damage Control License, with specification for foothold trapping in specific situations on private land, were successful. This will be an addition for 2023, allowing problem wildlife staff to assist ratepayers experiencing issues with coyotes where the risk to domestic dogs is high outside of the regular trapping season. These discussions will be taken forward to the Provincial Pest Specialist to potentially include foothold trapping by holders of a Form 7 to provide this service in incidence of coyote predation or harassment. A Form 7 is the required training to allow staff to intercede to assist producers experiencing coyote predation. Additionally, this discussion also led to the allowance for trail cams to be used to meet the 24-hr trap check requirement that is included in the trapping regulations on private lands. Using trail cams for this purpose improves management of trapping sites, allowing problem wildlife staff to manage the vast geography of Greenview, and reducing transportation required to check traps. One coyote and one fox were trapped this week in the DeBolt area.

Contact was made with the Wildlife Conflict Specialist regarding the significant predation issues experienced by the specific areas within Greenview this past summer. Groundwork by the Problem Wildlife Assistant to assess the area this winter will proceed, with the understanding that the Grazing Reserve Board would be required to agree with the activity. The Wildlife Conflict Specialist is hopeful the Board will approve of this approach as losses were significant.

### **VSI Quarterly Reports and Service Breakdown – 2022**

Third quarter VSI totals for 2022 have still not arrived. The annual AGM is on November 4<sup>th</sup> in Peace River.

	# Services	2022	2021	2020	+/- (%)
<b>Total 1<sup>st</sup> Quarter</b>	70	\$17,268.52	\$19,269.77	\$21,172.35	-8.99%
<b>Total 2<sup>nd</sup> Quarter</b>	175	\$33,563.50	\$33,953.33	\$36,569.40	-1.15%
<b>Total 3<sup>rd</sup> Quarter</b>	41	\$6,361.23	\$ 8,382.80	\$ 8,342.09	-24.1%
<b>Total 4<sup>th</sup> Quarter</b>			\$40,995.55	\$34,228.60	
<b>2022 Claims</b>			<b>\$102,601.45</b>	<b>\$100,312.44</b>	<b>-7.2%</b>

Preg Checks:  
2423  
Semen Testing:  
485  
C-Sections: 13

Rental Equipment stands at 554 rental days up to November 23, 2022.



## **Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford**

The Breakfast with the Guys event held November 3 in Grande Cache and November 4 in Valleyview were successful again this year with approximately 75 people attending in total. Green View FCSS partners with the Alberta Council of Women's Shelters to host the event, and this year there was a professional football player who assisted with the messaging that men can be part of the solution to end domestic violence. This was the fourth breakfast in Valleyview and the first in Grande Cache. Administration is looking at potential ways we can increase numbers in both areas, particularly the Grande Cache area next year. This may include bringing the messages to where the men are at as opposed to having a central location. Hosting lunches or coffee breaks at the site of major employers are just one example of how this may engage more men.

The 2023 Real Talk with Men calendar is now available free of charge to any community member. The calendar features local men who open up conversations about the importance of mental health and healthy masculinity. Feedback from the public has been overwhelmingly positive and some men have mentioned how talking about the calendar with other men has already led to important conversations and has created positive change.

Green View FCSS administration and Board members attended the annual FCSSAA conference in November. The conference was very well attended and proved to be a great learning experience for both staff and board. The Northwest region elected our own Board Chair as the representative for the region and to sit on the FCSSAA Board.

School programs currently running at Oscar Adolphson Elementary School include Mind Up which focuses on emotional regulation, the Empathy program, I Can Handle Anger, and Hands are Not for Hitting. At Summitview in Grande Cache, the focus has been on bullying and online safety, and the Wizeguyz Program which has ten (10) grade nine boys registered.

The Community Resource Centers have seen above average numbers of clients in November. Last week alone there were 126 client visits. The top three reasons clients attended the Resource Center were for assistance with Service Canada needs, Income Support and employment supports.

On Tuesday November 15th, the Citizen Service Specialist from Service Canada was at Green View FCSS to offer a Mobile Outreach Clinic. 9 clients utilized the clinic for assistance with Canada Pension Plan applications, Old Age Security applications, Social Insurance Numbers, and Employment Insurance applications and questions. Throughout the rest of the week, a total of 23 clients visits were assisted with Canada Pension Plan Survivor Benefit, Death Benefit, and Disability applications. 21 clients were assisted with new and ongoing Income Support applications and files. This included filing new applications, monthly reporting, correspondence with workers through email and fax, and providing information about Income Support.

The employment contract we have with the province, enabling us to provide career and employment services out of the Valleyview office will expire in March 2023. The bid package is currently on the Alberta Purchasing Connection and administration will submit an application. The current contracted amount is \$45,000.00 and the new contract has been raised to \$54,000.00 and is due December 16.

Below is a breakdown of the numbers of people accessing the Community Resource Center in Valleyview, and where residents are located.

Year End Report 2022	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Income Support	42	46	40	20	38	44	58	55	61	35	0	0	439
Employment Supports	70	53	81	50	72	46	55	46	54	33	0	0	560
Other Clients	306	355	702	511	417	390	353	367	308	495	0	0	4204
<b>Total Clients Visits</b>	418	454	823	581	527	480	466	468	423	563	0	0	5203
<b>Residence Break Down:</b>													
MD	103	90	165	95	76	73	69	81	64	136	0	0	952
Sturgeon Lake	90	125	258	178	230	156	161	138	124	143	0	0	1603
Town	225	239	400	308	221	251	236	249	235	284	0	0	2648
New	5	10	9	6	13	10	12	12	15	11	0	0	103
Returning	413	444	814	575	514	470	454	456	408	552	0	0	5100
Total Clients	418	454	823	581	527	480	466	468	423	563	0	0	5203

The “Other Clients” category includes referrals or inquires about Child and Family Services, technological assistance, food bank, mental health, AISH-(Assured Income for the Severely Handicapped), Heart River Housing, Canada Revenue Agency, and Green View FCSS program inquires.

### **Protective Services, Manager, Regional Fire Chief, Wayne Brown** [Greenview Fire-Rescue Services \(GFRS\)](#)

#### **Administration:**

On October 17, the Emergency Advisory Committee (EAC) met, and an election was held for the Chairperson of the committee; Councillor Dave Barry was nominated and accepted the role of Chairperson. The Director of Emergency Mgmt. presented the draft Greenview Emergency Mgmt. Plan (EMP) to the Committee who approved the EMP with amendments. Additionally, it was decided that the EAC would meet quarterly each year.

On November 8, 2022, a Letter of Commendation and accompanying gift (see Photo 1) below was presented to past members of the Grovedale Fire Department by the Regional Fire Chief and the Station Deputy Fire Chief.

On November 8, 2022, Regional Fire Chief met with Grande Prairie Chief Building Official Ford to discuss the potential for Safety Codes inspections to be provided under contract to the MD of Greenview.

On November 17, 2022, the Regional Fire Chief and Station 31 - Deputy Fire Chief (DFC) met with the Fire Chief of Valleyview to discuss a Memorandum of Understanding for 2023 and 2024.

On November 21, 2022, the Regional Fire Chief and STN 31 DFC met with two separate fire apparatus vendors to acquire information regarding a Wet-Rescue type fire apparatus for Station 31-DeBolt.

Regional Fire Chief has been notified that Fox Creek Fire Department has had a change of leadership at the Fire Chief position. Deputy Fire Chief [REDACTED] is now the interim Fire Chief.

After careful research and consideration, the Director of Emergency has authorized the purchase of the Voyent emergency notification tool. This is a one-year subscription and will be limited in scope, that it will be internal use only for the specific use of internal emergency alerting.

All Fire Stations have implemented the Green Light Program and has had positive responses from the public/industry slowing and allowing personal vehicles to proceed.

Regional Fire Chief attended online training for the new National Alerting System which will go live March 1, 2023.

#### **Fire Stations update:**

**Station 31 DeBolt** responded to 24 incidents. Of the 24 incidents, 10 were Medical Co-Responses, 11 Motor Vehicle Collisions, 2 Alarms, and 1 brush fire.

#### **Noteworthy Call:**

- On October 18, Station 31 responded to an outside fire. The fire was approximately 1 hectare in size. Mutual Aid requested for additional resources both from Valleyview and Bezanson. 3 Engines, 3 Tenders, 1 Rapid Response, and 1 Wildland UTV. 20 firefighters were involved to contain and extinguish the fire. Personnel were on scene for 6 hours.

**Station 32 Grovedale** responded to 16 incidents. Of the 16 incidents, 5 were Fire Calls, 8 were Medical Co-Responses, and 3 Motor Vehicle Collisions.

#### **Noteworthy calls:**

- On October 12 at 19:50 Greenview Fire-Rescue Services (GFRS) STN #32 - Grovedale responded to a water rescue call (see Photo 2 below) that turned out to be a vehicle (semi-trailer) that had gone off the Canfor Road Bridge at the Smokey River crossing. The truck was carrying a propane type product. Mutual Aid was called STARS Air Ambulance, County of Grande Prairie Regional Fire Service High Angle Team and Grande Prairie Technical Search and Rescue. After investigations all teams cleared and left the scene in control of the RCMP for the night. Station 32-Grovedale was asked by RCMP to attend the recovery of the truck so that the body could be extricated. On Friday October 14, 2022, Station 32 attended scene with the necessary equipment to provide the service of extraction. The body was removed and transported.
- On November 15, 2022, at approximately 2:20 am, Greenview Fire-Rescue Services (GFRS) STN #32 - Grovedale responded to a house fire with a report of an occupant inside. Fire crews made entry, removing the individual from the house as well as extinguishing the fire with the assistance of the County of Grande Prairie firefighters. As determined by the attending the GFRS fire investigator, the cause and origin of the fire was a dehorning device that was located in a bedroom. Foul play has been ruled out by the attending RCMP officers.

**Station 33 Grande Cache** responded to 32 incidents. Of the 32 incidents, 2 were Brush Fires, 16 Medical Co-Responses, 4 Alarm, 3 Structure Fires, 2 Motor Vehicle Collisions, 1 Electrical Hazard, 2 Citizen Assists, 1 Fuel Spill and 1 Smoke Investigation.

#### **Noteworthy calls:**

- On Friday, September 30 a large industrial occurred at the Milner Power Plant near Grande Cache. Station 33 – Grande Cache attended and extinguished the fire; Station 32 – Grovedale provided additional manpower; Station 31- DeBolt Deputy Fire Chief attended and completed the fire investigation. It was determined that sparks from a welding operation ignited large filters, the fire quickly spread engulfing the turbine building which was a total loss.
- October 18, Station 33 responded to four calls. One Medical Co-Response, one bush fire, one electrical fire and a large structure fire at CST coal mine (see Photo 3 below). Structure fire at CST coal was the agitator building (large

Quonset). The Elevated Platform fire truck was again deployed, and the fire quickly extinguished due to quick and precise action by the attending fire crews.

### **Training:**

Station 32 - Grovedale DFC and Station 33 - Grande Cache DFC are enrolled in a 'Train the Trainer' - Road to Mental Readiness (R2MR) course in Edmonton, November 21 to 25.

Five members attended an elevator rescue course hosted by the County of Grande Prairie Fire Department. This was valuable information for our crews as we have never had formal training, however, have 8 elevators in town.

9 Firefighters between the three stations attended and successfully passed the Chainsaw Safety and Cutting Techniques Course that was held on November 19 and 20 at Station 31. Thank you to [REDACTED] from Recreation for allowing and providing us with a location at Moody's Crossing for the practical component of the course.

8 Firefighters between the three stations successfully completed their Air Brake Q Endorsement  
2 Firefighters successfully passed the 1001 Level 1 exam, and 2 firefighters successfully passed the 1021 Level 2 exam.

### **Community Outreach:**

#### **Station 33 - Grande Cache**

DFC Gardiner, Captain Olsen, and Firefighter Geddes attended the Fox Creek Ball.

Station 33 hosted their annual Fire Prevention week open house. This is the first open house they have hosted since being in the new PSB. 300 people attended the open house, the firefighters cooked hot dogs and hamburgers for the public.

Station 33 attended Susa Creek School, Sheldon Coates School and Summitview School for fire prevention week. Firefighters spoke to the students about this year's fire prevention theme and more fire prevention tips.  
October 20, Station 33 had their annual Food Bank drive. Firefighters joined volunteers from the PSB and the Rec center and drove around the entire hamlet collecting food for the local food bank.

On November 1, the annual Muscular Dystrophy boot drive was held, firefighters had three stops where the crews raised \$3,800. The Grande Cache Firefighters Association topped it up to \$5000.

#### **Station 31 - DeBolt**

On Wednesday October 12, Station 31 Firefighters attended Ridge Valley School, Rosedale Mennonite School, and the Ridge Valley Hutterite Colony School to deliver fire prevention messaging. This year theme is "Fire won't wait Plan your escape".

On Monday November 14th a Fire Cadet open house with live demonstrations was held at Station 31-DeBolt to showcase different firefighting skills. This was well received by the attending students and their parents. At this point three students have signed up for the program, launch date for the Fire Cadet program is February 2023.

Photo 1 - Grovedale Retired Firefighters - Certificate of Commendation event



Photo 2 – Truck in river – STN 32 response



Photo 3 – CST Mine Quonset fire – STN 33 Response





### **Sergeant, George Ferraby**

#### **Administration**

Community Peace Officer (CPO) [REDACTED] attended a 2-week course on Commercial Vehicle Safety Alliance North American Standard Level One Inspections. He successfully completed the course, allowing him to conduct commercial vehicle inspections on Municipal District of Greenview roadways. This is an asset to our department as it allows him to remove unsafe commercial vehicles from the roadways.

CPO [REDACTED] attended a 3-day Dangerous Goods Inspectors Course which was successfully completed. She will now be able to inspect vehicles carrying dangerous goods.

CPO [REDACTED] resigned from his position on November 4<sup>th</sup>. He took on a new role with the Town of Beaverlodge. Enforcement Services is actively looking for a new CPO to replace him.

Sergeant Ferraby hosted the Breakfast for Men in Grande Cache on November 3<sup>rd</sup> with FCSS. The event was a first for the Grande Cache area and will likely continue to be an annual event.

