



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COMMITTEE OF THE WHOLE MEETING AGENDA

Tuesday, January 16, 2024

9:00 a.m.

DeBolt Public Service Building
DeBolt, Alberta

#1 CALL TO ORDER

#2 ADOPTION OF AGENDA

#3 MINUTES 3.1 Committee of the Whole Meeting minutes held December 19, 2023 3

3.2 Business Arising from the Minutes

#4 DELEGATION

9:05 a.m.	4.1 Alberta Forestry and Parks (Grande Cache Trails) Delegation	8
9:25 a.m.	4.2 Peace Library Systems Delegation	26
9:45 a.m.	4.3 Greenview Library Board Delegation	37
10:15 a.m.	4.4 DeBolt Ag. Society Delegation	39
10:35 a.m.	4.5 Bear Creek Folk Festival Delegation	58
10:55 a.m.	4.6 Mountain Metis Community Association Delegation	70
11:15 a.m.	4.7 Nitehawk Year Round Adventure Park Delegation	107
11:35 a.m.	4.8 2023 Pembina Incident Delegation	161

#5 NEW BUSINESS

5.1 Expression of Interest Package Review	163
5.2 Standing Offer Agreements	249

5.3 Action List

#6 CLOSED SESSION

252

#7 ADJOURNMENT

Minutes of a
COMMITTEE OF THE WHOLE MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Council Chambers
Valleyview, AB on Tuesday, December 19, 2023

1:
CALL TO ORDER

Deputy Reeve Bill Smith called the meeting to order at 9:00 a.m.

PRESENT

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

ATTENDING

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

ABSENT

#2:
AGENDA

MOTION: 23.12.116 Moved by: REEVE TYLER OLSEN
That the Tuesday, December 19, 2023, Committee of the Whole Agenda be adopted as amended.

- Removal of 4.3 Bear Creek Folk Festival Delegation
- Add 6.1 Disclosure Harmful to Intergovernmental Relations

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

CARRIED

#3.1
COMMITTEE OF THE
WHOLE MINUTES

MOTION: 23.12.117 Moved by: COUNCILLOR TOM BURTON
That the Minutes of the Committee of the Whole meeting held on Tuesday, November 21, 2023, be adopted as presented.
FOR: Deputy Reeve Bill Smith, Reeve Tyler Olsen, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

BUSINESS ARISING

- Maskwa Medical Centre – moving ahead, would like to have a MD representative sit on that board. Clarify that it is a non-profit.

DELEGATIONS

4.0 DELEGATIONS

NORTHWEST
POLYTECHNIC

4.1 NORTHWEST POLYTECHNIC PRESENTATION

MOTION: 23.12.118 Moved by: COUNCILLOR TOM BURTON
That Committee of the Whole accept the presentation from Northwest Polytechnic for information, as presented.
FOR: Deputy Reeve Bill Smith, Reeve Tyler Olsen, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

PHILIP J CURRIE

4.2 PHILIP J. CURRIE DINOSAUR MUSEUM PRESENTATION

MOTION: 23.12.119 Moved by: COUNCILLOR SALLY ROSSON
That Committee of the Whole accept the presentation from Philip J. Currie Dinosaur Museum for information, as presented.
FOR: Deputy Reeve Bill Smith, Reeve Tyler Olsen, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

SUICIDE PREVENTION

4.3 RESOURCE CENTRE FOR SUICIDE PREVENTION PRESENTATION

MOTION: 23.12.120 Moved by: COUNCILLOR JENNIFER SCOTT
That Committee of the Whole accept the discussion from the Resource Centre for Suicide Prevention for information, as presented.
FOR: Deputy Reeve Bill Smith, Reeve Tyler Olsen, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

Deputy Reeve Bill Smith recessed the meeting at 10:24 a.m.
Deputy Reeve Bill Smith reconvened the meeting at 10:35 a.m.

5.0 NEW BUSINESS

WILDFIRE AFTER ACTION REPORT

5.1 2023 WILDFIRE AFTER ACTION REPORT

MOTION: 23.12.121 Moved by: REEVE TYLER OLSEN

That Committee of the Whole accept the 2023 Wildfires After Action Report Presentation and recommendations for information, as presented.

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

CARRIED

Deputy Reeve Bill Smith recessed the meeting at 11:30 a.m.

Deputy Reeve Bill Smith reconvened the meeting at 12:30 p.m.

2024 COMMUNITY GRANTS

5.2 2024 COMMUNITY GRANTS REQUEST

MOTION: 23.12.122 Moved by: COUNCILLOR TOM BURTON

That Committee of the Whole recommends that Council award the approved 2024 Community Grants, as amended.

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

CARRIED

MOTION: 23.12.123 Moved by: COUNCILLOR JENNIFER SCOTT

That the meeting go to Closed Session, at 2:03 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: Deputy Reeve Bill Smith, Reeve Tyler Olsen, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED

MOTION: 23.12.124 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 2:16 p.m.

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

CARRIED

- ACTION LIST**
- 5.3 ACTION LIST**
- MOTION: 23.12.125 Moved by: COUNCILLOR SALLY ROSSON
That Committee of the Whole accepts the Action List for information, as presented.
FOR: Deputy Reeve Bill Smith, Reeve Tyler Olsen, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry
- CARRIED
- CLOSED**
- 6.1 DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS**
- MOTION: 23.12.126 Moved by: COUNCILLOR TOM BURTON
That the meeting go to Closed Session, at 2:44 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: Deputy Reeve Bill Smith, Reeve Tyler Olsen, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry
- CARRIED
- OPEN**
- MOTION: 23.12.127 Moved by: COUNCILLOR CHRISTINE SCHLIEF
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 3:24 p.m.
FOR: Deputy Reeve Bill Smith, Reeve Tyler Olsen, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry
- CARRIED

ADJOURNMENT

7.0 ADJOURNMENT

MOTION: 23.12.128 Moved by: COUNCILLOR WINSTON DELORME

That this Committee of the Whole meeting adjourn at 3:25p.m.

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

CARRIED

Recording Secretary

Chair



REQUEST FOR DECISION

SUBJECT:	Grande Cache Area Recreation – Grande Cache Trails Delegation		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 16, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the Committee of the Whole accepts the presentation from Alberta Forestry and Parks, regarding Grande Cache Trails, for information, as presented.

BACKGROUND/PROPOSAL:

Courtney Hughes, Senior Landscape Ecologist with Alberta Forestry and Parks, is providing a detailed update on different facets of recreation on trails in the Grande Cache Area. The presentation will cover key topics, including the Trails Act and Trail Management Planning Process, Grande Cache Trail Planning Initiative, Hamlet Trails Planning, and Kakwa Area Planning. Additionally, Committee of the Whole can expect a comprehensive overview of the Trail Management Plan, encompassing details on trail designation and guidelines tailored for provincial trail users.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is that Committee of the Whole will have a greater understanding as well as the opportunity to ask questions regarding the Trail Management Planning Process, Grande Cache Planning Initiative, Hamlet Trails Planning, and Kakwa Area Planning.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Committee of the Whole has the alternative to request additional information from Alberta Forestry and Parks regarding Grande Cache Area Recreation.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow-up actions to the recommended motion.

ATTACHMENT(S):

- PowerPoint Presentation

Grande Cache Area Recreation Update

Courtney Hughes, Senior Landscape Ecologist

Landscape, Ecosystems and Conservation (LEC) team, Recreation, Ecosystem and Lands Unit
Lands Delivery and Coordination, Alberta Forestry and Parks
Presentation to MD of Greenview
January 2024



Agenda

- Trails Act and Trail Management Planning process
- Grande Cache Planning Initiative (i.e., 'master plan')
- Hamlet Trails planning
- Kakwa area planning

Trails Act



A New Trail System

Trails Act

- Came into force early 2022
- Establishes a new system for managing trails:
 - Designated trails are planned
 - Designated trails are Crown Resources
 - Enables the appointment of Trail Managers

Trail management planning

- Identifies trail location in consideration of other land use and values
- Outlines permitted and prohibited activities
- Involves engagement with Indigenous Communities and organizations and affected stakeholders
- Required to establish a provincial trail

Trail Manager

- Recreation partner or the department
- Authorized under the Public Lands Administration Regulation (PLAR) to maintain trail tread and place signs

Trail agreement

- Between Government and Trail Manager or Recreation Partner
- Outlines monitoring, maintenance and improvements that will be done on designated trail.
- Includes work plans that align with guides and policies for consistent management of provincial trails across the province.

Recreation Funding and Disbursement

- Dedicated funding invested into recreation
- Funding allocated to support maintenance and development of safe and sustainable trails, and the work of recreation partners.

Disturbance standard

- Intended to authorize work on designated trails by trail agreement holder, trail manager, or recreation partner

Prov Trail boundary
min 20m

GOAL:
Sustainable
Trails

Trail Designation

- Designating recreational trails on public land as provincial trails under Trails Act and Public Lands Act
- Identifies and protects trails and infrastructure
- Provincial trails have rules to help ensure public safety, improve recreational user experiences, and for sustainable use and management
- The Government of Alberta can appoint a trail manager and enter into a trail agreement

The Trail System

- 1 Plan
- 2 Protect (with Designation)
- 3 & 4 Enable Partners
- 5 Authorize Work
- 6 Sustainable Funding

Trail Management Plan

- Identifies route, type of activity, and season considerations.
 - Staff review of LAT, landscape values, prov/fed approvals
 - Engagement with affected land uses or existing disposition holders.
 - Indigenous consultation if required as per GoA policies.

Trail Designation



- Trails are designated under the *Trails Act* and the *Public Lands Act*
- The Public Lands Administration Regulation enables new rules for enhanced management of provincial trails.
 - Provincial Trails are mapped and protected, requiring repair if damaged
 - New rules for provincial trail users

New Rules for Provincial Trail Users

1. Signs, notices, and publications may be posted that specify permitted activities, such as hiking or riding an OHV. Trail users must follow signs and notices.
2. Motorized users, except snow vehicles users, must stay on the trail tread.
3. Trails can be temporarily or permanently closed for maintenance or to prevent damage
4. Pets must be kept under control. Some trails may prohibit pets.
5. Speed limits – 60km/hr for snow vehicles and 50km/hr for motorized vehicles unless otherwise posted.
6. Speed limits – 60km/hr for snow vehicles and 50km/hr for motorized vehicles unless otherwise posted.
7. Discharge of a firearm is not allowed within 400m of a trail tread, unless hunting as defined under the Wildlife Act
8. No traps may be set within 10m of a trail tread.
9. A person vacating a provincial trail shall restore the public land used by that person to a clean and tidy condition.
10. No person may leave a motor vehicle or camping accommodation unit longer than 24 hours, unless an area is designated for such purpose.

Trail Manager

- Trail Manager are recreation partners that help maintain and monitor designated trails.
- Trail Managers are authorized to conduct maintenance activities on the trail tread and to put up signage at the Department's direction
- Trail Managers are not responsible for enforcement.

Trail Agreement

- Trail Agreement identifies:
 - workers' responsibility
 - GoA responsibility
 - insurance/liability
 - annual maintenance and reporting plan

Public Lands Administration Regulation

Authorized activities for maintenance

207.1 A trail manager or person conducting duties under a trail agreement made under the *Trails Act* is authorized to enter on and occupy a provincial trail to conduct the following activities for the purposes of maintaining the trail tread:

- (a) marking trail tread with ribbons, cairns or other directional indicators;
- (b) clearing and removing debris, including but not limited to brush, downed trees and rocks, to enable safe use and passage;
- (c) doing minor repairs that are required to enable safe use and passage;
- (d) grooming;
- (e) repairing or replacing signs or notices;
- (f) doing any other activities authorized in writing by the director.

Trail Management Planning



Implementation



Where we started

- **2019-2021:** Department-led, multi-stakeholder participatory planning process
 - Greenview as Co-Chair
- High level plan for the area to help direct future trail management planning and implementation priorities under Trails Act/PLAR.



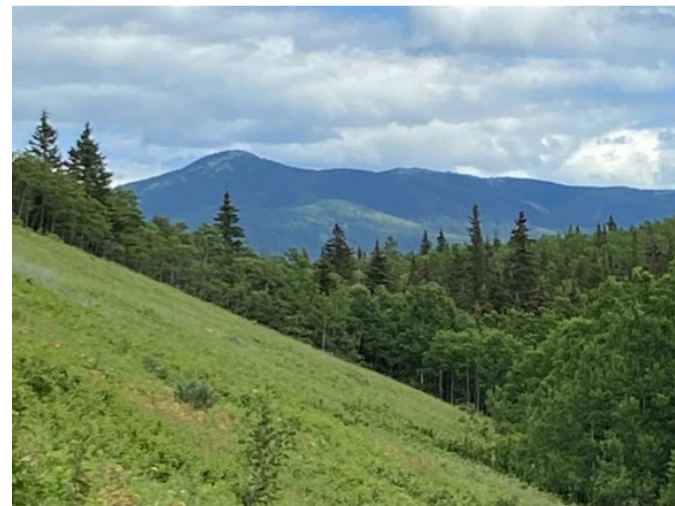
Hamlet Trails Plan



TRAILS MANAGEMENT PLAN















A PLAN FOR TRAILS ON PUBLIC LANDS ADJACENT TO THE HAMLET OF GRANDE CACHE

June 2023



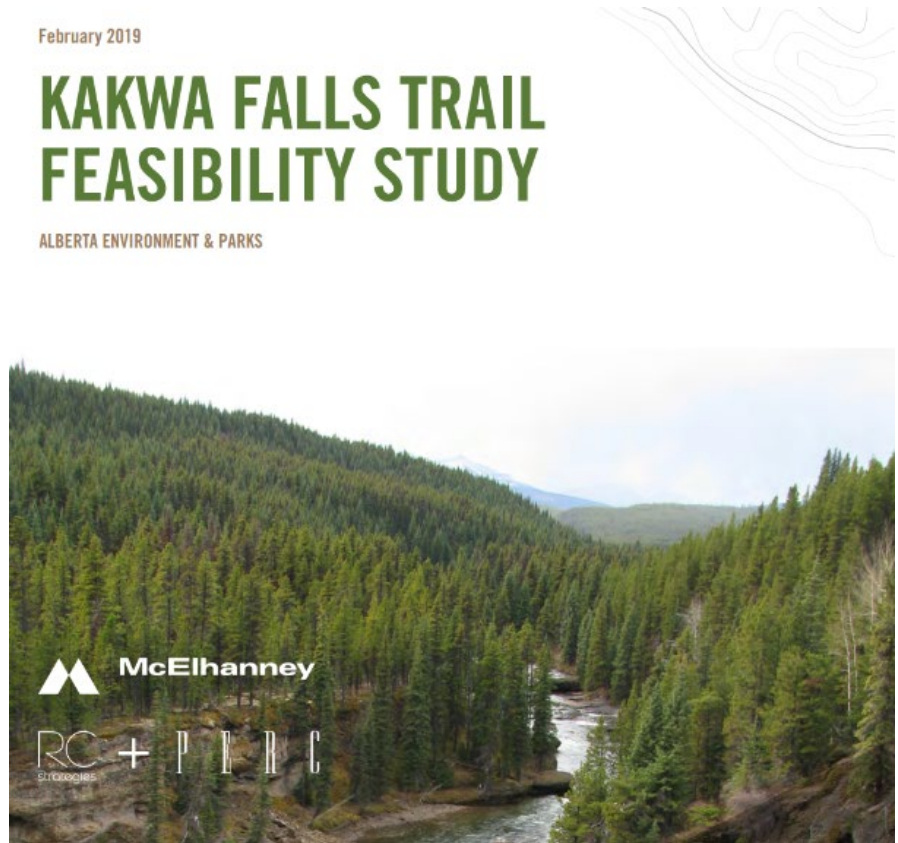
Hamel, Grande and Flood Mountain Assessments

- Priorities that arose from the 'master planning' initiative
- Contract executed for detailed assessment
- Muskeg and Twin Falls also flagged as a priority due to ecological and safety considerations, and to ensure a quality recreational experience.
 - Next planning phase in progress under REP/CIDI

Trail or Destination Feature (alphabetically)	Day-Based Hiking / Trail Running	Overnight / Hiking Backpacking	Mountain Biking / Bikepacking	Equestrian / Horseback	Wheeled under 72" (ATV, 5xS)	Wheeled over 72" (4x4)	Snowmobile
Mount Hamel							
Flood Mountain							
Grande Mountain							

Kakwa Area Trails

- **2017 - 2018:** Desktop Feasibility Study conducted internally
- **Feb 2019 - May 2019:** Kakwa Falls Trail Feasibility Study and Kakwa Wildland Provincial Park Trail and Watercourse Crossing Review, with prioritization for future work
- **May 2019 - 2020:** MD of Greenview funding from GOA (2021/22: \$150K, 2022/23: \$875K)
- **April 2023 - March 2024:** Given considerations for a more comprehensive TMP, we have developed a revised workplan, budget, timelines for the area, including robust engagement.



Questions?





REQUEST FOR DECISION

SUBJECT:	Peace Library Systems		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 16, 2024	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from Peace Library Systems for information, as presented.

BACKGROUND/PROPOSAL:

The CEO for Peace Library Systems (PLS) has offered to come to Committee of the Whole to give an update on what Peace Library Systems offers, and how their services benefit the Municipal District of Greenview. The presentation will give insight into 3 main areas that benefit our libraries:

- Technology
- Resource Sharing
- Training and Marketing

As well as provide a better understanding of the immense number of resources that are made available to the libraries through the PLS membership.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is Committee of the Whole will have a better understanding of Peace Library Systems and what our membership provides, and the overall benefits for Greenview and its residents.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Administration does not recommend any alternatives to this motion. We believe Committee of the Whole should receive the presentation to become more informed of the processes of our Library Boards and how they function. By understanding this portion, it will give more clarity to the overall understanding of the needs of our Library Board and their overall budget.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

Using that framework outline the proposed level of public engagement associated with the recommended action.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow ups to the recommended motion.

ATTACHMENT(S):

Powerpoint



Peace Library System

Update to the MD OF GREENVIEW
www.peacelibrarysystem.ab.ca

PLS at a Glance

- Established June 1986
- Official Population: 174,216
- Members: 37 municipalities and 1 Métis settlement
- Serving: 46 public libraries and 36 schools
- Headquarters: Grande Prairie
- Staff: 19 with specialized training
- Chair: Carolyn Kolebaba, Northern Sunrise County
- CEO: Louisa Robison

ROI: \$1=\$5.35 / Benefit: \$459,380.03

Population:	9,408
Appropriation:	\$59,928.96
Allotment:	\$25,872
Total:	\$85,800.96
Direct return:	\$21,168

Technology cost avoidance:

- IT Support and Maintenance: \$30,000
- Website hosting: \$4800
- Supernet: \$850

Resource sharing cost avoidance:

- Interlibrary Loan: \$160,010
- Digital Borrowing: \$222,900
- Print Acquisitions: \$17,372.46
- Non-print Acquisitions: \$1,311.67

Marketing:	\$800
------------	-------

Training:	\$500
-----------	-------

2022 Membership Fees

Population: 9,408

- Population figures used are from Municipal Affairs Population Estimates

Appropriation: \$59,928.96

- This is the amount the town pays for membership

Allotment: \$25,872

- This is the amount the Library Board pays for materials purchasing

Total: \$85,800.96

Direct return: \$21,168 – used for buying resources

Technology

Technology cost avoidance:

- IT Support and Maintenance, retail ~ \$30,000
- Website hosting, basic service, retail ~ \$4800
- SuperNet, paid by the Province of Alberta ~ \$850
 - But if you had to pay a retail provider, more than \$35000/year and no connection to the library catalogue software

Resource Sharing

Resource sharing cost avoidance:

- Interlibrary Loan: \$160,009.50
 - In 2022, Greenview Libraries brought in 6,531 physical items
- Digital Borrowing: \$222,900
 - In 2022, Greenview Libraries supplied 4,458 digital items
- Print Acquisitions: \$17,372.46
 - In 2022, Greenview Libraries bought 1,866 physical books
- Non-print Acquisitions: \$1,311.67
 - In 2022, Greenview Libraries bought 164 non print items

Training and Marketing

- Training: \$500
 - The cost of one externally provided professional development course
- Marketing: \$800
 - The cost of one consultation with a professional marketing firm

PLS Services

Library Collections

- Centralized ordering
- Cost-savings through bulk purchases
- Selection lists
- Cataloguing services
- Specialized collections
- Collection development assistance
- Weeding assistance

IT Services & Support

- Shared costs
- Automated circulation
- Regional IT network & Help Desk
- Tech training
- Coordinated purchasing
- Internet service
- Wireless & Website support

Access to Resources

- Provincial borrowing card
- Request items from across the province
- Choose from over 30 million items
- Information 24/7
- eBooks and other eResources
- Interlibrary Loan
- Delivery Service
- ILL Postage Reimbursement

Training & Programs

- Help with library management
- Professional librarians
- On-site visits
- Workshops & webinars
- Digital media training
- Program support
- Training tools on PLS website
- Library board orientations

Benefits to Libraries and Communities summary

- Peace Library System helps libraries offer more to their patrons than they could on their own.
- Residents have access to far more resources and up-to-date sources of information.
- Peace Library System connects member libraries to other libraries across the province.
- Being a Peace Library System member means that your library is not alone; help is just a phone call or an email away.



REQUEST FOR DECISION

SUBJECT:	Greenview Library Board 2024 Budget Presentation		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 16, 2024	CAO:	MANAGER: MH
DEPARTMENT:	FINANCE	DIR:	PRESENTER:
STRATEGIC PLAN:	Economy	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – Libraries Act Section 8

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accepts the Greenview Regional Library Board's 2024 Budget presentation for information as presented.

BACKGROUND/PROPOSAL:

Section 8 of the Libraries Act states that:

- (1) The municipal board shall before December 1 in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.
- (2) The budget and the estimate of money shall be forthwith submitted to the council of the municipality.
- (3) Council may approve the estimate under subsection (1) in whole or in part.

The Greenview Regional Library Board will be in attendance to provide Council with an overview of their 2024 budget. This is included in the Community Service Budget in the amount of \$577,000 for the 2024 calendar year.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to allow Committee of the Whole the opportunity to ask questions and get updates on the Greenview Regional Library Board activities.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Committee of the Whole has the alternative to not receive the presentation however Administration does not recommend this action because it is mandated under the Libraries 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:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

Libraries Act Section 8

Budget

- 8(1) The municipal board shall before December 1 in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.
- (2) The budget and the estimate of money shall be forthwith submitted to the council of the municipality.
- (3) Council may approve the estimate under subsection (1) in whole or in part.



REQUEST FOR DECISION

SUBJECT:	DeBolt & District Agricultural Society - Delegation		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 16, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That the Committee of the Whole accepts the presentation from the DeBolt & District Agricultural Society for information, as presented.

BACKGROUND/PROPOSAL:

A representative from the DeBolt & District Agricultural Society will provide an update on past events, and future planning; as well as explain the operations and the facilities overseen by the Society.

During the 2024 budget discussions Council requested the DeBolt & District Agricultural Society present to a future Committee of the Whole meeting. The DeBolt & District Agricultural Society has requested an additional operating grant in 2024, totalling \$105,000.00. Greenview provided an operating grant to the DeBolt & District Agricultural Society of \$91,000.00 in 2023.

The 2024 grant request will be brought forward to Council for a final decision in January.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is that the Committee of the Whole will have a clear understating of the operations of the DeBolt & District Agricultural Society with the opportunity to ask questions.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Committee of the Whole has the alternative to request additional information from the DeBolt & District Agricultural Society.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommend motion.

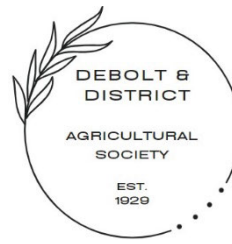
ATTACHMENT(S):

- PowerPoint Presentation



DEBOLT & DISTRICT AGRICULTURAL SOCIETY

EST. 1929



DeBolt and District Agricultural Society

Incorporated Under

The Agricultural Societies Act

Province of Alberta

Objectives

As stated in the Agricultural Societies of Alberta Act, Article three:

The object of a society is to encourage improvement in agriculture and enhance quality of life for persons living in the community by developing educational programs, events, services and facilities based on the needs of the community.

- a) To organize and hold an Annual Agricultural Fair and Farmers Market.
- b) To operate and maintain the DeBolt Centre which includes, a fitness centre, indoor playground, library, banquet and meeting rooms and curling rink. As well as operate and maintain the Gunby Ranch golf course and the DeBolt Sports field.
- c) To build, operate and maintain any other buildings or projects which may come within the scope of agricultural, social or recreational activities.
- d) To acquire a membership of persons in the area who are interested in agriculture, social and recreational activities and to cultivate a friendly social spirit among members.
- e) To encourage improvement in agriculture, horticulture, homemaking, manufacturing and the useful arts.
- f) To raise, promote and secure funds for carrying out the objects of the society, in such a manner as the members should consider appropriate, without borrowing funds.

BOARD STRUCTURE

- The DeBolt & District Agricultural Society Board consists of 12 Directors, including a President, Vice- President, Secretary & Treasurer.
- Five directors are elected annually by the committees. Those being; Hall, Fair, Golf, Indoor Recreation and Sports Field. The Directors then will be appointed to the Board of the Agricultural Society.
- Seven directors will be elected at the annual meeting of the society and their term of office being 3 years.



DEBOLT COMMUNITY HALL

COMMUNITY EVENTS

DEBOLT SPORTS FIELD

OVERVIEW



ANNUAL BALL TOURNAMENT





GUNBY RANCH GOLF COURSE



CURLING RINK – INDOOR RECREATION

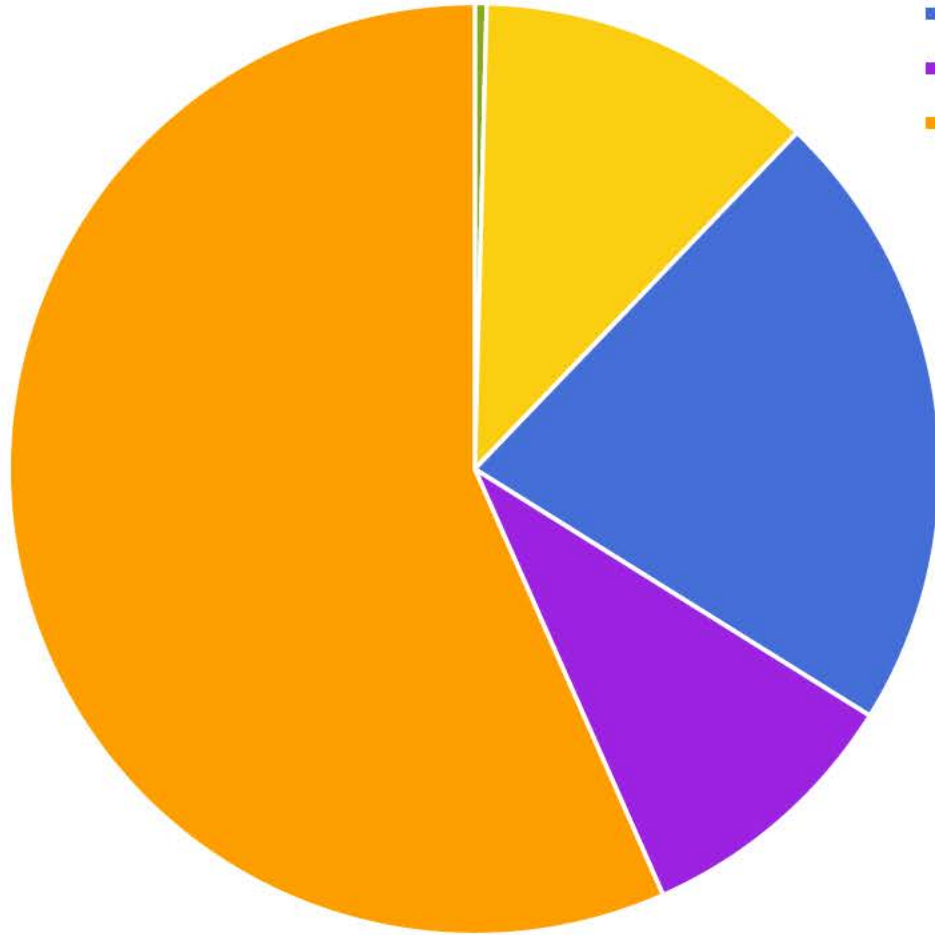
YOUTH LEARN TO CURL & LEAGUE CURLING

AGRICULTURAL BENCH FAIR



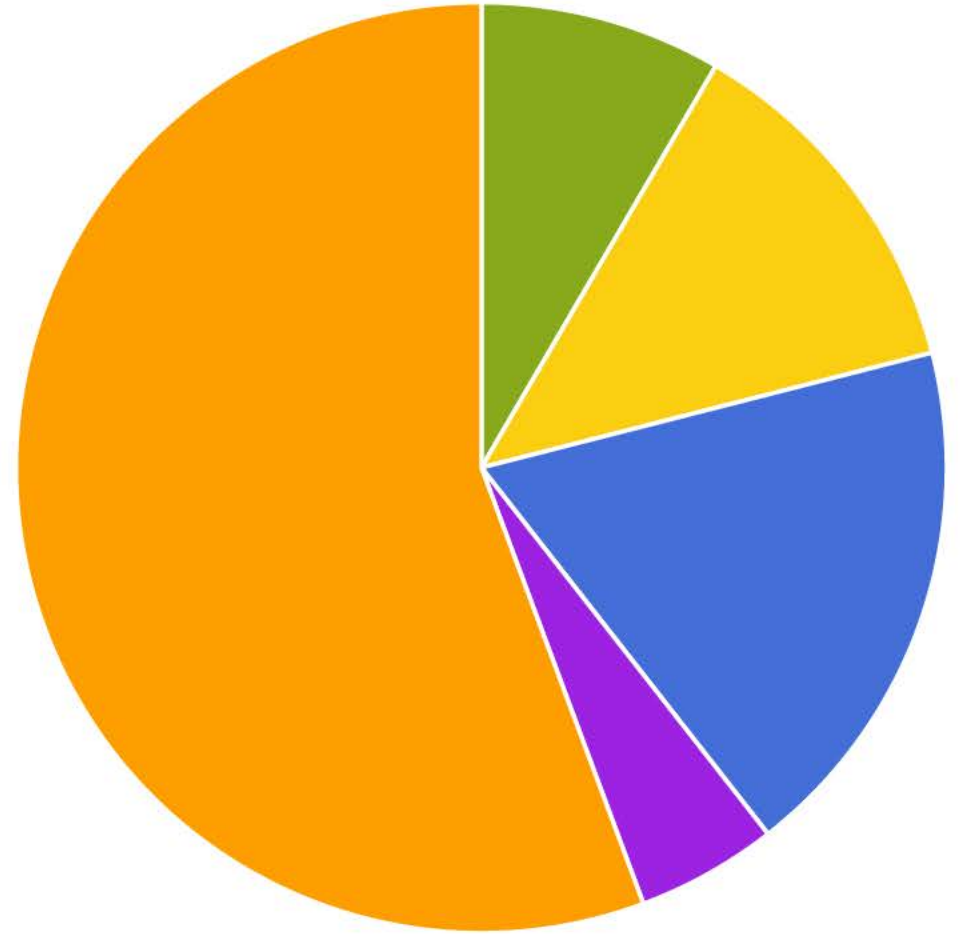
REVENUE

2022



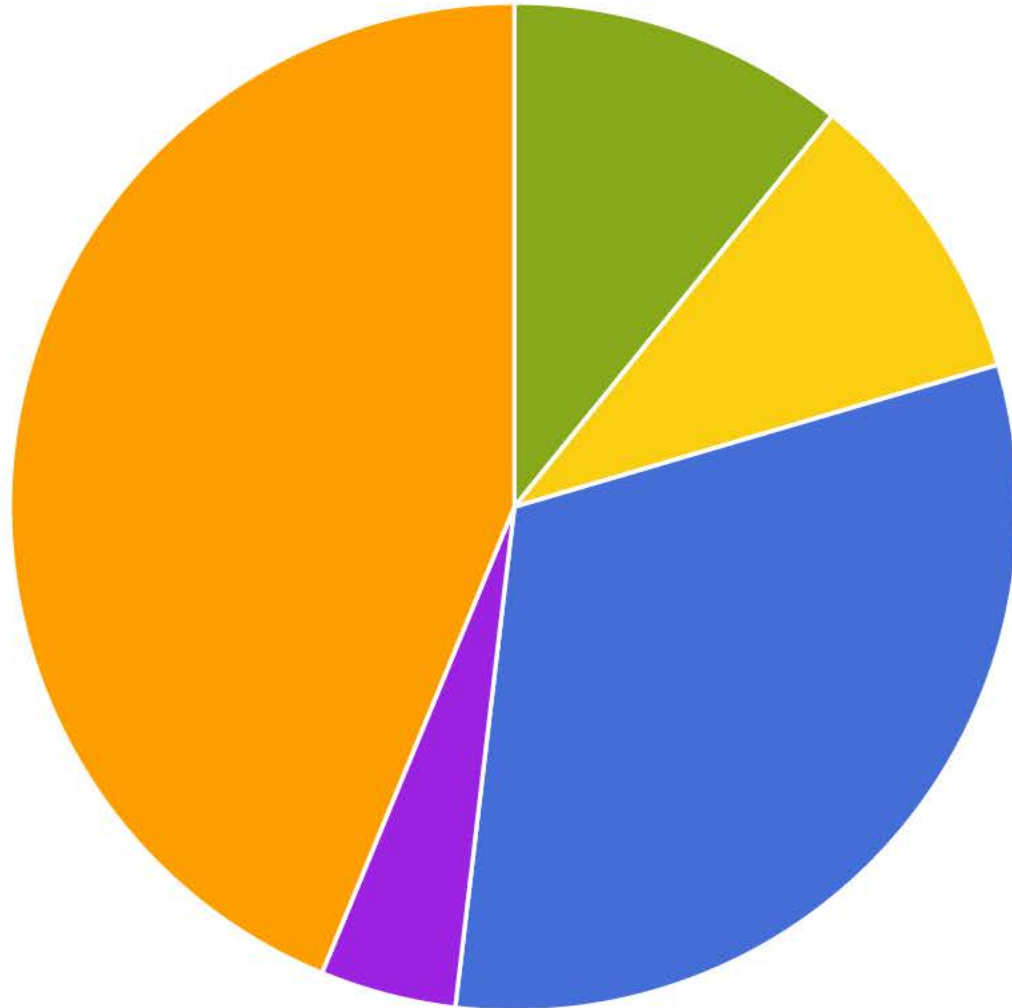
- Fundraising
- Registrations/Rentals/Memberships
- M.D. Funding
- Other Government Funding
- Other

