



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

November 14, 2023

9:00 AM

Administration Building
Valleyview, AB

#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
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	<ul style="list-style-type: none"> • Ward 1 • Ward 2 • Ward 3 • Ward 4 • Ward 5 • Ward 6 • Ward 7 • Ward 8 • Ward 9 	
#11	ADJOURNMENT	

Minutes of a
ORGANIZATIONAL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building,
Valleyview, Alberta, on Tuesday, October 24, 2023

1: Chief Administrative Officer Stacey Wabick called the meeting to order at 9:00
CALL TO ORDER a.m.

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

ATTENDING	Chief Administrative Officer	Stacey Wabick
	Director, Corporate Services	Ed Kaemingh
	Director, Community Services	Michelle Honeyman
	Director, Infrastructure and Engineering	Roger Autio
	Director, Planning and Development	Martino Verhaeghe
	Recording Secretary	Wendy Holscher
	Legislative Services Officer	Sarah Sebo

ABSENT

#2 MOTION: 23.10.529 Moved by: COUNCILLOR TYLER OLSEN
ADOPTION OF That Council accept the October 24, 2023, Organizational Meeting agenda as
AGENDA amended.

- Add Closed Session 5.2 Personal Privacy
- Oath of Office will occur after the nominations of Reeve and Deputy Reeve.

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

CARRIED

**#3
NOMINATION FOR
REEVE**

Chief Administrative Officer, Stacey Wabick called for nominations for the election of Reeve.

- Councillor Bill Smith nominates Councillor Tyler Olsen.

Chief Administrative Officer, Stacey Wabick called a second time for nominations for Reeve.

- None heard

Chief Administrative Officer, Stacey Wabick called a third time for nominations for Reeve.

- None heard

**CEASE
NOMINATION FOR
REEVE**

MOTION: 23.10.530 Moved by: COUNCILLOR DALE SMITH

That Council cease nominations for Reeve of the MD of Greenview.

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

CARRIED

MOTION: 23.10.531 Moved by: COUNCILLOR RYAN RATZLAFF

That Council appoint Councillor Tyler Olsen as the Reeve of the Municipal District of Greenview No. 16 Council until the next annual Organization Meeting.

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

CARRIED

**APPOINTMENT OF
REEVE**

Chief Administrative Officer, Stacey Wabick declared Councillor Tyler Olsen as the elected Reeve of the Municipal District of Greenview No. 16 Council until the next Organizational Meeting and Reeve Olsen assumed the chair. Chief Administrative Officer, Stacey Wabick passed the meeting to Reeve Olsen.

**#4
NOMINATIONS
FOR DEPUTY REEVE**

Reeve Olsen called for nominations for the election of Deputy Reeve.

Councillor Dale Smith nominates Councillor Ryan Ratzlaff

Councillor Jennifer Scott nominates Councillor Bill Smith

Reeve Olsen called a second time for nominations for Deputy Reeve,

- None heard

Reeve Olsen called a third time for nominations for Deputy Reeve,

- None heard

**CEASE
NOMINATION FOR
DEPUTY REEVE**

MOTION: 23.10.532 Moved by: COUNCILLOR SALLY ROSSON

That Council cease nomination for Deputy Reeve of the MD of Greenview No. 16.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

MOTION: 23.10.533 Moved by: COUNCILLOR DALE SMITH

That Council vote by secret ballot for election of Deputy Reeve.

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

CARRIED

**APPOINTMENT OF
DEPUTY REEVE**

MOTION: 23.10.534 Moved by: COUNCILLOR TOM BURTON

That Council appoint Councillor Bill Smith as Deputy Reeve of the MD of Greenview No. 16 until the next Organizational Meeting.

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

CARRIED

Reeve Tyler Olsen declared Councillor Bill Smith as the Deputy Reeve of the Municipal District of Greenview No. 16 Council for a one-year period, where at the Organizational Meeting, Council will appoint another Deputy Reeve as per Bylaw 21-876 Section 5.7.

DESTROY BALLOTS

MOTION: 23.10.535 Moved by: COUNCILLOR WINSTON DELORME

That Council direct Administration to destroy all electronic ballots.

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

CARRIED

MOTION: 23.10.536 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That the meeting go to Closed Session, at 9:14 a.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

MOTION: 23.10.537 Moved by: COUNCILLOR SALLY ROSSON

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 9:17 a.m.

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

CARRIED

**#5
MEETING DATES**

REGULAR MEETING DATES

**REGULAR COUNCIL
MEETING DATES**

5.1 REGULAR COUNCIL MEETING DATES

MOTION: 23.10.538 Moved by: COUNCILLOR SALLY ROSSON

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

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

CARRIED

**ADDITIONAL
COUNCIL DATES**

MOTION: 23.10.539 Moved by: COUNCILLOR DALE SMITH

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, 4806-36th 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.

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

CARRIED

5.2 COMMITTEE OF THE WHOLE

COMMITTEE OF THE WHOLE

MOTION: 23.10.540 Moved by: COUNCILLOR CHRISTINE SCHLIEF

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.

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

AGAINST: Councillor Dale Smith

CARRIED

5.3 MUNICIPAL PLANNING COMMISSION

MUNICIPAL PLANNING COMMISSION

MOTION: 23.10.541 Moved by: COUNCILLOR TOM BURTON

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

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

CARRIED

PRC

5.4 POLICY REVIEW COMMITTEE

MOTION: 23.10.542 Moved by: COUNCILLOR DAVE BERRY

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

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

CARRIED

5.5 GREENVIEW RATEPAYER BBQ'S

GREENVIEW
RATEPAYER BBQ'S

MOTION: 23.10.543 Moved by: COUNCILLOR TOM BURTON

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 18, 2024, at the Grovedale Community Hall

June 25, 2024, at the Greenview Regional Multiplex, Valleyview

July 9, 2024, at the DeBolt Public Services Building

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

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

CARRIED

#6
BOARDS &
COMMITTEES

BOARDS & COMMITTEES

6.1 ALBERTA CARE BOARD

ASB BOARD

MOTION: 23.10.544 Moved by: COUNCILLOR DALE SMITH

That Council appoint Councillor Ratzlaff to the Alberta Care Board for a one year term expiring at the 2024 Organizational Meeting.

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

CARRIED

6.2 AGRICULTURAL SERVICES BOARD

ASB COMMITTEE

MOTION: 23.10.545 Moved by: COUNCILLOR WINSTON DELORME

That Council appoint Deputy Reeve Bill Smith and Councillor Dave Berry to the Agriculture Services Board.

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

CARRIED

MOTION: 23.10.546 Moved by: COUNCILLOR DAVE BERRY

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

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

CARRIED

6.3 AUDIT COMMITTEE

AUDIT COMMITTEE APPOINTMENT

MOTION: 23.10.547 Moved by: COUNCILLOR RYAN RATZLAFF

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

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

CARRIED

6.4 CANFOR FMA ADVISORY COMMITTEE

CANFOR FMA

MOTION: 23.10.548 Moved by: COUNCILLOR TOM BURTON

That Council appoint Deputy Reeve Bill Smith to the Canfor FMA Advisory Committee and Councillor Christine Schlieff as an alternate to the Canfor FMA Advisory Committee.

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

CARRIED

6.5 COMMUNITY FUTURES

COMMUNITY FUTURES GP

MOTION: 23.10.549 Moved by: DEPUTY REEVE BILL SMITH

That Council appoint Councillor Schlieff to the Community Futures Grande Prairie & Region Board.

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

CARRIED

COMMUNITY FUTURES WY

MOTION: 23.10.550 Moved by: COUNCILLOR JENNIFER SCOTT

That Council appoint Councillor Winston Delorme and Reeve Tyler Olsen to the Community Futures West Yellowhead Board and Councillor Christine Schlieff as alternate.

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

CARRIED

6.6 CROOKED CREEK COMMUNITY RECREATION CLUB

CROOKED CREEK

MOTION: 23.10.551 Moved by: COUNCILLOR SALLY ROSSON

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

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

CARRIED

6.7 GREENVIEW CEMETERY COMMITTEES

CEMETERY COMMITTEES

MOTION: 23.10.552 Moved by: COUNCILLOR TOM BURTON

That Council appoint the following Councillors to their respective Cemetery Committees:

- Councillor Christine Schlieff – Grovedale Cemetery Committee
- Councillor Ryan Ratzlaff – Little Smoky Cemetery Committee
- Councillor Dale Smith – New Fish Creek Cemetery Committee
- Councillor Dave Berry – Sunset House Cemetery Committee
- Councillor Sally Rosson – Valleyview Cemetery Committee

for a one-year term renewing at the 2024 Annual Organizational meeting.

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

CARRIED

6.8 COMMUNITY EDUCATION COMMITTEES

FOX CREEK CEC

MOTION: 23.10.553 Moved by: COUNCILLOR SALLY ROSSON

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

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

CARRIED

VV CEC

MOTION: 23.10.554 Moved by: COUNCILLOR RYAN RATZLAFF

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

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

CARRIED

6.9 EAST SMOKY RECREATION BOARD

ESRB

MOTION: 23.10.555 Moved by: COUNCILLOR JENNIFER SCOTT

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

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

CARRIED

6.10 EMERGENCY MANAGEMENT COMMITTEE

EMERGENCY MANAGEMENT

MOTION: 23.10.556 Moved by: COUNCILLOR CHRISTINE SCHLIEF

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

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

CARRIED

6.11 EVERGREENS FOUNDATION

EVERGREENS

MOTION: 23.10.557 Moved by: COUNCILLOR DALE SMITH

That Council appoint Councillor Winston Delorme to the Evergreens Foundation Board.

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

CARRIED

6.12 FOOTHILLS FOREST PRODUCTS PUBLIC ADVISORY COMMITTEE

**FOOTHILL FOREST
PRODUCTS**

MOTION: 23.10.558 Moved by: COUNCILLOR DAVE BERRY

That Council appoint Councillors Winston Delorme and Ryan Ratzlaff to the Foothills Forest Products Advisory Committee and Reeve Tyler Olsen as an alternate.

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

CARRIED

6.13 FOX CREEK AREA SYNERGY BOARD

**FOX CREEK
SYNERGY**

MOTION: 23.10.559 Moved by: COUNCILLOR SALLY ROSSON

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

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

CARRIED

6.14 FOX CREEK RECREATION BOARD

**COMMUNITY
FUTURES GP**

MOTION: 23.10.560 Moved by: COUNCILLOR TOM BURTON

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

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

CARRIED

6.15 GREENVIEW INDUSTRIAL GATEWAY COMMITTEE

GIG COMMITTEE

MOTION: 23.10.561 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council appoint all members of Council to the Greenview Industrial Gateway Committee until the 2024 Annual Organizational Meeting.

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

CARRIED

6.16 GRANDE CACHE RECREATION BOARD

GC REC BOARD

MOTION: 23.10.562 Moved by: COUNCILLOR RYAN RATZLAFF

That Council appoint Councillor Winston Delorme and Reeve Tyler Olsen to the Grande Cache Recreation Board.

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

CARRIED

MOTION: 23.10.563 Moved by: COUNCILLOR WINSTON DELORME

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.

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

CARRIED

6.17 GRANDE CACHE MEDICAL CLINIC COOPERATION BOARD APPOINTMENT

MOTION: 23.10.564 Moved by: COUNCILLOR JENNIFER SCOTT

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

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

CARRIED

6.18 GOLDEN TRIANGLE CONSORTIUM

GOLDEN TRIANGLE

MOTION: 23.10.565 Moved by: COUNCILLOR CHRISTINE SCHLIEF
That Council appoint Councillor Dave Berry to the Golden Triangle Consortium.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

6.19 GRANDE PRAIRIE HOSPITAL FOUNDATION

MOTION: 23.10.566 Moved by: COUNCILLOR SALLY ROSSON
That Council choose not to appoint a Greenview representative to the Grande Prairie Hospital Foundation at this time, and direct Administration to send a letter as to the reasons.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

6.20 GRANDE PRAIRIE REGIONAL RECREATION COMMITTEE

GP RRRC

MOTION: 23.10.567 Moved by: COUNCILLOR JENNIFER SCOTT
That Council appoint Councillor Christine Schlieff to the Grande Prairie Regional Recreational Committee and Councillor Tom Burton as an alternate.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

6.21 GRANDE PRAIRIE REGIONAL TOURISM ASSOCIATION

GP TOURISM ASSOCIATION

MOTION: 23.10.568 Moved by: COUNCILLOR DAVE BERRY
That Council appoint Deputy Reeve Bill Smith to the Grande Prairie Tourism Association and Councillor Tom Burton as the alternate.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

6.22 GRANDE SPIRIT FOUNDATION

GRANDE SPIRIT FOUNDATION

MOTION: 23.10.569 Moved by: DEPUTY REEVE BILL SMITH

That Council appoint Councillor Tom Burton to the Grande Spirit Foundation.

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

CARRIED

6.23 GREEN VIEW FAMILY & COMMUNITY SERVICES (FCSS)

FCSS ELECTED OFFICIALS

MOTION: 23.10.570 Moved by: COUNCILLOR TOM BURTON

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

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

CARRIED

FCSS MEMBERS AT LARGE

MOTION: 23.10.571 Moved by: COUNCILLOR WINSTON DELORME

That Council appoint Tammy Day, Gwendolyn Villebrun, and Roxanne Perron to the Green View Family & Community Services Board as members at large for the term of 1 year ending 2024.

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

CARRIED

6.24 GREENVIEW REGIONAL MULTIPLEX ADVISORY BOARD

GRM ADVISORY

MOTION: 23.10.572 Moved by: COUNCILLOR TOM BURTON

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

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

CARRIED

**GRM MEMBERS AT
LARGE**

MOTION: 23.10.573 Moved by: COUNCILLOR DALE SMITH

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.

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

CARRIED

6.25 GREENVIEW REGIONAL WASTE MANAGEMENT COMMISSION (GRWMC)

GRWMC

MOTION: 23.10.574 Moved by: COUNCILLOR SALLY ROSSON

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

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

CARRIED

**GRWMC MEMBERS
AT LARGE**

MOTION: 23.10.575 Moved by: COUNCILLOR RYAN RATZLAFF

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

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

CARRIED

6.26 GROVEDALE/SOUTH WAPITI RECREATION BOARD

**SOUTH WAPITE
REC BOARD**

MOTION: 23.10.576 Moved by: COUNCILLOR RYAN RATZLAFF

That Council appoint Deputy Reeve Bill Smith as a Member at Large to the Grovedale/South Wapiti Recreation Board.

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

CARRIED

**HEALTHCARE
ATTRACTION AND
RETENTION**

6.27 HEALTHCARE PROFESSIONALS' ATTRACTION & RETENTION COMMITTEE

MOTION: 23.10.577 Moved by: COUNCILLOR CHRISTINE SCHLIEF

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

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

CARRIED

MOTION: 23.10.578 Moved by: COUNCILLOR RYAN RATZLAFF

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.

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

CARRIED

**HEART RIVER
HOUSING**

6.28 HEART RIVER HOUSING FOUNDATION

MOTION: 23.10.579 Moved by: COUNCILLOR SALLY ROSSON

That Council appoint Councillor Dale Smith to the Heart River Housing Foundation.

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

CARRIED

**HP ADVISORY
(FRAC)**

6.29 FOREST RESOURCE ADVISORY COMMITTEE

MOTION: 23.10.580 Moved by: COUNCILLOR WINSTON DELORME

That Council appoint Councillor Dale Smith to the Forest Resource Advisory Committee and Councillor Tom Burton as the alternate.

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

CARRIED

6.30 BIG LAKES COUNTY INTERMUNICIPAL COLLABORATION COMMITTEE

MOTION: 23.10.581 Moved by: COUNCILLOR WINSTON DELORME

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

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

CARRIED

6.31 BIRCH HILLS COUNTY INTERMUNICIPAL COLLABORATION COMMITTEE

MOTION: 23.10.582 Moved by: COUNCILLOR JENNIFER SCOTT

That Council appoint Councillor Jennifer Scott and Councillor Tom Burton to the Birch Hills County Intermunicipal Collaboration Framework Committee.

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

CARRIED

6.32 COUNTY OF GRANDE PRAIRIE INTERMUNICIPAL COLLABORATION COMMITTEE

MOTION: 23.10.583 Moved by: COUNCILLOR DAVE BERRY

That Council appoint Councillor Tom Burton and Deputy Reeve Bill Smith to the County of Grande Prairie Intermunicipal Collaboration Framework Committee.

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

CARRIED

6.33 TOWN OF FOX CREEK ICF COMMITTEE

MOTION: 23.10.584 Moved by: DEPUTY REEVE BILL SMITH

That Council appoint Councillor Ryan Ratzlaff and Councillor Sally Rosson to the Fox Creek Intermunicipal Collaboration Committee.

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

CARRIED

6.34 SMOKY RIVER RURAL INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE

MOTION: 23.10.585 Moved by: COUNCILLOR RYAN RATZLAFF

That Council appoint Councillor Dale Smith and Councillor Sally Rosson to the Smoky River Rural Intermunicipal Development Plan Committee.

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

CARRIED

6.35 TOWN OF VALLEYVIEW ICF COMMITTEE

MOTION: 23.10.586 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council appoint Councillor Dale Smith and Councillor Sally Rosson to the Town of Valleyview Intermunicipal Collaboration Framework Committee.

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

CARRIED

6.36 WOODLANDS COUNTY INTERMUNICIPAL NEGOTIATING COMMITTEE

MOTION: 23.10.587 Moved by: DEPUTY REEVE BILL SMITH

That Council appoint Reeve Tyler Olsen to the Woodlands County Intermunicipal Negotiating Committee.

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

CARRIED

6.37 YELLOWHEAD COUNTY INTERMUNICIPAL COMMITTEE

MOTION: 23.10.588 Moved by: COUNCILLOR JENNIFER SCOTT

That Council appoint Reeve Tyler Olsen and Councillor Winston Delorme to the Yellowhead County Intermunicipal Committee.

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

CARRIED

6.38 INTERNATIONAL PAPER COMMITTEE

MOTION: 23.10.589 Moved by: COUNCILLOR WINSTON DELORME

That Council appoint Councillor Tom Burton to the International Paper Committee and Councillor Christine Schlieff as the alternate.

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

CARRIED

6.39 JOINT TOWN OF VALLEYVIEW & MD OF GREENVIEW COMMITTEE

MOTION: 23.10.590 Moved by: COUNCILLOR RYAN RATZLAFF

That Council appoint all members of Council to the Joint Town of Valleyview/MD of Greenview Committee.

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

CARRIED

6.40 LITTLE SMOKY SKI HILL COMMITTEE

MOTION: 23.10.591 Moved by: COUNCILLOR SALLY ROSSON

That Council appoint Councillors Sally Rosson and Dale Smith to the Little Smoky Ski Hill Committee and Councillor Ryan Ratzlaff as the alternate.

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

CARRIED

6.41 MD OF GREENVIEW LIBRARY BOARD

MOTION: 23.10.592 Moved by: COUNCILLOR JENNIFER SCOTT

That Council appoint Councillors Tom Burton and Christine Schlieff to the MD of Greenview Library Board.

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

CARRIED

MOTION: 23.10.593 Moved by: COUNCILLOR TOM BURTON

That Council appoint Josefina Stoness to the MD of Greenview Library Board for a three year term expiring at the 2026 Annual Organizational Meeting.

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

CARRIED

6.42 MILLAR WESTERN PUBLIC ADVISORY COMMITTEE

MOTION: 23.10.594 Moved by: COUNCILLOR JENNIFER SCOTT

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.

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

CARRIED

6.43 MUNICIPAL PLANNING COMMISSION

MOTION: 23.10.595 Moved by: COUNCILLOR DALE SMITH

That Council appoint all members of Council to the Municipal Planning Commission.

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

CARRIED

6.44 NITEHAWK YEAR- ROUND ADVENTURE PARK

MOTION: 23.10.596 Moved by: DEPUTY REEVE BILL SMITH

That Council appoint Councillor Christine Schlieff to the Nitehawk Ski Recreation Board, and Reeve Tyler Olsen as alternate to the Nitehawk Ski Recreation Board.

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

CARRIED

6.45 WEST FRASER ADVISORY

MOTION: 23.10.597 Moved by: COUNCILLOR SALLY ROSSON

That Council appoint Councillor Christine Schlieff to the West Fraser Advisory Committee and Councillor Winston Delorme as the alternate.

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

CARRIED

6.46 NORTHERN TRANSPORTATION ADVOCACY BUREAU

MOTION: 23.10.598 Moved by: COUNCILLOR DAVE BERRY

That Council appoint Councillor Tom Burton to the Northern Transportation Advocacy Bureau.

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

CARRIED

6.47 PACE BOARD OF DIRECTORS

MOTION: 23.10.599 Moved by: COUNCILLOR TOM BURTON

That Council appoint Councillor Jennifer Scott to the PACE Board of Directors.

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

CARRIED

Reeve Olsen recessed the meeting at 10:28 a.m.

Reeve Olsen reconvened the meeting at 10:37 a.m.

6.48 PEACE LIBRARY SYSTEM

MOTION: 23.10.600 Moved by: COUNCILLOR JENNIFER SCOTT

That Council appoint Councillor Tom Burton to the Peace Library System Board and Councillor Jennifer Scott as the alternate.

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

CARRIED

6.49 PEACE REGION ECONOMIC DEVELOPMENT ALLIANCE

MOTION: 23.10.601 Moved by: COUNCILLOR DALE SMITH

That Council appoint Councillor Ryan Ratzlaff to the Peace Region Economic Development Alliance and Councillor Jennifer Scott as the alternate.

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

CARRIED

6.50 POLICY REVIEW COMMITTEE

MOTION: 23.10.602 Moved by: COUNCILLOR TOM BURTON

That Council appoint all members of Council to the Policy Review Committee until the 2024 Annual Organizational Meeting.

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

CARRIED

6.51 REGIONAL BRANDING COMMITTEE

MOTION: 23.10.603 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council appoint Reeve Tyler Olsen, Deputy Reeve Bill Smith and Councillor Tom Burton to sit on the temporary Regional Branding Committee.

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

CARRIED

6.52 SMOKY APPLIED RESEARCH & DEMONSTRATION ASSOCIATION (SARDA)

MOTION: 23.10.604 Moved by: COUNCILLOR DALE SMITH

That Council appoint Councillor Dave Berry to the Smoky Applied Research & Demonstration Association and Councillor Dale Smith as the alternate.

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

CARRIED

6.53 SOUTH PEACE REGIONAL ARCHIVES

MOTION: 23.10.605 Moved by: COUNCILLOR JENNIFER SCOTT

That Council appoint Councillor Christine Schlieff to the South Peace Regional Archives and Councillor Jennifer Scott as alternate.

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

CARRIED

6.54 THE RIVER OF DEATH AND DISCOVERY DINOSAUR MUSEUM SOCIETY (PHILIP J. CURRIE)

MOTION: 23.10.606 Moved by: COUNCILLOR SALLY ROSSON

That Council appoint Councillor Tom Burton to the River of Death and Discovery Dinosaur Museum Society and Reeve Tyler Olsen as the alternate.

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

CARRIED

6.55 VALLEYVIEW & DISTRICT MEDICAL CENTRE

MOTION: 23.10.607 Moved by: COUNCILLOR DALE SMITH

That Council appoint Councillors Jennifer Scott, Dale Smith and Sally Rosson to the Valleyview & District Medical Centre and Councillor Ryan Ratzlaff as the alternate.

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

CARRIED

6.56 VALLEYVIEW & DISTRICT RECREATION BOARD

MOTION: 23.10.608 Moved by: COUNCILLOR RYAN RATZLAFF

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.

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

CARRIED

MOTION: 23.10.609 Moved by: COUNCILLOR SALLY ROSSON

That Council appoint Kim Havell, Sara Nichol and Dena Lanktree to the Valleyview and District Recreation board for a 1-year term expiring at the 2024 Annual Organizational Meeting.

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

CARRIED

6.57 VALLEYVIEW SEED CLEANING PLANT

MOTION: 23.10.610 Moved by: COUNCILLOR TOM BURTON

That Council appoint Councillor Dave Berry to the Valleyview Seed Cleaning Plant.

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

CARRIED

6.58 VETERINARY SERVICES INCORPORATED (INC)

MOTION: 23.10.611 Moved by: COUNCILLOR SALLY ROSSON

That Council appoint Councillor Dale Smith to the Veterinary Services Incorporated Board of Directors and Councillor Dave Berry as the alternate.

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

CARRIED

6.59 WAPITI RIVER MANAGEMENT PLAN COMMITTEE

MOTION: 23.10.612 Moved by: DEPUTY REEVE BILL SMITH

That Council choose not to appoint a Greenview representative to the Wapiti River Management Plan Committee at this time, and direct Administration to write a letter stating the reasons why, and request further direction from the committee if required.

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

CARRIED

6.60 WATER NORTH COALITION

MOTION: 23.10.613 Moved by: COUNCILLOR WINSTON DELORME

That Council appoint Councillor Dale Smith to the Water North Coalition and Councillor Tom Burton as the alternate.

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

CARRIED

6.61 WEYERHAEUSER ADVISORY COMMITTEE

MOTION: 23.10.614 Moved by: DEPUTY REEVE BILL SMITH

That Council appoint Deputy Reeve Bill Smith the Weyerhaeuser Advisory Committee and Councillor Christine Schlieff as alternate.

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

CARRIED

6.62 WAPITI TRAILS MANAGEMENT COMMITTEE

MOTION: 23.10.615 Moved by: DEPUTY REEVE BILL SMITH

That Council choose not to appoint a Greenview representative to the Wapiti Trails Management Plan Committee at this time, and direct Administration to write a letter stating the reasons why and request further direction from the committee if required.

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

CARRIED

6.63 FRIENDS OF STURGEON LAKE COMMITTEE

MOTION: 23.10.616 Moved by: COUNCILLOR DALE SMITH

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.

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

CARRIED

7.0 2024 7TH ANNUAL GREENVIEW CLAY SHOOT

MOTION: 23.10.617 Moved by: COUNCILLOR RYAN RATZLAFF

That Council schedule the 7th Annual Greenview Charity Clay Shoot for September 5, 2024.

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

CARRIED

8.0 CHRISTMAS FLOATER DAY

MOTION: 23.10.618 Moved by: COUNCILLOR SALLY ROSSON

That Council approve Friday, December 27, 2024, as the Christmas Floating holiday.

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

CARRIED

9.0 CAO COVENANT

MOTION: 23.10.619 Moved by: COUNCILLOR TOM BURTON

That council reaffirm the cao covenant as presented.

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

CARRIED

#9
ADJOURNMENT

9.0 ADJOURNMENT

MOTION: 23.10.620 Moved by: COUNCILLOR TOM BURTON

That Council adjourn the Organizational Meeting at 11:03 a.m.

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

CARRIED

CHIEF ADMINISTRATIVE OFFICER

REEVE

UNADOPTED

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Tuesday, October 24, 2023

#1
CALL TO ORDER

Reeve Tyler Olsen called the meeting to order at 11:10 a.m.

PRESENT

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

ATTENDING

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

ABSENT

#2
AGENDA

MOTION: 23.10.621 Moved by: COUNCILLOR RYAN RATZLAFF
That Council adopt the Agenda of the October 24, 2023, Regular Council Meeting as amended.

- 9.3 Discussions Harmful to Personal Privacy
- 9.2 Discussions Harmful to Business Interest of a Third Party

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

CARRIED

**#3
MINUTES**

MOTION: 23.10.622 Moved by: COUNCILLOR JENNIFER SCOTT

That Council adopt the minutes of the October 10, 2023, Regular Council Meeting as presented.

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

CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

BUSINESS ARISING FROM MINUTES

6.0 BYLAWS

6.1 BYLAW 23-938 – LAND USE BYLAW AMENDMENT

BYLAW 23-938

MOTION: 23.10.623 Moved by: COUNCILLOR TOM BURTON

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

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

CARRIED

MOTION: 23.10.624 Moved by: COUNCILLOR RYAN RATZLAFF

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

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

CARRIED

6.2 BYLAW 23-954 DESIGNATED OFFICER

BYLAW 23-954

MOTION: 23.10.625 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council give first reading to Bylaw 23-954 Designated Officer, as presented.

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

CARRIED

MOTION: 23.10.626 Moved by: COUNCILLOR WINSTON DELORME

That Council give second reading to Bylaw 23-954 Designated Officer, as presented.

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

CARRIED

6.3 BYLAW 23-941 GREENVIEW CEMETERY BYLAW

BYLAW 23-941

MOTION: 23.10.627 Moved by: COUNCILLOR SALLY ROSSON

That Council give first reading to Bylaw 23-941 Greenview Cemetery Bylaw, as amended.

- Grandfather clause for existing monuments

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

CARRIED

MOTION: 23.10.628 Moved by: COUNCILLOR TOM BURTON

That Council give second reading to Bylaw 23-941 Greenview Cemetery Bylaw, as amended.

DEFERRED

MOTION: 23.10.629 Moved by: COUNCILLOR TOM BURTON

That Council defer motion "Bylaw 23-941 Greenview Cemetery Bylaw" to a future council meeting.

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

CARRIED

6.4 BYLAW 23-940 FIREWORKS

BYLAW 23-940

MOTION: 23.10.630 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council give second reading to Bylaw 23-940 Fireworks, as presented.

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

CARRIED

MOTION: 23.10.631 Moved by: COUNCILLOR RYAN RATZLAFF

That Council give third reading to Bylaw 23-940 Fireworks, as presented.

DEFERRED

MOTION: 23.10.632 Moved by: COUNCILLOR DAVE BERRY

That Council direct Administration to defer Motion "Bylaw 23-940" to provide greater clarity on Bylaw 23-940 Sections 4 and 7 regarding the Forest Protection Area versus the Non-Permitted Areas, and brought back to a future Policy Review Committee Meeting.

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

CARRIED

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

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

6.5 BYLAW 23-955 BORROWING 2024

BYLAW 23-955

MOTION: 23.10.633 Moved by: COUNCILLOR DALE SMITH

That Council give first reading to Bylaw 23-955 Borrowing 2024, as presented.

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

CARRIED

MOTION: 23.10.634 Moved by: COUNCILLOR JENNIFER SCOTT

That Council give second reading to Bylaw 23-955 Borrowing 2024, as presented.

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

CARRIED

7.1 POLICY 3024 EMERGENCY ALERT NOTIFICATION

POLICY 3024

MOTION: 23.10.635 Moved by: COUNCILLOR RYAN RATZLAFF

That Council approve Policy 3024 "Emergency Alert Notification" as presented.

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

CARRIED

7.2 ASSET SURPLUS/DISPOSAL 2023

2023 SURPLUS

MOTION: 23.10.636 Moved by: COUNCILLOR WINSTON DELORME
That Council authorizes Administration to list and sell the items on the 2023 Surplus Disposal Table(s) at the next Michener Allen Auction.

- Pull laptops for employee first right of refusal

DEFERRED

MOTION: 23.10.637 Moved by: DEPUTY REEVE BILL SMITH
That Council defer motion "Asset Surplus/Disposal 2023" until the November 21, 2023, Regular Council Meeting.

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

CARRIED

CLOSED SESSION

MOTION: 23.10.638 Moved by: DEPUTY REEVE BILL SMITH
That the meeting go to Closed Session, at 1:26 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

OPEN SESSION

MOTION: 23.10.639 Moved by: COUNCILLOR CHRISTINE SCHLIEF
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 1:38 p.m.

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

CARRIED

7.3 GIG PROJECT - INDIGENOUS COMMUNITIES PARTICIPATION OPPORTUNITIES

GIG MOU

MOTION: 23.10.640 Moved by: COUNCILLOR TOM BURTON

That Council approve the revised version of the Greenview Industrial Gateway Project - Indigenous Communities' Participation Opportunities Memorandum of Understanding (MOU), as amended.

- Service Arrangements – change “could” to “may”

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

CARRIED

7.4 STAFF CHRISTMAS PARTY FUNDS

STAFF CHRISTMAS

MOTION: 23.10.641 Moved by: COUNCILLOR SALLY ROSSON

That Council approve the five Food Banks within Greenview as the recipient(s) for the 2023 Staff Christmas Party fundraiser.

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

CARRIED

7.5 Q3 2023 FINANCIAL REPORTING

Q3 FINANCIALS

MOTION: 23.10.642 Moved by: COUNCILLOR TOM BURTON

That Council accepts the Operating, Capital, and Reserve reports for the period ending September 30th, 2023, for information as presented.

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

CARRIED

8.0 NOTICE OF MOTION

9.0 CLOSED SESSION

CLOSED SESSION

MOTION: 23.10.643 Moved by: COUNCILLOR RYAN RATZLAFF

That the meeting go to Closed Session, at 2:24 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

OPEN SESSION

MOTION: 23.10.644 Moved by: COUNCILLOR WINSTON DELORME

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 3:19 p.m.

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

CARRIED

MOTION: 23.10.645 Moved by: COUNCILLOR JENNIFER SCOTT

That Council approve Councillor Didow's 4 month leave without honorarium as of October 25, 2023.

FOR: Councillor Dale Smith, Councillor Burton, Councillor Didow

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

**#10 MEMBER
REPORTS AND
EXPENSE CLAIMS**

10.0 MEMBERS BUSINESS

WARD 1

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

- October 10, 2023, Regular Council Meeting
- Policy Review Committee
- October 17, 2023, Committee of the Whole
- Greenview Industrial Gateway
- Evergreen Foundation Board Meeting

WARD 2

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

- October 10, 2023, Regular Council Meeting
- Policy Review Committee
- Little Smoky Community Hall AGM/Regular Meeting
- Heart River Housing Needs Assessment
- Consultation Meetings
- October 17, 2023, Committee of the Whole
- Fox Creek Business Support Network
- Greenview Industrial Gateway committee

WARD 3

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

- October 10, 2023, Regular Council Meeting
- Valleyview Rec Board Meeting
- Policy Review Committee
- Heart River Housing Needs Assessment
- October 17, 2023, Committee of the Whole
- FCSS Board Meeting
- Audit Committee

WARD 4

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

- October 10, 2023, Regular Council Meeting
- Policy Review Committee
- October 17, 2023, Committee of the Whole
- Greenview Industrial Gateway Committee

WARD 5

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

- October 10, 2023, Regular Council Meeting
- Water North Coalition
- Heart River Housing Needs Assessment
- October 17, 2023, Committee of the Whole
- Audit Committee
- Heart River Housing Board Meeting
- Greenview Industrial Gateway Committee
- Housing Budget Committee Meeting

WARD 6

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

- October 10, 2023, Regular Council Meeting
- Policy Review Committee
- NTAB Site C Dam Tour
- Heart River Housing Needs Assessment
- East Smoky Rec Board
- October 17, 2023, Committee of the Whole
- Grande Spirit Foundation Finance Committee
- Greenview Audit Committee
- River of Death and Discovery
- MD Greenview Library Board
- Greenview Industrial Gateway Committee
- GP Regional Sport Connection Sponsor Appreciation & Brand Re-Launch

WARD 7

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

- October 10, 2023, Regular Council Meeting
- Policy Review Committee
- Heart River Housing Needs Assessment
- October 17, 2023, Committee of the Whole
- PACE
- Greenview Industrial Gateway Committee

WARD 8

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

- October 10, 2023, Regular Council Meeting
- Policy Review Committee
- October 17, 2023, Committee of the Whole
- Greenview Industrial Gateway Committee

Councillor Didow exit the meeting at 4:00 p.m.

WARD 8

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

- October 10, 2023, Regular Council Meeting
- Policy Review Committee
- South Peace Regional Archives
- Community Futures
- October 17, 2023, Committee of the Whole
- FCSS Board Meeting
- Community Futures
- MD Greenview Library Board
- Greenview Industrial Gateway Committee

WARD 9

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

- October 10, 2023, Regular Council Meeting
- Policy Review Committee

WARD 9

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

- October 10, 2023, Regular Council Meeting
- Policy Review Committee
- RMA Wildfire Meeting
- October 17, 2023, Committee of the Whole
- EDA Ministers Dinner
- VV Chamber Awards
- Greenview Industrial Gateway Committee

**#10 MEMBERS
BUSINESS**

MOTION: 23.10.646 Moved by: **COUNCILLOR TOM BURTON**

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

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

ABSENT: Councillor Didow

CARRIED

#11 ADJOURNMENT

11.0 ADJOURNMENT

MOTION: 23.10.647 Moved by: **COUNCILLOR WINSTON DELORME**

That Council adjourn this Regular Council Meeting at 4:10 p.m.

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

ABSENT: Councillor Didow

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR

UNADOPTED



November 14, 2023
Bylaw 23-952 Public Hearing
Background Information

PROPOSAL:

This application for land use bylaw amendment has been submitted by Beairsto and Associates on behalf of the landowner, to rezone a 1.62-hectare (4.00-acre) portion of the parcel legally described as SW 11-72-1-W6M from Agricultural One (A-1) to Country Residential One (CR-1). The land is located approximately 0.9 km west of the Hamlet of DeBolt, 0.3 km north of Highway 43, adjacent Township Road 721A, within Ward 6. The rezoning would allow the landowner to apply to subdivide a vacant country residential lot from their 14.3-hectare (35.39-acre) parcel.

BACKGROUND AND DISCUSSION:

The subject parcel is fragmented from the larger portion of SW 11-72-1-W6M by Township Road 721A and has been separated by subdivision. The fragment is developed as a residential yard site with the proposed rezoning area being vacant, treed land. Under the current zoning of Agricultural One (A-1), only one parcel may be subdivided from a quarter section, rezoning to Country Residential One (CR-1) will allow subdivision of a 1.2 ha (3.0 acre) to 4.0 ha (9.9 ac) lot.

The purpose of the CR-1 district is to accommodate residential development on mid-sized parcels which may include minor agricultural pursuits and limited numbers of livestock. The proposed land use would be compatible with adjacent developments and complies with the requirements the Municipal Government Act, Municipal Development Plan, and Land Use Bylaw 18-800.

Administration has reviewed the land use bylaw amendment application and it meets the fundamental land use criteria set out within the Country Residential One (CR-1) District. The application meets the requirements of the Municipal Government Act and the Municipal Development Plan. Administration does not anticipate any negative development or land use impacts from a country residential subdivision at this location.

STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT:

On October 13th, 2023, Bylaw 23-952 and notice of Public Hearing was circulated to Greenview's internal departments.

On October 13th, 2023, Bylaw 23-952 and notice of Public Hearing was circulated to the following referral agencies: Alberta Arts, Culture and Status of Women, Alberta Transportation, Alberta Energy Regulator, Alberta Environment and Parks – Water Approvals, Alberta Environment and Parks – Jack McNaughton, Alberta Environment and Parks – Marsha Trites-Russel, Alberta Municipal Affairs – David Dobson, East Smoky Gas Co-op, ATCO Electric, Telus, and Peace Wapiti School Division.

On October 13th, 2023, the Public Hearing advertisement was published on Greenview's website and social media sites in accordance with the Advertising Bylaw.

Adjacent landowners were also sent notification of the Public Hearing on October 13th, 2023, in accordance with MGA requirements.

Any concerns received will be addressed today.



REQUEST FOR DECISION

SUBJECT:	Bylaw 23-952 Land Use Bylaw Amendment to Rezone a 1.62-hectare area within SW 11-72-1-W6M from Agricultural One (A-1) to Country Residential One (CR-1)		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER: SD
DEPARTMENT:	PLANNING & DEVELOPMENT	DIR: MAV	PRESENTER: NF
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial – *Municipal Government Act (MGA) Section 640, RSA 2000*

Council Bylaw/Policy – *Municipal Development Plan (MDP) Bylaw 15-742*

RECOMMENDED ACTION:

MOTION: That Council give second reading to Bylaw 23-952, being a Land Use Bylaw Amendment, to rezone a 1.62-hectare (4.00-acre) area within SW 11-72-1-W6M from Agricultural One (A-1) district to Country Residential One (CR-1) district, as presented.

MOTION: That Council give third reading to Bylaw 23-952, being a Land Use Bylaw Amendment, to rezone a 1.62-hectare (4.00-acre) area within SW 11-72-1-W6M from Agricultural One (A-1) district to Country Residential One (CR-1) district, as presented.

BACKGROUND/PROPOSAL:

Administration has received an application to rezone approximately 1.62 hectares (4.00 acres) within SW 11-72-1-W6M from Agricultural One (A-1) district to Country Residential One (CR-1) district, to accommodate the subdivision of a vacant parcel. The subject land is located approximately 0.9 km west of the Hamlet of DeBolt, 0.3 km north of Highway 43, adjacent Township Road 721A.

The Hamlet of DeBolt Area Structure Plan is anticipated to designate lands to the east boundary of this property for future hamlet expansion. Those future land uses have not yet been determined. Council does have the option of postponing this bylaw by deferring second or third reading until such time as the DeBolt Area Structure Plan has also been given first reading to ensure they have all relevant information. Further, upon review by Council, these lands may also be added to the DeBolt Area Structure Plan, providing alternative development options for this property.

Property Details

Proposed Servicing:	Private, well and mound
Soil Type:	Loam & Clay
Topography:	Mostly Flat
Wetland Inventory:	Swamp within parcel
LSRS Spring Grains Rating:	3(7) – 6W(3): Moderate limitation, extremely severe limitation due to drainage, 2(8) – 6W(2): Slight limitation, extremely severe limitation due to drainage

Policy Review

Municipal Development Plan 15-742

Section 1.5.1 Fragmented Parcel

Means a portion of a parcel of land that is physically severed from the balance by a road, railway, water body, watercourse, ravine, or similar feature that limits the agricultural productivity or viability of the severed portion.

Section 3.4.4 Parcel Location

Where possible, subdivisions identified in 3.4.2 ("Subdivision of Better Agricultural Land") will be encouraged to locate on portions of a quarter section that are:

- (a) Physically severed or are of lower agricultural capability;*

Section 3.4.8 Parcel Size Requirements

- (b) The size of a subdivided lot approved under Policy 3.4.3 ("Vacant First Parcel Out") shall be in accordance with LUB requirements.*

Section 3.5.1 Subdivision of Agricultural Land

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

The quarter section is fragmented by Township Road 721A with the 14.3-hectare (35.39-acre) south portion being separated from the remainder by subdivision. Despite the subject land meeting the definition of Better Agricultural Land due to its LSRS rating, the fragmented parcel is of lower agricultural value due to its size and shape. Therefore, the rezoning is supported by Section 3.5.1 of the Municipal Development Plan (MDP).

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the applicant may apply to subdivide the vacant parcel as the proposal will comply with the regulations of the Country Residential One (CR-1) district. The subdivision application will be subject to approval by the Municipal Planning Commission.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to defer second or third reading of the bylaw until after it has considered the DeBolt Area Structure Plan. This is a valid policy decision, lessening the likelihood of incompatible development patterns. However, Administration notes that development may, and often does, proceed while future development plans are being developed. There is no clear indication that the development of this property will negatively impact future land uses in the DeBolt Area Structure Plan.

MOTION: That Council defer third reading of Bylaw 23-952, being a Land Use Bylaw Amendment, to rezone a 1.62-hectare (4.00-acre) area within SW 11-72-1-W6M from Agricultural One (A-1) district to Country Residential One (CR-1) district, to a future Council meeting, following presentation of the hamlet of DeBolt Area Structure Plan.

Alternative #2: Council has the alternative to defeat second or third reading of the bylaw. Administration does not recommend this option as the proposal is supported by Greenview's MDP.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

The applicant will be notified of the decision made by Council. If approved, a subdivision application will be brought to the Municipal Planning Commission for decision.

ATTACHMENT(S):

- Bylaw 23-952
- Land Use Bylaw Amendment Application – Redacted
- Applicant Sketch
- Aerial Map
- Overview Map
- AGRASID Map
- Topography Map
- Land Use Bylaw 18-800 Section 8.1 Agricultural One (A-1) District
- Land Use Bylaw 18-800 Section 8.4 Country Residential 1 (CR-1) District



BYLAW NO. 23-952
of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of
Alberta, to amend Bylaw No. 23-952, being the Land Use Bylaw for the
Municipal District of Greenview No. 16**

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

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

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

1. That Map No. 2 and Map No. 13 in the Land Use Bylaw, being Bylaw No. 18-800, be amended to reclassify the following area:

All that Portion of the
Southwest (SW) Quarter of Section Eleven (11)
Within Township Seventy-Two (72)
Range One (1) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

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

Read a first time this 12th day of September, 2023.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER



APPLICATION FOR LAND USE AMENDMENT

Municipal District of Greenview No. 16

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

FOR ADMINISTRATIVE USE

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

Complete if Different from Applicant

NAME OF APPLICANT(S) Bearisto & Associates Engineering Ltd.	NAME OF REGISTERED LANDOWNER(S) CNR Holdings Ltd
--	---

Legal description of the land affected by the proposed amendment

QTR./L.S. SW	SEC 11	TWP. 72	RG. 1	M. 6	OR	REGISTRATION PLAN NO.	BLOCK	LOT
-----------------	-----------	------------	----------	---------	----	-----------------------	-------	-----

Land Use Classification for Amendment Proposed:

FROM: Agricultural District AG-1	TO: CR-1
----------------------------------	----------

Reasons Supporting Proposed Amendment:

To accomodate the subdivision application

Physical Characteristics:

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

Water Services:

Existing Source: N/A	Proposed Water Source: Well
----------------------	-----------------------------

Sewage Services:

Existing Disposal: N/A	Proposed Disposal: Mound
------------------------	--------------------------

Approach(s) Information:

Existing: N/A	Proposed: New Approach
---------------	------------------------

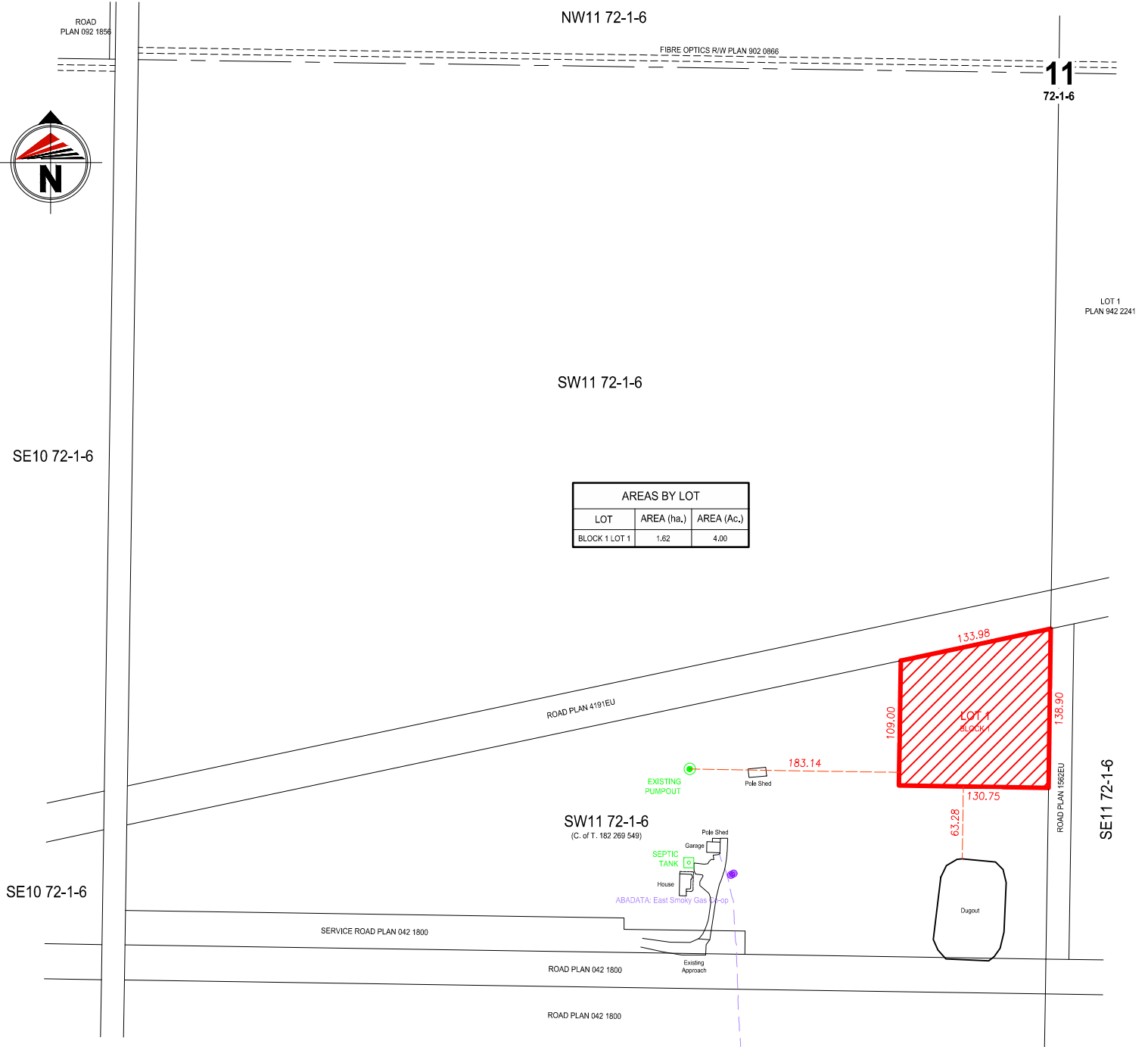
☒ I / We have enclosed the required Application Fee of \$ 1500.00.

Date: April 28, 2023

Date: May 02, 2023 Registered Landowner(s): CNR Holdings Ltd

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

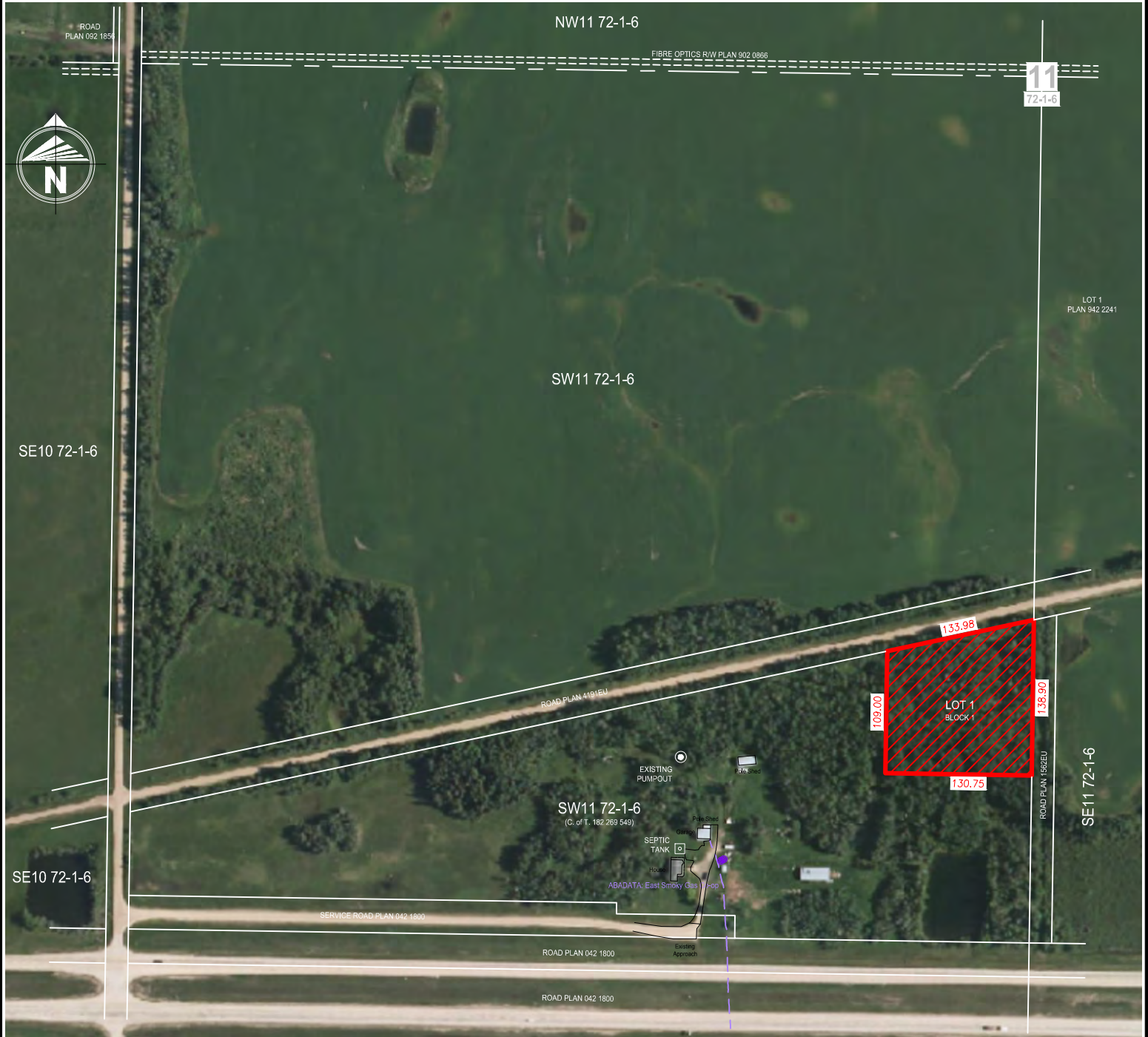
The personal information collected on this form is being collected under the authority of Sections 33 and 39(1)(a)(b) of the Alberta Freedom of Information and Protection of Privacy Act, and Section 301.1 of the Municipal Government Act. The information will be used to process your application(s). Your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



MUNICIPAL DISTRICT OF GREENVIEW NO. 16
REZONING PLAN
SHOWING PROPOSED REZONING OF
PART OF THE
S.W. 1/4 SEC. 11, TWP. 72, RGE. 1, W.6M.
(C. OF T. 182 269 549)
ALL WITHIN THE
S.W. 1/4 SEC. 11, TWP. 72, RGE. 1, W.6M.

