



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

February 13, 2024

9:00 AM

Administration Building
Valleyview, AB

#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
	3.1 Regular Council Meeting Minutes held January 23, 2024	3
	3.2 Business Arising from the Minutes	
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#5	DELEGATION	
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#7	BUSINESS	
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#9	CLOSED SESSION	
	9.1 Land Offered for Sale to Greenview Disclosure Harmful to Intergovernmental Relations	
	9.2 Coops and Enterprises Discussion Disclosure Harmful to Intergovernmental Relations	
	9.3 Memorandum of Understanding (HWY 666/TWP 700) Disclosure Harmful to Intergovernmental Relations	
	9.4 Regional Promotional Committee – Naming Disclosure Harmful to Economic and Other Interests of a Public Body.	
#10	MEMBERS REPORTS/EXPENSE CLAIMS	195
	<ul style="list-style-type: none"> • Ward 1 • Ward 2 • Ward 3 • Ward 4 • Ward 5 • Ward 6 • Ward 7 • Ward 8 • Ward 8 • Ward 9 	
#11	ADJOURNMENT	

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Tuesday, January 23, 2024

#1
CALL TO ORDER
PRESENT

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

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

ATTENDING

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

ABSENT

Chief Administrative Officer	Stacey Wabick
Ward 8	Councillor Bill Smith
Ward 4	Councillor Dave Berry

#2
AGENDA

MOTION: 24.01.23 Moved by: COUNCILLOR DALE SMITH
That Council adopt the Agenda of the January 23, 2024, Regular Council Meeting as amended.

- 7.11 Premiers Meeting Discussion

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

CARRIED

**#3
MINUTES**

MOTION: 24.01.24 Moved by: COUNCILLOR TOM BURTON
That Council adopt the minutes of the January 9, 2023, Regular Council Meeting as amended.

- Administrative Corrections
- MB Report – Spelling of recreation

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

CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

BUSINESS ARISING FROM MINUTES

5.0 DELEGATIONS

CLOSED SESSION

MOTION: 24.01.25 Moved by: COUNCILLOR WINSTON DELORME
That the meeting go to Closed Session, at 9:03 a.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

9:00 AM

**5.1 GREENVIEW INDUSTRIAL GATEWAY PRESENTATION
DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY**

OPEN SESSION

MOTION: 24.01.26 Moved by: COUNCILLOR CHRISTINE SCHLIEF
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 9:20 a.m.

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

CARRIED

IFS PRESENTATION

MOTION: 24.01.27 Moved by: COUNCILLOR WINSTON DELORME
That Council direct Administration to enter into a Memorandum of Understanding with Interprovincial Fuel Solutions Ltd.
FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme

CARRIED

Reeve Olsen recessed the meeting at 9:22 A.M.
Reeve Olsen reconvened the meeting at 9:25 A.M.

6.0 BYLAWS

7.0 NEW BUSINESS

7.1 POLICY 2012 VIOLENCE AND HARASSMENT PREVENTION

POLICY 2012

MOTION: 24.01.28 Moved by: COUNCILLOR SALLY ROSSON
That Council approve Policy 2012 “Violence and Harassment Prevention”, as presented.
FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme

CARRIED

REPEAL POLICY 3004

MOTION: 24.01.29 Moved by: COUNCILLOR RYAN RATZLAFF
That Council repeal Policy 3004 “Violence / Harassment Prevention”.
FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme

CARRIED

REPEAL POLICY 2011

MOTION: 24.01.30 Moved by: COUNCILLOR JENNIFER SCOTT
That Council repeal Policy 2011 “Respectful Workplace”.
FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme

CARRIED

7.2 02-115 WORKPLACE SUBSTANCE USE PREVENTION

POLICY 02-115

MOTION: 24.01.31 Moved by: COUNCILLOR RYAN RATZLAFF

That Council approve the transfer of Policy 02-115 Workplace Substance Use Prevention Policy from a Council Policy to an Administrative Policy, as amended.

- 3.4 G change wording “that” instead of “the” (page 70 of the Agenda)

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

CARRIED

REPEAL 2010

MOTION: 24.01.32 Moved by: COUNCILLOR JENNIFER SCOTT

That Council repeal Policy 2010 Substance Abuse Prevention.

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

CARRIED

7.3 Q4 PRELIMINARY FINANCIAL REPORTING

Q4 FINANCIAL REPORT

MOTION: 24.01.33 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council accepts the preliminary Operating and Capital reports for the period ending December 31st, 2023, for information, as presented.

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

CARRIED

7.4 2024 COMMUNITY GRANT REQUESTS

COMMUNITY GRANT REQUESTS

MOTION: 24.01.34 Moved by: COUNCILLOR TOM BURTON

That Council authorize funding to the grant recipients in the amount of \$641,750.00 as indicated on the attached 2024 Approved Grant Listing, with \$571,750.00 to come from the 2024 Community Services Grants Budget, \$10,000.00 to come from the 2024 Economic Development Budget, and \$60,000.00 to come from the 2024 Agricultural Services Budget.

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

CARRIED

GC MINOR HOCKEY

7.5 GRANDE CACHE MINOR HOCKEY U13 SPONSORSHIP

MOTION: 24.01.35 Moved by: COUNCILLOR WINSTON DELORME
That Council approve sponsorship for \$21,800.00, to the Grande Cache Minor Hockey U13 Tier 4 Provincial Host Committee for hosting the U13 2024 Hockey Alberta Provincial Championships on March 21-24th, in Grande Cache, Alberta, with funds to come from the Community Services Sponsorship budget.
FOR: Reeve Olsen, Councillor Rosson, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme
AGAINST: Councillor Ratzlaff

CARRIED

Reeve Olsen recessed the meeting at 10:27 A.M.
Reeve Olsen reconvened the meeting at 10:37 A.M.

MASKWA

7.6 MASKWA MEDICAL CENTER (CANADA) INC. CAPITAL REQUEST

MOTION: 24.01.36 Moved by: COUNCILLOR RYAN RATZLAFF
That Council authorizes Administration to enter into an agreement with Maskwa Medical Center (Canada) Inc. in the amount of \$500,000 for design and engineering services for the Maskwa Medical Center building, with funds to come from the 2024 Community Services Grants Budget.
FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme

CARRIED

STREETLIGHT REPORT

7.7 STREETLIGHTS IN THE HAMLETS AND/OR SUBDIVISIONS

MOTION: 24.01.37 Moved by: COUNCILLOR TOM BURTON
That Council accept the report on streetlights within Greenview's hamlets and/or subdivisions, for information as presented.
FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme

CARRIED

MOTION: 24.01.38 Moved by: COUNCILLOR TOM BURTON

That Council direct Administration to schedule and hold an informational open house in each Hamlet of Little Smoky, Ridgevalley, DeBolt, and Grovedale area, and subsequently mail all affected residents a survey, on the proposed additional streetlighting, and provide all feedback to Council in June 2024.

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

CARRIED

**RIDGEVALLEY
STREETLIGHTS**

7.8 RIDGEVALLEY STREETLIGHTS

MOTION: 24.01.39 Moved by: COUNCILLOR DALE SMITH

That Council accept the report on the feasibility and cost of increasing the number of streetlights within the Hamlet of Ridgevalley, as presented.

