



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

January 9, 2024

9:00 AM

Administration Building  
Valleyview, AB

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#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
	3.1 Regular Council Meeting Minutes held December 12, 2023	3
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	
#5	DELEGATION	
#6	BYLAWS	
	6.1 Bylaw 24-970 2024 Schedule of Fees	16
#7	BUSINESS	
	7.1 Policy 3009 Ice Cover Work Operations	48
	7.2 Policy 1004 Access to Meeting Minutes - Repeal	57
	7.3 Grande Prairie Regional Sport Connection Sponsorship Request	61
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	7.5 Prevention and Remediation of Weed Infestations	95
	7.6 Provincial Education Requisition Credit & Designated Industrial Requisition Credit	97
	7.7 Tonne/KM Gravel Hauling Rates Review and Tendering Stockpiling	116

	7.8 Greenview Branded Clothing and Merchandise Distribution Policy	123
	7.9 Managers Reports	125
#8	NOTICE OF MOTION	
#9	CLOSED SESSION	
	9.1 Tender Award – Engineering Services Disclosure Harmful to Business Interests of a Third Party Section 16, FOIP	
	9.2 Tender Award – Recycling, Waste, and Confidential Shredding Disclosure Harmful to Business Interests of a Third Party Section 16, FOIP	
	9.3 Greenview Industrial Gateway Discussions Advice from Officials Section 24, FOIP	
#10	MEMBERS REPORTS/EXPENSE CLAIMS	161
	<ul style="list-style-type: none"> <li>• Ward 1</li> <li>• Ward 2</li> <li>• Ward 3</li> <li>• Ward 4</li> <li>• Ward 5</li> <li>• Ward 6</li> <li>• Ward 7</li> <li>• Ward 8</li> <li>• Ward 8</li> <li>• Ward 9</li> </ul>	
#11	ADJOURNMENT	

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building,  
Valleyview, Alberta on Tuesday, December 12, 2023

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

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

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

**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
Acting Manager, Communications	Nicole Brooks

**ABSENT**

**#2**  
**AGENDA**

MOTION: 23.12.709 Moved by: COUNCILLOR SALLY ROSSON  
That Council adopt the Agenda of the December 12, 2023, Regular Council Meeting as amended.

- Remove Agenda item 9.1 Coops & Enterprises Discussion
- Add Agenda Item 9.1 Information that is or will be available to the public (Section 29 FOIP)

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

CARRIED

**#3  
MINUTES**

**MOTION: 23.12.710 Moved by: COUNCILLOR WINSTON DELORME**  
That Council adopt the minutes of the November 28, 2023, Regular Council Meeting as amended.

- Identify Councillor Dale Smith in the Public hearing questions from Council.

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

CARRIED

**BUSINESS ARISING  
FROM THE MINUTES**

**BUSINESS ARISING FROM MINUTES**

- Councillor Dale Smith: The Mountain Metis Cultural Association land sale, any updates?
- Director of Ec. Dev & Communications, Martino Verhaeghe: documents are off to them for signing.

**4.0 PUBLIC HEARING**

**6.0 BYLAWS**

**BYLAW 24-970  
2024 SCHEDULE OF  
FEES**

**6.1 BYLAW 24-970 2024 SCHEDULE OF FEES**

**MOTION: 23.12.711 Moved by: COUNCILLOR DALE SMITH**  
That Council give second reading to Bylaw 24-970 "2024 Schedule of Fees" as amended.

- Page 33 MSRP acronym
- Pg. 19 Add a 2 day rate for Ag. rental equipment
- Monthly sewer rates (pg. 39) March 1 effective
- Pg 43 multi parcel subdivisions (\$200/100m)
- Pg. 38 fencing costs \$16 (landowner install)
- Approaches: 3<sup>rd</sup> approach cost recovery (set fee: \$7500)  
(same reductions for supplying dirt \$500)

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

AGAINST: Councillor Burton

CARRIED



**BYLAW 23-941 2<sup>ND</sup>  
READING**

**6.2 BYLAW 23-941 GREENVIEW CEMETERY BYLAW**

MOTION: 23.12.712 Moved by: COUNCILLOR SALLY ROSSON

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

- Pg 59 6.3 only 30 days in June
- Remove all references to "lots". Replace with "plots"

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

CARRIED

MOTION: 23.12.713 Moved by: COUNCILLOR RYAN RATZLAFF

That Council give third reading to Bylaw 23-941 Greenview Cemetery Bylaw, 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

CARRIED

Reeve Olsen recessed the meeting at 10:02 a.m.

Reeve Olsen reconvened the meeting at 10:17 a.m.

**7.0 NEW BUSINESS**

**7.1 GREENVIEW LIBRARY BOARD 2024 BUDGET PRESENTATION**

**GV LIBRARY BOARD  
2024 BUDGET**

MOTION: 23.12.714 Moved by: COUNCILLOR DAVE BERRY

That Council accepts the MD of Greenview Library Board's 2024 Budget presentation 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

CARRIED

MOTION: 23.12.715 Moved by: COUNCILLOR WINSTON DELORME

That Council direct Administration to work with the MD of Greenview Library Board to bring a detailed budget presentation to the January 16, 2024, Committee of the Whole, to be presented by the Library Board Vice Chair.

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

CARRIED

**MOTION: 23.12.716** Moved by: COUNCILLOR WINSTON DELORME  
That Council direct Administration to withhold the MD of Greenview Library Board 2024 funding until further clarity can be provided following the January 16, 2024, presentation.

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

AGAINST: Councillor Burton, Councillor Dale Smith

CARRIED

## **7.2 2024 Budget Adoption**

### **INTERIM OPERATING BUDGET**

**MOTION: 23.12.717** Moved by: COUNCILLOR JENNIFER SCOTT

That Council adopt the 2025 - 2026 Operating Financial Plan and approve the 2024 Interim Operating Budget, establishing total revenues and expenditures of \$162,772,919.

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

CARRIED

### **GC COMMERCIAL SIGNAGE**

**MOTION: 23.12.718** Moved by: COUNCILLOR JENNIFER SCOTT

That Council approve project ED24001 Grande Cache Commercial Signage contingent on receiving a minimum of 50% grant funding.

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

CARRIED

Reeve Olsen recessed the meeting at 12:00 p.m.

Reeve Olsen reconvened the meeting at 1:02 p.m.

### **2024 CAPITAL BUDGET**

**MOTION: 23.12.719** Moved by: COUNCILLOR TOM BURTON

That Council adopt the 2025 – 2028 Capital Plan and approve the 2024 Capital Budget, establishing total expenditures of \$34,199,855 to be funded from Reserves and Grants (where applicable).

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

CARRIED

**TENDER AWARD**

**7.3 TENDER AWARDING FOR TAX ASSESSMENT SERVICES**

MOTION: 23.12.720 Moved by: COUNCILLOR SALLY ROSSON

That Council awards the Request for Proposal for Tax Assessment Services to Accurate Assessment Group Ltd. for a five-year term in the amount of \$1,549,466.00 plus GST, with funds to come from the Assessment Services Professional Services operating budget.

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

CARRIED

MOTION: 23.12.721 Moved by: COUNCILLOR RYAN RATZLAFF

That Council appoint Accurate Assessment Group Ltd. as a Designated Officer for a five-year term commencing with the 2024 Tax Assessment (2025 Tax Year) and concluding with the 2028 Assessment (2029 Taxation Year).

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

CARRIED

**WATINO BOAT LAUNCH**

**7.4 LETTER OF SUPPORT – WATINO BOAT LAUNCH**

MOTION: 23.12.722 Moved by: COUNCILLOR DAVE BERRY

That Council direct Administration to provide the Municipal District of Smoky River a letter of support for the Watino Boat Launch project for their Local Municipal Initiative application and a future Alberta Community Partnership Grant.

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

CARRIED

**MAIN ST LOFTS**

**7.5 MAIN STREET LOFT ASSESSMENT & TAXATION**

MOTION: 23.12.723 Moved by: COUNCILLOR RYAN RATZLAFF

That Council accept Assessment and Taxation Reports for the Main Street Lofts in the Hamlet of Grande Cache 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

CARRIED

**MOTION: 23.12.724 Moved by: COUNCILLOR SALLY ROSSON**

That Council take no action to waive levies of \$49,474.43 and penalties of \$51,320.36 for the residential receivership units tax rolls 520011 – 520019, 520021 – 520031 and 520033 - 520044 in the Main Street Lofts located in the Hamlet of Grande Cache.

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

AGAINST: Councillor Burton, Councillor Dale Smith

CARRIED

**FTR TENDER**

**7.6 FORESTRY TRUNK ROAD – WATER TRUCK SERVICES TENDER**

**MOTION: 23.12.725 Moved by: COUNCILLOR WINSTON DELORME**

That Council direct Administration to post a tender for water truck services in 2024 on the Forestry Trunk Road for the purpose of applying dust control and working in coordination with maintenance road grading services.

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

AGAINST: Councillor Scott

CARRIED

**DUST CONTROL  
REPORT**

**7.7 POLICY 4025 DUST CONTROL**

**MOTION: 23.12.726 Moved by: COUNCILLOR CHRISTINE SCHLIEF**

That Council accept the report on Greenview-supplied and industry-supplied dust control sites from 2023, 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

CARRIED

**POLICY 4025**

**MOTION: 23.12.727 Moved by: COUNCILLOR WINSTON DELORME**

That Council approve Policy 4025 Dust Control, 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

CARRIED

**EVERGREEN PARK**

**7.8 EVERGREEN PARK – TARA CENTRE NORTH WING SPONSORSHIP**

MOTION: 23.12.728 Moved by: DEPUTY REEVE BILL SMITH

That Council enter into a three-year agreement with Evergreen Park for the naming rights of the North Wing in the TARA Centre for \$8,500.00 annually from 2024 - 2027, with funds to come from the Community Services Grants and Sponsorships budget.

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

CARRIED

**NATIONAL ABORIGINAL  
HOCKEY SPONSORSHIP**

**7.9 NATIONAL ABORIGINAL HOCKEY CHAMPIONSHIP SPONSORSHIP**

MOTION: 23.12.729 Moved by: COUNCILLOR DALE SMITH

That Council approve sponsorship in the amount of \$5,000.00, to the 2024 National Aboriginal Hockey Championships, to be hosted on May 5 – 11<sup>th</sup>, 2024 in Grande Prairie, Alberta, with funds to come from the 2024 Community Services Sponsorship budget.

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

AGAINST: Councillor Berry

CARRIED

**BEEF CONGRESS**

**7.10 PEACE COUNTRY BEEF CONGRESS SPONSORSHIP**

MOTION: 23.12.730 Moved by: COUNCILLOR TOM BURTON

That Council approve sponsorship in the amount of \$5,000.00 to the Peace Country Beef Congress in hosting the annual event on January 4-6<sup>th</sup>, 2024, at Evergreen Park in Grande Prairie, Alberta, with funds to come from the 2024 Community Services Grants and Sponsorship budget.

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

CARRIED

Reeve Olsen recessed the meeting at 2:37 p.m.

Reeve Olsen reconvened the meeting at 2:42 p.m.

**GC OPS BUILDING**

**7.11 DETAILED REVIEW OF GRANDE CACHE OPERATIONS BUILDING DESIGN**

MOTION: 23.12.731 Moved by: COUNCILLOR CHRISTINE SCHLIEF  
That Council accept the detailed review of the building design for the new Grande Cache Operations building, for information as presented.  
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Schlief, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

**PLS 180042**

**7.12 PLS 180042 – GROVEDALE INDUSTRIAL PARK LAND ACQUISITION ON TWP 690/HWY 40**

MOTION: 23.12.732 Moved by: COUNCILLOR TOM BURTON  
That Council proceed with entering into an Offer to Purchase for Crown Land, being NE 35-68-6 W6 (152.7 acres; 61.8 hectares); NW 36-68-6 W6 (156.6 acres; 63.4 hectares), pursuant to the Decision Letter on PLS 180042 for \$749,596.00 (subject to final survey), with funds to come from the Economic Development Reserve.  
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Schlief, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

**D23-190**

**7.13 DEVELOPMENT PERMIT D23-190 FOR A RECREATIONAL FACILITY IN DIRECT CONTROL DISTRICT**

MOTION: 23.12.733 Moved by: COUNCILLOR JENNIFER SCOTT  
That Council approve Development Permit D23-190 for a Change in use to a Recreational Facility (Indoor) in the Direct Control District located on Plan 0425096, Block 38, Lot 11, subject to the following conditions as outlined in the Request for Decision background.  
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Schlief, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

**7.14 DEVELOPMENT PERMIT D23-197 FOR HIGHWAY SIGNAGE IN DIRECT CONTROL DISTRICT**

**D23-197**

MOTION: 23.12.734 Moved by: COUNCILLOR SALLY ROSSON

That Council approve Direct Control Development Permit D23-197 for the placement of two (2) Freestanding Signs (roadside commercial signs) with a variance to the total sign area, in Grande Cache located on Plan 1436 RS, Block 9, Lot R2, adjacent to Highway 40, subject to the following conditions as outlined in the Request for Decision background.

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

CARRIED

**7.15 APPR23-06 APPLICATION FOR APPROACH ON SE 3-73-22-W5M**

**APPR23-06**

MOTION: 23.12.735 Moved by: COUNCILLOR DALE SMITH

That Council approve approach application APPR23-06 for the construction of a gravel approach on SE 3-73-22-W5M via Range Road 223, with costs borne by the applicant, as per the Schedule of Fees Bylaw 22-930.

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

CARRIED

**7.16 APPR23-05 APPLICATION FOR APPROACH ON SE 4-73-22-W5M**

**APPR23-05**

MOTION: 23.12.736 Moved by: COUNCILLOR DALE SMITH

That Council approve approach application APPR23-05 for the construction of a gravel approach on SE 4-73-22-W5M via Range Road 223, by relocating an existing approach from Range Road 223, with costs borne by the applicant, as per the Schedule of Fees Bylaw 22-930.

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

CARRIED

**7.17 MANAGERS REPORTS**

**MANAGERS REPORTS**

MOTION: 23.12.737 Moved by: COUNCILLOR TOM BURTON

That Council accept the Managers 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

CARRIED

**NOTICE OF MOTION**

**8.0 NOTICE OF MOTION**

**CLOSED SESSION**

**9.0 CLOSED SESSION**

MOTION: 23.12.738 Moved by: COUNCILLOR TOM BURTON

That the meeting go to Closed Session, at 4:50 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

**OPEN SESSION**

**9.1 DISCLOSURE HARMFUL TO**

MOTION: 23.12.739 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 4:56 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

CARRIED

**#10 MEMBER REPORTS  
AND EXPENSE CLAIMS**

**10.0 MEMBERS BUSINESS**

**WARD 1**

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

- Grande Cache Recreation Board Meeting
- Evergreen Foundation Strategic Plan
- Evergreen Foundation Organizational Meeting
- Greenview Industrial Gateway Meeting
- Emergency Management Committee Meeting
- Sucker Creek First Nation

**WARD 2**

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

- November 28, 2023, Regular Council Meeting
- Greenview Regional Waste Management Commission
- Fox Creek Community Education Committee Meeting
- Council of Community Education Committees
- Peace Region Economic Development Alliance
- MLA/MP Christmas Mixer
- Greenview Industrial Gateway Committee



**WARD 3**                      **COUNCILLOR SALLY ROSSON** updated Council on recent activities, which include;

- November 28, 2023
- CCEC Meeting
- Valleyview Ag. Society Building Committee Meeting

**WARD 4**                      **COUNCILLOR DAVE BERRY** updated Council on recent activities, which include;

- November 28, 2023, Regular Council Meeting
- MD Christmas Party
- SARDA
- Valleyview Ag. Society Building Committee Meeting
- Greenview Industrial Gateway Meeting
- Emergency Management Committee Meeting

**WARD 5**                      **COUNCILLOR DALE SMITH** updated Council on recent activities, which include;

- November 28, 2023, Regular Council Meeting
- Greenview Industrial Gateway Meeting
- Greenview Regional Waste Management Commission
- Red Willow Lodge Xmas Celebration
- New Fish Creek Hall Board Meeting

**WARD 6**                      **COUNCILLOR TOM BURTON** updated Council on recent activities, which include;

- November 28, 2023, Regular Council Meeting
- Public Library Services Branch Webinar
- Greenview Christmas Event
- Regional Promotional Committee
- Grande Spirit Foundation Board
- MD of Greenview Library Board
- Greenview Children Christmas Event
- Christmas Mixer MP Warkentin, MLA Wiebe, MLA Dyck
- Greenview Industrial Gateway Committee

**WARD 7**                      **COUNCILLOR JENNIFER SCOTT** updated Council on recent activities, which include;

- November 28, 2023, Regular Council Meeting
- Christmas Party
- PACE
- Greenview Industrial Gateway Committee

**WARD 8**

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

- November 28, 2023, Regular Council Meeting
- Greenview Industrial Gateway Committee
- Emergency Management Committee Meeting
- Regional Promotional Committee
- Staff Christmas Party
- Kakwa Equestrian Meeting (Sherman Meadows needs)
- Sucker Creek First Nations

**WARD 8**

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

- November 28, 2023, Regular Council Meeting
- Nitehawk Committee Meeting
- South Peace Regional Archives
- Grande Prairie Regional Recreation Committee
- MD Library Board
- MD Staff Christmas Party
- Greenview Industrial Gateway Committee

**WARD 9**

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

- November 28, 2023, Regular Council Meeting
- MD Staff Christmas Party
- Regional Promotional Committee
- Refreshments with the Reeve
- Community Futures IRC
- GC Medical Clinic Meeting
- City/County Collaboration Meeting
- Greenview Industrial Gateway Committee
- Emergency Management Committee Meeting
- Sucker Creek First Nations
- GC Rec Board Meeting

**MOTION: 23.12.740 Moved by: COUNCILLOR TOM BURTON**

That Council authorize Councillor Delorme and Councillor Burton to attend the Alberta Tourism Advocacy Summit Conference in Edmonton, February 4-6, 2024.

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

**AGAINST:** Reeve Olsen

**CARRIED**

**#10 MEMBERS  
BUSINESS**

**MOTION: 23.12.741 Moved by: COUNCILLOR DALE SMITH**

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

**CARRIED**

**#11 ADJOURNMENT**

**11.0 ADJOURNMENT**

**MOTION: 23.12.742 Moved by: COUNCILLOR WINSTON DELORME**

That Council adjourn this Regular Council Meeting at 5:37 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

**CARRIED**

---

CHIEF ADMINISTRATIVE OFFICER

---

CHAIR



# REQUEST FOR DECISION

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SUBJECT:	<b>Bylaw 24-970 2024 Schedules of Fees</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 9, 2024	ACAO: RA	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: SS
STRATEGIC PLAN:	Economy	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial – N/A**

**Council Bylaw/Policy – N/A**

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## RECOMMENDED ACTION:

**MOTION: That Council give third reading to Bylaw 24-970 “2024 Schedules of Fees” as presented.**

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## BACKGROUND/PROPOSAL:

Greenview annually reviews the Schedules of Fees Bylaw to ensure rates and fees are consistent with the cost of providing goods and services.

Council gave second reading to the bylaw on December 12 and made the following amendments:

- Agricultural Services – Schedule A
  - o Return Agricultural rental equipment to the proposed version of the Schedules of Fees bylaw presented at first reading, with a two-day rate in addition to a daily rate.
- Recreation – Schedule D
  - o The age ranges for adult, youth, child, senior and super senior are made the same throughout the recreation fees.
- Engineering – Schedule G
  - o Section 2, ii “Approaches” – Construction of a third approach has been added at a rate of \$7,500.00. A reduction of \$500.00 may occur for special circumstances, as determined by the Manager of Construction and Engineering.
  - o Section 6, ii “Fencing” – Removal of old fence and installation of new fence has been increased from \$12.00 to \$16.00.
- Environmental Services – Schedule H

- Section 4 “Sewer Rates” - “Effective March 1, 2024” added to allow these fees to come into force later than when the Bylaw is adopted by Council.
- Operations – Schedule I
  - Section 3, iv “Dust Control”, the application fee for multi-parcel subdivisions has been lowered from \$250.00 to \$200.00.

Acronyms throughout have been fully spelt out.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Greenview will have an updated Schedules of Fees which reflects the cost for goods and services.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to defeat the bylaw and request Administration draft a new Schedules of Fees bylaw with additional amendments.

**ALTERNATIVE MOTION:** That Council direct Administration to draft a new Schedules of Fees, with the following amendments: \_\_\_\_\_.

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**FINANCIAL IMPLICATION:**

Approval of the 2024 Schedules of Fees will permit Greenview to seek revenues in line with the increased cost of providing goods and services.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

Administration will ensure the bylaw is signed and residents are aware via website, newsletter and social media sites of the changing fees.

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**ATTACHMENT(S):**

- Bylaw 24-970 Schedules of Fees



## **BYLAW No. 24-970 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 rates and fees for the provision of goods and services, or on behalf of Greenview, as attached to this bylaw as the Schedules of Fees.**

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

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

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

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

**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 Schedules of Fees Bylaw”

**2. DEFINITIONS**

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

**3. APPLICATION**

- 3.1. This Bylaw establishes the rates, fees, and charges for certain goods and services provided by Greenview.
- 3.2. This Bylaw and the attached schedules will be reviewed as required and amendments to any of the rates and fees must be made by bylaw of Council in accordance with Section 191(1) of the Municipal Government Act.
- 3.3. All fees, fines, rates, and penalties provided for in other current bylaws shall remain in full force and effect and may be charged in addition to the provisions stated in this Bylaw.

4. **RATES AND FEES**

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

5. **SEVERABILITY**

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

6. **REPEAL**

6.1. Bylaw 22-930 "Schedule of Fees Bylaw" and any amendments thereto are hereby repealed.

7. **COMING INTO FORCE**

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

Read a first time this 28 day of November, 2023.

Read a second time this 12 day of December, 2023.

Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2023.

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REEVE

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CHIEF ADMINISTRATIVE OFFICER





## BYLAW No. 24-970 of the Municipal District of Greenview No. 16

### AGRICULTURAL SERVICES – Schedule A

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

*Daily Rate means one 24-hour period – at the discretion of the on-site manager.*

*Half-day means one 6-hour period.*

*~~Weekend Rate~~ Two Day rate means one and one-half times the Daily Rate – at the discretion of the on-site manager.*

	Description	GST Status *	Fee in \$	Unit
<b>1.</b>	<b>Picnic Tables (per table, per day)</b>			
i.	Non-Profit Organizations; Community Event	E	No Charge	
ii.	Private Affair, Non-Public Event - 10 day max.	T	\$10.00	Per Day
<b>2.</b>	<b>Barbeque</b>			
i.	Non-Profit Organizations; Community Event	E	No Charge	
		E	<del>\$200.00</del>	Deposit
ii.	Private Event, Non-Public Event - 10 day max.	T	\$100.00	Per Day
		E	<del>\$200.00</del>	Deposit
<b>3.</b>	<b>Weed and Insect Control Equipment</b>		<b>Daily Rate</b>	<b>Two Day Rate</b>
i.	Field Sprayer <del>€</del> (Includes GPS)	T	<del>\$50.00</del> <del>\$15.00</del> <del>\$20.00</del>	\$30.00
ii.	Boomless Sprayer (Valleyview, Grovedale)	T	\$20.00	\$30.00
iii.	Water Tank on Trailer for Spraying (Valleyview, Grovedale)	T	\$25.00	\$37.50
iv.	Estate Sprayer (Pull Type)	T	\$20.00	\$30.00
v.	Estate Sprayer (3 pt hitch), (Valleyview)	T	\$20.00	\$30.00
vi.	Handheld Sprayer (All locations)	T	\$5.00	\$7.50
vii.	Quad Mounted Sprayers	T	\$10.00	\$15.00
viii.	Backpack Sprayers	T	\$5.00	\$7.50
ix.	Granular Pesticide Bait Applicator, Holds 135 lbs Bran (Valleyview)	T	\$30.00	\$45.00



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<b>4.</b>	<b>Spreaders</b>			
i.	Manure Spreader ( <i>Valleyview, Grovedale</i> )	T	\$300.00	<b>\$450.00</b>
ii.	Fertilizer Spreader ( <i>Valleyview, Grovedale</i> )	T	\$100.00	<b>\$150.00</b>
<b>5.</b>	<b>Earth Moving and Post Pounding Equipment</b>			
i.	1000 Earth Mover ( <i>All Locations</i> )	T	\$200.00	<b>\$300.00</b>
ii.	12' Pull-Type Blade ( <i>Valleyview, Grovedale</i> )	T	\$50.00	<b>\$75.00</b>
iii.	Vee Ditcher ( <i>Grovedale</i> )	T	\$50.00	<b>\$75.00</b>
iv.	Post Pounder ( <i>All locations</i> )	T	\$125.00	<b>\$187.50</b>
			<b>\$65.00 Half Day</b>	
v.	Bin Crane ( <i>Valleyview, Grovedale</i> )	T	\$100.00	<b>\$150.00</b>
<b>6.</b>	<b>Cattle Equipment</b>			
i.	Cattle Squeeze ( <i>All locations</i> )	T	\$25.00	<b>\$37.50</b>
ii.	Loading Chute ( <i>All locations</i> )	T	\$50.00	<b>\$75.00</b>
iii.	Panel Trailer ( <i>Valleyview, Grovedale</i> )	T	\$50.00	<b>\$75.00</b>
iv.	Spare Panels ( <i>Free for 3 days, \$5 per panel per additional day, <del>DeBolt</del> Crooked Creek</i> )	T	\$5.00	<b>\$7.50</b>
v.	Tag Reader ( <i>Valleyview, Grovedale</i> )	E	No Charge	No Charge
<b>7.</b>	<b>Conservation Equipment</b>			
i.	50' Heavy Harrow with Granular Applicator ( <i>Valleyview</i> )	T	\$250.00	<b>\$375.00</b>
ii.	33' Heavy Harrow with Granular Applicator ( <i>Grovedale</i> )	T	\$200.00	<b>\$300.00</b>
iii.	30' Land Roller ( <i>Valleyview, Grovedale</i> )	T	\$200.00	<b>\$300.00</b>
iv.	14' Heavy Disc ( <i>Valleyview, Grovedale</i> )	T	\$300.00	<b>\$450.00</b>
v.	No-Till Drill ( <i>Valleyview</i> )	T	\$200.00	<b>\$300.00</b>
vi.	Conservation Seeder- 3 pt hitch ( <i>Valleyview</i> )	T	\$100.00	<b>\$150.00</b>
vii.	3 pt hitch 8' Rotary Tiller ( <i>Valleyview</i> )	T	\$150.00	<b>\$225.00</b>
viii.	3 pt hitch 8' Deep Tillage Cultivator ( <i>Valleyview</i> )	T	\$100.00	<b>\$150.00</b>
ix.	3 pt hitch 8' Disk ( <i>Valleyview</i> )	T	\$100.00	<b>\$150.00</b>
x.	3 pt hitch 8' Harrow ( <i>Valleyview</i> )	T	\$50.00	<b>\$75.00</b>
xi.	3 pt hitch 8' Pull Blade ( <i>Valleyview</i> )	T	\$25.00	<b>\$37.50</b>
xii.	Grain Bag Roller ( <i>Valleyview</i> )	T	\$50.00	<b>\$75.00</b>
xiii.	Plastic Mulch Applicator ( <i>Valleyview</i> )	T	\$50.00	<b>\$75.00</b>
xiv.	Tree Planter ( <i>Valleyview</i> )	T	\$50.00	<b>\$75.00</b>
<b>8.</b>	<b>Broadcast Seeding Equipment</b>			
i.	Truck Mount Seeder ( <i>Valleyview</i> )	T	\$10.00	<b>\$15.00</b>
ii.	Quad Mount Seeder ( <i>Valleyview</i> )	T	\$10.00	<b>\$15.00</b>