LAND DEALT WITH BY THIS
PLAN IS SHOWN OUTLINED THUS: ———
AND CONTAINS: 1.62 HECTARES (4.00 ACRES)

SCALE: 1:5000



*A FIELD SURVEY WAS UNDERTAKEN TO PRODUCE THIS PLAN
*CONTAINS INFORMATION LICENSED UNDER THE
'OPEN GOVERNMENT LICENSE' - MUNICIPAL DISTRICT OF GREENVIEW NO. 16

BURIED PIPE CONTAINING
VARIOUS SUBSTANCE: ---
SOUR SUBSTANCE: ---
ABANDONED: ---
DISCONTINUED: ---

● Power Pole
■ Anchor
✦ Light
▲ Pedestal
— Water Course

PROJECT DETAILS		REVISIONS		
SURVEYOR:	BRUCE C. E. TATTIE, A.L.S.	1	BR - 06/06/23	ADDED FIELD LOCATES
PROJECT:	CNR HOLDINGS	2		
DRAFTED BY:	BLAKE ROSSOL	3		
CHECKED BY:	DARRIN TRYDAL	4		
DATE:	FEBRUARY 16, 2023	5		
SCALE:	1:5000	6		



Proposed Land Use Bylaw Amendment

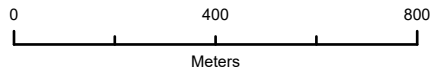
Long Legal: SW-11-72-1-6



Amendment Area

40cm Imagery, 2016

Scale: 1:15,000



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

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

Proposed Land Use Bylaw Amendment

Long Legal: SW-11-72-1-6

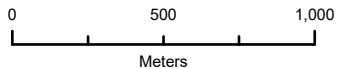


Amendment Area

Zoning Type

-  Agricultural One (A-1)
-  Agricultural Two (A-2)
-  Country Residential One (CR-1)
-  Institutional (INS)
-  Recreational (REC)

Scale: 1:25,000

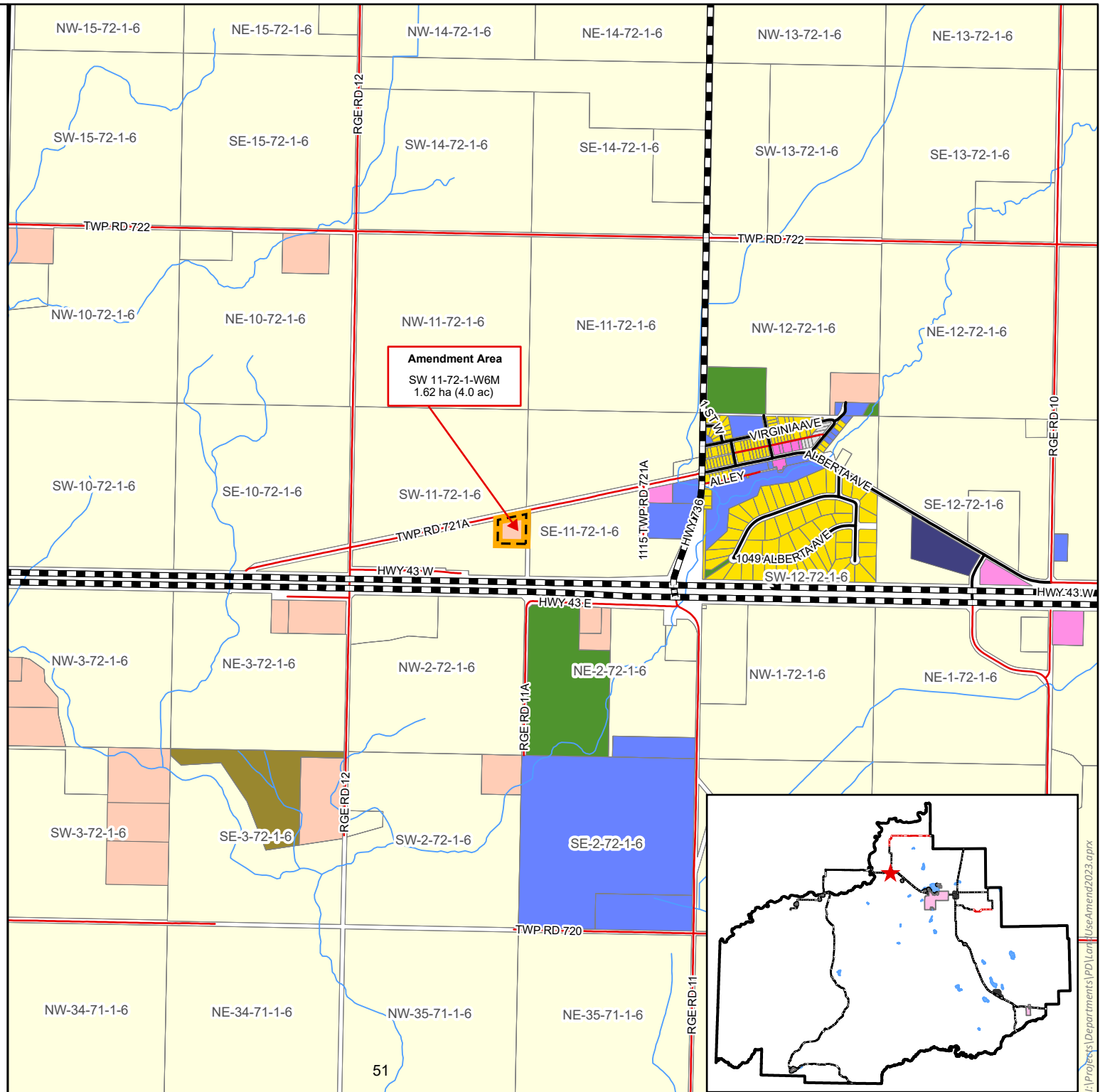


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Proposed Land Use Bylaw Amendment AGRASID




Long Legal: SW-11-72-1-6



Amendment Area

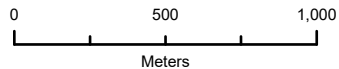
Legend

AGRASID

-  undulating - low relief
-  undulating - high relief
-  v-shaped valley

**** Spring Grain LSRS Values Displayed ****

Scale: 1:25,000

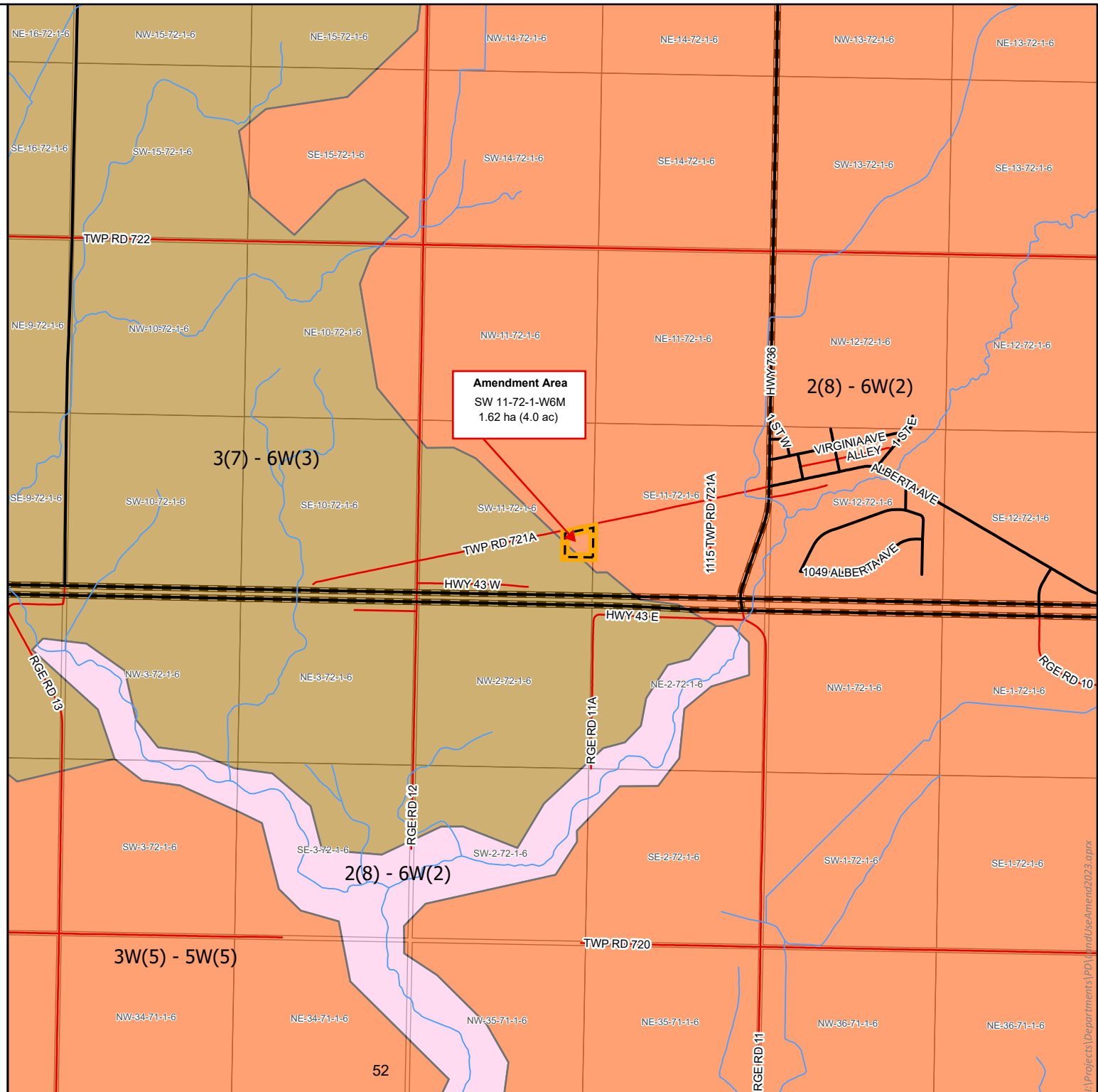


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Proposed Land Use Bylaw Amendment Topography

Long Legal: SW-11-72-1-6



Amendment Area

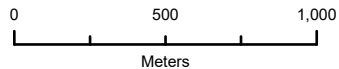
Legend

Contour Line(m)

Minor

40cm Imagery, 2016

Scale: 1:25,000

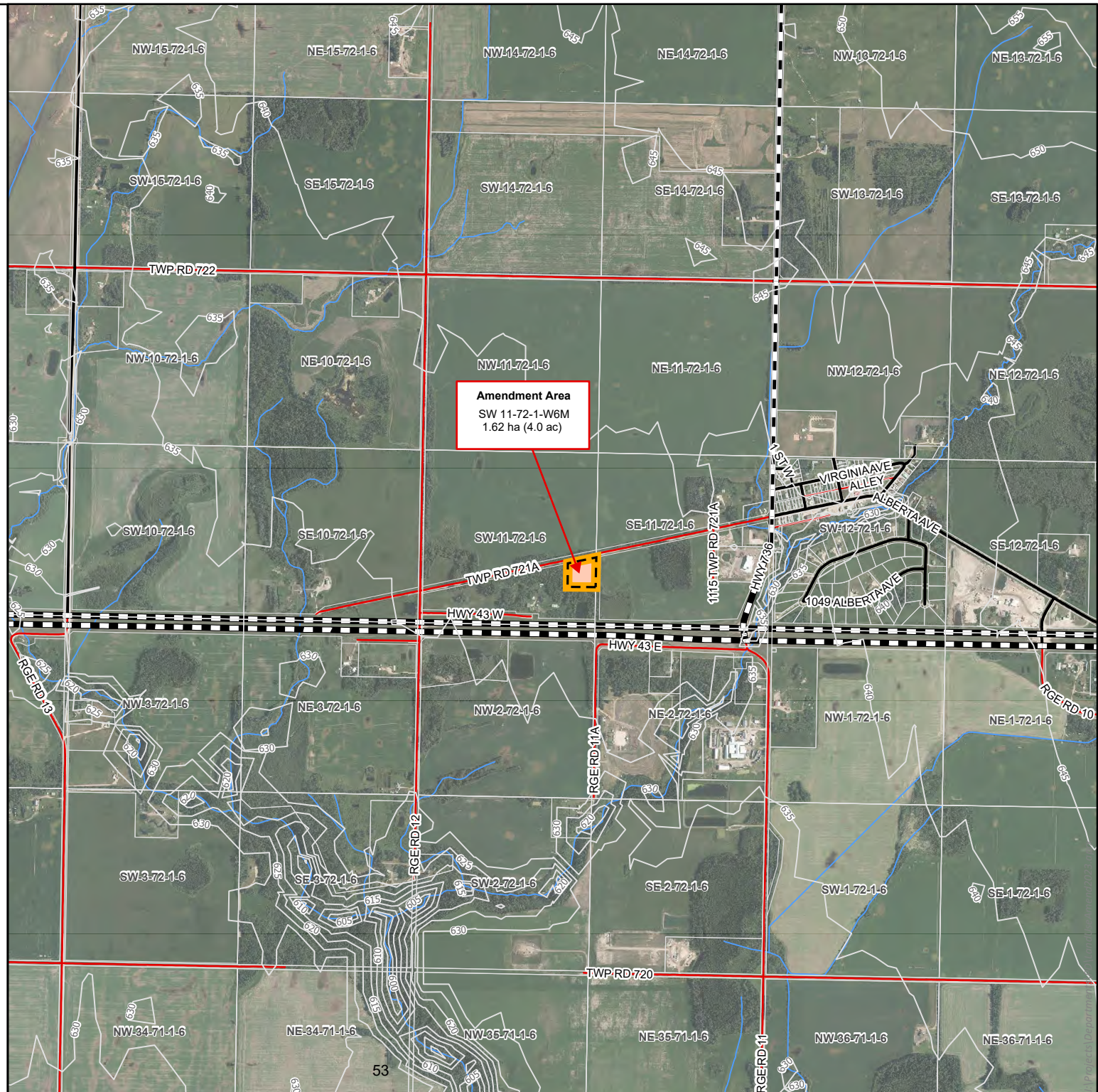


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8.0 LAND USE DISTRICTS

8.1 Agricultural One (A-1) District

8.1.1 Purpose

- a) The purpose of this District is to protect and preserve better agricultural lands. The uses allowed in this District are those which may be compatible with extensive agricultural operations, and which minimize the loss of agricultural lands to non-agricultural uses.

8.1.2 Uses

- a) Table 8-1 identifies the permitted and discretionary uses within the A-1 District.

Table 8-1: A-1 Permitted and Discretionary Uses

Permitted Uses	Discretionary Uses
1. Accessory Building	1.a Abattoir
2. Agricultural Processing	2.a Airstrip
3. Agriculture, Horticulture	3.a Compressor
4. Animal Breeding Establishment	4.a Coverall Building
5. Apiary	5.a Craft Brewery and Distillery
6. Bed and Breakfast	6.a Home Occupation, Major
7. Boarding and Lodging	7.a Natural Resource Extraction
8. Borrow Pit	8.a Oil and Gas Facility
9. Cabin	9.a Recreation, Outdoor Motorized Vehicle
10. Cannabis Production Facility	10.a Recreation, Outdoor Passive
11. Dugout	11.a Recreational Vehicle Storage
12. Dwelling Unit, Accessory	12.a Solar Collector, Major
13. Dwelling Unit, Manufactured	13.a Utilities, Major
14. Dwelling Unit, Modular	14.a Wind Energy Conversion System, Major
15. Dwelling Unit, Single Detached	15.a Work Camp, Project Oriented
16. Greenhouse	
17. Home Occupation, Minor	
18. Housing Collective, Communal	
19. Kennel, Commercial	
20. Kennel, Hobby	
21. Sign	
22. Solar Collector, Minor	
23. Storage, Outdoor	
24. Suite, Attached	
25. Suite, Detached	
26. Wind Energy Conversion System, Minor	

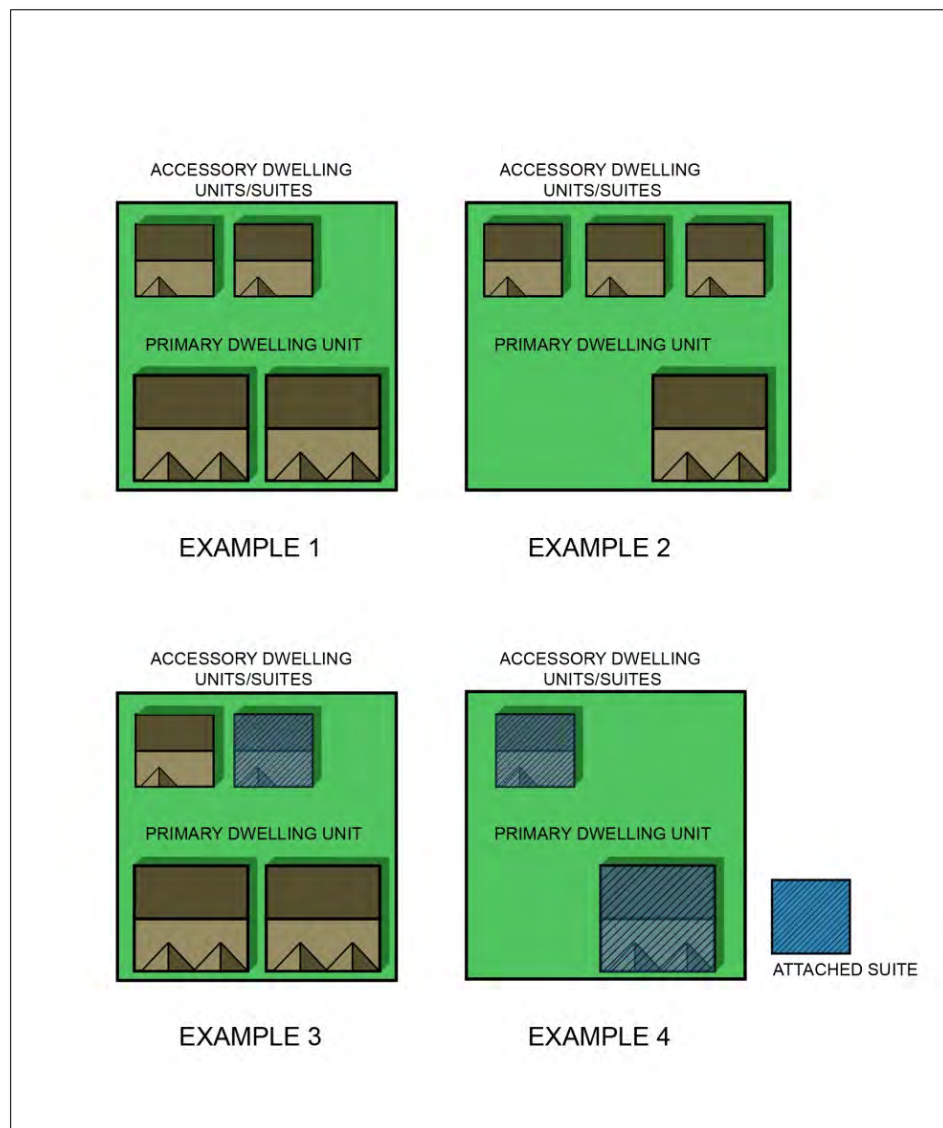
8.1.3 Regulations

- a) On a parcel located in an A-1 District, no building or structure shall be constructed, located or altered, and no subdivision approved which contravenes the regulations set out in Table 8-2.

Table 8-2: A-1 District Regulations

Matter to Be Regulated	Regulation
.1 Maximum density	A maximum of 4 dwelling units per parcel, which may include: <ul style="list-style-type: none"> a maximum of 2 primary dwelling units a maximum of 3 accessory dwelling units and/or suites
.2 Minimum parcel size	1.2 ha (3 ac)
.3 Minimum parcel width	100 m (328.1 ft.)
.4 Minimum setback of principal building from: <ul style="list-style-type: none"> Front parcel and exterior side parcel lines Interior side parcel line Rear parcel line 	Provincial highway: 40.0 m (131.2 ft.) Internal subdivision road: 7.5 m (24.6 ft.) Service road: 7.5 m (24.6 ft.) All other roads: 40.0 m (131.2 ft.) Undeveloped road allowance: 40.0 m (131.2 ft.) 15.0 m (49.2 ft.) 15.0 m (49.2 ft.)
.5 Minimum setback of accessory building from: <ul style="list-style-type: none"> Front parcel and exterior side parcel lines Interior side parcel line Rear parcel line 	Provincial highway: 40.0 m (131.2 ft.) Internal subdivision road: 7.5 m (24.6 ft.) Service road: 7.5 m (24.6 ft.) All other roads: 40.0 m (131.2 ft.) 15.0 m (49.2 ft.) 15.0 m (49.2 ft.)
.6 Maximum building and structure height <ul style="list-style-type: none"> Principal building and structures Accessory building 	10.0 m (32.8 ft.) 10.0 m (32.8 ft.)
.7 Maximum parcel coverage (all buildings)	30 %

Figure 8-1: Examples of A-1 Dwelling Unit Configurations



8.1.4 Other Regulations

- a) All applications for confined feeding operations must be submitted to the Natural Resources Conservation Board for review and approval in accordance with the Agricultural Operation Practices Act;
- b) Only one A-1 parcel may be taken out of an unsubdivided quarter section without rezoning. Work Camp, Project-Oriented – Only within 400.00 m (1,312.3 ft.) of highways;
- c) First Parcel Out: Minimum: 1.2 ha (3.0 ac)
 Maximum: 8.1 ha (20.0 ac)
- d) An application to create two titles based upon a fragmented parcel may be approved notwithstanding the size of parcels to be created on either side of the fragmentation line with the following conditions:
 - i. Minimum parcel sizes and other development considerations must be adhered to;
 - ii. Parcels fragmented by water bodies or ravines would still be subject to environmental reserve evaluation and dedication.
- e) Agricultural parcels that are fragmented will be prorated by the size of the parcel to determine the number and size of parcels that are to qualify for subdivision from each fragmented portion as follows:
 - i. The amount of land that may be subdivided from a fragmented parcel will be directly proportionate to its percentage of the quarter section.

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

8.4 Country Residential One (CR-1) District

8.4.1 Purpose

- a) The purpose of this District is to accommodate residential development on mid-sized parcels, which include minor agricultural pursuits and allow for the keeping of a limited number of livestock.

8.4.2 Uses

- a) Table 8-7 identifies the permitted and discretionary uses within the CR-1 District:

Table 8-7: CR-1 Permitted and Discretionary Uses

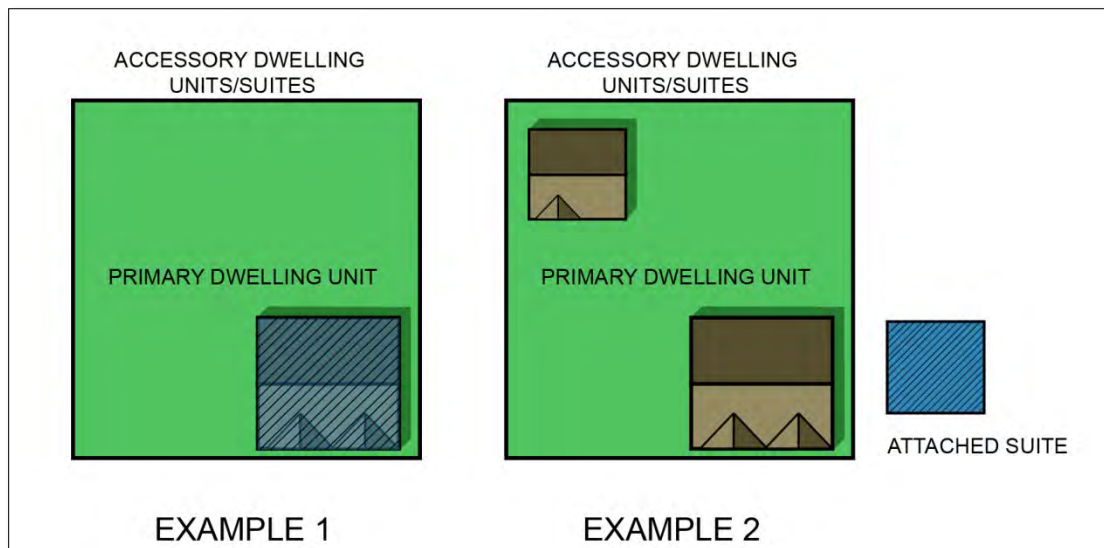
Permitted Uses	Discretionary Uses
1. Accessory Building	1.a Coverall Building
2. Agricultural Pursuit, Minor	2.a Dwelling Unit, Manufactured
3. Backyard Beekeeping	3.a Home Occupations, Major
4. Backyard Hen Enclosure	4.a Sign
5. Bed and Breakfast	
6. Boarding and Lodging	
7. Dugout	
8. Dwelling Unit, Modular	
9. Dwelling Unit, Single Detached	
10. Home Occupation, Minor	
11. Kennel, Hobby	
12. Shipping Container	
13. Solar Collector, Minor	
14. Suite, Attached	
15. Suite, Detached	
16. Wind Energy Conversion System, Minor	

8.4.3 Regulations

- a) On a parcel located in the CR-1 District, no building or structure shall be constructed, located or altered, and no subdivision approved which contravenes the regulations set out in Table 8-8.

Table 8-8: CR-1 District Regulations

Matter to Be Regulated	Regulation
.1 Maximum density	A maximum of 2 dwelling units per parcel, which may include: <ul style="list-style-type: none"> a maximum of 1 primary dwelling unit a maximum of 1 suite
.2 Minimum parcel size	1.2 ha (3.0 ac)
.3 Maximum parcel size	4.0 ha (9.9 ac)
.4 Minimum parcel width	30.0m (98.4 ft.)
.5 Minimum setback of principal building from: <ul style="list-style-type: none"> Front parcel and exterior side parcel lines Interior side parcel line Rear parcel line 	Provincial highway: 40.0 m (131.2 ft.) Internal subdivision road: 7.5 m (24.6 ft.) Service road: 7.5 m (24.6 ft.) All other roads: 40.0 m (131.2 ft.) Undeveloped road allowance: 40.0 m (131.2 ft.) 7.5 m (24.6 ft.) 15.0 m (49.2 ft.)
.6 Minimum setback of accessory building from: <ul style="list-style-type: none"> Front parcel and exterior side parcel lines Interior side parcel line Rear parcel line 	Provincial highway: 40.0 m (131.2 ft.) Internal subdivision road: 7.5 m (24.6 ft.) Service road: 7.5 m (24.6 ft.) All other roads: 40.0 m (131.2 ft.) 5.0 m (16.4 ft.) 5.0 m (16.4 ft.)
.7 Maximum building and structure height <ul style="list-style-type: none"> Principal building and structures Accessory building 	10.0 m (32.8 ft.) 10.0 m (32.8 ft.)
.8 Maximum parcel coverage (all buildings)	35 %

Figure 8-3: Example of CR-1 Dwelling Unit Configuration

8.4.4 Additional Regulations

- a) For this District, on-site servicing includes an approved wastewater disposal system and a piped or on-site water supply;
- b) Design guidelines for multi-parcel country residential development includes:
 - i. The provision of on-site parking; and,
 - ii. As a component of drainage management and as a water supply for fire protection, the provision of dugouts is encouraged where municipal water supplies are not available. The dugouts should be located along main access roads and should be bermed on all sides adjacent to roadways as a safety precaution.
- c) In this District, no person shall keep any livestock except in conformity with the following:
 - i. Livestock shall be limited to no more than one animal equivalency per ac or part thereof, to a maximum of three animal equivalents to be calculated in accordance with Table 8-9, which is used to determine the appropriate number of livestock.
 - ii. Adequate fencing and/or buffering shall be constructed to the satisfaction of the Development Authority to ensure the on-site confinement of animals and to reduce the impact of noise or visual presence on surrounding properties; and,
 - iii. Adequate measures to provide for the disposal of animal wastes shall be provided to the satisfaction of the Development Authority.

Table 8-9: CR-1 Livestock Animal Equivalents

Type of Livestock	# of Animals Equivalent
Dairy (plus calf under 6 months)	1
Beef (plus calf under 6 months)	1
Bison (plus calf under 6 months)	1
Horse (plus foal under 6 months)	1
Sheep/Goats (plus lambs / kids under 6 months)	2
Pigs (plus offspring under 2 months)	2
Fowl	50
Rabbits	30
Exotic livestock animals: Alpacas / Llamas / Ostrich / Emus	2
Others	At the discretion of the Development Authority

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



REQUEST FOR DECISION

SUBJECT: **Bylaw 23-955 Borrowing 2024**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: November 14, 2023

DEPARTMENT: FINANCE

STRATEGIC PLAN: Economy

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER: CG

DIR: EK PRESENTER: CG

LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A. 2000, Chapter M-26, Section 251 and 256

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 23-955 “Borrowing 2024”.

BACKGROUND/PROPOSAL:

Administration is requesting approval from Council to renew the Alberta Treasury Branch (“ATB”) borrowing bylaw for the 2024 financial year. ATB requires this bylaw be reviewed and approved annually. Greenview must have a borrowing bylaw in place to access an “Operating Line of Credit”. The bylaw gives permission to Administration to borrow up to FIVE MILLION DOLLARS (\$5,000,000.00).

The credit agreement with ATB shows the \$5,000,000.00 split into three different credit types:

Revolving Line of Credit available Limit \$4,481,760

Letter of Credit Authorized Limit \$18,240

Business MasterCard Authorized Limit \$500,000

While Greenview has access to the \$5 Million for Operating, the Operating Line of Credit has only been used to cover the monthly charges against Greenview’s ATB MasterCard.

As this borrowing is for less than a three-year term, there is no requirement for it to be advertised.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will have a continuing line of credit and MasterCard expenditures may continue uninterrupted.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative not to proceed with a borrowing bylaw, however; Administration does not recommend this as that will interrupt the organization's ability to use corporate MasterCards and Greenview will not have access to a line of credit for 2024.

FINANCIAL IMPLICATION:

The only financial implication is the ongoing use of the MasterCards, any other use of the bylaw would need to come to Council for approval.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will post the bylaw accordingly.

ATTACHMENT(S):

- Bylaw 23-955 Borrowing 2024 (draft)
- Bylaw 22-928 Borrowing 2023 (current)
- MGA Sections 251 & 256

Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26

Borrowing bylaw

251(1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

(2) A borrowing bylaw must set out

(a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;

(b) the maximum rate of interest, expressed as a percentage, the term and the terms of repayment of the borrowing;

(c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

(3) A borrowing bylaw must be advertised.

Operating expenditures

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.



BYLAW NO. 23-955 **of the Municipal District of Greenview No. 16**

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose specified in Section 251 of the Municipal Government Act for borrowing funds for the financial year commencing January 2024.

Whereas, the Council of the Municipal District of Greenview No. 16 (herein after referred to as the Corporation) in the province of Alberta considers it necessary to borrow certain sums of money for the purpose of financing current expenditures of the Corporation for its financial year commencing January 2024; and

Whereas, Section 251 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, allows a municipality to make a borrowing if the borrowing is authorized by a borrowing bylaw.

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

1. TITLE

- 1.1. This bylaw may be cited as the “2024 Borrowing Bylaw”

2. GENERAL

- 2.1. The Corporation is hereby authorized to borrow from ATB Financial (hereinafter referred to as "ATB") up to the principal sum of FIVE MILLION DOLLARS (\$5,000,000.00), repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10%, and such interest will be calculated daily and due and payable monthly on the last day of every month.
- 2.2. The borrowing is a line of credit repayable on demand and the Corporation is required to pay accrued interest monthly.
- 2.3. The Chief Elected Official and the Chief Administrative Officer are authorized for, and on behalf of, the Corporation:
- A) To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to the ATB;
 - B) As security for any money borrowed from ATB
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation, or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish ATB the security or securities required by it.

- 2.4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:
- A) Taxes;
 - B) Reserves; and
 - C) Grants
- 2.5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
- 2.6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in Section 3 hereof and delivered to ATB, will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.

4. **REPEAL**

- 4.1. Bylaw 22-928 "Borrowing 2023" is hereby repealed.

5. **COMING INTO FORCE**

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

Read a first time this 24th day of October, 2023.

Read a second time this 24th day of October, 2023.

Read a third time and passed this ____th day of ____, 2023.

REEVE

CHIEF ADMINISTRATIVE OFFICER

Certificate

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the ____ day of _____, 2023 at which quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

This Municipal Borrowing Bylaw, inclusive of its Certificate: (a) may be executed electronically; and (b) may be delivered by email, facsimile or other functionally-equivalent means.

WITNESS our hands and the seal of the Corporation this ____ day of _____, 2023.

Chief Elected Official

Signature

Chief Administrative Officer

Signature



BYLAW NO. 22-928 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose specified in Section 251 of the Municipal Government Act for borrowing funds for the financial year commencing January 2023.

Whereas, the Council of the Municipal District of Greenview No. 16 (herein after referred to as the Corporation) in the province of Alberta considers it necessary to borrow certain sums of money for the purpose of financing current expenditures of the Corporation for its financial year commencing January 2023; and

Whereas, Section 251 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, allows a municipality to make a borrowing if the borrowing is authorized by a borrowing bylaw.

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


1. The Corporation is hereby authorized to borrow from ATB Financial (hereinafter referred to as "ATB") up to the principal sum of FIVE MILLION DOLLARS (\$5,000,000.00), repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10%, and such interest will be calculated daily and due and payable monthly on the last day of every month.
2. The borrowing is a line of credit repayable on demand and the Corporation is required to pay accrued interest monthly.
3. The Chief Elected Official and the Chief Administrative Officer are authorized for, and on behalf of, the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to the ATB;
 - b. As security for any money borrowed from ATB
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation, or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish ATB the security or securities required by it.

4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:
 - a. Taxes
 - b. Reserves
 - c. Grants
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in Section 3 hereof and delivered to ATB, will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. Bylaw 21-897 "Borrowing 2022" is hereby repealed.
8. This Bylaw shall come into force and effect upon the day of final passing.

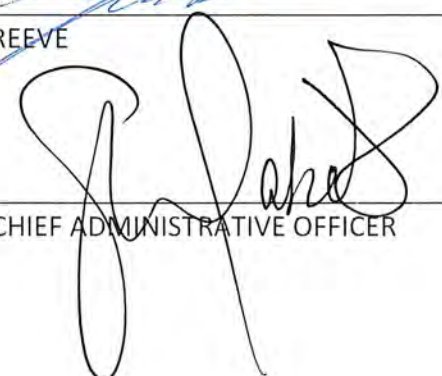
Read a first time this 25th day of October, 2022.

Read a second time this 25th day of October, 2022.

Read a third time and passed this 22nd day of November, 2022.



REEVE



CHIEF ADMINISTRATIVE OFFICER

Certificate

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the 22nd day of November, 2022 at which quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

This Municipal Borrowing Bylaw, inclusive of its Certificate: (a) may be executed electronically; and (b) may be delivered by email, facsimile or other functionally-equivalent means.

WITNESS our hands and the seal of the Corporation this 13 day of December, 2022.

Tyler Olsen

Chief Elected Official

STACY WABICK

Chief Administrative Officer

[Signature]
Signature

[Signature]
Signature



REQUEST FOR DECISION

SUBJECT:	Business Licensing Bylaw 23-951		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER: SD
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: AB
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial - Municipal Government Act (MGA), RSA 2000
Council Bylaw/Policy - Bylaw 00-324 The Licensing Bylaw
Bylaw 20-855 The Advertising Bylaw
Policy 7002 Advertising

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 23-951, “Business Licensing Bylaw,” as presented.

BACKGROUND/PROPOSAL:

At the September 26, 2023, Regular Council Meeting, Council gave second reading to the Business Licensing Bylaw with the following changes required:

- Remove all Special Event provisions, including the definition.
- Add Hamlet boundary maps.

The requested changes have been completed and have been presented to you in your agenda package.

During the Regular Council Meeting on August 22, 2023, the Business Licensing Bylaw was granted first reading with some changes including defining the term Youth, removing “within the Hamlet of Grande Cache” from section 6.6 Mobile Vendors, and addition of the clause in section 7.2 Special Events D) for accommodating the replacement of vendors due to breakdowns and extenuating circumstances (in this bylaw or within a special events bylaw).

By Council passing this Business License Bylaw, Administration can ensure business owners remain compliant with any changes to the bylaw and the ability to collect sufficient information from small business owners to determine their eligibility for the Small Business Tax reduction, should Council approve one. If a Small Business Tax reduction is approved by Council, Administration will ensure we have gathered the necessary information from small business owners based on established parameters.

This proposed Business Licensing Bylaw will require businesses in Hamlets to obtain a business license and will allow Greenview to collect information which can be used to provide support for grants, implement potential tax incentives for small businesses, and improve regional business mapping.

The Business Licensing Bylaw includes provisions for Hawker and Peddler licenses, for businesses wishing to operate on Greenview property and to ensure Greenview has obtained the proper insurance information from applicants and business owners.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended action is that Administration will be able to provide information on small business tax incentives, beautification grants, patio licensing, hawker and peddler licensing, and online advertising and support to Hamlet businesses.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages of the recommended action.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to refuse Bylaw 23-951. However, this is not recommended as business licensing in Greenview is advantageous, like most Alberta municipalities.

Alternative #2: N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

N/A

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 create a new business license application form, meet with other Greenview departments to generate the new application form information, collect information to provide for business owners upon their application for a business license, update the Online Business Directory, bring forward a Small Business Tax Bylaw to Council for review and deliberation, and create a monthly email group to contact businesses with pertinent information once business owners sign up.

ATTACHMENT(S):

- Business Licensing Bylaw
- Bylaw 00-324 Business Licensing Bylaw



BYLAW NO. 23-951 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, relating to the Licensing and Regulation of Businesses, in the Municipal District of Greenview No. 16.

WHEREAS, pursuant to Section 8 of the *Municipal Government Act*, R.S.A 2000, c.M26, and all amendments thereto, the Council of the Municipal District of Greenview No. 16. may enact bylaws to control and regulate all businesses, business activities, and persons engaged in a business carried on within the Municipal District of Greenview No. 16. including the manner of operation, the nature of the operation and the location thereof, and may license any or all such businesses or industries whether or not the business has a business premise within the municipality;

WHEREAS, the Municipal District of Greenview No. 16. may enact bylaws respecting the safety, health and welfare of people and the protection of people and property;

WHEREAS, the Municipal District of Greenview No. 16. may enact bylaws respecting the enforcement of bylaws made under the *Municipal Government Act*;

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

1. **TITLE**

1.1. This bylaw shall be cited as the “Business Licensing Bylaw.”

2. **DEFINITIONS**

2.1. **Act** means the *Municipal Government Act*, R.S.A 2000, c.M26, and all amendments thereto.

2.2. **Applicant** means a Person who applies for a license under the provisions of this Bylaw.

2.3. **Business** means:

- A) a commercial, merchandising, or industrial activity or undertaking;
- B) a profession, trade, occupation, calling, or employment; or
- C) an activity providing goods and services, organized or formed, including a cooperative or association of Persons.

2.4. **Business License** means a license to be issued, pursuant to this Bylaw, for the purpose of licensing any business operating within Greenview, entitling the licensee to carry on the specified activity.

2.5. **Business Location** means the premises used or occupied, as indicated on the approved development permit, by any Person in the conduct of business.

- 2.6. **Bylaw Enforcement Officer** means a Community Peace Officer for the Municipal District of Greenview No. 16.
- 2.7. **CAO** means the Chief Administrative Officer for the Municipal District of Greenview No. 16, appointed by Council or delegate.
- 2.8. **Charitable or Non-Profit Organization** means any Person, association, or corporation engaged entirely in charitable activities or engaged in the promotion of general social welfare within Greenview, as defined by Revenue Canada under the *Income Tax Act* and/or has a valid Revenue Canada Registered Charity Number.
- 2.9. **Council** means the Municipal Council for the Municipal District of Greenview No. 16, in the Province of Alberta, as elected and defined by the Act.
- 2.10. **Development Permit** means a document authorizing a development issued pursuant to Greenview's Land Use Bylaw.
- 2.11. **Greenview** means the Municipal District of Greenview No. 16.
- 2.12. **Hamlet** means an unincorporated community within the boundaries of Greenview, designated as a hamlet pursuant to section 59 of the Act and in accordance with Greenview Policy. See Schedule B.
- 2.13. **Hawker or Peddler** means any Person who, whether as principal or agent:
- A) Goes from house to house selling or offering for sale any merchandise or service, or both, to any Person and who is not a wholesale or retail dealer in that merchandise or service;
 - B) Offers or exposes for sale to any person by means of samples, patterns, cuts, or blueprints, merchandise or a service, or both, to be afterwards delivered in and shipped into the municipality to the customer;
 - C) Sells merchandise or service, or both, on the streets or roads or elsewhere other than at a building that is a permanent place of business for that business; or
 - D) Does not have a permanent place of business in the municipality.
- 2.14. **Home Occupation** means a business carried on as a secondary use of a dwelling unit and/or its accessory buildings by at least one of the permanent residents of such dwelling.
- 2.15. **Land Use Bylaw** means Greenview's Land Use Bylaw(s).
- 2.16. **Licensee** means a Person to whom a license has been issued, pursuant to the provisions of this Bylaw.
- 2.17. **Mobile Vendor** means any Person selling goods, food, services, or amusements from a mobile motor vehicle trailer or similar structure that is designed for offering the sale of goods, food, or services.

- 2.18. **Non-Resident Business** means any business that does not ordinarily locate or maintain a permanent place of business within Greenview.
- 2.19. **Order** means a document alleging an offence of a Municipal bylaw allowing for payment of the specified amount for the issuance of a Business License.
- 2.20. **Person** means and includes any Person, firm, partnership, corporate body, or association.
- 2.21. **Resident Business** means any business which ordinarily locates or maintains a permanent place of business within Greenview.
- 2.22. **Temporary Business** means any commercial or industrial business activity; a profession, trade, occupation; or an activity providing goods or services for a period not exceeding four (4) consecutive months.
- 2.23. **Valid Complaint** means a complaint received by Greenview in writing and must include the name, address, and phone number of the complainant, and the legal location of the complaint site.
- 2.24. **Violation Ticket** means as defined in the Provincial Offences Procedure Act, R.S.A. 2000, Chapter P-34, as amended.
- 2.25. **Youth** means any Person under the age of 18 years, in the Province of Alberta.

3. LICENSE ELIGIBILITY

- 3.1. This Bylaw shall apply to any business or occupation within a Hamlet, as indicated in Schedule B, with the intent of making a profit.
- 3.2. No business shall operate within a Hamlet unless in compliance with all applicable Federal, Provincial or Municipal statutes, regulations, or Bylaws.
- 3.3. A separate Business License is required for each Business Location.
- 3.4. Any Person who operates more than one business, whether on the same premises or separate premises, is required to have a separate Business License for each business.
- 3.5. Any business requiring any other permit(s) related to ensuring the eligibility of the proposed Business Location, which shall include but not be limited to a Development Permit under the Land Use Bylaw, must obtain these permit(s) prior to the issuance of a Business License.

4. EXEMPTIONS

4.1. The following Persons are not required to obtain a Business License; however, it is encouraged for the purpose of documentation within Greenview:

- A) Any business whose primary location is outside of a Hamlet boundary, see Schedule B;
- B) Agricultural operations not requiring a Development Permit under the Land Use Bylaw;
- C) Farmers or businesses carrying on activities at a Farmer's Market registered with the Farmer's Market Association;
- D) Non-resident businesses whose only business activity is:
 - i. The supply or delivery of wholesale or bulk goods to a resident business; or
 - ii. Delivery of materials or goods provided that the transaction and/or negotiation to purchase those items takes place outside Greenview.
- E) Any Person or professional whose practice is governed by a federal or provincial body, including but not limited to:
 - i. Medical Doctors;
 - ii. Dentists;
 - iii. Registered Accountants;
 - iv. Barristers and Solicitors;
 - v. Land Surveyors or Engineers;
 - vi. Insurance Agents or Adjustors;
 - vii. Continuing Care Provider or Operator.
- F) A day home service provider that is registered with a provincially approved Day Home Agency;
- G) A business exhibiting at a trade show or exhibition held in Greenview for a consecutive period not exceeding seven (7) days;
- H) Any Person or Youth providing occasional light duty, such as newspaper deliveries, babysitting, light yard work, etc.;
- I) Any other businesses that are excluded from the requirements of the Bylaw by an Act or Provincial Statute;
- J) Regional Commissions, Intermunicipal Services Agencies, or businesses carried on by the Municipal, Provincial, or Federal Government; and
- K) Any other business exempted through or by order of Council.

5. PROCEDURE FOR ISSUANCE OF LICENSE

5.1. Application

- A) An application must be submitted for:
 - i. A new Business License;
 - ii. Amendment to an existing business license, including a change in the business name, business location, or a change to the nature of the business; and
 - iii. A transfer of a Business License to another Person.
- B) Persons may make an application to Greenview on the appropriate license application form and provide any additional documentation as required by Greenview.
- C) The registered property owner's signature is required on the application if the applicant is not the property owner.
- D) The applicable fee shall accompany all Business License applications in accordance with the Schedule of Fees Bylaw.

5.2. Issuance

A) Greenvue shall:

- i. Receive, consider, and decide upon all applications;
- ii. create and maintain a Business License database; and
- iii. Inform the applicant of the necessary Development Permit requirements.

B) Greenvue reserves the right to refuse any application for a Business License at its sole discretion.

6. **HAWKERS, PEDDLERS, & MOBILE VENDORS**

6.1. No Person shall commence, carry on, or engage in the business of a Hawker, Peddler, or Mobile Vendor on public or private property within a Hamlet unless and until such Person is the holder of a Hawker, Peddler, or Mobile Vendor License.

6.2. Hawkers, Peddlers, and Mobile Vendors shall apply in the same manner as stated in Section 5.1.

6.3. Resident Businesses operating as Hawker, Peddlers, or Mobile Vendors that hold a valid Greenvue Business License will be exempt from fees but must meet the other requirements of this section.

6.4. Operations of Hawkers, Peddlers and Mobile Vendors shall be restricted to privately or publicly owned properties designated as Commercial, Industrial, or Recreational under the Land Use Bylaw.

6.5. No Person shall commence, or carry on or engage in, the business of a Hawker, Peddler, or Mobile Vendor on a property unless or until they provide written consent by the owner of that property for the business to be conducted on that property.

6.6. Mobile Vendors shall not operate on any public roadway or road rights-of-way except where permitted.

6.7. Hawkers, Peddlers, and Mobile Vendors shall conduct and locate their business in a manner and location which causes minimal disturbance to the normal operations of the property and surrounding roadways.

6.8. Hawkers, Peddlers or Mobile Vendors shall not call upon residents before 9:00 a.m. and after 8:00 p.m.

6.9. No Hawker, Peddler or Mobile Vendor shall sell goods, foods, amusements, or services within thirty (30) meters of a commercial retail storefront which sells similar goods, foods, amusements, or services.

6.10. No License shall be issued to a Hawker, Peddler or Mobile Vendor of foodstuffs, fruits, and/or vegetables unless or until they obtain the appropriate permits, licenses, or certificates, as required by Alberta Health Services.

- 6.11. Mobile Vending Units operating on Greenview-owned property must indemnify and save harmless the Municipal District of Greenview No. 16, its employees, and agents, from and against all claims, expenses, actions, losses, costs, and suits caused by or arising out of, directly or indirectly, the performance of the License, or by reason of any matter or thing done by or not done by the Mobile Vendor, its employees or agents. Mobile Vendors are required to show proof of liability insurance in the amount of two million dollars (\$2,000,000), upon final approval of their application.
- 6.12. Mobile Vendors shall assume all responsibility for themselves, their employees, or anyone otherwise authorized to sell goods or products at the vending location and ensure compliance with the terms and conditions of their License approval.

7. SPECIAL PROVISIONS

7.1. Temporary Businesses:

- A) May apply in the same manner as stated in Section 5.1;
- B) A Temporary Business License shall permit the business to operate for a term of four (4) consecutive months or less;
- C) If a Temporary Business continues operation beyond the permitted term, they shall apply for a permanent Business License.

7.2. Greenview reserves the right to refuse any application for Temporary Business License at its sole discretion.

8. FEES

8.1. Any business located or operating within a Hamlet, unless exempted under the provisions of this Bylaw, is subject to fees in accordance with the Schedule of Fees Bylaw.

8.2. The appropriate fee shall accompany each application for a Business License as per the Schedule of Fees Bylaw.

8.3. Fees will be non-refundable.

9. VALIDITY OF BUSINESS LICENSE

9.1. Any change in the business ownership, scope of operations or location without written notification to Greenview will render the Business License invalid.

9.2. A Business License issued under the provisions of this Bylaw, unless renewed, shall terminate at midnight on the 31st day of December of the year in which the Business License was issued unless otherwise stated on the Business License.

9.3. A Business License shall be granted once the Business License fee has been paid and all relevant permitting requirements have been satisfactorily completed.

9.4. A Business License is only valid once it has been signed by Greenview.

9.5. Greenview may revoke or refuse a Business License if:

- A) The applicable permits in accordance with the Land Use Bylaw have not been obtained for the business or business premises;
- B) The Licensee has failed to pay the annual or other applicable fees before the stated due date(s);
- C) When a Business License is revoked or suspended, the business owner shall be notified in writing; and
- D) Any business that continues to operate following the revocation of a Business License will be subject to fines in accordance with Schedule “A” of this Bylaw.

10. COMPLIANCE & PENALTIES

10.1. Any business that contravenes any provision of this Bylaw by operating a business in a Hamlet without a Business License fails to comply with any terms or conditions of a Business License issued pursuant to this Bylaw or otherwise contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction:

- A) For the first offence, a fine not less than the amount stated in Schedule “A” plus the applicable Business License fee;
- B) For the second or subsequent offence within a 12-month period, the amount stated in “Schedule A” plus the applicable Business License Fee.

10.2. A Bylaw Enforcement Officer is hereby authorized to issue an Order to any Person the Bylaw Enforcement Officer believes, on reasonable and probable grounds, is in contravention of any provisions of this Bylaw in accordance with subsection 564 of the Act.

10.3. If the penalty specified on the Order is not paid within the prescribed time period, then a Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.

11. APPEALS

11.1. The applicant may appeal to Council in every case where:

- A) An application for a license has been refused; or
- B) A license has been revoked.

11.2. An appeal may be made in writing and addressed to Council within twenty-one (21) days following refusal or revocation. Council will then decide on the specific case and appeal within twenty-eight (28) days.

12. SEVERABILITY

12.1. Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a competent jurisdiction court, all other Bylaw provisions will remain valid and enforceable.

13. REPEAL AND REPLACE

13.1. This Bylaw repeals and replaces Bylaw 00-324 and the former “New Town of Grande Cache Licensing of Hawkers and Pedlars By-law No. 41.”

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

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

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

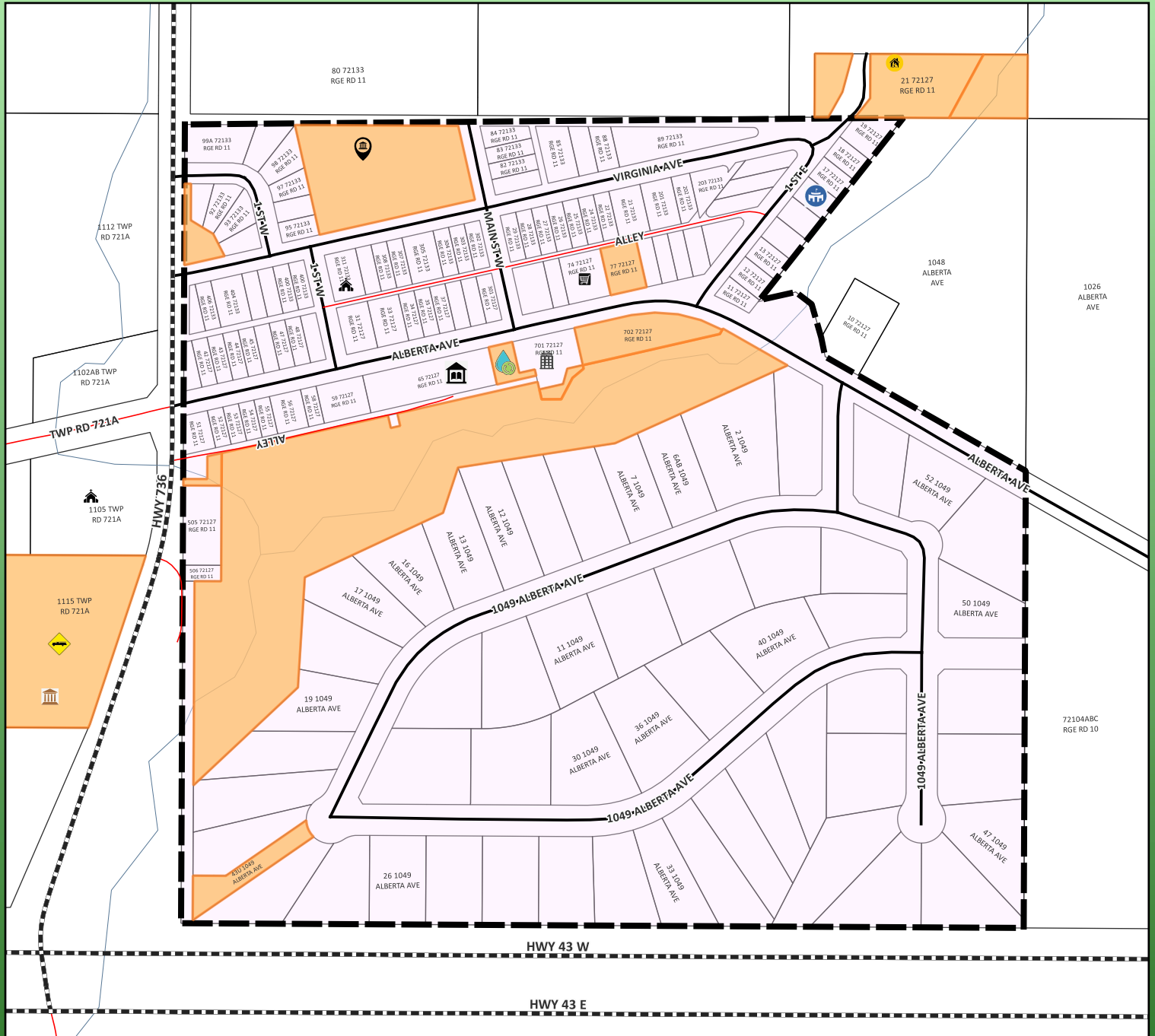
SCHEDULE "A"

BYLAW SECTION	OFFENCE	FINE
Section 3 License Eligibility Section 9 Validity of a Business License Section 10 Compliance & Penalties	First Offence	\$200
Section 3 License Eligibility Section 9 Validity of a Business License Section 10 Compliance & Penalties	Second and Subsequent Offences	\$500

**SCHEDULE “B”
HAMLET MAPS**



DEBOLT MUNICIPAL DISTRICT OF GREENVIEW NO. 16



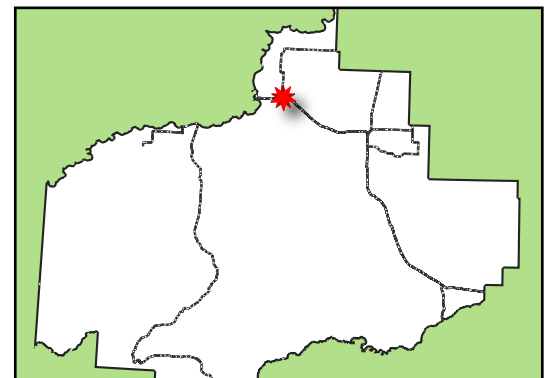
MAP POINTS

- Church
- Community Hall
- Fire Hall
- Hotel/Motel
- Museum
- Water Treatment Plant
- Library

LEGEND

- Retail Business
- TRANSPORTATIONS
- Highway
- Gravel Road
- Paved Road
- Walking Trail
- LAND CLASSIFICATIONS
- Provincial Park

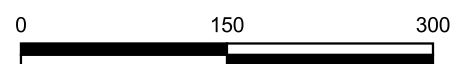
- Titled Land
- Hamlet Boundaries
- MD Boundary
- Municipal Property
- HYDRO FEATURES
- Lake/River
- Stream/Creek



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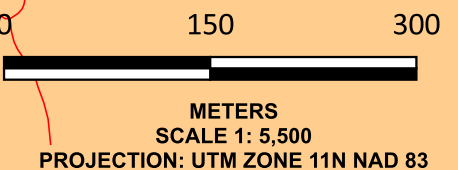
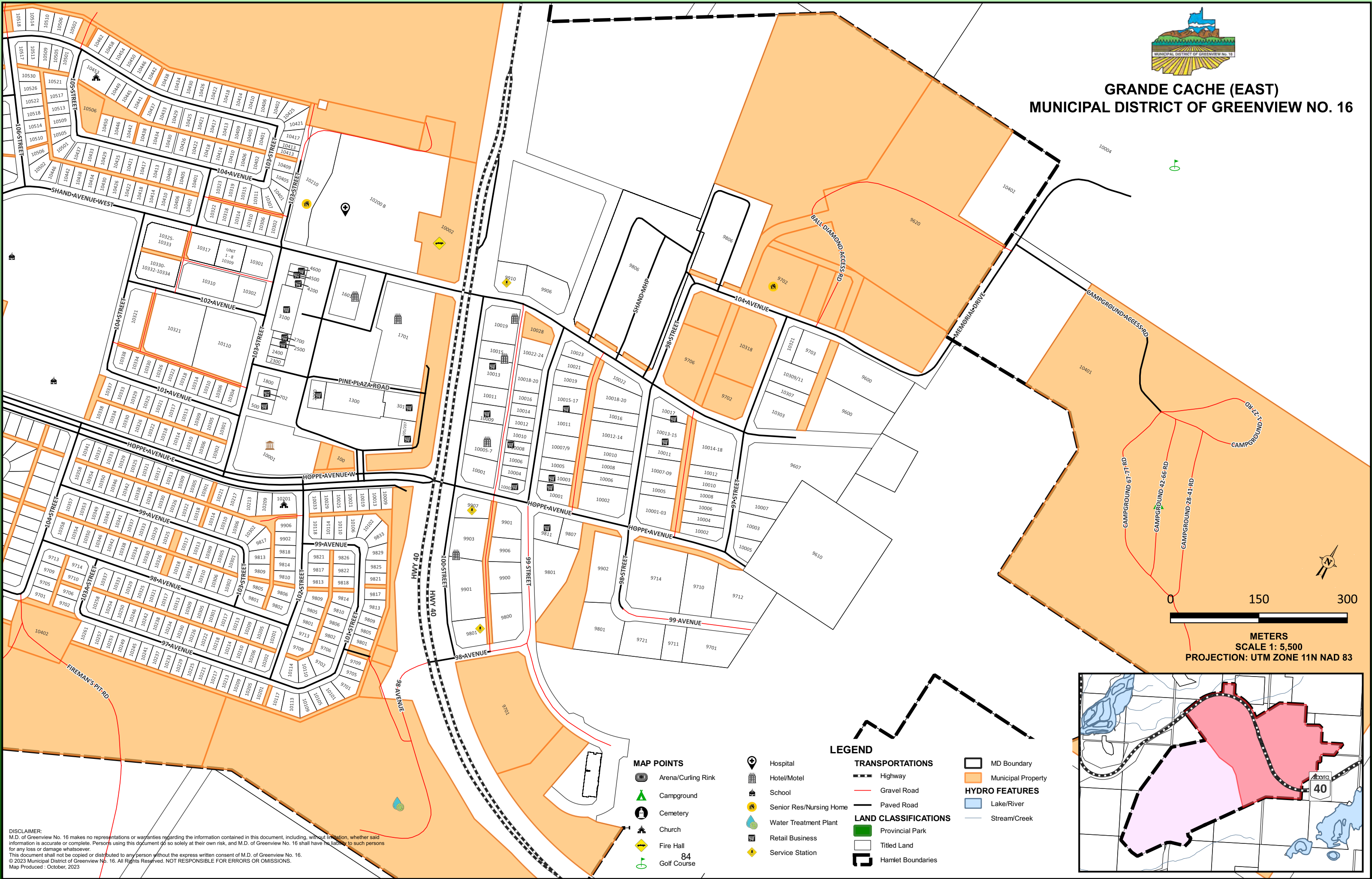
Map Produced : October, 2023



METERS
SCALE 1: 5,000
PROJECTION: UTM ZONE 11N NAD 83



GRANDE CACHE (EAST) MUNICIPAL DISTRICT OF GREENVIEW NO. 16



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Map Produced : October, 2023

- MAP POINTS**

 - Hospital
 - Hotel/Motel
 - School
 - Senior Res/Nursing Home
 - Water Treatment Plant
 - Retail Business
 - Service Station
 - Cemetery
 - Church
 - Fire Hall
 - Golf Course
- LEGEND**

TRANSPORTATIONS

 - Highway
 - Gravel Road
 - Paved Road

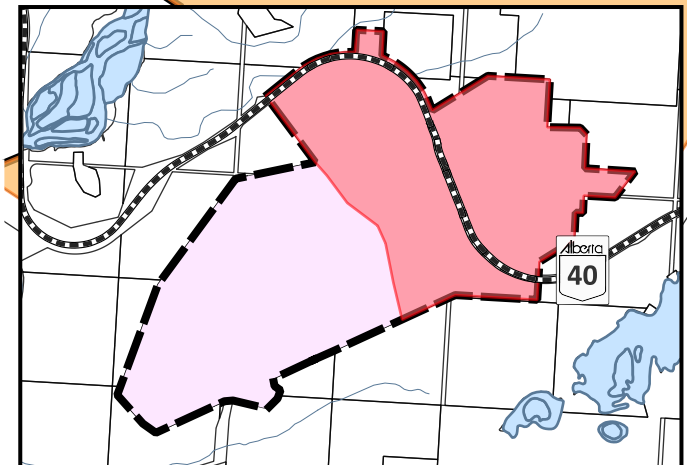
LAND CLASSIFICATIONS

 - Provincial Park
 - Titled Land
 - Hamlet Boundaries
- MD Boundary

Municipal Property

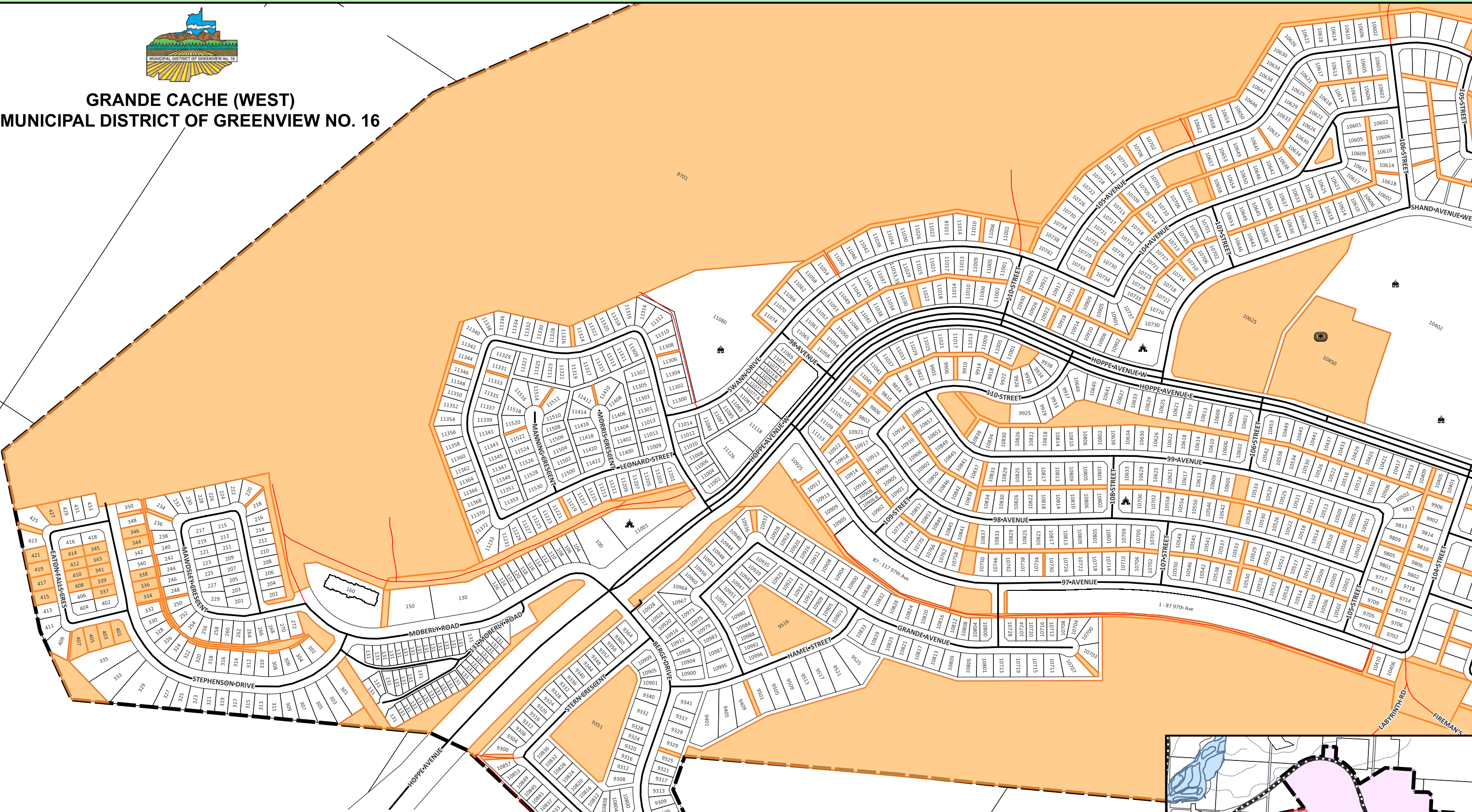
HYDRO FEATURES

 - Lake/River
 - Stream/Creek





GRANDE CACHE (WEST)
MUNICIPAL DISTRICT OF GREENVIEW NO. 16



MAP POINTS

- Arena/Curling Rink
- Campground
- Cemetery
- Church
- Fire Hall
- Golf Course
- Hospital
- Hotel/Motel
- School
- Senior Res/Nursing Home
- Water Treatment Plant
- Retail Business
- Service Station