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

CARRIED

**RIDGEVALLEY
STREETLIGHTS**

MOTION: 24.01.40 Moved by: COUNCILLOR JENNIFER SCOTT

That Council direct Administration to proceed with the Invested option for additional streetlighting in Ridgevalley along main street (RR262) and the arena area, with funds to come from Operations' 2024 operational budget, at the estimated amount of \$31,577.64 (without GST).

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

CARRIED

**VALLEYVIEW MEDICAL
CLINIC**

7.9 INSULATION LEVELS AT THE VALLEYVIEW MEDICAL CLINIC

MOTION: 24.01.41 Moved by: COUNCILLOR DALE SMITH

That Council accept the presentation about the Valleyview Medical Clinic building assessment for information, as presented.

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

CARRIED

**TENDER AWARD FOR
NIGHTLY GUARD
SERVICES**

7.10 TENDER AWARDING FOR NIGHTLY GUARD SERVICES

MOTION: 24.01.42 Moved by: COUNCILLOR SALLY ROSSON

That Council awards the Nightly Guard Service in Valleyview and Grande Cache tender to Apex Security Inc., in the amount of \$566,160.00 plus GST, with funds to come from the Facilities Maintenance operational budget.

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

AGAINST: Councillor Burton

CARRIED

CLOSED SESSION

MOTION: 24.01.43 Moved by: COUNCILLOR TOM BURTON

That the meeting go to Closed Session, at 11:24 a.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

OPEN SESSION

MOTION: 24.01.44 Moved by: COUNCILLOR WINSTON DELORME

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 11:31 a.m.

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

CARRIED

11:30 AM

5.2 MLA, MARTIN LONG DELEGATION

Reeve Olsen recessed the meeting at 12:04 P.M.

Reeve Olsen reconvened the meeting at 12:43 P.M.

7.11 PREMIER MEETING DISCUSSIONS

NOTICE OF MOTION

8.0 NOTICE OF MOTION

CLOSED SESSION

9.0 CLOSED SESSION

MOTION: 24.01.45 Moved by: COUNCILLOR RYAN RATZLAFF

That the meeting go to Closed Session, at 1:01 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

9.1 KIKINOW ELDERS LODGE DISCUSSION

Councillor Dale Smith exited the meeting at 1:22 P.M.

OPEN SESSION

MOTION: 24.01.46 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 1:33 p.m.

FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme

ABSENT: Councillor Dale Smith

CARRIED

**KIKINOW ELDERS
LODGE – REVIEW
UTILITIES DESIGN**

MOTION: 24.01.47 Moved by: COUNCILLOR JENNIFER SCOTT

That Council accept the review of the Servicing Design Brief by Al-Terra Engineering Ltd. for the Kikinow Elders Lodge, for information as presented.

FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme

ABSENT: Councillor Dale Smith

CARRIED

MOTION: 24.01.48 Moved by: COUNCILLOR SALLY ROSSON

That Council direct Administration to proceed with the original engineering design to service the Kikinow Elders Lodge, without expansion capabilities of the water and sanitary utilities, and without a bottle filling station.

FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Burton, Councillor Scott, Councillor Schlieff

AGAINST: Councillor Delorme

ABSENT: Councillor Dale Smith

CARRIED

**#10 MEMBER REPORTS
AND EXPENSE CLAIMS**

10.0 MEMBERS BUSINESS

WARD 1

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

- January 9, 2024, Regular Council Meeting
- Municipal Planning Commission
- January 16, 2024, Committee of the Whole
- Strat Plan review
- GIG Dinner
- Interprovincial Fuel Solutions presentation

WARD 2

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

- January 9, 2024, Regular Council Meeting
- Municipal Planning Commission
- Little Smoky Community Hall Meeting
- January 16, 2024, Committee of the Whole
- Strat Plan review
- GIG Dinner
- Interprovincial Fuel Solutions presentation

WARD 3

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

- January 9, 2024, Regular Council Meeting
- Municipal Planning Commission
- Little Smoky Ski Hill
- Northern Lakes Community Education Committee
- GIG Dinner
- Interprovincial Fuel Solutions presentation
- January 16, 2024, Committee of the Whole
- Friends of Sturgeon Lake, AGM
- Strat Plan review

MOTION: 24.01.49 Moved by: COUNCILLOR SALLY ROSSON

That Council direct Administration to have the MD of Greenview Library Board provide a full audited financial report for Council's review for the first Council meeting in June 2024.

FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme

ABSENT: Councillor Dale Smith

CARRIED

MOTION: 24.01.50 Moved by: COUNCILLOR SALLY ROSSON

That Council direct Administration to conduct a thorough evaluation of the MD of Greenview Library Board's organizational structure, operations, activities, and Bylaws to improve operational and budget efficiency, while ensuring alignment with the provisions outlined in the *Library Act*.

FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme

ABSENT: Councillor Dale Smith

CARRIED

WARD 4

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

WARD 5

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

- January 9, 2024, Regular Council Meeting
- January 16, 2024, Committee of the Whole
- GIG Dinner
- Interprovincial Fuel Solutions presentation

WARD 6

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

- January 9, 2024, Regular Council Meeting
- Municipal Planning Commission
- Grande Spirit Foundation Finance Committee
- MD of Greenview Library Board
- East Smoky Recreation Board, AGM
- East Smoky Recreation, regular meeting
- January 16, 2024, Committee of the Whole
- Strat Plan review
- River of Death & Discovery Dinosaur Museum
- District 4 Reeves & CAOs
- GIG Dinner
- Interprovincial Fuel Solutions presentation

WARD 7

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

- January 9, 2024, Regular Council Meeting
- Municipal Planning Commission
- Friends of Sturgeon Lake Society
- January 16, 2024, Committee of the Whole
- Strat Plan review
- PACE

- GIG Dinner
- Interprovincial Fuel Solutions presentation

WARD 8

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

WARD 8

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

- January 9, 2024, Regular Council Meeting
- Municipal Planning Commission
- Community Futures, Orientation and regular meeting
- MD of Greenview Library Board
- NiteHawk Chairlift Committee
- January 16, 2024, Committee of the Whole
- Strat Plan review
- GIG Dinner
- Interprovincial Fuel Solutions presentation

WARD 9

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

- January 9, 2024, Regular Council Meeting
- Municipal Planning Commission
- IRC Community Futures
- January 16, 2024, Committee of the Whole
- Strat Plan review
- District 4 Reeves & CAOs
- GIG Dinner
- Interprovincial Fuel Solutions presentation

MOTION: 24.01.51 Moved by: COUNCILLOR WINSTON DELORME
That Council authorize Administration to proceed with planning an educational visit to the Prince Rupert Port Authority (British Columbia) for Executive Director Kyle Reiling, Chief Administrative Officer Stacey Wabick, and Greenview Industrial Gateway Committee Chair Councillor Winston Delorme.

FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Burton, Councillor Scott, Councillor Schlief, Councillor Delorme

ABSENT: Councillor Dale Smith

CARRIED

**#10 MEMBERS
BUSINESS**

MOTION: 24.01.52 Moved by: COUNCILLOR TOM BURTON

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

FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme

ABSENT: Councillor Dale Smith

CARRIED

#11 ADJOURNMENT

11.0 ADJOURNMENT

MOTION: 24.01.53 Moved by: COUNCILLOR WINSTON DELORME

That Council adjourn this Regular Council Meeting at 2:12 P.M.

