



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## ORGANIZATIONAL MEETING AGENDA

Tuesday, October 24, 2023

9:00 AM

Council Chambers  
Administration Building

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#1	CALL TO ORDER	
#2	OATH OF OFFICE	
#3	ADOPTION OF AGENDA	
#4	APPOINTMENT OF REEVE	2
#5	APPOINTMENT OF DEPUTY REEVE	4
#6	2024 MEETING DATES	6
#7	APPOINTMENT OF BOARDS & COMMITTEES	19
#8	2024 CLAY SHOOT DATE	321
#9	CHRISTMAS FLOATER HOLIDAY	323
#10	CAO COVENANT	325
#11	ADJOURNMENT	



# REQUEST FOR DECISION

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SUBJECT: **Appointment of Reeve**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_ MANAGER: \_\_\_\_\_  
DIR: \_\_\_\_\_ PRESENTER: \_\_\_\_\_  
LEG: \_\_\_\_\_

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## RELEVANT LEGISLATION:

**Provincial** (cite) – MGA Section 150(2), 152, 156, and 185.1

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council cease nominations for Reeve of the Municipal District of Greenview No.16.**

**MOTION: That Council appoint Councillor \_\_\_\_\_ as the Reeve of the Municipal District of Greenview No. 16 Council until the next annual Organizational Meeting.**

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## BACKGROUND/PROPOSAL:

Under Section 150(2) the Council of a Municipal District is to select a Chief Elected Official (Reeve) from amongst its membership. Voting may be secret ballot.

Before selecting the Chief Elected Official (Reeve), Council will need to first determine the manner in which they intend to vote on the selection of Chief Elected Official. Section 185.1 of the MGA provides that voting is to be by secret ballot if any council member present requests same; otherwise, voting will be by show of hands. If a secret ballot is used then the appointment must be confirmed by a resolution of Council.

Once a winner has been declared by the CAO then the selected member will complete the requisite Oath of Office for Reeve. Following this, the Reeve will assume the chair.

---

## 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.

---

ATTACHMENT(S):

N/A



# REQUEST FOR DECISION

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SUBJECT: **Appointment of Deputy Reeve**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_ MANAGER: \_\_\_\_\_  
DIR: \_\_\_\_\_ PRESENTER: \_\_\_\_\_  
LEG: \_\_\_\_\_

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## RELEVANT LEGISLATION:

**Provincial** (cite) – MGA Section 150(2), 152, 156

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council cease nominations for the Deputy Reeve of the Municipal District of Greenview No.16 Council.**

**MOTION: That Council appoint Councillor \_\_\_\_\_ as the Deputy Reeve of the Municipal District of Greenview No. 16 Council until the next annual Organizational Meeting.**

**MOTION: That Council request the Chief Administrative Officer to destroy the electronic ballots used for the appointment of Reeve and Deputy Reeve.**

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## BACKGROUND/PROPOSAL:

Under Section 152 of the Municipal Government Act, the Council of the Municipal District is to select a Deputy Chief Elected Official (Deputy Reeve) from amongst its membership.

Voting on a member will be in accordance with the method selected by Council prior to this item. Once a winner has been declared by the Reeve then the selected member will complete the requisite Oath of Office for Deputy Reeve. A motion will then be required to destroy the ballots.

---

## 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.

---

ATTACHMENT(S):

N/A



# REQUEST FOR DECISION

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**SUBJECT: Regular Scheduled Council Meetings**

**SUBMISSION TO: ORGANIZATIONAL MEETING**

**MEETING DATE: October 24, 2023**

**DEPARTMENT: CAO SERVICES**

**STRATEGIC PLAN: Governance**

**REVIEWED AND APPROVED FOR SUBMISSION**

**CAO:**

**DIR:**

**LEG:**

**MANAGER:**

**PRESENTER:**

---

**RELEVANT LEGISLATION:**

**Provincial (cite) – MGA Section 193(1)**

**Council Bylaw/Policy (cite) – N/A**

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**RECOMMENDED ACTION:**

**MOTION: That Council direct Administration to schedule the Regular Council Meetings as per options below.**

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**BACKGROUND/PROPOSAL:**

Section 193(1) of the MGA cites; Council may decide at a Council Meeting at which all the Councillors are present to hold regularly scheduled council meetings on specified dates, times, and places.

Administration sees merit in continuing with the Regular Council meeting on the Tuesdays because of overtime travel incurred by staff on Sundays. This also allows for time for Administration to prepare and bring forward any immediate items that may arise over the weekends.

**Option A MOTION: That Council hold the Regular Scheduled Council Meetings on the second and fourth Tuesday of each month, commencing at 9:00 a.m. in the Council Chambers, Administration Building, 4806-36th Avenue, Valleyview, and cancel the following Regular Council Meetings:**

**August 13, 2024 for Council Break**

**Option B MOTION: That Council hold the Regular Scheduled Council Meetings on the second and fourth Monday of each month, commencing at 9:00 a.m. in the Council Chambers, Administration Building, 4806-36th Avenue, Valleyview, and cancel the following Regular Council Meetings;**

**August 12, 2024, for Council Break**

**And further, that any Regular Scheduled Council Meeting that fall on a statutory holiday will be held on the Tuesday immediately following that holiday.**

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Council will have set dates for the 2024 Regular Council meetings.

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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 has the alternative to choose different dates, start times and frequency for its Regular Council Meetings.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

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**ATTACHMENT(S):**

N/A



# REQUEST FOR DECISION

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SUBJECT:	<b>Additional Council Meetings – 2024-2025 Budget</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Economy	LEG:	

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act, RSA 2000, Chapter M-26, s.197(1)

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION:** That Council hold additional regular Council meetings to be scheduled on the following dates and times to be held in the Council Chambers, Administration Building, 4806-36<sup>th</sup> Avenue, Valleyview for the purpose of the 2025 budget deliberations:

- Tuesday, October 29, 2024, commencing at 9:00 a.m.
  - Wednesday, October 30, 2024, commencing at 9:00 a.m.
  - Thursday, October 31, 2024, commencing at 9:00 a.m.
  - Friday, November 1, 2024, commencing at 9:00 a.m.
- 

## BACKGROUND/PROPOSAL:

Additional regular Council meetings have been scheduled according to the schedule above to discuss the 2024-25 Operating and Capital Budget, as well as the 2024-25 Schedule of Fees Bylaw.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The Council meetings for 2024-25 budget deliberations will be scheduled and open to the public in accordance with the MGA section 197(1).
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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to schedule the 2024-25 budget deliberations as Special Council meetings however Administration does not recommend this action because it creates additional time constraints.

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## FINANCIAL IMPLICATION:

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Council will receive honorarium in accordance with Policy 1008.

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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:**

The additional regular Council meetings will be posted on Greenview's website.

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**ATTACHMENT(S):**

N/A



# REQUEST FOR DECISION

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SUBJECT: **Committee of the Whole Meetings**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_ MANAGER: \_\_\_\_\_  
DIR: \_\_\_\_\_ PRESENTER: \_\_\_\_\_  
LEG: \_\_\_\_\_

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RELEVANT LEGISLATION:  
**Provincial** (cite) – MGA 195

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council direct Administration to schedule the Committee of the Whole meetings as per options below.**

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BACKGROUND/PROPOSAL:

Committee of the Whole meetings are an opportunity for Council to discuss such matters as policies, bylaws, agreements, and programs/projects which are still in the planning, draft or development stage. Council may choose different dates, start time and frequency for these meetings if it so chooses. Any meeting dates cancelled by Council will be advertised so that the public is aware of the change.

Administration sees merit in continuing the Committee of the Whole meeting on the Tuesdays because of overtime travel incurred by staff on Sundays. This also allows for time for Administration to prepare and bring forward any immediate items that may arise over the weekends.

Committee of the Whole in the various location would be a good time for Council to network throughout Greenview.

**Option A: That Council holds the Committee of the Whole meetings on the third Tuesday of each month, at the following locations within Greenview;**

January 16, 2024, commencing at 9:00 a.m. at the DeBolt Public Services Building  
February 20, 2024, commencing at 9:00 a.m. at the Grovedale Public Services Building  
April 16, 2024, commencing at 9:00 a.m. at the Grande Cache Public Services Building  
May 21, 2024, commencing at 9:00 a.m. at the Valleyview Administration Building  
June 18, 2024, commencing at 9:00 a.m. at the Grovedale Public Services Building  
July 16, 2024, commencing at 9:00 a.m. at the Grande Cache Public Services Building  
September 17, 2024, commencing at 9:00 a.m. at the Grande Cache Public Services Building

October 15, 2024, commencing at the 9:00 a.m. at the Grovedale Public Services Building

November 19, 2024, commencing at 9:00 a.m. at the DeBolt Public Services Building

December 17, 2024, commencing at 9:00 a.m. at the Administration Building, Valleyview

And further, that the Committee of the Whole meeting for the month of March be cancelled for the RMA Spring Convention and the meeting for August be cancelled for Council Break.

**Option B:** Council has the alternative to choose Mondays for their Committee of the Whole Meeting; the dates are as follows:

That Council hold the Committee of the Whole meetings on the third Monday of each month, at the following locations within Greenvue;

January 15, 2024, commencing at 9:00 a.m. at the DeBolt Public Services Building

February 19, 2024, commencing at 9:00 a.m. at the Grovedale Public Services Building

April 15, 2024, commencing at 9:00 a.m. at the Grande Cache Public Services Building

May 20, 2024, commencing at 9:00 a.m. at the Administration Building, Valleyview

June 17, 2024, commencing at 9:00 a.m. at the Grovedale Public Services Building

July 15, 2024, commencing at 9:00 a.m. at the Grande Cache Public Services Building

September 16, 2024, commencing at 9:00 a.m. at the Grande Cache Public Services Building

October 14, 2024, commencing at the 9:00 a.m. at the Grovedale Public Services Building

November 18, 2024, commencing at 9:00 a.m. at the DeBolt Public Services Building

December 16, 2024, commencing at 9:00 a.m. at the Administration Building, Valleyview

And further, that any Committee of the Whole meeting that falls on a statutory holiday will be held on the Tuesday immediately following that holiday.

And further, that the Committee of the Whole meeting for the month of March be cancelled for the RMA Convention and the meeting for August be cancelled for Council Break.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Council will have set dates and locations for the 2024 Committee of the Whole meetings.
2. The benefit of Council accepting the recommended motion is that this gives Council the opportunity to visit the various locations within Greenvue and increases engagement with ratepayers throughout the municipality.

---

**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 choose different dates, start times and frequency for its Committee of the Whole Meetings.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

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# REQUEST FOR DECISION

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SUBJECT:	<b>Municipal Planning Commission Meeting Dates</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION:** That Council schedule the Municipal Planning Commission Meeting on the Tuesday or Wednesday following the first Regular Council meeting of each month, excluding August for Council break.

---

## BACKGROUND/PROPOSAL:

As per Greenview history, MPC follows the first Regular Council Meeting of the month.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have set dates for the 2024 Municipal Planning Commission meetings.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to choose different dates, start times and frequency for the Municipal Planning Commission Meeting.

---

## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

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**ATTACHMENT(S):**

N/A



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy Review Committee Meeting Dates</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION:** That Council schedule the Policy Review Committee Meeting immediately following the Municipal Planning Commission Meeting on the Tuesday/Wednesday following the first Regular Council meeting of each month, excluding August for Council break.

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## BACKGROUND/PROPOSAL:

As per Greenview history, PRC follows the Municipal Planning Commission Meeting

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have set dates for the 2023 PRC meetings.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to choose different dates, start times and frequency for the Municipal Planning Commission Meeting.

---

## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

## 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:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

N/A



# REQUEST FOR DECISION

SUBJECT: **Greenview Ratepayer BBQ**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy CO 01

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## RECOMMENDED ACTION:

**MOTION:** That Council host the Annual Ratepayer Barbeques between 5:00 p.m. and 7:00 p.m. on the following dates, with funds to come from the 2024 Communications Citizens Engagement Budget;

June 17/18, 2024, at the Grovedale Community Hall

June 23/24, 2024, at the Greenview Regional Multiplex, Valleyview

July 8/9, 2024, at the DeBolt Public Services Building

July 15/16, 2024, at the Recreation Centre, Grande Cache

---

## BACKGROUND/PROPOSAL:

Council hosts annual ratepayer BBQ's throughout Greenview. Administration is recommending the same locations as started in 2019.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council holding the barbeques on the same dates as the Regular Council Meetings and the Committee of the Whole meetings, is that there is a greater likelihood of Council and community participation.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to change the dates or venues of the Annual Ratepayer Barbeques.

---

## FINANCIAL IMPLICATION:

Funding for the Barbeques has been allocated in the 2024 Communications Citizen Engagement Budget.

---

**STAFFING IMPLICATION:**

The staffing implications to the recommended motion is that there will be overtime paid to certain staff members working the events.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

N/A



# REQUEST FOR DECISION

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SUBJECT:	<b>Alberta Care Board</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	ORGANIZATIONAL MEETING	CAO:	MANAGER:
MEETING DATE:	October 24, 2023	DIR:	PRESENTER:
DEPARTMENT:	CAO SERVICES	LEG:	
STRATEGIC PLAN:	Governance		

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Ratzlaff to the Alberta Care Board.**

---

## BACKGROUND/PROPOSAL:

Alberta Care focuses on coordinating recycling and waste management activities at the community level, establish partnerships that will bring together diverse interest groups towards a common focus and implementation strategy for recycling and waste management, promotes recycling and waste management as part of the day-to-day lifestyle and culture of Albertans and promote awareness of new recycling initiatives to the general public.

Councillor Ryan Ratzlaff currently sits on this board.

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform



# REQUEST FOR DECISION

---

SUBJECT: **Agriculture Service Board**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_ MANAGER: \_\_\_\_\_  
DIR: \_\_\_\_\_ PRESENTER: \_\_\_\_\_  
LEG: \_\_\_\_\_

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Bill Smith and Councillor Dave Berry to the Agriculture Services Board.**

**MOTION: That Council appoint Jake Drozda and Jeff Laughlin to the Agriculture Services Board as members at large for a 2-year term ending 2025.**

---

BACKGROUND/PROPOSAL:

Municipal District of Greenview No. 16's Agricultural Service Board is appointed under the Agricultural Service Board Act of Alberta. A.S.B.'s were first conceived by Alberta Agriculture in 1945. The intent was to have a local grassroots body to work with area agricultural producers on issues and concerns specific to that municipality. Every rural municipality in Alberta has an appointed Agricultural Service Board. The A.S.B. and agricultural department staff under the supervision of an Agricultural Fieldman, work under the Agricultural Service Board Act, the Weed Control Act, Agricultural Pests Act, the Soil Conservation Act and the Environmental Protection and Enhancement Acts.

Currently, Deputy Reeve Bill Smith and Councillor Dave Berry along with 5 appointed members are on this board.

Appointing the Members at Large will fulfill the requirements for this board.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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FINANCIAL IMPLICATION:



As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating 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.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

**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:



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 Service board

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?

Greenview Regional Landfill Committee  
October 2023

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?

Regional Landfill Committee 2023

## Personal Resume

Name: Jake Drozda



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

Experience: \_\_\_\_\_

Volunteer Activities you have been involved with: \_\_\_\_\_

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

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)

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

From: [Jeff Laughlin](#)  
To: [Brenda Brooker](#)  
Subject: [Application](#)  
Date: Thursday, October 12, 2023 9:41:11 AM  
Good morning Wendy,  
Jeff just got this to me this morning, hopefully it's not too late!  
Thanks, Brenda  
From: Jeff Laughlin <[jefflaughlin@jefflaughlin.com](mailto:jefflaughlin@jefflaughlin.com)>  
Sent: Thursday, October 12, 2023 9:30 AM  
To: Brenda Brooker <[brenda.brooker@jefflaughlin.com](mailto:brenda.brooker@jefflaughlin.com)>  
Subject:



MD OF GREENVIEW

## APPLICATION

Appointment to a Municipal  
Board/Committee

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

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?

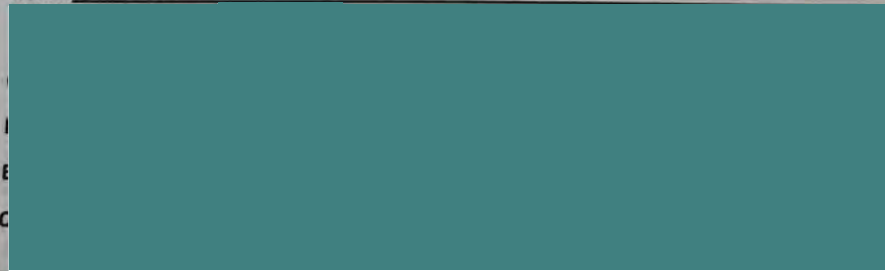
☐ Yes

☒ No

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

### Personal Resume

Name: Jeff Laughlin







MD OF GREENVIEW

## APPLICATION

Appointment to a Municipal  
Board/Committee

**Experience:** Was part of the REA board, Valleyview seed cleaning coop, Hi Valley Beef coop,

[Redacted]

**Volunteer Activities you have been involved with:**

[Redacted]

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

[Redacted]

[Redacted]  
Applicant's Signature

Oct 12/2023

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)

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



# REQUEST FOR DECISION

---

SUBJECT: **AUDIT COMMITTEE**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Sally Rosson, Councillor Tom Burton, and Councillor Dale Smith to the Audit Committee.**

---

BACKGROUND/PROPOSAL:

The Audit Committee works with the Council appointed auditors to help guide the yearly financial audit of the municipality.

Currently Councillor Sally Rosson, Councillor Tom Burton and Councillor Dale Smith sit on this committee.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

N/A





# REQUEST FOR DECISION

---

SUBJECT: **CANFOR FMA ADVISORY COMMITTEE**

SUBMISSION TO: ORGANIZATIONAL MEETING

MEETING DATE: October 24, 2023

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

CAO:

MANAGER:

DIR:

PRESENTER:

LEG:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Bill Smith to the Canfor FMA Advisory Committee and Councillor Christine Schlieff as an alternate to the Canfor FMA Advisory Committee.**

---

BACKGROUND/PROPOSAL:

Canfor establishes this Committee with one representative from Council. The Committee's role is to act as a sounding board for issues that affect Canfor's management of their Forest Management Area. Canfor's FMA includes the area east of the Smoky River, south to Grande Cache and east to the Little Smoky River. Meetings are held monthly.

Currently Deputy Reeve Bill Smith sits on this committee with Councillor Christine Schlieff as the alternate.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

- Canfor Forest Management Advisory Committee Background & Mandate

## **CANFOR FOREST MANAGEMENT ADVISORY COMMITTEE (FMAC)**

### **Background & Mandate**

Canfor has been working with the Forest Management Advisory Committee for the past 20 years to develop credible Sustainable Forest Management Plans, General Development Plans and Annual Operating Plans to provide opportunities for public review and comment.

Canfor's Environment Policy and Sustainable Forest Management Commitments include commitments to *"provide opportunities for interested parties to have input into our sustainable forest management planning activities"* and *"provide opportunities for the public, communities, other stakeholders and Aboriginal Peoples with rights and interests in sustainable forest management to participate in the development and monitoring of our Sustainable Forest Management Plans"*.

CSA requires *"extensive public participation in the development of its Standards. In this Standard, the public identifies forest values of specific importance to environmental, social, and economic concerns and needs. Public also takes part in the forest managing process and works with organizations to identify and select SFM objectives, indicators, and targets to ensure that these values are addressed."*

Canfor Alberta's Forest Management Agreement (FMA) area encompasses a small area north and west of Spirit River bordering the Peace River, an area north and east of DeBolt and an area south of Grande Prairie and east of the Smoky River. The main neighboring communities include DeBolt, Valleyview, Spirit River, Grande Cache and Grande Prairie. For certification with CSA, this FMA will serve as the Defined Forest Area (DFA).

In 1995 the Forest Management Advisory Committee (FMAC) was initiated to provide public input into preparing a long-term Detailed Forest Management Plan (DFMP). Initially this Committee met monthly to identify key issues and concerns to be addressed. From December 1999 to 2015, Canfor and FMAC have worked together on some of the following key certification documents:

1. Development and Revision on the Sustainable Forest Management Plan (SFM) and the values, goals, indicators and objectives for the SFMP;
2. The Detailed Forest Management Plan (DFMP) (10 year legal plan with Alberta Government);
3. Healthy Pine Strategy DFMP Amendment which was approved by Government of Alberta in January 2010;
4. Canfor 2015 Forest Management Plan.

### **Defined Goals of FMAC**

The Forest Management Advisory Committee aims to help ensure that sustainable forest management decisions are made as a result of informed, inclusive and fair consultation with local people who are directly affected by or have an interest in sustainable forest management. The FMAC consists of members who represent a broad range of interested parties. The FMAC will work with Canfor Alberta to:

1. Identify and select values, objectives, indicators and targets, based on the CSA SFM elements and any other elements of relevance to the DFA;
2. Develop, access and select one or more possible strategies;
3. Review the SFM plan;
4. Design monitoring programs, evaluate results and recommend improvements; and
5. Discuss and resolve any issues relevant to SFM in the DFA.

Canfor and the FMAC shall ensure that the values, objectives and targets are consistent with relevant government legislation, regulations and policies. Additionally they recognize Aboriginal and treaty rights and agree that aboriginal participation in the public process will not prejudice those rights.

In addition, the FMAC will continue to:

1. Provide input regarding the Forest Management Plan; and
2. In partnership with Canfor, will review, refine and implement the Public Involvement Program.



## **Operating Rules**

### **1. Rules and Conduct**

The FMAC and its members agree to work by the following rules:

- a) All members will be given the opportunity to voice their perspectives;
- b) All members will listen to the range of perspectives;
- c) Meetings will be well-structured and facilitated to enable efficient progress; and
- d) Refreshments and food will be provided for the meetings.

### **2. Meetings**

- a) Semi-annual meetings, unless additional meetings are required;
  - (i) At each meeting, there will be an educational opportunity provided.
- b) Meeting dates:
  - (i) Will be confirmed jointly between Canfor and the FMAC.
- c) Meeting notices:
  - (i) At least 2 weeks advance notice of meeting dates will be given; and
  - (ii) Generally, the next meeting date will be confirmed at each FMAC meeting.
- d) Meeting Location:
  - (i) Meetings will be held at a time and place most suitable to the members of the group;
- e) Meeting Agendas:
  - (i) Will address where possible, both the needs of the Forest Management Plan and CSA Certification;
  - (ii) Input on upcoming meeting agendas will be obtained during each FMAC meeting; and
  - (iii) Canfor will finalize the meeting agenda.
- f) Material, if available, will be provided for review in advance of meetings.

## **Meeting Expenses and Logistics**

### **1. Meeting Expenses**

- a) On request, members are eligible for \$50 per ½ day meetings for expenses (full day meetings to be covered at \$100);
- b) Additional travel costs to meetings will be reimbursed at \$0.52/km;
- c) If required, accommodation for members who must travel in excess of 1 hour for meetings will be covered; and
- d) Expense forms for the above need to be submitted to Canfor for reimbursement.

## **Roles & Responsibilities**

### **1. FMAC Structure:**

- a) Structure will be inclusive with a range of representatives from any of the following:

Alberta Conservation Association  
Alberta Fish & Game Association  
Alberta Professional Outfitters Society  
Alberta Trappers Association  
Aseniwuche Winewak Nation  
Canadian Association of Petroleum Producers (CAPP)  
City of Grande Prairie  
DFA Regulated Worker  
Ducks Unlimited  
Grande Prairie #1, County of  
Grande Prairie & District Chamber of Commerce  
Grande Prairie Regional College  
Grande Prairie Regional Tourism Association  
Horse Lake First Nations  
M.D. of Greenview No.16  
M.D. of Spirit River No. 133  
Métis Nation Zone 6  
Métis Nation of Alberta  
Public member(s) at large  
Peace Wapiti School Division No. 76 Saddle  
Hills County

South Peace Environmental Association  
Sturgeon Lake Cree Nation  
Town of Grande Cache  
Town of Spirit River  
Town of Valleyview  
And others as identified by the FMAC.

- b) New or additional members will be considered on an annual basis.
  - c) In addition to the above members, advisors from the following will assist the group:
    - Canfor
    - Alberta Environment & Sustainable Resource Development
    - Tolko Industries
    - Norbord Inc.
    - And others as identified by the FMAC.
2. FMAC Member's Role
- a) To provide input as related to the Defined Goals (Section A) as related to the Forest Management Plan (FMP) and CSA planning processes;
  - b) The voting members are responsible for consensus reaching and decision making for the FMAC;
  - c) To act as a liaison between FMAC and the organization they are representing;
  - d) To attend meetings regularly;
  - e) Members will be appointed by each of the member organizations;
  - f) Members can be replaced if more than 2 consecutive meetings are missed without a valid reason;
  - g) To replace a member, the member organization will be asked, by either the current member or by the Canfor representative, to reappoint a new member;
  - h) Canfor will confirm appointment;
  - i) Existing members, who no longer represent their original organization, may choose to remain on as members-at-large as this will provide ongoing continuity;
  - j) Use of Alternates:
    - i. an organization may appoint an alternative to act as an interim replacement for the member; and
    - ii. alternates are also guided by the Terms of Reference.
  - k) Conflict of Interest:  
If a FMAC member (or alternate) has a perceived or real conflict of interest regarding their input relating to the goals for the FMAC (Section A), this must be declared. The FMAC and Canfor will then decide at the meeting what actions are then needed. Potential actions could lead to restricted involvement in discussion and decision making for the conflicting topic.
3. Non-members:
- a) Non-members are by invitation and/or by request only;
  - b) Non-members are welcome to observe the FMAC meetings, but will not receive print materials;
  - c) Non-members may participate in discussions or make presentations only with agreement by the group, chairperson or facilitator;
  - d) Forestry students are encouraged to attend as non-members; and
  - e) Will not take part in reaching consensus or decision-making of the FMAC.
4. Canfor's Role:
- a) To review and consider the recommendations from the FMAC;
  - b) To make decisions regarding sustainable forest management and certification;
  - c) To report to the FMAC on how input was considered and that responses are provided;
  - d) To demonstrate that there is ongoing public communication about the DFA, including the public involvement process;
  - e) To provide the necessary human, physical, financial, and technological resources to the FMAC as necessary and reasonable;
  - f) Will not take part in reaching consensus or decision-making of the FMAC except in areas of conflict of interest as stated in 2(l);
  - g) Provide the Forest Management Advisory Committee Evaluation Form (to be voluntarily filled out by FMAC members) at each meeting and report (the calculated satisfaction on each of the four sections of the evaluation) results with the minutes from each meeting to the members; and
  - h) Distribute the Sustainable Forest Management Plan, meeting minutes, annual performance monitoring report and other materials deemed necessary.

5. Advisor's Role:
  - a) To actively provide background or technical information, participate in discussions and provide support to the FMAC group;
  - b) To clarify technical information for the FMAC group; and
  - c) Will not take part in reaching consensus or decision-making of the FMAC
6. Chairperson/Facilitator's Role:
  - a) To ensure that meetings address agenda topics;
  - b) To ensure that all members have an equitable opportunity to participate in the meeting;
  - c) To provide support in summarizing and clarifying issues, recommendations, etc.; and
  - d) Will not take part in reaching consensus or decision-making of the FMAC.





# REQUEST FOR DECISION

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SUBJECT:	<b>Community Futures Grande Prairie &amp; Region</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Schlieff to the Community Futures Grande Prairie & Region.**

---

## BACKGROUND/PROPOSAL:

The Board's role is to help to guide and plan Community Futures operations, sit on Investment Review Committee and make investments decisions to approve or decline loan applications, report back to respective communities and organizations regarding Community Futures activities, projects and events and to act as a liaison to respective communities and organizations. One member of Greenview is appointed to the board. The Community Futures Board meets monthly.

\*\*\*Alternates are not accepted on this board.

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):

None





# REQUEST FOR DECISION

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SUBJECT:	<b>Community Futures West Yellowhead (CFWY) Board</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Duane Didow and Councillor Tyler Olsen the Community Futures Community Futures West Yellowhead Board and Councillor Winson Delorme as alternate.**

---

## BACKGROUND/PROPOSAL:

The Boards mandate is to promote economic growth and development within the West Yellowhead Region- which includes Grande Cache and the surrounding Cooperatives and Enterprises. CFWY is a corporation in which the MD of Greenview holds 20% shares.

Currently Councillors Duane Didow and Tyler Olsen sit on this board with Councillor Winston Delorme as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):

- None



# REQUEST FOR DECISION

---

SUBJECT: **Crooked Creek Recreation Board**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Jennifer Scott to the Crooked Creek Recreation Board and Councillor Tom Burton as the alternate.**

---

BACKGROUND/PROPOSAL:

The Crooked Creek Recreation Club operates the Crooked Creek arena, which is owned by Greenview. It is felt there is a need to have a Councillor on the Committee to ensure the Crooked Creek Recreation Club stays financially sustainable.

Currently Councillor Jennifer Scott sits on this board with Councillor Tom Burton as the alternate.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform – We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):

- None



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: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

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SUBJECT: **Community Education Committee (CEC)**  
SUBMISSION TO: ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: October 24, 2023 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER:  
STRATEGIC PLAN: Level of Service

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Ryan Ratzlaff to the Northern Lakes College Community Education Committee for Fox Creek.**

**MOTION: That Council appoint Councillor Sally Rosson to the Northern Lakes College Community Education Committee for Valleyview.**

---

## BACKGROUND/PROPOSAL:

The CEC is comprised of members of Student Council, First Nations, Metis, Municipalities, Chambers of Commerce and community groups. With these groups they work to identify program services and needs for their communities and will assist the college with marketing and recruitment activities.

Previously this was one committee that looked after regional business. They have now split into the two communities as listed in the motions.

Nominees will participate on the CEC for a two-year term, ending 2026.

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## ATTACHMENT(S):

- Terms of Reference
- Appointment Request Letter

## **Terms of Reference: Council of Community Education Committees**

### **1. Purpose:**

- A. The Council of Community Education Committees (the Council), and its Community Education Committees (the Committees) are the principal public advisory bodies of Northern Lakes College (the College). The Council and its Committees make recommendations to the President that will enhance the quality, credibility and integrity of the adult education programs and services offered by the College to the community.
- B. The Council and its Committees are to:
  - i. Ensure that the community residents have access to education and training suitable to their needs and goals.
  - ii. Represent the needs and views of the community to the Board of Governors.
  - iii. Represent the policies, procedures and position statements of the College to the community.
  - iv. Promote adult education and advocate for the College in their communities.

### **2. Objectives:**

- A. The Council and Committees will:
  - i. Understand College programs and policies as they relate to their communities.
  - ii. Promote and publicize College programs and policies in their communities.
  - iii. Provide reports and feedback on economic, political and social developments in their communities that may be relevant to the College.
  - iv. Meet with their nominating bodies at least twice a year. At a minimum they should report on the following:
    - a. enrollments
    - b. programs offered in the local campus
    - c. achievements
    - d. needs of post-secondary learners in their communities
    - e. any other issue that may be relevant to the College and the community.

In turn they should inquire about any activities, present and future, that may have an



effect on post-secondary education needs in their community.

- v. The Chair or designate of each Committee will attend the Council and report on the activities of their respective community and in turn will report back to their Committee on the activities of the College.
- vi. Liaise with other adult education authorities and programs and any other organizations that have an interest in education in their communities for the betterment of adult education in general.
- vii. Where a Community Program Fund is available, it is the responsibility of Committees to use this money to promote and fund adult education in their communities, in consultation with the Regional Manager.
  - a. Refer to the Community Program Fund Procedure for guidelines on acceptable CEC expenditures.

### **3. Authority:**

Prior to becoming Board governed, a Ministerial Order allowed the President to establish the Council and its Committees. Since becoming Board governed, the Board has set policy that authorizes the President to continue this practice.

### **4. Membership:**

- A. Committee members are nominated by the community and are appointed by the President for a two-year term, to a maximum of two terms. A term extension may be authorized if no other community members show interest and CEC members agree to an extension.
- B. The Committee generally consist of five members, one of whom is nominated by the Student Association and four members nominated by members in the community.