LEGEND

TRANSPORTATIONS

- Highway
- Gravel Road
- Paved Road

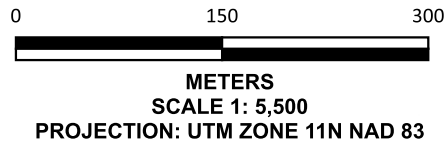
LAND CLASSIFICATIONS

- Provincial Park
- Titled Land
- Hamlet Boundaries

- MD Boundary
- Municipal Property

HYDRO FEATURES

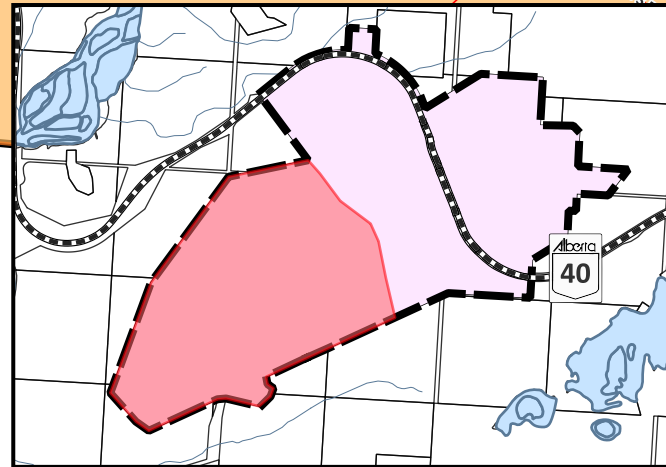
- Lake/River
- Stream/Creek



DISCLAIMER:

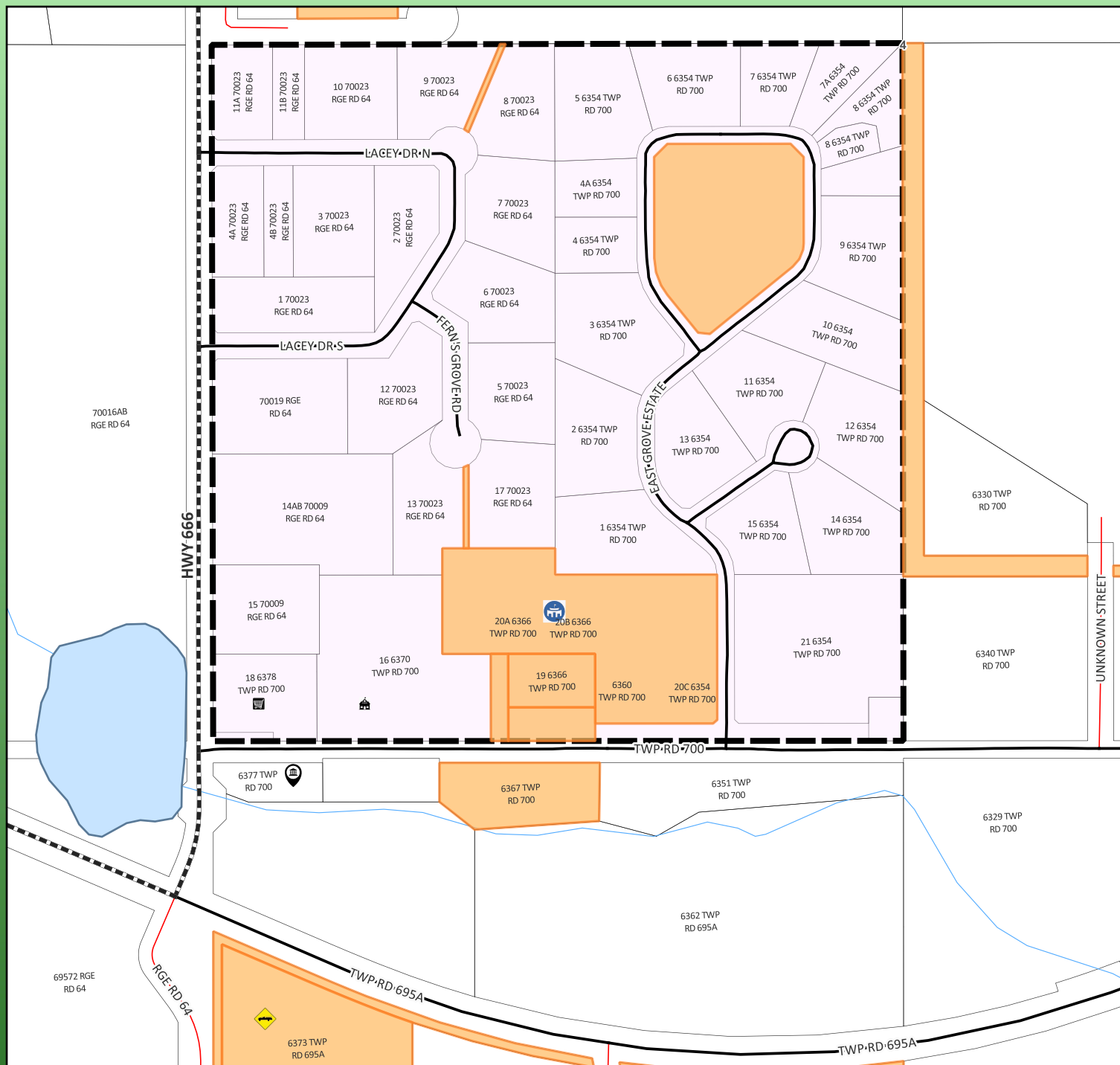
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Map Produced : October, 2023





GROVEDALE MUNICIPAL DISTRICT OF GREENVIEW NO. 16



LEGEND

MAP POINTS

- Community Hall
- Fire Hall / PSB
- Museum
- School
- Retail Business

TRANSPORTATIONS

- Highway
- Gravel Road
- Paved Road

LAND CLASSIFICATIONS

- Titled Land
- Hamlet Boundaries

- MD Boundary

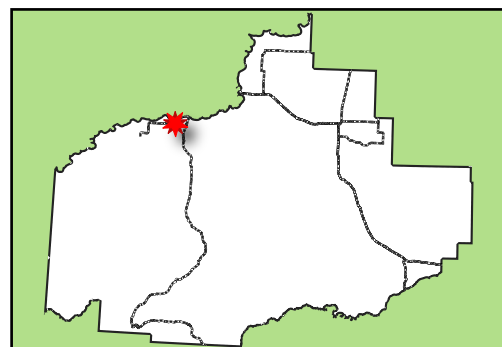
- Municipal Property

HYDRO FEATURES

- Lake/River
- Stream/Creek

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Map Produced : October, 2023

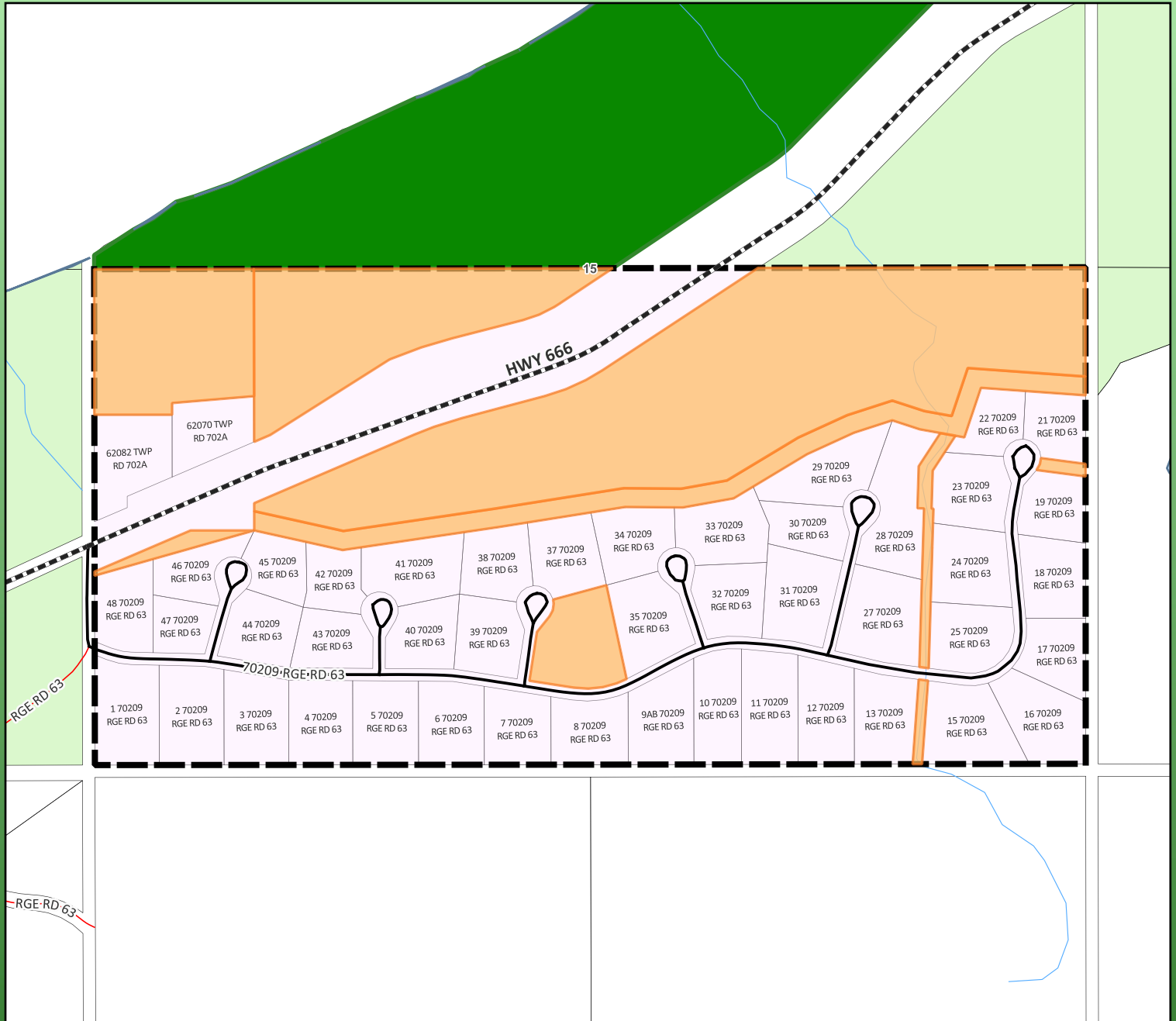


0 150 300

METERS
SCALE 1: 6,500
PROJECTION: UTM ZONE 11N NAD 83



LANDRY HEIGHTS MUNICIPAL DISTRICT OF GREENVIEW NO. 16



TRANSPORTATIONS

- Highway
- Gravel Road
- Paved Road

LAND CLASSIFICATIONS

- Provincial Park

LEGEND

- Titled Land
- Hamlet Boundaries
- MD Boundary
- Municipal Property

HYDRO FEATURES

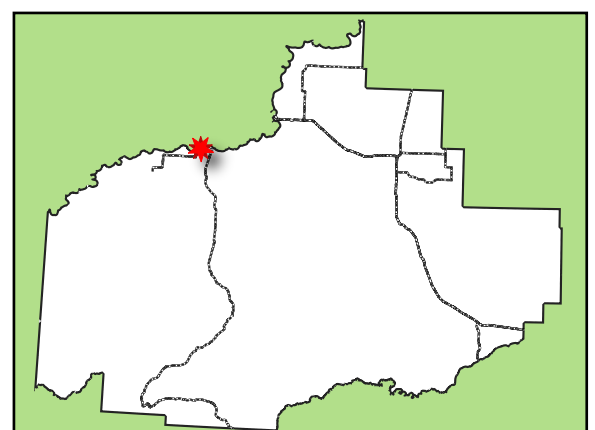
- Lake/River

- Stream/Creek

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Map Produced : October, 2023



0 300 600



METERS
SCALE 1: 9,000
PROJECTION: UTM ZONE 11N NAD 83



LITTLE SMOKY MUNICIPAL DISTRICT OF GREENVIEW NO. 16



MAP POINTS

- Campground
- Community Hall
- Hotel/Motel
- Water Fill Station
- Retail Business
- Service Station

LEGEND

Sewage Lagoon

TRANSPORTATIONS

- Highway
- Fair-Weather Road
- Gravel Road
- Paved Road

LAND CLASSIFICATIONS

Hamlet Boundary

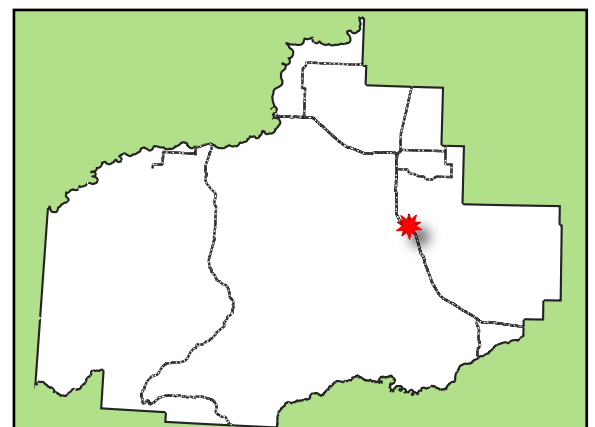
Provincial Park

Titled Land

MD Boundary

HYDRO FEATURES

- Lake/River
- Stream/Creek



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Map Produced : October, 2023

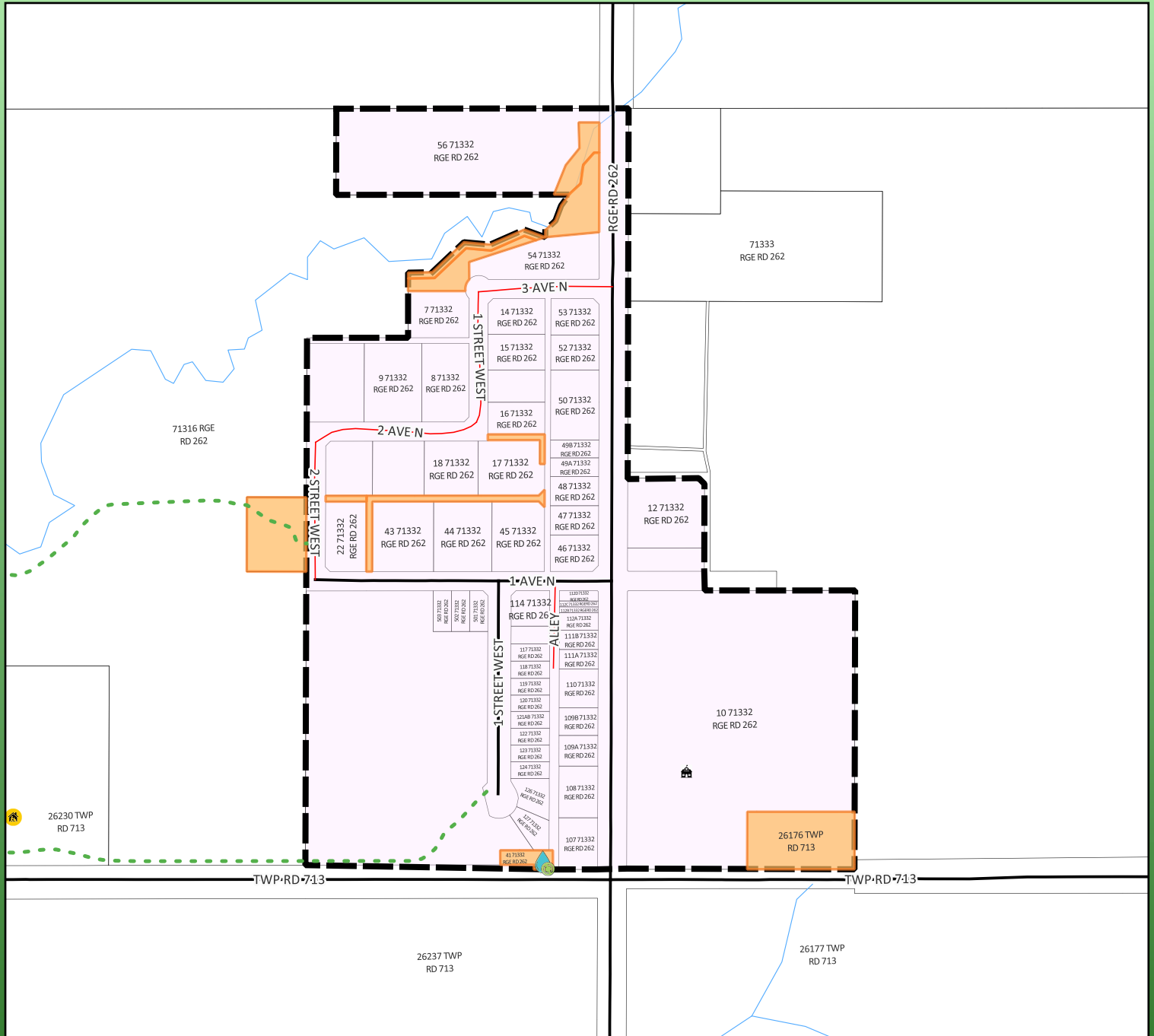
0 200 400



METERS
SCALE 1: 6,500
PROJECTION: UTM ZONE 11N NAD 83



RIDGEVALLEY MUNICIPAL DISTRICT OF GREENVIEW NO. 16



MAP POINTS

- School
- Senior Res/Nursing Home
- Water Treatment Plant

TRANSPORTATIONS

- Highway

LEGEND

- Gravel Road
- Paved Road
- Walking Trail

LAND CLASSIFICATIONS

- Titled Land
- Hamlet Boundaries

- MD Boundary

- Municipal Property

HYDRO FEATURES

- Lake/River
- Stream/Creek

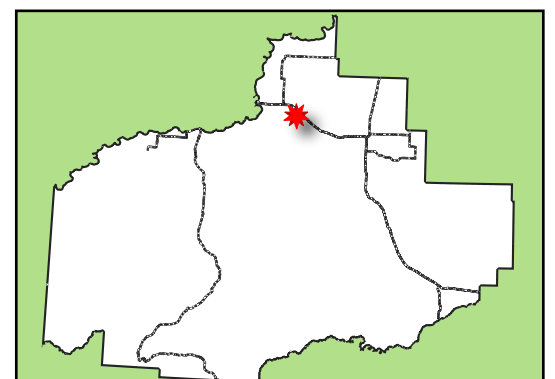
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Map Produced : October, 2023



0 200 400



METERS
SCALE 1: 6,000
PROJECTION: UTM ZONE 11N NAD 83



BYLAW NO. 00-324

of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, relating to the Licensing and Regulation of Businesses, Occupations and Properties in the Municipal District of Greenview.

PURSUANT TO the provisions of the Municipal Government Act, being Chapter M-26.1, R.S.A. 1994 as Amended, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

Title

1. This bylaw may be cited as "The Licensing Bylaw."

Definitions

2. In this bylaw, unless the context otherwise requires:
 - a) "Act" means the Municipal Government Act, Chapter M-26.1, R.S.A., 1994 as amended or replaced from time to time.
 - b) "Applicant" means a person who applies for a license or a renewal of a license required by this bylaw.
 - c) "Carry on" means carry on, operate, perform, keep, hold, occupy, deal in or use, for gain, whether as principal or agent.
 - d) "Council" means the Municipal Council of The Municipal District of Greenview.
 - e) "Home occupation" means any person, firm or corporation carrying on any business out of a residence within The Municipal District of Greenview.
 - f) "License" means a license granted by The Municipal District of Greenview entitling the person to whom it is granted to carry on business therein specified in The Municipal District of Greenview.
 - g) "License Inspector" means the person appointed by resolution of Council.
 - h) "Licensee" means a person holding a valid and subsisting license issued pursuant to the provisions of this bylaw.
 - i) "Municipal District" means The Municipal District of Greenview No. 16, a municipal corporation in the Province of Alberta.
3. Council shall appoint a License Inspector to carry out the terms of this bylaw.

Powers and Duties

4. The powers and duties of the License Inspector are:
 - a) to receive all applications for licenses including the collection of money payable under this bylaw;
 - b) to ascertain that all information furnished by an applicant in connection with an application for license is true in substance and in fact;
 - c) the Municipal District, its employees and agents, while acting within the scope and course of their employment are exempt from any and all items and provisions of this bylaw.
 - d) to issue licenses.

5. Necessity for License

A business within the Municipal District may:

- a) carry on any undertaking, do any act, or use or have any article for which a license is required;
- b) apply for a business license.

License Fee

6. A person applying for a business license to carry on or operate any business, calling, trade or occupation within or partly within the Municipal District shall pay to the License Inspector, the license fee of TWENTY DOLLARS (\$20.00) for each new application, or TEN DOLLARS (\$10.00) for annual renewal.

Application Form

7. An applicant for a license may make application to the License Inspector on a form supplied by the License Inspector, furnishing such information as the form shall require and such additional information as the License Inspector may from time to time require, including:

- a) a statutory declaration, where required by the License Inspector, substantiating the information contained in the form;
- b) every Federal or Provincial Certificate, authority, license or other document or qualification that may be required in connection with the carrying on of a business;
- c) a Provincial License where required under any Provincial Act;
- d) any certificate or other approval required by any provision of this bylaw in respect of the business;
- e) the license fee payable in respect of the business as set out in this bylaw.

Home Occupation

8. No license shall be issued for a home occupation until the applicant is in possession of a valid development permit issued under the provisions of the Municipal District's Land Use Bylaw.

9. Where a business subject to licensing is carried on or intended to be carried on in more than one location, a license shall be required in respect of each place as though the business carried on in each were a separate business.

Compliance

10. Whenever an applicant for a license has complied with the terms of this bylaw and of any other bylaws applicable, he shall be entitled to the license applied for upon payment of the proper fee.

Duration

11. Every license issued under the provisions of this bylaw shall terminate at midnight on the 31st day of December of the year in which said license was issued unless:

- a) the license provides otherwise; or
- b) the license has been sooner canceled or forfeited.


Fees


12. Where a fee required has been paid by the tender of an uncertified cheque, the license:
- a) is issued subject to the cheque being accepted and cashed by the bank without any mention of this condition being made on the license; and
 - b) is automatically revoked if the cheque is not accepted and cashed by the bank on which it is issued.

Read a first time this 13th day of September, 2000.

Read a second time this 25th day of October, 2000.

Read a third time and finally passed this 25th day of October, 2000.


REEVE


MUNICIPAL MANAGER



REQUEST FOR DECISION

SUBJECT: Bylaw 23-954 Designated Officer

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: November 14, 2023

DEPARTMENT: CORPORATE SERVICES

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

CAO:

MANAGER:

DIR: EK

PRESENTER: SS

LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000, c.M-26, s.210.

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 23-954 Designated Officer, as presented.

BACKGROUND/PROPOSAL:

Designated Officers are positions which are granted power, by Council, to carry out specific duties within the Municipal Government Act (MGA) and other legislation. Greenview currently has a Designated Officer bylaw appointing the Municipal Assessor and Agricultural Fieldman as Designated Officers. This allows the Municipal Assessor such powers as entering onto and inspecting a property.

During a review, Administration noted a few Designated Officer duties that have not been assigned. This bylaw aims to correct that oversight, while Greenview business continues unchanged.

This bylaw proposes the Director of Corporate Services be granted the powers to sign cheques, open and close Greenview accounts, certify tax notices, apply tax payments, issue tax certificates. As well, it grants the Legislative Services Officer the ability to consolidate bylaws, certify documents and sign certificates of advertising on behalf of Greenview. Internal controls on cheque signing, opening closing bank accounts remain in place, for example dual signatures on cheques are still required.

Greenview has these duties, apart from those proposed for the Legislative Services Officer, assigned through policy already. Putting this into bylaw is simply rectifying a missed step.

No amendments were made during first and second reading.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Greenview will have positions appointed as Designated Officers to carry out specific functions on behalf of Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to name additional positions as Designated Officers within the bylaw.

Alternative #2: Council has the alternative to defeat the bylaw and those already appointed as Designated Officers will remain.

FINANCIAL IMPLICATION:

Direct Costs:

Ongoing / Future Costs:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will implement the bylaw.

ATTACHMENT(S):

- Bylaw 00-307 - Current
- Bylaw 23-954 - Draft

Designated officers 210(1)

A council may by bylaw establish one or more designated officer positions, give each of the positions a different title and specify which powers, duties and functions of a designated officer under this or any other enactment or bylaw are to be carried out by which positions



BYLAW NO. 00-307
of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16,
in the Province of Alberta, for the purpose of
establishing certain designated officer positions.**

1. PURPOSE

- 1.1 The purpose of this bylaw is to establish certain Designated Officer positions, to assign powers, duties and functions to those positions, and to establish a frame work for delegation of administrative functions.

2. DEFINITIONS

- 2.1 "Chief Administrative Officer" means the Chief Administrative Officer for the municipality and whatever subsequent title may be conferred on that officer by Council or statute.
- 2.2 "Council" means the Council of the Municipal District of Greenview No. 16.
- 2.3 "Municipality" means the corporation of the Municipal District of Greenview No. 16, and where the context so requires, means the land included in the boundaries of the Municipal District.
- 2.4 "Designated Officer" shall mean a Designated Officer within the meaning of the *Municipal Government Act*, and the *Agricultural Services Board Act*.
- 2.5 "Agricultural Services Board Act" shall mean the *Agricultural Services Board Act*, RSA 1980, c. A-11, and amendments thereto.
- 2.6 "Municipal Government Act" shall mean the *Municipal Government Act*, RSA, 1994, c. M-26.1 and amendments thereto.

3. DESIGNATED OFFICER

- 3.1 The following Designated Officer positions are established, and the person(s) appointed to these positions will have the following titles:
- a) Agricultural Fieldman, to carry out the powers, duties and functions set out in the *Agricultural Services Board Act* and the amendments or regulations thereto.
 - b) Assessor, to carry out the powers, duties and functions set out in the *Municipal Government Act* and the amendments or regulations thereto.

4. APPOINTMENT OF DESIGNATED OFFICER

- 4.1 Council will by resolution appoint individuals to the Designated Officer positions established by this bylaw.

continued ...

5. ACCOUNTABILITY

- 5.1 All Designated Officers are accountable to the Chief Administrative Officer for the exercise of their powers, duties and functions.

6. EFFECTIVE DATE

- 6.1 The effective date of this bylaw is the 1st day of *January*, 2000.

7. Bylaw 97-230 is hereby rescinded.

Read a first time this 12th day of January, 2000.

Read a second time this 12th day of January, 2000.

Read a third time and finally passed this 08th day of February, 2000.


REEVE


MUNICIPAL MANAGER

1999 BYLAWS INDEX IN ALPHABETICAL ORDER

BYLAW NUMBER	TITLE / DESCRIPTION	DATE PASSED	RESCINDING BYLAW NUMBER
99-281	1999 Mill Rate Bylaw	99-05-26	
99-284	Establishment / Municipal Library Board	2 nd Denied	99-06-324
99-297	Freedom of Information & Protection of Privacy Bylaw	99-09-22	
99-273	General Traffic Bylaw	99-06-23	
99-304	Highway 40 Area Structure Plan /		
99-274	Land Use Bylaw Amendment / NE 05-71-26-W5	99-04-14	
99-270	Land Use Bylaw Amendment / NW 35-69-22-W5	99-04-14	
99-296	Land Use Bylaw Amendment / NW 35-71-02-W6	99-09-08	
99-300	Land Use Bylaw Amendment / Plan 1983KS, Lot B		
99-301	Land Use Bylaw Amendment / Plan 882-2255, Lot 4	99-10-13	
99-306	Land Use Bylaw Amendment / Plan 8822869, Lot 1		
99-272	Land Use Bylaw Amendment / SE 08-70-06-W6	99-03-24	
99-295	Land Use Bylaw Amendment / SE 08-70-07-W6	99-09-08	
99-287	Land Use Bylaw Amendment / SE 22-71-26-W5	99-07-14	
99-271	Land Use Bylaw Amendment / SW 02-70-22-W5	99-03-24	
99-291	Land Use Bylaw Amendment / Technical Amendments		
99-288	Repeal of Bylaw 97-226 / Municipal Library Board	99-07-14	
99-269	Road Allowance License / E of E ½ 02-72-22-W5	99-04-14	
99-285	Road Allowance License / E of NE 04-72-02-W6	1 st Denied	99-06-316
99-277	Road Allowance License / E of NE 06-67-22-W5	99-05-12	
99-265	Road Allowance License / E of NE 13-69-07-W6	99-03-10	
99-280	Road Allowance License / E of SE 10-73-22-W5	2 nd Denied	99-06-318
99-268	Road Allowance License / E of SE 16-73-02-W6	99-03-10	
99-286	Road Allowance License / E of SE 18-71-26-W5	99-09-08	
99-279	Road Allowance License / E of SE 30-72-22-W5	99-08-11	
99-290	Road Allowance License / N of NE 12-73-20-W5	1 st Denied	99-07-342
99-278	Road Allowance License / N of NW 36-72-01-W6	99-06-23	
99-299	Road Allowance License / NW 01-71-22-W5		
99-303	Road Allowance License / Pt. S of SW 30-71-26-W5		
99-298	Road Allowance License / Pt. SE 29-72-26-W5		
99-282	Road Allowance License / S of SE 01-71-25-W5	99-07-14	
99-266	Road Allowance License / SW 29 & SW 28-72-21-W5	99-03-10	
99-292	Road Allowance License / W & E of 19-71-21-W5		
99-267	Road Allowance License / W ½ 09&NW 10-73-02-W6	99-03-10	
99-283	Road Allowance License / W of NW 01-71-22-W5	99-07-14	
99-293	Road Allowance License / W of SW 04-68-22-W5	99-10-27	
99-275	Road Allowance License / W of SW 12-73-22-W5	99-05-12	
99-305	Road Allowance License / W of SW 25-69-22-W5		
99-302	Road Allowance License / W of W ½ 14-73-22-W5	1 st Denied	99-10-477
99-289	Road Allowance License / W of W ½ 16-67-22-W5		
99-294	Road Allowance License / W of W ½ 32-70-20-W5	99-10-27	
99-276	Road Allowance License/WofW½ 08&W ½10-67-22-W5	99-05-12	

BYLAW INDEX IN NUMERICAL ORDER

BYLAW NUMBER	TITLE / DESCRIPTION	DATE PASSED	RESCINDING BYLAW NUMBER
1999			
99-265	Road Allowance License / E of NE 13-69-07-W6	99-03-10	
99-266	Road Allowance License / SW 29 & SW 28-72-21-W5	99-03-10	
99-267	Road Allowance License / W ½ 09&NW 10-73-02-W6	99-03-10	
99-268	Road Allowance License / E of SE 16-73-02-W6	99-03-10	
99-269	Road Allowance License / E of E ½ 02-72-22-W5	99-04-14	
99-270	Land Use Bylaw Amendment / NW 35-69-22-W5	99-04-14	
99-271	Land Use Bylaw Amendment / SW 02-70-22-W5	99-03-24	
99-272	Land Use Bylaw Amendment / SE 08-70-06-W6	99-03-24	
99-273	General Traffic Bylaw	99-06-23	
99-274	Land Use Bylaw Amendment / NE 05-71-26-W5	99-04-14	
99-275	Road Allowance License / W of SW 12-73-22-W5	99-05-12	
99-276	Road Allowance License/WofW½ 08&W ½10-67-22-W5	99-05-12	
99-277	Road Allowance License / E of NE 06-67-22-W5	99-05-12	
99-278	Road Allowance License / N of NW 36-72-01-W6	99-06-23	
99-279	Road Allowance License / E of SE 30-72-22-W5	99-08-11	
99-280	Road Allowance License / E of SE 10-73-22-W5	2 nd Denied	99-06-318
99-281	1999 Mill Rate Bylaw	99-05-26	
99-282	Road Allowance License / S of SE 01-71-25-W5	99-07-14	
99-283	Road Allowance License / W of NW 01-71-22-W5	99-07-14	
99-284	Establishment / Municipal Library Board	2 nd Denied	99-06-324
99-285	Road Allowance License / E of NE 04-72-02-W6	1 st Denied	99-06-316
99-286	Road Allowance License / E of SE 18-71-26-W5	99-09-08	
99-287	Land Use Bylaw Amendment / SE 22-71-26-W5	99-07-14	
99-288	Repeal of Bylaw 97-226 / Municipal Library Board	99-07-14	
99-289	Road Allowance License / W of W ½ 16-67-22-W5		
99-290	Road Allowance License / N of NE 12-73-20-W5	1 st Denied	99-07-342
99-291	Land Use Bylaw Amendment / Technical Amendments		
99-292	Road Allowance License / W & E of 19-71-21-W5		
99-293	Road Allowance License / W of SW 04-68-22-W5	99-10-27	
99-294	Road Allowance License / W of W ½ 32-70-20-W5	99-10-27	
99-295	Land Use Bylaw Amendment / SE 08-70-07-W6	99-09-08	
99-296	Land Use Bylaw Amendment / NW 35-71-02-W6	99-09-08	
99-297	Freedom of Information & Protection of Privacy Bylaw	99-09-22	
99-298	Road Allowance License / Pt. SE 29-72-26-W5		
99-299	Road Allowance License / NW 01-71-22-W5		
99-300	Land Use Bylaw Amendment / Plan 1983KS, Lot B	99-10-13	
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99-304	Highway 40 Area Structure Plan /		
99-305	Road Allowance License / W of SW 25-69-22-W5		
99-306	Land Use Bylaw Amendment / Plan 8822869, Lot 1		



BYLAW NO. 23-954 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 to establish positions to carry out the powers, duties, and functions of a Designated Officer.

Whereas, section 210 of the Municipal Government Act, RSA 2000, c M-26 and any amendments thereto, states that a municipality may pass a bylaw for the establishment of one or more positions to carry out the powers, duties and functions of a designated officer; and,

Whereas, it is desirable and in the best interest of the Municipal District of Greenview No. 16 that a bylaw be adopted to appoint individuals as designated officers for assigned purposes.

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 “Designated Officers Bylaw”.

2. **DEFINITIONS**

2.1. **CAO** means the Chief Administrative Officer for the Municipal District of Greenview No 16. as defined in the *Municipal Government Act*.

2.2. **Designated Officers** means a Designated Officer within the meaning of the *Municipal Government Act*.

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

2.4. **Municipal Government Act** means the Municipal Government Act, RSA 2000, c M-26 and the regulations thereunder.

3. **DESIGNATED OFFICERS**

3.1. A Designated Officer shall appoint an Acting Designated Officer to act during absences of the Designated Officer.

4. **SUBDELEGATION**

4.1. Designated Officers are authorized to delegate, and to authorize further delegation of, any matter delegated to them by Council under this Bylaw, to any employee of Greenview.

5. **MUNICIPAL ASSESSOR**

- 5.1. The Municipal Assessor shall be the Designated Officer for the purposes of carrying out the powers, duties and responsibilities of an “assessor” as defined in Section 284(1)(d) and as set out in the following Parts of the Municipal Government Act.
- A) Part 9 Assessment;
 - B) Part 10 Taxation; and
 - C) Part 11 Assessment Review Boards.
6. **AGRICULTURAL FIELDMAN**
- 6.1. The Agricultural Fieldman shall be the Designated Officer for the purpose of carrying out the powers, duties and responsibilities as defined in Section 8 of the Agricultural Service Board Act.
7. **DIRECTOR OF CORPORATE SERVICES**
- 7.1. The Director of Corporate Services will be the Designated Officer for the purposes of the following Sections of the Act:
- A) Section 213(4)(b) Signing Agreements, Cheques and other Negotiable Instruments;
 - B) Section 270 Opening and closing all accounts of Greenview that hold the money of Greenview;
 - C) Section 336(1) Certifying tax notices;
 - D) Section 343(2) Application of Tax Payment;
 - E) Section 350 Issuing Tax Certificates;
- 7.2. The Director of Corporate Services shall otherwise carry out the functions as specified in other Greenview Bylaws.
8. **LEGISLATIVE SERVICES OFFICER**
- 8.1. The Legislative Services Officer shall be the Designated Officer for the purposes of the following Sections of the Act:
- A) Section 69 Consolidating Bylaws;
 - B) Section 606(7) Signing Certificates of advertising; and,
 - C) Section 612(1) Certifying copies of Bylaws, resolutions and records.
- 8.2. The Legislative Services Officer shall otherwise carry out the functions as specified in other Greenview Bylaws.
9. **REPEAL**
- 9.1. Bylaw 00-307 “Designated Officer” is hereby repealed.
10. **COMING INTO FORCE**
- 10.1. This Bylaw shall come into force and effect upon the day of final passing and signing.

Read a first time this 24 day of October, 2023.

Read a second time this 24 day of October, 2023.

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

REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	APPR23-11 Application for Approach on SE 35-71-1-W6M		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER: SD
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: JS
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – Policy 4010 Road Access Approaches
Development Guidelines & Municipal Servicing Standards
Schedule of Fees Bylaw 22-930

RECOMMENDED ACTION:

MOTION: That Council approve approach application APPR23-11 for a gravel approach on SE 35-71-1-W6M along Range Road 11 by relocating Approach B to the proposed location, with costs borne by the landowner as per the Schedule of Fees Bylaw 22-930.

BACKGROUND/PROPOSAL:

Administration has received an application to construct a new approach to access existing farmlands, in an unsubdivided quarter section legally described as SE 35-71-1-W6M. The location of this quarter section is approximately 2 km south of Highway 43, within Ward 6, DeBolt and Puskwaskau. The quarter section is bordered by cultivated lands to the north, west and south, while it is adjacent to Range Road 11 to the east. Range Road 11 has not yet been expanded/upgraded to 30 meters.

The quarter section is predominantly farmland, with some treed areas found in the middle of the north side of the quarter section. Where the farmyard is located, there currently exists a house, a shed, and a grain bin directly south of the house. There are currently two (2) approaches which provide access to the developments within the existing farmyard.

This approach application is to create another approach which is proposed to be south of the farmyard, along Range Road 11. This will be the third approach to the quarter section and is proposed to be located 300 meters from the south boundary line of the quarter section. The purpose of this third approach is to provide additional access to the grain bins but is not associated with any approval for a development permit or subdivision application.

Policy 4010 Road Access Approaches

2.1. Rural

- A. *One access approach per quarter section of land or subdivided lot along municipally developed roadways will be provided when deemed feasible on the condition that no other approach exists. A second approach may be permitted on a parcel if required by an oil and gas operation at the cost outlined in the Schedule of Fees.*
- B. *Greenview may provide an additional approach(s) to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels. Subject to Council approval, additional approaches may be added under the following circumstances:*
 - i. *Public Safety reasons;*
 - ii. *If the parcel is bordered by two (2) or more public roads, a second or third approach may be considered, at an additional cost as per the Schedule of Fees.*

This application does not meet section 2.1.A as this residential approach is not required by an oil and gas operation. Despite the provisions of Section 2.1 (A), it is permissible to construct additional approaches to a quarter section if they comply with Section 2.1 (B). However, none of the conditions mentioned above apply to this proposal.

The proposal to construct an additional approach does not meet *Policy 4010 Road Access Approaches* and should not be considered. In keeping with the spirit and intent of the policies above, Council may refuse the approach application on the basis that it does not meet the conditions of the policy.

Alternatively, as recommended by Infrastructure and Engineering, one of the approaches can be relocated by the landowner to provide access to the grain bin yard. This means that an existing approach (either Approach “A” or Approach “B”) will need to be closed and another approach will be constructed closer to the grain bin site, providing access. It is recommended that approach B be reclaimed and relocated to the proposed location.

Development Guidelines & Municipal Servicing Standards Greenview

Section 7. Roadway Systems

Drawing No. 7.18(B)

Notes: 5. 30-meter minimum separation between approved approaches unless approved by the General Manager

The proposed approach has a distance of 180 meters from Approach B. Based on the policy noted from the Development Guidelines and Municipal Servicing Standards, the proposed location for the approach meets this requirement. If approved, either as a third approach or the second approach (as relocated), the proposed location for this approach can remain as is.

Schedule of Fees Bylaw 22-930

INFRASTRUCTURE AND ENGINEERING GENERAL – Schedule G

	Description	GST Status	Fee is \$	Unit
2.	Approaches			
i.	Approach Application Request Fee (Non-Refundable)	E	\$175.00	Per Approach
ii.	Construction: Gravel Approach <i>*The price may be reduced by \$500 for special circumstances, please contact the Manager of Construction and Engineering for more information</i>	E	\$3500.00	Per Approach
iii.	Upgrade/Relocation: Gravel Approach	E	\$4000.00	Per Approach
iv.	Construction: Asphalt Approach	E	\$10,500.00	Per Approach
v.	Upgrade / Relocation: Asphalt Paved Approach	E	\$15,500.00	Per Approach

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that relocating the existing approach will allow another approach to be constructed providing easier access to the grain bin yard.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. This motion goes against the policies for approaches as there is no safety concerns that would allow for a third approach to be considered.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may approve construction of the third approach as indicated on the application. Administration does not recommend this option as the request does not meet Policy 4010.

Alternative #2: Council may refuse construction or relocation of an approach to SE 35-71-1-W6M. If refused, the applicant would be required to access the farmyard using existing approaches.

FINANCIAL IMPLICATION:

Direct Costs: \$12,000 to \$15,000 is the cost of construction of the new gravel approach for the MD of Greenview. As per the Schedule of Fees Bylaw, if a third approach is to be constructed, the landowner will have to pay \$3,500; if an existing approach is to be relocated, the landowner will have to pay \$4,000.

Ongoing / Future Costs: In the case of a third approach \$1,500 per 5 years for gravel costs, plus grading, snow removal and other required maintenance costs. If the approach is approved as a relocation, these costs will not increase.

STAFFING IMPLICATION:

The staffing implications associated with the recommended action are the time and labour needed to remove and reconstruct an approach and annual road maintenance after the approach is built.

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 the applicant of the decision made by Council. If approved, construction will be scheduled following payment of the construction fee.

ATTACHMENT(S):

- Approach Application - Redacted
- Aerial Photo with Labels



PRIVATE APPROACH APPLICATION

MUNICIPAL DISTRICT OF GREENVIEW No. 16

4806 36 Avenue, PO Box 1079 Valleyview, AB T0H 3N0

Phone: 780.524.7600

www.mdgreenview.ab.ca

Information Checklist

This application is only considered complete once the following information has been provided to our office. The landowner must complete the requirements on the checklist. All requests submitted on this application will be reviewed and submitted for consideration and/or priority rating.

Checklist:

- ☐ **Non-refundable application fee as per the Fee Schedule Bylaw**
- ☐ **Farmland and residential approach construction fees as per the Fee Schedule Bylaw**
 - New Gravel Approach
 - New Asphalt Approach
 - Relocation/Upgrade Gravel Approach
 - Relocation/Upgrade Asphalt Approach
- ☐ **Completed private approach application**
 - A completed approach application includes entirely filled forms, signatures of registered landowner(s), all applicable fees and any other information deemed necessary to make an informed decision.
- ☐ **Location sketch**
 - Include existing and/or proposed approach locations.

Please submit your application by mail or in person to the above address or by email to:

planning@mdgreenview.ab.ca.

Declaration

I/We hereby declare that the information submitted is, to the best of my/our knowledge, factual and correct.
I/We understand that by signing this declaration, I/we give consent for an authorized person of MUNICIPAL DISTRICT OF GREENVIEW NO. 16 to enter upon the land that is subject to an approach application for the purposes of conducting a site inspection in order to evaluate the proposed approach.

NOTE: ALL registered landowners MUST sign the application.

Applicant Signature

Date

e Date

Applicant Signature

Date

Registered Landowner Signature

Date

July 27, 2023

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

PRIVATE APPROACH APPLICATION

**MUNICIPAL DISTRICT
OF GREENVIEW No.**

16

**RECEIVED
July 28, 2023**

VALLEYVIEW

I/We understand that this application will only be processed if submitted in complete form and applicable fees. A completed application includes entirely filled forms, signatures, location sketch information deemed necessary to make an informed decision.

Landowner Information	
Registered landowner:	<u>THOMAS W. AIRTH, DEBBIE L. AIRTH</u>
Complete mailing address:	_____
Primary phone:	_____ Other phone: _____
Email:	_____ (By providing an email address, you authorize Planning and Development to contact you via email)

Land Information	
All/Part of <u>SE</u> LSD/QTR SEC <u>35</u> TWP <u>71</u> RGE <u>1</u> WEST OF <u>6</u> M	
Registered plan _____ Block _____ Lot _____	
Property size _____ Hectares (ha) &/or <u>160</u> Acres	
Rural address _____	
First approach on quarter? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Approach Information	
Farmland Options New: <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Relocation/Upgrade: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Temporary: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Removal (approval by Director I&P): <input type="checkbox"/>	Residential Options New <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Relocation/Upgrade: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Temporary: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Removal (approval by Director I&P): <input type="checkbox"/>

Reason for Requesting an Approach
<u>Need Better Access to Bin Yard</u>
*Please continue to next page to provide location sketch.

FOR ADMINISTRATIVE USE:			
Application No.:	APPR23-11	Development Officer:	Jan Sotocinal
Application Fee:	\$ <u>175</u>	Receipt No.:	<u>382692</u>
Construction Fee:	\$ _____	Receipt No.:	_____
Date reviewed by DO:	<u>August 9, 2023</u>	<input type="checkbox"/> Approved by DO	<input type="checkbox"/> Refused by DO
DO: Related to development permit or subdivision application?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	App #	_____
DO: Attached aerial map of location showing current and proposed approaches?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
DO: Notified applicant of approval for construction as schedule permits?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Ward 6: Debolt
and Puskwaskau

Date Paid: July 28, 2023

Date Paid: _____

Date Paid: _____

☐ Approved by DO

☐ Refused by DO

☐ Yes ☒ No App #

☒ Yes ☐ No

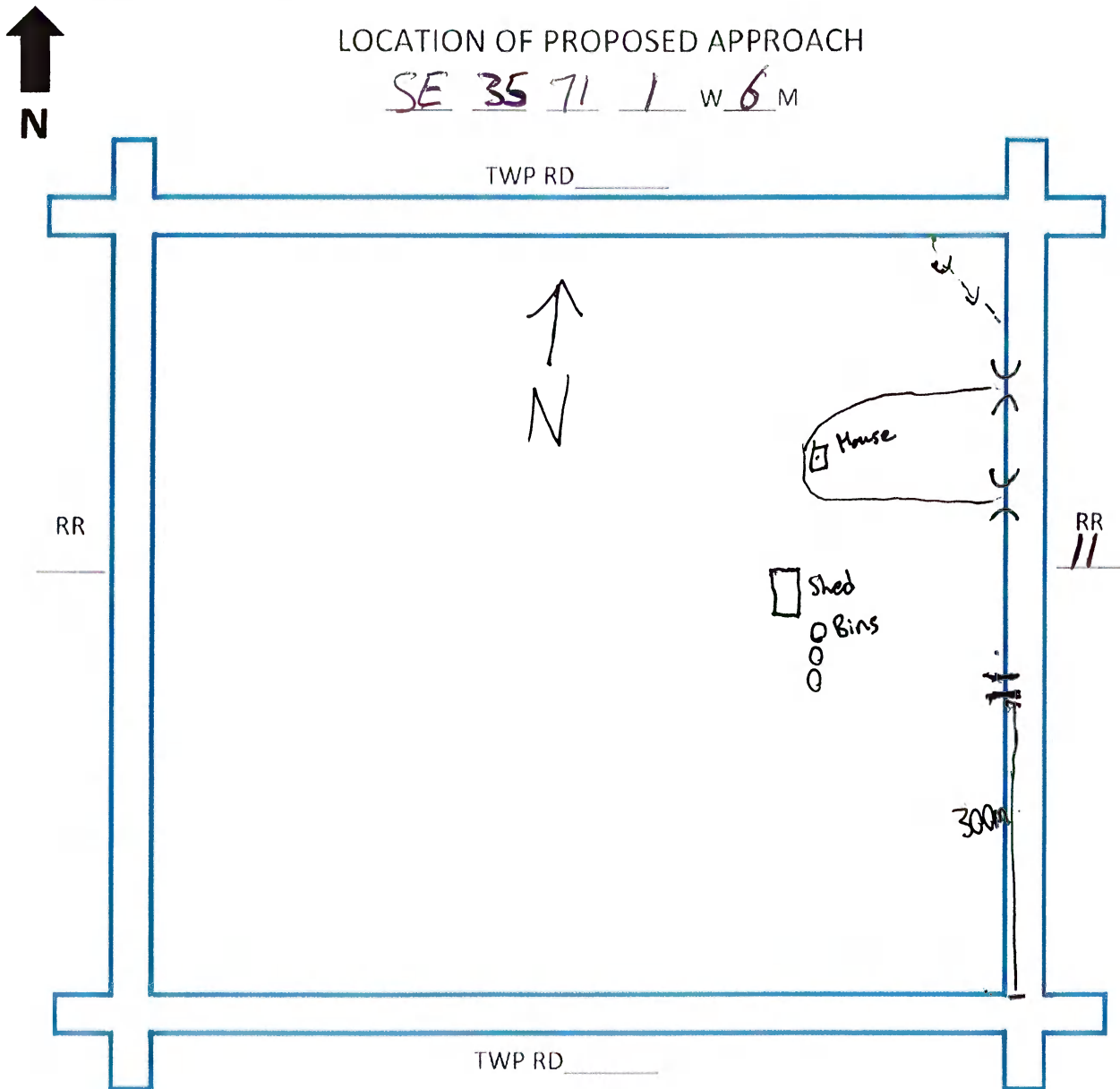
☐ Yes ☐ No

PRIVATE APPROACH APPLICATION

Indicate the following information on the Location Sketch Plan:

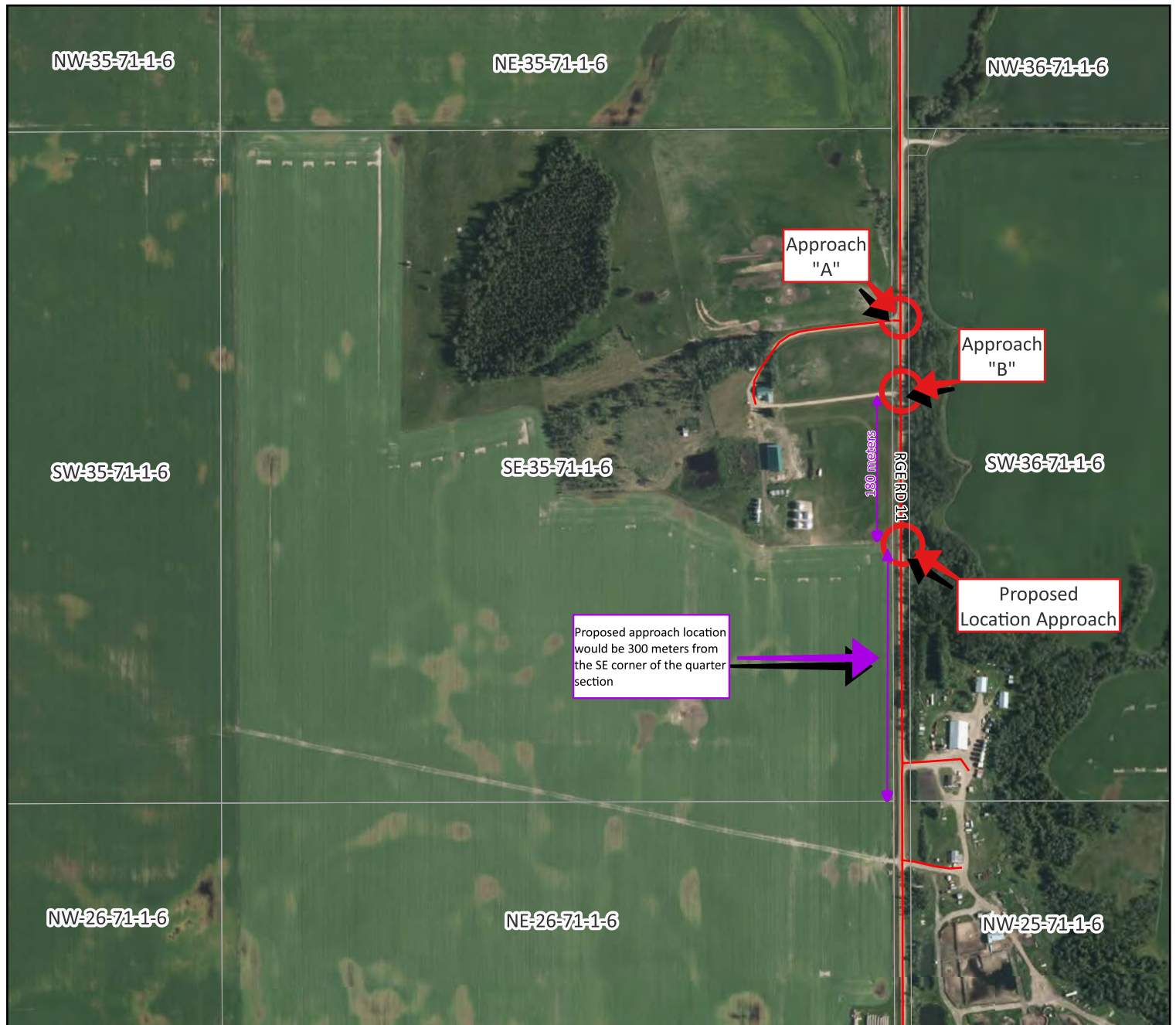
- All proposed and existing approach locations
- Boundaries of the affected parcel including dimensions
- All roads adjacent to the parcel
- All drainage courses
- Location of existing approach(es)
- Location of proposed approach, measured from the closest property corner

The landowner is required to indicate proposed location of the proposed approach by the way of placing flagged stakes at both sides of the intended approach. If required, flagging and stakes can be obtained through the Operations department.





Proposed New Approach Location for SE-35-71-01-W6M MUNICIPAL DISTRICT OF GREENVIEW NO. 16



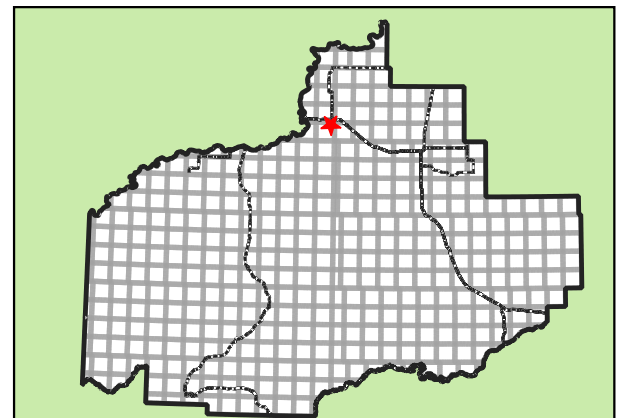
LEGEND

- | | |
|-------------------|-------------------|
| Cadastre | Paved Highways |
| Approach Location | Fair-Weather Road |
| Section Grid | Gravel Road |
| Township Grid | Paved Road |

TRANSPORTATION

- Gravel Highways

Greenview Imagery 2016



0 100 200
Kilometers

Scale 1:7,000

PROJECTION: UTM Zone 11N NAD 83

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Map Print Date : October 25, 2023



REQUEST FOR DECISION

SUBJECT:	APPR23-14 Application for Approach on NW-24-070-20-W5M		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER: SD
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: AB
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial - N/A

Council Bylaw/Policy – Policy 4010 Road Access Approaches
Development Guidelines & Municipal Servicing Standards
Schedule of Fees Bylaw 22-930

RECOMMENDED ACTION:

MOTION: That Council approve approach application APPR23-14 for the construction of a gravel approach on NW-24-070-20-W5M via Range Road 201, with costs borne by the applicant, as per the Schedule of Fees Bylaw 22-930.

BACKGROUND/PROPOSAL:

Administration has received an application to construct a residential approach within NW-24-070-20-W5M via Range Road 201. The approach application is for the construction of a residential approach to access the 23.4m² (252 ft²) Cabin built in the southwest corner of the quarter section, pursuant to Development Permit D22-250. The proposed approach is approximately 656 metres south of Highway 669 on Range Road 201, which would allow access to the cabin through the treed area.

The quarter section currently has one farmland access approach approximately 73 metres south of Highway 669 on Range Road 201. Farm equipment would not be able to access the balance of the quarter through the proposed residential approach due to not having enough room to pass through the trees which would surround the driveway. The previous approach located in the Northeast corner of the quarter was removed by Alberta Transportation in 2020.

Administration has reviewed the Approach Application, and it meets the fundamental safety criteria within Policy 4010.

A site inspection has been completed and no comments or concerns were received from Greenview's Construction & Engineering departments, regarding the location of the proposed residential approach on Range Road 201.

Policy 4010 Road Access Approaches

2.1. Rural

- A. *One access approach per quarter section of land or subdivided lot along municipally developed roadways will be provided when deemed feasible on the condition that no other approach exists. A second approach may be permitted on a parcel if required by an oil and gas operation at the cost outlined in the Schedules of Fees.*
- B. *Greenview may provide an additional approach(s) to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels. Subject to Council approval, additional approaches may be added under the following circumstances:*
 - I. *Public Safety reasons;*
 - II. *If the parcel is bordered by two (2) or more public roads, a second or third approach may be considered, at an additional cost as per the Schedules of Fees.*
- C. *The location of the approach will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards. The size of the approach will be 8 meters for residential and 15 meters for industrial or farmland approaches in accordance with the Development Guidelines and Servicing Standards.*

4. Development & Subdivision Approaches

- 4.1 *A landowner may be required to construct an approach to a development or subdivision in accordance with an applicable development agreement, or as a condition of subdivision or development approval. Construction of approaches must conform to the standards outlined in Greenview's Development Guidelines and Municipal Servicing Standards. A landowner that received an agreement or condition of approval requiring the construction or upgrade of an approach or driveway crossing, must arrange with Greenview for approach construction.*
- 4.3 *One access approach per subdivided lot along municipally developed roadways will be permitted. Additional approaches for Commercial or Industrial Lots and developments may be permitted at the discretion of Council.*

This application does not meet section 2.1.A as this residential approach is not required by an oil and gas operation. This application does meet section 2.1.B. & C as the residence is severed by a topographic feature, being, a wetland area and hill between the residence and the field portion of the quarter.