FOR: Reeve Olsen, Councillor Ratzlaff, Councillor Rosson, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Delorme

ABSENT: Councillor Dale Smith

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT: **Policy 7001 Communications**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: February 13, 2024
DEPARTMENT: COMMUNICATIONS
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION
CAO: MANAGER: SAS
DIR: MAV PRESENTER: SAS
LEG: SS

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy –

Bylaw 20-851 “Municipal Emergency Management,” Policy 7006 “Social Media,” Greenview’s Strategic Plan 2022-2025

RECOMMENDED ACTION:

MOTION: That Council approve Policy 7001 “Communications” as presented.

BACKGROUND/PROPOSAL:

Administration is presenting Policy 7001 “Communications” for Council review. This policy details the governance framework of the Communications Department and establishes procedures on how different types of inquiries are to be addressed.

Section 2 provides an overview of the policies, documents, and bylaws that guide the Communications Department's functions. This includes the department's purpose and mission regarding municipal operations and providing information to residents.

Sections 3 through 5 detail how the Communications Department responds to inquiries. Incorporated into this policy are the department's most common types of inquiries. This includes media-legal questions (section 3), external inquiries to Council (section 4) and Council questions to Administration (section 5).).

Information campaigns and general administration are governed by sections 6 through 8 of the policy. These sections incorporate the Communications Department, Council, the CAO, and SLT roles.

The Policy Review Committee recommended Council approve the policy as presented during its February 2023 meeting. This policy reinforces best practices while engaging with internal and external stakeholders. If approved, the policy will establish roles and responsibilities for actors within Administration and Council. Doing so will ensure greater communication accountability and eliminate ambiguity for inquiries Administration receives, communications programs, and Council inquiries.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the policy establishes key procedures for managing media inquiries dependent on the subject and target actor of the inquiry.
2. The benefit of Council accepting the recommended motion is it establishes a delineation between administrative inquiries on municipal operations and political inquiries, which are to be addressed by Council.
3. The benefit of Council accepting the recommended motion is that it lists the policy framework which governs the Communications Department and its operations.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend the recommended motion.

MOTION: That Council approve Policy 7001 “Communications” as amended.

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 enact any amendments, as applicable, and update registries to reflect the adoption of the policy.

ATTACHMENT(S):

- Policy 7001 “Communications” (Final Draft)

Title: Communications

Policy No: 7001

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: New

Department: Communications

Review Date: (3 Years from date approved by Council)



Legal References:

Not applicable

Cross References:

Bylaw 20-851 "Municipal Emergency Management"
Policy 7006 "Social Media"
Policy 1025 "Public Engagement"
Greenview's Strategic Plan 2022-2025

Purpose: The purpose of Greenview's communication policy is to ensure that communications – both external and internal – are proactive, strategic, consistent, and effectively manage and respond to the diverse information needs of Greenview.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Municipal District of Greenview No 16.
- 1.2. **Communications Manager** means the Manager of Communications and Marketing
- 1.3. **Director** means the Directors of Corporate Services, Infrastructure and Engineering, Community Services, Greenview Industrial Gateway, and Planning & Economic Development.
- 1.4. **Greenview** means the Municipal District of Greenview No 16.

2. POLICY STATEMENT

- 2.1. The Communications and Marketing Department's functions are governed and guided by policies, practices, acts, plans, and related procedures to ensure professional and ethical conduct, and alignment with other municipal requirements. These include:
 - A) Greenview's Strategic Plan;
 - B) Greenview's Corporate Values;
 - C) Council Code of Conduct Bylaw;
 - D) Employee Code of Conduct Policy;
 - E) Access to Information Policy;
 - F) Social Media Policy;
 - G) Public Engagement Policy; and the
 - H) Freedom of Information and Protection of Privacy Act.

- 2.2. It is the endeavour of Greenview, in accordance with its Strategic Plan to:
 - A) Inform citizens about Greenview's policies, programs, services, projects, and initiatives through communication that is effective, timely, accurate, and consistent.
 - B) Consult and inform stakeholders when establishing or developing priorities, policies, programs, and services where reasonable and practical.
 - C) Anticipate the needs of the community, Council, and Administration for timely and relevant information.
 - D) Engage in a proactive communications program that uses a variety of formats to accommodate diverse needs and that reflects the diversity of the community.
 - E) Ensure Greenview is visible and responsive to the citizens it serves.
 - F) Communicate activities with neighbouring jurisdictions, industry and other partners, where possible, in an effort to communicate more effectively and efficiently with the public.
 - G) Ensure all strategic communications plans and activities comply with existing municipal, provincial and federal laws and regulations.
- 2.3. Clear and consistent corporate identity will help the public in recognizing and accessing programs and services. The Greenview logo will appear on all publications and information produced by the organization, with the support of the Communications Department.
- 2.4. Greenview recognizes that effective communication is key in the time of crisis or emergency. Greenview is committed to communicating information that will protect the health, safety, security and property of its citizens. In the confines of the Greenview Emergency Management Plan, the Communications Department will strive to ensure citizens receive accurate, timely and relevant information to prevent, mitigate, respond to, or recover from an emergency.

3. EXTERNAL INQUIRES

3.1. Media Inquiries

- A) The media play an important role in disseminating information to the public. Due to the delicate balance that must be struck between freedom of information and protection of privacy when dealing with the media, all media inquiries shall be directed to the Communications Manager, CAO or designate.
- B) In accordance with Council Code of Conduct Bylaw, the Reeve is Council's official spokesperson. In the absence of the Reeve, it is the Deputy Reeve. The Communications Manager shall direct all appropriate inquiries regarding Council matters to the Reeve and CAO.
- C) The CAO is the spokesperson for administrative and operational matters but may direct inquiries of a technical nature to the director of individual departments, programs, or projects. With the approval of the CAO, directors may designate technical experts to present information on specific programs or projects with which they are intimately familiar.

3.2. Legal, Personnel, and Election Inquiries

- A) Inquiries regarding pending litigation or involving a significant exposure to litigation should be directed to the CAO.
- B) Inquires regarding personnel-related information should be directed to the CAO.
- C) Inquiries regarding municipal election and campaign issues should be directed to the Returning Officer or the CAO.

4. COUNCIL MEMBER INQUIRIES

- 4.1. Inquiries made to Council members, whether by phone, email, social media, letter, or in person, must be addressed as soon as reasonably possible.

4.2. Formal Inquiries

- A) If citizens are requesting action from Greenview or wish to ensure their communication is addressed formally by all of Council, they must submit their inquiry or request in writing.
 - i. Formal inquiries received by a member of Council must be forwarded to the CAO or designate as soon as reasonable.
 - ii. All formal inquiries requesting Council decision or policy formulation shall be forwarded to Council, or the appropriate committee for recommendation to Council, as an agenda item at the meeting following the date of the request was received by the CAO.
 - iii. Any formal inquiries that can be handled internally will be dealt with by the CAO. The formal inquiry and information regarding action taken by Administration will be forwarded as information to Council at a subsequent meeting.

4.3. Informal Inquiries

- A) Any informal inquiry would be defined as citizens communicating verbally with any member of Council where the discussion is general in nature and does not require any action.
 - i. Informal inquiries may be responded to by the Council member who receives the request.
 - ii. Where a response is provided to an informal inquiry that is expected to attract media attention or become part of a Council or committee agenda in the future, the response shall be provided to all members of Council and the CAO.
 - iii. The will of Council must be represented in response to all informal inquiries, unless explicitly prefaced as an individual Council member's personal opinion.