Several Joint Task Force initiatives were completed with other enforcement agencies throughout the Municipal District of Greenview during the month of October and November. This included Commercial Vehicle Check stops in the Fox Creek, Grande Cache, and on the FTR. A Commercial Vehicle inspection stop was set up in Little Smokey, 6 vehicles were put out of service for safety violations.

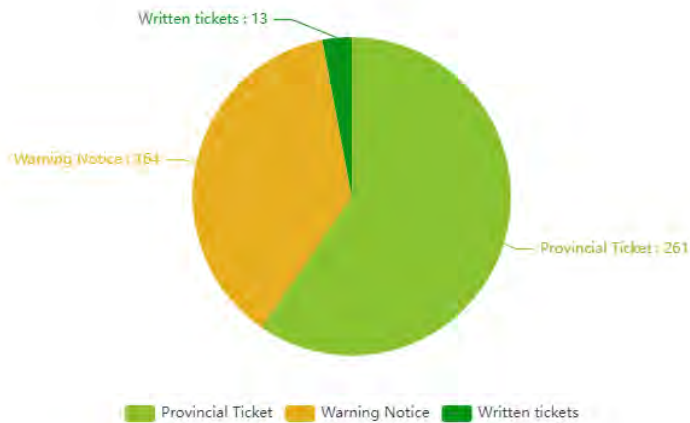
The new CPO Patrol Vehicle was delivered at the end of October which will allow for increased visibility.

Enforcement Services has fielded 122 calls for service, 274 violation tickets, 164 warnings, and 25 bylaw calls for the period of September 21<sup>st</sup> to November 23<sup>rd</sup>.

Stats:

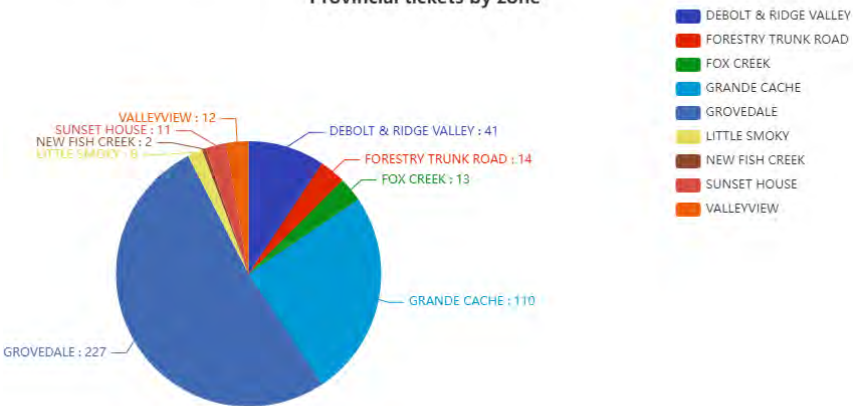
Ticket Create Date: 2022-09-21 ~ 2022-11-23

Provincial tickets by type

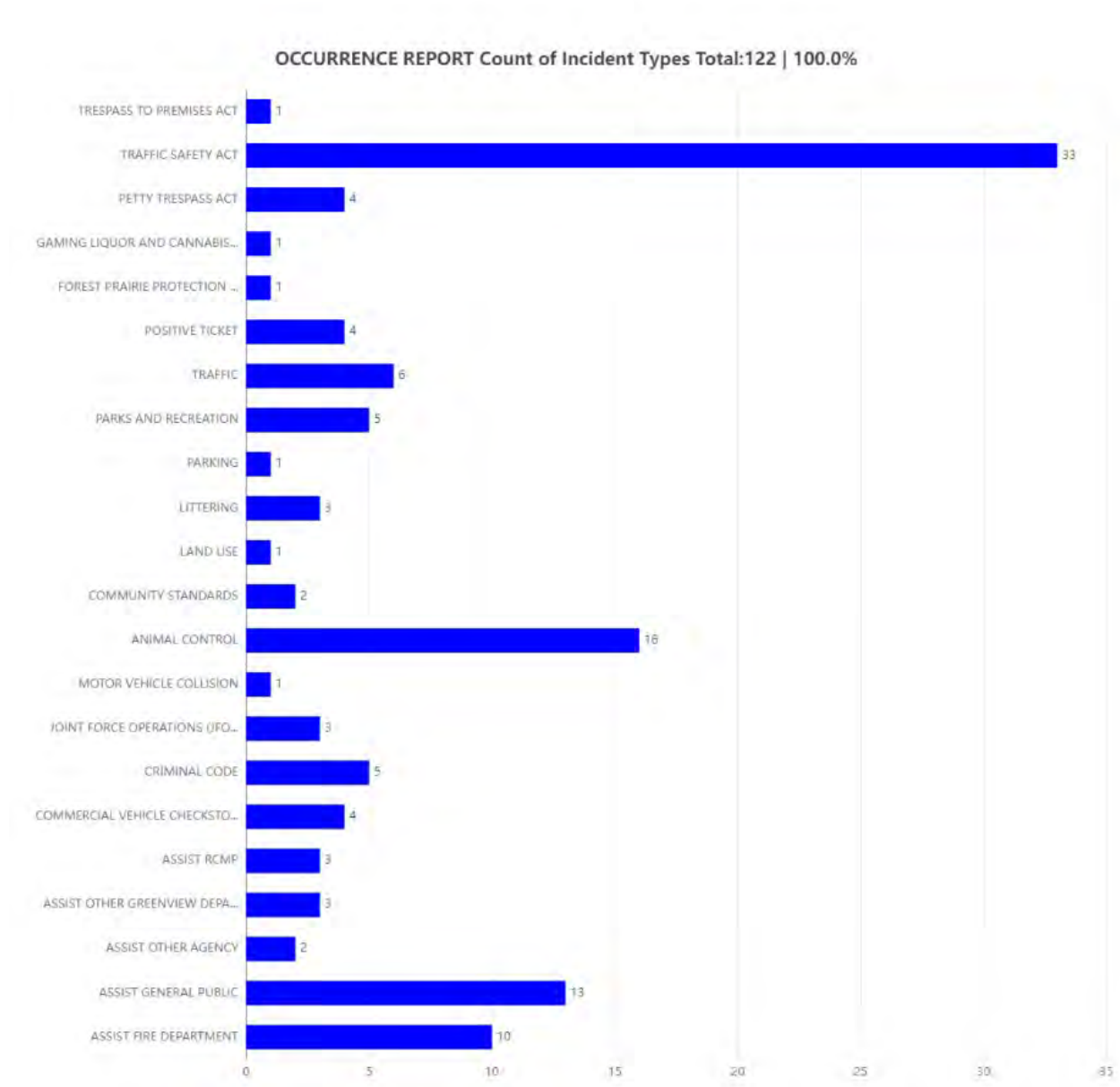


Ticket Create Date: 2022-09-21 ~ 2022-11-23

Provincial tickets by zone







#### Grande Cache Pound report:

September 21 to October 20, 2022

#### Animals Impounded:

Dogs – 6

Cats – 2

Total Animals Impounded – 8

#### Complaints:

Responded to – 8

Referred to CPO – 1

Animals Brought in - 8

## **October 21 to November 20, 2022**

### **Animals Impounded:**

Dogs – 4

Cats – 3

Total Animals Impounded – 7

### **Complaints:**

Responded to – 12

Referred to CPO – 3

Animals Brought In - 3

## **Recreation Services Manager, Kevin Gramm**

### **Recreation Administration**

- Administration presented a final budget and proposed project design for the Grande Cache Community Event Hall in the Grande Cache Recreation Centre. Working with GEC Architecture a proposed final draft design and corresponding budget was presented to council at a regularly scheduled Committee of the Whole in Grande Cache. With direction and support from council Administration proceeded to review the contract details with Legal and drafted a response letter to GEC Architecture. At the regularly scheduled Council Meeting in Valleyview Council unanimously supported terminating the contract between Greenview and GEC Architecture and paused the project for future evaluation. At this time no further progress has been made on the plan and Administration will present in 2023 potential opportunities for council consideration to proceed with a follow up plan or alternative decision. GEC Architecture was notified of the contract termination as motioned by Greenview Council.
- Administration attended the Alberta Recreation & Parks Association Forum in Jasper October 27 – 29 2022. Key learnings and take-aways included new opportunities for inclusion in Recreational opportunities, Indigenous opportunities, and creations in Canada for communities and new Design and planning challenges and opportunities for efficient and effective recreation facilities in western provinces. Speakers from across Canada presented on their ideas and ingenious new ways of ensuring facilities are fun, inclusive, and efficient.
- Administration presented to Council the proposed 2023 Operational and Capital budgets at a regularly scheduled Greenview Council meeting. At the time of presentation, it was important to note that administration made a great effort at holding the line or reducing operational expenses in the proposed budget to Council. Opportunities also presented themselves during discussions to streamline further facility comparison opportunities in future planning.
- Administration presented to Council the proposed 2023 schedule of fees for Recreation at the regularly scheduled Greenview Council meeting and subsequent follow up presentation during the Schedule of Fees By-law review which received second reading.
- Administration continues to promote and encourage members of the Hamlet of Grande Cache to sign up and be a member of the Grande Cache Recreation Board. To date we have only received 1 applicant of which Greenview Council appointed in the annual Greenview Organizational meeting. We continue to approach other user groups and community members in the anticipation that soon we will fill the required member at large vacancies and begin the board meeting process.
- Administration has posted the Grande Cache Recreation Centre Custodial Contract RFP for bid on November 9, 2022. Administration held a Teams meeting on Thursday, November 17<sup>th</sup> and will be hosting a facility walk through meeting on Friday, November 25<sup>th</sup> at the Grande Cache Recreation Centre.

- Freson Bros have booked the Fieldhouse to hold their staff Christmas Party in December. The facility will also be hosting the Greenview Staff Kids Christmas Party on December 10<sup>th</sup>.
- Administration is pleased to report that we have worked with our Human Resources Department and have completed interviews for a full time Maintenance Labourer. Filling this position will assist our team in ensuring that maintenance task lists are completed efficiently, this will also extend the hours of maintenance service provided to the Greenview Regional Multiplex.
- Administration worked with the Communication Department and provided a Greenview Regional Multiplex Survey. This has been made available on both the GRM's Facebook page and on Greenview's website. We feel it is important to reach out to our ratepayers and ensure we are gathering information that will assist us in ensuring we are providing efficient services.
- Administration reports that a final decision has been made on where the Victor Lake Boat Launch will be developed pending lease approval. Administration is striving for Spring 2023 construction.
- Administration has received confirmation from Pembina Pipelines that \$20,000.00 will be provided for the baseball diamonds in the Hamlet of Little Smoky. This will cover the vast majority of the cost to completely refinish the ball diamonds, which are located on the same municipal reserve as Little Smoky Riverbend Park. Administration will present to Council on the project.
- Administration would like to inform Council that a purchase to acquire fencing material to ensure the safety and security of the Combined Heat & Power Generator. This would require accessing the contingency on the CHP project for the value of \$5,275.19 plus GST. The project is still within approved budget limits as assigned by Council.

# Grande Cache Recreation Centre

Effective: September 1 – 30, 2022

Memberships Purchased Per Month					Facility Usage Per Month					
Category	Total Memberships Purchased - 2021	Total Memberships Purchased - 2022	Total Day Passes Purchased - 2021	Total Day Passes Purchased - 2022	Members - 2021	Day Passes - 2021	Average Daily Usage - 2021	Members - 2022	Day Passes - 2022	Average Daily Usage - 2022
					Total for month	Total for month	Total membership + total day pass / # of days in the month	Total for month	Total for month	Total membership + total day pass / # of days in the month
Family	8	7	92	96	208	92	10	208	96	10
Senior	4	5	13	54	68	13	3	77	54	4
Super Senior	1	7	N/A	N/A	67	N/A	2	106	N/A	4
Adult	39	70	200	402	432	200	21	875	402	43
Youth	17	20	215	261	151	215	12	134	261	13
Child	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE
TOTAL	69	109	520	831	926	520	48	1,400	831	74

Effective: October 1 – 31, 2022

Memberships Purchased Per Month					Facility Usage Per Month					
Category	Total Memberships Purchased - 2021	Total Memberships Purchased - 2022	Total Day Passes Purchased - 2021	Total Day Passes Purchased - 2022	Members - 2021	Day Passes - 2021	Average Daily Usage - 2021	Members - 2022	Day Passes - 2022	Average Daily Usage - 2022
					Total for month	Total for month	Total membership + total day pass / # of days in the month	Total for month	Total for month	Total membership + total day pass / # of days in the month
Family	7	12	63	93	142	63	7	227	93	10
Senior	4	3	4	13	75	4	3	97	13	4
Super Senior	0	4	N/A	11	83	N/A	3	125	11	4
Adult	43	94	208	404	549	208	24	896	404	42
Youth	10	12	128	262	135	128	8	120	262	12
Child (FREE)	N/A	N/A	N/A	45	N/A	N/A	N/A	n/a	45	1
TOTAL	64	125	403	828	984	403	45	403	828	73

## Greenview Regional Multiplex

September 1<sup>st</sup> – September 30<sup>th</sup> – 2021/2022

**Memberships Purchased Per Month** (includes Punch Passes, 1,3,6 & 12 Month Memberships)

Category	Memberships Purchased - 2021	\$	Memberships Purchased - 2022	\$
Family	11	\$1042.39	25	\$4496.45
Senior	14	\$600.90	9	\$436.4
Super Senior (FREE)		-	2	-
Adult	91	\$5526.33	110	\$8308.99
Youth	24	\$953.34	12	\$538.55
Child	9	\$225.72	14	\$557.64
<b>TOTAL</b>	<b>149</b>	<b>\$8348.68</b>	<b>172</b>	<b>\$14,338.03</b>

### Day Passes Purchased Per Month

Category	Day Passes Purchased - 2021	\$	Day Passes Purchased - 2022	\$
Family	93	\$1727.01	119	\$2209.83
Senior	40	\$228.40	30	\$171.30
Super Senior (FREE)		-		-
Adult	369	\$2985.21	411	\$3324.99
Youth	192	\$1074.64	167	\$940.02
Child	327	\$1295.33	314	\$1228.81
<b>TOTAL</b>	<b>1021</b>	<b>\$7310.59</b>	<b>1041</b>	<b>\$7874.95</b>