### **5. Operational Guidelines:**

- A. The Committees will meet five times per year and follow an agenda that reflects the Objectives and Deliverables as noted above.
- B. Minutes of meetings will be kept in an approved template and format.
- C. Committee members will exercise due diligence in the performance of their duties, maintain respect for confidentiality in such circumstances that may apply, and follow procedures for disclosing and dealing with conflict of interest and act, at all times, in the interests of the College and their respective communities.
- D. Committee members are expected to attend all meetings.

### **6. Review Cycle:**

These Terms of Reference will be reviewed annually by Council at the AGM.



September 23, 2021

M.D. of Greenview  
Box 1079  
Valleyview, AB T0H 3N0

To whom it may concern:

On behalf of Northern Lakes College, I am requesting the MD of Greenview to appoint a Council member to the Fox Creek & Valleyview Community Education Committees.

The Fox Creek and Valleyview Community Education Committees (CEC) are comprised of local individuals from municipalities, organizations and businesses across the Greenview region who meet on a monthly basis (approximately two hours per meeting). The principal role of the CEC is to advise the College of the region's education and training needs, and to ensure that the residents have access to local educational opportunities. Each of NLC's campuses has a local CEC. The local CEC Chairs attend quarterly Council of Community Education Committee meetings acting in the capacity of the primary advisory body to the College.

If you have any questions, please feel free to contact me at your earliest convenience at (780)-624-5176 ext. 3711 or [cec@northernlakescollege.ca](mailto:cec@northernlakescollege.ca).

Sincerely,

*Jasmine Light*

Jasmine Light, BA, BEd, MA.EL  
Chair, Academic Upgrading



# REQUEST FOR DECISION

---

SUBJECT: **East Smoky Recreation Board**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Tom Burton to the East Smoky Recreation Board, and Councillor Jennifer Scott as the alternate.**

---

## BACKGROUND/PROPOSAL:

Consisting of eleven members from the communities of Goodwin, Puskwaskau, DeBolt, Crooked Creek, Clarkson Valley, Sturgeon Heights and one member from Council. The board's mandate is to provide recreation services for those areas. The board meets monthly to provide direction on issues of funding, program needs and facility enhancement and operation.

Currently Councillor Tom Burton sits on this board with Councillor Jennifer Scott as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):

- None



# REQUEST FOR DECISION

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SUBJECT: **Emergency Management Committee**

SUBMISSION TO: ORGANIZATIONAL MEETING

MEETING DATE: October 24, 2023

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER:

DIR: PRESENTER:

LEG:

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Bylaw 09-607

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RECOMMENDED ACTION:

**MOTION: That Council appoint Councillors Dave Berry, Sally Rosson, Winston Delorme and the Deputy Reeve to the Emergency Management Committee.**

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BACKGROUND/PROPOSAL:

The Emergency Management Committee was established to act as the agent of the Council to carry out the Council's statutory powers and obligations.

Currently Councillor Dave Berry, Councillor Sally Rosson, Councillor Winston Delorme and the Deputy Reeve sit on this board with the Reeve as Ex. Officio.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating 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: N/A

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ATTACHMENT(S):

- Bylaw 09-607



# REQUEST FOR DECISION

SUBJECT: **Evergreens Foundation**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

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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 Councillor Winston Delorme to the Evergreens Foundation Board.**

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## BACKGROUND/PROPOSAL:

Evergreens Foundation is a board established under the Alberta Housing Act. This board is one of three within Greenview and is comprised of member municipalities, including the MD of Yellowhead #94, the Towns of Grande Cache, Hinton, Evansburg and Edson, and the MD of Greenview. Their mandate is to deal with issues regarding the senior's lodge, apartments, and low-income housing in the respective municipalities. The Evergreens Foundation meets monthly in Edson.

Meetings are generally held every second month, on the second Thursday of the month at 10:00 a.m. Location of the meeting is most often in Edson, due to central location, however, teleconferences are held when the agenda allows for it.

Currently Councillor Winston Delorme sits on this board.

\*\*\* Alternates are no longer allowed on this board \*\*\*\*

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating 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:** N/A

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**ATTACHMENT(S):**

- Board Members Orientation



# THE EVERGREENS FOUNDATION

## CONSTITUTION AND BY-LAWS

Amended - February 7, 2004  
- November 5, 2004  
- February 9, 2006  
- May 10, 2007  
- April 8, 2010  
- December 5, 2013  
- September 11, 2019  
- October 17, 2022

# THE EVERGREENS FOUNDATION

## Constitution and By-Laws

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### I. Title and Addresses

1. The name of the organization shall be The Evergreens Foundation as incorporated as a Management Body under Ministerial Order Number H: 192/94 – January 1, 1995.
2. The Foundation address shall be as follows:

The Evergreens Foundation  
101 Athabasca Ave  
Hinton, AB, T7V 2A4

### II. Effective Date

These By-Laws shall be effective on the date assented to by The Evergreens Foundation Board of Directors.

### III. Purpose

1. The Vision of The Evergreens Foundation is to provide supports that enhance the next chapter of life within our diverse **Evergreens' community**.

The **Board's** Vision is to provide regional housing solutions for seniors in a responsive, sustainable and quality-driven manner **and the Board's Mandate is:**

- Leverage our expertise to lead and manage the development of supportive living.
- Lead, partner, facilitate, promote and assist in the development of independent living.
- Be the advocate for communities, conduit for funding and liaison to all levels of government.
- Actively pursue Municipal, Provincial and Federal Government funding opportunities.
- Ensure access to available community supports.
- Represent housing interests in a fair, balanced and equitable manner.

2. The purpose of the Foundation shall further be to manage and direct all aspects of business and finances for:

Parkland Lodge, Edson  
 Sunshine Place, Evansburg  
 Pine Valley Lodge, Hinton  
 Whispering Pines Lodge, Grande Cache  
 Alpine Summit Seniors Lodge, Jasper  
 Future projects approved by the Board of Directors

3. The purpose of the Foundation shall also be to manage **seniors'** self-contained apartments including but not limited to Heritage Court (Edson), Heatherwood Manor (Edson), Pine Grove Manor (Jasper), **Lion's Sunset Manor (Hinton)**, Pembina Pioneer 1, 2 and 3, (Evansburg), Riverview Manor (Entwistle) and Rosewood Manor, Wildrose Villa (Wildwood); also Community Housing projects (Edson + Hinton, Evansburg & Wildwood) and the Rental Assistant Benefit program throughout our boundaries, all subject to guidelines established by the Alberta Housing Act and any applicable Alberta Ministry.
4. All business shall be carried on in the manner stipulated by any agreements approved by the Board.

#### IV. Definitions

1. "Foundation" shall mean "The Evergreens Foundation" and "Management Body".
2. "Board" shall mean "Board of Directors of Evergreens Foundation".
3. "Directors" shall mean "Board of Directors of The Evergreens Foundation".
4. "Councils" shall mean "Councils of the Town of Edson, the Town of Hinton, Yellowhead County, Municipal District of Greenview #16, Municipality of Jasper and Parkland County."
5. "Chairperson" shall mean "the elected Chairperson of the Board of Directors"; or in his/her absence, "the Vice-Chairperson" or in their absence "a Board Member as delegated by the Board to act as Chairperson".
6. "Corporation" shall mean "Alberta Social Housing Corporation".

7. Words in the singular include the plural and words in the plural include the singular.
8. Words imparting male persons include female persons and corporations.
9. **"Administrator" shall mean "Chief Administrative Officer" or "CAO".**
10. **"Conflict of Interest" shall mean a pecuniary interest as defined by the MGA.**
11. **"Emergency Expense" shall mean an expense that is incurred to ensure the health and safety of all residents is maintained.**

#### V. Board of Directors

1. The Board of Directors shall be composed of six (6) members chosen as follows:

The Councils of the MD of Greenview #16, Town of Edson, Town of Hinton, Yellowhead County, Municipality of Jasper and Parkland County shall each appoint one (1) councilor to sit on the Board.

The Board is responsible for:

- a) ensuring that the management body it governs operates efficiently and provides accommodation for those persons in greatest need of that type of housing
  - b) developing and evaluating the policies and programs of the management body, and;
  - c) carrying out the powers, duties, and functions expressly given to it under the applicable Acts.
2. The Board of Directors shall have the power to direct and control all business of the Foundation.
3. The Board shall hire an Administrator to conduct the day-to-day business of the Foundation. This Administrator is answerable to the Board in all matters pertaining to the Foundation.

4. The Board shall do an annual evaluation and performance appraisal of the Administrator prior to November 1 for the upcoming year.
5. The Chairperson shall be the spokesperson for the Board except and unless the duty is delegated to another Board Member.
6. A Board Member wishing to resign from the Foundation must do so in writing to the Foundation.
7. Board Member disqualification shall reflect Section 6 (1-4) of the Alberta Housing Act 1994 regulations and subsequent amendments to such Act.

#### VI. **Director's Remuneration**

1. Funds from the Foundation shall be made available for:
  - a) Directors shall receive mileage remuneration as per the current Government of Canada rates while on Foundation business.
  - b) Directors shall receive an Honorarium as determined from time to time, for meetings attended.
  - c) **Directors shall receive full remuneration for "out of pocket" while on Foundation business and while attending Foundation approved conventions, seminars, meetings, etc.**

#### VII. **Power of the Board of Directors**

1. The Board of Directors shall have and exercise all the powers of the Foundation, subject always to the provisions of:
  - a) The Statutes of Alberta;
  - b) The Laws of Canada, and;
  - c) The Foundation By-Laws and Constitutions.
2. Within the parameters set forth in the Alberta Housing Act and Regulations, the Board of Directors is vested with the power to make By-Laws for the Administration and Management of the body corporate and its properties and in particular but without restricting the generalities of the following:

- a) Governing the holding of annual/organizational and special meetings of the Board of Directors.
- b) Providing for the election at the annual meeting of a Chairperson from among the members of the Board to serve as such until the next annual meeting.
- c) Providing for the appointment of a Vice- Chairperson who shall act in the stead of the Chairperson in his absence and who shall act as Chairperson upon the resignation from the Board of the elected Chairperson, or upon his death, until a new Chairperson is elected at the next annual meeting.
- d) Providing for the appointment of an Administrator and such other officers as may be deemed necessary for the operation of the Foundation.
- e) Prescribing the books and records to be kept by the Foundation in accordance with accepted records management guidelines.
- f) Designating the signing officers of the Foundation and designating the official who shall be the custodian of the seal of the Foundation.
- g) Prescribing the method of appointing the employees of the Foundation, conditions of employment and governing dismissals and suspensions of employees.
- h) Prescribing priorities for selection of persons to be accommodated in the housing units operated by the Foundation.

#### VIII. Executive

- 1. The executive officers of the Foundation shall be a Chairperson and Vice- Chairperson and any other officers the Board deems necessary.
- 2. Said officers shall be elected at the annual organizational meeting of the Board, which follows the organizational meeting of the Councils.

#### IX. Meetings

1. Board meetings are open to the public, although a motion to exclude the public from parts or all of a meeting may be made.
2. Regular Board meetings shall be held a minimum of six (6) times and the schedule to be determined annually by the Board. Meetings will commence at 10 a.m. A regular board meeting date and or time may be changed by resolution of the Board.
3. The elected Chairperson when present will chair all meetings. In his or her absence, the Vice-Chair or appointee will chair the meeting.
4. The Chairperson may cancel any meeting upon notice to all Board Members.
5. The Chairperson of the Board may call special meetings of the Board whenever the Chairperson considers it expedient to do so, and shall call a special meeting of the Board when requested by a majority of the members of the Board.
6. Notice of a special meeting, stating the time and place at which it is to be held, and stating in general terms the nature of the business to be transacted at the meeting, shall be given to each member of the Board at least three (3) days before the day of the meeting.
7. The Chairperson may orally or by notice in writing call a special meeting of the Board on shorter notice than that required under subsection 6, but the special meeting may not be held unless:
  - a) the notice states the time and place at which the meeting is to be held and in general terms the nature of the business to be transacted at the meeting, and
  - b) at least two thirds (2/3) of the members of the Board give consent to the holding of the meeting.
8. No business other than that stated in the notice shall be transacted at any special meeting of the Board unless all the members of the Board present give unanimous consent to any other business that may be transacted.
9. When a special meeting is requested by a majority of the members of the Board, the meeting will be held within fourteen (14) days of the date on which the request was delivered to the Chairperson under subsection 6.
10. A majority of Board Members shall constitute a quorum.

11. An annual organizational meeting shall be held at the next regular Board meeting following the organizational meeting of the Councils.
12. Board meetings may be held by electronic form subject to policies approved by the board of directors.
13. Board meetings will use **Robert's Rules of Order**.

#### X. Voting

1. Each Board member present at a meeting shall vote unless ineligible to do so due to a declared conflict of interest.
2. Motions shall be carried by a simple majority of the votes cast by the Board members who vote (exceptions – Section X, Paragraph 3 and Section XX).
3. The Constitution and By-Laws shall not be altered or added to except by a motion passed by the majority of not less than two thirds of the Board members present.
4. There shall be no voting by proxy.
5. Voting shall be by a show of hands unless two (2) or more Board members request a vote by secret ballot.
6. Motions and nominations shall not require a second.

#### XI Employees, Agents, Officers:

1. The Board of Directors may from time to time appoint such officers and agents and authorize the employment of such other persons as deemed necessary to carry out the objectives of the Foundation.
2. Such officers, agents and employees shall have such authority and shall perform such duties and shall receive such remuneration as from time to time may be prescribed by the Board.

#### XII Administration:

1. The Board shall appoint one (1) Administrator for the Foundation.



2. The Administrator shall receive such remuneration as prescribed by the Board.
3. The Administrator shall be responsible for all duties as prescribed by the Board, and as outlined in the job description attached hereto as Appendix A.
4. The Administrator shall be one of the signing authorities for the Foundation (Section XIV).

## APPENDIX A

### Authority of the Administrator

In order to carry out the responsibilities of the position, the Administrator has the authority to:

1. Hire, dismiss, promote, demote, reward or discipline any member of the Foundation employees, subject to the following provisions:
  - (a) The dismissal of a Manager shall be made in a written statement indicating the reasons for dismissal and the Board of Directors shall afford such person with reasonable opportunity to be heard before the Board of Directors in person, or through his solicitor or agent.
2. Implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Foundation. If a major organizational change is effected the Administrator shall report such a change to the Board of Directors.
3. Be present at any meeting of the Board of Directors or Committee of the Board of Directors and be recognized to speak on any subject brought before the Board.
4. In case of emergency, incur any expenditure not previously approved by the Board of Directors, provided a detailed report on such expenditure and its need is presented to the next meeting of the Board.

5. Negotiate contracts, agreements and transactions required for the effective operation of the Foundation and to recommend the approval of such contracts, agreements and transactions by the Board of Directors.
6. Sign any order, agreement or document made or executed on behalf of the Foundation.
7. Take such other actions necessary to carry out the responsibilities assigned by the Board of Directors.

#### Specific Duties of the Administrator

The Administrator shall:

1. Attend all meetings of the Board of Directors and any committee meeting as required by the Board unless otherwise excused.
2. Undertake all other actions and duties required to carry out the responsibilities given and exercise the authority delegated by **the Board as set out in the Administrator's by-Law**, Position Description, and in any policy adopted by the Board of Directors.

#### XIII Books and Records:

The Directors shall ensure that all necessary books and records of the Foundation, as required by the Constitution and By-Laws and as required by any Federal and Provincial Statutes or By-Laws, are regularly and properly kept.

#### XIV Signing Authority and Seal:

1. The board shall determine signing authority and delegation by policies approved by the Board of Directors.

#### XV A. Budget:

1. The Administrator shall prepare yearly budgets, both operating and capital, for the Foundation.
2. The budgets shall be presented to the Board for its approval.

3. A copy of the capital and operating budgets shall be filed with the Minister, for information, by March 31 of the fiscal year.
4. The Budget shall be for January 1 to December 31, inclusive, of the same year.

B. Business Plan:

1. The Administrator shall prepare a three (3) year Business Plan for the Board to be presented to the Board for its approval.

Following Board approval, the three (3) year Business Plan shall be presented to the concerned Councils and Alberta Seniors & Housing.

#### XVI Borrowing Powers:

1. The Foundation may borrow money for the purposes of the Foundation by Promissory Note, Bank Draft or with the approval of the corporation, by the issue of bonds or debentures and for such purposes may mortgage or otherwise create a charge upon the real and personal property of the Foundation, but subject always to any regulations governing borrowing by bodies corporate created pursuant to the applicable Act.

#### XVII Audit:

1. The Board shall appoint an Auditor and tender for a 3-year period, plus the ability to extend out three (3) additional years for a total of six (6)
2. An audited statement shall be made available to the participating councils each year.
3. Any Board member shall not be appointed as Auditor.
4. An Administrator shall not be appointed as Auditor.

#### XVIII Banking:

1. At least one bank account shall be set up in a chartered bank within The Evergreens Foundation boundaries.
2. The Administrator shall have the power to invest as much money as possible in high interest accounts or term deposits in a chartered bank.
3. Signing authority shall be as Section XIV.
4. **In this section, "securities" includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of such securities.**
5. A management body may only invest its money in the following:
  - a) Securities that are issued or guaranteed by the Crown in right of Canada or a province, or an agent of the Crown;

- b) Securities of a municipality, school division, school district, hospital district, or regional services commission in Alberta;
- c) Securities that are issued or guaranteed by a bank, treasury branch, credit union, or trust corporation;
- d) Units in pooled funds in any of the investments in clauses a to c;
- e) Shares of a corporation incorporated or continued under the Canada Business Corporations Act or incorporated, continued or registered under the Business Corporations Act, if the investment is approved by the Minister.

XIX Requisitions:

1. Requisitions to the member municipalities shall be based on an equalized assessment formula or a formula approved by the Minister(s).
2. Each member municipality shall pay its share of the requisitions within ninety (90) days, after notice of the amount of the requisition is given by the Foundation.

XX Alteration of Constitution and By-Laws:

The Constitution and By-Laws shall not be altered or added to except by a motion passed by a majority of not less than two-thirds (2/3) of the Board members (Section X-5).

XXI Cancellation:

All previous Constitutions and/or By-Laws of the Foundation are hereby cancelled and revoked.

XXII Effective Date:

October 17, 2022 and on further Amendments.

THE MANAGEMENT BODY BOARD Subject: 2.1

**Purpose**

The following is an overview of a management body board, the board members and elected officials; their prescribed duties and responsibilities; and some of their other functions. In dealing with this subject there is also reference to the appointed officers and employees of a management body, as many of the management body responsibilities and functions can be delegated to them by the board unless restricted by the Regulations. The organizational structure of a management body and the assignment of responsibilities and functions will depend on the size of the organization among other factors. Except where prescribed in the Act and Regulations, the information provided is a flexible guideline and can be adapted according to the needs and circumstances of an individual management body.

**The Board**

The board is the decision making group that is ultimately responsible for the overall operation and management of the management body's social housing accommodation portfolio. The ministerial order establishing the management body will set out:

- The number of board members and the method of changing the number and representation
- The method of appointing or electing board members and filling vacancies
- The term of board members
- Any additional duties of board members
- The method of determining the chairperson and vice-chairperson, their term and filling a vacancy
- Voting requirements

**Natural Person Powers**

Section 6 of the Act provides that management bodies are corporations with the capacities of natural persons, subject to limitations placed in the legislation. The corporate status gives the management body a legal status; the natural person capacity makes the management body a "legal person". Its ability to act, obligations to act, and the consequences of acting all have legal implications, similar to any other person.

**Natural Person Powers (Continued)**

Without corporate status, any individual member of a board of a management body would individually assume the obligations of the management body. The corporate identity of the management body serves to envelop all board members and make their actions as board members, the actions of the management body. The collective of individual board members is replaced by one legal entity. Its assets and obligations are separate from that of its board members.

With natural person powers, the establishing ministerial order for a management body does not have to list every activity that the management body can undertake. A management body can build any type of building, operate any type of housing and undertake any other activity, providing the Act, the Regulations and the management body's establishing ministerial order do not impose restrictions on the type of activity. Beyond the *Alberta Housing Act*, the other rules the management body must follow are the same as for any other person; if it wants to construct a building, it will have to obtain a development permit, etc.

The management body can, subject to applicable laws, determine its own destiny. Practically, this would be done through its board; legally, the undertakings are those of the management body. The natural person powers allow every action and obligation of a management body to be analyzed in the same manner as any other person.

**Board Responsibilities**

As prescribed in the Regulations, the major responsibilities of the board include:

- Ensuring the management body carries out the powers, duties and functions assigned to it under the Act
- Developing and evaluating policies introduced by motions and programs of the management body
- Appointing a chief administrative officer of the management body
- Authorizing signing authority for the management body
- Preparing and adopting business plan (General Administration Section 3.1)
- Adopting annual operating and capital budgets before submitting them to the department
- Initiating or authorizing payment of expenditures
- Creating and maintaining reserve funds

### ***The Board (Continued)***

- Ensuring the management body efficiently operates and administers the housing accommodation under its authority
- Ensuring housing accommodation under its authority is provided to those persons in greatest need of that type of accommodation

Other functions of the board include:

- Providing overall clear policy direction to the chief administrative officer regarding the affairs of the management body and monitoring the implementation of the Regulations and policies by the administration in areas such as:

Human resources  
Purchasing  
Signing authority  
Selection of tenants

- Maintaining a positive public image of the management body

### ***Board Members***

Board members are citizens who provide a service to their community. All board members work together to ensure the management body carries out its duties and responsibilities. Board member functions include:

- Participating at management body board meetings or other meetings as directed by the board by being prepared for the meeting and, by taking part in discussions and decision making
- Advising the department of any change of chairperson or vice-chairperson on the board
- Considering the welfare and interests of the management body as a whole and bringing to the board's attention anything that would promote the welfare or interests of the management body
- Participating in the development and evaluation of the management body's policies and programs
- Obtaining information, as required, about the operation and administration of the management body from the chief administrative officer or designated employee
- Maintaining open communication and good relations with management body employees, tenants, the department, related municipalities and service organizations, other management bodies and the community
- Maintaining confidentiality of board discussions conducted in camera, and tenant and employee information
- Performing any other duties or functions as prescribed by the Act, its Regulations or as directed by the board
- Participating in any committees appointed to by the board



### ***Chairperson***

Under the direction of the board, the chairperson provides leadership to the management body. A chairperson's responsibilities include:

- Calling any special meetings of the board according to the manner prescribed in the Regulations
- Presiding at the management body board meetings
- Performing any other duties imposed under the Act, its Regulations or the management body board
- Fostering a positive relationship between the management body board and the employees
- Initiating and participating in the development of the management body's objectives, policies and procedures
- Conducting the chief administrative officer's annual performance appraisal and salary review unless otherwise assigned by the board, e.g., to a committee of board members
- Acting as the formal liaison with the department
- Acting as a spokesperson for the management body

### ***Vice-Chairperson***

The vice-chairperson assumes the role of chairperson when the chairperson is unavailable.

### ***Responsibilities and Functions of Other Management Body Positions.***

There are numerous other responsibilities and functions that need to be carried out by either management body board members or employees. In some organizations board members may be designated as an official secretary, treasurer, or combined secretary/treasurer, and assigned specific responsibilities. In others, the chief administrative officer may be the one assigned those responsibilities among other functions. In any given situation, the board may authorize the designate to delegate those responsibilities to others in the management body. Outside resources may also be used, for example, a professional secretary may be hired specifically to record minutes at a board meeting.

***Responsibilities and  
Functions of Other  
Management Body  
Positions (Continued)***

The following are some responsibilities and functions that the board should ensure are carried out:

- Implementation of the policies and procedures of the management body
- Advising and informing the board on the operation and affairs of the management body
- Performing the duties and exercising the powers and functions assigned by the Act, its Regulations, or other acts, or the board
- Recording minutes of board meetings and the names of those present at those meetings
- Providing the recorded minutes to the board for adoption at a subsequent board meeting
- Arranging and maintaining the safe storage of all records and documents of the management body
- Acting as a liaison with the department in general administrative matters
- Informing the department of changes of the management body chief administrative officer
- Responsibility for the management body corporate seal
- Collection and control of management body revenues
- Responsibility for the management body banking
- Responsibility for payment of authorized expenditures
- Maintaining accurate records and accounts of the financial affairs of the management body
- Acting as signing authority on behalf of the management body
- Participating on any committees appointed to by the board

***Committees***

The board may decide to set up committees to carry out specific functions or to make recommendations to the board. Committees can be made up of board members, management body staff or other individuals. Committees can be either a standing committee for frequent and recurring matters such as finance or maintenance or, an ad hoc committee to deal with short term or one time items such as a fund raising campaign. All committees should have terms of reference. The terms of reference ensure that all members are aware of the purpose, timing and responsibilities of the committee.

## GETTING STARTED

***Responsibilities***

New members of a management body's board should become familiar with and develop a clear understanding of:

- The *Alberta Housing Act* and its relevant Regulations
- The Ministerial Order establishing the management body
- The management body's business plan
- The responsibilities of a board member
- The management body's policies, organizational structure, committees, social housing portfolio and client characteristics
- The roles and responsibilities of the management body's chief administrative officer and employees, possibly through position descriptions particularly if they are going to be involved in the performance appraisal of the chief administrative officer
- The minutes of recent board meetings
- The details of the management body's financial operations

## ACTIVITIES REPORT TO BOARD

**Purpose**

The chief administrative officer should prepare a report on the current status of the management body's activities and present the report at each regular board meeting. Regular reports will keep the board members informed and up to date on the operations of the management body. If possible, the reports should be circulated to the board members prior to the meetings.

**Report Content**

The board and the chief administrative officer should determine what information is to be included in the reports to the board. The following are the main areas of operation and some of the activities that could be reported on:

**Daily Operations**

- Status of applications
- Vacancy information
- Selection of tenants and allocation of units
- Tenant issues

**Financial Operations**

- Statement of actual income and expenses
- Current balances of bank accounts

**Maintenance Operations**

- Status of maintenance activities versus plan:
- Quotations for major budgeted or emergency maintenance

**General Operations**

- Projects that may be planned for the future
- Status of previous action requests from the board or outside sources
- Issues not dealt with in other areas of the report or the meeting agenda

## PECUNIARY INTEREST

***Definition of Pecuniary Interest***

Pecuniary interest, with respect to board members, is an interest in matters that could financially affect:

- Board members personally and immediate family members
- Businesses where board members are decision makers or employees
- Partnerships or firms with which board members are associated
- Businesses with public shares where board members have 10% or more of the shareholders' voting rights, or are decision makers or employees

***Pecuniary Interest Policies***

There should not be, nor seem to be, any conflict between the private interests of the management body board members and its employees, the communities serviced, and the residents of the social housing accommodation. The Regulations incorporate specific provisions of the *Municipal Government Act* stipulating the rules for determining where a pecuniary interest may arise and what action should be taken.

## CODE OF CONDUCT AND ETHICS

*Developing a Code of  
Conduct and Ethics*

Establishing a code of conduct and ethics for board members and employees is considered a good business practice. The code may outline the manner in which the management body expects its board and employees to carry out their roles and responsibilities. The following are some conflict of interest or ethical situations that may be considered when developing a code of conduct and ethics.

- Board member and employee are related or dependent on each other and both have signing authority on behalf of the management body
- Person related to, dependent on, or personal associates of board member or employees who are applicants, given priority, or appear to be given priority for available units
- Board members or employees who have other employment that may conflict with their responsibilities to the management body
- Persons not associated with the management body, perform favours or services for the management body and expect preferential treatment for themselves, a relative or dependent, as applicants or tenants
- Acceptance of gifts to the management body or board members
- Employees or board members using equipment or facilities for purposes other than management body business e.g. using snow blower to clear snow on personal property
- Personal use of telephone calls including long distance for personal business
- Use of office supplies, paper, photocopying, etc. for personal use or outside employment
- Board members or employees releasing confidential information or documents to any unauthorized source



# REQUEST FOR DECISION

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SUBJECT:	<b>Foothills Forest Products Public Advisory Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillors Winston Delorme and Duane Didow to the Foothills Forest Products Advisory Committee and Councillor Tyler Olsen as an alternate.**

---

## BACKGROUND/PROPOSAL:

Currently Councillor Winston Delorme and Councillor Duane Didow sit on this advisory board with Reeve Tyler Olsen as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):





# REQUEST FOR DECISION

---

SUBJECT: **Fox Creek Area Synergy Board**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Ryan Ratzlaff to the Fox Creek Area Synergy Group and Councillor Dale Smith as the alternate.**

---

BACKGROUND/PROPOSAL:

Synergy Alberta is a non-profit organization that supports multi-stakeholder collaborative initiatives, referred to as Synergy Groups, throughout Alberta. The group will foster information sharing and understanding regarding resource development and its impacts on local communities. Synergy Groups are community based and can include active participation from the community, industry, government departments and the Alberta Energy Regulator. Participation in the groups is voluntary and they do not replace consultation or regulatory bodies. Mutual understanding is promoted through education and respectful dialogue to assist at all stages of industrial development.

Currently Councillor Ryan Ratzlaff sits on this board with Councillor Dale Smith as the alternate.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform – We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):

- Terms of Reference

# Terms of Reference – Fox Creek Synergy Partnership

## BACKGROUND

In recent years, technologies emerged that enable the energy industry to further develop Alberta's rich and largely untapped unconventional oil and gas resources. The use of these advanced technologies and hydraulic fracturing processes have created new opportunities, as well as new challenges.

The Fox Creek area is rich in subsurface resources and was the focus of provincial initiatives, including the Alberta Energy Regulator's Play-based and Area-base pilot projects. Many topics important to the people who live, work and recreate in the MD of Greenview were out of scope for the purposes of the pilots. When the pilots concluded, a group got together in March of 2018 to start exploring the potential value in having a synergy group in the Fox Creek area.

Synergy groups are multi-stakeholder groups focusing on resource development issues in a localized area, and consisting of companies, regulators / government agencies, and community representation, as well as any other interested parties. The main purpose of these types of groups is to provide a forum for respectful conversations with an eye towards resolving local issues and supporting local opportunities. One of the key focuses of a synergy group is to build relationships and understanding.

## FOX CREEK SYNERGY PARTNERSHIP CORE VALUES:

- Respect
- Understanding
- Openness
- Transparency
- Relationships matter

**FOX CREEK SYNERGY PARTNERSHIP FOCUS / PURPOSE:** To provide opportunities for industry, regulatory and community stakeholders to learn, share information and seek collaborative approaches to local challenges and opportunities in the Fox Creek Synergy area.

**FOX CREEK SYNERGY PARTNERSHIP GOALS:** To share information internally on local activities, trends, challenges and opportunities relevant to stakeholders and indigenous peoples the Fox Creek Synergy Area.

## FOX CREEK SYNERGY PARTNERSHIP IS:

- Part of a solution, we attack problems, not people
- Community focused
- A place to identify and advocate community issues
- A way to connect people

#### FOX CREEK SYNERGY PARTNERSHIP IS:

- A place and sounding board for new ideas
- About building relationships

#### FOX CREEK SYNERGY PARTNERSHIP DOES NOT:

- Develop policy
- Make decisions on behalf of others
- Deal with individual issues between an individual and a company
- Does not constitute formal regulatory requirement for consultation

**GEOGRAPHIC SCOPE:** Fox Creek is the hub for this synergy group and covers activity occurring within the municipal boundaries of MD of Greenview with respect for the traditional territory of local Indigenous people.

**MEMBERSHIP/PARTICIPATION:** Fox Creek Synergy offers community members, indigenous peoples, industry and government bodies interested in working together a way to connect, become informed and contribute in a meaningful process.

**OPERATIONS:** Fox Creek typically meets on the third Tuesday of the month at 1:00 pm. Start times will vary between afternoon and evenings to encourage diverse and inclusive participation. Frequency of meetings will be adjusted as needed to meet the needs of the group.

**COMMUNICATIONS AND DOCUMENTATIONS:** Meetings will be documented through meeting notes and will be distributed to members of the group via email or by mail where necessary. If members have updates they want included in the notes, members are to submit their reports to the facilitator. Notes will not be formally approved, any concerns with meeting notes should be brought to the attention of the facilitator.