5. INTERNAL COMMUNICATION

5.1. Inquiries made by Members of Council:

- A) The CAO shall be the primary contact for Councillor inquiries.
- B) Councillor inquiries by any medium must be addressed promptly.
- C) Formal inquiries are directed to the CAO.
- D) Informal inquiries may be delegated to individual staff members who are knowledgeable in the specific area of inquiry.
- E) Where a response is required to an inquiry that is expected to attract media attention, the response shall be provided to all members of Council and the CAO.
- F) At no time should a member of Council direct the operations or any employee of Greenview, excluding the CAO.

6. EXTERNAL COMMUNICATIONS

- 6.1. The CAO is responsible for the overall coordination of communications and the carrying out of this policy.
- 6.2. The Manager of Communications and Marketing or designate is normally responsible for carrying out external and internal communications.
- 6.3. General guidelines for external communications include:
 - A) Respect the authority and responsibility of Greenview's Council, whose members are entitled to learn about proposed policy initiatives, major new services, programs or initiatives before information about them is released to the general public or the media.
 - B) Consult with the CAO when preparing information campaigns or strategies, or when

preparing a response to a media inquiry.

- C) Keep information that is related to matters in draft form, under investigation, before the courts, or under the jurisdiction of another authority in strict confidence.
- D) Represent the will of Council in all communications.

7. ADMINISTRATION RESPONSIBILITIES

- 7.1. The Senior Leadership Team provides leadership to the Manager of Communications in establishing communication priorities and themes and approves corporate communications priorities. The Manager of Communications acts as the first level of response for day-to-day communications requirements and issues and is responsible for establishing and managing Greenview's communications policies, guidelines, protocols and standards.
- 7.2. As part of keeping Greenview's employees current on programs and services, when new information is communicated to the public, every attempt will be made to inform employees before or at the same time as the information is shared with the public. Managers are expected to communicate with their employees openly and frequently. The Communications Department will work collaboratively with all Managers to support internal communications and will strive to develop mechanisms and tools to enhance interaction.
- 7.3. Greenview supports that communication is a shared responsibility that is often coordinated within and across various departments. Departments are expected to share materials and information on key programs, decisions, and events with other departments and to maintain awareness and support corporate messages.
- 7.4. Greenview supports the use of electronic communications and views the various tools as a means to build and sustain effective communication internally and externally. To ensure alignment with all communication activities, website content will be provided to the Communications Department for review before being published. This will ensure standardization and a common look and feel throughout the website.

8. COMMUNICATIONS DEPARTMENT

- 8.1. In support of the municipality's strategic direction, communications policy and guidelines, Greenview's Communications Department will:
 - A) Advance the reputation and a positive image of the organization to the public through timely, accurate and integrated communications of Greenview policies, programs and activities.
 - B) Advise and assist elected officials, senior management and departmental staff in areas related to communications planning, stakeholder relations such as issues management, internal communications, and emergency and crisis communications, digital media such as websites, digital assets and social media, and production including advertising, and public engagement.
 - C) Use a variety of new and traditional methods of communication to accommodate the needs of a diverse public. To promote two-way communication. Greenview materials will provide residents with a phone number, email, mailing address, internet address and social media channel as applicable for more information or input.
 - D) Manage the effective and appropriate use of the organization's brand and visual identity.
 - E) Collaborate with department management and staff to facilitate effective integration of individual department activities with the overall corporate objectives.
 - F) Manage the production and delivery of all advertising and creative services including writing, design, print and digital production, for organization-wide programs and initiatives, and advise and provide assistance for departmental programs and initiatives.



REQUEST FOR DECISION

SUBJECT: **Policy 7006 Social Media**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: February 13, 2024
DEPARTMENT: COMMUNICATIONS
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION
CAO: MANAGER: SAS
DIR: MAV PRESENTER: NB
LEG: SS

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy –

Bylaw 18-797 "Councillor Code of Conduct", Policy 2004 "Employee Code of Conduct"

RECOMMENDED ACTION:

MOTION: That Council approve Policy 7006 "Social Media" as presented.

MOTION: That Council repeal Policy 1036 "Social Media".

BACKGROUND/PROPOSAL:

Policy 1036 "Social Media" is still in effect as Policy 7006 has not been approved by Council.

Policy 7006 was presented at the Policy Review Committee's (PRC) February 15th, 2023 meeting. During this, the policy was approved with the following amendments:

- 5.4: Change "on their own platforms" to avoid repetition
- Numbering
- 4.4: Change company to Greenview
- Change organization to Greenview throughout
- 4.1L(v): "during" working hours

The policy was brought for review during the Policy Review Committee's September 2023 meeting as per the following notice of motion made during July's Committee of the Whole:

MOTION: 23.07.72 Moved by: COUNCILLOR DAVE BERRY

That Committee of the Whole recommends to Council that the Administration bring Policies 7006 and 7002 to the 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

CARRIED

The draft policy has been revised to include the amendments from PRC's February 15, 2023 meeting and has received further amendments, including:

- Schedule 'A' which establishes statutory holidays which Greenview will recognize on social media
- Schedule 'B,' which establishes commemorative days that Greenview will recognize on social media
- 5.3 enables Council to direct Administration to recognize additional days on social media.

Policy 7006 was reviewed by the Policy Review Committee on September 13, 2023, and recommended the following amendment:

- Remove from Schedule C: World Wetland Day, World Smile Day, World Leisure Day, World Kindness Day, National Walking Day, International Polar Bear Day, Groundhog Day, Great Backyard Bird Count, and Earth Day.

The Committee's amendment has been incorporated into the policy. The policy has received the following administrative amendments since its presentation in PRC's September, 2023 agenda package:

- Section 5: An additional clause states that recognition days will not affect the day-to-day promotion of Greenview programming and services on social media.
- Section 5: Flag Policy days and other days of acknowledgment were originally on a combined Schedule 'B.' These sections have been separated into "Schedule 'B' – Flag Policy Days" and "Schedule 'C' – Other Days of Acknowledgement" for clarity.
- Section 5: Sections 5.2, 5.3, and 5.4 establishing the policy's schedules have been condensed under section 5.2.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it will permit Greenview to have an updated social media policy which clarifies days that will receive social media recognition.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that additional days not included in a schedule would require a motion and Council approval before their recognition on social media. Such a motion would require a minimum of two weeks before the proposed commemorative day for it to be recognized by Greenview.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to further amend Greenview's days of recognition on social media.

MOTION: That Council approve Policy 7006 "Social Media" as amended.

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 include any amendments, if applicable, and enact the changes required to reflect the updated policy.

ATTACHMENT(S):

- Policy 1036 "Social Media" (Current)
- Policy 7006 "Social Media" (Final Draft)

Title: Social Media

Policy No: 1036

Effective Date: August 24, 2020

Motion Number: 20.08.418

Supersedes Policy No: NONE

Review Date: August 24, 2023



Purpose: This policy provides guidelines to for Councillor and Employee use of their personal social media accounts, in a manner that is not harmful to the reputation of Greenview.

1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Social Media** means any facility for online publication and commentary, including without limitation blogs, wikis, and social networking sites such as Facebook, LinkedIn, Twitter, YouTube, and Instagram.
- 1.3. **Post** means a posting includes any written comment, content or image, including but not limited to photographs, video, clip art, scanned images, documents and emoticons.
- 1.4. **SOLE** means a State of Local Emergency.