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iii.	Hand Seeder ( <i>Free for 3 days, \$5.00 per day thereafter</i> )	T	\$5.00	<b>\$7.50</b>
iv.	Broadcast Seeder, 3 pt hitch ( <i>Valleyview</i> )	T	\$15.00	<b>\$22.50</b>
<b>9.</b>	<b>Miscellaneous Equipment</b>			
i.	Survey Equipment, <i>Theodilite, Transit, or Gradient Stick (Valleyview)</i>	T	\$10.00	<b>\$15.00</b>
ii.	Metal Detector, <i>Valleyview</i>	T	\$10.00	<b>\$15.00</b>
iii.	Hay Sampler, Soil Sampler ( <i>Free first 3 days</i> )	T	\$5.00	<b>\$7.50</b>
iv.	Bin Probe, Measuring Wheel ( <i>Free first 3 days</i> )	T	\$5.00	<b>\$7.50</b>
v.	Scare Cannons ( <i>Free first 3 days</i> )	T	\$5.00	<b>\$7.50</b>
vi.	Small Animal Traps	T	\$2.00	<b>\$3.00</b>
vii.	Grain Vacuum ( <i>Valleyview, Grovedale</i> )	T	\$150.00	<b>\$225.00</b>
		T	<b>\$75.00 Half-day Rate</b>	
viii.	Bale Wagon ( <i>Valleyview, Grovedale</i> )	T	\$250.00	<b>\$375.00</b>
ix.	Pressure Washer on Trailer ( <i>Valleyview</i> )	T	\$50.00	<b>\$75.00</b>
x.	Weed Free Forage Twine	T	\$25.88	Per Roll
			\$51.76	Per Box
<b>10.</b>	<b>Alberta Agriculture and Irrigation</b>		Fee in \$	Unit
i.	Water Pump & Trailer ( <i>Grovedale; Valleyview: Apr 2-Oct 31</i> )	T	\$250.00	48 Hrs
			\$250.00	+24 Hrs
ii.	Off Season (Nov 1-April 1), At Managers Discretion	T	\$500.00	48 Hrs
			\$500.00	+24 Hrs
<b>11.</b>	<b>Rental Equipment Program Recovery &amp; Repairs</b>			
i.	Recovery requiring 1 ton minimum for transport	T	\$100.00	Per Hour
ii.	Recovery requiring under 1 ton to transport	T	\$75.00	Per Hour
iii.	Cleaning of Equipment ( <i>plus \$75 disposal fee</i> )	T	\$60.00	Per Hour
iv.	Repair due to Negligent Use, labour	T	\$60.00	Per Hour
v.	Repair due to Negligent Use, parts	T	Full Cost	
<b>12.</b>	<b>Notice of Enforcement &amp; Chemical</b>			
i	Notice Enforcement, Internal Labour	T	\$200.00	Per Hour
			\$125.00	Admin Fee
ii.	Notice Enforcement, External Labour	T	<b>Full Cost</b>	
			+15%	Admin Fee
iii.	Notice Enforcement, Chemical ( <i>by volume</i> )	T	<b>Full Cost</b>	By package
iv.	Range and Pasture Product ( <i>by volume</i> )	T	<b>Full Cost</b>	By package
v.	Rural Acreage Owner Chemical ( <i>by volume</i> )	T	<b>Full Cost</b>	By package



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<b>13.</b>	<b>Haying and Pasture Permits</b>			
i.	Application fee	E	\$100.00	Per Application
ii.	Plus Annual per Acre Charge	E	\$15.00	Per Acre
<b>14.</b>	<b>Spray Exemption Signs</b>			
i.	Lost or Replacement Signs	E	\$30.00	Per Sign
<b>15.</b>	<b>Shelterbelt Program</b>			
i.	Seedling Bundle	T	Full Cost	10 Seedlings
ii.	Seedling Bundle	T	Full Cost	15 Seedlings
iii.	Landscape Seedlings	T	Full Cost	Single Seedling
iv.	Specialty Landscape (Singular)	T	Full Cost	Seedling
v.	Plastic Mulch, 1 Roll	T	Full Cost	1,500 ft per roll
vi.	Hemp Mats and 2 x Wooden Nails	T	\$1.00	Per package

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

	Description	GST Status*	Fee in \$	Unit
<b>1.</b>	<b>Home Support</b>	E	Maximum \$20.00	Per Hour
<b>2.</b>	<b>Life Skills Day Camp</b>	E	\$40.00	Per Course
<b>Grande Cache FCSS Programming</b>				
<b>3.</b>	<b>Babysitting Course</b>	E	\$50.00	Per Course
<b>4.</b>	<b>Kids Conference</b>	E	\$50.00	Per Course



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**COMMUNITY SERVICES GENERAL – Schedule C**

	Description	GST Status	Fee in \$		Unit
Grande Cache Cemetery					
1.	Open and Close Fees		May 15 to November 15	November 16 to May 14	
i.	Full Casket Adult (18 years old and greater)	T	\$600.00	\$700.00	Per Casket
ii.	Full Casket Child (17 years old and under)	T	\$400.00	\$500.00	Per Casket
iii.	Cremation	T	\$450.00	\$550.00	Per Casket
iv.	Disinterment	T	Double the cost of opening and closing		Per Disinterment
2.	Purchase of Plot	T	\$550.00		Per Plot
3.	Columbarium Fees				
i.	Niche Price (Includes Opening/Closing Fee)	T	\$1,050.00		Per Niche, First opening
ii.	Additional Niche Opening/Closing	T	\$150.00		Per Additional Opening

**RECREATION – Schedule D**

	Description	GST Status*	Fee in \$	Unit
<b>Indoor Recreation</b>				
Some items only available at certain locations <i>Greenview Regional Multiplex (GRM)</i> <i>Grande Cache Recreation Centre (GCRC)</i>				
<b>1.</b>	<b>Grande Cache Arena Rentals (With Ice)</b>			
i.	Adult Rate	T	\$170.00	Per hour
ii.	Adult Non-Prime (Before 3:30 p.m. on Regular School Days)	T	\$110.00	Per hour
iii.	Youth Rate	T	\$88.25	Per hour



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iv.	Youth Non-Prime (Before 3:30 p.m. on Regular School Days)	T	\$55.00	Per hour
v.	Public Skating Sponsorship	T	\$150.00	Per hour
<b>2.</b>	<b>Arena and Curling Rink Surfaces (No Ice)</b>			
i.	Adult Rate	T	\$80.00	Per hour
ii.	Youth Rate	T	\$40.00	Per hour
iii.	Maximum Day Rate	T	\$375.00	Per Day
iv.	Maximum Youth Day Rate	T	\$185.00	Per Day
<b>3.</b>	<b>GRM Fieldhouse Rate – Per Court</b>			
i.	Daily (9:00am – 9:00pm)	T	\$250.00	Per Day, Per Court
ii.	Non-Prime Time Hourly (9:00 am – 3:00 pm)	T	\$40.00	Per Weekend, Per Court
iii.	Prime Time Hourly (3:00pm-Close/Weekends)	T	\$50.00	Per hour, Per Court
iv.	Youth Rate Hourly	T	\$30.00	Per hour, Per Court
<b>4.</b>	<b>GRM Fieldhouse Rate – All Courts</b>			
i.	Daily (9:00am-9:00pm)	T	\$650.00	Per Weekday, All Courts
ii.	Non-Prime Time (9:00am-3:00pm)	T	\$90.00	Per Non-Prime Time,
iii.	Weekend Hourly (3:00pm-Close/Weekends)	T	\$150.00	Per Weekend, All Courts
iv.	Youth Rate Hourly	T	\$80.00	Per Event, All Courts
<b>5.</b>	<b>Party Rentals</b>			
i.	Private Pool Rental (1 pool / 2 pool )(35+ guests add additional lifeguard)	T	\$100.00-200.00	Per hour
ii.	Swim Clubs 25M Pool Rental	T	\$88.50	Per hour
iii.	Greenview Splash (\$50.00 plus \$3.00 / guest) (1 hour pool & party room during public swim)	T	\$50.00 + \$3	Per Booking
iv.	Greenview Bash (Private Rental)(35 guests / 1 hour pool & party room)(35+ add 1 guard)	T	\$180.00	Per Booking



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v.	Extra Lifeguard	T	\$35.00	Per hour
ix.	Fieldhouse Fun	T	\$120.00	Per Booking
x.	Child Play Party	T	\$130.00	Per Booking
xi.	Splash & Party	T	\$140.00	Per Booking
xiii.	Wedding/Special Event	T	\$1,600.00	Per Booking
xiv.	Wibit (During private rental only - set up fee of \$60 ) plus \$35 per hour for additional guard	T	\$35 + \$60	Per Hour + Set Up
<b>6.</b>	<b>Sponsorship Opportunities</b>			
i.	Sponsorship (General Aquatics or Arena Public Access Sponsorship)	T	\$180.00	Per hour
<b>Recreation Centre Fees – General Admittance</b>				
Admittance fees and memberships are valid for both the Grande Cache Recreation Centre and the Greenview Regional Multiplex.				
Family is classified as 2 Parents or Guardians 18 years of age or older and up to 3 children, 17 years of age and younger residing in the same household.				
<b>7. a)</b>	<b>Daily Pass</b>			
i.	Family	T	\$20.00	Per Pass
ii.	Adult (18+)	T	\$9.00	Per Pass
iii.	Youth ( <del>12</del> <b>13</b> -17)	T	\$6.50	Per Pass
iv.	Child (3-12)	T	\$5.00	Per Pass
v.	Senior (60-69)	T	\$6.50	Per Pass
vi.	Super Senior (70+)	N/A	Free	Per Pass
vii.	Children Under 3	N/A	Free	Per Pass
<b>7. b)</b>	<b>10x Punch Pass (Valid for 2 years)</b>			
i.	Family	T	\$180.00	Per Punch Pass
ii.	Adult (18+)	T	\$81.00	Per Punch Pass
iii.	Youth ( <del>5</del> <b>13</b> - 17)	T	\$58.50	Per Punch Pass
iv.	Child (3-12)	T	\$45.00	Per Punch Pass
v.	Senior (60-69)	T	\$58.50	Per Punch Pass



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vi.	Super Senior (70+)	N/A	Free	Per Punch Pass
vii.	Children Under 3	N/A	Free	Per Punch Pass
<b>7. c)</b>	<b>Monthly Membership</b>			
i.	Family	T	\$110.00	Per Membership
ii.	Adult (18+)	T	\$50.00	Per Membership
iii.	Youth (13-17)	T	\$35.00	Per Membership
iv.	Child (3-12)	T	\$25.00	Per Membership
v.	Senior (60-69)	T	\$35.00	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
<b>7. d)</b>	<b>3-Month Membership</b>			
i.	Family	T	\$316.00	Per Membership
ii.	Adult (18+)	T	\$145.00	Per Membership
iii.	Youth (13-17)	T	\$100.00	Per Membership
iv.	Child (3-12)	T	\$72.00	Per Membership
v.	Senior (60-69)	T	\$100.00	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
<b>7. e)</b>	<b>6-Month Membership</b>			
i.	Family	T	\$605.00	Per Membership





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ii.	Adult (18+)	T	\$275.00	Per Membership
iii.	Youth (13-17)	T	\$195.00	Per Membership
iv.	Child (3-12)	T	\$140.00	Per Membership
v.	Senior (60-69)	T	\$195.00	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
viii.	Annual regular membership sale 15% discount on 6 and 12 month memberships only. Does not include Corporate memberships.			
7. f)	Annual Membership			
i.	Family	T	\$1,100.00	Per Membership
ii.	Adult (18+)	T	\$500.00	Per Membership
iii.	Youth (13-17)	T	\$350.00	Per Membership
iv.	Child (3-12)	T	\$250.00	Per Membership
v.	Senior (60-69)	T	\$350.00	Per Membership
vi.	Super Senior (70+)	N/A	Free	Per Membership
vii.	Children Under 3	N/A	Free	Per Membership
viii.	Annual regular membership sale 15% discount on 6 and 12 month memberships only. Does not include Corporate memberships.			
Corporate discount - A 15% discount applies to a group of 5 or more individuals in the same organization that has made an application. Discount applies to the individual corporate member pass or the purchase of a Family Membership only. Discount will be applied at time of purchase.				
Recreation Centre Fees – Registered Programs				
8.	Aquatics	GST Status*	Fee in \$	Unit



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i.	Lifesaving Parent & Tot Swim Lesson	E	\$55.00	Per Session
ii.	Lifesaving Preschool Swim Lesson	E	\$55.00	Per Session
iii.	Lifesaving Swimmer Swim Lesson	E	\$65.00	Per Session
iv.	Lifesaving Adult Swim Lesson	T	\$85.00	Per Session
v.	School Swim Lessons	E	\$30.00	Per Session
vi.	Private Swimming Lessons	T	\$25.00	Per 30 minutes
vii.	Semi-Private Swimming Lessons (2+ participants, hour/participant)	T	\$20.00	Per Student, Per 30min
viii.	Junior Lifeguard Club (Session Based)	T	\$12.00	Per Class
ix.	Lifesaving Society – Aquatics Emergency care / Intermediate First Aid	T	\$140.00	Per Course
x.	Lifesaving Society – Lifesaving Instructor	T	\$350.00	Per Course
xi.	Lifesaving Society – Lifesaving Instructor RECERTIFICATION	T	\$80.00	Per Course
xii.	Lifesaving Society – Bronze Star	T	\$120.00	Per Course
xiii.	Lifesaving Society – Bronze Medallion	T	\$160.00	Per Course
xiv.	Lifesaving Society – Bronze Cross	T	\$160.00	Per Course
xv.	Lifesaving Society National Lifeguard	T	\$360.00	Per Course
xvi.	Lifesaving Society National Lifeguard - RECERTIFICATION	T	\$90.00	Per Course
xvii.	Water Fitness (Session based)	T	\$8.00	Per Session
xviii.	Water Fitness (Drop-in)	T	\$10.00	Per Drop In
xix.	Swim for Life - Fitness Swimmer (8 @ 60min)	T	\$85.00	Per Session
xx.	Canadian Swim Patrol Programs - Rookie Patrol, Ranger Patrol & Star Patrol (8 @ 60min)	E	\$80.00	8 @ 60 min
xxi.	Red Cross Intermediate First Aid – C.P.R.-C & A.E.D. RECERTIFICATION	T	\$90.00	Per Course
xxii.	Red Cross Intermediate First Aid – C.P.R.-C & A.E.D.	T	\$140.00	Per Course
xxiii.	Red Cross Babysitting Course (6 hours)	T	\$45.00	Per Course
xxiv.	Lifesaving Swim Abilities	T	\$65.00	Per Session
<b>9.</b>	<b>Special Events</b>			
i.	Toonie Swim / Track (Facility will determine time of offering)	T	\$2.00	Per Drop In



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<b>10.</b>	<b>Child &amp; Youth, Fitness and Drop-in Registered Programming</b>			
i.	Child Programming	T	\$5.00	Per Session
ii.	Youth Programming	T	\$6.00	Per Session
iii.	Adult Programming	T	\$8.00	Per Session
<b>11. a)</b>	<b>Personal Training Rates – One Person</b>			
i.	1 Session	T	\$45.00	Per Session
ii.	3 Sessions	T	\$130.00	Per 3 Sessions
iii.	5 Sessions	T	\$215.00	Per 5 Sessions
iv.	10 Sessions	T	\$415.00	Per 10 Sessions
<b>11. b)</b>	<b>Personal Training Rates - Two People</b>			
i.	1 Session	T	\$65.00	Per Session
ii.	3 Sessions	T	\$180.00	Per 3 Sessions
iii.	5 Sessions	T	\$275.00	Per 5 Sessions
iv.	10 Sessions	T	\$500.00	Per 10 Sessions
<b>11. c)</b>	<b>Personal Trainer – Contractor</b>			
i.	1 Person	T	\$15.00	Per Hour
ii.	Small Group	T	\$25.00	Per Hour
iii.	Monthly	T	\$300.00	Per Agreement
<b>Rentals</b>				
<b>12.</b>	<b>Locker Rental</b>			
i.	Annual (Private Locker)	T	\$100.00	Per Year
ii.	Locker Rental (Grande Cache / GRM)	T	\$0.25 / \$1.00	Per Use
<b>13. a)</b>	<b>Dance Studio A or B</b>			
i.	Hourly	T	\$35.00	Per Hour
ii.	Daily (9am – 9pm)	T	\$200.00	Per Day
<b>13. b)</b>	<b>Dance Studio A &amp; B</b>			



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i.	Hourly	T	\$60.00	Per Hour
ii.	Daily (9am – 9pm)	T	\$250.00	Per Day
<b>14.</b>	<b>Meeting Rooms and Curling Club Lounge</b>			
i.	Rental Rate with Clean-up	T	\$40.00	Per Hour
ii.	Association Rate/ Not-for-Profit	T	\$25.00	Per Hour
<b>15.</b>	<b>Security Deposits</b>			
i.	Cleaning Deposit	E	\$50.00	Per Booking
ii.	Rental Security Deposit – Boardroom/Party Room	E	\$200.00	Per Booking
iii.	Rental Security Deposit – Fieldhouse / Facilities / Diamonds (User Groups)	E	\$500.00	Per Booking
iv.	Rental Security Deposit – Fieldhouse (Social Event)	E	\$1,000.00	Per Booking
<b>16.</b>	<b>Equipment Rental</b>			
i.	Portable Sound System (GCRC Onsite Only)	T	\$120.00	Per Event
ii.	Portable Stage (GCRC Only)	T	\$180.00	Per Event
iii.	Tables (Included in a Facility Rental)	T	\$6.50	Per Table
iv.	Chairs (Included in a Facility Rental)	T	\$3.00	Per Chair
v.	Boom Lift (Includes Operator) Onsite GCRC Only	T	\$150.00	Per Hour
vii.	Stage Rental (Greenview Regional Multiplex Only)	T	\$500.00	Per Use
viii.	Dance Floor (Greenview Regional Multiplex Only)	T	\$500.00	Per Use
<b>Grande Cache Community Bus</b>				
<b>17.</b>	<b>Regular Rental</b>			
i.	Round Trip to Grande Prairie/Hinton	E	\$50.00	Per Person
ii.	One Way Trip to Grande Prairie/Hinton	E	\$35.00	Per Person
<b>Administrative</b>				
<b>18.</b>	<b>Advertising</b>			
i.	Wall Rink Board	T	\$425.00	Per Year
ii.	Zamboni	T	\$650.00	Per Side
<b>19.</b>	<b>Administrative Items</b>			
i.	Labour (Clean-up, Set-up, etc.)	T	\$60.00	Per Person/Per Hour



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ii.	Event and Equipment Rental Damage Deposit	E	\$500.00	Per Booking
iii.	Administrative Fee (Membership Refund or Cancellation)	E	\$25.00	Per Membership
iv.	Concession Rental	T	\$150.00	Per Agreement
v.	Towel Rental	T	\$2.00	Per Towel
<b>Outdoor Recreation</b>				
<b>20.</b>	<b>Grande Cache Ball Diamonds</b>			
i.	Rental Rate	T	\$50.00	Per Game
ii.	Tournament Rate (Maximum Day Rate per Ball Diamond)	T	\$130.00	Per Day
iii.	Youth Rental Rate	T	\$25.00	Per Game
iv.	Youth Tournament Rate (Maximum Day Rate Per Ball Diamond)	T	\$65.00	Per Day
v.	Group Open Use (Ball Diamond Overflow Area – Non-event Rental)	T	\$500.00	Per Booking
<b>21. a)</b>	<b>Grande Cache Campground</b>			
i.	Full Service (Includes power, water and sewer, one firewood bundle)	T	\$50.00	Per Night
ii.	Partial Service (Includes power, water, one firewood bundle)	T	\$45.00	Per Night
iii.	Open Tent area	T	\$25.00	Per Night
iv.	Monthly site rate (Full Service), based on availability	T	\$1,100.00	Per Month
v.	Firewood	T	\$20.00	Wheelbarrow Load
vi.	Cook Shack Rental	T	\$100.00	Per Day
<b>21. b)</b>	<b>Campgrounds</b>			
i.	Unserviced Site (Includes firewood)	T	\$25.00	Per Unit/Per Night
ii.	Group Use Area (Includes firewood)	T	\$75.00	Per Night
iii.	Outdoor Recreation Summer Camps	T	\$20.00	Per Participant, Per Day
<b>Concession/Kitchen/Merchandise</b> <i>MSRP means Manufacturer's Suggested Retail Price</i>				



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<b>22. a)</b>	<b>Concession and Merchandise</b>			
i.	Beverages, Food, Coffee	T	MSRP	Per Item
ii.	Aquatic Accessories / Towels and Socks	T	MSRP	Per Item
iii.	Badminton Rackets, Etc.	T	MSRP	Per Item
<b>22. b)</b>	<b>Commercial Kitchen and Bar</b>			
i.	Weekday	T	\$200.00	Per Day
ii.	Weekend (Friday 3:00 pm - Sunday 8:00 pm )( Conditions may apply)	T	\$300.00	Per Weekend

**PROTECTIVE/ENFORCEMENT SERVICES – Schedule E**

	Description	GST Status *	Fee in \$	Unit
<b>Fire Services – All Locations</b>				
<b>1.</b>	<b>Fire Inspection Fees</b>			
i.	Copy of Fire Inspection Report	E	\$50.00	Each
ii.	After Hours Fire Inspection Request	E	\$75.00	Per hour
iii.	Special Event Fire Inspection Request	E	\$50.00	Each
iv.	Fire Inspection Request	E	\$50.00	Each
v.	Occupant Load Calculation Request (includes card and holder)	E	\$35.00	Each
vi.	Property Search Request	E	\$50.00	Each
vii.	Fire Extinguisher Training (Company)	T	\$25.00	Per person
	Fire Extinguisher Training (General Public)	T	Free	
viii.	Copy of Fire Investigation Report	E	\$50.00	Each
ix.	Fire Investigation Photographs	E	\$50.00	Each
<b>2.</b>	<b>Response to Fire Incidents</b>			
i.	Within Greenview	E	As Per Alberta Transportation Rates	Per hour, per unit



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ii.	Outside Greenview	E	As Per Alberta Transportation Rates	Per hour, per unit
<b>3. Response to Motor Vehicle Collision, Rescue, and Dangerous Goods Incidents</b>				
i.	Within Greenview	E	As Per Alberta Transportation Rates	Per hour, per unit
ii.	Outside Greenview	E	As Per Alberta Transportation Rates	Per hour, per unit
iii.	Provincial Highways	E	As per Alberta Transportation Rates	Per hour, per unit
<i>Note: Administrative costs and the cost of replacing equipment and/or materials used, lost, or damaged during an incident response are charged in addition to the above.</i>				
<b>4. Dog Licensing Fees (Grande Cache)</b>				
i.	Female Dog	E	\$30.00	Per License
ii.	Male Dog	E	\$30.00	Per License
iii.	Spayed or Neutered Dog	E	\$20.00	Per License
iv.	Late Penalty (Applications on or after February 1 <sup>st</sup> )	E	\$10.00	Per License
v.	Lost or Defaced License Tag (Replacement Fee)	E	\$5.00	Per License

## FINANCE AND ADMINISTRATION – Schedule F

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

	Description	GST Status*	Fee in \$	Unit
<b>1.</b>	<b>Photocopying</b>			
i.	Tax, Utilities, Minutes or Bylaws, and Other Documents	T	\$1.00	Per page
<b>2.</b>	<b>Documents</b>			
i.	Planning or Otherwise, Any Size	T	\$10.00	Per Search



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ii.	Faxed Copies (Incoming/Outgoing)	T	\$1.00	Per Page
iii.	Access to Information (FOIP) Request	E	\$25.00	Per Request
iv.	Continuing Access to Information (FOIP) Request	E	\$50.00	Per Request
<b>3. Taxes</b>				
i.	Tax Certificate to Registered Landowner	E	No charge	
ii.	Tax Certificate to Others	E	\$50.00	Per Roll Number
iii.	Tax Search to Others	E	\$50.00	Per Roll Number
iv.	Online Tax Certificate to Others	E	\$25.00	Per Tax Certificate
v.	Online Tax Search	E	\$15.00	Per Search
vi.	Tax Notification Charges	E	\$75.00	Per Tax Notification
<b>4. Assessment</b>				
i.	Assessment Record to Landowner	E	\$5.00	Per Roll Number
ii.	Assessment Record to Others	E	\$10.00	Per Roll Number
iii.	NSF Fee	E	\$50.00	Per Fee
<b>5. Mail Tube</b>		T	\$15.00	Per Tube
<b>6. Assessment Review Board Complaint Registration Fees</b>				
i.	Residential with 3 or fewer dwellings and farmland	E	\$50.00	
ii.	Residential 4 or more dwellings	E	\$650.00	
iii.	Non-Residential	E	\$650.00	
iv.	Business Tax	E	\$50.00	
v.	Tax Notice (Other than Business Tax)	E	\$30.00	Per Facility
vi.	Linear Property - Power Generation	E	\$650.00	Per LPUID
vii.	Linear Property - Other	E	\$50.00	
viii.	Equalized Assessment	E	\$650.00	





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**INFRASTRUCTURE AND ENGINEERING GENERAL – Schedule G**

	Description	GST Status	Fee in \$	Unit
<b>1.</b>	<b>Road Closure</b>			
i.	Application Fee	E	\$1,500.00	
ii.	Sale of Road Allowance for the Purpose of Road Closure. As Determined by Accurate Assessment.	E	Fair Market Value	
<b>2.</b>	<b>Approaches</b>			
i.	Approach Application Request Fee (Non-Refundable)	E	\$175.00	Per Approach
ii.	Construction: Gravel Approach <i>Price may be reduced by \$500.00 for special circumstances, please contact the Manager of Construction and Engineering for more information</i>	E	\$3,500.00	Per Approach
iii.	Construction: Third Approach <i>Price may be reduced by \$500.00 for special circumstances, please contact the Manager of Construction and Engineering for more information</i>	E	\$7,500.00	Per Approach
iv.	Upgrade/Relocation: Gravel Approach	E	\$4,000.00	Per Approach
v.	Construction: Asphalt Approach	E	\$10,500.00	Per Approach
vi.	Upgrade/Relocation: Asphalt Paved Approach	E	\$15,500.00	Per Approach
<b>3.</b>	<b>Road Allowance License</b>			
i.	Road Allowance License Fee	E	\$100.00	Per term
<b>4.</b>	<b>Inspections</b>			
i.	Seismic Pre-Inspections	E	\$100.00	Per Occurrence
ii.	Seismic Post-Inspections	E	\$100.00	Per Occurrence
iii.	Seismic Non-Compliance	E	\$100.00	Per Occurrence
<b>5.</b>	<b>Land Acquisition (Right-of-Way and Road Widening)</b>			
i.	Properties 0-3 Acres	T	\$25,100.00	Per Acre
ii.	Properties 3-5 Acres	T	\$17,750.00	Per Acre
iii.	Properties 5-10 Acres	T	\$11,850.00	Per Acre
iv.	Properties 10-20 Acres	T	\$7,450.00	Per Acre



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v.	Properties 30-40 Acres	T	\$4,050.00	Per Acre
vi.	Properties Over 40 Acres	T	\$2,400.00	Per Acre
vii.	Properties Minimum Payment	T	\$150.00	Per Occurrence
ix.	On parcels more than 40 Acres, Where an Existing Residence is on the Property, for up to 50 Meters Each Side of the Residential Driveway	T	\$3,000	Per Acre
x.	Borrow Pit Acquisition and Access and Damages	T	\$1.00	Per m <sup>3</sup>
xi.	Crop Loss or Temporary Workspace Properties not exceeding 1 acre	E	\$500.00	Per payment
xii.	Crop Loss or Temporary Workspace Properties exceeding 1 acre	E	\$500.00	Per payment
xiii.	Shelterbelt Loss, per 5m Width, Tree Height Under 10 feet	T	\$1.50	Per m
xiv.	Shelterbelt Loss, per 5m Width, Tree Height Over 10 feet	T	\$2.50	Per m
xv.	Application Fee for Access Road Requests	T	\$500.00	Per Request
xvi.	Application Fee for Residential Road Requests	T	\$500.00	Per Request
<b>6.</b>	<b>Fencing</b>			
i.	Removal of Old Fence by Landowner	T	\$1.25	Per m
ii.	Removal of Old Fence and Installation of New Fence by Landowner Including Labour and Materials	T	<del>\$12.00</del> \$16.00	Per m
iii.	Removal of Old Fence & Installation of New Fence by Greenview	T	No Compensation	



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**ENVIRONMENTAL SERVICES – Schedule H**

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

*Where work is done at cost, the cost will include the amount expended by Greenview for all expenditure incurred performing the work, including administration.*

*All invoices must be paid within 30 days of billing. If not paid within 30 days of billing, the invoice will be subject to monthly interest of 1.5%.*

	Description	GST Status*	Fee	Unit
<b>1.</b>	<b>Administrative Fees</b>			
i.	Turning Service On or Off During Regular Work Hours	E	\$50.00	Per Hour/per member of staff (1 hour min.)
ii.	Turning Service On Outside of Regular Work Hours or as a Call Out	E	\$100.00	Per hour /per member of staff (1 hour min.)
iii.	Utilities Account Deposit	E	\$100.00	Per Account
iv.	Water Meter & Hardware/Replacement/Repairs (Owner Responsibility)	E	Based on actual replacement/repair cost	Based on actual replacement/repair cost
v.	Water/Sewer Installation Application Fee	E	\$150.00	Per application (Non- Refundable)
<b>2.</b>	<b>Water/Sewer Connections</b>			
i.	Connection Fee	E	\$13,000.00	Per connection
ii.	Installation Fee Deposit (To install from Main Line to Property Line) <sup>1</sup>	E	\$8,000.00	Per service
iii.	Installation Fee (Includes any asphalt, curb and gutter etc.) <sup>1</sup>	T	At Cost	Per service
<sup>1</sup> Installation Fee Deposit will be used for the Installation Fee construction cost. Any overage will be due upon completion, or any balance will be returned upon completion.				