2023



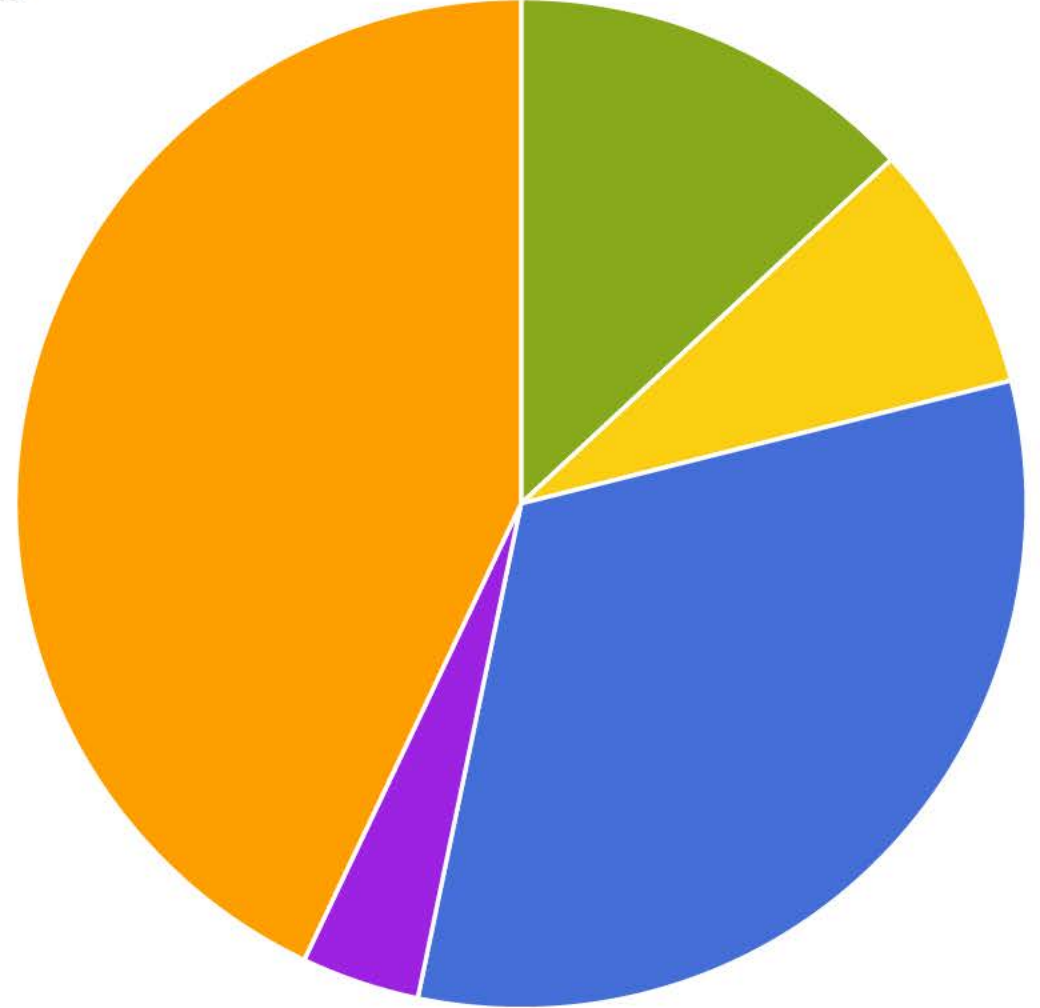
EXPENSES

2022



- Utilities
- Repairs/Maintenance
- Wages
- Insurance
- Other

2023



COMPLETED PROJECTS - M.D. CAPITAL GRANTS

Sidewalk Repair



Outdoor Skating Rink



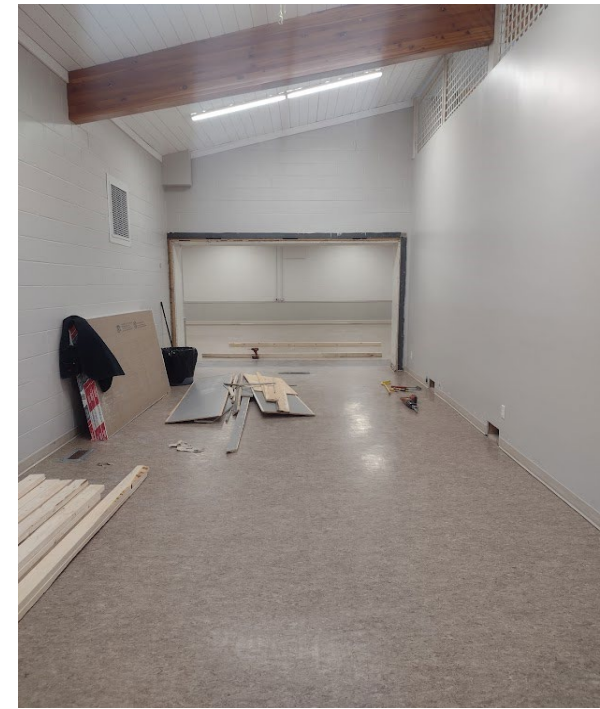
Painting of Curling Rink



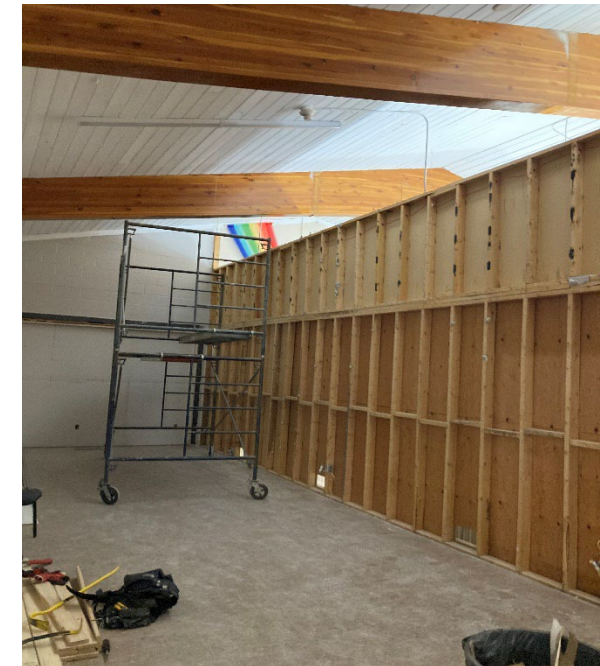
CURRENT PROJECT M.D. CAPITAL GRANT

Library Expansion

BEFORE



IN PROCESS



DEBOLT & DISTRICT AGRICULTURAL SOCIETY

EVENT HIGHLIGHTS OVER THE PAST 2 YEARS

PLAYGROUND FOR GOLF COURSE



REPURPOSE SHED FOR GOLF COURSE



COMMUNITY GATHERING







DeBolt Harvester's Ball 2023

GOLD SPONSORS



CROOKED CREEK
GENERAL STORE



FIRST CHOICE
ELECTRICAL SUPPLY LTD



Gerwatowski Holdings Ltd.

KEDDIE'S
Feed • Ranch Supplies • Clothing • Saddlery



ALLEN PERKINS

SILVER SPONSORS

Above & Beyond Oilfield Services
DLF Canada Inc.
E-Z Backhoe Services
Glacier Rock Resources
J Moody Grader Services
Northland Logistics
Prairie Coast Equipment
Star Fabrication
Smoky River Outfitting
Team Warkentin Real Estate
VerdeChem Technologies Inc.
Whiskey Delta Dirt Co.

BRONZE SPONSORS

Art of a Country Girl
Crescent Point Energy
DeBolt Hotel
Doyle's Repair
Ernie's Sports Experts
Fresh Pedi Spa
Grazing Boards by Andrea
Glen & Marlene Ungler
Hythe Motor Speedway
Nelson Lumber

Norlan Chrysler
PLD Farms Ltd
Reward Oilfield Services
Ruby's Fresh Decor
Sandra Maile
SHD Field Services
Tom & Alisa Burton
UFA Rohloff Bulk Fuels
Montana's
Mountain Springs Mechanical



REQUEST FOR DECISION

SUBJECT:	Bear Creek Folk Festival Presentation - Delegation		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 16, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That the Committee of the Whole accepts the presentation from the Bear Creek Folk Festival for information, as presented.

BACKGROUND/PROPOSAL:

In 2023, Greenview provided an operating grant to the Bear Creek Folk Festival for \$5,000.00 for their annual music event in the Muskoseepi Park in Grande Prairie.

The 2024 grant request was presented to Committee of the Whole on December 19, 2023. During Committee of the Whole discussions, Council had questions about this event and deferred a decision until after a presentation from event organizers.

A representative from the Bear Creek Folk Festival will provide an update on the 2023 Bear Creek Folk Festival and present the 2024 funding request.

The 2024 grant request will be brought forward to Council for a final decision in January.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is that Committee of the Whole will have the opportunity to ask questions regarding the festival and the 2024 grant request, to assist in making an informed decision when the request is presented at Council in January 2024.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Committee of the Whole has the alternative to request additional information from the Bear Creek Folk Festival.

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 present the grant request from the Bear Creek Folk Festival at a future Council meeting.

ATTACHMENT(S):

- 2024 Grant Request
- Bear Creek Folk Festival 2023 Sponsor Impact Report

2023 BEAR CREEK

FOLK FEST

SPONSOR
IMPACT



Sarah McLachlan

THANK YOU!

We are proud that the Bear Creek Folk Music Festival has become a cherished mainstay event in the hearts of the Peace Region. Just six festivals in and we're pleased to say that it has woven itself into the fabric of our community. It's family-friendly, it's inclusive, it showcases world class music. All in all, it's a fantastic weekend! And it's through your help that this festival is possible.

The Bear Creek Folk Music Festival Society is a not-for-profit society that started in 2014 with the goal of presenting a premiere-level music festival each summer. Our first festival debuted in August of 2016, and we have continued our tradition of exceptional musical programming, a great atmosphere, and 3 days of family fun ever since. Our 2023 festival, was an incredible success and was our first full sold-out weekend.

The Bear Creek Folk Fest relies on the support of many. From our 600+ volunteer family, through our dedicated audience, to our incredible sponsors like you, we are humbled by how much this festival means to so many people. We are incredibly honoured to have jointly created such an amazing event that uplifts so many in our community.



JigJam



Samantha Martin



Nick Shoulders



Tanika Charles



Steve Poltz



ARTISTS

We present world-class artists with a diverse lineup to our community, and we are proud that our festival has springboarded the careers of many upcomers.

We also are delighted to give an excellent opportunity for local artists to showcase their talents to a number of big industry names.



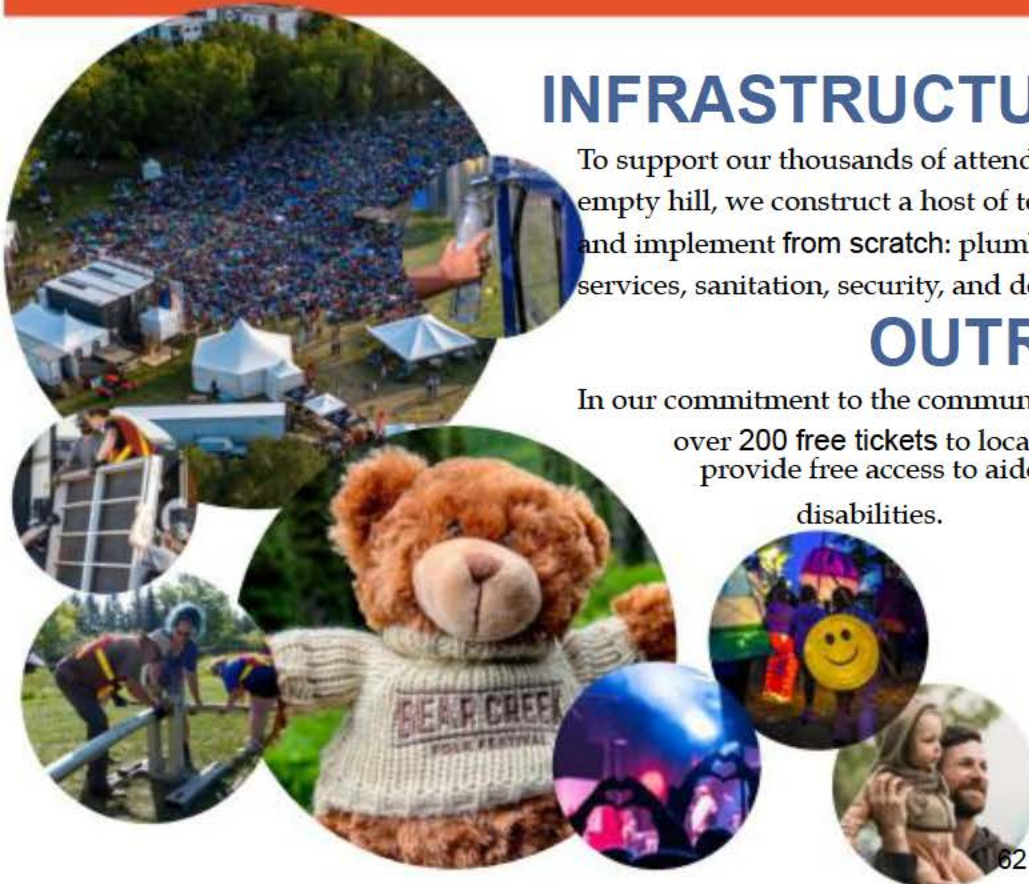
WHERE YOUR SUPPORT GOES

INFRASTRUCTURE

To support our thousands of attendees on an otherwise empty hill, we construct a host of temporary structures and implement from scratch: plumbing, electrical, food services, sanitation, security, and decor, to name a few.

OUTREACH

In our commitment to the community, we hand out over 200 free tickets to local shelters. We also provide free access to aides of those with disabilities.



VOLUNTEERS

We treat our volunteers right! Our volunteers receive free entrance to the fest, free meals, souvenir shirts, and access to our exclusive after party.

15% of our volunteers travel more than 100 km to help at our fest, some from as far away as Manitoba, Ontario, and the Northwest Territories. Our youth volunteers (12-17) have grown to make up 12.5 % of our base.



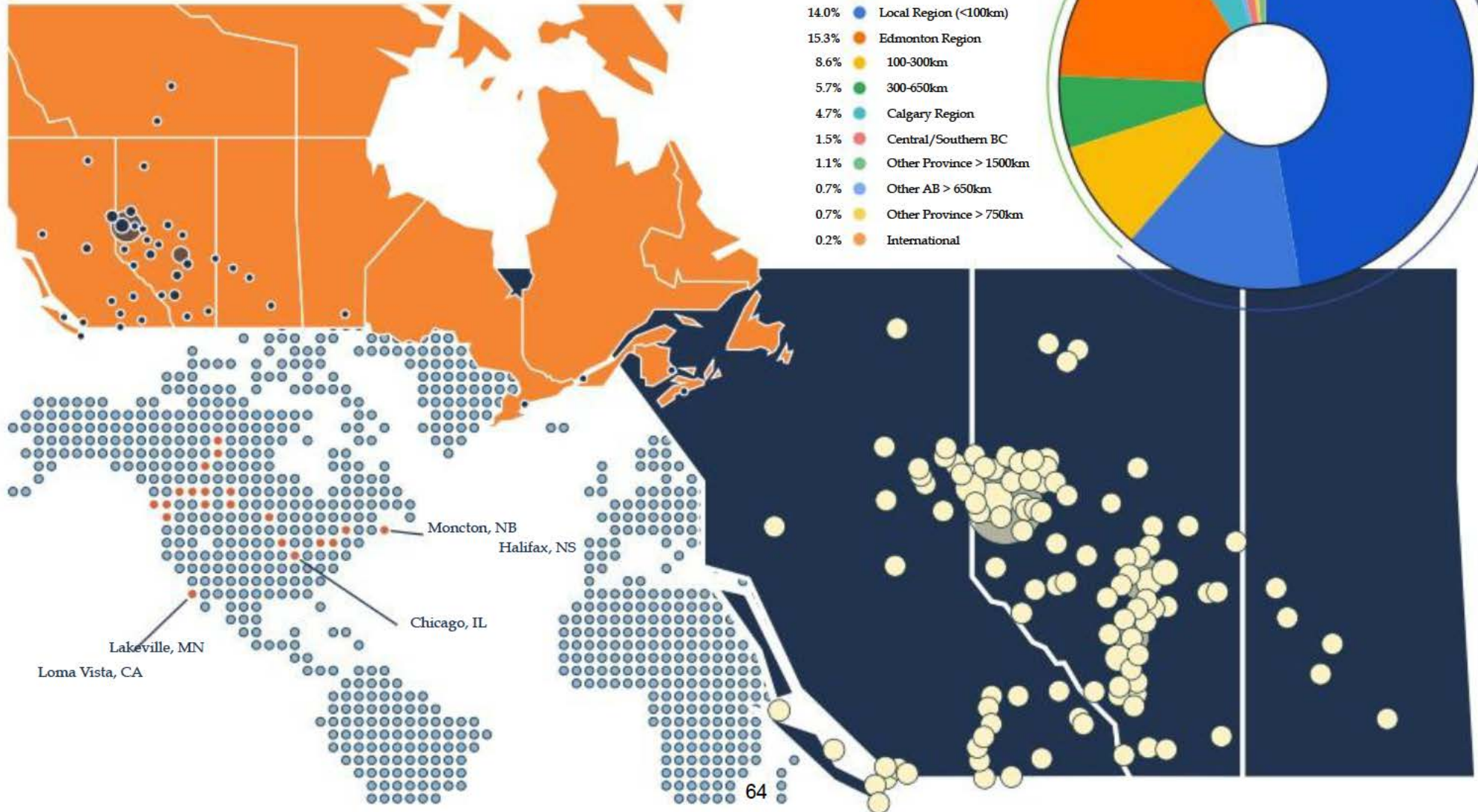
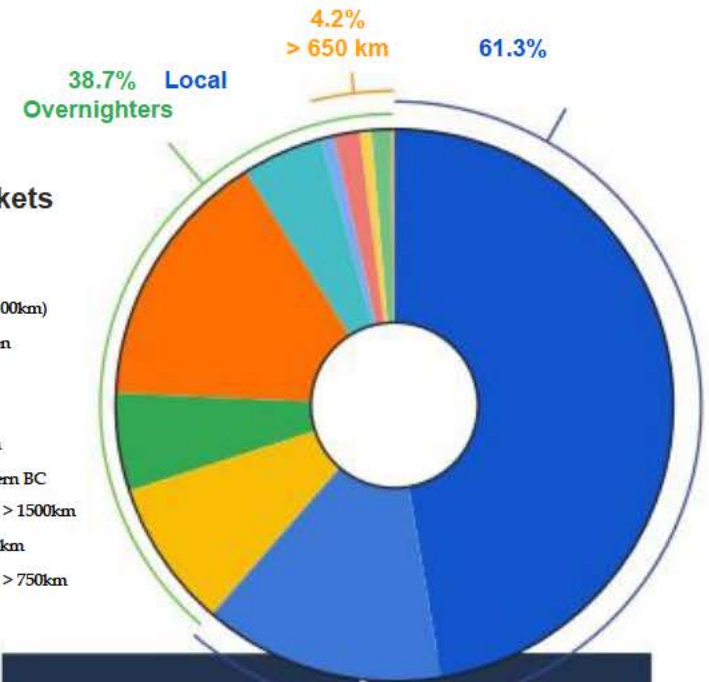
PROUDLY ALBERTAN ... AND BEYOND

The Bear Creek Folk Music Festival welcomes artists, attendees, and volunteers from right here in our region, from across the nation, and even internationally. Families have planned reunions to coincide with our festival weekend, and people have travelled from thousands of miles away to attend or volunteer at our event.

As people visit and fall in love with our fest, we see more and more attendees returning year after year from areas well outside our region.

2023 3-Day Weekend Tickets by Location

47.3%	Grande Prairie
14.0%	Local Region (<100km)
15.3%	Edmonton Region
8.6%	100-300km
5.7%	300-650km
4.7%	Calgary Region
1.5%	Central/Southern BC
1.1%	Other Province > 1500km
0.7%	Other AB > 650km
0.7%	Other Province > 750km
0.2%	International









KEY DATA 2021/2022

The Bear Creek Folk Fest works relentlessly to benefit our community, and to continuously improve each year!

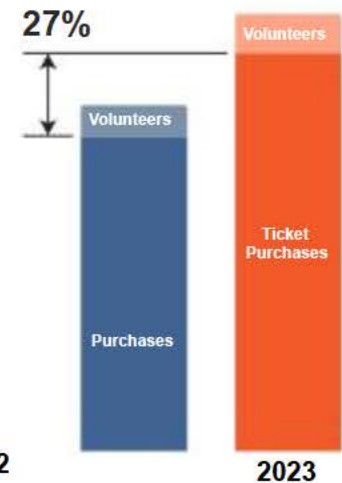
We hope you are proud of the positive impact too!



6,000-6,500

People on site per day

Attendance Growth



17% **88**

Artists identifying as Aboriginal

Total number of sponsors



20,000+

Volunteer hours from 605 volunteers

15,000+

Plastic water bottles saved



4.21

kg of CO2 emission saved by solar power (up 33% from last year)



162

Towns and cities that people travelled from



3,053

Meals served to artists, volunteers, and guests



1,096

Free tickets to youth and seniors

14%

Volunteers travelling over 100km to participate



FOR LOVE OF THE MUSIC!

The first Bear Creek Folk Fest kicked off with a bang in 2016 with headliners kd lang, Bruce Cockburn, Ruthie Foster, and Corb Lund. Since then, we've featured such artists as Sarah McLachlan, Blue Rodeo, Allan Doyle, Feist, City and Colour, Emerson Drive, Steve Earle and the Dukes, Serena Ryder, Crash Test Dummies, Michael Franti and Spearhead, and many more.

We've also introduced our audience to once-hidden gems like Allison Russell of Birds of Chicago, the War and Treaty, Tall Heights, JigJam, Katie Pruitt, and Aysanabee, just to name a few. Their stars are on the rise and we are proud to have introduced many of them to Western Canada before anyone else. It is often lesser-known performers that become darlings of the festival. We're also extremely proud to present amazing local artists. They have the chops to play alongside any of our headliners on our workshop stages, and steal the hearts of audiences.

Because of the quality of our programming, and the caring way our volunteers treat our artists, across the board, the Bear Creek Folk Fest is on the radar of many performers. We have become a festival that many want to play at!





photo by Jeff Burke



REQUEST FOR DECISION

SUBJECT:	Mountain Métis Community Association Presentation		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 16, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That the Committee of the Whole accept the presentation from the Mountain Métis Community Association for information, as presented.

BACKGROUND/PROPOSAL:

Administration received a 2024 grant application from Mountain Métis Community Association requesting an operating grant of \$102,180.00 for the Youth Connections Program activities, as well as an operating grant of \$20,984.00 for the 2024 Youth Summer Camp Program.

Historically Greenview has supported the Mountain Métis Community Association with an operating grant for the Youth Connections Program. In 2023, Greenview provided an operating grant of \$50,000.00 for the Youth Connections and Youth Summer Camp Programs, allocated quarterly as requested by Council. A summary of the 2023 quarterly reports received to date is attached.

A representative from the Mountain Métis Community Association will present the 2024 operating grant funding request to Committee of the Whole.

The 2024 grant request will be brought forward to Council for a final decision in January.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Committee of the Whole accepting the recommended motion is that Committee of the Whole will have the opportunity to obtain a clear understanding of the request and its intended use when deciding on the 2024 operating grant request.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: N/A

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 present the grant request at a future Council meeting for decision.

ATTACHMENT(S):

- Grant Application
- 2023 Quarterly Reports to date

2024 Grant Application (October 15, 2023 deadline)

Row 59

Name of Organization	Mountain Metis Nation Association
Address of Organization	3300 Pine Plaza
Form Date Field	154
Contact Name	Kristina Hallock
Phone Number	17808272002
Purpose of Organization	<p>The Mountain Métis Nation Association (MMNA) has been a registered non-profit organization since 1994. We serve historically connected descendants who previously resided in what is now Jasper National Park in the 19th Century. The MMNA works to improve the quality of life for the Indigenous population of Grande Cache through youth programs, access to historical and cultural resources, and hosting local cultural events. The mission of the Mountain Métis is to enhance the cultural, social and economic well-being of our community and our vision is to be a prosperous and engaging community with a sense of cultural pride; and our traditional lands and history will be recognized through knowledge sharing. The Mountain Métis Nation Association offers a variety of programs and services to its Mountain Métis members, Métis Nation of Alberta card holders living in the Grande Cache area, and other Indigenous and non-Indigenous members of the community. Specific programs include Traditional Land Use and Historical Research, Youth Connections, and an Aquatic Habitat program. Aside from these programs, MMNA also offers services to its Mountain Métis members including access to employment training, educational and/or trades opportunities and job advancement, access to educational bursaries, and providing general community support. The Youth Connections Program is the purpose of this funding application. This program has the mission to "improve the cultural, society, education, economic and personal advancements of Grande Cache Youth." Targeting at-risk youth, this program provides both Indigenous and non-Indigenous youth between the ages of 10-17 with access to after school programs, summer cultural camps, and homework help. The Youth Connections Program was established in 2000 in response to concerns due to isolation factors, economic circumstances and limited community resources. Statistics gathered through the local RCMP, schools and other community agencies, reported an increase in court appearances, high truancy rates and on-going concerns of alcohol and drug abuse issues relating to community youth. MMNA identified this as a critical need for community youth program development and partnered with local schools and agencies to enhance Grande Cache youth programming. This program offers free activities and services to all youth residing in Grande Cache and the surrounding Cooperatives and Enterprises. A Youth Connections Program Coordinator and Youth</p>

Mentor work full-time to organize and run the program. Programs are offered after school a few times a week for 1-4 hours, depending on the program or service offered. Weekend programming varies from 2-5 hours. The programs directly serve 300 Grande Cache youth per year.

**Purpose
Continued**

**Position of
Contact Person** Executive Director

**What act are you
registered under?** Society's Act

Registration No. [REDACTED]

Grant Type Operating Grant

**Total Amount
Requested** \$102, 180.00

Proposed Project Program Objectives: 1. Youth participants will directly benefit as the main stakeholder of the project. Activities: Youth will be informed that the project has been developed for their benefit and ownership. Youth will be informed about the roles and responsibilities of organizers, program staff, funders, contributors, and participants. Participants will be informed about funding, criteria, and the 2022 activities calendar at the beginning of each month as well as postings on social media platforms and posters within their schools. Expected results: Youth participants will comment on program evaluation sheets to validate their ownership of the program. Performance indicators: Youth participation will increase as noted on daily sign in sheets. 2. Youth will develop a stronger sense of belonging and will be supported to fair better within the local school system. Activities: Program workers will support youth to succeed in the local school system by providing tutorial support to youth who are deemed at high risk in failing or dropping out of school Program workers will provide mentorship to youth during after school programming with the use of the facility school (class space, computer lab, library, and gymnasium). This programming will occur after school with partnered schools from Monday to Thursday. With respect to Covid-19 protocols, if and when required, we will engage youth through online platforms like Google meets, provide outdoor activities to ensure social distancing and offer our Metis hall for small study groups each week along with fun activities. Program youth will receive assistance and information about setting educational goals, good work habits, work priorities, organizing materials, exam writing, and overall planning and succeeding within the school year. Expected Results: Youth participants will comment on program evaluation forms that they feel they developed a stronger sense of belonging and are supported in achieving higher grades within the local school system. Performance Indicators: Youth participation in programming will increase as noted on daily sign in sheets. Youth will hand in completed assignments and achieve passing grades. Program staff will note youth success and notify school staff. 3. Youth will gain and participate in self-esteem building, leadership training. Career planning – resume writing activities and post-secondary information and bursary application support. Activities: Program workers will develop and provide workshops and activities to

operate during professional development days, school breaks such as spring break and fall break. Program kick off with staff and organizational introduction/meet and greet Personal portfolio creation to include autobiography, goal planning, skill development (identify positive personal attributes), highlighting of accomplishments, career research, letters of recommendation, cover letter writing, and resume writing (also done at school during after school programs) Employment readiness and career planning, local community professionals will be invited into the program to share their background education and training experience. Presenters will include workers from all levels and backgrounds from within the community. The majority of presenters will be requested to present on a volunteer basis. Assist youth in planning and developing volunteer activities to benefit the community and to add to personal skills and competencies list Fun educational/physical activities such as trivia, Zumba, karaoke, movie nights, pizza parties, and 'youth council' literacy etc. Review Indigenous orientated youth employment and educational scholarship/bursary programs. Provide one on one support for post-secondary and scholarship/bursary applications. Other activities will include but are not limited to month end celebrations, Graduation ceremonies (kindergarten and grade 12), organized sports like badminton, soft ball, basketball and volleyball. All programming w

Have you previously applied for a grant from MD

Previous Grant App from MD Yes

Final Completion Report Provided to MD Yes

Grant funds applied for from other sources? Yes

Grant Funds Received from other sources?

Have you performed any other fundraising projects? No

Agreement

Grant Purpose To Fund the Youth Connections Program activities and the Annual Summer Camp.

Year Grant Received 2023

Amount of Grant \$50,000.00

List the donee, purpose and amount	True North Aid, Cultural Programming, \$39,740.00
What type of fundraising & how much did you raise?	
Signature	Alvin Findlay
Date	09/21/23
Financial Statement	
Administration Recommendations	
Email	kristinamn@telus.net
Column41	
MD Logo	
Email Comm.	
Column44	
List for Recognition	Social Media, and quarterly newsletter



SUMMITVIEW MIDDLE SCHOOL

P.O. Box 480, Grande Cache, AB T0E 0Y0 P 780-827-3820 F 780-827-2523 WWW.SUMMITVIEWSCCHOOL.CA

RE: Letter of Support

September 6, 2023

Trina McKay
Principal of Summitview School
Po. Box 480
Grande Cache, AB
T0E 0Y0

To whom it may concern:

I am writing this letter to show my support for the continuation of the Youth Connections Program which is operated by the Mountain Metis Nation Association. This program targets and supports youth ages 10 -17. Here at Summitview School, we have grades 4-8 with the age range of 8 - 14 years.

In previous years our school community has worked collaboratively with Youth Connections to help support students with after-school programs and homework help. This allows students a space to connect with other peers in a structured environment when they are struggling with social anxiety and their academics. Structured activities that are facilitated by trusted adults can help students form healthy relationships and social skills.

Within our Summitview Community, we also look forward to having youth Connections provide traditional Indigenous activities and teachings to our Indigenous and non-indigenous student population.

I fully support the program and I look forward to collaborating with the Mountain Metis Nation Association in bringing this program back to our community. If you have any further questions or concerns please reach out via email or phone.

Thank you,

Trina McKay

Work #(780) 827-3820

Email: trinmcka@gvpsd.ca



GCYouth Connections <gcyouthconnections@gmail.com>

Letter about how awesome you are!!

message

Shantelle Kurtz [REDACTED]
to: "gcyouthconnections@gmail.com" <gcyouthconnections@gmail.com>

Mon, Sep 11, 2023 at 12:56 PM

To whom this may concern, I would like to write this letter to explain how amazing the Grande Cache youth connections is.

My oldest daughter, now 13 has always struggled with fitting in and finding her people. The youth connections have been such a blessing for her. Not only are the programs amazing, but the staff create a family like environment. My daughter has been going to the youth connections activities for 2.5 years now. Not only has she gained a wealth of knowledge, but a group of friends.

There many activities including kick boxing, cooking, cultural activities and crafts have taught my daughter many helpful skills in life, but have given her the confidence to try new things. She has loved all the activities, especially the tie dye classes and the crafts/sowing.

The youth connections have also helped the rest of our family with their snack program! Every week a bag of amazing snacks are dropped off and our daughter gets to create yummy foods for her and her sister. Giving her more confidence in the kitchen and learning about healthy choices.

I sincerely hope the youth connections programs are around for years to come. They are a huge help and support to the youth of our community and helps to keep kids out of trouble!

Sincerely yours,
Shantelle Kurtz

Get Outlook for Android

September 11, 2023

Re: Letter of support for the Youth Connections program in Grande Cache

To whom it may concern,

I am writing this letter in support of the above mentioned program. This program is run by some amazing people. They show love, support and help build confidence in the young people of our community.

My two children aged 10 and 12 years old attend as many of the programs offered as possible. They enjoy learning new skills taught as well as having the social connection to other kids they may not have connected with at school or when out with their friends in our hamlet of Grande Cache.

This program continues to show my kids they can do anything they put their minds to. It provides ample opportunity for them to try new things, excel in areas they didn't even know they enjoyed while at the same time building their self confidence. Many children in the age groups that attend these programs have a hard time being outgoing or reaching out to others to make new friendships or connections. This program and the amazing people who run the Youth Connections make this happen and encourage all youth to attend.

They go out of their way to ensure all children are welcomed and feel a part of the group. They ensure they are there to help, or answer questions as well as build them up personally. They have gone out of their way so many times for my family. Everything from supplying food through their amazing nutrition program, to Christmas gifts and movie nights or seasonal crafts and game nights.

I think with a grant provided to this fantastic program they could reach out and connect with so many more children in our Hamlet. The children of our hamlet is its future and this program is a great way to ensure the children are on a good path as they grow up. I know it inspires my children and they look forward to the fun opportunities offered.

Thank you so much Youth Connections for all you have done for my family and continue to do. We love and appreciate your efforts and all you do for the children.

Sincerely,

Kerri Campbell & family

September 12, 2023

Mountain Metis Nation Association Youth Connections

Re: Letter of support for Youth Connections Program in Grande Cache.

To whom it may concern,

I am writing this letter in support of Youth Connections Program; this program has helped with my daughter so much. Helped her be more social, made new friends, boosted her confidence. She enjoyed the kickboxing classes, beading, cultural programs, she absolutely loves attending the annual summer camp.

I strongly support Youth Connections the staff go above and beyond for our youth in Grande Cache.

Sincerely,

Faith Rabbit & Family

[REDACTED]
Grande Cache, AB T0E 0Y0

September 7, 2023

The Mountain Metis Youth Connections
Grande Cache

To Whom It May Concern:

RE: Youth Connections experience this last year

I am happy to write a letter expressing our appreciation for the Youth Connections organization and their staff. My daughters participated in programming last year and again this current year. The experiences have been invaluable.

I have daughters aged 10 and 12. With my youngest being old enough to attend the summer camp this summer, both girls had their first-ever camp experience. My youngest daughter received a diagnosis of ADHD and is medicated. I was able to share my concern about keeping this information confidential with the staff, and it was well received. This level of professionalism and nonjudgment reassured me that my daughter would be treated with respect. My girls begged to be allowed to attend next summer and had nothing but positive stories to share. I also appreciated the photos and videos shared on Facebook, which gave me a glimpse into their camp week.

My daughters also took part in the weekly kickboxing classes. They described how "real" boxing gloves feel and the other equipment they got to use. With our long winters, I am glad that such indoor activities are available that give them opportunities to move their bodies and learn self-defence skills.

Horsemanship is another invaluable opportunity for my girls. My older daughter has expressed interest in becoming a veterinarian as a career. I will still need to look up at some point what that educational process looks like in Canada. Regardless, I am thrilled that my girls are gaining confidence around horses and horsemanship knowledge.

Additionally, my daughters learned how to create meals this summer, and they were so happy to share the pretzels they had baked. As I am working full-time, mostly afternoons and evenings, these summer programs really give my daughters many opportunities to try new things throughout the summer.

Other activities include painting and designing tote bags, ceramics, and beading, which exposes them to indigenous culture.

Thanks so much to the Youth Connections staff for all that they do!

Sincerely,
Ewa Van Domsefaar

To whom it may concern,

I am pleased to be writing a letter of support for Mountain Metis Youth Connection regarding their community grant proposal through the M.D of Greenview. My family & I strongly support this grant application and through the focus of encouraging children through social, education, and personal advancements.

The Mountain Metis Youth Connection has been in existence for a number of years now and continues to strive to expand its programs and offerings to the youth. My son & I have benefited through many of the programs, they have provided including a Nutrition Program, Boxing Class, Annual Winter, or Summer Camps, after school activities such as a cooking club. Many of them, my son has wanted to go back due to the staff being involved or how fun the program was. By being involved in these programs, my son has made some new friends, social skills, and gained new confidence.

I believe The Mountain Metis Youth Connection, is deserving of this grant because I know the money will go directly back into the communities it serves.

The Mountain Metis Youth Connection, can exceed your expectations, and continue to flourish with your assistance.

Sincerely,



Larissa Delorme

Grande Cache, AB
T0e 0Y0



GRANDE CACHE COMMUNITY HIGH SCHOOL

P.O. BOX 599
GRANDE CACHE, ALBERTA T0E 0Y0

TELEPHONE: 827-3502
FAX: (780) 827-3112

September 11, 2023

To whom it may concern:

The Youth Connections Program has been a support for Grande Cache Community High School students over the last several years. The program works with the youth of Grande Cache who need extra support building relationships with safe and caring adults through cultural traditional indigenous activities, equestrian programming, arts and crafts, kickboxing, and seasonally themed activities. In the past they have helped fund school supply needs of students of lower socioeconomic backgrounds and have provided academic support when needed.