2. POLICY STATEMENT

- 2.1. Greenview supports the use of social media to further the strategic direction and goals of the organization. Social media provides additional tools and channels that can complement traditional communications and marketing methods and mediums. The purpose of using social media sites is to present matters of public interest.
- 2.2. The public has the right to access and reference the Greenview's social media sites in the same way as traditional communications methods.
- 2.3. Greenview shall treat public engagement on social media sites in the same manner as they would traditional engagement.
- 2.4. Greenview reserves the right to delete or moderate content posted to their social media sites.
- 2.5. To ensure public accessibility and the protection of all citizens, Greenview reserves the right to remove comments, posts, or content that contains any of the following:
 - A. Confidential or personal information;
 - B. Discriminatory or hateful language;
 - C. Attacks on any person, whether an employee, member of Council, or the public;
 - D. Profanity or abusive language;
 - E. Encouragement or demonstration of illegal behaviour;
 - F. Explicit language or links to explicit content;
 - G. Spam;

- H. Unsolicited commercial advertising that may attempt to sell, promote, or advertise products or services;
 - I. A post that could compromise the well-being, safety, or security of the public, employees, Councillors, or anyone else;
 - J. A post that may compromise the security of public systems, equipment, buildings, or other property;
 - K. Violation of any municipal, provincial, or federal laws or bylaws; or
 - L. Promotion of individual religions, political parties, or candidates in any election.
- 2.6. Posts made by citizens or third-party contributors do not necessarily reflect or represent the views or opinions of Greenview or its employees. Greenview does not necessarily endorse public comments or postings.
 - 2.7. Engagement on Greenview-owned social media channels are typically considered transitory records and will not be archived, stored, or kept by Greenview. However, by engaging with and using Greenview social media channels, users acknowledge and consent that their engagement (comments, posts, messages, etc.) may become part of the public record and could potentially be used in Greenview official documentation. Greenview reserves the right to decide what posts, comments, or messages may be saved in official documentation.
 - 2.8. Greenview is not responsible for any harm, damages, or losses suffered as a result of using third party social media sites. Participants do so at their own risk and accept that they have no right of action against the Greenview in relation to the use of social media.
 - 2.9. Greenview is not responsible for any harm, damages, or losses suffered as a result of using third-party social media sites. Participants do so at their own risk and accept that they have no right of action against the Greenview in relation to the use of social media.
 - 2.10. In their capacity as private citizens, Greenview employees and Council Members have the same rights of free speech as other citizens, however, Greenview expects that they will not represent Greenview on their own social media platforms or comment on Greenview programs or operations. Councillors and employees must ensure that their use of social media does not negatively affect the reputation of Greenview.

3. COUNCIL RESPONSIBILITIES

- 3.1 Council members are bound by the Council Code of Conduct Bylaw, FOIPP, The Municipal Government Act, and any other legislation as it relates to copyright, privacy, and the disclosure of information.
- 3.2 Council Members who use social media platforms to create an official Councillor profile must ensure that their use of social media does not put Greenview's security, reputation or information at risk.
- 3.3 Council Members should not use their official "@mdgreenview.ab.ca" email address to create social media accounts.
- 3.4 Council Members shall be held personally responsible for the content that they publish on their own political social media platforms and shall not hold Greenview responsible or liable for any content placed on their own platforms.
- 3.5 Council Members may be involved in political debate on their political social media platforms. All actions on Council Members' political social media platforms shall be conducted with respect and in accordance with the Council Code of Conduct Bylaw. Bullying, hatred, bigotry, disrespect, harassment and otherwise bringing Council, Greenview, or Greenview Administration into dispute are all prohibited and subject to disciplinary action as determined by Council in accordance with the Council Code of Conduct Bylaw.

- 3.6 Council Members must not act, claim to act, or give the impression that they are acting as a representative of Council as a whole on their political social media platforms. Council Members using social media must make clear that their actions and opinions on social media are their own.
- 3.7 Council members may not represent themselves as anything other than their official title and capacity on their political social media platforms.
- 3.8 Council members may not publish or report on meeting discussions held in closed session or other confidential matters on social media, regardless of the profile being public or private.
- 3.9 Council members may not use the official Greenview logo on their social media platforms.
- 3.10 Any Council Member's social media platform shall not be promoted by Greenview official social media platforms. Greenview does reserve the right to like or share content that is posted to the Council members social media platforms if the post is deemed to be of informational value to the community as a whole.
- 3.11 Once an elected official's term comes to an end, or they resign from the position, they must delete or rename their political social media platforms to reflect that they are no longer a sitting Member of Council.
- 3.12 Council acknowledges that it is Administration's role to release information on Greenview news, announcements, projects, events, and other relevant items, and shall not circumvent the that duty unless specifically given authorization to do so by a resolution of Council.
 - 3.12.1 Councillors should endeavor to refrain from releasing information on their own social media accounts (Whether private or public pages) prior to Administration releasing the information to the public.
- 3.13 Council Members recognize that any direction of content, administration, creation of posts, and general usage of Greenview social media platforms must come from Council as a whole.
 - 3.13.1 Individual Councillors may make recommendations for content to administration, but the content of Greenview social media is managed by administration in accordance with the relevant policies and bylaws, and as directed by Council as a whole and is subject to the schedules of content managed by the Communications Department.

4. EMPLOYEE RESPONSIBILITIES

- 4.1 Employees must ensure that confidential matters are not disclosed on their private social media accounts. Employees are bound by all federal and provincial legislation, and all Greenview bylaws, policies and procedures, and must not disclose Greenview information or content that they are not specifically authorized to disclose.
- 4.2 Acting as a private citizen, Greenview employees must use a private email address and make every reasonable effort to make it clear that their contribution to social media platforms is as a private individual, and not as a representative of Greenview.
- 4.3 The only role of Greenview Administration and social media platforms during a municipal election period is to promote the election itself, and will not be used to further the campaigns of current or prospective Members of Council.
 - 4.3.1 No sharing of any content for prospective Members of Council shall occur on any official Greenview social media platform.
 - 4.3.2 To safeguard a fair and equitable election period, effective January 1 of an election year, all links, likes, follows and any sharing of content with a current Reeve or Councillor shall be stopped on all official Greenview social media platforms until the Organizational Meeting for the newly elected Council.
 - 4.3.3 Greenview reserves the right to delete any comments or links posted to its pages or social media posts from any persons seeking election in order to maintain neutrality during the election and to avoid the perception of any endorsement of any candidate by Greenview.

- 4.3.4 The only exception to the above is in the event of a State of Local Emergency (SOLE) or community crisis that requires public acknowledgement from a current Member of Council. What constitutes a community emergency shall be determined by the Reeve, CAO and/or Director of Emergency Management.
- 4.4 Any provision of this policy may be superseded at any time by the Director of Emergency Management during activations of the Emergency Operations Centre and surrounding an activation of a SOLE.

CURRENT

Title: Social Media

Policy No: 7006

Effective Date:

Motion Number:

Supersedes Policy No: 1036

Department: Communications and Marketing

Review Date:



Legal References:

Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended.

Municipal Government Act, R.S.A. 2000, c. M-26, as amended.