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<b>3. Water Utility Rates</b>				
<i><b>Hamlet Service Area:</b> Grande Cache, Grovedale, DeBolt, Landry Heights, Little Smoky, Ridgevalley</i>				
<i><b>Rural Service Area:</b> Crooked Creek, Ridgevalley Senior Complex, Valleyview Rural Waterline</i>				
i.	Hamlet and Rural Residential Rate (0 – 15m <sup>3</sup> /Month) – <b>Effective March 1, 2024</b>	E	\$3.50	per m <sup>3</sup>
ii.	Hamlet Residential Rate (Over 15m <sup>3</sup> /Month) – <b>Effective March 1, 2024</b>	E	\$4.00	per m <sup>3</sup>
iii.	Hamlet Commercial Rate – <b>Effective March 1, 2024</b>	E	\$4.00	Per m <sup>3</sup>
iv.	Rural Residential Rate (Over 15m <sup>3</sup> /Month) – <b>Effective March 1, 2024</b>	E	\$10.00	per m <sup>3</sup>
v.	Approved Commercial / Industrial Fill Stations	E	\$10.00	per m <sup>3</sup>
<b>4. Sewer Rates – Effective March 1, 2024</b>				
i.	Residential – Single Family Dwelling; Duplex - Per Residential – Duplex, Per Self-Contained Dwelling Residential – Multi-Family, Per Self-Contained Dwelling Churches Schools (Per Classroom) Royal Canadian Legion Hall Senior Citizen’s Drop-In Centre	E	\$1.25	per m <sup>3</sup> (minimum \$24.00 up to 10m <sup>3</sup> )
ii.	Commercial – General Store Commercial – Office Commercial – Not Classified Elsewhere	E	\$1.25	per m <sup>3</sup> (minimum \$36.00 up to 10m <sup>3</sup> )
iii.	Commercial – Laundromat	E	\$1.25	per m <sup>3</sup> (minimum \$56.00 up to 30 m <sup>3</sup> )
iv.	Commercial – Cafes Commercial – Garages Community Halls & Other Recreation Facilities	E	\$1.25	per m <sup>3</sup> (minimum \$48.00 up to 30m <sup>3</sup> )
v.	Correctional Institutions Commercial – Hotels (Rooms & Bar)	E	\$1.25	per m <sup>3</sup> (minimum \$80.00 up to 60m <sup>3</sup> )
<b>5. Water Point Facilities</b>				
i.	Potable Water Points Residential/Agriculture	E	\$3.50	per m <sup>3</sup>
ii.	Potable Water Points Commercial	E	\$9.50	per m <sup>3</sup>
iii.	Non-Potable Water Points	E	\$2.00	per m <sup>3</sup>



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iv.	Water Bottle Fill Station (Nose Creek /Grande Cache Only)	E	\$1.50	Per 18.5 L
<b>6.</b>	<b>Sewer Lagoon</b>			
i.	Commercial, Industrial, & Non-Greenview Resident Tipping Rate	E	\$12.00	per m <sup>3</sup>
ii.	Residential & Verified Non-Profit	E	\$3.00	per m <sup>3</sup>
<b>7.</b>	<b>Environmental Site Key/Fob (Approved 3<sup>rd</sup> Parties Only)</b>			
i.	Key Fob	E	\$100.00	Deposit/Initial and Replacement
<b>Grande Cache Sewer Rental</b> <i>Rental of the Electric Sewer Snake or Electric Sewer Camera is available to <b>Contractors only</b>. Rentals must be returned clean. Failure to do so will result in a cleaning fee.</i>				
<b>8.</b>	<b>Electric Sewer Snake</b>			
i	Refundable Deposit	E	\$500.00	
ii.	4 Hour Minimum Charge	T	\$70.00	
iii.	Daily Rate	T	\$90.00	
iv.	Weekly Rate (5 Day Rental)	T	\$400.00	
<b>9.</b>	<b>Electric Sewer Camera</b>			
i.	Refundable Deposit	E	\$500.00	
ii.	4 hour Minimum Charge	T	\$137.00	
iii.	Daily Rate	T	\$195.00	
iv.	Weekly Rate (5 Day Rental)	T	\$780.00	
<b>10.</b>	<b>Cleaning Fee</b>	T	\$100.00	per rental
<b>Waste Collection and Recycling (Grande Cache Only)</b>				
<b>11.</b>	<b>Residential Solid Waste Collection and Disposal</b>			
i.	Residential Waste Collection Fee Per Tote	E	\$10.25	per month
ii.	Recycle Collection Fee Per Tote	E	\$10.25	per month
<b>12.</b>	<b>Commercial Rates</b>			
i.	Commercial Waste Bin Rental	E	\$50.00	per month
ii.	Commercial Recycling Bin Rental	E	\$15.00	per month
iii.	Recycle Collection Fee	E	\$10.25	per month
iv.	Waste Dumping Fee, Standard Service, Per Bin	E	\$80.00	per month
<b>Commercial Solid Waste Bin Rental Example:</b> <i>Commercial Solid Waste Bin Rental (\$50.00) + Dumping Fee (\$80.00) = \$130.00 per month per bin  Greenview provides pick-up service once a week.</i>				



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### Commercial Recycle Bin Rental Example:

*Commercial Recycle Bin Rental (\$15.00) + Dumping Fee (\$80.00) and Recycle Fee (\$10.25) = \$105.25 per month per bin Greenview provides pick-up service once a week.*

13. Grande Cache Landfill Fees				
i.	Greenview Residents Regular Waste and Recycling (Excluding Freon)		No Fees	
ii.	Acceptable Mixed Load Sorting Fee (Residents)	E	\$210.00	per Tonne
iii.	Commercial Waste (By Approval Only)	E	\$105.00	per Tonne
iv.	Burnable Wood (Excludes Creosote, Treated Wood and Similar Materials) Clean Mulch/Woodchips Metal Cement/Concrete (By Approval Only)	E	\$55.00	per Tonne
v.	Freon	E	\$50.00	per Unit for Removal

## OPERATIONS – Schedule I

	Description	GST Statu s*	Fee in \$	Unit
<b>1. Snowplowing Signs</b>				
i.	Any Driveway up to 400 Meters	E	\$50.00	Per 400 m
ii.	Any Driveway Greater than 400 Meters up to 800 meters	E	\$75.00	
iii.	Any driveway over 800 meters up to 1200 meters.	E	\$100.00	
iv.	For each additional 400 meters over 1200 meters	E	\$25.00	
v.	Lost or Replacement Signs	E	\$30.00	Per Sign
<b>2. Culverts – Used or Salvaged</b>				
i.	500 mm or Less	T	\$13.00	Per m
ii.	600 mm	T	\$15.00	Per m
iii.	700 mm	T	\$16.00	Per m



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iv.	800 mm	T	\$25.00	Per m
v.	900 mm	T	\$28.00	Per m
vi.	1000 mm	T	\$29.00	Per m
vii	1200 mm or Greater	T	\$30.00	Per m
<b>3. Dust Control</b>				
i.	Application of Calcium Product for <b>Residents and Landowners</b> (up to April 15 Each Year or the following business day if April 15 falls on a weekend or holiday)	T	\$375.00	Per 200 m
ii.	Late Dust Control Application Fee (Applications submitted or mailed after April 15 or the following business day if April 15 falls on a weekend or holiday)	T	\$500.00	Per 200 m
iii.	Plus: for sections over 200 meters	T	\$6.55	Per Linear Meter
iv.	Application of Calcium Product for <b>Multi-Parcel Subdivisions</b>	T	<del>\$200.00</del> 250.00	Per 100 m
v.	Application of Calcium Product for <b>Industrial and Road Use Agreement Holders</b> (up to April 15 <sup>th</sup> Each Year) <i>If in front of a residence, the industrial user will be charged the residential rate for a maximum distance of 200 meters</i>	T	\$1310.00	Per 200 m
vi.	Plus: for sections over 200 meters	T	\$6.55	Per Linear Meter
<b>4. Road Bonds &amp; Permits</b>				
i.	Overload Road Bond Fees	E	\$10,000.00	Per Km
	Overload Road Bond Fees (15% Non-Refundable Payment)	E	\$1,500.00	Per km
	Plus: Security Deposit (85% Refundable Subject to Final Inspections)	E	\$8,500.00	Per km
ii.	Fixed Fee for the TRAVIS MJ Permitting System	E	\$25.00	Per Permit
<b>5. Community Aggregate</b>				
i.	Community Aggregate Payment Levy	E	\$0.40	Per Tonne
<b>6. Equipment Rental</b>				
i.	All Equipment Rentals will be calculated based upon the previous year's ARHCA Equipment Rental Rates Guide	T	100% of previous year's ARHCA rate	Per Equipment
<b>7. Road Inspection Fee</b>				



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i.	Pre-haul and post-haul inspections for log hauls, over-dimension or overweight hauls, rig moves, pipeline work, road bond requests, road ban exemption requests, or any road inspections required mid-haul due to terms of road use agreement not being kept	T	\$250.00	Per Inspection
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### PLANNING AND DEVELOPMENT – SCHEDULE J

	Description	GST Status *	Fee in \$	Unit
<b>1.</b>	<b>Planning Bylaw (New or Amended)</b>			
i.	Land Use Bylaw Amendment Application (Re-zoning)	E	\$1,500.00	Per Application
ii.	New Developer's Area Structure Plan	E	\$2,500.00	Per Application
iii.	Amendments to any <del>ASP</del> <b>Area Structure Plan</b> and <del>MDP</del> <b>Municipal Development Plan</b> or <b>Concept Plan</b> <del>Minor ASP</del>	E	\$1,500.00	Per Application
<b>2.</b>	<b>Development Permits, General</b>			
i.	Residential - Single Detached Dwellings, Duplexes, Manufactured/ Modular/RTM/Suites)	E	\$150.00	Per Permit
ii.	Residential - Multiple Dwellings (Triplex/Fourplex/Row Housing/Apartments, etc.)	E	\$75.00	Per unit
iii.	All other Non-Residential/Mixed-Use/New Construction / Accessory Uses (Home Occupation / Accessory Buildings, Garages, Decks, Hot tubs, Pools, Wheelchair Ramps), Additions and All Other Uses	E	\$50.00	Per \$100,000.00 of completed project cost (up to a maximum of a \$10,000.00 fee)
iv.	Signage – Permanent / Temporary / Renewal	E	\$100.00	Per Sign
v.	Variance Request	E	\$150.00	Per Request
vi.	Time Extension Request by Developer	E	\$150.00	Per Request
<b>3.</b>	<b>Subdivisions (including Bare Land Condominium Plans)</b>			





## BYLAW No. 24-970 of the Municipal District of Greenview No. 16

i.	Subdivision and Condominium Plan Applications, Single Lot or Consolidation	E	\$450.00	
ii.	Plus: each additional lot/unit created	E	\$150.00	
iii.	Plan of Subdivision Endorsement Fees	E	\$150.00	Per Title Created
iv.	Condominium Plan Endorsement Fees	E	\$40.00	Per Unit
v.	Time Extension Request by Developer per Application	E	\$500.00	
<b>4. Subdivision and Development Appeal Board</b>				
i.	Development Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00	
ii.	Subdivision Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00	
<b>5. Development Agreement Review</b>				
i.	Residential: up to 4 Lot Subdivision	E	\$1,500.00	
ii.	Residential: Greater than 4 Lot Subdivision	E	\$3,000.00	
iii.	All Other Recreational, Commercial and Industrial Subdivisions	E	\$3,000.00	
<b>6. Annual Business Licensing</b>				
i.	Business License Fee - New application (January 1)	E	\$100.00	Per Application
ii.	Business License- New Application (After July 1) or Annual Renewal	E	\$50.00	Per Application
<b>7. Business License Temporary/Special Event</b>				
i.	Resident	E	\$30.00	
ii.	Non-Resident	E	\$50.00	
<b>8. Hawkers or Peddlers</b>				
i.	Resident Annual	E	\$45.00	
ii.	Resident per Day	E	\$35.00	
iii.	Non-Resident Annual	E	\$130.00	
iv.	Non-Resident per Day	E	\$50.00	
<b>9. Rural Addressing Signage</b>				
i.	Signage Permanent/ Replacement and Installation	E	\$150.00	Per Sign
<b>10. Signage for Subdivisions</b>				
i.	Individual Lot Sign	E	\$50.00	Per Sign
ii.	Large Address Sign with Address Tab for Subdivisions of 4 Lots or Greater	E	\$1,000.00	Per Sign



## BYLAW No. 24-970 of the Municipal District of Greenview No. 16

<b>11.</b>	<b>Orthographic Printing</b> <i>Based on size and quality of paper, image and graphics</i>			
i.	Colour 8 ½" x 11" Orthographic (Aerial) Photo	T	\$10.00	Per Print
ii.	Colour 11" x 17" Orthographic (Aerial) Photo	T	\$20.00	Per Print
<b>12.</b>	<b>Landowner Map</b>			
i.	Hardcopy – Landowner Map (Sheets 1-5). Valleyview, DeBolt, Grovedale, Grande Cache and Greenview Overview Elevation	T	\$25.00	Per Sheet
ii.	Map Book	T	\$75.00	Per Book
<b>13.</b>	<b>Certificate of Compliance</b>	E	\$200.00	Per Certificate
<b>14.</b>	<b>Letter of Concurrence for Communication Tower</b>	E	\$100.00	Per Letter
<b>15.</b>	<b>Environmental Site Assessment Inquiries</b>	E	\$200.00	Per Parcel
<b>16.</b>	<b>Corporate Advertising</b>	T	\$100.00	Per Notice

## Economic Development – Schedule K

<b>1.</b>	<b>Grande Cache Tourism and Information Centre</b>			
i.	<b>Chamber Room</b> (used for meetings or workshops, sits 40-50 people)  Includes: 64" Smart Display TV, projector screen, flip chart, whiteboard, refrigerator, coffee maker, kettle  *Note: If time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$30.00	Per Hour
		T	\$150.00	Per Day
ii.	<b>Theatre Room</b> (Used for meetings, workshops, movies, sits 30-40 people)  Includes: 64" Smart Display TV, projector screen, DVD, VHS player, flip chart, kitchen facilities	T	\$30.00	Per Hour



## BYLAW No. 24-970 of the Municipal District of Greenview No. 16

	*Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$150.00	Per Day
iii.	<b>Mezzanine Level</b> (used for receptions, open houses, book launches. Can be included with the Chamber Room)  Includes: access to outside balcony	T	\$30.00	Per Hour
		T	\$150.00	Per Day
		T	\$50.00	Per Hour with Chamber Room
	*Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	250.00	Per Day with Chamber Room
<b>2. Eagles Nest Hall</b> (Capacity up to 65 people with tables and chairs)				
i.	Eagles Nest Hall Rental	T	\$12.50	Per Hour
		T	\$62.50	Per Day
ii.	Security Deposit	E	\$200.00	Per Rental
iii.	Late Cancellation Fee (Cancellation 48h before rental)	E	\$25.00	Per Rental
<b>3. Community and Tourism Programming</b>				
i.	Youth Program – Under 3 hours	N/A	Free (Food bank donations welcome)	
ii.	Youth Program – Full day	T	\$10.00	
iii.	Adult Program – Under 2 hours	N/A	Free (Food bank donations welcome)	
iv.	Adult Program – Over 2 hours	T	\$10 - \$20 dependent on supplies	
<b>4. Grande Cache Airport</b>				
i.	Fuel Concession Rate	T	\$0.10	Per Litre
<b>5. Bench Advertising</b>				
i.	Annual Bench Advertisement	T	\$1000.00 + Installation costs	Per Year

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

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



# REQUEST FOR DECISION

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SUBJECT:	<b>Transfer Policy 3009 Ice Cover Work Operations to Safe Work Procedure 5.109</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 9, 2024	ACAO: RA	MANAGER: EK
DEPARTMENT:	HUMAN RESOURCES	DIR: EGK	PRESENTER: TH/LM
STRATEGIC PLAN:	Governance	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – 3009 Ice Cover Work Operations Policy

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## RECOMMENDED ACTION:

**MOTION: That Council approve the transfer of Policy 3009 Ice Cover Work Operations from a Council policy to Safe Work Procedure 5.109 Ice Cover Work, as presented.**

**MOTION: That Council repeal Policy 3009 Ice Cover Work Operations.**

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## BACKGROUND/PROPOSAL:

Policy 3009 was presented to the Policy Review Committee on June 14, 2023, and was approved to advance to Council for decision-making. The policy was presented to Council on July 11, 2023, where Council deferred the policy to a future Council meeting. Administration presented Policy 3009 Ice Cover Work Operations on December 13, 2023, to be re-examined by the Policy Review Committee for clarity and discussion before presenting to Council.

Administration is recommending that Policy 3009 “Ice Work Operations” become a procedure to clarify the detailed process of the scope of work, describing the actions to be taken in a specific task. While a policy sets the direction and guides the day-to-day actions, the requirement for a procedure is to establish an official way of doing a task. A procedure prescribes a step-by-step way of performing a job and should be read as though a worker is doing the job for the first time. This is essential for maintaining a high safety standard while being compliant with the Occupational Health and Safety Act and Code and Regulations requirements to identify and assess hazards, implement adequate controls measures, develop safety procedures for working and operating equipment safely on ice-covered water, implement emergency and rescue procedures, and train employees.

The updated procedure incorporates best practices from cited documents within the current policy (“Best Practice for Building and Working on Ice Covers in Alberta”, and “Field Guide to Working Safely on Ice Covers”) although these guides are available for employees to reference, the procedure will include pertinent information.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motions is that procedure updates will be completed as required for all related incidents. There will be no delays in updating this procedure.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

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

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

The Health and Safety Department along with the assistance of the Health and Safety Committee will review the 5.109 Ice Cover safe work procedure at minimum every three years or as tasks, equipment, and materials change or following an incident.

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**ATTACHMENT(S):**

- 3009 Ice Cover Work Operations
- 5.109 Ice Cover Work Safe Work Procedure

**Title: ICE COVER WORK OPERATIONS**

**Policy No: 3009**

**Effective Date: April 12, 2016**

**Motion Number: 16.04.135**

**Supersedes Policy No: (None)**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

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

**Purpose:** The purpose of Ice Cover Work Operations policy is to specify standards for acceptable safety practices for Greenview staff and Contractors engaged in operations on Ice Covers.

## DEFINITIONS

**Ice Cover** – The portion of an ice surface that is floating (buoyant) on a river, lake, pond or peatland and that is capable of carrying an external load.

**Readily Available Assistance** – Three factors must be assessed when determining if assistance is “readily available” in the event of an injury, illness or emergency:

- (1) Awareness — will other persons capable of providing assistance be aware of the worker’s needs?
- (2) Willingness — is it reasonable to expect those other persons will provide helpful assistance?
- (3) Timelines — will assistance be provided within a reasonable period of time?

**Working Alone** – Is where a worker is working by themselves and assistance, in the event of an injury, illness or emergency, is not readily available to the worker.

## POLICY

1. Work, travel, and parking on Ice Covers shall be carried out as a planned work activity that recognizes and reasonably implements controls for the hazards associated with work activities.
2. Working Alone on Ice Covers is prohibited.
3. Training shall be provided to those working on Ice Covers and include emergency rescue techniques. Supervisors are responsible to schedule training and ensure an acceptable level of competence in trainees. Documentation of this training shall be sent to the Safety Officer who shall update training records and file with the Records Department and Human Resources.
4. All staff and contractors shall comply with the “Best Practice for Building and Working on Ice Covers in Alberta” and “Field Guide to Working Safely on Ice Covers”.

5. All staff and contractors shall comply with Occupational Health and Safety legislation of Alberta and any applicable legislation.
6. Safe work procedures that form part of the Greenview Safety Manual shall be implemented by staff and contractors working on Ice Covers.

## **PROCEDURE**

1. Managers shall ensure that Supervisors, contractors and staff conduct job hazard assessments and training appropriate to the Ice Cover work operations.
2. Supervisors shall ensure that Ice Safety Plans are in place prior to work commencing. Ice Safety Plans must include hazard identification, hazard controls, emergency response plans, and mandated personal protective equipment.
3. Ice Safety Plans shall be reviewed at least once daily and when there is a sudden, significant change in weather, new workers, changes in equipment, changes in work tasks, and at reasonable intervals to prevent the development of any unsafe working conditions.

## **REGULATIONS**

1. Greenview Policy Manual
2. Greenview Health & Safety Manual
3. Occupational Health and Safety Act, Regulations, and Code
4. Best Practice for Building and Working on Ice Covers in Alberta, OHS Alberta
5. Field Guide to Working Safely on Ice Covers, OHS Alberta

**Title:** Ice Cover Work Operations

**Procedure No:** 5.109

**Effective Date:** Date approved by Manager

**Review Date:** (3 Years from date approved)



**Legal References:**

Occupational Health and Safety Act, S.A. 2020, c.O-2.2.

Occupation Health and Safety Code AR 191/2021, Part 12, Section 195.

Alberta's Best Practice for Building and Working Safely on Ice Covers (2009).

**Cross References:**

Policy 2500 "Corporate Health and Safety"

**Purpose:** The purpose of an Ice Cover Work Operations safe work procedure is to specify standards for acceptable safety practices for Greenview staff and Contractors engaged in operations on Ice Covers.

## 1. DEFINITIONS

- 1.1. **Ice Cover** means a portion of an ice surface that is floating (buoyant) on the river, lake pond or peatland and that is capable of carrying an external load.
- 1.2. **PPE** means Personal Protective Equipment.
- 1.3. **OHS** means Occupational Health and Safety.
- 1.4. **Working Alone** means a worker who is working by themselves and in the event of an injury, illness or emergency, assistance is not readily available to the worker.

## 2. RELEVANT LEGISLATION

- 2.1 OHS Part 12, Section 195, Working on Ice.
- 2.2 Alberta's Best Practice for Building and Working Safely on Ice Covers.

## 3. SUPERVISOR RESPONSIBILITY

- 3.1. The supervisor is responsible for the work shall.
  - A) Ensure all workers required to travel or work around ice are made aware of the hazards.
  - B) Ensure all workers have read and understand this safe work procedure and relevant hazards.
  - C) Ensure workers travelling and working around ice are properly trained.
  - D) Ensure all relevant personal protective equipment is provided to the workers and they are trained in the proper use of.
  - E) Ensure all equipment is in working condition.



## 4. WORKER RESPONSIBILITY

### 4.1. The worker shall:

- A) Ensure all hazards are identified and controlled as reasonably practicable;
- B) Ensure to select and use the appropriate personal protective equipment;
- C) When Working Alone ensure to follow the applicable safe work procedures; and,
- D) Ensure to read and comply with this procedure, best practices, field guidelines for working on ice covers and OHS legislation.

## 5. IDENTIFIED HAZARDS

### 5.1. The following are pre identified hazards of working on ice covered water:

- A) Drowning;
- B) Cold weather, water exposure (hypothermia);
- C) Snow cover (reduced visibility of ice conditions);
- D) Slipping and falling; and
- E) Fatigue (added gear, deep snow).

## 6. TRAINING REQUIRED

- 6.1. Cold water immersion.
- 6.2. Emergency rescue.
- 6.3. Standard first aid.
- 6.4. Competency training.
- 6.5. Best practices for Building and Working Safely on Ice Covers in Alberta.
- 6.6. Field guide to Working Safely on Ice Covers.

## 7. PERSONAL PROTECTIVE EQUIPMENT

- 7.1. Floatation suit (jacket/pant combo), if applicable.
- 7.2. Floatation device, if applicable.
- 7.3. Fall arrest systems, if applicable.
- 7.4. Whistle.

## 8. PROCEDURE

- 8.1. All possible frozen bodies of water shall be identified, controls are put in place and routes are to be planned accordingly.
- 8.2. Travelling or working on frozen bodies of water shall only occur when deemed necessary to complete a job or when no other routes exist.
- 8.3. If work is to be conducted on ice where water is more than 1 metre deep at any point, it must be determined that the ice will support the load.
- 8.4. A communication plan must be implemented and followed. Where communication services are limited ensure a secondary communication device such as Zoleos are used.

- 8.5. An emergency response plan is to be developed and communicated before any travel and or work on ice begins.
- 8.6. If there is a sudden or significant change in the weather, new works, changes in equipment or work tasks the ice safety plan shall be reviewed at least once per day or at reasonable intervals to prevent the development of any unsafe working conditions.
- 8.7. If a worker falls through the ice, **self-rescue is the preferred option:**
  - A) ~~Worker is to kick feet to become parallel with the ice and use ice picks to begin the self-rescue process.~~
  - B) Do not panic, catch your breath, kick until parallel with the ice surface, and continue kicking and pulling until you have pulled yourself up onto the ice;
  - C) ~~If self-rescue is not an option,~~ Where there are other workers in the area, the other worker **is** to throw a safety line or object to aid in the rescue;
  - D) The rescuing worker is to remain on **solid stable** ground to ensure a solid stance;
  - E) Once out of the water, the worker **is** to remain flat on **the** ice and either crawl, roll, or be pulled by the rescuing worker to solid ground; and,
  - F) ~~Wet clothing is to be removed and dried. Follow first aid procedures for hypothermia.~~
- 8.8. When at all possible, ensure an additional means of travel is available. I.e., two ATV's, snowmobiles, or Argos.
- 8.9. Avoid crossing ice when visibility is reduced due to time of day or weather conditions.
- 8.10. Working on frozen bodies of water should be avoided whenever possible and be done only as a last resort.
- 8.11. Test the thickness of the ice prior to the start of travel or work on ice coverings and as often **as necessary**, during the course of the work. ~~as necessary.~~
- 8.12. When testing, learn as much as possible about the ice conditions. Testing should be done by two persons on foot and proceed with caution.
- 8.13. The worker(s) must wear **required** PPE, communication device, ~~and~~ ice picks, ~~and or~~ anchors. If Working Alone, the worker ~~must be tied off~~ securely attached to a rope, tied off, and firmly anchored to **stable source on shore** (i.e. to a snowmobile, tree, ect). ~~on solid land.~~
- 8.14. To gauge **the** integrity of the ice, **the** worker will make a hole in the ice and assess the ice integrity.
- 8.15. Testing ~~ing~~ the ice for thickness by:
  - A) Observ**ing** the ice to see if there are any cracks, breaks, holes, open water, weak spots, or abnormal surfaces and to identify the colour(s) of the ice to decide if safe to proceed to **the** next step of testing the ice;
  - B) While testing ice for thickness ensure all PPE is worn, ~~and~~ tools **are** readily available, and workers should stay about 10 metres (20 feet) apart;
  - C) If working alone securely ~~attached~~ **attach** a rope to your person and firmly ~~anchored~~ **anchor** to a snowmobile, tree, etc. on shore;
  - D) If the edge of the ice is not solid, has cracks or is slushy, avoid going out on it;
  - E) Use an axe or ice auger to determine firmness by ~~make-making~~ a hole to determine if it **is** at least **10 cm (4" inches) thickness thick**;

- F) Do not walk on ice less than **10 cm (4 inches)** thick. NOTE: Even between **9" inches** to **10" inches** in thickness, there may be unforeseen hazards such as a flowing current underneath that could weaken the ice; and,
- G) Record ice thickness, location, date, and time.

## 8.14. Ice thickness charts:

- A) Blue Ice: Blue ice is the strongest ice, as it forms vertical columnar crystals that contain few air bubbles. It is formed by a quick drop in temperature and appears to be blue because it is clear enough to see the water underneath it.
- B) White (snow) Ice: This type of ice contains a significant amount of air bubbles and forms on top of the surface ice by natural or man-made flooding of snow. It is considered to be 50% weaker than blue ice.