Although this application is not in relation to a subdivision, the proposed approach is in relation to an approved development permit for a Cabin, which meets the provisions of section 4.

Development Guidelines & Municipal Servicing Standards Greenview

Section 7. Roadway Systems

Drawing No. 7.18(B) Approaches Locations & Limits states; a limit of one field approach is allowed per quarter section and a limit of one residential approach is allowed per quarter section.

This application meets the provisions as indicated in the Greenview Municipal Servicing Standards.

Schedule of Fees Bylaw 22-930

INFRASTRUCTURE AND ENGINEERING GENERAL – Schedule G

	Description	GST Status	Fee is \$	Unit
2.	Approaches			
i.	Approach Application Request Fee (Non-Refundable)	E	\$175.00	Per Approach
ii.	Construction: Gravel Approach *The price may be reduced by \$500 for special circumstances, please contact the Manager of Construction and Engineering for more information	E	\$3500.00	Per Approach
iii.	Upgrade/Relocation: Gravel Approach	E	\$4000.00	Per Approach
iv.	Construction: Asphalt Approach	E	\$10,500.00	Per Approach
v.	Upgrade / Relocation: Asphalt Paved Approach	E	\$15,500.00	Per Approach

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended action is that Council would be following policy and allowing access to the applicants' cabin.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages of the recommended action.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to refuse the construction of an approach at NW-24-070-20-W5M, however, Administration does not recommend this alternative, as the application meets the provisions of Policy 4010.

FINANCIAL IMPLICATION:

Direct Costs: \$12,000 to \$15,000 for construction of the new approach

As per the Schedule of fees bylaw in the case of a gravel approach, \$3,500 is paid for by the applicant or \$4,000 if the approach is relocated.

Ongoing / Future Costs: \$1,500 per 5 years for gravel costs, plus grading, snow removal and other required maintenance costs.

STAFFING IMPLICATION:

The staffing implications associated with the recommended action are the time and labour needed to construct an approach and annual road maintenance after the approach is built.

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 the applicant of the decision made by Council. If approved, construction will be scheduled following payment of the construction fee.

ATTACHMENT(S):

- Approach Application – Redacted
- Approach Location Map



PRIVATE APPROACH APPLICATION

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

4806 36 Avenue, PO Box 1079 Valleyview, AB T0H 3N0

Phone: 780.524.7600

www.mdgreenview.ab.ca

Information Checklist

This application is only considered complete once the following information has been provided to our office. The landowner must complete the requirements on the checklist. All requests submitted on this application will be reviewed and submitted for consideration and/or priority rating.

Checklist:

- ☐ **Non-refundable application fee as per the Fee Schedule Bylaw**
- ☐ **Farmland and residential approach construction fees as per the Fee Schedule Bylaw**
 - New Gravel Approach
 - New Asphalt Approach
 - Relocation/Upgrade Gravel Approach
 - Relocation/Upgrade Asphalt Approach
- ☒ **Completed private approach application**
 - A completed approach application includes entirely filled forms, signatures of registered landowner(s), all applicable fees and any other information deemed necessary to make an informed decision.
- ☒ **Location sketch**
 - Include existing and/or proposed approach locations.

Please submit your application by mail or in person to the above address or by email to:

planning@mdgreenview.ab.ca.

Declaration

I/We hereby declare that the information submitted is, to the best of my/our knowledge, factual and correct.
I/We understand that by signing this declaration, I/we give consent for an authorized person of MUNICIPAL DISTRICT OF GREENVIEW NO. 16 to enter upon the land that is subject to an approach application for the purposes of conducting a site inspection in order to evaluate the proposed approach.

NOTE: ALL registered landowners MUST sign the application.

Applicant Signature

Date

Aug 15, 2023

Registered Landowner Signature

Date

Aug 15, 2023

Date

Aug 15, 2023

Date

Aug 15, 2023

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

PRIVATE APPROACH APPLICATION

I/We understand that this application will only be processed if submitted in complete form and accompanied by the applicable fees. A completed application includes entirely filled forms, signatures, location sketch, fees and any other information deemed necessary to make an informed decision.

Landowner Information	
Registered landowner:	Levi Hatch
Complete mailing address:	[REDACTED]
Primary phone:	[REDACTED]
<i>(By providing an email address, you authorize Planning and Development to contact you via email)</i>	

Land Information	
All/Part of	NW LSD/QTR SEC 24 TWP 70 RGE 20 WEST OF 5 M
Registered plan	Block Lot
Property size	Hectares (ha) &/or 16.0 Acres
Rural address	70353 Rge Rd 201 [REDACTED]
First approach on quarter?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Approach Information	
Farmland Options New: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Relocation/Upgrade: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Temporary: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Removal (approval by Director I&P): <input type="checkbox"/>	Residential Options New <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Relocation/Upgrade: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Temporary: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Removal (approval by Director I&P): <input type="checkbox"/>

Reason for Requesting an Approach
Need residential access to new development approved by MD in Fall of 2022. Cannot use existing agricultural approach because of wetland areas (see map and attached photographs). Also cannot relocate existing approach because it is the only... <i>(continued on attached sheet back of map page)</i>

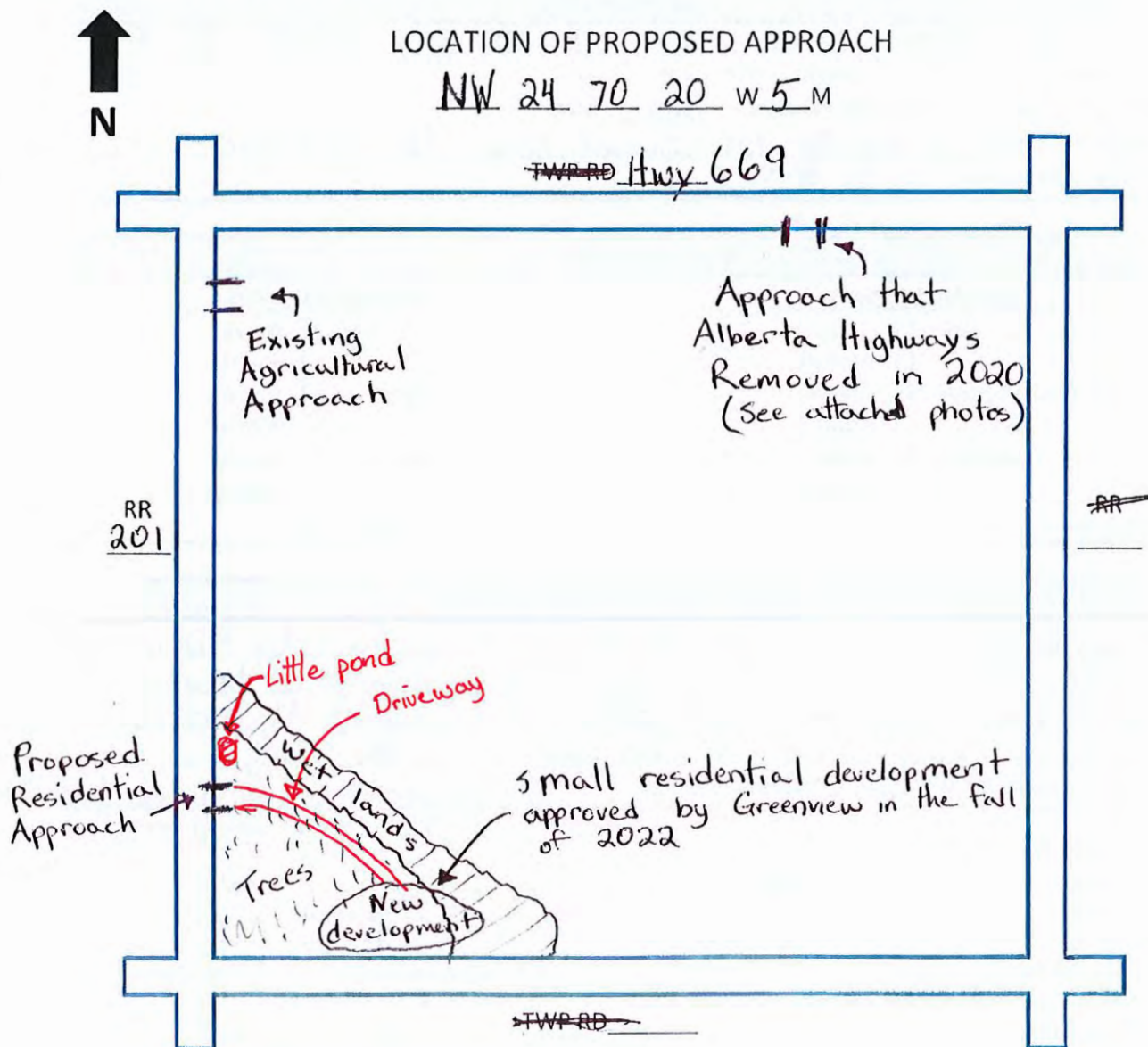
FOR ADMINISTRATIVE USE:			
Application No.:	Development Officer:	Ward:	
Application Fee: \$	Receipt No:	Date Paid:	
Construction Fee: \$	Receipt No:	Date Paid:	
Date reviewed by DO:	<input type="checkbox"/> Approved by DO <input type="checkbox"/> Refused by DO		
DO: Related to development permit or subdivision application?	<input type="checkbox"/> Yes <input type="checkbox"/> No App #		
DO: Attached aerial map of location showing current and proposed approaches?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
DO: Notified applicant of approval for construction as schedule permits?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

PRIVATE APPROACH APPLICATION

Indicate the following information on the Location Sketch Plan:

- All proposed and existing approach locations
- Boundaries of the affected parcel including dimensions
- All roads adjacent to the parcel
- All drainage courses
- Location of existing approach(es)
- Location of proposed approach, measured from the closest property corner

The landowner is required to indicate proposed location of the proposed approach by the way of placing flagged stakes at both sides of the intended approach. If required, flagging and stakes can be obtained through the Operations department.



Cannot relocate existing approach on Rge Rd 201 because it is the only approach on the quarter that allows agriculture access. The other approach that used to come off of Highway 669 was removed when the highway was repaved in 2020. It was removed because of improper drainage and erosion problems it created. (See map and attached photos for details)

My proposed new approach would also not be appropriate for agricultural use as it will be entering onto the treed portion of the land and large equipment cannot get through.

I know the MD has a policy of one approach per quarter but I hope the special circumstances surrounding this application will be considered. Thank you.

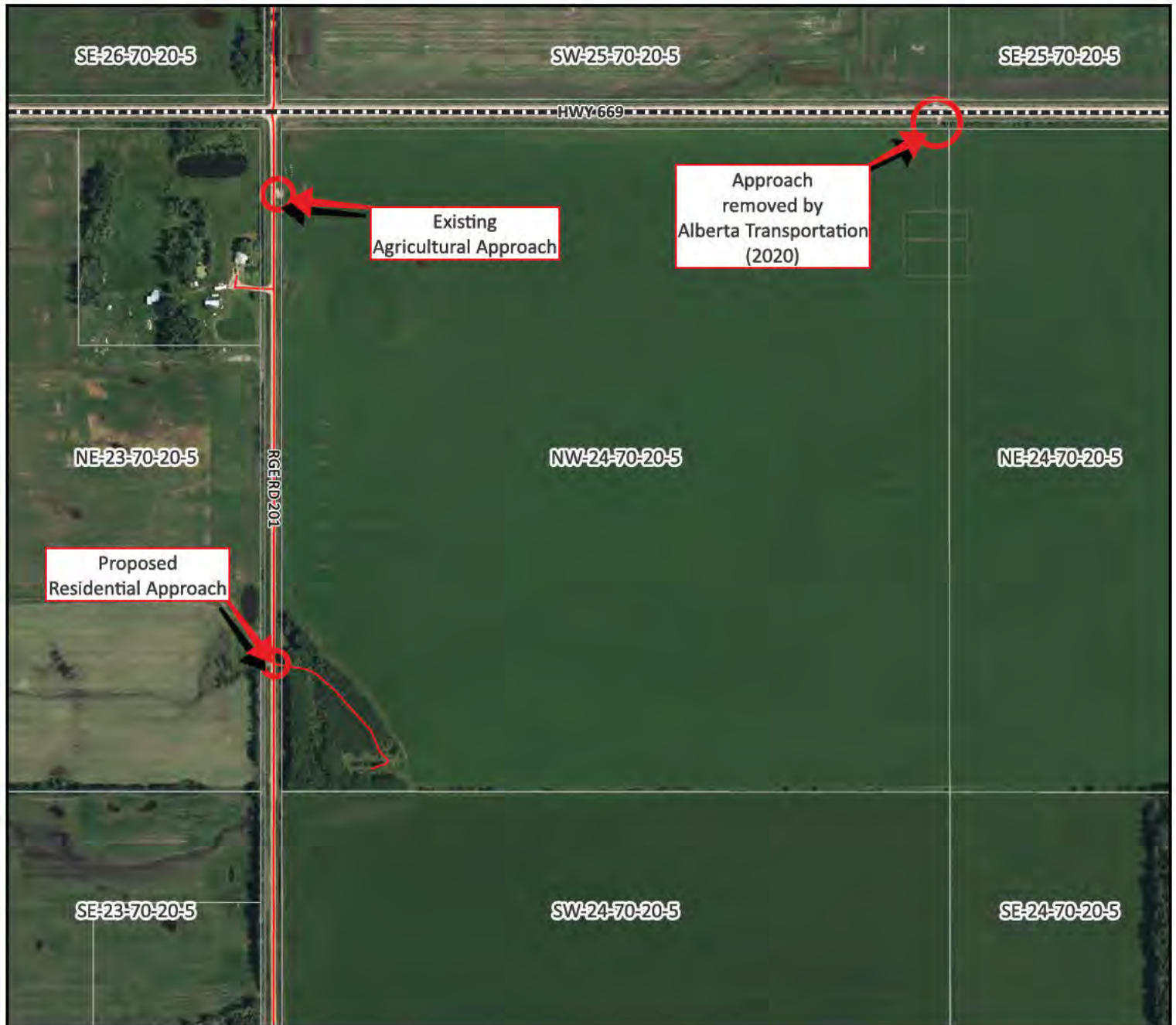
Wetlands before approach







Proposed Approach Location for NW-24-70-20-W5M MUNICIPAL DISTRICT OF GREENVIEW NO. 16



LEGEND

- | | |
|-------------------|-------------------|
| Cadastre | Paved Highways |
| Approach Location | Fair-Weather Road |
| Section Grid | Gravel Road |
| Township Grid | Paved Road |

TRANSPORTATION

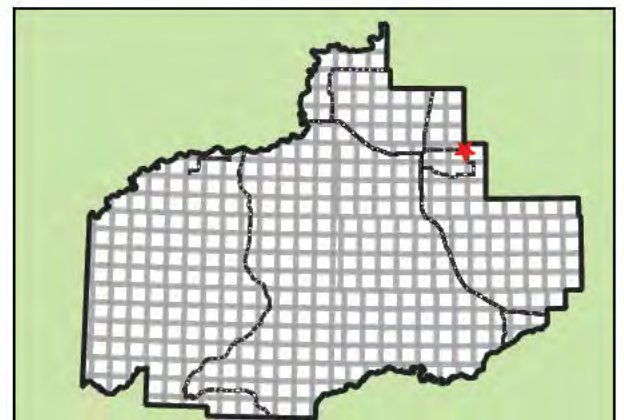
- Gravel Highways

Greenview Imagery 2016

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Map Print Date : October 11, 2023



0 100 200

Kilometers

Scale 1:7,000

PROJECTION: UTM Zone 11N NAD 83



REQUEST FOR DECISION

SUBJECT:	APPR23-16 Application for Approach on Plan 162 0295; 1; 2		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER: SD
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: NF
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – Policy 4010 Road Access Approaches

RECOMMENDED ACTION:

MOTION: That Council approve approach application APPR23-16, by relocating the existing gravel approach to Plan 162 0295, Block 1, Lot 2 for a paved access via Youngs Point Road, with costs borne by the applicant as per the Schedule of Fees Bylaw 22-930.

BACKGROUND/PROPOSAL:

Administration has received an application to construct a new approach to access Plan 162 0295, Block 1, Lot 2, an undeveloped lot subdivided from NE 26-70-25-W5M. The lot is located north of Hwy 43, 0.8 km west of Sturgeon Lake. The parcel is currently accessed by a gravel access off the Hwy 43 service road to the south; the landowners have applied for a new asphalt access via Youngs Point Road to the east as they plan to develop a yard site on the north portion of the lot. No application for development has been received by the Planning & Development department at this time.

Policy 4010 Road Access Approaches

2.1. Rural

- A. *One access approach per quarter section of land or subdivided lot along municipally developed roadways will be provided when deemed feasible on the condition that no other approach exists. A second approach may be permitted on a parcel if required by an oil and gas operation at the cost outlined in the Schedule of Fees.*
- B. *Greenview may provide an additional approach(s) to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels. Subject to Council approval, additional approaches may be added under the following circumstances:*
 - i. *Public Safety reasons;*
 - ii. *If the parcel is bordered by two (2) or more public roads, a second or third approach may be considered, at an additional cost as per the Schedule of Fees.*

The application may meet policy 2.1.B.i as access to a developed site on the north side of the parcel may be difficult for emergency vehicles if a longer driveway is not properly maintained by the landowners, or as access to the service road may be blocked by recreational vehicle traffic at the Highway 43 intersection during

the summer months. The application may meet policy 2.1.B.ii as it is bordered by a Hwy 43 service road to the south and Youngs Point Road to the east, however the section refers only to quarter sections and not subdivided lots.

Schedule of Fees Bylaw 22-930

INFRASTRUCTURE AND ENGINEERING GENERAL – Schedule G

	<i>Description</i>	<i>GST Status</i>	<i>Fee is \$</i>	<i>Unit</i>
2.	<i>Approaches</i>			
<i>i.</i>	<i>Approach Application Request Fee (Non-Refundable)</i>	<i>E</i>	<i>\$175.00</i>	<i>Per Approach</i>
<i>ii.</i>	<i>Construction: Gravel Approach</i> <i>*The price may be reduced by \$500 for special circumstances, please contact the Manager of Construction and Engineering for more information</i>	<i>E</i>	<i>\$3500.00</i>	<i>Per Approach</i>
<i>iii.</i>	<i>Upgrade/Relocation: Gravel Approach</i>	<i>E</i>	<i>\$4000.00</i>	<i>Per Approach</i>
<i>iv.</i>	<i>Construction: Asphalt Approach</i>	<i>E</i>	<i>\$10,500.00</i>	<i>Per Approach</i>
<i>v.</i>	<i>Upgrade / Relocation: Asphalt Paved Approach</i>	<i>E</i>	<i>\$15,500.00</i>	<i>Per Approach</i>

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the landowner may gain easier access to the proposed development site rather than building a 250-metre driveway from the service road.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that the new approach would be located on the busier Youngs Point Road despite already having adequate legal access via the less busy service road.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may approve construction of a second approach, being an asphalt approach off Youngs Point Road. Administration does not recommend this option as the current Policy 4010 section 2.1.A states a second approach to a subdivided lot will be permitted for oil and gas operations and subdivided lots are not included in the circumstances listed by section 2.1.B. Additionally, the current approach on the Hwy 43 service road provides adequate legal access to the lot.

MOTION: That Council approve approach application APPR23-16, for a paved, second access, to Plan 162 0295, Block 1, Lot 2 via Youngs Point Road, with costs borne by the applicant, as per the Schedule of Fees Bylaw 22-930.

Alternative #2: Council may refuse construction or relocation of an approach to Plan 162 0295, Block 1, Lot 2. The option may be supported as the lot has adequate access via the Hwy 43 service road. If refused, the applicant would be required to access any new site via the existing approach.

MOTION: That Council refuse approach application APPR23-16, for a paved access to Plan 162 0295, Block 1, Lot 2 via Youngs Point Road as the existing approach via the HWY 43 Service Road provides adequate access to the site.

FINANCIAL IMPLICATION:

Direct Costs: \$15,000 to \$20,000 for construction of the new asphalt approach

As per the Schedule of Fees Bylaw in the case of an asphalt approach \$10,500 is paid for by the applicant or \$15,500 if the approach is relocated.

Ongoing / Future Costs: snow removal and other required maintenance costs

STAFFING IMPLICATION:

The staffing implications associated with the recommended action is the time and labour needed to construct an approach and annual road maintenance after the approach is built.

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 the applicant of the decision made by Council. If approved, construction will be scheduled following payment of the construction fee.

ATTACHMENT(S):

- Approach Application - Redacted
- Aerial Photo

PRIVATE APPROACH APPLICATION

I/We understand that this application will only be processed if submitted in complete form and accompanied by the applicable fees. A completed application includes entirely filled forms, signatures, location sketch, fees and any other information deemed necessary to make an informed decision.

Landowner Information	
Registered landowner:	<u>Brent and Karen Lamontagne</u>

and Development to contact you via email)

Land Information	
All/Part of _____	LSD/QTR SEC <u>20</u> TWP <u>70</u> RGE <u>25</u> WEST OF <u>5</u> M
Registered plan _____	Block _____ Lot _____
Property size _____	Hectares (ha) &/or <u>10</u> Acres
Rural address _____	
First approach on quarter? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Approach Information	
Farmland Options New: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Relocation/Upgrade: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Temporary: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Removal (approval by Director I&P): <input type="checkbox"/>	Residential Options New: <input type="checkbox"/> Gravel <input checked="" type="checkbox"/> Asphalt Relocation/Upgrade: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Temporary: <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt Removal (approval by Director I&P): <input type="checkbox"/>

Reason for Requesting an Approach
<u>existing approach is not adequate, power and gas are at the north end of the property and existing approach is on the south end</u>
*Please continue to next page to provide location sketch.

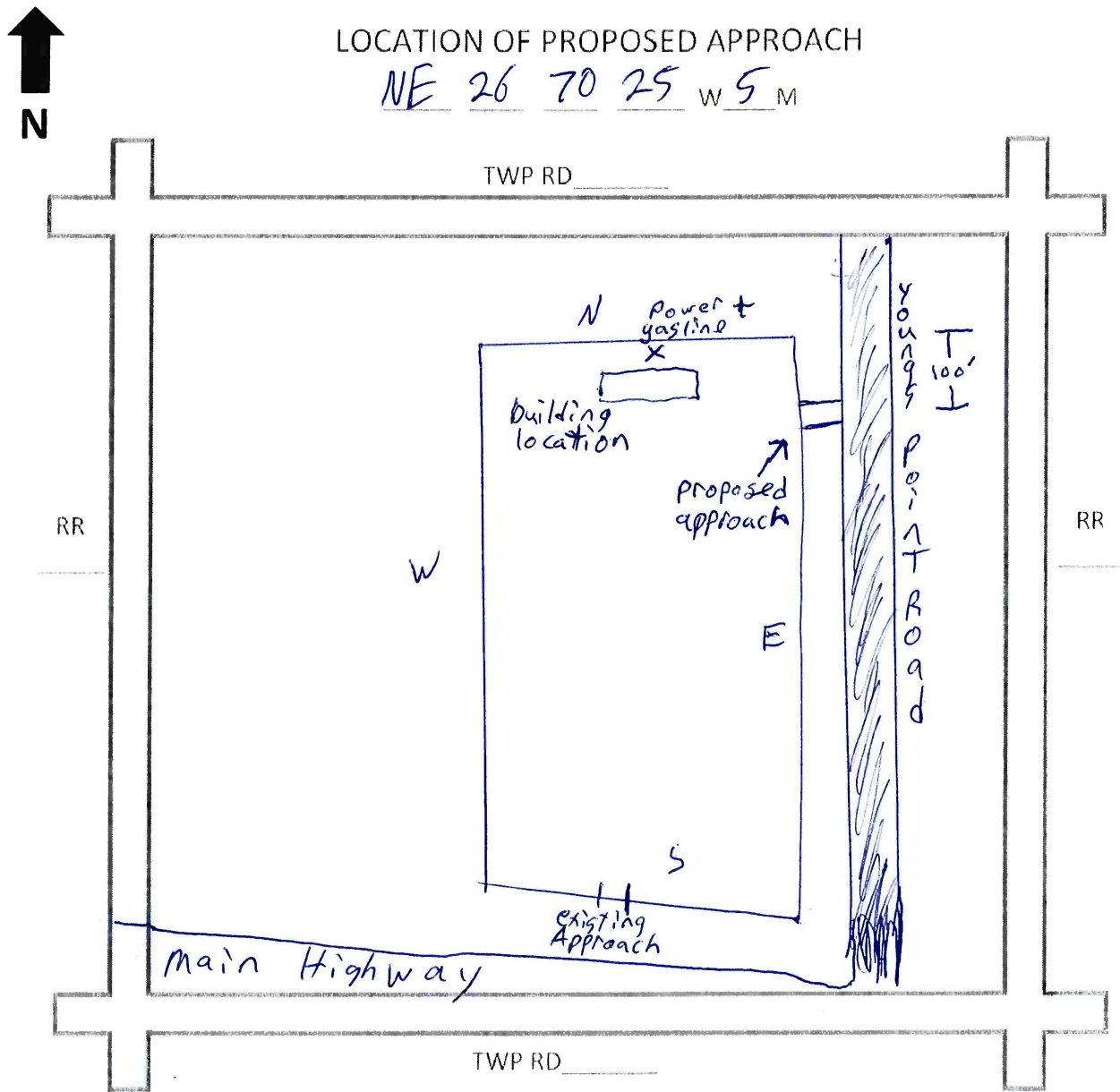
FOR ADMINISTRATIVE USE:			
Application No.: <u>4823</u>	Development Officer: <u>Jeffrey</u>	Ward: <u>1</u>	
Application Fee: \$ <u>50</u>	Receipt No: <u>54</u>	Date Paid: <u>September 1, 2021</u>	
Construction Fee: \$ _____	Receipt No: _____	Date Paid: _____	
Date reviewed by DO: _____		<input type="checkbox"/> Approved by DO <input type="checkbox"/> Refused by DO	
DO: Related to development permit or subdivision application?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No App # _____	
DO: Attached aerial map of location showing current and proposed approaches?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
DO: Notified applicant of approval for construction as schedule permits?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIVATE APPROACH APPLICATION

Indicate the following information on the Location Sketch Plan:

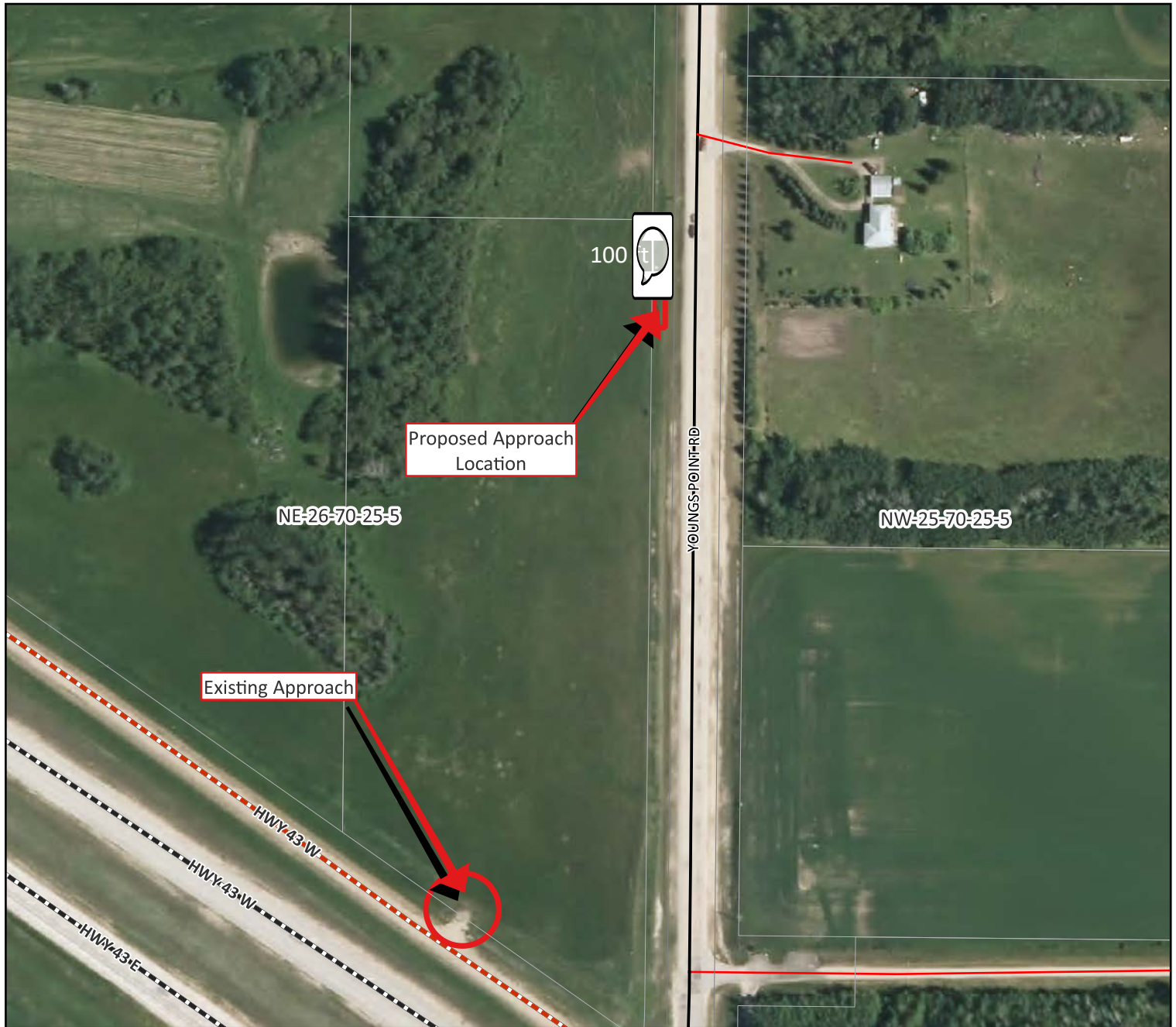
- All proposed and existing approach locations
- Boundaries of the affected parcel including dimensions
- All roads adjacent to the parcel
- All drainage courses
- Location of existing approach(es)
- Location of proposed approach, measured from the closest property corner

The landowner is required to indicate proposed location of the proposed approach by the way of placing flagged stakes at both sides of the intended approach. If required, flagging and stakes can be obtained through the Operations department.





Proposed New Approach Location for NE-26-70-25-W5M MUNICIPAL DISTRICT OF GREENVIEW NO. 16



LEGEND

- | | |
|-------------------|-------------------|
| Cadastre | Paved Highways |
| Approach Location | Fair-Weather Road |
| Section Grid | Gravel Road |
| Township Grid | Paved Road |

TRANSPORTATION

- Gravel Highways

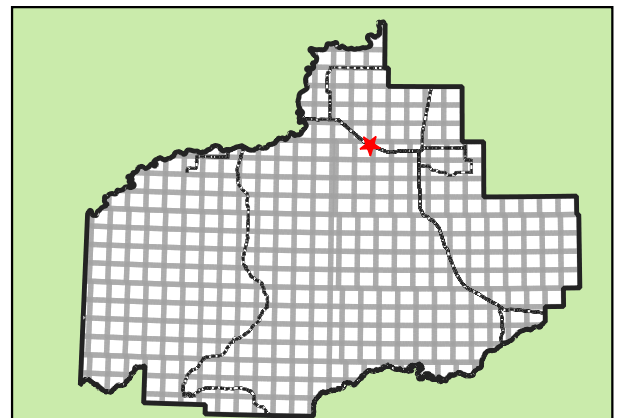
Greenview Imagery 2016

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Map Print Date : September 28, 2023

127



0 50 100

Kilometers
Scale 1:2,500
PROJECTION: UTM Zone 11N NAD 83



REQUEST FOR DECISION

SUBJECT:	Solid Waste and Recycling Service for Grande Cache Cooperatives and Enterprises		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER: DB
DEPARTMENT:	INFRASTRUCTURE & ENGINEERING	DIR: RA	PRESENTER: RA
STRATEGIC PLAN:	Economy	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council continue the weekly pick up of solid waste and recycling in the Cooperatives and Enterprises around the Hamlet of Grande Cache until such time that Administration is directed otherwise.

BACKGROUND/PROPOSAL:

In 2017, a 5-year Agreement was signed between the Municipal District of Greenview and the former Town of Grande Cache for weekly solid waste (garbage) bin service pick up within the Cooperatives and Enterprises to be done by the former town.

Council made the following motion:

MOTION: 17.03.111 Solid Waste Truck and Bin Service Contract for Grande Cache Cooperatives and Enterprises "That Council approve the Solid Waste Bin Service Contract between the Municipal District of Greenview and the Town of Grande Cache as amended"

During the 2017 budget discussions, Council approved Capital project SW16003 for \$400,000.00 with the purpose and description of the Grande Cache Garbage truck and bins (attached).

As directed by Council, Administration made the amendments to the Solid Waste Bin Service 5 – Years Service Contract and it was signed by both parties on April 28, 2017. This contract expired April 28, 2022, however, Administration has continued the service of weekly garbage collection in the Grande Cache Cooperatives and Enterprises. Following Council 2022-2025 Strategic Plan: *Governance; Provide quality municipal services; Establish levels of service*, Administration is now looking for direction, as not all residents have access to this benefit.

The table below shows what Greenview currently offers residents (please note this does not include commercial bins or private bins that are rented monthly). The estimated population data is from Greenview's 2018 Unofficial Census Result posted on the website.

Location of Bins	Est. Population	Solid Waste Bins for residents	# of Bins	Solid Waste Curb Pick up	Recycling Bins	# of Bins	Transfer Site and or Landfill
Grande Cache	3571			X	X	6	X
DeBolt	868				X	5	X
Little Smoky	594				X	6	X
Sunset House	476				X	5	X
Crooked Creek	882				X	5	X
Grovedale	1463				X	6	X
5 Cooperatives <ul style="list-style-type: none"> Victor Lake Susa Creek Muskeg Seepee Wanyandie East Wanyandie West 	310	X	13		X	6	X
2 Enterprises <ul style="list-style-type: none"> Joachim Kamisak 		X	5		X	2	X
All other Hamlets	1451						X
All other Subdivisions							X
All other Settlements							X
All other Residents							X

Greenview estimated costs for monthly Recycling bin service is \$325.00/Bin. The monthly estimate for solid waste bin is \$250.00/bin. The current bin rental fee per month is \$140.00/bin.

The estimated cost of this service is as follows.

Location	# of Recycling Bins @ \$325.00/bin	# of Solid Wastes @ \$250.00/bin	Monthly	Annually
Cooperatives	6	13	\$5,200.00	\$62,400.00
Enterprises	2	5	\$1,900.00	\$22,800.00
Estimated Administration Time from multiple departments 50 hours@ \$35/hr			\$1,750.00	\$21,000.00
TOTAL			\$8,850.00	\$106,200.00

Administration has prepared a few optional motions below for Council Consideration.

MOTION: That Council direct Administration to provide solid waste and recycling pick up for the Cooperatives Enterprises, and all other Hamlets, Subdivisions, and settlements within Greenview with funds to come from Environmental Services Budget. (The annual cost estimate for this motion is \$1,200,000.00).

MOTION: That Council direct Administration to discontinue with solid waste and recycling pick up for the Cooperatives and Enterprises near Grande Cache. (The annual cost savings estimate for this motion is \$106,200.00).

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Administration will have a clear direction to follow.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that an existing level of service may be altered which will raise or lower the annual operational budget.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to continue the Solid Waste and Recycling Bin Service to the Grande Cache Cooperatives and Enterprises and add other subdivisions/hamlets within Greenview to show the same service level to all residents.

Alternative #2: Council has the alternative to discontinue the service entirely.

FINANCIAL IMPLICATION:

The financial implication of the recommended motion is approximately \$106,200.00, plus annual cost of inflation.

STAFFING IMPLICATION:

Staffing implications moving forward will be dependant on Council's direction. To date it is estimated Administration has spent 10 hours on the project, with an anticipated additional 600 hours from multiple departments should this level of service continue.

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 move forward with Council's direction.

ATTACHMENT(S):

- 2017 Budget Sheet
- Expired Agreement: GC Truck & Bins_5 yr Contract – Grande Cache Signed



GREENVIEW CAPITAL PROJECT FORM

Department: Infrastructure & Planning **Job ID:** SW16003
Area: Environmental Services,
Solid Waste Management **Project Title:** Grande Cache garbage truck & bins

Service Description & Benefits

The Environmental Services department is proposing to purchase a garbage truck and bins for the Grande Cache co-ops & enterprises. The town of Grande Cache would receive truck in exchange for providing the pick up service to the co-ops and enterprises. Working with Greenview's Community Coordinator in Grande Cache and Grande Cache public works, to facilitate a potential agreement. Greenview would pay the tipping fee for a timeframe agreed upon. The original budget for this project was \$1,000,000 to build a transfer station in the Grande Cache area. With the reviewing of both options, the truck and bins is the most beneficial for the rate payers in terms of service and economics. **Previously called Grande Cache Area Transfer Station Study.**

Council Strategy/Goal

Project Funding/Costs

Funding Source:

Types of Funding:

	<u>Dollar Amount:</u>
Grants	
Reserves	\$50,000.00
Utility Revenue	
Tax Revenue	\$350,000.00
Total Funding	\$400,000.00

Costs:

Type of Cost:

	<u>Dollar Amount:</u>
• Grande Cache Area Garbage truck & bins(2016 carryover)	\$50,000.00
• Grande Cache garbage truck & bins 2017 Funding	\$350,000.00
Total Cost:	\$400,000.00

Schedule

Design Start: 2017 **Design End:** 2017
Project Start: 2017 **Project End:** 2017



MUNICIPAL DISTRICT OF GREENVIEW No. 16

5 – YEAR SERVICE CONTRACT SOLID WASTE BIN SERVICE

THIS GENERAL SERVICE AGREEMENT dated this _____ day of _____,

BETWEEN:

MUNICIPAL DISTRICT OF GREENVIEW
Box 1070, Valleyview, Alberta T0H 3N0

-AND-

TOWN OF GRANDE CACHE
Box 300, Grande Cache, Alberta T0E 0Y0

WHEREAS the Municipal District of Greenview No. 16 (“Greenview”) wishes to engage the Town of Grande Cache (“Grande Cache”) to provide weekly Solid Waste Bin Service (the “Services”) at the Grande Cache Cooperatives and Enterprises (the “Coops”);

AND WHEREAS Greenview currently pays all tipping fees associated with solid waste disposal at the Grande Cache Landfill from the residents of the Coops but many of the residents do not have the ability to transport their solid waste to the facility;

AND WHEREAS Grande Cache is willing to provide weekly the Services at the Coops in accordance with the terms and conditions of this Agreement;

NOW THEREFORE, in consideration of the promises, mutual terms, covenants and conditions set out herein, the parties hereto agree as follows:

1.0 NOTICE

1.1 Any notice required or permitted to be given under this Agreement shall be in writing and addressed to the appropriate Party at the address below:

MD of Greenview: Mike Haugen, Chief Administrative Officer
Municipal District of Greenview No. 16
4806-36 Avenue, Box 1079, Valleyview, AB. T0H 3N0
Direct: 780-524-7650
mike.haugen@mdgreenview.ab.ca

Town of Grande Cache: Loretta Thompson, Chief Administrative Officer
Town of Grande Cache
Box 300, Grande Cache, AB. T0E 0Y0
Direct: 780-827-3362
loretta.thompson@grandecache.ca

2.0 TERM

- 2.1** This Term of this Agreement shall be the period of time commencing on _____, 2017 and ending on _____, 20__ subject to extension or earlier termination as set forth herein.
- 2.2** This Agreement shall be deemed to have come into effect upon signature by the authorized officials from both organizations.

3.0 TERMINATION

- 3.1** Either party may at any time and for any reason terminate this Agreement upon providing 60 days' written notice to the other party.
- 3.2** If and whenever an event of default occurs, the party not in default may give notice to the other party that an event of default has occurred (the "default notice") and the defaulting party shall have fifteen (15) days from the date of the default notice to rectify the specified default. If the specified default is not rectified within the fifteen (15) days, or such longer period as the parties may agree, the party not in default shall have the right to give notice (the "termination notice") to the defaulting party that this Agreement shall terminate fifteen (15) days from the date of the termination notice.
- 3.3** For the purposes of this Agreement an event of default shall be defined to include the following:
- (a) A material breach of any provision of this Agreement;
 - (b) A party files for bankruptcy, goes into receivership or files for protection from its creditors; and
 - (c) Revocation of required licenses, permits or approvals reasonably required for the continued operations of either party pursuant to the terms of this Agreement.
- 3.4** Notwithstanding the delivery of a notice of termination Grande Cache shall continue to perform the Services up to and including the effective date of termination specified in the notice.
- 3.5** Grande Cache shall be entitled to payment for all Services rendered to Greenview up to and including the date of termination. Following the termination of this Agreement Grande Cache

shall provide Greenview with a written report on and invoice for the Services provided up to the date of termination.

4.0 GREENVIEW'S OBLIGATIONS

4.1 Greenview shall:

- (a) Provide Grande Cache^{HT} with funds to purchase a solid waste truck (the "Greenview Truck"), and sixteen (16) commercial bear proof garbage bins (the "solid waste bins"), up to a maximum of \$390,000, to be used by Grande Cache in the provision of the Services;
- (b) Allocate a reserve fund for maintenance and replacement of damaged bear proof commercial solid waste bins and replace the solid waste bins when required;
- (c) Develop and enter into Road Access Agreements with the Coops for the provision of the Services under this Agreement;
- (d) Develop and enter Road Maintenance Agreements with the Coops to ensure sustainable access to the solid waste bin location within the Coops;
- (e) Ensure the solid waste bins are located in a location that allows reasonable access and egress for a solid waste truck;
- (f) Ensure that only bagged domestic household waste is deposited into the solid waste bins for pickup under this Agreement, excluding any foreign materials such as tires, mattresses, contaminated, hazardous, toxic or radioactive waste or materials etc.; and
- (g) Provide Grande Cache with an Emergency Spot Device for their use in the provision of the Services.

5.0 GRAND CACHE'S OBLIGATIONS

5.1 Grande Cache shall:

- (a) Perform the Services in accordance with and subject to the terms and conditions contained in this Agreement, including once weekly pick up of solid waste on Wednesdays or previously advertised from the Coops located at:
 - (i) Wanyandie Flats East
 - (ii) Wanyandie Flats West
 - (iii) Joachim Enterprises
 - (iv) Victor Lake Coop
 - (v) Kamisak Development Corporation (Grande Cache Lake)
 - (vi) Susa Creek
 - (vii) Muskeg Seepee
- (b) Prepare and construct the site locations for the solid waste bins at all the Coops;

- (c) Purchase the Greenview Truck and the solid waste bins for a total cost not to exceed \$390,000, to be used in the provision of the Services. Nothing prevents Grande Cache from using the Greenview Truck for the provision of solid waste services to other customers;
- (d) Be solely responsible for the operation and maintenance of the Greenview Truck and the solid waste bins;
- (e) Work with Greenview and the Coops to determine the best location for the garbage bins within the Coops;
- (f) Upon the termination of this Agreement for whatever reason, or when no longer required for the provision of the Services, whichever may occur sooner, transfer the Greenview Truck to Greenview at no cost;
- (g) Provide qualified staff to provide the Services;
- (h) With the exception of the Greenview Truck and the solid waste bins, provide all equipment and facilities necessary to provide the Services in a proper and safe manner;
- (i) Be bound by and observe all applicable federal, provincial and municipal legislation and related regulations, which, without limiting the generality of the foregoing, shall include the provisions of the *Freedom of Information and Protection of Privacy Act*, the *Occupational Health and Safety Act*, *Workers' Compensation Act* and the *Environmental Protection and Enhancement Act*, all as amended from time to time, or if repealed as replaced, and Grande Cache shall cause all of its employees and approved subcontractors to be so bound;
- (j) Obtain and maintain at its sole expense all necessary permits, licenses, consents and approvals required by all authorities having jurisdiction incidental to the performance of Grande Cache's obligations under this Agreement and in particular Grande Cache's obligation to provide the Services;
- (k) Pay all fees and costs incidental to the performance of Grande Cache's obligations under this Agreement;
- (l) provide all written and verbal reports as reasonably required by Greenview on the provision of the Services, including the status of the solid waste bins. Grande Cache will make available such information, including data and documents, as Greenview may reasonably require from time to time to allow Greenview to evaluate the quality and progress of the Services; and
- (m) upon receipt of request from the Greenview, provide evidence of full compliance with all requirements of the *Workers' Compensation Act* to and including the dates of such requests, such evidence to include the Commission and any and all subcontractors.

6.0 PAYMENT OF FEES

- 6.1 Greenview will not pay Grande Cache any fees for the provision of the collection services, as the parties recognize Grande Cache has received funds from Greenview in order to purchase the

Greenview Truck which truck may be used by Grande Cache to provide solid waste services to other customers..

6.2 Greenview will continue to pay all tipping fees associated with solid waste disposal at the Grande Cache Landfill collected from the Coops under this Agreement.

6.3 Grande Cache shall be responsible for collecting, remitting, and paying all source deductions, Canada Pension contributions, Employment Insurance premiums, taxes and GST and all other required payments, contributions or deductions under all applicable laws and authorities including, but not limited to, any assessments levied pursuant to the *Workers' Compensation Act* (Alberta) which arise or may hereafter arise with respect to the performance of the obligations of Grande Cache under this Agreement and Greenview shall have no liability for the same.

7.0 REPORTING

7.1 Representatives of both Greenview and Grande Cache will review the effectiveness and adherence to this agreement on an annual basis or as needed and agreed upon by both Parties.

8.0 INSURANCE AND INDEMNITY

8.1 Each of the Parties to this Agreement shall obtain and maintain in force during the Term such insurance as they deem appropriate having regard to their obligations and responsibilities pursuant to this Agreement.

8.2 Each of the Parties to this Agreement shall be responsible for and indemnify and save harmless the other Party for any damages, losses (including legal fees on a solicitor and his own client full indemnity basis), injuries or loss of life, resulting from the negligent or wrongful acts or omissions of their respective employees, servants or agents 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 or agents are at fault or otherwise held responsible in law. This indemnification shall survive the expiration of the Term or termination of this Agreement for whatever cause.

9.0 GENERAL

9.1 This Agreement is not assignable by either Party without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

9.2 This Agreement is binding up and shall ensure to the benefit of the Parties and their successors and permitted assigns.

9.3 The Parties acknowledge and agree that this Agreement does not create and shall not be construed as creating any relationship of agency, partnership or joint venture between the Parties. The Parties enter this Agreement as, and shall remain, independent parties.

9.4 If any term, covenant or condition of this Agreement, or the application thereof to any person or circumstance, is to any extent held or rendered invalid, unenforceable or illegal, then that term, covenant or condition: (i) is deemed to be independent of the remainder of this Agreement and to be severable and divisible therefrom, and its invalidity, unenforceability or illegality does not affect, impair or invalidate the remainder to the Agreement or any part thereof; and (ii) continues to be applicable to and enforceable to the fullest extent permitted by law against any person and circumstances other than those as to which it has been held or rendered invalid, unenforceable or illegal.

9.5 This Agreement sets forth all covenants, promises, representations, agreement, conditions and understanding between Grande Cache and Greenview concerning the matters referenced herein and there are no other covenants, promises, representations, agreements, conditions, or understandings, either oral or written, between them. No alteration or amendment to this Agreement will be binding upon the Town or Greenview unless in writing and signed by the Town and Greenview.

9.6 The expiry or termination of this Agreement shall not relieve any Party of any rights, liabilities or obligations that by their nature survive expiry or termination, including warranties, remedies, indemnities, or that arose prior to the expiry or termination of this Agreement.

9.7 If either Party shall overlook, excuse, condone or permit any default, breach, non-observance, improper compliance or non-compliance by the other of any obligation herein, this shall not operate as a waiver of such obligation in respect of any continuing or subsequent default, breach or non-observance, and no such waiver shall be implied but shall only be effective if expressed in writing.

9.8 This Agreement shall be construed in accordance with and governed by the laws of the Province of Alberta.

IN WITNESS WHEREOF, and as evidence of their Agreement to be bound by the terms hereof, the Parties have caused this Agreement to be executed and delivered by their authorized signatories with effect as of the date set out on page one above.

TOWN

)

TOWN OF GRANDE CACHE

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Per: 

)

)

Per: _____

GREENVIEW

)

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

)

)

Per: _____

)

)

Per: _____



REQUEST FOR DECISION

SUBJECT: Reimbursement for Hot Water Tank

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: November 14, 2023

DEPARTMENT: FINANCE

STRATEGIC PLAN: Economy

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER: CG

DIR: EK PRESENTER: CG

LEG:

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 1504 – Accounts Receivable Cancellation or Adjustment

RECOMMENDED ACTION:

MOTION: That Council take no action on the request to reimburse \$2,000 in relation to investigation of water consumption discrepancy that led to the replacement of a hot water tank.

BACKGROUND/PROPOSAL:

A homeowner is requesting to be reimbursed for the purchase of a hot water tank. They feel they would not have replaced it if it was not for the investigation from staff that indicated that it was the cause of high utility bills.

In the attachments to this RFD there is a detailed breakdown of the actions taken, but it covers a period of time from July of 2021 to this motion, over two years. The events began in July of 2021 with the notification to the homeowner that there was abnormal water usage in relation to one of two residences that they owned. Utility operators attended the residence and found evidence of running toilets in one residence and a leak in the hot water tank at the other residence. The homeowner replaced various items, including the hot water tank of one residence in November 2021. In November 2022 the differential in the water consumption was reported as still being unusual.

In the year between November 2021 and 2022, utility and receivable staff had changed. There was no additional notification to the homeowner identified on the file. When Utility staff returned to the home, they replaced the meter. The next bill showed a significant difference and in February 2023 the meter in the other residence was also replaced. This led to the discovery that the two meters had been switched in the financial software.

As a result of the discovery the meter repair/inspection form was changed to include the meter number so that all meter numbers can be confirmed when work is done. Since then, the owner has been looking for compensation, but unclear as to what that should be. The water consumption that was charged was correct, just for the wrong residence. If this had been 2 different owners, Administration would have refunded the

difference to the owner charged in error and charged it to the owner that had been under-charged for the time period.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it is consistent with policy and application of administrative error.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that the homeowner undertook costs under the recommendation of Greenview staff that they would not have otherwise incurred and it did not resolve their issue.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to approve the reimbursement of \$2,000 (or a lesser amount), however, Administration does not recommend this action because the amount paid for water was correct for the homeowner, and while not significant enough to warrant the consumption difference, there was a leak discovered.

Motion: That Council direct administration to compensate the homeowner \$2000, as requested, with funds to come Environment.

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):

- Policy 1504 – Accounts Receivable Cancellation or Adjustment
- Summary of events
- Repair form, including picture of hot water tank leak
- Email from Home-owner
- Receipt for Hot Water tank

Title: Accounts Receivable Cancellation or Adjustment

Policy No: 1504

Effective Date: July 8, 2019

Motion Number: 19.07.538

Supersedes Policy No: AD 34

Review Date: July 8, 2022



Purpose: To provide effective control of adjustments or cancellations to account receivable.

DEFINITIONS

CAO means Chief Administrative Officer of the M.D of Greenview.

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

POLICY

1. Greenview will process adjustments or cancellations only after appropriate authorization has been obtained.
2. Administration will make a minimum of three (3) attempts to collect outstanding Accounts Receivable prior to making a recommendation for cancellation.
3. Administration will provide written documentation to Council indicating the reason the Accounts Receivable is being cancelled or adjusted.
4. Cancellation of Accounts Receivable, excluding tax accounts, up to and including \$1,000.00 requires approval of the CAO. Cancellation of accounts in excess of \$1,000.00 requires Council approval.
5. Accounts or clerical errors (including clerical errors on tax accounts), Court of Revision or Assessment Review Board changes will be cancelled or adjusted with the authorization of the CAO.

owns Units 108 and 110 Moberly Road in Grande Cache.
He called multiple times to say something was not right. Starting in 2021.
He was very upset he changed the hot water tank as suggested and he was still having very high water bills.

Discovered in 2023, that the meter Id's were incorrect in Diamond.

*Unit 110 was actually consumption for Unit 108

*Unit 108 was actually consumption for Unit 110

Date

2021

July, 2021

called because his levy in July was very high in Unit 110. (It was actually Unit 108 that should have shown higher consumption for billing)
Unit 110 Bill \$297.50
Unit 108 Bill \$115.75

August, 2021

Bill in Unit 110 continues to climb. (It was actually Unit 108 that should have shown higher consumption for billing)
Unit 110 Bill \$375.00
Unit 108 bill \$ 132.50

September, 2021

Bill in Unit 110 is lower than last month, but still high (It was actually Unit 108 that should have shown the higher consumption for billing)
Unit 110 Bill \$220.00
Unit 108 Bill \$124.50

Operators do a meter inspection on both Units. They do discover a few leaks.

*Unit 110- Hot water tank is leaking- small bowl each month (stated on inspection sheet)

*Unit 108- Master bedroom Ensuite- toilet is leaking constantly

October, 2021

Bill for Unit 110 (Which should have been Unit 108) is still showing higher in October. My understanding is the toilet was fixed and hot water tank got changed half-way through the month.
Unit 110 Bill \$262.50
Unit 108 Bill \$ 128.00

This is the approximate timeframe that [REDACTED] changed out the hot water tank and fixed the leaking toilet

November, 2021

Bill for Unit 110 does go down (However, this would actually be reading for Unit 108 where the toilet was leaking)

Unit 110 bill \$128.00

Unit 108 Bill \$ 112.25

Pictures from the meter repair/inspection sheet on Unit 110 did not appear significant leak from hot water tank

2022

-

November, 2022

[REDACTED] contacts us to let us know his bill in Unit 110 (Which is actually 108) is still way higher than he thinks it should be as it is a senior couple living in the home. (over \$200) He also feels it should be way lower because he replaced the hot water tank as recommended. He talks about increasing the senior couples rent.

Note: New utility billing staff and temp Utility coverage

Operators do another inspection and find no leaks in Unit 110

December, 2023

We replace meter in Unit 110 to see if we notice a difference in January billing.

January, 2023

Still no change in consumption for January billing (which we notice in February)

February, 2023

We replaced the meter in 108 and realized the wrong meter ID was input into Diamond. This was discovered by the picture of the water meter versus the consumption reading in Diamond during the billing process.

Once the discovery was made that the two meters were input incorrectly on Diamond - we made the changes.
--

Note: Admin for Environment has since made the change on our meter repair/inspection forms to include: Does meter match ID on Diamond (Yes or no)



Municipal District of Greenview NO.16 Grande Cache

Water Meter Repair & Inspection

Date & Time:

September 30/2021 1:00 pm

Inspected by:

Customer Information

Name

Contact #

Block & Lot

Block:

Lot:

Street Address

of People in Household

Read Before Inspection

Read After Inspection

ID Captured - at time of inspection

Toilet Leaking?

☐ Y

☒ N

Taps Leaking?

☐ Y

☒ N

Hot Water Tank Leaking?

☒ Y

☐ N

Water Meter Repaired?

☐ Y

☒ N

Comments:

July invoice \$ 247.50

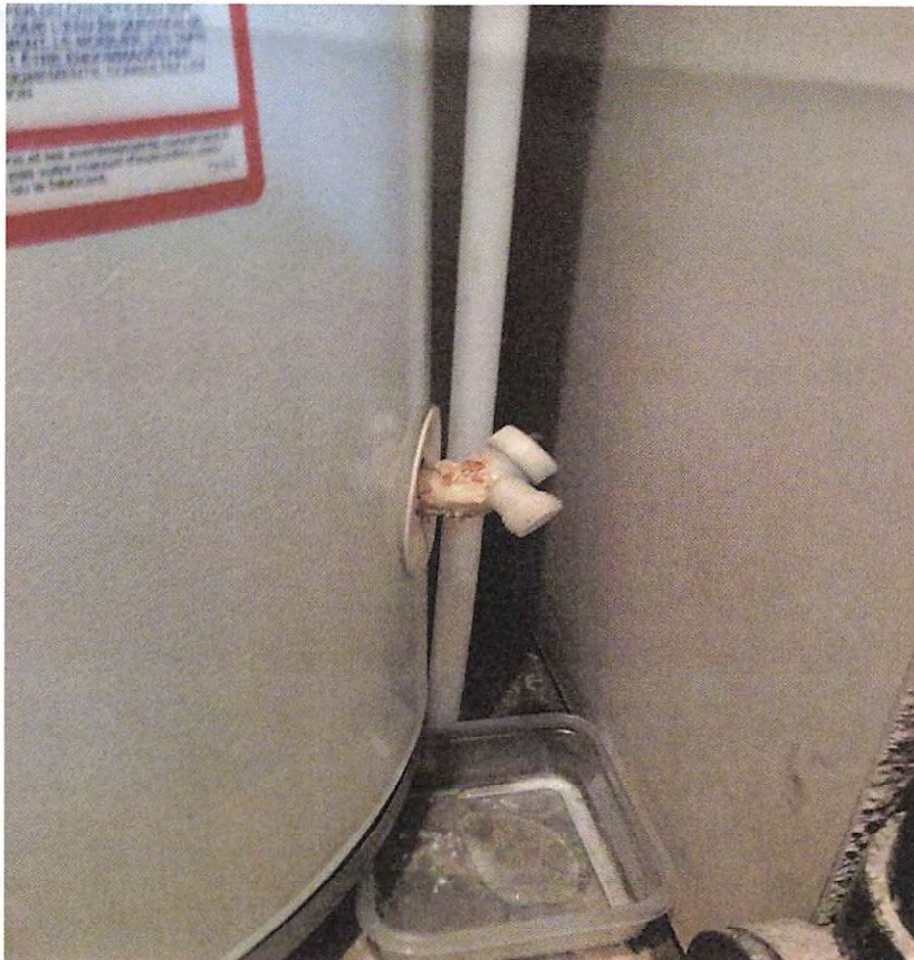
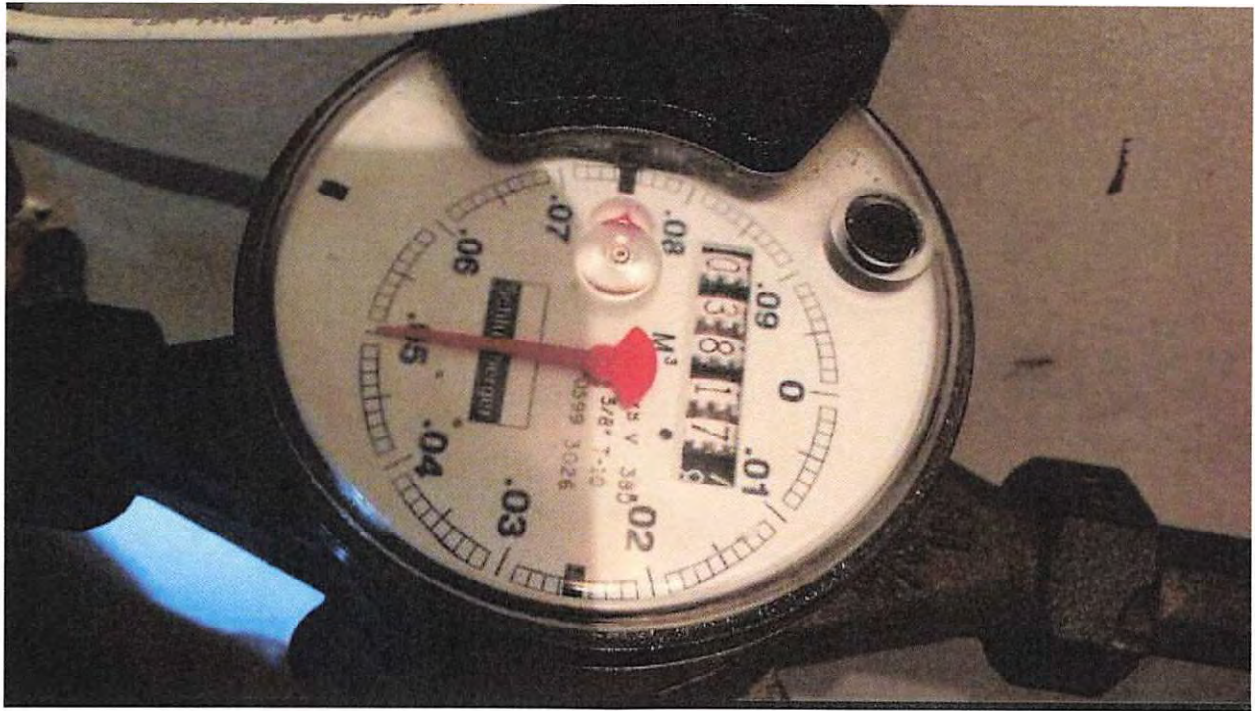
August invoice \$375.00

Put dye (food coloring) on 3 washrooms upstairs and 1 downstairs → All good
no leak

But Hot water tank ~~was~~ is leaking, see picture attached.