The Youth Connections Program is a valuable resource to the families of Grande Cache. Any support that you could give to the program would be used to support all students who may be struggling to achieve growth socially and academically.

Yours in Education,

John Hammer
Principal
Grande Cache Community High School

2024 Grant Application (October 15, 2023 deadline)

Row 60

Name of Organization	Mountain Metis Nation Association
Address of Organization	3300 Pine Plaza, Grande Cache, AB, T0E 0Y0
Form Date Field	155
Contact Name	Kristina Hallock
Phone Number	780-827-2002
Purpose of Organization	<p>The Mountain Métis Nation Association (MMNA) has been a registered non-profit organization since 1994. We serve historically connected descendants who previously resided in what is now Jasper National Park in the 19th Century. The MMNA works to improve the quality of life for the Indigenous population of Grande Cache through youth programs, access to historical and cultural resources, and hosting local cultural events. The mission of the Mountain Métis is to enhance the cultural, social and economic well-being of our community and our vision is to be a prosperous and engaging community with a sense of cultural pride; and our traditional lands and history will be recognized through knowledge sharing. The Mountain Métis Nation Association offers a variety of programs and services to its Mountain Métis members, Métis Nation of Alberta card holders living in the Grande Cache area, and other Indigenous and non-Indigenous members of the community. Specific programs include Traditional Land Use and Historical Research, Youth Connections, and an Aquatic Habitat program. Aside from these programs, MMNA also offers services to its Mountain Métis members including access to employment training, educational and/or trades opportunities and job advancement, access to educational bursaries, and providing general community support. The Youth Connections Annual Summer Camp is the purpose of this funding application. This program has the mission to "improve the cultural, society, education, economic and personal advancements of Grande Cache Youth." Targeting at-risk youth, this program provides both Indigenous and non-Indigenous youth between the ages of 10-17 with access to a free summer camp filled with cultural activities, recreational activities, and The Youth Connections Program was established in 2000 in response to concerns due to isolation factors, economic circumstances and limited community resources. Statistics gathered through the local RCMP, schools and other community agencies, reported an increase in court appearances, high truancy rates and on-going concerns of alcohol and drug abuse issues relating to community youth. MMNA identified this as a critical need for community youth program development and partnered with local schools and agencies to enhance Grande Cache youth programming.</p>

Purpose

Continued

Position of Contact Person Executive Director

What act are you registered under? Society's Act

Registration No. [REDACTED]

Grant Type Operating Grant

Total Amount Requested \$20,984.00

Proposed Project 2024 Summer Camp Youth Connections offers a free 4-day Youth Summer Camp located at Hide-A-Way Camp each year in August for 20 local youth to attend. This camp is open to all Grande Cache youth between the ages of 10-17 years of age. Camp activities include: Greeting Circle, Camp Rules, Bear Safety and Name Game: When youth first arrive and settle in they gather in a circle and the camp staff introduce themselves, explain camp rules and bear safety. Youth then introduce themselves and work together in a team building exercise as an ice breaker. Fiddle Lessons: MMNA brings in a fiddle instructor to provide lessons each day for the four days. MMNA provides fiddles for all the youth to use. Traditional Herb Gathering, Medicine Teaching and Gathering: Youth learn how to gather natural herbs for medicine, how to make a traditional muskeg tea that can be used for multiple medicinal uses and how to make traditional Indian Ice Cream. Board Games: Games are provided for the youth to enjoy before bedtime. Morning Fitness: Different games are played each morning including relay races, hikes, capture the flag, tug of war, and Zumba dance. Metis Jigging: traditional Metis jigging is a time-honored tradition where the youth get to learn over the course of 4 days. A professional Metis jigger is brought in to share their knowledge and gift of dance with the youth. Swimming: Youth enjoy trips to Pierre Greys Lakes to enjoy swimming and fishing off the bridge. While at Pierre Greys Lakes, the Youth also hike to the famous Pierre Grey Trading post and learn about the Métis history of the area. Outdoor Games: Prey Predator is enjoyed each year - a game of quick thinking and survival (a favorite among the youth). Sports, including kickball, dodgeball & Badminton are also played. Every Child Matters: Each year, youth participants participate in a craft and/or activity. Previously, we have painted orange rocks and arranged them on the hill side by Pierre Greys Entrance. Campfire Snacks and Games: Each night snacks are handed out by the campfire and stories are shared. Youth enjoy a round dance around the fire and play campfire games

Have you previously applied for a grant from MD

Previous Grant App from MD Yes

Final Completion Report Provided Yes

to MD

Grant funds applied for from other sources? No

Grant Funds Received from other sources?

Have you performed any other fundraising projects? No

Agreement

Grant Purpose Annual Summer Camp offered to youth ages 10-17 years of age who reside in Grande Cache.

Year Grant Received 2023

Amount of Grant \$10,657.31

List the donae, purpose and amount

What type of fundraising & how much did you raise?

Signature Alvin Findlay

Date 09/21/23

Financial Statement

Administration Recommendations

Email kristinamna@telus.net

Column41

MD Logo

Email Comm.

Column44

List for Recognition Social Media, Quarterly newsletter

To whom it may concern,

I am pleased to be writing a letter of support for Mountain Metis Youth Connection regarding their community grant proposal through the M.D of Greenview. My family & I strongly support this grant application and through the focus of encouraging children through social, education, and personal advancements.

The Mountain Metis Youth Connection has been in existence for a number of years now and continues to strive to expand its programs and offerings to the youth. My son & I have benefited through many of the programs, they have provided including a Nutrition Program, Boxing Class, Annual Winter, or Summer Camps, after school activities such as a cooking club. Many of them, my son has wanted to go back due to the staff being involved or how fun the program was. By being involved in these programs, my son has made some new friends, social skills, and gained new confidence.

I believe The Mountain Metis Youth Connection, is deserving of this grant because I know the money will go directly back into the communities it serves.

The Mountain Metis Youth Connection, can exceed your expectations, and continue to flourish with your assistance.

Sincerely,



Larissa Delorme

Grande Cache, AB
T0e 0Y0

January 2023

In January, Youth Connections began the year by offering the Kickboxing Program. We have had consistent numbers for this program, and we have been seeing a huge difference in youth's kicks, jabs, crosses, and hooks. Our instructor has commented on how the youth have been improving in technique and how this program is so beneficial for the youth to destress, improve their mental and emotional wellbeing, as well as a way to learn mental and physical discipline. Youth Connections believes that healthy bodies equal healthy minds. This program offers free snacks and we have really focused on providing healthy snacks during this program such as cheese, fruit, and vegetables.

Later in the month, a painting ceramics activity was offered to youth. Figurines of different shapes and sizes were offered to youth to paint using ceramics. Youth were so happy with the variety of figures and paint colors they got to use. After the drying period, youth were able to take home their creations.

February 2023

In February, Youth Connections offered an afternoon of ice fishing at Victor Lake. Transportation was provided to youth to and from site. The weather turned out to be descent. YC brought in an experienced ice fisher to show youth how to set up equipment and learn ice-fishing techniques. No fish were caught, but youth had a lot of fun outdoors and learning new skills. Later in the month, youth had the opportunity to create their own pink shirts using tie dye, in lieu of February 22nd's 'Anti-Bullying Day.'

Kickboxing lessons were also offered this month. We have seen consistent participation rates in this program. Youth have access to kickboxing wraps, boxing gloves, and boxing bag during the lessons. This month, our Youth mentor has begun taking Pottery lessons in Hinton, so she can offer a pottery program to the youth in the coming months. This program is a huge demand amongst our youth, as expressed during sharing circles and feedback on programming.

March 2023

Every year, Youth Connections welcomes youth to participate in the Annual Spirit Seekers Conference that takes place in Grande Prairie. YC covers the cost for the youths' admission, and all travel including food, transportation, and accommodation costs. In the past, the conference was open to youth of all ages, however, this year, the age group changed to 14-17. This drastically limited the number of youths qualified to participate in the conference. We initially had two youth registered for the conference through Youth Connections, however, closer to the date, the youths got sick and were unable to attend.

Youth Connections is so excited to be back in the schools this year. This month, we started providing homework help at Summitview Middle School once a week. The participation rates have been increasing each session and the need for homework help is huge in the schools. We are currently in discussions with other schools, (Grande Cache High School, and Susa Creek), to expand our homework help in the coming months.

Kickboxing lessons were also offered this month. This is our most popular program, and we have seen consistent participation numbers and the same youth returning to these classes.

Right before March break, and on a P.D Day, Youth Connections offered a Wellness Day in partnership with the B.E.S.T Program. Youth were able to prepare their own healthy lunch, learning life skills and the importance of hygiene and safety while working with food. Youth were also able to build their own fruit kabobs as part of their afternoon snack. Youth created conversation cards and recipe cards that they could take home to their families and use during dinner time. After lunch and the activity, youth walked to the recreation center for an hour of skating at the arena.

Youth Connections Quarterly Summary Report April, May, June 2023

APRIL 2023

In April, Youth Connections continued the Kickboxing Program until the middle of April. We noticed a huge improvement amongst the youth on not only their kickboxing skills but also with their social development and how they interacted with one another. Youth Connections also continued a partnership with Summitview Middle School in regards to our Homework help program. This Program was hosted after school for an hour on Wednesdays, which gave the youth a safe space to focus on unfinished work and anything they might have needed extra help with. This partnership continued into the months of May and June. Moving into the Easter holiday, we did an Easter egg candle program. The youth crafted their own easter candles and socialized amongst each other. To conclude the month, Youth Connections had community member, Caitlind Delorme, come in to facilitate a traditional Ribbon Skirt program. The youth were taught about the history of Ribbon Skirts and were given free reign to design their own skirt. They were all grateful to take home their skirts and wear it to the local round dance.

May 2023

In May, Youth Connections brought back a popular activity, the Horsemanship Program. This Program was an eight week-long program where youth were introduced to English style horse-riding. Youth were divided into groups based on their experience level. This program has been designed to get youth comfortable with horses, learn how to groom and take care of horses, saddle their horse, and learn proper techniques and terminology. Early in the month, Youth Connections also brought back the Nutrition program. This allowed Youth Connections to help out families in the community who might need more support during the school year. We've been working with our local grocery store, New Horizon Co-op, to maximize the program funds by ordering groceries that are part of New Horizon Coop's weekly sales. When the order arrives, Youth Connections packages the groceries every Friday and delivers it to registered youth in Grande Cache. This month, Youth Connections introduced a totally new program called 'Pottery'. This is something that hasn't yet been done in Grande Cache. The pottery program allows youth to mold the clay and design and paint the clay model. In addition, Youth Connections also held a mothers day pop up craft, where Youth were given supplies to create a beautiful craft for their parent.

June 2023

In June, Youth Connections continued with the Horsemanship and Nutrition Programs. We supplied transportation for all our programming. The month of June was also spent planning for summer programming and completing Fire Extinguisher/Fire Safety Course and Bear Awareness. Youth Connections was part of the Summer Program Kick off that was held at the Grande Cache Recreation Centre. This allowed for youth to register into our summer programming.



YOUTH CONNECTIONS PROGRAM QUARTERLY REPORT SUMMARY (JULY, AUGUST, AND SEPTEMBER)

Mountain Métis Nation Association
PO Box 1468, Grande Cache, AB T0E 0Y0

July:

Youth Connections partnered with the B.E.S.T program with Lisa Beckstead. We ran two separate programs over the summer break, Youth Club – Creative Minds and Cooking Club.

Youth Club – Creative minds was a weekly program that ran for six weeks. Throughout the program youth made a variety of different things such as water bottle designs, personalized tote bags, tie dye towels, labyrinth walk, outdoor games, and painting inspirational quotes. We ended the club with a BBQ and board games.

Cooking Club – This program was designed to teach youth how to create meals on their own with simple recipes, and minimal use of the stove. Each child was given their own apron and cookbook with recipes and safe cooking tips.

August:

Both the youth club and cooking club carried on into august. Youth Connections had our annual Summer Camp out at Hide-A-Way. The camp included the following activities: traditional knowledge speakers, jigging, fiddling, pottery, archery, swimming, outdoor recreational activities such as badminton, dodgeball, and prey and predator games, Every Child Matters beading, willow dream catcher making, and board games. On the first day of camp, youth were given t-shirts with the Youth Connections logo on it. Youth were happy to receive a free shirt. The youth expressed how they enjoyed the camp so much and cannot wait until next year.

We also spent time creating our September Calendar to participate in the Community Roundup. Reporting and filing of expenses also took place at the end of August.

September:

Loom Beading - Youth were taught by an indigenous bead artist how to loom an 'Every Child Matters' pin. This program was over the period of two days.

We have also began connecting with the schools (Grande Cache High School, Summit View Middle School and Susa Creek School) to start up Homework Help.





YOUTH CONNECTION PROGRAM SUMMER CAMP 2023 REPORT

Mountain Métis Nation Association
PO Box 1468, Grande Cache, AB T0E 0Y0

Camp Summary

From August 7-11, Youth Connections hosted our annual youth summer camp at Hide A Way Camp. This was a success, bringing 20 youths together between the ages of 10 to 17. Nightly journals were kept by each youth, as a way to express their likes and dislikes of the camp. As a result, the nightly journals expressed great positivity of the camp.

The camp included the following activities: traditional knowledge speakers, jigging, fiddling, pottery, archery, swimming, outdoor recreational activities such as badminton, dodgeball, and prey and predator games, Every Child Matters beading, willow dream catcher making, and board games. On the first day of camp, youth were given t-shirts with the Youth Connections logo on it. Youth were happy to receive a free shirt. The youth expressed how they enjoyed the camp so much and cannot wait until next year.

Each day began with youth enjoying home cooked breakfasts, cabin clean up, and hygiene time. Morning programs included Fiddling instructed by Gary Lee and Metis Jigging taught by Brent L'Hirondelle. Each of these programs were offered twice a day, once in the morning and once after lunch. The youth really enjoyed learning how to play the fiddle and jigging.



Afternoon programs consisted of culturally based activities facilitated by a local indigenous elder, a teacher and beading artist.



YOUTH CONNECTION PROGRAM SUMMER CAMP 2023 REPORT

Mountain Métis Nation Association
PO Box 1468, Grande Cache, AB T0E 0Y0



The youth learned about local medicines such as sweet grass, muskeg tea, and sage. Other activities included creating dreamcatchers made from local willow branches, beading orange t-shirt pins for Every Child Matters, and painting orange rocks that were placed by Pierre Grey Provincial Park.





YOUTH CONNECTION PROGRAM SUMMER CAMP 2023 REPORT

Mountain Métis Nation Association
PO Box 1468, Grande Cache, AB T0E 0Y0

The rocks are placed at this location each year, filling the orange heart with youth that attend our annual summer camp.



Each Afternoon, youth participated in Archery facilitated by one of our Youth Supervisors. In Archery, youth learned the basic guide to Archery that requires skills of precision, control, focus, repetition, and determination. Youth were excited to create their own personalized target for archery.





YOUTH CONNECTION PROGRAM SUMMER CAMP 2023 REPORT

Mountain Métis Nation Association
PO Box 1468, Grande Cache, AB T0E 0Y0

The pottery activity was facilitated by our Youth mentor, and youth were able to create handprints for Every Child Matters. Youth were able to paint the pottery and take their creations home.



In the evenings, youth went swimming at Pierre Grey Lakes, which was followed by a campfire with hotdogs, smores and games such as Prey Preator, Journaling, and a movie night.





YOUTH CONNECTION PROGRAM SUMMER CAMP 2023 REPORT

Mountain Métis Nation Association
PO Box 1468, Grande Cache, AB T0E 0Y0

Camp Evaluation Summary-Youth Feedback

At the end of camp, all the youth did a Camp Evaluation, and in the evaluations, youth expressed what they disliked and liked. A few youths noted how they wished the camp lasted longer. Other youths mentioned that they found the Bear awareness boring. The best part of reading our evaluations was that youth stated how much they loved camp, making friends, new memories, and that each day of camp was fun, the food was excellent, the activities were exciting, and that camp kept them busy everyday. Some of youths who attended mentioned how they have never attended a camp where everyday was fun and had so many different activities to participate in. As a result, the Youth Connections summer camp of 2023 has been regarded as a success.





REQUEST FOR DECISION

SUBJECT:	Nitehawk Presentation - Delegation		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 16, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That the Committee of the Whole accepts the presentation from Nitehawk for information, as presented.

BACKGROUND/PROPOSAL:

A representative from Nitehawk will provide an update on the operations of the organization and provide information on the 2024 capital grant request.

Historically both the operating and capital grant requests have been included in the annual budget after a presentation to Committee of the Whole. During 2024 budget discussions, Council requested the \$100,000.00 operational grant remain in the 2024 budget and the capital request be processed through the community grant process. Council also requested that Nitehawk present at a future Committee of the Whole meeting.

Nitehawk has submitted a capital grant application of \$339,250.00. The 2024 capital grant request was deferred during the grant presentations to Committee of the Whole on December 19, 2023, until the Committee of the Whole presentation is completed. The grant request will be presented to Council in January 2024.

In 2023, Greenview provided an operating grant to Nitehawk for \$100,000.00 and a capital grant of \$245,750.00 through the annual budget.

In the 2024 interim budget, there is a \$100,000.00 operating grant allocated to Nitehawk.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is that the Committee of the Whole will have the opportunity to ask questions regarding Nitehawk's general operations and the 2024 capital grant

request, to assist in making an informed decision when the request is presented to Council in January 2024.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Committee of the Whole has the alternative to request additional information from Nitehawk.

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 present the grant request from Nitehawk at a future Council meeting.

ATTACHMENT(S):

- 2024 Grant Request
- PowerPoint

2024 Grant Application (October 15, 2023 deadline)

Row 88

Name of Organization	Grande Prairie Ski Club o/a: Nitehawk Year-round Adventure Park
Address of Organization	Box 1006
Form Date Field	183
Contact Name	Johnathan Clarkson
Phone Number	780-505-1457
Purpose of Organization	<p>The Grande Prairie Ski Club o/a Nitehawk Year-Round Adventure Park has been an important part of the Grande Prairie Region for the past 63 years. Nitehawk provides the members of the Communities we serve with many options for fun, accessible & affordable outdoor recreation for them and their families year-round. We provide a venue for the Community to enjoy Downhill Skiing, Snowboarding, Winter Snow Tubing, Snowshoeing, Ski & Snowboard Lessons, and School Programming for over 7000 local students from 35 Regional Schools during our Winter Operations. During our typical Summer Season we provide a venue for Mountain Biking, Summer Bike Camps for over 250 children, Biking 101 School Programming for over 1200 local students, most recently we've added Skateboarding, Inline Skating, Golf, and Disc Golf lessons to our offering to Schools, Hiking & Running Trails, Trail Running Races, and Camping & RV-ing. We have also partnered with the City of Grande Prairie for the last 6 years, to manage & operate the Bear Paw Par 3 Golf Course & RV Park located at South Bear Creek Park, which we are extremely happy with as it fits so well with our offering of Outdoor Recreation opportunities. There are not many other Outdoor Recreation Facilities in our immediate region; other than the Wapiti Nordic Ski Centre. Nitehawk is unique because of our location in the Wapiti River Valley and the Downhill & Uphill Climbing aspect of almost all the activities we offer. We are also excited to be the host venue for 3 sports of the 2024 Alberta Winter Games happening in our Region next winter season.</p>
Purpose Continued	
Position of Contact Person	General Manager
What act are you registered under?	Societies Act
Registration No.	

Grant Type	Capital Grant
Total Amount Requested	\$339,250.00
Proposed Project	<p>Please see attached Capital Budget. By continuing to improve efficiency & experience in all areas of our Organization and keeping Guest & Staff Safety as our primary priority, Nitehawk will continue to be a leader in Outdoor Recreation for the Grande Prairie Region, providing opportunities that not all Communities are lucky enough to have in their own backyard for families, students and individuals to enjoy Downhill Skiing, Snowboarding, Snow Tubing, Running & Hiking, Mountain Biking, Camping and Golfing. Having a facility like Nitehawk in our Region not only gives our residents something to do year-round, but also makes our Region more attractive to Companies looking for places to invest and also to potential New Residents when they are deciding whether or not to call our Region Home. Our facility has a direct impact on the tax base of our region, and because of this increased investment and people's desire to visit and move to our beautiful community & region. We expect that the funding for the projects listed in our Capital Funding Request will continue to reduce our cost of Operations, have a direct impact on the Safety of our Guests & Staff, and help continue to improve our Guests Experience. Each capital item/project will be completed within the year that the funding was requested. For items/projects that show multiple years of funding requested, these are either longterm or ongoing. Upgrades to automation & new equipment additions for our Snowmaking System will be an Annual Capital Item to increase efficiency for our Snowmaking Staff and thereby leading to faster opening of the Slopes for our Guests. For items such as our Snow Groomer Replacement, these are setup as longterm savings plans to purchase a new Snowcat every 6-10 years when replacement out-weighs annual maintenance costs. Bike, Ski and Snowboard Rental Equipment Replacement will help us provide a safe and quality experience for our Guests & School Groups year-round.</p>
Have you previously applied for a grant from MD	
Previous Grant App from MD	Yes
Final Completion Report Provided to MD	Yes
Grant funds applied for from other sources?	Yes
Grant Funds Received from other sources?	
Have you performed any	Yes

other fundraising projects?

Agreement Grande Prairie Ski Club o/a: Nitehawk Year-Round Adventure Park

Grant Purpose Capital and Facility Improvements

Year Grant Received 2023

Amount of Grant 284,000.00

List the donae, purpose and amount County of Grande Prairie No.1 - \$169,625.00 City of Grande Prairie - \$169,625.00

What type of fundraising & how much did you raise? We host an annual Comedy Nite Fundraiser, Ski & Snowboard Swap Event, and Family Golf Day. In Total between these three events, we typically raise approximately \$150,000.00. We also just had a Casino this past year, which saw us raise approximately \$37,000.00. We also have our "Landslide Recovery Fund" with the Community Foundation of Northwest Alberta, which currently has accumulated \$24,796.39.

Signature Johnathan Clarkson

Date 11/20/23

Financial Statement

Administration Recommendations

Email johnathan@gonitehawk.com

Column41

MD Logo

Email Comm.

Column44

List for Recognition We have signage at the entrance to our facility thanking all three of our Municipal Partners, have the MD of Greenview listed on signage recognizing all of the contributing organizations to the Summit T-bar Project, and also have the MD of Greenview recognized on a sign at the top of our beginner slope called "Bob's Bump".



NITEHAWK
YEAR-ROUND ADVENTURE PARK





Your Community Owned, Not-for-Profit Year-Round Adventure Park



Mission:

**To provide a quality guest experience
& outdoor recreation opportunities
for All People of All Ages
in Every Season.**

**On behalf of the Board of Directors and
Management of the Grande Prairie Ski Club,
we want to express our sincere appreciation
for the funding support from our three
Municipal Partners.**



2023 Funding Update:

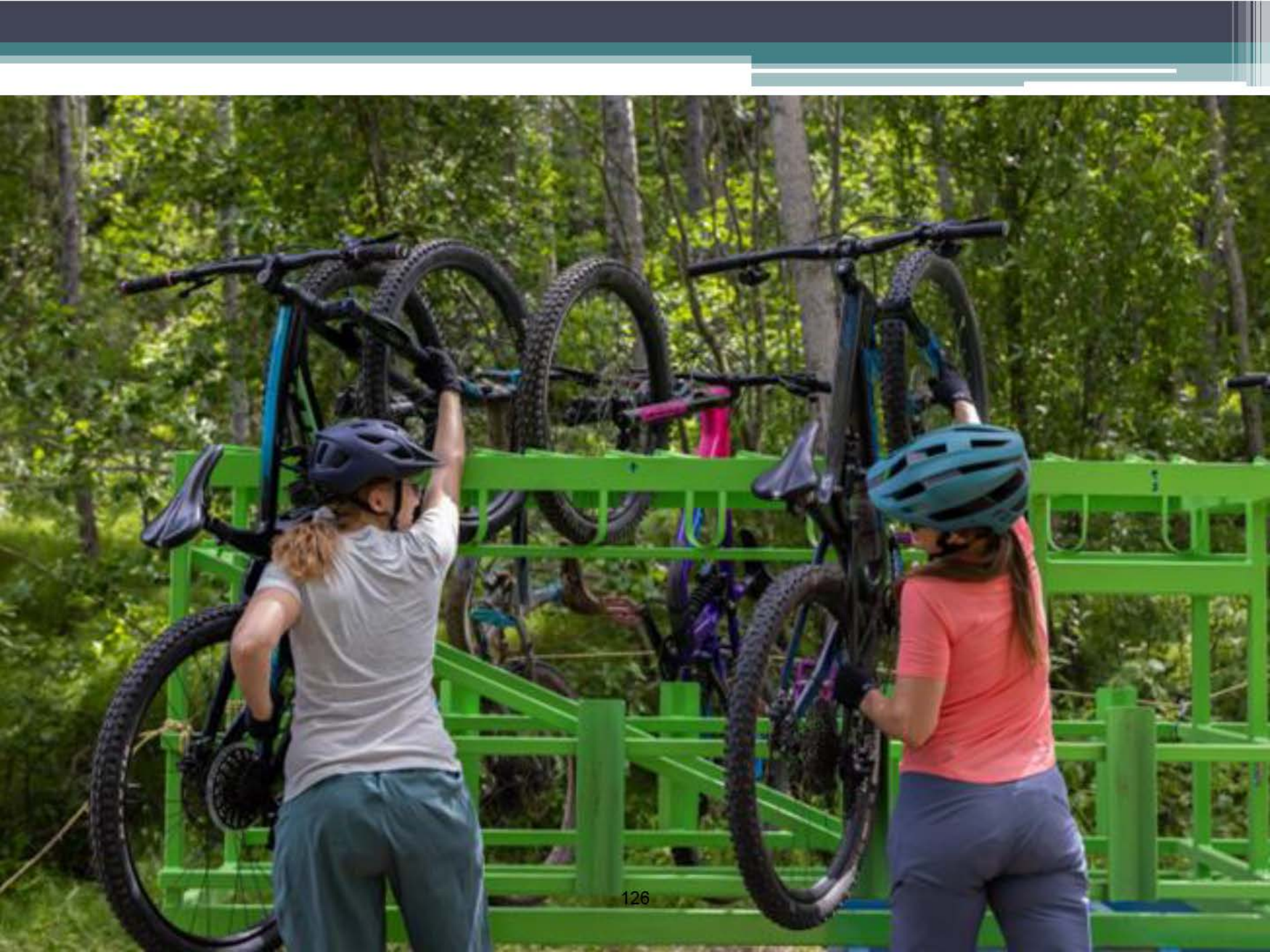
The Municipal funding program at Nitehawk has been providing value to our Region and facility since 2015. This past year has been no exception.

Municipal Capital Funding allowed Nitehawk to:

- upgrade more of our aging Snowmaking Gun Fleet
- upgrade one of our Snowmobile Fleet Machines
- Replaced the bullwheel liner on our Platter Lift
- install more Security Cameras throughout our facility to improve security of our buildings & assets
- upgrade our Lighting System on some of our Ski Runs to operate on generated power.
- Invested in new Instrumentation to monitor the new Summit T-Bar Lift for migration.
- Installation of a solar powered pumping system on Showoff Ski Run to eliminate standing water that has contributed to hill movement.

2023 Funding Update:

- Purchased new drive wheels for our BR350 Snowcat
- Upgraded our riverside Snowmaking pumphouse to a system that is housed in a sea container to protect our pump infrastructure from flooding.
- Installed a new high efficiency boiler system in our maintenance shop to supply heat and hot water to the building.
- Installed chain link fencing around our maintenance shop yard to protect all our assets from being damaged or stolen.



2023 Key Results Update:

- Nitehawk has continued to provide recreational opportunities to the Grande Prairie Region and our surrounding Service Area.
- Our winter operations offers a Facility for the people of the region to enjoy outdoor activity, with over 20,000 public winter visits to the Ski Hill and Tube Zone.
- The ability to return to normal capacity has allowed us to continue to play an important part in the mental & physical well-being of our Guests and Staff.
- Nitehawk's Adventure School has seen a return of School Group Programs with over 5000 students visiting our facility this past winter and more growth expected in the 2023/24 Winter Season.
- We have expanded our offerings with School Programs to include; Skateboarding, Inline Skating, Pitch & Putt Golf and Disc Golf at Bear Paw, and also Mountain Biking at Nitehawk and both City bike skills parks.
- Bear Paw Par 3 Golf Course also continues to provide summer opportunities for families to recreate together
- We continue to add to the "Quality of Life" of the Communities we serve by creating a place our residents love and embrace their environment.
- We also provide reasons for people to move to our region, provide an accessible & inclusive facility, and partner with Local Businesses, Individuals, and our Municipal Partners.

2023 Successes:

Nitehawk's Management Team & Staff worked hard to open additional Terrain and increase the opportunities we provide to the Region.

Some of our successes included:

- The addition of Easy Street, Mid-Temptation, The Shoot, and Slow Poke by building a new cut-across run from Easy Street to the New Summit T-Bar Lift.
- Secured a New Tourism Commercial Landlease with AEP for 60 years (until 2083)
- Secured a New Water Diversion License with AEP for 10 years (until 2033)
- Improving our HR Processes/Supports to better staff engagement & retention
- The return of our Annual Comedy Nite Fundraiser (hosted at the Bonnetts Energy Centre)
- Hosting of our Annual Ski Swap Event with no capacity constraints
- An increase in overall Revenue for the 3rd season in a row in the Aquatera Tube Zone.
- The return of Corporate Functions and Private Parties.
- We have seen continued growth with our School Group Programs in all seasons.
- Our Board of Directors Planning Committee and Management Team released and awarded an RFP for the remediation of the Landslide Area on Temptation Ski Run. We are working towards a regrading plan for Temptation and are forming a Chairlift feasibility Committee.



2023 Challenges:

This season we experienced a few big challenges:

- The first being the cancellation of our Insurance by RMA, this led to a 4 month process of applying for new Insurance through an Industry Insurer which came with a 3 times increase in premiums.
- We also had ongoing staffing shortages due to the current labor market challenges being experienced by many businesses, to put it into perspective we were still hiring in March. These staffing shortages saw our full-time staff putting in more time to be able to operate our facility and adding to our overtime labor costs.
- Lastly, we are continuing to work with the Geotechnical & Civil Engineers to determine the best long-term path forward following the Landslide; this has included the installation of dewatering wells, additional boreholes, and ongoing monitoring to build a slope model of the hill that will guide our Board's decisions.



Looking Forward:

- Funding model, 2024 to 2026, that addresses both the short-term & long-term needs of Nitehawk and ensures the economic sustainability of our Non-Profit Community Based Organization.
- Securing Community Support through continued Fundraising & Sponsorship, to provide funding that will also contribute to the sustainability of our facility.
- Continuing our partnerships with the MD of Greenvew, City of Grande Prairie and County of Grande Prairie No.1, with funding to assist in Nitehawk's sustainability.
- Working to improve efficiencies and reduce time required for Snowmaking to cover the entire hill, to work around above average temperatures and low natural snow years. (We Farm Snow)
- Future development of New Tourism Experiences that align with our 3-5 Year Business Plan and review of our Long-term Strategic Plan.
- Working to attract Staff & Skilled Labor to execute both our short & longterm plans, with an aim at Succession Planning for the future.

Executed in 2 Parts:

1. Continued support for operational funding. (rising Electricity, Gas & Diesel Fuel, Natural Gas costs, and Insurance Premiums)
2. Continued support of our strategy of replacement and upgrading of aging equipment & facilities, erosion control, hill improvements and energy reduction.



Sustainable Funding Needs:

- To ensure there are sufficient funds to ensure that Nitehawk is open and operational for the winter season and should unforeseen circumstances arise, there is money to pay the bills (including over \$300,000 in **Energy Costs** and \$163,000 in **annual Insurance Premiums**).
- To continue to provide for a **capital replacement** reserve fund for the purpose of having regular equipment/facility infrastructure replacement.

Annual Challenges Faced:

- Can't control the weather.
- Costly snowmaking process.
- Ongoing depreciation of Facilities & Equipment, requiring repairs & replacement.
- Lack of an internal capital replacement fund.
- Increased operating costs, particularly energy costs due to increased pricing; including electrical power, natural gas, and diesel fuel.
- Increased Wage Expenses & Staffing Shortages.
- Increased safety standards (OH&S, WHMIS, AEDARSA).
- Annual Increases to Liability Insurance Costs.
- Ongoing increases in Food & Beverage costs, due to inflation.



Municipal Funding Formula:

The current practice has been to have all 3 municipalities share in any funding requests. This Plan continues with the same model, as follows:

- 50% requested from the MD of Greenview.
- 25% requested from the City of Grande Prairie.
- 25% requested from the County of Grande Prairie.

Municipal Request:

Annual funding to offset energy costs (\$200,000)

MD of Greenview	\$100,000
City of Grande Prairie	\$50,000
County of Grande Prairie	\$50,000

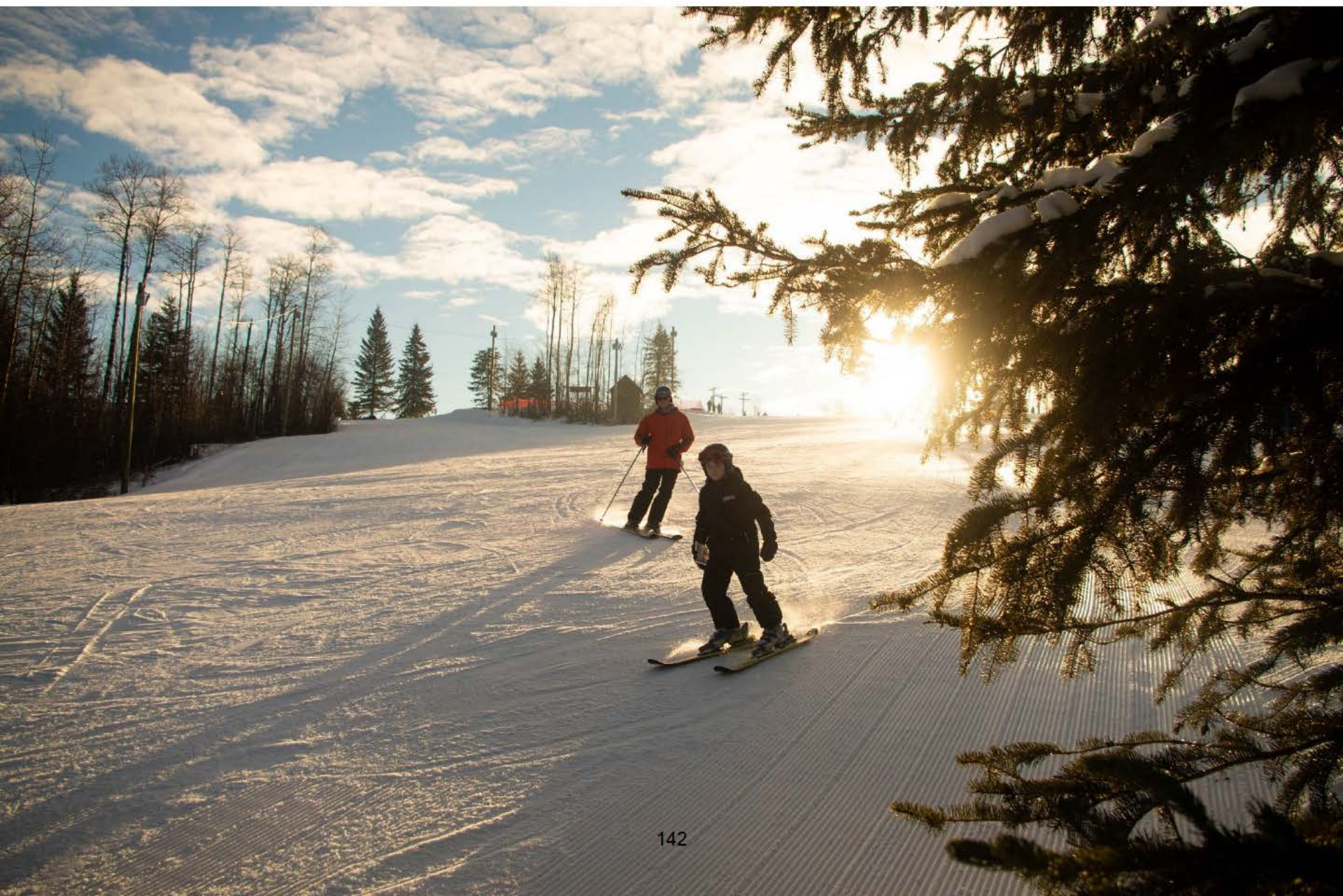
Equipment Replacement and Hill Improvement Capital funding

Municipality	2024	2025	2026
MD of Greenview	\$339,250	\$246,750	\$232,000
City of Grande Prairie	\$169,625	\$123,375	\$116,000
County of GP No.1	\$169,625	\$123,375	\$116,000

Municipal Request Totals:

(includes both Capital & Operating requests)

<u>Municipality</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
<i>MD of Greenview</i>	\$439,250	\$346,750	\$332,000
<i>City of Grande Prairie</i>	\$219,625	\$173,375	\$166,000
<i>County of GP No.1</i>	\$219,625	\$173,375	\$166,000



Our Asks to Council:



Continued support of our Capital Facility/Equipment replacement & upgrade program for the next 3-year budget cycles (2024-2026).