### Average Daily Use (day passes & membership usage)

Category	Members - 2021	Day Passes - 2021	Average Daily Usage - 2021	Members - 2022	Day Passes - 2022	Average Daily Usage - 2022
Family	21	3	<b>24</b>	21	4	<b>25</b>
Senior	7	1	<b>8</b>	7	1	<b>8</b>
Super Senior (FREE)	5	-	<b>5</b>	6	-	<b>6</b>
Adult	43	12	<b>55</b>	45	14	<b>59</b>
Youth	6	6	<b>12</b>	4	6	<b>10</b>
Child	3	11	<b>14</b>	3	10	<b>13</b>
<b>TOTAL</b>			<b><u>118</u></b>			<b><u>121</u></b>

October 1<sup>st</sup> – October 31<sup>st</sup> – 2021/2022

**Memberships Purchased Per Month** (includes Punch Passes, 1,3,6 & 12 Month Memberships)

Category	Memberships Purchased - 2021	\$	Memberships Purchased - 2022	\$
Family	24	\$4,904.30	21	\$5,945.73
Senior	14	\$608.29	6	\$752.36
Super Senior (FREE)	6	-	11	-
Adult	111	\$6,534.60	121	\$8,432.61
Youth	26	\$1016.19	16	\$922.84
Child	17	\$558.47	11	\$281.42
<b>TOTAL</b>		<b>\$13,621.85</b>		<b>\$16,034.98</b>

**Day Passes Purchased Per Month**

Category	Day Passes Purchased - 2021	\$	Day Passes Purchased - 2022	\$
Family	114	\$2,116.98	127	\$2,358.39
Senior	17	\$97.07	25	\$142.75
Super Senior (FREE)		-	10	-
Adult	373	\$3,017.57	425	\$3,438.25
Youth	267	\$1,475.79	197	\$1,103.19
Child	354	\$1,396.11	321	\$1,256.69
<b>TOTAL</b>		<b>\$8,103.52</b>		<b>\$8,299.27</b>

**Average Daily Use** (day passes & membership usage)

Category	Members - 2021	Day Passes - 2021	Average Daily Usage - 2021	Members - 2022	Day Passes - 2022	Average Daily Usage - 2022
Family	21	4	25	23	5	28
Senior	5	1	6	6	1	7
Super Senior (FREE)	4	-	4	6	-	6
Adult	43	12	55	43	14	57
Youth	8	9	17	5	6	11
Child	4	12	16	3	10	13
<b>TOTAL</b>			<b>123</b>			<b>122</b>



## Grande Cache Programming and Partnerships:

Program	Days Offered	Attendance (registered)
Giant Space Rocket	September 13	5 (6)
Alien Invasion	September 14	6 (6)
Star Gazing Board	September 15	4 (4)

## Aquatics:

- Our fall Session for swim lessons started, we filled all our pre- school aged lessons had had to create extra swimmer 1 classes that also filled, with only a few spots left in our swimmer aged lessons.
- Otter's started their regular season they have the pool rented 10 hours a week.
- We have also started our Junior Lifeguard fall session.
- We had our first Wave Rave since covid and had 75 swimmers aged 10 -14.
- Aquatics Monthly staff meeting – including national lifeguard skills, safety, and facility updates. This is also a chance to build relations among staff through icebreakers and staff to grow as lifeguards. We also certified in CPR

## Fitness:

- The beautiful summer weather is still in Grande Cache. Participants are still enjoying outdoor activities such as the **Grande Grind**. On Wednesdays, we usually meet at the cemetery and hike to pole 15, but now we are hiking a bit higher up the mountain! We are planning to hike to the top by the end of September.
- **Tails & Trails** has returned to the calendar line-up. There are a few trails I would like to explore with this group.
- **Aquatic Fitness** is in full swing. The participants are so happy to be back in the pool with their friends. **Lunch Swim** has returned and already seen some swimmers adding their lengths in the book to complete their 4880 lengths before the end of the year.
- **Pickle Ball** is amazing! We have a group of 6-8 players that come out 3 times a week for a couple of hours each time. They have asked if we can continue this over the winter. I am looking into a few options.
- The **Pop-up Spin Classes** are a hit. I have officially added SPIN to October's calendar! The next idea I have is for a **Pop-Up Stretch** for seniors' classes in the facility programs room.

PROGRAM	ATTENDANCE	NUMBER of CLASSES
Tails & Trails	1	1
Pop-up SPIN	27	5
Grande Grind	7	1
Aqua Fitness with Instructor	37	3
Aqua Fitness no Instructor	25	4
Lane Swim	5	2

aquatic fitness
outdoor fitness
land fitness

Program	Days Offered	Attendance (registered)
Step by Step Rocketship painting	September 20	4 (4)
DIY Space Magnets	September 21	5 (5)
Play-doh solar system	September 22	6 (6)
Welcome to the Galaxy express	September 27	4 (5)
DIY Space Mobile	September 28	4 (4)
Space Slime	September 29	9 (8)
Hike with Munroe's Class	October 3	26 kids
Count Dracula	October 4	8 (8)
We are about to get batty	October 5	3 (3)
Ghost Hunters	October 6	4 (5)
Stop, Drop and Roll	October 11	3 (3)
Graveyard Get Down	October 12	5 (6)
Hike with Wilson's Class	October 17	30
Gaze into the Future	October 18	6 (7)
Monster Lab	October 19	11 (12)
Carnival of Souls	October 20	6 (7)
Halloween Minute to Win It	October 25	5 (5)
Fang-tastic Party	October 26	13 (13)
Let's Carve Out Some Fun	October 27	12 (13)

#### Fitness Report for October 2022

- What a beautiful October!!! The fresh air activities were definite highlights in October. **Tails & Trails** gave people the opportunity to introduce their dogs to others while enjoying human conversation. **Grande Grind** elevated people's heart rate while we power hiked to pole 15 on Grande Mountain. In November we will change locations due to the daylight (night hikes down mountains are too risky!)

- **Aquafit/Lane Swim** was fun this month... we helped start off Fire Prevention Week by having some of the Volunteer Fire Department join us for a workout and time on the Wibit then Aandrea Gardiner talked with the group on fire safety while we stretched. **Parent/Infant Aqua Fitness** did not work at all, so we are dropping this program! The **Lunch Swim** class has returned and is doing great. **Spin & Swim** is good the participants are liking the class.
- The people who come to **Stretch** are appreciating the guidance for taking care of their bodies before and after they workout. **Vinyasa Adult Yoga** is another gift that has returned to the Recreation Centre that is well attended. **Youth Vinyasa Yoga** and **Ballet, Barre, Stretch & Strength** are youth classes that had no response, so we are trying something different in November. **Morning Spin** is not for the faint of heart... these people are so tough waking up and working out all before 7:15 am!!! Both **Night** and **Morning Zumba** rock the Recreation Centre with the music and energy from the dancers. Pop Up class for this month was a **FUN Adult Barre**, a class of body movement and stretch. We are bringing it into the fitness class line up for November.

## October 2022 Fitness Stat Report

PROGRAM	ATTENDANCE	NUMBER of CLASSES
Tails & Trails	3	2
Morning SPIN	6	3
Spin & Swim	8	4
Pop Up Adult Barre	12	2
Vinyasa Adult Yoga	21	2
Morning Zumba	13	3
Vinyasa Youth Yoga	0	3
Ballet, Barre, Stretch & Strength (youth)	0	2
Stretch	18	4
Night Zumba	11	2
Grande Grind	15	3
Aqua Fitness/Lane Swim with Instructor	78	7
Aqua Fitness/Lane Swim no Instructor	55	12
Parent/Infant Aqua Fitness	0	3
Lunch Swim Tuesday	7	4

aquatic fitness
outdoor fitness
land fitness

### Greenview Regional Multiplex Programming and Partnerships:

- Facilitators held a BYOB Banana Split Event (Bring your own Banana) on October 16<sup>th</sup>. The event was sponsored by Freson Bros. and was a success. Participants gathered in the Commercial Kitchen to create and build delicious sundae spilt ice creams and enjoyed planned activities in the Fieldhouse afterwards.
- Valleyview Coop donated pumpkins for the Pumpkin Plunge/Carving Event. Families plunged in the pool and selected the perfect pumpkin to carve in the Fieldhouse. The event ended with games, sports, and refreshments.

- Programmers decorated the Indoor Play Centre to create a spooky toddler zone Haunted House. A healthier treat option was handed out to Trick or Treaters visiting the facility along with a new MD Moberly coloring booklet.

### CHILDMIND CARE – Operating Hours

Morning: Monday – Thursday, 9:00a.m.-11:00a.m.

Evening: Monday – Wednesday, 5:00p.m.-8:00p.m. & Thursday, 5:00p.m.-7:00p.m

### Programs and Attendance Stats – October 2022

**\*Minimum Required Attendance: 6 participants**

Program	Participant Registration
Childmind Care	Morning: 15 / Evening: 17
Craft & Play	9
BYOB Sundae Spilt Event	8
Pumpkin Plunge Event	9 Families
PD Day Camp	6

Program	Participant Registration
Zumba (Group A)	7
Zumba (Group B)	15
Gentle Yoga	11
Vinyasa Yoga	5

### Aquatics

- Water Safety Instructors facilitated Red Cross Swim lessons with 107 registered participants this for Harry Gray Elementary School.
- Water Works has been running successfully with 8 registered and an average of 5 participants dropping in to participate per class.
- A Spooky Swim was held in the Aquatic Centre to celebrate Halloween. This swim was received well with over 25 swimmers. The movie Halloweentown was shown on the big screen while patrons swam.
- Pool Party packages are being received very well. Throughout the month of October, 12 birthday parties were scheduled in the Aquatic Centre.
- The Lifeguard Recruitment Program has been effectively assisting with staffing the aquatic centre. The program is currently running once again with 3 Lifeguard Trainees.

### Outdoor Recreation

- Administration is planning snowshoeing programming based out of Greenview parks this winter. This project will be provided jointly by Outdoor Recreation and facility programmers from the Greenview Regional Multiplex.
- A Memorandum of Agreement was completed with the Smoky River Nordic Ski Club for the continued setting of Nordic trails on the campground/golf course. This has been a long-term practice (~30 years) by the Club, and Administration established a formal agreement to protect the interests of both parties.
- The campground at Johnson Park is complete and came in slightly under budget.



See the attached chart that has been updated following the September Committee of the Whole Presentation.

Site Name	Day Use	Day Use Season	Camping	Camping Season	Firewood Supplied	Updated Outhouse Facilities	Capital Investment 2017 - 2022	Annual Operating (2023)	Generates Revenue
Grande Cache Lake	x	Year Round			x - Limited	x	\$105,000.00	\$15,000.00	
Grovedale Fish Pond	x	Year Round			x	x	\$155,000.00	\$10,000.00	
Johnson Park	x	Year Round	x	May Long - Thanksgiving	x	x	\$1,162,000.00	\$30,000.00	x
Kakwa River PRA			x	May Long - Thanksgiving	x	x	\$21,000.00	\$10,000.00	x
Little Smoky Riverbend Park	x	May Long - Thanksgiving			x - Limited	x	\$200,000.00	\$15,000.00	
Moody's Crossing	x	May Long - Snow Prevents Access	x	May Long - Thanksgiving	x	x	\$914,000.00	\$35,000.00	x
Sheep Creek PRA			x	May Long - Thanksgiving	x			\$10,000.00	x
Shuttler Flats PRA			x (Group)	May Long - Thanksgiving	x - Limited	x	\$75,000.00	\$15,000.00	x
Smoky River South PRA	x	May Long - Snow Prevents Access	x	May Long - Thanksgiving	x			\$15,000.00	x
Smoky Sunset Landing	x	May Long - Thanksgiving			x - Limited	x	\$112,000.00	\$10,000.00	x
Southview PRA	x	Year Round				x	\$172,000.00	\$10,000.00	
Swan Lake	x	Year Round	x	May Long - Thanksgiving	x	x	\$90,000.00	\$35,000.00	x
Victor Lake	x	Year Round					\$50,000.00		
DeBolt Walking Trails	x	Year Round				N/A	\$145,000.00	\$5,000.00	
Ridgevalley Walking Trails	x	Year Round				N/A	\$142,000.00	\$5,000.00	
Highway Sign Project							\$48,000.00		
<b>Total:</b>							<b>\$3,391,000.00</b>		



# Manager's Report

**Department:** Corporate Services

**Submitted by:** Ed Kaemingh, Director Corporate Services

**Date:** 11/30/2022

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### Director Corporate Services – Ed Kaemingh

As Director my activities tie in with what my team accomplishes through the month, we have brought in a strategic focus and continue to work on reporting in alignment with the 2022-2025 Strategic Plan, some of the key activities and projects noteworthy from my desk this month are:

- **Economy** – *Seek opportunities for other funding resources:*

We have finalized the transfer of the investment portfolio over to CIBC Wood Gundy, and have set the strategic direction over the next 5 years. The timing was favourable as we can move underperforming investments to a much higher yield, 2022 investment income will reflect the downturn of the market however we will see the benefits in the 2023 year and beyond that will more than recover the results of the market downturn.

The new portfolio consists of investment grade bonds and principle protected notes issued by major banks with a rating of A or AA well within the MGA requirements. We will also keep a portion of portfolio in cash or near cash equivalent to facilitate our operating and capital cash flow needs, Finance and Administration is working through the model that will find that balance to take us through to June 2023 when new tax revenue is received.

- **Governance** – *Incorporate staff succession planning:*

Our human resources department has been active with supporting the performance review process, which ties to staff success and succession planning along with supporting COLA information to make an informed Councils decision.



## Finance & Administration, Manager – Cara Garrett

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** – *Incorporate staff succession planning:*

As of the end of November, all but one vacant position in Finance is staffed. Finance and Administration successfully promoted one staff member, and the final position is expected to be filled in December. This will alleviate much of the pressure on Reception across the various sites and allow the support identified for data entry for the new software programs to be properly supported.