Blue Ice		Maximum Load Capacity
Inches	Centimeters Centimetres	
<4	<10	Unsafe for one person.
4	10	One-person, multiple employees must remain at least 3 meters apart.
7	18	One person with a snowmobile and sled.
13	33	Light-duty vehicles separated by a safe driving distance (100m) (i.e., truck).

White/Snow ice		Maximum Load Capacity
Inches	Centimeters Centimetres	
<8	<20	Unsafe for one person.
8	20	One-person, multiple employees must remain at least 3 meters apart.
14	36	One person with a snowmobile and sled.
26	66	Light-duty vehicles are separated by a safe driving distance (100m) (i.e., truck).

## 9. EQUIPMENT

- 9.1. Snowmobile.
- 9.2. UTV/ATV.
- 9.3. Ice pick **or ice anchor**.
- 9.4. Buoyant polypropylene rescue rope.

## 10. PRE-USE INSPECTION

- 10.1. Prior to operating power mobile equipment or using any other tools, equipment, or PPE, a pre-use inspection of equipment must be completed to ensure it is in safe operating condition as per manufacturer's instructions, safe work procedure and or policy.

10.2. Inspections must be conducted by a competent worker.

10.3. If an inspection indicates equipment is hazardous or potentially hazardous, the equipment is ~~to be locked out, removed from operations, and out and inform~~ the supervisor ~~informed. and not put into operations.~~

10.4. The defective tools or equipment is not ~~to be~~ placed into operation until ~~the~~ defect is repaired, or unsafe condition is corrected.

10.5. ~~Record~~ ~~A record~~ of the inspection and maintenance of equipment is kept at the worksite and readily available to the worker.

## 11. USE/OPERATION

11.1. Use and operate all tools and equipment ~~are~~ as per manufacture's specifications and regulations.

## 12. CLEAN-UP

12.1. Conduct an after-use inspection of all tools and equipment.

12.2. Establish and maintain good housekeeping practices by picking up any garbage or loose materials, ~~by~~ storing ~~them~~ in a refuse container and ~~disposed~~ of properly.



# REQUEST FOR DECISION

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SUBJECT:	<b>Repeal Policy 1004 Access to Minutes of Meetings</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 9, 2024	ACAO: RA	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: DM
STRATEGIC PLAN:	Governance	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial** – Municipal Government Act, R.S.A. 2000, c.M-26, s. 208(1).

## Council Bylaw/Policy –

- Bylaw 22-929 “Records Retention and Disposition Bylaw”
  - Bylaw 21-876 “Procedural Bylaw”
- 

## RECOMMENDED ACTION:

**MOTION: That Council repeal Policy 1004 “Access to Minutes of Meetings.”**

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## BACKGROUND/PROPOSAL:

Administration is recommending the repeal of Policy 1004, “Access to Minutes of Meetings,” as the policy has not been reviewed since 2013, and many of its provisions are established by Greenview bylaw or mandated by Section 208 (Figure 1) of the *Municipal Government Act* (MGA).

Bylaw 21-876 “Procedural Bylaw” states how Greenview is to prepare the minutes of Council meetings and Council committees. This bylaw is compliant with Section 208 of the MGA which outlines municipal obligations during the production of meeting minutes.

Additionally, Bylaw 22-929 “Records Retention and Disposition Bylaw” (Figure 2) directs Administration to retain meeting minutes as a permanent record. Therefore, it is recommended to repeal Policy 1004 “Access to Minutes of Meetings” as an administrative housekeeping measure.

The Policy Review Committee recommended Council repeal the policy during its meeting held on October 11, 2023.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it will simplify Greenview’s policy catalogue, particularly as the provisions of Policy 1004 are already legislated by the MGA and by Greenview bylaw.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may direct Administration to draft a new meeting minutes policy.

ALTERNATIVE MOTION: That Council direct Administration to draft an updated “Access to Minutes of Meetings” policy.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will enact the necessary changes to reflect the policy repeal.

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ATTACHMENT(S):

- Policy 1004 “Access to Minutes of Meetings” (Current)
- MGA (Figure 1) & Bylaw (Figure 2)

**Title: ACCESS TO MINUTES OF MEETINGS**

**Policy No: 1004**

**Approval: Council**

**Effective Date: May 14, 2013**

**Supersedes Policy No: (AD 31)**



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

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

**Policy Statement:** The Municipal District of Greenview No. 16 will provide access to minutes of meeting in an 'unratified' format prior to their approval.

**Purpose:** To provide access to records of meetings through the publishing of "unratified" and "approved" copies of the minutes of meetings, and to prohibit access to electronic recordings of meetings.

### Principles:

1. The electronic recordings of meetings is solely an administrative process, used in the preparation of accurate meeting minutes. A single copy of the electronic recording of a meeting shall be maintained by the recording secretary, and following the approval of those minutes, shall be permanently erased.
2. Minutes shall be prepared in accordance with the Municipal Government Act, including the requirement that minutes are recorded without note or comment.
3. An "unratified" copy of the minutes of a meeting, so marked, will be made available to members of Council, a Committee, or Board, to staff and to the public within three (3) working days of the meeting.
4. Members of Council, a Committee, or Board, and staff responsible to prepare and sign minutes, may obtain access through the recording secretary to listen to the electronic recording to assess the accuracy of the unratified minutes prior to the meeting where the minutes will be approved.
5. Council, a Committee, or Board may request access to an electronic recording prior to the approval of the minutes.
6. All electronic recording of meetings held by the Municipal District of Greenview No. 16 prior to the approval of this policy will be securely stored and no longer be available to individual Councillors, staff or the public. The recordings will be disposed of in accordance with the provisions of Greenview's Records Retention Bylaw.

Approved: 13.05.290

Section 208 of the *Municipal Government Act* (MGA).

**Figure 1:**

**Performance of major administrative duties**

**208(1)** The chief administrative officer must ensure that

- (a) minutes of each council meeting
  - (i) are recorded in the English language,
  - (ii) include the names of the councillors present at the council meeting,
  - (iii) are given to council for adoption at a subsequent council meeting, and
  - (iv) are recorded in the manner and to the extent required under section 216.4(6) when a public hearing is held;
- (b) all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;

Bylaw 22-929 “Records Retention and Disposition Bylaw”

**Figure 2:**

<b>C04</b>	<b>COUNCIL MINUTES</b>	<b>Vital</b>			
Records of minutes of Council's regular, special and organizational meetings. <i>Excludes:</i> <i>Council Committees and Boards - see C06</i>		EA	P	P	Recordings destroyed after transcribed
<b>C05</b>	<b>COUNCIL COMMITTEES &amp; BOARDS AGENDAS</b>	<b>Vital</b>			





# REQUEST FOR DECISION

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SUBJECT:	<b>Grande Prairie Regional Sport Connection Sponsorship</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 9, 2024	ACAO: RA	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LD
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 8012 - Sponsorships

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## RECOMMENDED ACTION:

**MOTION:** That Council approve a “Red Carpet/Photobooth” sponsorship in the amount of \$2,500.00 to the Grande Prairie Regional Sport Connection 2024 Northwest Alberta Sports Excellence Awards, to be held on April 12, 2024, in Grande Prairie, Alberta, with funds to come from the 2024 Community Services Donations and Sponsorships budget.

---

## BACKGROUND/PROPOSAL:

The Grande Prairie Regional Sport Connection is hosting its 2024 Northwest Alberta Sports Excellence Awards on April 12, 2024, in Grande Prairie. The Northwest Alberta Sport Excellence Awards is an annual event celebrating and recognizing the region's athletes, coaches, teams, officials, and volunteers, with many of the nominated participants being residents of Greenview within the Valleyview and Debolt area, as well as other areas within the region such as Peace River, Manning, and Wanham.

The Grande Prairie Regional Sport Connection is a non-profit organization representing and serving the Grande Prairie and Area sport community and hosts signature events including the Northwest Alberta Sport Excellence Awards, Try It Day, and the Alberta North Sport Conference. The Grande Prairie Regional Sport Connection is primarily funded through the City of Grande Prairie and the County of Grande Prairie.

Grande Prairie Regional Sport Connect has requested a \$3,500.00 “Wine Sponsor” for the event. Sponsorship levels range from \$500.00 - \$7,500.00 and recognition is based on the attached sponsorship package. Administration is recommending a \$2,500.00 Red Carpet/Photo Booth Sponsor, which includes the Greenview logo on the red-carpet signage, verbal mentions throughout the evening, logo on event signage, social media, mentions in the weekly Chamber of Commerce newsletter, website, and logo on event programs, as well as two (2) tickets for the event.

Alternatively, Council can award a five (5) year commitment of \$500.00 annually for the award category. The categories available are Official of the Year, Athlete of the Year, Coach of the Year (developmental), Community Sponsorship, and Event of the Year.

In 2022, Greenview sponsored the Sport Excellence Award event for \$1,200.00, and \$750 in 2023.

The 2024 Donations and Sponsorships budget totals \$200,000.00.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Greenview would support a regional community event that recognizes sports achievement in Northwest Alberta.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to take no action in the recommended motion or recommend a different sponsorship level or amount.

**ALTERNATIVE MOTION:** That Council approve a sponsorship in the amount of \$\_\_\_\_\_ to the Grande Prairie Regional Sport Connection 2024 Northwest Alberta Sports Excellence Awards, to be held on April 12, 2024, in Grande Prairie, Alberta, with funds to come from the 2024 Community Services Donations and Sponsorships budget.

**Alternative #2:** Council has the alternative to commit to a five (5) year funding commitment for \$500.00 per year.

**ALTERNATIVE MOTION:** That Council approve a five (5) year funding commitment of \$500.00 per year for the award category sponsorship with funds to come from the Community Services Grants and Sponsorship budget.

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**FINANCIAL IMPLICATION:**

**Direct Costs: \$2,500.00**

**Ongoing / Future Costs: If a 5-year funding commitment is approved, Greenview would receive a \$500.00 sponsorship invoice annually, from 2024-2028.**

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will advise Grande Prairie Regional Sport Connection of Council's decision.

---

**ATTACHMENT(S):**

- GP Sport Connection Application
- 2024 Sport Excellence Awards Sponsorship package

# Greenview Sponsorship and Donation Request Form

Row 74

<b>Organization or Person Requesting Funds</b>	Grande Prairie Regional Sport Connection
<b>Date of Application</b>	09/05/23
<b>Form Date Field</b>	160
<b>Date of Event</b>	04/12/24
<b>Phone Number</b>	780-882-7340
<b>Purpose of Organization</b>	heather@gpsportconnect.ca
<b>Mailing Address</b>	101 10101 100th Ave Grande Prairie, AB T8V 0V4
<b>Funding Request Total</b>	3500
<b>Type of sponsorship request</b>	Event
<b>Describe your organization</b>	The Grande Prairie Regional Sport Connection (GPRSC) is a volunteer-driven, non-profit organization representing and serving the Grande Prairie and Area sport community.
<b>Intended Purpose</b>	Funds are to be used to cover the costs of the 2024 Northwest Alberta Sport Excellence Awards. (SEA)
<b>Direct Goals</b>	The SEA is a celebration of the Northwest Alberta Sporting community. It's athletes, coaches, teams, officials, event and volunteers. It brings together individuals from multiple communities to celebrate the diversity of sport in the region.
<b>Where/When?</b>	The event is April 12, 2024.
<b>Benefit to residents of Greenview</b>	The region covered by the awards goes from Fox Creek to Slave Lake and the BC and NWT borders. Many of the individuals nominated live in the MD of Greenview. The awards also give the various sport organizations to showcase what they have to offer to their communities.
<b>Funding from others</b>	We have multiple sponsor levels available. 1 x Presenting Sponsor \$7500 1 x Wine Sponsor \$3500 1 x Red Carpet/Photo Booth Sponsor \$2500 8 x Award Sponsors \$500 per

<b>Recognition</b>	Please see the attached sponsorship document as each level is recognized differently.
<b>Previous Donation</b>	Greenview sponsored the 2022 & 2023 Sports Awards and were provided with -tickets to the event -presented trophy on stage - social media recognition -logo on website recognition -mention throughout the program -Sport Connection and Chamber of Commerce newsletter recognition.
<b>Grant Funds Received from other sources?</b>	
<b>Have you performed any other fundraising projects?</b>	
<b>Agreement</b>	
<b>Grant Purpose</b>	
<b>Year Grant Received</b>	
<b>Amount of Grant</b>	
<b>List the donatee, purpose and amount</b>	
<b>What type of fundraising &amp; how much did you raise?</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Financial Statement</b>	
<b>Administration Recommendations</b>	
<b>Email</b>	
<b>Column41</b>	
<b>MD Logo</b>	
<b>Email Comm.</b>	
<b>Column44</b>	

List for  
Recognition

Contact Name(s) Heather Llewellyn

Column47

Logo Permission

Agreement with  
Statement

Signature1 Heather Llewellyn

FOIP Disclosure

# 2024 Northwest Alberta Sport Excellence Awards

Sponsorship Opportunities





# Northwest Alberta Sport Excellence Awards

## The Event

The mission of the Northwest Alberta Sport Excellence Awards is to honour the achievements of our amateur athletes and the coaches, volunteers, sport leaders and businesses that support them.

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## High Performance Awards

We have extraordinary talent in the Northwest region of Alberta and this event recognizes and celebrates that talent with the high-performance awards at the ceremony.

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## Community Awards

This event recognizes and celebrates the community builders and organizations that step up to improve the quality of sport and ensure rewarding experiences for all participants.

---

The event covers the region from Fox Creek to Slave lake and the NWT & BC border.





# Presenting Sponsor \$7500

## Presenting Sponsor Package Includes:

- Name included 2Day FM radio ads x 60
- Name included Rewind989 FM radio ads x 40
- Logo/Mention in social media ads
- Logo on each photo displayed in the gallery on the event page
- Logo placement on signage at event
- Mentions in GPRSC newsletter
- Logo in weekly Chamber newsletter
- Logo placement on nominees invite to the event
- Logo on Facebook cover photo
- Logo on GPRSC website event page header
- Logo in the event program
- MC mentions throughout the evening
- 4 event tickets

## Wine Sponsor \$3500

### Wine Sponsor Package Includes:

- Logo on all wine chits (2 per table)
- Logo placement on signage at event
- Logo/Mention on Facebook, Instagram & LinkedIn
- Mention in Sport Connection newsletter
- Logo in weekly Chamber of Commerce newsletter
- Logo on Sport Connection website event page
- Logo on event program
- MC mentions at the event
- 2 event tickets

## Red Carpet/Photo Booth Sponsor \$2500

One of the highlights of the Northwest Alberta Sport Excellence Awards is the Red Carpet and Photo area.

### Red Carpet Sponsor Package Includes:

- Logo on red carpet signage
- Red Carpet Photos Sponsored by [your name] mentioned throughout the evening
- Logo placement on signage at event
- Logo/Mention on Facebook, Instagram & LinkedIn
- Mentions in Sport Connection newsletter
- Logo in weekly Chamber of Commerce newsletter
- Logo on Sport Connection website event page
- Logo on event program
- 2 event tickets

# Award Category Sponsorship

\$500 per award category (5 year commitment required.)

"Team of the year, presented by (insert name here) goes to Team XYZ!" Our award category sponsors will have their name/logo added to the winners trophy/plaque for 5 years. Sponsors will be billed annually for the sponsorship amount in 2024-2028 inclusively.

**Official of  
the Year**

**Available**

**Coach of  
the Year**

**SOLD**

Cliff Headon  
stringam  
LLP

**Team of  
the Year**

**SOLD**

Rotary   
Club of Grande Prairie Sunrise

**Athlete of  
the Year  
(x4)**

**Available**

**Unsung  
Hero**

**SOLD**

 **AQUATERA**  
WATER EARTH INNOVATION

**Sport  
Builder**

**SOLD**

 **ADVENTURE  
PHYSIOTHERAPY**

**Coach of  
the Year  
(Developmental)**

**Available**

**Community  
Sportsmanship**

**Available**

**Event of  
the Year**

**Available**

# Event Demographics

Our audience comprises mostly of sport organizations and the individuals that support them. Volunteers for sport and recreation organizations are more likely to:

- be between the ages of 35 and 54
- be married or in common-law unions
- have higher levels of formal education
- have higher household incomes
- have children in their household



10101 100 Ave Grande  
Prairie, AB T8V 0V4



780-518-5506



info@gpsportconnect

# Thank You!

[gpsportconnect.ca](http://gpsportconnect.ca)



# REQUEST FOR DECISION

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SUBJECT:	<b>Holistic Management Canada Council Sponsorship</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 9, 2024	ACAO: RA	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LD
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 8012 - Sponsorships

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## RECOMMENDED ACTION:

**MOTION: That Council approve sponsorship of \$6,000.00 to the Holistic Management Canada Council for the Holistic Management Conference, to be hosted on February 10-11<sup>th</sup>, 2024, in Valleyview, Alberta, with funds to come from the 2024 Community Services Donations and Sponsorships budget.**

---

## BACKGROUND/PROPOSAL:

The Holistic Management Canada Council is a national non-profit organization, whose members have been, throughout generations, focusing on regenerating the land and its people on farms and ranches. Holistic Management is a frame that gives people the insights and management tools needed to understand nature and make decisions that balance key social, environmental, and financial considerations. Many Holistic Management Council members are agricultural producers, from within the Peace Region, including Greenview producers.

Holistic Management has played a large role in agriculture since the late 1980's and has since been helping farmers improve in areas such as:

- grazing practices and increasing their stock rate
- education on getting out of debt and create a larger profit as a landowner, renter, or producer
- navigating the transition of the farm from one generation to the next
- mitigating risks while transitioning to regenerative practices.

The Holistic Management Canada Council is hosting their annual Conference at the Greenview Regional Multiplex, in Valleyview, Alberta, on February 10 – 11<sup>th</sup>, 2024. The conference is expected to bring in 100-150 participants along with their families, suppliers, and guest speakers as well as many from outside of the Peace Region. This influx of participants is expected to have a positive economic impact on the region.

Funds contributed from Greenview will help support operations of the annual conference, covering the venue and guest speakers. The intent of organizers is to keep the event affordable for all families and offering discounts for farming families. This event brings producers together, networking and encouraging



participants to aid in regenerating the land and cooperation of surrounding communities. Guest speakers will focus on the health of the land, increasing awareness among farmers about sustainable agricultural practices, and strengthening the people who are living on the land, with hopes of creating awareness around planning for future profits.

The Holistic Management Canada Council is requesting sponsorship of \$6,000.00 to help support the annual event in Valleyview. Administration is recommending the full \$6,000.00 sponsorship, as a large population of Greenview's farming families would have many benefits in having the opportunity for education and networking. Recognition for this level of contribution would qualify as **Platinum** level and would include:

- Greenview's logo on their website
- Greenview's logo included in newsletters.
- An allotted 5-minute speaking spot at the conference, which could entail a welcome to Greenview speech at the beginning of the conference.
- One complimentary registration and trade show booth

The 2024 Donations and Sponsorships budget totals \$200,000.00.

---

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview's Agricultural Services Department, in part with the Economic Development Department would have a booth at the event, offering opportunities to promote Greenview's brand and sharing in related products and education within 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 recommend a different sponsorship amount.

Sponsorship Levels include the following options:

- **Gold** (\$2,500 +) Includes logo recognition and website link on the conference webpage, on the slideshow being shown at the conference, and included in 3 newsletters promoting the conference. The Greenview logo to be listed on the HMC website's homepage for one year and includes 1 complimentary registration and trade show booth for the two days.
- **Silver** (\$1,000 +) Includes Logo recognition and website link on the conference webpage, on the slide show at the conference, and in 3 newsletters promoting the conference. Includes 1 complimentary registration and trade show booth.
- **Bronze** (\$500 +) Includes Logo recognition, a website link on the conference webpage, and a slide show at the conference.

**Alternative #2:** Council has the alternative to take no action to the recommended motion or support the event in a different capacity. i.e., in-kind donations.

---

#### FINANCIAL IMPLICATION:

**Direct Costs: \$6,000.00**

## **Ongoing / Future Costs: N/A**

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### **STAFFING IMPLICATION:**

The staffing implications to the platinum level of sponsorship would require multiple departments to participate in a trade show booth and develop a 5-minute presentation.

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### **PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

---

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

Inform

### **PUBLIC PARTICIPATION GOAL**

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

### **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

### **FOLLOW UP ACTIONS:**

Administration will advise the Holistic Management Canada Council of Council's decision. If approved, Communications, Ag Services, and Economic Development departments will work to set up a trade show booth highlighting the many programs that Greenview has for producers.

---

### **ATTACHMENT(S):**

- Holistic Management Canada Council Sponsorship Application
- Holistic Management Financials
- 2023 Agenda for reference
- Sponsorship & Tradeshow Package



# Greenview Sponsorship and Donation Request Form

Row 91

<b>Organization or Person Requesting Funds</b>	Holistic Management Canada Council
<b>Date of Application</b>	10/24/23
<b>Form Date Field</b>	171
<b>Date of Event</b>	02/10/24
<b>Phone Number</b>	204-441-2227
<b>Purpose of Organization</b>	dana@holisticmanagement.ca
<b>Mailing Address</b>	Box 72 Blackfoot AB T0B 0L0
<b>Funding Request Total</b>	\$6,000.00
<b>Type of sponsorship request</b>	Conference
<b>Describe your organization</b>	Holistic Management Canada is a national organization, with members who have been working towards the regeneration of land and people living on farms and ranches across the country for over 35 years. Consisting mostly of agricultural producers, including many farmers in the Peace Region, this group is grassroots, both literally and figuratively.
<b>Intended Purpose</b>	This sponsorship will support the annual Holistic Management Conference that we will be hosting February 10 & 11, 2024 in the Peace River region, specifically Valleyview, AB. We are expecting 100-150 participants including producers with their families, industry leaders, suppliers and representatives of government. This sponsorship will cover will venue and speaker expenses. With the cost of living increasing, we know that producers are more discerning about the events they attend. We aim to make this event affordable by keeping registration around \$150 with discounts for farm families.
<b>Direct Goals</b>	Our goal is to deliver a high-quality event that is affordable for producers, both well-established and new to the industry. By bringing producers together, we fulfill our purpose of activating and growing a network in the Peace Region and empowering participants to regenerate land and communities. We will do this by bringing topics and speakers that focus on improving the

health of the land, strengthening the people living on that land and increasing awareness around planning for a profit.

<b>Where/When?</b>	February 10 & 11, 2024 in Valleyview, AB at the Greenview Regional Multiplex.
<b>Benefit to residents of Greenview</b>	Economic - This event will bring people to the MD of Greenview and some participants will be travelling in from outside of the Peace Region. The hotel and restaurants in Valleyview will be supported by the conference participants. Ecological - This event will increase awareness among farmers about sustainable agricultural practices. One of our focus areas will be on understanding how to assess ecological health on farms and discussing the benefits farming can have on the watershed and biodiversity. Social - We are still experiencing the ramifications of COVID and hearing from producers that they want in-person gatherings to connect face-to-face with others. This event will include networking. We have found that this is incredible important for mental wellness among our network.
<b>Funding from others</b>	We have received \$10,000 in funding from Alberta EcoTrust. We are soliciting sponsorships and promoting participation in the trade show to local organizations and companies. In kind time is being provided by our conference planning committee is valued at \$6,000. Our committee includes: Alaina Archibald - Peace Country Beef and Forage Association Sarah Cairns - MD of Greenview Monika Benoit - Peace Region Living Lab Bluesette Campbell - Holistic Management Canada Board Dana Penrice - Holistic Management Canada Staff (paid not in kind) Braydon Acheson - Holistic Management Canada Staff (paid not in kind)
<b>Recognition</b>	Our audience of over 4,300 and comprises highly engaged farmers, ranchers, industry members and the general public who are interested in supporting a vibrant, sustainable agriculture. Recognition as a Platinum Sponsor: - Logo and link on Holistic Management Canada home page for 1 year - Logo and link in all HM newsletters for 1 year - Complimentary trade show booth and registration - Logo and link on conference webpage - Logo on sponsor slides at event - Optional 5 minute speaking spot
<b>Previous Donation No.</b>	
<b>Grant Funds Received from other sources?</b>	
<b>Have you performed any other fundraising projects?</b>	
<b>Agreement</b>	
<b>Grant Purpose</b>	
<b>Year Grant Received</b>	
<b>Amount of Grant</b>	

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List the donee,  
purpose and  
amount

---

What type of  
fundraising & how  
much did you  
raise?

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Signature

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Date

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Financial  
Statement

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Administration  
Recommendations

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Email

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Column41

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MD Logo

---

Email Comm.

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Column44

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List for  
Recognition

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Contact Name(s)    Dana Penrice

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Column47

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Logo Permission    Agreed

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Agreement with  
Statement            Agreed. See financials attached.

---

Signature1           Dana Penrice

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FOIP Disclosure     Agreed

---

# 2023 CONFERENCE



**A conference for everyone involved in growing healthy  
lands, people and communities.**

Join us in Lloydminster February 10 – 12, 2023 for the Western Canadian Holistic  
Management Conference.

[Registration](#)



## What to Expect:

### Practical Tools for Your Farm

Holistic Management educates and empowers people to make socially, environmentally and financially sound decisions. Take home new ideas and practices to improve your land and your business.

### Inspiring Community

Known for attracting an amazing community of people who work with the land this is the place to meet farmers, ranchers and land managers who are exploring new practices, ways of thinking and supporting the paradigm shift in our agriculture and food systems.

## Conference Program:

Friday	February 10, 2023 (At the <b>Border Inn &amp; Suites</b> )
6:00 pm	Meet the HM Network & Cash Bar
Saturday	February 11, 2023 (At the <b>Lloyd Ex</b> )
7:45 am	Registration Opens & Breakfast
8:30 am	Welcome
9:00 am	<b>Experiences from the land and life</b> Don Guilford and Art McElroy will share what they have learned from years of HM practice. Hear about the challenges and insights from across the generations.
10:00 am	Break
10:30 am	<b>Focusing in on your North Star</b> Experienced HM producers Tim Hoven, Sean McGrath, Glen and Dawn



## Saturday February 11, 2023 (At the **Lloyd Ex**)

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Ekert, Gary and Lynn Richards will share how they focus on people while being ecologically and financially sustainable.

### **Giving the Land a Voice**

11:45 am

Bronwyn Green will share how HMC's Ecological Outcome Verification program is measuring ecological health and providing a tool to share the story of regeneration on the land.

12:30 pm

Lunch

### **Rising Stars**

1:30 pm

Young producers Joe Gardner, John and Deanne Chuiko, Calvin and Marla Gavelin will share how they explore solutions to challenges in their grazing or cropping enterprises. Gain ideas to take home and test out.

3:00 pm

Break

3:30 pm

### **Planning for Uncertainty – Don Campbell**

4:30 pm



### **Presentation by David Irvine**

With more than 35 years of experience as a family therapist, workshop facilitator, lecturer, and advisor to executives, David will share a practical approach to leadership and transforming lives.

6:00 pm

Banquet Supper

7:00 pm

Tribute to Don and Bev Campbell

Evening Social & Visiting

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**Sunday February 12, 2023 (At the **Lloyd Ex**)**

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7:45 am Breakfast

**Zero Till Gardening**

8:30 am Glenys Neuman, Bluesette Campbell, and Alan Kneech will share how they have used regenerative principles to create beautiful, bountiful gardens for their family and communities.

**Accessing Resources for Your Regenerative Project**

9:30 am Learn about the OFCAF program and how farmers have been using it to regenerate the land.

10:00  
am Break

**Don't Regenerate Alone!**

10:30 am No regenerative farmer wants to be an island. Explore with Dana Penrice how to work with neighbours and build local, supportive learning groups to grow the regenerative movement.

**Getting the word out about Holistic Management**

11:30 am Media professionals Alexis Kienlen and Lisa Gunther will share their thoughts on how we can share the impact of Holistic Management with different audiences.

12:15  
pm Lunch

**Holistic Management Overview**

12:45 pm New to Holistic Management or want a refresher? Stick around for a re-cap on the principles of Holistic Management.