Continued support of our Energy based Operating Costs.



Lobbying of our Provincial Government and RMA to reconsider assisting with Insurance Needs for Small Ski Areas across the Province; all of whom have seen drastic increases in annual Insurance Premiums.



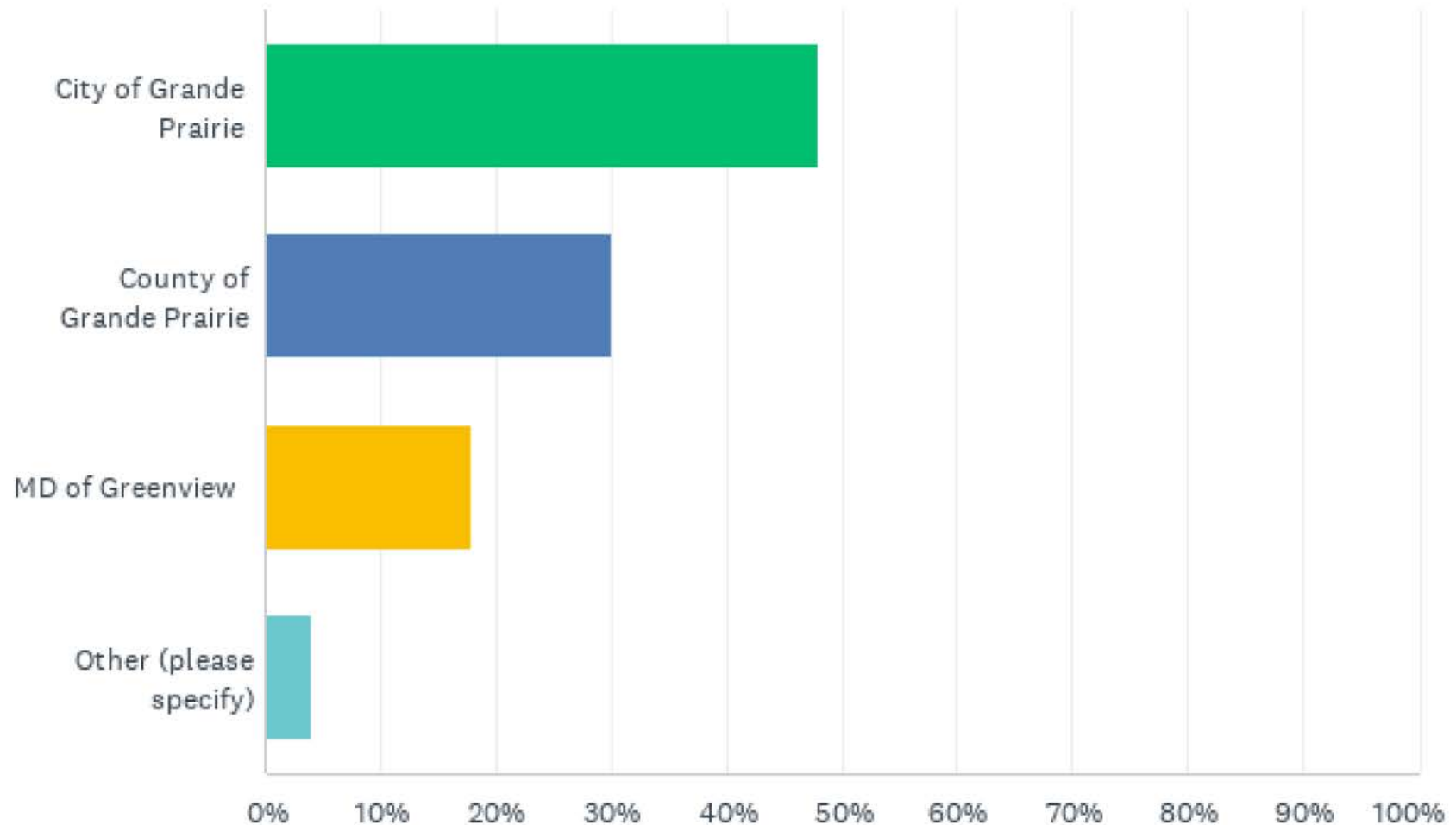
Passing on of Industry Connections that may be interested in sponsorship and partnership opportunities with our Organization.



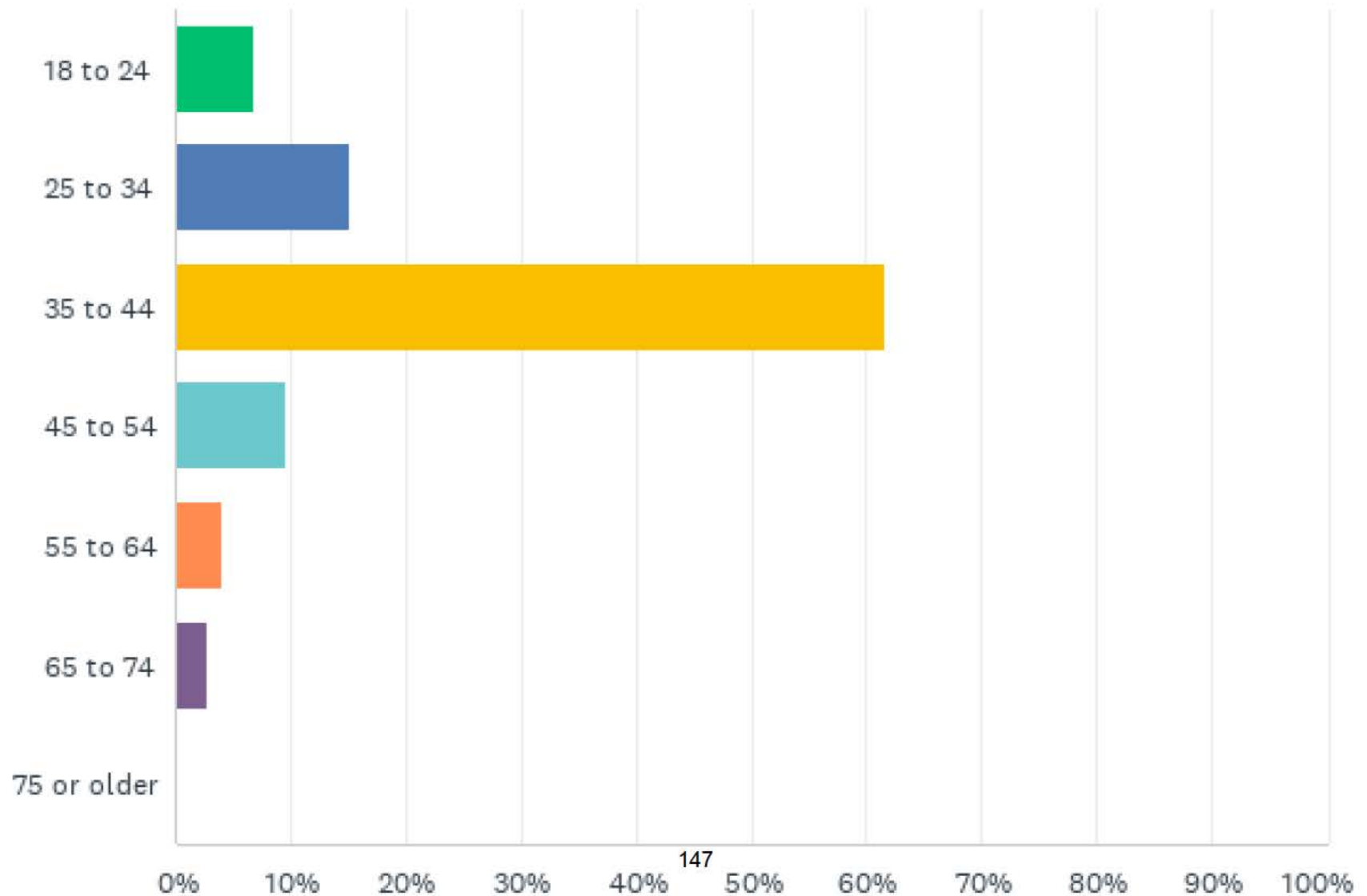
Just a few stats you might be interested to know...

*Responses compiled from over 80 Users in an Engagement Survey distributed in April of 2023. (post pandemic & landslide)

Where do our users live? (based on survey responses)

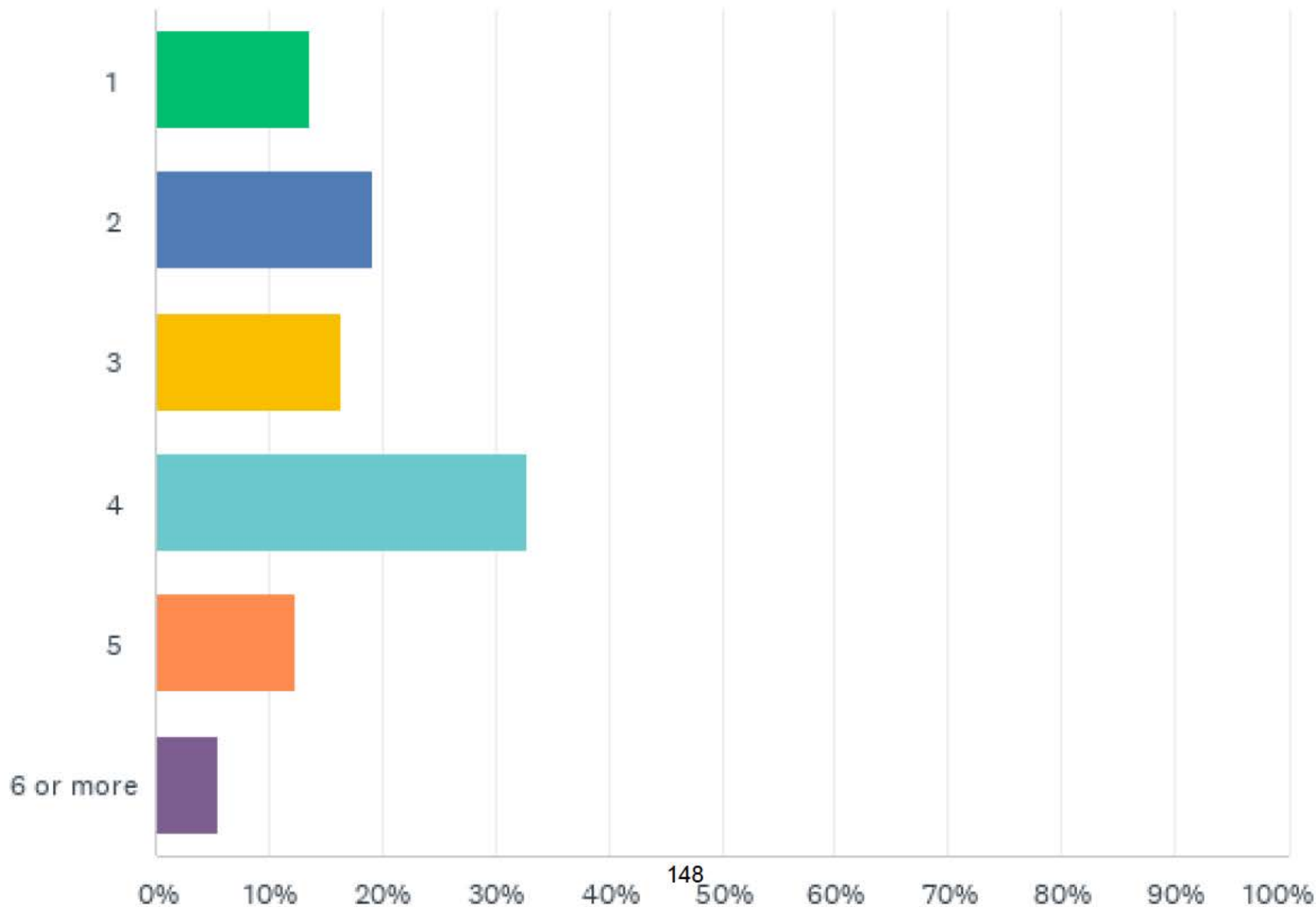


Who is using the hill? (based on survey responses)



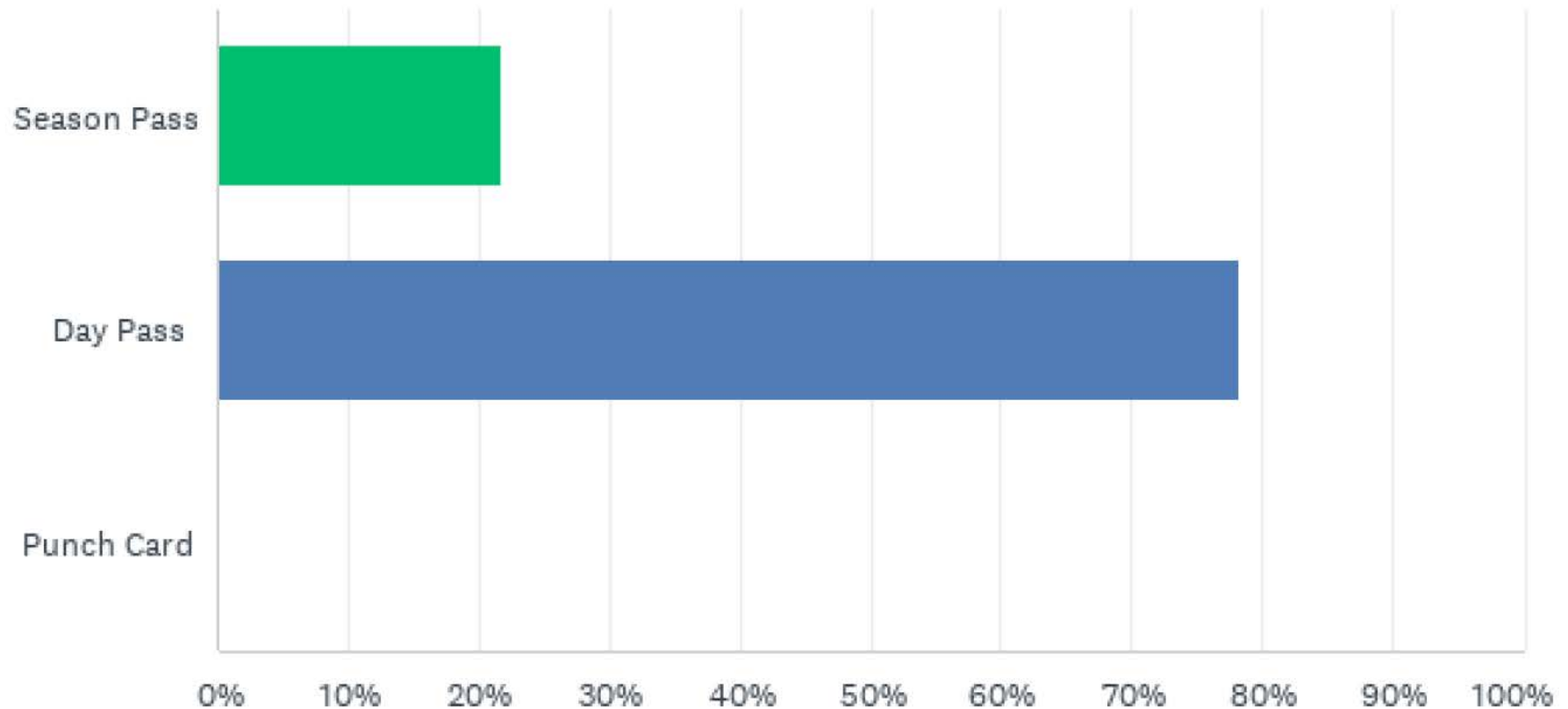
Number of family members visiting Nitehawk?

(based on survey responses)

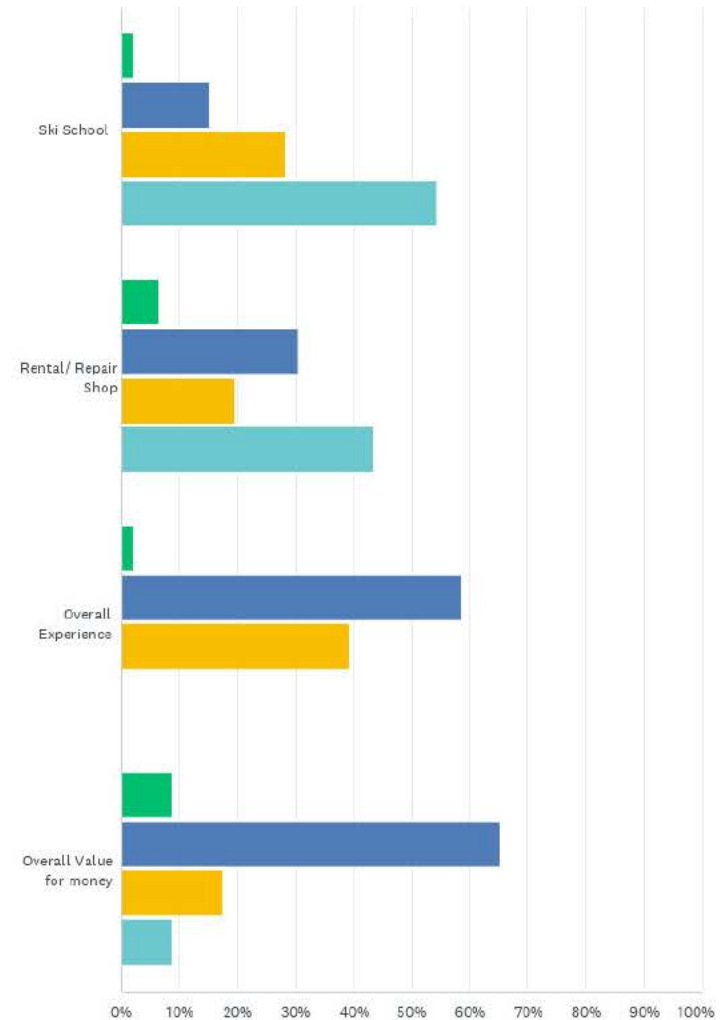
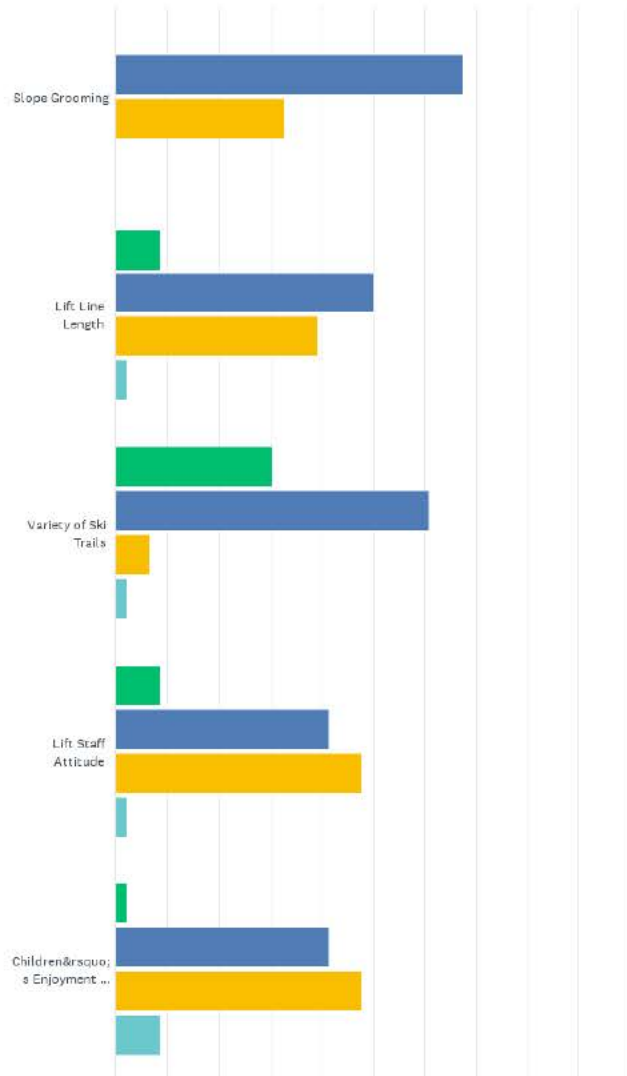


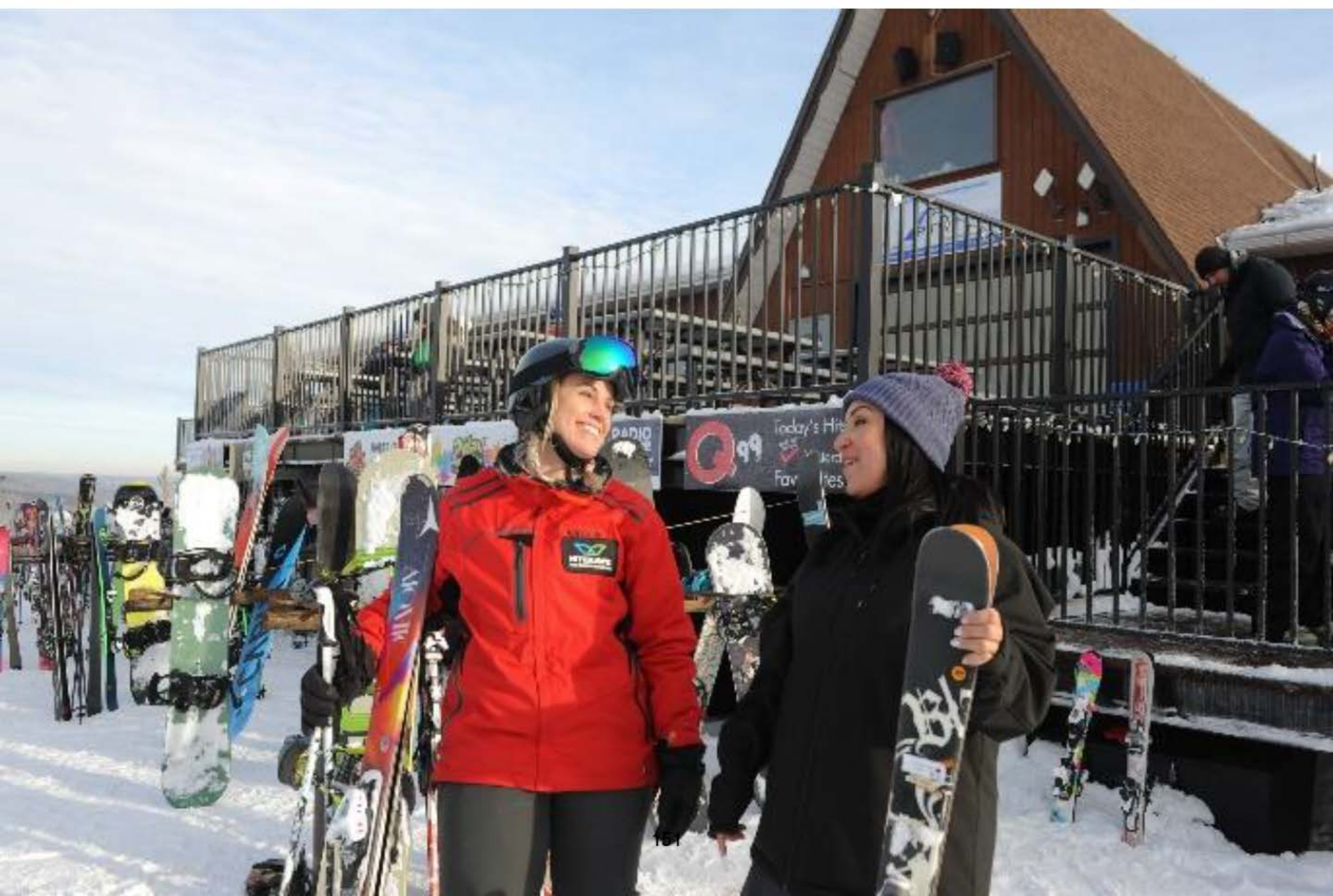
What type of pass is being used?

(based on survey responses)



What are we doing well? (based on survey responses)





What would our users like to see added?

(based on Individual survey responses)

- “Accessibility for differently abled”
- “Additional things for Campers/RV-ers to do”
- “Bigger Ski Lodge” “Bigger rental area”
- “Year-round Cabins or Glamping experiences”
- “Climbing wall or aerial park ”
- “Downhill go-karts or mountain coaster”
- “Free Shuttle Bus from town”
- “Live Music Events”
- “More beginner biking terrain”
- “More glow products”
- “More Ski Runs”
- “Snowshoeing Trails”

How can we continue to be a recreation leader in our Region?

(based on Individual survey responses)

- “Offer more Summer time activities for all ages”
- “More awareness & promotion of services”
- “Additional Terrain/Trails in all seasons”
- “Continuing to work with Schools & organizations in the community”
- “Improve the trail system for biking & hiking, connect the O’Brien Trail”
- “Create a place that’s a destination, where people will visit and locals will staycation”
- “More events”




NITEHAWK
snowboard club







CANADIAN SKI PATROL™

Canada's leader in skiing and boarding safety and rescue since 1940



**Celebrating 63 Years
in our Community!**

**Thank you for your time
and consideration.**

**Your continued support is greatly
appreciated by Nitehawk's Board of
Directors, Management and our many
Partner Groups & Guests.**



Questions?



REQUEST FOR DECISION

SUBJECT:	2023 Pembina Incident		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 16, 2024	CAO:	MANAGER: WB
DEPARTMENT:	PROTECTIVE SERVICES	DIR:	PRESENTER: Pembina
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the 2023 Pembina Pipeline Rupture Incident Presentation as presented.

BACKGROUND/PROPOSAL:

Pembina will be presenting on a significant pipeline rupture that happened on January 18th, 2023, at approximately 6:30 PM within the MD of Greenview boundary. The area of the pipeline was isolated remotely resulting in the release of a flammable compressed gas from a 12-inch pipe approximately 59 kms in length. The resulting released gas plume migrated into the MD of Greenview Sweathouse area.

Pembina attempted to contact all residents in the affected area resulting in 12 residents being re-located. Pembina roadblocks (voluntary) were set up in the area of the plume and air monitoring equipment was deployed to track the plume. Seventeen (17) contracted employees of Pembina that were working on the pipeline near the break sheltered in place until they could be airlifted out on January 19th, 2023.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Committee of the Whole accepting the recommended motion is that it will provide the Committee with an overview and a more thorough understanding of the 2023 Pembina Pipeline Rupture Incident.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: There are no alternatives, as this is a report for information only.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow-up actions to the recommended motion.

ATTACHMENT(S):



REQUEST FOR DECISION

SUBJECT:	2024/2025 Expression of Interest Draft Document		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 16, 2024	CAO:	MANAGER: JF
DEPARTMENT:	OPERATIONS	DIR: RA	PRESENTER: JF
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – New West Partnership Trade Agreement (Article 14); Canadian Free Trade Agreement (Article 504.3)

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

RECOMMENDED ACTION:

MOTION: That the Committee of the Whole accept the presentation of the draft 2024/2025 Expression of Interest Package for information, as presented.

BACKGROUND/PROPOSAL:

Greenview's Equipment Contractors Registry Policy's stated purpose is for Greenview to compile a registry of interested equipment contractors, gravel haulers, operators, and labourers available for casual work with Greenview at the rate and hiring process specified by Greenview. The hiring process is most often referred to as the Expression of Interest Program (EOI or EOIP). In accordance with the Policy, the program runs between April 1 to March 31 annually. Policy directs Administration to have the upcoming season's package available to contractors on February 1 with a submission deadline of March 15. Administration has reviewed the EOI Package and made some proposed changes for the 2024/2025 season which are highlighted in red in the attached draft version. Some highlights of the changes include:

- Further defined "Crew Truck" as a contractor-supplied vehicle to transport workers to the job site. Also, refer to Schedule "A" which states "crew truck rate includes the driver, equipment operator and/or labourers.
- Added that labour crews must arrive at the worksite equipped with all tools that are considered incidental to the job/work i.e., impact wrenches, shovels, etc. Greenview will not pay extra for incidental tools required to perform the job.
- Proposed increase in hourly rate for labourers from \$41/hr to \$48/hr and increase for chainsaw labourer from \$45/hr to \$55/hr.
- Equipment rates not specified in ARHCA for equipment listed will be sent to ARHCA requesting a response identifying the appropriate rate. If ARHCA does not provide a rate for the equipment, then the rate will be arranged with the Contractor based upon information available in the ARHCA rate guide for similar equipment.

As has been done in years past, Administration is arranging for public information sessions as follows:

- Valleyview – Tuesday, February 13, 2023 at 6:00 PM at the Operations Shop
- Grovedale – Wednesday, February 14, 2023 at 6:00 PM at the Public Services Building
- Grande Cache – Thursday, February 15, 2023 at 6:00 PM at the Public Services Building

These will be advertised on Greenview's website and social media accounts and Operations will reach out to EOI contractors from 2023 via email to notify of the availability of the EOI package and of the information sessions.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Committee of the Whole accepting the recommended motion is to have discussions regarding the program including proposed changes to continuously improve upon the contractor hiring process.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not enter into discussions nor review the presentation of the draft 2024/2025 Expression of Interest Package. Administration doesn't recommend this as Policy 4004 directs Administration to have the package available to contractors on February 1.

FINANCIAL IMPLICATION:

Direct Costs: N/A

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no direct follow up actions to the recommended motion.

ATTACHMENT(S):

- 2024/2025 Expression of Interest Package – Draft Version



MUNICIPAL DISTRICT OF GREENVIEW

EXPRESSION OF INTEREST PACKAGE (EOIP)

April 1, 2024 to March 31, 2025



MUNICIPAL DISTRICT OF GREENVIEW

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The Contractor acknowledges and agrees that the FOIP Act applies to all Records and Personal Information relating to, or obtained, generated, compiled, collected, or provided under or pursuant to this Contract.

The Contractor is responsible for ensuring complete compliance of any of those persons for whom the Contractor is responsible at law (including, without limitation, any of its employees, sub-contractors, or agents) with all terms and conditions related to the FOIP Act, including, without limiting the generality of the foregoing, protection of privacy. In the event that the Contractor becomes aware of a breach of any of these terms or conditions, it shall notify Greenview immediately in writing.

No personal information may be collected by the Contractor, its employees, or agents unless the collection is authorized under this contract, or the collection is expressly authorized by Greenview in writing in advance of any collection taking place. No personal information shall be collected unless s32 of the FOIP Act is satisfied.

The Contractor shall not use, either directly or indirectly, records or personal information except for the expressed purpose of performing its obligations in the Contract. After the termination or expiry of the Contract, the Contractor, its employees, sub-contractors, and agents shall not use any records and personal information in relation to this Contract for any purpose.

Table of Contents

Program Schedule.....	4
Emergency Contacts	5
Definitions.....	6
What's New.....	9
EOI Fact Sheet.....	11
Equipment Contractor Registry Rates Sheet	13
Expression of Interest Agreement	15
Greenview Policies & FOIP Act Guide	25
Freedom Of Information and Protection of Privacy Act Guide (FOIP)	26
Equipment Contractor's Registry Policy	29
Equipment Contractor's Checklist	34
Contractor's Handbook	35
(Please refer to page 36 of Contractor's Handbook Table of Contents)	
Appendix I – Prime Contractor Agreement.....	57
Appendix II – Pre-Qualification Form.....	59
Appendix III – Contractor Safety Orientation Questionnaire.....	64
Appendix IV – Greenview Contractor Safety Orientation – Acknowledgement	66
Appendix IV – Toolbox Meeting and Hazard Assessment Worksheet.....	67
Appendix IV – Field Level Hazard Assessment (FLHA)	68
Appendix V – Expression of Interest Equipment Forms	69



MUNICIPAL DISTRICT OF GREENVIEW

EOI Program Schedule

EOI Package is available: February 1st or the first business day thereafter if it falls on a weekend.

Submission due date: March 15th or the first business day thereafter if it falls on a weekend.

The EOI Program runs from April 1st to March 31st

Note: On April 1st Contractors' days will reset and the new program will take effect.

EMERGENCY CONTACTS

FIRE DEPARTMENTS	Valleyview, DeBolt, Grovedale, Fox Creek, Grande Cache	911
TO REPORT FOREST FIRES		310-FIRE(3473)
RCMP	Valleyview	911 780-524-3343
	Fox Creek	911 780-622-3580
	Grande Cache	911 780-827-3344
	Grande Prairie	911 780-830-5700
HOSPITAL	Valleyview	911 780-524-3356
	Grande Prairie	911 780-538-7100
	Grande Cache	911 780-827-3701
	Fox Creek	911 780-622-3545
ALBERTA HEALTH Link 24 Hours		1-866-408-LINK(5465)
AMBULANCE		911
POISON CONTROL CENTER		1-800-332-1414 or Calgary 1-403-944-1414
ALBERTA ENVIRONMENT AND PROTECTED AREAS		1-800-222-6514
CHEMICAL SPILLS-CANUTEC		1-613-996-6666
CALL BEFORE YOU DIG	Alberta One Call	1-800-242-3447
Municipal District of Greenview	All Departments	1-780-524-7600
	AFTER HOURS EMERGENCY	1-866-524-7608
ENVIRONMENTAL SERVICES & REGIONAL LANDFILL	Manager	1-780-524-7638
FACILITIES MAINTENANCE	Manager	1-780-524-7609
AGRICULTURE SERVICES	Manager	1-780-524-7658
REGIONAL FIRE CHIEF		1-780-524-7628
CONSTRUCTION & ENGINEERING	Manager	1-780-524-7610
OPERATIONS	Manager	1-780-524-7616
HEALTH AND SAFETY COORDINATOR EAST		1-780-552-4404
HEALTH AND SAFETY COORDINATOR WEST		1-780-552-4253

DEFINITIONS

ARHCA - Alberta Road Builders and Heavy Construction Association's **Council-approved Rate Guide** for equipment rental.

Base Equipment – Equipment with the ability to have an attachment.

Base within Greenview - An established location which is owned, leased, or rented from which the contractor is permitted to and does actively carry out business within the geographical boundaries of the MD of Greenview.

BLF - Basic Loading Factor.

CAO - Chief Administrative Officer.

Competent - A person who is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Contain - To have, hold, control, or restrain.