- **Economy** - *Monitor and maintain capital spending and operation fiscal responsibility:*

There is a lot of preliminary work to get in place for both the Interim Audit that will be happening in December, year end and the full audit that takes from January to the end of March. To support this, Finance has contracted a group to help with the internal control narratives, account clean up and working paper updating. With this help, and changes to related processes, Finance will be in a better position in the future to do this work in house and reduce the reliance on the audit company to complete it. As the audit contract will go to RFP in early 2023, it is important that we position ourselves to be able to follow best practices in audit engagement and clearly identify our requirements for auditors in the future.

### Accounts Payable Statistics:

Accounts payable processed 1,388 invoices in October and 1,305 invoices in November. Accounts payable staff continue to encourage vendors to switch over to electronic payment of funds.

	MONTH	# OF PAYMENTS	# OF INVOICES	\$ VALUE OF PAYMENTS
EFT	October	459	1182	6,101,694
CHQ	October	186	206	506,260
EFT	November	459	1078	14,503,913
CHQ	November	172	227	1,920,331

- **Economy** – *Seek opportunities for other funding resources:*

CIBC Wood Gundy has officially taken over our investment portfolio. There have been several discussions through November to discuss Greenview's cash and investments needs and the economic outlook. The investment team has brought to Greenview a plan for managing the transfer, deployment of our investments and facilitate our reporting needs that is in line with our current policies. Finance looks forward to working with this team and the fresh look that they bring to our investments and resourcing needs.



### **Financial Reporting, Manager – Marley Hanrahan**

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Economy** - *Monitor and maintain capital spending and operational fiscal responsibility:*

Council budget presentations and deliberations were held during the first week of November. Each Manager was responsible for presenting their department's budget and Financial Reporting was in attendance to provide support when required. There was good discussions and we received positive feedback from Council and SLT on the overall process and presentation as well as from Managers; that they were thankful for the support both leading up to and during the presentation. Following the meetings, any required changes were updated in Questica, additional information requested by Council was gathered, a draft capital funding plan was created, and updated reports were generated, compiled, and formatted. This information will be presented to Council for approval at the December 13<sup>th</sup> regular Council meeting.

The chart of accounts refresh project also continued with bi-weekly project team meetings. We completed the data gathering that was requested by the consultant and sent it so they could begin their analysis. We have begun work on Phase 1 – Initiation and Needs Analysis which includes assessment of the current state of the chart of accounts, identifying current challenges, defining desired outcomes, and providing recommendations. The completed milestone for this phase will be an approved project plan which will define segmentation and provide a summary of challenges and desired outcomes.

### **Asset Management Officer – Jamie Hallett**

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Environment** – *Align investment into infrastructure that best supports industry:*

We have competed and gathered all asset information for currently owned Greenview Cemeteries. The information can be found on Greenview's GIS- MuniSight. The asset list of inventories will be compiled and also be added to the new Asset Management software. This will be apart of the report asked by the province on current inventories and future compacity of each of our cemetery sites. The report is to be complete by the end of December 2022. There will be follow up in a 2023 project, as that with all cemetery sites, along with their planned overflow and/or Columbarium's being surveyed, and new surveyed marker to be added new or replaced. This will help the current cemetery advisory groups, when they are working with the public with their last placement of loved ones. Project updates will be provided throughout the next year.

Completing the registration of the Heliports located in DeBolt and Grovedale. Once all paperwork is complete; the 2 Heliports will be registered with Nav Canada and will have set registration numbers. These will be found on the Nav Canada site for approved Registered Heliports. This process took a couple months to investigate, source, make into a project and to get finalized before years end. The project started slow and finished strong.

Greenview has disposed of this year's asset list as per the list presented to council mid October.

Working with GIS in changing all current road segment into a more asset manageable fashion. This will again bring up asset count however financially, will be easier to address and forecast needs for. The sums of rural vs urban road will then be able to be added to, repaired, removed, expanded, or managed for operational/ capital budget in easier smaller segments. Rural mile by mile and urban block by block.

Working through insured assets and schedules, which have been troublesome for years. RMA has released Greenview's new and corrected costing for 2023. Prices have increased from previous years, due to many multi factors. We will continue to work with RMA and seek reduction to Greenviews overhead costs for insurance. In addition, by working through RMA's Risk Pro Program, we have gained funding to reduce Greenview's liability/Risk reduction program and we have double the funding back from RiskPro, due to the work of everyone this last year.

- Economy – *Adopt an asset management plan:*

There have been additional assets added to the Asset registry. The Registry has grown over 400% over the past year. We still have more to be added and categorized by the asset correct categories. This is an on-going function of the Asset Management Program.

#### **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 - *Incorporate staff succession planning:*

IS Team visited Yardstick and Sunco in Edmonton. This gave the Greenview team the opportunity to listen and participate in a yearly report. A great experience for all team to understand the support process and expectations.

- Governance – *Establish Levels of Service*

A new policy for Bring Your Own Device is in the development stage and mobile device policy is being update. I am working with Legislative Services on this.

Multi Factor Authentication has been enabled. This will provide an extra layer of security and protection to Greenview and its staff.

Apple Mail app has been disabled so it would not continue to cause confusion or problems as Microsoft continues to tighten security and is promoting the use of their products. Microsoft does not play well with others.

October also saw 935 email attacks on staff and council email accounts. The reports show all had single factor authentication. MFA will provide added protection to mitigate security risks.

- **Culture, Social & Emergency Services:** *Identify & prioritize opportunities for broadband across Greenview:*

Information Systems (IS) is upgrading internet service to the Operations/Annex, AG and FCSS in Valleyview. Each site will receive 300Mbps bandwidth which is up from 50Mbps. ETA on installation and implementation is Dec 15. All other facilities with Canadian Fiber will all be upgrade to 300Mbps at the same time as above. This includes FSO and DeBolt.

#### **Legislative Services Officer – Sarah Sebo**

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** - *Ensure our policies address changing and growing community needs:*

In November the following bylaws and policies were brought to Council for approval:

Bylaw 21-870 “Firearms Restriction in Ward 9, Hamlet of Grande Cache” was brought for third reading and was deferred.

Bylaw 22-919 “Off-Site Levy Repeal Bylaw” was given second and third reading as presented.

Bylaw 22-926 “Local Authorities Pension Plan” was given second and third reading as presented.

Bylaw 22-930 “Schedule of Fees” was given first reading with amendments.

Policy 1007 “Council-CAO Covenant” was approved as amended.

Policy 1023 “Councillor Years of Service” was approved as presented.

Policy 1030 “Flag Protocol” was approved as amended.

Policy Review Committee did not take place in November due to scheduling conflicts with the Rural Municipalities Fall Convention. The next Policy Review Committee is scheduled for December 14.

#### **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, all public bodies identified under the Trade Agreements had to ensure Alberta Purchasing Connection (APC) was up to date, and award/cancel all noted tenders so the province can compile and report all procurement to the appropriate Trade Agreement bodies. In total, Greenview has posted 53 procurement opportunities thus far in 2022. It is important to note that the support and assistance Greenview managers and teams alike offered the procurement officer during this time was amazing and greatly appreciated, as we were able to update APC in a very efficient manner, meeting our deadlines.

In addition to APC reporting, I have been actively assisting in reviewing and providing support to managers for tenders, debrief meetings, agreements, and at Council, as well as supporting the development of a proposals for a government request for proposal.

Outside of my procurement activities, I have also had the great opportunity to attend training this month, which includes ICS100, ICS200, Municipal Affairs Administrators Training Initiative – Regional Grant Programs Update. Due to some conflicts, I was not able to attend all the Municipal Affairs Administrators Training Initiative; however, I do believe they are incredibly valuable. As such, I will be following up and watching the recordings to gain a better understanding of Municipal Governance, best practices, and available resources available for us to use.

### **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:*

Working on the 2022-2024 Software Project for Greenview. Started with Phase one group with Assets Manager and Maintenance Manager (Phase 1 group is Fleet, Operations and Facility Maintenance). Many things have started to be added to the empty data base. Focus right now is Rules and Roles of staff working with in the program. This will also include Maintenance Management approval and the scope of the Organization chart, in whole and function.

Completed the first of many training sessions with Phase 1 participants from the 3 departments. In a small two-hour session, we covered basics of the asset management system and the maintenance manager. The true focus of the sessions was to get the key staff familiar with the new software and get their workflow currently into the format of the new software. Really strong positive session and looking forward to the outcomes.

- **Economy** - *Monitor and maintain capital spending and operation fiscal responsibility:*

The chart of accounts refresh has kicked off the first phase, working with the consultant and core project team to establish best practice and the foundation for future reporting. Consideration is being given to the appropriate levels of detail in the chart of accounts by having accounts that provide the correct information and common understanding and usage. We are examining job costing that will help us put additional detail within the chart of accounts that we can link to project reporting, strategic plan reporting and any other initiatives the organization would like information on.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Department: Planning and Economic Development**

**Submitted by: Martino Verhaeghe, Director of Planning and Economic Development**

**Date: 12/13/2022**

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### **DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT, MARTINO VERHAEGHE**

- Grande Cache Airport inspection and Helipad registrations
- Delivery of Greenview U – Planning 101
- GIS Asset management integration participation
- Budget review and presentations
- Cooperative and Enterprise SLT Tour
- PSD Citywide software integration kick-off
- Negotiate and land sales agreement for Mountain Metis Nation Association in Grande Cache
- Completed full review of Communications, Economic Development, Planning & Development department policies
- Greenview Regional Multiplex K-12 School Technical Committee Meetings
- Local Government Administration Association's zone meeting
- Attendance at the Greenview Industrial Gateway Second Annual Stakeholder Update event
- Attendance at the Calgary Petroleum Club Energy Evening Event
- GIS/AGRASID data update meeting with GIS and Agricultural Services
- GIS/Road's asset management meeting
- Town of Valleyview and Greenview Airport discussion regarding Airport District and safety codes approvals
- Completed department management and Planning and Development Services staff performance appraisals
- Grovedale enforcement investigation and stop order issuance
- Preparing for GRM and K-12 Public Engagement Session
- Research and repeal of the Off-Site Development Levy
- Continued work on the Land Use Bylaw revisions
- Continued work on Greenview Business License and Hawkers and Peddlers update
- Executive Assistant completed Indigenous Relations Training Program
- First Nations consultations complete for land acquisition along TWP RD 690 and HWY 40

- Hiring and interview processes Municipal Land Use Planner

## **ACTING MANAGER PLANNING AND DEVELOPMENT, NICOLE FRIESEN**

### **Planning & Development Highlights**

The Planning & Development department is again down a team member as [REDACTED], GIS Technician, has resigned. [REDACTED], Development Officer, will be on leave for a minimum of six weeks starting December 12, 2022, and [REDACTED] will be Acting Development Officer in her absence.

The department has seen an increase in incomplete Development Permit application submissions, particularly for crownland/industrial applications, resulting in more staff time to communicate requirements to applicants. The Business License Bylaw is under review; however, due to staff absences, the project has been pushed to the new year. The department has received a request to discharge a Deferred Reserve Caveat in the Hamlet of Grande Cache; the request will require administration to determine Municipal and School Reserve allocation through the history of the former town.

### **Projects Completed and Ongoing**

- The Creeks Crossing subdivision sign in DeBolt has been replaced with assistance from the Communications and Operations departments. Some new aerial photos were captured before being shut down due to smoke.
- Rural address sign installs have been completed for the season.
- Review of three existing addressing bylaws underway (Grande Cache, Greenview, Coops and Enterprises)
- 2022 Land Ownership Maps have been updated and are available at the Valleyview Administrative Building.
- A Minor Area Structure Plan for the Cozy Cove area was received, and applicants are working through administration's comments.

The following information provides a summary of new planning and development applications:

Type	Applications
Business Licenses:	1
Development Permits:	34
Lease Referrals:	0
Road Allowance Licenses:	0
Land Use Amendments:	0
Subdivisions:	11
Approaches:	6
Road Closures:	0

The following provides a detailed breakdown of planning and development applications:

#### **Business Licenses:**

**B22-280 / Plan 858TR; 9; 13A / 1692986 AB LTD O/A LABYRINTH CANNABIS / WARD 9**

#### **Development Permits:**

**D22-275 / NE-19-60-6-W6 / STORAGE, OUTDOOR / WARD 1**

**D22-276 / SW-16-70-6-W6 / DWELLING UNIT, ACCESSORY- MODULAR HOME / WARD 8**



D22-277 / Plan 772 2953; 29; 61 / BUILDING AND USES ACCESSORY TO PERMITTED USES (GARAGE, DETACHED) / WARD 9

D22-278 / SW-31-63-6-W6 / WORK CAMP – PROJECT-ORIENTED (8 PERSON) / WARD 8

D22-279 / 15-13-69-6-W6 / STORAGE, OUTDOOR / WARD 8

D22-281 / SW-6-71-21-W5 / ACCESSORY BUILDING (POLE SHED) / WARD 3

D22-282 / NW-20-66-4-W6 / ACCESSORY BUILDING (MCC UNIT) / WARD 8

D22-283 / 8-20-66-4-W6 / BORROW PIT / WARD 8

D22-284 / 4-5-65-6-W6 / COMPRESSOR / WARD 8

D22-285 / Plan 832 1815; 1 / ACCESSORY BUILDING (CARPORT) / WARD 3

D22-286 / Plan 072 6791; 1; 2 / ACCESSORY BUILDING (GARAGE) / WARD 7

D22-287 / NW-36-64-21-W5 / BORROW PIT / WARD 2

D22-288 / SE-35-64-21-W5 / BORROW PIT / WARD 2

D22-289 / SW-1-65-21-W5 / BORROW PIT / WARD 2

D22-290 / SE-14-65-23-W5 / BORROW PIT / WARD 2

D22-291 / SE-15-65-23-W5 / BORROW PIT / WARD 2

D22-292 / SE-16-65-23-W5 / BORROW PIT / WARD 2

D22-293 / SW-13-65-23-W5 / BORROW PIT / WARD 2

D22-294 / SW-14-65-23-W5 / BORROW PIT / WARD 2

D22-295 / Plan 022 7252; 1; 2 / COVERALL BUILDING / WARD 8

D22-296 / Plan 212 1259; 1; 1 / DWELLING UNIT, MANUFACTURED / WARD 3

D22-297 / NE-33-70-22-W5 / DWELLING UNIT, SINGLE DETACHED / WARD 3

D22-298 / 10-14-67-8-W6 / OIL & GAS FACILITY – EXPANSION / WARD 8

D22-299 / NE-8-63-5-W6 / BORROW PIT / WARD 8

D22-300 / 16-9-65-3-W6 / WORK CAMP (17 PERSON) / WARD 7

D22-301 / NE-18-65-7-W6 / WORK CAMP – PROJECT-ORIENTED (12 PERSON) / WARD 8

D22-302 / NW-6-73-1-W6 / DWELLING UNIT, MANUFACTURED & ACCESSORY BUILDING (GARAGE) / WARD 6

D22-303 / 14-8-65-15-W5 / BORROW PIT / WARD 2

D22-304 / SE-19-70-5-W6 / NATURAL RESOURCE EXTRACTION / WARD 8

D22-305 / NW-11-71-26-W5 / ACCESSORY BUILDING (GARAGE) / WARD 7

D22-306 / SW-32-62-23-W5 / WORK CAMP (90 PERSON) / WARD 2

D22-307 / Plan 832 1815; 1 / ACCESSORY BUILDING (CARPORT) / WARD 3

D22-308 / 16-7-63-5-W6 / ACCESSORY BUILDING (SHOP) / WARD 8

D22-309 / SE-17-59-23-W5 / WORK CAMP (12 PERSON) / WARD 2

#### Lease Referrals:

NONE

#### Road Allowance Licenses:

NONE

#### Land Use Amendments:

NONE

#### Subdivisions:

S22-013 / NE-26-70-22-W5 & Plan 022 6133; 1; 1 / BOUNDARY ADJUSTMENT / WARD 3

S22-014 / NE-27-56-8-W6 / INSTITUTIONAL/WARD 1

S22-015 / NW-20-73-21-W5 / FIRST PARCEL OUT / WARD 5

S22-016 / SW-29-70-24-W5 / MULTI PARCEL/WARD 7

S22-017 / NW-27-69-23-W5 / FIRST PARCEL OUT/ WARD 3

S22-018 / SE-18-69-22-W5 / FIRST PARCEL OUT / WARD 3  
S22-019 / SW-16-69-23-W5 / FIRST PARCEL OUT / WARD 3  
S22-020 / SE-8-69-6-W6 / FIRST PARCEL OUT / WARD 8  
S22-021 / NE-8-69-6-W6 / FIRST PARCEL OUT / WARD 8  
S22-022 / NE-8-70-7-W6 / FIRST PARCEL OUT / WARD 8  
S22-023 / N-29-70-25-W5 / FIRST PARCEL OUT / WARD 7

#### Approaches:

APPR22-12 / NE 5-70-6-W6 / RESIDENTIAL – NEW GRAVEL / WARD 8  
APPR22-13 / SW 4-73-26-W5 / RESIDENTIAL – NEW GRAVEL / WARD 6  
APPR22-14 / NW 4-69-19-W6 / FARMLAND – NEW GRAVEL / WARD 4  
APPR22-15 / NW 13-70-20-W6 / FARMLAND – NEW GRAVEL / WARD 4  
APPR22-16 / SE 11-72-26-W5 / RESIDENTIAL – NEW GRAVEL / WARD 6  
APPR 22-17 / NE 23-71-20-W5 / FARMLAND – NEW GRAVEL / WARD 4

#### Road Closures:

NONE

### MANAGER OF COMMUNICATIONS AND MARKETING, STACEY SEVILLA

#### Communications Highlights

The communications department continues to produce regular external communications for ratepayers, stakeholders, and the public. The Communications department also works closely in collaboration with all other departments to create, launch and promote new services and programs.

Please note that the list below highlights Communications department activities but is not exhaustive.

#### Projects completed or underway:

- Worked collaboratively with CAO services to plan and execute the Council event at the RMA conference in Edmonton. The event went very well and was well received. The visit from online personality QDM was unexpected and appreciated
- Developed and created Greenview University – December Dr. Jody Carrington posters and assisted with planning and execution
- Grande Cache replacement street flags have been designed, ordered, and received
- Internal Communications projects: Christmas Staff Party flyer, Christmas Children's Party flyer, Wellness Committee November Challenge poster, and Greenview U planning and execution
- Attended Breakfast with the Guys with Council and Senior Leadership, where the "Real Talk with Men" 2023 Calendar was unveiled
- Lighting of Rocky the Ram posters, Griswold Family Christmas poster, arena schedule, GRM & GCR monthly programs, Valleyview Gazette ad, radio advertising
- Indigenous Relations Course
- Invites for GIG event, name tags GIG event
- Business card invites RMA, Business Cards for staff
- Economic Development/GIG/MD pop-up banners & redesigned 3-panel modular display for GIG

- Northern Alberta Energy Evening display boards
- Red Silhouette Campaign – domestic violence awareness sticker
- Greenview U Presentation – Creating fillable PDF forms from Word document presentation
- Advertisement for Engage Greenview in the local newspaper in Valleyview
- Costume Plush Prototype (Moberly), new promotional Items ordered
- Assist new Communications Coordinator with job training

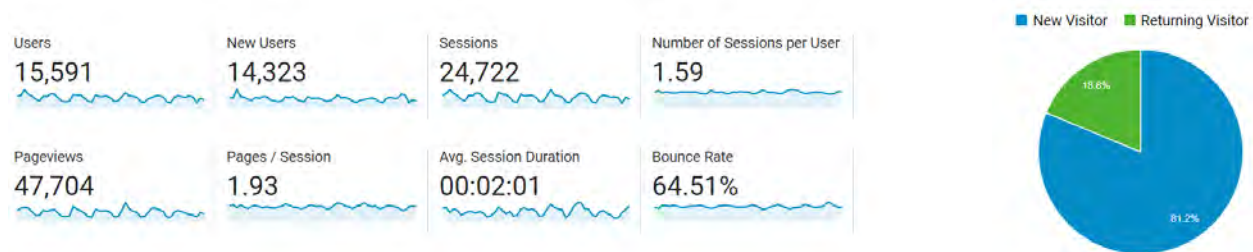
Underway:

- Internal & External Calendars
- Greenview Engagement Procedure Manual review/edits
- Tree Resources booklet for Ag and brochures
- Word Art Quotes
- Pop Up for GRM
- New Flag designs
- Updating Product Catalog and updating Online Store

## Digital presence statistics

### Website (October-November 2022)

Greenview's website has seen **47,704** pageviews on the website through October and the first half of November. The Greenview website has seen a slight increase in new website users from September at approximately 14,323. Website access from mobile devices remains almost on par with the national average, at about 51% of users, with 49% of website users from a desktop or laptop computer. **\*NEW:** Visits to the Careers page of posted jobs totalled **3,564** at the time of this report, accounting for approximately **7.2%** percent of all website visits.



### Facebook (October-November 2022)



Efforts to grow our Twitter and Instagram presence continue. Twitter followers as of November 18, 2022, = 1,842. Instagram followers as of November 18, 2022, = 602.

### Greenview APP (October-November 2022)

The app was used approximately 368 times through Oct and Nov, with users accessing the "Quick Links" section the

most often. We have had twenty-four new downloads over this period. Approx 1012 users to date., showing slow and steady growth.

## **MANAGER OF ECONOMIC DEVELOPMENT, KEVIN KELLER**

### **Economic Development Manager, Kevin Keller**

The Economic Development department has been focused on budget presentations, positioning, and researching 2023 initiatives, such as Grande Cache Chamber support, tourism enhancement, and regional workforce development. The department focuses on small business development, retention, and regional partnership levels.

The Tourism team has been busy preparing for the holiday rush at the Tourist Interpretive Centre (TIC) and has filled a long-vacant position. Additionally, new community-based programming has been growing at the centre; please review recently held events at the TIC for October and November 2022.

### **Business:**

Greenview's Economic Development and Tourism team was pleased to obtain much-needed photos of Greenview. With the completion of the Greenview Photography and Videography project, Economic Development was able to add over two hundred pictures and four videos showcasing the quality of life, business, tourism, and beauty Greenview has to offer.

Throughout September and October Administration worked on celebrating small local businesses. Small Business Week ran from October 17 to 21, 2022. Celebrating Greenview allowed the region's people to comment and nominate their favourite business within each ward of Greenview. As well as offering a chance to showcase their business in five different locations. Grande Cache September 20, DeBolt September 21, Grovedale September 27, Little Smoky September 28, and Sunset House October 4. The business nominations were awarded to the top nominated business of each ward during the small business week celebration called Greenview Business aWARDS. There were 297 nominations this year, which is more than doubled from last year. The 2022 Greenview Business aWARDS winners are:

- Ward 1 – Fallen Mountain Soap
- Ward 2 – Pink Petunias
- Ward 3 – Crabbie Goat Distillery
- Ward 5 – Razorback Waste
- Ward 6 – Trapper Gord Homestead & Survival
- Ward 7 – Crooked Creek General Store
- Ward 8 – Energy Crane Services
- Ward 9 – Spruce & Bean

Todd Hirsch was our guest speaker during the celebration on October 19, 2022. It was a great evening to celebrate Greenview businesses, have Todd Hirsch's outlook on the future, and enjoy the company of ratepayers throughout Greenview, one end to the other. Looking forward to enhancing this event next year.

Growing the North has a little different look this year. Tapping into a small branding change, Growing the North has opened early registration and is looking forward to its in-person event on February 22 and 23, 2023. More information and registration information will be sent to Council in early 2023.

Administration is excited to announce the Attraction and Retention Project with the Grande Prairie and District Chamber of Commerce. The MD of Greenview, the City of Grande Prairie, the County of Grande Prairie, and Alberta Jobs, Economy and Northern Development will work together to help integrate new employees into the region. This project will focus on enhancing local employers' attraction and retention efforts and jumpstarting the engagement of new employees and their families in the community and area. A vital component of this initiative will be working closely with community organizations and other municipal departments to create a quality-of-life asset bank. This bank will be an inventory of community amenities, resources, supports, and services across the region and will be used for more than economic development.

E Ventures is still active, but we have no updates at this time.

Administration is planning the second consecutive year to run the Shop Local Grande Cache Christmas Campaign. Invitations for local businesses to participate have been sent out, and Shop Local Grande Cache will start December 1, 2022, and run through to December 2, 2022.

The Economic Development team has sent in Greenview's application for the Rural Renewal Stream; we look forward to a positive outcome for the skilled workforce within Greenview. We do not yet have word on our designation status.

Grande Prairie Regional Innovation Network (GPRIN) has created more concrete goals and initiatives. GPRIN will see administrative changes to allow more Community Futures representatives to promote and work within the GPRIN committee. GPRIN is set to explore a Value Lab for the Region. The overall goal of a Value Lab is to help businesses become "more scientific and experimental in creating new value."

### **Tourism:**

The Tourism Centre has hosted the following events over October & November:

- October 3 & 17: Crafters Corner (Partnership with Municipal Library)
- October 5: Indigenous Tourism Alberta training in Grande Prairie
- October 7, 14, 25: Maverick Marketing Meetings- Marketing Strategy
- October 12: FCSS Workshop for seniors hosted at GC TIC (All day event)
- October 13: Submitted grant application for Cooperative Investment \$100,000 – Grande Cache Destination Marketing
- October 15: Dino Day Event (Partnership with Municipal Library & Philip J. Currie) 105 people attended.
- October 16: Greenview 2022 Golf Master winners announced and contacted- 184 total submissions
- October 17: Discussion with PrairiesCan regarding Tourism Relief Funding up to \$100,000
- October 18: Christmas Light installation in the Interpretive Park (Beautification Team)
- October 18: Adult Water Colour Paint Night
- October 22: Nuggets of Nature- "Animals with Horns" (Interpretive Program)
- October 25: Travel Alberta/RC Strategies in Grande Cache (Fam Tour)
- October 29: Ghostly Gathering- Halloween Activity (Municipal Library Partnership)
- November 8- Meeting with Nicole Nelles, Regional Economic Development Specialist
- November 8- Meeting with Maverick Marketing & Travel Local (Rebrand/awareness campaign)
- November 9- Jr. Adventurers (youth program)
- November 10- Jr. Adventurers & Sprouts (youth program)
- November 12- Remembrance Day Veterans Meet & Greet Event

- November 14- Tourism Relief Fund Application submission
- November 14 & 28- Crafters Corner with Municipal Library
- November 15- Meeting with Will Harding (Travel Local/Indigenous Worx)
- November 19 & 20- Adult acrylic paint class (instructed by Matt Patterson)
- November 21- Northern Rockies Steering Committee (Travel Alberta & Legacy Consulting Group)
- November 24- Sprouts (youth program)
- Christmas decorating and “Santa’s Workshop” event preparation

## Statistics

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- |  |  |
|--|--|
| ▪ Total Visitors September: 1958       | * Visitors October (1-17): 872             |
| ▪ Total September Revenue: \$14,343.33 | * Total October Revenue (1-17): \$5,165.26 |

### YTD Total Visitors (Jan 1-Oct 31)

**2019** 17966

**2020** 8360

**2021** 14762

**2022** 17186 (October 17)

### YTD Total Revenue (Gift shop Jan 1-Oct 31)

**2019** \$56,177.10

**2020** \$49,834.27

**2021** \$109,794.24

**2022** \$119,777.57 (October 17)

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| ▪ Total Visitors October: 1013      | * Visitors November (1-21): 268       |
| ▪ Total October Revenue: \$8,755.02 | * Revenue November (1-21): \$3,147.48 |

### YTD Total Visitors (Jan 1-Oct 31)

**2019** 18,656

**2020** 8,774

**2021** 15,177

**2022** 17,735 (Nov 21)

### YTD Total Revenue (Gift shop Jan 1-Oct 31)

**2019** \$58,392.15

**2020** \$53,320.51

**2021** \$115,056.84

**2022** \$126,514.81 (Nov 21)



# Manager's Report

**Department:** Infrastructure & Engineering

**Submitted by:** Roger Autio, Director Infrastructure & Engineering

**Date:** 10/11/2022

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### **Director of Infrastructure & Engineering, Roger Autio**

- Conversation with Alberta Environment and Parks on the oxbow on Twp 702. This will be coming to Council in the new year.
- Budget
- Conversation with Canfor on Stop Sign and winter weights and attended Committee of the Whole
- Meeting with various ratepayers over drainage concerns.
- To assist children going to and from school Administration is working on getting numbers for additional lighting in the Ridgevalley School area
- Administration had a diviner use dowsing rods to find water in an area near homes in Muskeg Seepee to make the wells more beneficial to the Cooperative. Unfortunately, both these wells are also dry, and Administration will be moving on to plan #3.