**GOVERNANCE STRUCTURE:** Based on the budget of the group, a facilitator is recommended to provide meeting and administration support. The group will have an industry and community Co-Chairs. Banking signatories will include both Co-Chairs and the group facilitator. 2 signatures are required for any Fox Creek Synergy Partnership Cheques.

**BUDGET:** Industry members participating in Fox Creek Synergy are asked to pay an annual invoice that is reviewed and agreed upon on during the yearly budget review. The funds collected are managed by the group's facilitator and Co-Chairs and are used for the operation of the group, facilitation and/or administration costs, and events held by the group.



# REQUEST FOR DECISION

---

SUBJECT: **Fox Creek Recreation Board**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_ MANAGER: \_\_\_\_\_  
DIR: \_\_\_\_\_ PRESENTER: \_\_\_\_\_  
LEG: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Ryan Ratzlaff to the Fox Creek Recreation Board, and Councillor Dave Berry as the alternate.**

---

## BACKGROUND/PROPOSAL:

This board aims to create a healthy, strong community by meeting the leisure and social needs of Fox Creek. Members will make recommendations to Town Council with a suggested plan of action to enhance, strengthen and stabilize family and community life. Matters pertaining to program equipment and playgrounds, playfields, athletic fields and recreation facilities owned and operated by the Town are included.

The growth and development of a broad range of recreation activities and the coordination of facility development to provide opportunities to people of all ages.

Currently Councillor Ryan Ratzlaff sits on this board and Councillor Dave Berry as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:** N/A

---

**ATTACHMENT(S):**

- None



# REQUEST FOR DECISION

---

SUBJECT:	<b>GREENVIEW INDUSTRIAL GATEWAY COMMITTEE</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION:** That Council appoint all members of Council to the Greenview Industrial Gateway Committee until the 2024 Annual Organization Meeting.

---

## BACKGROUND/PROPOSAL:

The Greenview Industrial Gateway Committee will act as an advisory board to Council on all matters relating to the Industrial Gateway project. Meetings are monthly or as needed.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

N/A





# REQUEST FOR DECISION

---

SUBJECT: **Grande Cache Recreation Board**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) n/a

**Council Bylaw/Policy** (cite) – Bylaw 22-989

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Winston Delorme and Councillor Duane Didow to the Grande Cache Recreation Board.**

**Motion: That Council appoint Jim Savory, John Webster, Greg Nolan, and Darel Delisle to the Grande Cache Recreation Board as members at large for the term of 1 year ending 2024.**

---

## BACKGROUND/PROPOSAL:

The Grande Cache Recreation board is an advisory board, that will review and recommend grants, capital infrastructure plans, and prepare an annual report to council on all Grande Cache recreational activities. They do not have oversight in the Grande Cache recreation centre, operations and maintenance they are only an advisory board to council.

We did have 5 applications submitted for review, but we are recommending that Council appoint the ones that reapplied from the 2023 board for some continuity on this board. We do have open spots for applications from Ward 1 only, but have not received any submissions to date.

---

## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

- Bylaw 22-989



## BYLAW No. 22-898 of the Municipal District of Greenview No. 16

### A Bylaw of the Municipal District of Greenview No. 16 to provide for the establishment of the Grande Cache Recreation Board.

**Whereas**, pursuant to Section 145 and 146 of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, Council may pass a bylaw in relation to the establishment and functions of Council Committees;

**Whereas**, the Council of the Municipal District of Greenview No 16, deems it appropriate to establish a Recreation Board;

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

1. **TITLE**
  - 1.1. This Bylaw shall be cited as the “Grande Cache Recreation Board Bylaw”.
2. **DEFINITIONS**
  - 2.1. **Board** means Grande Cache Recreation Board.
  - 2.2. **Chair** means the Member of the Board who has been given authority to direct the conduct of the meeting.
  - 2.3. **Greenview** means the Municipal District of Greenview No 16.
  - 2.4. **Member** means either Council, Council Committee or Board Member.
3. **COMPOSITION**
  - 3.1. The Board shall be comprised of seven voting members.
  - 3.2. The Board shall be comprised of the following:
    - A) Two Greenview elected officials.
    - B) Four members-at-large representing Ward 9.
    - C) One member-at-large representing Ward 1
    - D) Greenview non-voting Administration.
  - 3.3. The Chair shall be selected from among the Board members.
  - 3.4. Quorum of the Committee shall be designated as a majority of the Board Members.

**4. DUTIES**

4.1. The Board shall have following duties:

- A) Acts as an advisory Board to Council on matters relating to recreation within Ward 1 and Ward 9.
- B) Review recreation service group grant requests and recommend funding allocations to Council.
- C) Review a recreation capital infrastructure plan and budget to be presented to Council.
- D) Ensure that an annual report on Grande Cache recreation activities is presented to Council.
- E) The Recreation Board will not have oversight in the Grande Cache Recreation Complex operations and maintenance, however, may act in an advisory capacity.

**5. PRINCIPLES**

5.1. The Board will operate and incorporate the following principles:

- A) The Board will operate in a governance and oversight capacity and will not engage in the administrative tasks of Grande Cache recreation.
- B) Board members will serve as positive ambassadors in matters relating to recreation within Grande Cache.

**6. CONDUCT**

6.1. Board meetings will be held a minimum of four (4) times per year.

6.2. The Board will be governed by the governance procedures as outlined in Greenview's Procedural Bylaw 21-876.

**7. COMING INTO FORCE**

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

Read a first time this 8<sup>th</sup> day of February, 2022.

Read a second time this 8<sup>th</sup> day of February, 2022.

Read a third time this 22<sup>nd</sup> day of February, 2022.

*Tyler Olsen*

REEVE

*Stacey Wabick*

CHIEF ADMINISTRATION



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.**

Grande Cache Recreation Board

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?

1. Grande Cache Recreation Board

2. Assessment and Review Board

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?

Recreation Board 2023

### Personal Resume

Name: Dorrel Delizle



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

Experience: \_\_\_\_\_

Volunteer Activities you have been involved with: \_\_\_\_\_

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

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: [Natalie.Bartlett@mdgreenview.ab.ca](mailto:Natalie.Bartlett@mdgreenview.ab.ca)

*The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.*



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.**

Grande Cache Recreation Board

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?

Grande Cache Recreation Board - soon but am unsure as I just joined this ~~com~~ board a couple months ago.

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?

Name:

## Personal Resume





MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

Please Print

Experience:

Volunteer Activities you have been involved with:

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

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.

Grande Cache Recreation Board

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?

Grande Cache Recreation Board

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?

Emergency Services, Environment, Planning  
for 50<sup>th</sup> Celebrations, etc

## Personal Resume

Name:

Jim Savory



MD OF GREENVIEW

OF GREENVIEW NO. 16

RECEIVED

SEP -1 2023

VALLEYVIEW

SCANNED

# APPLICATION

Appointment to a Municipal  
Board/Committee

Please Print

Experience:

Volunteer Activities you have been involved with:

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

A

*Aug 27 / 2023*

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

Experience:

Volunteer Activities you have been involved with:

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

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.**

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?

Recreation Committee

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?

Recreation Committee

## Personal Resume

Name:

John Webster



# 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.**

BEC BOARD

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:

GAIL MOULUN

Home

City

Phone

Email

Qualifications:

---

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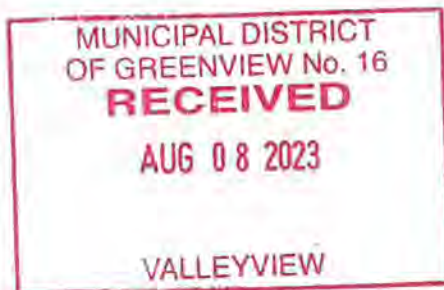
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MD OF GREENVIEW

Please Print



# APPLICATION

Appointment to a Municipal  
Board/Committee

Experience:

[Redacted area for Experience]

Volunteer Activities you have been involved with:

[Redacted area for Volunteer Activities]

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

[Redacted area for Contribution]

[Redacted area for Applicant's Signature]

Applicant's Signature

July 31, 2023

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>Grande Cache Medical Clinic Cooperation Board Appointment</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO: SW	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR: MH	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Tyler Olsen to the Grande Cache Medical Clinic Corporation Board for a 1-year term ending at the 2024 Annual Organizational Meeting.**

---

## BACKGROUND/PROPOSAL:

The Grande Cache Medical Clinic Corporation is a non-profit organization run by volunteers with the goal of setting up a sustainable medical clinic for Grande Cache and area residents.

The Grande Cache Medical Clinic Corporation welcomes a Greenview Councillor to be appointed to their board.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended action is Greenview will have representation on this community board.

---

## 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 the recommended action or to appoint an alternate Greenview Councillor.

---

## 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 Grande Cache Medical Clinic Corporation Board of Council's decision.

---

**ATTACHMENT(S):**

N/A





# REQUEST FOR DECISION

---

SUBJECT: **Golden Triangle Consortium**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_ MANAGER: \_\_\_\_\_  
DIR: \_\_\_\_\_ PRESENTER: \_\_\_\_\_  
LEG: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Dave Berry to the Golden Triangle Consortium.**

---

## BACKGROUND/PROPOSAL:

As per Council's direction administration entered into an agreement with the Golden Triangle Consortium for a three-year term. The Golden Triangle Consortium partners include Town of Whitecourt, Fox Creek, Swan Hills and Woodlands County. These partners each contribute to keep the Golden Triangle Trails open and maintained.

Currently Councillor Dave Berry sits on this consortium.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):

- None



# REQUEST FOR DECISION

---

**SUBJECT: Grande Prairie Hospital Foundation**

**SUBMISSION TO: ORGANIZATIONAL MEETING**

**MEETING DATE: October 24, 2023**

**DEPARTMENT: CAO SERVICES**

**STRATEGIC PLAN: Governance**

**REVIEWED AND APPROVED FOR SUBMISSION**

**CAO:**

**MANAGER:**

**DIR:**

**PRESENTER:**

**LEG:**

---

**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – N/A**

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint Councillor Dale Smith to the Grande Prairie Hospital Foundation and Councillor Jennifer Scott as the alternate.**

---

**BACKGROUND/PROPOSAL:**

The primary purpose of the Grande Prairie Regional Hospital Foundation is to enhance the quality of health care in the community by raising money for needs of the QE II Regional Hospital and the Grande Prairie Regional Hospital. The Foundation plays a critical role in funding for essential specialized equipment, major projects, education, and patient care programs for which there is no other funding.

Currently Councillor Dale Smith sits on this foundation with Councillor Jennifer Scott as the alternate.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT:	<b>Grande Prairie Regional Recreation Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Christine Schlief to the Grande Prairie Recreational Committee and Councillor Tom Burton as an alternate.**

---

## BACKGROUND/PROPOSAL:

The general purpose of this Council committee is to provide a mechanism for the implementation of the Grande Prairie Area Joint Recreation Master Plan – 2016 (under separate covering) including inter-municipal information sharing, collaboration, and identifying special projects concerning regional recreation facilities, services and programs.

The Committee will work in consultation with current Municipal Government Act and Intermunicipal Collaborative Framework legislation.

Composed of Elected Officials from the City of Grande Prairie, the County of Grande Prairie, the MD of Greenview and the Towns of Sexsmith, Beaverlodge and Wembley.

Currently Councillor Christine Schlief sits on this board with Councillor Tom Burton as alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

---

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:** N/A

---

**ATTACHMENT(S):**



# REQUEST FOR DECISION

SUBJECT: **Grande Prairie Tourism Association**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Duane Didow to the Grande Prairie Tourism Association and Councillor Tom Burton as the alternate.**

---

## BACKGROUND/PROPOSAL:

The Grande Prairie Regional Tourism Association is an ambassador for the Grande Prairie Region and is the visible voice for the industry. Grande Prairie Regional Tourism Association is a non-profit marketing organization funded by partnership fees, memberships, marketing programs and fundraising initiatives. GPRTA is dedicated to increasing local business revenue by promoting the Grande Prairie area through every possible marketing avenue and is continually seeking new opportunities to showcase the region. We are a tourism destination marketing organization (DMO) working in conjunction with Travel Alberta as a Tourism Destination Region (TDR) helping promote tourism by negotiating and investing in marketing programs and partnership proposals.

Currently Councillor Duane Didow sits on this board with Councillor Tom Burton as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):





# REQUEST FOR DECISION

---

SUBJECT: **Grande Spirit Foundation**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_ MANAGER: \_\_\_\_\_  
DIR: \_\_\_\_\_ PRESENTER: \_\_\_\_\_  
LEG: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Tom Burton to the Grande Spirit Foundation and Councillor Christine Schlieff as alternate.**

---

## BACKGROUND/PROPOSAL:

Representing 11 municipalities and with over 100 dedicated staff, the Grande Spirit Foundation provides reasonably priced housing, quality care and dignity to seniors and families in the Grande Prairie area.

The Grande Spirit Foundation was formed in 1960, although the commitment to housing and caring for area Seniors Citizens goes back to just after the Second World War. The municipal leaders of the region decided that a home for the Seniors Citizens of the area was needed and in 1949 the first home was built.

Since that time there has been:

5 Senior Lodges built with 427 units offering meals, housekeeping, recreation, assistance with medication and 24 hour staffing.

15 Senior Apartment Complexes with 278 units offering both independent living, and supportive living with tenants accessing services as needed.

In addition to the senior facilities, the Grande Spirit Foundation's mandate expanded in 1993 to include housing services for low income families and individuals. Four housing options are available:

Direct rentals of publicly owned buildings

Private Landlord Rent Supplement Program

Direct Rent Supplement Assistance

## Affordable Housing Program

The Grande Spirit Foundation also manages 17 wheelchair accessible units and a 70 unit affordable housing apartment building for the Grande Prairie Residential Society, as well as Hearthstone Manor, which is a 40 unit affordable housing apartment building owned by the City of Grande Prairie.

Currently, Councillor Tom Burton sits on this Foundation, with Councillor Christine Schlieff as the alternate.

---

### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

### FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

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

Inform

### **PUBLIC PARTICIPATION GOAL**

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

### **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

### FOLLOW UP ACTIONS: N/A

---

### ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT: **Green View Family & Community Services (FCSS)**  
SUBMISSION TO: ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: October 24, 2023 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES DIR: PRESENTER:  
STRATEGIC PLAN: Governance LEG:

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillors Christine Schlieff and Sally Rosson to the Green View Family & Community Services Board, and Councillor Jennifer Scott as the alternate.**

**Motion: That Council appoint Tammy Day, Trina Parker Carroll, and Roxanne Perron to the Green View Family & Community Services Board as members at large for the term of 1 year ending 2024.**

---

## BACKGROUND/PROPOSAL:

The Green View FCSS Board is comprised of seven members; one from the Town of Valleyview Council, one Town of Valleyview resident, two from Councillors from Greenview and three Greenview residents – all appointed by their respective Councils. The role of the committee is to promote Community Support Services and Programs within the Town and MD under a joint agreement. Their mandate is to provide programs that must be preventive in nature and enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity. The Board meets on the Wednesday following Committee of the Whole every month.

Administration received 4 applications for this board, however we have made recommendations based on allowing the board to remain the same for continuity. The board functions well as is.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:** N/A

---

**ATTACHMENT(S):**



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.

FCSS

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

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

Greenview FCSS - Oct. 2023

Greenview Library Board - 2024

SDAB - Oct. 2023

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?

Greenview FCSS - current

Greenview Library Board - current

SDAB - current

## Personal Resume

Name:

Roxanne Perron

[Redacted area for Personal Resume]



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

Experience: \_\_\_\_\_

Volunteer Activities you have been involved with: \_\_\_\_\_

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

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.**

Green View FCSS

Are you a resident of Greenview?

☒

Yes

☐

No

Are you currently serving on a Municipal Board or Committee?

☒

Yes

☐

No

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

FCSS

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

☒

Yes

☐

No

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

FCSS

## Personal Resume

Name:

Tammy Day



# APPLICATION

Appointment to a Municipal  
Board/Committee

Please Print

Experience: \_\_\_\_\_

Volunteer Activities you have been involved with: \_\_\_\_\_

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

Applicant's Signature

Date of Application

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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.

Green View FCSS.

Are you a resident of Greenview?



Yes



No

Are you currently serving on a Municipal Board or Committee?



Yes



No

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

Green View FCSS - October 2023.

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?

Green View FCSS

### Personal Resume

Name:

Trina Parker-Carroll



MD OF GREENVIEW

## APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

Experience

Volunteer Activities you have been involved with:

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

Applicant's Signature

Date of Application

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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.**

Green View FCSS.

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

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

N/A

MUNICIPAL DISTRICT  
OF GREENVIEW NO. 16

**RECEIVED**

**AUG 29 2023**

VALLEYVIEW

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?

Improvement District of Big Lakes 1990's

## Personal Resume

Name:

Jordan Velez

[Redacted area for Personal Resume]





MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

Please Print

Experience:

Volunteer Activities you have been involved with:

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

Applicant's Signature

Date of Application

Return completed form and all attachments to:

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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>Greenview Regional Multiplex Advisory Board</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillors Jennifer Scott and Sally Rosson to the Greenview Regional Multiplex Board.**

**MOTION: That Council appoint Cindy Soderquist, Jessica Lavoie, Mary Wilson, and Josh McMillan as Members at Large to the Greenview Regional Multiplex Board with their term to expire 2024.**

---

## BACKGROUND/PROPOSAL:

The Greenview Regional Multiplex Board Terms of Reference specifies that the board shall consist of seven voting members. The following is the board's voting membership: two elected officials from Greenview Council, two elected officials from the Town of Valleyview, two members at large appointed by Greenview and one appointed by the Town of Valleyview.

Councillor Jennifer Scott and Councillor Sally Rosson sat on this board previously.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:** N/A

---

**ATTACHMENT(S):**



MD OF GREENVIEW

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 Advisory Board

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?

Greenview Regional Multiplex Advisory Board

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?

Same as above. 2022 to present

### Personal Resume

Name: Cindy Soderquist





# APPLICATION

Appointment to a Municipal  
Board/Committee

Please Print

Experience

Volunteer Activities you have been involved with:

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

Applicant's Signature


Date of Application

Return completed form and all attachments to:

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4806 - 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
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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.**

GREENVIEW REGIONAL MULTIPLEX ADVISORY BOARD

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?

GREENVIEW REGIONAL MULTIPLEX ADVISORY BOARD- EXPIRES SEPT. 2023

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?

GREENVIEW REGIONAL MULTIPLEX

## Personal Resume

Name: JESSICA LAVOIE

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MD OF GREENVIEW

Please Print

## APPLICATION

Appointment to a Municipal  
Board/Committee

Experience: \_\_\_\_\_

Volunteer Activities you have been involved with: \_\_\_\_\_

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

Applicant's Signature

AUG. 24, 2023

Date of Application

Return completed form and all attachments to:

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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.**

Greenview Regional Multiplex Board

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

MUNICIPAL DISTRICT  
OF GREENVIEW NO. 16

**RECEIVED**

SEP 25 2023

VALLEYVIEW

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

Agriculture Services Board ('24) Library Board ('24) Little Smoky Cemetery Board ('24) Subdivision Development Appeal Board ('24)

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?

Valleyview + District Recreation Board ('21)

## Personal Resume

Name: Joshua McMillan



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

Experience:

[Redacted]

Volunteer Activities you have been involved with:

[Redacted]

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

[Redacted]

Applicant's Signature

Sept 25 2023

Date of Application

Return completed form and all attachments to:

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4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
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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.**

---

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?

Multi Plex Board

---

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?

Multi Plex Board

---

## Personal Resume

Name: Mary Wilson

---

Qualifications: \_\_\_\_\_

---

---



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

Experience:

[Redacted]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Volunteer Activities you have been involved with: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[Redacted]

Applicant's Signature

*Sept 20/23*

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

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SUBJECT:	<b>Greenview Regional Waste Management Commission (GRWMC)</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Ryan Ratzlaff and Councillor Sally Rosson to the Greenview Regional Waste Management Commission and Councillor Dale Smith as the alternate to the Greenview Regional Waste Management Commission.**

**MOTION: That Council appoint Jake Drozda as a Member at Large to the Greenview Regional Waste Management Commission with the term ending 2024.**

---

## BACKGROUND/PROPOSAL:

The Greenview Regional Waste Management Commission is a partnership between the Town of Valleyview, the Town of Fox Creek and the Municipal District of Greenview No. 16. As of January 1st, 2010 the facility came under the management of the M.D. The Greenview Regional Landfill is a Class II Municipal Solid Waste Landfill that accepts commercial, industrial and institutional waste from the three communities as well as private companies within the member communities.

Currently Councillor Ryan Ratzlaff, Councillor Sally Rosson and Councillor Dale Smith as the alternate, sit on this commission.

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating 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.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):





MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

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

Greenview Regional Landfill 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?

Landfill Committee Oct 2023

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?

Landfill

## Personal Resume

Name: Salve Drozda



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

Experience: \_\_\_\_\_

Volunteer Activities you have been involved with: \_\_\_\_\_

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

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

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SUBJECT:	<b>Grovedale/South Wapiti Recreation Board</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Bill Smith as a Member at Large to the Grovedale/South Wapiti Recreation Board.**

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## BACKGROUND/PROPOSAL:

The Grovedale/South Wapiti Recreation Board was established to provide recreational services to the Grovedale area.

Currently Councillor Bill Smith sits on this board.

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## 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: N/A

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ATTACHMENT(S):



# REQUEST FOR DECISION

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SUBJECT:	<b>Grande Cache Healthcare Professionals Attraction &amp; Retention Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillors Tyler Olsen and Winston Delorme to the Grande Cache Healthcare Professionals Attraction & Retention Committee.**

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## BACKGROUND/PROPOSAL:

The appointment of two councillors to the Healthcare Professionals Attraction and Retention Committee for Grande Cache is a crucial step in addressing the town's healthcare challenges. The councillors' local knowledge, decision-making experience, community connections, accountability, and policy alignment will be instrumental in developing and implementing effective strategies to attract and retain healthcare professionals. This appointment demonstrates the Town Council's commitment to improving healthcare services and the well-being of the community.

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## 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: N/A

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ATTACHMENT(S):



# REQUEST FOR DECISION

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SUBJECT:	<b>Health Professional Retention and Attraction Committee – Valleyview and Area</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 1008 – Council and Board Remuneration  
Policy 1040 – Appointment to Boards and/or Committees

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## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillors Jennifer Scott and Dale Smith to the Health Professional Retention and Attraction Committee servicing residents in and surrounding the Town of Valleyview area.**

---

## BACKGROUND/PROPOSAL:

Through a long-standing municipal partnership, the Town of Valley (Town) and the MD of Greenview (Greenview) have worked collaboratively to attract and retain medical doctors to serve the area residents of both municipalities. Through this partnership the area, generally speaking has enjoyed stability with limited turnover. When a doctor has left the community the Town Mayor and Greenview Reeve would coordinate a joint effort to fill the vacant position. This included but not limited to interaction with Alberta Health Services, providing local tours of the area and facilities, and any other information required that may benefit the recruitment process.

Recent information shows that this area will go from 5 to 3 doctors with one already departed and another preparing to leave and therefore further recruitment will once again be required. Unlike the past, more informal recruitment process, the Town is proposing to establish a Health Professional Retention and Attraction Committee. A Health Professional Retention and Attraction Committees are health professional focused, not health-care service focused. It is a community-based approach focused on attraction and retention. More descriptive information is provided in the attachments.

As proposed, the committee will comprise of 2 representatives from Greenview, 2 from the Town, 2 from Sturgeon Lake Cree Nation and a ratepayer representation which at this time remains undetermined.

As per Policy 1040 Appointment to Boards and/or Committees, Section 3.2 (a) the term of this appointment will be until the next annual Organizational Meeting of Council.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it will formalize the process for the recruitment and retention of health care professionals to Valleyview and surrounding area.

---

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The potential disadvantage of the recommended motion is that if accepted there will be another commitment for two members of Council as well as a corresponding financial remuneration component.

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#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council can choose to not participate in the proposed committee; however, Administration does not recommend this as it is anticipated that the attraction of health care professionals to small and rural communities will continue to pose challenges and perhaps increase.

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#### FINANCIAL IMPLICATION:

**Direct Costs: None**

**Ongoing / Future Costs: Approximately \$2,100 based on Council Remuneration Policy and quarterly meetings, which will vary depending on committee direction.**

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#### STAFFING IMPLICATION:

Staffing implications will include the tracking and at a small level, organizing of Greenviews participation in the committee.

---

#### 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 Town of Valleyview of Councils decision and if required arrange for the participation of committee members at meetings.



ATTACHMENT:

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# REQUEST FOR DECISION

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SUBJECT: **Heart River Housing Foundation**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Dale Smith to the Heart River Foundation.**

---

## BACKGROUND/PROPOSAL:

The last of the three foundations consists of the municipalities to the north east of Greenview. Their mandate is to deal with issues regarding the senior's lodge, apartments, and low income housing in the respective municipalities. The foundation meets monthly.

Currently Councillor Dale Smith sits on this board.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

There are no financial implications to the recommended motion.

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## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

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ATTACHMENT(S):



# REQUEST FOR DECISION

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SUBJECT: **High Prairie Advisory Council**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Dale Smith to the High Prairie Advisory Council and Councillor Tom Burton as the alternate.**

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BACKGROUND/PROPOSAL:

The High Prairie Resource Advisory Council meets quarterly in High Prairie.

Currently Councillor Dale Smith sits on this council and Councillor Tom Burton as the alternate.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

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ATTACHMENT(S):



# REQUEST FOR DECISION

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SUBJECT:	<b>Big Lakes County Intermunicipal Collaboration Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** - Municipal Government Act RSA 2000 Chapter M-26

**Council Bylaw/Policy** – Bylaw 19-825 “Big Lakes County Intermunicipal Collaboration Framework”

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## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Dale Smith and Councillor Dave Berry to the Big Lakes County Intermunicipal Collaboration Committee.**

---

## BACKGROUND/PROPOSAL:

The Municipal Government Act requires that municipalities with a common boundary create a framework which identifies mutually beneficial services. Intermunicipal Collaboration Frameworks (ICF) and are created on an intermunicipal basis and establish how services will be delivered, who will lead service-delivery, how funding arrangements for services will distributed, and identifies the timeframe for implementation of the services on a collaborative basis.

The ICF committee shall meet at least once every two (2) years to review the terms and conditions of the agreement. Either municipality, by giving at least 30 days’ notice, may trigger the requirement for the Committee to hold a meeting. Meeting requests shall be directed to the CAO for the respective municipality.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have appointed members to represent the municipality at any future Greenview-Big Lakes County ICF meetings.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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## ALTERNATIVES CONSIDERED:

**Alternative #1:**

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## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the annual Operating Budget.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will notify Council of issues and areas of collaboration as they arise.

---

**ATTACHMENT(S):**

- N/A
-



**BYLAW NO. 19- 825**  
**of the Municipal District of Greenview No. 16**

---

**Being a bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of providing an integrated approach to the delivery and funding of intermunicipal services and strategic planning with Big Lakes County, and**

**WHEREAS, Big Lakes and Greenview share a common border, and**

**WHEREAS, Section 708.28(1) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded; and**

**WHEREAS, Big Lakes and Greenview share common interests and are desirous of working together to provide services to their ratepayers; and**

**WHEREAS, the *Municipal Government Act (MGA)* stipulates that municipalities that have a common boundary must create a framework by adopting matching bylaws that contain the framework.**

**NOW THEREFORE, by mutual covenant of the parties hereto it is agreed as follows:**

1. The Intermunicipal Collaboration Framework Agreement between Big Lakes County and the Municipal District of Greenview No. 16, attached hereto, is adopted;
2. That this Bylaw may be cited as the "Big Lakes County and the Municipal District of Greenview No. 16 ICF Bylaw"; and
3. This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 22<sup>nd</sup> day of July, 2019.

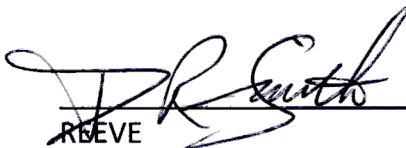
Read a second time this 15<sup>th</sup> day of October, 2019.

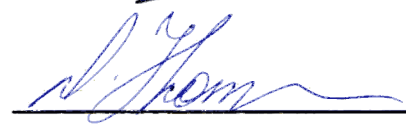
Read a third time and passed this 15<sup>th</sup> day of October, 2019





**BYLAW NO. 19- 825**  
**of the Municipal District of Greenview No. 16**

  
\_\_\_\_\_  
REEVE

  
\_\_\_\_\_  
CAO

## **Intermunicipal Collaboration Framework Agreement**

Between:

### **Big Lakes County,**

A municipality incorporated under the laws of Alberta  
(Hereinafter referred to as "Big Lakes")

And

### **Municipal District of Greenview No. 16,**

A municipality incorporated under the laws of Alberta  
(Hereinafter referred to as "Greenview")

**WHEREAS,** Big Lakes and Greenview share a common border, and

**WHEREAS,** Big Lakes and Greenview share common interests and are desirous of working together to provide services to their ratepayers; and

**WHEREAS,** the *Municipal Government Act (MGA)* stipulates that municipalities that have a common boundary must create a framework with each other that identifies the services provided by each municipality and the funding arrangements for these services.

**NOW THEREFORE,** by mutual covenant of the parties hereto it is agreed as follows:

### **A. DEFINITIONS**

- 1) In this agreement
  - a. "Services" means those services relating to:
    - i. Water/Wastewater
    - ii. Solid Waste
    - iii. Emergency Services
    - iv. Transportation
    - v. Recreation
  - b. "Municipal Services" is a service provided by a municipality through either its own administration or by a third party such as a contractor, or other agency/company.
  - c. "Intermunicipal Services" is a service that is provided to two or more municipalities. This can be provided by one or more municipalities or by a third party such as a service commission, municipal controlled corporation, authority, etc.

### **B. TERM AND REVIEW**

- 1) In accordance with the *Municipal Government Act (MGA)*, this is a permanent Agreement that shall come into force on final passing of the bylaws by both municipalities.

- 2) This Agreement may be amended by mutual consent of both parties unless specified otherwise in this Agreement.
- 3) It is agreed by Big Lakes and Greenview that the Intermunicipal Collaboration Committee shall meet at least once every two (2) years to review the terms and conditions of the Agreement. First meeting shall occur prior to the end of year 2020.

#### **C. INTERMUNICIPAL COOPERATION**

- 1) Big Lakes and Greenview agree to create a recommending body known as the Intermunicipal Collaboration Committee (hereinafter referred to as the Committee).
- 2) The Committee shall meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both Parties.
- 3) The Committee shall consist of four (4) members being two elected officials from each Party. Both Reeve's shall be ex-officio members to the Committee. Both CAO's shall provide advisory assistance as required.
- 4) The CAO's will be responsible to develop agendas and recommendations on all matters. CAO's will be responsible for forwarding all recommendations from the Committee to their respective Councils.
- 5) Either Party, by giving at least 30 days' notice, may trigger the requirement for the Committee to hold a meeting. Meeting requests shall be directed to the CAO for the respective municipality.

#### **D. SERVICE DELIVERY**

- 1) When one Party desires to enter into a new joint servicing arrangement, a Service Agreement shall be required to be developed on that specific service.
- 2) When developing Service Agreements for each Council's consideration, the Committee shall discuss and clearly identify which municipality will lead service delivery for the service(s) and determine the appropriate funding model for the service(s) being discussed.
- 3) All future Service Agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue in the service delivery.
- 4) All future Service Agreements shall set out a timeframe for the delivery of the service(s) being discussed including the start and end date for the Agreement.
- 5) Both Parties acknowledge and agree that they may from time to time provide financial assistance to not for profit organizations functioning outside their jurisdictional boundaries.

- 6) Both Parties recognize that the decision to participate in or not participate in a project/arrangement ultimately lies with the respective municipal councils.