Contractor/Subcontractor - A person, partnership, or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in work at a worksite.

COR - (Certificate of Recognition) An Occupational Health and Safety Accreditation Program that verifies a fully implemented safety and health management system which meets national standards.

Council-approved – The version of the Alberta Road Builders and Heavy Construction Association's rate guide applied by Greenview Council for contractor hiring.

Crew Truck – A contractor-supplied vehicle to transport workers to the job site. Also, refer to Schedule "A" which states "crew truck rate includes the driver, equipment operator, and/or labourers."

CSA - Canadian Standards Association.

Current - A model of equipment which was or is available as a new machine in the current or previous (3) year(s), as per ARHCA.

Dangerous Work - Any hazard, condition or activity that could reasonably be expected to be an imminent or serious threat to the life or health of a person exposed to it before the hazard or condition can be corrected or the activity altered.

Eliminate - To completely remove or get rid of something from consideration.

EOI - Expression of Interest.

EOIP - Expression of Interest Package.

ERP - Emergency Response Plan.

DEFINITIONS

FLHA - Field Level Hazard Assessment.

FOIP - Freedom of Information & Privacy.

Greenview means the Municipal District of Greenview No. 16.

Hazard - Any source of potential damage, harm or adverse health effects on something or someone.

Hazard Assessment - A thorough check of the work environment. The purpose of a hazard assessment is to identify potential risks and hazards in the area, as well as to identify appropriate safety measures to be used to mitigate the identified hazards.

HSE - Health, Safety and Environment.

Imminent Danger - Any danger that is not normal for that occupation or one which someone working that job would normally accept.

Incident – An occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities.

ISO - (International Standard Organization) Defined as the international standard that specifies requirements for a quality management system. Organizations use the standard to demonstrate the ability to consistently provide products and services that meet customer and regulatory requirements.

Isolation of Hazardous Energy - Isolating the system from its primary power source and residual energy.

JHA - Job Hazard Assessment.

Legible - Clear enough to read.

Long Job - Five (5) day minimum up to a twenty (20) day maximum per job.

Near-Miss - A narrowly avoided collision or other accident.

Non-Current - A model which is no longer current but is commonly found on sites in Alberta doing production work, as per ARHCA.

Owner - A person who is registered under the Land Titles Act as the owner of the land where work is being carried out or may be carried out. An owner may enter into an agreement making another person responsible for meeting the owner's obligations under the OHS legislation.

OHS - Occupational Health & Safety.

OHS&E - Occupational Health, Safety and Environment.

DEFINITIONS

Orientation - The determination of the relative position of something or someone. The act or process of orienting or of being oriented.

Poor Housekeeping - Untidiness, disorder, poor storage of materials and stock.

PPE - Personal Protective Equipment.

Policy - A course or principle of action adopted or purposed by a government, party, business, or individual.

Powered Mobile Equipment - Any equipment that is a self-propelled machine that assists in the movement or transport of a worker's materials or provides a work platform for workers.

Previous - Older equipment that is generally no longer used for high production work, as per ARHCA.

Prime Contractor - A person/organization with the role of coordinating, organizing, and overseeing the health and safety activities of multiple employers and self-employed persons on a single worksite.

Procedure - Established or official way of doing something.

Rain Out Day – Day of Active work suspended due to rain and/or poor weather conditions. Contractor must be physically on work site prior to being released from work by site foreman. **Also refer to Schedule "A" which states "Rainout days paid 3 hours maximum, and crew truck paid out at ½ day rate."**

Reduce - To make smaller or less in amount, degree, or size.

Revise - To re-examine and make alterations to. To modify or make changes to the sequence of steps.

SECOR – (Small Employer Certificate of Recognition) for businesses with 10 or fewer employees..

Short Job – Two (2) days up to a five (5) days maximum per job.

SDS - Safety Data Sheet.

SMS - Safety Management System.

WCB - Worker's compensation Board.



MUNICIPAL DISTRICT OF GREENVIEW

What's New - Highlights

- **Invoicing**
 - Invoices must be submitted within 30 days from job completion and/or the 15th and the 30th of the month. Failure to do so will result in suspension from EOI call list until invoices are received.
- **Additional defined:**
 - **ARHCA** – Alberta Road Builders and Heavy Construction Association's Council-approved Rate Guide for equipment rental.
 - **Base Equipment** – Equipment with the ability to have an attachment.
 - **Crew Truck** – A contractor-supplied vehicle to transport workers to the job site. Also, refer to Schedule "A" which states "crew truck rate includes the driver, equipment operator and/or labourers."
 - **Rain Out Day** – Day of Active work suspended due to rain and/or poor weather conditions. Contractor must be physically on work site prior to being released from work by site Supervisor.
 - Also refer to Schedule "A" which states "Rainout days paid 3 hours maximum, and crew truck paid out at ½ day rate."
- **Insurance**

Greenview requires a Certificate of Insurance naming The Municipal District of Greenview No. 16 as additional insured to be submitted as part of the contractor's Expression of Interest Submission.
- A copy of the **Council-approved** ARHCA Equipment Rental Rates Guide will be available for viewing at one of the following Greenview offices:
 - **Administration Office**, 4806-36 Avenue, P.O. Box 1079, Valleyview, T0H 3N0
 - **Grovedale Public Service Building**, 6375 TWP RD 695A, Box 404 Grovedale, AB T0H 1X0
 - **Grande Cache Public Service Building**, 10002 Shand Avenue, Grande Cache T0E 0Y0
 - **DeBolt Public Service Building**, 1115 Twp Rd 721A, Box 1079, Valleyview, T0H 3N0
- **Subject to Change**

Greenview shall have the right to change policies, rates, and conditions. Contractors will be notified by the email address provided in their Expression of Interest package submission. Reasonable timelines will be set for acknowledgement of changes. Additional documents shall become addenda to the agreement and shall form part of this agreement.

- **Labour Crews**

Labour crews must arrive at the worksite equipped with all tools that are considered incidental to the job/work i.e., impact wrenches, shovels, etc. Greenview will not pay extra for incidental tools required to perform the job.

- **Scheduling**

If a Contractor commits to a job and is not on-site at the scheduled start time without prior communication and agreement from Greenview's representative, Greenview reserves the right to release the Contractor from the job and replace equipment. Demob costs will be the responsibility of the Contractor in this instance.

- **Rate Changes**

Increase in hourly rate for labourers from \$41/hr to \$48/hr and increase for chainsaw labourer from \$45/hr to \$55/hr.

- Equipment rates not specified in ARHCA for equipment listed will be sent to ARHCA requesting a response identifying the appropriate rate. If ARHCA does not provide a rate for the equipment, then the rate will be arranged with the Contractor based upon information available in the ARHCA rate guide for similar equipment.
- Contractors are to submit complaints & inquiries regarding not receiving calls for work or perceived unfairness in writing to mdgvip@mdgreenview.ab.ca. No other forms of communication will be accepted.

EOI Fact Sheet

- All requested information must be completed in the Expression of Interest Packages. (EOIP)
- **Invoicing**
Contractors will submit their invoices on the 15th and the 30th of the month, to which Greenview has 28 days to make payment.
 - Submit invoices with a copy of legible daily tickets to the accounts payable department via email at Accounts.Payable@mdgreenview.ab.ca. The name of the on-site supervisor must be clearly marked on all invoices.
 - Invoices must be submitted within 30 days from job completion and/or the 15th and the 30th of the month. Failure to do so will result in suspension from EOI call list until invoices are received.
 - Haul cards to be submitted to onsite Supervisor or designate only.
 - Greenview will not accept or condone any borrowed, rented or subcontracted base equipment.
 - Greenview will not pay administrative fees, including but not limited to those associated with invoicing, daily tickets, or the corrections thereof.
- **Order of equipment listed in the EOI will be by date & time packages are received by Greenview that are fully completed and not missing any requirements.**
- The EOI list system is determined by the company's base of operations address.
 - Applicants must have a base of operations located within the boundaries of the MD of Greenview, including the Town of Fox Creek, Town of Valleyview, and Sturgeon Lake Cree Nation.
- **Pick up and Submission of EOIP**
EOIP's may be downloaded at:
<https://mdgreenview.ab.ca/departments/operations-services/operations/>
EOIP's may be mailed if requested, or you may pick them up at one of the following Greenview offices:
 - Administration Office, 4806-36 Avenue, P.O. Box 1079, Valleyview, T0H 3N0
 - Grovedale Public Service Building, 6375 TWP RD 695A, Box 404 Grovedale, AB T0H 1X0
 - Grande Cache Public Service Building, 10002 Shand Avenue, Grande Cache T0E 0Y0
 - DeBolt Public Service Building, 1115 Twp Rd 721A, Box 1079, Valleyview, T0H 3N0

Submit your sealed EOIP marked to Operations **by 4:30 pm on March 15, 2024**, to one of the Greenview offices listed above.

Any submissions received after that date will not be accepted.

Travel Time (trucking only) is (1) one hour per day.(i.e.) Gravel trucks and water trucks.

- **Current/Non-Current Equipment-**
 - **Current** defines a model that was or is available as a new machine in the **Council-approved** ARHCA.
 - **Non-Current** is a model that is no longer current but is commonly found on sites in Alberta doing production work.
 - **Long Job** means a twenty (20) day maximum per job.
 - **Short Job** means a five (5) day maximum per job.
 - Requesting equipment (excluding gravel trucks)- when managers, supervisors and day labour supervisors are requesting equipment, they are required to include the minimum and maximum model size or the group category range within the **Council-approved** ARHCA equipment book for the requested equipment to complete the job.
 - Equipment will be paid from the **Council-approved** ARCHA Rates.
 - Greenview representatives have the right to release any contractor on any day in the best interest of Greenview operations.
-

- Your company's WCB Premium Rate Statement for the current year and the prior two years is a requirement, and it must be included.
- SECOR and COR components of the Contractors Handbook are recommended, but they are not required.



MUNICIPAL DISTRICT OF GREENVIEW

Schedule "A" 2024/2025 Greenview Equipment Contractor Registry Rates

Stockpile – Haul Distance of 60 km or greater	\$0.20 tonne/km plus \$1.00 BLF
Stockpile FTR – Haul Distance 60 km or greater	\$0.22 tonne/km plus \$1.00 BLF
All Equipment & Trucks	100% of 2022 ARHCA
Labourer	\$48.00 per hour
Chainsaw Labourer	\$55.00 per hour
Crew Truck	\$170.00 per day*
Council-Approved-ARHCA RATES – Gravel Trucks	
Tandem Axle Dump Truck	\$151.00 per hour
Tri-Axle Dump Truck	\$173.00 per hour
Tandem Axle Dump Truck c/w Tandem Axle Pup	\$208.00 per hour
Tandem Axle Dump Truck c/w Tri-Axle Pup	\$212.00 per hour
Tandem Axle Dump Truck c/w Tri-Axle Wagon	\$217.00 per hour
Tandem Axle Dump Truck c/w Quad Wagon	\$227.00 per hour
Tri-Axle Dump Truck c/w Tandem Axle Pup	\$230.00 per hour
Tri-Axle Dump Truck c/w Tri-Axle Pup	\$234.00 per hour
Tri-Axle Dump Truck c/w Quad Wagon	\$249.00 per hour
Tandem Axle Semi-Tractor c/w Tandem Axle End Dump	\$197.00 per hour
Tandem Axle Semi-Tractor c/w Tri-Axle End Dump	\$204.00 per hour
Tandem Semi-Tractor c/w Tandem Axle End Dump & Tandem Axle Pup	\$220.00 per hour
Tandem Semi-Tractor c/w Tri-Axle End Dump & Tandem Axle Pup	\$227.00 per hour
Tandem Semi-Tractor c/w Tandem Axle Clam Dump or Belly Dump	\$197.00 per hour
Tandem Semi-Tractor c/w Tri-Axle Clam or Belly Dump	\$204.00 per hour
Tri-Axle Semi-Tractor c/w Tandem Axle End Dump	\$219.00 per hour
Tri-Axle Semi-Tractor c/w Tri-Axle End Dump	\$226.00 per hour
Tri-Axle Semi-Tractor c/w Tandem Axle Clam or Belly Dump	\$219.00 per hour
Tri-Axle Semi-Tractor c/w Tri-Axle Clam or Belly Dump	\$226.00 per hour
Semi Tractor c/w Tri-axle End Dump or Tandem-axle pup	\$224.00 per hour
45-ton Picker Truck w a triaxle picker trailer	\$375.00 per hour

- All equipment **base** rates will be taken from the **Council approved ARHCA rates guide** at 100% unless otherwise mentioned and are subject to change.
- Equipment will only be paid for the hours worked. Contractors are not to charge for breakdowns, lunch breaks, etc.
- Rainout days paid 3 hours maximum, and crew truck paid out at ½ day rate.
- Travel time (on hourly trucking only) is one (1) hour per day. (i.e.) gravel and water trucks
- Gravel trucks and water trucks operating on the Forestry Trunk Road will be compensated an additional \$10.00 per hour.

*Crew truck rate includes the driver, equipment operator, and/or labourers travel time



MUNICIPAL DISTRICT OF GREENVIEW

Schedule "A" 2024/2025 Greenview Equipment Contractor Registry Rates

Council-Approved ARHCA RATES – Water Trucks	
5,464 – 6,825 Litres	\$106.00 per hour
6,826 – 8,417 Litres	\$112.00 per hour
8,418 – 10,920 Litres	\$123.00 per hour
10,921 – 13,650 Litres	\$134.00 per hour
13,651 - 16,380 Litres	\$151.00 per hour
16,381 – 19,110 Litres	\$169.00 per hour
19,111 – 21,840 Litres	\$185.00 per hour

Water trucks will be compensated up to maximum capacity listed in the Council-approved ARHCA Rental Rate Guide unless it is required to haul at a higher legal capacity.



MUNICIPAL DISTRICT OF GREENVIEW

Agreement #: AG 24-E_____

Expression of Interest Agreement

All equipment-related definitions and rates can be found in the **Council-approved** Alberta Road Builders and Heavy Construction Association's Equipment Rental Rates Guide & Membership Roster (ARHCA).

1. Expressions of Interest will only be accepted when submitted on the attached "EXPRESSION OF INTEREST" form(s). All requested information **MUST** be provided. Any changes or corrections to the information provided must be initialed by the Equipment Contractor prior to submission.

Additional forms, if required, may be obtained at the following Greenview Facilities:

Administration Building (Valleyview), Public Service Building (Grovedale), Grande Cache Public Services Building, DeBolt Public Service Building and at

<https://mdgreenview.ab.ca/departments/operations-services/operations/>

Original photocopied forms will be acceptable. Information submitted that is not on Greenview forms **WILL NOT BE ACCEPTED.**

2. Company or owner/operator equipment must provide proof of insurance for each piece of equipment submitted. Equipment identifications such as make, model, year and ARHCA guide group number for each unit must be listed. Serial numbers are required for **all base equipment**.

Base equipment must be owned by the EOI applicant and not rented. Attachments can be rented, if necessary, with the approval of the Greenview Representative. Attachments allowed with approval include, but are not limited to, gravel trailers, excavator attachments, etc. Greenview will not pay for any time to pick up or return rental attachments.

Labour Crews must arrive at the worksite equipped with all tools that are considered incidental to the job/work i.e., impact wrenches, shovels, etc. Greenview will not pay extra for incidental tools required to perform the job.

3. List all owned attachments (dozer, scraper, etc.) available for use with each base unit. Attachments will be added as required at the Manager of Operations discretion or their designate. Attachments will be paid according to the ARHCA guide and as per Policy 4004. Please note Expressions of Interest are for **standard machines only.** All non-standard attachments will be paid as specified in the **Council-approved** ARHCA guide.

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

Equipment attachments will **only** be paid when in use for hours approved on daily time tickets at the rates specified in the ARHCA guide based on the equipment percentage rates set in Policy 4004.

Rates include Equipment Contractors wages, Workers' Compensation Board coverage, insurance, fuel, oil, repairs, servicing, administrative fees, and all other costs associated with owning and operating equipment.

4. The Expression of Interest Package must be signed by the owner(s) of the company only.
5. In the case of a partnership, all parties must sign the Expression of Interest form. In the case of a corporation, the Expression of Interest form must be signed off by an officer of the company and an official company seal affixed.
6. The "EXPRESSION OF INTEREST" forms must be returned in the sealed envelope marked "EXPRESSION OF INTEREST," addressed to the **Manager of Operations** at one of the following Greenview offices by **March 15, 2024**.
 - **Administration Office**, 4806-36 Avenue, PO Box 1079, Valleyview, T0H 3N0
 - **Grovedale Public Service Building**, 6375 TWP RD 695A, Box 404 Grovedale, T0H 1X0
 - **Grande Cache Public Service Building**, 10002 Shand Avenue, Box 300, Grande Cache, T0E 0Y0
 - **DeBolt Public Service Building** (Open Wednesday & Thursday only), 1115 Township Road 721A, PO Box 1079, Valleyview, T0H 3N0

CLOSING DATE FOR SUBMISSIONS IS MARCH 15, 2024, AT OFFICE CLOSING TIME (4:30 pm)

7. Sufficient proof of the company's base within Greenview (physical address) may be requested – i.e., corporate documents of company ownership and title or lease agreement. Site inspections of the company's operations may be requested to verify compliance.
8. Greenview does not assume responsibility for any errors or misunderstandings that may result from the Bidder requesting rental rate information from the "The Alberta Roadbuilders Heavy Construction Association, **Council-approved** Equipment Rental Rates and Membership Roster".
9. Mailed Expression of Interest submissions must be sealed and postmarked prior to the advertised Expression of Interest closing date and time. All other submissions of the Expression of Interest package will be required to be received prior to the closing date and time as advertised.
10. Greenview reserves the right to disqualify any Expression of Interest packages that are incomplete after the closing date.
11. **Subcontracting by EOI Contractors is prohibited.**

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

12. HIRING PROCEDURES

The following considerations may apply when hiring an Equipment Contractor: past performance, operator experience/quality of work, reliability of equipment, safety record as per policy 4004.

Greenview is not obligated to leave voice messages when contractors are unable to answer their phone. At the discretion of the EOI position, the call order may skip contractors who miss phone calls during regular business hours.

Order of equipment listed in the EOI will be by date & time packages are received by Greenview that are fully completed and not missing any requirements.

Greenview reserves the right to release any operator and/or equipment due to abuse, discrimination, harassment and/or belligerent behaviour.

13. 5/20-DAY CAP

The 5/20-day cap on equipment hired by Greenview applies to Short Job (5) or Long Job (20) rotation.

- If the 5/20-day cap expires on a piece of equipment from EOI list and there is no other equipment available, then this piece of equipment can stay on that project up to an additional 5/20 days if required.
- Greenview representatives will determine when the 5/20-day cap can and will be used in Greenview's best interest.
- Greenview does not guarantee 5/20 days of work. Equipment may be released at any time, at the discretion of the supervisor.

Equipment Contractors who provide skid steers, vacuum trucks, low beds to haul equipment, or miscellaneous items may work on a short job rotation (5-day max). All other equipment will work on a long job rotation (20-day max). Greenview representatives have the right to release any contractor on any day in the best interest of Greenview operations.

14. ACCEPTANCE OF THE EOI PACKAGE

The acceptance of the EOI package submitted by the Equipment Contractor must be reviewed and approved by Greenview. Acceptance of the Expression of Interest package does not guarantee that equipment submitted will be hired.

15. THE EQUIPMENT CONTRACTOR SHALL

- a) Ensure that all materials and equipment are cleaned and disinfected to be free of weeds, weed seeds and pests prior to entry and departure of the project site.
- b) Provide any or all units and attachments quoted when requested by Greenview, if available.
- c) Maintain the equipment in good working condition for the duration of the project.

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

- d) Supply suitably trained, qualified and skilled operators.
- e) No equipment shall be removed from the project site without prior notification and approval from Greenview.
- f) Ensure that all equipment remains on Greenview Road right-of-way or property when loading/unloading equipment or gravel truck turnarounds.

Trespassing on private property is not permitted.

- g) If there is a concern regarding the worksite, the contractor shall first seek to report it through discussion with the Project Supervisor. If the Supervisor does not resolve the concern, the contractor should advance the matter in writing by reporting their concern to the Manager or Director who is responsible for the worksite.
- h) Contractors are to submit complaints & inquiries regarding not receiving calls for work or perceived unfairness in writing to mdgvip@mdgreenview.ab.ca. No other forms of communication will be accepted. Please indicate the appropriate project supervisor or department manager on the communication.
- i) Contractors must be in good standing with Greenview to be considered for calls for work from the EOI registry.
- j) Provide vehicle tare weights (**List on the equipment info sheets**) prior to each job if requested by Greenview.
- k) Haul to capacity within legal limits.
- l) Agree that water trucks will be compensated up to maximum capacity **as listed in the Council-approved** ARHCA Rental Rate Guide unless it is required to haul at a higher legal capacity.
- m) Provide accurate information regarding all required aspects of equipment.
- n) Be responsible to arrive **on time at** location with requested equipment which may not be substituted unless approved by Greenview.

Failure to comply with the above may result in termination of hire by Greenview. If the Contractor's EOI submission is terminated, the Equipment Contractor shall arrange and be responsible for the cost of removing hired equipment from the job site.

16. EQUIPMENT BREAKDOWN AND REPLACEMENT

In the event of equipment breakdown, the Equipment Contractor may replace the unit with a similar unit with prior approval by Greenview. The replacement unit will be paid at the same ARHCA rate quoted for the original unit or at the replacement unit's ARHCA rate, whichever is less.

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

The Equipment Contractor shall arrange and be responsible for the cost of all equipment mobilization and demobilization related to equipment breakdown and replacement.

Once committed to a job, the base unit may not be hired for any other projects until the initial job is complete and/or the day cap has been reached.

17. EQUIPMENT UPGRADING AND REPLACEMENT

If the Equipment Contractor chooses to upgrade their equipment on a job site with a newer, similar unit, they may do so with prior approval by Greenview. The replacement unit will be paid at the same ARHCA rate quoted for the original unit for that job.

The Equipment Contractor shall arrange and be responsible for the cost of all equipment mobilization and demobilization related to equipment upgrading and replacement. If the replacement unit cannot be provided in a timely manner as determined by the project supervisor, Greenview reserves the right to release the unit from the job.

18. INSURANCE

The Equipment Contractor shall, at their own expense and without limiting their liabilities herein, ensure their operations under a contract of either Comprehensive or Commercial General Liability, with an insurer licensed in Alberta, in an amount not less than \$2,000,000.00 inclusive per occurrence (annual general aggregate, if any, not less than \$2,000,000.00) insuring against bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall include blanket contractual liability, products and complete operations liability, operation of attached equipment and towing/on-hook coverage and employees as additional insureds.

Where applicable, the Equipment Contractor shall maintain Cargo Legal Liability Insurance Coverage in an amount not less than \$50,000 per occurrence.

The Equipment Contractor shall maintain automobile liability on all vehicles owned, operated, or licensed in the name of the Equipment Contractor in an amount not less than \$2,000,000.00.

A Certificate of Insurance naming The Municipal District of Greenview No. 16 as additional insured, shall be provided with the EOI submission. The policy shall be endorsed to provide Greenview with not less than 30 days advance notice of cancellation or material change restricting coverage.

19. WORKERS COMPENSATION

The Equipment Contractor shall, at their own expense, provide and maintain Worker's Compensation Coverage for themselves and all their employees during the term of employment with Greenview.

The Equipment Contractor must provide Greenview with proof of an active Worker's Compensation account as well as, their employer premium rate statement for the previous 2 years if applicable

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

when submitting their package.

WCB clearance letters are not required with invoices. Greenview monitors daily WCB reports to verify that contractors have active WCB accounts.

If Greenview becomes aware that a Contractor is working on a Greenview jobsite without active WCB coverage, for any reason, that Contractor will be suspended from all Greenview job sites for one (1) week (7 consecutive days), will be removed from the job they are on, and reset in the call order.

Each Contractor's responsibility is to ensure they have both an active and valid WCB account relevant to the industry and work they are performing. If a Contractor does not have the appropriate coverage, they will be considered as not having coverage.

Each Contractor's responsibility is to ensure their WCB payments are made on time.

20. GREENVIEW AUTHORITY

Greenview has the authority to regulate and direct hours, locations, and nature of the work. Greenview has the authority to suspend the work.

Upon receiving notice to suspend work, the Equipment Contractor shall immediately stop working and shall not remove any equipment from the job site without permission by Greenview.

The Equipment Contractor shall not have any claim for compensation or damages against Greenview for any suspension, stoppage, hindrance, or delay of the work from any cause whatsoever.

21. EQUIPMENT CONTRACTOR'S DUTY AND IDEMNIFICATION

The Equipment Contractor and all persons under their direction **and** management, has a duty to use due care to ensure that no person is injured, or property damaged throughout the duration of work and will at their own expense make such provisions as may be necessary to avoid any such injury or damage.

The Equipment Contractor will indemnify and hold harmless Greenview, its employees, and agents from any and all claims, demands, actions and costs whatsoever that may rise directly or indirectly out of any action or omission of the Equipment Contractor their employees or agents in the performance of the work.

22. OCCUPATIONAL HEALTH AND SAFETY

The Equipment Contractor will familiarize themselves, their employees, and agents with the safety-related terms of the Expression of Interest. Equipment Contractors and their employees are required to complete a **mandatory** Greenview safety orientation as well as complete or review the

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

site-specific hazard assessment prior to starting the project. All safety-related Incidents must be reported to Greenview immediately.

23. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

The Equipment Contractor acknowledges and agrees that the Freedom of Information and Privacy (FOIP) Act applies to all Records and Personal Information relating to, or obtained, generated, compiled, collected, or provided under or pursuant to this EOIP.

The Equipment Contractor recognizes the responsibility of Greenview in relation to the FOIP Act and will not handle any Records or Personal Information except in accordance with Greenview's duty under the FOIP Act.

The Equipment Contractor is responsible for ensuring complete compliance of any of those persons for whom the Equipment Contractor is responsible at law (including, without limitation, any of its employees, subcontractors, or agents) with all terms and conditions related to the FOIP Act, including, without limiting the generality of the foregoing, protection of privacy. In the event that the Equipment Contractor becomes aware of a breach of any of these terms or conditions, it shall notify Greenview immediately in writing.

The Equipment Contractor must ensure that each party for whom it is responsible at law is aware of the requirements of the FOIP Act in the discharge of the EOIP.

No personal information may be collected by the Equipment Contractor, its employees, or agents unless the collection is authorized under this EOIP, or the collection is expressly authorized by Greenview in writing in advance of any collection taking place. No personal information shall be collected unless s32 of the FOIP Act is satisfied.

The Equipment Contractor must collect personal information in accordance with the FOIP Act and Regulations.

The Equipment Contractor shall not use, either directly or indirectly, Records or Personal Information except for the express purpose of performing its obligations in the EOIP. After the termination or expiry of the EOIP, the Equipment Contractor, its employees, subcontractors, and agents shall not use any Records and Personal Information in relation to this EOIP for any purpose.

24. SAFETY POLICY AND PROCEDURES

Greenview enforces its own safety policy and procedures. Equipment contractors must adhere to "*Greenview's Contractor's Handbook*." Please complete the questionnaire in the back of the booklet, date and sign the acknowledgment and return with your Expression of Interest package. **Expressions of Interest received without this acknowledgment will be considered incomplete.** Equipment Contractors with more than one piece of equipment are only required to submit one Safety Acknowledgment.

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

Please contact Greenview for any safety related support required at safety@mdgreenview.ab.ca.

Greenview and Alberta Occupational Health and Safety encourage Equipment contractors to have a written safety policy and safety procedures manual. For more information on establishing this type of program, contact:

Occupational
Health & Safety
1.866.415.8690

All Equipment and all work shall meet all current safety regulations contained in the Expression of Interest package.

25. POLLUTION AND ENVIRONMENTAL CONTROL

It is the Equipment Contractor's responsibility to familiarize themselves with the applicable legislation and regulations concerning pollution and environmental control, obtain all necessary permits and approvals and conduct their operations according to the legislation and regulations.

The Equipment Contractor will be responsible for any pollution or environmental damages. If they fail to do so, Greenview may, without further notice, arrange the clean-up at the sole expense of the Equipment Contractor.

26. PAYMENT

The Equipment Contractor will submit their invoices on the 15th and the 30th of the month, or upon completion of the project which the contractor was hired for. The Equipment Contractor has 30 days from the previously stated dates to submit a valid invoice. Greenview has 28 days to make payment upon receipt of valid invoice. Failure to submit invoices within the timeline will result in being suspended for the EOI call list until the situation has been rectified. The hired company/operator will submit to the Supervisor **LEGIBLE** daily time tickets/haul cards for approval and signature. Supervisors may terminate Equipment Contractor that does not adhere to this requirement or refuse to provide the legible documentation as requested by the Supervisor.

Greenview will not pay administrative fees, including but not limited to those associated with invoicing, daily tickets, or the corrections thereof.

Equipment rates not specified in ARHCA for equipment listed will be sent to ARHCA requesting a response identifying the appropriate rate. If ARHCA does not provide a rate for the equipment, then the rate will be arranged with the Contractor based upon information available in the ARHCA rate guide for similar equipment.

THE EQUIPMENT CONTRACTOR MUST INCLUDE THE FOLLOWING INFORMATION ON EACH INVOICE AND DAILY TICKET FOR THE PERIOD INVOICED.

- Submit invoices with a copy of legible daily tickets to the accounts payable department via email at Accounts.Payable@mdgreenview.ab.ca.

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

- **The name of the on-site supervisor must be printed on all invoices and tickets**
- Job ID/Location of work and type of work completed.
- Dates worked including daily hours and time worked (e.g., 8:00 am – 6:00 pm).
- **Description of unit and attachments with approved rates (model #, make, attachment).**
- Daily time tickets signed and approved by an authorized Greenview staff/representative.
- **All applicable invoices must include daily time tickets with all the above information.**
- GST account number.

27. EQUIPMENT MOVES AND HAULING RATES

For work within Greenview, all equipment moves will be paid as per the **Council-approved ARHCA equipment rates.**

Greenview will compensate the Equipment Contractor for the cost of all required permits for approved equipment moves. **Please note that copies of these permits must be submitted with your invoice prior to payment.**

28. SCHEDULING

a. Once a contractor has committed to a job, if work is refused for any other reason, other than breakdown or emergency, the EOI person will reiterate that Greenview is requesting equipment for the job presently and the Contractors schedule may not be able to be accommodated. The Contractor will be given one verbal warning, if a second incident occurs the contractor will be given a written warning and will be removed from the EOI list for 1 (one) year.

b. If a Contractor commits to a job and is not on-site at the scheduled start time without prior communication and agreement from Greenview's representative, Greenview reserves the right to release the Contractor from the job and replace equipment. Demob costs will be the responsibility of the Contractor in this instance.

29. TERMINATION OF AGREEMENT

If a Contractor is in non-compliance with any policies and/or legislation outlined in the Expression of Interest package they will be given a verbal warning. If a second instance occurs, the contractor will be given a written warning, and on the third infraction the contractor will be removed from the EOI list for a period of 1 year. Infractions of a serious nature may result in immediate dismissal.

Greenview shall have the right to terminate this Agreement at any time.

30. SUBJECT TO CHANGE

Greenview shall have the right to change policies, rates, and conditions. Contractors will be notified by the email address provided in their Expression of Interest package submission. Reasonable timelines will be set for acknowledgement of changes. Additional documents shall become addenda to the agreement and shall form part of this agreement.

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

Greenview reserves the right to release any operator and/or equipment due to abuse, discrimination, harassment and/or belligerent behaviour.

By signing this document, I have read the Instructions to Expression of Interest Candidates. I accept the terms and conditions.

Print Name: _____

Signature: _____

Title: _____

Date: _____

Disclaimer: By signing this agreement, directly and expressly warrants that I have been given and received and accepted authority to sign and execute the Agreement on behalf of the company, and further has been expressly given and received and accepted authority to enter into a binding agreement on behalf of such party with respect to the matters contained herein and as stated herein.

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

GREENVIEW EQUIPMENT CONTRACTORS REGISTRY POLICY AND FOIP GUIDE

What should a prospective contractor consider when bidding on a contract with a public body?

The prospective contractor should:

- Assess what records management considerations are likely to arise in the project. For example, a requirement to segregate records relating to the contract may add costs for the contract.
- Assess what privacy considerations are likely to arise in the project. For example, a contract to develop a course may not require consideration of privacy protection, whereas a contract to deliver training may require protection of the personal information of trainees.
- If the project will require a Privacy Impact Assessment, determine whether the expertise is available to conduct the Assessment and how this will affect any critical time lines.
- Identify any costs associated with meeting privacy requirements, such as training staff and providing appropriate safeguards.
- Consider the likelihood of requests for access to information for records relating to the project and the likely cost of retrieving information needed by the public body to respond to requests. Requests are most common for projects that are controversial or attract media attention. It may be helpful to seek advice from the program area.
- Identify any sensitive commercial or financial information in a bid and request that it be kept confidential. Confidentiality cannot be guaranteed, but a selective request for confidentiality may be persuasive in the event of an access request.

For further information about the implications of the FOIP Act on an existing or proposed contractual arrangement, contact the person responsible for the FOIP Act in the public-sector agency (called a “public body” in the FOIP Act). Contact information is available in the directory of public bodies at foip.alberta.ca/pbdirectory. Alternatively, contact:

Policy and Governance

Service Alberta

3rd Floor, 10155 - 102 Street NW
Edmonton, Alberta T5J 4L4

Phone: 780-427-5848

Toll free dial 310-0000 first

E-mail: foiphelpdesk@gov.ab.ca

Website: foip.alberta.ca



FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT

Contractor's Guide to the Freedom of Information and Protection of Privacy Act

Government
of Alberta ■

How does the FOIP Act affect a contractor providing services to the public sector?

The *Freedom of Information and Protection of Privacy Act*, or the FOIP Act as it's commonly known, applies to information about services provided by or on behalf of "public bodies." Public bodies include government departments, as well as "local public bodies," such as municipalities, universities, colleges, school boards and others.

The Act requires public bodies to ensure that contractors providing services on their behalf follow the rules for collecting, using and disclosing personal information that a public body would have to follow. Public bodies cannot "contract out" of their obligations under the FOIP Act.

Contractors must meet strict standards for protecting personal information. This is especially true when a contractor manages sensitive personal information, such as health or financial information of Albertans.

The FOIP Act also requires a contractor to be able to produce records that a member of the public may request from the public body. The contractor must be able to retrieve records and provide them to the public body within a few days. These would be records about the services provided to the public, not about the contractor's own operations.

The FOIP Act, not the *Personal Information Protection Act* (PIPA), applies to the records relating to the contract. The FOIP Act does not apply to the contractor's own business information, such as the contractor's employee records.

The contractor's obligations should be clearly set out in the contract.

What should a contractor expect in a contract with a public body?

The amount of detail in the contract will depend on the complexity and the duration of the business arrangement. However, there are some key points that are normally covered if they are applicable. The responsibility for costs should be clear in all cases.

Records management

- What records the contractor will have to create, maintain or store
- Any special conditions governing the way records are managed
- Requirements about the return or disposal of records (such as maintaining a disposal log or ensuring that confidential records are shredded)

Protection of privacy

- The contractor's responsibility for the actions of its employees, agents and subcontractors
- Limits on the collection of personal information, and requirements to notify individuals about the purpose of any collection of personal information
- Limits on the collection of personal information from a source other than the individual
- Limits on the use and disclosure of personal information
- Requirements respecting storage of personal information (normally only within Canada)
- Security standards (technological, physical, administrative)
- What must be done if there is a demand for disclosure of personal information
- What must be done if there is a breach of privacy

Access to information

- Which records are considered to be under the control of the public body and can be requested under the FOIP Act

- What the contractor must do if there is a FOIP request for records in its possession (such as searching for the records, providing original records or copies, meeting time limits for responding)

General clauses

A contract may also include clauses that affect the contractor's operations or costs. These clauses may:

- Provide for inspections or audits to monitor compliance with the contract
- Limit assignment of the contract and subcontracting (for example, approval may be required in each case)
- Require a contractor to conduct security checks on its employees (for example, if individuals will be collecting personal information from children)

What else should a contractor be aware of?