1:45 pm Closing Remarks

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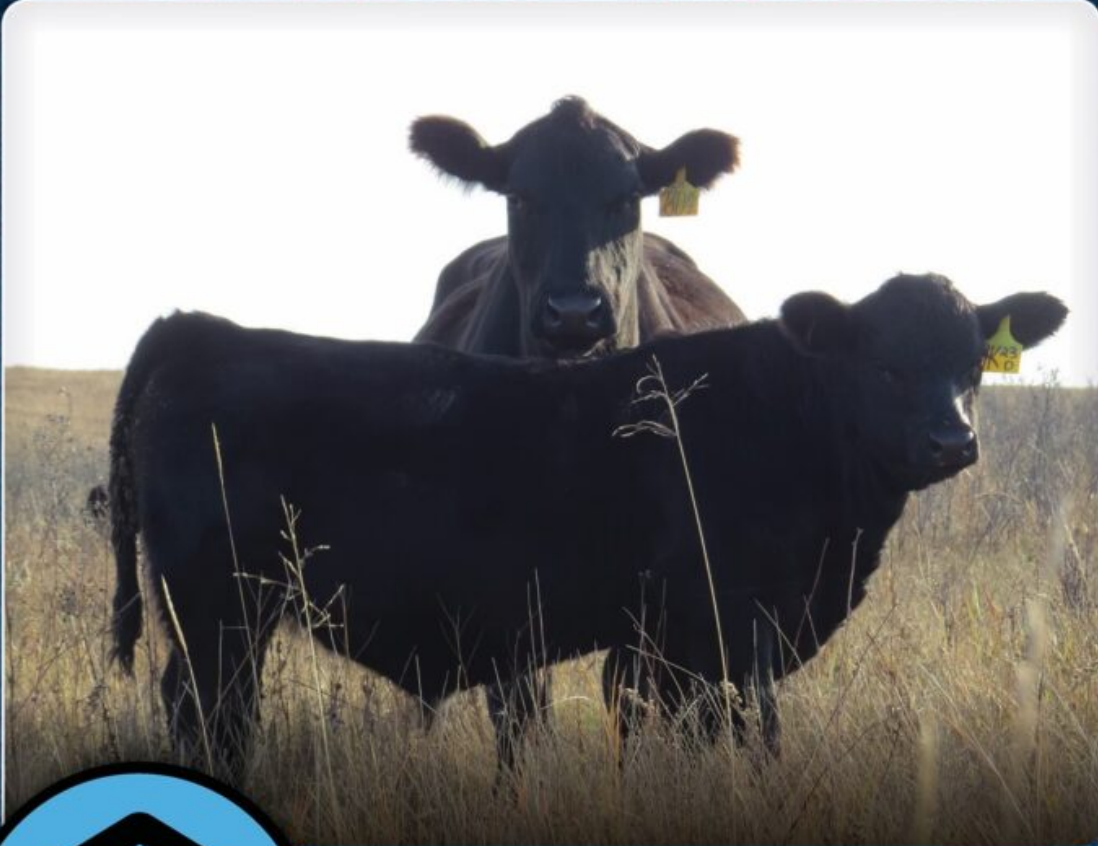
Thank you to our sponsors:






**B-C Ranch**

**PLAN Club**







**BLACK ANGUS SEEDSTOCK  
PUREBRED & COMMERCIAL**

*"Commercially Based Forage Genetics"*

*All bulls sold private treaty off the ranch  
on a first come basis*

**(204) 773-6800 • Shellmouth, MB**

 **NERBASBROSANGUS.COM** 





## Sponsorship & Trade Show:

This conference is the largest gathering of Western Canada's regenerative producers. Bringing in 150+ attendees, this is an event your company cannot afford to miss.

Our top sponsors receive prime spaces in our centrally-located trade show, where participants walk by throughout the day. Reserve early to ensure your spot for this year.

### Trade Show & Sponsor Package

## Children's Program

"We do not inherit the earth from our ancestors; we borrow it from our children".

Holistic Management is committed to supporting the next generation and offers an educational children's program at our conference so they can learn alongside us.

## Conference Hotel

Bookings available at the Border Inn & Suites. Reference the Holistic Management Conference when you register.

1-800-658-4404 | <https://www.borderinnsuites.ca/>

## Conference Contact

To speak to someone about our conference please reach out to the conference planning committee Chair Ralph Corcoran:

1-306-434-9772 | [rlcorcoran@sasktel.net](mailto:rlcorcoran@sasktel.net)



*Special thanks to our conference planning committee for volunteering their time to make this a special event for all!*



# CONFERENCE SPONSORSHIP & TRADE SHOW

## Promote yourself to farmers, ranchers and leaders.

At the [2024 Canadian Holistic Management Conference](#) we are bringing together over 150 people who are inspiring optimism and creating change on their farms – and in the agriculture industry. We are excited to be going to the Peace Region to expand our circle, educate people on land management and share what farmers and ranchers have put into practice on their own operations. For that, we’d appreciate your help.

FEB  
2024  
9 - 11

VALLEYVIEW, AB

150

Conference Attendees

8,000

Online Network

91,738

Acres Influenced at the last conference

## Trade Show

<b>Trade Show Booth</b> <b>\$475</b>	Includes one registration. There may be additional charges for electricity and additional tables.
---	---

To confirm your trade show, contact Dana at 204-441-2227 or email [dana@holisticmanagement.ca](mailto:dana@holisticmanagement.ca)

## Sponsorship

<b>Platinum</b> <b>\$5,000 +</b>	Logo recognition and website link on conference webpage, on slides show at conference and in HMC newsletters for 1 year. Logo on HMC homepage for 1 year. <b>A 5 minute speaking spot at the conference.</b> Includes 1 complimentary registration and trade show booth.
<b>Gold</b> <b>\$2500 +</b>	Logo recognition and website link on conference webpage, on slides show at conference and in 3 newsletters promoting conference. <b>Logo on HMC homepage for 1 year.</b> Includes 1 complimentary registration and trade show booth.
<b>Silver</b> <b>\$1000 +</b>	Logo recognition and website link on conference webpage, on slides show at conference and in 3 newsletters promoting conference. Includes 1 complimentary registration and trade show booth.
<b>Bronze</b> <b>\$500 +</b>	Logo recognition and website link on conference webpage and on slides show at conference.

**To confirm your sponsorship, contact Bluesette at 306-240-8044 or email**

**[bluesettecampbell@gmail.com](mailto:bluesettecampbell@gmail.com)**



# REQUEST FOR DECISION

---

SUBJECT:	<b>Prevention and Remediation of Weed Infestations</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 9, 2024	ACAO: RA	MANAGER: SK
DEPARTMENT:	AGRICULTURE	DIR: MH	PRESENTER: SK
STRATEGIC PLAN:	Governance	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – *Weed Control Act*

**Council Bylaw/Policy** (cite) – Policy 6303 Weed Control

---

## RECOMMENDED ACTION:

**MOTION:** That Council accept the report on “Prevention and Remediation of Weed Infestations” for information, as presented.

---

## BACKGROUND INFORMATION:

Rig mats as a potential source of regulated weed seed spreading to clean sites have been a concern for Greenview for several years. Within this concern is the recognition that rig mat cleaning facilities may pose a risk for the spread of regulated species.

On July 25<sup>th</sup>, 2023, Regular Council Meeting the following motion was made:

*MOTION: 23.07.417 Moved by: DEPUTY REEVE BILL SMITH*

*That Council directs Administration to investigate steps for remediation and prevention of weed spreading in the mat cleaning and storage yard in the industrial park in the Hamlet of Grovedale.*

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

*CARRIED*

A review of weed inspections of the property located at Plan 1321380, Block 2, Lot 1 (within NW 33-69-6 W6) dating back to 2012 reveals one report of infestation of Scentless Chamomile, Perennial Sow Thistle, and Canada Thistle in 2020. The occupant controlled the infestation and has been working with the department since that time to maintain control. To date, there have been no issues of non-compliance. In 2023, no weeds were noted at the location.

Water flow on the site was formerly controlled with 2 dugouts collecting run-off which have since been removed. Concerns with this change were brought forward within the discussion regarding the operation. Administration was asked if the operation followed the zoning, development permit, and all provisions of the Land Use Bylaw for the area. A thorough review was conducted, and it was concluded that the operation is fully compliant with all Greenview permits, zoning, bylaws and expectations of the location and operation type.

To date, there have been no signs of invasive plant spread evident in property weed reports dating back to 2012. To ascertain if the operation was introducing weed seeds from run-off to downstream areas and adjacent properties, Administration would continue to monitor for active infestation on the parcel, and along the path of the runoff. To date, this has not been observed. Administration will inform Council if the status of this location changes.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended action is that they will be aware of the current status related to this specific operation, based on the information provided in the report.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the option to provide additional guidance to Administration regarding this issue to ensure compliance with the *Weed Control Act*.

---

**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:**

Greenvue has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):** N/A



# REQUEST FOR DECISION

---

SUBJECT:	<b>Provincial Education Requisition Credit &amp; Designated Industrial Requisition Credit</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 9, 2024	ACAO: RA	MANAGER: CG
DEPARTMENT:	FINANCE	DIR: EK	PRESENTER: SW
STRATEGIC PLAN:	Governance	LEG: SS	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – In accordance with Section 437 of the Municipal Government Act

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council direct Administration to apply to the Province of Alberta for the Provincial Education Requisition Credit (PERC) in the amount of \$7,407.99 and the Designated Industrial Requisition Credit (DIRC) in the amount of \$115.82.**

---

## BACKGROUND/PROPOSAL:

Economic circumstances have resulted in some oil and gas companies going into receivership or bankruptcy and not paying property taxes. The Province has established two programs to assist municipalities where taxes related to requisitioned amounts cannot be collected from property owners.

The PERC program provides affected municipalities with a credit, equal to the provincial education requisition associated with taxable properties that are delinquent in payment of education property taxes. The term of PERC extends to the 2023 tax year and may be applied retroactively to the 2015 tax year.

The DIRC program provides affected municipalities with a credit, equal to the designated industrial requisition associated with taxable properties that are delinquent in payment of the requisition. The term of DIRC does not have an expiration date and can be applied retroactively to the 2018 tax year.

To qualify for the program, the property must be assessed to an oil and gas company that does not exist, cannot be located, or does not have the financial means to pay outstanding property taxes, thus may be undertaking receivership or bankruptcy proceedings. The property must be coded in ASSET as taxable and non-residential for the purpose of the education property tax requisition and the Municipality must have considered its options under section 437 of the Municipal Government Act to collect the property taxes owing.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Greenview will be eligible to apply for the PERC/DIRC program and be reimbursed for the education taxes and designated industrial

requisition taxes that have been submitted to the Province but have not been collected due to the downturn in the oil and gas industry.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative not to accept the recommended motion; however, Administration does not recommend this action as Greenview would not be eligible to apply for the PERC/DIRC program and would not be able to recoup the uncollected education and designated industrial requisition taxes that have been submitted to the Province.

Alternative Motion: That Council take no action in applying to the Province for the Provincial Education Requisition Credit (PERC) in the amount of \$7,407.99 or the Designated Industrial Requisition Credit in the amount of \$115.82.

---

**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 submit Council's Motion to the Tax Program in support of the PERC/DIRC application for reimbursement of the uncollected education property taxes and designated industrial program requisition for the qualified property.

---



ATTACHMENT(S):

- MGA s437
- Provincial Education Requisition Credit Guidelines
- Provincial Education Requisition Credit Application
- Property details 2023

incurred by the original municipality in connection with the tax recovery proceedings.

1998 c24 s40

### Regulations

**436.23** The Minister may make regulations

- (a) respecting the rights and obligations of a municipality in relation to its possession of a designated manufactured home under this Division;
- (b) respecting any other matter related to the recovery of taxes under this Division that the Minister considers necessary to carry out the intent of this Division.

1998 c24 s40

### Reporting requirements

**436.24(1)** Unless a municipality passes a bylaw to the contrary, the owner of a manufactured home community must provide monthly reports to the chief administrative officer or a designated officer of the municipality regarding

- (a) the ownership of all designated manufactured homes in the manufactured home community, including the serial numbers of the designated manufactured homes, and
- (b) the movement of all designated manufactured homes in and out of the manufactured home community.

**(2)** Despite subsection (1), a municipality may pass a bylaw requiring the owner of the manufactured home community to provide the reports required under subsection (1) to the municipality on the dates specified by the municipality, but not more than once a month.

1998 c24 s40

## Division 9 Recovery of Taxes Not Related to Land

### Definitions

**437** In this Division,

- (a) “distress warrant” means a written instruction to seize goods of the person named in the warrant;
- (b) “period for payment” means,
  - (i) in respect of tax imposed on linear property, machinery and equipment or property referred to in section

304(1)(f), the 120 days following the sending of the tax notice by the municipality, or

(ii) in respect of tax imposed on any other property,

(A) if the person liable to pay the tax is a resident of the municipality, the 14 days following the sending of the tax notice by the municipality, or

(B) if the person liable to pay the tax is not a resident of the municipality, the 30 days following the sending of the tax notice by the municipality;

(c) “tax” means

(i) a business tax,

(ii) a well drilling equipment tax,

(ii.1) a community aggregate payment levy, or

(iii) a property tax or community revitalization levy imposed in respect of property referred to in section 304(1)(c), (f), (g), (h), (i), (j)(i) or (k);

(d) “tax arrears” means taxes that remain unpaid after the expiry of the period for payment.

RSA 2000 cM-26 s437;2005 c14 s18;2021 c22 s7

#### **Methods of recovering taxes in arrears**

**438(1)** A municipality may attempt to recover tax arrears

(a) in accordance with this Division, and

(b) subject to subsection (2), in accordance with any other Act or common law right.

**(2)** A municipality may start an action under subsection (1)(b) at any time before the goods are sold at a public auction or the municipality becomes the owner of the goods under section 448, whichever occurs first.

1994 cM-26.1 s438

#### **Right to issue distress warrant**

**439(1)** A municipality wishing to recover tax arrears pursuant to this Division may issue a distress warrant.

**(2)** Each municipality may, in writing, authorize a designated officer or appoint a person to the position of designated officer to



# Property tax credit guidelines

Provincial Education Requisition Credit  
Designated Industrial Requisition Credit



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## 1) Guidelines

These guidelines will assist municipalities in applying to the:

Provincial Education Requisition Credit (PERC) for uncollectable Education Property Taxes on oil and gas properties and; Designated Industrial Requisition Credit (DIRC) for any uncollectable Designated Industrial (DI) Property Tax Requisition.

## 2) Program objective and term

With the downturn in the energy industry in recent years, municipalities are finding it increasingly difficult to collect property taxes, often due to insolvency or receivership of oil and gas and other industrial properties.

The province has established two programs to assist municipalities where taxes related to requisitioned amounts cannot be collected from property owners.

The PERC program provides affected municipalities with a credit, equal to the provincial education requisition associated with taxable properties that are delinquent in payment of education property taxes. The term of PERC extends to the 2023 tax year and may be applied retroactively to the 2015 tax year.

Additionally, the total education property tax credits provided to municipalities for the purpose of uncollectable education property taxes on delinquent oil and gas properties will be no more than \$30 million for the 2021/22 application intake year and \$15 million each year for the 2022/23 and 2023/24 application intake years (pending annual budget approval).

The DIRC program provides affected municipalities with a credit, equal to the DI Property Tax Requisition associated with taxable properties that are delinquent in payment of the requisition. The term of DIRC does not have an expiration date and can be applied retroactively to the 2018 tax year.

If the total Designated Industrial property tax requisition is less than \$1000 for 2020 and subsequent tax years, there will be no requirement to remit the amount collected to the province. As such, no application for a reduction/cancellation will be accepted for any municipality with a DI property requisition under the \$1000 threshold.

If the total Designated Industrial property tax requisition is less than \$50 for 2019, there will be no requirement to remit the amount collected to the province. As such, no application for a reduction/cancellation will be accepted for any municipality with a DI property requisition under the \$50 threshold. There was no threshold for the 2018 DI property requisition.

## 3) Key dates

Activity	Timeline
PERC & DIRC Application Intake	Application due to Municipal Affairs by January 15th, for the previous year(s) uncollectable taxes.
Receipt of Credit	If your application is successful, a credit will be applied to your next ASFF invoice (PERC) and to your following year's requisition notice for DI properties (DIRC).

## 4) Contact

If you have any PERC questions, call a program advisor at 780-422-7125 (toll-free 310-0000), or email [TaxProgramDelivery@gov.ab.ca](mailto:TaxProgramDelivery@gov.ab.ca). For DIRC questions, call 780-422-1377 (toll free 310-0000) or email [ma.asbcia.asmt@gov.ab.ca](mailto:ma.asbcia.asmt@gov.ab.ca).

## 5) Submission method

Signed application forms and supporting documentation must be submitted by email to [TaxProgramDelivery@gov.ab.ca](mailto:TaxProgramDelivery@gov.ab.ca).

## 6) Eligibility requirements

### 6.1) Eligible applicants

All municipalities in Alberta are eligible applicants. For program purposes, an eligible applicant includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, or the Townsite of Redwood Meadows Administration Society.

### 6.2) Eligible properties

Municipalities are eligible to apply to PERC for uncollectable education property taxes related to the following types of properties:

- The property is an oil and gas property assessed to a company that does not exist, cannot be located or does not have the financial means to pay outstanding property taxes owing to the municipality due to significant amounts of debt (and therefore may be undertaking receivership or bankruptcy proceedings).
- The property is coded in ASSET as taxable and non-residential for the purpose of the education property tax requisition. (Education property tax is levied on specific properties, and not others. For example, education property tax is not levied on machinery and equipment.)
- The property may be subject to a tax agreement where the property tax payer has defaulted on repayment of the tax agreement.

Municipalities are eligible to apply to DIRC for uncollectable DI Property Tax Requisitions related to the following types of properties:

- The DI property is assessed to a company that does not exist, cannot be located or does not have the financial means to pay outstanding property taxes owing to the municipality due to significant amounts of debt (and therefore may be undertaking receivership or bankruptcy proceedings).
- The property is taxable for the purpose of the DI Property Tax Requisition.

### 6.3) Ineligible properties

Aside from the properties described in 6.2, taxes levied against all other properties are excluded from PERC eligibility. Examples include:

- Properties owned by insolvent companies outside the oil and gas industry
- Residential properties
- Farmland
- Vacant non-residential land as the Municipal Government Act provides municipalities with other options for recovering unpaid taxes on such lands.
- Properties that are subject to a tax agreement where property taxes have been either cancelled or deferred and the tax agreement is in good standing.

Aside from the properties described in 6.2, taxes levied against all other properties are excluded from DIRC eligibility. Examples include:

- Properties owned by insolvent companies that are not DI property and the DI Property Tax Requisition was not applied.



## 7) Application and review process

### 7.1) Submission to Municipal Affairs and review of applications

- Your submission must include a completed application form and supporting documents submitted by email to Municipal Affairs (MA) for processing.
  - The application form is available online under Provincial Education Requisition Credit: <https://www.alberta.ca/provincial-education-requisition-credit.aspx>.
  - The application form requires you to provide detailed information on each property and to certify that the information provided is correct.
- Supporting documentation to be attached with the application include:
  - If the property tax has been expensed as bad debt, a motion from council confirming this.
  - If the property tax has not been expensed as bad debt, a motion from council confirming submission of the PERC application.

## 8) Provincial credit process and municipal document retention

### 8.1) Credits

PERC credits to municipalities will be reflected on a future education property tax requisition invoice and DIRC credits will be reflected in the following year's DI Property Tax Requisition.

Applying for PERC credits does not affect the quarterly remittance of the education property tax requisition by your municipality.

### 8.2) Future tax recovery

In cases where the unpaid taxes have not been written off, the municipality will be required to report the status of tax recovery on an annual basis.

If the uncollectable taxes are eventually recovered in whole or in part, this must be reported to MA and the recovered amounts must be remitted to the ASFF (PERC) or MA/Provincial Assessor (DIRC).

Please contact a Municipal Affairs program advisor at [TaxProgramDelivery@gov.ab.ca](mailto:TaxProgramDelivery@gov.ab.ca) if this is the case.

### 8.3) Document retention

Any documentation related to your application should be retained for three years after submitting your application as they may be requested by Municipal Affairs in the future. This may include a journal entry showing an expense of bad debt, tax notices and documents related to attempted tax recovery.

## 9) 2019 Shallow gas tax relief initiative (SGTRI)

### 9.1) SGTRI and DIRC

All properties for which a SGTRI credit was received are eligible for an unadjusted DIRC credit.

### 9.2) SGTRI and PERC

If property taxes owing on a qualifying property under the SGTRI are subsequently cancelled for the purposes of the PERC program, an adjusted PERC claim may be processed.

SGTRI uses the mechanism of the education property tax requisition process to provide a credit for 35 per cent of the total property taxes owing on qualifying properties for municipalities with qualifying properties. This ensures the affected municipalities are credited for the total amount of tax relief they provided to the qualifying properties. A subsequent PERC claim on a SGTRI qualifying property would provide a credit equal to the provincial education property tax requisition less the

SGTRI credit. Where a SGTRI credit is greater than or equal to the municipality's education property tax requisition, there would be no PERC claim remaining. The following two examples are provided to illustrate this.

### Property 1

Property 1 receives \$630 in tax relief through SGTRI. If the property meets the program parameters of PERC, it would be eligible for the remaining education property taxes.

Municipal Tax	\$1000
Education Tax	\$800
Total	\$1800
SGTRI Credit (35 per cent of total)	\$630
Municipal tax remaining	\$1000
Education tax remaining	\$170
Potential PERC Claim	\$170

### Property 2

Property 2 receives \$525 in tax relief through SGTRI. If the property meets the program parameters of PERC, it would be eligible for the remaining education property taxes.

Municipal Tax	\$1000
Education Tax	\$500
Total	\$1500
SGTRI Credit (35 per cent of total)	\$525
Municipal tax remaining	\$1000
Education tax remaining	\$ (25)
Potential PERC Claim	\$0

For more information on the SGTRI, please visit <https://www.alberta.ca/shallow-gas-tax-relief.aspx>.

# Provincial Education Requisition Credit (PERC) for Uncollectable Education Property Taxes on Oil and Gas Properties and Designated Industrial Requisition Credit (DIRC)

for any Uncollectable Designated Industrial Property Tax Requisition

## Application Form

### Municipality

### Program Details

In any fiscal year, the total PERC provided to municipalities for the purpose of uncollectable education property taxes on delinquent oil and gas properties will be no more than \$30 million for the 2021 tax year and \$15 million for each of the 2022 and 2023 tax years.

As part of your PERC/DIRC application, remember to submit all supporting documentation, including:

- the Property Details Form, saved as an Excel document;
- a motion from council:
  - confirming that the municipal and education property taxes associated with these properties has been expensed as a bad debt or;
  - confirming that council acknowledges submission of a PERC application.

### Summary of Uncollectable Property Tax

Total Education Property Tax Eligible for PERC:

(Less) Amount Collected:

**Total Provincial Education Requisition Credit:**

Total Designated Industrial Requisition Tax Amount:

(Less) Amount Collected:

**Total Designated Industrial Requisition Credit:**

### Prepared by

Shelly Wiebe

Print Name

+1 (780) 524-6083

Telephone Number

Taxation / Assessment Coordinator & Reception Supervisor

Title

shelly.wiebe@mdgreenview.ab.ca

Email

**Provincial Education Requisition Credit (PERC)**  
*for Uncollectable Education Property Taxes on Oil and Gas Properties and*  
**Designated Industrial Requisition Credit (DIRC)**  
*for any Uncollectable Designated Industrial Property Tax Requisition*  
**Application Form**

**Certification**

☒ I certify that the information contained in this application form is correct in accordance with the PERC & DIRC guidelines; that my municipality has determined the collection of education property taxes and/or Designated Industrial Property Tax Requisition on these roll numbers to be doubtful and, that if uncollectable taxes are eventually recovered in whole or in part, this must be reported to Municipal Affairs and the recovered amounts must be remitted to the ASFF (PERC) or Municipal Affairs/Provincial Assessor (DIRC).

Stacey Wabick

Printed Name

+1 (780) 524-7600

Telephone Number

Signature of Chief Administrative Officer

Date of Signature

**Return Completed Form by January 15**

Submit the signed application, including all supporting documentation to: [TaxProgramDelivery@gov.ab.ca](mailto:TaxProgramDelivery@gov.ab.ca).

If you have any questions regarding this form or PERC, please contact an advisor by calling 780-422-7125 (toll free dial 310-0000 first).  
 For DIRC questions, call 780-422-1377 (toll free dial 310-0000 first).

Save a Copy

Submit by Email

Print a Copy

Reset All Fields

**Legal Statement**

The personal information that is being collected on this form or on any attachments is required to administer the Provincial Education Requisition Credit for Uncollectable Requisitions on Oil and Gas Properties and the Designated Industrial Requisition Credit for any Uncollectable Designated Industrial Property Tax Requisition programs. The collection is authorized under section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions of the Act. The name of your municipality and any credit provided under this program may be published on the ministry's website. Should you have any questions about the collection, use or disclosure of this information, please contact the Tax Programs and Assessment Audit Unit at 780-422-7125, toll free by first dialing 310-0000, or by email at [TaxProgramDelivery@gov.ab.ca](mailto:TaxProgramDelivery@gov.ab.ca).



# REQUEST FOR DECISION

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SUBJECT:	<b>Tonne/KM Gravel Hauling Rates Review and Tendering Stockpiling</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 9, 2024	ACAO: RA	MANAGER: JF
DEPARTMENT:	OPERATIONS	DIR: RA	PRESENTER: JF
STRATEGIC PLAN:	Governance	LEG: SS	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 4004 – Equipment Contractors Registry

---

## RECOMMENDED ACTION:

**MOTION: That Council direct Administration to maintain tonne/km rates at \$0.20 per tonne/km with a \$1.00 basic loading factor in all areas except for \$0.22 per tonne/km with a \$1.00 basic loading factor on the Forestry Trunk Road, to be reviewed at the first Council meeting in November 2024.**

---

## BACKGROUND/PROPOSAL:

At the October 10, 2023, Regular Council Meeting, Council reviewed and subsequently directed Administration to maintain the current tonne/km rates as per Motion 23.10.515 (see attached list of Motions) to be reviewed at the first Council meeting in January 2024.

Corresponding with the first implementation of the fuel surcharge on Greenview's hourly contractor rates on July 12, 2022, Council also directed Administration to increase tonne/km haul rates by 3 cents, resulting in the current rates of \$0.20 per tonne/km with a \$1.00 basic loading factor in all areas except for \$0.22 per tonne/km with a \$1.00 basic loading factor on the Forestry Trunk Road. The basic loading factor (BLF) is a payment made per loaded tonne for consideration that, while efforts are made to keep operations running smoothly through a gravel pit or loading site, there are instances where trucks may be required to wait in turn to be loaded. The BLF is only utilized when payment is made by a tonne/km calculation. As per Council's Motion 22.06.304 made on June 14, 2022, only stockpiling gravel hauls with haul distances greater than 60 Km are paid by tonne/km calculations.

Without factoring in the Basic Loading Factor, for a truck hauling 34 tonnes, a one cent change to rates is a \$34.00 increase or decrease over 100Km distance of loaded hauling. If a truck hauls 5 loads/day during a stockpiling project at this distance, a \$0.01 increase or decrease amounts to \$170.00/day.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. A benefit of Council accepting the recommended motion is there will be consistent tonne/km rates going through the 2024 construction season, with a review in November prior to compiling the EOI package for the 2024/2025 season.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to increase or decrease the tonne/km rates within the recommended motion. However, Administration doesn't recommend this as current rates are competitive. If Council chooses to change rates, Administration has drafted the following motion as an alternative for Council's consideration:

ALTERNATIVE MOTION: That Council direct Administration to increase/decrease tonne/km rates to \$0. \_\_ per tonne/km with a \$1.00 basic loading factor in all areas except for \$0. \_\_ per tonne/km with a \$1.00 basic loading factor on the Forestry Trunk Road, to be reviewed at the first Council meeting in November 2024.

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#### FINANCIAL IMPLICATION:

**Direct Costs:** There are no direct costs associated with maintaining the tonne/km haul rate at this time.

**Ongoing / Future Costs:** Future stockpiling work will be budgeted accordingly.

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#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

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

Inform

#### **PUBLIC PARTICIPATION GOAL**

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

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

Inform - We will keep you informed.

---

#### FOLLOW UP ACTIONS:

Should Council pass the recommended motion, Administration will bring rates back to Council in November for review.

Should Council choose to change tonne/km rates, Administration will email a letter to EOI Contractors to inform of Council's decision.

ATTACHMENT(S):

- Motions regarding ARHCA Fuel Surcharge 2022 & 2023
- Fuel Price Tracking



# MUNICIPAL DISTRICT OF GREENVIEW

## 2022 – 2023 Motions Re: ARHCA, Fuel Cost Adjustments, and Stockpiling Rates

**June 14, 2022: MOTION: 22.06.304** Moved by: COUNCILLOR WINSTON DELORME

That Council direct Administration when hiring gravel hauling contractors through the Equipment Contractors Registry, stockpiling projects with haul distances of 60.0 Km or less be calculated at an hourly rate, while stockpiling projects with haul distances of greater than 60 Km be calculated at a tonne/km rate.