#### **E. MUNICIPAL SERVICES**

- 1) Big Lakes and Greenview provide the following municipal services to their residents as outlined in Schedule A.
- 2) **Water/Wastewater**
  - a. Big Lakes and Greenview have agreed that water and wastewater services are best provided independently by both municipalities.
  - b. Big Lakes and Greenview have agreed that Big Lakes residents can use Greenview's Fill Station located at the Sunset House location at the same cost as Greenview's residents.

#### **F. INTERMUNICIPAL SERVICES**

##### **1) Solid Waste**

- a. Big Lakes and Greenview have agreed that solid waste services are best provided on an intermunicipal basis to better serve our residents.
- b. Big Lakes and Greenview have agreed to have Greenview continue leading the delivery of this service.
- c. Big Lakes and Greenview have agreed to fund solid waste services on a fifty/fifty basis (50/50) as per the current Memorandum of Agreement regarding the Recycling Bins Located at Sunset House.
- d. Big Lakes County and Greenview have agreed that residents of Big Lakes County may continue to use the waste bins as provided by Greenview.

##### **2) Emergency Services**

- a. Emergency Management
  - i. Big Lakes and Greenview have agreed that emergency management is best provided on an intermunicipal basis.
  - ii. Big Lakes and Greenview recognize that both municipalities are members of the Northwest Alberta Emergency Resource Agreement and shall follow the delivery and funding specifications under this Agreement.
- b. Fire Services
  - i. Big Lakes and Greenview have agreed that fire services are best provided on an intermunicipal basis.
  - ii. Big Lakes and Greenview have agreed to the delivery and funding specifications under the current Mutual Aid Fire Agreement.

### **3) Transportation**

#### **a. Roads**

- i. Big Lakes and Greenview have agreed that transportation services are best provided on an intermunicipal basis.
- ii. Big Lakes and Greenview have agreed that each municipality is responsible for the delivery and funding of this service, including gravelling/general maintenance, as per the Road Maintenance Exchange Agreement.
- iii. Big Lakes and Greenview have agreed to continue working cooperatively on matters concerning the delivery and maintenance of transportation services to their shared residents.

#### **b. Boat Launch**

- i. Big Lakes and Greenview have agreed to continue working together to explore the possibility of upgrades for recreation to the south side of Snipe Lake.

#### **c. Alder Ridge Bridge**

- i. Big Lakes and Greenview have agreed to investigate a comprehensive bridge study on the replacement of the Alder Ridge Bridge.

### **4) Recreation**

#### **a. Golden Triangle Snowmobile Trail System**

- i. Big Lakes and Greenview have agreed that the Golden Triangle Snowmobile Trail System is best provided on an intermunicipal basis to better serve both municipalities and the surrounding area.
- ii. Big Lakes and Greenview have agreed to have Woodlands County continue leading the delivery of the service.
- iii. Big Lakes and Greenview have agreed to the terms of funding the Golden Triangle Snowmobile Trail System as per the Golden Triangle Partnership Agreement.

#### **b. Little Smoky Ski Hill**

- i. Big Lakes and Greenview have agreed that the Little Smoky Ski Hill is best provided on an intermunicipal basis to better serve both municipalities and the surrounding area.
- ii. Big Lakes and Greenview have agreed that the M.D. of Smoky River will continue to be the lead municipality.
- iii. Big Lakes and Greenview have agreed to the terms of delivery and funding of the Little Smoky Ski Hill as per the Little Smoky Ski Hill Agreement between the M.D. of Smoky River, Big Lakes, and Greenview.

- c. Big Lakes and Greenview have agreed to continue to work together to update roads and infrastructure necessary to facilitate recreation.

#### **G. FUTURE PROJECTS & AGREEMENTS**

- 1) In the event either municipality initiates the development of a new project and/or service that may require a cost-sharing agreement, the initiating municipality's Chief Administrative Officer will notify the other municipality's Chief Administrative Officer.
- 2) The Committee will be the forum used to address and develop future mutual aid agreements and/or cost sharing agreements for future respective Councils consideration. In the event the Councils are unable to reach an agreement, the dispute shall be dealt with through a dispute resolution process as outlined in Section H.
- 3) Both Parties recognize that the decision to participate in or not participate in a project/arrangement ultimately lies with the respective municipal councils.

#### **H. INDEMNITY**

- 1) Each of the parties hereto shall be responsible for and indemnify and save harmless the other party for any damages or losses (including legal fees on a solicitor and his own client full indemnity basis), injuries or loss of life, resulting from the acts or omissions of their respective employees, servants, agents or contractors which may occur in the performance, purported performance, or non-performance of their respective obligations under this agreement; provided that such indemnity shall be limited to an amount in proportion to the degree to which the indemnifying party, its employees, servants, agents or contractors are at fault or otherwise held responsible in law.
- 2) The indemnifications set forth in Section H.1 hereof, will survive the expiration of the term or termination of this Agreement for whatever cause and any renewal or extension of the term, as the case may be.
- 3) Each of the parties hereto will be responsible for the acquisition of any and all necessary consents, licenses, approvals or authorities relating to their respective execution and performance of the terms of this Agreement.
- 4) One party hereto will not be liable to the other party hereto for any failure of or delay in the performance of its obligations hereunder nor be deemed to be in breach of this Agreement if such failure or delay has arisen from "Force Majeure." For the purpose of this Agreement, "Force Majeure" means any cause not within the control of the party, including, without limitation, interruption of telecommunications, gas, electric or other utility service, acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, wars, blockades, insurrections, riots, epidemics, landslides, earthquakes, fires, lightning, storms, floods, high water, washouts, inclement weather, orders or acts of military authorities, civil disturbances or explosions.

- 5) Where one party hereto is prevented from carrying out its obligations hereunder due to Force Majeure, such party will, as soon as possible, give notice of the occurrence of such Force Majeure to the other party hereto and the party providing such notice will thereupon be excused from the performance of such obligations for the period of time directly attributable to the effect of the Force Majeure.

## **I. DISPUTE RESOLUTION**

### **1) Notice of dispute**

- a. In the event that one party perceives a dispute under the framework and wishes to engage in dispute resolution, the initiating party's Chief Administrative Officer must give written notice of the matters under dispute to the other party's Chief Administrative Officer.

### **2) Negotiation**

- a. Within 14 days of after the notice is given, the Committee will meet and attempt to resolve the dispute.

### **3) Mediation**

- a. In the event the Committee is unable to resolve an issue, Big Lakes and Greenview will seek the assistance of a mediator acceptable to both parties.
- b. The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.
- c. Both parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- d. Both parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- e. All proceedings involving a mediator are without prejudice, and the costs of mediation shall be shared equally between parties.

### **4) Report**

- a. If the dispute has not been resolved within 6 months after the notice is given, the initiating party must, within 21 days, prepare and provide to the other party a report.
- b. The report must contain a list of the matters agreed on and those on which there is no agreement between the parties.
- c. The initiating party may prepare a report before the 6 months have elapsed if:
  - i. the parties agree, or
  - ii. the parties are not able to appoint a mediator.

5) Appointment of arbitrator

- a. Within 14 days of a report being provided, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report.
- b. If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report to the Minister with a request to the Minister to appoint an arbitrator.
- c. In appointing an arbitrator, the Minister may place any conditions on the arbitration process as the Minister deems necessary.

6) Arbitration process

- a. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices, and procedures shall be the same as those in Division 3 of Part 17.2 of the MGA and Part 1 of the *Intermunicipal Collaboration Framework Regulation*.
- b. The arbitrator may do the following:
  - i. require an amendment to a framework;
  - ii. require a party to cease any activity that is inconsistent with the framework;
  - iii. provide for how a municipality's bylaws must be amended to be consistent with the framework;
  - iv. award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

7) Deadline for resolving dispute

- a. The arbitrator must resolve the dispute within one year from the date the notice of dispute is given.
- b. If an arbitrator does not resolve the dispute within the time described, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions that the Minister considers appropriate.

8) Arbitrator's order

- a. Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.
- b. The arbitrator's order must
  - i. be in writing
  - ii. be signed and dated
  - iii. state the reasons on which it is based
  - iv. include the timelines for the implementation of the order, and



- v. specify all expenditures incurred in the arbitration process for payment under s708.41 of the MGA.
  - c. The arbitrator must provide a copy of the order to each party.
  - d. If an order of the arbitrator under section is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting cost.
- 9) Costs of arbitrator
- a. Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator must be paid on a proportional basis by the municipalities that are to be parties to the framework.
  - b. Each municipality's proportion of the costs must be determined by dividing the amount of that municipality's equalized assessment by the sum of the equalized assessments of both municipalities.

**J. CORRESPONDENCE**

1) Written notices under this framework shall be addressed to:

**In the case of Big Lakes County:**


Big Lakes County  
Box 239  
High Prairie, AB T0G 1E0  
Attention: Chief Administrative Officer


**In the case of Municipal District of Greenview No. 16**

Municipal District of Greenview No. 16  
Box 1079  
Valleyview, AB T0H 3N0  
Attention: Chief Administrative Officer


Dated this 12 day of December, 2019


**BIG LAKES COUNTY**

  
\_\_\_\_\_  
REEVE

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

**MUNICIPAL DISTRICT OF GREENVIEW  
NO. 16**

  
\_\_\_\_\_  
REEVE

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

## **Schedule A**

The following is a list of Municipal Services that each municipality are currently providing for their residents:

### **1) Big Lakes County**

- Grants
  - o Administration of County-issued grants
  - o Board development/board education for local groups
  - o Grant writing workshops
- GIS
  - o Map creation (i.e. wall maps, map books)
  - o Aerial photo creation
  - o Address assignment
- Reception services
- Taxation services
- Communications
  - o Monthly resident newsletter
  - o Open houses
  - o Workshops
  - o Department brochures
  - o Annual reports
  - o Updates to website and social media
  - o Annual Municipal Awareness and Community BBQ
  - o Press releases
  - o Monthly Radio updates from the Reeve
- Waste Management:
  - o Regional Landfill Facility
  - o 7 Transfer Sites
  - o 7 Recycling Stations
- Airports
  - o 2 Aerodromes
- Road maintenance
  - o Grading, graveling, snowplowing, general road maintenance of gravel roads
  - o Approach Construction and Approach Widening programs
  - o Patching, Line Painting and Crack Sealing of paved roads
  - o Sidewalk / walking trail maintenance and repair
  - o Culvert maintenance, replacement and repair
  - o Brushing
  - o Roadside Mowing
  - o Signage - installation and maintenance
  - o Dust Control Program
  - o Private Driveway Grading Program
  - o Private Driveway Snowplowing Program
- Road Drainage Maintenance and Licensed Drainage Channel Maintenance

- Bridges
  - o Bridge maintenance
  - o Bridge repairs and replacements
- Capital projects
  - o New road construction
  - o New bridge / culvert construction
  - o New or upgrade of Water/Wastewater Facilities
- Utilities
  - o Water and Wastewater service to residents of 5 hamlets
  - o Water service to 9 Water coops and 2 First Nations
  - o 5 Truckfill stations
- Agriculture
  - o Weed and Pest Inspection Programs
  - o Weed Spraying Program
  - o Agricultural Equipment rentals
  - o Agricultural Service Board
  - o Education Events
- FCSS
  - o Home Support Programs
  - o Youth Programs
  - o Newsletter program
  - o Disaster Social Services
  - o Workshop and Information Delivery
  - o Service Delivery (assisting clients with completing government forms, referrals to other programs and resources, supportive listening)
  - o Information and Networking with other agencies
  - o Social Activity grants
  - o Christmas Angel Hamper Program
  - o Family Day Celebrations
  - o Community Volunteer Income Tax Program
  - o Community Volunteer Appreciation Week
  - o Seniors Week
  - o Wall of Fame
  - o Annual County BBQ
  - o Red Silhouette Family Violence Awareness Campaign
- Animal Control
  - o Patrolling stray animals at large
  - o Responds to complaints
  - o Dog Pound Services
- Planning & Development
  - o Permits
  - o Land subdivision
  - o Land use bylaw amendments
  - o Subdivision Development Appeal Board
  - o Municipal Planning Commission

- Manage Faust Cemetery
  - Maintain and administer statutory planning documents
  - Administer Safety Codes program
- Bylaw Enforcement
  - Works with residents to resolve bylaw infractions, education and eventual enforcement
  - Coordinates with salvage companies to remove dilapidated vehicles
  - Responds to complaints
  - Mediate with neighbour disputes
- Enhanced policing
  - Drug Enforcement,
  - Controlled Drug and Substances Act,
  - Crime reduction
  - Assisting with investigation of serious crimes related to drugs
  - General duty policing service
- Peace Officers
  - Hamlet patrol service
  - Issuance of violation tickets
- Municipal Land – Sales and Leases
- Fire Services
  - Three separate fire services and emergency management agencies are in independent operation:
    - Big Lakes County (volunteer)
      - Full time paid Fire Chief
      - Volunteer Deputy Fire Chiefs
      - Five Fire Departments
        - Enilda Fire District
        - Grouard Fire District
        - Jousard Fire District
        - Faust Fire District
        - Kinuso Fire District
    - Town of High Prairie (Paid-on-call)
      - Part time paid Fire Chief
      - paid-on-call senior officers, junior officers and firefighters
      - High Prairie Fire Department
    - Town of Swan Hills (Paid-on-call)
      - Paid-on-call Fire Chief
      - paid-on-call senior officers, junior officers and firefighters
      - Swan Hills Fire Department
- Economic Development
  - Economic Development Authority
  - Business Development Officer
  - Sector profiles
  - Sector tours/mobile workshops

- Creation of a business directory and economic development website
- Conducting a visitor friendly assessment

## 2) **Municipal District of Greenview**

- Communications
  - Press releases
  - Newsletter
  - Advertisements
  - Social media
  - Ratepayer BBQs
- Taxation
- Maps
- Accounts Payable/Accounts Receivable
  - Billing
  - Receiving
  - Processing
- Reception Services
- Access to Applications
- FOIP requests
- IT
  - Public Wi-Fi
  - Data Management
- Solid Waste Services
  - Regional Landfill
  - Grande Cache Landfill
  - Transfer Stations
- Water Services
  - Treatment
  - Distribution
  - Bulk Water Points
- Waste Water Services
  - Collection
  - Industrial Lagoons
  - Lift Stations
- Planning and Development Services
  - Permitting
  - Monitoring Oil and Gas Development and ancillary industries
  - Development Enforcement
  - Subdivisions
  - Subdivision and Development Appeal Board (SDAB)
  - Land Use Bylaw Amendments
  - Area Structure Plans and Municipal Development Plans
  - Municipal Planning Commission
- Road Construction

- Bridge Construction and Maintenance
- Approach Construction
- Culvert Installations and maintenance
- Road Maintenance
  - o Graveling
  - o Grading
  - o Brushing
  - o Dust Control
  - o Mowing
  - o Snow Plowing
  - o Signage installation and replacement
  - o Private Driveway Plowing
- Agricultural Services
  - o Weed and Pest Inspection
  - o Limited Wildlife Control
  - o Agricultural Fleet Rental
  - o Vegetation Management
  - o Emergency response planning for animal disease outbreak
  - o Soil Conservation
  - o Workshops and seminars
  - o Information/news/articles
  - o Greenview Vet Clinic
- FCSS
  - o Senior's Yoga
  - o Red Silhouette Family Violence Awareness Campaign
  - o Babysitting/home alone course
  - o Various youth programs through School Liaison
  - o Disaster Social Services
  - o Community Volunteer Income Tax Program
  - o Home Support
  - o Employment supports
- Parks and Campground Development, operation and maintenance
- Sasquatch Program
- Community Recreation support (walking trails, grant funding, etc.)
- Cemeteries
- Economic Development
- Administration of Community Grant Program and Community Event Supports
- Emergency Services
- Emergency Management
- Rural Fire Pump management
- M.D of Greenview Library Board
- Grovedale, DeBolt and Grande Cache Fire Departments.
- Enhanced Policing
- Bylaw Enforcement Grande Cache

**Third Party Services**

- Large Construction Projects
- Gravel Hauls
- Regional Research Association Partnerships for Agricultural Services
- Mental Health Counselling at FCSS
- Kakwa/Big Mountain snow mobile/ATV trails (Swan City Snow Mobile Club)
- Grande Cache backcountry trails (Wilmore Wilderness)
- Assessment
- Recreation Boards (Valleyview, Fox Creek, East Smoky, Grande Cache, Grovedale, Crooked Creek.
- PCIT
- Bylaw enforcement (County of Grande Prairie)
- Enhanced RCMP
- Media design and production services
- GIS





# REQUEST FOR DECISION

---

SUBJECT: **Birch Hills County ICF Committee**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CORPORATE SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** – Municipal Government Act RSA 2000 Chapter M-26

**Council Bylaw/Policy** – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Jennifer Scott and Councillor Tom Burton to the Birch Hills County ICF Committee.**

---

## BACKGROUND/PROPOSAL:

The Municipal Government Act requires that municipalities with a common boundary create a framework which identifies mutually beneficial services. Intermunicipal Collaboration Frameworks (ICF) and are created on an intermunicipal basis and establish how services will be delivered, who will lead service-delivery, how funding arrangements for services will distributed, and identifies the timeframe for implementation of the services on a collaborative basis.

The ICF committee shall meet at least once every two (2) years to review the terms and conditions of the agreement. Either municipality, by giving at least 30 days' notice, may trigger the requirement for the Committee to hold a meeting. Meeting requests shall be directed to the CAO for the respective municipality.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have appointed members to represent the municipality at any future Greenview-Birch Hills County ICF meetings.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may choose to appoint 2 new Council members to this Committee.

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## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the annual Operating Budget.

---

**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 notify Council of issues and areas of collaboration as they arise.

---

**ATTACHMENT(S):**

- N/A
-



**Birch Hills County & Municipal District of Greenview No. 16  
Intermunicipal Collaboration Framework  
Agreement**

**February 2020**

## Table of Contents

Introduction.....	2
Definitions.....	2
Term and Review.....	2
Intermunicipal Cooperation.....	2
Service Delivery.....	3
Services .....	3
Land Use.....	3
Collaboration Process.....	4
Indemnity.....	4
Binding Dispute Resolution Process.....	4
General.....	4
Correspondence.....	5
Authorizations.....	5
Appendix.....	6-13

## **1. Introduction**

- 1.1 It is recognized that Birch Hills County and Greenview share a common border, share common interests and are desirous of collaborating to provide services to their residents and ratepayers.
- 1.2 The MGA requires that municipalities that have a common boundary must create a framework with one another that identifies the services that the municipalities agree benefit more than one municipality that is party to the ICF and are provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of those services provided on an intermunicipal basis.
- 1.3 In this respect, the Parties agree as follows:

## **2. Definitions**

In this Agreement:

- 2.1 "CAO" – means Chief Administrative Officer.
- 2.2 "Committee" – means ICF Committee as defined in Section 4 of the Agreement.
- 2.3 "Service Agreement" – means a legally binding agreement that is signed by both municipalities. E.g. an agreement, contract, memorandum of agreement or memorandum of understanding.
- 2.4 "Expiry Date" – means the date that this Agreement expires which is five years from the date of adoption of this agreement by resolution of both councils.
- 2.5 "Greenview" – means the MD of Greenview No. 16.
- 2.6 "Parties" – means the Birch Hills County and Greenview.
- 2.7 "Term of the Agreement" – means five year from adoption of this agreement.
- 2.8 "ICF" – means the Intermunicipal Collaboration Framework

## **3 Term of Review**

- 3.1 In accordance with the *Municipal Government Act*, this ICF shall constitute an agreement between the parties and shall come into force and effect on the adoption of this agreement by resolution of both councils.
- 3.2 This ICF agreement may be amended by mutual consent of both Parties. Amendments to this Agreement shall come into force on the passing of matching resolutions by both Parties and shall be added as an Addendum to this Agreement.
- 3.3 It is agreed by the Parties they shall meet at least once during the Term of the Agreement commencing no later than 180 days before the Expiry date of this Agreement.
- 3.4 It is further agreed that upon request by either Party, the Committee shall also meet.

## **4 Intermunicipal Cooperation**

- 4.1 The Parties agree to create a recommending body known as the ICF committee.
- 4.2 The Committee shall meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both Parties.
- 4.3 The Committee shall consist of 4 elected officials, two from each Party.

- 4.4 The CAO's will be responsible to develop agendas and recommendations on all matters. CAO's will be responsible for forwarding all recommendations from the Committee to their respective councils.
- 4.5 Further to Article 3.4, either Party may trigger the requirement for the Committee to hold a meeting upon giving at least 30 days notice. Meeting request shall be directed by the CAO for the respective municipality.

## **5 Service Delivery**

- 5.1 When one Party desires to enter into a new joint servicing arrangement, a Service Agreement shall be required to be developed on that specific service.
- 5.2 When developing Service Agreements for each Council's consideration, the Committee shall discuss and clearly identify which municipality will lead service delivery for the services(s) and determine the appropriate funding model for the service(s) being discussed.
- 5.3 All future Service Agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue in the service delivery.
- 5.4 All future Service Agreements shall set out a timeframe for the delivery of the service(s) being discussed including the start and end date for the agreement.

## **6 Services**

- 6.1 The Parties will have collaborative agreements in place for all services that the Parties have determined are mutually beneficial to their citizens.
- 6.2 Both parties acknowledge and agree that they may from time to time provide financial assistance to not for profit organizations functioning outside their jurisdictional boundaries.
- 6.3 Both parties acknowledge they are members of agencies, boards, commissions and not for profit organizations delivering services for the benefit of their residents and ratepayers.

## **7 Intermunicipal Service Agreements**

- 7.1 Birch Hills County and Greenview have agreed to provide emergency services assistance and resources when requested by the other Party as outlined in the Mutual Aid Fire Agreement, 2016. There is no term on this agreement.
- 7.2 The Mutual Aid Fire Agreement, 2016, is attached as Appendix B.

## **8 Land Use**

- 8.1 Section 631 (1.1) of the Municipal Government Act, R.S.A. 2000, Chapter M-26, states "the Minister may, by order, exempt one or more councils from the requirement to adopt an Intermunicipal Development Plan". Pursuant to the provisions of Ministerial Order MSL:047/18 and a letter dated June 7, 2019 from the Deputy Minister stating that both parties have met the requirements for an IDP exemption, the Parties hereto are no longer required to complete an IDP.

- 8.2 Matters of a land use and development nature impacting either party shall be guided by policies set out in their respective Municipal Development Plans and/or other statutory plans.

## **8 Collaboration Process**

- 8.1 Either Party may initiate the development of a new capital project and/or new service it deems to be critical or essential and that may be beneficial to both Parties. Prior to submitting a formal written notice for a new cost-sharing agreement, the initiating Party's CAO will consult and seek informal support from the other Party's CAO.
- 8.2 Once either municipality has received written notice of a new capital project or new service, an ICF Committee meeting must be held within 30 days of the date the written notice was received, unless both CAO's agree otherwise.
- 8.3 The ICF Committee will be the forum used to address and develop future Service Agreements and/or cost sharing arrangements.
- 8.4 Both Parties recognize that the decision to participate or not to participate in a project/arrangement ultimately lies with the respective municipal councils.

## **9 Indemnity**

- 9.1 The Birch Hills County shall indemnify and hold harmless Greenview, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Birch Hills County, its employees or agents in the performance of this Agreement.
- 9.2 Greenview shall indemnify and hold harmless Birch Hills County, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Greenview, its employees or agents in the performance of this Agreement.

## **10 Binding Dispute Resolution Process**

- 10.1 Both Parties agree to adopt the model dispute resolution provisions as set out in the schedule attached to the ICF Regulations (copy attached as Appendix "A" to this agreement).
- 10.2 Both Parties agree to abide by the Duty to Act in Good Faith provisions contained in the ICF Regulations.

## **11 General**

- 11.1 Headings in this Agreement are for reference purposes only.
- 11.2 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
- 11.3 Words in the singular shall include the plural or vice versa whenever the content requires.
- 11.4 Should any provisions of this Agreement become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the agreement and the remainder shall remain in force and be binding as though such provisions had not been invalid.

## 12 Correspondence

12.1 Written notice under this agreement shall be addressed as follows:

a. In the case of Birch Hills County to:


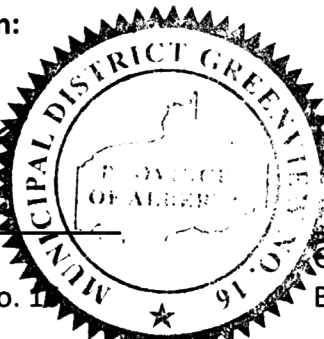
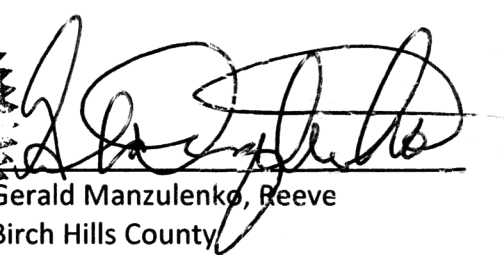
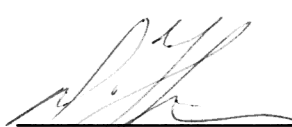
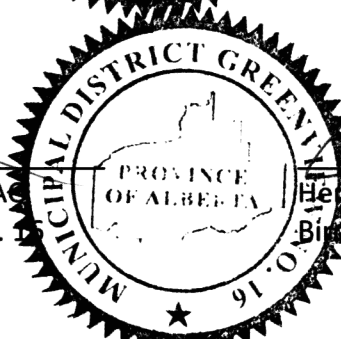
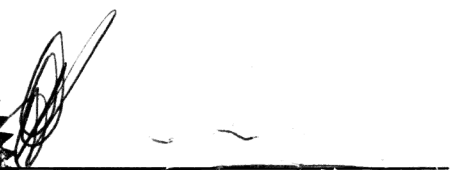
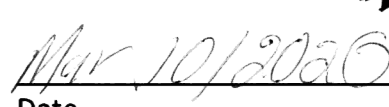
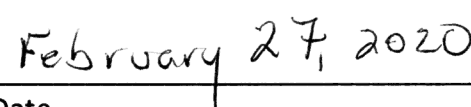
Birch Hills County  
c/o Chief Administrative Officer  
Box 157  
Wanham, AB T0H 3P0

b. In the case of Greenview to:

MD of Greenview No. 16  
c/o Chief Administrative Officer  
Box 1079  
Valleyview, AB T0H 3N0

## 13 Authorizations

Signed and dated on:

 Dale Smith, Reeve MD of Greenview No. 16		 Gerald Manzulenka, Reeve Birch Hills County
 Denise Thompson, CAO MD of Greenview No. 16		 Hermann Minderlein, CAO Birch Hills County
 Date		 Date



## **Appendix "A" - Model Dispute Resolution Provisions Schedule**

### **1. Definitions**

#### **1.1 In this Schedule.**

- a. "initiating Party" means a party who gives notice under section 2 of this Schedule;
- b. "Mediation" means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;
- c. "Mediator" means the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties

### **2. Notice of Dispute**

- 2.1 When a party believes there is a dispute under a framework and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other parties.

### **3. Negotiation**

- 3.1 Within 14 days after the notice is given under section 2 of this schedule, each party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.

### **4. Mediation**

- 4.1 If the dispute cannot be resolved through negotiations, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.
- 4.2 The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.
- 4.3 The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- 4.4 The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- 4.5 All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.

### **5. Report**

- 5.1 If the dispute has not been resolved within 6 months after the notice is given under section 2 of this Schedule, the initiating party must, within 21 days, prepare and provide to the other parties a report.
- 5.2 Without limiting the generality of subsection 5.1, the report must contain a list of the matters agreed on and those on which there is no agreement between the parties.

- 5.3 Despite subsection 5.1, the initiating party may prepare a report under subsection 5.1 before the 6 months have elapsed if;
- a. The parties agree or
  - b. The parties are not able to appoint a mediator under section 4 of this schedule.

**6. Appointment of arbitrator**

- 6.1 Within 14 days of a report being provided under section 5 of this Schedule, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report.
- 6.2 If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report referred to in section 5 of this Schedule to the Minister with a request to the Minister to appoint an arbitrator.
- 6.3 In appointing an arbitrator under subsection 6.2, the Minister may place any conditions on the arbitration process as the Minister deems necessary.

**7. Arbitration Process**

- 7.1 Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in Division 3 of Part 17.2 of the Municipal Government Act and Part 1 of the Intermunicipal Collaboration Framework Regulation (AR 191/2017).
- 7.2 In addition to the arbitrator's powers under subsection 7.1, the arbitrator may do the following:
- a. Require an amendment to a framework;
  - b. Require a party to cease any activity that is inconsistent with the framework;
  - c. Provide for how a party's bylaws must be amended to be consistent with the framework;
  - d. Award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

**8. Deadline for resolving dispute**

- 8.1 The arbitrator must resolve the dispute within one year from the date the notice of dispute is given under section 2 of this Schedule.
- 8.2 If an arbitrator does not resolve the dispute within the time described in subsection 8.1, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions that the Minister considers appropriate.

**9. Arbitrator's order**

- 9.1 Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.
- 9.2 The arbitrator's order must:
- a. Be in writing,
  - b. Be signed and dated,
  - c. State the reasons on which it is based,
  - d. Include the timelines for the implementation of the order, and

e. Specify all expenditures incurred in the arbitration process for payment under MGA s.708.41.

9.3 The arbitrator must provide a copy of the order to each party.

9.4 If an order of the arbitrator under section 9.2 is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.

**10. Cost of arbitrator**

10.1 Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Schedule must be equally shared by the municipalities.

# MUTUAL AID FIRE AGREEMENT

THIS AGREEMENT made this 28 day of April A.D. 20 14

BETWEEN:

**MD of Greenview No. 16**  
4806 36<sup>th</sup> Avenue  
Valleyview, AB T0H 3N0

OF THE FIRST PART

**Birch Hills County**  
4601 50<sup>th</sup> Avenue  
Wanham, AB T0H 3P0

OF THE SECOND PART

**WHEREAS** the parties to this Agreement are both Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, M-26*, as amended;

**AND WHEREAS** each party to this Agreement provides fire protection services within their respective boundaries;

**AND WHEREAS** each of the parties hereto acknowledges and agrees that it is desirable and to the parties mutual benefit that from time to time, each be able to provide fire protection assistance to any or all of the other parties to this Agreement;

**AND WHEREAS** the parties hereto wish to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request mutual aid and assistance from the other party to this Agreement and to respond to such requests;

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the mutual covenants, agreements and premises set out herein, the parties hereto hereby agree as follows:

1. In this Agreement, the following words and terms shall have the following meanings:

- a) "Assistance" shall mean firefighting or fire protection services available pursuant to this Agreement. Assistance may relate to incidents which the Requesting Party does not attend or does not believe it will attend, or incidents which the Requesting Party does attend, but believes it would be prudent to require further or other forces for firefighting/protection purposes.

- b) "Claims" shall mean any and all manner of action or actions, cause or cause of action, suits, proceedings, demands, debts, dues, sums of money, costs, expenses and damages of every nature and kind arising at law, equity, statute or otherwise which any party has, had, or may have.
  - c) "Dispatch Centre" shall mean the dispatch centre taking and transferring 911 emergency fire calls related to fires within the geographic boundaries of the parties to this Agreement.
  - d) "Effective Date" shall mean \_\_\_\_\_, 2016.
  - e) "Equipment" shall mean firefighting vehicles, apparatus and equipment.
  - f) "Requesting Party" shall mean a party to this Agreement which requests Assistance from another party to this Agreement.
  - g) "Responding Party" shall mean a party to this Agreement which responds to the request for Assistance made by a Requesting Party.
2. Subject to the terms and conditions of this Agreement, any party to this Agreement may request the Assistance of another party to this Agreement.
  3. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide Assistance to the other party to this Agreement, upon request. However, the parties hereto acknowledge and agree that there are and will be times and circumstances in which Assistance cannot be provided. Without restricting the generality of the forgoing, Assistance may be refused when the Responding Party or its designate or fire chief, or his or her designate, deems it imprudent or unsafe to provide such Assistance. At all times, whether or not Assistance will be provided, and the nature of the Assistance to be provided, if any, will be in the unfettered discretion of the Responding Party.
  4. This Agreement shall come into force and effect upon the Effective Date, and shall remain in full force and effect until each of the parties hereto withdraws from this Agreement in accordance with the provisions of this Agreement.
  5. Any one of the parties to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.
  6. All requests for Assistance pursuant to this Agreement, unless dispatched by or through the Dispatch Centre, shall be directed to the authorized representative of the Responding Party. In the event that the authorized representative of the Responding Party is someone other than the Responding Party's fire chief, the authorized representative will confirm the request with the Responding Party's fire chief, or his or her designate as soon as reasonably possible. If the Responding Party's fire chief or designate cannot be contacted, the Responding Party may, but will not be required to, respond.