Cross References:

Bylaw 20-851 "Municipal Emergency Management"
Bylaw 18-797 "Council Code of Conduct"
Policy 7001 "Communications"
Policy 2004 "Employee Code of Conduct"
Policy 1030 "Flag Protocol"
Policy 1025 "Public Engagement"

Purpose: Greenview's Social Media policy is intended to create a fair and transparent means for Greenview to communicate with residents and stakeholders. This policy establishes direction for the use of Greenview Social Media accounts, and expectations for resident interaction.

Additionally, this policy provides guidelines for Councillor and Employee use of their personal social media accounts in a manner that is not harmful to the reputation of Greenview.

1. DEFINITIONS

- 1.1. **Freedom of Information and Protection of Privacy Act (FOIP)** means the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-35*, and any amendments thereto.
- 1.2. **Employee** means a person employed by Greenview in any capacity.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Post** means any posting, including any written comment, content, or image, including but not limited to photographs, video, clip art, scanned images, documents and emoticons.
- 1.5. **State of Local Emergency (SOLE)** means a local state of emergency, as defined by Bylaw 20-851, "Municipal Emergency Management Bylaw," and any amendments or successor legislation thereto.

2. POLICY STATEMENT

- 2.1. Greenview supports the use of social media to further the strategic direction and goals of the municipality. Social media provides additional tools and channels that complement traditional communications, marketing methods, and mediums. The purpose of using social media sites is to present matters of public interest.
- 2.2. The public has the right to access and reference Greenview's social media sites in the same way as traditional communication methods.

- 2.3. Greenview shall treat public engagement on social media sites in the same way as traditional engagement.
- 2.4. Greenview reserves the right to delete or moderate content Posted to Greenview social media sites.

3. SOCIAL MEDIA MODERATION

- 3.1. To ensure public accessibility and the protection of all citizens, Greenview reserves the right to remove comments, Posts, or content that contains any of the following:
 - A) Confidential or personal information;
 - B) Discriminatory or hateful language;
 - C) Attacks on any person, whether an employee, member of Council or the public;
 - D) Profanity or abusive language;
 - E) Encouragement or demonstration of illegal behaviour;
 - F) Explicit language or links to explicit content;
 - G) Spam;
 - H) Unsolicited commercial advertising that may attempt to sell, promote, or advertise products or services;
 - I) A Post that could compromise the well-being, safety, or security of the public, employees, councillors, or anyone else;
 - J) A Post that may compromise the security of public systems, equipment, buildings, or other property;
 - K) Violation of any municipal, provincial, or federal laws or bylaws; or
 - L) Promotion of individual religions, political parties, or candidates in any election.
- 3.2. Posts made by citizens or third-party contributors do not necessarily reflect or represent the views or opinions of Greenview or its employees. Greenview does not necessarily endorse public comments or Posts.
- 3.3. Engagement on Greenview-owned social media channels is typically considered transitory records and will not be archived, stored, or kept by Greenview. However, by engaging with and using Greenview social media channels, users acknowledge and consent that their engagement (comments, Posts, messages, etc.) may become part of the public record and could potentially be used in Greenview's official documentation. Greenview reserves the right to decide what Posts, comments, or messages may be saved in official documentation.
- 3.4. Greenview is not responsible for any harm, damages, or losses from using third-party social media sites. Participants do so at their own risk and accept that they have no right of action against Greenview in relation to the use of social media.

4. PERSONAL SOCIAL MEDIA

- 4.1. Whether an employee chooses to engage in personal social media is a personal decision and not a business decision. Greenview neither encourages nor discourages an employee's personal use of personal social media. However, activities that affect an employee's job performance, the performance of other Greenview employees, or Greenview business and reputation are still governed by Greenview's Employee Code of Conduct policy whether or not such activities are undertaken through an employee's personal social media account(s).
- 4.2. Greenview employees who maintain personal social media pages or accounts must comply with the following guidelines as they relate to their association with Greenview. Employees will be held accountable for what they write or Post on social media or websites.
Inflammatory comments or unprofessional or disparaging remarks made about the

municipality, its employees, customers, vendors, or ratepayers may result in disciplinary action up to and including termination.

- 4.3. This policy is not intended to interfere with the private lives of our employees or restrict their freedom of speech. This policy is designed to ensure that the image and branding of Greenview are maintained, as well as the health and safety of employees.
- 4.4. Employees shall conduct themselves professionally both on and off duty. Where an employee publicly associates with the municipality or is known to be employed by Greenview, all materials associated with their personal page may reflect on Greenview. Please be advised that inappropriate comments, photographs, links, and so on should be avoided.
- 4.5. Posts involving the following will not be tolerated and will subject the individual to discipline:
 - A) Proprietary and confidential information;
 - B) Discriminatory statements or comments of a harassing or bullying nature regarding co-workers, management, customers, ratepayers or vendors; and
 - C) Defamatory statements regarding the organization, its employees, customers, ratepayers, competitors, or vendors.
- 4.6. Where an employee mentions the municipality, they must include a disclaimer stating that any opinions expressed are the employee's own and do not represent Greenview's position, strategies, or opinions.
- 4.7. Employees who use these sites are prohibited from publishing any private organizational information or any negative comments regarding the organization therein.
- 4.8. Greenview employees are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated Greenview representative.
- 4.9. Use of personal social media may not conflict with any existing policies of Greenview whatsoever. This includes the Employee Code of Conduct Policy.
- 4.10. Employees should abide by these guidelines whether they mention Greenview by name or not. Even if the name is not mentioned in a Post, it is possible a connection can be made back to Greenview which can negatively affect the organization's reputation. Where a connection can be made between a negative or inflammatory Post and the organization, even if not named directly, the employee may be subject to disciplinary action.
- 4.11. Employees MUST NEVER:
 - A) Use personal social media accounts to:
 - B) Attack or harass employees, vendors, consumers, customers, contractors or partners, other social media users, etc. Examples of such conduct might include offensive Posts meant to intentionally harm someone's reputation or Posts that contribute to a hostile work environment on the basis of race, sex, disability, religion, age, sexual orientation or any other status protected by law or Greenview policy;
 - C) Give personal information such as name, driver's license, home address, phone numbers, and social insurance numbers about co-workers, supervisors, direct reports or other staff or ratepayers;
 - D) access or participate in social media activities that promote behaviour which is contrary to the Employee Code of Conduct;

- E) make reference, Post or upload images of vendors, ratepayers, contractors, competitors or partners etc. onto social media sites without approval. In order to comply with privacy and intellectual property laws, it is recommended that permission is obtained before publishing images onto social media channels; and
- F) Spend excessive time on social media during working hours unless work/role related.

5. DAYS OF RECOGNITION

- 5.1. This section does not apply to social media posts which seek to promote services and programming offered by Greenview.
- 5.2. Greenview shall give recognition on social media to:
 - A) The statutory holidays outlined in Schedule 'A.'
 - B) The days outlined in Schedule 'B' as defined in Policy 1030 "Flag Policy."
 - C) Other days of acknowledgement outlined in Schedule 'C.'
- 5.3. ~~Greenview shall give recognition on social media to the statutory holidays outlined in Schedule 'A.'~~
- 5.4. ~~Greenview shall give recognition on social media to the days outlined in Schedule 'B' as defined in Policy 1030 "Flag Policy."~~
- 5.5. ~~Greenview shall give recognition on social media to other days of acknowledgement outlined in Schedule 'C.'~~
- 5.6. Council may by resolution direct Administration to give recognition on social media to other commemorative days.