- The public has a right to request access to information about publicly funded contracts. If information about a contract is requested under the FOIP Act, the information must be disclosed unless it can be shown that the contractor had a reasonable expectation of confidentiality and that disclosing the information would be harmful to the contractor's business interests.
- A contractor has the right to challenge a decision to disclose its business information.
- The FOIP Act includes offences and substantial penalties for intentional contravention of the Act.



MUNICIPAL DISTRICT OF GREENVIEW

By signing this document, I have read the Contractor's Guide to the Freedom of Information and Protection of Privacy Act (FOIP). I accept the terms and conditions.

Print Name: _____

Signature: _____

Title: _____

Date: _____

Disclaimer: By signing this agreement, directly and expressly warrants that I have been given and received and accepted authority to sign and execute the Agreement on behalf of the company, and further has been expressly given and received and accepted authority to enter into a binding agreement on behalf of such party with respect to the matters contained herein and as stated herein.

Title: Equipment Contractor Registry

Policy No: 4004

Effective Date: January 24, 2023

Motion Number: 23.01.177

Supersedes Policy No: 4004

Department: Operations

Review Date: January, 2025



Legal References:

Prompt Payment and Construction Lien Act, R.S.A. 2000, c. P-26.4.

Cross References:

Policy 3016 "Safety Rules"
Policy 3015 "Corporate Health and Safety"
Policy 3014 "Contractors Safety"
Policy 2004 "Employee Code of Conduct"

Purpose: For Greenview to compile a registry of interested equipment contractors, gravel haulers, operators, and labourers (Equipment Contractors) available for casual work with Greenview at the rate and hiring process specified by Greenview.

1. DEFINITIONS

- 1.1. **Administration Building** means the Greenview facility located at 4806 – 36 Avenue in Valleyview.
- 1.2. **ARHCA** means Alberta Road Builders and Heavy Construction Association's Equipment Rental Rates Guide & Membership Roster.
- 1.3. **Base within Greenview** means an established location which is owned, leased, or rented from which the contractor is permitted to and does actively carry out business within the geographical boundaries of the MD of Greenview.
- 1.4. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview or designate.
- 1.5. **Current** means a model which was or is available as a new machine in the current or previous three (3) year(s), as per ARHCA.
- 1.6. **EOI** means Expression of Interest.
- 1.7. **EOIP** means Expression of Interest Package.
- 1.8. **EOIP Representative** means the Greenview employee primarily tasked with administering the tasks of calling and tracking EOI Contractor hiring.
- 1.9. **Greenview** means the Municipal District of Greenview No. 16.

- 1.10. **Long Job** means five (5) day minimum up to a twenty (20) day maximum per job.
- 1.11. **Non-Current** means a model which is no longer current but is commonly found on sites in Alberta doing production work, as per ARHCA.
- 1.12. **Previous** means older equipment that is generally no longer used for high production work, as per ARHCA.
- 1.13. **Short Job** means two (2) day minimum up to a five (5) day maximum per job.
- 1.14. **WCB** means the Workers Compensation Board of Alberta.

2. POLICY STATEMENT

- 2.1. All equipment and attachment related definitions and rates can be found in the previous year's ARHCA Rate Guide.
- 2.2. Greenview will compile an annual Registry of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
- 2.3. Only Equipment Contractors with an active base of operations within Greenview will be accepted on the Registry.
 - A) For the purposes of this policy, based in Greenview includes contractors located in the towns of Fox Creek and Valleyview, as well as Sturgeon Lake Cree Nation.
- 2.4. Greenview will only accept fully completed EOIPs, agreeing to the financial and working terms and conditions set forth by Greenview.
- 2.5. All contractors must be in good standing with Greenview prior to the approval of their EOIP or prior to being hired after their EOIP has been accepted.
- 2.6. Greenview Council may adjust all Gravel Haul rates.

3. PROCEDURE

- 3.1. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any policies, legislation, or instructions set forth in the EOIP.
- 3.2. The following considerations may apply when hiring Equipment Contractors:
 - A) Past performance and quality of work;
 - B) Operator experience;
 - C) Reliability of equipment; and
 - D) Safety record.
- 3.3. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor
- 3.4. Greenview reserves the right to release any operator or equipment due to abuse, harassment or belligerent behaviour.
- 3.5. All Safety-related Incidents must be reported to the project supervisor appointed by Greenview.

- 3.6. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting a project.
- 3.7. Interested Equipment Contractors are encouraged to contact Greenview regarding when, where and how they can pick up and submit their EOIP which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
- 3.8. Submissions must be sealed, and post marked prior to the advertised EOIP closing date, any submissions received after that date and time will not be accepted. EOIP's will be available on February 1st, or the first business day thereafter if it falls on a weekend. The EOIPs are to be received at any Greenview Public Service Building or the Administration Building by March 15, or the first business day thereafter if it falls on a weekend. On April 1st the contractors' days will reset and the new Registry will take effect.
- 3.9. Greenview reserves the right to disqualify any EOIP that is returned incomplete or past the submission deadline.
- 3.10. The Registry will entail the contractor owner's residential address and the business' physical and mailing address within Greenview.
- 3.11. Upon opening of the EOIP, Greenview will ensure that all Equipment Contractors have:
 - A) Supplied proof of a minimum \$2,000,000.00 in liability insurance;
 - B) Supplied proof of Workers Compensation Number; and
 - C) Signed Greenview's Contractor Handbook.
- 3.12. Base equipment must be owned and not rented. Attachments, including gravel trailers, can be rented, if necessary, with the approval of the Greenview Representative. Rented attachments may be subject to inspection for safety and suitability for work.
- 3.13. As per the previous years, ARHCA Rate Guide definitions and rates, Greenview will advertise in a variety of local media for all "Current" and "Non-Current" equipment.
- 3.14. Equipment Contractors who provide skid steers, trucks, low beds to haul equipment or miscellaneous items may work on a Short Job rotation if it is in the best interest of Greenview's level of service. All other equipment will work on a Long Job rotation. Greenview representatives have the right to release any contractor when it is in the best interest of Greenview operations.
- 3.15. Greenview representative will determine when the 5 or 20-day cap can and will be used in Greenview's best interest. Contractors who are on the EOI Registry are not guaranteed 5 or 20 days of work at a time.
- 3.16. Travel time of one (1) hour per day will be paid on trucking only.
- 3.17. Once a Contractor has committed to a job, if work is refused for any other reason, other than breakdown or emergency, the EOI person will reiterate that Greenview is requesting equipment for the job presently and the Contractors schedule may not be able to be accommodated. The Contractor will be given one verbal warning, if a second incident occurs the contractor will be given a written warning and will be removed from the EOI list for 1 (one) year.

- 3.18. Contractors must submit valid invoices accompanied with daily work tickets to accounts.payable@mdgreenview.ab.ca on the 15th and the 30th of the month to which Greenview has 28 days to make payment.
- 3.19. Contractors are to submit complaints & inquiries regarding not receiving calls for work or perceived unfairness in writing to the EOI Person, the project supervisor, or department manager.
- 3.20. Subcontracting by EOI Contractors is prohibited.



MUNICIPAL DISTRICT OF GREENVIEW

By signing this document, I have read Policy 4004, Equipment Contractors Registry in its entirety. I accept the terms and conditions.

Print Name: _____

Signature: _____

Title: _____

Date _____

Disclaimer: By signing this agreement, directly and expressly warrants that I have been given and received and accepted authority to sign and execute the Agreement on behalf of the company, and further has been expressly given and received and accepted authority to enter into a binding agreement on behalf of such party with respect to the matters contained herein and as stated herein.



MUNICIPAL DISTRICT OF GREENVIEW

Equipment Contractor's Check List

- ☐ Have read the Contractor's Handbook and Signed the *Expression of Interest Agreement, Contractor's Guide to the Freedom of Information and Protection of Privacy Act Guide and all Policies* included in the Expression of Interest package.
 - Equipment Contractor Information completed on Greenview Expression of Interest Forms ONLY.
 - Equipment Contractor contact information must include the physical address of the company's base of operations.
 - Description of equipment including attachments, unit number, serial number, year, make & model, ARHCA guide group number capacity.
 - Certificate of Insurance
 - Expression of Interest Agreement has been initialled on the bottom of each page as well the acknowledgement has been signed. (Page 24)
 - Must return acknowledgements on pages 28 & 33 signed and dated as required.
 - Current WCB Clearance Letter, WCB Premium Rate Statement for current and prior two years.
- ☐ *Contractor Safety Orientation Questionnaire and Acknowledgement* – (See Appendix II, III & IV in the Contractor's Handbook Appendix portion of the EOI package) completed and signed. SECOR & COR is optional.
 - *Prime Contractor Agreement Appendix I & II (pages 21-25) of Contractor's Handbook completed and signed.*
 - *Quiz & Acknowledgement Appendix III & IV (pages 26-28 of Contractors Handbook completed and signed)*
- ☐ Return sealed and **COMPLETED** Expression of Interest Package addressed to **Operations** at one of the following Greenview offices by **March 15, 2024**, before closing time at 4:30 pm.
 - **Administration Office**, 4806-36 Avenue, PO Box 1079, Valleyview, T0H 3N0
 - **Grovedale Public Service Building**, 6375 TWP RD 695A, PO Box 404 Grovedale, T0H 1X0
 - **Grande Cache Public Service Building**, 10002 Shand Avenue, PO Box 300, Grande Cache T0E 0Y0
 - **DeBolt Public Service Building**, 1115 TWP RD 721A, PO Box 1079, Valleyview, T0H 3N0

SUBMISSIONS MUST BE COMPLETE AS INDICATED



Municipal District of
GREENVIEW

GREENVIEW'S CONTRACTOR HANDBOOK

Updated January 2024



Municipal District of **GREENVIEW**

Table of Contents

Table of Contents	2
EMERGENCY CONTACTS	3
DEFINITIONS	4
INTRODUCTION	5
PRE-QUALIFICATION – GENERAL	5
MANAGERS & SUPERVISORS (ACTING AS GREENVIEW CONTRACTOR REPRESENTATIVE) AND PRIME CONTRACTOR	6
PERFORMANCE EVALUATIONS	6
DOCUMENTATION	7
CONTRACTOR DOCUMENTATION REQUIREMENTS	7
INCIDENT REPORTING	7
GREENVIEW CONTRACTOR HEALTH AND SAFETY MANAGEMENT PROGRAM REVIEW	8
SAFETY INFRACTIONS	8
REFERENCES	9
GREENVIEW POLICIES	10
• GREENVIEW HEALTH AND SAFETY POLICY	
• GREENVIEW SAFETY RULES	
• CONTRACTOR SAFETY POLICY	
APPENDIX I – PRIME CONTRACTOR AGREEMENT (if designated)	19
APPENDIX II – PRE-QUALIFICATION FORM	21
APPENDIX III – CONTRACTOR SAFETY ORIENTATION QUESTIONNAIRE (<i>HAND INTO GREENVIEW</i>)	26
APPENDIX IV – GREENVIEW CONTRACTOR SAFETY ORIENTATION - ACKNOWLEDGEMENT	28



Municipal District of **GREENVIEW**

EMERGENCY CONTACTS

FIRE DEPARTMENT	Valleyview, DeBolt, Grovedale, Fox Creek, Grande Cache	911
TO REPORT FOREST FIRES		310-FIRE(3473)
RCMP	Valleyview	911 780-524-3343
	Grande Prairie	911 780-830-5700
HOSPITAL	Valleyview	911 780-524-3356
	Grande Prairie	911 780-538-7100
	Grande Cache	911 780-827-3701
	Fox Creek	911 780-622-3545
ALBERTA HEALTH Health Link 24 Hours		1-866-408-LINK(5465)
AMBULANCE		911
POISON CONTROL CENTER		1-800-332-1414 or Calgary 1-403-944-1414
ALBERTA ENVIRONMENT		1-800-222-6514
CHEMICAL SPILLS-CANUTEC		1-613-996-6666
CALL BEFORE YOU DIG	Alberta One Call	1-800-242-3447
GREENVIEW	All Departments	1-780-524-7600
	AFTER HOURS EMERGENCY	1-866-524-7608
GREENVIEW REGIONAL MULTIPLEX	Manager	1-780-524-2256
ENVIRONMENTAL SERVICES & REGIONAL LANDFILL	Manager – Doug Brown	1-780-524-7638
FACILITIES MAINTENANCE	Manager – Wayne Perry	1-780-524-7609
AGRICULTURE SERVICES	Manager – Sheila Kaus	1-780-524-7658
REGIONAL FIRE CHIEF	Wayne Brown	1-780-524-7628
RECREATION SERVICES	Manager – Kevin Gramm	1-780-827-2040
CONSTRUCTION & ENGINEERING	Manager – Leah Thompson	1-780-524-7610
OPERATIONS	Manager – Josh Friesen	1-780-524-7616
HEALTH AND SAFETY ADVISOR	Trina Hutchinson	1-780-552-4404
HEALTH AND SAFETY ADVISOR	Lori Monette	1-780-552-4253



Municipal District of **GREENVIEW**

DEFINITIONS

OHS means Occupational Health and Safety

Competent means one who is adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Contracting Employer (hereafter named as Contractor) means a person, partnership, or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in work at a work site.

EOIP means Expression of Interest Package.

Hazard means a situation, condition or thing that may be dangerous to health and safety.

Hazard Assessment means the process used to identify, assess, and control workplace hazards and the risks to worker health and safety.

HSE is Health, Safety and Environmental.

Imminent Danger means any danger that is not normal for that occupation or one which someone working that job would not normally accept.

Dangerous Work means any hazard, condition or activity that could reasonably be expected to be an imminent or serious threat to the life or health of a person exposed to it before the hazard or condition can be corrected or the activity altered.

Owner is a person who is registered under the Land Titles Act as the owner of the land where work is being carried out or may be carried out or may be carried out, or the person enters into an agreement with the owner to be responsible for meeting the owner's obligations under the OHS Act, the Regulations and Code, but does not include a person who occupies land or premises used as a private residence unless a business, trade or profession is carried on in that premises.

Prime Contractor means a person/organization with the role of coordinating, organizing, and overseeing the health and safety activities of multiple contractors and self-employed persons on a single work site. The Prime Contractor is responsible for creating a system or process that ensures compliance with OHS legislation.

Service provider means a person who provides training, consultation, testing, program development, or other services in respect of any occupation or work site.

SMS is the Contractor's Safety Management System.



Municipal District of **GREENVIEW**

INTRODUCTION

Achieving successful Health, Safety and Environmental (HSE) outcomes across the organization is fundamental to all Greenview operations. Unwanted HSE outcomes are unacceptable and could lead to major cost and unnecessary risks to Greenview's workers, communities and reputation. To successfully achieve Greenview's vision of a healthy and safe working environment, it is necessary that the minimum standards for compliance are clearly outlined.

This document provides an outline of the key expectations and the minimum requirements of Contractors and their Subcontractors.

CONTRACTOR ORIENTATIONS – GENERAL

This handbook is a guide and does not attempt to identify every policy, process, procedure, or work practice to be implemented for the safe execution of the scope of work to be completed nor is it intended as an authoritative source or as a substitute for applicable legislation. The purpose is to summarize the policies, procedures, and rules of Greenview regarding each hired Contractor and the Contractor's responsibility for reviewing, understanding, and acknowledging the Health, Safety and Environmental requirements of Greenview and for ensuring that all workers under their direction understand the policies and procedures as they apply to them.

In reviewing this handbook, please note that the general safety requirements are applicable to all Contractors With specific safety requirements that may be applicable depending on the scope of work being performed. In either case, it is the responsibility of each Contractor and their Subcontractors to determine which safety requirements are applicable to their work. Each Contractor and their Subcontractors are responsible to identify and comply with all OHS legislation applicable to their scope of work.

PRE-QUALIFICATION – GENERAL

Greenview uses a pre-qualification process as a screening method for Contractors. The pre-qualification process is applied for all General Contractor, EOIP Contractors and Service Providers to include the requirement to provide proof of recommended training certificates for all workers on site, as well as complete a full Greenview Health and Safety Orientation A good performance standing with Greenview shall include an Occupational Health and Safety Management System (SMS). **It is recommended** (but not required), to provide a Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or an active Health and Safety Program accompanied with a letter of intent to obtain a COR or SECOR. Contractors with no COR or SECOR will be required to provide safe work procedures and Job hazard assessments for all tasks and job positions.



Municipal District of **GREENVIEW**

All Contractors must complete and submit the following documentation:

- Pre-Qualification Form and all applicable documentation (*see page 21*).
- Table of Content for current SMS.
- Contractor Safety Orientation Questionnaire (*see page 26*).
- Greenview Contractor Orientation Completion Acknowledgment for every worker on site (*see page 28*).
- Current certificate of General liability insurance, with a minimum of \$2 million.
- Current WCB Premium Rates and Clearance Letters.
- Recommended Training Certifications.
 - First Aid, CPR & AED
 - Any job specific training requirements (fall protection, ground disturbance, etc.)
 - WHMIS

MANAGERS & SUPERVISORS (ACTING AS GREENVIEW CONTRACTOR REPRESENTATIVE) AND PRIME CONTRACTOR

Greenview Representative must ensure:

1. Every Contractor and any worker(s) under their direction are provided with a site specific orientation and site specific Hazard Assessment.
2. Energy Isolation must be in place prior to work starting, if required (Safe Work Clearances, Lockout – Tagout, etc.).
3. The Contractor has obtained necessary permits (excavation, hot work, electrical, etc.).
4. Greenview job box with all required Greenview safety forms will be available upon request on site and are to be handed into the Safety Department after completion of each individual job. All Greenview forms are also available on eCompliance.
5. If the site is a construction site, Prime Contractor must be identified and defined contractually on the **Greenview Prime Contractor Agreement** (*see page 19*).

PERFORMANCE EVALUATIONS

A Contractor performance evaluation review will be conducted as needed by the appropriate Greenview Representative. The Contractor Performance Review may include, but is not limited to:

- review of Contractor Requirements
- review of Hazard Assessments
- review of Inspection.



Municipal District of **GREENVIEW**

- review of Tool Box Meeting Minutes
- review of reported unsafe acts or unsafe conditions present while on Greenview property and if corrective actions were made in a timely manner
- review of Incidents / Near Misses

DOCUMENTATION

Each Greenview department will verify Prequalification and Contractor Handbook submissions for quality, accuracy, and completion. Submission results will be entered into a database to ensure the completion of Contractor requirements and for ongoing monitoring. Copies of completed safety documents will be submitted by each department to the Safety Department at the end of each job for record retention.

CONTRACTOR DOCUMENTATION REQUIREMENTS

Upon a site inspection, the contractor shall participate and be able to produce the following (however not limited to:)

- 1) Copy of Driver's Licence (if applicable)
- 2) CVIP / registration / insurance
- 3) Safety Fitness certificate (if applicable)
- 4) Pre-trip / pre-use inspection (if applicable)
- 5) Any training tickets applicable to the scope of work/task
- 6) Field Level Hazard Assessment / Toolbox Meeting
- 7) Contractor Representative name and contact number

INCIDENT REPORTING

Immediately after an incident happens or is reported, the Greenview Representative is to complete a Greenview incident investigation, take pictures and obtain the following from the Contractor:

- 1) Contractor Incident/Near Miss report – Contractor to complete
- 2) Copy of Driver's Licence, CVIP, Insurance, Registration, pre-trip (if applicable)
- 3) Any training tickets that are applicable to the incident
- 4) Field Level Hazard Assessment
- 5) Toolbox Talk
- 6) Any applicable Contractor policies or procedures relevant to the incident



7) Contractor Representative name and contact number

Note: Pictures should include:

- Pictures of the complete scene (example: take the picture from far enough away to show the whole scene)
- Pictures of any damage, etc.
- Pictures portraying events leading up to incident (example: weather/road conditions, site congestion, debris on road, etc.)
- Pictures of failure causing incident (example: broken mechanical components, faulty equipment, etc.)

The contractor involved must submit the following to the Greenview Representative within 72 hours:

- Completed investigation
- Safe work procedures relevant to the tasks that were being performed at time of incident
- Rootcause and corrective actions identified and/or completed
- Any other relevant documentation, and/or documentation that may be requested from Greenview's Health and Safety Department during investigation process.

If you have any questions or need support completing the above, please contact the Greenview Representative or Greenview's Safety Department at safety@mdgreenview.ab.ca.

GREENVIEW CONTRACTOR HEALTH AND SAFETY MANAGEMENT PROGRAM REVIEW

The goal of the program review is to continually improve the Contractor Health and Safety Management Program. The Greenview Health and Safety Department will coordinate with the Greenview Health and Safety Committee to review annually or as required.

SAFETY INFRACTIONS

If a worker/contractor observes an unsafe work habit being practiced by another worker/contractor or an unsafe working condition, the worker/contractor will immediately take the necessary steps to correct the situation.



Municipal District of **GREENVIEW**

The worker/contractor observing the infraction will immediately report it to a Greenview Supervisor, or Greenview Representative who in turn will advise their Manager who will then inform the Director of the department involved and the Safety Department in writing.

Disciplinary action up to and including termination of contract for cause will be taken against any contractor who violates established workplace safety requirements. The Greenview Representative will discipline the contractor who created the unsafe condition or specific incident in the following manner.

- First Offence – Written warning from Greenview Representative
- Second Offence – Suspension from current job
- Third Offence – Suspension for remainder of the working season
- Fourth Offence – Dismissal from any work on all Greenview job sites

A Supervisor, Manager, Director, or the CAO may discipline the contractor to a greater degree if the unsafe condition or action is severe nature.

REFERENCES

Occupational Health and Safety Act, Regulation and Code.
<https://search-ohs-laws.alberta.ca/>

Greenview Bylaws & Policy Manual
<http://mdgreenview.ab.ca/governance/policies/>



Municipal District of
GREENVIEW

GREENVIEW POLICIES

Title: Corporate Health and Safety Policy

Policy No: 2500

Effective Date: July 11, 2023

Motion Number: 23.07.367

Supersedes Policy No: 3015

Department: Health and Safety

Review Date: July, 2026



Legal References:

CSA Standard Z45001-19 Occupational Health and Safety Management Systems

Cross References:

Policy 02-115 "Occupational Responsibilities"

Purpose: Greenview supports a safe and healthy working environment. The purpose of this policy is to ensure everyone is aware of the Health and Safety Commitment from Greenview.

1. DEFINITIONS

1.1. **Chief Administrative Officer** means the Chief Administrative Officer of Greenview or designate.

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

2. POLICY STATEMENT

2.1. Greenview is committed to the protection of the Health and Safety of each worker.

2.2. This policy shall be reviewed annually following the completion of the safety audit.

2.3. Greenview is committed to promoting a safe and healthy workplace for all workers, contractors, citizens, and visitors. Council and Management support the implementation of a Health and Safety Program, which:

- A) Ensures procedures and practises for safe work performance;
- B) Provides protective equipment as required;
- C) Is committed to providing training to all workers in safety and health practises; and
- D) Encourages active involvement by all workers in developing and maintaining an effective Health and Safety Program.

2.4. In pursuit of Greenview's commitment, Greenview will develop, implement, and enforce such policies and procedures which promote and provide a healthy and safe work environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment in accordance with industry standards and legislative requirements. Greenview will strive to eliminate any foreseeable hazards which may result in incidents that may cause death, property damage, or personal injury or illness.

2.5. Greenview is committed to working closely and proactively with Greenview's Health and Safety Committee with an aim to prevent injuries and incidents within Greenview's facilities and worksites. Greenview recognizes that the responsibilities for health and safety must be

shared to effectively maximize our efforts. Active worker involvement is encouraged and in conjunction with good management will help to control the potential for incidents. Safety is the direct responsibility of the CAO, Directors, Managers, Supervisors, workers, and contractors.

- 2.6. Recognizing that Greenview is engaged in providing public services there is an obligation to provide those services in an efficient, effective, and safe manner. All management activities will comply with Greenview's safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established policies and safe work procedures.
- 2.7. The employer, supervisor and workers at every level are responsible and accountable for health and safety. Active participation by all worksite parties in health and safety excellence includes maintaining the physical, psychological, and social well-being of Greenview workers.
- 2.8. Please refer to Greenview's Occupational Responsibility Policy 02-115 for guidance on individual work parties' responsibilities.

3. PURPOSE OF THE HEALTH AND SAFETY PROGRAM

- 3.1. Greenview's Health and Safety Program is based on the fundamental concept that a healthy and safe work environment can be achieved through knowledge, cooperation, and adherence to provincial legislation, and incident prevention measures.

CHIEF ADMINISTRATIVE OFFICER

Date

ADMINISTRATIVE POLICY

Title: Safety Rules and Disciplinary Policy

Policy No: 02-113

Effective Date: July 20, 2023

Responsible Department: Health and Safety

Supersedes Policy: 3001 / 3001-01 / 3016

Review Date: July 20, 2026



Legal References:

Occupational Health and Safety Act, S.A. 2020, c.O-2.2.
Occupational Health and Safety Code, AR 191/2021.

Cross References:

Employee Staff Agreement, Article 11 Workplace Discipline.
2.2 Confined Space Code of Practice.
Procedure No. 5.33 Ground Disturbance, Excavating, and Trenching.

Purpose: The purpose of this policy is to outline the general safety rules and disciplinary guidelines for Greenview workers to review and follow to minimize occupational hazards.

1. DEFINITIONS

- 1.1. CSA means Canadian Standards Association.
- 1.2. **Competent Worker** means an adequately qualified, suitably trained individual and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
- 1.3. FLHA means Field Level Hazard Assessment.
- 1.4. **Greenview** means Municipal District of Greenview No. 16.
- 1.5. JHA means Job Hazard Assessment.
- 1.6. **Powered Mobile Equipment** means any equipment that is a self-propelled machine that assists in the movement or transport of a works, worker's material or provides a platform for worker.
- 1.7. PPE means Personal Protective Equipment.
- 1.8. OH&S means Occupational Health and Safety.
- 1.9. SDS means Safety Data sheets.

2. POLICY STATEMENT

- 2.1. Greenview will take every practicable action to assure safe and efficient work operations, and requires all workers to actively participate in the safety program to ensure completion

of work safely, to minimize exposure to personal hazard, and to provide a safe workplace for all.

3. PROCEDURE

- 3.1. If a worker observes an unsafe work habit being practiced by another worker or contractor, or an unsafe working condition, the worker will immediately report the infraction to their supervisor. The supervisor will then take the necessary steps to correct the unsafe situation. Where a worker violates the established workplace safety requirements, the supervisor will discipline the worker who created the unsafe condition, or specific incident as outlined in Article 11 Workplace Discipline.
- 3.2. Article 11, Workplace Discipline:
 - A) The Parties to this Agreement agree that the purpose and nature of workplace discipline is to effect a positive change in workplace behaviour.
 - B) Discipline should always be administered fairly and within the parameters of due process. Discipline should follow a progression of actions, each designed to give the worker every opportunity to successfully correct inappropriate behaviour. The progression should normally apply as follows:
 - i. Pre-Discipline: Pre-discipline is a documented coaching and training intervention with the worker to ensure awareness, understanding and capability.
 - ii. Verbal Warning: Verbal warning is a documented discussion and cites the specific behaviours that are required to change and must indicate to the worker that failure to correct the behaviour will result in formal discipline.
 - iii. Written Warning: Written warning is a documented discussion and cites the specific behaviours that are required to change and must indicate to the worker that failure to correct the behaviour places the employment relationship at risk. It also indicates that the onus of responsibility for change rests with the worker.
 - iv. Suspension: Suspension without pay must be documented and must cite the specific behaviours that have resulted in the suspension, the specific behaviours that must change and must indicate to the worker that failure to correct the behaviour will result in termination at the next occurrence. It reinforces for a final time that the onus of responsibility for change rests with the worker.
 - v. Termination: Termination of employment with cause must cite the specific behaviours that have resulted in the termination. If warranted, due to compelling mitigating factors, the worker may be demoted with the written approval of the Chief Administrative Officer.
 - C) Notwithstanding the provisions of Article 10.2, misconduct of a serious nature that violates the trust of the employment relationship may result in discipline that skips steps in the progression based on the serious nature of the conduct, up to and including the potential for immediate termination with cause. Examples of serious misconduct may include, but are not limited to, theft, fraud, intoxication or impairment (alcohol, legal or illegal substances), physical assault, dishonesty, and unethical behavior, violation of the oath of confidentiality and/or serious breach of health and safety policies.
 - D) All worker disciplinary action shall be conducted with the Human Resources Manager and/or the worker's Manager or Director.

4. SAFETY RULES

- 4.1. The following safety rules require mandatory compliance. This list does not cover all the safety requirements workers will be expected to follow, however is intended as a reminder of the more obvious conditions. It is the individual responsibility of the worker to practice

safe working habits. A successful safety program requires the total involvement of all workers.

- 4.2. Failure to follow safety rules can lead to serious injury or death. If you have any questions regarding safety ask your supervisor. If they cannot answer the question, it will be referred to the Safety Department and Safety Committee.
- A) No worker shall work unsafely. Greenview workers have the right and the responsibility to refuse unsafe work.
 - B) No worker is to commence work without completing the Greenview worker Orientation.
 - C) Use good housekeeping practices. Put everything you use in its proper place and keep your work area clean and orderly. Disorder causes injury and wastes time, energy, and material.
 - D) No worker shall engage in any work without first conducting a Field Level Hazard Assessment (FLHA) and reviewing their Job Hazard Assessment (JHA).
 - E) No worker will work alone until completion of a detailed hazard assessment and an effective means of communication has been established.
 - F) All hazardous conditions are to be reported to your immediate supervisor without delay in order that they can be corrected.
 - G) All injuries, incidents, and near misses (no matter how slight) will be reported IMMEDIATELY to your supervisor.
 - H) All PPE will be inspected for damage prior to use.
 - I) CSA approved safety glasses will be worn at all times in areas where they are required.
 - J) Special eye and face protection will be worn when required by the job or in locations where airborne debris may cause eye damage.
 - K) Workers are required to wear appropriate gloves at all times, when their completed FLHA deems gloves necessary. Glove selection will be advised in the JHA for that specific task.
 - L) Long pants and long sleeve shirts will be worn at all times on the job site if the JHA or FLHA deems it necessary.
 - M) High visible vests shall be worn at all times in the work areas excluding office administration.
 - N) Hearing protection devices are available and are to be used when necessary. Decibel limits will be posted along with proper hearing protection required for that area.
 - O) CSA-approved safety footwear will be worn at all times in work areas excluding office administration.
 - P) Respirators will be required for certain tasks will be outlined in the JHA, FLHA, and SDS.
 - Q) All work performed at heights, shall only be performed by a formally trained and competent worker.
 - R) Fall protection system must be in place prior to working at heights in excess of 3 metres/10 feet.
 - S) Harnesses and tie off is mandatory while moving or working inside the basket of any aerial work platform.
 - T) All fall protection equipment will be inspected prior to use.
 - U) No worker shall prepare to enter a confined space without formal training and must follow the procedures as described in Confined Space Code of Practice.
 - V) Lockout tagout shall not be performed without following the procedures described in Lockout tagout Procedure.
 - W) Only ticketed competent workers are permitted to operate any aerial work platform.
 - X) Proper slings, chokers, etc. shall be used for all lifting. If proper gear is not readily available, take the time to find and use the proper gear.
 - Y) Any excavation greater than 4 feet in depth must have a Ground Disturbance permit in place.

- Z) No worker shall enter an open excavation greater than 4 feet in depth, which is not properly sloped to the OH&S standard of 45 degrees or has a proper shoring installed and be without formal ground disturbance training
- AA) Become familiar with the location of all emergency exits, wash and shower stations, fire stations, and other safety equipment.
- BB) No worker is permitted to modify or remove safety accessories or guards from any piece of equipment.
- CC) No worker is permitted to tamper with, change or adjust any setting on equipment being used by other workers.
- DD) No worker is permitted to operate any powered mobile equipment unless trained and competent to do so.
- EE) All workers must complete a pre-use inspection on any powered mobile equipment before starting.
- FF) Wear seatbelts in all powered mobile equipment and automobiles at all times.
- GG) All incidents involving powered mobile equipment and automobiles must be immediately reported to your supervisor.
- HH) All ladders must be secured against movement and placed on a base that is stable.
- II) All ladders must be safely secured at the top. Maintain three-point contact when accessing ladders and equipment.
- JJ) Work must not be performed from the top two rungs of a step ladder or cleats of a portable ladder unless specifically approved by the manufacturer.
- KK) Smoking is permitted only in designated areas which are outlined in Greenview smoking policy.
- LL) Safety data sheets for all hazardous materials that you may be using are available from the supervisor, Safety Department or applicable QR code and should be consulted before handling any hazardous material.
- MM) Keep all flammable liquids in properly marked safety cans (acetone, gasoline, diesel oil, etc.) in accordance with WHMIS guidelines; store in a suitable area.
- NN) When working on roadways, within Greenview, all traffic control signs and barriers need to be erected to let the public know of the hazards that are within that work location.
- OO) Workers must participate in all prescribed safety meetings.
- PP) The use or possession of drugs or alcoholic beverages at the worksite will be cause for immediate removal from worksite until an investigation has been completed.
- QQ) If you are currently on or have been prescribed any medication that may cause adverse effects while working for Greenview, please speak with your supervisor to ensure all appropriate precautions are taken.
- RR) All workers are responsible to protect the health and safety of themselves and other persons at or in the vicinity of the work site.
- SS) Working safely is a mandatory requirement.
- TT) All volunteers working within the perimeters of Greenview need to also adhere to these safety rules outlined in this document.
- UU) All contractors working within the perimeters of Greenview need to also adhere to the safety rules outlined in this document.
- VV) The above rules and the Occupational Health and Safety Act, Regulations and Code are policy on all Greenview work sites.

Stacey Walick

CHIEF ADMINISTRATIVE OFFICER

Title: CONTRACTOR HEALTH & SAFETY MANAGEMENT**Policy No: 3008****Approval: 16.04.136****Effective Date: April 12, 2016****Supersedes Policy No: Health & Safety Manual Contracted Work Section 11****MUNICIPAL DISTRICT OF GREENVIEW NO. 16***"A Great Place to Live, Work and Play"***Purpose:** To establish the safety related responsibilities of Contractors while working for Greenview.**DEFINITIONS**

Competent - possesses adequate qualifications, suitable training and sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. The employer may justify the basis on which a worker/Contractor is considered to have these characteristics.

Contractor/Subcontractor - a person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers involved in work at a work site

Hazard - a situation, condition or thing that may be dangerous to the safety or health of workers

Hazard Assessment - an assessment made in accordance with Sections 7 & 21 of the Alberta OHS Code; a written process to recognize existing and potential Hazards at work before they cause harm to people or property

Imminent Danger - any dangerous conditions that are not normal for a job

Owner - with respect to a work site, means the person in legal possession of the work site or, if the person in legal possession does not request the work, the person with an ownership interest in the work site who requests that the work be done

Prime Contractor – In accordance with Section 3 of the Alberta Occupational Health & Safety (OHS) Act, the Contractor, employer or any other person who enters into an agreement with the Owner of the work site can be the Prime Contractor, or if no agreement has been made, the Owner of the work site is the Prime Contractor.

POLICY

1. Greenview requires all Contractors to operate in accordance with all applicable laws, regulations, policies, bylaws, rules and standards related to the performance of work on any Greenview facility or work sites.
2. If Greenview is Prime Contractor, ensure all appropriate safety systems are in place per the Greenview Health and Safety Manual, the Contractor Health and Safety Management Policy, contract/agreement and any applicable legislation.