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

CARRIED

**July 12, 2022: MOTION: 22.07.422** Moved by: COUNCILLOR JENNIFER SCOTT

That Council adjust Greenview's Expression of Interest to follow 60% of the ARHCA addendum to 2022 rental guide fuel prices in construction and enforce price increase of 3 cents per tonne/km with a review date at the first council meeting in October 2022, effective as of July 13, 2022.

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

Against: Councillor Burton

CARRIED

**October 11, 2022: MOTION: 22.10.572** Moved by: COUNCILLOR WINSTON DELORME

That Council review the implementation of the 2022 Alberta Roadbuilders and Heavy Construction Association's (ARHCA) Rental Rate Guide as it pertains to Greenview's Expression of Interest Program.

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

CARRIED

**October 11, 2022: MOTION: 22.10.573** Moved by: DEPUTY REEVE BILL SMITH

That Council direct Administration to continue to follow the Alberta Roadbuilders and Heavy Construction Association's addendum to the 2022 rental guide fuel prices in construction at 60% of and enforce a price increase of 3 cents per tonne/km haul with a review date at the first council meeting in February 2023.

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

Against: Councillor Dale Smith

CARRIED

**February 14, 2023: MOTION: 23.02.75** Moved by: COUNCILLOR WINSTON DELORME

That Council review the implementation of the 2022 Alberta Roadbuilders and Heavy Construction Associations (ARHCA) rental Rate Guide as it pertains to Greenview's Expression of Interest Program.

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

ABSENT: Councillor Schlieff

CARRIED

**February 14, 2023: MOTION: 23.02.76** Moved by: COUNCILLOR TOM BURTON

That Council direct Administration to continue to pay 60% of the cost recovery fuel surcharge in the Alberta Roadbuilders and Heavy Construction Association's June 14, 2022, addendum to the 2022 Rental Rate Guide to be reviewed at the first Council meeting in April 2023.

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

CARRIED



**February 14, 2023: MOTION: 23.02.77** Moved by: COUNCILLOR JENNIFER SCOTT

That Council direct Administration to maintain tonne/km rates at \$0.20 per tonne/km with a \$1.00 basic loading factor in all areas except for \$0.22 per tonne/km with a \$1.00 basic loading factor on the Forestry Truck Road to be reviewed at the first Council meeting in April 2023.

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

ABSENT: Deputy Reeve Bill Smith

CARRIED

**April 11, 2023, ARCHA Recovery Charge MOTION: 23.04.213** Moved by: COUNCILLOR JENNIFER SCOTT

That Council review the implementation of the 2022 Alberta Roadbuilders and Heavy Construction Association's (ARHCA) Rental Rate Guide as it pertains to Greenview's Expression of Interest Program.

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

CARRIED

**April 11, 2023, MOTION: 23.04.214** Moved by: COUNCILLOR JENNIFER SCOTT

That Council direct Administration to pay 40% of the cost recovery fuel surcharge, effective Monday April 17, 2023, in The Alberta Roadbuilders and Heavy Construction Association's June 14, 2022, addendum to the 2022 Rental Rate Guide to be reviewed at the first Council meeting in July 2023.

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

AGAINST: Councillor Dale Smith

CARRIED

**April 11, 2023: MOTION: 23.04.215** Moved by: COUNCILLOR JENNIFER SCOTT

That Council direct Administration to maintain tonne/km rates at \$0.20 per tonne/km with a \$1.00 basic loading factor in all areas except for \$0.22 per tonne/km with a \$1.00 basic loading factor on the Forestry Trunk Road to be reviewed at the first Council meeting in July 2023

FOR: Councillor Didow, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton

AGAINST: Councillor Dale Smith, Deputy Reeve Bill Smith, Councillor Berry, Reeve Olsen

CARRIED

**July 11, 2023: MOTION: 23.07.385** Moved by: COUNCILLOR JENNIFER SCOTT

That Council review the implementation of the 2022 Alberta Roadbuilders and Heavy Construction Association's (ARHCA) Rental Rate Guide as it pertains to Greenview's Expression of Interest Program.

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

CARRIED

**July 11, 2023: MOTION: 23.07.386** Moved by: COUNCILLOR SALLY ROSSON

That Council direct Administration to continue to pay 40% of the cost recovery fuel surcharge in The Alberta Roadbuilders and Heavy Construction Association's June 14, 2022, addendum to the 2022 Rental Rate Guide to be reviewed at the first Council meeting in October 2023.

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

**July 11, 2023: MOTION: 23.07.387** Moved by: COUNCILLOR JENNIFER SCOTT

That Council direct Administration to maintain tonne/km rates at \$0.20 per tonne/km with a \$1.00 basic loading factor in all areas except for \$0.22 per tonne/km with a \$1.00 basic loading factor on the Forestry Trunk Road to be reviewed at the first Council meeting in October 2023.

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

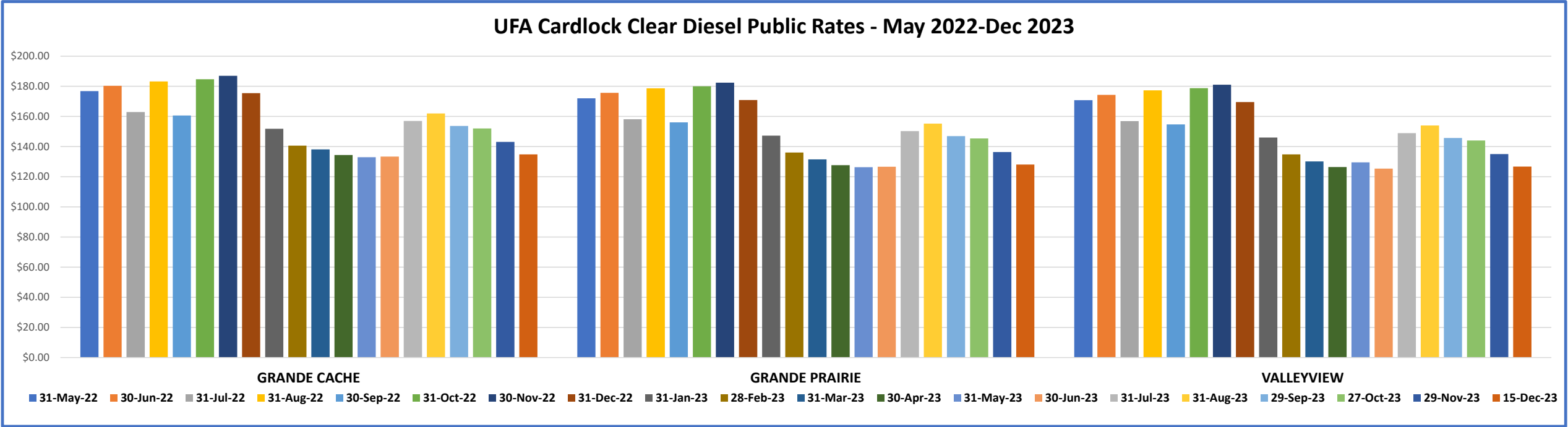
**October 10, 2023: MOTION: 23.10.515** Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council direct Administration to maintain tonne/km rates at \$0.20 per tonne/km with a \$1.00 basic loading factor in all areas except for \$0.22 per tonne/km with a \$1.00 basic loading factor on the Forestry Trunk Road to be reviewed at the first Council meeting in January 2024.

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

CARRIED

"



Prices shown include applicable fuel taxes, but exclude GST / PST

	31-May-22	30-Jun-22	31-Jul-22	31-Aug-22	30-Sep-22	31-Oct-22	30-Nov-22	31-Dec-22	31-Jan-23	28-Feb-23	31-Mar-23	30-Apr-23	31-May-23	30-Jun-23	31-Jul-23	31-Aug-23	29-Sep-23	27-Oct-23	29-Nov-23	15-Dec-23
Grande Cache	\$ 176.79	\$ 180.39	\$ 162.89	\$ 183.29	\$ 160.69	\$ 184.69	\$ 186.99	\$ 175.49	\$ 151.89	\$ 140.69	\$ 138.19	\$ 134.39	\$ 132.99	\$ 133.39	\$ 156.99	\$ 161.99	\$ 153.69	\$ 152.09	\$ 143.09	\$ 134.79
Grande Prairie	\$ 172.09	\$ 175.69	\$ 158.19	\$ 178.69	\$ 156.09	\$ 180.09	\$ 182.39	\$ 170.89	\$ 147.29	\$ 136.09	\$ 131.49	\$ 127.69	\$ 126.29	\$ 126.69	\$ 150.29	\$ 155.29	\$ 146.99	\$ 145.39	\$ 136.39	\$ 128.09
Valleyview	\$ 170.79	\$ 174.39	\$ 156.89	\$ 177.39	\$ 154.79	\$ 178.79	\$ 181.09	\$ 169.59	\$ 145.99	\$ 134.79	\$ 130.19	\$ 126.39	\$ 129.59	\$ 125.39	\$ 148.99	\$ 153.99	\$ 145.69	\$ 144.09	\$ 135.09	\$ 126.79

Average Price decrease between May 2022 and December 2023

Grande Cache	42%
Grande Prairie	44%
Valleyview	44%
Total:	43.33%



# REQUEST FOR DECISION

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SUBJECT:	<b>Greenview Branded Clothing and Merchandise Distribution Policy</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 9, 2024	ACAO: RA	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER: WH
STRATEGIC PLAN:	Governance	LEG:	

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION:** That Council direct Administration to develop a policy for the distribution of Greenview branded clothing to Council, and Greenview branded merchandise to events through Council.

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## BACKGROUND/PROPOSAL:

At the November 28, 2023, Regular Council Meeting, Councillor Ratzlaff made the following Notice of Motion:

*“Councillor Ryan Ratzlaff made a Notice of Motion that Council direct administration to develop a policy for the distribution of Greenview branded clothing to Council and Greenview branded merchandise to events through Council.”*

When a Notice of Motion is made there is no discussion. By bringing this motion back for resolution, it allows for discussion and Council can make an informed decision as to whether they would like to move forward on this matter.

Currently, when a Councillor purchases Greenview clothing it is charged to the 6025 promotional line item within Council budget and is also tagged with that Council members job identification code. This allows for tracking of expenses to each individual Councillor at anytime. When a Council member requires a gift basket for an event this request is run through our Community Services coordinator and is tracked and reported to Council on the monthly managers reports. This expense is run through the Sponsorships budget for that year, but is not directly tracked to Council, or an individual Councillor.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommend motion is that a policy will establish clear guidelines for the disbursement of Greenview merchandise and clothing for Councillor use and Councillor events.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may choose to continue status quo with the tracking and disbursement of Greenview merchandise.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion. It may just change the way we currently budget and track items.

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STAFFING IMPLICATION:

It will take staffing time to develop the policy.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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FOLLOW UP ACTIONS:

Administration will move forward with developing the policy if that is how Council wishes to proceed.

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ATTACHMENT(S):

- N/A



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Department:** CAO Services

**Submitted by:** Stacey Wabick, CAO

**Date:** 1/3/2024

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The month of December was predominantly focused on wrapping up loose ends before the holiday break and ensuring a smooth transition into the new year.

One highlight was a lunch meeting with CAO Milne from Fox Creek. The discussion primarily revolved around exploring opportunities for Community Peace Officer (CPO) assistance and enhancing first responder response capabilities in remote industrial areas. This conversation was the first of likely many on these topics as we look to ensure service levels are consistent throughout Greenview.

To streamline communication and ensure alignment, we initiated bi-weekly phone calls with our Alberta Counsel representative. These calls aim to keep all stakeholders on the same page and maximize the benefits outlined in our contract for the upcoming year (2024).

Early December was a check-in meeting with Kyle Reiling, the Executive Director of the Greenview Industrial Gateway (GIG). Exciting projects are in the pipeline, and these will be presented to Council over the next few meetings for consideration. These projects hold potential for the Greenview Industrial Gateway and we are looking forward to bringing them in front of Council.

Greenview has obtained a Memorandum of Agreement from the Province for the HWY 666 and 700 swap. This document is currently with our legal team for review and will be coming for Council review in the coming weeks.

Senior Leadership held a townhall on December 13 to update staff on some key projects that are currently ongoing in Greenview, as well as thank everyone for their time and effort that went into budget, and as always answer any questions that staff have for the SLT team.

We look forward to moving forward into the New Year and to continue to make strides with impactful initiatives and positive collaboration.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Department:** Community Services

**Submitted by:** Michelle Honeyman, Director

**Date:** 1/9/2024

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### **Director of Community Services, Michelle Honeyman**

#### **Culture, Social & Emergency Services-Goal 2-Enhance communication to our public.**

The Grande Cache cemetery signs have been installed in each direction on Highway 40 to better identify the location of the cemetery for the public.

Administration met with the Valleyview & District Agricultural Society to discuss the situation of the current building, provide a possible grant opportunity to remediate the current arena and discuss additional information required before Administration presents the funding requests to Council. Administration will continue to work with the Valleyview & District Agricultural Society and anticipates having the additional information by February and has recommended the Ag Society present its business plan for the new facility at a Committee of the Whole meeting in the first quarter of 2024.

Administration assisted the Grovedale Cemetery Committee in applying for the building permit for their new storage building project that will be completed in 2024.

Administration met with the Sweathouse Community Hall Committee along with Fire Chief Wayne Brown to discuss the fire inspection report completed in November.

Administration is working closely with Suncrest Memorials and the Sunset House Cemetery Committee to rectify the alterations of the crosses at the Sunset House Cemetery.

### **Agricultural Services Manager, Sheila Kaus**

#### **Governance- Goal 2: Provide Quality Municipal Services**

#### **Economy- Goal 1: Maintain Fiscal Responsibility**

Agricultural Services worked with Operations and Facilities Maintenance, repurposing a current single cab 2-ton as a sanding truck for winter, but with the hitch deck under the sanding apparatus, maintaining the hauling capacity in the single cab enjoyed by three departments in summer. The crew cab 2-ton truck previously used for hauling was fitted with the small capacity spray system. This collaboration allowed Agricultural Services to manage current mileage, provide

seasonal staff with a truck cab large enough to carry the required personal protective equipment and maintain the hauling capabilities previously enjoyed with the crew cab two-ton. An additional scheduled replacement of a 20-year-old quad for spraying small areas was eliminated through collaboration with the Outdoor Recreation department.

## Economy- Goal 2; Create a Diverse Economy

### Problem Wildlife Work Orders

File Status	Beaver- MD	Beaver- Ratepayer	Customer Service	Predation	Totals
In Queue	-	-	-	-	
Open	0	3	2	5	8
Closed	54	29	33	27	141
<b>TOTALS</b>	<b>54</b>	<b>32</b>	<b>35</b>	<b>32</b>	<b>153</b>

The “Squeal On Pigs” awareness campaign to increase reporting on wild boar sightings is being targeted at utility, forestry and energy workers. This program is set to kick off in the new year. The Communications department developed a sticker that allows workers to call up EDD Maps for quick reporting through a small QR code, and the sticker incorporates the provincial email where pictures can be sent.

This campaign is being coordinated between Greenview, Woodlands County and Yellowhead County, with the MD of Lesser Slave River having expressed interest, as well as Big Lakes County. To facilitate more municipalities joining, Communications ensured that other municipalities would be able to order the same stickers.

Problem Wildlife has been working with Alberta Agriculture and Irrigation at an active Wild Boar site in a County in the Northwest region of Alberta. This provides valuable insight into the pests’ behaviors for Greenview staff, as well as allowing a trial run of the trapping system. With the training and experience Greenview has invested in the problem wildlife team, we are positioned to take a leading role on the wild boar file moving forward.

### VSI Quarterly Reports and Service Breakdown – 2023

Veterinary Services Incorporated (VSI) encourages livestock producers to access veterinary care and maintain herd health, protecting the economic viability of their livestock operation. Due to the strong totals of the previous three quarters, Administration is anticipating a budgetary adjustment being required in the spring of 2024.

	# Services	2023	2022	+/- (%)	2021
<b>Total 1<sup>st</sup> Quarter</b>	80	\$22,540.38	\$17,268.52	+30.01%	\$19,269.77
<b>Total 2<sup>nd</sup> Quarter</b>	190	\$41,281.84	\$33,563.50	+23.00%	\$33,953.33
<b>Total 3<sup>rd</sup> Quarter</b>	69	\$11,534.28	\$6,361.23	+81.00%	\$ 8,382.80
<b>Total 4<sup>th</sup> Quarter</b>			\$41,106.15		\$40,995.55
<b>2023 Claims</b>	<b>339</b>	<b>\$75,266.50</b>	<b>\$98,299.40</b>	<b>+32.00%</b>	<b>\$102,601.45</b>

Preg Checks: 3,562  
Semen Testing: 739  
C-Sections: 23  
Exams: 36

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 831 rental days up to December 18th, 2023. Rentals have begun to taper off. Assessment of the current fleet for repairs has been ongoing, with special attention being planned for the heavy harrows. While the budget included the replacement of the valmar attachments on both models, it has since been discovered the Valleyview Harrows may require a complete change out of the hosing before spring rentals. Administration will keep Council apprised.

Extension and outreach planning continues for 2024. The Shelterbelt program is anticipating the start of ordering on



January 2nd, with a Shelterbelt planning workshop to coincide with the planting season.

## **Protective Services Manager, Wayne Brown**

### **Culture, Social & Emergency Services**

#### **Administration:**

Regional Fire Chief (RFC) is working with the Red Apple management on the relocation of their store to the mall. They may close off access into the mall from the Red Apple space which could cause exiting issues for the space. Regional Fire Chief conducted a fire inspection on December 12, 2023, and discovered fire code issues with the space. RFC has contacted AB Safety Codes to discuss the issues.

Regional Fire Chief and STN 31-Deputy Fire Chief met with AB Environment Investigating Officer on December 4, 2023, to provide witness statements and photographs regarding a large tire fire that had occurred in DeBolt on November 1, 2023. AB Environment Investigating Officer has contacted the owner.

The Fire Ban for the Non-Forest Protection areas within Greenview was in effect for the end of this month.

On November 27, Regional Fire Chief met with the Family and Community Support Services (FCSS) Manager, the Construction & Engineering Manager and the Legislative Services Officer to begin the development of an Emergency Finance Policy.

The Regional Fire Chief presented an overview of the 2023 Wildfires to all Managers on November 30, 2023.

On December 11, Greenview Fire-Rescue Services, Fox Creek Fire Department and Valleyview Fire Department transitioned to full AFFRCS. As expected, there were some minor technical issues, Critical Communications, GP 911 and STN 31-DeBolt Deputy Fire Chief are working on the issues.

The Emergency Advisory Committee (EAC) was held on December 11, 2023, Councilor Barry was re-elected as Chairperson and Regional Fire Chief (DEM) presented the 2023 Wildfire After Action Report to EAC. The committee had several recommendations that will be included in the report going forward.

#### **Emergency Response Call Volumes:**

##### **Emergency Incidents**

November 28 to December 19, 2023

	STN 31	STN 32	STN 33
Emergency Response	4	4	3
Medical Co-Response	4	4	9

Of the total 11 Emergency Responses:

- 8 - Motor Vehicle Collisions
- 1 – Gas Leak
- 1 – Structure Fire
- 1 - Outside Fire

Fire Crews – stood down one time for Emergency Response and five times for Medical Co-Responses.

### **Community Outreach:**

STN 31-DEBOLT concluded its fourth annual food drive, marking this year as the most successful in terms of both food and toy contributions, with cash donations nearing \$3000.00. All donations, including food and proceeds, are dedicated to supporting the DeBolt Food Bank.

On December 12, STN 32-Grovedale had a very successful food drive with the Veterans Association. Total for cash donations was \$3200.00 along with all the food and a toy collected.

Candy Cane Check Stop was on December 15, 2023. RCMP Rural, Greenview Enforcement and STN32-Grovedale firefighters participated and stopped around 500 vehicles.

### **Fire Station Update:**

#### **STN 33 – Grande Cache**

STN 33 – Grande Cache Partnered with Royal Canadian Mounted Police (RCMP), Emergency Medical Service (EMS), Fish and Wildlife, Corrections Canada, ATCO Power, and APEX Gas for the fourth annual First Responders Parade. It was a huge success with over 15 vehicles in the parade. (See photos 1 and 2 below)

Photo 1



Photo 2



**Enforcement Manager, George Ferraby**

**Culture, Social & Emergency Services**

**November 28<sup>th</sup> to December 19, 2023**

Enforcement Services along with Grande Cache RCMP issued a clean-up order on an unsightly property in Grande Cache.

CPO GUTIERREZ completed his Dangerous Goods Inspector Course. He is now certified as a Dangerous Goods Inspector by the Province.

Enforcement Services along with the Grande Prairie RCMP are continuing to conduct weekly joint force operations for speeding just South of the Wapiti River on Hwy 40. Enforcement Services has targeted this area due to the volume of complaints received from motorists.

Enforcement Services worked with FCSS staff in Grande Cache trying to assist a homeless person so they could return home to the East Coast in time for Christmas.

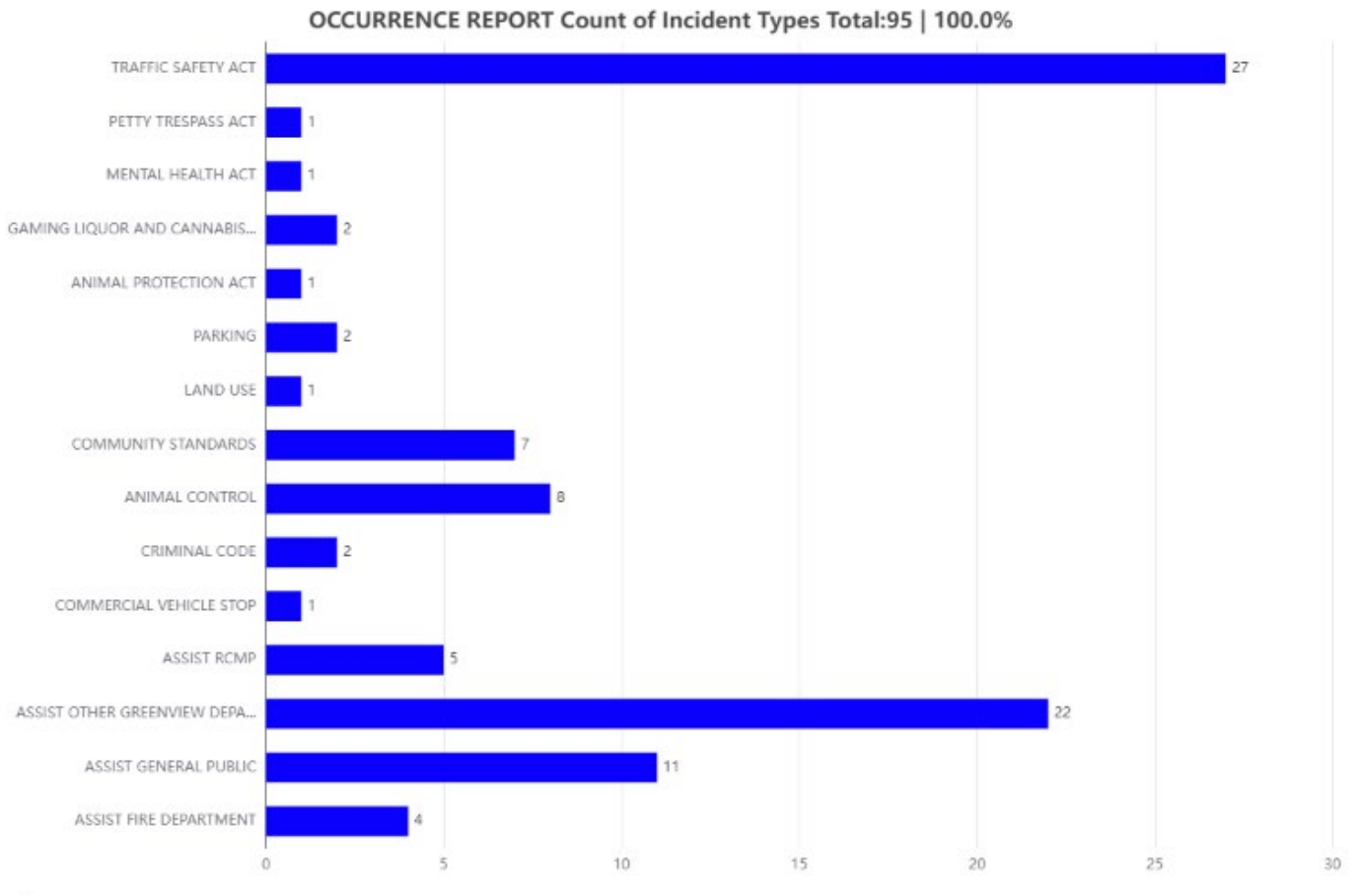
Peace Officers continue to monitor traffic at the Ridgevalley School after numerous complaints of students stunting, drinking, and smoking cannabis during lunch hours. There were several warnings issued and a couple of charges were laid.

Warnings have been issued for Farmers hauling hay bails overloaded on their trucks in the Valleyview area.

Members attended the 1<sup>st</sup> Responders Christmas Parade and Candy Cane Check Stop in Grande Cache, The Candy Cane Check Stop in Grovedale and Valleyview, the Food Bank Drive in Grovedale and the Christmas Parade in Valleyview.

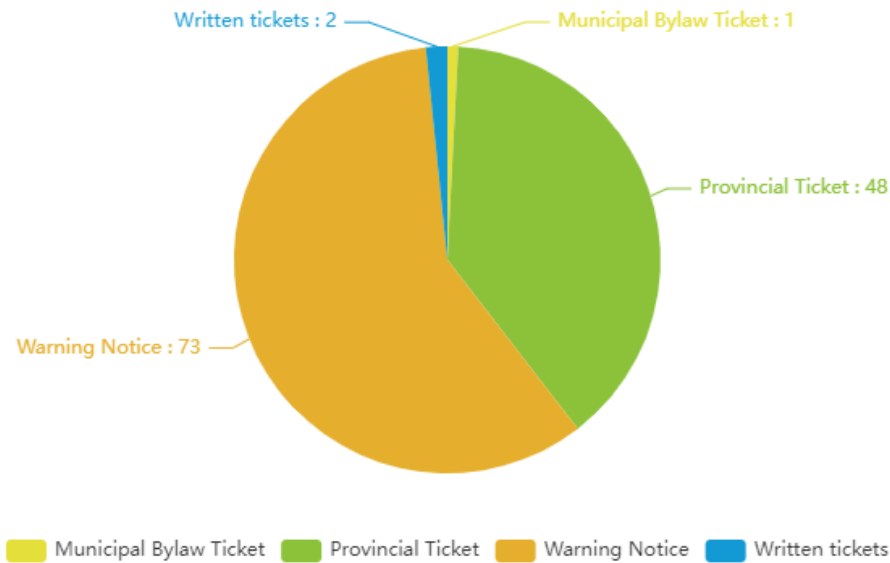
During the period of November 28<sup>th</sup>, 2023, to December 19<sup>th</sup>, 2023, Enforcement Services attended 95 calls for service including 20 bylaw calls. Officers issued 51 Violation Tickets and issued 73 warnings.