6. COUNCIL RESPONSIBILITIES

- 6.1. Council members are bound by the Council Code of Conduct Bylaw, FOIP, The Municipal Government Act, and any other legislation relating to copyright, privacy, and the disclosure of information.
- 6.2. Council Members who use social media platforms to create an official Councillor profile must ensure that their use of social media does not put Greenview's security, reputation, or information at risk.
- 6.3. Council Members should not use their official "@mdgreenview.ab.ca" email address to create social media accounts.
- 6.4. Council Members shall be held personally responsible for the content they publish on their own political and social media platforms and shall not hold Greenview responsible or liable for any content Posted.
- 6.5. Council Members may be involved in political debate on their political and social media platforms. All actions on Council Members' political and social media platforms shall be conducted respectfully and in accordance with the Council Code of Conduct Bylaw. Bullying, hatred, bigotry, disrespect, harassment, and otherwise bringing Council, Greenview, or Greenview Administration into dispute are prohibited and subject to disciplinary action as determined by Council in accordance with the Council Code of Conduct Bylaw.
- 6.6. Council Members must not act, claim to act, or give the impression that they are acting as a representative of Council as a whole on their political social media platforms. Council

Members using social media must make clear that their actions and opinions on social media are their own.

- 6.7. Council Members may not represent themselves as anything other than their official title and capacity on their political and social media platforms.
- 6.8. Council Members may not publish or report on meeting discussions held in closed sessions or other confidential matters on social media, regardless of the profile being public or private.
- 6.9. Council Members may not use the official Greenview logo on their social media platforms.
- 6.10. Greenview's official social media platforms shall not promote any Council Member's social media platform. Greenview reserves the right to like or share content that is Posted to the Council members' social media platforms if the Post is deemed to be of informational value to the community as a whole.
- 6.11. Once an elected official's term ends or they resign from the position, they must delete or rename their political and social media platforms to reflect that they are no longer a sitting member of Council.
- 6.12. Council acknowledges that it is Administration's role to release information on Greenview news, announcements, projects, events, and other relevant items and shall not circumvent that duty unless specifically given the authorization to do so by a resolution of Council.
- 6.13. Councillors should refrain from releasing information on their own private or public social media accounts prior to Administration releasing the information to the public.
- 6.14. Council Members recognize that any direction of content, administration, creation of Posts, and general usage of Greenview social media platforms must come from Council as a whole.
- 6.15. Individual Councillors may recommend content to Administration, but Administration manages the content of Greenview social media in accordance with relevant policies and bylaws, and as directed by Council as a whole and is subject to the schedules of content managed by the Communications Department.

7. ADMINISTRATION RESPONSIBILITIES

- 7.1. Employees must ensure that confidential matters are not disclosed on their private social media accounts. Employees are bound by all federal and provincial legislation, and all, Greenview bylaws, policies, and procedures. They must not disclose Greenview information or content they are not specifically authorized to disclose.
- 7.2. The only role of Greenview Administration and social media platforms during a municipal election period is to promote the election itself. Greenview Social Media will not be used to further the campaigns of current or prospective Council Members.
 - A) No sharing of any content for prospective Members of Council shall occur on any official Greenview social media platform.
 - B) To safeguard a fair and equitable election period, effective January 1 of an election year, all links, likes, follows, and any sharing of content with a current Reeve or Councillor shall cease on all official Greenview social media platforms until the Organizational Meeting for the newly elected Council.

- C) Greenview reserves the right to delete any comments or links Posted to its pages or social media Posts from any persons seeking election to maintain neutrality during the election and to avoid the perception of any candidate endorsement by Greenview.
- D) The only exception to the above is in the event of a SOLE or community crisis that requires public acknowledgment from a current Member of Council. The Reeve, CAO and/or Director of Emergency Management shall determine what constitutes a community emergency.

7.3. Any provision of this policy may be superseded at any time by the Director of Emergency Management during the activation of the Emergency Operations Centre and surrounding an activation of SOLE.

DRAFT

Schedule 'A' – Statutory Holidays

New Year's Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Heritage Day
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

DRAFT

Schedule 'B' – Flag Policy Days

Day of Mourning for Persons killed or injured in the Workplace
National Day of Remembrance of the Battle of Vimy Ridge
National Day of Remembrance for the Victims of terrorism
Firefighters' National Memorial Day
Police and Peace Officers' National Memorial Day
National Day of Truth and Reconciliation
Remembrance Day
National day of Remembrance and Action on Violence Against Women

DRAFT

Schedule 'C' – Other Days of Acknowledgement

Alberta Day
 Indigenous Veterans Day
 International Women's Day
 National Child Day
 National Indigenous History Month
 National Indigenous Peoples Day
 Pride Season
 Seniors Week
 Administrative Professional's Day
 Bell Let's Talk
 Canadian Agriculture Day
 Daylight Savings Time
~~Earth Day~~
 Emergency Preparedness Week
 Fire Prevention Week
 First Responder's Day
~~Great Backyard Bird Count~~
~~Groundhog Day~~
 Halloween
 International Firefighter Day
~~International Polar Bear Day~~
 Lifeguard Appreciation Day
 Metis Week
 National Day of Awareness for Missing and Murdered Indigenous Women and Girls
~~National Day of the Child~~
 National Drowning Prevention Week
~~National Walking Day~~
 Pink Shirt Day
 Public Works Week
 World Day for Culture Diversity for Dialogue and Development
~~World Kindness Day~~
~~World Leisure Day~~
~~World Smile Day~~
~~World Wetland Day~~
 Economic Development Week
 Rail Safety Week
 Lights on Afterschool Alberta Initiative



REQUEST FOR DECISION

SUBJECT: **Policy 9500 Financial Reserves**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: February 13, 2024

DEPARTMENT: FINANCE

STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER: CG

DIR: EK PRESENTER: CG

LEG: SS

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – Policy 1502 Reserves

RECOMMENDED ACTION:

MOTION: That Council approve Policy 9500 “Financial Reserves” as presented.

MOTION: That Council repeal Policy 1502 “Reserves”.

BACKGROUND/PROPOSAL:

Administration is presenting an updated Reserve Policy in order to harmonize the policy with Greenview’s current list of active financial reserves. The update was discussed by Council at its November 14, 2023 meeting, during which Council discussed the balancing and consolidation of financial reserves. The policy was reviewed by the Policy Review Committee December 13, 2023.

The policy reflects Greenview’s current financial reserves and the approach Greenview takes towards the management of reserves. General amendments include:

- Providing greater detail for reserve categories (section 2.3), this includes an amendment specifying Planning and Development reserves due to their unique legislative requirements; and
- Updated Council and Administration responsibilities.

Schedule A has been updated which details Greenview’s active reserves. The schedule additionally clarifies:

- The purpose of the reserve;
- When the reserve receives a contribution (whether directed by Council, as a result of acquiring development fees, or based on asset amortization)
- Whether the reserve has a minimum or maximum target balance; and
- Whether the account collects interest.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will have an updated Financial Reserve Policy which reflects the current active reserves and details their purpose and other attributes.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may direct Administration to include further information on the status of financial reserves.

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 implement any amendments, as applicable, and make any adjusting entries that may be required as a result of the changes.