3. If the Contractor is Prime Contractor, the Greenview representative shall ensure the Contractor has appropriate safety systems and are in place per the Contractor Health & Safety Management Policy, contract/agreement and any applicable legislation. Monitor the Contractor regularly to ensure these systems are in place and effective.

PROCEDURE

1. Where a work site has multiple Contractors, the Prime Contractor must be discussed and established prior to work starting or entering an agreement or contract to perform work for Greenview. The two or more employers are not required to be physically present at the same time to meet the requirement.
2. If the Contractor's work area can be specifically identified and cordoned off, then the Contractor can be assigned Prime Contractor of that work area. The Contractor's safety systems will then apply in that area (this is typically the case in large capital projects where the "general conditions of construction" are referenced in the contract). If it is **NOT** otherwise agreed to in writing, Greenview is the Prime Contractor by default.
3. Where smaller work sites are designated within the boundaries of the main work site, the Owner of the main site may transfer Prime Contractor responsibilities for the smaller site to the Contractor and the Owner or their designate shall be responsible for the remainder of the site.
4. Even with the appointment of a Prime Contractor, each employer, worker, Contractor, and supplier is responsible for ensuring the health and safety of workers.
5. All Contractors working on Greenview's premises shall annually complete Greenview's Contractor Safety Orientation prior to work starting. The completed Contractor Safety Orientation shall be forwarded to the Greenview Contractor representative and sent to the Greenview Safety Officer for records. Any past or current OHS contraventions, orders or penalties incurred by the Contractor shall be immediately reported and copied to the Greenview representative and forwarded to the Greenview Safety Officer for records.
6. Contractors shall complete a site specific Safety Orientation and Hazard Assessment (to be completed by both Contractor and Greenview representative; use Greenview Multi Form OR Contractor provided). Completed documents shall be forwarded to the Greenview Contractor representative and sent to the Greenview Safety Officer for records.

RESPONSIBILITIES

OWNERS shall:

1. Make sure all the companies on the worksite understand who the Prime Contractor is and their authority. The Prime Contractor must be able to engage the Owner to solve problems, if necessary.
2. Assess the Contractor's knowledge of the Workers Compensation Act and Occupational Health and Safety legislation pertaining to worksite safety as well as their capacity and control before designating them as a Prime Contractor.

3. An Owner may notify a Contractor where the health and safety requirements are not being met, but it is the responsibility of a Contractor, not an Owner, to communicate the steps that should be taken to correct the deficiencies to a Contractor's employees.
4. Notify a Contractor of health and safety requirements which are not being met, however, it is the responsibility of the Contractor, not the Owner, to communicate the steps to be taken to correct the deficiencies to their employees.

GREENVIEW SAFETY shall:

1. Support and coordinate the Greenview Contractor Health and Safety Management Program.
2. Assist the Greenview representatives supervising Contractors to resolve health and safety issues effectively and efficiently.
3. Immediately communicate all health and safety concerns to the appropriate site supervisor or Contractor.
4. Review and file Contractor orientations, Contractor documentation (toolbox, Hazard Assessments, incident reports, etc.) as well as, annually review and recommend revisions to the Greenview Contractor Safety Management Program.
5. If required, in accordance with Section 35 of The Alberta OHS Act, stop work if conditions or concerns exist which are of an Imminent Danger.

PRIME CONTRACTORS shall:

1. Be responsible for establishing and maintaining a system or process that ensures compliance with the Occupational Health and Safety Act, Regulation and Code.
2. Complete a Greenview Contractor safety orientation; site Safety Orientation (site specific) and Hazard Assessment (to be completed by both Contractor and Greenview representative; use Greenview Multi Form OR Contractor provided).
3. Ensure that first aid services, equipment and supplies required by the Occupational Health and Safety (OHS) Code are available at the work site.
4. Ensure all equipment provided by the Contractor is maintained in safe working order in accordance with the manufacturer's specifications.
5. Ensure work procedures meet or exceed applicable legislation and/or industry best practices.
6. Provide Competent supervision at the work site and ensure Greenview is informed of the designated site contact.
7. Ensure only qualified workers, or workers working under the direct supervision of another Competent worker, are permitted to conduct work activities at the worksite.

8. Ensure all necessary personal protective equipment is worn properly and maintained in serviceable condition.
9. Investigate and resolve identified health and safety issues and concerns within their worksite as soon as reasonably possible. Copies of these reports must be forwarded to the Owner contact who must forward to the Health and Safety Officer within 24 hours of notification.
10. Implement their company's disciplinary policy for any worker who does not comply with health and safety requirements.
11. Inform the workers of the Hazards and the control measures utilized to eliminate, minimize, or, control those Hazards by way of a written Hazard Assessment. The Hazard Assessment must be available to workers at the worksite.
12. Educate all workers on their right to refuse unsafe work and how to exercise that right when appropriate.
13. Regularly complete scheduled inspections and the accompanying inspection reports must be readily available upon request.
14. Have a written Emergency Response Plan in place and available to workers at the worksite.
15. Take all necessary steps to protect all workers and third parties from injury or illness by ensuring all staff and visitors receive adequate orientation as well as ensuring that the equipment erected or installed by or on behalf of the Prime Contractor complies with the requirements of the Alberta OHS and any applicable legislation as if the Prime Contractor was the employer.
16. Possibly employ and manage one or more Subcontractors to carry out specific portions of the contract/agreement.
17. Have the expertise and experience to take full responsibility for contract/agreement completion.
18. Have Contracted truck drivers abide by the site Prime Contractors safety systems. Site Prime Contractors do not have authority or responsibility for safety while contracted trucks are off the work site. For example truck drivers contracted for gravel hauls shall be under the site Prime Contractors authority at the gravel pits but not on the public road ways off the site. Employees involved in road construction are considered on a worksite while working on the roadway.
19. Assume responsibility for health and safety considerations for the contract, thereby assuming liability for the project.

GREENVIEW CONTRACTOR REPRESENTATIVE (Greenview staff member/project manager)

1. Ensure Contractor is provided with a site specific Safety Orientation and Hazard Assessment (to be completed by both Contractor and Greenview representative; use Greenview Multi Form OR Contractor provided).

2. Energy Isolation in place prior to work starting (Safe Work Clearances, Lockout –Tagout, etc.).
3. Contractor has obtained necessary permits (excavation, hot work, electrical, etc.)
4. Define who the Prime Contractor is contractually, on the Greenview Contractor Safety Orientation and on the Greenview Multi Form (or Contractor provided form).

Regulations:

1. Greenview Policy Manual
2. Greenview Health & Safety Manual
3. Occupational Health and Safety Act, Regulations, and Code



Municipal District of
GREENVIEW

APPENDIX



Municipal District of **GREENVIEW**

APPENDIX I – PRIME CONTRACTOR AGREEMENT (if designated)

WORKSITE SAFETY – THIS CONTRACTOR IS “PRIME CONTRACTOR”

Occupational Health & Safety Obligations / Responsibilities

10(1) Every construction work site and oil and gas work site or a work site or class of work sites designated by a Director must have a prime contractor if there are 2 or more employers involved in work at the work site.

(2) The person in control of the work site referred to in subsection (1) shall designate in writing a person as the prime contractor of the work site.

(3) If the person in control of the work site fails to designate a person as the prime contractor as required in subsection (2), the person in control of the work site is deemed to be the prime contractor.

(4) Subsections (2) and (3) do not apply to a person who is in control of a work site if that work site is a private dwelling that is occupied by that person.

(5) The person in control of any work site not referred to in subsection (1) where there are 2 or more employers involved in work at the work site may enter into an agreement in writing with a person to designate that person as the prime contractor of the work site.

(6) The prime contractor shall ensure that the name of the prime contractor is posted in a conspicuous place at the work site.

(7) The prime contractor shall

(a) establish, as far as it is reasonably practicable to do so, a system or process that will ensure compliance with this Act, the regulations and the OHS Code in respect of the work site, including a system or process to ensure cooperation between the employer and workers in respect to health and safety,

(b) designate a person in writing for the purposes of ensuring cooperation between the employer and workers in respect to health and safety and implementing a system to address the matters set out in section 13(6), and



Municipal District of **GREENVIEW**

(c) conduct the prime contractor's own activities in such a way as to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of, or in connection with, activities at the work site.

(8) If a requirement in the Act, the regulations or the OHS Code imposes a duty on an employer with respect to equipment, work site infrastructure or an excavation and the equipment or infrastructure is designed, constructed, erected or installed, or the excavation is conducted by or on behalf of a prime contractor, the prime contractor shall comply with the requirement as if the requirement were directly imposed on the prime contractor.

(9) Subsection (8) does not relieve the employer or prime contractor from fulfilling other responsibilities under this Act, the regulations and the OHS Code.

(10) Every prime contractor shall ensure that the owner and any employer, supplier or service provider on a work site is informed of any existing or potential work site hazards that may affect workers or other persons at the work site.

(11) Every prime contractor shall cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS Code.

The two employers may not be working at the same time at the site, but their activities may have a health and safety impact on each other or are interrelated. The Prime Contractor is responsible for coordinating potentially incompatible internal health and safety systems of multiple employers, and for coordinating effective communication in relation to health and safety at a work site.

1. The Contractor shall, for the purposes of the Occupational Health and Safety Act (Alberta), and for the duration of the work of this contract:
 - a) Be the Prime Contractor for the designated "work site".
 - b) Do everything that is reasonably and practicable to establish and maintain a system or process that will ensure compliance with the Act and its regulation & code, as required to ensure the health and safety of all persons at the "work site".
2. The Prime Contractor shall direct all persons at the "work site" on safety related matters, to the extent required to fulfill its "Prime Contractor" responsibilities pursuant to the Act, the contents of Greenview Safe Work Agreement, and any other safety policies and procedures of the Contractor, regardless of:
 - a) Whether or not any contractual relationship exists between the Contractor and any of these entities, and



Municipal District of **GREENVIEW**

b) Whether or not such entities have been specifically identified in the Contract.

PRIME CONTRACTOR AGREEMENT

I ACKNOWLEDGE THAT MY COMPANY WILL BE THE "PRIME CONTRACTOR" FOR THE DESIGNATED WORK SITE AT THE:	
CONTRACTOR'S REPRESENTATIVE	DATE
REVIEWED:	
MUNICIPAL DISTRICT OF GREENVIEW NO.16 REPRESENTATIVE	DATE

APPENDIX II – PRE-QUALIFICATION FORM

GENERAL INFORMATION			
Company Name:		Operates as:	
Physical Address (Base of Operations):		Mailing Address:	
City:		City:	
Province:		Province:	
Postal Code:		Postal Code:	
Business Telephone:		Email address:	Fax:
GST Registration Number:			
Contact Information	Name	Phone	Email
Dispatch Contact			
Manager Contact			
H&S Contact			
Other			
ORGANIZATION			



Municipal District of **GREENVIEW**

Provide the WCB Industry Code(s) and Description of service(s) provided:			
Industry Code	Description of Service		
Self Employed Only?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Does your Company use Sub-Contractors?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
If "Yes" do your sub-contractors have their own SMS?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Has your company signed an agreement with Greenview? attach copy.	No <input type="checkbox"/>	Yes <input type="checkbox"/> Please	
Does your company hold a current COR/SECOR certification?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Other:	
Has your company had any vehicle related incidents? Past Year _____	No <input type="checkbox"/>	Yes <input type="checkbox"/> # in the	
Has your company had any environmental reportable incidents? Past Year _____	No <input type="checkbox"/>	Yes <input type="checkbox"/> # in the	
WCB STATISTICS			
Does your company have a WCB account(s) in good standing? No <input type="checkbox"/> Yes <input type="checkbox"/> (Please attach a current WCB clearance letter addressed to Municipal District of Greenview No. 16)			
WCB Stats from the last 3 years	20 _____	20 _____	20 _____
Employers premium Rate			
Industry Rate			
Rate adjustment, surcharge or discount			
Number of Fatalities			
Number of Lost Time Injuries			
*On a separate page, briefly explain any fatalities or lost time that may have been listed. Attach a copy of the current year WCB Employer Premium Rate Statement and two previous years.			
SAFETY MANAGEMENT SYSTEM (SMS)			
Does your company have a COR or SECOR in the Province of Alberta?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" Please attach a copy of the Certificate and Table of Contents of the SMS.			
If "No". Does your company have an existing SMS that meets SECOR/COR requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If "Yes": Please attach a copy of table of contents. A copy of the SMS will be required after approval.			
If "No": Please confirm if you have any parts of a SMS:			



Municipal District of **GREENVIEW**

a.	Corporate Safety Policy	No <input type="checkbox"/>	Yes <input type="checkbox"/>	b.	Roles and Responsibilities	No <input type="checkbox"/>	Yes <input type="checkbox"/>
c.	Hazard Assessment Process	No <input type="checkbox"/>	Yes <input type="checkbox"/>	d.	Formal Work Site Inspections	No <input type="checkbox"/>	Yes <input type="checkbox"/>
e.	New Hire Orientation	No <input type="checkbox"/>	Yes <input type="checkbox"/>	f.	Training Program	No <input type="checkbox"/>	Yes <input type="checkbox"/>
g.	Worker Competency Program	No <input type="checkbox"/>	Yes <input type="checkbox"/>	h.	Safe Work Procedures	No <input type="checkbox"/>	Yes <input type="checkbox"/>
i.	Safe Work Procedures	No <input type="checkbox"/>	Yes <input type="checkbox"/>	j.	Pre-Job Meetings (safety as a topic)	No <input type="checkbox"/>	Yes <input type="checkbox"/>
k.	Environmental Practices	No <input type="checkbox"/>	Yes <input type="checkbox"/>	l.	Incident Investigation Procedures	No <input type="checkbox"/>	Yes <input type="checkbox"/>
m.	Emergency Response Planning	No <input type="checkbox"/>	Yes <input type="checkbox"/>	n.	Reference to AB OH&S	No <input type="checkbox"/>	Yes <input type="checkbox"/>
o.	Preventative Maintenance	No <input type="checkbox"/>	Yes <input type="checkbox"/>	p.	Subcontractor Management	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Has your company ever been issued a stop work order by or from a Government Regulatory Agency in the last 5 years? (If "Yes" please provide details)

PROGRAM VERIFICATION

If your company has COR, SECOR, a SMS or said yes to parts of SMS (optional):

- Attach a copy of **formal hazard assessments for any applicable scopes of work.** (Not field level hazard assessment)
- Provide frequency and percentage or compliance for work site safety inspections:
Frequency: _____ Compliance: _____ %
- Provide frequency and percentage of compliance for safety meetings:
Frequency: _____ Compliance: _____ %

COMPETENCY VERIFICATION (may be required)

- ☐ Provide business resumes or letter of experience for any project management and supervisors and include documentation to support the following:
- Education and/or certification within occupation or trade(s), and company safety representative. This may include doctorates, degrees, diplomas, trade certifications or records of training in non-certified trades.



Municipal District of **GREENVIEW**

- Supervisor level safety qualifications. This may include courses from a university, college, trade school, or an accredited safety association such as:
 - a. LSE, AMSA, OH&S Legislation Courses
 - b. First Aid/CPR
 - c. Incident Investigation Training
 - d. WHMIS
- Worker level safety qualifications:
 - a. First Aid/CPR
 - b. Job Discipline or specific training
 - c. Hazard Awareness Training
 - d. WHMIS 2015

☐ Provide General Liability Insurance Certificate with a minimum of \$2M and MD Greenview No. 16 as additionally insured. Also require # of vehicles that will be on site, along with registration and insurance, names of all personnel that will be on the project along with driver's license.

☐ Provide documentation confirming Alcohol and Drug Testing Panel 7 within past 30 days for all personnel who will be on site if/when requested by Greenview.

Are you responding to a request proposal? Yes ☐ No ☐

If "Yes" cite proposal name/number: _____

By Signing this form, I declare that the information provided is complete, correct and that I understand that the Municipal District of Greenview No. 16 maintains the right to verify and periodically audit my safety records for compliance.

*Signature	
*DD/MM/YYYY	

***Do not leave blank.**

MD OF GREENVIEW NO. 16 USE ONLY	
REVIEW BY MD OF GREENVIEW NO. 16	
Contractor is:	
Acceptable for approved contractor list	Yes <input type="checkbox"/> No <input type="checkbox"/>
Conditionally approved contractor list. The following conditions must be met prior to work commencing:	
Contractor if Approved:	
<ul style="list-style-type: none"> Kickoff Contractor meeting held before going onto site Greenview Representative and Health & Safety. Contractor orientation completed. 	



Municipal District of **GREENVIEW**

List of Attachments:

- ☐ Current WCB Clearance Letter
- ☐ WCB Premium Rate Statements for current and past two years
- ☐ Copy of COR or SECOR certificate (if applicable)
- ☐ Copy of SMS table of contents (if applicable)
- ☐ Copy of Formal Hazard Assessment for company scope of work
- ☐ Subcontractor Management Process (if applicable)
- ☐ Copies of task specific competencies
- ☐ Current and valid Certificate of Liability Insurance



APPENDIX III – CONTRACTOR SAFETY ORIENTATION QUESTIONNAIRE (*HAND INTO GREENVIEW*)

Circle your correct answer.

1. Hazard Identification will be conducted and controlled by means of:
 - a. Field Level Hazard Assessment
 - b. Pre-job Inspections/Meetings
 - c. Formal & Informal Work Site Inspections
 - d. Vehicle & Equipment Inspections
 - e. Near Miss & Hazard ID Reporting
 - f. All of the Above
2. Are all injuries, no matter how minor, to be reported to your Supervisor?
 - a. Yes
 - b. No
3. It is okay to cut cost and repair or 'temporarily' fix a damaged tool?
 - a. Yes
 - b. No
4. Is it proper procedure to carry material up and down a ladder?
 - a. Yes
 - b. No
5. Poor housekeeping is responsible for many workplace incidents. Incidents can easily be avoided by maintaining a clean work site.
 - a. Yes
 - b. No
6. If there is an incident with a worker on your site you are required to:
 - a. Freeze the scene
 - b. Ensure those who need medical attention have been attended to
 - c. Call your Supervisor
 - d. Assist in the investigation where required
 - e. Complete witness statements
 - f. All of the above
7. All Workers must be WHMIS certified?
 - a. Yes
 - b. No
8. Management and workers shall:
 - a. Prevent the uncontrolled release of hazardous material
 - b. Clean up all garbage waste
 - c. Report any spills and assist with clean up
 - d. Plan for waste management
 - e. All of the above
9. Incidents of workplace violence or harassment must be reported immediately to your supervisor.
 - a. Yes
 - b. No
10. No worker shall approach or operate equipment within 7 meters of a live overhead powerline without using a spotter.



Municipal District of **GREENVIEW**

- a. Yes b. No
- 11. In the event of a fire every employee shall:
 - a. Go to the nearest most appropriate Muster Point
 - b. Wait there for a head count and further direction
 - c. Both A and B
- 12. Safety Data Sheet (SDS) inform you on the controlled products, how to store the product and what to do in the event of an emergency.
 - a. True b. False
- 13. All workers have a personal responsibility to comply with all OHS legislation.
 - a. True b. False
- 14. Greenview expects excellence in health and safety performance to be achieved through the support and active participation of all workers, supervisors, and management.
 - a. True b. False
- 15. Is it safe to work in a trench that is more than 4 feet deep if it is not shored or cut back?
 - a. Yes b. No
- 16. Every worker is entitled to work under the safest possible conditions.
 - a. True b. False
- 17. Every worker must take precautions to protect the safety of other workers and themselves.
 - a. True b. False
- 18. A Contractor must report to the Greenview Representative any OHS stop work orders that poses imminent danger to anyone.
 - a. True b. False
- 19. A Hazard Assessment must be conducted with all affected parties prior to work starting.
 - a. True b. False
- 20. Greenview's policy is that all injuries, incidents, damage, or near misses, no matter how minor must be reported, in writing and within 24 hours.
 - a. True b. False
- 21. Where a Contractor has any or current OHS contraventions, orders or penalties incurred by the Contractor, they shall immediately report them to the Greenview Representative.
 - a. True b. False
- 22. Greenview may notify a Contractor where the Health and Safety requirements are not being met, but it is the responsibility of a Contractor, not an Owner, to communicate the steps that should be taken to correct the deficiencies to a Contractors' workers.
 - a. True b. False
- 23. A Contractor may be assigned as Prime Contractor of the work area and must provide proof that they are competent to be Prime Contractor.
 - a. True b. False



Municipal District of **GREENVIEW**

24. All floor openings over 4 inches square must be guarded as follows:
- a. Covered with material designed to carry two times its known load
 - b. Marked with DANGER OPEN HOLE DO NOT REMOVE
 - c. Mechanically fastened so it requires a tool to remove
 - d. All of the above

APPENDIX IV – CONTRACTOR SAFETY ORIENTATION ACKNOWLEDGEMENT

*Contractor Name (Print):	
*Contractor Signature:	
*Date:	
Prime Contractor:	
Prime Contractor Contact Number:	
Prime Contractor Email:	

*** Do not leave blank.**



MD of Greenview
Toolbox Meeting & Hazard Assessment Worksheet

Date:		Weather:	
Job Location and description of work:			
EMERGENCY PHONE NUMBERS			
Ambulance:		MD Representative:	Phone:
Hospital:	Fox Creek: 780.622.3545	Contractor:	Phone:
	Grande Cache: 780.827.3701	Foreman:	Phone:
	Valleyview: 780.524.3356	Site Office:	Phone:
	Grande Prairie: 780.538.7100	Utilities:	Phone:
Fire:		AB One Call:	1.800.242.3447
Police:		Company:	Phone:
Poison Control:	1.800.332.4141	Company:	Phone:
POTENTIAL HAZARDS			
Item No.	Yes No N/A	Item No.	Yes No N/A
<input type="checkbox"/> Traffic/Pedestrian		<input type="checkbox"/> Fire Hazards	
<input type="checkbox"/> Trenching/Excavating		<input type="checkbox"/> Weather Conditions	
<input type="checkbox"/> Overhead Hazards		<input type="checkbox"/> Buried Utilities	
<input type="checkbox"/> Heavy Equipment		<input type="checkbox"/> Spill Potential	
<input type="checkbox"/> Chemicals		<input type="checkbox"/> Explosives	
<input type="checkbox"/> Noise		<input type="checkbox"/> Compressed Gas	
<input type="checkbox"/> Trip/Slip/Fall		<input type="checkbox"/> Confined Space	
<input type="checkbox"/> Lifting/Hoisting		<input type="checkbox"/> Poor Visibility	
<input type="checkbox"/> Working on a hill		<input type="checkbox"/> Ergonomics	
<input type="checkbox"/> Extreme temperatures		<input type="checkbox"/> H&S	
<input type="checkbox"/> T.D.G		<input type="checkbox"/> Off Road Vehicle	
<input type="checkbox"/> High Pressure		<input type="checkbox"/> Driving	
<input type="checkbox"/> Awkward Position		<input type="checkbox"/> Lighting	
<input type="checkbox"/> Wildlife /Animals		<input type="checkbox"/> Working Alone	
<input type="checkbox"/> Moving Parts		<input type="checkbox"/> Biohazard	
<input type="checkbox"/> Drowning		<input type="checkbox"/> Poor Ventilation	
<input type="checkbox"/> Violence/Public		<input type="checkbox"/> Electrical Cords	
<input type="checkbox"/> Projectiles		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
CONTROL MEASURES: EVERY IDENTIFIED HAZARD ABOVE <u>MUST</u> BE CONTROLLED BEFORE WORK BEGINS			
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	
SAFETY CHECKLIST			
Required PPE	Required Tools/Equip	Procedures	Administration
<input type="checkbox"/> Appropriate Clothing	<input type="checkbox"/> Equipment Back up Alarms	<input type="checkbox"/> Call In Procedure	<input type="checkbox"/> Prime Contractor
<input type="checkbox"/> Respiratory Equipment	<input type="checkbox"/> Proper Tools with Guards	<input type="checkbox"/> First Call	<input type="checkbox"/> Report all Incident/Near Misses
<input type="checkbox"/> Coveralls	<input type="checkbox"/> Tie Downs	<input type="checkbox"/> Vehicle Walk Around	<input type="checkbox"/> Emergency shut down procedure
<input type="checkbox"/> Life Jacket	<input type="checkbox"/> Tie-Off Ladders	<input type="checkbox"/> Site Walk Around	<input type="checkbox"/> First Call Permit
<input type="checkbox"/> Chain Saw Pants	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Load Securement	<input type="checkbox"/> _____
<input type="checkbox"/> Gloves	<input type="checkbox"/> Fire Suppression Equipment	<input type="checkbox"/> Guards	<input type="checkbox"/> Public Notification
<input type="checkbox"/> Harness/Fall Protection	<input type="checkbox"/> Road Flares/Flasher/Beacon	<input type="checkbox"/> Lockout Procedure	<input type="checkbox"/> Workers Responsibilities
<input type="checkbox"/> Eye Protection	<input type="checkbox"/> Adequate Lighting	<input type="checkbox"/> Compliance Cards Carried	<input type="checkbox"/> Review Safe Word Practice
<input type="checkbox"/> Face Protection	<input type="checkbox"/> Fall Restraint	<input type="checkbox"/> Radio Communication	<input type="checkbox"/> WHMIS
<input type="checkbox"/> Hard Hat/Helmet	<input type="checkbox"/> Shoring/Bracing	<input type="checkbox"/> Tools Inspected	<input type="checkbox"/> First Aid Providers
<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Signs	<input type="checkbox"/> Seatbelts	<input type="checkbox"/> _____
<input type="checkbox"/> High Visibility Clothing/Vest	<input type="checkbox"/> Spill Kit	<input type="checkbox"/> Eye Contact	<input type="checkbox"/> Location of Muster Point
<input type="checkbox"/> Steel Toe Boots	<input type="checkbox"/> Barricades	<input type="checkbox"/> MSDS Review	<input type="checkbox"/> _____
<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Proper Hoisting/Rigging	<input type="checkbox"/> Evacuation Procedure	<input type="checkbox"/> Washroom Facility Location
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Equipment on site:			
Additional comments:			
CHECK IN TIME:		CHECK IN CONTACT NAME & PHONE:	
<input type="checkbox"/> 1 hr.	<input type="checkbox"/> 4 hrs	Name:	
<input type="checkbox"/> 2 hrs	<input type="checkbox"/> 8 hrs	Phone:	
	AM/PM		
SIGNATURES			
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	

ALL PERSONNEL INVOLVED IN OR WORKING NEAR THIS JOB MUST REVIEW THIS ASSESSMENT



APPENDIX V

Expression of Interest Equipment Forms



EOI Equipment

Equipment Type: **GRAVEL TRUCKS**

Truck only (attachments have checkboxes)

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial # (Required)		Gross Vehicle Weight		Tare Weight	Comments
TRUCK TYPE	√	TRUCK TYPE	√			ATTACHMENTS	√				
Tandem Axle Dump		Tandem Axle Semi				Tandem Axle Pup		Clam Dump			
Tri-Axle Dump		Tri-Axle Semi				Tri-Axle Pup		Belly Dump			
						Tri-Axle Wagon		End Dump			
						Quad-Axle Wagon		Sander			

Make		Model	Year	Unit #		Serial # (Required)		Gross Vehicle Weight		Tare Weight	Comments
TRUCK TYPE	√	TRUCK TYPE	√			ATTACHMENTS	√				
Tandem Axle Dump		Tandem Axle Semi				Tandem Axle Pup		Clam Dump			
Tri-Axle Dump		Tri-Axle Semi				Tri-Axle Pup		Belly Dump			
						Tri-Axle Wagon		End Dump			
						Quad-Axle Wagon		Sander			

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



EOI Equipment

Equipment Type: **EXCAVATORS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Thumb		Chuck Blade		Brush Rake							
Twister Bucket		Breaker/Brush Cutter		Digging Bucket							
Tamper		Dozer Blade		Trenching							
Mulcher		Clean up Bucket		GPS							
Ripper		Frost Bucket		Skeleton/Brush Guard							

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Thumb		Chuck Blade		Brush Rake							
Twister Bucket		Breaker/Brush Cutter		Digging Bucket							
Tamper		Dozer Blade		Trenching							
Mulcher		Clean up Bucket		GPS							
Ripper		Frost Bucket		Skeleton/Brush Guard							

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



EOI Equipment

Equipment Type: **DOZERS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Hydraulic Tilt Dozer		Long Track		U Blade							
Rear Mounted Rippe		SU Blade									
Winch		Brush Rake									
6 Way Dozer		Dozer Blade									
Wide Pad / LGP		GPS									

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Hydraulic Tilt Dozer		Long Track		U Blade							
Rear Mounted Rippe		SU Blade									
Winch		Brush Rake									
6 Way Dozer		Dozer Blade									
Wide Pad / LGP		GPS									

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



EOI Equipment

Equipment Type:

LABOURERS

Date: _____

Contractor: _____

Include proof of certifications for all workers

No. of Labourers		Tools Required		Comments
Labourers:	√		√	
Certified Chainsaw		Fencing		
Certified Brushing		Ditch Work		
General Labourer(s)				
Certified Tree Faller		Incidental tools required:		
		Shovels		
		Impact Wrenches		
		Hammers		
		Other		

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



EOI Equipment

Equipment Type: **PACKERS**

Date: _____

Contractor: _____

Make	Model	Year	Unit #	Serial # (Required)	Rated Capacity	ARHCA Group #	Comments
DETAILS:	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√
Drum width inches		Combination Roller					
Vibratory		Dozer					
Padfoot		Tilt Dozer					
Smooth Drum							

Make	Model	Year	Unit #	Serial # (Required)	Rated Capacity	ARHCA Group #	Comments
DETAILS:	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√
Drum width inches		Combination Roller					
Vibratory		Dozer					
Padfoot		Tilt Dozer					
Smooth Drum							

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



EOI Equipment

Equipment Type: SKID STEERS

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Post Hole Auger		Stump Mulcher		Rototiller							
Backhoe		Track Mounted		Piling Head/Post Pounder							
Pallet Forks		Grapple Bucket		Ditch Witch							
Breaker		Clean up bucket		Snow Bucket							
Sweeper		Brush Mower									

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Post Hole Auger		Stump Mulcher		Rototiller							
Backhoe		Track Mounted		Piling Head/Post Pounder							
Pallet Forks		Grapple Bucket		Ditch Witch							
Breaker		Clean up bucket		Snow Bucket							
Sweeper		Brush Mower									

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



EOI Equipment

Equipment Type: **ROCK TRUCKS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Articulating											
Side Boards											
Tailgate											
Wide Tires											
Ejector Box											

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Articulating											
Side Boards											
Tailgate											
Wide Tires											
Ejector Box											

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



EOI Equipment

Equipment Type: **GRADERS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
V-Plow		All wheel drive									
Snow Wings		Front Dozer									
Rear Ripper		GPS									
Scarifier		Front Angle Blade									

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
V-Plow		All wheel drive									
Snow Wings		Front Dozer									
Rear Ripper		GPS									
Scarifier		Front Angle Blade									

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



EOI Equipment

Equipment Type: **LOADERS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	Equipment Details	√	ATTACHMENTS	√	ATTACHMENTS	√		
Hydraulic Tamper		Backhoe Loader									
Hydraulic Breaker		On-board Scale									
Twister Bucket		Printer									
Frost Bucket		Thumb									
Wheel Loader											

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	Equipment Details	√	ATTACHMENTS	√	ATTACHMENTS	√		
Hydraulic Tamper		Backhoe Loader									
Hydraulic Breaker		On-board Scale									
Twister Bucket		Printer									
Frost Bucket		Thumb									
Wheel Loader											

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



EOI Equipment

Equipment Type: **TRACTORS & MOTOR SCRAPERS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√			DETAILS	√	ATTACHMENTS	√		
Rotary Mower		Disc Plow				Skidder		Subsoiler			
Flailing Mower		Off Set Disc				Processor		Wobbly Packers			
Sickle Mower		Heavy Duty Cultivator				Buncher					
Post Pounder		Harrows- 4 Section				Motor Front & Back					
Weed Sprayer		Rock Picking Device									

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√			DETAILS	√	ATTACHMENTS	√		
Rotary Mower		Disc Plow				Skidder		Subsoiler			
Flailing Mower		Off Set Disc				Processor		Wobbly Packers			
Sickle Mower		Heavy Duty Cultivator				Buncher					
Post Pounder		Harrows- 4 Section				Motor Front & Back					
Weed Sprayer		Rock Picking Device									

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



EOI Equipment

Equipment Type: **WATER TRUCKS** (And Hydro Vacs & Steamers)

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial # (Required)		Volume Capacity (m3)		Tare Weight	Comments
ATTACHMENTS	√		√			ATTACHMENTS	√	ATTACHMENTS	√		
Spray Bar											
Pressurized Spool											
Water Tank											
Hydro Vac											
Steamer											

Make		Model	Year	Unit #		Serial # (Required)		Volume Capacity (m3)		Tare Weight	Comments
ATTACHMENTS	√		√			ATTACHMENTS	√	ATTACHMENTS	√		
Spray Bar											
Pressurized Spool											
Water Tank											
Hydro Vac											
Steamer											

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



EOI Equipment

Equipment Type: **TRUCKS & TRAILERS**

Date: _____ Contractor: _____

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	WHEELS	#	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Low Boy		# Wheels									
Winch		# Wheels									
Bed Truck											
Flat Deck											
Tilt Deck											

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	WHEELS	#	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Low Boy		# Wheels									
Winch		# Wheels									
Bed Truck											
Flat Deck											
Tilt Deck											

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



EOI Equipment

Equipment Type: **SMALL EQUIPMENT TRAILERS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		

Make/Model		Year		Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



Equipment Type: MISCELLANEOUS

Make/Model		Year		Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS		√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	

Make/Model		Year		Unit #		Serial # (Required)		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS		√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	

Disclaimer: If this document is not completed in full you may be disqualified from participating in Greenview's Expression of Interest Program.



REQUEST FOR DECISION

SUBJECT:	Standing Offer Agreements for Engineering Services		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 16, 2024	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: RA	PRESENTER: AH
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 9001 “Procurement and Purchasing”

RECOMMENDED ACTION:

MOTION: That the Committee of the Whole accepts the presentation on Standing Offer Agreements for Engineering Services for information, as presented.

BACKGROUND/PROPOSAL:

Procurement has developed a strategy for engineering services in collaboration with Infrastructure & Engineering Services. In early 2024, Administration is planning to move forward with a tender for Standing Offer Agreements for engineering services, including, but not limited to, bridge files, water and wastewater services, road construction, building maintenance, surveying, and construction supervision.

Standing Offer Agreements are offers from a potential supplier to provide goods and/or services at pre-arranged prices, under set terms and conditions, when and if required. The offer only becomes a contract when Greenview makes a request against the standing offer. It is important to note that Greenview is under no financial obligation until a request is made. Standing offers are often used and beneficial to meet recurring needs when departments repeatedly use the same or similar services.

For Greenview, the Standing Offer Agreement is a strategic method that is very efficient and offers multiple cost-saving opportunities, including Administration time and solidifying pricing for services. As this is a multi-year agreement, it will also provide additional information to allow for more predictable and accurate costs for budgeting. In addition, other benefits include minimizing the number of tenders released, which reduces Administration time, allows projects to get started quicker, and reduces the risk from the procurement process, including any challenges. For example, an average tender requires approximately 75-80 days (depending on Council dates). When multiplied by the number of engineering services tenders per year Greenview completes, this time frame becomes extensive. With a standing offer agreement, Greenview is only required to run one competitive tender to create a qualified list and then can use that list for future engineering services. In addition to the timelines, it is also important to note that multiple tenders in a short time frame are exhausting to the market and may lead to market fatigue and vendors not competing. With

the standing offer agreements, Greenview will ensure a non-exclusive clause allowing Greenview to tender any specialized or unique engineer projects.