Tenants upstairs mentioned that they changed the bowl fill a month ago





From: [REDACTED]
Sent: Friday, August 25, 2023 4:51 PM
To: Jill Gauthier <Jill.Gauthier@mdgreenview.ab.ca>
Subject: Re: Follow up

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I replaced the water heater in 110 moberly forc\$2000 because you sent somebody in and they said the drip must have been causing the extraordinarily high water consumption & bill.

Obviously that wrong because it turns out the high meter readings were in fact for 108 not 110. So replacing my water heater was unnecessary and didn't lower my water bills. I would like \$2000 from Greenview

FEHR'S PLUMBING AND HEATING
BOX 1413
GRANDE CACHE, AB T0E 0Y0
BUS. (780) 827-3974 CELL (780) 827-6279

09/2021
868880170RT0001

fehr.kenton@gmail.com

max: 639998.1113

[illegible]

INVOICE 149
FACTURE

STAPLES



REQUEST FOR DECISION

SUBJECT: **Reserve Balancing and Reallocation**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: November 14, 2023
DEPARTMENT: FINANCE
STRATEGIC PLAN: Economy

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 1502 - Reserves

RECOMMENDED ACTION:

MOTION: That Council approve the allocation of \$2,785,953.00 of unrestricted reserves and rebalance \$26,595,335.00 within the existing reserves, as follows:

From Unrestricted Reserve \$2,785,953.00
To Wastewater Reserve \$835,786.00
To Operating Contingency Reserve \$1,950,167.00
To Facilities Reserve \$10,000,000.00
From Road Infrastructure Reserve \$21,908,754.00
From Water Reserve \$4,686,581.00
To Wastewater Reserve \$14,686,581.00
To Solid Waste Reserve \$1,500,000.00
To Economic Development Reserve \$408,754.00

MOTION: That Council approve the elimination of the Water and Wastewater Reserves to be amalgamated into a Water Utilities Reserve.

BACKGROUND/PROPOSAL:

Annually, Administration comes to propose the distribution of the unrestricted reserves to the existing reserve accounts. This unrestricted surplus is done after the allocations that are directed by the Reserves Policy. The goal of this distribution is to ensure that the reserves have an adequate balance to support the spending being undertaken and maintain an unrestricted reserve to allow Council the flexibility to address in-year funding needs that are outside of the budget process.

As this is significantly delayed from the original timing to be presented, the 2024 budget requests have been considered in the distribution and rebalancing recommendations. If an item was deferred in the budget deliberations it would not impact the distribution and rebalancing, as it is just the timing that has changed

for the commitment. Items that were cancelled or added will be considered in the distribution of the 2023 surplus, which will be done after the audit is complete in 2024.

The recommendation for allocating the unrestricted reserves is as follows:

Unrestricted Balance	8,773,758
2024 Commitments	(4,487,805)
base level for in-year approvals	(1,500,000)
To be distributed	2,785,953
Wastewater Reserve	835,786
Operating Contingency	1,950,167

The reason for this allocation is that the Wastewater reserve has the greatest deficiency for existing and future commitments and the operating contingency is only slightly more than 25% of its target level of \$13M.

Rebalancing recommendations consider the commitments currently outstanding and the 2024 budget requests and what percentage of the tangible capital asset balance is represented by that reserve. Balances are not recommended to be allocated at the same percentages as is currently in the asset profile as it does not represent the current expenditure plans of that reserve and some items may be fully depreciated. This approach leaves Facilities, Road Infrastructure and Water/Waste underfunded from the perspective of the underlying value of the assets. This discrepancy and the underfunding of the Operating Contingency will be addressed in future allocations of unrestricted surplus.

The full effect of the rebalancing is as follows.

Unrestricted Balance	(2,785,953)
Wastewater Reserve	835,786
Operating Contingency	1,950,167
Unrestricted distribution net	-
Facilities	10,000,000
Road Infrastructure	(21,908,754)
Water	(4,686,581)
Wastewater	14,686,581
Solid Waste	1,500,000
Economic Development	408,754
Rebalancing Net	-

	Uncommitted Balance	Rebalance	Post Rebalance
Asset Management Reserves			
Bridge Replacement	9,137,381		9,137,381
Community Bus	185,423		185,423
Fire Facilities	3,986,223		3,986,223
Fire-Rescue Apparatus Vehicle & Equipment	4,859,148		4,859,148
Fleet & Equipment Replacement	6,885,282		6,885,282
Facilities	(2,058,192)	10,000,000	7,941,808
Gravel Pit Reclamation	6,944,520		6,944,520
Operating Project Carry Forward	0		0
Recreation	5,199,020		5,199,020
Road Infrastructure	69,317,089	(21,908,754)	47,408,335
Valleyview and District Medical Clinic	78,796		78,796
Water	4,686,581	(4,686,581)	-
Wastewater	(9,251,383)	14,686,581	5,435,198
Solid Waste	(987,912)	1,500,000	512,088
Total Restricted Reserves	98,981,977	(408,754)	98,573,223
Social, Economic, & Environmental Reserves			
Economic Development	4,591,246	408,754	5,000,000
Disaster Response	-		-
Greenview FCSS	100,000		100,000
Seniors Housing	-		-
Operating Contingency	3,515,224		3,515,224
Total Social, Economic, & Environmental Reserves	8,206,470	408,754	8,615,224

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it will bring reserve balances in line with current funding needs and targets.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that it does not match reserves to the proportion of the assets.
-

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to approve a different distribution of the unrestricted reserves and rebalancing however, Administration does not recommend this as it may not consider all funding and asset replacement needs.

Motion: That Council instruct Administration to distribute \$____ from the unrestricted reserve to ____ Reserve and/or allocate \$____ from ____ Reserve to ____ Reserve.

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

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FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Policy 1502 – Reserves

Title: Reserves

Policy No: 1502

Effective Date: April 12, 2022

Motion Number: 22.04.193

Supersedes Policy No:

Review Date: April 12, 2025



Purpose: To establish reserves that will allow for future planned and unplanned expenditures required by Greenview. This will also address links to amortization and replacement of assets.

1. DEFINITIONS

- 1.1. **Assets** means economic resources controlled by Greenview as a result of past transactions or events and from which future economic benefits are expected to be obtained. Assets have three essential characteristics:
 - A. They embody a future benefit that involves a capacity, singly or in combination with other Assets, to provide future net cash flows, or to provide goods and services;
 - B. That Greenview can control access to the benefit;
 - C. The transaction or event giving rise to Greenview's control of the benefit has already occurred.
- 1.2. **Contribution** means funds added to a Reserve or Reserve Fund account, for example revenues directly to reserves as included in the annual budget documents or an expense included in the operating budget.
- 1.3. **Commitment** means approval by Council to spend funds up to a specified amount on projects or task, such as capital projects, one-time expenditures, or direct from reserve expenditures.
- 1.4. **Deferred Revenue** that is considered a liability on the Greenview's financial statements, until such time it becomes relevant to current operations. It is set aside as an obligatory reserve fund for a specific purpose required by legislation, regulation, or agreement.
- 1.5. **Financial Assets** means assets that are available to discharge existing liabilities or finance further operations and are not for consumption in the normal course of operations. Examples of financial assets are cash on hand, accounts receivable and inventories for resale.
- 1.6. **Financial reserves** mean an effective tool to support Greenview's asset management planning, as they allow for funds to be set aside to manage assets throughout their lifecycle.
- 1.7. **Greenview** means the Municipal District of Greenview No.16.
- 1.8. **Nominal Value** means the value assigned to an Asset when no Asset valuation method is relevant, or where the accuracy of any estimate could not be supported in an audit. Nominal Value in this context is defined by Greenview to be one Canadian dollar.

- 1.9. **Non-financial Asset** means assets that do not normally provide resources to discharge liabilities. They are employed to deliver Greenview services, may be consumed, or used up on the delivery of those services, and are not generally for sale. Examples of non-financial assets are capital assets and inventories held for consumption or use.
- 1.10. **Reserve Fund** requires the physical segregation of assets and is restricted to meet the purpose of the reserve fund. There are two types of reserve funds: Unrestricted reserves and Restricted reserves.
- 1.11. **Tangible Capital Assets** means non-financial assets having physical substance that:
 - A. Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Greenview tangible capital assets;
 - B. Have useful economic lives extending beyond an accounting period;
 - C. Are to be used on a continuing basis in Greenview's operations;
 - D. Are not for sale in the ordinary course of operations; and
 - E. All in Accordance with Tangible Capital Asset Policy 1507

2. POLICY STATEMENT

2.1. Financial Reserves

To provide such services, Greenview is responsible for purchasing, constructing, operating, and maintaining infrastructure. The type and size of Greenview's infrastructure responsibilities will vary among type and can range from relatively small pieces of equipment to multi-million-dollar roads, bridges, water/wastewater systems, and recreation facilities. Financial reserves are a means to pay for the construction or purchase of assets in the future, and to fund asset depreciation to ensure aging infrastructure can be maintained to continue providing necessary levels of service. There are two broad categories of financial reserves used by Greenview:

- A. **Unrestricted reserves** are best described as an account held by Greenview to use for unexpected expenses incurred at a later date. Funds from an unrestricted reserve could be used to repair or replace an asset that fails unexpectedly, or simply to give council flexibility to allocate funds to future projects as needs arise, or in the case of disaster response.
- B. **Restricted Reserve** are funds set aside by Greenview for a specific future project, or as a contingency for excess costs in a specific area. Restricted reserve funds should not be perceived as a measure of Greenview's wealth, as they may be the product of many years of saving and advance planning to fund the purchase or construction of a major asset, or to carry out projects identified in a Greenview's long range capital plan.

2.2. Asset Management

An important aspect of asset management is making long-term budgeting decisions with service levels and asset deterioration in mind. Not preparing for the inevitable repair or replacement of deteriorating assets through the use of reserves could lead to a crisis situation in which Greenview has limited funds available to address a sudden infrastructure failure and are forced to borrow heavily, increase taxes, or significantly reduce service levels. Using reserves to support the proper management of tangible capital assets and addresses their depreciation over the course of their useful life by setting aside funds for their maintenance and continued operation as they amortize.

2.3. Reserve Categories

The categorization of reserve funds has been created by Greenview. Greenview has a number of categories with a variety of items covered within each. These categories broadly fall under asset management, social, economic, and environmental areas, but a single reserve may impact one or more of these purposes.

- A. For the Assets categories are broad, each includes sub-categories that better guide the purposes for which funds are reserved. For example, Greenview's "Fleet Replacement" category includes sub-categories such as lifecycle plans (for scheduled replacement of certain assets), as operational equipment, heavy duty equipment, over 1-ton vehicle, under 1-ton vehicles and environmental needs, and others.
- B. Social, economic, and environmental reserves are put in place to enhance an aspect of Greenview or mitigate a potential risk. These may include such items as supporting recreation, FCSS or economic development. They are often, but not always, linked to key strategic activities within Greenview.

Each sub-category may have its own target reserve amount, which is reviewed and amended by council as part of a regular policy review.

3. COUNCIL RESPONSIBILITIES

- 3.1 Evaluate and approve the policy.
- 3.2 Direct the transfer of funds to and from Reserves and Reserve Funds through the budget process.
- 3.3 Direct the transfer of funds to and from Reserves and Reserve Funds through Council Resolution or Bylaw outside of the budget process.
- 3.4 Direct re-purposing of commitments and the lending or borrowing to and from Reserves and Reserve Funds through Council Resolution or Bylaw.
- 3.5 Direct the creation of new Reserves and Reserve Funds.
- 3.6 Direct the closure or amalgamation of existing Reserves and Reserve Funds that are no longer required.
- 3.7 On lean years surplus of funds will be given to reserves on a prorated system.

4. ADMINISTRATION RESPONSIBILITIES

- 4.1 Evaluate and approve the policy.
- 4.2 As per council decision, create the transfer of funds to and from Reserves and Reserve Funds through the budget process.
- 4.3 As per council decision, create the transfer of funds to and from Reserves and Reserve Funds through Council Resolution or Bylaw outside of the budget process.

- 4.4 As per council decision, re-purpose commitments and the lending or borrowing to and from Reserves and Reserve Funds through Council Resolution or Bylaw.
- 4.5 As per council decision, create new Reserves and Reserve Funds.
- 4.6 As per council decision, close or amalgamate existing Reserves and/ or Reserve Funds that are no longer required.
- 4.7 Ensure that all transactions regarding reserves are approved by and reported to Council.
- 4.8 Manage reserves in accordance with this procedure.
- 4.9 Provide quarterly reports, in accordance with Financial Reporting Policy 1500, to Council regarding reserves and any transfers to and from reserve funds.
- 4.10 Present in each annual capital and operating budget the transactions necessary to comply with this procedure, and to bring Reserve Funds to the minimum levels.
- 4.11 Quarterly reports shall be provided to Council regarding reserves, as well as the transfer to, and transfer from reserves.

5. PROCEDURE

5.1 Reserve Responsibilities

Council is responsible for approving the formation of financial reserves and the approving the processes by which reserves are funded and withdrawn. Administration is responsible for reporting all reserve transactions to council and ensuring reserves are managed in alignment with the policy and legislative requirements. This includes maintaining a continuity schedule of each reserve and monitoring whether actual reserve amounts are sufficient for projects that are budgeted to be funded through reserve. When surplus is nominal, the amounts will be prorated on importance of the reserve based upon guiding principal prorated allocation of amortization based on the annual surplus and Council review.

All categorized Reserves can be found in Appendix A attached.

APPENDIX A

1. Asset Retirement Obligation Liability (PS 3280) Formerly Solid Waste Reserve

- a. Purpose: This liability provides funds for post closure liability costs for Greenview long term liability sites. Post closure liability costs for regional landfills will be budgeted for by Greenview Regional Solid Waste Management Commission. Following the calculation on any new and on-going assets that would follow this category. This is for all long-term liability sites.
- b. Receives: This Liability receives funds based on calculation found in PS 3280 agreed upon in the PS 3280 policy.
- c. Interest: This Liability is adjusted from time to time based on future cost estimates and consulting reports.

2. Bridge Replacement Reserve

- a. Purpose: This reserve provides funds for future replacement costs of bridges. Annual contribution based on life cycle costing of bridges and the maintenance there of.
- b. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization of “Engineering Structures – Bridges.”
- c. Interest: Its prorated share of total reserve.

3. Community Bus Reserve

- a. Purpose: The reserve fund is established to assist in the replacement costs of the Community Bus.
- b. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization with community bus.
- c. Interest: Its prorated share of total reserve.

4. Developer Contributions

- a. Purpose: This reserve is funded by cash in lieu payments and off-site levies collected from developers.
- b. Receives: This reserve receives funds received from development agreements and off-site levies.
- c. Interest: This reserve receives no interest.

5. Disaster Response Reserve

- a. Purpose: This reserve provides funds for emergency funding for Greenview to deal with disasters when they occur, with minimal impact to the approved Operating and Capital Budgets.
- b. Receives: This reserve receives an annual contribution of \$100k.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve shall have a minimum balance of \$1 Million to a maximum balance of \$3 Million.

6. Economic Development Reserve

- a. Purpose: This reserve provides funds for Greenview development projects (property development, etc.) as depicted in the long-term capital plan.
- b. Receives: This reserve receives funds based on Council’s Economic Development Plan.
- c. Interest: This reserve receives no interest.

7. Fire Facilities

- a. Purpose: This reserve provides funds for Greenview's share of replacement or construction of Fire Halls and other Fire Infrastructure (dry hydrants, etc.) within Greenview and the Towns of Fox Creek and Valleyview.
- b. Receives: This reserve receives annualized contribution based on Fire Hall construction or replacement schedules based on amortization.
- c. Interest: Its prorated share of total reserve.

8. Fire-Rescue Apparatus Vehicle & Equipment Reserve

- a. Purpose: This reserve provides funds for the purchase of Greenview's Fire-Rescue Service Apparatus Vehicle & Equipment Policy 3021.; for Greenview Fire Stations and Greenview's share of apparatus purchases for the Towns of Valleyview and Fox Creek.
- b. Receives: This reserve receives annualized contribution based on apparatus replacement schedule, as per amortization; any proceeds from sale of apparatus. This must be a minimum value of 300k annually, to allow for any emergency purchases.
- c. Interest: Its prorated share of total reserve.

9. Fleet and Equipment Replacement Reserve

- a. Purpose: This reserve ensures funds for replacing fleet and equipment as Fleet and Equipment Replacement policy 4006.
- b. Receives: This reserve receives any amortization of "equipment" or "Automotive Equipment"; salvage revenues received from disposal of equipment and vehicles will be placed into this reserve.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve should contain a minimum level of funds equal to ten (10%) percent of the "Equipment" and "Automotive Equipment" audited Financial Statements, Tangible Capital Assets Net Book Value. This reserve has no maximum.

10. Facilities Reserve

- a. Purpose: This reserve provides funds for replacement or construction costs for Greenview facilities such as offices and maintenance shops. Facilities relating to utilities and emergency services will be funded through their own respective reserve funds.
- b. Receives: This reserve receives annualized contribution based on Building construction or replacement schedules based on amortization
- c. Interest: Its prorated share of total reserve.

11. Greenview Daycare Funding Reserve

- a. Purpose: This reserve fund is established to assist in the costs of developing daycare services in Greenview, which may include building and equipment purchases.
- b. Receives: This reserve receives funds at the discretion of Council.
- c. Interest: Its prorated share of total reserve.

12. Greenview FCSS Reserve

- a. Purpose: This reserve is used to set aside FCSS program surpluses from the FCSS programs operated by Greenview on behalf of the Town of Valleyview. The Green View FCSS Board shall determine the use of funds in this reserve.
- b. Receives: This reserve receives any surplus balance, at the end of a financial year.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve has no maximum or minimum.

13. Gravel Pit Reclamation Reserve

- a. Purpose: This reserve is used for the environmental reclamation of existing gravel pits and as the source and return of deposits and guarantees regarding reclamation.
- b. Receives: This reserve receives funds specifically allocated in the operating budget, plus per tonne charges on waste interred by gravel mined for Greenview use, to pay for environmental reclamation
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve has no maximum or minimum.

14. Operating Contingency Reserve

- a. Purpose: This reserve provides funds to supply Greenview with emergency operating funds in case of a large-scale disaster or other disruption to funding sources.
- b. Receives: This reserve receives funds any unallocated surplus funds received during the year.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: Target minimum value is \$13M or the average of three months operating costs, which ever is the greater.

15. Project Carry Forward Reserve.

- a. Purpose: This reserve will hold all funds for projects that have been carried over from one year to a subsequent year. This reserve will be funded as needed in any given year. This fund will be tagged with the projects and their codes. Any projects that complete below capital budget, will return surplus back to the unrestricted reserve.
- b. Receives: This reserve receives prior years project carryover funds
- c. Interest: Its prorated share of total reserve.

16. Recreation Reserve

- a. Purpose: This reserve provides funds for construction or replacement of Greenview's recreation facilities (campgrounds, multiplexes, etc.).
- b. Receives: This reserve receives annual Recreation asset amortization plus any other contributions Council provides.
- c. Interest: Its prorated share of total reserve.

17. Road Infrastructure Reserve

- a. Purpose: This reserve provides funds for future years' road construction budget, based on approved capital plans. This reserve will contain an additional amount of \$2M to allow Greenview the ability to react to positive or negative pricing shifts.
- b. Receives: This reserve receives annualized contribution based on Road Structures or replacement schedules based on amortization

18. Interest: Its prorated share of total reserve.

19. Valleyview and District Medical Clinic Building Reserve

- a. Purpose: This reserve fund is established to assist in the costs of future construction/upgrades to the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget and surplus there of.
- b. Receives: This reserve receives annualized contribution based on the Valleyview medical Building construction or replacement schedules based on amortization.
- c. Interest: Its prorated share of total reserve.

20. Valleyview & District Medical Clinic Equipment Reserve

- a. Purpose: This reserve fund is established to assist in the costs of future purchases or upgrades to equipment housed in the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget and surplus there of.
- b. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization with Valleyview medical clinic equipment.
- c. Interest: Its prorated share of total reserve.

21. Water Reserve

- a. Purpose: This reserve provides funds for replacement or construction of water distribution systems and networks within Greenview
- b. Receives: This reserve receives funds based on the life cycle of the water systems and the annual amortization.
- c. Interest: Its prorated share of total reserve.

22. Wastewater Reserve

- a. Purpose: This reserve provides funds for replacement or construction of wastewater collection systems and networks within Greenview
- b. Receives: This reserve receives funds based on the life cycle of the wastewater facilities and the annual amortization.
- c. Interest: Its prorated share of total reserve.



REQUEST FOR DECISION

SUBJECT:	Declaration of Insufficient Petition		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR: EK	PRESENTER: SS
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA, 2000. cM-26, s.226(1)

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council receive the Declaration of Insufficient Petition for the paving of Range Road 64 in Grovedale, as found in Attachment 'A' for information, as presented.

BACKGROUND/PROPOSAL:

This report serves as Administration's statutory obligation to notify Council that a petition for the reconsideration of paving or resurfacing, of Range Road 64 in Grovedale, before 2026, has been received and declared as insufficient.

On October 10, 2023, Administration received a petition signed by residents of Greenview for Council to pave Range Road 64 before 2026 or resurface the road with appropriate-sized gravel.

Section 226(1) of the Municipal Government Act requires that the Chief Administrative Officer make a declaration to Council on whether a petition is sufficient or insufficient within 45 days of receiving the petition.

Administration analyzed the October 10, 2023 petition against sections 222 to 226 of the Municipal Government Act and deemed the petition to be insufficient. The Declaration of Insufficient Petition, found in Attachment 'A', outlines the reasons why the petition was declared insufficient.

Because the petition is declared insufficient, Council is not required to take any action on the matter being petitioned.

Greenview treats all received petitions as formal petitions and evaluates them for sufficiency against MGA requirements.

The representative of this petition did not seek direction from Administration on how to correctly carry out a petition. Other petitioners have been provided guidance in the past.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Administration's statutory obligations will be fulfilled and Council will be aware of the petition.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to make an additional motion directing Administration to come forward in the future with options for funding the paving of Range Road 64, through a Local Improvement Tax.

Alternative #2: Council has the alternative to make an additional motion directing Administration to add the paving of Range Road 64 to a future budget.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

The representative of the petition will be notified of the insufficient petition after the Declaration of Insufficient Petition has been received by Council.

ATTACHMENT(S):

- Attachment A - Declaration of Insufficient Petition

Report on sufficiency of petition

226(1) Within 45 days after the date on which a petition is filed, the chief administrative officer must make a declaration to the council or the Minister on whether the petition is sufficient or insufficient.



MUNICIPAL DISTRICT OF GREENVIEW

DECLARATION OF INSUFFICIENT PETITION

Ward: Ward 8

Petition Area: Range Road 64

Petition: Petition for the reconsideration of paving or resurfacing of Range Road 64 before 2026.

Pursuant to sections 222 to 226 of the Municipal Government Act ('Act'), I, Stacey Wabick, Chief Administrative Officer of the Municipal District of Greenview No. 16, declare the petition received on October 10, 2023, for the reconsideration of paving or resurfacing of Range Road 64, as insufficient. The petition is found to be insufficient because it did not meet the following requirements of the Act:

- Petitioners have not identified whether they are electors of the municipality, as required by section 222 of the Act.
- The petition is signed by less than the required number of petitioners, as required by section 223(2)(a).
- The petition does not have an identical statement on each page of the petition, as required by section 224(1) of the Act.
- The petition does not include the street addresses or legal description of the land on which the petitioners live, as required by section 224(2)(c).
- The petition does not include the date on which the petitioners signed the petition, as required by section 224(2)(d) of the Act.
- Each petitioner's signature is not witnessed, as required by sections 224(3)(a) and 224(3)(b) of the Act.
- The required affidavits confirming the witnessing of petition signatures are absent, as required by section 224(3.1) of the Act.

The petition is declared insufficient on this _____ day of November, 2023.

Chief Administrative Officer



REQUEST FOR DECISION

SUBJECT:	Additional Area Structure Plan Open Houses for Hamlet of Ridgevalley & DeBolt		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER: SD
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: SD
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

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

Council Bylaw/Policy – Bylaw 15-742 Municipal Development Plan

RECOMMENDED ACTION:

MOTION: That Council direct Administration to undertake an additional open house for the Hamlet of DeBolt Area Structure Plan and the Hamlet of Ridgevalley Area Structure Plan to provide a further opportunity for community input and distribution of information.

BACKGROUND/PROPOSAL:

Greenview's Municipal Development Plan Bylaw 15-742 directs Area Structure Plans (ASP) for Grovedale, Ridgevalley, and DeBolt be developed to ensure order growth within those Hamlets. Invistec Consulting Ltd. has been awarded the contract to create ASPs for DeBolt and Ridgevalley. Invistec has already begun working on the project, and its Public Engagement Plan has completed three phases to inform the council of the planning process.

Currently, Invistec Consulting Ltd. has completed a first draft of the ASPs for the Hamlets of DeBolt and Ridgevalley. Copies of the proposed policies of the ASPs were provided at the Public Open House, held on September 12& 13, 2023. Attendees were able to discuss their thoughts, understandings, and opinions about the proposed policies and future land use concept with Invistec and the MD, in hopes that this would clear any confusion or misunderstanding regarding the development of the ASPs for DeBolt and Ridgevalley. This event allowed residents, landowners, and other stakeholders to review the draft vision statement, land use concepts and maps, and policies. After the Open Houses, it became clear that there is still confusion about Greenview's goals with creating the ASPs based on feedback received through comment cards and online surveys.

Invistec has revised the draft ASP policies and land use concept maps based on community feedback. A new draft is now available for review and presentation. It is our recommendation to conduct further public engagement to clarify the purpose and generate excitement for the future of these communities.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Council accepting the recommended motion is to ensure the public has an appropriate ability to contribute and provide input on growth in their community.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:**Alternative #1:**

Council has the option to approve the draft Area Structure Plans for DeBolt and Ridgevalley, but Administration recommends against it due to strong community opposition.

Alternative #2:

That Council has the option to stop all work on the ASPs, but the Administration does not recommend this as it goes against the current policy requirements of the Municipal Development Plan. Additionally, a significant amount of time and money has already been invested in bringing this project to its current stage.

FINANCIAL IMPLICATION:**Direct Costs:****Ongoing / Future Costs:**

There will be additional costs to bring Invistec back to the area to hold an additional Open House; however, these costs are within approved budget parameters.

STAFFING IMPLICATION:

Staff will be required to put in extra time to hold these Open Houses during the evening so that maximum attendance can be achieved.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

Once decided, dates will be advertised for Open Houses to be held in both DeBolt and Ridgevalley.

ATTACHMENT(S): N/A



REQUEST FOR DECISION

SUBJECT:	Time Extension for Subdivision Endorsement Registration S19-014		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER: SD
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: NF
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – *Municipal Government Act Section 657*

Council Bylaw/Policy (cite) – Policy 6007 Subdivision Process

RECOMMENDED ACTION:

MOTION: That Council accept the subdivision time extension discussion for information.

BACKGROUND/PROPOSAL:

Administration has received a request to extend the one-year period for endorsement of subdivision S19-014 on NW 9-69-21-W5M. The subdivision application was received on September 27, 2019, but due to a required road closure, it was only approved by the Municipal Planning Commission on May 12, 2021. The applicant met all conditions of approval, and the subdivision was endorsed by Administration in August of 2021, within the required timeframe and forwarded to the surveyor for submission to Alberta Land Titles on October 1, 2021. Under Section 657(5), the endorsed subdivision plan must be registered within one (1) year of the date of endorsement, or it is void. Although the surveyor received the endorsement documents, they have no record of it being sent to or received by Alberta Land Titles and have been unable to locate the original documents. Staff turnover at the survey company has resulted in the issue being left unnoticed until recently.

Section 657(6)(b) provides Council the authority to grant one or more extensions to the one (1) year period for endorsement required by Section 657(5) whether or not the time period has expired. The one (1) year period for registration for S19-014 expired in August of 2022, and on June 27, 2023, Council granted a one-year time extension. Upon following up with the surveyor, administration was informed that the surveyor failed to submit the documents to Alberta Land Titles before the deadline of August 2023. The surveyor has paid the \$500 fee in accordance with the Fee Schedule Bylaw 22-930 and is requesting an additional time extension.

The subdivision meets the requirements of the Land Use Bylaw 18-800 and Municipal Development Plan; however, it does not meet the current requirements of Subdivision Process Policy 6007 section 3.9.C as the subdivision is proposed to be registered by Descriptive Plan rather than a Plan of Survey. The change to Policy 6007 was approved by Council on January 13, 2023, and the Subdivision Approval, including Descriptive Plan as an option for registration was issued on May 12, 2021. The subdivision was endorsed in August 2021, following all the conditions of approval being met and no changes to the proposal have been made. In most cases, Alberta Land Titles accepts Descriptive Plans for first parcel subdivisions, rectangular in shape only; the plan appears to be suitable for registration.

Subdivision Process Policy 6007

3.9. Endorsement of Subdivision Procedure

- C) Submission of a subdivision plan for endorsement will be submitted in accordance with the requirements of Alberta Land Titles by Plan of Survey.*

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the recommended motion is that the applicant may register their subdivision with Alberta Land Titles without additional costs or applications.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to refuse the time extension request; if refused, the applicant will have to reapply for subdivision. This option as is will incur additional costs to both the applicant and Greenview. The item will require staff time and resources for processing and Municipal Planning Commission time for a decision. This option may be supported by Policy 6007 as the Descriptive Plan does not meet current requirements for a Plan of Surveyor.

Alternative #2: Council has the option to approve the time extension request; if approved, the surveyor will have another opportunity to submit the subdivision plan to Alberta Land Titles for registration, completing the subdivision process. This option would honor the past decision to approve and endorse the subdivision based on policy in place at that time. This option is not supported by current Policy 6007 as the Descriptive Plan does not meet current requirements for a Plan of Surveyor.

Motion to be carried or defeated by Council:

MOTION: That Council grant a one (1) year time extension to the endorsement for subdivision file S19-014 on NW 9-69-21-W5M, pursuant to MGA Section 657(6)(b), allowing the Subdivision Authority Approval to be registered with Alberta Land Titles by August 2024.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion. The applicant has submitted the Time Extension fee in accordance with the Schedule of Fees Bylaw 22-930, and all additional costs will be their responsibility.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

The applicant will be notified of the decision of Council. If the time extension is granted, Administration will submit the appropriate endorsement to the surveyor for submission to Alberta Land Titles.

ATTACHMENT(S):

- Subdivision Endorsement Package
- Subdivision Approval
- Tentative Plan – Aerial
- MGA Section 657



MUNICIPAL DISTRICT OF GREENVIEW No. 16

4806 – 36 Avenue, PO Box 1079 Valleyview, AB T0H 3N0

Phone: 780.524.7600 Fax: 780.524.4307

www.mdgreenview.ab.ca

October 01, 2021

EXPLORE

Attention: Maurice Liboiron, ALS

SUBDIVISION AUTHORITY APPROVAL

RE: SUBDIVISION APPLICATION S19-014 / JOHNSON ARNE SIGFRED & MERLE ALICE

LOCATED ON: NW-9-69-21-W5

YOUR FILE NO. X105419

Enclosed herewith please find the subdivision authority approval duly endorsed and sealed for registration at Alberta Land Titles.

The endorsement fees were paid by the landowner and the taxes are current.

If you have any questions please feel free to contact the writer.

Sincerely,

Leona Dixon

/ljd

Enclosure

File No: S19-014

SUBDIVISION AUTHORITY APPROVAL
RE: PLAN PREPARED BY EXPLORE GEOMATICS INC.
(Surveyor's Drawing File No. X105419 and our File No. S19-014)

LEGAL DESCRIPTION:

LOT 1, BLOCK 1, PLAN 212 0674

We, the **M.D. OF GREENVIEW NO. 16**, approve for registration the above plan.

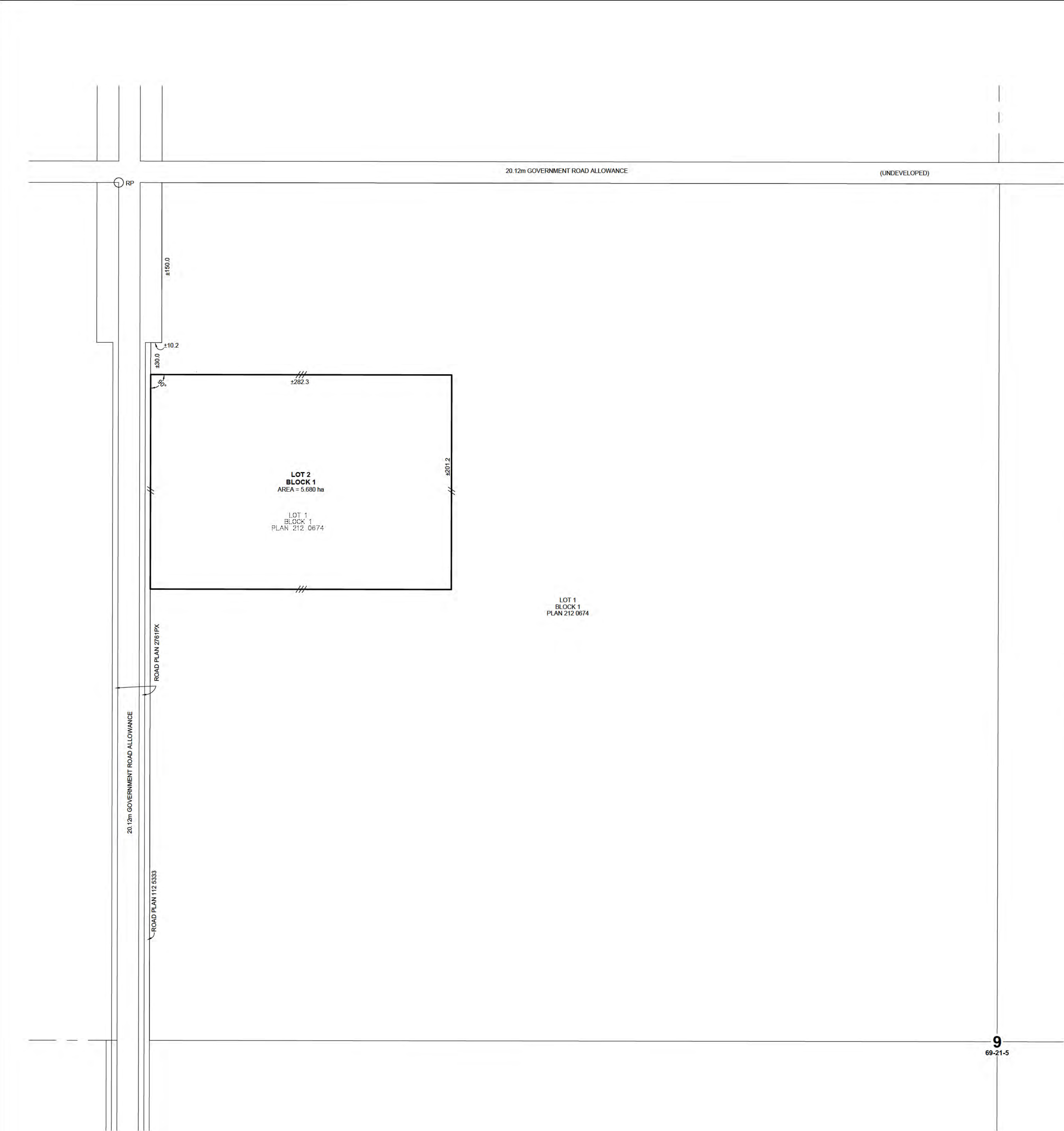
Dated the ____ day of AUGUST, 2021.

(Signature)

STACEY NABICK, INTERIM CAO
(Print Name and Capacity)

The plan is approved subject to registration of the following (if none, say so):

NIL



LAND TITLES OFFICE

PLAN No. _____

ENTERED AND REGISTERED

ON _____

INSTRUMENT No: _____

A.D. REGISTRAR

OWNER(S):

ARNE SIGFRED JOHNSON

MERLE ALICE JOHNSON

SUBDIVISION AUTHORITY:


MUNICIPAL DISTRICT OF GREENVIEW NO. 16

FILE No.: S19-014

LEGEND

GEO-REFERENCED POINT SHOWN THUS: RP

PARALLEL LINES ARE SHOWN THUS: // & //

RIGHT ANGLES (90°) ARE SHOWN THUS: 

AREAS TO BE REGISTERED ARE SHOWN THUS: AND CONTAINS 5.680 ha

ABBREVIATIONS

ATS Alberta Township System

E East

ha hectare

M mound or meridian

N North

NAD North American Datum

No number

Rge range

RP Geo-Reference Point

R/W right-of-way

S South

Sec section

Twp township

UTM Universal Transverse Mercator

W West

NOTES

- The Geo-Referenced Point is the N.E.1/4 Sec. 8-69-21 W.5M. and has UTM Coordinates (Zone 12 / NAD83 / Original / ATS V4.1) : Northing 6091101.10 m, Easting 490148.53 m

- Distances are in ground and are displayed in metres & decimals thereof unless otherwise indicated.

SURVEYOR

MAURICE LIBOIRON

THIS PLAN IS PREPARED IN ACCORDANCE WITH SECTION 88 (1) B OF THE ALBERTA LAND TITLES ACT

NO FIELD INSPECTION WAS CARRIED OUT AND BOUNDARIES HAVE NOT BEEN ESTABLISHED ON THE GROUND

ALBERTA LAND SURVEYORS' ASSOCIATION
PERMIT NUMBER
P242
Explore Geomatics Inc.

DESCRIPTIVE PLAN SHOWING
SUBDIVISION
OF A PORTION OF
LOT 1, BLOCK 1, PLAN 212 0674
WITHIN
N.W. 1/4 Sec. 9 Twp.69 Rge.21 W.5M.
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
ALBERTA

9 25 50 75 100 125 150 175 200
METRES

SCALE: 1:2,000	MAURICE LIBOIRON, ALBERTA LAND SURVEYOR		FILE No. X105419
	EXPLORE GEOMATICS INC. 2021 EDMONTON ALBERTA		
	CALCD BY: M.L.	DRAWN BY: T.F.	



MUNICIPAL DISTRICT OF GREENVIEW No. 16

4806 – 36 Avenue, PO Box 1079 Valleyview, AB T0H 3N0
Phone: 780.524.7600 Fax: 780.524.4307
www.mdgreenview.ab.ca

May 12, 2021

JOHNSON ARNE SIGFRED & MERLE ALICE C/O EXPLORE SURVEYS

NOTICE OF SUBDIVISION APPROVAL

RE: SUBDIVISION APPLICATION NO. S19-014
LOCATION: NW-9-69-21-W5

Attached is the above-described subdivision approval and tentative plan of subdivision as **APPROVED** by the Municipal Planning Commission of Greenview on **May 12, 2021**.

You have the right to appeal the conditions of this approval. Should you wish to do so, you must complete and file a Subdivision and Development Appeal application with the **Subdivision and Development Appeal Board** within fourteen (14) days of the receipt of this decision. A notice of appeal shall contain a written statement of the grounds of appeal and will be considered complete upon submission of \$500 appeal fee. You may contact the **Subdivision Appeal Board Clerk at 780.524.7600**.

After the appeal period has expired, you should submit a survey plan to Greenview for endorsement. Alberta Land Titles has stated that a **Plan of Survey or a Descriptive Plan** would be required to register this subdivision. Note that all conditions of the approval must be met before the endorsement of the instrument can occur. A fee of \$150 per title created, including the balance of the quarter, will be charged to endorse the plan. For a single lot, the total endorsement fees are \$300.

Please note that this approval is only valid for twelve months from the date of decision. If you require a longer time period than this to submit your survey plan for endorsement, a time extension may be granted by Greenview. Please apply in writing prior to the end of the twelve-month expiry period.

In addition to the above, it is your responsibility to ensure that all improvements on the parcel(s) to be subdivided, are within the boundaries of the subdivided parcel(s) and such improvements comply with all governmental laws and regulations.

Sincerely,


Price Leurebourg

cc: JOHNSON ARNE SIGFRED & MERLE ALICE

File No.: S19-014

Page 1 of 2

SUBDIVISION APPROVAL

File No.: S19-014
Legal Description: NW-9-69-21-W5,
Approval Date: May 12, 2021
Applicant: JOHNSON ARNE SIGFRED & MERLE ALICE c/o JOHNSON ARNE SIGFRED & MERLE ALICE C/O EXPLORE SURVEYS

DECISION: APPROVED, for the following reasons:

1. The proposed subdivision complies with the Municipal Development Plan and Land Use Bylaw No. 18-800.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulations.

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

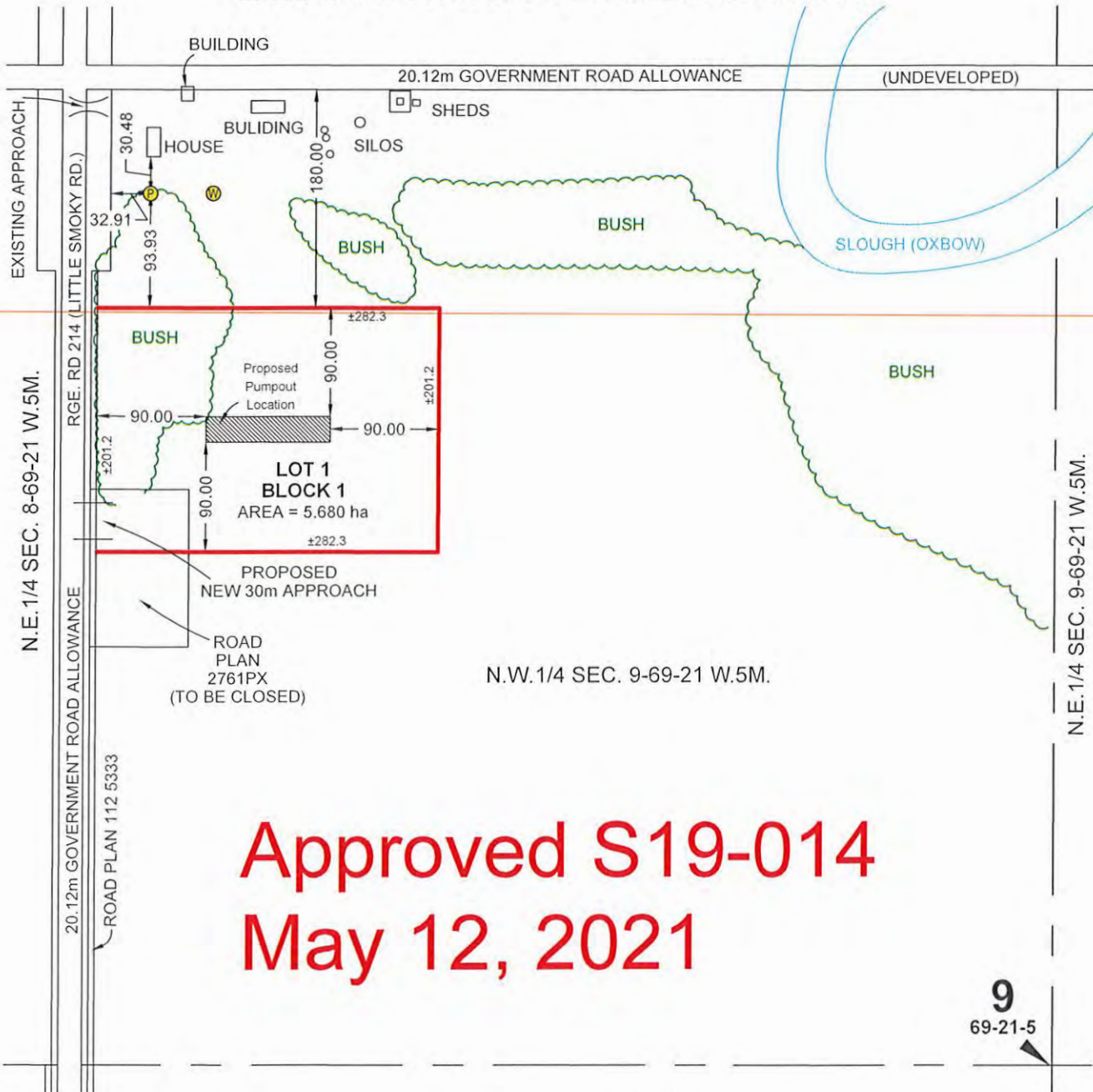
1. The applicant shall submit to Greenview, a plan of survey or descriptive plan, suitable for registration with Alberta Land Titles. The size and location of the subdivided parcel(s) shall be as per the approved tentative plan.
2. The applicant shall pay a final subdivision endorsement fee, according to Greenview's Schedule of Fees Bylaw in effect at the time of endorsement.
3. The applicant shall pay all taxes owing to Greenview, up to the year in which subdivision is to be registered, prior to Greenview signing the final subdivision approval documents.
4. The applicant shall ensure the on-site sewage disposal systems on the proposed lot complies with requirements of the Alberta Private Sewage Standards of Practice. The applicant shall provide Greenview with a report from an accredited agency reflecting that the setback distance requirements and the proposed parcel boundaries have been taken into consideration when compliance was considered. The arrangements and costs are the responsibility of the applicant. *
5. Access to the proposed lot to be constructed by Greenview. An approach application must be submitted along with a non-refundable application fee of \$175. Construction fees of \$5,000 per paved approach must be paid to Greenview prior to endorsement of the subdivision authority approval. Greenview reserves the right to determine the date of construction of the approach.

NOTES: *Surveyor has provided setback distance from the pumpout discharge on the balance of the quarter to be 93.0 + meters from the new property line.

1. You may be located in the vicinity of an agricultural operation.
2. No development, construction, or site work is allowed without an approved Development Permit from Greenview.
3. Greenview reserves the right to determine the location of the approach, in accordance with the Development Guidelines and Municipal Servicing Standards.

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN
N.W.1/4 Sec.9 Twp.69 Rge.21 W.5M.
MUNICIPAL DISTRICT OF GREENVIEW NO. 16



Approved S19-014
May 12, 2021

9
69-21-5

LEGEND:

Proposed Parcel shown as:
 Water Well location shown as:
 Existing Pumpout location shown as:

Distances are approximate and in metres and decimals thereof.
 Building/Structures were traced from aerial imagery.
 Pumpout and water well are approximate and provided by the client.

explore

Plan Prepared by:
 Explore Geomatics Inc.
 Edmonton, Alberta
 Toll Free 1-866-936-1805
 Fax No. 780-800-1927

40 20 0 50 100 200m
 SCALE 1:5,000

REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	SEPT. 17, 2019
1	LOT CHANGE	FEB. 12, 2020
2	LOT CHANGE	JUNE 16, 2020
3	LOT CHANGE	FEB. 17, 2021

Job X105419

Rev. 3

SURVEYED BY: --

CALC'D BY: C.P.

DRAWN BY: T.F.

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN
N.W.1/4 Sec.9 Twp.69 Rge.21 W.5M.
MUNICIPAL DISTRICT OF GREENVIEW NO. 16



LEGEND:

Proposed Parcel shown as:
 Water Well location shown as:
 Existing Pumpout location shown as:

Distances are approximate and in metres and decimals thereof.
 Building/Structures were traced from aerial imagery.
 Pumpout and water well are approximate and provided by the client.



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Job X105419

Rev. 3

SURVEYED BY: --

CALC'D BY: C.P.

DRAWN BY: T.F.

(4) Subsection (3) does not apply in the case of an application that was deemed to be refused under section 653.1(8).

RSA 2000 cM-26 s656;2016 c24 s111;2018 c11 s13;
2020 cL-2.3 s24(41)

Subdivision registration

657(1) An applicant for subdivision approval must submit to the subdivision authority the plan of subdivision or other instrument that effects the subdivision within one year from the latest of the following dates:

- (a) the date on which the subdivision approval is given to the application;
- (b) if there is an appeal to the subdivision and development appeal board or the Land and Property Rights Tribunal, the date of the decision of the appeal board or the Tribunal, as the case may be, or the date on which the appeal is discontinued;
- (c) if there is an appeal to the Court of Appeal under section 688, the date on which the judgment of the Court is entered or the date on which the appeal is discontinued.

(2) On being satisfied that a plan of subdivision or other instrument complies with a subdivision approval and that any conditions imposed have been met, the subdivision authority must endorse the plan or other instrument in accordance with the subdivision and development regulations.

(3) On being satisfied that a plan of subdivision or other instrument complies with a subdivision approval but conditions to which the approval is subject have not been met, a subdivision authority may endorse the plan or other instrument in accordance with the subdivision and development regulations if the subdivision authority is satisfied that the conditions will be met.

(4) If the plan of subdivision or other instrument is not submitted to the subdivision authority within the time prescribed by subsection (1) or any longer period authorized by the council, the subdivision approval is void.

(5) If the plan of subdivision or other instrument is not registered in a land titles office within one year after the date on which it is endorsed pursuant to this section or within the extended period prescribed under subsection (6), the subdivision approval of the plan or instrument and the endorsement are void and the plan or instrument may not be accepted by a Registrar for registration.

(6) The council may grant one or more extensions of

(a) the one-year period referred to in subsection (1), or

(b) the one-year period referred to in subsection (5),

whether or not the time period under those subsections has expired.

RSA 2000 cM-26 s657;2020 cL-2.3 s24(33);2020 c39 s10(39)

Cancellation of plan of subdivision

658(1) On the application of one or more owners of a parcel of land in a plan of subdivision, a council may by bylaw order the plan cancelled, in whole or in part.

(2) A council may pass a bylaw under subsection (1) only with the consent of

(a) the owners of the parcel of land in the plan of subdivision,

(b) every person shown on the certificate of title of the land in the plan of subdivision as having an estate or interest in it, and

(c) the Crown in right of Alberta, if the plan of subdivision shows a highway or road or other right of way vested in the Crown for which no certificate of title has been issued.

(3) A plan cancellation may not be effected only or primarily for the purpose of disposing of reserves.

(3.1) If all of a plan is cancelled, deferred reserve caveats and environmental reserve easements are also cancelled.

(4) If all reserve land has been cancelled from a plan of subdivision, the resulting parcel of land, if it is subsequently subdivided, is subject to Division 8.

(5) If a plan is cancelled in part, a deferred reserve caveat may be placed against the consolidated certificate of title reflecting any reserve land that was cancelled and that will be owing if the parcel is subsequently subdivided.

RSA 2000 cM-26 s658;2016 c24 s112

Collection of taxes

659 When a plan of subdivision or part of it has been cancelled, all taxes, assessments or rates in arrears or due on the separate lots or blocks within the area of which the plan has been cancelled become taxes, assessments or rates on or in respect of the area, and all the remedies for the enforcement and collection of taxes, assessments and rates formerly applicable for the recovery of the taxes, assessments or rates on the separate lots or blocks apply as if



REQUEST FOR DECISION

SUBJECT:	Policy 8015 Community Impact Grant		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LL
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 8015 “Community Impact Grant” as presented.

BACKGROUND/PROPOSAL:

Community Impact Grants provide funding to non-profit organizations which support community needs and initiatives within Greenview and surrounding communities. Non-profit organizations which contribute to the social well-being of Greenview residents and surrounding communities may apply for a Community Impact Grant.

Policy 8015 seeks to build a framework for Community Impact Grant requests and establish good governance while providing quality municipal services and supporting Greenview’s not-for-profit sector. Grant requests under this stream are a one-time annual request and may be used for operational or capital purposes.

The Policy seeks to establish fiscal restraint by establishing limits on the operating and capital grants within the Community Impact Grant stream. Administration is recommending a limit of \$40,000.00 for operating grants and a limit of \$100,000.00 for capital grants. Setting limits within a funding policy can encourage applicants to review their funding requests and seek other sources, fostering efficiency, resourcefulness, and accountability.

The policy was presented to the Policy Review Committee on October 11, 2023, and received the following amendments:

- 2.2(B): Remove first “religious”; change “religious purposes” to “ideological purposes.”
- 2.2(D): Add First Nations, Tribal Councils, and Metis Settlements are ineligible.
- Review Numbering
- Chief Administrative Officer (CAO) to be defined.

On the advice of Legal, Administration has amended the grant's ineligibility clause (section 2.2) to ensure that both Administration and Council are protected from any potential legal challenges. This advice recommended a streamlined ineligibility criteria which conforms to industry standards for municipal grants.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion will establish a procedure and program controls for Greenview's Community Impact Grant program. The policy aligns with Greenview's grant framework as it transitions to Greenview's online grant portal.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may alter the recommended motion.

FINANCIAL IMPLICATION:

Sponsorships will be included and tracked in the Community Services' grant 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 incorporate any amendments, as applicable, and update registries to reflect the policy change.

ATTACHMENT(S):

- Policy 8002 “Community Grants” (Current)
- Policy 8015 “Community Impact Grants” (Draft)

Title: Annual Budgeted Operating Grants

Policy No: 8006

Effective Date: October 12, 2021

Motion Number: 21.10.509

Supersedes Policy No: None

Review Date: October 12, 2024



Purpose: The purpose of the Annual Budgeted Operating Grants Policy is to provide a framework for non-profit organizations that ensures annual grant recipients are awarded funding in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community and region.

1. DEFINITIONS

- 1.1. **Annual Budgeted Operating Grant** means a grant for operating expenses that is accounted for in Greenview's annual budget. Generally, a grant agreement will be in place stipulating the annual operating grant contribution Greenview will provide. Occasionally, an annual budgeted operating grant will be for a finite term (such as 3 years, 5 years, etc.)
- 1.2. **Community Grant** means a one-time capital or operating grant subject to the application, reporting and recognition requirements outlined in Policy 8002.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers, but goes back into the organization to further its aims and projects.
- 1.5. **Operating Expenses** means an expense incurred through normal business operations. This may include but is not limited to rent, equipment maintenance, inventory costs, marketing, payroll, insurance and funds allocated for development.

2. POLICY STATEMENT

- 2.1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, and is faced with allocating a limited amount of resources. This process is intended to help govern the best use of these limited funds.

3. SCOPE

- 3.1. This policy applies to Annual Budgeted Operating Grants. Organizations that require capital funding, or additional operating funding other than the annually budgeted amount,

must submit a Community Grant Application to Greenview by April 15 or October 15 in accordance with The Community Grants Policy 8002.

4. PRINCIPLES

- 4.1. Accountability: Greenview may require Annual Budget Operating Grant recipients to be accountable for the funds awarded to their not-for-profit organization or society. Upon Greenview's request, recipients will be required to provide the previous years' financial statements prior to funds being released.
- 4.2. Recognition: Greenview requires Annual Budgeted Operating Grant recipients to provide recognition of the funding in an acceptable manner to Greenview. Greenview Administration will use Schedule A as a guideline for establishing the level of recognition.

5. PROCEDURE

- 5.1. Funding requirements for Annual Budgeted Operating Grants will be provided through the Greenview budget process.
- 5.2. Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.
- 5.3. Distribution will be at the discretion of Council and will be part of the budget deliberations.
- 5.4. Recipients must confirm their operational funding requirements August 15 for the upcoming year.
- 5.5. Administration will work with recipients to identify the appropriate level of recognition represented by ongoing contributions for Greenview utilizing Schedule A as a guideline.
- 5.6. The grant recipient must establish and maintain proper accounting records.
- 5.7. Successful recipients may be required to file an accounting statement of grant fund expenditures with Greenview August 15 of the funding year.

6. FUNDING CONDITIONS

- 6.1. Recipients must be a not-for-profit community group or organization.
- 6.2. The Annual Budgeted Community Grants shall be utilized for the specified purpose. Greenview Council approval is required for any changes to the intended use of the funds.
- 6.3. The operating grant accounting statement shall be endorsed by two authorized representatives having legal and /or financial signing authority for the organization.

Schedule A

Greenview Sponsorships *Policy 8006		
PREMIER	\$10,000 +	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
PARTNER Advocate Promoter Contributing Presenting	\$2,500 - \$10,000.00	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
COMMUNITY SUPPORT	\$100 - \$2,500	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)

Title: Community Impact Grants

Policy No: 8015

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 8006

Department: Community Services

Review Date: (3 Years from date approved)



Legal References:

Agricultural Societies Act, R.S.A. 2000, c. A-11.

Societies Act, R.S.A. 2000, c. S-14

Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23

Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.).

Cross References:

Policy 1026 "Greenview Grant Recognition"

Purpose: To provide a framework for the administration of Greenview's Community Impact Grant program.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
- 1.2. **Grant Cycle** is the period covering one full calendar year in which two grant application opportunities exist.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Non-Profit Organization** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy organizations incorporated under the following acts of Alberta or Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act*; or
 - D) Registered as a charity under the *Income Tax Act*.
- 1.5. **Stacked Funding** means being awarded more than one funding stream to cover a single project.

2. POLICY STATEMENT

- 2.1. Greenview deems it desirable to provide stable funding agreements to Non-Profit Organizations which provide direct and indirect benefits to Greenview residents and surrounding communities.
- 2.2. The following organizations, groups, and initiatives are ineligible to apply for a Community Impact Grant:
 - A) Individuals;
 - B) For-profit organizations;
 - C) Political organizations;
 - D) Federal and provincial governments, and affiliated bodies;
 - E) Applicants who request funding for programs, activities or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious, housing and childcare programs and facilities.
 - ~~A) Municipalities;~~
 - ~~B) Religious Organizations where the funds would be used to further the organization's religious ideological purposes.~~
 - ~~C) Direct support individuals or families;~~
 - ~~D) First Nations Bands, Tribal Councils, and Metis Settlements;~~
 - ~~E) One-time events; and~~
 - ~~F) Political organizations or any organization's political purposes.~~
- 2.3. Non-profit Organizations seeking operating and capital assistance must apply for each funding stream separately.