7. A Responding Party may, after responding to a request for Assistance, withdraw their Assistance in the event that the Responding Party, the Responding Party's fire chief, or the designate of either of them, deems it prudent or desirable to withdraw Assistance. Without restricting the generality of the foregoing, Assistance may be withdrawn if the Responding Party's Equipment or services are required elsewhere, or it is deemed to be unsafe to provide or continue providing Assistance.
8. When providing Assistance, the following command and control structure will apply:
  - a. The first fire department of a Party to arrive at the scene of an incident shall assume incident command;
  - b. In the event that a Responding Party is the first fire department to arrive at the scene of an incident, the Responding Party will assume incident command until such time as the Requesting Party's fire department arrives and is ready to assume incident command;
  - c. The Requesting Party shall have incident command over all incidents which occur within its geographic boundaries, provided that the Requesting Party's fire department is in attendance and does not relinquish incident command;
  - d. Commands and requests of an incident commander shall be communicated in accordance with the command structure of the department to whom the commands or requests are directed;
9. In providing Assistance, a Responding Party shall not be required to provide Equipment which is not owned by the Responding Party, or employees or volunteers who are not employed or usually utilized by the Responding Party.
10. It is acknowledged and agreed by the parties hereto that a Responding Party providing Assistance pursuant to this Agreement shall not be entitled to bill or charge the Requesting Party for Equipment or services, or for the Assistance, being provided. However, each party to this Agreement agrees that they will, and hereby does, indemnify and save harmless any Responding Party from which they request Assistance, in accordance with the terms and provisions of this Agreement.
11. The responding party reserves the privilege to bill the requesting party for staff costs incurred and consumables used at any event on a cost recovery basis.
12. A Requesting Party to this Agreement shall and hereby does indemnify and save harmless a Responding Party who provides Assistance to that Requesting Party from and against all Claims, of every nature and kind whatsoever including Claims arising from damaged property, or injury to persons, which arise out of, or are in anyway attributable to the provision of Assistance, except those Claims which are due to the gross negligence of any employee, volunteer or representative of the Responding Party.

13. A Requesting Party shall, and hereby does, indemnify and save harmless a Responding Party from and against all Claims relating to the injury or death to persons responding to a request for Assistance from that Requesting Party, except where caused by the gross negligence of the Responding Party.
14. Notwithstanding paragraph 10, 11 and 12 of this Agreement, the parties to this Agreement covenant and agree that a Responding Party will not in any way be liable to a Requesting Party for:
  - a. Failure to respond to a request for Assistance, or failure to provide Assistance;
  - b. Failure to respond to a request for Assistance within a certain period of time, or in a timely fashion;
  - c. Consequential, indirect, exemplary or punitive damages;
  - d. Economic loss;
  - e. Any Claims that arise as a result of a party's refusal or inability to provide Assistance;
  - f. Any Claim that arises or results from the manner in which a Responding Party provides or does not provide Assistance, save and except Claims directly arising from the gross negligence of the Responding Party while providing Assistance.
15. The Parties hereto shall, at their own respective cost and expense, maintain in full force and effect during the term of this Agreement, general liability insurance in an amount not less than \$5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.
16. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the parties hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.
17. No party may assign this Agreement without the written consent of the other parties hereto.
18. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.
19. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vice versa, as the context of this Agreement may require.
20. This Agreement may be executed in counterparts each of which when so executed shall be deemed to be an original and such counterparts shall constitute one in the same instrument, notwithstanding their date of execution.

21. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the parties to any such dispute.
22. The parties hereto will notify their fire department officers of this Agreement so that they may become familiar with this Agreement, and its terms.
23. The parties hereto further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of firefighting services within the Province of Alberta.

**IN WITNESS WHEREOF** the parties hereto have set their seals and hand of their proper officials in that behalf on the day herein first above written.

**MD of GREENVIEW**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**BIRCH HILLS COUNTY**

Per: \_\_\_\_\_

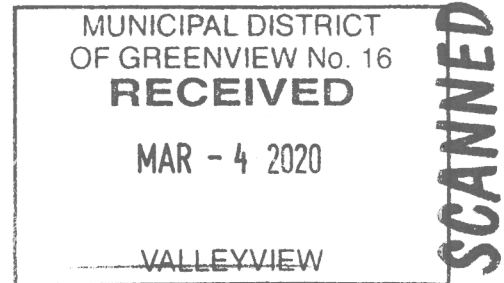
Per: \_\_\_\_\_





February 28, 2020

Denise Thompson, CAO  
Municipal District of Greenview No. 16  
Box 1079  
Valleyview, AB T0H 3N0



Dear Ms. <sup>Denise</sup>Thompson,

**Re: Intermunicipal Collaboration Framework (ICF) Agreement Between Birch Hills County and the Municipal District of Greenview No. 16**

The (ICF) Agreement between Birch Hills County and the Municipal District of Greenview No. 16 was presented to Birch Hills County Council at their Regular Council Meeting on February 27, 2020. Following discussion, the following resolution was made and passed:

**RC20-086**     *"Moved by Councillor Wendland that Council authorize the Reeve and Chief Administrative Officer to sign the Intermunicipal Collaboration Framework (ICF) Agreement between Birch Hills County and the Municipal District of Greenview No. 16."*

Reeve Manzulenko and I have signed two copies of the agreement, and the County's seal has been applied. These documents are enclosed for signature and seal once approved by your Council. Please return one copy to us after this has been completed, and retain the second copy for your records.

Please thank your staff for their assistance in preparing the agreement, and feel free to contact me should you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Hermann Minderlein", written over a horizontal line.

Hermann Minderlein, CAO  
Birch Hills County

Enclosures: 2

Cc: Birch Hills County Council



# REQUEST FOR DECISION

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SUBJECT:	<b>County of Grande Prairie Intermunicipal Collaboration Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

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## RELEVANT LEGISLATION:

**Provincial** – Municipal Government Act RSA 2000 Chapter M-26

**Council Bylaw/Policy** – Bylaw 19-827 “County of Grande Prairie Intermunicipal Collaboration Framework”

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## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Tom Burton and Councillor Bill Smith to the County of Grande Prairie Intermunicipal Collaboration Committee.**

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## BACKGROUND/PROPOSAL:

The Municipal Government Act requires that municipalities with a common boundary create a framework which identifies mutually beneficial services. Intermunicipal Collaboration Frameworks (ICF) and are created on an intermunicipal basis and establish how services will be delivered, who will lead service-delivery, how funding arrangements for services will distributed, and identifies the timeframe for implementation of the services on a collaborative basis.

The ICF committee shall meet at least once every two (2) years to review the terms and conditions of the agreement. Either municipality, by giving at least 30 days’ notice, may trigger the requirement for the Committee to hold a meeting. Meeting requests shall be directed to the CAO for the respective municipality.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have appointed members to represent the municipality at any future Greenview-County of Grande Prairie ICF meetings.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may choose to pick alternate Council members for the appointment to this committee.

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## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the annual Operating 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.

---

**FOLLOW UP ACTIONS:**

Administration will notify Council of issues and areas of collaboration as they arise.

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**ATTACHMENT(S):**

- N/A



**BYLAW NO. 19-827**  
**of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to establish an Intermunicipal Collaboration Framework between the County of Grande Prairie No. 1 and Municipal District of Greenview No. 16.**

**WHEREAS** pursuant to Section 708.28 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and amendments thereto, municipalities that have common boundaries must, within 2 years from the coming into force of this section, create a framework with each other; and

**WHEREAS** the County of Grande Prairie No. 1 and Municipal District of Greenview No. 16 have a common boundary with one another; and

**WHEREAS** pursuant to Section 708.33 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and amendments thereto, municipalities must create a framework by adopting matching bylaws that contain the framework;

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

1. The County of Grande Prairie No. 1 / Municipal District of Greenview No. 16 Intermunicipal Collaboration Framework, attached hereto, is adopted;
2. That this Bylaw may be cited as the "County of Grande Prairie No. 1 / Municipal District of Greenview No. 16 ICF Bylaw"; and
3. This Bylaw shall come into effect upon the date of the final reading thereof.

Read a first time this 22<sup>nd</sup> day of July, 2019.

Read a second time this 26<sup>th</sup> day of August, 2019.

Read a third time and passed this 26<sup>th</sup> day of August, 2019.

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER



County of Grande Prairie No. 1

&

Municipal District of  
Greenview No. 16

## Intermunicipal Collaboration Framework

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July 2019 – Final (as amended)

Table of Contents

1. Introduction ..... 2

2. Definitions..... 2

3. Term and Review ..... 2

4. Intermunicipal Cooperation ..... 2

5. Service Delivery..... 2

6. Services Inventory ..... 3

7. Land Use..... 7

8. Collaboration Process..... 7

9. Indemnity..... 8

10. Binding Dispute Resolution Process ..... 8

11. General ..... 8

12. Correspondence ..... 8

13. Authorizations ..... 9

APPENDICES ..... 10

*Appendix A: Model Dispute Resolution Provisions Schedule ..... 10*

1. Introduction
  - 1.1 It is recognized that the County of Grande Prairie No. 1 and Municipal District of Greenview No. 16 share a common border, share common interests and are desirous of collaborating to provide services to their residents and ratepayers.
  - 1.2 Furthermore, the *Municipal Government Act* requires that municipalities that have a common boundary must create a framework with one another that identifies the services provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of those services provided on an intermunicipal basis.
  - 1.3 In this respect, the Parties agree as follows:
2. Definitions
  - 2.1 In this Agreement
    - a. "Committee" – means Intermunicipal Collaboration Committee as defined in Section 4 of this Agreement.
    - b. "Service Agreement" – means a legally binding agreement that is signed by both Parties. E.g. a contract, memorandum of agreement, or memorandum of understanding.
    - c. "Expiry Date" – means the date that this Agreement expires which is five years from the date of passage of matching ICF Bylaws.
    - d. "Intermunicipal Development Plan" – means the County of Grande Prairie No. 1 / Municipal District of Greenview No. 16 Intermunicipal Development Plan pursuant to Section 631(1) of the *Municipal Government Act*.
    - e. "Parties" – means the County of Grande Prairie No. 1 and Municipal District of Greenview No. 16.
    - f. "Term of the Agreement" – means five years from passage of matching ICF Bylaws.
3. Term and Review
  - 3.1 In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall constitute an Agreement between the Parties and shall come into force and effect on the final passing of matching bylaws by both Parties.
  - 3.2 This Framework may be amended by mutual consent of both Parties. Amendments to this Agreement shall come into force on the passing of matching resolutions by both Parties and shall be added as an Addendum to this Agreement.
  - 3.3 It is agreed by the Parties they shall meet at least once during the Term of the Agreement commencing no later than 180 days before the Expiry Date of this Agreement.
  - 3.4 It is further agreed that upon request by either Party, the Committee shall also meet.
4. Intermunicipal Cooperation
  - 4.1 The Parties agree to create a recommending body known as the Intermunicipal Collaboration Committee (hereinafter referred to as the Committee).
  - 4.2 The Committee shall meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both Parties.
  - 4.3 The Committee shall consist of four (4) elected members (two from each Party).
  - 4.4 The CAO's will be responsible to develop agendas and recommendations on all matters. CAO's will be responsible for forwarding all recommendations from the Committee to their respective Councils.
  - 4.5 Further to Article 3.4 of this Agreement, either Party by giving at least 30 days notice may trigger the requirement for the Committee to hold a meeting. Meeting requests shall be directed to the CAO for the respective municipality.
5. Service Delivery
  - 5.1 When both Parties agree to enter into a new joint servicing arrangement, a Service Agreement shall be required to be developed on that specific service.
  - 5.2 When developing Service Agreements for each Council's consideration, the Committee shall discuss and clearly identify which municipality will lead service delivery for the service(s) and determine the appropriate funding model for the service(s) being discussed.
  - 5.3 All future Service Agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue in the service delivery.

5.4 All future Service Agreements shall set out a timeframe for the delivery of the service(s) being discussed including the start and end date for the agreement.

6. Services Inventory

6.1 Both Parties have reviewed the services offered to residents and ratepayers. Based upon the review it has been determined that each Party will continue to provide the following services to their residents and ratepayers independently unless otherwise specified:

a. **County of Grande Prairie No. 1**

Transportation Services

- Road Maintenance
- Road Construction

Water and Wastewater Services

- Water Treatment & Distribution
- Wastewater Collection & Treatment

Solid Waste Services

- Landfill
- Recycling Services

Emergency Services

- Fire Services (includes Medical Co-Response)

Recreation Services

- Campgrounds
- Facilities
- Green Spaces
- Parks

Other Services

- Agricultural Services
- Assessment Services
- Bylaw Enforcement
- Cemetery
- Communications & Engagement
- Community Peace Officers
- Economic Development
- Facility Maintenance
- Family & Community Support Services (FCSS) including grants to organizations
- Finance
- Fleet Maintenance
- GIS Services
- Human Resources (HR)
- IT/Data Management
- Legislative Services
- Library Services
- Permitting and monitoring oil and gas development and ancillary industries
- Planning & Development Services
- Predator/Pest Control
- Procurement Services
- Safety Codes Services
- Weed Control



**b. Municipal District of Greenview No. 16**

Transportation Services

- Culvert Installations
- Fleet Maintenance
- Private Driveway Plowing
- Road Maintenance
- Sign Installation and Maintenance
- Approach Construction
- Bridge Construction and Maintenance
- Road Construction
- Grande Cache Community Bus

Water and Wastewater Services

- Water Points
- Water Lift Stations
- Water Treatment & Distribution
- Wastewater Collection & Industrial Lagoons

Solid Waste Services

- Regional Landfill
- Transfer Stations
- Grande Cache Metal Roundup
- Grande Cache Garbage and Recycling curbside pick-up
- Commercial Garbage Bins and Pick-up
- Grande Cache Landfill

Emergency Services

- Emergency Management
- Fire Services
- Rural Fire Pump Management
- Management of Hamlet Fire Departments
- Bylaw Enforcement

Recreation Services

- Community Recreation Support
- Parks and Campgrounds
- Sasquatch
- Grande Cache Recreation Centre

Other Services

- Agricultural Services
- CAO Services
- Legislative Services
- Community Services
- Communications
- Human Resources
- Grande Cache Tourism and Information Centre
- Construction Services
- Corporate Services
- Family Community Support Services
- Information Technology
- Planning and Development
- Weed Control/Pest Control
- Animal Control

6.2 The Parties also have distinct municipal services provided by a Third Party. Both Parties have reviewed the services offered to residents and ratepayers. Based upon the review it has been determined that each Party will continue to provide the following services to their residents and ratepayers independently through a Third Party unless otherwise specified:

**a. County of Grande Prairie No.1**

Transportation Services

- Large construction projects – various private contractors
- Transportation Grants – various seniors' groups and disabled transportation societies

Water and Wastewater Services

- Water Services – Aquatera
- Wastewater Services – Aquatera

Solid Waste Services

- Curbside Collection – various private contractors
- Landfill Services – West Grande Prairie County Solid Waste Authority

Emergency Services

- Enhanced RCMP - RCMP

Recreation Services

- Grants – Recreation Boards, Agricultural Societies and other non-profit societies

Other Services

- Library Services – Library Board
- Library Services – Peace Library System
- Philip J. Currie Dinosaur Museum – River of Death and Discovery Dinosaur Museum Society

**b. Municipal District of Greenview No. 16**

Transportation Services

- Large Construction Projects – various private contractors
- Gravel Hauls – various private contractors

Water and Wastewater Services

- n/a

Solid Waste Services

- n/a

Emergency Services

- Enhanced Policing – Royal Canadian Mounted Police

Recreation Services

- East Dollar Lakes – Alberta Conservation Association
- Grande Cache Back Country Trails – Willmore Wilderness Foundation

- Kakwa/Big Mountain Snowmobile/ATV Trails – Swan City Snow Mobile Club
- Sasquatch and Partners – Clearwater County, Yellowhead County, Bighorn County, Mountainview County
- Swan Lake Maintenance - Canfor
- Grants – Recreation Boards

#### Other Services

- Assessment – Accurate Assessment Group
- Geographic Information Systems – Munisight
- Information Technology – PCIT
- Library Services – Library Boards
- Library Services – Peace Regional Library System
- Media Design and Production Services – various private contractors
- Mental Health Counselling – various private consultants
- Community Peace Officers – County of Grande Prairie

6.3 The Parties have worked collaboratively in the past with the following agreements to service residents and ratepayers of both municipalities. It is further acknowledged the Parties have reviewed the existing agreements and have determined that these are the most appropriate municipal services to be delivered in a shared manner.

#### Transportation Services

n/a

#### Water and Wastewater Services

n/a

#### Solid Waste Services

n/a

#### Emergency Services

##### a. Mutual Aid

- County of Grande Prairie and M.D. of Greenview have agreed to provide emergency services assistance and resources when requested by the other Party
- Funding Arrangement: Parties agree not to bill or charge for service or assistance
- Term of the Agreement: May 2012 – no expiry date

##### b. Northwest Alberta Emergency Resource

- The purpose of this agreement is to provide the ability for signatories (Municipal District of Greenview, County of Grande Prairie and a number of other municipalities) to access needed resources to mitigate or support emergency response initiatives from sources outside predetermined mutual aid agreements
- Funding Arrangement: the supplying Party providing assistance and/or equipment shall be compensated at those agreed upon standard rates that are approved from time to time by each Party
- Term of the Agreement: July 2016 – no expiry date

##### c. Water Rescue Mutual Aid

- Both Parties have agreed to participate in this arrangement for the provision of water rescue mutual aid assistance on an as needed basis

- Funding Arrangement: both Parties have agreed to reimburse the other Party all costs associated with responding to a water rescue event
- Term of the Agreement: May 2012 – no expiry date

#### Recreation Services

n/a

#### Other Services

- d. Economic Development – Tri-Municipal Industrial Partnership (TMIP)
  - Both Parties and the City of Grande Prairie have agreed to participate in a regional economic development initiative related to the attraction of Industrial Development in an industrial park. The M.D. of Greenview is the managing partner of the TMIP
  - Funding Arrangement: both Parties and the City of Grande Prairie have agreed to contribute to the operation costs based upon an agreed formula
  - Term of the Agreement: April 23, 2018 – no expiry date
- e. Peace Officer Services
  - Grande Prairie County shall provide enforcement services to the Municipal District of Greenview No. 16 at the same level of service as provided in Grande Prairie County. Grande Prairie County shall also provide animal control to the Municipal District of Greenview No. 16
  - Funding Arrangement: Grande Prairie County shall be paid an hourly rate that is established from time to time
  - Term of the Agreement: January 2016 – January 2020

6.4 Both Parties acknowledge and agree that they may from time to time provide financial assistance to not for profit organizations functioning inside and outside their jurisdictional boundaries.

6.5 Both Parties acknowledge they are members of not for profit organizations delivering services for the benefit of their residents and ratepayers.

6.6 Both Parties acknowledge they have adopted and approved Terms of Reference for the Grande Prairie Regional Recreation Committee (effective September 7, 2017) whose purpose is to provide a mechanism for the implementation of the Grande Prairie Area Joint Recreation Master Plan – 2016 which includes inter-municipal information sharing, collaboration, and identifying special projects concerning regional recreation facilities, services and programs. Composition of the Committee includes representatives from: County of Grande Prairie; Municipal District of Greenview; City of Grande Prairie; Town of Beaverlodge; Town of Sexsmith; Town of Wembley; and the Village of Hythe.

#### 7. Land Use

7.1 Section 631 (1.1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, states: “the Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan”. Pursuant to the provisions of Ministerial Order MSL:047/18 and a letter dated June 11, 2019 from the Deputy Minister stating that both Parties have “met the requirements for an IDP exemption” the Parties hereto are no longer required to complete an IDP.

7.2 Matters of a land use and development nature impacting either Party shall be guided by policies set out in their respective Municipal Development Plans and/or other statutory plans.

#### 8. Collaboration Process

8.1 Either Party may initiate the development of a new capital project and/or new service it deems to be critical or essential and that may be beneficial to both Parties. Prior to submitting a formal written request for a new cost-sharing agreement, the initiating Party’s CAO will consult and seek informal support from the other Party’s CAO.

8.2 Once either municipality has received written notice of a new capital project or new service, an Intermunicipal Collaboration Committee meeting must be held within 30 days of the date the written notice was received, unless both CAO’s agree otherwise.

8.3 The Intermunicipal Collaboration Committee will be the forum used to initially address and develop future Service Agreements and/or cost sharing arrangements for each Council's consideration. Both Parties recognize that the decision to participate in or not participate in a project/arrangement ultimately lies with the respective municipal councils. For added clarity this means one council cannot commit another council to action.

9. Indemnity

9.1 The County of Grande Prairie No. 1 shall indemnify and hold harmless Municipal District of Greenview No. 16, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the County of Grande Prairie No. 1, its employees or agents in the performance of this Agreement.

9.2 Municipal District of Greenview No. 16 shall indemnify and hold harmless the County of Grande Prairie No. 1, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Municipal District of Greenview No. 16, its employees or agents in the performance of this Agreement.

10. Binding Dispute Resolution Process

10.1 Both Parties agree to adopt the model dispute resolution provisions as set out in Appendix A of the ICF.

10.2 Both Parties agree to abide by the Duty to Act in Good Faith provisions contained in the ICF Regulation.

11. General

11.1 Headings in this Agreement are for reference purposes only.

11.2 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.

11.3 Words in the singular shall include the plural or vice versa whenever the context requires.

11.4 This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

11.5 Should any provisions of this Agreement become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the agreement and the remainder shall remain in force and be binding as though such provisions had not been invalid.

12. Correspondence

12.1 Written notice under this Agreement shall be addressed as follows:

a. In the case of Grande Prairie County No. 1 to:

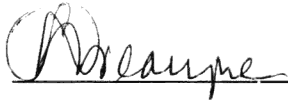
County of Grande Prairie No. 1  
c/o Chief Administrative Officer  
10001 – 84 Avenue  
Clairmont, AB T8X 5B2

b. In the case of Municipal District of Greenview No. 16 to:

Municipal District of Greenview No. 16  
c/o Chief Administrative Officer  
4806 – 36 Avenue  
Box 1079  
Valleyview, AB T0H 3N0

13. Authorizations

Signed and dated on:



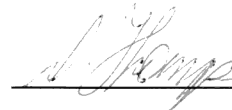
Leanne Beaupre, Reeve  
Grande Prairie County No. 1



Dale Smith, Reeve  
Reeve, Municipal District of Greenview No. 16



Joulia Whittleton, CAO  
Grande Prairie County No. 1



Denise Thompson, CAO  
Municipal District of Greenview No. 16

September 16, 2019

Date

October 21, 2019

Date

# APPENDICES

---

## Appendix A: Model Dispute Resolution Provisions Schedule

## Model Dispute Resolution Provisions Schedule

1. Definitions
  - 1.1 In this Schedule,
    - a. "Initiating Party" means a party who gives notice under section 2 of this Schedule;
    - b. "Mediation" means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;
    - c. "Mediator" means the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties.
2. Notice of dispute
  - 2.1 When a party believes there is a dispute under a framework and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other parties.
3. Negotiation
  - 3.1 Within 14 days after the notice is given under section 2 of this Schedule, each party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
4. Mediation
  - 4.1 If the dispute cannot be resolved through negotiations, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.
  - 4.2 The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.
  - 4.3 The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
  - 4.4 The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
  - 4.5 All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.
5. Report
  - 5.1 If the dispute has not been resolved within 6 months after the notice is given under section 2 of this Schedule, the initiating party must, within 21 days, prepare and provide to the other parties a report.
  - 5.2 Without limiting the generality of subsection 5.1, the report must contain a list of the matters agreed on and those on which there is no agreement between the parties.
  - 5.3 Despite subsection 5.1, the initiating party may prepare a report under subsection 5.1 before the 6 months have elapsed if
    - a. the parties agree, or
    - b. the parties are not able to appoint a mediator under section 4 of this Schedule.
6. Appointment of arbitrator
  - 6.1 Within 14 days of a report being provided under section 5 of this Schedule, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report.
  - 6.2 If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report referred to in section 5 of this Schedule to the Minister with a request to the Minister to appoint an arbitrator.
  - 6.3 In appointing an arbitrator under subsection 6.2, the Minister may place any conditions on the arbitration process as the Minister deems necessary.



7. Arbitration process

7.1 Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in Division 3 of Part 17.2 of the Municipal Government Act and Part 1 of the Intermunicipal Collaboration Framework Regulation (AR 191/2017).

7.2 In addition to the arbitrator's powers under subsection 7.1, the arbitrator may do the following:

- a. require an amendment to a framework;
- b. require a party to cease any activity that is inconsistent with the framework;
- c. provide for how a party's bylaws must be amended to be consistent with the framework;
- d. award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

8. Deadline for resolving dispute

8.1 The arbitrator must resolve the dispute within one year from the date the notice of dispute is given under section 2 of this Schedule.

8.2 If an arbitrator does not resolve the dispute within the time described in subsection 8.1, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions that the Minister considers appropriate.

9. Arbitrator's order

9.1 Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.

9.2 The arbitrator's order must

- a. be in writing,
- b. be signed and dated,
- c. state the reasons on which it is based,
- d. include the timelines for the implementation of the order, and
- e. specify all expenditures incurred in the arbitration process for payment under section 708.41 of the Act.

9.3 The arbitrator must provide a copy of the order to each party.

9.4 If an order of the arbitrator under section 9.2 is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.

10. Costs of arbitrator

10.1 Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Schedule must be paid on a proportional basis by the municipalities that are to be parties to the framework as set out in subsection 10.2.

10.2 Each municipality's proportion of the costs must be determined by dividing the amount of that municipality's equalized assessment by the sum of the equalized assessments of all of the municipalities' equalized assessments as set out in the most recent equalized assessment.



# REQUEST FOR DECISION

---

SUBJECT:	<b>Town of Fox Creek ICF Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 25, 2022	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** – Municipal Government Act RSA 2000 Chapter M-26

**Council Bylaw/Policy** – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Ryan Ratzlaff and Councillor Sally Rosson to the Fox Creek ICF Committee.**

---

## BACKGROUND/PROPOSAL:

The Municipal Government Act requires that municipalities that have a common boundary must create a framework with one another that identifies the services that the municipalities agree benefit more than one municipality that is party to the Intermunicipal Collaboration Framework (ICF) and are provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of the services provided on an intermunicipal basis.

The ICF committee is a recommending body that meets on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents of both parties. Either party may trigger the requirement for the Committee to hold a meeting giving at least 30 days notice. Meeting requests shall be directed to the CAO for the respective municipality.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have appointed members to represent the municipality at any future Greenview-Fox Creek ICF meetings.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may choose alternate Council members to appoint to this committee.

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the annual Operating Budget.

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

**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 notify Council of issues and areas of collaboration as they arise.

---

**ATTACHMENT(S):**

- N/A



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

March 24, 2021

RECEIVED

MAR 26 2021

Kristen Milne, CAO  
102 Kaybob Drive, Box 149,  
Fox Creek, AB, T0H 1P0

Attention: CAO Kristen Milne

**RE: Town of Fox Creek - M.D. of Greenview ICF**

Thank you for your cooperation in establishing an ICF with Greenview. I would also like to thank you for notifying Municipal Affairs of the completion of the ICF. Enclosed is a signed copy of the Town of Fox Creek – M.D. of Greenview ICF. Once Mayor Jim Hailes and yourself have added your signatures, please have an email copy of the signed document sent to me at [danie.leurebourg@mdgreenview.ab.ca](mailto:danie.leurebourg@mdgreenview.ab.ca) for our records.

Best Regards,

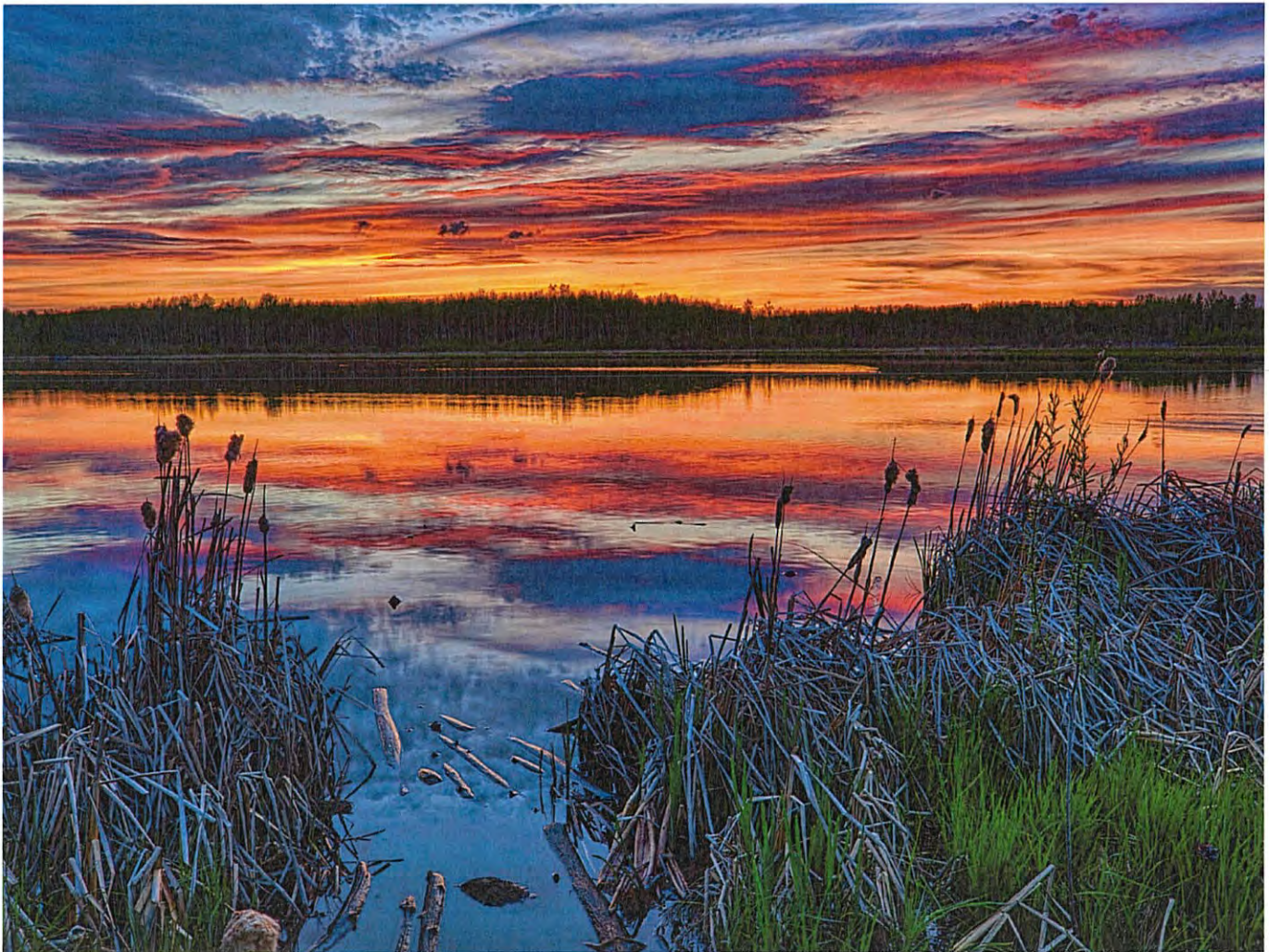
Danie Leurebourg,  
Legislative Services Officer

Encl. Town of Fox Creek – M.D. of Greenview ICF





## **Town of Fox Creek & Municipal District of Greenview No. 16 Intermunicipal Collaboration Framework Agreement**



**February 2021**

## Table of Contents

Introduction.....	2
Definitions.....	2
Term and Review.....	2
Intermunicipal Cooperation.....	2
Services .....	3
Service Delivery.....	3
Intermunicipal Service Agreement.....	3
Collaboration Process.....	4
Indemnity.....	5
Binding Dispute Resolution Process.....	5
General.....	5
Correspondence.....	5
Authorizations.....	6
Appendix.....	7

The Parties agree to as follows:

## 1. Introduction

- 1.1 It is recognized that Fox Creek and Greenview share a common border, share common interests and are desirous of collaborating to provide services to their residents and ratepayers.
- 1.2 The *Municipal Government Act* (the Act) requires that municipalities that have a common boundary must create a framework with one another that identifies the services that the municipalities agree benefit more than one municipality that is party to the ICF and are provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of those services provided on an intermunicipal basis.