**Stats:**



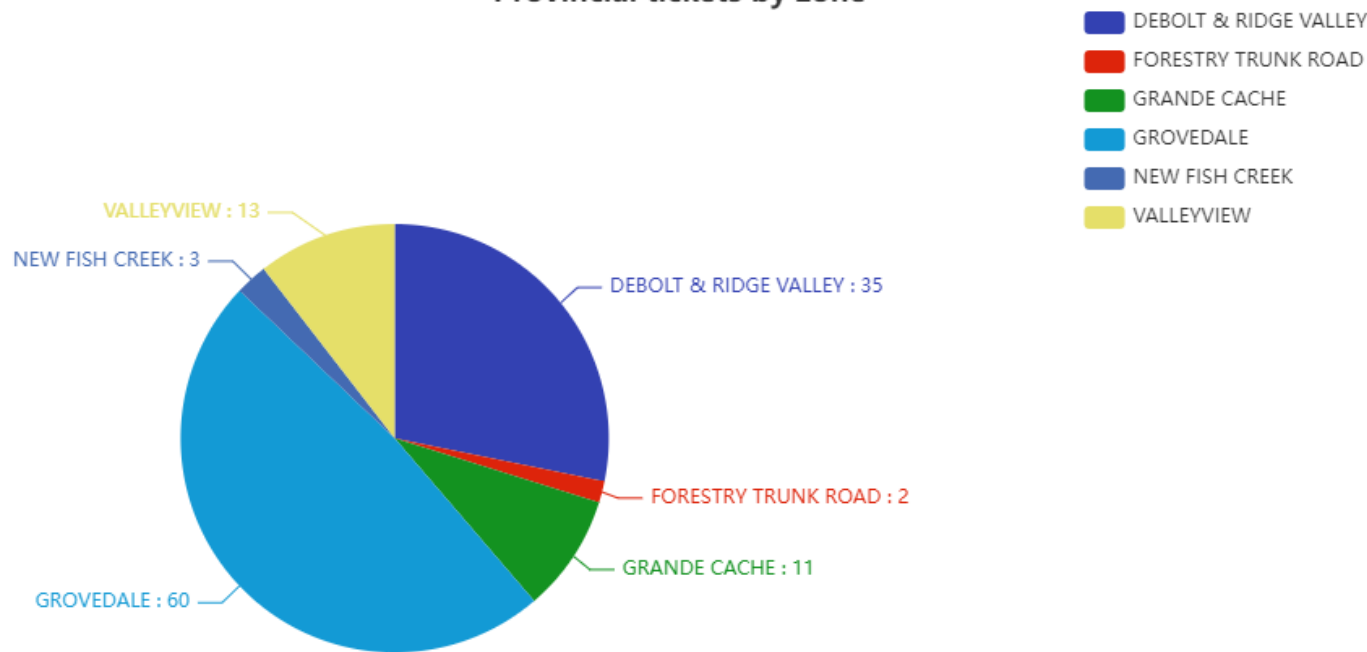
Ticket Create Date: 2023-11-28 ~ 2023-12-19

Provincial tickets by type



Ticket Create Date: 2023-11-28 ~ 2023-12-19

Provincial tickets by zone



## **Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford**

### **Governance-Provide Quality Municipal Services**

The two Community Resource Centers combined are averaging approximately 160 client inquiries per week. The top reasons are for technical assistance, employment, income support and food bank information.

The Home Support program provides basic housekeeping, meal preparation, limited respite, and transportation to medical appointments or other essential services. Currently, there are 140 Home Support Clients, 59 in Valleyview area, 31 in the Town of Valleyview, and 50 in Grande Cache. The Home Support team provided transportation 43 times during that time.

Beyond the work involved in coordinating Home Support clients the Adult Coordinator can be found supporting a variety of residents through supportive listening. The client express feelings of being overwhelmed or defeated because they do not know how to improve their current situation. Once they share their story, direct assistance is provided, or appropriate referrals are made. The clients leave feeling relieved with resources in hand. This is a critical service provided in a rural community where connection to help often is through centralized out-of-town agencies or online.

The Support and Referral program supports clientele by finding appropriate programs or assisting with applications and or advocacy. The Adult Coordinator assists people with caregiver support, entry into care facilities, estate paperwork, and advanced planning tasks such as Wills, Power of Attorney, and Personal Directives. These tasks can take multiple phone calls and meetings. The Adult Coordinator assisted 99 people with 158 needs this month.

The Outreach Coordinator who provides transportation services for essential needs and medication delivery is still being accessed with a monthly average of 20 trips. This service is most utilized by residents of Muskeg and Susa Creek. The clients accessing the service face transportation barriers and this service is allowing them to maintain a sense of independence as they age and age in place.

Administration will compile all 2023 statistics early in the new year and gather all program summary reports including outcomes in preparation for provincial reporting.

Mental health walk-in services continue at Green View FCSS monthly. The next session is scheduled for the end of January, and services will continue monthly in 2024. These sessions are free, with no appointment necessary.

The Outreach Worker from Odyssey House will resume monthly services on January 11th. Residents can access free safety planning, counselling, and court accompaniment through this service provider.

The January Interagency meeting will be held at the Valleyview location on January 9th and in Grande Cache on January 31. The purpose of these meetings is to share resources, programs, and services, and provide networking opportunities to ensure non-duplication of services and referral options to best serve community members. At the December Interagency meeting, a new Assertive Outreach Services social worker in the Town of Valleyview who works for AHS explained her role. The AOS program serves those living with chronic and persistent mental health diagnoses, mainly focusing on schizophrenia, bipolar and those experiencing psychosis disorders. Her role includes supporting clients experiencing addiction and mental illnesses and creating and evaluating individualized goal-focused service plans to provide complex clients with short- and long-term support.

The Youth Mental Health Coordinator from the Resource Centre for Suicide Prevention will be hosting a program called the Phoenix Group at Green View FCSS on January 31. This one-day workshop is for youth grades 4-6 and focuses on topics such as thoughts, feelings, stress and self-companion.

### **Governance-Improve Intermunicipal government relations.**

Two new Green View FCSS Board members have joined the Board, one Councillor from the Town of Valleyview and one Member at Large from the MD of Greenview. Administration coordinated an orientation for these new members before the regularly held meeting on December 20th.

At the December regular meeting of Green View FCSS, the Board reviewed the 2021-2023 Business Plan. Administration will make limited changes to the 2024-2026 business plan, as per the Board recommendations, but the current program offerings will remain the same. The 2024 Program Guides have been created and will be distributed to the public early in the New Year.

### **Governance-Increase Staff Success**

Recent training completed by various staff has included: a Food Handlers Certificate, Awareness of Self-Harming Behavior, Grief and Resiliency, Mastering Accountability, and Dignity and Risk of Falls in Older Adults.

### **Recreation Services Manager, Kevin Gramm**

Administration received a handful of questions from the Grande Cache Firefighter's Association regarding the sublease for Fireman's Pit. These questions have been answered and Administration is awaiting further correspondence/the signed document.

Administration is working with the Little Smoky Community Centre to finalize plans for tree removal for the ball diamonds. Due to scheduling issues and lack of daylight hours, this has been postponed and the remaining funds will be carried forward to ensure work is completed accurately.

Administration is working with the Province towards obtaining a Trail Management Area. This will be completed through a grant from the Province and will change the overall scope of the project from exclusively focusing on the main Kakwa Falls trail to looking at recreational trails in the area as a whole.

### **RE22003 – Victor Lake Recreation Enhancements:**

Aseniwuche Winewak Nation has requested an additional site visit to take place with Greenview Administration for the proposed Victor Lake Boat Launch. This is anticipated to take place in January once schedules can be confirmed.

### **Governance – GOAL 2: Provide quality municipal services.**

#### **Greenview Regional Multiplex:**

Program	Participant Registration
Afterschool Fundamentals Program	30
Homeschool Gym Class	35
Fieldhouse Fun Event	9 families
Pancakes & PJ's Event	8
November Youth Night	13
4 on 4 Volleyball tournament	43 players
Childmind service hours used	18 children / 36 hours used

- GRM hosted the second annual 4 on 4 Volleyball Tournament with a total of 10 teams entered.
- The sponsored Youth Night continues to be a favourite monthly event.
- Pancakes & PJ's event allowed for 6 parents to attend the Frosty Friday late-night shopping. The children participated in pancake building, Fieldhouse teddy races, and a Christmas craft.
- Water Works (fitness) – 5 registered; drop-ins average 9 additional participants (total 13-15 per class)



- Cerebral Palsy Alberta Program – Saturdays 10:30-11:30am
- Hillside Junior High School – Grade 7 Swimming Lessons
- Christmas Movie – ELF (December 23)

### **Grande Cache Recreation:**

The lighting of Rocky Event was held on November 30 from 5:30 -6:30 pm this year it was the 15<sup>th</sup> anniversary of this event! We estimated that around 800 people attended this year (double from previous years).

This family-friendly event marked the beginning of the holiday season with great enthusiasm! The Agricultural Services team dedicated numerous hours to decorating for the occasion, and we express our gratitude for their efforts.

The event started with Chelsea Atkinson (Local to Grande Cache) singing some Christmas carols. We had former event organizer, James Miles welcome everyone and share a little bit of the history of how this event started 15 years ago. He proceeded to introduce Jenny Daubert, Economic Development officer to share the story of the revitalization of Rocky the Ram and Larry Gibson, Manager of Economic Development, gave a welcoming speech and led the countdown to turn on the lights to light up Rocky the Ram Park!

We had Youth Connections provide and hand out hot chocolate, Kelly Neufeld our fitness coordinator gave out cookies, the Grande Cache Tourism and Interpretive Centre maintained a cozy bonfire, and special mascots attended (a tree, Frosty the Snowman and the Grinch to name a few) that the Dance girls volunteered for, and finally, the Grande Cache Greenview Fire Rescue Services #33 station brought Santa.

There was a huge basket with items that were donated from businesses in Grande Cache that we gave away.

**Aqua Fitness/Lane Swim, SUP Yoga and Parent/Infant Water Workout** are our water classes that are a lot of fun and full of movement.

**Wheels & Weights, Stretch, Wake up to Weights, Yoga and Dance** are the land classes we have. These are full of laughs and tears all while exercising.

**Strollin' Rollers and Hike/Shoe at Lunch** are the outdoor activities that we run allowing us to enjoy the fantastic area we live in.



## Economy - GOAL 1: Maintain fiscal responsibility.

### Greenview Regional Multiplex

Membership Name	Members
<a href="#">Corporate - Adult</a>	319
<a href="#">Family Pass</a>	154
<a href="#">Child (3-12 Years)</a>	71
<a href="#">Corporate - Child (3-12)</a>	39
<a href="#">Corporate - Family</a>	204
<a href="#">Super Senior (70+)</a>	104
<a href="#">Family - Additional Child (3-12)</a>	6
<a href="#">Senior Pass (60-69)</a>	76
<a href="#">Adult</a>	345
<a href="#">Corporate - Youth (13-17)</a>	28
<a href="#">Corporate Senior (60-69)</a>	40
<a href="#">Youth (13-17 Years)</a>	56
<a href="#">Childmind Punch Pass</a>	83
<a href="#">Family - Additional Youth (13-17)</a>	0
<a href="#">Toonie Track Punch Pass</a>	7
<b>Total</b>	<b>1532</b>

### Facility Statistics

#### November

#### Total Facility Usage

Age	Aquatic Centre	Fitness Centre	Fieldhouse	Walking Track	Indoor Play Centre	Total
Under 3	71	0	1	0	21	93
Child	386	0	116	4	60	566
Youth	205	129	271	8	4	617
Adult	622	1135	182	97	24	2060
Senior	149	46	25	60	0	280
Super Senior	98	87	5	98	0	288
<b>Total</b>	<b>1531</b>	<b>1397</b>	<b>600</b>	<b>267</b>	<b>109</b>	<b>3904</b>

#### Average Daily Usage

Age	Aquatic Centre	Fitness Centre	Fieldhouse	Walking Track	Indoor Play Centre	Total
Under 3	2	0	0	0	1	3
Child	13	0	4	0	2	19
Youth	7	4	9	0	0	20
Adult	21	38	6	3	1	69
Senior	5	2	1	2	0	10
Super Senior	4	1	0	2	0	7
<b>Total</b>	<b>51</b>	<b>47</b>	<b>20</b>	<b>9</b>	<b>4</b>	<b>130</b>

## Grande Cache Recreation Centre

Community Bus Statistics:		
Destinations	2023 Total Monthly # of Passengers	2023 # of Days Offered
Grande Prairie	11 Passengers	4 Days
Hinton	10 Passengers	4 Days
Grande Cache	149 Passengers	5 Days

The Grande Cache Recreation Centre has seen an increase in sales/revenue of \$45,649.33 compared to last year, which can be attributed to:

- Facility Passes
- Arena & Facility Rentals
- Registration

Month November 2023	Customer Service		
Age Category	Pool Usage	Fitness Centre Usage	Arena Usage
2 & Under	105		1
Children (3-12)	456		81
Youth (13-17)	86	103	97
Adult 18+	606	1077	104
Senior (60-69)	122	139	
Senior (70+)	27	57	

## Culture, Social & Emergency Services – GOAL 4: Support and maintain recreational opportunities.

The bridge for the DeBolt Walking Trails has now been installed. Close monitoring will occur at the site in the spring to ensure that drainage issues have been resolved.

The bridge for the Ridgevalley Walking Trails will be installed in the spring. This decision was based on the current ground conditions drastically increasing cost.

Administration has noted a significant level of theft of firewood from the Grande Cache Lake Day Use wood huts. As evidence of recreational fires on site has not been present, wood stocking will be paused until spring.

# Manager's Report

**Department:** Planning & Economic Development

**Submitted by:** Martino Verhaeghe, Director, Planning & Economic Development

**Date:** 1/9/2024

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## **Director Planning & Economic Development – Martino Verhaeghe**

In alignment with the 2022-2025 Strategic Plan, the teams have worked on some of the key activities and projects this month.

### **Director Highlights:**

- Ridge Valley ASP Community Engagement
- Department Performance Evaluations
- Approach Policy Review
- GIG Committee Meeting
- Municipal Planning Commission
- Policy Review Committee
- SLT Town Hall
- West Yellowhead Economic Development Round Table
- Tourism Office Interviews
- First Aid Course
- DeBolt Seniors Center Development Review

## **Communications & Marketing, Manager – Stacey Sevilla**

### **Communications Highlights**

The communications department continues to produce regular external communications for ratepayers, stakeholders and the general public. The Communications department also works closely with other departments to create, launch, and promote new services and programs.

December continues to be a very busy month for the Communications team. Our department continues to plan ahead for 2024 projects and assess communications requirements for upcoming projects and promotions and advertising.

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 December 2023 – Information Services Road Show (posters/setup signup links)
- Assisted Safety with the formatting of the Contractor Handbook
- Assisted IS with their PowerPoint for the upcoming Greenview University course and updated their Office 365 Outlook Setup document
- Met with the Grande Cache Recreation Centre & Economic Development, Outdoor Recreation, Environmental Services, Greenview Regional Multiplex and Operations departments to discuss 2024 projects
- Met with the Grande Cache Recreation Centre Department to discuss details of updating program waiver forms
- Created Wellness Brochure
- Created 2024 GC Curbside Recycling Calendar as a resource on our website, social media posts and mail drop so that every resident received a 2024 calendar
- Created Years of Service Award list for email HR

#### **Governance – Improve intermunicipal government relations**

- Advertise upcoming Coffee with a Planner sessions (ASP Updates in Ridgevalley & DeBolt)
- Created the “Squeal on Pigs” Sticker for Greenview (AG Department) and other Municipalities in Alberta, sourced out vendor, 2000 stickers ordered, digital campaign on its way

#### **Economy – Create a diverse economy. Increase tourism attractions:**

- Calgary Outdoor Adventure & Travel Show social media photos and content for ad

#### **Economy – Create a diverse economy. Create opportunities to support and attract businesses in Greenview:**

- Communications continues to meet with departments to learn about their 2024 projects and to review their department website pages to ensure content is updated. Meetings with ¾ of the departments have been completed.
- Created Invest in Alberta ad for Economic Development

#### **Culture, Social & Emergency Services – Enhance communication to our public.**

- Map Books being put together to be professionally printed
- Ordered ten portable signs that will arrive next week, created header banners & first ad for six signs to be placed out in the new year
- Working on Winter 2024 Mountains to Meadows Newsletter, including information to promote Business Licenses now required in Greenview Hamlets
- Distributed Internal & External 2023 Photo Contest winner prizes
- Business cards created and ordered for multiple staff members
- Working on Winter 2024 Mountains to Meadows Newsletter for distribution in the first week of January
- Assist GFRS Stn #32 with putting together Candy Cane Checkstop brochures and candy canes (Dec 15/23)
- Assist GFRS Stn #31 & #32 with radio advertising for their Fill The Fire Truck Campaigns

#### **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:*

- GC Digital Sign Advertising: Grande Cache Community Dinner

- Created internal and external calendars that have been distributed to provide the public with Greenview Council meetings, COTW dates, and 2024 Greenview deadline dates. These calendars showcase the 2023 Greenview Photo Contest winners
- Created Greenview Holiday Facility and Administrative Office hours and closure notice between December 23, 2023 – January 2, 2024
- GRM and GCRC facility holiday schedules created and advertised
- \$400.00 In-kind donation to VV Health Centre
- \$300.00 In-kind donation to GC Animal Society
- Assisted Outdoor Recreation in promoting the snowshoeing program 2024
- Assisted Tourism in advertising programs
- GC program calendar and posters for fitness, after-school and dance classes
- Working on 2024 Calendar Templates for Recreation
- Newspaper advertising in GC (Community Mountain Voice) and VV (Glitz newspaper)
- Photography and Filming Notice designed banner and website page
- Stocked up on promotional products & give aways for Ratepayer BBQ's

**Culture, Social & Emergency Services – Improve public perception of Greenview.** *Actively participate in community events:*

- There were many December holiday events in Grande Cache planned by Grande Cache Recreation Centre and the Tourism & Interpretive Centre that were advertised with posters, social media posts, outdoor digital sign ads, sandwich board signage and attending and taking pictures and posting event photos on social media such as Rocky the Ram Light Up, Griswold's Family Tree Hunt, Shop Local, Grande Cache House Decorating Contest, Santa's Workshop, Hose Wagon Rides, Dance Recital, GC Community Bus Holiday Shopping in Hinton & GP, Holiday Sponsored Swims

**Culture, Social & Emergency Services – Support and maintain recreational opportunities.** *Recognize opportunities to increase recreation development:*

- Provide monthly Recreation program calendars, social media posts, posters for both the GRM and GCRC
- Provided Grande Cache Recreation Centre Arena calendars and weekend arena schedules
- Assisted GCRC with the Christmas holiday sponsorship promotion
- Created new promotion for GRM fitness centre to increase usage and create more exposure for the personal trainer

**Projects**

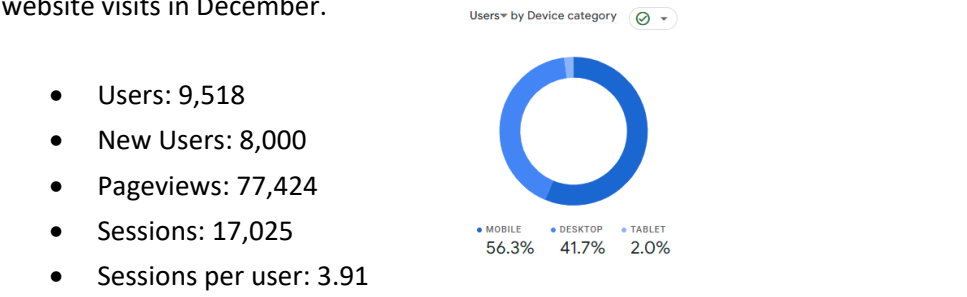
- Greenview Engagement Procedure Toolkit
- Greenview Values Word Art Wall Signage production is set to continue with Public Service Buildings in DeBolt and Grovedale
- Working with Seekers Media for Grande Cache Video
- Voyent Alerting System Roll Out – January 2024

**Digital presence statistics**

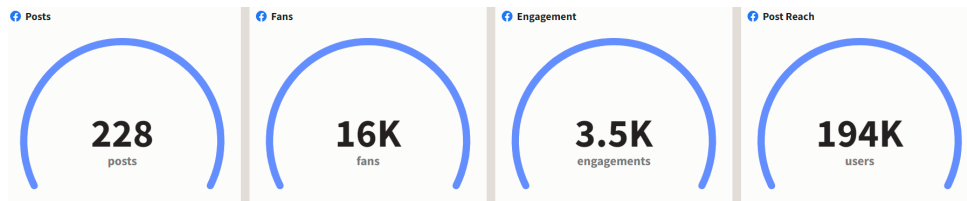
**Culture, Social & Emergency Services – Enhance communication to our public.**  
*Continually improve our social media and digital platforms*

**Website (December 2023)**

Greenview's website has seen **77,424** pageviews on the website through the month of December. The Greenview website has seen approximately 8,000 new users this month. Website access from mobile remains on par with the national average, with approximately **57%** of website users from a mobile device in December. **\*NEW:** Visits to the Careers page of posted jobs totalled **1,995** at the time of this report, accounting for approximately **2%** percent of all website visits in December.



Facebook (December 2023)



3. One development permit and one subdivision were also brought to the regular MPC meeting.
4. Planning Staff provided a letter to a ratepayer validating his loss during the May 2023 wildfire season.
5. Planning staff met with representatives from Catalis to discuss the upgrade to our permitting process. We will be moving from PD to Permit Manager with Catalis. This will also allow us to address concerns on the backend, allowing us to have permit applications submitted and paid for online.
6. GIS Techs, with Communications staff, created a new MapBook published for sale through the MD. A copy was given to all Councillors and SLT.

**Governance - Increase staff success.** *Provide current staff growth opportunities when appropriate:*

1. The Manager, Planning & Development participated in training from the U of A on Leading Self and others as part of the Executive Certificate in Municipal Leadership.
2. Planning Staff attended the Greenview U – Psychological Health & Safety in Valleyview
3. Planning Staff participated in multiple eCompliance training courses in November.

**Governance – Improve intermunicipal government relations.** *Host regular meetings with neighbours, partners and indigenous communities:*

1. Some Planning staff attended the Open House that Northern Gateway Public School hosted to discuss what the new school should look like and what the community would like to see.
2. The manager of planning and development met with a representative from the Canadian Red Cross to discuss what resources were still needed and what they could provide in this area.
3. GIS technicians created a map for the new RCMP station delineating their jurisdiction.

**Economic Development, Manager – Larry Gibson**

**Economic Development Highlights**

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:*

Economic Development is participating in forming a committee to assess the opportunities to develop this region into a Hydrogen Hub. Terms of reference are being developed, and granting opportunities are being explored to support the initiative.

Economic Development continues collaborating with the Regional Municipal Partners and Grande Prairie Regional Chamber of Commerce, and Northwest Polytechnic on the Regional Workforce Partnership Project. The partnership has awarded Resonance the contract to develop web-based tools and create a marketing plan for target sectors. These tools will be available for employers to use in their recruitment efforts to attract skilled employees to the region.

**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 has three more applications under review. One approved application from Crooked Creek, and three are under review from Grande Cache.

Economic Development is part of the Growing the North planning committee, and along with regional partners, the 2024 event planning is nearly completed.

The Economic Development website is nearing completion; the content is currently under review, and edits will be sent to the developer in early January 2024, with the intent of being finalized by March 1, 2024.

Working with Consultant and Planning Department on optimal site for land acquisition for Highway 40 cellular service coverage tower. A consultant identifies and reviews sites to validate that the quantity and locations of sites are optimal. Bell has just announced its first successful satellite-to-cell call and may be implementing this service in 2024; this could change our direction.

**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:*

Continue to meet with our local Chamber of Commerce, Community Futures, Provincial, Jobs Economy and Trade representatives, and PrairiesCan reps. Economic Development attended the Valleyview Chamber of Commerce meeting, the Grande Cache Chamber of Commerce meeting, and the Yellowhead East and Yellowhead West economic roundtables. There are also monthly meetings with our Jobs Economy and Trade and PrairiesCan to discuss opportunities.

Economic Development continues to meet with local businesses and the chamber of commerce in Grande Cache to discuss opportunities and activity in the area and how we can support them in being successful. The revitalization of the Grande Cache Chamber is well underway with renewed interest from local businesses. Attended the 2022 Annual General Meeting of the Grande Cache Chamber and purchased our membership to be eligible to participate in the 2023 AGM at the end of March 2024.

Met with Valleyview Chamber of Commerce to discuss synergies between the MD and Valleyview Chamber of Commerce.

**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; 16 employers have submitted 27 applications to support 107 positions; to date, we have provided 42 endorsement letters to employees.

**Economy – Create a diverse economy.** *Create opportunities to support and attract businesses in Greenview:*  
Economic Development has received the draft report to analyze conference hosting capabilities and opportunities for improvement in Grande Cache. A meeting with the consultant is scheduled in January to review the report.

**Culture, Social & Emergency Services – Improve public perception of Greenview.** *Actively participate in community events:*

**Economy – Create a diverse economy.** *Create opportunities to support and attract businesses in Greenview:*  
Economic Development and Communications have received the draft promotional videos developed to promote and attract visitors and future residents to the Grande Cache area. Edits and promotional marketing strategies are being worked on to promote the videos to the public in the second quarter of 2024.

Economic Development continues to promote the area's Biomass “A” rating and has fielded a few calls with potential clients interested in learning more.



## **Tourism:**

**Culture, Social & Emergency Services – Support and maintain recreational opportunities.** *Promote the use of current recreational facilities and campgrounds:*

The Tourism Department was involved in creating the promotional video in Grande Cache and will be utilizing this to promote our amenities throughout their communication channels.

**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. Detailed design drawings of options are being drafted, and once completed, a community engagement session will be held to gather community feedback.

### **Tourism Highlights**

- Dec. 1: Jr. Adventurers (youth program)
- Dec. 7: Sprouts (toddler program)
- Dec. 12: Alberta Trappers Association – Grande Cache Local meeting
- Dec. 13: Sprouts (toddler program)
- Dec. 15/16: Santa's Workshop (**365 total in attendance**; partnered with nine community organizations & Peace Draft Horse Club for Wagon Rides). The event was a huge success and well-received in the community.
- Dec. 23: Meeting with Karen Stroebel re. partnership for Christmas Bird Count 2023
- Dec 28-30: GC TIC Giftshop Inventory

YTD events and program attendees – 1,562

### **Statistics**

Total Visitors November: 435

Total November Revenue: \$5,045.11

Visitors Dec (1<sup>st</sup> – 19): 258

Revenue Dec (1<sup>st</sup> - 19): \$4,326.40

### **YTD Total Visitors (Jan 1 – Oct 31)**

**2020** 8,774

**2021** 15,177

**2022** 17,820

**2023** 20,078 (Dec 19)

### **YTD Total Revenue (Gift Shop Jan 1 – Oct 31)**

**2020** \$53,320.51

**2021** \$115,056.84

**2022** \$123,561.80

**2023** \$127,641.16 (Dec. 19)



# Manager's Report

**Department:** Corporate Services

**Submitted by:** Ed Kaemingh, Director Corporate Services

**Date:** 1/9/2024

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### Director Corporate Services – Ed Kaemingh

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** – *Establish levels of service:*

I started off the month working out of Grande Cache, December 4<sup>th</sup> to 8<sup>th</sup>, I stopped in DeBolt briefly on December 15 to attend the Human Resources Christmas lunch and worked out of Grovedale on the 20<sup>th</sup>. During the first 2 weeks of December, I completed all the performance reviews for my direct reports, in January we will set our 2024 goals. The Corporate Services team had a successful 2023, with several key initiatives well underway or complete.

In December I also continued with my practice of having regular (monthly) one on one meetings with my direct reports.

- **Economy** - *Monitor and maintain capital spending and operational fiscal responsibility:*

The interim budget was passed in December and we will be bringing the final budget in April along with the tax rate bylaw. The Finance team is preparing for the audit and 2023-year end, it will be the first audit with our new auditors.

I met with our benefits provider along with the Human Resources team to discuss the success of the Administrative Service Only (ASO). In 2023 we saw tangible savings which will be coming to a future Council meeting to place into the newly established reserve.

## **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:*

Interim Audit took place just before the Christmas break. The advantage of this taking place earlier is that it allows Finance to complete it without also dealing with year end processing. It also allows the team to address any problems that may be found before the audit process begins.

December is a busy period for all of Administration, as it is the last chance for work to be done and be recorded against the 2023 budgets. This normally gives Finance a bit of a lull to catch up on everything before invoices and other requests come in early January to get expenses and revenue recognised. Due to having been short staffed, this lull has been a focus on training and catching up.

Due to the payment schedule, Accounts Payable for December are not available. All stats will be updated for the January report.

## **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 2023 interim operating and capital budget was presented to Council for approval at the December 12th Regular Council meeting. There were only a few changes made between Council deliberations in early November and this meeting and those will be reflected in Questica before the start of the new year. The 2024 Budget will be finalized in the spring pending the finalization of property assessment values, provincial requisitions collected on behalf of the Government of Alberta, and seniors' foundation requisitions.

We completed November month end which included working on month end reporting, reconciliations, and working papers. In anticipation for yearend, the teams have been focusing on completing work that can be done before the new year to hopefully alleviate some time pressures in January and February. The auditors were also onsite to complete interim audit work the week of December 18<sup>th</sup>.

Work also continued on fixed assets for 2024. This includes review of expenses to ensure they meet policy and standards for an asset, setting up the fixed asset cards, and addition and disposal transactions. Part of the review includes examining both capital and operating expenses to ensure the proper treatment and we have found a few instances where something was budgeted under capital or operating but upon further investigation have realized it needed to be switched. We are communicating with the departments on these items to ensure they are budgeted for under the proper fund moving forward.