3. COMMUNITY IMPACT GRANT - OPERATING STREAM

- 3.1. Grant limits are based on the Needs Assessment the Applicant provided regarding the previously approved Sustaining Grant budget.
 - A) Operational funding cap of \$40,000.00.
 - B) Applicants requesting a grant greater than \$40,000.00 must present to the Committee of the Whole.
- 3.2. Operating funding may be used for all costs and expenses incurred with respect to the ownership, maintenance, and operation of a project or organization.

4. COMMUNITY IMPACT GRANT - CAPITAL STREAM

- 4.1. Grant limits are based on the Needs Assessment the Applicant provided regarding the previously approved Sustaining Grant budget.
 - A) Capital funding cap of 50% of the total project or program cost, up to a maximum of \$100,000.00.
 - B) Applicants requesting a grant greater than \$100,000.00 must present to the Committee of the Whole.
- 4.2. Capital funding may be used for expenses incurred in the improvement of any project or organization, including extraordinary repairs, additions, alterations, modifications, or restoration of assets.

5. APPLICANT RESPONSIBILITIES

- 5.1. Applicants shall annually submit their applications through the Greenview Grant Portal by April 15th to be considered for a Community Impact Grant.
- 5.2. Applicants must submit a Needs Assessment, which shall include:
 - A) Organizational inputs, whether in-kind or financial;
 - B) Budgetary estimates;
 - C) Historical and current financial statements;
 - D) Expected project or organizational outputs; and
 - E) Any other information requested by Greenview.
- 5.3. Applicants may be required to enter into a funding agreement with Greenview.
- 5.4. An applicant shall submit an outcome report within two (2) months upon termination of the program. An outcome report shall contain:
 - A) A statement detailing past-year operations and associated costs;
 - B) Results of the program;
 - C) Any remaining funds, if applicable; and
 - D) Any other information requested by Greenview.
- 5.5. Where an applicant has excess funds at the end of a fiscal year not exceeding \$2000.00, said Non-profit Organization must request the reallocation of funds by the CAO. Where excess funds exceed \$2000.00, said Non-profit Organization must:
 - A) Request the reallocation of funds to be approved by Council; or
 - B) Return the funds to Greenview.
- 5.6. Non-profit Organizations which receive an operating grant must provide recognition to Greenview as detailed in Policy 1026 "Greenview Grant Recognition."
- 5.7. Applicant Non-profit Organizations may be required to present to the Committee of the Whole.

6. COUNCIL RESPONSIBILITIES

- 6.1. Council is responsible for reviewing the inclusion of Community Impact Grants within the annual budget.
- 6.2. Council shall have sole discretion regarding the reallocation of surplus grant funds exceeding ~~\$1000.00~~ ~~\$2000.00~~.

7. ADMINISTRATION RESPONSIBILITIES

- 7.1. Administration shall annually prepare the Greenview Grant Portal to accept Community Impact Grant applications.
- 7.2. Administration shall assemble and prepare grant applications for Council's decision-making during budget deliberations.



REQUEST FOR DECISION

SUBJECT:	Policy 8014 Greenview Sustaining Grant		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LL
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 8014 “Greenview Sustaining Grant” as presented.

BACKGROUND/PROPOSAL:

Sustaining Grants occur when Greenview provides ongoing funding to non-profit organizations which provide strategic or community services within Greenview by operating and maintaining Greenview-owned facilities or providing services which have direct benefit to residents (Currently listed as line items in the budget. E.g., Community halls, agricultural societies, and museums).

Policy 8014 seeks to build a framework for Sustaining Grant requests and establishing good governance while providing quality municipal services and supporting the not-for-profit sector in Greenview. Grant requests under this stream are a one-time annual request and must be used for operational purposes.

Going forward applicants will be required to annually supply Greenview a needs assessment. The assessment will ensure that recipient organizations demonstrate a funding need for grant funds.

The policy was presented to the Policy Review Committee on October 11, 2023, and received the following amendments:

- 2.5(D): Add First Nations, Tribal Councils, and Metis Settlements are ineligible.
- 2.5(B): Remove first “religious” ; change “religious purposes” to “ideological purposes”

On the advice of Legal, Administration has amended the grant’s ineligibility clause (section 2.5) to ensure that both Administration and Council are protected from any potential legal challenges. This advice recommended a streamlined ineligibility criteria which conforms to industry standards for municipal grants.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion will establish a procedure and program controls for Greenview's Sustaining Grant program. The policy aligns with Greenview's grant framework as it transitions to Greenview's online grant portal.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

Sustaining Grants will be included and tracked in the Community Services' grant 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 incorporate any amendments, as applicable, and will update registries to reflect the policy change.

ATTACHMENT(S):

- Policy 8006 "Annual Budgeted Operating Grants" (Current)
- Policy 8014 "Greenview Sustaining Grants" (Draft)

Title: Annual Budgeted Operating Grants

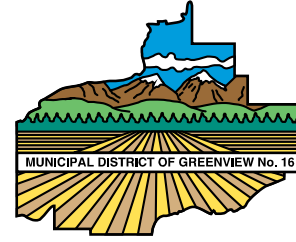
Policy No: 8006

Effective Date: October 12, 2021

Motion Number: 21.10.509

Supersedes Policy No: None

Review Date: October 12, 2024



Purpose: The purpose of the Annual Budgeted Operating Grants Policy is to provide a framework for non-profit organizations that ensures annual grant recipients are awarded funding in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community and region.

1. DEFINITIONS

- 1.1. **Annual Budgeted Operating Grant** means a grant for operating expenses that is accounted for in Greenview's annual budget. Generally, a grant agreement will be in place stipulating the annual operating grant contribution Greenview will provide. Occasionally, an annual budgeted operating grant will be for a finite term (such as 3 years, 5 years, etc.)
- 1.2. **Community Grant** means a one-time capital or operating grant subject to the application, reporting and recognition requirements outlined in Policy 8002.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers, but goes back into the organization to further its aims and projects.
- 1.5. **Operating Expenses** means an expense incurred through normal business operations. This may include but is not limited to rent, equipment maintenance, inventory costs, marketing, payroll, insurance and funds allocated for development.

2. POLICY STATEMENT

- 2.1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, and is faced with allocating a limited amount of resources. This process is intended to help govern the best use of these limited funds.

3. SCOPE

- 3.1. This policy applies to Annual Budgeted Operating Grants. Organizations that require capital funding, or additional operating funding other than the annually budgeted amount,

must submit a Community Grant Application to Greenview by April 15 or October 15 in accordance with The Community Grants Policy 8002.

4. PRINCIPLES

- 4.1. Accountability: Greenview may require Annual Budget Operating Grant recipients to be accountable for the funds awarded to their not-for-profit organization or society. Upon Greenview's request, recipients will be required to provide the previous years' financial statements prior to funds being released.
- 4.2. Recognition: Greenview requires Annual Budgeted Operating Grant recipients to provide recognition of the funding in an acceptable manner to Greenview. Greenview Administration will use Schedule A as a guideline for establishing the level of recognition.

5. PROCEDURE

- 5.1. Funding requirements for Annual Budgeted Operating Grants will be provided through the Greenview budget process.
- 5.2. Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.
- 5.3. Distribution will be at the discretion of Council and will be part of the budget deliberations.
- 5.4. Recipients must confirm their operational funding requirements August 15 for the upcoming year.
- 5.5. Administration will work with recipients to identify the appropriate level of recognition represented by ongoing contributions for Greenview utilizing Schedule A as a guideline.
- 5.6. The grant recipient must establish and maintain proper accounting records.
- 5.7. Successful recipients may be required to file an accounting statement of grant fund expenditures with Greenview August 15 of the funding year.

6. FUNDING CONDITIONS

- 6.1. Recipients must be a not-for-profit community group or organization.
- 6.2. The Annual Budgeted Community Grants shall be utilized for the specified purpose. Greenview Council approval is required for any changes to the intended use of the funds.
- 6.3. The operating grant accounting statement shall be endorsed by two authorized representatives having legal and /or financial signing authority for the organization.

Schedule A

Greenview Sponsorships *Policy 8006		
PREMIER	\$10,000 +	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
PARTNER Advocate Promoter Contributing Presenting	\$2,500 - \$10,000.00	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
COMMUNITY SUPPORT	\$100 - \$2,500	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)

Title: Greenview Sustaining Grants

Policy No: 8014

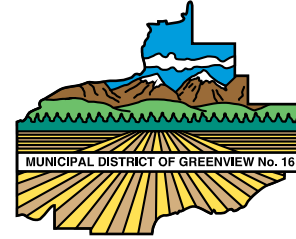
Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 8006

Department: Community Services

Review Date: (3 Years from date approved)



Legal References:

Agricultural Societies Act, R.S.A. 2000, c. A-11

Societies Act, R.S.A. 2000, c. S-14

Canada Not-for-profit Corporations Act (Canada),
S.C. 2009, c.23

Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th
Supp.)

Cross References:

Policy 1026 "Greenview Grant Recognition"

Purpose: To provide a framework for the administration of Greenview's Sustaining Grant program. Greenview Sustaining Grants provides ongoing funding to Non-profit Organizations which administer community services in Greenview by operating and maintaining Greenview owned facilities. ~~These include Agricultural Societies (Valleyview, DeBolt, Grovedale), Community Halls (DeBolt, Grovedale, Little Smoky, Goodwin, New Fish Creek, Puskwaskau, Sturgeon Heights, Sunset House, Sweathouse), Museums (DeBolt & Grovedale), Recreation Boards (East Smoky, Grovedale, Crooked Creek).~~

1. DEFINITIONS

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

1.2. **Greenview Sustaining Grants** means providing ongoing funding to Non-profit Organizations which provide strategic or community services in Greenview by operating and maintaining Greenview owned facilities or services that have a direct benefit to residents of Greenview. ~~These include: Agricultural Societies (Valleyview, DeBolt, Grovedale), Community Halls (DeBolt, Grovedale, Little Smoky, Goodwin, New Fish Creek, Puskwaskau, Sturgeon Heights, Sunset House, Sweathouse), Museums (DeBolt & Grovedale), Recreation Boards (East Smoky, Grovedale, Crooked Creek).~~

1.3. **Grant Cycle** means the period covering one full calendar year in which two grant application opportunities exist.

1.4. **Needs Assessment** means a projected analysis provided by the applicant detailing:

- A) Organizational inputs, whether in-kind or financial;
- B) Historical and current financial statements;
- C) Expected project or organizational outputs; and
- D) Any other information requested by Greenview.

- 1.5. **Operating Cost** means all expenses, costs and disbursements incurred in conjunction with the ownership, management, maintenance, repair and operation of a Greenview owned or operated facility.

2. SUSTAINING GRANTS

- 2.1. Greenview supports non-profit organizations by assisting with operational expenses related to Greenview owned or operated facilities.
- 2.2. Grant limits are based on the Needs Assessment provided by the Applicant with regard to the previously approved Sustaining Grant budget.
- 2.3. A Sustaining Grant is a one-time annual request and may only be used for operating purposes.
 - A) In the event there is an urgent requirement for funding, an organization may request additional funds from Council on a case-by-case basis.
- 2.4. The following community operated facilities are eligible for Greenview Sustaining Grants:
 - A) Agricultural Societies of DeBolt, Grovedale and Valleyview;
 - B) Community Halls of DeBolt, Goodwin, Grovedale, Little Smoky, New Fish Creek, Sturgeon Heights, Sunset House, and Sweathouse;
 - C) Museums of DeBolt and Grovedale; and
 - D) Recreation Boards in Crooked Creek, East Smoky, and Grovedale.
- 2.5. The following organizations, associations, and initiatives are ineligible to apply for a Sustaining Grant:
 - A) Individuals;
 - B) For-profit organizations;
 - C) Political organizations;
 - D) Federal and provincial governments, and affiliated bodies;
 - E) Applicants who request funding for programs, activities or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious, housing and childcare programs and facilities;
 - F) Capital expenses; or
 - G) Operational expenses which are not related to a Greenview owned or operated facility.
 - ~~A) Operational expenses which are not related to a Greenview owned or operated facility;~~
 - ~~B) Capital expenses;~~
 - ~~C) Municipalities;~~
 - ~~D) Religious Organizations where the funds would be used to further the organization's religious ideological purpose;~~
 - ~~E) Direct support to individuals or families;~~
 - ~~F) First Nation Bands or Tribal Councils; or~~
 - ~~G) Political organizations or any organization's political purpose.~~

3. APPLICANT RESPONSIBILITIES

- 3.1. An applicant must apply through the Greenview Grant Portal to be considered for a Sustaining Grant.
- 3.2. Applicants must annually demonstrate funding needs through a Needs Assessment by August 15th. For the purpose of this policy, a Needs Assessment shall contain:

- A) Organizational inputs, whether in-kind or financial;
- B) Historical and current financial statements;
- C) Expected project or organizational outputs; and
- D) Any other information requested by Greenview.

3.3. Applicants who are seeking subsequent Sustaining Grants are required to submit an outcomes report annually. For the purposes of this policy, an outcome report shall contain:

- A) A statement detailing past-year operations and associated costs;
- B) Results of operations during the year;
- C) Any remaining funds, if applicable; and
- D) A Needs Assessment.

3.4. Where an organization has excess funds at the end of a fiscal year, the applicant must:

- A) Request the reallocation of funds to be approved by Council; or
- B) Return the funds to Greenview.

3.5. Organizations which receive a Sustaining Grant must provide recognition to Greenview as detailed in Policy 1026 "Greenview Grant Recognition."

3.6. Applicant organizations may be required to present to the Committee of the Whole.

3.7. Where an applicant has excess funds at the end of a fiscal year, said applicant must

- A) Request the reallocation of funds to be approved by Council; or
- B) Return the funds to Greenview;

4. COUNCIL RESPONSIBILITIES

4.1. Council shall have authority over reviewing and decision-making regarding the inclusion of Sustaining Grants in the annual budget.

4.2. Council may hear emergency funding requests for organizations with a funding agreement.

5. ADMINISTRATION RESPONSIBILITIES

5.1. Administration shall annually prepare the Greenview Grant Portal to accept applications for the Sustaining Grant.

5.2. Administration shall prepare the applications and an estimated budget for Council's consideration.

5.3. Once the budget is approved, Administration shall disperse funds to the successful applicants.



REQUEST FOR DECISION

SUBJECT:	Policy 8011 In-Kind Donations		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LL
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 8011 “In-Kind Donations” as presented.

BACKGROUND/PROPOSAL:

Policy 8004 “Greenview Sponsorship and Donations” has been reviewed as per the 2023 Policy Review Schedule. It is recommended that In-Kind donations become its own policy to coincide with the launch of Greenview’s new grant program. In the program, “In-Kind donations” is a proposed stream with its own criteria and application separate from sponsorships.

An In-Kind donation is the contribution of an item purely benefitting the requesting non-profit organization. In-Kind donations are generally valued at less than \$1,000.00 and are approved at the discretion of the Chief Administrative Officer; In-Kind donations exceeding \$1,000.00 are approved at the discretion of Council. Council is made aware of In-Kind donations valued at less than \$1,000.00 through monthly reporting.

Policy 8011 seeks to build a framework for In-Kind donation requests and establish good governance while providing quality municipal services and supporting the non-profit sector in Greenview and surrounding communities.

The policy was presented to the Policy Review Committee on October 11, 2023, and received the following amendments:

- Verify numbering
- Change “organisation” to “organization”
- 3.3 “At least” 15 days before the event
- 2.3(A): Remove first “religious” ; change “religious purposes” to “ideological purposes”
- 2.3: Administration may defer any In-Kind decision to Council

On the advice of Legal, Administration has amended the grant's ineligibility clause (section 2.3) to ensure that both Administration and Council are protected from any potential legal challenges. This advice recommended a streamlined ineligibility criteria which conforms to industry standards for municipal grants.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion will establish program controls for Greenview's In-Kind donations. The policy aligns with Greenview's grant framework as it transitions to Greenview's online grant portal.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

In-Kind donations will be included and tracked in the Community Services' grant 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 incorporate any amendments, as applicable, and will update registries to reflect the policy change.

ATTACHMENT(S):

- Policy 8004 "Greenview Sponsorship and Donations" (Current)

- Policy 8011 “In-Kind Donations” (Draft)

Title: Greenvview Sponsorships and Donations

Policy No: 8004

Effective Date: October 12, 2021

Motion Number: 21.10.518

Supersedes Policy No: None

Review Date: October 12, 2024



Purpose: To establish guidelines for responding to donation requests to not-for-profit organizations, registered societies and one-time annual events.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer of Greenvview.
- 1.2. **Donation** means cash or in-kind contributions made to local not-for-profit groups or organizations.
- 1.3. **Greenvview** means the Municipal District of Greenvview No. 16.
- 1.4. **Sponsorship** means a mutually beneficial arrangement or partnership between Greenvview and organizations wherein Greenvview contributes funds to support single events and functions in return for recognition, acknowledgement and/or other promotional considerations.

2. POLICY STATEMENT

- 2.1. The organization should be a not-for-profit organization or a registered society qualify for the Greenvview Sponsorships and Donations funding.
- 2.2. Sponsorships for for-profit organizations, for items that are community events or functions that are charitable not profitable ventures may be approved at the discretion of Council.
- 2.3. The event or donation must be beneficial to Greenvview residents.
- 2.4. The event must be non-political in nature.
- 2.5. Organizations should be limited to one Greenvview Sponsorships and Donations funding request per calendar year.
 - A) Requests in excess of one Sponsorship and Donation in a single calendar year will be reviewed and approved at the discretion of Council.
- 2.6. Administration will provide an update to Council regarding sponsorships and donations approved by the CAO in the monthly manager's report.

- 2.7. Greenview requires successful Greenview Sponsorships and Donations applicants to provide recognition of the funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview's Sponsorship Policy.
- 2.8. Greenview Sponsorships and Donations applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.
- 2.9. Greenview Sponsorships and Donations are subject to Council Approval.
- 2.10. This Policy does not apply to Community Grants, which must follow the requirements of the Community Grants Policy 8002.

3. PROCEDURE

- 3.1. All applicants will be required to file a Sponsorship & Donation Application Form, which is available through Greenview's website.
- 3.2. The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching your backup documents to the application.
- 3.3. Greenview Sponsorships and Donations requests should be provided to Greenview Administration no fewer than 60 days preceding the event.
- 3.4. Greenview Administration will notify applicants within 14 days of their request being approved or denied by Greenview Council.
- 3.5. Donations under \$2,000.00 do not require any further sponsorship recognition. Promotion may be requested at the discretion of Administration.
- 3.6. All sponsorship or donation requests will be received by the Community Services Coordinator for proper Council approval. Communications department will assist successful applicants in coordinating recognition and advertising for the event.
- 3.7. The CAO, or designate, has the delegated authority to approve a sponsorship or donation for a single event up to a maximum of \$1,000.00.
- 3.8. Sponsorships or donations in excess of \$1,000.00 will be approved at the discretion of Council.
- 3.9. Council may at its discretion consider requests for amounts greater than the prescribed maximum outlined in Schedule A.

Schedule A

Greenview Sponsorships *Policy 8004		
PREMIER	\$10,000 +	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
PARTNER Advocate Promoter Contributing Presenting	\$2,500 - \$10,000.00	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
COMMUNITY SUPPORT	\$100 - \$2,500	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)

Title: In-Kind Donations

Policy No: 8011

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 8004

Department: Community Services

Review Date: (3 Years from date approved)



Legal References:

Agricultural Societies Act, R.S.A 2000, c.A-11.

Societies Act, R.S.A. 2000, c.S-14.

Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23

Income Tax Act (Canada), R.S.C 1985, c.1 (5th Supp.)

Cross References:

Policy 1026 "Greenview Grant Recognition"

Purpose: Greenview believes in supporting Non-Profit Organizations through the contribution of In-Kind Donations. This policy establishes guidelines for responding to In-Kind Donation requests for one-time annual events.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview or delegate.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **In-Kind Donation** means the contribution of an item. In-kind items purely benefit the requesting non-profit organization.
- 1.4. **Non-Profit Organization (NPO)** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy, organizations incorporated under the following acts of Alberta and Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act*; or
 - D) Registered as a charity under the *Income Tax Act*.

2. POLICY STATEMENT

- 2.1. Greenview deems it desirable to provide In-Kind Donations to Non-Profit Organizations which provide direct and indirect benefits to Greenview residents.

2.2. To qualify for an In-Kind Donation, the requesting organization should be a Non-profit Organization.

A) For-profit organizations may request an In-Kind Donation if the request has a community benefit. In-Kind Donations for for-profit organizations shall be gifted at Council's discretion.

2.3. The following organizations, groups, and initiatives are ineligible to receive an In-Kind Donation:

A) Individuals;

B) For-profit organizations;

C) Political organizations;

D) Federal and provincial governments, and affiliated bodies;

E) Applicants who request funding for programs, activities or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious, housing and childcare programs and facilities.

~~F) Religious Organizations where the funds would be used to further the organization's religious ideological purpose;~~

~~G) Individuals or families;~~

~~H) Political organizations or any organization's political purpose;~~

~~I) First Nations, Tribal Councils, and Metis Settlements; and~~

~~J) Administration may defer any In-Kind Donation to Council.~~

3. IN-KIND DONATIONS

3.1. The value of In-Kind donations should be less than \$1,000.00.

3.2. A Non-Profit Organization may request an In-Kind Donation once annually.

A) Requests in excess of once annually from the same Non-Profit Organization shall be approved at Council's discretion.

3.3. A Non-Profit Organization shall request an In-Kind Donation **at least** 15 business days prior to the event.

4. COUNCIL RESPONSIBILITIES

4.1. In-Kind Donation requests greater than \$1,000.00 may be awarded at the discretion of Council.

4.2. Council shall be responsible for approving In-Kind Donations for for-profit organizations which have a community benefit.

4.3. Council shall be responsible for approving subsequent In-Kind Donation requests from a Non-Profit Organization which has already requested an In-Kind Donation during that calendar year.

5. ADMINISTRATION RESPONSIBILITIES

5.1. The CAO shall approve In-kind Donations not exceeding \$1,000.00.

5.2. The Manager of the gifting department shall notify Council of Greenview's contribution.



REQUEST FOR DECISION

SUBJECT:	Policy 8013 Regional Sustaining Grant		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LL
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 8013 “Regional Sustaining Grant” as presented.

BACKGROUND/PROPOSAL:

Regional Sustaining Grants occur when Greenview provides ongoing funding to non-profit organizations via a funding agreement. In order to qualify, non-profit organizations must have direct or indirect benefits to residents and provide strategic or community services in the regions external to Greenview.

Policy 8013 seeks to build a framework for Regional Sustaining requests. In doing so Greenview will establish good governance practices while providing quality municipal services and will support the non-profit sector in Greenview and surrounding communities.

Policy 8013 “Regional Sustaining Grant” and Policy 8014 “Greenview Sustaining Grant” will replace Policy 8006 “Annual Budgeted Operating Grants.” The organizations that are eligible for this stream of funding are those historically included as line items in the annual budget. Some of these groups had funding agreements and some did not. Moving to this new policy will ensure that grant dollars are tracked and disbursed with some level of accountability to Greenview.

The policy was presented to the Policy Review Committee on October 11, 2023, and received the following amendments:

- 2.5(D): Add First Nations, Tribal Councils, and Metis Settlements are ineligible.
- 2.5(B): Remove first “religious” ; change “religious purposes” to “ideological purposes”

On the advice of Legal, Administration has amended the grant’s ineligibility clause (section 2.5) to ensure that both Administration and Council are protected from any potential legal challenges. This advice recommended a streamlined ineligibility criteria which conforms to industry standards for municipal grants.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion will establish procedure and program controls for Greenview's Regional Sustaining Grant program. The policy aligns with Greenview's grant framework as it transitions to Greenview's online grant portal.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend the policy.

FINANCIAL IMPLICATION:

Regional Sustaining Grants will be included and tracked in the Community Services 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 incorporate any amendments, as applicable, and will update registries to reflect the policy change.

ATTACHMENT(S):

- Policy 8006 "Annual Budgeted Operating Grants" (Current)
- Policy 8013 "Regional Sustaining Grant" (Draft)

Title: Annual Budgeted Operating Grants

Policy No: 8006

Effective Date: October 12, 2021

Motion Number: 21.10.509

Supersedes Policy No: None

Review Date: October 12, 2024



Purpose: The purpose of the Annual Budgeted Operating Grants Policy is to provide a framework for non-profit organizations that ensures annual grant recipients are awarded funding in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community and region.

1. DEFINITIONS

- 1.1. **Annual Budgeted Operating Grant** means a grant for operating expenses that is accounted for in Greenview's annual budget. Generally, a grant agreement will be in place stipulating the annual operating grant contribution Greenview will provide. Occasionally, an annual budgeted operating grant will be for a finite term (such as 3 years, 5 years, etc.)
- 1.2. **Community Grant** means a one-time capital or operating grant subject to the application, reporting and recognition requirements outlined in Policy 8002.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers, but goes back into the organization to further its aims and projects.
- 1.5. **Operating Expenses** means an expense incurred through normal business operations. This may include but is not limited to rent, equipment maintenance, inventory costs, marketing, payroll, insurance and funds allocated for development.

2. POLICY STATEMENT

- 2.1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, and is faced with allocating a limited amount of resources. This process is intended to help govern the best use of these limited funds.

3. SCOPE

- 3.1. This policy applies to Annual Budgeted Operating Grants. Organizations that require capital funding, or additional operating funding other than the annually budgeted amount,

must submit a Community Grant Application to Greenview by April 15 or October 15 in accordance with The Community Grants Policy 8002.

4. PRINCIPLES

- 4.1. Accountability: Greenview may require Annual Budget Operating Grant recipients to be accountable for the funds awarded to their not-for-profit organization or society. Upon Greenview's request, recipients will be required to provide the previous years' financial statements prior to funds being released.
- 4.2. Recognition: Greenview requires Annual Budgeted Operating Grant recipients to provide recognition of the funding in an acceptable manner to Greenview. Greenview Administration will use Schedule A as a guideline for establishing the level of recognition.

5. PROCEDURE

- 5.1. Funding requirements for Annual Budgeted Operating Grants will be provided through the Greenview budget process.
- 5.2. Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.
- 5.3. Distribution will be at the discretion of Council and will be part of the budget deliberations.
- 5.4. Recipients must confirm their operational funding requirements August 15 for the upcoming year.
- 5.5. Administration will work with recipients to identify the appropriate level of recognition represented by ongoing contributions for Greenview utilizing Schedule A as a guideline.
- 5.6. The grant recipient must establish and maintain proper accounting records.
- 5.7. Successful recipients may be required to file an accounting statement of grant fund expenditures with Greenview August 15 of the funding year.

6. FUNDING CONDITIONS

- 6.1. Recipients must be a not-for-profit community group or organization.
- 6.2. The Annual Budgeted Community Grants shall be utilized for the specified purpose. Greenview Council approval is required for any changes to the intended use of the funds.
- 6.3. The operating grant accounting statement shall be endorsed by two authorized representatives having legal and /or financial signing authority for the organization.

Schedule A

Greenview Sponsorships *Policy 8006		
PREMIER	\$10,000 +	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
PARTNER Advocate Promoter Contributing Presenting	\$2,500 - \$10,000.00	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
COMMUNITY SUPPORT	\$100 - \$2,500	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)

Title: Regional Sustaining Grant

Policy No: 8013

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 8006

Department: Community Services

Review Date: (3 Years from date approved)



Legal References:

Agricultural Societies Act, R.S.A. 2000, c. A-11.

Societies Act, R.S.A. 2000, c. S-14

Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23

Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.).

Cross References:

Policy 1026 "Greenview Grant Recognition"

Purpose: To provide program guidelines for Greenview's Regional Sustaining Grant program. Regional Sustaining Grants occur when Greenview provides ongoing funding to non-profit organizations via a funding agreement.

1. DEFINITIONS

1.1. **Community Services** means work done by a person or group of people which benefits others.

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

1.3. **Needs Assessment** means an analysis provided by the applicant detailing:

- A) Project or organizational inputs, whether in-kind or financial;
- B) Historical and current financial statements;
- C) Expected organizational outputs; and
- D) Any other information requested by Greenview.

1.4. **Non-profit Organization** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy organizations incorporated under the following acts of Alberta or Canada are considered Non-Profit Organizations:

- A) *Agricultural Societies Act*;
- B) *Societies Act*;
- C) *Canada Not-for-profit Corporations Act*; or
- D) Registered as a charity under the *Income Tax Act*.

- 1.5. **Stacked Funding** means being awarded more than one funding stream to cover a single project.
- 1.6. **Region** means areas adjacent to Greenview and whose organizations provide services to Greenview residents.

2. REGIONAL GRANT STREAM

- 2.1. Greenview deems it desirable to provide stable funding agreements to external Non-profit Organizations which provide direct and indirect benefits to Greenview residents.
- 2.2. The Regional Sustaining Grant is intended to support Non-Profit Organizations which provide strategic or Community Services in Greenview.
- 2.3. Grant limits are based on the Needs Assessment provided by the Applicant with regard to the previously approved Regional Sustaining Grant budget.
- 2.4. Applicants must demonstrate that they are a Non-profit Organization in order to be eligible to receive a Regional Sustaining Grant.
- 2.5. The following organizations, groups, and initiatives are ineligible to receive a Regional Sustaining Grant:
 - A) Individuals;
 - B) For-profit organizations;
 - C) Political organizations;
 - D) Federal and provincial governments, and affiliated bodies;
 - E) Capital expenses; or
 - F) Applicants who request funding for programs, activities or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious, housing and childcare programs and facilities.
 - ~~A) Municipalities;~~
 - ~~B) Religious organizations where the funds would be used to further the organization's religious ideological purpose;~~
 - ~~C) Direct support to individuals or families;~~
 - ~~D) First Nations Bands, Tribal Councils, or Metis Settlements; or~~
 - ~~E) Political organizations or any organization's political purposes.~~
- 2.6. Non-profit Organizations which receive a Regional Sustaining Grant must provide recognition to Greenview as detailed in Policy 1026 "Greenview Grant Recognition."

3. APPLICANT RESPONSIBILITIES

- 3.1. An applicant must apply through the Greenview Grant Portal to be considered for a Regional Sustaining Grant.
- 3.2. Applicants must annually demonstrate funding need through a Needs Assessment by August 15th. For the purpose of this policy, a Needs Assessment shall contain:
 - A) Organizational inputs, whether in-kind or financial;
 - B) Historical and current financial statements;
 - C) Expected project or organizational outputs; and
 - D) Any other information requested by Greenview.

3.3. When a Non-profit Organization has excess funds at the end of a fiscal year, said Non-profit Organization must:

- A) Request the reallocation of funds to be approved by Council; or
- B) Return the funds to Greenview.

3.4. Non-profit Organizations which receive a Regional Sustaining Grant must provide recognition to Greenview as detailed in Policy 1026 "Greenview Grant Recognition."

3.5. Applicant Non-profit Organization may be required to present to Committee of the Whole.

4. COUNCIL RESPONSIBILITIES

4.1. Council will have final decision-making authority on including Regional Sustaining Grants in the annual budget.

5. ADMINISTRATION RESPONSIBILITIES

5.1. Administration shall prepare the Greenview Grant Portal annually to accept applications for the Regional Sustaining Grant.

5.2. Administration shall prepare applications and an estimated budget for the Council's consideration.

5.3. Once a budget is approved, Administration shall disperse funds to the successful applicants.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 8012 Sponsorships		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LL
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 8012 “Sponsorships” as presented.

BACKGROUND/PROPOSAL:

Policy 8004 “Greenview Sponsorship and Donations” has been reviewed as per the 2023 Policy Review Schedule. It is recommended that Sponsorships become its own policy to coincide with the launch of Greenview’s new grant program. In the program, Sponsorships are a proposed stream with its own criteria and application separate from other grant contributions.

A sponsorship occurs when Greenview provides a monetary contribution to a non-profit organization’s event, and in return, the non-profit organization advertises or promotes Greenview’s brand. Administration is proposing to increase the Chief Administrative Officer’s approval limit from \$1,000.00 to \$2,000.00. This is being recommended as a housekeeping measure so small sponsorship requests may be processed in a timely manner. Council will continue to be made aware of sponsorships through monthly reporting.

Policy 8012 seeks to build a framework for sponsorship requests and establish good governance for sponsorships while providing quality municipal services and supporting the not-for-profit sector in Greenview and surrounding communities.

The policy was presented to the Policy Review Committee on October 11, 2023, and received the following amendments:

- 3.4/3.5/5.1: CAO approval threshold to be \$1000.00.
- 4.1/4.2/5.2 Change Council approval to reflect above \$1000.00.
- 2.3(B): Remove first “religious”; change “religious purposes” to “ideological purposes”
- 2.3(D): Add First Nations, Tribal Councils, and Metis Settlements are ineligible.

On the advice of Legal, Administration has amended the grant's ineligibility clause (section 2.5) to ensure that both Administration and Council are protected from any potential legal challenges. This advice recommended a streamlined ineligibility criteria which conforms to industry standards for municipal grants.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion will establish a procedure and program controls for Greenview's Sponsorships. The policy aligns with Greenview's grant framework as it transitions to Greenview's online grant portal.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend the policy.

FINANCIAL IMPLICATION:

Sponsorships will be included and tracked in Community Services' grant 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 incorporate any amendments, as applicable, and will update registries to reflect the policy change.

ATTACHMENT(S):

- Policy 8004 "Greenview Sponsorships and Donations" (Current)
- Policy 8012 "Sponsorships" (Draft)

Title: Greenvview Sponsorships and Donations

Policy No: 8004

Effective Date: October 12, 2021

Motion Number: 21.10.518

Supersedes Policy No: None

Review Date: October 12, 2024



Purpose: To establish guidelines for responding to donation requests to not-for-profit organizations, registered societies and one-time annual events.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer of Greenvview.
- 1.2. **Donation** means cash or in-kind contributions made to local not-for-profit groups or organizations.
- 1.3. **Greenvview** means the Municipal District of Greenvview No. 16.
- 1.4. **Sponsorship** means a mutually beneficial arrangement or partnership between Greenvview and organizations wherein Greenvview contributes funds to support single events and functions in return for recognition, acknowledgement and/or other promotional considerations.

2. POLICY STATEMENT

- 2.1. The organization should be a not-for-profit organization or a registered society qualify for the Greenvview Sponsorships and Donations funding.
- 2.2. Sponsorships for for-profit organizations, for items that are community events or functions that are charitable not profitable ventures may be approved at the discretion of Council.
- 2.3. The event or donation must be beneficial to Greenvview residents.
- 2.4. The event must be non-political in nature.
- 2.5. Organizations should be limited to one Greenvview Sponsorships and Donations funding request per calendar year.
 - A) Requests in excess of one Sponsorship and Donation in a single calendar year will be reviewed and approved at the discretion of Council.
- 2.6. Administration will provide an update to Council regarding sponsorships and donations approved by the CAO in the monthly manager's report.

- 2.7. Greenview requires successful Greenview Sponsorships and Donations applicants to provide recognition of the funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview's Sponsorship Policy.
- 2.8. Greenview Sponsorships and Donations applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.
- 2.9. Greenview Sponsorships and Donations are subject to Council Approval.
- 2.10. This Policy does not apply to Community Grants, which must follow the requirements of the Community Grants Policy 8002.

3. PROCEDURE

- 3.1. All applicants will be required to file a Sponsorship & Donation Application Form, which is available through Greenview's website.
- 3.2. The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching your backup documents to the application.
- 3.3. Greenview Sponsorships and Donations requests should be provided to Greenview Administration no fewer than 60 days preceding the event.
- 3.4. Greenview Administration will notify applicants within 14 days of their request being approved or denied by Greenview Council.
- 3.5. Donations under \$2,000.00 do not require any further sponsorship recognition. Promotion may be requested at the discretion of Administration.
- 3.6. All sponsorship or donation requests will be received by the Community Services Coordinator for proper Council approval. Communications department will assist successful applicants in coordinating recognition and advertising for the event.
- 3.7. The CAO, or designate, has the delegated authority to approve a sponsorship or donation for a single event up to a maximum of \$1,000.00.
- 3.8. Sponsorships or donations in excess of \$1,000.00 will be approved at the discretion of Council.
- 3.9. Council may at its discretion consider requests for amounts greater than the prescribed maximum outlined in Schedule A.

Schedule A

Greenview Sponsorships *Policy 8004		
PREMIER	\$10,000 +	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
PARTNER Advocate Promoter Contributing Presenting	\$2,500 - \$10,000.00	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
COMMUNITY SUPPORT	\$100 - \$2,500	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)

Title: Sponsorships

Policy No: 8012

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 8004

Department: Community Services

Review Date: (3 Years from date approved)



Legal References:

Agricultural Societies Act, R.S.A. 2000, c. A-11.

Societies Act, R.S.A. 2000, c. S-14

Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23

Income Tax Act (Canada), R.S.C. 1985, c.1 (5th Supp.)

Cross References:

Policy 1026 "Greenview Grant Recognition"

Purpose: To establish guidelines for one-time donation requests by Non-Profit Organizations. Greenview sponsorships provide one-time donations in exchange for promoting the Greenview brand within the community.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview or designate.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-Profit Organization** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy organizations incorporated under the following acts of Alberta or Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act*; or
 - D) Registered as a charity under the *Income Tax Act*.
- 1.4. **Sponsorship** occurs when Greenview makes a donation toward the cost of a Non-Profit Organization's event, and in return said Non-Profit Organization advertises or promotes Greenview's brand.

2. ELIGIBILITY

- 2.1. To be eligible an organization must be a Non-Profit Organization.
- 2.2. Sponsorships for for-profit organizations shall be approved at the discretion of Council.
- 2.3. The following organizations and initiatives are ineligible to receive a Sponsorship:
 - A) Individuals;
 - B) For-profit organizations;
 - C) Political organizations;
 - D) Federal and provincial governments, and affiliated bodies;
 - E) Applicants who request funding for programs, activities or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious, housing and childcare programs and facilities.

- A) Municipalities;
- B) Religious Organizations where the Sponsorship would be used to further the organization's religious ideological purpose;
- C) Direct support to individuals or families;
- D) First Nations Bands, Tribal Councils, Metis Settlements; or
- E) Political organizations or any organization's political purposes.

- ~~2.1. The organization should be a not-for-profit organization or a registered society qualify for the Greenview Sponsorships and Donations funding.~~
- ~~2.2. Sponsorships for for-profit organizations, for items that are community events or functions that are charitable not profitable ventures may be approved at the discretion of Council.~~
- ~~2.3. The event or donation must be beneficial to Greenview residents.~~
- ~~2.4. The event must be non-political in nature.~~

3. SPONSORSHIP PROCEDURE

- 3.1. Only one request may be made by a Non-profit Organization during each calendar year.
- 3.2. Sponsorships applications are open throughout the year; however, applicants must submit their application ~~30~~ 60 working days before the event.
- 3.3. Sponsorships must be submitted through the online grant portal.
- 3.4. The CAO shall approve sponsorship requests below ~~\$2,000.00~~ \$1,000.00.
- 3.5. Sponsorships in excess of ~~\$2,000.00~~ 1,000 shall be approved at the discretion of Council.
- 3.6. Where a Non-profit Organization has remaining funds following their sponsored event, said Non-profit Organization must return the excess funds to Greenview or:
 - A) Request a funds transfer by the CAO for funds not exceeding ~~2000.00~~ \$1,000.00; or
 - B) Request a funds transfer by Council for funds exceeding ~~\$1,000.00~~ \$2,000.00.

~~3.1. All applicants will be required to file a Sponsorship & Donation Application Form, which is available through Greenview's website.~~

~~3.2. The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching your backup documents to the application.~~

~~3.6. All sponsorship or donation requests will be received by the Community Services Coordinator for proper Council approval. Communications department will assist successful applicants in coordinating recognition and advertising for the event.~~

4. COUNCIL RESPONSIBILITIES

4.1. Council shall have sole discretion for sponsorship approvals exceeding ~~2000.00~~ \$1,000.00.

4.2. Council shall have the authority for fund transfer requests exceeding \$1,000.00 ~~2000.00~~.

5. ADMINISTRATION RESPONSIBILITIES

5.1. The CAO shall process and approve sponsorships requests and fund transfers below ~~\$1000.00 \$2,000.00~~.

5.2. Administration shall present sponsorship requests and fund transfers exceeding \$1000.00 ~~2,000.00~~ to Council on behalf of the applicant Non-profit Organization.

DRAFT



REQUEST FOR DECISION

SUBJECT: Policy 02-01 Recruitment

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: November 14, 2023

DEPARTMENT: HUMAN RESOURCES

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER:

DIR: EGK

PRESENTER: EK

LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) –

- Alberta Employment Standards Code, R.S.A. 2000, c.E-9
- Alberta Human Rights, R.S.A. 2000, c.A-25.5
- Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25
- Municipal Government Act, R.S.A 2000, c.M-26, s. 206

Council Bylaw/Policy (cite) – Policy 2007 “Recruitment”

RECOMMENDED ACTION:

MOTION: That Council approve Policy 2018 “Hiring of CAO” as presented.

MOTION: That Council approve the transfer of Policy 2007 “Recruitment” from a Council policy to an Administrative Policy as 02-01 “Recruitment” as presented.

MOTION: That Council repeal Policy 2007 “Recruitment”.

BACKGROUND/PROPOSAL:

The Policy Review Committee (PRC) was presented with these policy recommendations on March 15, 2023. The feedback from PRC was implemented to finalize the policies that are being presented today.

Administration is recommending that Policy 2007 “Recruitment” be separated into two policies. Policy 2018 “Hiring of CAO” will remain a Council Policy for Council’s recruitment of a CAO, whereas Policy 02-01 “Recruitment” will be an Administrative Policy.

Administration is recommending that Policy 2018 “Hiring of CAO” be approved by Council. The policy will provide Council with guidelines as to how future CAOs will be hired. The additions and expanded sections include:

- Principles by which Greenview Council will recruit a CAO (Section 2)
- Conflict of Interest section, whereby Council may ask an individual to recuse themselves from the recruitment process if there is a real or perceived conflict (Section 3)

- Nepotism section, whereby the CAO is to inform Council if a familial relationship develops (Section 4);
- Administration responsibilities has been updated to reiterate that Administration will assist Council in recruiting a CAO, but only to the extent Council wishes (Section 6).

As the recruitment of the CAO is vested in Council, these are guidelines to support Council during the process.

Administration is recommending that the sections of Policy 2007 “Recruitment” concerning the recruitment of personnel, except the CAO, be transferred to an Administrative Policy. This will permit Administration to adjust the policy as legislation and best practices change.

Policy 02-01 “Personnel Recruitment” has been updated to include several areas which were limited or not included in the original policy. These areas include:

- Conflict of interest (Section 3);
- Inclusion of additional Council boards which employees are not permitted to sit on (Section 3.1(A)(i));
- Nepotism concerning employees who report to family in Administration or Council (Section 4);
- Complete recruitment procedures have been included (Section 5)

These additions build on the Employee Code of Conduct (Policy 2004) which outlines the rules regarding nepotism and real or perceived conflicts of interest. Additionally, the policy includes a full recruitment procedure for employees. Previously, the recruitment procedure was not included in the policy as it concerned the internal operations of Greenview.

Administration is further recommending that Council repeal Policy 2007 “Recruitment”.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that amending the Recruitment Policy will provide transparency of current practices and expands the governance guidelines regarding recruitment.
2. The benefit of Council accepting the recommended motion is that it will give Council guidelines when it conducts its recruitment for the position of CAO.
3. The benefit of Council accepting the recommended motion is that it will permit Administration to change its internal recruitment policy as legislative and organizational needs change.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to amend or deny the recommended motions.

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):

- Policy 2007 "Recruitment" (Current)
- Policy 2018 "Hiring of CAO" (Draft)
- Policy 02-01 "Recruitment" (Draft)

Title: RECRUITMENT

Policy No: 2007

Effective Date: January 8, 2018

Motion Number: 18.01.18

Supersedes Policy No: HR 01



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To ensure a consistent and fair approach to the recruitment and selection of staff that complies with all legislative requirements and enables the Municipal District of Greenview No. 16 (Greenview) to continue to provide high quality public service.

DEFINITIONS

1. None

POLICY

Greenview is committed to recruiting and selecting individuals who are qualified to perform the requirements of each position available. Candidates for job vacancies may be selected from existing staff or recruited externally. Where the qualifications of candidates are deemed 'essentially equal' preference will be given to internal candidates, unless extenuating circumstances arise.

1. When filling a position, in any department, Greenview will award that position to the most qualified applicant, with the understanding that Greenview residents shall be given preference when all other qualifications are deemed equivalent.
2. Due to a potential conflict, under no circumstances should members of any 'major' board of Greenview be employed by Greenview, or be paid as a day labourer or contractor, or paid a per diem or honorarium through any of Greenview's Operational programs or events. A major board consists of, but is not limited to, the Agricultural Service Board, Family & Community Support Services Board, and the Municipal Planning Commission.
3. This policy does not negate members of the immediate families of major board members the opportunity to be gainfully employed with Greenview.
4. An employee will not be employed in a position that is directly supervised by a family member or relative.
5. Only with Chief Administrative Officer (CAO) approval, will an employee be indirectly supervised by a family or relative.
6. Any grievances in relation to this policy will be dealt with in accordance to the Staff Agreement Dispute Resolution Procedure.

PROCEDURE**Employees**

1. All positions will be advertised internally and/or externally and interviewed for, unless the general manager and department manager approve filling the position with a current employee or returning seasonal employee.
 - a. Internally advertised positions will be emailed to 'All Staff,' and posted on the SharePoint.
 - b. Externally advertised positions will be posted on the Career Opportunities section of Greenview's website and in the local newspaper, regularly.
 - c. Hard-to-recruit / specialty positions may benefit from additional advertising, which requires the request and discretion of both the hiring Manager and the Human Resources Officer, Recruitment.

Chief Administrative Officer (CAO) - Recruitment

1. Council will hire the CAO and may establish a selection committee to assist them.
2. Council may contract an external agency, of their choice, to assist the council with sourcing potential CAO candidates.
3. The selection committee may request assistance from the Human Resources, as deemed necessary, to support them through the recruitment process.
4. Council will pass a motion to appoint the selected CAO.

APPENDIX

1. None

Title: Hiring of CAO

Policy No: 2018

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 2007

Department: Human Resources

Review Date: (3 Years from date approved)



Legal References:

Alberta Human Rights Act, R.S.A. 2000, c.A-25.5.

Employment Standards Code, R.S.A 2000, c.E-9.

Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25.

Municipal Government Act, R.S.A 2000, c.M-26, Part 6, s. 206.

Municipal Affairs "Hiring a Chief Administrative Officer"

Cross References:

Bylaw 22-929 "Records Retention and Disposition"

Bylaw 21-893 "Council Code of Conduct"

Bylaw 07-548 "Authority of the Chief Administrative Officer"

Policy 2004 "Employee Code of Conduct"

Policy 1040 "Appointments to Boards and Committees"

Policy 02-01 "Recruitment"

Purpose: To continue to provide high quality public service, and to ensure a consistent and fair approach for the recruitment of the Chief Administrative Officer Greenview.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
- 1.2. **Family Member** means a spouse, including common law and same-sex spouse; parent, including stepparent and legal guardian; child, including stepchild; sibling; and any person who lives with an employee or Council member on a permanent basis.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.

2. POLICY STATEMENT

- 2.1. The policy applies to the recruitment process for the position of Chief Administrative Officer of Greenview.
- 2.2. Greenview is committed to recruiting and selecting an individual who is qualified to perform the requirements of CAO.
- 2.3. Greenview is an equal opportunity employer committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-

based and applied without discrimination on the basis of race, religious beliefs, colour, gender identity, gender expression, physical disability, ancestry, place of origin, marital status, age, source of income, family status, sexual orientation or any other protected characteristic.

- 2.4. Greenview is committed to attracting, hiring, and retaining a qualified CAO to meet organizational objectives and to provide excellent service to the public.
- 2.5. When filling the position of CAO, Greenview Council will award that position to the most qualified applicant, with the understanding that Greenview residents shall be given preference when all other qualifications are deemed equivalent.

3. CONFLICT OF INTEREST

- 3.1. Due to a potential conflict, under no circumstances should an individual be employed by Greenview in the position of CAO who is:
 - A. Members of any 'Major' board of Greenview.
 - i. A major board includes, but is not limited to, the Agricultural Service Board, the Family and Community Support Services, the Subdivision and Development Appeal Board, the Greenview Regional Multiplex Advisory Board, the Grande Cache Recreation Board and the Valleyview and District Regional Recreation Board.
 - B. Paid as a day labourer or contractor.
 - C. Paid a per diem or honorarium through Greenview's operational programs or events.
- 3.2. If an individual offered employment with Greenview in the position of CAO has a potential conflict as outlined in 3.1, said individual will need to resign their position prior to accepting the offer of employment.
- 3.3. No individual involved in the hiring process may exercise their powers in their own interest or in the interest of a third person, nor may they place themselves in a situation of conflict or potential conflict between their personal interest and their duties regarding this policy or Bylaw 21-893 "Council Code of Conduct."
- 3.4. Individuals involved in the hiring process shall disclose any direct or indirect association, material interest, or involvement that would result in any actual, potential, or perceived conflict of interest in the hiring process.
- 3.5. Should a real or perceived conflict arise, Council shall discuss the matter with the individual concerned and, if in the opinion of Council, there is a real or significant perceived conflict of interest, Council may request that the individual not participate in the hiring process.

4. NEPOTISM

- 4.1. No Family Members of members of Council will be hired into a position where their direct reporting relationship is to Council.
- 4.2. In cases where a familial relationship develops with a member of Council **or the child of a member of Council**, the CAO must bring the matter to the attention of Council as whole. It shall be the responsibility of Council to address the issue to ensure appropriate measures are taken to address the matter in a fair and equitable manner.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council will hire the CAO and may establish a selection committee to assist them.
- 5.2. Council may contract an external agency, of their choice, to assist the Council with sourcing potential CAO candidates.
- 5.3. Council, or the selection committee if one is established, may request assistance from the Manager of Human Resources or delegate, as deemed necessary, to support them through the recruitment process.
- 5.4. Council will pass a motion to appoint the selected candidate as Greenview's CAO as per Section 206 of the *Municipal Government Act*.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration will support Council, as directed by Council, in its recruitment of a CAO.
- 6.2. Administration will offer advice, as directed by Council, when a case of real or perceived nepotism or a conflict of interest arise.

DRAFT

Title: Recruitment

Policy No: 02-01

Effective Date: Date approved by the CAO

Responsible Department: Human Resources

Supersedes Policy: 2007

Review Date: (3 Years from date approved)



Legal References:

Alberta Human Rights Act, R.S.A. 2000, c.A-25.5.

Employment Standards Code, R.S.A 2000, c.E-9.

Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25.

Cross References:

Bylaw 22-929 "Records Retention and Disposition"

Policy 2018 "Hiring of CAO"

Policy 2004 "Employee Code of Conduct"

Policy 1040 "Appointments to Boards and Committees"

Policy 02-18 "Moving Expenses"

Purpose: To ensure a consistent and fair approach to the recruitment and selection of staff that complies with all legislative requirements and enables the Municipal District of Greenview No. 16 to continue to provide high quality public service.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
- 1.2. **Family Member** means a spouse, including common law and same-sex spouse; parent, including stepparent and legal guardian; child, including stepchild; sibling; and any person who lives with an employee or Council member on a permanent basis.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Hiring Manager** means the direct supervisor (CAO, Director, Manager, Assistant Manager, or Supervisor) of a vacant position or a designate as may be required in some circumstances.

2. POLICY STATEMENT

- 2.1 The policy applies to positions of employment with Greenview.
- 2.2 Greenview is committed to recruiting and selecting individuals who are qualified to perform the requirements of each position available.
- 2.3 Greenview is an equal opportunity employer committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination on the basis of race, religious beliefs, colour, gender identity, gender expression, physical disability, ancestry, place of origin, marital status, age, source of income, family status, sexual orientation or any other protected characteristic.

- 2.4. Greenview is committed to attracting, hiring, and retaining qualified candidates to meet organizational objectives and to provide excellent service to the public.
- 2.5. The Human Resources department will coordinate the recruitment process for all positions, except the position of CAO.
- 2.6. Only at the request of Council, will the Human Resources department support the recruitment for the position of CAO.
- 2.7. Candidates for job vacancies may be selected from existing staff or recruited externally.
- 2.8. Where qualifications are deemed 'essentially equal' preference will be given to internal candidates unless extenuating circumstances arise.
- 2.9. When filling a position, in any department, Greenview will award that position to the most qualified applicant, with the understanding that Greenview residents shall be given preference when all other qualifications are deemed equivalent.

3. CONFLICT OF INTEREST

- 3.1. Due to a potential conflict, under no circumstances should individuals be employed by Greenview who are:
 - A. Members of any 'Major' board of Greenview.
 - i. A major board includes, but is not limited to, the Agricultural Service Board, the Family and Community Support Services, the Subdivision and Development Appeal Board, the Greenview Regional Multiplex Advisory Board, the Grande Cache Recreation Board and the Valleyview and District Regional Recreation Board.
 - B. Paid as a day labourer or contractor.
 - C. Paid a per diem or honorarium through Greenview's operational programs or events.
- 3.2. If an individual is offered employment with Greenview and has a potential conflict as outlined in ~~3.2~~ 3.1., said individual will need to resign their position prior to accepting the offer of employment.
- 3.3. No individual involved in the hiring process may exercise their powers in their own interest or in the interest of a third person, nor may they place themselves in a situation of conflict or potential conflict between their personal interest and their duties regarding this policy or Policy 2004 "Employee Code of Conduct."
- 3.4. Individuals involved in the hiring process shall disclose, to the Manager, Human Resources, or designate, any direct or indirect association or material interest or involvement that would result in any actual, potential, or perceived conflict of interest in the hiring process.
- 3.5. The Human Resources Manager shall discuss the matter with the individual concerned and, if the Human Resources Manager determines that there is a real or significant perceived conflict of interest, it is agreed that the individual will not participate in the hiring process.

4. NEPOTISM

- 4.1. No individual will be hired into a position that is directly supervised by a family member.
- 4.2. Only with CAO approval, will an individual be hired into a position that is indirectly supervised by a family member.

- 4.3. No family members of members of Council will be hired into a position where their direct reporting relationship is to Council.
- 4.4. In cases where a family relationship develops that puts members of Council or employees in a direct reporting relationship, the individual(s) involved must bring these types of matters to the attention of the Human Resources Manager. It shall be the responsibility of the direct Supervisor along with the Human Resources Manager to address the issue to ensure appropriate measures are taken to address these types of matters in a fair and equitable manner.

5. PROCEDURE

5.1. Posting Vacancies

- A. A 'Request to Post' (RTP) must be submitted by the Hiring Manager and must receive Director and/or CAO approval for vacant positions to be advertised.
- B. Human Resources in consultation with the Hiring Manager will prepare a job description relating to the duties, experience, education, professional certification, qualification, skills, and any other requirements of the position.
- C. All vacant positions will be advertised.
- D. Internally advertised positions will be emailed to 'All Staff' and posted on SharePoint for a minimum period of one (1) week. If the internal posting has not yielded a qualified candidate, after a minimum period of one (1) week, the employment opportunity may be posted externally.
- E. Externally advertised positions will be posted on the 'Career Opportunities' section of Greenview's website for a minimum of two (2) weeks.
- F. Additional advertising requires the request and discretion of the Hiring Manager and the Human Resources representative supporting the recruitment.

5.2. Application Process

- A. All candidates are requested to submit a cover letter and current resume in application for any job posting through the designated email address, by mail, in person, or to the designated confidential fax number to the Human Resources department.
- B. The Human Resources department will work with the Hiring Manager to provide thorough service. Submissions may be short listed by the Human Resources representative at the request of the Hiring Manager.
- C. The requirements as stated in the job description shall be consistently applied by the Hiring Manager when reviewing applications and considering candidates to interview.
- D. The Hiring Manager will provide a short list of candidates for interview to Human Resources.
- E. Human Resources will schedule interviews with the short-listed candidates.
- F. Only candidates that are chosen for an interview will be contacted.

5.3. Interviews

- A. All positions will be interviewed for unless the Hiring Manager, Director, and the CAO approve filling the position with a current employee or returning seasonal employee.
- B. Employment interviews shall be conducted by the Hiring Manager, or designate, and a Human Resources representative, reflecting a structured interview approach. While larger interview panels may be favoured in certain circumstances or for certain positions, a smaller interview panel is preferred whenever possible.
- C. Human Resources will lead the interview process to ensure legal compliance and interview efficacy.

- D. Interview questions shall be structured to acquire further information regarding the candidate's knowledge, skills, abilities, and competencies, and to help determine if the candidate(s) will be a good fit in the organization.
- E. Interview questions will be prepared by Human Resources in conjunction with the Hiring Manager.
- F. For each competition, a standardized evaluation will be utilized to assess each candidate.

5.4. Selection

- A. Upon completion of the interview the results shall be reviewed by the Hiring Manager and Human Resources to determine which candidate should proceed to the reference check portion of the recruitment process.

5.5. Reference Checks

- A. Reference checks shall be conducted only for candidates who have been selected through the interview stage.
- B. Written consent will be obtained from candidates to contact the referees provided.
- C. Reference checks shall be conducted to verify information contained in the candidate's resume and provided through the interview process.
- D. Questions shall be focused on the candidate's knowledge, skills, abilities and competencies and no questions will be asked pertaining to any prohibited ground.

5.6. Offer of Employment

- A. After a successful candidate has been chosen Human Resources will submit a 'Request to Hire' (RTH), which includes pertinent information for the offer of employment, for approval by the Hiring Manager, Director, and CAO.
- B. On approval of the RTH, Human Resources will extend a written offer of employment to the successful candidate.
- C. When an offer of employment is accepted Human Resources will advise the Hiring Manager to begin the onboarding process.
- D. Where a vacancy posting yields a successful candidate who declines an employment offer or whose employment with Greenvue terminates within the first ninety (90) days of hiring, Human Resources, at the direction of the Hiring Manager, may, in accordance with the applicable provision of this recruitment policy, offer employment to an alternate interviewed candidate, from the same competition instead of re-posting the vacancy.
- E. If an offer of employment is declined the Hiring Manager will inform Human Resources if they wish to have reference checks completed for another interviewed candidate or if they wish to repost.

5.7. Regrets

- A. Interviewed candidates not selected for employment will be notified by Human Resources.
- B. For competitions where a current employee was interviewed and not selected, the Hiring Manager will contact the unsuccessful candidate.

5.8. Confidentiality

- A. The personal information of applicants and successful candidates in Greenvue's custody or control is subject to the Freedom of Information and Protection of Privacy Act.
- B. Hiring announcements of a successful candidate will include only the successful candidates' name, position title, start date, and work location.