## 2. Definitions

In this Agreement:

- 2.1 **CAO** means Chief Administrative Officer.
- 2.2 **Committee** means ICF Committee as defined in Section 4 of the Agreement.
- 2.3 **Service Agreement** means a legally binding agreement that is signed by both municipalities. E.g. an agreement, contract, memorandum of agreement or memorandum of understanding.
- 2.4 **Expiry Date** means the date that this Agreement expires which is five years from the date of adoption of this agreement by resolution of both councils.
- 2.5 **Greenview** means the Municipal District of Greenview No. 16.
- 2.6 **Parties** means Fox Creek and Greenview.
- 2.7 **Term of the Agreement** means five year from adoption of this agreement.
- 2.8 **ICF** means the Intermunicipal Collaboration Framework.
- 2.9 **Fox Creek** means the Municipal Corporation of the Town of Fox Creek.

## 3. Term of Review

- 3.1 In accordance with the Act, this ICF shall constitute an agreement between the Parties and shall come into force and effect on the adoption of this agreement by resolution of both councils.
- 3.2 This ICF agreement may be amended by mutual consent of both Parties. Amendments to this Agreement shall come into force on the passing of matching resolutions by both Parties and shall be added as an addendum to this Agreement.
- 3.3 It is agreed by the Parties they shall meet at least once during the Term of the Agreement commencing no later than 180 days before the Expiry Date of this Agreement.
- 3.4 It is further agreed that upon request by either Party, the Committee shall also meet.

## 4. Intermunicipal Cooperation

- 4.1 The Parties agree to create a recommending body known as the ICF committee.
- 4.2 The Committee shall meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both Parties.

- 4.3 The Committee shall consist of 4 elected officials, two from each Party.
- 4.4 The CAO's will be responsible to develop agendas and recommendations on all matters. CAO's will be responsible for forwarding all recommendations from the Committee to their respective councils.
- 4.5 Further to Article 3.4, either Party may trigger the requirement for the Committee to hold a meeting upon giving at least 30 days notice. Meeting requests shall be directed by the CAO for the respective municipality.

## **5. Service Delivery**

- 5.1 When one Party desires to enter into a new joint servicing arrangement, a Service Agreement shall be required to be developed on that specific service.
- 5.2 When developing Service Agreements for each Council's consideration, the Committee shall discuss and clearly identify which municipality will lead service delivery for the services(s) and determine the appropriate funding model for the service(s) being discussed.
- 5.3 All future Service Agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue in the service delivery.
- 5.4 All future Service Agreements shall set out a timeframe for the delivery of the service(s) being discussed including the start and end date for the agreement.

## **6. Services**

- 6.1 The Parties will have collaborative agreements in place for all services that the Parties have determined are mutually beneficial to their residents and ratepayers.
- 6.2 Both parties acknowledge and agree that they may from time to time provide financial assistance to not for profit organizations functioning outside their jurisdictional boundaries.
- 6.3 Both parties acknowledge they are members of agencies, boards, commissions and not for profit organizations delivering services for the benefit of their residents and ratepayers.

## **7. Intermunicipal Service Agreements**

- 7.1 Fox Creek Library Joint Provision of Services
  - 7.1.1 Fox Creek and Greenview share provision of Library Services in the Town of Fox Creek. Provision of Library Services is handled between the Fox Creek and MD of Greenview Library Boards.
- 7.2 Medical Clinic
  - 7.2.1 The Parties entered into an agreement for the provision of services for the Fox Creek Medical Clinic. Fox Creek is the managing partner for this service. The operational costs of this service are shared between the municipalities as per the agreement and are paid on a yearly basis.
- 7.3 Fox Creek Recreational Services
  - 7.3.1 The Parties entered into an agreement for the funding of recreational services in October 2016. There is no term on the agreement. Fox Creek is the managing partner for recreational services provided for Fox Creek and area residents. Greenview provides annual funding for recreational services in accordance with the terms of the agreement.



#### 7.4 Fox Creek Greenview Multiplex Operating

- 7.4.1 The Parties partner in the provision of services for the Fox Creek Greenview Multiplex. Fox Creek is the managing partner of the facility. The operating costs of the facility will be shared between municipalities as outlined in an operating agreement.

#### 7.5 Fox Creek Fire Services and mutual aid

- 7.5.1 The Parties entered into a Joint Emergency Services agreement in 2010. The term of the agreement expired in 2015, but the terms of the agreement continue to be honoured until a new agreement is established. Fox Creek is the managing partner for this service. The costs of this service are shared between municipalities as outlined in the agreement and are paid on a yearly basis.
- 7.5.2 The Parties, along with the Town of Valleyview are also parties to a Mutual Aid Agreement that has been in place since 2002. The terms of mutual aid assistance and costs for equipment are outlined in the agreement.

#### 7.6 Weed Inspection Services

- 7.6.1 The Parties entered into a Memorandum of Understanding January 2012 for Weed Inspection Services. The MOU is in effect until terminated by either party. Greenview is the managing partner for this service. The costs of this service are shared between the municipalities as per the MOU and are paid on a yearly basis.

#### 7.7 Greenview Regional Waste Management Commission

- 7.7.1 The Parties, along with the Town of Valleyview, entered into an agreement for the provision of services for the Greenview Regional Waste Management Commission in 2001 under O.C 182/2001. The agreement is in effect until terminated by any party. Greenview is the managing partner for the service

#### 7.8 Regional WebMap Web Hosting Agreement

- 7.8.1 The Parties, along with the Town of Valleyview, entered into an agreement for a Regional WebMap Hosting in April 2008. The agreement is renewed automatically until terminated by any party. Greenview is the managing partner and the costs of the service are shared in accordance with the term of the agreement.

### 8. Collaboration Process

- 8.1 Either Party may initiate the development of a new capital project and/or new service it deems to be critical or essential and that may be beneficial to both Parties. Prior to submitting a formal written notice for a new cost-sharing agreement, the initiating Party's CAO will consult and seek informal support from the other Party's CAO.
- 8.2 Once either municipality has received written notice of a new capital project or new service, an ICF Committee meeting must be held within 30 days of the date the written notice was received, unless both CAO's agree otherwise.
- 8.3 The ICF Committee will be the forum used to address and develop future Service Agreements and/or cost sharing arrangements.

- 8.4 Both Parties recognize that the decision to participate or not to participate in a project/arrangement ultimately lies with the respective municipal councils.

## **9. Indemnity**

- 9.1 Fox Creek shall indemnify and hold harmless Greenview, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Fox Creek, its employees or agents in the performance of this Agreement.
- 9.2 Greenview shall indemnify and hold harmless Fox Creek, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Greenview, its employees or agents in the performance of this Agreement.

## **10. Binding Dispute Resolution Process**

- 10.1 Both Parties agree to adopt the model dispute resolution provisions as set out in the schedule attached to the ICF Regulations (copy attached as Appendix "A" to this agreement).
- 10.2 Both Parties agree to abide by the Duty to Act in Good Faith provisions contained in the ICF Regulations.

## **11. General**

- 11.1 Headings in this Agreement are for reference purposes only.
- 11.2 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
- 11.3 Words in the singular shall include the plural or vice versa whenever the content requires.
- 11.4 Should any provisions of this Agreement become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the agreement and the remainder shall remain in force and be binding as though such provisions had not been invalid.

## **12. Correspondence**

- 12.1 Written notice under this agreement shall be addressed as follows:

- a. In the case of Fox Creek to:

Town of Fox Creek  
c/o Chief Administrative Officer  
102 Kaybob Drive, Box 149,  
Fox Creek, AB T0H 1P0


- b. In the case of Greenview to:

MD of Greenview No. 16  
c/o Chief Administrative Officer  
Box 1079  
Valleyview, AB T0H 3N0

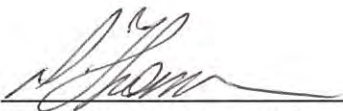
### 13. Authorizations


Signed and dated on:

  
\_\_\_\_\_  
Dale Smith, Reeve  
MD of Greenview No. 16

  
\_\_\_\_\_  
Jim Hailes, Mayor  
Town of Fox Creek



  
\_\_\_\_\_  
Denise Thompson, CAO  
MD of Greenview No. 16

  
\_\_\_\_\_  
Kristen Milne, CAO  
Town of Fox Creek

March 24, 2021  
\_\_\_\_\_  
Date

April 26, 2021  
\_\_\_\_\_  
Date



## **Appendix “A” - Model Dispute Resolution Provisions Schedule**

### **1. Definitions**

#### **1.1 In this Schedule.**

- a. “initiating Party” means a party who gives notice under section 2 of this Schedule;
- b. “Mediation” means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;
- c. “Mediator” means the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties

### **2. Notice of Dispute**

- 2.1 When a party believes there is a dispute under a framework and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other parties.

### **3. Negotiation**

- 3.1 Within 14 days after the notice is given under section 2 of this schedule, each party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.

### **4. Mediation**

- 4.1 If the dispute cannot be resolved through negotiations, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.
- 4.2 The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.
- 4.3 The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- 4.4 The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- 4.5 All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.

### **5. Report**

- 5.1 If the dispute has not been resolved within 6 months after the notice is given under section 2 of this Schedule, the initiating party must, within 21 days, prepare and provide to the other parties a report.
- 5.2 Without limiting the generality of subsection 5.1, the report must contain a list of the matters agreed on and those on which there is no agreement between the parties.

- 5.3 Despite subsection 5.1, the initiating party may prepare a report under subsection 5.1 before the 6 months have elapsed if;
- a. The parties agree or
  - b. The parties are not able to appoint a mediator under section 4 of this schedule.

## **6. Appointment of arbitrator**

- 6.1 Within 14 days of a report being provided under section 5 of this Schedule, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report.
- 6.2 If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report referred to in section 5 of this Schedule to the Minister with a request to the Minister to appoint an arbitrator.
- 6.3 In appointing an arbitrator under subsection 6.2, the Minister may place any conditions on the arbitration process as the Minister deems necessary.

## **7. Arbitration Process**

- 7.1 Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in Division 3 of Part 17.2 of the Municipal Government Act and Part 1 of the Intermunicipal Collaboration Framework Regulation (AR 191/2017).
- 7.2 In addition to the arbitrator's powers under subsection 7.1, the arbitrator may do the following:
- a. Require an amendment to a framework;
  - b. Require a party to cease any activity that is inconsistent with the framework;
  - c. Provide for how a party's bylaws must be amended to be consistent with the framework;
  - d. Award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

## **8. Deadline for resolving dispute**

- 8.1 The arbitrator must resolve the dispute within one year from the date the notice of dispute is given under section 2 of this Schedule.
- 8.2 If an arbitrator does not resolve the dispute within the time described in subsection 8.1, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions that the Minister considers appropriate.

## **9. Arbitrator's order**

- 9.1 Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.
- 9.2 The arbitrator's order must:
- a. Be in writing,
  - b. Be signed and dated,
  - c. State the reasons on which it is based,
  - d. Include the timelines for the implementation of the order, and

- e. Specify all expenditures incurred in the arbitration process for payment under MGA s.708.41.
- 9.3 The arbitrator must provide a copy of the order to each party.
- 9.4 If an order of the arbitrator under section 9.2 is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.

**10. Cost of arbitrator**

- 10.1 Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Schedule must be equally shared by the municipalities.



# REQUEST FOR DECISION

---

SUBJECT:	<b>Smoky River Rural Intermunicipal Development Plan Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** – Municipal Government Act, R.S.A. 2000, Chp. M-26

**Council Bylaw/Policy** – Bylaw 19-830 “MD of Smoky River Intermunicipal Collaboration Framework”

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Dale Smith and Councillor Sally Rosson to the Smoky River Rural Intermunicipal Development Plan Committee.**

---

## BACKGROUND/PROPOSAL:

The Intermunicipal Collaboration Framework between the Municipal District of Greenview No 16 and the Municipal District of Smoky River No 130 was signed November 2019 and followed with an accompanying bylaw the same month. The Rural Intermunicipal Development Plan Committee was established under the Intermunicipal Development Plan as the forum for reviewing the Intermunicipal Collaboration Framework.

This agreement does not specify who or how many individuals are required to be appointed to the committee, if any. However, as Smoky River appointed their Reeve and Deputy Reeve to the committee, it is recommended that Greenview appoint the same number.

The ICF committee is a recommending body that meets on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents of both parties. Either party may trigger the requirement for the Committee to hold a meeting giving at least 30 days’ notice. Meeting requests shall be directed to the CAO for the respective municipality.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have appointed members to represent Greenview at any future committee meetings.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may choose to appoint alternate members to this committee.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will notify Council of issues and areas of collaboration as they arise.

---

ATTACHMENT(S):

- N/A





**BYLAW NO. 19-830  
of the Municipal District of Greenview No. 16**

---

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta,**

**Whereas**, Section 708.28(1) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each County, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded;

**Whereas**, Municipal District of Greenview No.16 and the Municipal District of Smoky River No. 130 share a common border;

**Whereas**, Municipal District of Greenview No.16 and the Municipal District of Smoky River No. 130 share common interest and are desirous of working together to provide services to their residents;

**Whereas**, Municipal District of Greenview No.16 and the Municipal District of Smoky River No. 130 consulted with residents of both Municipalities;

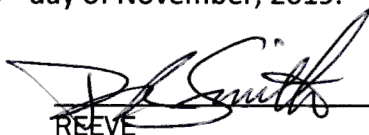
**Now Therefore**, The Municipal District of Greenview No.16 Council, in the Province of Alberta, adopts the Municipal District of Greenview No. 16 / the Municipal District of Smoky River No. 130 Intermunicipal Collaboration Framework, being the document attached hereto and forming part of this Bylaw.

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

Read a first time this 9<sup>th</sup> day of September, 2019.

Read a second time this 25<sup>th</sup> day of November, 2019.

Read a third time and passed this 25<sup>th</sup> day of November, 2019.

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER

# **Intermunicipal Collaboration Framework**

**Between**

**Municipal District of Greenview No. 16**

**And**

**The Municipal District of Smoky River  
No. 130**

**November 25, 2019**

**WHEREAS**, Municipal District of Greenview No. 16 and the Municipal District of Smoky River No. 130 share a common border; and

**WHEREAS**, Municipal District of Greenview No. 16 and the Municipal District of Smoky River No. 130 share common interests and are desirous of working together to provide services to their residents; and

**WHEREAS**, the Municipal Government Act stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

**NOW THEREFORE**, by mutual covenant of the Municipalities it is agreed as follows:

#### **A. DEFINITIONS**

- 1) In this Agreement
  - a) “lead municipality” means the municipality responsible for administering the agreement.
  - b) “municipalities” means Municipal District of Greenview No. 16 and Municipal District of Smoky River No. 130.

#### **B. TERM AND REVIEW**

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws that contain the Framework by both Municipalities.
- 2) This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.
- 3) It is agreed by the Municipalities that the Rural Intermunicipal Development Plan Committee shall review at least once every five years, commencing no later than 2024 to review the terms and conditions of the agreement.

#### **C. INTERMUNICIPAL COOPERATION**

- 1) The Rural Intermunicipal Development Plan Committee established under the Intermunicipal Development Plan is the forum for reviewing the Intermunicipal Collaboration Framework.

#### **D. GENERAL TERMS**

- 1) Both Municipalities agree that in consideration of the service agreements outlined in Section E(2) that residents of the Municipalities will be afforded the same services at the same costs, including user fees, as the Municipal District of Smoky River No. 130 residents for services provided by Municipal District of Greenview No. 16 and Municipal District of Greenview No. 16 residents for services provided by the Municipal District of Smoky River No. 130.

#### **E. MUNICIPAL SERVICES**

- 1) Both Municipalities have reviewed the services offered to residents. Based on the review it has been determined that each Municipality will continue to provide the following services to their residents independently:
  - a. Water and Wastewater
  - b. Emergency Services
  - c. Recreation
  - d. Transportation
  - e. Solid Waste
  - f. Affordable Housing
  - g. Municipal Administration
  - h. Agricultural Services
  - i. Animal Control
  - j. Assessment Services
  - k. Bylaw Enforcement
  - l. Information Technology
  - m. Pest Control
  - n. Police Services
  - o. Purchasing/Procurement Services
  - p. Weed Control
- 2) The Municipalities have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:
  - a. Emergency Services:
    - o The Municipalities, with additional partners, have agreements in place to aid in the event of emergencies:
      - i. A Mutual Aid Fire Agreement between the Municipal District of Greenview No. 16 and the Municipal District of Smoky River No. 130 was entered into on March 9, 2016. As a mutual aid agreement there is no lead municipality. Cost sharing is in accordance with the Mutual Aid Fire Agreement, with the municipality requesting mutual aid being responsible for the applicable costs associated with responding to the emergency.

- b. Road and Bridge Development
    - The Municipalities acknowledge the need to work together with Big Lakes County and the Province to ensure the development of an appropriate bridge and road infrastructure to maintain a crossing on the Old High Prairie Road over the Little Smoky River.
  - c. Recreation
    - The M.D. of Greenview and the M.D. of Smoky River have entered into the Little Smoky Recreation Area Governance Board Agreement with Big Lakes County dated December 1, 2018 to fund and operate the Little Smoky Recreation Area. The M.D. of Smoky River No. 130 is the lead municipality and funding is shared based on an equal basis between the three municipalities.
  - d. Library Services
    - Municipal District of Greenview No. 16 and the M.D. of Smoky River No. 130 are members of the Peace Library System, which supports library services in the Peace Region. As an independent body there is no lead municipality and the library system is funded based on an annual requisition.
  - e. Social Housing
    - Municipal District of Greenview No. 16 and the M.D. of Smoky River No. 130 are members of Heart River Housing, which provides supportive housing in the region. As an independent authority created under the Alberta Housing Act there is no lead municipality and the municipalities provide funding based on an annual requisition.
  - f. Intermunicipal Development Plan
    - The Municipalities entered into an Intermunicipal Development Plan in 2019, in accordance with the *Municipal Government Act*. The Intermunicipal Development Plan will be reviewed in conjunction with the Intermunicipal Collaborative Framework. As an Intermunicipal Development Plan there is no lead municipality and no cost sharing.
- 3) The Municipalities acknowledge that in addition to the shared service agreements in place between the Municipalities, they each have independent agreements with other regional partners.
- 4) The Municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

## **F. FUTURE PROJECTS & AGREEMENTS**

- 1) In the event that either Municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other party will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Rural Intermunicipal Development Plan Committee.
- 3) The following criteria will be used when assessing the desirability of funding of new projects:
  - a. Relationship of the proposed capital project to Intermunicipal Development Plan, or any other regional long-term planning document prepared by the Municipalities;
  - b. The level of community support;
  - c. The nature of the project;
  - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
  - e. The projected operating costs for new capital projects;
  - f. Municipal debt limit; and,
  - g. Projected utilization by residents of both Municipalities.
- 4) Once either Municipality has received written notice of new project, a Rural Intermunicipal Development Plan Committee meeting must be held within thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 5) The Rural Intermunicipal Development Plan Committee will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Rural Intermunicipal Development Plan Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section G of this document.
- 6) Both Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal Councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

## **G. DISPUTE RESOLUTION**

- 1) The Municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 2) The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
  - a. negotiation;
  - b. mediation; and
  - c. binding arbitration.
- 4) If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
- 5) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 6) Despite F(4), where an existing intermunicipal agreement has a binding dispute resolution process included the process in the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.
- 7) A party shall give written notice ("Dispute Notice") to the other party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) calendar days following receipt of the Dispute Notice, the Rural Intermunicipal Development Plan Committee shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the CAOs. If the dispute is not resolved within sixty (60) calendar days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 8) If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 9) Either party shall be entitled to provide the other party with a written notice ("Mediation Notice") specifying:
  - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
  - b. The nomination of an individual to act as the mediator.

- 10) The Municipalities shall, within thirty (30) calendar days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 11) Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.
- 12) In the event that:
  - a. The Municipalities do not agree on the appointment of a mediator within thirty (30) calendar days of the Mediation Notice; or
  - b. The mediation is not completed within sixty (60) calendar days after the appointment of the mediator; or
  - c. The dispute has not been resolved within ninety (90) calendar days from the date of receipt of the Mediation Notice;either party may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 13) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other party with written notice ("Arbitration Notice") specifying:
  - a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
  - b. the nomination of an individual to act as the arbitrator.
- 14) Within thirty (30) calendar days following receipt of the Arbitration Notice, the other party shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating party or provide the name of one arbitrator nominated by that other party.
- 15) The Municipalities shall, within thirty (30) calendar days of the Arbitration Notice, jointly nominate or agree upon an arbitrator.
- 16) Should the Municipalities fail to agree on a single arbitrator within the prescribed time period, then either party may apply to a Justice of the Court of Queen's Bench of Alberta to have the arbitrator appointed.
- 17) The terms of reference for arbitration shall be those areas of dispute referred to in the Arbitration Notice and the receiving party's response thereto.



- 18) The *Arbitration Act* (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.
- 19) The arbitrator shall proceed to hear the dispute within sixty (60) calendar days of being appointed and proceed to render a written decision concerning the dispute forthwith.
- 20) The arbitrator's decision is final and binding upon the Municipalities subject only a party's right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.
- 21) If the Municipalities do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.
- 22) Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
- 23) If the arbitrator establishes that hearings are open to the public in Section 21, the arbitrator, as their sole discretion, may solicit written submissions. If the arbitrator requests written submissions, they must be considered in the decision.
- 24) The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared equally between the Municipalities.
- 25) On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Municipalities.

## H. CORRESPONDENCE

1) Written notice under this Agreement shall be addressed as follows:

a. In the case of Municipal District of Greenview No. 16 to:

**Municipal District of Greenview No. 16  
c/o Chief Administrative Officer  
P.O. Box 1079  
Valleyview, AB T0H 3N0**

b. In the case of the Municipal District of Smoky River No. 130 to:


**Municipal District of Smoky River No. 130  
c/o Chief Administrative Officer  
P.O. Box 210  
Falher, AB T0H 1M0**

2) In addition to H(1), notices may be sent by electronic mail to the Chief Administrative Officer.

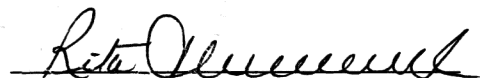
IN WITNESS WHEREOF the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties as of the first day above written.

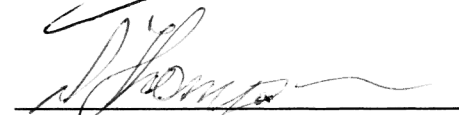
MUNICIPAL DISTRICT OF  
SMOKY RIVER NO. 130

MUNICIPAL DISTRICT OF  
GREENVIEW NO. 16

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Reeve

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

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

Bylaw Number: 19-924

Bylaw Number: 19-830



# REQUEST FOR DECISION

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SUBJECT:	<b>Town of Valleyview ICF Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** – Municipal Government Act RSA 2000 Chapter M-26

**Council Bylaw/Policy** – Town of Valleyview & Municipal District of Greenview No. 16: Intermunicipal Collaboration Framework

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## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Dale Smith and Councillor Sally Rosson to the Town of Valleyview ICF Committee.**

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## BACKGROUND/PROPOSAL:

The Municipal Government Act requires that municipalities that have a common boundary must create a framework with one another that identifies the services that the municipalities agree benefit more than one municipality that is party to the Intermunicipal Collaboration Framework (ICF) and are provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of the services provided on an intermunicipal basis.

The ICF committee is a recommending body that meets on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents of both parties. Either party may trigger the requirement for the Committee to hold a meeting giving at least 30 days notice. Meeting requests shall be directed to the CAO for the respective municipality.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have appointed members to represent the municipality at any future Greenview-Valleyview ICF meetings.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may choose to appoint alternate Council members to this committee.

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FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the annual Operating 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.

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**INCREASING LEVEL OF PUBLIC IMPACT**

**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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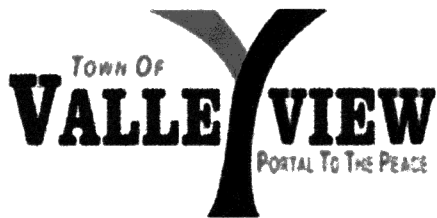
FOLLOW UP ACTIONS:

Administration will notify Council of issues and areas of collaboration as they arise.

---

ATTACHMENT(S):

- N/A



**Town of Valleyview & Municipal District of Greenview No. 16  
Intermunicipal Collaboration Framework  
Agreement**



**March 2020**

## Table of Contents

Introduction.....	2
Definitions.....	2
Term and Review.....	2
Intermunicipal Cooperation.....	2
Intermunicipal Service Agreement.....	3
Services .....	3
Service Delivery.....	3
Collaboration Process.....	5
Indemnity.....	6
Binding Dispute Resolution Process.....	6
General.....	6
Correspondence.....	6
Authorizations.....	7
Appendix.....	8

The Parties agree to as follows:

## **1. Introduction**

- 1.1 It is recognized that Valleyview and Greenview share a common border, share common interests and are desirous of collaborating to provide services to their residents and ratepayers.
- 1.2 The MGA requires that municipalities that have a common boundary must create a framework with one another that identifies the services that the municipalities agree benefit more than one municipality that is party to the ICF and are provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of those services provided on an intermunicipal basis.

## **2. Definitions**

In this Agreement:

- 2.1 "CAO" – means Chief Administrative Officer.
- 2.2 "Committee" – means ICF Committee as defined in Section 4 of the Agreement.
- 2.3 "Service Agreement" – means a legally binding agreement that is signed by both municipalities. E.g. an agreement, contract, memorandum of agreement or memorandum of understanding.
- 2.4 "Expiry Date" – means the date that this Agreement expires which is five years from the date of adoption of this agreement by resolution of both councils.
- 2.5 "Greenview" – means the MD of Greenview No. 16.
- 2.6 "Parties" – means Valleyview and Greenview.
- 2.7 "Term of the Agreement" – means five year from adoption of this agreement.
- 2.8 "ICF" – means the Intermunicipal Collaboration Framework.
- 2.9 "Valleyview" – means the Municipal Corporation of the Town of Valleyview.

## **3. Term of Review**

- 3.1 In accordance with the *Municipal Government Act*, this ICF shall constitute an agreement between the parties and shall come into force and effect on the adoption of this agreement by resolution of both councils.
- 3.2 This ICF agreement may be amended by mutual consent of both Parties. Amendments to this Agreement shall come into force on the passing of matching resolutions by both Parties and shall be added as an Addendum to this Agreement.
- 3.3 It is agreed by the Parties they shall meet at least once during the Term of the Agreement commencing no later than 180 days before the Expiry date of this Agreement.
- 3.4 It is further agreed that upon request by either Party, the Committee shall also meet.

## **4. Intermunicipal Cooperation**

- 4.1 The Parties agree to create a recommending body known as the ICF committee.
- 4.2 The Committee shall meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both Parties.

- 4.3 The Committee shall consist of 4 elected officials, two from each Party.
- 4.4 The CAO's will be responsible to develop agendas and recommendations on all matters. CAO's will be responsible for forwarding all recommendations from the Committee to their respective councils.
- 4.5 Further to Article 3.4, either Party may trigger the requirement for the Committee to hold a meeting upon giving at least 30 days notice. Meeting request shall be directed by the CAO for the respective municipality.

## **5. Service Delivery**

- 5.1 When one Party desires to enter into a new joint servicing arrangement, a Service Agreement shall be required to be developed on that specific service.
- 5.2 When developing Service Agreements for each Council's consideration, the Committee shall discuss and clearly identify which municipality will lead service delivery for the services(s) and determine the appropriate funding model for the service(s) being discussed.
- 5.3 All future Service Agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue in the service delivery.
- 5.4 All future Service Agreements shall set out a timeframe for the delivery of the service(s) being discussed including the start and end date for the agreement.

## **6. Services**

- 6.1 The Parties will have collaborative agreements in place for all services that the Parties have determined are mutually beneficial to their residents and ratepayers.
- 6.2 Both parties acknowledge and agree that they may from time to time provide financial assistance to not for profit organizations functioning outside their jurisdictional boundaries.
- 6.3 Both parties acknowledge they are members of agencies, boards, commissions and not for profit organizations delivering services for the benefit of their residents and ratepayers.

## **7. Intermunicipal Service Agreements**

- 7.1 Valleyview Tourist Information Centre
  - 7.1.1 The municipalities partner in the provision of services for the Valleyview Tourist Information Centre. Valleyview is the managing partner in the provision of this service. The operating deficit of this service is shared between the municipalities.
- 7.2 Valleyview Memorial Hall
  - 7.2.1 The municipalities entered into an agreement July 2012 for the provision of services for the Valleyview Memorial Hall. The term of the agreement expired in 2016. Valleyview is the managing partner for this service. The costs of this services are shared between the municipalities as per the Agreement and are paid on a yearly basis.



### **7.3 Valleyview Municipal Cemetery and Board**

- 7.3.1** The municipalities entered into an agreement July 2012 for the provision of services for the Valleyview Municipal Cemetery. The agreement is in effect until terminated by either party. Valleyview is the managing partner for this service. The costs of this service are shared between the municipalities as per the agreement and are paid on a yearly basis.

### **7.4 Valleyview Airport**

- 7.4.1** The municipalities entered into an agreement January 2005 for the provision of services for the Valleyview Airport. The agreement is in effect until terminated by either party. Valleyview is the managing partner for this service. The costs of this service are shared between the municipalities as per the agreement and are paid on a yearly basis.

### **7.5 Valleyview and District Recreation**

- 7.5.1** The municipalities entered into an agreement July 2012 for the provision of services for the Valleyview and District Recreation. The term of the agreement expired in 2017. Valleyview is the managing partner for this service. The costs of the deficit of the service are shared between the municipalities as per the agreement.

### **7.6 Valleyview Fire Protection and Emergency Services Complex**

- 7.6.1** The municipalities entered into an agreement December 2006 for the provision of services for the Valleyview Fire Protection and Emergency Services Complex. The agreement is in effect until December 2022 unless terminated by either party. Valleyview is the managing partner for this service. The costs of this service is shared between municipalities as outlined in the agreement and are paid on a yearly basis.

### **7.7 Valleyview Fire – Fee for Service**

- 7.7.1** The municipalities entered into an agreement September 2002 for the provision of services for the Valleyview Fire – Fee for Service. The agreement is in effect until terminated by either party. Valleyview is the managing partner for this service. The costs of this service is shared between municipalities as outlined in the agreement and are paid on a yearly basis.

### **7.8 Medical Clinic**

- 7.8.1** The municipalities entered into an agreement (date) for the provision of services for the Valleyview Medical Clinic. The term of the agreement is for July 2009 until December 31, 2020. Greenview is the managing partner for this service. The costs of this service are shared between the municipalities as per the agreement and are paid on a yearly basis.
- 7.8.2** Both Parties entered into an agreement with Alberta Health Services for leasing the building for the Medical Clinic. Greenview is the managing partner for this agreement. The term of the lease agreement is renewable every 5 years for a maximum of 25 years. The costs of this are outlined in the agreement.

## **7.9 Joint Family and Community Support Services**

7.9.1 The municipalities entered into an agreement January 1, 2019 for the provision of services for the GreenView Family and Community Support Services. The agreement is in effect until terminated by either Party. Greenview is the managing partner for this service. The costs of this service are shared between the municipalities as per the agreement.