### **Manager, Construction & Engineering, Leah Thompson**

- RR 251 Overlay is complete with deficiencies
  - All line painting will all be re painted by June 15<sup>th</sup>, 2023
  - Surface transitions shall be repaired at 2 locations completed by June 15<sup>th</sup>, 2023
  - Slurry where required
- Attended preconstruction meeting with Prairie North and WSP regarding the Greenview Industrial Gateway access road. Centrelines are being installed and drainage prepared for spring.
- Township Road 692 is progressing. A new foreman and additional crew members are onsite which has proved to increase progression with the project. First lift of gravel has been laid, second lift of gravel, drainage and clean up will take place in the spring.
- Work is progressing to completion on BF76902. Administration has granted an extension due to contractor/subcontractor delays. Penalties will still apply.



- Contract completion extension for BF77244, due to contractor/sub contractor unable to start until extremely late in the year. Ratepayers in the area should not be negatively impacted.
- Range Road 64 One Year Warranty Inspection was completed Friday October 14<sup>th</sup> with no concerns
- Township Road 701A Overlay Final Inspection was completed with the following deficiencies
  - Areas of line painting will all be re painted by June 15<sup>th</sup>, 2023
  - Area on west portion of the road that will have to be milled and replaced
  - Slurry where required
- Grande Cache Phase 6 Driveways and Pathway Construction Completion Inspection was completed with the following deficiencies;
  - Topsoil placement and seeding
  - Backslope of an area is too steep - snow fence was to be installed ASAP to prevent injuries
  - CC valves will all have to be marked with PVC and patched
  - Gravel to be laid in some areas within in the ditch/driveway's vs topsoil
  - Trees to be removed from the ditch bottom that were left in 2 areas
  - Slurry throughout to ensure segregation is minimized
- Grande Cache Pathway to Corrections construction completion inspection was completed with the following deficiencies.
  - Topsoil placement and seeding
  - Removal of gravel in areas were left in piles along the pathway and the guardrail
  - 1 area that has a dip that will be either milled out and redone or patch filled
  - Slurry throughout the project to ensure segregation is minimized

## Manager, Operation, Josh Friesen

- Gravel crushing of 50,000 tonnes has been completed at River Top Gravel Pit
- Gravel crushing is underway at Glacier Rock gravel pit
- Engaged with Ledcor for updated agreement re: plowing HWY 666 in Grovedale area

## Operations East

- 2022 mowing program is now complete, with 20% of roadways mowed a second time.
- Brushing crews continue to remove windfallen trees in various areas.
- 25 signs replaced – 1 intersection sign in Sunset House/Sweathouse. 1 TWP RD sign in Little Smoky. 1 stop sign, 2 intersections signs, and 12 intersection/advance signs replaced on HWY 43 from Valleyview to Ridgevalley in Sturgeon Heights/Clarkson Valley area. 1 stop sign, 1 New Fish Creek sign, and 1 Alder Ridge Rd sign repaired, and 2 bump signs, and 3 curve signs installed in New Fish Creek.
- Potholes patched on TWP RD 704 west of HWY 49 and on RGE RD 222 south of HWY 49 to HWY 665.
- Washout repair completed on a culvert end TWP RD 694 east of RGE RD 200.
- 8 centreline culverts replaced. 3 in Little Smoky area - 2 on TWP RD 681 and 1 on RGE RD 232, 1 in Sturgeon Heights/Clarkson Valley on TWP RD 712, 1 in Valleyview South on TWP RD 702, 2 in Valleyview North on TWP RD 711, and 2 in New Fish Creek on RGE RD 213 & 203.
- 3 approach culverts replaced, and ditching completed on the south side of TWP RD 710 from RGE RD 265 west to RGE RD 270 in the Ridgevalley area. Ditching also completed on RGE RD 213 in New Fish Creek.
- 2 culvert ends cleaned. 1 on RGE RD 223 with heat tape added to residential approaches to avoid flooding in Valleyview North, and 1 on RGE RD 211 in New Fish Creek.
- Bank slough repair completed on TWP 710a east of HWY 49.

### Operations Central

- Equipment winterizing ongoing.
- 2 culverts installed in the Hamlet of DeBolt.
- 5 culverts installed, 1 on RGE RD 10 north of TWP RD 742, 1 on RGE RD 11 south of TWP 720, 1 on RGE RD 15 north of HWY 43, 1 on RGE RD 22 south of TWP RD 732, and 1 on RGE RD 264A west of Harper Creek Road.
- Gravel applied to 2 approaches at Ratepayers request.
- Road repairs completed at KM 40 & 56 and culvert cleaning, road repairs and ditching completed at KM 63 on the Forestry Trunk Road.

### Operations West

- 2 culverts installed, 1 on RGE RD 63 and 1 on TWP RD 702. 2 culverts replaced on RGE RD 85 (Two Lakes Road) south of TWP RD 692.
- Ditch cleaning completed on RGE RD 83 north of HWY 666.
- Ditch clean and 2 culverts installed on RGE RD 75 & TWP RD 692
- Contractor crews came back to correct previously repaired asphalt patching on Bald Mountain Tower Road bridge transition.
- 11 signs replaced or installed including advance signs, an Aspen Grove sign, speed signs, and checkerboard signs.
- 49 delineators installed on TWP RD 690 and TWP RD 700.
- Gravelled approaches on Winters Industrial Lots and gravelled Big Mountain Creek Road.

### Operations South

- Assisted Environmental Services in cleaning 3 storm sewer outfalls and repairing 3 curb stop valves with the hydrovac in the Hamlet of Grande Cache.
- 7 signs installed on Beaverdam Road, 1 speed limit, 2 hill, 1 winding road, and 3 chevrons.
- 4 signposts replaced on the Forestry Trunk Road.
- Gravelled Beaverdam Road KM 0 to 7.5.
- Assisted with 1 columbarium interment, and 1 urn burial at the Grande Cache Cemetery.
- Installed one 800mm beaver-proof end to a culvert at KM 25 on the Huckleberry Tower Road.
- Cleaned sumps at the Grande Cache Operations Building and the Fire Hall wash bay at the Public Service Building.

### Fleet Services

- All tendered 2022 light vehicles received, outfitted, and delivered for service.
- New Volvo loader L22 has been waiting on parts to correct a hydraulic issue.
- New RAP student started work in the Valleyview shop October 31<sup>st</sup>.
- Most assets scheduled for sale at the October 2022 Ritchie Brothers Auction have sold.

Road Requests Received - 64	Operations East	Operations West	Operations Central	Operations South
Beaver Dam / Plugged Culverts	1			
Brushing	1			
Culverts		2		

Community Halls, Cemeteries, Arenas, etc.	1			
Road Conditions	3	6	1	1
Safety Concerns	3			
Signage	26	12		7
<b>TOTAL</b>	<b>35</b>	<b>20</b>	<b>1</b>	<b>8</b>
<b>Fleet &amp; Shop Work Order Requests for Current Reporting Period</b>				
Grande Cache Shop		40		
Grovedale Shop		20		
Valleyview Shop		89		
<b>TOTAL</b>		<b>149</b>		

RoaData-Municipal Approval Requests	Service Rigs	Heavy Hauls	Drilling Rigs	Well Services
TOTALS	36	409	8	0
RoaData-Municipal Loads		Single Trip Loads	Multiple Legal Trip Loads	
TOTALS		426	0	
Grand Total-Approval Requests/Municipal Loads		879		

Road Use Agreements	
New Road Use Agreements	8
Total Road Use Agreements	891

Log Haul Route Requests		
Received	Approved with Conditions	Rejected
2	2	0

## Manager, Environmental Services, Doug Brown

### Administration

- The RFP for Engineering Services- Water And Wastewater Main Extension Grande Cache closed with eight (8) proposals received. Four(4) met the mandatory criteria and were evaluated for award. An RFD has been prepared for the November 22<sup>nd</sup> Council meeting.
- Received the Master plan for Grande Cache Water distribution for review.

### Water

- Goodwin water point closed for tank cleaning and maintenance for 3 days.
- Installed water service to property line for DeBolt Agricultural society.
- Alberta Environment completed an inspection of the Little Smoky Water Plant. No concerns were raised.
- A new service installation was completed on the Valleyview Rural Water Line.
- Grande Cache Enviro and Operations Team repaired 3 CC valves.

## Wastewater

- Grande cache/ Grovedale Sani -dumps closed for season.
- Sewage Lagoon annual drains completed at DeBolt, Sturgeon, Little Smoky and Grovedale.
- A plug valve for digested sludge has failed at Grande Cache Sewer Plant. Replacement valve has been sourced and ordered.
- The CCTV and Flushing portion of the Grande Cache Master Plan project has been completed, minus 3 unaccounted for manholes that we have been unable to find with equipment and labor. Contingency of approximately \$12,609 was used for this project.

## Solid Waste

- Contractors drilled and sampled an additional 4 offsite monitoring wells for the Grande Cache Landfill.
- In response to concerns raised by AEP a Contractor was brought in to conduct a large-scale litter pick at Grande Cache Landfill.
- The Operations plan for the Grande Cache Landfill has been revised as requested by AEP.

## Manager, Facility Maintenance, Wayne Perry

Task List Completed	99	Task List New Additions	107
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## Valleyview

- Completed the Community Hall assessments at the Sunset House and Little Smokey Community Halls. This completes the assessments I am now working on getting all then data compiled into a report format to be shared at a Committee of the Whole meeting
- Installed the sign backs on the signs at Little Smokey and 2 locations of the MD entry signs.
- Installed a locking system and intercom system for the inside front door at the FCSS Building that can be activated from the reception desk.
- Completed the annual system tune up of the Building Managements system on the system in the Admin. Building
- Collected fire water pumps from all Rural Fire Water pump's locations.

## Grovedale

- Completed the Furnace and Heater PMs in the Grovedale area. Will be moving to Grande Cache in early November to complete the last ones in the MD. This will complete the services of the over 270 heating units we manage.
- Installed a fence around the back of the Facility Maintenance building. This combined with improved camera system allows for a secure storage area.
- Repaired damage to the fences at the lagoon compound, the transfer station and the South Wapiti transfer station
- Completed the annual system tune up of the Building Managements system on the system in the Public Service Building

## DeBolt

- The DeBolt PSB expansion completed the pouring of the cement pads and aprons in the month. The building has arrived, and erection will begin November 7 following the cure time of the cement aprons. Should be close to completion by the end of first week of December.

- Completed the annual system tune up of the Building Managements system on the system in the Public Service Building

#### Grande Cache

- Installed a fence at either end of the raw water line to prevent heavy equipment from entering the area
- Completed the building of platforms along the sides of the generator at the water treatment plant to allow safe access to service the unit.
- Collected fire water pumps from all Rural Fire Water pump's locations.

CAPITAL BUDGET -- DEPARTMENT UPDATE					
CAPITAL APPROVED PROJECTS	COUNCIL APPROVED BUDGET AMOUNT	STATUS	PERCENTAGE COMPLETE	CONTRACTOR	NOTES
<b>ROADS</b>					
RD18008 Range Road 64	\$ 1,844,714.00	Final	100.00%	Wild West	Pre construction meeting projected for July 11, Started July 27, Construction of 800m to base finish grade so far, Installed 6 of 7 600mm pipe, 8 of 17 800mm pipe. Roll testing in progress, compaction testing passing so far <b>In warranty phase.</b>
RD20001 RR 205/210 - 8 Mile Road	\$ 350,000.00	Engineering	85.00%	ReCall	This project is part of the shoulder pull and slide. Quote have been requested. <b>Shoulder pull 100% completed. Drainage / sloughing design 60% completed</b>
RD20008 Twp Rd 692 - GD Industrty Road West of 666	\$ 153,697.00	Construction	75.00%	PME	Pres Construction Meeting July 25. Stated construction Aug 2, 11% of common excavation completed. Issues with contractor not having enough people. Administration is holding their feet to the fire. Completion date is Oct 15th and penalties will start soon. <b>Winter shut down maintenance back to Greenview Contractor returns in the Spring for final cleanup</b>
RD21001 FTR Phase 5	\$ 2,159,003.00	Complete	100.00%	Acre Prime	This is carryover from 2021. Contractor is on site. Contractor has completed work and all deficiencies, CCC scheduled for early September. <b>Completed</b>
RD22001 FTR Phase 6	\$ 733,000.00	Engineering	30%	Bearisto	Going to Council to award Engineering on July 12. Only engineering to be done in 2022. Engineering Awarded to Bearisto, <b>Actively working with a tender ready date by end of December.</b>
RD22002 Block Funding - Roads	\$ 2,000,000.00	Complete	100%	Day Labour	Usually used for Access Roads - None awarded as of yet, Northlands Logistics instrial cul da sac scheduled for September. Contractor delays
RD22003 FTR Improvements	\$ 50,000.00	Complete	100%	Day Labour	KM 73 pullout clearing
RD22005 Twp Rd 722 West of H:49 to RR 230		Cancelled	100%	Internal	This project has been cancelled as per motion 22.06.319 and added to Operational Budget 9-90-201-000-6040, Land
RD22006 RV Dumping Access	\$ 238,000.00	Engineering	20.00%	All North	Engineering To provide site details. Coming to Council September 27, <b>Administration delay, will be coming to council November 22. Location chosen, land purchase in progress, moving forward Spring 2023 construction</b>
<b>PAVING</b>					