6. HUMAN RESOURCES RESPONSIBILITIES

6.1. Human Resources will ensure the Recruitment policy is followed.

CHIEF ADMINISTRATIVE OFFICER

DRAFT



REQUEST FOR DECISION

SUBJECT: **Policy 1019 Issuance of Digital Communication Tools**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: November 14, 2023 CAO: MANAGER: PS
DEPARTMENT: CORPORATE SERVICES DIR: EK PRESENTER: PS
STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial – Freedom of Information and Protection of Privacy Act, R.S.A 2000, c.F-25.

Council Bylaw/Policy –

- Bylaw 22-929 “Records Retention and Disposition”
 - Policy 1042 “Access to Information”
 - Policy 1038 “Disposal of Surplus Assets and Miscellaneous Goods”
 - Policy 01-07 “Bring Your Own Device”
-

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1019 “Issuance of Digital Communication Tools” as presented.

BACKGROUND/PROPOSAL:

Policy 1019 has been reviewed to ensure its provisions remain relevant to current practise and to further define the obligations of digital device users.

A significant portion of the amendments concern the inclusion of the security parameters. The additions incorporate how and when the Information Service Department will use device management software to lock and wipe devices.

The policy includes new sections regarding Greenview’s obligations to freedom of information and privacy. The elements within Section 5 will ensure that Greenview has the tools required to enforce its FOIP responsibilities and ensures device users are aware of their FOIP responsibilities.

Other amendments include the following provisions:

- Limiting the use of personal applications and software on corporate devices
- Establishing the user’s responsibility to save and backup data
- Duty for device users to report lost or tampered with devices to the IS Department.

Policy 1019 was reviewed at the Policy Review Committee's October 11, 2023 meeting. During this session the policy received the following amendments:

- 3.2 typo: "returned"
- 1.5 Lifecycle: "so long as device has not prematurely failed"
- 3.5 Change from CAO to Manager/Director
- "IS / Information Systems" to be defined
- "In-camera" to be "Closed-session"
- 5.1: "This policy" to cite policy number
- 5.8: bracket after "controls"

All of which have been incorporated into the policy. In addition, the abbreviation 'IS' for Information Systems Department, has been spelt out for consistency.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it will ensure Greenview has an updated mobile device security policy and gives further guidance on user responsibilities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend the policy.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will incorporate any amendments, as applicable, and will update registries to reflect the policy change.

ATTACHMENT(S):

- Policy 1019 “Issuance of Digital Communications Tools” (Current)
- Policy 1019 “Issuance of Digital Communications Tools” (Draft)

Title: Issuance of Digital Communications Tools

Policy No: 1019

Effective Date: April 27, 2021

Motion Number: 21.04.218

Supersedes Policy No: NONE

Review Date: April 27, 2024



Purpose: To establish policy and procedures pertaining to Greenview's Information Systems Department (IS) purchase and issuance of Digital Communication Tools (DCT) to/for Councillors and Employees to enable them to efficiently perform their job duties in the office and/or the field.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer.
- 1.2. **Digital Communication Tools** means Greenview issued electronic equipment, including but not limited to: cell phones, tablets, laptops, cell phone boosters, cellular data, and residential internet plans, installation, servicing, repair and replacement costs, and other digital equipment as required or authorized by the supervisors or the CAO.
- 1.3. **Employees** means an employee of Greenview and includes paid staff and contractors.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **User Authorization Agreement** means an agreement between Greenview's Information System Functional Area and Councillors and/or Employees which requires Digital Communication Tools. All users must follow federal and provincial law as well as Greenview based terms, conditions, plan limitations, policy and procedures pertaining to Digital Communication Tools usage; violation shall be investigated and could result in disciplinary action, termination and/or criminal prosecution.

2. POLICY STATEMENT

- 2.1. Information Systems Department shall purchase and issue Digital Communication Tools to Councillors and Employees so they may efficiently perform their job duties. Any replacement due to loss or breakage will be replaced by the IS department and charged to the staff member's department or Councillor's GL code.
- 2.2. Information Systems Department shall propose Digital Communication Tools lifecycles and establish minimum specifications to be purchased and issued to Councillors and Employees.

- 2.3. Councillors and Employees shall be issued, at the commencement of their position and within the recommended Digital Communication Tools lifecycles, with any Digital Communication Tools required for their position to perform their job duties efficiently in the office or the field as approved by their supervisor or the Chief Administrative Officer. Councillors shall be issued a cell phone, and a laptop and/or a tablet.
- 2.4. Digital Communication Tools issued to Councillors and or Employees are the property of Greenview and shall be returned to the Information Systems Department upon termination of the individual's position, or at any time, when requested, for the purposes of upgrading, repair, or replacement.
- 2.5. That Councillors may purchase the Greenview digital communication tools they have been assigned at 75% of the purchase price within the first year of service, or 10% of the purchase price after the first year of service. The cell phone number that has been assigned to the Councillor's Greenview phone will be removed from Greenview's list of phone numbers, upon the retirement of the Councillor. All digital communication tools will be returned to Greenview's IS Department to be wiped of all Greenview information before transfer of ownership.
- 2.6. Greenview shall pay/reimburse Councillors and Employees for work-related expenses incurred and related to Digital Communication Tools when authorized by the Chief Administrative Officer. This includes, but is not limited to, charge cords, power adapters, phone cases, iPad cases, etc.
- 2.7. Councillors and Employees are required to use Digital Communication Tools in accordance with User Authorization Agreements.
- 2.8. Employees may be held responsible at the discretion of the Chief Administrative Officer, for the cost of lost, stolen or damaged Digital Communication Tools while in their care.
- 2.9. Expired, surplus Digital Communication Tools shall be listed and presented to Council for approval to be donated, sold or otherwise disposed of.

3. PROCEDURE

- 3.1. Councillors and Employees shall sign the User Authorization Agreement prior to being issued Digital Communication Tools.
- 3.2. Digital Communication Tools are to be used solely by the Councillor or Employee it is issued to.
- 3.3. Councillors and Employees shall consult the Information Systems Department when planning to purchase enhanced accessories to ensure compatibility with Greenview's Digital Communication Tools.
- 3.4. The Information Systems Department will not provide technical support for any software that is not work-related.
- 3.5. Councillors and Employees shall provide 2 weeks' notice to the Information Systems Department and/or the Chief Administrative Officer of any work-related or any other international travel plans whereby they will be using Greenview's Digital Communication Tools.

- 3.6. The Information Systems Department shall record all issuances of Digital Communication Tools and monitor usage in accordance with User Authorization Agreements.
- 3.7. The Information Systems Department shall review monthly billings to identify any Digital Communication Tool usage concerns, relaying concerns to the appropriate supervisor and/or the CAO.
- 3.8. Lost, stolen or damaged Digital Communication Tools shall be immediately reported to the Information Systems Department and the Employee's supervisor.
 - A) The Information Systems Department shall respond to these situations in accordance with direction received from the Employee's supervisor.
 - B) Disciplinary action may be taken in response to lost, stolen, or damaged Digital Communications Tools due to employee negligence or willful misconduct.
- 3.9. Any personal identification or information associated with the Digital Communication Tools shall be removed and applicable passwords provided to the Information Systems Department to ensure that the Digital Communication Tools may be properly reset.
- 3.10. Councillors and Employees may purchase items such as computers, tablets, printers through the Corporate Services Department, with the assistance of the Information Systems Department upon entering into a repayment agreement with Greenview.
- 3.11. When required, Councillors may be issued up to two (2) cell booster or equivalent communication devices to enable cell phone use within Greenview.

Title: Issuance of Digital Communication Tools

Policy No: 1019

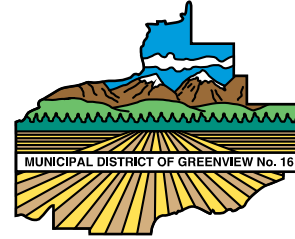
Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1019

Department: Information Systems

Review Date: (3 Years from date approved)



Legal References:

Freedom of Information and Protection of Privacy Act, R.S.A 2000, c.F-25.

Cross References:

Bylaw 22-929 "Records Retention and Disposition"
Policy 1042 "Access to Information"
Policy 1038 "Disposal of Surplus Assets and Miscellaneous Goods"
Policy 01-07 "Bring Your Own Device"

Purpose: To establish policy and procedures pertaining to Greenview's Information Systems Department purchase and issuance of Digital Communication Tools to Councillors and Employees to enable them to efficiently perform their job duties in the office or the field.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer ~~or designate~~.
- 1.2. **Digital Communication Tools** means Greenview issued electronic equipment, including but not limited to: cell phones, tablets, laptops, cell phone boosters, cellular data, and residential internet plans, installation, servicing, repair and replacement costs, and other digital equipment as required or authorized by the supervisors or the CAO.
- 1.3. **Employees** means ~~a person currently employed by Greenview who has been issued a Digital Communication Device. an employee of Greenview and includes paid staff and contractors.~~
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **Information Systems Department** means the Information Systems Department of Greenview.
- 1.6. **Lifecycle** means the allotted time a Digital Communication Tool must be kept before being eligible for an upgrade. Current lifecycles are three (3) years for Employees and four (4) years for Councillors so long as the device has not prematurely failed.
- 1.7. **Mobile Device Management Software (MDM)** means software systems which enables Greenview's Information Systems Department to manage Mobile Devices connected to Greenview's network. Functionality includes: provisioning, securing, monitoring and the ability to remotely disable and wipe devices.

- 1.8. **User Authorization Agreement** means an agreement between Greenview's Information System ~~Department, Functional Area~~ Councillors and ~~for~~ Employees who require Digital Communication Tools. All users must follow federal and provincial law as well as Greenview based terms, conditions, plan limitations, policy and procedures pertaining to Digital Communication Tools usage; violation shall be investigated and could result in disciplinary action, termination, or criminal prosecution.

2. POLICY STATEMENT

- 2.1. Councillors and Employees shall be issued, at the commencement of their position and within the recommended Digital Communication Tools lifecycles, with any Digital Communication Tools required for their position to perform their job duties efficiently in the office or the field as approved by their supervisor or the Chief Administrative Officer. Councillors shall be issued a cell phone, and a laptop and/or a tablet.
- 2.2. Information Systems Department shall purchase and issue Digital Communication Tools to Councillors and Employees so they may efficiently perform their job duties. Any replacement due to loss or breakage will be replaced by the Information Systems Department and charged to the staff member's department or Councillor's ~~GL code~~ **budget**.
- 2.3. Information Systems Department shall **recommend** ~~propose~~ Digital Communication Tools lifecycles **that maximize Greenview's return on investment and commitment to fiscal responsibility.** ~~to Councillors and Employees.~~

3. PROCEDURE

- 3.1. Councillors and Employees shall sign the User Authorization Agreement prior to being issued Digital Communication Tools.
- 3.2. **Equipment that is currently issued to an Employee or Councillor must be returned to the Information Systems Department before new, or alternate, equipment will be issued.**
- 3.3. Digital Communication Tools issued to Councillors and or Employees are the property of Greenview and shall be returned to the Information Systems Department upon termination of the individual's position, or at any time, when requested, for the purposes of upgrading, repair, or replacement.
- 3.4. **Information Systems does not provide a case and screen protector. It is the responsibility of the department to ensure the Employee's device is protected.**
- 3.5. Greenview shall pay/reimburse Councillors and Employees for work-related expenses incurred and related to Digital Communication Tools when authorized by the **Employee's Manager or Director** ~~Chief Administrative Officer~~. This includes, but is not limited to, charge cords, power adapters, phone cases, iPad cases, etc.
- 3.6. **Employees can elect to bring their own cell phone and receive a monthly allowance in accordance with Greenview's Policy 01-07 "Bring Your Own Device Policy."**
- 3.7. The Information Systems Department shall review monthly billings to identify any Digital Communication Tool usage concerns, relaying concerns to the appropriate supervisor and/or the CAO.

3.8. Councillors may purchase the Greenview digital communication tools they have been assigned at 75% of the purchase price within the first year of service, or 10% of the purchase price after the first year of service. The cell phone number that has been assigned to the Councillor's Greenview phone will be removed from Greenview's list of phone numbers, upon the retirement of the Councillor. All digital communication tools will be returned to Greenview's Information Services Department to be wiped of all Greenview information before transfer of ownership.

3.9. ~~Expired~~, Surplus Digital Communication Tools shall be ~~listed and presented to Council for approval to be donated, sold or otherwise~~ disposed of in accordance with Greenview's Policy AD 26 "Surplus Assets."

4. APPLICATION SECURITY MEASURES

4.1. The Information Systems Department shall record all issuances of Digital Communication Tools and monitor ~~device~~ usage ~~via the MDM~~ in accordance with ~~this policy~~ Policy 1019 "Issuance of Digital Communication Tools." ~~User Authorization Agreements.~~

4.2. ~~Changes to the device's security configuration and content may be changed at any time as required by Greenview's Information Systems Department.~~

4.3. The Information Systems Department will not provide technical support for any software that is not work-related.

4.4. ~~At the end of employment or tenure as a Councillor~~, any personal identification or information ~~associated with~~ ~~stored on~~ the Digital Communication Tools shall be ~~destroyed~~ ~~removed~~ and applicable passwords provided to the Information Systems Department to ensure that the Digital Communication Tools may be properly reset.

4.5. When required, Councillors may be issued up to two (2) cell booster or equivalent communication devices to enable cell phone use within Greenview.

4.6. ~~All Greenview related content, including but not limited to email, calendars, notes, messages, and closed session agenda packages, are to be considered and treated as confidential.~~

4.7. ~~Greenview shall remotely wipe/erase (i.e. reset it to factory default settings) in case of theft, loss, suspension or termination of employment, virus or malware, security breach, or for any other legitimate reason arising out of administration, legal or criminal proceedings. This will be completed with the use of the MDM.~~

5. ACCESS AND OWNERSHIP OF INFORMATION

5.1. Greenview has exclusive use and ownership of all information and data that is created or stored on Greenview owned Digital Communication Tools.

A) ~~The only exception is correspondence between Council and residents that has not been shared with Employees of Greenview pursuant to the *Freedom of Information and Protection of Privacy Act*.~~

5.2. ~~In the event that Greenview receives an access request in accordance with the *Freedom of Information and Protection of Privacy Act*, Greenview reserves the right, without notice to the Employee, to scan data, or place a hold, on Digital Communication Tools for any and all relevant information.~~

5.3. Greenview also reserves the right to scan cellular data on corporate Cellphones, without notice to the Employee, if it has any reason to believe that the use of Greenview owned data and information is not being handled or secured in accordance with Greenview policies and bylaws.

5.4. Employees are responsible for preserving and managing records, generated or received, in accordance with Greenview records management policies and bylaws.

6. COUNCIL AND ADMINISTRATION RESPONSIBILITIES

6.1. Councillors and Employees are required to use Digital Communication Tools in accordance with ~~this policy~~ Policy 1019 "Issuance of Digital Communication Tools." ~~User Authorization Agreements.~~

6.2. Employees may be held responsible at the discretion of the Chief Administrative Officer, for the cost of lost, stolen or damaged Digital Communication Tools while in their care.

6.3. Digital Communication Tools are to be used solely by the Councillor or Employee it is issued. ~~Those issued a Cellphone will be held responsible for any and all use or misuse by friends or family members.~~

6.4. Councillors and Employees shall consult the Information Systems Department when planning to purchase enhanced accessories to ensure compatibility with Greenview's Digital Communication Tools.

6.5. Councillors and Employees shall provide 2 weeks' notice to the Information Systems Department and/or the Chief Administrative Officer of any work-related or any other international travel plans whereby they will be using Greenview's Digital Communication Tools.

6.6. Lost, stolen or damaged Digital Communication Tools shall be immediately reported to the Information Systems Department and the Employee's supervisor.

A) The Information Systems Department shall respond to these situations in accordance with direction received from the Employee's supervisor.

B) Disciplinary action may be taken in response to lost, stolen, or damaged Digital Communications Tools due to Employee negligence or willful misconduct.

C) ~~Submit an employee incident report and obtain direct supervisor approval to get the Digital Communication Tool repaired. Greenview does not have a care plan on mobile devices.~~ If a mobile device is beyond repair, Information Systems will, with approval from the employee's manager, replace the device with the cost being covered by the Employee or Councillor's department budget.

6.7. ~~It is the responsibility of the Employee and Councillor to regularly backup all personal information stored on Digital Communication Tools. The Information Systems Department is not responsible for any lost data, including but not limited messages, contacts, calendars, photographs, videos, and music.~~

6.8. ~~Agree not to install software which allows the user to bypass standard built-in security features and controls. Mobile devices will be removed from accessing Greenview's resources and may be remotely wiped.~~

6.9. Do not allow third-party service providers control of or access to the Digital Communications Tools, without first consulting the Information Services Department.

6.10. All Digital Communication Tools must be locked by requiring a passcode, password, fingerprint ID, facial recognition, or another similar security mechanism at all-times to prevent unauthorized access.

7. EMPLOYEE NON-COMPLIANCE

7.1. The CAO will be advised of any breaches of ~~this policy~~ Policy 1019 “Issuance of Digital Communication Tools” and will be responsible for appropriate remedial action, which may include revocation of the privilege to use Greenview’s Digital Communications Tools.

8. COUNCILLOR NON-COMPLIANCE

8.1. Council will be advised of any breaches of ~~this policy~~ Policy 1019 “Issuance of Digital Communication Tools” and will be responsible for appropriate remedial action for Councillors and the CAO, which may include revocation of the privilege to use Greenview’s Digital Communications Tools.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Clay Shoot Report 2023		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 14, 2023	CAO:	MANAGER: SAS
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR:	PRESENTER: NB
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	SS

RELEVANT LEGISLATION:

Provincial - N/A

Council Bylaw/Policy –N/A

RECOMMENDED ACTION:

MOTION: The Council accepts the 2023 Greenview Clay Shoot event fundraising report for information, as presented.

MOTION: That Council approve the donation of the remaining budgeted amount of \$4,908.05 to the five Food Banks that serve Greenview residents to come from the unspent Clay Shoot operational budget.

BACKGROUND/PROPOSAL:

Greenview hosted the 6th Annual Greenview Charity Clay Shoot at Shot Shell Shooting Range south of Valleyview on Thursday, September 7, 2023. This Clay Shoot Tournament was held to improve stakeholder relations and raise funds for the five Foodbanks that serve Greenview (Fox Creek Food Bank Society, Valleyview Interfaith Food Bank, DeBolt Food Bank, Salvation Army (Grovedale), and Grande Cache Food Bank). Once again, we received extremely generous support from our sponsors and very positive feedback from attendees, highlighting this unique event as a refreshing change of pace.

Summary for information:

- 113 Shooters
- 3 Lunch Only Attendees
- 7 Volunteers

Sponsorships were collected in the months leading up to the event, with \$52,000.00 received in sponsorship donations. In addition to the financial sponsorships, we received \$3,935.00 in registration fees. Felesky Flynn LLP donated a shotgun, Nordic Mechanical donated a Milwaukee Tool Set, and Work N Play donated a Vorn Hunting Backpack. Volunteers sold raffle tickets on these items and raised an additional \$6,692.94.

Motion 22.10.685 Moved by: COUNCILLOR SALLY ROSSON

That Council authorizes Administration to hold a Clay Shoot event on September 7, 2023, with an upset budget limit of \$40,000 with funds to come from the 2023 Greenview Communications Budget.

Motion: 23.05.267 Moved by: COUNCILLOR DAVE BERRY

That Council choose the five Food Banks that serve Greenview residents (Fox Creek, Valleyview, DeBolt, Grande Prairie, and Grande Cache) as the donation recipient(s) for the 2023 Clay Shoot Stakeholder Event, with the total funds raised split equally among them.

After revenue and expenses were finalized, Administration noted that there was \$4,908.05 of the \$40,000.00 approved budget that was unutilized. Administration is recommending that Council allocate the unutilized budgeted funds to the donation recipients along with the proceeds raised from the annual event, for a total donation amount of \$67,535.99 to be split equally between the five food banks that serve Greenview residents.

Council and Administration have received a lot of great feedback on this year's event and already have stakeholders reaching out for information on how to register for next year's event. Many participants ended the day commenting on how much they loved this unique fundraiser and the camaraderie between the participants, all while raising money which directly benefits Greenview residents in need.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the presentation as information confirms receipt of the Council update on the results of the 2023 Charity Sporting Clay Shoot event.
2. The benefit of the Council accepting the recommended action is that it will provide much-needed additional funding to food banks, enabling them to better serve Greenview residents.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative not to accept the recommended motion for information.

Alternative #2: Council may choose not to donate the remaining budgeted funds to the five Food Banks that serve Greenview residents.

FINANCIAL IMPLICATION:

Direct Costs: \$0.00

Ongoing / Future Costs: \$40,000

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

Once Council makes a motion to accept the 2023 report as information, and the decision to either donate or not donate the remaining budgeted funds, Administration will issue the final cheques for future presentation to the 5 Food Banks that serve Greenview.

ATTACHMENT(S):

- 2023 Greenview Clay Shoot Report for Council

2023 Greenview Clay Shoot Sponsors

AAG	Stand	\$500.00
AAA Striping & Seal Coating Service	Silver	\$2,000.00
All North	Platinum/Tent	\$3,000.00
Alpha Construction	Silver	\$2,000.00
Aquatera	Silver	\$2,000.00
Assoticated Engineering	Stand	\$500.00
ATB Wealth Management	Silver	\$2,000.00
Beairsto & Associates	Platinum	\$3,000.00
Big Lakes County	Stand	\$500.00
Boss Bridgeworks Inc	Platinum	\$3,000.00
Caron Controls	Gold	\$2,500.00
City of Grande Prairie	Silver	\$2,000.00
County of Grande Prairie	Stand	\$500.00
D. Ray Construction	Bronze	\$1,000.00
Glacier Rock Resources	Stand	\$500.00
Helix Engineering	Bronze	\$1,000.00
Hollingworth	Silver	\$2,000.00
i3 Energy Canada	Bronze	\$1,000.00
In-Line Contracting Ltd.	Bronze	\$1,000.00
Keyera	Gold	\$2,500.00
Kiwetinothk Energy	Silver	\$2,000.00
M2 Engineering	Silver	\$2,000.00
MPE Engineering	Stand	\$500.00
Nordic Mechanical	Gold/Raffle Prize	\$2,500.00
Reynolds Mirth Richards & Farmer	Bronze	\$1,000.00
Tiger Calcium	Platinum/Tent	\$3,000.00
Town of Fox Creek	Bronze	\$1,000.00
TruTec Contracting	Silver/Door Prize	\$2,000.00
Weyerhaeuser	Silver	\$2,000.00
WSP	Bronze/Door Prize	\$1,000.00
Yardstick	Gold	\$2,500.00
Felesky Flynn LLP	Raffle Prize	
Work N Play	Raffle Prize	
ATB Financial	Tent Sponsor	
Freson Bros Valleyview/Fox Creek	Breakfast Sponsor	
Tim Hortons Valleyview	Door Prize	
NSC Minerals	Door Prize	
Sportswear Plus	Door Prize	
Clasik Hardware Grande Cache	Door Prize	
Trapper Gord	Door Prize	
MD Smoky River	Door Prize	
		\$52,000.00

2023 Greenview Clay Shoot

Expense/Revenue Report

Revenue		Notes
Sponsorships	\$52,000.00	
Registration	\$3,935.00	
Raffle Tickets	\$6,692.94	
Total Revenue (Split between 5 Food Banks)	\$62,627.94	
Expenses		
Shot Shell Enterprises (Participants)	\$21,470.00	\$190.00 pp (113)
Shot Shell Enterprises (Lunch Only)	\$400.00	\$40.00 pp (10)
Western Event Rentals	\$2,605.00	Tent Rental
Greenview Promo	\$1,449.03	Door Prizes
Work N Play	\$678.03	Safety Supplies
Amazon	\$633.80	Prize
Home Hardware (Raffle Prize)	\$755.99	Smoker
Suncrest (Signs)	\$707.22	Sponsor Signs
TJ Kennedy Photography	\$1,175.00	Event Photography
Bullets & Broadheads	\$200.00	Prizes
Trapper Gords	\$251.98	Prizes
Tim Horton's	\$252.00	Coffee
Little Smoky Gift Co	\$249.00	Prizes
Freson Bros	\$132.55	Water/Pop
Sportswear Plus	\$4,132.35	Ball Caps
Total Expenses	\$35,091.95	
2023 Budget	\$40,000.00	



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Community Services

Submitted by: Michelle Honeyman, Director

Date: 11/14/2023

Director of Community Services, Michelle Honeyman

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects the teams have worked on this month are as follows:

Economy-Goal 2-Create a diverse economy.

The Greenview Cemetery Survey project for the year has been successfully completed. However, due to prior committee commitments and weather conditions, some items on the project list have been deferred until spring 2024.

Administration, along with the New Fish Creek Community Hall Committee have begun the initial stage of the new roof project for the hall, with the contractor ordering the material and projected to begin in November. Administration is working closely with the committee to have the project completed by the end of the year.

Administration has received 27 grant applications, from 26 Applicants for the October 15th deadline. Administration is preparing the applications to bring forward to Committee of the Whole in December.

Governance-Goal 2-Provide quality municipal services.

The CAO has approved the following sponsorships and donations:

Organization Name	Event	CAO Approved
Valleyview Legion Branch 140	Poppy Fund – Wreath Purchase	\$100 donation
2day FM – Grande Prairie	Father Daughter Ball	\$300.00 in kind
Valleyview Volunteer Fire Department	Hockey Tournament	\$300.00 in kind
DeBolt Ag Society	Annual Harvesters Ball	\$1000.00 donation & \$500.00 in kind

The Greenview Sponsorships and Donations Policy states the “CAO, or designate, has the delegated authority to approve a sponsorship or donation for a single event up to a maximum of \$1,000.00” and it also states, “Administration will provide an update to Council regarding sponsorships and donations approved by the CAO in the monthly manager’s report”.

Culture, Social & Emergency Services-Goal 2-Enhance communication to our public.

Greenview’s Fire Chief, along with Administration completed a fire inspection at the Little Smoky Community Hall, New Fish Creek Community Hall, Sunset House Community Hall, Sweathouse Community Hall, Grovedale Community Hall, Grovedale Arena, Sturgeon Heights Hall and the Ridgevalley Arena.

Administration along with Greenview’s Fire Chief met with the Sunset House Community Hall Committee to discuss the items documented on the fire inspection report. Administration is working closely with the committee to ensure the items are completed. Administration and Greenview’s Fire Chief are scheduled to meet with the other groups in the coming weeks to discuss the items listed on the reports and how to proceed.

Administration has collaborated with the Government of Alberta’s Community Development Unit to host a webinar for Grant and Proposal Writing on November 1st. The webinar can be attended online, or in person in Valleyview and the Greenview Regional Multiplex or in Grande Cache at the Tourism and Interpretive Center.

Agricultural Services Manager, Sheila Kaus

Economy

The control season has concluded for 2023 and Administration is happy to report an increase over last season’s control numbers. Of established infestations, 3,058 have been inspected with a 77.5% control rate having been achieved. The remaining cases include 20.5% of low-density infestations and 1.9% infestations of elevated concern that will be focused on throughout the off-season.

The Weed Incentive Program currently sits at 556 acres worth of control having been paid to Greenview landowners for their control work under the program in 2023. Under the program, Administration provided calibration of Greenview sprayers as well as free rental of those sprayers. This allowed Administration to assist ratepayers with speed and amount of chemical to add to spray tanks, ensuring the most effective application for the producer. Administration has been in touch with a number of landowners for participation in 2024 and hopes the program continues to grow in the coming seasons.

With the thistle pass in Ridgevalley being completed, crews completed over 3,000 kilometers of roadside vegetation control in 2023. GIS mapping of ditch and fenceline infestations was completed in the DeBolt, Valleyview, Sunset House, Sweathouse and Little Smoky areas of Greenview to inform future thistle control passes. It is hoped that this will significantly decrease the population of thistle in Greenview rights-of-way and reduce the conflict of fenceline infestations, increasing the satisfaction of ratepayers with the program.

The Peace Region ASB Conference took place on October 26th in the hamlet of Brownvale in the Municipal District of Peace. Three resolutions were passed, all dealing with Livestock Production. Administration will

forward the resolution package for the Provincial Conference once finalized in December 2023.

The Beautification team is busy with their fall maintenance and Christmas decoration work. Replacement lights have been ordered and in partnership with Economic Development, the team is considering an upgrade of the mostly handmade decoration with commercial decorations. This move will result in increased life of the decorations and improved safety parameters, as much of the inventory was mounted on rebar and other metal implements. In an additional joint deliverable, Beautification was able to assist Economic Development in the revitalization of Rocky the Ram.

Extension and Outreach

On October 25th, Agricultural Services hosted the Gemstone Cattle Company at the Valleyview Agriplex to present on rotational grazing, direct marketing of beef, cover crops as forage and regenerative agriculture to a crowd of over 40 people. This workshop was given only a week of advertising time due to the difficulty of booking the speaker and Administration is very happy with the result. Future events, featuring Gemstone cattle and other similar presenters, are in consideration for 2024 extension planning. Administration welcomes two new members at large to the Agricultural Service Board, with both in attendance at the ASB meeting on October 25th, the day after the organizational meeting. Both are engaged and an orientation for the new members is being planned for the near future.

Problem Wildlife Work Orders

File Status	Beaver- MD	Beaver- Ratepayer	Customer Service	Predation	Totals
In Queue	-	-	-	-	
Open	0	1	0	3	4
Closed	53	29	27	27	136
TOTALS	53	30	27	30	140

Problem Wildlife has been addressing final blasting requests and beaver control work as well as gearing up for winter predator control. Currently, all but four open beaver work orders have been resolved. In total, 240 problem beavers have been removed and 35 dams have been removed through blasting, complimented by additional dams removed by heavy equipment. 3 coyotes have been removed from ratepayer lands, as well as an active reconnaissance for a wolf predation issue north of Valleyview. A colony of muskrats was removed from the DeBolt lagoon, where they had been compromising the banks.

On October 17th, a meeting took place between the Problem Wildlife Officer, the Solid Waste Supervisor the new Interim Master Contract Inspector (MCI) for Highway 43 South and Highway 49, as well as La Prairie to discuss disposal of roadkill and addressing weed infestations along the highway corridor. This meeting has been had a couple of times to date and while it is a highly sought-after deliverable for Agricultural Services, flux in Alberta Transportation has led to some roadblocks. Administration will continue pursuing this and report back when there are new developments.

Veterinary Services Incorporated (VSI) encourages livestock producers to access veterinary care and maintain herd health, protecting the economic viability of their livestock operation.

VSI Quarterly Reports and Service Breakdown – 2023

Third-quarter VSI totals were received on November 1, 2023. There was an 81% increase in claims over the third quarter of 2022, bringing the annual increase to 32% for the three quarters. In the third *quarter of 2022*, 286 claims had been made while 339 claims were made for the same time period in 2023. The 2023 Annual General Meeting is scheduled to take place in Peace River on November 3rd, at 10 am.

	# Services	2023	2022	+/- (%)	2021
Total 1st Quarter	80	\$22,540.38	\$17,268.52	+30.01%	\$19,269.77
Total 2nd Quarter	190	\$41,281.84	\$33,563.50	+23.00%	\$33,953.33
Total 3rd Quarter	69	\$11,534.28	\$6,361.23	+81.00%	\$ 8,382.80
Total 4th Quarter			\$41,106.15		\$40,995.55
2023 Claims	339	\$75,266.50	\$98,299.40	+32.00%	\$102,601.45

Preg Checks: 3,562
Semen Testing: 739
C-Sections: 23
Exams: 36

While the increase is significant, the addition of a livestock-specific veterinary practice in proximity to Grovedale is suspected to have resulted in more livestock producers being able to access veterinary services. Prior to the practice opening, VSI totals had been trending down, but this is thought to be related to reduced access for livestock producers. With reported feed shortages, it is expected that the increase will remain consistent into the fourth quarter. Administration has factored this into the projection of the VSI requisition for 2024 and a budgetary adjustment may be required.

The Agricultural Equipment Rental Program contributes to the economic viability of agricultural producers by providing equipment for rent that is cost-prohibitive to purchase when measured against the frequency of use. Rental Equipment stands at 748 rental days up to November 1st, 2023.

Protective Services Manager, Wayne Brown

Culture, Social & Emergency Services

Administration:

Keyera has donated \$15,000.00 to Greenview Fire-Rescue Services for the purchase of Wildland Firefighting gear.

The Fire Smart Grant that was applied for just prior to the wildfires has been approved by FRIAA. The project will go forward in early 2024.

On October 18, the Regional Fire Chief completed fire inspections at New Nose Creek, Sweathouse, Sturgeon Heights, Grovedale community halls, Ridgevalley Arena and Grovedale Arena.

Regional Fire Chief continues to work with a stakeholder on Main Street Lofts. There are still outstanding issues that are required to be in place prior to power, gas and water getting reconnected.

Regional Fire Chief met with the Development Director on October 23, 2023, to discuss addressing issues in the Ridgevalley area that complicate the emergency response into that area. Regional Fire Chief will be meeting with a Fire Dispatch Rep as well to discuss any issues related to dispatch protocols.

Regional Fire Chief attended Council on October 24, 2023, and presented:

- The amended Fire Works Bylaw that received second reading approval
- The Emergency Notification policy that was approved
- The Emergency Level of Service review for Council information

The Regional Fire Chief attended a meeting of the Northwest Emergency Social Services for information on October 25, 2023.

On October 26, Regional Fire Chief attended the Peace River Fire Chief's quarterly meeting to discuss collaborative training opportunities, AFFRCS updates, Wildland Urban Interface (WUI) training for 2024, and to review the financial report.

Regional Fire Chief presented the 2024 Operational and Capital budgets to Council on October 31, 2023. Budgets were reviewed, discussed and approved by Council.

Forestry is having its year-end review on November 2, 2023, and the Fire Leadership Team will be in attendance.

On November 2, 2023, the Fire Leadership Team will be meeting with Grande Prairie to discuss the new Computer Aided Dispatch (CAD) system.

Emergency Response Call Volumes:

Emergency Incidents

September 26 to October 31, 2023

	STN 31	STN 32	STN 33
Emergency Response	9	5	8
Medical Co-Response	8	2	4

Of the total 22 Emergency Responses:

- 2 - Vegetation/Wildland/Brush Fires
- 3 - Alarm Calls
- 12 - Motor Vehicle Collisions
- 1 – Electrical Hazard
- 1 - Citizen Assists
- 1 - Structure Fire
- 3 - Vehicle Fires

Fire Crews - stood down six times for Emergency Responses and two times for Medical Co-Responses.

Fire Stations:

On October 5, 6, and 7, STN 32 – Grovedale and STN 33 – Grande Cache firefighters attended the Responding to the Interface course hosted by the Grande Prairie Fire Department.

A wildfire recognition event was held for STN 33 on October 14, STN 32 on October 21, and STN 31 on October 28, to recognize Greenview firefighters for their deployment and engagement in combatting the 2023 wildfires. (see photo 1 - 5)

STN 32-Grovedale delivered prevention talks and truck tours at Penson School in Grovedale for Fire Prevention Week. (see photo 6).

STN 31 – DeBolt firefighters participated in a season wind-up volleyball game versus the Ridgevalley Raiders on October 26, 2023. STN 31 lost to the Raiders 25-10 in the first game, however, won the next two sets 25-23 and 25-14. This was the first time the fire department versed the Raiders, and it will now become an annual event. (see photo 6)

Eight firefighters from Grande Cache and 3 firefighters from Grovedale attended a Wildland Urban Interface Course in Grande Cache from October 27 to 29. (photo 7)

Greenview Fire-Rescue Services (GFRS) stations engaged with the community on Halloween by handing out candy and driving around in fire trucks. (photo 8)

Of note, DFC Meek has been appointed to NFPA 1020 Technical Committee Continuing Education Task Group. There are 13 members appointed to the Task Group, DFC Meek is the one representative from Canada.

Photo 1



Photo 2



Photo 3



Photo 4

Photo 5



Penson School Fire Prevention Week (Photo 5)



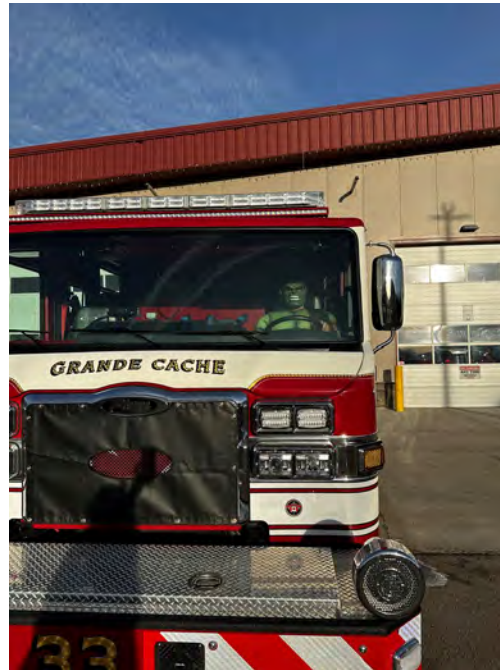
STN 31 – DeBolt VS Raiders (Photo 6)



Wildland Interface Urban Course (photo 7)



Photo 8



Enforcement Manager, George Ferraby
Culture, Social & Emergency Services

October has been busy with Enforcement Services.

CPO [REDACTED] graduated from training. She begins in Grande Cache on November 6th.

CPO [REDACTED] completed his instructor training and is now qualified to recertify enforcement officers with their annual control tactics skills. This will save Greenview with annual training costs by providing the service in-house.

Enforcement Services along with Valleyview Royal Canadian Mounted Police (RCMP) issued a clean-up order on a large unsightly property near Valleyview. Enforcement Services is working with the landowner to gain compliance, and the property is close to being completely cleaned up.

Enforcement Services along with the Grande Prairie RCMP are continuing to conduct weekly joint force operations for speeding in the construction zone just South of the Wapiti River on Hwy 40. Enforcement Services has targeted this area due to the volume of complaints received from construction crews working in the area.

Working with a Resident in Rosebud Estates who has a large number of livestock on their property. They live in a CR-3 (County Residential Zone) where livestock is not permitted. Enforcement and Planning & Development are working with the resident to gain compliance.

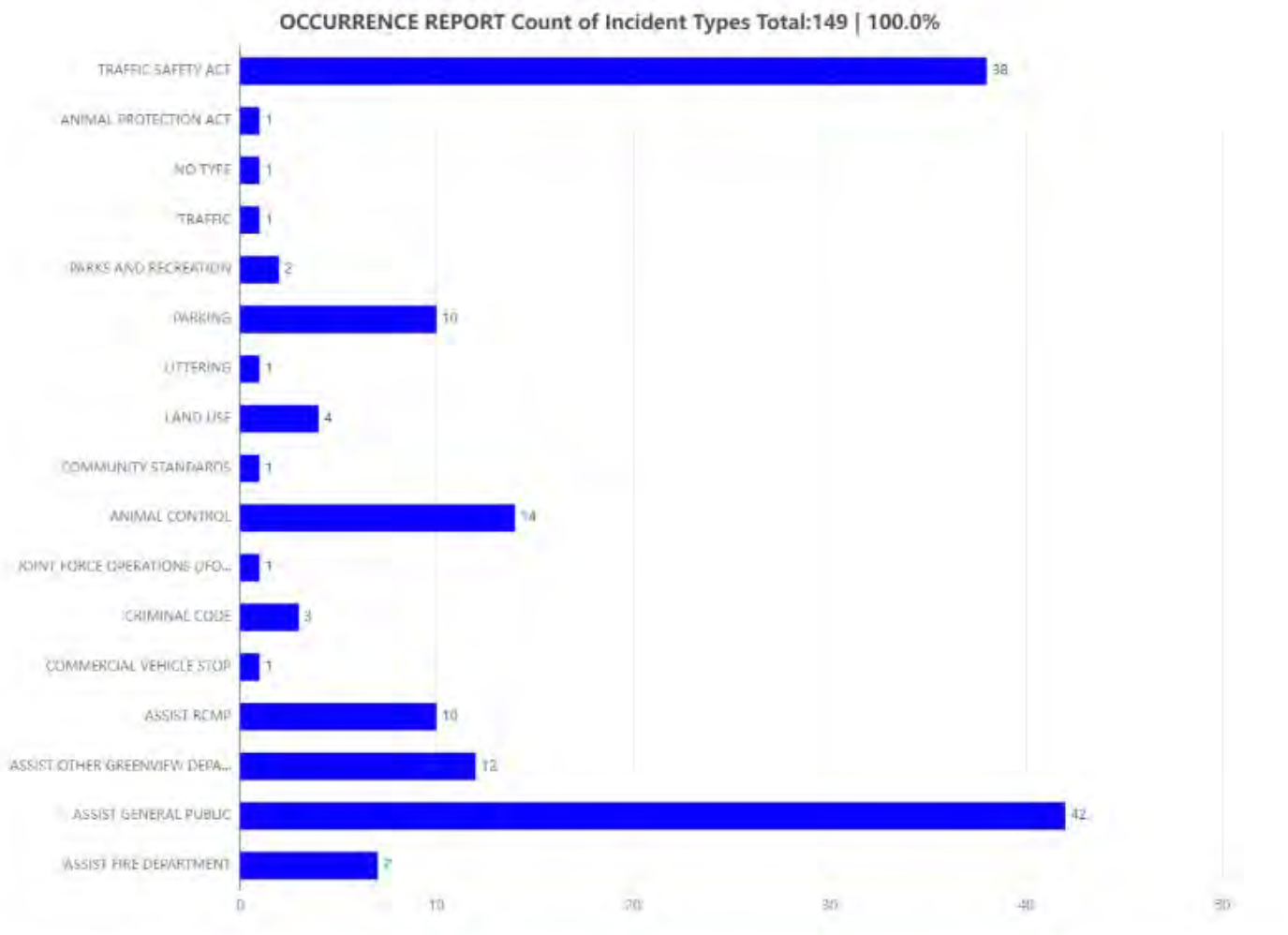
Enforcement Services investigated a company after they illegally dumped materials on the Forestry Trunk Road (FTR). The company and the driver were charged.

Assisted the Recreation Department with investigating and identifying suspects in wood thefts that occurred at the Smokey River South and the Sheep Creek campgrounds. All suspects identified and the investigation is ongoing.

Enforcement Services received the two replacement vehicles E6 and E7. These vehicles will be going to Grovedale and Valleyview.

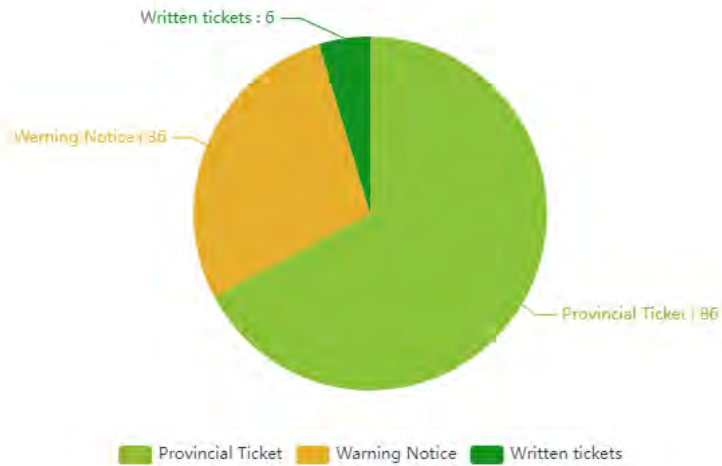
During the period of September 27 to November 1, Enforcement Services attended 155 calls for service including 34 bylaw calls. Officers issued 92 Violation Tickets and issued 36 warnings.

Stats:



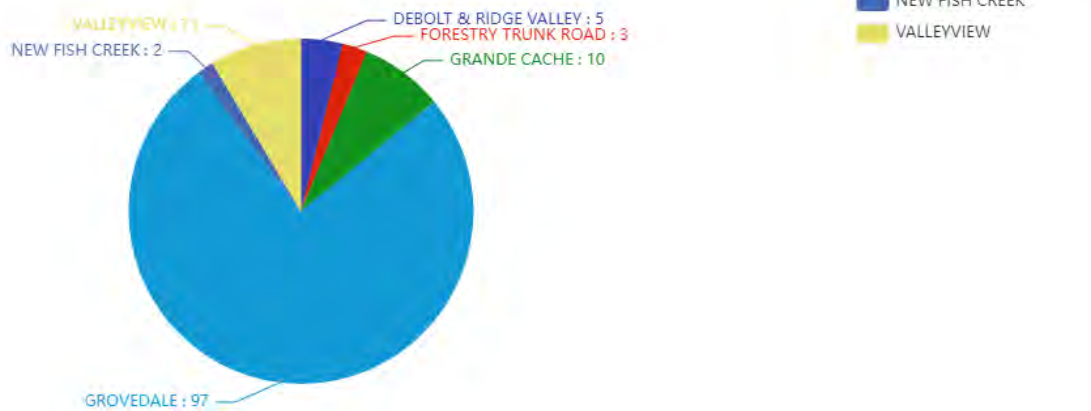
Ticket Create Date: 2023-09-27 ~ 2023-11-01

Provincial tickets by type



Ticket Create Date: 2023-09-27 ~ 2023-11-01

Provincial tickets by zone



Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford

Governance-Provide Quality Municipal Services

Green View FCSS was invited by Hillside High School to deliver a parent education session on the WiseGuyz program on September 11th. This is a participatory program that requires parental consent and is aimed at grade nine boys to foster healthy masculinity and reduce adolescent dating violence. At the time of writing, nine individuals have signed up for the program, and have returned parental consent forms and the program kicked off on October 18.

Starting on October 25, this program will commence at Grande Cache High School. Four out of the seven students who participated in the program last year have expressed their desire to return as mentors for this year's group of students. These returning students will serve as both participants and mentors, providing them with an opportunity to cultivate leadership skills. Furthermore, the four returning students will have the chance to earn credits within the "Perspectives in Interpersonal Relationships and Leadership Curriculum."

On October 24, the Green View FCSS Youth Coordinator hosted a cyber safety information night for parents. Topics included how to check security and privacy settings on devices; privacy settings on social media; types of Apps and age restrictions; virtual predators; and what to do if a child receives unsolicited messages.

Balance Restorative Yoga started the fall session on October 2 at the Community Resource Centre in Valleyview. This fall prevention class will be held twice per week and is facilitated at no charge by a Town of Valleyview Recreation Coordinator. There are typically 18-20 people per class in attendance. An Older Adult Information Day was held in Grovedale on October 20, and Valleyview on October 25 at the Seniors Drop-in Centre. There were 19 people in attendance in Grovedale and 21 in Valleyview. Topics included frauds, scams, pensions, and benefits, and a Just In Case file workshop that provides information as to what documents are required in case of sudden death or injury.

Two different domestic violence awareness campaigns will roll out in November during Family Violence Awareness Month. The Red Silhouettes will be displayed in front of the Community Resource Center in Valleyview, and Purple Lights Night is a new community awareness campaign that will launch in Grande Cache. Residents, businesses, and organizations are encouraged to light up purple, and light bulbs are available at Green View FCSS. With each bulb issued, a poster and support phone numbers are provided. At the time of writing, over 58 light bulbs have been given out in the Grande Cache area. Both campaigns are designed to honour those who have lost their lives due to domestic violence, provide hope to those still living with domestic violence, and encourage dialogue around the issue.

Administration has been actively planning, through the HEART (health, education, and action in relationships team), A Night to Lead Change in Valleyview. This community presentation will replace the previous Breakfast with the Guys that we have hosted in the past. This event is free of charge, and everyone is welcome to attend. The first presentation will be conducted by the Alberta Council of Women's Shelters and topics will include consent and rejection resiliency. This will be followed by dinner, and then a second

presentation by Karen Gosbee, the author of the book, “A Perfect Nightmare: My Glittering Marriage and How It Almost Cost Me My Life”.

Two delegates presented at the regular Green View FCSS meeting in October to deliver messaging and answer any questions about the 2024 funding requests, the groups are PACE and Seniors Outreach. The Board awarded \$30,000.00 to Seniors Outreach in Grande Prairie, and \$18,000.00 to PACE for community support training and the sexual violence awareness program.

A new offering in the community is a Death Café. Death Café’s have existed for over 10 years and first started in the United Kingdom. The cafes proved to be a supportive environment for those individuals who wanted to talk about death but found it socially unacceptable. Some of the topics that may be discussed are what type of burial you want, or what you think happens in the afterlife. Cafés are not counselling or support groups, they are conversational and participant-led. The cafes will start in November.

The Brain Injury support group began meeting in the Community Resource Center in the month of October. The group serves people in the vicinity, and the first gathering saw approximately 7 people. They will continue to use the space monthly as long as there is interest.

Governance-Improve Intermunicipal government relations.

Administration received a letter of thank-you from the Honourable Jason Nixon, Minister of Seniors, Community and Social Services. He expressed gratitude and appreciation to the team for our emergency social services response in the 2023 wildfires.

Governance-Increase Staff Success

On October 30, 2023, Green View FCSS in conjunction with the FCSSAA (Family Community Support Services Association of Alberta), coordinated a virtual domestic violence training session for all FCSS programs across the province. Over 120 people registered for the virtual training.

Several Home Support Staff enrolled in a food handlers safety course offered at Northern Lakes College in Valleyview on October 17.

Recreation Services Manager, Kevin Gramm

Recreation Services Administration continues to progress in several capital projects as approved by Greenview Council. The goal is always to ensure we meet the commitments as provided to Recreation by Council in a timely and efficient manner. While unscheduled delays that are often out of Greenview’s control cause some schedule amendments, administration moves forward in a progressive fashion.

RE21002 – Little Smoky Recreation Area: The remaining funds for this project are being utilized to complete final improvements to the site including removal of the old baseball diamond infrastructure (which will be replaced using grant funds from Pembina) and removal of hazardous trees. There will not be carry forward from this project into 2024.

RE21008 – Heat and Power Generation System (CHP): The initial project deliverables for the installation and commission of a combined heat and power generation system are complete. The unit is now fully operational

however experienced multiple downtime activities due to load imbalances on the system, narrowed down to field distortion at the Grande Cache Recreation Centre main electrical service. To date, ATCO has committed and continues to work with local contractors to track down the source of the distortions and will continue to work with BP Services on a resolution. As of the date of this report, the unit has consistently operated in an expected manner of design which will allow us to provide a report for Council to view. A change order signed off in 2022 and reported out of the contingency fund will be completed in the month of November.

A remainder of the contingency fund will be accessed to have a report and plan provided to move the CHP Unit to the next phase which is an “Island Mode” which when set up properly will allow electrical feed to be provided in a blackout mode to the facility. Although preliminary design was considered for this option and basic installation was added to support this mode, the complete project to achieve island mode was not part of the original installation approvals.

RE22003 – Victor Lake Recreation Enhancements: Administration has requested to meet with Aseniwuche Winewak Nation to discuss the Victor Lake Boat Launch as a part of the consultation process required for the lease application through the province. Administration will provide an update on the status of consultation following correspondence with Aseniwuche Winewak Nation. These capital funds will carry forward into 2024.

RE22008 – Shuttler Flats Provincial Recreation Area: Administration is wrapping up the capital improvements at Shuttler Flats Provincial Recreation Area. The berms on site have been removed to provide easier access to parking areas for larger camping units. Additionally, a new kiosk has been installed on the site – signs will be installed as they are approved by Alberta Parks. Horseshoe pits have been installed with a walking trail to access them being underway. Administration is not forecasting any carry forward with this project into 2024.

RE23002 – Recreation Centre Arena: A Geo Technical Investigation was conducted by J.R. Paine & Associates with a final report completed for Greenview on September 29, 2023. The report presents the result of the geotechnical investigation and analysis made for the proposed GCRC arena upgrades. It is understood the upgrades are to include a new concrete arena slab (hockey rink). The objectives of the investigation were to determine the nature and conditions of the existing subsurface soil to aid in the design and construction of the subject upgrades. Any environmental and previous land use issues were beyond the scope of this report. These findings will be included and used for the purpose of providing adequate information for a project tender in the future for the project. Any remainder of the original funding assigned for 2023 will be carried over and added to the project in 2024.

RE23016 – GRM Audio Deficiencies Upgrade: Execution and completion of this project have been hampered by the ability to have technicians attend the Greenview Regional Multiplex and assess and supply the necessary recommendations on how to proceed with these improvements to the audio concerns at the GRM. With the support of IS Services, Recreation has managed to make significant improvements to the audio system in the fieldhouse completing a review of the design, supporting systems in place and audio checks afterwards. At this time, no funds have been spent on this project and will be carried into 2024 with an emphasis on solutions in the first quarter of the year.

RE23017 – GRM Fieldhouse Air Conditioning: Arrow Engineering was engaged to assist Greenview with a review of the identified project from the perspective of engineering and design. As Arrow Engineering was one of the original firms engaged in the development and completion of the Greenview Regional Multiplex, Administration felt that engaging their services would speed up the review process and minimize the amount of data collection required on design systems. This would allow Greenview to achieve reduced costs associated with the project. To

date, a preliminary design review was completed, and follow-up recommendations came from the review. Onsite visits have now been conducted to verify the systems in place, and design parameters required to support the objective of providing air conditioning to the Fieldhouse at the GRM with an anticipated report and next steps in mid-November. The remaining funds will continue to be accessed in 2023 and carried into 2024 advancing this project to the next steps as recommended by design. Administration is confident a tender request will be launched in the first quarter of 2024.

Governance – GOAL 2: Provide quality municipal services.

The Greenview Regional Multiplex received the first-ever full basketball court rental held at the Fieldhouse and was a great success. Organizers informed administration they had about 75 attendees between players and spectators. Organizers believed it went very well and plan to do similar events in the future.

Greenview Regional Multiplex staff hosted the 1st Valleyview Escape Room on September 8-10th. This Pirate of the Prairies-themed event was a hit and carried a total of 65 players through the room. Patrons have expressed their excitement for the Escape Room event to return to the GRM.

Childmind Service hours have been extended to serve parents and caregivers further. Operating hours are as follows:

- Mornings: Monday – Friday 9:00 am – 11:00 am
- Evenings: Monday – Friday 5:00 pm – 8:00 pm
 - By extending the hours of operation patrons will have full opportunities to attend registered Facility programs and engage in the scheduled Fieldhouse Adult Drop-in sports offered throughout the week.

The Greenview Regional Multiplex Aquatics team has instructed 100 students in swim instruction from the Harry Gray Elementary School.

The aquatics facility was utilized by the Grande Prairie Synquatics (Synchronized Swimming) while the Eastlink Centre aquatics facility was shut down for seasonal maintenance.

The GRM fitness programming team instructed 51 clients in various activities at the Multiplex including 2 personal training clients with the team's new Certified Personal Trainer. Instruction led in **Zumba, Gentle Yoga and Sit & Be Fit.**

The Greenview Regional Multiplex had a total of 133 attend Programs at the facility, programs such as After School Fundamentals, Pirates of the Prairies Escape Room, Street Hockey and Childmind.

The Grande Cache Recreation Centre fitness programming instructed 77 children in Dance Classes and 62 total client visits in Seniors Aqua Fit.

- **Aqua Fitness/Lane Swim** To start off the month, the fireteam was invited to the Aqua Fitness class to workout, play on the WIBIT then listen to a presentation on fire safety in the kitchen from the Fire Chief! This is an annual invitation to the fireteam to help kick start 'Fire Prevention Week'. We have seen new people join this program with a wide range of abilities.
- **Wheels & Weights** This class is supported by a group that comes in strong and leaves refreshed and laughing!

- **Stretch** these people are amazing, they are up for the balancing, strength and stretching challenges that I have.
- **Wake up to Weights** this one is a bit more challenging to get people to attend. I may try to move the date/time for this.
- **Yoga** - Is a wonderful program for our community... a **SUP (stand-up paddleboard)** class has been added and is running strong.
- **Strollin' Rollers** the babies and moms are coming and this class is working, giving moms a social workout time.
- **Dance** (September-December) is so inspiring to watch. Our instructor is amazing and very professional.
- **Parent/Infant Water Workout** is the cutest class (I think). Aqua Fitness and this parent/infant class overlap by 15 minutes and the blending of both classes is great. It was planned to have all these people meet for 15 minutes in the pool with a collective mini workout that was a cool down for some while a warmup for others. There are new community members joining us and making connections.

The Grande Cache Recreation Centre after-school programs that the kids enjoyed the most were Pumpkin slime, Halloween Scavenger hunt and Stop, Drop and Roll programs! The Stop, Drop and Roll program was the program we partnered up with the fire department and took the kids to the fire station where they had a tour, got to try out the equipment and check out all the fire trucks! We only had 1 kid for this program, but he loved every bit of it, and it was his first experience at the fire station. The Halloween Scavenger hunt was such a nice day out, so we took the kids outside to find all our Halloween items on the scavenger hunt list. The programmer's favorite program was Pumpkin Slime!!! We got the kids to make slime that smelled like pumpkin pie. We then took them outside, had a pumpkin and made it explode like a volcano!

The programming team partnered with the Aquatics Teams for the most recent Spooky Wave Rave event in Grande Cache which included Halloween music, glowsticks, games, snacks, drinks and a hangout in the party room. The Greenview Regional Multiplex hosted a Halloween Pumpkin Plunge which had over 50 participants who retrieved their pumpkins from the pools and then carved them.

Governance – GOAL 3: Improve intermunicipal government relations.

Administration continues to schedule monthly meetings with the Sherman Meadows Trail Group alongside Alberta Forestry and Parks. The group is now working towards meeting the requirements of a not-for-profit society and is in communication with the Rocky Mountain Wilderness Society. Contact information for Community Services as well as grant information through Greenview has been provided to the group. Current priorities are compiling trail data and identifying management goals for the area.

Culture, Social & Emergency Services – GOAL 2: Enhance communication to our public.

Greenview Regional Multiplex Programmers attended the Community Registration Night at the Valleyview Memorial Hall, on September 7th. Programmers distributed Facility information, flyers, and upcoming program calendars. Community members engaged in lifejacket fitting and utilized the suggestion box for feedback.

Culture, Social & Emergency Services – GOAL 4: Support and maintain recreational opportunities.

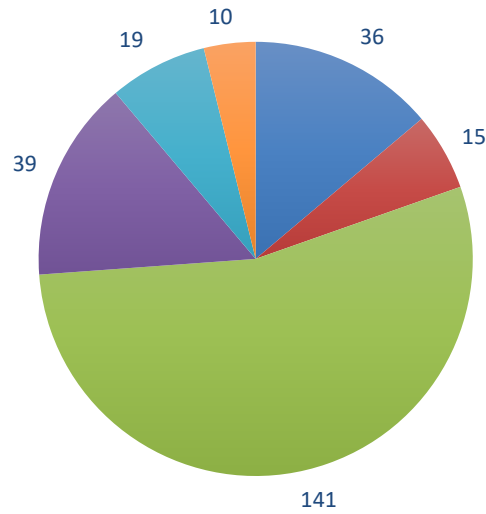
- The following sites have been closed for the season:
 - Grande Cache Campground
 - Johnson Park – Camping Loop
 - Kakwa River Provincial Recreation Area
 - Moody's Crossing – Camping Loop
 - Sheep Creek Provincial Recreation Area
 - Shuttler Flats Provincial Recreation Area
 - Smoky River South Provincial Recreation Area
 - Swan Lake – Camping Loop

The anticipated opening date for these sites next year is May 15, 2024. The day-use area at Moody's Crossing and Smoky Sunset Landing will close sometime in November depending on the weather.