## **7.10 Greenview Regional Waste Management Commission**

7.10.1 The Parties, along with the Town of Fox Creek entered into an agreement for the provision of services for the Greenview Regional Waste Management Commission in 2001 under O.C 182/2001. The agreement is in effect until terminated by any party. Greenview is the managing partner for the service.

## **7.11 Valleyview Rural Water Line**

7.11.1 The municipalities entered into an agreement September 2011 for the provision of services for the Valleyview Rural Water Line. The agreement is in effect until terminated by either Party. Greenview is responsible for the maintenance and operation of the water line within its boundaries. Valleyview is responsible for the maintenance of the water system within its boundaries and treatment of water. The costs of this services are shared between the municipalities as per the agreement and are paid on a yearly basis.

## **7.12 Weed Inspection Services**

7.12.1 The municipalities entered into a Memorandum of Understanding February 2012 for Weed Inspection Services. The MOU is in effect until terminated by either party. Greenview is the managing partner for this service. The costs of this service are shared between the municipalities as per the MOU and are paid on a yearly basis.

## **8. Collaboration Process**

- 8.1 Either Party may initiate the development of a new capital project and/or new service it deems to be critical or essential and that may be beneficial to both Parties. Prior to submitting a formal written notice for a new cost-sharing agreement, the initiating Party's CAO will consult and seek informal support from the other Party's CAO.
- 8.2 Once either municipality has received written notice of a new capital project or new service, an ICF Committee meeting must be held within 30 days of the date the written notice was received, unless both CAO's agree otherwise.
- 8.3 The ICF Committee will be the forum used to address and develop future Service Agreements and/or cost sharing arrangements.
- 8.4 Both Parties recognize that the decision to participate or not to participate in a project/arrangement ultimately lies with the respective municipal councils.

## **9. Indemnity**

- 9.1 Valleyview shall indemnify and hold harmless Greenview, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Valleyview, its employees or agents in the performance of this Agreement.
- 9.2 Greenview shall indemnify and hold harmless Valleyview, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Greenview, its employees or agents in the performance of this Agreement.

## **10. Binding Dispute Resolution Process**

- 10.1 Both Parties agree to adopt the model dispute resolution provisions as set out in the schedule attached to the ICF Regulations (copy attached as Appendix "A" to this agreement).
- 10.2 Both Parties agree to abide by the Duty to Act in Good Faith provisions contained in the ICF Regulations.

## **11. General**

- 11.1 Headings in this Agreement are for reference purposes only.
- 11.2 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
- 11.3 Words in the singular shall include the plural or vice versa whenever the content requires.
- 11.4 Should any provisions of this Agreement become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the agreement and the remainder shall remain in force and be binding as though such provisions had not been invalid.

## **12. Correspondence**

- 12.1 Written notice under this agreement shall be addressed as follows:

- a. In the case of Valleyview to:

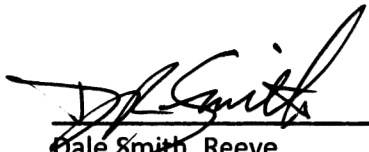
Town of Valleyview  
c/o Chief Administrative Officer  
Box 270  
Valleyview, AB T0H 3N0

- b. In the case of Greenview to:

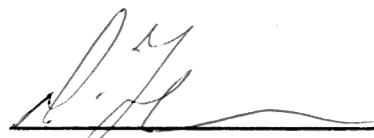
MD of Greenview No. 16  
c/o Chief Administrative Officer  
Box 1079  
Valleyview, AB T0H 3N0

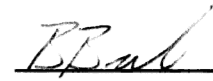
### 13. Authorizations

Signed and dated on:

  
Dale Smith, Reeve  
MD of Greenview No. 16

  
Vern Lymburner, Mayor  
Town of Valleyview

  
Denise Thompson, CAO  
MD of Greenview No. 16

  
Ben Berlinguette, CAO  
Town of Valleyview

Mar 31, 2020  
Date

MAR 23, 2020  
Date

## **Appendix "A" - Model Dispute Resolution Provisions Schedule**

### **1. Definitions**

#### **1.1 In this Schedule.**

- a. "initiating Party" means a party who gives notice under section 2 of this Schedule;
- b. "Mediation" means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;
- c. "Mediator" means the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties

### **2. Notice of Dispute**

- 2.1 When a party believes there is a dispute under a framework and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other parties.

### **3. Negotiation**

- 3.1 Within 14 days after the notice is given under section 2 of this schedule, each party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.

### **4. Mediation**

- 4.1 If the dispute cannot be resolved through negotiations, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.
- 4.2 The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.
- 4.3 The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- 4.4 The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- 4.5 All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.

### **5. Report**

- 5.1 If the dispute has not been resolved within 6 months after the notice is given under section 2 of this Schedule, the initiating party must, within 21 days, prepare and provide to the other parties a report.
- 5.2 Without limiting the generality of subsection 5.1, the report must contain a list of the matters agreed on and those on which there is no agreement between the parties.

- 5.3 Despite subsection 5.1, the initiating party may prepare a report under subsection 5.1 before the 6 months have elapsed if;
- a. The parties agree or
  - b. The parties are not able to appoint a mediator under section 4 of this schedule.

**6. Appointment of arbitrator**

- 6.1 Within 14 days of a report being provided under section 5 of this Schedule, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report.
- 6.2 If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report referred to in section 5 of this Schedule to the Minister with a request to the Minister to appoint an arbitrator.
- 6.3 In appointing an arbitrator under subsection 6.2, the Minister may place any conditions on the arbitration process as the Minister deems necessary.

**7. Arbitration Process**

- 7.1 Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in Division 3 of Part 17.2 of the Municipal Government Act and Part 1 of the Intermunicipal Collaboration Framework Regulation (AR 191/2017).
- 7.2 In addition to the arbitrator's powers under subsection 7.1, the arbitrator may do the following:
- a. Require an amendment to a framework;
  - b. Require a party to cease any activity that is inconsistent with the framework;
  - c. Provide for how a party's bylaws must be amended to be consistent with the framework;
  - d. Award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

**8. Deadline for resolving dispute**

- 8.1 The arbitrator must resolve the dispute within one year from the date the notice of dispute is given under section 2 of this Schedule.
- 8.2 If an arbitrator does not resolve the dispute within the time described in subsection 8.1, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions that the Minister considers appropriate.

**9. Arbitrator's order**

- 9.1 Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.
- 9.2 The arbitrator's order must:
- a. Be in writing,
  - b. Be signed and dated,
  - c. State the reasons on which it is based,
  - d. Include the timelines for the implementation of the order, and

e. Specify all expenditures incurred in the arbitration process for payment under MGA s.708.41.

9.3 The arbitrator must provide a copy of the order to each party.

9.4 If an order of the arbitrator under section 9.2 is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.

**10. Cost of arbitrator**

10.1 Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Schedule must be equally shared by the municipalities.



# REQUEST FOR DECISION

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SUBJECT:	<b>Woodlands County Intermunicipal Negotiating Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO Services	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

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## RELEVANT LEGISLATION:

**Provincial** – Municipal Government Act RSA 2000 Chapter M-26

**Council Bylaw/Policy** – Bylaw 19-834 “Woodlands County Intermunicipal Collaboration Framework”

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## RECOMMENDED ACTION:

**MOTION:** That Council appoint Reeve \_\_\_\_\_ to the Woodlands County Intermunicipal Negotiating Committee.

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## BACKGROUND/PROPOSAL:

The Municipal Government Act requires that municipalities that have a common boundary must create a framework with one another that identifies the services that the municipalities agree benefit more than one municipality that is party to the Intermunicipal Collaboration Framework (ICF) and are provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of the services provided on an intermunicipal basis.

The ICF committee is a recommending body that meets on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents of both parties. Either party may trigger the requirement for the Committee to hold a meeting giving at least 30 days notice. Meeting requests shall be directed to the CAO for the respective municipality.

The Greenview-Woodlands Intermunicipal Negotiating Committee requests the Reeve of each municipality sit as a member along with the CAO as advisory staff.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have appointed members to represent the municipality at any future Greenview-Woodlands County ICF meetings.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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## ALTERNATIVES CONSIDERED:

**Alternative #1:** There are no alternatives to consider.



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**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the annual Operating 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.

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**INCREASING LEVEL OF PUBLIC IMPACT****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 notify Council of issues and areas of collaboration as they arise.

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**ATTACHMENT(S):**

- N/A
-



**BYLAW NO. 19- 834**  
**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 adopting the Woodlands County/Municipal District of Greenview Intermunicipal Collaboration Framework (ICF), pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto.**

**Whereas, Section 708.28(1) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded;**

**And whereas, Woodlands County and the Municipal District of Greenview share a common border;**

**And whereas, Woodlands County and the Municipal District of Greenview share a common interest and are desirous of working together to provide services to their residents;**

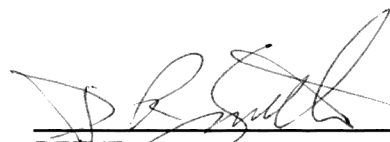
**Therefore, the Council of the Municipal District of Greenview No. 16, in the Province of Alberta, adopts the Woodlands County/Municipal District of Greenview Intermunicipal Collaboration Framework Agreement, being the document attached hereto and forming part of this Bylaw as Appendix "A".**

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

**Read a first time this 9<sup>th</sup> day of December, 2019.**

**Read a second time this 9<sup>th</sup> day of December, 2019.**

**Read a third time and passed this 13<sup>th</sup> day of January, 2020.**

  
\_\_\_\_\_  
REEVE

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

## APPENDIX "A"

### Intermunicipal Collaboration Framework Agreement

#### Between

#### Woodlands County,

A municipality incorporated under the laws of Alberta  
(Hereinafter referred to as "Woodlands")

#### And

#### Municipal District of Greenview

A municipality incorporated under the laws of Alberta  
(Hereinafter referred to as "Greenview")

**WHEREAS**, Section 708.28(1) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded; and

**WHEREAS**, Greenview and Woodlands share a common border, and

**WHEREAS**, Greenview and Woodlands share common interests and are desirous of working together to provide services to their ratepayers; and

**WHEREAS**, the *Municipal Government Act (MGA)* stipulates that municipalities that have a common boundary must create a framework by adopting matching bylaws that contain the framework; and

**WHEREAS**, Greenview and Woodlands have been granted exemption, based on Ministerial Order No. MSL:047/18, from the Minister of Municipal Affairs from the requirements in Sections 605 and 631 of the *Municipal Government Act (MGA)* to create an Intermunicipal Development Plan (IDP) and an IDP bylaw between the two parties, as the common boundaries between the two is composed entirely of provincial Crown land.

**NOW THEREFORE**, by mutual covenant of the parties hereto it is agreed as follows:

#### A. DEFINITIONS

- 1) In this agreement
  - a. "Services" means those services relating to:
    - i. Transportation
    - ii. Water/Wastewater
    - iii. Solid Waste
    - iv. Emergency Services
    - v. Recreation
  - b. "Municipal Services" is a service provided by a municipality through either its own administration or by a third party such as a contractor, or other agency/company.

- c. "Intermunicipal Services" is a service that is provided to two or more municipalities. This can be provided by one or more municipalities or by a third party such as a service commission, municipal controlled corporation, authority, etc.

## **B. TERM AND REVIEW**

- 1) In accordance with the *Municipal Government Act (MGA)*, this is a permanent Agreement that shall come into force on final passing of the bylaws by both municipalities.
- 2) This Agreement may be amended by mutual consent of both parties unless specified otherwise in this Agreement.
- 3) It is agreed by Greenview and Woodlands that the Intermunicipal Committee shall meet at least once every two years to review the terms and conditions of the Agreement. The first meeting will take place prior to the end of the year 2020.

## **C. GOVERNANCE BODY**

- 1) Greenview and Woodlands agreed to create a recommending body known as the Intermunicipal Negotiating Committee (INC).
- 2) The INC shall consist of four members, being the Mayor/Reeve of each municipality, along with the Chief Administrative Officers as advisory staff.
- 3) The Committee will meet on an as required basis and will review current agreements in place, discuss potential areas of improvement and achieve fair, equitable solutions and cost savings; to spur managed growth, attract both businesses and residents to the area, improve intermunicipal relations and promote transparency.
- 4) Each Committee meeting will be held in camera and, due to the complexity of this process, the creation of ground rules will be set. Ground rules are essential to this process as it reduces the element of surprise by giving everyone information at the start of the process about how the process will be conducted and to help clarify roles and responsibilities.

## **D. MUNICIPAL SERVICES**

- 1) Transportation
  - a. Greenview and Woodlands have agreed that transportation services will be provided independently by both municipalities.
- 2) Water/Wastewater
  - a. Greenview and Woodlands have agreed that water/wastewater services will be provided independently by both municipalities.
- 3) Solid Waste
  - a. Greenview and Woodlands have agreed that solid waste services will be provided independently by both municipalities.
- 4) Emergency Services
  - a. Greenview and Woodlands have agreed that emergency services will be in accordance with mutual aid agreements between the municipalities.

**E. INTERMUNICIPAL SERVICES****1) Recreation****a. Golden Triangle**

- i. Greenview and Woodlands have agreed that the Golden Triangle is best provided on an intermunicipal basis.
- ii. Greenview and Woodlands have agreed to have Woodlands continue leading the delivery of the service.
- iii. Greenview and Woodlands have agreed to the terms of funding the Golden Triangle as per the Golden Triangle Partnership Agreement. Attached under Schedule B.

**F. FUTURE PROJECTS & AGREEMENTS**

- 1) In the event either municipality initiates the development of a new project and/or service that may require a cost-sharing agreement, the initiating municipality's Chief Administrative Officer will notify the other municipality's Chief Administrative Officer.
- 2) The Intermunicipal Committee will be the forum used to address and develop future mutual aid agreements and/or cost sharing agreements for future respective Councils consideration. In the event the Councils are unable to reach an agreement, the dispute shall be dealt with through a dispute resolution process as outlined in Section H.
- 3) Both parties recognize that the decision to participate or not participate in a project/arrangement ultimately lies with the respective councils.

**G. INDEMNITY**

- 1) Each of the parties hereto shall be responsible for and indemnify and save harmless the other party for any damages or losses (including legal fees on a solicitor and his own client full indemnity basis), injuries or loss of life, resulting from the acts or omissions of their respective employees, servants, agents or contractors which may occur in the performance, purported performance, or non-performance of their respective obligations under this agreement; provided that such indemnity shall be limited to an amount in proportion to the degree to which the indemnifying party, its employees, servants, agents or contractors are at fault or otherwise held responsible in law.
- 2) The indemnifications set forth in Section G.1 hereof, will survive the expiration of the term or termination of this Agreement for whatever cause and any renewal or extension of the term, as the case may be.
- 3) Each of the parties hereto will be responsible for the acquisition of any and all necessary consents, licenses, approvals or authorities relating to their respective execution and performance of the terms of this Agreement.
- 4) One party hereto will not be liable to the other party hereto for any failure of or delay in the performance of its obligations hereunder nor be deemed to be in breach of this Agreement, if such failure or delay has arisen from "Force Majeure." For the purpose of this Agreement, "Force Majeure" means any cause not within the control of the party, including, without limitation, interruption of telecommunications, gas, electric or other utility service, acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, wars, blockades, insurrections, riots, epidemics, landslides, earthquakes, fires, lightning, storms, floods, high water, washouts, inclement weather, orders or acts of military authorities, civil disturbances or explosions.

- 5) Where one party hereto is prevented from carrying out its obligations hereunder due to Force Majeure, such party will, as soon as possible, give notice of the occurrence of such Force Majeure to the other party hereto and the party providing such notice will thereupon be excused from the performance of such obligations for the period of time directly attributable to the effect of the Force Majeure.

## **H. DISPUTE RESOLUTION**

### **1) Notice of dispute**

- a. In the event that one party perceives a dispute under the framework and wishes to engage in dispute resolution, the initiating party's Chief Administrative Officer must give written notice of the matters under dispute to the other party's Chief Administrative Officer.

### **2) Negotiation**

- a. Within 14 days of after the notice is given, the Intermunicipal Negotiating Committee will meet and attempt to resolve the dispute.

### **3) Mediation**

- a. In the event the Committee is unable to resolve an issue, Greenview and Woodlands will seek the assistance of a mediator acceptable to both parties.
- b. The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.
- c. Both parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- d. Both parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- e. All proceedings involving a mediator are without prejudice, and the costs of mediation shall be shared equally between parties.

### **4) Report**

- a. If the dispute has not been resolved within 6 months after the notice is given, the initiating party must, within 21 days, prepare and provide to the other party a report.
- b. The report must contain a list of the matters agreed on and those on which there is no agreement between the parties.
- c. The initiating party may prepare a report before the 6 months have elapsed if:
  - i. the parties agree, or
  - ii. the parties are not able to appoint a mediator.

### **5) Appointment of arbitrator**

- a. Within 14 days of a report being provided, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report.
- b. If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report to the Minister with a request to the Minister to appoint an arbitrator.

- c. In appointing an arbitrator, the Minister may place any conditions on the arbitration process as the Minister deems necessary.

#### 6) Arbitration process

- a. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices, and procedures shall be the same as those in Division 3 of Part 17.2 of the MGA and Part 1 of the *Intermunicipal Collaboration Framework Regulation*.
- b. The arbitrator may do the following:
  - i. require an amendment to a framework;
  - ii. require a party to cease any activity that is inconsistent with the framework;
  - iii. provide for how a municipality's bylaws must be amended to be consistent with the framework;
  - iv. award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

#### 7) Deadline for resolving dispute

- a. The arbitrator must resolve the dispute within one year from the date the notice of dispute is given.
- b. If an arbitrator does not resolve the dispute within the time described, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions that the Minister considers appropriate.

#### 8) Arbitrator's order

- a. Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.
- b. The arbitrator's order must
  - i. be in writing
  - ii. be signed and dated
  - iii. state the reasons on which it is based
  - iv. include the timelines for the implementation of the order, and
  - v. specify all expenditures incurred in the arbitration process for payment under s708.41 of the MGA.
- c. The arbitrator must provide a copy of the order to each party
- d. If an order of the arbitrator under section is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.

#### 9) Costs of arbitrator

- a. Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator must be paid on a proportional basis by the municipalities that are to be parties to the framework.
- b. Each municipality's proportion of the costs must be determined by dividing the amount of that municipality's equalized assessment by the sum of the equalized assessments as set out in the most recent equalized assessment.

### I. CORRESPONDENCE

1) Written notices under this framework shall be addressed to:

**In the case of MD of Greenview:**

4806 36 Avenue  
Box 1079  
Valleyview, AB T0H 3N0  
Attention: Chief Administrative Officer

**In the case of Woodlands County**

Woodlands County  
Box 60, #1 Woodlands Lane  
Whitecourt, AB T7S 1N3  
Attention: Chief Administrative Officer

This agreement shall come into force and effect upon execution and final reading of the bylaw.

IN WITNESS WHEREOF Woodlands and Greenview hereunto affixes their signatures on this  
29th day of JANUARY 2020.

WOODLANDS County

  
\_\_\_\_\_  
Mayor

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

SEAL

MUNICIPAL DISTRICT OF GREENVIEW

  
\_\_\_\_\_  
Reeve

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

SEAL





## **SCHEDULE A**

The following is a list of Municipal Services that each municipality is currently providing for their residents:

### **1) MD of Greenview**

- **Communications**
  - o Press releases
  - o Newsletter
  - o Advertisements
  - o Social media
  - o Ratepayer BBQs
- **Taxation**
- **Maps**
- **Accounts Payable/Accounts Receivable**
  - o Billing
  - o Receiving
  - o Processing
- **Reception Services**
- **Access to Applications**
- **FOIP requests**
- **IT**
  - o Public Wi-Fi
  - o Data Management
- **Solid Waste Services**
  - o Regional Landfill
  - o Grande Cache Landfill
  - o Transfer Stations
- **Water Services**
  - o Treatment
  - o Distribution
  - o Bulk Water Points
- **Waste Water Services**
  - o Collection
  - o Industrial Lagoons
  - o Lift Stations
- **Planning and Development Services**
  - o Permitting
  - o Monitoring Oil and Gas Development and ancillary industries
  - o Development Enforcement
  - o Subdivisions
  - o Subdivision and Development Appeal Board (SDAB)
  - o Land Use Bylaw Amendments
  - o Area Structure Plans and Municipal Development Plans
  - o Municipal Planning Commission
- **Road Construction**
- **Bridge Construction and Maintenance**
- **Approach Construction**
- **Culvert Installations and maintenance**
- **Road Maintenance**

- Graveling
- Grading
- Brushing
- Dust Control
- Mowing
- Snow Plowing
- Signage installation and replacement
- Private Driveway Plowing
- Agricultural Services
  - Weed and Pest Inspection
  - Limited Wildlife Control
  - Agricultural Fleet Rental
  - Vegetation Management
  - Emergency response planning for animal disease outbreak
  - Soil Conservation
  - Workshops and seminars
  - Information/news/articles
  - Greenview Vet Clinic
- FCSS
  - Senior's Yoga
  - Red Silhouette Family Violence Awareness Campaign
  - Babysitting/home alone course
  - Various youth programs through School Liaison
  - Disaster Social Services
  - Community Volunteer Income Tax Program
  - Home Support
  - Employment supports
- Parks and Campground Development, operation and maintenance
- Sasquatch Program
- Community Recreation support (walking trails, grant funding, etc.)
- Cemeteries
- Economic Development
- Administration of Community Grant Program and Community Event Supports
- Emergency Services
- Emergency Management
- Rural Fire Pump management
- M.D of Greenview Library Board
- Grovedale, DeBolt and Grande Cache Fire Departments.
- Enhanced Policing
- Bylaw Enforcement Grande Cache

### **Third Party Services**

- Large Construction Projects
- Gravel Hauls
- Regional Research Association Partnerships for Agricultural Services
- Mental Health Counselling at FCSS
- Kakwa/Big Mountain snow mobile/ATV trails (Swan City Snow Mobile Club)
- Grande Cache backcountry trails (Wilmore Wilderness)

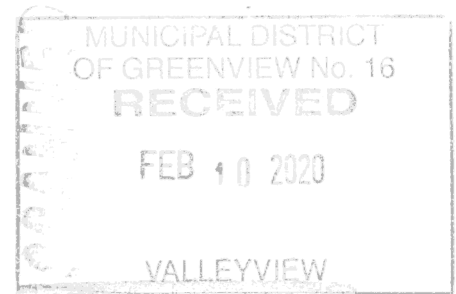
- Assessment
- Recreation Boards (Valleyview, Fox Creek, East Smoky, Grande Cache, Grovedale, Crooked Creek.
- PCIT
- Bylaw enforcement (Municipality of Grande Prairie)
- Enhanced RCMP
- Media design and production services
- GIS

## 2) Woodlands County

- Grants
  - o Administration of Municipality-issued grants
  - o Board development/board education for local groups
  - o Grant writing workshops
- GIS Contracted
  - o Map creation (i.e. wall maps, map books)
  - o Aerial photo creation
  - o Address assignment
- Reception services
- Taxation services
  - o Contracted Assessment Services
- Communications
  - o Bi Annual resident newsletter
  - o Open houses
  - o Workshops
  - o Annual reports
  - o Updates to website and social media
  - o Press releases
- Waste Management:
  - o Joint Regional Landfill Facility
  - o 3 Transfer Sites
  - o 4 Recycling Stations
- Airport
  - o 1 Aerodrome
  - o Owner Operator, Manage and maintenance
  - o Land leases
- Road maintenance
  - o Grading, graveling, snowplowing, general road maintenance of gravel roads
  - o Approach Construction and Approach Widening programs
  - o Patching, Line Painting and Crack Sealing of paved roads
  - o Sidewalk / walking trail maintenance and repair
  - o Culvert maintenance, replacement and repair
  - o Brushing
  - o Roadside Mowing
  - o Signage - installation and maintenance
  - o Dust Control Program
  - o Private Driveway Grading Program
  - o Private Driveway Snowplowing Program
  - o Licensing of Undeveloped Road Allowances
  - o Road Closures
- Bridges

- Bridge maintenance
  - Bridge repairs and replacements
- Capital projects
  - New road construction
  - New bridge/culvert construction
  - New or upgrade of Water/Wastewater Facilities
- Utilities
  - Water and Wastewater service to residents of 2 hamlets
  - Water and Wastewater service to 2 residential subdivisions and 1 Industrial subdivision
  - Water service to 1 residential area
  - 2 Agricultural water fills
  - 2 Domestic water fills for residential use only
- Agriculture
  - Weed and Pest Inspection Programs
  - Weed Spraying Program
  - Agricultural Equipment rentals
  - Agricultural Service Board
  - Education & Workshop Events
- FCSS
  - Youth Grants
  - Disaster Social Services
  - Information and Networking with other agencies
  - Community Volunteer Income Tax Program
  - Community Volunteer Appreciation Week (Biennial)
  - Seniors Week (Biennial)
  - Education Bursaries
  - Seniors Grants
- Animal Control
  - Responds to complaints
  - Contract Dog Catcher
  - Dog Pound Services
- Planning & Development
  - Permits
  - Land subdivision
  - Land use bylaw amendments
  - Subdivision Development Appeal Board
  - Municipal Planning Commission
  - Aggregate Oversight Committee
  - Maintain and administer statutory planning documents
  - Compliance and enforcement of Bylaws
  - Respond to complaints
  - Mediate with neighbour disputes
  - Municipal Land – Sales and leases
- Peace Officers
  - Municipality wide patrol service including 3 Hamlets and 10 recreation sites
  - Enforcement of Community Standards Bylaw
  - Enforcement of Highway Traffic Act,
  - Issuance of violation tickets for all Municipality Bylaws
  - Liaison with RCMP detachments
- Fire Services
  - Four Municipality fire departments;

- Hamlet of Blue Ridge
    - Appointed Fire Chief (paid honorarium & paid incidents)
    - Deputy Fire Chief (paid honorarium & paid incidents)
    - Senior & junior firefighters (paid incidents)
  - Hamlet of Goose Lake
    - Appointed Fire Chief (paid honorariums & paid incidents)
    - Deputy Fire Chief (paid honorarium & paid incidents)
    - Senior & junior firefighters (paid incidents)
  - Anselmo
    - Appointed Fire Chief (paid honorariums & paid incidents)
    - Senior & junior firefighters (paid incidents)
    - Deputy Fire Chief (paid honorarium & paid incidents)
  - Hamlet of Fort Assiniboine
    - Appointed Fire Chief (paid honorariums & paid incidents)
    - Deputy Fire Chief (paid honorarium & paid incidents)
    - Senior & junior firefighters (paid incidents)
    - Medical & Training Officers (paid incidents)
  - Contracted Fire Services Town of Whitecourt
- Economic Development
  - Investment Attraction
  - Business Retention and Expansion
  - Entrepreneur Support and Development
  - Tourism Development and Promotion
  - Collaboration with multiple partners to form Business Support Networks
  - Memberships in local area Business & Tourism Support Networks (ie Chamber of Commerce, Growth REDA, Community Futures)
  - Small Business Week Activities
  - Annual Career Expo
  - Annual Economic Development Forum
  - Sales and Marketing functions
- Recreation
  - 10 Active Outdoor Recreation Areas (Day Use, camping opportunities, walking trails with interpretive signage)
  - Provide events and workshops for residents and visitors at sites
  - Recreation Grants
  - Arts and Culture Grants
  - Capital and Operating Grants to key community groups





# REQUEST FOR DECISION

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SUBJECT:	<b>Yellowhead County Intermunicipal Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

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## RELEVANT LEGISLATION:

**Provincial** – Municipal Government Act, R.S.A. 2000, Chp. M-26

**Council Bylaw/Policy** – Intermunicipal Collaboration Framework between Yellowhead County and Municipal District of Greenview

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## RECOMMENDED ACTION:

**MOTION: That Council appoint Reeve \_\_\_\_\_ to the Yellowhead County Intermunicipal Committee**

**MOTION: That Council appoint Councillor Winston Delorme to the Yellowhead County Intermunicipal Committee.**

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## BACKGROUND/PROPOSAL:

The Municipal Government Act requires that municipalities that have a common boundary must create a framework with one another that identifies the services that the municipalities agree benefit more than one municipality that is party to the Intermunicipal Collaboration Framework (ICF) and are provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of the services provided on an intermunicipal basis.

The ICF committee is a recommending body that meets on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents of both parties. Either party may trigger the requirement for the Committee to hold a meeting giving at least 30 days notice. Meeting requests shall be directed to the CAO for the respective municipality.

The ICF permits one councillor to be appointed to this committee with the Reeve being a statutory member.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have appointed members to represent the municipality at any future Greenview-Yellowhead County ICF meetings.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may choose alternate members to represent Greenview on this Committee.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the annual Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will notify Council of issues and areas of collaboration as they arise.

---

ATTACHMENT(S):

- N/A



# **Intermunicipal Collaboration Framework**

**Between**

**Yellowhead County**

**and**

**Municipal District of Greenview**

**WHEREAS,** Yellowhead County and the Municipal District of Greenview share a common boundary; and

**WHEREAS,** Yellowhead County and the Municipal District of Greenview share common interests and are desirous of working together to provide services to their ratepayers; and

**WHEREAS,** the *Municipal Government Act* stipulates that municipalities that have a common boundary must create a framework with each other that describes the services to be provided under the framework that benefit residents in more than one of the municipalities that are parties to the framework, identifies which municipality is responsible for providing which services and outlines how the services will be delivered and funded.

**NOW THEREFORE,** by mutual covenant of the Parties hereto it is agreed as follows:

## **1. DEFINITIONS**

- 1) In this Framework, words have the same meanings as set out in the *Municipal Government Act*, except that:
  - a. "Committee" means the Intermunicipal Committee established in Section 3 of this Framework.
  - b. "Framework" means this intermunicipal collaboration framework entered into by the Parties pursuant to part 17.2 of the *Municipal Government Act*.
  - c. "Parties" means Yellowhead County and the Municipal District of Greenview, and "Party" means any one of them.
  - d. The word "shall" is interpreted as meaning an obligatory direction.

## **2. TERM AND REVIEW**

- 1) In accordance with the *Municipal Government Act*, this Framework shall come into force on the passing of resolutions by the Parties that contain this Framework.
- 2) This Framework may be amended by mutual consent of the Parties and shall come into force on the passing of resolutions by the Parties that contain the Framework as amended.
- 3) It is agreed that the Parties shall meet at least once every five years, or upon request by either Party, commencing no earlier than 90 calendar days and no later than 180 calendar days after a municipal election to review the terms and

conditions of this Framework.

### **3. INTERMUNICIPAL COOPERATION**

- 1) The Parties hereby establish a recommending body to be known as the Intermunicipal Committee.
- 2) The Committee shall consist of four (4) members, being one (1) Mayor/Reeve and one (1) Councillor from each Municipality.
- 3) The Chief Administrative Officers or designate(s) of each Party will be advisory staff to the Committee and responsible to develop agendas and recommendations on all matters. The Chief Administrative Officers or designate(s) will be responsible for forwarding all recommendations from the Committee to their respective Councils.
- 4) The mandate of the Committee shall be to develop recommendations to the respective Councils of the Parties regarding intermunicipal service delivery and funding.
- 5) The Committee will meet on an as required basis.
- 6) A Party may request a meeting of the Committee on giving at least thirty (30) calendar days' notice. Meeting requests will be directed to the Chief Administrative Officer for the respective Party.

### **4. GENERAL SERVICE PROVISION**

- 1) The Parties have agreed that the best and most efficient way to provide services to residents is to continue providing services independently or through the various arrangements that each Party currently has with their respective neighbours.

### **5. INTERMUNICIPAL SERVICE PROVISION**

In congruence with the *Municipal Government Act*, the following section outlines the level of service provision between Yellowhead County and the Municipal District of Greenview:

- 1) Emergency Services:
  - Emergency Services are not jointly provided between Yellowhead County and the Municipal District of Greenview.
  - Yellowhead County and the Municipal District of Greenview have a Mutual Fire Aid Agreement in place for mutual fire aid assistance to each

party on an as-needed basis.