PV22001 RR 251 South	\$ 1,000,000.00	Final	99.00%	WSP Engineer	Going to Council to award Contractor on July 12. Contract awarded to Wapiti Gravel Suppliers, Starting September 1, Contractor delay, Started on September 30 <b>Deficiencies to be completed in Spring 2023</b>
PV22002 Twp Rd 701A Overlay (SH 666 to RR 73)	\$ 3,200,000.00	Final	99.00%	Knelsen Contractor	Pr-Construction week of July 25. Contract signed. Started Aug 23, Cold Milling 97%, Concrete Asphalt 27%, Overlay completed just finishing up on line painting and delineators <b>Deficiencies to be completed in Spring 2023</b>
PV22003 RR 230 (South of H:43 to Twp Rd 700)	\$ 3,200,000.00	Complete	100.00%	Beairsto Engineer	Engineering awarded Bearisto,Going to Council on July 12 for award, Contract for construction deferred by Council until 2023
PV22004 Phase 6 Sidewalks & Driveways	\$ 845,000.00	Final	99.00%	Beairsto Engineer	Going to Council on July 12 for award, Awared to Kneslsen, Started construction on Aug 5, Groundwork completed waiting for asphalt, tentative start date of October 4 <b>Deficiencies to be completed in Spring 2023</b>
PV22005 I&P Facilities Paving	\$ 100,000.00	Complete	100.00%	CTR Contracting	Quotes received. Scheduled for Sept 1st, Slightly delayed until first week of September. Working on ground finishing, Asphalt scheduled for October 6
<b>BF/DRAINAGE</b>					
BF72012 Sturgeon Creek Bridge	\$ 85,000.00	Engineering	85.00%	MPA	Construction in 2023, Engineering by MPA, Final design by end of September. <b>Slight delay</b>
BF76902 Tributary to Clouston Creek	\$ 390,000.00	Construction	60.00%	Green Acre Ventures	Waiting on Contractor, Mid July start date, Contractor delay starting Late september, contractor delay again, Tentative date of late October <b>Will be back in spring to finalize project. Contractor is aware that it is up to them to maintain through the spring when required.</b>
BF77159 Asplund Creek	\$ 45,000.00	Engineering	85.00%	MPA	Construction in 2023, Engineering by MPA, Final design by end of September. <b>Slight delay</b>
BF77244 Tributary to Sweathouse Creek	\$ 600,000.00	Construction	35.00%	Green Acre Ventures	Construction Start September 2022. contractor delay again, Tentative date of late October <b>2023 Construction due to contractor delays. Pipe is delivered to Greenview Stockpile yard, Comstruction 2023</b>
BF77259 Tributary to Sweathouse Creek	\$ 45,000.00	Engineering	80.00%	MPA	Construction in 2023, Engineering by MPA, Final design by end of September. <b>Slight delay</b>



BF77976 Boulder Creek	\$ 750,000.00	Complete	100.00%	Boss Bridge Works	Construction Start September 2022, Started July 20, Contractor informed of supply issue Aug 4, Tentative date of Sept 6th for culvert on site. Final inspection on October 3 <b>Construction Completion Certificate complete. Warranty phase.</b>
BF78147 Tributary to Smoky River	\$ 45,000.00	Engineering	80.00%	MPA	Construction in 2023, Engineering by MPA, Final design by end of September. <b>Slight delay</b>
DR22001 Wilson Drainage	\$ 360,000.00	Construction	100.00%	Day Labour	Brushed and seeded is still required. <b>Complete</b>
DR22002 DeBolt Creek Stabilization Phase 1	\$ 50,000.00	Complete	100.00%	MPE	Installing monitoring and test holes, Monitors have been installed. <b>Complete</b>
<b>ENVIRONMENTAL SERVICES</b>					
ES22001 Skid Steer & Attachments <b>changed to Telehandler</b>	\$ 118,665.00	Complete	100.00%	Bobcat of the Peace	Waiting on delivery. Has shipped, price increase due to surcharge. Completed training on Telehandler. Was shipped with wrong tires, waiting on replacements. <b>Training completed, Tires arrived</b>
<b>T</b>					
SW19004 GC Landfill & Recycling Land Purchase	\$ 65,000.00	Final	80.00%	Greenview	Waiting on Province and Land titles. Province has sent the offer to purchase (\$600/ acre). Survey has been completed <b>22 09 13 Update: Waiting on Summit Coal to remove overlap.</b>
SW20001 GC Transer Station Development	\$ 100,000.00	Engineering	40.00%	Associated Engineering	Waiting on Land purchase (SW19004) Waiting for bird sweep. <b>Land purchase complete, finalizing design, finalizing joining West Yellowhead, additional test wells complete, still dealing with AEP</b>
SW22001 Roll Off Bin Replacement	\$ 40,000.00	Complete	100.00%	Greenview	Already received
SW22002 GC Bin Replacement	\$ 10,000.00	Complete	100.00%	Greenview	Already Received
SW22003 West Yellowhead Regional Management Authority	\$ 300,000.00	Engineering	75.00%	Greenview	Waiting on West Yellowhead Reginal Waste Commission. Yellowhead County hired a new manager and still waiting on agreement <b>Moving forward week of November 28</b>

SW22004 GC Landfill Groundwater Monitoring Well	\$ 134,000.00	Engineering	90.00%	Associated Engineering	Waiting on AEP to approve contamination Levels and direction on well placement and Land purchase Bird sweep and tree removal end of september, Then monitoring wells. Well drilling in progress <b>Waiting on final approval from AEP</b>
<b>WATER DISTRIBUTION/TREATMENT PLANTS</b>					
WD15002 GD Water Treatment Plant Upgrades	\$ 2,445,005.00	Final	98.00%	Associated Engineering	Raw Water line leaks have been located and contractor is completing repairs <b>In production, July 15 final walk through/ substantial completion.</b>
WD16004 Landry Heights Water Distribution System	\$ 100,000.00	Complete	100.00%	Associated Engineering	Contractor finishing lanscaping issues Clean up stage. <b>Completed</b>
WD17002 SCADA Upgrades - WTP & WP	\$ 100,000.00	Final	95.00%	Associated Engineering	waiting on final report
WD17009 GD Water Distribution System	\$ 120,000.00	Complete	100.00%	Associated Engineering	Warranty Period. Meeting with contractor over workmanship and asking for extended warranty <b>Contractor denied extended warranty, Administration is holding them to contract for remainder of warranty period. Complete</b>
WD19003 GC Raw Waterline Intake Upgrade	\$ 110,000.00	Final	99.00%	Associated Engineering	Warranty Period and fencing and gates will be installed in August. Contractor delay, actively working as of September 30
WD19004 GC Water Treatment Plant	\$ 1,330,000.00	Complete	100.00%	Associated Engineering	Finishing the deficiencies that Contractor was not completing, Lawyers were involved in getting Contractor removed. Tendering shortly Tender results coming to Council. Sept 27 Administration delay, coming to October 11 Council meeting <b>RFP cancelled by motion of Council. Working towards completing in house/future RFP. Applying for funding.</b>
WD20005 VV Rural Waterline Extension	\$ 500,000.00	Engineering	25.00%	Associated Engineering	Was brought to Council, waiting on further direction
WD21001 Sunset House Water	\$ 150,000.00	Final	95.00%	Associated Engineering	Council direction to monitor. Waiting for final report and capping well shortly. Coming back to COTW meeting in November <b>Council requested more information, coming back second Regular Council Meeting in January 2023</b>

WD22002 Smoky SCADA Upgrades - WTP & WP	\$ 200,000.00	Engineering	50.00%	Associated Engineering	After last Council (June28, 2022) were are proceeding, Budget increased to \$200K <b>Materials ordered, waiting for shipment to arrive</b>
WD22004 GC Maser Plan	Original Budget \$607,390 Additional Budget \$494,033 Overall \$1,101,423	Construction	60.00%	Associated Engineering	RFD coming to July 26 for CCTV Camera tender Flushing/camera roads assessment completed water monitoring waiting for report. Building assesments October 6 <b>Waiting on preliminary report, start of second quarter 2023.</b>
<b>WASTEWATER SYSTEMS</b>					
WW17001 GD Collection System	\$ 25,000.00	Final	95.00%	Associated Engineering	Warranty Period
WW17002 GD Evaporative Lagoon Decommissioning	\$ 700,000.00	Pre Construction	30.00%	Associated Engineering	Water sampling failed, Second sample failed due to shipping, Third sample has passed, <b>land spreading has been completed, reclamation in 2023</b>
WW19001 GD Floating Liner	\$ 100,000.00	Engineering	95.00%	M2 Engineering	Waiting on final report and will be brought back to Council for direction Received final report, meeting with enviroment and consultant in early september. Remediation options and budget coming to council. Coming to COTW in October <b>Engaged another engineering firm, projected cost are estimated. Administration is working with both firms to provide Council with realistic costs.</b>
WW19002 GC Sewage Treatment Plant	\$ 10,500,000.00	Pre Construction	90.00%	M2 Engineering	Design complete and working on various contract equipment tenders, tendering final contract shortly Five major equipment contracts awarded by council. Sept. 1 design meeting update. <b>RFQ for the Gen/ subcontractors done/ tender ready</b>
WW20005 DeBolt Lift Station Forcemain Upgrades	\$ 1,544,500.00	Complete	100.00%	MPE Engineering	Contractor will be starting later this month All pipe in ground pressure test passed. <b>Completed</b>
WW21001 Ridgevalley Lagoon Expansion	\$ 250,000.00	Engineering	30.00%	M2 Engineering	Looking at options and will be brought to COTW in September for Council direction, Grant funding has been appied for Grant funding was denied for 2022/23. By motion of Council Administration to begin land negotiations. <b>First consultation with landowner(s). Administration is drawing up new boundary maps. Scheduling of next meeting in progress.</b>

WW22001 SCADA Lift Stations Remote Operations	\$ 100,000.00	N/A	100.00%	Associated Engineering	Moved budget to WD22002 <b>Council direction to remove from budget.</b>
WW22004 Shoring Purchase	\$ 25,000.00	Complete	100.00%	Greenview	Waiting on delivery. <b>Delivered</b>
<b>OPERATIONS EQUIPMENT</b>					
OP22001 Street Sweeper -- GC	\$ 365,000.00	On Order	50.00%	Joe Johnson Equipment	On order. Early fall delivery due to manufacture delays. Contractor informed delivery date moved to late fall. <b>Tentatively end of December</b>
OP22002 Skidsteer Lease Buyout - GC SKID10	\$ 30,000.00	Complete	100.00%	Wells Fargo	Complete. Paid out remainder of lease.
OP22003 Loader Replacement - Valleyview	\$ 375,000.00	Delivered	100.00%	Strongco	Delivered. Waiting on Invoice. <b>Processing invoice</b>
OP22005 Trench Roller	\$ 50,000.00	Delivered	100.00%	SMS Equipment	Delivered. Have been invoiced but waiting on 2 year warranty invoice. Charging System remote purchased.
<b>FACILITIES MAINTENANCE</b>					
FM20013 DeBolt PSB Addition	\$ 953,200.00	Construction	60.00%	South West Design	Motion 22.04.217 = \$518,200.00 Foundation work in progress. Building scheduled delivery Oct. 19. <b>Building arrived, erected, interior finishing ongoing. Tentative completion mid December.</b>
FM21001 Used Scissor Lift for Valleyview	\$ 18,000.00	Not Available	15.00%	Greenview	Still searching for available unit Still waiting and searching for appropriate equipment. A couple coming up at the October Richie Brothers Aution, <b>Team placed bids on a few units but were unsuccessful, A few more units are being evaluated</b>
FM21008 Security Improvement 5 Year Plan	\$ 242,200.00	Final	80.00%	Apex	Completed GC PSB, Tourism, Shop A in Grovedale. Moving to finish the WTP and Facililites Shop in GC Water treatement plant in progress all others complete. Completing fencing in GD in september. FCSS building entrance upgrade, tenatively by end of October <b>Building contractor will commence work shortly.</b>
FM22001 Skid Steer Broom Replacement	\$ 12,000.00	On Order	50.00%	Bobcat of the Peace	On order. Tentatively November. <b>Broom will not arrive until mid June 2023 due to supply chain issues</b>
FM22002 Tractor Replacement T21	\$ 38,000.00	On Order	100.00%	John Deere	On order from John Deere. May not arrive until early fall. Still waiting.
FM22003 CO & N2O Monitoring Equipment MD Shops	\$ 60,000.00	Construction	40.00%	TKRP	Developed scope of work and prioritizing order of work. Issues with contractors <b>Work in progress. Some devices have been relocated/installed. Working with contractor.</b>

FM22004 Zero Turn Replacement	\$ 10,000.00	Delivered	100.00%	John Deere	Expected to arrive in August <b>Delivered.</b>
FM22005 Sunset House Community Hall Roof	\$ 65,000.00	Final	99.00%	Standard Roofing	Anticipation to be complete in September. Starting construction on October 5 <b>Completed, in warranty phase.</b>
FM22006 Upgrade & Standardize all Community Fire Station Pump	\$ 20,000.00	In Progress	20.00%	Greenview	Gathering more information as per Council request and monitoring for the 2022 To come to Council in October. <b>Coming to Council first meeting of December, Administrative delay.</b>
FM22007 Renovations to FM/Enviro Building	\$ 40,000.00	Complete	100.00%	Quality Flooring	Have quotes and scheduling time for flooring. Greenview will be doing maintenance and upgrades to lighting as staff are on vacation. Will be done closer to Christmas Break as they need 5 days with no foot traffic <b>New flooring installed, complete.</b>
FM22008 New Operations Shop in GC	\$ 50,000.00	Engineering	35.00%		Will be added to 2023 Budget as per Council direction. Will work on design and detailed engineering 2022. Will be tendered in 2022 Tendered coming to Council in early October. Tender closed September 29 <b>Tender awarded, working on detailed drawings to have a shelf ready project.</b>
FM22009 GRM Emergency Generator	\$ 175,000.00	Carry Over	15.00%		Evaluation of building and will need a larger generator than originally anticipated. Delivery is anticipated to be 52-58 weeks. Will be added to the 2023 budget. RFD to come to October Council Meeting for additional funds. <b>Generator ordered (50 weeks out) Moving forward in 2023</b>
FM22011 Hotsy I&P Shop	\$ 23,000.00	Complete	100.00%		Installed and in operation.