Administration has received quotes for the installation of the bridges for the DeBolt Walking Trails and Ridgevalley Walking Trails that are drastically out of budget. Recreation Administration will be requesting assistance from Construction and Engineering to come up with a plan to move forward with.

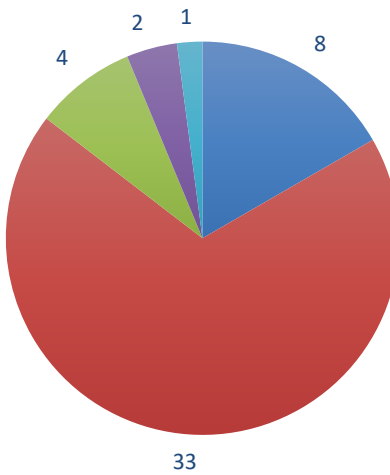
The following graphics show outdoor recreation site usage during September and October individually, and then for the season overall. A full report for the Grande Cache Campground will be provided in the next Manager's Report for 2023.

Campsite Registrations - September 2023



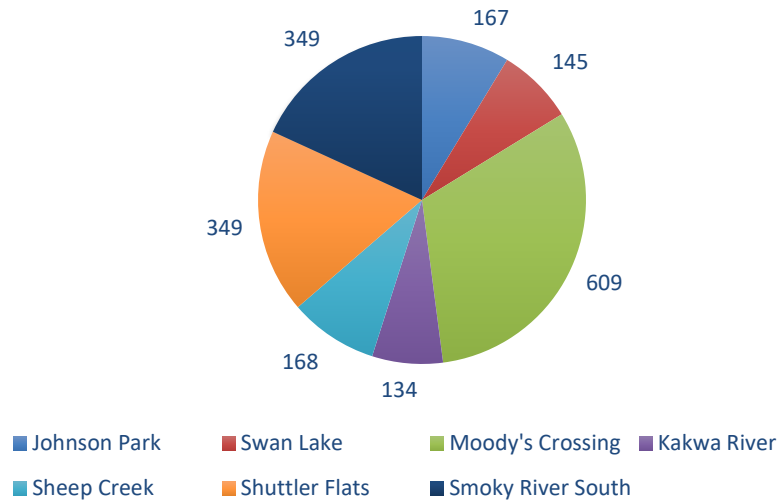
■ Johnson Park ■ Swan Lake ■ Moody's Crossing ■ Kakwa River ■ Sheep Creek ■ Smoky River South

Campsite Registrations - October 2023



■ Johnson Park ■ Moody's Crossing ■ Kakwa River ■ Sheep Creek ■ Smoky River South

Campsite Registrations May 2023 to October 2023





Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

Date: 11/14/2023

Director Corporate Services – Ed Kaemingh

- **Economy** – *Monitor and maintain capital spending and operational fiscal responsibility:*

Senior Leadership Team met and reviewed the budget with Managers October 3rd, 4th, and 5th. Overall Managers did a good job of preparing a responsible budget for their areas which helped facilitate good budget discussions with SLT and Council.

On October 19th we held the Audit Committee meeting, the audit findings from 2022 were presented and the audit plan for 2023 was discussed.

Corporate Services and Planning and Economic Development met to discuss future options in the software transition plan for key functions in related to their area. We held regular software project update meetings with staff and vendors throughout the month.

Reviewed investment proposals from CIBC Wood Gundy for recent funds transferred, targeting an annual total return of 7.23%.

I reviewed the contract for the SharePoint upgrade, we made changes to the contract prior to signing to ensure the spirit of the proposal was captured in the contract and protected Greenview interests.

We responded to tax inquiries on Main Street Lofts, working with the Director of Planning and Economic Development for information to bring to Committee of the Whole.

- **Governance** – *Provide current staff growth opportunities when appropriate:*

I continued with monthly one on one meetings with direct reports and bi-weekly SLT Debrief meetings, the one-on-one meetings focus on priorities for the next one to three months, a review of progress on the department business plan, organizational impacts, and general well being questions for each area regarding staff. The SLT debrief meetings provide the updates and direction decided at the SLT meeting action items.

- **Governance** – *Establish levels of service:*

I reviewed plans to improve the Chambers Sound with the Manager of Information Systems, this has been a tricky one, a specialist will be on sight to help with some configuration and recommendations that won't need a full-scale or costly refurbishment. The fixes to date have been temporary and cost effective but have incurred staff time.

I reviewed options to improve the contact Management in iPhones with the Manager of Information Systems, this has been another ongoing issue with the way updates are happening on corporate cell phones, we consulted with several municipalities and have an option that will be brought to SLT.

The Health and Safety Audit Results were presented, overall, a pass and a good result, with some areas to improve which we will develop an action plan for. Health and Safety will be bringing more specifics to a future Committee of the Whole for information.

Finance & Administration, Manager – Cara Garrett

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Economy** - *Monitor and maintain capital spending and operational fiscal responsibility:*

October is the start of preparation for year end. Finance has a look at working papers to identify any changes that need to be done, determine if any adjusting entries are needed and begin to look at the work and timing for year end. This is only preliminary, as the audit plan has not been received from the auditors, but it is an important step to know how much effort may be needed to reach the audit standards. It also allows Finance to revisit anything that came out of the previous year audit that may still be unresolved for some reason.

Finance took advantage of the delay in having Audit Committee meet in the spring to have the meeting to include an introduction and presentation with the new auditors. The auditor was available in person to discuss their firm, the approach to the audit and materiality, as well as to answer questions from the committee. Both the discussion of the 2022 audit findings and the presentation of the auditor was very engaging and the relationship with the Audit Committee and the Auditors will evolve greatly over the course of the new contract to better increase transparency and communication between the two groups.

Residential taxes are due November 15, the update for the total taxes collected will be in the November Manager's Report.

Accounts Payable Statistics:

METHOD	MONTH	# OF PAYMENTS	# OF INVOICES	\$ VALUE OF PAYMENTS
EFT	September	535	1406	\$9,640,654
CHQ	September	111	139	\$527,689
EFT	October	517	1274	\$9,842,887
CHQ	October	160	198	\$1,271,329

Financial Reporting, Manager – Marley Hanrahan

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Economy** - *Monitor and maintain capital spending and operation fiscal responsibility:*

The 2024 Budget process continued in October. Department submissions were reviewed and vetted with SLT over three days at the beginning of the month. Each Manager presented their budgets to SLT for review, and we then took any feedback and adjustments and incorporated them into Questica. The budget document was then compiled, updated, and formatted for Council budget deliberations occurring the first week in November.

We also completed the third quarter close which included reporting, reconciliations, and working papers as well as preparing the Council reporting package. This quarter was more difficult due to the time constraints of completing the budget, but overall, it went well, and all deadlines were met.

Work continued the chart of accounts refresh and we are continuing to outline the new object codes. Next steps will be mapping of the old accounts to new accounts.

- **Governance** – *Provide current staff growth opportunities when appropriate:*

Staff attended the Legislative Services Greenview U and the Manager attended the CPA Canada Public Sector Conference. Sessions included updates on Public Sector Accounting Standards, staying current on economic trends, leadership topics, ethics, and the future of government.

Asset Management Officer – Jamie Hallett

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Economy** – *Adopt an asset management plan:*

Phase 3 of the software project is on-going, and we have the last few departments to be started by end of October. This means all departments have been contacted and are moving forward. Training and testing for the other phases, are still on-going. We are looking at our first department (Facility Maintenance) to start the final training and usefulness workshop in mid-November. This is a complete day of full functionality training for the asset management software. This will have the whole departments input from workflow functionality to consumable inventory, to service writer.

Information Systems, Manager – Peter Stoodley

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Economy** – *Monitor and maintain capital spending and operational fiscal responsibility:*

Information Systems has reduced cost on printer lease by extending leasing on low use printers. Cost is reduced by 50 percent on leasing by extending leasing agreements. Future reviews will be conducted on Greenview's printer fleet on a regular basis to ensure there is maximum output for minimum costs.

Information Systems has compiled a report which provides stats on blocked email due to Greenview's security measures to protect staff email accounts and the organization. These stats are from September 27, 2023 to October 24, 2023.

Quantity	Type
42	Malware Blocked
3,248	Phishing Inbound Blocked
70,406	Microsoft Edge added security
2,381	Spam Blocked

Legislative Services Officer – Sarah Sebo

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** - *Ensure our policies address changing and growing community needs:*

On October 10, 2023, the following policies were reviewed by Council.

- Policy 2008 "Employee Years of Service" was approved. The purpose of the policy is to give recognition and show appreciation for the years of service received from staff for their dedication and commitment to Greenview.
- Policy 2019 "Years of Service for Board Members" was approved. The purpose of this policy is to give recognition and show appreciation for years of service for Board Members appointed to a Board or Committee of Greenview.

- Policy 2020 “Staff Allowances and Reimbursements” was approved. This policy established criteria and guidelines for eligible Greenview Business expenses for which employees may receive an allowance or reimbursement.
- Policy HR 03 “Reimbursement of Moving Expenses” transferred to an Administrative policy and the current version was repealed. This policy provides guidance for when moving expenses incurred will be reimbursed.

On October 24, 2023, the following bylaws and policies were reviewed by Council.

- Bylaw 23-954 “Designated Officer” received first and second reading without amendments. This bylaw officially appoints positions as designated officers. Granting power to carry out certain duties established by the Municipal Government Act.
- Bylaw 23-941 “Greenview Cemeteries” received first reading. This bylaw governs how Greenview-owned cemeteries are to be operated in accordance with provincial legislation on burials.
- Bylaw 23-940 “Fireworks” received second reading and was referred to the Policy Review Committee. This bylaw determines when and how fireworks are to be set off in areas in Greenview, outside of the Forest and Prairie Protection Area.
- Bylaw 23-955 “Borrowing” received first and second reading. This bylaw comes to Council annually. It is a requirement to continue to borrow five million dollars as an operating line of credit from ATB.
- Policy 3024 “Emergency Alert Notification” was approved. This policy instructs Administration to use the Provincial Emergency Alert Notification System to provide advance warning and direction to residents, staff and visitors in the event of a pending or active Emergency such as fire, flood, or other potentially catastrophic disaster-type event.

Policy Review Committee was held on October 11, 2023. The Committee reviewed the following policies.

- Policy 1019 “Issuance of Digital Communications Tools” was recommended to be approved by Council. This policy establishes guidelines for the use of Digital Communication Tools by Councillors and Employees of Greenview.
- Policy 8011 “In-Kind Donations” was recommended to be approved by Council. This policy established guidelines for responding to In-Kind Donation requests for annual events.
- Policy 8013 “Regional Sustaining Grant” was recommended to be approved by Council. This policy provides program guidelines for Greenview’s Regional Sustaining Grant program. Regional Sustaining Grants occur when Greenview provides ongoing funding to non-profit organizations via a funding agreement.
- Policy 8014 “Greenview Sustaining Grants” was approved by the Committee. This policy provides a framework for the administration of Greenview’s Sustaining Grant Program, which provides ongoing funding to Non-profit organizations which administer community services in Greenview by operating and maintaining Greenview-owned facilities.
- Policy 8015 “Community Impact Grants” was approved by the Committee. This policy provides a framework for the administration of Greenview’s Community Impact Grant program.
- Policy 8012 “Sponsorships” was approved by the Committee. This policy establishes guidelines for one-time donation requests by non-profit organizations. Greenview sponsorships provide one-time donations in exchange for promoting the Greenview brand within the community.

- Policy 1004 “Access to Meeting Minutes” was recommended for repeal by the Committee. The information in this policy is captured elsewhere in bylaws and legislation and was deemed redundant by Administration.
- Policy 1015 “Council Conference” was deferred for review until the 2023 audited year end.

The next Policy Review Committee is scheduled for December 13, 2023, at the Valleyview Administration Building. The public is welcome to attend.

Procurement Officer, Ashlee Holmes

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** – *Establish levels of service:*

This month, Procurement, in collaboration with the respective departments, developed, launched, and managed three tender opportunities for Greenview: tax assessment services, recycling waste and confidential shredding services, and engineering services for the construction of a Waste Transfer Station and closure of the Grande Cache Landfill, along with one tender for Greenview Regional Waste Management Commission. In addition to the above-noted tenders, Procurement has also worked alongside Facility Maintenance to draft a tender for generator preparation (installation of switches) at the Greenview Regional Multiplex. Little Smoky Community Hall and the Grovedale Community Hall. This tender is anticipated to be launched in November 2023.

- **Governance** – *Provide good governance:*

The Community Services Coordinators, Procurement, Communications, Economic Development, and a representative from the Community Development unit with the Government of Alberta are excited to host a proposal and grant writing workshop on November 1, 2023. This workshop is being held in Valleyview and Grande Cache, with an additional option of having participants join online. This month, collaborative work has gone into organizing and developing the workshop material and finalizing event details. As of Friday, October 27, 2023, 21 people from Greenview and the surrounding communities have registered for the workshop.

Manager's Report

Department: Planning & Economic Development

Submitted by: Martino Verhaeghe, Director, Planning & Economic Development

Date: 11/14/2023

Director Planning & Economic Development – Martino Verhaeghe

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects the Economic Development and Tourism teams have worked on this month.

Director Highlights:

- Preparation for review of Engineering / Planning interfacing policies
- Mountain Metis Governance Association Land Sale meeting and Agreement completion
- 2024 Departmental Budget Preparation / SLT Budget Review / Council Budget Sessions
- Grande Prairie County / Greenview Industrial Gateway /Regional Ec Devt Site Selector Meeting
- Greenview Industrial Gateway Committee Meeting
- Grovedale Area Policy Meeting with Alberta Park/Public Lands
- Emergency Services Mapping Needs and Rural Addressing Improvement meeting
- Regular Council meetings (2) / Committee Meeting in Grovedale
- Report Development and Review
- Greenview Management Meeting in Valleyview
- PrairiesCan NW Regional Roundtable Session
- Planning, Economic Development & GIS/Corporate Services - Workflow and Process Discussions
- Greenview U Attendance
- Landowner / Planning Enforcement or Dispute Resolution meetings (3)
- Greenview & CST Coal Economic Development and Housing Development Discussions in Grande Cache
- Audit Committee Meeting
- Meetings on Main Street Lofts Compliance and Refurbishment (Planning/Engineering/Developer)
- Catalyst Improved Functionality Demo & Contract Meetings
- Economic Development Business Visitation / West Yellowhead Community Futures – Grande Cache
- Northern Gateway Public School Division Meetings Re Joint School/GRM Facility Discussions
- Grande Prairie Chamber of Commerce State of the Region Event
- Human Resourcing (Various - interviews, review of exist interviews, E-compliance, other action)

Communications & Marketing, Manager – Stacey Sevilla

Communications Highlights

The communications department continues to produce regular external communications for ratepayers, stakeholders and the general public. The Comms department also works closely with all other departments to create, launch and promote new services and programs, etc.

October has been another very busy month for the Communications team. The department worked closely with our partners at the City of Grande Prairie, County of Grande Prairie, and Grande Prairie Chamber of Commerce to co-host and participate in the third annual State of the Region. This event was very well attended, with the most registered attendees to date. Greenview is also hosting the Greenview Gives Thanks Wildfire Responder appreciation event with attendees coming from Greenview Search & Rescue, RCMP Alberta Wildfire, Government of Alberta, Wild Fire Management, Weyerhaeuser, Fox Creek Fire Department, Valleyview Fire Department, PetroChina, Town of Whitecourt, Town of Fox Creek, Town of Valleyview, Canfor, Crescent Point Energy, Chevron, Greenview Fire Rescue Services.

Please note that the list below highlights Communications department activities but is not exhaustive.

Projects completed or underway:

Governance - Increase staff success. *Provide current staff growth opportunities when appropriate:*

- Assisted with Greenview University October 2023 – Legislative Services (posters/setup signup links, send email to staff)
- Internal Communications: Wellness Committee posters, Social Committee posters, Proofing and editing Safety Meeting and Safety Bulletins, recruitment job poster.
- Greenview Career opportunities recruitment brochure professionally printed for Human Resources to hand out at job fairs
- Updated the website's Careers section with information on Greenview's Recruitment Process and Comprehensive Total Rewards Packages (benefits)
- Assisted HR team members with display materials and promotional items for a job and recruitment fair at the Northwestern Polytechnic

Governance – Improve intermunicipal government relations

- Assisted with upcoming Wildfire Response presentation for RMA, where Reeve Olsen was invited to speak about Council's role in the recent unprecedented wildfire season in Greenview
- Assisted with Valleyview Chamber of Commerce Small Business Week speaking notes for Reeve Olsen's invitation to the awards presentation

Economy – Create a diverse economy. *Increase tourism attractions:*

- Working collaboratively with the Tourism Officer to edit the "Yolo Nomads" tourism campaign for Grande Cache - launching the second round of advertisements promoting Grande Cache. The first round of ads was quite successful
- Updated Relics and Bones Tour digital ad and created a one-page article to promote Greenview

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

- Met with the Economic Development Manager to discuss ways to promote new industrial development within Greenview using AUC Approvals on significant projects.
- Newspaper ad drafted and large electronic billboard ads to promote Greenview Relics and Bones Motorcycle Promotional Tour campaign
- Announced winners of the 2023 Greenview Photo Contest Winners this week and ordered prints for both public and staff photo contests
- Communications to meet with departments to learn about their 2024 projects and to review their department website pages to ensure content is updated
- Created a comprehensive social media campaign to promote Small Business Week 2023 and Greenview's Beautification Grant Program
- Preparing FAQ brochure to assist with promoting new Business Licencing and forms

Culture, Social & Emergency Services – Enhance communication to our public.

- Glitz local Valleyview newspaper full-page advertisements for November 2023 distribution
- Grande Cache Mountain Voice newspaper full-page advertisements for October/November 2023 distribution
- 2022 Annual Report: Professionally printed and distributed to the administration and public service buildings
- Map Books being put together to be professionally printed
- Working on Remembrance Day Facility & Closure Notice
- Grant and Procurement Workshop advertising
- Assisting with Zoom Webinar moderation for Community Services Grant and Procurement Workshop
- Worked to produce a video for the upcoming Greenview Gives Thanks Campaign to honour and appreciate the wildfire responders in Greenview for November 2, 2023
- Advertised upcoming Public Hearing Land Use Bylaw Amendments
- Assisted Greenview's Agricultural Services Department with advertising for multiple workshops and information sessions
- Working on quotes and options for portable signs
- Updating brochures for Planning and Development (Land Use Bylaw FAQ, Development Permit FAQ, and Subdivision FAQ)
- Greenview Gives Thanks Wildfire Responder Appreciation Campaign, Campaign statistics completed, a total of 83098 impressions on the corporate FB pages, 2637 impressions on Instagram, and 534 visits to engagegreenview.ca/greenview-gives-thanks

Culture, Social & Emergency Services – Enhance communication to our public.

Continually improve our social media and digital platforms + Continue to use & expand the use of digital & non-digital bulletin boards:

- Attended and covered the Council photo opportunity with members of the Valleyview Hospital staff for the new Acute Care beds donated by Greenview Council
- Attended and covered the Ridgevalley and DeBolt Area Structure Plan follow-up workshops with members of Council and Invistec
- Attended and covered Big Iron Day in Fox Creek, a Council Sponsored Event with Ec. Dev Manager
- Update programming posters/flyers/website/social media posts for both Recreation Centres
- GC Digital Sign Advertising: Seniors Fall Festival Lunch and Entertainment at Whispering Pines, Big Horn Golden Age Silent Auction event, Grande Cache Food Bank Drive
- Working on draft FAQ for new Business License policy

Culture, Social & Emergency Services – Improve public perception of Greenview. Actively participate in community events:

- Hosted follow-up open-house workshops in Ridgevalley and DeBolt for the Area Structure Plans
- Gift basket for Asset Management Officer for external conference
- \$300.00 In-kind Donation for Valleyview Volunteer Firefighter Hockey Tournament
- \$500.00 In-kind Donation for 2day FM Father Daughter Ball
- \$500.00 In-kind Donation for Grande Spirit Foundation Harvest Dine & Dance
- \$500.00 In-kind Donation for Harvester Ball in DeBolt
- \$500.00 In-kind Donation for PARDS 25th Annual Dine & Dance
- \$300.00 swag Donation to Valleyview Legion Cribbage Tournament
- Working on updating Planning & Development brochures
- Creating banner to have at events of “Notice of Filming and Photography”

Culture, Social & Emergency Services – Support and maintain recreational opportunities. Recognize opportunities to increase recreation development:

- Recreation program marketing posters and digital advertising for Fitness, Youth Programs, Lifeguard programs, Aquatic Centre hours, Swim Lessons, Arena schedule and special events (Wave Rave) for both GCRC and GRM recreation teams.
- Working with GPRRC (Grande Prairie Regional Recreation Committee) to review their new website and visual branding. North 43 was contracted to design a social media strategy, create content, and manage the social media page. Since the GPRRC is made up of 6 different municipalities, they want to ensure that social content aligns with the different municipalities’ standards and content guidelines. As such, they have asked each municipality to assign one communications or marketing representative to review the social media posts for any wording or content that would conflict with their guidelines. The intention of this group is not to rewrite content or adjust graphics.

Projects Underway:

- Greenview Engagement Procedure Toolkit
- Greenview Values Word Art Wall Signage production is set to continue with Public Service Buildings in DeBolt and Grovedale
- Business cards created and ordered for multiple staff members
- Mountains to Meadows Newsletter printed, emailed out to subscribers, placed on website and social media
- Working on 2024 Internal and External Calendars
- Photo/Video use, banner for events
- Preparing Greenview Wellness Program brochure
- Planning underway for upcoming events:
 - State of the Region event Oct 6 (postponed due to wildfires in the region)

Digital presence statistics

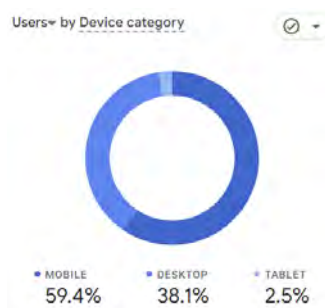
Culture, Social & Emergency Services – Enhance communication to our public.

Continually improve our social media and digital platforms

Website (October 2023)

Greenview's website has seen **64,350** pageviews on the website through the month of October. The Greenview website has seen 11,464 new users since September. Website access from mobile remains on par with the national average, with approximately **62%** of website users from a mobile device in October. ***NEW:** Visits to the Careers page of posted jobs totalled 2,808 at the time of this report, accounting for approximately **4%** percent of all website visits in October.

- Users: 13,000
- New Users: 11,464
- Pageviews: 64,350
- Sessions: 23,557
- Sessions per user: 2.73



Facebook (October 2023)



Efforts to grow our Twitter and Instagram presence continue. Twitter followers as of October 31, 2023 = 1,878. Instagram followers as of October 31, 2023, = 645.

Greenview APP (September 2023)

The company that hosts and built the Greenview smartphone app has recently made a significant change to it. As a result, the current Greenview app has lost significant functionality, most notably effective notifications to residents and ratepayers. The Communications team has recently determined that this custom functionality originally built for Greenview cannot be reinstated and is working with the Regional Fire Chief on deploying the Voyent Alerting App and system for public notifications as a replacement. This new app is projected to be deployed for all Greenview residents by the end of the first quarter of 2024.

The Voyent Alerting system can notify residents and stakeholders via landline telephone, text to mobile phone, email, and a smartphone app. Notifications can be issued for emergencies, road closures, upcoming meetings and events, etc. Further, notifications on the Voyent system can be set up with custom geographical locations. Voyent smartphone app users can also use the system to report problems of all kinds to Greenview administration. The Communications team and Director of Emergency Management Wayne Brown are working together to gather information and logistics for the first quarter 2024 roll-out of this system for Greenview residents.

Economic Development & Tourism, Manager – Larry Gibson

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects the Economic Development and Tourism teams have worked on this month:

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Administration continues collaborating with the Regional Municipal Partners and Grande Prairie Regional Chamber of Commerce and Northwest Polytechnic on the Regional Workforce Partnership Project. The project is moving forward. RFP has been awarded and website development is underway. Employers will have the opportunity for input and can use the product in their recruitment efforts.

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Economic development, after launching the Beautification Grant, has approved one application so far and is fielding inquiries from others.

Economic Development met with a battery energy storage company that is looking at locating in the Valleyview area.

Attended the Growing The North planning session with regional partners to plan the 2024 event.

Economic Development met with partners and Communications regarding the Biomass project regarding developing marketing materials for the area.

Met with Invest Alberta to learn more about their process regarding attracting more investment into the area.

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Culture, Social & Emergency Services – Improve public perception of Greenview. *Actively participate in community events:*

CST Coal meeting regarding their future developments in the Grande Cache area and some of the constraints they are encountering.

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Greenview Economic Development Rural Renewal Stream update: Employers from across Greenview, including Valleyview, are expressing interest in the program, 19 employers have applied, to support 74 positions, and to date, we have provided 22 endorsement letters to employees.

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Culture, Social & Emergency Services – Improve public perception of Greenview. *Actively participate in community events:*

Economic Development met with local businesses and the chamber of commerce while in Grande Cache to discuss opportunities and activity in the area and how we can support them in being successful.

Economy – Create a diverse economy. *Create opportunities to support and attract businesses in Greenview:*

Exploring opportunities to complete conference space analysis in the Grande Cache area.

Tourism:

Culture, Social & Emergency Services – Support and maintain recreational opportunities. *Promote the use of current recreational facilities and campgrounds:*

Travel Alberta presented at Committee of the Whole on their future plans regarding tourism development for the Northern Rockies Tourism Zone.

Culture, Social & Emergency Services – Improve public perception of Greenview. *Actively participate in community events:*

Economy – Create a diverse economy. *Increase tourism attractions:*

Working with Beautification on bench refurbishment and replacement projects in Grande Cache. As part of the project memorial benches are being discussed to determine alignment with the two initiatives. Conceptual designs have been completed.

Tourism Highlights

- No highlights to report at this time.

Statistics

Total Visitors September: 1930
Total September Revenue: \$10,769.00

October Visitors (1st – 17th): 632
October Revenue (1st-17th): \$6,177.83

YTD Total Visitors

2020	953
2021	14,271
2022	17,347
2023	18,300

YTD Total Revenue

2020	\$ -
2021	\$98,262.38
2022	\$114,173.00
2023	\$113,706.38

Planning and Development, Manager – Samantha Dyck

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects the Planning & Development Team has worked on this month are:

- **Governance – Provide quality municipal services.** *Provide consistent levels of service:*

Nineteen (19) Development Permit applications received in October, of which Eight (8) had an estimated project cost exceeding \$500,000, being:

D23-162 / NW-34-61-18-W5M / 543077 ALBERTA LTD. / CARTAGE TERMINAL - EXPANSION (SILOS & SCALE) / \$1,000,000.00 / WARD 2

D23-163 / NE-25-62-20-W5M / CANADA WEST LAND / OIL AND GAS FACILITY – EXPANSION / \$25,000,000.00 / WARD 2

D23-164 / SW-31-62-19-W5M / CANADA WEST LAND / OIL AND GAS FACILITY /\$50,000,000.00/ WARD 2

D23-165 / 10-24-61-19-W5M / WORLEY CANADA / OIL AND GAS FACILITY - EXPANSION AND BORROW / \$3,900,000.00 / WARD 2

D23-171 / NW-33-69-6-W6M / 1189220 ALBERTA LTD / ACCOMMODATION, EMPLOYEE - ACCESSORY BUILDING WITH OFFICE / \$1,000,000.00 / WARD 8

D23-173 / NW-16-63-18-W5M / CRESCENT POINT ENERGY CORP. C/O HURLAND SERVICES LTD. / COMPRESSOR (400 HP) / \$1,250,000.00 / WARD 2

D23-176 / NE-5-63-18-W5M / CRESCENT POINT ENERGY CORP. C/O HURLAND SERVICES LTD. / COMPRESSOR (400 HP) / \$1,250,000.00 / WARD 2

D23-177 / SW-24-61-17-W5M / CRESCENT POINT ENERGY CORP. c/o HURLAND SERVICES LTD. / COMPRESSOR (400 HP) / \$1,250,000.00 / WARD 2

1. Applications received this month include:

Type	Applications
Business Licenses:	3
Development Permits:	19
Land Use Amendments:	0
Subdivisions:	1
Approaches:	0

2. As there were no items for the October Municipal Planning Commission, this meeting was cancelled and a meeting for November was scheduled.
3. GIS technicians updated the MapBook and proposed printing and selling it to the public.
4. The empty Development & Lands Technician position has been filled. [REDACTED] started on October 30th.

• **Governance – Improve intermunicipal government relations.** *Build relationships with industry-focused organizations:*

Planning has received multiple inquiries from industry asking for meetings and confidential reviews. Manager, Planning & Development had Zoom meetings with a few and has reviewed potential projects to advise if permits are required and what engagement may be needed.

• **Governance - Increase staff success.** *Provide current staff growth opportunities when appropriate:*

The Manager, Planning & Development took in training from the U of A on Leading & Managing in Municipalities.

Planning Staff attended the Greenview U – All Things Legislative Services in Valleyview

• **Governance – Provide quality municipal services.** *Provide consistent levels of service:*

Planning Staff have had multiple complaints to address. Staff contacted the ratepayers to address concerns and gave feedback to CAO and SLT.

Economy – Maintain fiscal responsibility. *Monitor and maintain capital spending and operational fiscal responsibility.*

As of October 10, 2023, Geodesy Group has not completed the Aerial Imagery as contracted. They reported four (4) lines still need capturing, but the weather hindered progress. This project will be considered complete with the remainder of it frustrated. The 4 flight path areas will be rolled into future programs when opportunity presents. These areas are located primarily over crown land south of the Grovedale area structure plan and may be included in a potential 2025 Detailed Hamlet Photos program.



Manager's Report

Department: Infrastructure & Engineering

Submitted by: Roger Autio, Director

Date: 11/14/2023

Director Infrastructure & Engineering – Roger Autio

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance**
 - Budget meetings
 - Water well for Muskeg Seepee Cooperative has been drilled. The site will be registered as commercial in the cooperative name (as requested by the cooperative). The well produces about 14 gallons/min. Still waiting on final documentation; pump, electrical, discharge and connection box to be installed shortly.
 - Nose Creek Water Point has experienced a delay (about 1.5 months). The water analyser that was specified during design has gone from available, to 1 month delay, to being discontinued (supplier). The analyser that was specified is/was the only approved system for low discharge. The next available analyser is ready to be installed but we are waiting on Government approvals.
 - Meeting with SML 990008 holder regarding contract obligations.
 - The legal application to dismiss the Contractor from the Grande Cache Water Treatment Plant (obligations total approximately 1.5 million) has been dismissed by the Courts. Working with RMRF to appeal (they feel very strongly that the Courts ruled incorrectly). If the appeal doesn't work in Greenview's favour, Administration is ready for a complete trial.
- **Environment**
 - Danger trees have been removed from the Sandy Bay Transfer Site, Water point and throughout the Environmental reserve (lakeside). The site will be re-inspected in 2024 and addressed as required.

Construction & Engineering Manager – Leah Thompson

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance**
 - Ditching continues to be in progress to ensure positive drainage to Hwy 49 and throughout. Additional crews were not available to start installing approach culverts to speed up the process. However, moving along and will continue until we are forced to shut down due to weather constraints.
 - RV Dumping Station is 85% complete, waiting on components of the water towers and a couple of signs. Have some minor deficiencies on concrete and asphalt tie ins and surface.
 - Road repair for Township Road 683 is in progress, as per geo investigation. Will be completed within the next week.
 - BF77244 deficiencies are complete.
 - Residential access for Twp Rd 694A (Kluytz) is 95% complete, sign installs to be completed by November 10, 2023..
 - Young's Point -TWP 710 road slope sloughing repairs are completed.
 - Subdivision and Hamlet traffic counts are completed.
 - All fire guards reclamation is now complete.
 - FTR Phase 6 is complete.
 - Township Road 692 is complete.

Operations Manager – Josh Friesen

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance**
 - Gravel crushing is completed at the Westview Gravel Pit on the Forestry Trunk Road. Awaiting official final survey. Interim estimate is that approximately 103,000 tonnes of AT spec 4:25 was crushed.
 - Met with local inventor/contractor regarding equipment attachment. Review will be brought to future COTW meeting.
- **Environment**
 - Attended Alluvial Fan Information Session presented by AEPA – This is a presentation for building awareness of alluvial fan flood hazards in Alberta.

Operations East

- Mowing crews have completed 1 round of mowing on all roads. They have mowed the DeBolt Aerodrome again and revisited an area south of Sandy Bay they couldn't get to earlier this year and spent the remainder of the season assisting with labour duties, brushing deadfall trees, performing equipment maintenance, and cleaning, and rigging up the tractors with plows for the winter season.
- 9 culverts were upgraded from 600mm to 800mm to handle greater water volumes during spring run-off: 4 around RGE RD 221 and TWP RD 724, which included 400 metres of ditching, 3 at the intersection of TWP RD 734 and RGE RD 223 in the New Fish Creek area, and 2 in Valleyview South.
- 12 failed approach culverts have been replaced: 2 in Valleyview South, 8 in the Sandy Bay area, which included a ditch clean to move standing water, and 2 on the 8-Mile Road, 1 of which was north of TWP

RD 712. This one had separated and washed out earlier this year, resulting in a temporary road closure after heavy rains with a plan to return to complete repairs once water had receded.

- 4 miles of brushing have been completed: 1 mile at TWP RD 730 west of RGE RD 230 and 3 miles on RGE RD 232 south of TWP RD 700.

Operations Central

- Road repairs on the Forestry Trunk Road concluded on October 6, 2023.
- Operations Central's plow truck has had its yearly CVIP certification and has now been rigged up with a plow for winter use.
- Drainage work has been paused on TWP RD 724 and RGE RD 23 for the 2023 season due to frost conditions.
- A new windsock was installed at the DeBolt Aerodrome
- Crews in the DeBolt area have been focused on straightening and replacing faded and vandalized signs.
- A brushing crew was hired to clean up dead fallen trees and trim rights-of-way in Operations Central.

Operations West

- 3 culverts have been replaced on RGE RD 71 north and east of TWP RD 693 due to drainage issues. A ditch clean was also completed in this area.
- Reco Construction has patched two dips in the pavement because of culverts settling on the Bald Mountain Tower Road (RGE RD 65) south of HWY 666.
- Crews repaired a soft spot on RGE RD 73 south of TWP RD 693 in the Grovedale area.
- 5 guideposts and 8 signs have been installed, including a No Exit and Chevron Curve signs.
- Greenview Operators worked with Agricultural Services to build a gravel pad for improved storage at the rental site in Grovedale.
- Crews worked with Recreation Services to re-gravel part of the Shuttler Flats Camping area in Operations West.

Operations South

- 2 burial plots have been prepared at the Grande Cache Cemetery for upcoming interments.
- Sand and salt were mixed in the new sand shed and materials from the old sand shed were transferred to the new one.
- A crosswalk was repaired at the approach on Hoppe Avenue across from 98th Avenue in the service lane to eliminate the tripping hazard for pedestrians.
- Operations South completed stockpile surveys and continued gearing up for winter, putting snow boards on trucks as well as responding to snow and ice on the south part of the FTR.
- Pushed gravel windrows out from underneath guardrails on the Forestry Trunk Road from KM 124 to KM 137.
- Crews in Grande Cache built a new approach and installed a new culvert to create second access behind the new salt and sand shed off 97th Street.
- Mulching on the Grande Cache Like Road right-of-way has been completed.

Fleet Services

- 2 Valleyview mechanics and 1 Grovedale mechanic completed training on the Jaltest Diagnostic Software already in use in the Valleyview Shop.
- The Valleyview RAP student and apprentice HET began working in Operations East.

- Efforts have been made to get the RAP program running in Grande Cache Operations. This is anticipated to be completed by February 1, 2024.

Road Requests Received - 13	Operations East	Operations West	Operations Central	Operations South
Culverts	2			
Brushing			1	
Ditching & Drainage		1		
Road Conditions	4			
Safety Concerns	3			
Signage	1			1
TOTAL	10	1	1	1

Fleet & Shop Work Order Requests for Current Reporting Period	
Grande Cache Shop	43
Grovedale Shop	33
Valleyview Shop	86
TOTAL	162

RoaData-Municipal Approval Requests	Service Rigs	Heavy Hauls	Drilling Rigs	Well Services
TOTALS	41	420	13	0
RoaData-Municipal Loads		Single Trip Loads	Multiple Legal Trip Loads	
TOTALS		467	0	
Grand Total-Approval Requests/Municipal Loads		941		

Road Use Agreements	
New Road Use Agreements	6
Total Road Use Agreements	936

Log Haul Route Requests		
Received	Approved with Conditions	Pending
2	2	0

Facilities Maintenance Manager – Wayne Perry

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

Maintenance Activities Completed	141	Items Added to Maintenance Backlog	147
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- **Governance**

- We are continuing the development of our team members in the month. The Supervisor has worked with the Manager in the budget presentation to the SLT.
- Attended training on the PSD Citywide program at the user group training in Calgary. The program will certainly help our department become more efficient. Made many good contacts at the session who can help with our implementation.

- **Economy**

- In October we started Generator annual inspections and load testing. Have completed over 50% of the Generators in the month the remaining ones will be serviced in November.
- Upgraded all the maps in the Greenview buildings to the 2023 versions. Along with changing the maps we also added a map to the Greenview Regional Multiplex as we realized one was not previously installed.
- Completed the replacement of the Greenview flags in all locations throughout the MD.
- Finished the installation of a large protective cover over the back door to the Grovedale Water Treatment Plant. The building doesn't have snow stops on the back side and snow and ice have fallen off the roof creating a hazard and blocking the doorway. We have also covered the gas meter with the same cover to prevent damage to the regulator.
- In the month we finished our mowing schedule and started the services on the zero turn mowers. Over this season we have put 442 hours on the machines, which is down a little from last year due to the forest fires.
- Worked with Valleyview FCSS to build a stationary exercise bike for the Penson School.
- Most of the furnace and heater inspections were completed in the month, along with many of the repairs needed to ensure we have reliable heating this winter season.
- Completed the semi-annual inspection of the security systems to ensure all systems function as designed. Now we are working on the punch list of repairs needed from all system inspections.
- Conducted the final review of the detailed drawings for the new Operations shop in Grande Cache. The consultant is now working on the final modifications. Once we have the Issued for Tender drawing and Council budget approval, we will start the tendering process with the thought of being ready for construction in April 2024.

- **Culture, Social & Emergency Services**

- Delivered and set up an examination table at the Grande Cache Medical Clinic which was donated by Alberta Health Services.

Environmental Services, Manager – Doug Brown

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance**

- Due to scheduling constraints and communication the Ridgevalley lagoon desludging has been delayed until June of 2024.
- Significant progress has been made on the Grande Cache Wastewater Treatment Plant Upgrade. This includes the installation of power poles, preparation of glycol lines, earthworks around newly installed manholes and lift stations, as well as the reinforcement of the bioreactor and clarifier with rebar and forms. Cold weather preparations for concrete pouring are also underway. Construction of the North Pond is complete, with the liner installed. Hydro testing for leaks will be conducted soon, and if the results are acceptable, discharge from the South Pond will be set up. Furthermore, the concrete pour for the clarifier and the construction of pumproom walls was scheduled for October 26th.
- Repaired a curb stop valve within the Hamlet of Grande Cache.
- Completed 20 water meter inspections within the Hamlet of Grande Cache.
- A letter was sent to Grande Cache institution regarding sewer effluent compliance.
- Final inspection on the raw water line was completed, as warranty ends Nov 11, 2023.
- Repaired 3 hydrants in the Hamlet of Grande Cache and ordered spare parts.
- Due to a recent power outage that damaged the VFD on the membrane train, our production capacity is effectively halved. Located a replacement Variable Frequency Drive (VFD) for the membrane skid in the water plant; however, the replacement VFD has an estimated delivery time of 2-3 weeks.
- Inspected storm drain outfalls.
- Completed water sewer connection inspection on a property for new services on property.
- Replaced the packing on the high flow pump at the DeBolt Water Plant.
- Installed sewage backflow preventer at residence in Ridgevalley to satisfy a condition of the land purchase.
- Manhole/ Lift station lining within the Hamlet of Ridgevalley began October 10th. Contractors completed their work on October 23rd.
- Sewer mains in Creeks Crossing have been flushed and cleaned.
- Due to Pump Failure the well pump at Goodwin was replaced.
- Completed inspection of the DeBolt Seniors Servicing extensions.
- Reviewed and provided feedback to EAP for Little Smoky Water System approval renewal.
- Annual lagoon releases have been completed at Little Smoky, Ridgevalley, DeBolt, Sturgeon and Grovedale lagoons.
- The raw water flow meter was replaced at Sunset House waterpoint.
- Installed a code lock at Sandy Bay Transfer site for contractor access for bin dumping for residents.
- Paint and Household hazardous waste collected for the season.
- Hauled batteries into D&E Recyclers in Grande Prairie.

- **Economy**

- Worked with Procurement to prepare and issue Engineering Services for the Construction of a Waste Transfer Station and Closure of the Grande Cache Landfill RFP. Tender closing Date is November 21st, 2023. RFD to Award will be presented to Council in January 2024.
- Received Grande Cache master plan capital infrastructure phasing plan for review.
- Grovedale lagoon subconsultant has provided verbal feedback on leaking lagoon and expect the technical report regarding findings and recommendations with respect to high groundwater levels. Administration will review the findings and provide Council with a recommendation for repair.
- Inspecting old MD landfill sites with Asset Management Officer for asset retirement obligations compliance.
- Coordinated with Procurement on Recycling Tender and it has been posted on APC. Tender Closing date is November 13, 2023. RFD to Award will be presented to Council in January 2024.

- **Environmental**

- Changed out 40- yard weed bin in Fox Creek to a yard 4-yard bin at AG Service's request, they plan to haul weeds with a pickup moving forward.
- Greenview is now registered as a community authority under the EPR (Extended Producer Regulations) for residential recycling.



Employee # :

Department: Council

DATE	TIME DEPART	TIME ARRIVE	CODE MEETING	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM	
							B	L	D	AMOUNT			
10-Oct	7:00	18:00	M	Council Meeting	300						459.00		
11-Oct	7:00	16:00	M	PRC/ Travel to GC	500						459.00		
16-Oct	15:00	18:00	M	Travel to GP	200						269.00		
17-Oct	7:00	16:00	M	COTW	200						459.00		
22-Oct	16:00	19:00	M	Travel to GP	200						269.00		
23-Oct	7:00	14:00	M	GIG Meeting	300						317.00		
NOTES:				KILOMETER CLAIM			TOTAL				2232.00		
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST						
				\$0.62 per km	1700	1054.00	NET CLAIM				2232.00		
				\$0.26 per km	1700	442.00							
				SUBTOTAL		1496.00	TOTAL CLAIM					3728.00	
				LESS G.S.T.			LESS ADVANCES						
				TOTAL		1496	AMOUNT DUE (OWING)					\$3,728.00	

Date _____



Municipal District of Greenview No. 16

NAME: Ryan Ratzlaff
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
10-Oct	8:15	13:00	M	RCM	80							317.00
11-Oct	8:15	12:00	M	PRC	80							269.00
11-Oct				Little Smoky Community Hall meeting								
16-Oct	14:15	20:45	M	Heart River Housing Valleyview engagen	80							317.00
17-Oct	6:30	16:00	M	COTW Grovedale	350							459.00
19-Oct	10:45	14:30	M	Fox Creek Synergy/BSN	120							269.00
23-Oct	8:15	12:45	M	GIG	80							317.00
NOTES:				KILOMETER CLAIM			TOTAL					1948.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.62 per km	790	489.80	NET CLAIM					1948.00
				\$0.26 per km	790	205.40						
				SUBTOTAL		695.20	TOTAL CLAIM				2643.20	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		695.2	AMOUNT DUE (OWING)				\$2,643.20	

 Claimant

 Date

291

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Ryan Ratzlaff
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
24-Oct	8:15	17:00	M	RCM	80						459.00
26-Oct				CCEC meeting (Athabasca)							
31-Oct	8:15	17:15	M	Budget	80						459.00
1-Nov	8:15	17:15	M	Budget	80						459.00
2-Nov	8:15	19:30	M	Budget and Wildfire Appreciation	80						459.00
5-Nov	16:30	20:00	C	Travel to Edmonton for RMA	320			1	50.00		459.00
6-Nov	8:30	17:00	C	Effective meetings course & Minister meetings							459.00
NOTES:				KILOMETER CLAIM			TOTAL		50.00		2754.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.62 per km	640	396.80	NET CLAIM		50.00		2754.00
				\$0.26 per km	640	166.40					
				SUBTOTAL		563.20	TOTAL CLAIM			3367.20	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		563.2	AMOUNT DUE (OWING)			\$3,367.20	

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Sally Ann Rosson
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE 2023	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
10-Oct	8:30	13:00	M	Council	16							317.00
10-Oct	18:30	20:00	M	VV Rec Board	16							207.00
11-Oct	8:30	12:10	M	PRC	16							269.00
16-Oct	15:00	20:00	M	HRH Open House	16							317.00
17-Oct	7:15	16:30	M	COTW Gdale	262							459.00
18-Oct	9:00	13:15	M	FCSS	16							317.00
19-Oct	8:30	12:15	M	Audit Committee	16							269.00
NOTES:				KILOMETER CLAIM			TOTAL					2155.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	358	243.44	NET CLAIM					2155.00
				\$0.17 per km	358	60.86						
				SUBTOTAL		304.30	TOTAL CLAIM				2459.30	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		304.3	AMOUNT DUE (OWING)				\$2,459.30	

Claimant

October 19, 2023
Date

293

Approved

Date



Municipal District of Greenview No. 16

NAME: Sally Rosson
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
23-Oct	8:30	12:15	M	GIG	16							269.00
24-Oct	8:30	16:30	M	Organizational / Council	16							317.00
26-Oct	10:00	15:00	M	CCEC Zoom								317.00
27-Oct	8:35	9:30	M	Legion/Town Poppy Presentation	16							n/c
30-Oct	8:30	12:30	M	Strangulation Webinar - FCSS	16							269.00
31-Oct	8:30	17:05	M	Budget	16							459.00
1-Nov	8:30	12:30	M	Budget	16							269.00
2-Nov	8:30	17:15	M	Budget / Wildfire Appreciation	32							459.00
NOTES:				KILOMETER CLAIM			TOTAL					2359.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.62 per km	128	79.36	NET CLAIM					2359.00
				\$0.26 per km	128	33.28						
				SUBTOTAL		112.64	TOTAL CLAIM					2471.64
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		112.64	AMOUNT DUE (OWING)					\$2,471.64

Claimant

November 3, 2023
Date

294

Approved

Date



Municipal District of Greenview No. 16

NAME: Dave Berry
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
10-Oct	8:30	13:30	M	Reg Council	60							317.00
11-Oct	8:30	12:00	M	PRC	60							269.00
17-Oct	7:30	17:00	M	COTW Grovedale	320							459.00
NOTES:				KILOMETER CLAIM			TOTAL					1045.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	440	299.20	NET CLAIM					1045.00
				\$0.17 per km	440	74.80						
				SUBTOTAL		374.00	TOTAL CLAIM					1419.00
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		374	AMOUNT DUE (OWING)					\$1,419.00



Municipal District of Greenview No. 16

NAME: Tom Burton

ADDRESS :

Employee # :

Department:

Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
October 10 2023	7:50	13:15	M	Council	120						317.00
October 11 2023	7:40	12:40	M	Policy Review Committee	120						317.00
October 14 2023	9:15	18:30	M	NTAB Tour of Site C Dam	578						459.00
October 16 2023	14:00	21:00	M	Heart River Housing Open House Needs Accessment & East Smoky Recreation Board	120						317.00
October 17 2023	7:50	17:20	M	Committee of the Whole & Grande Spirit DeBolt Project Discussion	166						459.00
October 18 2023	7:45	13:15	M	Grande Spirit Finance Committee	120						317.00
October 19 2023	7:45	13:45	M	Greenview Audit Committee & River of Death and Discovery Dinosaur Museum Society	285						317.00
October 20 2023	9:30	12:00	M	MD of Greenview Library Board	120						269.00
October 21 2023	7:00	15:30	M	MD of Greenview Library Board Meeting	490		1		20.00		459.00
NOTES:				KILOMETER CLAIM				TOTAL	20.00		3231.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.62 per km	2119	1313.78	NET CLAIM	20.00			3231.00
				\$0.26 per km	2119	550.94					
				SUBTOTAL		1864.72			TOTAL CLAIM		5115.72
				LESS G.S.T.					LESS ADVANCES		
				TOTAL		1864.72			AMOUNT DUE (OWING)		\$5,115.72

Claimant

Date

Approved

Date



Municipal District of Greenview No. 16

NAME: Tom Burton

ADDRESS :

Employee # :

Department:

Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
October 23 2023	7:40	16:00	M	Greenview Industrial Gateway & Grande Prairie Regional Sport Connection App	240						459.00
October 24 2023	7:45	17:20	M	Greenview Organizational Council	120						459.00
October 27 2023	7:00	16:15	M	Grande Spirit Foundation	260						459.00
October 28 2023			M	Friends of Grande Spirit Harvest Dinner	120						
October 31 2023	7:30	17:15	M	Greenview Budget Presentation	120						459.00
November 1 2023	7:30	17:30	M	Greenview Budget Presentation	120						459.00
November 2 2023	7:30	19:30	M	Greenview Budget Presentation & Wildfire Appreciation Dinner	120						459.00
November 3 2023	9:00	15:00	M	Grande Spirit DeBolt & Grovedale Updates Discussion							317.00
November 4 2023			M	DeBolt Harvester's Ball							
NOTES:				KILOMETER CLAIM				TOTAL			3071.00
Meeting Code : M for Meetings C for Conferences					RATE	KM's	TOTAL	LESS GST			
					\$0.62 per km	1100	682.00	NET CLAIM			3071.00
					\$0.26 per km	1100	286.00				
					SUBTOTAL		968.00		TOTAL CLA		4039.00
					LESS G.S.T.				LESS ADVANCES		
					TOTAL		968		AMOUNT DUE (OWING)		\$4,039.00

Claimant

Date

Approved

Date



Municipal District of Greenview No. 16

NAME: Jennifer Scott
 ADDRESS :

Employee # :
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
10-Oct	8:00	13:00	M	Regular Council Meeting	76						317.00
11-Oct	8:00	12:30	M	PRC	76						317.00
16-Oct	14:30	17:00	M	Heart River Housing	76						269.00
17-Oct	9:00	14:00	M	Committee of the Whole							317.00
18-Oct	17:00	18:30	M	PACE							269.00
NOTES:				KILOMETER CLAIM			TOTAL				1489.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.62 per km	228	141.36	NET CLAIM				1489.00
				\$0.26 per km	228	59.28					
				SUBTOTAL		200.64	TOTAL CLAIM				1689.64
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		200.64	AMOUNT DUE (OWING)				\$1,689.64



Municipal District of Greenview No. 16

NAME: Jennifer Scott
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
23-Oct	9:00	12:00	M	GIG Update								269.00
24-Oct	8:00	17:00	M	Organizational Meeting, RCM	76							459.00
25-Oct	18:30	21:00	M	Crooked Creek Comm Rec Club	30							269.00
31-Oct	8:00	17:30	M	Budget	76							459.00
1-Nov	8:00	17:00	M	Budget	76							459.00
2-Nov	8:00	19:00	M	Budget, Wildfire Appreciation Dinner	76							459.00
NOTES:				KILOMETER CLAIM			TOTAL					2374.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.62 per km	334	207.08	NET CLAIM					2374.00
				\$0.26 per km	334	86.84						
				SUBTOTAL		293.92	TOTAL CLAIM				2667.92	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		293.92	AMOUNT DUE (OWING)				\$2,667.92	

Time Calc	Code	Meal Calculations							Meeti		
		B	L	D	B	L	D	Meal Calc	Meet Calc	O/T Rate	O/T Calc
3	M	TRUE	TRUE	TRUE	0	0	0	0	269	0	0
9	M	TRUE	TRUE	TRUE	0	0	0	0	459	0	0
2.5	M	TRUE	TRUE	TRUE	0	0	0	0	269	0	0
9.5	M	TRUE	TRUE	TRUE	0	0	0	0	459	0	0
9	M	TRUE	TRUE	TRUE	0	0	0	0	459	0	0
11	M	TRUE	TRUE	TRUE	0	0	0	0	459	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0

ing Calculations

O/T Limit	Meet Tot	M or C		Mileage		
0	269	269		0		
0	459	459		76		
0	269	269		30		
0	459	459		76		
0	459	459		76		
0	459	459		76		
0	0	0		0		
0	0	0		0		
0	0	0		0		
0	0	0		0		
0	0	0		0		
0	0	0		0		
0	0	0		0		
0	0	0		0		
0	0	0		0		
0	0	0		0		
0	0	0		0		
0	0	0		0		
					over 5000	over 5000
			Mlg Total	334	334	0
			Text rule	\$0.62 per km		0
			Mlg calc	207.08		0
			Ntp calc			



Municipal District of Greenview No. 16

NAME: Bill Smith
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
6-Sep	7:00	13:00	m	first nation	300		x		20.00		317.00
12-Sep	8:00	15:00	m	aer/minerals	75	x			20.00		317.00
13-Sep	8:00	15:00	m	mpc/kakwa area eq needs gov/md	75		x		20.00		317.00
18-Sep	16:00	19:00	m	travel grande cache	200						269.00
19-Sep	8:00	22:00	m	cotw grande cache/travel to calg	670	x	x		40.00		524.00
20-Sep	15:00	21:00	m	calgary petroleum show		x	x	x	90.00		317.00
21-Sep	8:00	21:00	m	calgary travel to gd/grande spirit gd	800	x	x	x	90.00		524.00
26-Sep	6:30	15:00	m	council	300	x			20.00		459.00
29-Sep	15:00	22:00	m	canfor advisory committee	75						317.00
NOTES:				KILOMETER CLAIM			TOTAL		300.00		3361.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.68 per km	2495	1696.60	NET CLAIM		300.00		3361.00
				\$0.17 per km	2495	424.15					
				SUBTOTAL		2120.75	TOTAL CLAIM				5781.75
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		2120.75	AMOUNT DUE (OWING)				\$5,781.75

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Christine Schlieff
 ADDRESS : [REDACTED]

Employee # :
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
10-Oct	6:45	14:00	M	Regular Council	305						317.00
11-Oct	6:45	13:30	M	PRC	305						317.00
12-Oct	9:45	18:30	M	SPRA and Community Futures	64						459.00
17-Oct	8:45	14:00	M	COTW GD	24						317.00
18-Oct	7:45	15:00	M	FCSS	305						317.00
19-Oct	9:15	11:30	M	Community Futures	64						269.00
21-Oct	9:45	11:30	M	MD Library Board Zoom							269.00
23-Oct	6:45	13:30	M	GIG	305						317.00
NOTES:				KILOMETER CLAIM			TOTAL				2582.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.62 per km	1372	850.64	NET CLAIM				2582.00
				\$0.26 per km	1372	356.72					
				SUBTOTAL		1207.36	TOTAL CLAIM				3789.36
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1207.36	AMOUNT DUE (OWING)				\$3,789.36

Claimant

Date

303

Approved

Date

Time Calc	Code	Meal Calculations							Meeti		
		B	L	D	B	L	D	Meal Calc	Meet Calc	O/T Rate	O/T Calc
7.25	M	TRUE	TRUE	TRUE	0	0	0	0	317	0	0
6.75	M	TRUE	TRUE	TRUE	0	0	0	0	317	0	0
8.75	M	TRUE	TRUE	TRUE	0	0	0	0	459	0	0
5.25	M	TRUE	TRUE	TRUE	0	0	0	0	317	0	0
7.25	M	TRUE	TRUE	TRUE	0	0	0	0	317	0	0
2.25	M	TRUE	TRUE	TRUE	0	0	0	0	269	0	0
1.75	M	TRUE	TRUE	TRUE	0	0	0	0	269	0	0
6.75	M	TRUE	TRUE	TRUE	0	0	0	0	317	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0

ing Calculations

	Mileage		
	305		
	305		
	64		
	24		
	305		
	64		
	0		
	305		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	over 5000	over 5000	
Mlg Total	1372	1372	0
Text rule	\$0.62 per km		0
Mlg calc	850.64		0
Ntp calc			



Municipal District of Greenview No. 16

NAME: Christine Schlieff
 ADDRESS : [REDACTED]

Employee # :
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
24-Oct	6:45	15:00	M	Regular council	305						459.00
26-Oct			C	ARPA confrence	611	1	1		40.00		459.00
27-Oct			C	ARPA confrence							459.00
28-Oct			C	ARPA confrence							459.00
29-Oct				travel back to GD	611	1	1	1	90.00		
30-Oct	6:45	14:00	M	FCSS domestic violence training	305						317.00
31-Oct	6:45	18:00	M	budget	305						459.00
1-Nov	6:45	18:30	M	budget	305						459.00
2-Nov	6:45	17:30	M	budget	305						459.00
NOTES:				KILOMETER CLAIM			TOTAL		130.00		3530.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.62 per km	2747	1703.14	NET CLAIM		130.00		3530.00
				\$0.26 per km	2747	714.22					
				SUBTOTAL		2417.36	TOTAL CLAIM			6077.36	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		2417.36	AMOUNT DUE (OWING)			\$6,077.36	

Claimant

Date

306

Approved

Date



Municipal District of Greenview No. 16

NAME: Duane Didow
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
10-Oct	9:00	12:00	M	Regular Council meeting by Zoom							269.00
11-Oct	9:00	12:00	M	PRC by Zoom							269.00
NOTES:				KILOMETER CLAIM			TOTAL				538.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
							NET CLAIM				538.00
				\$0.26 per km							
				SUBTOTAL			TOTAL CLAIM				538.00
				LESS G.S.T.			LESS ADVANCES				
				TOTAL			AMOUNT DUE (OWING)				\$538.00

Claimant

Oct 23, 2023
Date

Approved

Date



Municipal District of Greenview No. 16

NAME: Tyler Olsen
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
9-Oct	12:00	15:30	m	Travel for RC	320			1	50.00		269.00
10-Oct	8:30	14:00	m	Regular Council, travel home	320						317.00
11-Oct	9:00	11:00	m	PRC (virtual)							269.00
12-Oct	17:00	18:30	m	Nitehawk (virtual)							269.00
16-Oct	14:00	14:30		RMA wildfire session pre planning (virtual)							
17-Oct	9:00	13:30	m	COTW (virtual)							317.00
18-Oct	12:00	21:00	m	EDA ministrs Dinner, travel to edmonton	450						459.00
19-Oct	12:00	20:30	m	travel to Valleyview, Chamber business	350	1	1		40.00		459.00
20-Oct	8:00	11:30	m	return to GC	320	1			20.00		269.00
22-Oct	14:00	17:30	m	travel to Valleyview	320			1	50.00		269.00
NOTES:				KILOMETER CLAIM			TOTAL		160.00		2897.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.62 per km	2080	1289.60	NET CLAIM		160.00		2897.00
				\$0.26 per km	2080	540.80					
				SUBTOTAL		1830.40	TOTAL CLAIM				4887.40
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1830.4	AMOUNT DUE (OWING)				\$4,887.40

 Claimant

 Date

308

 Approved

 Date