2) Land Use:

- The Parties are exempt from creating an Intermunicipal Development Plan by the Minister of Municipal Affairs in accordance with Ministerial Order MSL047/18. As such, the Parties shall refer to policies in their respective Municipal Development Plans and other statutory plans. It is agreed that each municipality shall refer discretionary Planning or Development matters within an 800 m buffer of the border to the neighbor municipality that may create off-site impacts which affect the adjacent municipality. Offsite impacts may include noise, odour, or traffic generation on adjacent road networks.

## **6. COLLABORATION PROCESS**

- 1) In their present circumstance, neither Party intends to engage in future projects or agreements with one another in the foreseeable future, apart from mutual aid agreements that may be renewed or amended in the future. However, if a circumstance arises that one Party wishes to enter into an intermunicipal service agreement, section 6(2) to 6(10) of this Framework shall dictate the process.
- 2) In the event either Party believes the development of a new project and/or service may benefit residents of the other Party and require a cost-sharing agreement, the initiating Party's Chief Administrative Officer shall notify the other Party's Chief Administrative Officer of such a development and/or service being considered for construction or development.
- 3) The initial notification, as referenced in section 6(2) of this Framework, will include a general description of the project, estimated costs and timing of expenditure.
- 4) Once either Party has received notice of a new project, an Intermunicipal Committee meeting must be held within 30 calendar days of the date the notice was received, unless both Chief Administrative Officers agree otherwise.
- 5) The Intermunicipal Committee will be the forum used to address and develop future mutual aid agreements and/or cost-sharing agreements and bring forward recommendations to the Parties' respective Councils as the final decision-making authorities. Both Yellowhead County and the Municipal District of Greenview shall

agree that time shall be of the essence throughout the Intermunicipal Committee meetings.

- 6) Both Parties recognize that the decision to participate or not participate in a project/arrangement ultimately lies with the respective municipal councils.
- 7) When developing service agreements, the Committee shall clearly identify which municipality will lead service delivery for the service(s).
- 8) When developing service agreements, the Committee shall determine the appropriate funding for the service(s) being discussed.
- 9) All future service agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue in the service delivery.
- 10) All future service agreements shall set out a time frame for the delivery of the service(s) been discussed including the start date of the service delivery.
- 11) In the event that the Intermunicipal Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section 7 of this document.

## **7. DISPUTE RESOLUTION**

- 1) The Parties commit to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 2) Both parties shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) Any dispute arising out of the interpretation, implementation of this Framework or any contravention or alleged contravention of this Framework will firstly be addressed by the administrations of both Parties. Where a dispute cannot be resolved to the satisfaction of both Parties after thirty (30) calendar days, the dispute will be referred to the Chief Administrative Officers of both Parties.
- 4) Where dispute cannot be resolved to the satisfaction of both Chief Administrative Officers after thirty (30) calendar days, the dispute will be referred to the Intermunicipal Committee.

- 5) Where a dispute cannot be resolved to the satisfaction of the Intermunicipal Committee after thirty (30) calendar days, the dispute will be referred to the Councils of both parties, unless the Committee agrees to extend this timeframe.
- 6) Where a dispute cannot be resolved to the satisfaction of the Councils of both parties, the Parties may seek the assistance of a mediator acceptable to both parties. The costs of mediation shall be shared equally between the parties.
- 7) In the event that a dispute cannot be resolved through the above noted provisions, the arbitration processes contained in Part 17.2 of the *Municipal Government Act* shall apply whether or not one year has passed after the Parties started the dispute resolution process in this Framework.

## **8. CORRESPONDENCE**

- 1) Written notice under this Framework shall be addressed as follows:

In the case of Yellowhead County to:

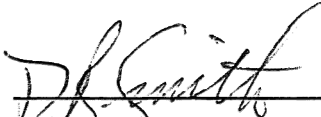
Yellowhead County  
c/o Chief Administrative Officer  
2716 – 1 Avenue  
Edson, AB, T7E 1N9

In the case of the Municipal District of Greenview to:

Municipal District of Greenview  
c/o Chief Administrative Officer  
Box 1079  
Valleyview, AB T0H 3N0

## 9. AUTHORIZATIONS

Signed and Dated on:

  
\_\_\_\_\_  
Dale Smith, Reeve

MD of Greenview No. 16

  
\_\_\_\_\_  
Denise Thompson, CAO

MD of Greenview No. 16

  
\_\_\_\_\_  
Jim Eglinski, Mayor

Yellowhead County

  
\_\_\_\_\_  
Jack Ramme, CAO

Yellowhead County

October 29, 2020

Date

Nov 3/20

Date

MUNICIPAL DISTRICT  
OF GREENVIEW No. 16

**RECEIVED**

NOV - 9 2020

VALLEYVIEW





# REQUEST FOR DECISION

---

SUBJECT: **International Paper Committee**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Tom Burton to the International Paper Committee and Councillor Christine Schlieff as the alternate.**

---

BACKGROUND/PROPOSAL:

International Paper Committee, formerly Weyerhaeuser International Paper.

Currently Councillor Tom Burton sits on this committee with Councillor Christine Schlieff as alternate.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT: **Joint Town of Valleyview & MD of Greenview Committee**  
SUBMISSION TO: ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: October 24, 2023 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES DIR: PRESENTER:  
STRATEGIC PLAN: Governance LEG:

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint all members of Council to the Joint Town of Valleyview/MD of Greenview Committee.**

---

## BACKGROUND/PROPOSAL:

This committee consists of both the Town of Valleyview Council and Greenview Council. This is an ad-hoc committee that reviews proposals and issues that jointly affect the Town and Greenview.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT: **Little Smoky Ski Hill Committee**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillors Sally Rosson and Dale Smith to the Little Smoky Ski Hill Committee and Councillor Ryan Ratzlaff as the alternate.**

---

## BACKGROUND/PROPOSAL:

Currently Councillor Dale Smith and Councillor Sally Rosson sit on this committee with Councillor Ryan Ratzlaff as alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

## **PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT:	<b>MD of Greenview Library Board</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER:
STRATEGIC PLAN:	Level of Service		

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillors Tom Burton and Christine Schlieff to the MD of Greenview Library Board.**

**MOTION: That Council appoint Josefina Stoness to the MD of Greenview Library Board for a one year term expiring at the 2024 Annual Organizational Meeting.**

---

## BACKGROUND/PROPOSAL:

The MD of Greenview Library Board was established in 2019 due to the dissolution of Grande Cache. This library board governs the Grande Cache and DeBolt libraries and acts as the primary liaison for the Valleyview, Grande Prairie and Fox Creek Libraries, as well as the Peace Library System.

Due to the expiration of agreements with Valleyview, Fox Creek and Grande Prairie the MD of Greenview Library Board is taking over the negotiations of these agreements and will be responsible for recommending members for appointment.

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



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.**

*The Library Board*

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?

*The Library Board*

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: *Stoness, Josefine B.*





# APPLICATION

Appointment to a Municipal  
Board/Committee

Please Print

Experience:

Volunteer Activities you have been involved with:

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

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)

*The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home-telephone numbers of successful applications will be provided to the public.*



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.**

*Green View Library Board*

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?

*N/A*

MUNICIPAL DISTRICT  
OF GREENVIEW NO. 16

**RECEIVED**

**AUG 29 2023**

VALLEYVIEW

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?

*ID Big Lakes - 1990's*

## Personal Resume

Name:

*Shondlyn Kiebrer*



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

Experience:

Volunteer Activities you have been involved with:

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

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)

*The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.*



# REQUEST FOR DECISION

---

SUBJECT: **Millar Western Public Advisory Committee**

SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	October 24, 2023	CAO: MANAGER:
DEPARTMENT:	CAO SERVICES	DIR: PRESENTER:
STRATEGIC PLAN:	Governance	LEG:

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Ryan Ratzlaff to the Millar Western Public Advisory Committee and Councillor Dave Berry as the alternate to the Millar Western Public Advisory Committee.**

---

## BACKGROUND/PROPOSAL:

Currently Councillor Ryan Ratzlaff sits on this committee with Councillor Dave Berry as alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT: **MUNICIPAL PLANNING COMMISSION**

SUBMISSION TO: ORGANIZATIONAL MEETING

MEETING DATE: October 24, 2023

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

CAO:

DIR:

LEG:

MANAGER:

PRESENTER:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint all members of Council to the Municipal Planning Commission.**

---

BACKGROUND/PROPOSAL:

The Municipal Planning Commission meets monthly following the first Regular Council Meeting. The Commission is responsible for decisions regarding subdivision and development permit (discretionary use) applications.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

N/A





# REQUEST FOR DECISION

SUBJECT: **Nitehawk Year- Round Adventure Park**

SUBMISSION TO: ORGANIZATIONAL MEETING

MEETING DATE: October 24, 2023

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

CAO:

MANAGER:

DIR:

PRESENTER:

LEG:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Tyler Olsen to the Nitehawk Skie Recreation Board, and Councillor Christine Schlieff as alternate to the Nitehawk Ski Recreation Board.**

---

BACKGROUND/PROPOSAL:

Nitehawk Recreation Area has been in existence since 1960 and has been run by a board of directors, a dedicated team of volunteers and a hard-working crew of staff.

Currently Councillor Tyler Olsen sits on this board with Councillor Schlieff as the alternate.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform



**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT: **NorBord Environmental Committee**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Christine Schlieff to the NorBord Environmental Committee and one Councillor Winston Delorme as the alternate.**

---

## BACKGROUND/PROPOSAL:

Currently Councillor Christine Schlieff sits in this committee with Councillor Winston Delorme as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT: **Northern Transportation Advocacy Bureau**  
SUBMISSION TO: ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: October 24, 2023 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES DIR: PRESENTER:  
STRATEGIC PLAN: Governance LEG:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

---

RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Tom Burton to the Northern Transportation Advocacy Bureau.**

---

BACKGROUND/PROPOSAL:

Currently Councillor Tom Burton sits on the Northern Transportation Advocacy Bureau.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT: **PACE Board of Directors**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Jennifer Scott to the PACE Board of Directors.**

---

BACKGROUND/PROPOSAL:

Pace is an organization that provides a variety of services in the Grande Prairie community and area, including crisis intervention, family support, educational workshops, and counselling services involving sexual abuse, sexual assault, child abuse and trauma.

Pace meets once a month at the Grande Prairie PACE Office.

Currently Councillor Jennifer Scott sits on this board.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT: **Peace Library System**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Tom Burton to the Peace Library System Board and Councillor Jennifer Scott as the alternate.**

---

## BACKGROUND/PROPOSAL:

The goal of the Peace Library System Board is to help municipalities meet the information, educational and cultural needs of their residents in the most cost effective and efficient way. It provides a regional network of 30 public and 52 school libraries in an effective way of connecting residents and a way for member libraries to share resources and expertise, serving all of northwestern Alberta.

Unlike the previous Library Boards, Peace Library System requires a Council representative to speak to the needs of Greenview.

Currently Councillor Tom Burton sits on this board with Councillor Jennifer Scott as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:



Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT:	<b>Peace Region Economic Development Alliance</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Dale Smith to the Peace Region Economic Development Alliance and Councillor Jennifer Scott as the alternate.**

---

## BACKGROUND/PROPOSAL:

This Alliance is a consortium of municipalities, businesses and business groups across northwest Alberta having an interest in designing and managing a regional economic development strategy for the area. PREDA believes that by creating the conditions in which investment thrives, the evolution of new business developments will naturally follow. It focuses its initiatives on improving technological capabilities, identifying new sources of capital, improving entrepreneurship, and developing human resources.

Currently Councillor Dale Smith sits on this board with Jennifer Scott as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT: **POLICY REVIEW COMMITTEE**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint all members of Council to the Policy Review Committee until the 2024 Annual Organizational Meeting.**

---

## BACKGROUND/PROPOSAL:

Administration is reviewing all policies for any changes needed to bring them up to date. The Policy Review Committee is given copies of the updated (or new) policies for reviews and concerns. Meetings are monthly following the Municipal Planning Commission meetings.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

N/A



# REQUEST FOR DECISION

---

SUBJECT:	<b>Regional Branding Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillors Tyler Olsen, Bill Smith and Tom Burton to sit on the temporary Regional Branding Committee.**

---

## BACKGROUND/PROPOSAL:

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

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

*MOTION: 22.08.475 Moved by: COUNCILLOR RYAN RATZLAFF*

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

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

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

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

---

**BENEFITS OF THE RECOMMENDED ACTION:**

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

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

---

**FINANCIAL IMPLICATION:**

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

**Ongoing / Future Costs:** N/A

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

---

ATTACHMENT(S):

- Joint Communications Memorandum of Understanding



## MEMORANDUM OF UNDERSTANDING

### Joint Communications

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

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

(the "City")

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

(the "County")

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

(the "MD")

(Collectively the "Parties")

### WHEREAS:

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

**THEREFORE**, the Parties commit to:


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

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

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


City of Grande Prairie (Party)

Per: \_\_\_\_\_

Per:   
\_\_\_\_\_  
Jackie Clayton, Mayor

County of Grande Prairie No. 1 (Party)

Per: \_\_\_\_\_

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

The Municipal District of Greenview No. 16 (Party)

Per: \_\_\_\_\_

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











# Joint Communications MOU-FINAL2 - September 14,2022

Final Audit Report

2022-09-19

Created:	2022-09-14
By:	Shannon Baird (sbaird@countypg.ab.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAABSkFTijWB_3Xk91EgH2TjQ-2FaklTmRQ

## "Joint Communications MOU-FINAL2 - September 14,2022" History

-  Document created by Shannon Baird (sbaird@countypg.ab.ca)  
2022-09-14 - 9:02:39 PM GMT- IP address: 207.34.78.70
-  Document emailed to Jackie Clayton (jclayton@cityofgp.com) for signature  
2022-09-14 - 9:03:25 PM GMT
-  Email viewed by Jackie Clayton (jclayton@cityofgp.com)  
2022-09-14 - 9:06:24 PM GMT- IP address: 209.52.229.194
-  Document e-signed by Jackie Clayton (jclayton@cityofgp.com)  
Signature Date: 2022-09-19 - 5:10:03 PM GMT - Time Source: server- IP address: 207.148.132.216
-  Document emailed to lbeaupre@countypg.ab.ca for signature  
2022-09-19 - 5:10:05 PM GMT
-  Email viewed by lbeaupre@countypg.ab.ca  
2022-09-19 - 5:10:09 PM GMT- IP address: 40.86.203.199
-  Signer lbeaupre@countypg.ab.ca entered name at signing as Leanne Beaupre  
2022-09-19 - 5:22:41 PM GMT- IP address: 174.90.223.231
-  Document e-signed by Leanne Beaupre (lbeaupre@countypg.ab.ca)  
Signature Date: 2022-09-19 - 5:22:42 PM GMT - Time Source: server- IP address: 174.90.223.231
-  Document emailed to Tyler Olsen (tyler.olsen@mdgreenview.ab.ca) for signature  
2022-09-19 - 5:22:44 PM GMT
-  Email viewed by Tyler Olsen (tyler.olsen@mdgreenview.ab.ca)  
2022-09-19 - 5:25:13 PM GMT- IP address: 161.38.62.210



Adobe Acrobat Sign



Document e-signed by Tyler Olsen (tyler.olsen@mdgreenview.ab.ca)

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



Agreement completed.

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



**Adobe Acrobat Sign**



# REQUEST FOR DECISION

---

SUBJECT:	<b>Smoky Applied Research &amp; Demonstration Association (SARDA)</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Dale Smith to the Smoky Applied Research & Demonstration Association and Councillor Dave Berry as the alternate.**

---

## BACKGROUND/PROPOSAL:

SARDA is a non-profit organization which conducts research related to agriculture. It is one of the six applied research associations across the province (one in every agricultural region). The main goal of SARDA is to facilitate the transfer of new technology and sound production practices from research institution and industry to local producers by establishing farm demonstrations and applied research trials in the South East Peace Region.

Currently Councillor Dale Smith sits on this association with Councillor Dave Berry as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT: **South Peace Regional Archives**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 23, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Christine Schlief to the South Peace Regional Archives and Councillor Jennifer Scott as alternate.**

---

## BACKGROUND/PROPOSAL:

The purpose of SPRA Society is to gather, preserve, and share the historical records of municipalities, organizations, businesses, and individuals within the region, both now and in the future. These records reflect the personal, cultural, social, economic and political life of the South Peace River Country of Alberta and are in all formats and media, including textual records, maps, plans, drawings, photographs, film and sound recordings.

Currently Councillor Christine Schlief sits on this board with Councillor Jennifer Scott as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):





# REQUEST FOR DECISION

---

SUBJECT:	<b>The River of Death and Discovery Dinosaur Museum Society (Philip J. Currie)</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Tom Burton to the River of Death and Discovery Dinosaur Museum Society and Councillor \_\_\_\_\_ as the alternate.**

---

## BACKGROUND/PROPOSAL:

A not-for-profit society formed in 2010, the River of Death and Discovery Dinosaur Museum Society (RDDDMS) operates the Philip J. Currie Dinosaur Museum under a tenancy lease agreement with the County of Grande Prairie No.1 and extends an endowed professorship in palaeontology with the University of Alberta.

Currently Councillor Tyler Olsen sits on this society with Councillor Tom Burton as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT:	<b>Valleyview &amp; District Medical Centre</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillors Jennifer Scott, Dale Smith and Sally Rosson to the Valleyview & District Medical Centre and Councillor Ryan Ratzlaff as the alternate.**

---

## BACKGROUND/PROPOSAL:

Representatives from the Town of Valleyview and Greenview meet on an as-needed basis to discuss operations.

Currently Councillor Jennifer Scott, Councillor Dale Smith and Councillor Sally Rosson sit on this board with Councillor Ryan Ratzlaff as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

---

SUBJECT:	<b>Valleyview &amp; District Recreation Board</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION:** That Council appoint Councillor Sally Rosson to the Valleyview & District Recreation board and Councillor Dave Berry as an alternate to the Valleyview & District Recreation Board.

---

## BACKGROUND/PROPOSAL:

Under the agreement with the Town of Valleyview, Greenview has a Councillor appointed to this Board. The purpose of the Recreation Board is to develop policies and implement programs, which are carried out by the Recreation Director. The board meets monthly.

Councillor Sally Rosson currently sits on this board with Councillor Dave Berry as alternate.

There have been no members at large applications received to date. Administration will continue to advertise.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

---

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:** N/A

---

**ATTACHMENT(S):**



# REQUEST FOR DECISION

---

SUBJECT:	<b>Valleyview Seed Cleaning Plant</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Dave Berry to the Valleyview Seed Cleaning Plant.**

---

## BACKGROUND/PROPOSAL:

As the building has recently sold, this will be the last year we appoint to the Valleyview Seed Cleaning Cooperative. The board has some items to finalize before dissolution.

The Valleyview Seed Cleaning Plant currently meets approximately three times a year.

Currently, Councillor Dave Berry sits on this board.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):





# REQUEST FOR DECISION

---

SUBJECT:	<b>Veterinary Services Incorporated (INC)</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Dale Smith to the Veterinary Services Incorporated Board of Directors and Councillor Dave Berry as the alternate.**

---

## BACKGROUND/PROPOSAL:

VSI is a program that provides a cost-shared service to the livestock producers within our municipality. A yearly meeting is held in December to discuss fee schedules and services provided by VSI.

Currently Councillor Dale Smith sits on this board with Councillor Dave Berry as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

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SUBJECT:	<b>Wapiti River Management Plan Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Bill Smith to the Wapiti River Management Plan Committee and Councillor Tom Burton as alternate.**

---

## BACKGROUND/PROPOSAL:

The Wapiti River Water Management (WRWMP) Stakeholder Group consists of municipalities within the region as well as provincial and federal government departments, industry, user groups and the Might Peace Watershed Alliance. The group is tasked with providing recommendations to the Provincial Government.

Currently Councillor Bill Smith sits on this committee with Councillor Tom Burton as the alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

SUBJECT: **Water North Coalition**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor Dale Smith to the Water North Coalition and Councillor Tom Burton as the alternate.**

---

## BACKGROUND/PROPOSAL:

The Water North Coalition seeks to ensure that sustainable water systems are available to every northern community. It implements northern solutions to water sourcing and water challenges through advocacy, education and awareness, and recruitment.

Currently Councillor Dale Smith sits on this board with Councillor Tom Burton as alternate.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):



# REQUEST FOR DECISION

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**SUBJECT:** Weyerhaeuser Advisory Committee

**SUBMISSION TO:** ORGANIZATIONAL MEETING

**MEETING DATE:** October 24, 2023

**DEPARTMENT:** CAO SERVICES

**STRATEGIC PLAN:** Governance

**REVIEWED AND APPROVED FOR SUBMISSION**

**CAO:** MANAGER:

**DIR:** PRESENTER:

**LEG:**

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint Councillor Christine Schlieff to the Weyerhaeuser Advisory Committee and Councillor Duane Didow as alternate.**

---

**BACKGROUND/PROPOSAL:**

This Committee was established by Weyerhaeuser and is comprised of stakeholders who have an interest in their Forest Management Area. The Committee meets monthly to discuss issues and concerns raised about Weyerhaeuser's F.M.A. practices.

Currently Councillor Christine Schlieff sits on this committee with Councillor Duane Didow as the alternate.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):





# REQUEST FOR DECISION

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SUBJECT:	<b>Wapiti Trails Management Committee</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint Councillors Bill Smith and Christine Schlieff to the Wapiti Trails Management Group Committee for a one-year term expiring at the 2024 Annual Organizational meeting.**

---

## BACKGROUND/PROPOSAL:

Council appointed Counillor Bill Smith and Christine Schlieff to the Committee at the 2023 Organizational meeting. Administration recommends reappointing them as they can speak on behalf of the Grovedale and area community.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will be fulfilling their requirements for Council representatives on the committee.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## ALTERNATIVES CONSIDERED:

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## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

*Using that framework outline the proposed level of public engagement associated with the recommended action.*

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

---

ATTACHMENT(S):



# REQUEST FOR DECISION

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SUBJECT: **Friends of Sturgeon Lake Committee**

SUBMISSION TO: ORGANIZATIONAL MEETING

MEETING DATE: October 24, 2023

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

CAO:

MANAGER:

DIR:

PRESENTER:

LEG:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint Councillors Sally Rosson and Jennifer Scott to the Friends of Sturgeon Lake Committee for a one-year term expiring at the 2024 Annual Organizational meeting.**

---

BACKGROUND/PROPOSAL:

This is a newly formed Not for Profit Society that operates out of the Valleyview area. The committee consists of representatives from the various communities around Sturgeon Lake, and representation from Greenview, the Town of Valleyview, and Sturgeon Lake Cree Nation has been requested. The purpose of the committee is to investigate the well being and health of Sturgeon Lake.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will be fulfilling their requirements for Council representatives on the committee.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

*Using that framework outline the proposed level of public engagement associated with the recommended action.*

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

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ATTACHMENT(S):



# REQUEST FOR DECISION

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SUBJECT:	<b>2024 7<sup>th</sup> Annual Greenview Clay Shoot</b>		
SUBMISSION TO:	ORGANIZATIONAL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 24, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – n/a

**Council Bylaw/Policy** (cite) – n/a

---

## RECOMMENDED ACTION:

**MOTION: That Council schedule the 7<sup>th</sup> Annual Greenview Charity Clay Shoot for September 5, 2024.**

---

## BACKGROUND/PROPOSAL:

Council hosts an Annual Stakeholder event, which has been the Charity Clay Shoot for the last 6 years. Administration is requesting to schedule the 7<sup>th</sup> Annual Greenview Charity Clay Shoot on Thursday September 5, 2024. Setting this date will allow for Administration to add this to our 2024 calendars before they go to print.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit to accepting the recommended motion is that Administration will be able to begin to market the 2024 charity shoot.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may choose an alternate date, or may choose not to set the date until they have received the 2023 Clay Shoot report. However, Council is aware the shoot was a success, and Administration is hoping that Council wishes to continue with this same stakeholder event moving forward.

---

## FINANCIAL IMPLICATION:

### Direct Costs:

### Ongoing / Future Costs:

There are no financial implications to the recommended motion.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

*Using that framework outline the proposed level of public engagement associated with the recommended action.*

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

---

ATTACHMENT(S):



# REQUEST FOR DECISION

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SUBJECT: **Christmas Floater Day**  
SUBMISSION TO: ORGANIZATIONAL MEETING  
MEETING DATE: October 24, 2023  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_ MANAGER: \_\_\_\_\_  
DIR: \_\_\_\_\_ PRESENTER: \_\_\_\_\_  
LEG: \_\_\_\_\_

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council approve Friday, December 27, 2023, as the Christmas Floating holiday.**

---

## BACKGROUND/PROPOSAL:

Council to approve the Christmas Floating Holiday as per Article 18.1.13 of the Staff Agreement of the MD of Greenview No. 16, that the holiday is taken in conjunction with Christmas.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

## **PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):





# REQUEST FOR DECISION

---

SUBJECT: **CAO Covenant**

SUBMISSION TO: ORGANIZATIONAL MEETING

MEETING DATE: October 24, 2023

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER:

DIR: PRESENTER:

LEG:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 1007

---

RECOMMENDED ACTION:

**MOTION: That Council reaffirm the CAO Covenant as presented.**

---

BACKGROUND/PROPOSAL:

The purpose of this Council-CAO Covenant is to formalize relational protocols to support respect for each other's functions. A Council-CAO Covenant commits both parties to seek clarity in the relationship, as well as emphasize the sincerity of undertaking their respective roles appropriately.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS: N/A

---

ATTACHMENT(S):

- Policy 1007



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Council – Chief Administrative Officer Covenant

### 1. Purpose

- 1.1. The purpose of this Council-CAO covenant is to formalize the relational protocols and to promote respect for each others' functions. A Council-CAO covenant commits both parties to seek clarity in the relationship, as well as emphasize the responsibility of their respective roles.

### 2. Principles

- 2.1. An effective municipal organization establishes clarity and trust in the relationship between Council and its Chief Administrative Officer.
- 2.2. Establishing a Council-CAO Covenant commits both parties to seek clarity in the relationship and to seriously undertake administration within their respective roles.
- 2.3. The Covenant may be reviewed and amended from time to time with the mutual consent of the parties.
- 2.4. The Covenant shall be reviewed and signed by all parties:
  - A) At least once (1) annually; and
  - B) When there is new member added to Council for any reason.
- 2.5. The Covenant is developed for the Reeve, Council Members, and the CAO to sign for added authority.
- 2.6. Council's direct contact with Administration shall be through CAO Services with SLT being a secondary point of contact.

### 3. Relationship Building

- 3.1. Recognizing that the relationship between Council and the CAO is paramount in the effective governance of Greenview, Council and the CAO jointly agree to hold relationship building meetings.
- 3.2. Council, the CAO, and SLT shall annually hold a minimum of two (2) meetings to discuss the status of the organization, the Council-Administration relationship, and will generally focus on the following:
  - A) Overall health and future dynamics impacting the organization;
  - B) General concerns regarding the organization;
  - C) Current relationship between Council and Administration;

- D) General inquiries relating to the operation of departments;
- E) Concerns related to municipal policies and programs; and
- F) The parties shall refrain from discussing:
  - i) Hiring and dismissal of staff;
  - ii) Individual staff performance; and
  - iii) Formal matters more appropriate for discussion at Council Meetings.

3.3. It is understood that the informal meeting is to foster a positive relationship and not to conduct Council business, give direction, overstep the role of the respective parties, or contravene the democratic process.

## **Council Responsibilities**

### **4. Ethics**

- 4.1. Act as good stewards for Greenview.
- 4.2. Demonstrate ethical conduct as public servants.
- 4.3. Respect the apolitical nature of the CAO and treat their advice and reports with respect.
- 4.4. Respect the apolitical nature of SLT and treat their advice and reports with respect.
  - A) Councillors shall not knowingly or willingly interfere in Administration's work and shall coordinate concerns through the CAO Services and SLT.

### **5. Governance**

- 5.1. Carry out the responsibilities set out in the Municipal Government Act and other applicable legislation.
- 5.2. Adhere to Greenview bylaws and policies in all areas of municipal governance.
- 5.3. Make decisions which are believed to be in the best interest of Greenview residents.
- 5.4. Review the background information and advice provided by Administration prior to rendering a decision.
- 5.5. Seek further input from SLT when there is uncertainty regarding an issue or recommended course of action.
- 5.6. Refer written or verbal complaints about Council decisions to the CAO for review, comment and follow-up action as appropriate.
- 5.7. Refer written or verbal complaints about actions of Greenview to the CAO for review, comment and follow-up action as appropriate.
- 5.8. Refrain from making any commitments on behalf of Council to individual citizens or groups, other than a commitment to take the request to Council or the CAO for response.

- 5.9. Actively participate in the decision-making process.
- 5.10. Lead the municipality through the approved strategic directions, goals, and priorities set in the annual budget, and by agreeing to policies which reflect the best interests of Greenview residents.
- 5.11. Accept the CAO and Administration's advice as being in the perceived interest of the community and the organization.
- 5.12. Councillors will respectfully listen to comments in response to questions posed at Council Meetings and will ensure that the CAO is accorded a respectful audience.
- 5.13. Internal requests for information to Administration shall first be directed to CAO Services.
- 5.14. Council acknowledges that Administration will introduce counterpoints and alternative viewpoints as part of their advisory role, and such advice should be treated with respect.
- 5.15. When possible, make information requests through CAO Services in advance of Council Meetings so as to allow Administration time to research answers.

## **6. Performance Evaluation**

- 6.1. Ensure a thorough and detailed performance evaluation of the CAO is conducted at least once annually and involve the CAO in this process so as to ensure a full understanding of Council's candid assessment. Therefore, Council as a collective body shall:
  - A) Provide two (2) weeks notice to the CAO and all members of Council that a formal evaluation will be occurring to allow parties time to prepare;
  - B) Provide the CAO with a written assessment from Council; and
  - C) Allow the CAO the opportunity to respond to the performance evaluation by providing a written response letter that will be shared with all members of Council.

## **Chief Administrative Officer Responsibilities**

### **7. Ethics**

- 7.1. Ensure the conduct of the CAO as chief policy advisor is honest, ethical, and impartial.
- 7.2. Ensure that the Reeve and Councillors are accorded respect in all personal and public comments.
- 7.3. Admit to any mistakes of substance made individually or on behalf of staff, and take corrective action as required.

### **8. Governance**

- 8.1. Abide by the Municipal Government Act and other applicable legislation.

- 8.2. Adhere to and ensure the adherence of Greenview bylaws and policies in all areas of municipal governance.
- 8.3. Provide advice on all issues which is professionally sound, ethical, legal, and in accordance with the policies and resolutions of Council.
- 8.4. Guide the actions of the organization so that they conform to the policies and resolutions of Council.
- 8.5. Act only on the will of Council as a whole as established by resolution, bylaw, or policy.
- 8.6. Forward Council complaints or concerns to the appropriate department for follow-up.
- 8.7. Acknowledge that Council and the CAO work as a team to solve issues, and to this pursuit ensure that:
  - A) Council is made aware of issues as they arise;
  - B) Council is provided the most recent and complete information; and
  - C) Council has access to decision options, as well as the CAO's recommended approach.
- 8.8. Ensure Council is aware of issues as they arise in order to mitigate acute problems.
- 8.9. Maintain a current understanding of applicable provincial and federal legislation as well as relevant programs, policies, and initiatives.
- 8.10. Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems, or decision points.

## **9. Performance Evaluation**

- 9.1. Listen carefully to the concerns of Council regarding performance management and seek to improve any deficiencies on an ongoing basis.

Council – Chief Administrative Officer Covenant

\_\_\_\_\_  
Reeve Olsen

\_\_\_\_\_  
Deputy Reeve Smith

\_\_\_\_\_  
Councillor Berry

\_\_\_\_\_  
Councillor Burton

\_\_\_\_\_  
Councillor Delorme

\_\_\_\_\_  
Councillor Didow

\_\_\_\_\_  
Councillor Ratzlaff

\_\_\_\_\_  
Councillor Rosson

\_\_\_\_\_  
Councillor Schlieff

\_\_\_\_\_  
Councillor Scott

\_\_\_\_\_  
Councillor Smith

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

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