The process of a Standing Offer consists of Greenview launching a tender that will pre-qualify engineers who meet a minimum standard of education, experience, availability, and standardized costing. Administration plans to select the top three proponents in six primary engineering areas: Civil, Water, Wastewater, Solid Waste, Building Envelope, and Environmental. Once the tender has been completed and the vendors are selected, Administration will bring a Request for a Decision to award the standing offers. Once awarded, the expectation is that Administration will be able to move forward in a more time-efficient manner with engineering services and projects. For example, a request for engineering services timeframe will be reduced from 75-80 days to approximately 15-20 days, saving 60-65 days.

Policy No. 9001 states:

Purpose: To establish procurement and purchasing guidelines and controls for Greenview in soliciting goods, services, construction, or intellectual property while ensuring maximum economic, efficient, and effective outcomes for the organization and ratepayers. The following guiding principles drive this work:

- *Greenview is subject to trade agreements, primarily the New West Partnership Trade Agreement (NWPTA), the Canadian Free Trade Agreement (CFTA), and the Canadian-European Union Comprehensive Economic and Trade Agreement (CETA). These agreements must be followed for all procurement, purchases, and expenditures within the respective trade agreement thresholds.*
- *Greenview's procurement and purchasing practices are grounded in a framework that honours collaborative, respectful, responsible, transparent, consistent, and accountable practices in a manner that aligns with Greenview's Strategic Plan.*

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Committee of the Whole accepting the recommended motion is that Administration will have a direction to proceed with expediting Greenview's Procurement Process.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Committee of the Whole has the alternative to not accept the Standing Offer of Agreements for Engineering services; however, Administration does not recommend this as this new procedure will lead to cost- and time-saving benefits.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow-up actions to the recommended motion.

ATTACHMENT(S):

- N/A

Date	Chief Administrative Officer Action Log	Responsible Party	NOTES/STATUS
December 19, 2023			
	23.12.19 COMMITTEE OF THE WHOLE		
December 19, 2023	MOTION: 23.12.122 Moved by: COUNCILLOR TOM BURTON That Committee of the Whole recommends that Council award the approved 2024 Community Grants, as amended. FOR: Deputy Reeve Bill Smith, Reeve Tyler Olsen, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry CARRIED	comm. Serv	
	23.12.12 Regular Council Meeting		
December 12, 2023	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	CAO/Comm Serv.	
	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	Corp Serv	Complete
December 12, 2023	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	Corp Serv	Complete

December 12, 2023	<p>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</p>	Corp Serv	In Progress
December 12, 2023	<p>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</p>	Corp Serv	Complete
December 12, 2023	<p>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</p>	Corp Serv	Complete
December 12, 2023	<p>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</p>	Corp Serv	Complete

December 12, 2023	<p>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</p>	CAO Services	Complete
December 12, 2023	<p>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</p>	I&E	In Progress
December 12, 2023	<p>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</p>	Comm. Serv	
December 12, 2023	<p>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 – 11th, 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</p>	Comm. Serv	

December 12, 2023	<p>MOTION: 23.12.730 Moved by: COUNCILLOR TOM BURTON</p> <p>That Council approve sponsorship in the amount of \$5,000.00 to the Peace Country Beef Congress in hosting the annual event on January 4-6th, 2024, at Evergreen Park in Grande Prairie, Alberta, with funds to come from the 2024 Community Services Grants and Sponsorship budget.</p> <p>FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p>CARRIED</p>	Comm. Serv	
December 12, 2023	<p>MOTION: 23.12.732 Moved by: COUNCILLOR TOM BURTON</p> <p>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.</p> <p>FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p>CARRIED</p>	P&E	In Progress - final sales agreement sent pending signature and funds
December 12, 2023	<p>MOTION: 23.12.735 Moved by: COUNCILLOR DALE SMITH</p> <p>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.</p> <p>FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p>CARRIED</p>	P&E	In Progress - Approval will be relayed to Applicant and Approach installed based on Construction and Engineering Workflow
December 12, 2023	<p>MOTION: 23.12.736 Moved by: COUNCILLOR DALE SMITH</p> <p>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.</p> <p>FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p>CARRIED</p>	P&E	In Progress - Approval will be relayed to Applicant and Approach installed based on Construction and Engineering Workflow

December 12, 2023	<p>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 Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry AGAINST: Reeve Olsen</p> <p>CARRIED</p>	CAO Services	Council is registered/hotels booked
	23.11.28 Regular Council Meeting		
November 28, 2023	<p>MOTION: 23.11.692 Moved by: COUNCILLOR DALE SMITH That Council approve a 2.25 % Market Cost of Living Adjustment for Council and staff, effective January 1, 2024. FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff AGAINST: Councillor Berry, Councillor Rosson, Councillor Burton</p> <p>CARRIED</p>	corp Serv	Complete
November 28, 2023	<p>MOTION: 23.11.703 Moved by: COUNCILLOR TOM BURTON That Council approve a 3 year operating grant agreement for an annual amount of \$150,000.00 to the Philip J. Currie Dinosaur Museum, with funds to come from the 2024-2026 Community Services 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</p> <p>CARRIED</p>	Comm Serv.	In Progress
November 28, 2023	<p>MOTION: 23.11.704 Moved by: COUNCILLOR RYAN RATZLAFF That Council authorize Administration to enter into an agreement with the Rising Above Ministry in the amount of \$333,333.33 for the construction of a new facility, contingent on the security of the balance of the funding for the project, with funds to come from the 2024 Community Services Grants 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</p> <p>CARRIED</p>	Comm Serv.	In Progress
11/28/2023A36:G36	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.	CAO Services	Completed Notice of Motion
	23.11.21 COTW		

November 21, 2023	<p>That Committee of the Whole recommend that Council direct Administration to provide a detailed report regarding Local Improvement tax options for the Tower Park Estates subdivision within the Hamlet of Grande Cache.</p> <p>Deputy Reeve Bill Smith, Reeve Olsen, Councillor Ratzlaff, Councillor Scott, Councillor Berry, Councillor Dale Smith, Councillor Rosson, Councillor Burton, Councillor Schlieff</p> <p>CARRIED</p>	P & E	In Progress - Internal Information gathering
November 21, 2023	<p>MOTION: 23.11.113 Moved by: COUNCILLOR TOM BURTON</p> <p>That Committee of the Whole recommends Council proceed with an Offer to Purchase for Crown Land, being NE 35-68-6 W6 (152.7 ac.); NW 36-68-6 W6 (156.6 ac.), pursuant to the Decision Letter on PLS 180042.</p> <p>Deputy Reeve Bill Smith, Reeve Olsen, Councillor Ratzlaff, Councillor Scott, Councillor Berry, Councillor Dale Smith, Councillor Rosson, Councillor Burton, Councillor Schlieff</p> <p>CARRIED</p>	P & E	In progress - Response provided on PLS 180042 before end of December
	23.11.14 REGULAR COUNCIL MEETING		
November 14, 2023	<p>MOTION: 23.11.656 Moved by: COUNCILLOR DAVE BERRY</p> <p>That Council approve approach application APPR23-14 for the construction of a gravel approach on NW-24-070-20-W5M via Range Road 201, with costs borne by the applicant, as per the Schedule of Fees Bylaw 22-930.</p> <p>FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p>CARRIED</p>	P & E	In Progress - Approval will be relayed to Applicant and approach installed based on Construction and Engineering workflow.
November 14, 2023	<p>MOTION: 23.11.660 Moved by: COUNCILLOR JENNIFER SCOTT</p> <p>That Council approve approach application APPR23-16, by relocating the existing gravel approach to Plan 162 0295, Block 1, Lot 2 for a paved access via Youngs Point Road, with costs borne by the applicant as per the Schedule of Fees Bylaw 22-930.</p> <p>FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p>CARRIED</p>	P & E	In Progress - Approval will be relayed to Applicant and approach installed based on Construction and Engineering workflow.
November 14, 2023	<p>MOTION: 23.11.662 Moved by: COUNCILLOR DAVE BERRY</p> <p>That Council direct Administration to continue to provide the solid waste and recycling in the Cooperatives and Enterprises around the Hamlet of Grande Cache until January 31, 2024.</p> <p>FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p>AGAINST: Councillor Delorme</p> <p>CARRIED</p>	I & E	complete

November 14, 2023	<p>MOTION: 23.11.664 Moved by: COUNCILLOR JENNIFER SCOTT That Council approve the allocation of \$2,785,953.00 of unrestricted reserves and rebalance \$26,595,335.00 within the existing reserves, as follows: From Unrestricted Reserve \$2,785,953.00 To Wastewater Reserve \$835,786.00 To Operating Contingency Reserve \$1,950,167.00 To Facilities Reserve \$10,000,000.00 From Road Infrastructure Reserve \$21,908,754.00 From Water Reserve \$4,686,581.00 To Wastewater Reserve \$14,686,581.00 To Solid Waste Reserve \$1,500,000.00 To Economic Development Reserve \$408,754.00 FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry CARRIED</p>	Corp Serv.	Complete
November 14, 2023	<p>MOTION: 23.11.665 Moved by: COUNCILLOR RYAN RATZLAFF That Council approves the elimination of the Water and Wastewater Reserves to be amalgamated into a Water Utilities Reserve. DEFERRED</p> <p>MOTION: 23.11.666 Moved by: COUNCILLOR WINSTON DELORME That Council defer motion 23.11.665 “elimination of Water and Wastewater Reserves” to a future Council Meeting. FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry CARRIED</p>	Corp Serv.	In progress Taken to PRC, RCM in January 2024
November 14, 2023	<p>MOTION: 23.11.668 Moved by: COUNCILLOR TOM BURTON That Council direct Administration to undertake an additional open house for the Hamlet of DeBolt Area Structure Plan and the Hamlet of Ridgevalley Area Structure Plan to provide a further opportunity for community input and distribution of information. FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry CARRIED</p>	P & E	Staff engagement options planned for December 4 and Open Houses scheduled for January 10 & 11, 2024

November 14, 2023	<p>MOTION: 23.11.670 Moved by: COUNCILLOR SALLY ROSSON That Council grant a time extension to the endorsement for subdivision file S19-014 on NW 9-69-21-W5M, pursuant to MGA Section 657(6)(b), allowing the Subdivision Authority Approval to be registered with Alberta Land Titles by April 15, 2024. FOR: Deputy Reeve Bill Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry AGAINST: Reeve Olsen</p> <p style="text-align: center;">CARRIED</p>	P & E	Complete
	23.10.24 REGULAR COUNCIL MEETING		
October 24, 2023	<p>MOTION: 23.10.628 Moved by: COUNCILLOR TOM BURTON That Council give second reading to Bylaw 23-941 Greenview Cemetery Bylaw, as amended.</p> <p style="text-align: center;">DEFERRED</p> <p>MOTION: 23.10.629 Moved by: COUNCILLOR TOM BURTON That Council defer motion “Bylaw 23-941 Greenview Cemetery Bylaw” to a future council meeting. FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p style="text-align: center;">CARRIED</p>	Comm Serv.	Complete
October 24, 2023	<p>MOTION: 23.10.631 Moved by: COUNCILLOR RYAN RATZLAFF That Council give third reading to Bylaw 23-940 Fireworks, as presented.</p> <p style="text-align: center;">DEFERRED</p> <p>MOTION: 23.10.632 Moved by: COUNCILLOR DAVE BERRY That Council direct Administration to defer Motion “Bylaw 23-940” to provide greater clarity on Bylaw 23-940 Sections 4 and 7 regarding the Forest Protection Area versus the Non-Permitted Areas, and brought back to a future Policy Review Committee Meeting. FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p style="text-align: center;">CARRIED</p>	Comm Serv.	

October 24, 2023	<p>MOTION: 23.10.636 Moved by: COUNCILLOR WINSTON DELORME That Council authorizes Administration to list and sell the items on the 2023 Surplus Disposal Table(s) at the next Michener Allen Auction. Full laptops for employee first right of refusal</p> <p style="text-align: center;">DEFERRED</p>	Corp. Serv	In progress
	<p>MOTION: 23.10.637 Moved by: DEPUTY REEVE BILL SMITH That Council defer motion “Asset Surplus/Disposal 2023” until the November 21, 2023, Regular Council Meeting. FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p style="text-align: center;">CARRIED</p>		
October 17, 2023	23.10.24 ORGANIZATIONAL MEETING		
	23.10.17 COMMITTEE OF THE WHOLE		
October 10, 2023	<p>MOTION: 23.10.99 Moved by: COUNCILLOR TOM BURTON That Committee of the whole recommend to Council to schedule open houses for the Hamlet of DeBolt and Hamlet of Ridgevalley for further area structure plan discussions. FOR: Councillor Delorme, Councillor Schlieff, Councillor Burton, Councillor Rosson, Councillor Ratzlaff, Councillor Berry, Councillor Scott, Reeve Olsen, Councillor Dale Smith, Deputy Reeve Bill Smith</p> <p style="text-align: center;">CARRIED</p>	P&E	In progress - Staff engagement options planned for December (4) and Opens Houses (2) Scheduled for Jan 10 & 11 2024
October 10, 2023	<p>MOTION: 23.10.510 Moved by: COUNCILLOR JENNIFER SCOTT that Council approve approach application APPR22-10 for the construction of a gravel approach on NE 9-71-20-W5M via Township Road 712. 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</p> <p style="text-align: center;">CARRIED</p>	P&E	In progress - Approval will be relayed to Applicant and Approach installed based on Construction and Engineering Workflow

October 10, 2023	<p>MOTION: 23.10.511 Moved by: COUNCILLOR TOM BURTON That Council approve approach application APPR23-12, for a gravel access to SE 14-75-26-W5M via Range Road 261, relocating approach "B" as indicated in the report. FOR: Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry AGAINST: Reeve Olsen</p> <p style="text-align: center;">CARRIED</p>	P&E	In progress - Approval will be relayed to Applicant and Approach installed based on Construction and Engineering Workflow
October 10, 2023	<p>MOTION: 23.10.512 Moved by: COUNCILLOR SALLY ROSSON That Council proceeds to offer the sale of the property identified as Plan 9722089; Block 34; Lot 14, to the Mountain Métis Cultural Association for the market value of \$424,000, subject to a 3-year timeline to be built. FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton AGAINST: Councillor Berry, Councillor Delorme</p> <p style="text-align: center;">CARRIED</p>	P&E	In Progress - waiting on response from MMCA and funds.
23.09.26 Regular Council Meeting			
September 26, 2023	<p>MOTION: 23.09.498 Moved by: COUNCILLOR JENNIFER SCOTT That Council authorize Administration to enter into a formal sublease agreement for the occupation and operation of Fireman's Pit, located at E 28 – 56 – 8 – W6M, as amended. Change the term of the sublease to be renewed every 5 years. 1. change to 5th anniversary from 25th anniversary 4.8.1 change sublessor to sublessee in the 2nd paragraph. 5.2 financial records provided annually. 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</p> <p style="text-align: center;">CARRIED</p>	Comm Serv	In Progress
23.09.12 Regular Council Meeting			
September 12, 2023	<p>MOTION: 23.09.476 Moved by: COUNCILLOR WINSTON DELORME That Council approves up to \$55,000 as its contribution towards costs for the 18-month Land Use Planner Municipal Planning internship program, with funds to be accounted for in the 2024-2025 Planning and Development Administration Operating Budget, on completion of a successful application. FOR: Reeve Olsen, Councillor Didow, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry, Councillor Dale Smith</p> <p style="text-align: center;">CARRIED</p>	Corp Serv	In progress

September 12, 2023	<p>MOTION: 23.09.477 Moved by: COUNCILLOR JENNIFER SCOTT That Council direct Administration to proceed with the request for making the Grovedale Community Center generator-ready, by granting approval to option 2, which involves the installation of 3 electrical transfer switches for the electrical control panels in the Grovedale Hall and arena. FOR: Reeve Olsen, Councillor Didow, Councillor Delorme, Councillor Schlieff, Councillor Scott, Councillor Burton, Councillor Berry AGAINST: Councillor Dale Smith, Councillor Ratzlaff, Councillor Rosson CARRIED</p>	I & E	In Progress
September 12, 2023	<p>MOTION: 23.09.484 Moved by: COUNCILLOR JENNIFER SCOTT That Council awards the Ridgevalley Wastewater Lagoon Desludging and Biosolids Removal to Lambourne Environmental Ltd, for \$431,200.00 plus GST, with funds to come from WW21001. FOR: Reeve Olsen, Councillor Didow, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry, Councillor Dale Smith CARRIED</p>	I & E	Postponed until 2024
	23.08.22 Regular Council Meeting		
August 22, 2023	<p>MOTION: 23.08.438 Moved by: COUNCILLOR SALLY ROSSON That Council direct Administration to initiate the process to purchase land from the Province of Alberta, being the lands shown as Roll Number 7200 in the Hamlet of Grande Cache east of Memorial Drive. FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry CARRIED</p>	P & E	In Progress
August 22, 2023	<p>MOTION: 23.08.456 Moved by: COUNCILLOR TOM BURTON That Council direct administration to accept the Beairsto and Associates survey quote in the amount of \$8,627.50 + GST with funds to come from the Disaster Response Reserve and for Administration to proceed with issuing agreements to recoup these costs proportionally from all benefitting lands. FOR: Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry AGAINST: Reeve Olsen CARRIED</p>	P & E	In Progress - In contact with Beairsto. Letters will be sent to residents asking for their intent to participate in the survey. Sept 14.23

August 22, 2023	<p>MOTION: 23.08.459 Moved by: DEPUTY REEVE BILL SMITH That Council direct Administration to re-tender the Recycling, Waste and Confidential Shredding Services tender. FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p style="text-align: center;">CARRIED</p>	I & E	Complete
23.07.25 Regular Council Meeting			
July 25, 2023	<p>MOTION: 23.07.414 Moved by: COUNCILLOR DUANE DIDOW That Council approves the purchase of 1 (one) implement caddy instead of 2 (two) utility trailers for project AG23002 to be funded from the Agricultural Services 2023 capital budget. FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p style="text-align: center;">CARRIED</p>	Comm. Serv	In Progress
July 25, 2023	<p>MOTION: 23.07.416 Moved by: COUNCILLOR DAVE BERRY That Council direct Administration to present a report to Council by end of March 2024 or sooner regarding the Main Street Loft properties in Grande Cache, outlining current ownership of the properties, an in-depth study of the structural integrity, adherence to building and safety codes, and a cost analysis of repair versus demolition. FOR: Reeve Olsen, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry AGAINST: Deputy Reeve Bill Smith</p> <p style="text-align: center;">CARRIED</p>	P&E / ??	In Progress - Martino is in communicaton with a prospective buyer.
July 25, 2023	<p>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</p> <p style="text-align: center;">CARRIED</p>	Comm. Serv	In Progress
23.07.18 COTW			

July 20, 2023	<p>MOTION: 23.07.73 Moved by: COUNCILLOR DAVE BERRY That Committee of the Whole recommend to Council that Administration bring Policies 7006 and 7002 to Policy Review Committee for review. Deputy Reeve Bill Smith, Reeve Olsen, Councillor Ratzlaff, Councillor Berry, Councillor Burton, Councillor Schlieff, Councillor Scott, Councillor Dale Smith, Councillor Rosson, Councillor Delorme</p> <p style="text-align: center;">CARRIED</p>	Corp/Comms	In progress - Presented at PRC on September 13 - will be brought forward to Council for adoption.
	23.07.11 Regular Council Meeting		
July 11, 2023	<p>MOTION: 23.07.362 Moved by: COUNCILLOR RYAN RATZLAFF That Council direct Administration to prepare an amendment to Bylaw 20-860, being the Intermunicipal Development Plan with the Town of Valleyview, to accommodate Bylaw No. 23-938 within SW-09-070-22-W5M. 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</p> <p style="text-align: center;">CARRIED</p>	P & E	In Progress - DO presenting to Council for second and third reading on September 26, 2023.
	<p>MOTION: 23.07.371 Moved by: COUNCILLOR DALE SMITH That Council approve the transfer of Policy 3009 "Ice Cover Work Operations" from a Council policy to a Safe Work Procedure, as presented. -7.1 A and 8.7 C can be stated "as required." MOTION: 23.07.372 Moved by: COUNCILLOR DAVE BERRY That Council defer motion 3009 Ice Cover work Operations to a future Council Meeting. FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p style="text-align: center;">CARRIED</p>	Corp Serv	Complete

July 11, 2023	<p>MOTION: 23.07.382 Moved by: COUNCILLOR TOM BURTON That Council approve the draft Joint Use and Planning Agreement between the MD of Greenview and Grande Yellowhead Public School Division as amended and authorize Administration to enter into the Agreement.</p> <p>5Swimming Lessons – page 391 of agenda.</p> <p>3b – reviewed during the municipal trustee’s election cycle.</p> <p>MOTION: 23.07.383 Moved by: COUNCILLOR TOM BURTON That Council defer motion 23.07.382 to a future Council meeting occurring after a meeting is held between Council and the Grande Yellowhead Public School Division Trustees.</p> <p>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</p> <p>CARRIED</p>	p & E	In Progress
	23.06.27 Regular Council Meeting		
June 27, 2023	<p>MOTION: 23.06.345 Moved by: COUNCILLOR DALE SMITH That Council direct Administration to investigate providing a community water source from the dugout on SW 3-73-22 W5M.</p> <p>FOR: Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p>AGAINST: Reeve Olsen</p> <p>CARRIED</p>	I & E	In Progress
June 27, 2023	<p>MOTION: 23.06.347 Moved by: COUNCILLOR WINSTON DELORME That Council authorize Administration to develop a formal sublease with the Grande Cache Firefighter's Association for the operation of Fireman's Pit, located at E 28 – 56 – 8 – W6M, to come back to Council for approval at a future Council Meeting.</p> <p>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</p> <p>CARRIED</p>	Comm. Serv	In Progress

June 27, 2023	<p>MOTION: 23.06.348 Moved by: COUNCILLOR RYAN RATZLAFF That Council authorize Administration to establish an agreement with the Grande Cache Firefighter's Association for the purpose of granting the Association ownership of all infrastructure located at Fireman's Pit, within Greenview's provincial recreation disposition (REC 850036). FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p>CARRIED</p>	Comm. Serv	In Progress
	23.06.20 Committee of the Whole		
June 20, 2023	<p>MOTION: 23.06.47 Moved by: COUNCILLOR JENNIFER SCOTT That Committee of the Whole recommend to Council to direct Administration to investigate the feasibility and cost of upgrading the street lighting along main street (RR262) and the Ridgevalley arena. FOR: Councillor Burton, Councillor Didow, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Berry, Councillor Ratzlaff ABSENT: Councillor Delorme, Reeve Olsen</p> <p>CARRIED</p>	I & E	In progress
June 20, 2023	<p>MOTION: 23.06.48 Moved by: COUNCILLOR JENNIFER SCOTT That Committee of the Whole recommend to Council to direct Administration to prepare a report on the street lighting locations within Greenview Hamlets. FOR: Councillor Burton, Councillor Didow, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Berry AGAINST: Councillor Ratzlaff, Councillor Dale Smith ABSENT: Councillor Delorme, Reeve Olsen</p> <p>CARRIED</p>	I & E	In progress
	23.06.13 Regular Council Meeting		
June 13, 2023	<p>MOTION: 23.06.321 Moved by: COUNCILLOR JENNIFER SCOTT That Council approve additional funding to a maximum of \$179,580 to Grande Spirit Foundation to complete Option 1 of the DeBolt Senior Housing project in 2024 with funds to come from the Unrestricted Reserve. FOR: Councillor Didow, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Berry, Councillor Burton, Deputy Reeve Bill Smith, Councillor Delorme AGAINST: Councillor Ratzlaff, Reeve Olsen</p> <p>CARRIED</p>	Corp Serv/Comm Serv	In Progress/ will be paid in Jan 2024

June 13, 2023	<p>MOTION: 23.06.332 Moved by: DEPUTY REEVE BILL SMITH That Council direct Administration to investigate the impact of the potential for land sharing network in Treaty 8 Territory. FOR: Councillor Didow, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry, Councillor Burton, Deputy Reeve Bill Smith, Reeve Olsen, Councillor Delorme</p> <p>CARRIED</p>	P & E	In Progress
	23.05.23 Regular Council Meeting		
May 9, 2023	<p>MOTION: 23.05.272 Moved by: COUNCILLOR RYAN RATZLAFF That Council award the purchase of one new 2024 Freightliner 114SD Tandem Truck Chassis with Hook Lift Attachment to Western Star and Freightliner of Grande Prairie as quoted for \$299,460.00, with funds to come from Environmental Services 2023 Capital Budget. Price may be subject to change if the pricing is adjusted for the 2024 production year which is not set yet. FOR: Reeve Olsen, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Burton, Councillor Ratzlaff, Councillor Berry AGAINST: Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Didow</p> <p>CARRIED</p>	I&E	In Progress Letter sent
	23.04.25 Regular Council Meeting		
April 25, 2023	<p>MOTION: 23.04.231 Moved by: COUNCILLOR DALE SMITH That Council approve the road construction request of approximately 830m to access NW 26-71-21 W5 located on Range Road 212 north of Township Road 714 with funding to come from Capital Block funding. FOR: Councillor Rosson, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Didow AGAINST: Councillor Delorme, Reeve Olsen, Deputy Reeve Bill Smith, Councillor Berry, Councillor Ratzlaff</p> <p>CARRIED</p>	I&E	In Progress -- Construction in 2024; Capital Project ID # RD24008

April 25, 2023	<p>MOTION: 23.04.242 Moved by: COUNCILLOR SALLY ROSSON That Council direct Administration to tender electrical transfer switch for the Greenview Regional Multiplex and the Grovedale Community Centre with funds to come from the Capital Project Budget FM22009. 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 ABSENT: Councillor Burton</p> <p>CARRIED</p>	I&E	In Progress
April 25, 2023	<p>MOTION: 23.04.246 Moved by: DEPUTY REEVE BILL SMITH That Council award the Turn-Key Haul and Store Jug Fill Station to Flowpoint Environmental Systems Inc, in the amount of \$148,475.97 plus GST, with funds to come from the 2023 Capital Budget (WD23006). 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</p> <p>CARRIED</p>	I&E	In progress, Pad poured, access installed, tank installed, power scheduled for last week of October. Building being delivered Dec 14/23
April 25, 2023	<p>MOTION: 23.04.255 Moved by: COUNCILLOR DAVE BERRY That Council direct Administration to investigate the potential of implementing a Small Business sub-class tax for the purpose of supporting small businesses within Greenview for the 2024 tax year. FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Delorme, Councillor Ratzlaff, Councillor Rosson, Councillor Berry, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Didow ABSENT: Councillor Dale Smith</p> <p>CARRIED</p>	Corp Serv	In progress Going to COTW Feb 2024
23.03.14 Regular Council Meeting			

March 14, 2023	MOTION: 23.03.138 Moved by: DEPUTY REEVE BILL SMITH That Council accept the report on Large Animal Veterinary Practice Supports for information, as presented. 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	Ag. Serv	In progress
	MOTION: 23.03.139 Moved by: COUNCILLOR DAVE BERRY That Council direct Administration to draft a program for Council consideration based on the Livestock Veterinary Innovation Initiative with options detailing a potential Greenview only initiative as well as a Peace Region based initiative. 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		
23.02.28 Regular Council Meeting			
February 28, 2023	MOTION: 23.02.103 Moved by: COUNCILLOR RYAN RATZLAFF That Council direct Administration to investigate the necessity and feasibility of having backup power supply to all of the MD Emergency Reception Centres. 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	Comm. Serv	In Progress
February 28, 2023	MOTION: 23.02.118 Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to engage Alberta Transportation to find a solution for the failing bridge on Highway 747 near Sweathouse and the deteriorating portions of Highway 666 near Landry Heights. 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	I&P/CAO	Bridge repair is scheduled for 2023, Hwy 666 on-going discussions. Bridge repair in progress. Completion late 2023.

February 28, 2023	<p>MOTION: 23.02.120 Moved by: REEVE TYLER OLSEN</p> <p>That Council direct Administration to work on a Conference and Education attendance policy for Council.</p> <p>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</p> <p>CARRIED</p>	Leg. Services	In Progress Going to PRC June 14
	23.02.21 COTW Meeting		
	23.02.14 Regular Council Meeting		
February 14, 2023	<p>MOTION: 23.02.62 Moved by: COUNCILLOR DALE SMITH</p> <p>That Council direct Administration to support Heart River Housing with funding up to \$10,000,000 for construction on their Falher project through development of a loan guarantee bylaw.</p> <p>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</p> <p>CARRIED</p>	Corp. Serv/Leg	Waiting on final HRH ok will follow up in new year
	23.01.24 Regular Council Meeting		
January 24, 2023	<p>MOTION: 23.01.46 Moved by: COUNCILLOR JENNIFER SCOTT</p> <p>That Council direct Administration to explore opportunities of grant funding and partnerships for the establishment of communication towers on highway 40 from Grande Cache Area to Grande Prairie utilizing fibre connection.</p> <p>FOR: Councillor Didow, Councillor Delorme, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry</p> <p>CARRIED</p>	Corp. Serv.	In Progress
January 24, 2023	<p>MOTION: 23.01.51 Moved by: COUNCILLOR SALLY ROSSON</p> <p>That Council direct Administration to prepare a report regarding the overall response effectiveness to a pipeline emergency that occurred on January 18, 2023.</p> <p>FOR: Councillor Didow, Councillor Delorme, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton</p> <p>ABSENT: Councillor Berry</p> <p>CARRIED</p>	Comm. Serv	In Progress
	23.01.10 Regular Council Meeting		

January 10, 2023	<p>MOTION: 23.01.09 Moved by: COUNCILLOR DALE SMITH That Council direct Administration to sign the updated Heart River Housing Letter of Understanding regarding financing dated December 15, 2022, as provided by Heart River Housing. 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</p> <p style="text-align: center;">CARRIED</p> <p>MOTION: 23.01.10 Moved by: COUNCILLOR JENNIFER SCOTT That Council direct Administration to investigate assisting Heart River Housing with the debt financing of the capital projects presented and report back with the possible options. 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</p> <p style="text-align: center;">CARRIED</p>	Comm. Serv/Corp. Serv	Complete
November 22, 2022	<p>MOTION: 22.11.737 Moved by: COUNCILLOR JENNIFER SCOTT That Council support moving forward in principle with joint use of the Greenview Regional Multiplex by the New K-12 school pending a mutually beneficial joint use agreement with the Northern Gateways Public School Division. FOR: Reeve Olsen, Councillor Didow, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry, Deputy Reeve Bill Smith AGAINST: Councillor Delorme</p> <p style="text-align: center;">CARRIED</p>	Ec. Dev & Planning	In Progress - 3/5 School Boards have signed agreements as of September 14, 2023.
November 22, 2022	<p>MOTION: 22.11.738 Moved by: COUNCILLOR SALLY ROSSON That Council direct Administration to host a public engagement as soon as possible for the purpose of gathering information regarding the potential joint use agreement between the Municipal District of Greenview and Northern Gateway School Division regarding the Greenview Regional Multiplex. FOR: Reeve Olsen, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry, Deputy Reeve Bill Smith</p> <p style="text-align: center;">CARRIED</p>	Ec. Dev & Planning	In Progress - Public Engagement to occur once funding details are provided.
	22.10.25 RCM		

October 25, 2022	<p>MOTION: 22.10.693 Moved by: COUNCILLOR WINSTON DELORME That Council approves 110 Street, between Hoppe Ave and 98 Avenue in Grande Cache Alberta be renamed to “Beland Blvd”.</p> <p>DEFERRED</p> <p>MOTION: 22.10.694 Moved by: COUNCILLOR WINSTON DELORME That Council defer motion 7.5 Grande Cache Street Renaming until a new policy on street naming can be brought back to Council.</p> <p>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</p> <p>CARRIED</p>	Leg. Serv	In Progress Going to 2024 RCM
October 25, 2022	<p>MOTION: 22.10.704 Moved by: COUNCILLOR WINSTON DELORME That Council approves a formal acknowledgement of the relationship between the MD of Greenview No. 16 and the Western Cree Tribal Council.</p> <p>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</p> <p>CARRIED</p>	CAO/Comms	In Progress
	22 09.20 C.O.T.W.		
september 13,2022	<p>MOTION: 22.09.519 Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to provide a report regarding the Grande Cache Community Bus for the purpose of understanding when it will be replaced, and the associated funds dedicated to its replacement.</p> <p>For: Councillor Burton, Councillor Delorme, Councillor Ratzlaff, Councillor Rosson, Councillor Berry, Councillor Dale Smith, Councillor Scott, Councillor Schlieff, Councillor Didow. Absent: Reeve Olsen, Deputy Reeve Bill Smith</p> <p>CARRIED</p>	Comm. Serv	in progress

July 12, 2022	<p>MOTION: 22.07.417 Moved by: COUNCILLOR DUANE DIDOW That Council direct Administration to enter into an agreement with the Mountain Metis Nation Association regarding the sale of Block 9722089, Lot 34, Plan 14, within the Hamlet of Grande Cache, for the future development of a Mountain Metis Cultural Centre.</p> <p>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</p> <p style="text-align: center;">CARRIED</p> <p>MOTION: 22.07.418 Moved by: COUNCILLOR DAVE BERRY That Council direct Administration to tender the proposed reconstruction of roadway including underground utilities from 94 Avenue and 97 street intersection, east to Memorial Drive in the Hamlet of Grande Cache.</p> <p>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</p> <p style="text-align: center;">CARRIED</p>	Ec. Dev & Plan	In Progress - going to the September 19, 2023 COTW for presentation and update.
	22 06.28 RCM		
June 21, 2022	<p>MOTION: 22.06.71 Moved by: COUNCILLOR DUANE DIDOW That Committee of the Whole recommend to Council to direct Administration to explore a weed control collaboration with key stakeholders within the Willmore Wilderness and Improvement District No. 25.</p> <p>For: Reeve Olsen, Councillor Delorme, Councillor Ratzlaff, Councillor Rosson, Councillor Berry, Councillor Dale Smith, Councillor Scott, Councillor Schlieff, Councillor Didow</p> <p style="text-align: center;">CARRIED</p> <p>Absent: Councillor Burton</p>	Comm. Serv	In progress Administration has a meeting booked with the Alberta Forestry, Parks and Tourism representatives for an intergovernmental working group discussion regarding control of weed infestations in the Willmore Area of December 14th.

April 26, 2022	<p>MOTION: 22.04.223 Moved by: COUNCILLOR DAVE BERRY That Council direct Administration to call a meeting with the Town of Valleyview and Greenview Intermunicipal Collaboration Framework Committee.</p> <p>For: Deputy Reeve Bill Smith, Councillor Delorme, Councillor Ratzlaff, Councillor Rosson, Councillor Berry, Councillor Dale Smith, Councillor Tom Burton, Councillor Scott, Councillor Schlieff, Councillor Didow.</p> <p>CARRIED</p>	CAO	In Progress
August 24, 2021	<p>MOTION: 21.08.427 Moved by: COUNCILLOR DALE GERVAIS That Administration bring back a report on the legal ownership regarding properties in which municipal assets exist where the municipality does not own the land.</p> <p>FOR: Councillor Didow, Councillor Delorme, Councillor Urness, Councillor Olsen, Councillor Acton, Reeve Dale Smith, Councillor Chapman, Councillor Gervais, Councillor Burton, Deputy Reeve Bill Smith</p> <p>CARRIED</p>	Corp. Serv.	In progress - part of the AM project and Insurance/Contract Review
21 04 13 RC Meeting			
April 13, 2021	<p>MOTION: 21.04.196 Moved by: COUNCILLOR LES URNESS That Council direct Administration to research the concept of polling the rural and small urban municipalities in British Columbia, Alberta, Saskatchewan and Manitoba to form an association as a federal voice similar to FCM.</p> <p>For: UNANIMOUS Opposed:</p> <p>CARRIED</p>	CAO Services	In Progress - waiting for Council to attend FCM to make informed decision.