Work continued on the chart of accounts refresh and we are continuing to outline the new object codes, with only a few categories remaining. In conjunction with this, mapping of the old accounts to new accounts has also begun.

### **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:*

Working on the delayed asset management plan for Cemeteries and look to have the draft ready for COTW meeting in February 2024. The delay's have come with competing priorities and events with the software project.

The second focused meeting for 2023 asset retirement obligations (ARO) happened this month. The focus of the meeting was the asset retirement obligation of current and closed landfills, current transfer stations, nuisance grounds, current and closed lagoons, and finally asbestos concrete water pipelines. Discussing Greenviews' liabilities, funding over time, history and accurate ownership, time value-money calculations and Standards/Regulatory legislation to be met. We will be meeting again in early January 2024, for more discussions and further information, including solidifying plans.

### **Asset Management Project**

Asset count is still going up with multiple people entering specific assets along with bulk entries being done by PSD. Working towards the deadline for bulk uploads to be before Jan 27<sup>th</sup>, 2024. The next 2 departments our focus has been set on is Outdoor Recreation and Agriculture/ Beautification, then Operations, Greenview Regional Multiplex and Grande Cache Recreation Centre will follow closely behind. We have meetings scheduled with them to get workshop dates for January 2024.

PSD gave an Asset Manager training session directly to the AM users group on December 20<sup>th</sup> with approximately 35 attendees in Grande Cache and Valleyview. The presentation was good; however, the target audience was more to strict data entry and a finance outcome. Our goal now is to have all department specific workshops hosted and training provided internally. These will be scheduled throughout the spring of 2024 with PSD in a complete supporting roll, in turn Greenview will have the majority of departments going live.

We tentatively have the PSD financial reporting training planned for May of 2024. This will have the cross over from TownSuite kept in mind for the outcome.

### **Information Systems, Manager – Peter Stoodley**

In alignment with the 2022-2025 Strategic Plan, some of the key activities and projects I have worked on this month are:

- **Governance** – *Establish levels of service:*

Information Systems has successfully completed Greenview's first failover from Valleyview to the secondary servers in DeBolt. This includes domain workstations, laptops using FRAME, staff using their own personal computer to access FRAME and access to shared drives. Greenview has a new layer of protection and business continuity. Being our first test, Information Systems will be conducting another mid year.

Final improvements were made to the Chamber Audio. This was a three-day onsite improvement with a sound engineer from Edmonton. When he first entered the Chamber and ran a test, it came back with a low score. Once he finished the improvements, the grade was fair.

Quantity	Type
45	Malware Blocked
2,499	Phishing Inbound Blocked
38,641	Microsoft Edge added security
2,527	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 December 12, 2023 the following bylaws and policies were reviewed by Council.

- Bylaw 24-970 Schedule of Fees received a second reading with amendments. This is an annual bylaw where Council has the opportunity to review the fees Greenview charges for services provided by the municipality.
- Bylaw 23-971 Greenview Cemetery received a second reading. This bylaw consolidated Greenview's two current cemetery bylaws into one that follows all of the legal cemetery requirements.

Policy Review Committee was held on December 13, 2023, with the following policies reviewed:

- Policy 3009 "Ice Cover Work Operations" - The Ice Cover Work Operations safe work procedure is to specify standards for acceptable safety practices for Greenview staff and Contractors engaged in operations on Ice Covers.
- Policy 2010 "Substance Abuse Prevention" – This policy is being transferred to an administrative policy. Greenview Substance Use Abuse Prevention Policy is directed at protecting the health and safety of workers, co-workers, the general public and the environment.
- Policy 2012 "Violence and Harassment Prevention" The purpose of this policy is to contribute to fostering a safe, healthy, and inclusive Workplace. It expresses the Municipal District of Greenview's commitment to a Workplace that prevents Violence and Harassment from occurring, and it ensures that the Municipal District of Greenview will meet both its obligations and responsibilities as set out in relevant legislation.
- Policy 6308 "Clubroot of Canola" The purpose of this policy is to establish a management plan to prevent and/or minimize the spread and impact of Clubroot in Greenview.

- Policy 9500 “Financial Reserve” 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.
- Policy 4020 “Snowplowing Rural Residential Driveways” – This policy was brought for discussion and will be coming back to Policy Review Committee with changes in the near future.

The next Policy Review Committee is scheduled for January 10, 2024.

- **Governance** – *Provide good governance:*

Nomination packages for the Ward 9 (Grande Cache) bi-election may be picked up and submitted at the Grande Cache Public Service Building until January 24, 2024, at 12:00 pm sharp. There are currently two candidates running for the vacant Councillor seat.

#### **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, launched the Nightly Security Services for Greenview Buildings in Valleyview and Grande Cache and drafted a tender to update the Municipal Development Plan, which is set to be launched in January 2024. In wrapping up the year, Greenview received the last of the fleet ordered, with the F550 being delivered in early December.

In addition to the tenders, Procurement and the Community Services Coordinators began planning a follow-up, grant, and proposal writing workshop for Greenview’s not-for-profits, and small businesses. We are anticipating hosting this one-day event in the spring of 2024.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Department:** Infrastructure & Engineering

**Submitted by:** Roger Autio, Director

**Date:** 1/9/2024

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### **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**
  - Filled the Project Manager's position – candidate will start Jan 8<sup>th</sup>, 2024, based out of Valleyview.
  - Nose Creek Jug Fill Station building has been placed on site. We have a slight mishap in the drawings (building sits a little off pad) but is still solid/functional and will be corrected in the spring of 2024. Electrical and Internet are scheduled for early in January. Administration is excited and should have the building fully operational by end of January 2024.
  - Assisted staff on the GC WWTF Clarifier repairs (old system). Please note all repairs went as planned, clarifier was refilled, and we are actively working to obtain a sustainable level of “bugs”. Administration and the Province have been corresponding on plans, procedures, and emergency plans if a disaster occurs.
  - Assisted staff with the drainage plans for Township Road 720, one homeowner concern has been brought forward. Staff have reviewed the plans, and the storm/spring runoff will still follow North (existing watershed), the ditches have also been graded and widened to assist with reducing erosion and having the ability to contain the water within Greenview rights-of-way.
  - Weyerhaeuser collaboration on adding electronic speed limit / traffic counting units on the Weyerhaeuser (Two Lakes) road just before and after the Nose Creek subdivision. Resident safety is the main focus for adding the signs. Administration will have access to both functions of the signs.

### **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 is finalizing north of Valleyview in the New Fish Creek area. Positive drainage moving north at the Hwy 49 and Township Road 720 is the final work to be completed in the area until weather improves.
- Guardrail was installed by Pheonix Fencing on Range Road 210/205 (8mile road) at the sloughing on the west side of the road, as per Council.
- The offer of employment was accepted by the gentleman interviewed for the Engineering Design Technologist position; candidate started December 18<sup>th</sup>, 2023.
- Administration training on Greenview's new financial software.
- Year end inventory completed for finance.

### **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**

- Reviewed upcoming projects and events with the Communications Department for advertising dust control, roadside ditch cleanup, EOI Information sessions, etc.
- Reviewed Development Guidelines & Municipal Servicing Standards with Director and other managers within Infrastructure & Engineering.
- We are aiming to recruit a RAP (Registered Apprenticeship Program) student in conjunction with Careers the Next Generation in Grande Cache and the Grande Cache High School. It is anticipated that this student will start at the commencement of the next school semester in February 2024.

### **Operations East**

- 6 culvert ends have been cleaned that were plugged with silt and vegetation: 2 on RGE RD 224 and 230 north of TWP RD 734 in the New Fish Creek area, and 4 on TWP RD 694 between RGE RD 225 and 232 in the Valleyview South area.
- 1 centerline culvert was replaced on TWP RD 720 west of RGE RD 215, the bottom was eroded.
- Plow trucks have been maintaining paved roadways and have addressed a few icy spots after precipitation.
- Operations East has removed deadfall trees from ditches and road edges in the Valleyview area.
- Crews installed a new guardrail on the 8 Mile Road in the Sunset House area.
- In the Valleyview area, crews removed large rocks from ditches on RGE RD 210 and TWP RD 720.
- 34 signs have been installed: 1 in New Fish Creek, 4 in Valleyview North, 16 in Valleyview South, 2 in Sunset House, 2 in the Ridgevalley area and 9 in the Little Smoky area.
- 6 bridge chevron signs have been removed and replaced with movable ones to facilitate wide loads, especially agricultural equipment, in the following locations: 1 on RGE RD 225 north of TWP RD 704 and 1 on TWP RD 714 east of HWY 49 in Valleyview North, 1 on TWP RD 683 east of HWY 43 in Valleyview South, 1 on TWP RD 725 and 1 on RGE RD 220 in the New Fish Creek area, and 1 on TWP 673a west of HWY 43 in the Little Smoky area.

### **Operations Central**

- Crews in Operations Central were out with the plow truck addressing icy spots in the DeBolt area after some snow and rain.



- 15 signs have been repaired or replaced on the Forestry Trunk Road: 1 Max 80, 1 KM 75 marker and 13 left/right curve signs between KM 5 & KM 90.
- 23 other signs have been replaced in the following areas: 9 in DeBolt and 14 in the Puskwaskau area.
- Operations Central completed small brushing jobs on numerous rights-of-way and removed deadfall trees from ditches in the DeBolt area on TWP RD 722 and 725 and on RGE RD 12 and 265, as well as on the Forestry Trunk Road.

#### **Operations West**

- Grovedale crews have completed brushing on TWP RD 691 west of RGE RD 73.
- Plow trucks were out snowplowing and sanding arterial roads due to recent flurries and freezing rain.
- Operators and contractors helped load and haul snow from Nitehawk Ski Hill to a site in Grande Prairie to create a mini ski hill.
- Windfallen trees have been removed from ditches in the Grovedale area.
- Grovedale Operators and contractors worked with Environmental Services and the Director of I&E to unload and set down the new Nose Creek Settlement Jug Fill building.
- Operations West worked with Environmental Services to load ash piles from burn sites at the Grovedale Transfer Station.
- Grovedale Operations maintained HWY 666 in response to Ledcor's request for winter maintenance.

#### **Operations South**

- Greenview crews used a hydrovac to excavate 2 postholes along HWY 40 to facilitate the installation of the Grande Cache Cemetery sign.
- Operations South graded gravel roads within the Hamlet of Grande Cache and hauled away small snow piles from various locations in the Hamlet.
- After a heavy snowfall on December 18, all roads were plowed within the Hamlet of Grand Cache.
- Crews hauled 22 loads of cover material from the ball diamonds to the landfill.
- Snow was hauled to the Tourist Information Center for a Christmas event being held on December 15 & 16
- 13 fallen trees have been cleared off Beaverdam Road at KM 0 after a windstorm blew them onto the road on December 13.
- A firepit and barricades were supplied for several Christmas events being held in the Hamlet of Grande Cache.
- Operations South tended to a burial at the Grande Cache Cemetery.

#### **Fleet Services**

- Surplus grader unit G34 was checked for repairs using the Jaltest diagnostic software in Valleyview. It was determined that the machine had an electrical fault in 2 sub-harnesses that was causing the brake pressure sensor to fault. This issue has been repaired and the unit is ready for auction.
- A used engine in good condition was installed by Greenview mechanics in Emergency Services' unit A243 to replace one that failed due to major valvetrain issues.
- 2100 vehicle and equipment work orders were recorded as completed in 2023 across all shops. This is higher than the previous year which was recorded at 1800.

<b>Fleet &amp; Shop Work Order Requests for Current Reporting Period</b>	
<b>Grande Cache Shop</b>	28
<b>Grovedale Shop</b>	26
<b>Valleyview Shop</b>	60

<b>TOTAL</b>	<b>114</b>
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Road Requests Received - 3	Operations East	Operations West	Operations Central	Operations South
Ditching and Drainage	1			
Road Conditions	1		1	
<b>TOTAL</b>	<b>2</b>		<b>1</b>	

RoaData-Municipal Approval Requests	Service Rigs	Heavy Hauls	Drilling Rigs	Well Services
TOTALS	41	414	28	0
RoaData-Municipal Loads		Single Trip Loads	Multiple Legal Trip Loads	
TOTALS		481	0	
Grand Total-Approval Requests/Municipal Loads		964		

Road Use Agreements	
New Road Use Agreements	4
Total Road Use Agreements	948

Log Haul Route Requests		
Received	Approved with Conditions	Pending
1	1	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	161	Items Added to Maintenance Backlog	145
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- Governance**

- Continued with succession planning for the Facilities Team. One of the potential candidates for a supervisor position attended leadership training through Northern Lakes College.
- Another one of the potential candidates filled in for the Groundskeeping Supervisor while he was on vacation for 2½ weeks in December. He did a good job of keeping on top of all day-to-day requirements.

- Economy**

- In December, we completed the flooring replacement in the common area of the Valleyview Medical Centre. This work was completed on weekends to lessen the impact on the Practitioners renting the facility.
- Completed installation of the siding on the front and one side of the Field Service office. There is trim on order which will be installed in early January to complete the job by adding trim around the overhead doors.

- Completed the review of the insulation levels in the Valleyview Medical Center and sent the report to senior leadership for review. There does appear to be some areas of concern we should address, which are laid out in the report.
- Completed the single-line drawings of the Grovedale Arena, Community Centre, and the Little Smoky Community Centre. Now that we have all the single-line drawings and the RFQ together, we are tendering at the start of January with a spring project start date.
- Completed the repairs noted on the overhead door preventive maintenance this year. The only item left is to update the overhead doors at the firehalls with lights which will tell the firefighters when the doors are in motion to prevent inadvertent damage to the trucks or doors. These are on order and scheduled to be installed in early January.
- Developed and posted a tender for the nightly guard service in both Valleyview and Grande Cache. The trial is scheduled to end at the end of January 2024, and we will be ready to continue with the successful proponent at the end of the trial.
- Focused during the month to complete all preventive maintenance and critical safety plans by the deadlines. This completes a year where we have achieved mid 90% completion rates on all PM's and 100% completion rate on all critical safety inspections.
- Replaced the boiler in Shop B in Grovedale as it was identified to have had a critical failure of the heat exchanger. Using our team vs contractors on this job was able to save Greenview over \$10,000.
- **Culture, Social & Emergency Services**
  - Completed the installation of the 18,000 Christmas lights throughout Greenview, then continued to monitor and maintain them through December.

### **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**
  - Replaced a sewer service in Ridgevalley that had grade and root issue on Greenview's side.
  - Completed 2 CC repairs in Grande Cache.
  - Completed 21 water meter inspections/repairs in Grande Cache.
  - Hauled a load of batteries into Grande Prairie for recycling.
  - Cleaned up the Grovedale transfer site wood burning area; laid out fresh gravel on site.
  - Solid waste Bobcat is in for some warranty repairs with hydraulic issues.
  - Replaced a collapsed sewer service in Grande Cache.
  - Repaired Hydrant in Grande Cache.
  - Replaced a collapsed sewer service in Grande Cache.
  - Installed recirculation system in Little Smoky, additional analyzer. Little Smoky water system was shut down to repair a leak on piping and install a new flowmeter. Repair successful, however, have another leak in another area unrelated, ordered parts to repair.
  - Replaced UPS (uninterruptible power supply) in Ridgevalley sewage lift station that failed.
  - Tire collection is ongoing at the Grande Cache and Grovedale transfer sites.
  - Repaired hydrant, replaced internals in Grande Cache.

- **Economy**

- Completed application update for additional funding for Grande Cache sewer plant upgrades to Alberta Transportation and updated project completion timeline agreement.
- Held organizational meeting for regional landfill and budget discussion, tender award for equipment purchase, interdepartmental help from finance and procurement.

- **Environment**

- Working with ARMA (Alberta Recycling Management Authority) to improve Greenview's tire recycling collection.
- Working with Public Health and Environment on analytical equipment to be supplied for the Nose Creek waterpoint.
- Met with Accurate Scale to demo new software for scales systems at Grande Cache and Regional Landfill, as current software is no longer supported due to the owner retiring and nobody taking over.
- Wastewater treatment plant construction: tying rebar, preparing for concrete pours, setting up hoarding and heating for concrete pour. Pumping out North Pond back into headworks to prepare for the clarifier drain and repairs, clearing and grubbing to sewage outfall completed, pouring concrete for pumproom suspended slab, heating and hoarding for concrete. The north holding pond passed the hydrostatic and dye test, big milestone in project, we can now divert all waste to this pond until south pond is rebuilt in 2024.
- Received draft approval from Alberta Environment for new Wastewater Treatment Facility in Grande Cache.
- Attended ARO (asset retirement obligation) meeting regarding old landfills in Greenview, getting some costs for closure/post-closure for 14 sites that we have no records for.
- VFD (variable frequency drive) for ultrafiltration module arrived and was installed at the Grande Cache water plant.
- Old Clarifier repairs update: clarifier has been pumped down to the newly constructed North Pond, contractors entered and replaced bolts, conducted repairs to both arms and is now operational.

- **Culture, Social & Emergency Services**

- Dec 4, Letters were mailed to Coops and Enterprises regarding Council's decision to discontinue waste collection and providing contact information for Greenview if anyone chooses to rent bins in 2024.
- Working with Communications/Finance on the proposed schedule of fees changes to update residents on proposed changes to water and sewer rates. Mountains to Meadows updates, information packages to be included with invoices.



# Municipal District of Greenview No. 16

NAME: Winston Delorme  
 ADDRESS : \_\_\_\_\_

Employee # : \_\_\_\_\_  
 Department: Council

DATE	TIME DEPART	TIME ARRIVE	CODE MEETING	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
6-Dec	18:30	21:00	M	Grande Cache Recreation Board Meeting							269.00
7-Dec				EFG Strategic Planning Meeting							
8-Dec				EFG Board Meeting							
10-Dec	15:00	18:00	M	Travel to GP	200						269.00
11-Dec	7:00	19:00	M	GIG/EMAC/SCFN Meetings	300						459.00
12-Dec	7:00	19:30	M	Council Meeting	300						524.00
13-Dec	7:00	17:00	M	MPC/ PRC/Travel to GC	500						459.00
18-Dec	16:00	19:00	M	Travel to GP	200						269.00
19-Dec	7:00	17:00	M	COTW	300						459.00
20-Dec	8:00	11:00	M	Travel to GC	200						269.00
NOTES:				KILOMETER CLAIM			TOTAL				2977.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.62 per km	2000	1240.00	NET CLAIM				2977.00
				\$0.26 per km	2000	520.00					
				SUBTOTAL		1760.00	TOTAL CLAIM				4737.00
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1760	AMOUNT DUE (OWING)				\$4,737.00



Employee # :

Department:

**Council**

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM	
							B	L	D	AMOUNT			
1-Dec	7:30	18:00	M	PRED A	415						459.00		
6-Dec	12:15	15:15	M	Fox Creek CEC	120						269.00		
7-Dec				Council of CECs									
9-Dec				Christmas MLA Mixer	320								
11-Dec	8:15	13:35	M	GIG	80						317.00		
12-Dec	8:15	18:30	M	RCM	80						459.00		
13-Dec	8:15	14:00	M	MPC/PRC	80						317.00		
14-Dec				Handout Food Trays, FSO, LS Trans, Reg	80								
NOTES:				KILOMETER CLAIM			TOTAL				1821.00		
Meeting Code : M for Meetings  C for Conferences				RATE	KM's	TOTAL	LESS GST						
				\$0.62 per km	1175	728.50	NET CLAIM				1821.00		
				\$0.26 per km	1175	305.50							
				SUBTOTAL		1034.00	TOTAL CLAIM				2855.00		
				LESS G.S.T.			LESS ADVANCES						
				TOTAL		1034	AMOUNT DUE (OWING)				\$2,855.00		



Employee # :

Department:

## Council

\_\_\_\_\_  
 Claimant

\_\_\_\_\_  
 Date

163

\_\_\_\_\_  
 Approved

\_\_\_\_\_  
 Date



# Municipal District of Greenview No. 16

NAME: Sally Rosson  
 ADDRESS : \_\_\_\_\_

Employee # : \_\_\_\_\_  
 Department: Council

DATE 2023	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
7-Dec	8:30	15:30	M	CCEC - HP	190						317.00
11-Dec	8:30	15:00	M	GIG / EAC Meetings	16						317.00
12-Dec	8:30	19:45	M	RCM / VV Rec	32						459.00
13-Dec	8:30	14:00	M	MPC / Policy	16						317.00
14-Dec	9:00	11:00		Xmas Appr	16						
NOTES:				KILOMETER CLAIM			TOTAL				1410.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.62 per km	270	167.40	NET CLAIM				1410.00
				\$0.26 per km	270	70.20					
				SUBTOTAL		237.60	TOTAL CLAIM				1647.60
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		237.6	AMOUNT DUE (OWING)				\$1,647.60

*Sally Ann Rosson*  
 Claimant

December 18, 2023  
 Date

Approved

Date





Employee # :

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM	
							B	L	D	AMOUNT			
19-Dec	8:30	12:30	M	COTW	60						269.00		
NOTES:				KILOMETER CLAIM			TOTAL				269.00		
Meeting Code : M for Meetings  C for Conferences				RATE		KM's	TOTAL	LESS GST					
				\$0.68 per km		60	40.80	NET CLAIM				269.00	
				\$0.17 per km		60	10.20						
				SUBTOTAL			51.00	TOTAL CLAIM				320.00	
				LESS G.S.T.				LESS ADVANCES					
				TOTAL			51	AMOUNT DUE (OWING)				\$320.00	



Employee # :

Department:

## Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM	
							B	L	D	AMOUNT			
7-Dec	8:00	13:30	M	Sarda	150						317.00		
11-Dec	8:30	14:30	M	Gig, Eoc	60						317.00		
12-Dec	8:30	17:30	M	Reg Council	60						459.00		
13-Dec	8:30	13:30	M	MPC, PRC	60						317.00		
NOTES:				KILOMETER CLAIM			TOTAL				1410.00		
Meeting Code : M for Meetings  C for Conferences				RATE		KM's	TOTAL	LESS GST					
				\$0.68 per km		330	224.40	NET CLAIM				1410.00	
				\$0.17 per km		330	56.10						
				SUBTOTAL			280.50	TOTAL CLAIM				1690.50	
				LESS G.S.T.				LESS ADVANCES					
				TOTAL			280.5	AMOUNT DUE (OWING)				\$1,690.50	



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		
December 18 2023	17:00	21:00	M	MD of Greenview Library Board & East Smoky Recreation Board	120							269.00
December 19 2023	7:50	16:15	M	Committee of the Whole	120							459.00
December 20 2023	11:30	14:00	M	MD of Greenview Library Board & DeBolt & District Pioneer Center AGM								269.00
December 22 2023	8:30	11:00		Ridgevalley School Pancake Breakfast Cooking								
NOTES:				KILOMETER CLAIM				TOTAL				997.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.62 per km	240	148.80	NET CLAIM					997.00
				\$0.26 per km	240	62.40						
				SUBTOTAL		211.20	TOTAL CLAIM				1208.20	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		211.2	AMOUNT DUE (OWING)				\$1,208.20	

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		
December 4 2023	9:30	10:00	M	Regional Promotional Committee Discussions								269.00
December 7 2023	15:30	19:45	M	MD of Greenview Library Board	300							317.00
December 8 2023	8:40	15:30	M	Grande Spirit Foundation	120							317.00
December 9 2023	9:00	12:00	M	MD of Greenview Library Board								269.00
December 9 2023			M	MD of Greenview Children Christmas Event								
December 11 2023	7:55	13:45	M	Greenview Industrial Gateway	120			1				317.00
December 12 2023	7:45	18:30	M	Council	120							459.00
December 13 2023	7:45	14:00	M	Municipal Planning Commission & Policy Review Organizational and Regular Meeting	120							317.00
December 14 2023	8:30	23:05	M	Friends of Grande Spirit Foundation & River of Deasth and Discovery Dinosaur Museum Society	156							524.00
December 15 2023	9:00	18:10	M	Grande Spirit DeBolt & Grovedale Updates & MD of Greenview Library Board	524			1				459.00
December 16 2023				DeBolt Fire Department Christmas Event								
December 17 2023				DeBolt Area Structure Plan Discussions with the Planners								
NOTES:				KILOMETER CLAIM				TOTAL				3248.00
Meeting Code : M for Meetings C for Conferences					RATE	KM's	TOTAL	LESS GST				
					\$0.62 per km	1460	905.20	NET CLAIM				3248.00
					\$0.26 per km	1460	379.60					
					SUBTOTAL		1284.80	TOTAL CLAIM				4532.80
					LESS G.S.T.			LESS ADVANCES				
					TOTAL		1284.8	AMOUNT DUE (OWING)				\$4,532.80

Claimant Date Approved Date



Employee # :

Department:

Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
6-Dec	16:00	19:30	M	PACE	168				X	50.00		269.00
11-Dec	8:00	13:00	M	GIG Update	76							317.00
12-Dec	8:00	18:00	M	Regular Council Meeting	76							459.00
13-Dec	8:00	14:00	M	MPC and PRC	76							317.00
14-Dec	16:00	18:00	M	Friends of Sturgeon Lake								269.00
16-Dec				Coffee with a Planner RV								
NOTES:				KILOMETER CLAIM			TOTAL		50.00			1631.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.62 per km	396	245.52	NET CLAIM		50.00			1631.00
				\$0.26 per km	396	102.96						
				SUBTOTAL		348.48	TOTAL CLAIM				2029.48	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		348.48	AMOUNT DUE (OWING)				\$2,029.48	



Employee # :

Department:

## Council

170

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Claimant

Date \_\_\_\_\_

Approved

Date \_\_\_\_\_



Employee # :

Department:

## Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM		
							B	L	D	AMOUNT				
19-Dec	6:45	16:00	M	COTW VV	305							459.00		
20-Dec	11:00	17:00	M	FCSS	305							317.00		
21-Dec	10:00	12:30	M	SPRA build Committee	64							269.00		
NOTES:				KILOMETER CLAIM			TOTAL					1045.00		
Meeting Code : M for Meetings  C for Conferences				RATE	KM's	TOTAL	LESS GST							
				\$0.62 per km	674	417.88	NET CLAIM					1045.00		
				\$0.26 per km	674	175.24								
				SUBTOTAL		593.12	TOTAL CLAIM					1638.12		
				LESS G.S.T.			LESS ADVANCES							
				TOTAL		593.12	AMOUNT DUE (OWING)					\$1,638.12		



Employee # :

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM		
							B	L	D	AMOUNT				
7-Dec	10:00	16:00	M	SPRA Building Committee & GPRRC	64							317.00		
9-Dec	9:00	12:30	M	MD Library Board	186							269.00		
11-Dec	9:00	11:00	M	GIG zoom								269.00		
12-Dec	6:45	19:30	M	Reg Council	305							524.00		
13-Dec	6:45	14:30	M	MPC PRC	305							317.00		
13-Dec				Energy Crane open house										
14-Dec				Delivery of trays in GD										
NOTES:				KILOMETER CLAIM			TOTAL					1696.00		
Meeting Code : M for Meetings  C for Conferences				RATE		KM's	TOTAL	LESS GST						
				\$0.62 per km		860	533.20	NET CLAIM					1696.00	
				\$0.26 per km		860	223.60							
				SUBTOTAL			756.80	TOTAL CLAIM					2452.80	
				LESS G.S.T.				LESS ADVANCES						
				TOTAL			756.8	AMOUNT DUE (OWING)					\$2,452.80	





# 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		
4-Dec	9:30	10:00		Regional branding - MD only							
7-Dec	9:30	10:30		CFWY IRC meeting							
7-Dec	18:00	19:30	m	GC Medical clinic							269.00
8-Dec	11:00	17:00	m	City and County GP ICC meeting in clairr	400		1		20.00		317.00
10-Dec	15:00	18:30	m	travel to VV	320			1	50.00		269.00
11-Dec	9:00	17:00	m	GIG, EAMC, sucker creek		1			20.00		317.00
12-Dec	8:30	17:30	m	Regula council		1		1	70.00		459.00
13-Dec	8:30	17:00	m	MPC, PRC, lunch with CSV Midstream, re	320	1			20.00		459.00
15-Dec	9:30	10:30	m	GIG company call							269.00
NOTES:				KILOMETER CLAIM			TOTAL		180.00		2359.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.62 per km	1040	644.80	NET CLAIM		180.00		2359.00
				\$0.26 per km	1040	270.40					
				SUBTOTAL		915.20	TOTAL CLAIM				3454.20
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		915.2	AMOUNT DUE (OWING)				\$3,454.20