# Municipal District of Greenview No. 16

NAME: Winston Delorme  
 ADDRESS : \_\_\_\_\_

Employee # : \_\_\_\_\_  
 Department: Council

DATE	DEPART	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
Nov. 22	7:00	22:30	M	Council Meeting/GIG pre-event	300		1			20.00		510.00
Nov. 23	7:00	14:00	M	GIG Stakeholder Event	200							308.00
Nov. 25			M	ASCHA Board Meeting								
Dec. 1	16:00	18:00	M	Travel to Hinton	180							262.00
Dec. 2	9:00	18:00	M	Community Futures								447.00
Dec. 3	7:00	9:00	M	Travel to GC	180							262.00
NOTES:				KILOMETER CLAIM			TOTAL			20.00		1789.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.61 per km	860	524.60	NET CLAIM		20.00			1789.00
				\$0.17 per km	860	146.20						
				SUBTOTAL		670.80	TOTAL CLAIM					2479.80
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		670.8	AMOUNT DUE (OWING)					\$2,479.80

\_\_\_\_\_  
 Claimant

\_\_\_\_\_  
 Date

327

\_\_\_\_\_  
 Approved

\_\_\_\_\_  
 Date



# Municipal District of Greenview No. 16

NAME: Ryan Ratzlaff  
 ADDRESS : [REDACTED], AB

Employee # :  
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
22-Nov	8:00	21:30	M	RCM & GIG Pre-Event	150						510.00
23-Nov	8:00	20:30	M	GIG Stakeholder event & Fox Creek Cult	280						510.00
02-Dec	14:15	19:30	M	Fox Creek CEC & travel for Alberta CARE	350			1	50.00		308.00
03-Dec	10:00	17:00	M	Alberta CARE	350	1			20.00		308.00
NOTES:				KILOMETER CLAIM			TOTAL		70.00		1636.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	1130	621.50	NET CLAIM		70.00		1636.00
				\$0.26 per km	1130	293.80					
				SUBTOTAL		915.30	TOTAL CLAIM				2621.30
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		915.3	AMOUNT DUE (OWING)				\$2,621.30





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward __2__ Councillor _Ryan Ratzlaff_____		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
10/25/2022	Regular Council Meeting	Fox Creek Culture & Rec board
10/26/2022	Other	Fox Creek Joint Ec Dev & Tourism board
10/28/2022	Other	ASB Regional Meeting
11/1/2022	Other	SCM budget 2023
11/2/2022	Other	SCM Budget 2023
11/3/2022	Other	SCM Budget 2023
11/4/2022	Other	Breakfast with the Guys
11/4/2022	Other	SCM Budget 2023
11/7/2022	RMA	Fall Conference Nov 7-10
11/15/2022	Committee of the Whole	& Abbreviated MPC
11/17/2022	Other	Fox Creek Synergy
11/17/2022	Other	NGSD School build discussion/presentation
11/18/2022	Other	Northern Transportation Advocacy Bureau
11/21/2022	Other	GRWMC
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward <u>3</u> Councillor <u>Sally Rosson</u>		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
11/21/2022	Greenview Regional Waste Commission	<p>Review Operational Budget – ground water monitoring price is set for next 3 years. VV Tonnage was not used as was projected. Reserve re-balancing to adhere to Policy.</p> <p>Tipping Fee comparables will be coming back to next Commission meeting. Disposal of concrete was discussed. Security monitoring system approved. Leasing versus purchasing replacement equipment. Perimeter fencing repairs and brushing is needed. MD's Environmental Services, Manager had missed past two Commission meetings, other staff did good job filling in absence.</p>
11/22/2022	Council	Regular Agenda
11/22/2022	GRMultiplex	<p><b>Budget update</b> accepted for information.</p> <p><b>Review of Schedule of Fees</b> for Regional Multiplex.</p> <p><b>FCSS Welcome Baskets will include Family &amp; Adult Passes from Multiplex.</b></p> <p><b>Trust Fund</b> account balance reviewed.</p> <p>October memberships were provided. Chair requested annual membership numbers for next meeting.</p> <p><b>Red Cross Swim lessons</b> with 107 registered participants this for Harry Gray Elementary School.</p> <p>The <b>Lifeguard Recruitment Program</b> has been effectively assisting with staffing the aquatic centre. The program is currently running once again with 3 Lifeguard Trainees.</p> <p><b>Valleyview Coop donated pumpkins</b> for the Pumpkin Plunge/Carving Event. Families plunged in the pool and selected the perfect pumpkin to carve in the Fieldhouse. The event ended with games, sports, and refreshments.</p> <p><b>Pumpkin Plunge</b> Event with 9 families participated.</p>

		<p><b>Fitness programs with Zumba &amp; Yoga</b> classes running which requires a minimum of 6 participants to run program.</p> <p>A <b>Spooky Swim</b> was held in the Aquatic Centre to celebrate Halloween. This swim was received well with over 25 swimmers. The movie Halloweentown was shown on the big screen while patrons swam.</p> <p><b>Programmers decorated the Indoor Play Centre</b> to create a spooky toddler zone Haunted House. A healthier treat option was handed out to Trick or Treaters visiting the facility along with a new MD Moberly coloring booklet.</p> <p><b>Pool Party packages</b> are being received very well. Throughout the month of October, 12 birthday parties were scheduled in the Aquatic Centre.</p> <p><b>Childmind Care</b> operating mornings 9 a.m. - 11 a.m. on Monday - Thursday, with 15 participants.</p> <p>In Evening: Monday – Wednesday, 5:00p.m.- 8:00 p.m. &amp; Thursday, 5:00p.m.-7: 00 p.m. with 17 participants.</p>
11/23/2022	2 <sup>nd</sup> GIG Event	<p>Update on demands on methanol &amp; ammonia (clean burning fuel). GIG update on commencement of roadway clearing for construction, process water design &amp; approvals next summer 2023. Local jobs and construction workforce needed for NPC and Cerillon. Presentation on Carbon Capture Boundary Dam Plant development in Estevan, Saskatchewan.</p>
11/23/2022	Grovedale Hwy 666 Public Engagement meeting	<p>Good open public discussion on historical sliding of Wapiti Hill with questionnaire provided to respond to MD.</p>
11/24/2022	Little Smoky Ski Committee	<p>Budget review and approval. Staffing is desperately needed to operate. Dirt work completed with donations. Changing their lease disposition to TCL. Municipally owned ski hill so does not affect their RMA Insurance. Ski School continuing again in 2023 to provide more skilled lessons and instructors. New Snow Cat planned in 2024. Inlet cleanout needed to increase flow from River. Fuel tanks needed.</p>



# Municipal District of Greenview No. 16

NAME: Sally Ann Rosson  
 ADDRESS : \_\_\_\_\_

Employee # : \_\_\_\_\_  
 Department: Council

DATE 2022	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
21-Nov	9:30	12:30	M	GVRWC	16						262.00
22-Nov	8:30	17:30	M	Council	16						447.00
22-Nov	18:45	21:20	M	GRMultiplex	16						262.00
23-Nov	6:45	12:30	M	GIG	222						308.00
23-Nov	17:30	21:30	M	Grovedale Hwy 666 & return	51						262.00
24-Nov	12:45	16:30	M	LS Ski	104						262.00
NOTES:				KILOMETER CLAIM			TOTAL				1803.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	425	233.75	NET CLAIM				1803.00
				\$0.26 per km	425	110.50					
				SUBTOTAL		344.25	TOTAL CLAIM				2147.25
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		344.25	AMOUNT DUE (OWING)				\$2,147.25

Sally Ann Rosson  
 Claimant

December 2, 2022  
 Date

332

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		
22-Nov	8:30	17:30	M	Reg Council	30						447.00
23-Nov	7:00	14:00	M	Gig event	285						308.00
28-Nov	10:00	12:00	M	Golden Triangle zoom							262.00
30-Nov	9:30	12:00	M	ASB zoom							262.00
NOTES:				KILOMETER CLAIM			TOTAL				1279.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	315	173.25	NET CLAIM				1279.00
				\$0.26 per km	315	81.90					
				SUBTOTAL		255.15	TOTAL CLAIM				1534.15
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		255.15	AMOUNT DUE (OWING)				\$1,534.15



# 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		
November 21 2022	19:15	20:15	M	East Smoky Recreation Board							262.00
November 22 2022	7:45	18:00	M	Council	120						447.00
November 22 2022	18:15	21:40	M	Greenview Industrial Gateway Pre-Event	120						262.00
November 23 2022	7:30	13:15	M	Greenview Industrial Gateway Event	130						308.00
November 23 2022	14:45	21:15	M	Grande Prairie Regional Tourism & Highway 666 Open House	160						308.00
November 25 2022	8:30	15:30	M	Grande Spirit Foundation	120						308.00
November 26 2022	9:00	16:30	M	Peace Library Systems	120						308.00
NOTES:				KILOMETER CLAIM			TOTAL				2203.00
Meeting Code : M for Meetings  C for Conferences					RATE	KM's	TOTAL	LESS GST			
					\$0.55 per km	770	423.50	NET CLAIM			2203.00
					\$0.26 per km	770	200.20				
					SUBTOTAL		623.70	TOTAL CLAIM			2826.70
					LESS G.S.T.			LESS ADVANCES			
					TOTAL		623.7	AMOUNT DUE (OWING)			\$2,826.70

Claimant

Date

Approved

Date

Nov 22 Regular Council Meeting  
Nov 22 Greenview Multiplex  
Nov 23 GIG Stakeholders Event  
Nov 30 PACE  
Dec 6 PACE Board Accreditation  
Dec 12 RV Lagoon/ Landowner

Respectfully,  
Jennifer Scott  
Councillor, MD of Greenview





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward __8__ Councillor __Christine Schlieff__		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
11/22/2022	Regular Council Meeting	
11/23/2022	GIG event	
11/23/2022	Grovedale public engagement	
11/25/2022	South Peace Regional Archives	Strategic planning and regular meeting
11/29/2022	Community Futures	Training
12/3/2022	Christmas Party	
12/8/2022	Community Futures	Christmas supper
12/10/2022	MD Library Board	DeBolt meeting



# Municipal District of Greenview No. 16

NAME: Christine Schlieff  
 ADDRESS : [REDACTED] AB

Employee # :  
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
22-Nov	6:45	19:00	M	Regular Council meeting	305						510.00
23-Nov	8:00	12:30	M	GIG event	64						308.00
25-Nov	9:15	17:30	M	South Peace Reginal Archives	64						447.00
29-Nov	8:15	12:30	M	Community Futures	64						308.00
23-Nov	18:00	20:30	M	GD Public meeting	24						262.00
NOTES:				KILOMETER CLAIM			TOTAL				1835.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	521	286.55	NET CLAIM				1835.00
				\$0.26 per km	521	135.46					
				SUBTOTAL		422.01	TOTAL CLAIM				2257.01
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		422.01	AMOUNT DUE (OWING)				\$2,257.01



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Tyler Olsen		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
11/22/2022	Regular Council Meeting	
11/22/2022	GIG Pre-event mixer	
11/23/2022	GIG Stakeholder event	
11/24/2022	Pathways Alliance update	Update from the president of the Pathways alliance. They were awarded the CCSU exploratory license. They are moving ahead with the exploration to further the technical data. This will be an approx. 400km pipeline for sequestration of the carbon from the 6 biggest oilsands developers.
11/30/2022	Update to Rotary of Grande Prairie	Was asked to provide an update on the MD at the Rotary luncheon. First Reeve they have had speak at their luncheons, will probably turn into a yearly update for them.
12/1/2022	Rocky the Ram Light up	Annual lighting up of the Rocky the Ram park in the uptown of GC. It was cold.
12/2/2022	Community Futures West Yellowhead	Refresh of Strategic plan and orientation for new board members, regular board meeting, Christmas Party.
12/3/2022	MD Greenview staff Christmas party	Wonderful time and great turnout. Was a great staff appreciation event.
12/1/2022	Meeting with Maxim Power	Updated on the mine 14 progression. Permitting is now progressing again and mine will not undergo federal review.
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	
1/1/2021	Choose an item.	

Duane Didow – Member's business

22-Nov Regular Council meeting

22-Nov GIG Pre-event

23-Nov 2<sup>nd</sup> Annual GIG Stakeholder Event

01-Dec Maxim Power update meeting

03-Dec Staff Christmas Dinner



# 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		
21-Nov	12:00	17:30	m	CFWY interview, travel to Grande Prairie	200			1	50.00		308.00
22-Nov	7:00	21:00	m	Reguar council, GIG pre-event	220	1			20.00		510.00
23-Nov	8:00	16:30	m	GIG stakeholder event	200					285.32	447.00
24-Nov				Pathways allianve zoom update							
30-Nov	9:00	15:30	m	Rotary speaking	400		1		20.00		308.00
01-Dec	18:00	22:00	m	Rocky the Ram litght up, travel to Overla	160						262.00
02-Dec	8:30	16:00	m	CFWY, christmas party						15.00	308.00
03-Dec	8:30	11:00	m	return to GC	160						262.00
NOTES:				KILOMETER CLAIM			TOTAL		90.00	300.32	2405.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.55 per km	1340	737.00	NET CLAIM		90.00	300.32	2405.00
				\$0.26 per km	1340	348.40					
				SUBTOTAL		1085.40	TOTAL CLAIM				3880.72
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1085.4	AMOUNT DUE (OWING)				\$3,880.72

\_\_\_\_\_  
 Claimant

\_\_\_\_\_  
 Date

340

\_\_\_\_\_  
 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		
21-Nov	14:00	17:00	M	Travel to VV	350							262.00
22-Nov	7:00	21:00	M	Regular Council Meeting/GIG Pre-event			X			20.00		510.00
23-Nov	8:00	14:00	M	GIG 2nd Annual Update	350						309.82	308.00
03-Dec	12:00	14:00		Travel to Staff Christmas party in GP	200							
04-Dec	12:00	14:00		Travel back to GC	200						135.16	
NOTES:				KILOMETER CLAIM			TOTAL			20.00	444.98	1080.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.55 per km	1100	605.00	NET CLAIM		20.00	444.98	1080.00	
				\$0.26 per km	1100	286.00						
				SUBTOTAL		891.00	TOTAL CLAIM				2435.98	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		891	AMOUNT DUE (OWING)				\$2,435.98	

*D. Didow*  
 Claimant

Dec 5, 2022  
 Date

341

Approved

Date