ATTACHMENT(S):

- Policy 1502 "Reserves" (Current)
- Policy 9500 "Financial Reserves" (Draft)

Title: Reserves

Policy No: 1502

Effective Date: April 12, 2022

Motion Number: 22.04.193

Supersedes Policy No:

Review Date: April 12, 2025



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

1. DEFINITIONS

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

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

2. POLICY STATEMENT

2.1. Financial Reserves

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

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

2.2. Asset Management

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

2.3. Reserve Categories

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

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

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

3. COUNCIL RESPONSIBILITIES

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

4. ADMINISTRATION RESPONSIBILITIES

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

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

5. PROCEDURE

5.1 Reserve Responsibilities

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

All categorized Reserves can be found in Appendix A attached.

APPENDIX A

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

- a. Purpose: This liability provides funds for post closure liability costs for Greenview long term liability sites. Post closure liability costs for regional landfills will be budgeted for by Greenview Regional Solid Waste Management Commission. Following the calculation on any new and on-going assets that would follow this category. This is for all long-term liability sites.
 - b. Receives: This Liability receives funds based on calculation found in PS 3280 agreed upon in the PS 3280 policy.
 - c. Interest: This Liability is adjusted from time to time based on future cost estimates and consulting reports.
2. **Bridge Replacement Reserve**
 - a. Purpose: This reserve provides funds for future replacement costs of bridges. Annual contribution based on life cycle costing of bridges and the maintenance there of.
 - b. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization of “Engineering Structures – Bridges.”
 - c. Interest: Its prorated share of total reserve.
3. **Community Bus Reserve**
 - a. Purpose: The reserve fund is established to assist in the replacement costs of the Community Bus.
 - b. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization with community bus.
 - c. Interest: Its prorated share of total reserve.
4. **Developer Contributions**
 - a. Purpose: This reserve is funded by cash in lieu payments and off-site levies collected from developers.
 - b. Receives: This reserve receives funds received from development agreements and off-site levies.
 - c. Interest: This reserve receives no interest.
5. **Disaster Response Reserve**
 - a. Purpose: This reserve provides funds for emergency funding for Greenview to deal with disasters when they occur, with minimal impact to the approved Operating and Capital Budgets.
 - b. Receives: This reserve receives an annual contribution of \$100k.
 - c. Interest: Its prorated share of total reserve.
 - d. Maximum or Minimum: This reserve shall have a minimum balance of \$1 Million to a maximum balance of \$3 Million.
6. **Economic Development Reserve**
 - a. Purpose: This reserve provides funds for Greenview development projects (property development, etc.) as depicted in the long-term capital plan.
 - b. Receives: This reserve receives funds based on Council’s Economic Development Plan.
 - c. Interest: This reserve receives no interest.
7. **Fire Facilities**

- a. Purpose: This reserve provides funds for Greenview's share of replacement or construction of Fire Halls and other Fire Infrastructure (dry hydrants, etc.) within Greenview and the Towns of Fox Creek and Valleyview.
- b. Receives: This reserve receives annualized contribution based on Fire Hall construction or replacement schedules based on amortization.
- c. Interest: Its prorated share of total reserve.

8. Fire-Rescue Apparatus Vehicle & Equipment Reserve

- a. Purpose: This reserve provides funds for the purchase of Greenview's Fire-Rescue Service Apparatus Vehicle & Equipment Policy 3021.; for Greenview Fire Stations and Greenview's share of apparatus purchases for the Towns of Valleyview and Fox Creek.
- b. Receives: This reserve receives annualized contribution based on apparatus replacement schedule, as per amortization; any proceeds from sale of apparatus. This must be a minimum value of 300k annually, to allow for any emergency purchases.
- c. Interest: Its prorated share of total reserve.

9. Fleet and Equipment Replacement Reserve

- a. Purpose: This reserve ensures funds for replacing fleet and equipment as Fleet and Equipment Replacement policy 4006.
- b. Receives: This reserve receives any amortization of "equipment" or "Automotive Equipment"; salvage revenues received from disposal of equipment and vehicles will be placed into this reserve.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve should contain a minimum level of funds equal to ten (10%) percent of the "Equipment" and "Automotive Equipment" audited Financial Statements, Tangible Capital Assets Net Book Value. This reserve has no maximum.

10. Facilities Reserve

- a. Purpose: This reserve provides funds for replacement or construction costs for Greenview facilities such as offices and maintenance shops. Facilities relating to utilities and emergency services will be funded through their own respective reserve funds.
- b. Receives: This reserve receives annualized contribution based on Building construction or replacement schedules based on amortization
- c. Interest: Its prorated share of total reserve.

11. Greenview Daycare Funding Reserve

- a. Purpose: This reserve fund is established to assist in the costs of developing daycare services in Greenview, which may include building and equipment purchases.
- b. Receives: This reserve receives funds at the discretion of Council.
- c. Interest: Its prorated share of total reserve.

12. Greenview FCSS Reserve

- a. Purpose: This reserve is used to set aside FCSS program surpluses from the FCSS programs operated by Greenview on behalf of the Town of Valleyview. The Green View FCSS Board shall determine the use of funds in this reserve.
- b. Receives: This reserve receives any surplus balance, at the end of a financial year.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve has no maximum or minimum.

13. Gravel Pit Reclamation Reserve

- a. Purpose: This reserve is used for the environmental reclamation of existing gravel pits and as the source and return of deposits and guarantees regarding reclamation.
- b. Receives: This reserve receives funds specifically allocated in the operating budget, plus per tonne charges on waste interred by gravel mined for Greenview use, to pay for environmental reclamation
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve has no maximum or minimum.

14. Operating Contingency Reserve

- a. Purpose: This reserve provides funds to supply Greenview with emergency operating funds in case of a large-scale disaster or other disruption to funding sources.
- b. Receives: This reserve receives funds any unallocated surplus funds received during the year.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: Target minimum value is \$13M or the average of three months operating costs, which ever is the greater.

15. Project Carry Forward Reserve.

- a. Purpose: This reserve will hold all funds for projects that have been carried over from one year to a subsequent year. This reserve will be funded as needed in any given year. This fund will be tagged with the projects and their codes. Any projects that complete below capital budget, will return surplus back to the unrestricted reserve.
- b. Receives: This reserve receives prior years project carryover funds
- c. Interest: Its prorated share of total reserve.

16. Recreation Reserve

- a. Purpose: This reserve provides funds for construction or replacement of Greenview's recreation facilities (campgrounds, multiplexes, etc.).
- b. Receives: This reserve receives annual Recreation asset amortization plus any other contributions Council provides.
- c. Interest: Its prorated share of total reserve.

17. Road Infrastructure Reserve

- a. Purpose: This reserve provides funds for future years' road construction budget, based on approved capital plans. This reserve will contain an additional amount of \$2M to allow Greenview the ability to react to positive or negative pricing shifts.
- b. Receives: This reserve receives annualized contribution based on Road Structures or replacement schedules based on amortization

18. Interest: Its prorated share of total reserve.

19. Valleyview and District Medical Clinic Building Reserve

- a. Purpose: This reserve fund is established to assist in the costs of future construction/upgrades to the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget and surplus there of.
- b. Receives: This reserve receives annualized contribution based on the Valleyview medical Building construction or replacement schedules based on amortization.
- c. Interest: Its prorated share of total reserve.

20. Valleyview & District Medical Clinic Equipment Reserve

- a. Purpose: This reserve fund is established to assist in the costs of future purchases or upgrades to equipment housed in the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget and surplus there of.
- b. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization with Valleyview medical clinic equipment.
- c. Interest: Its prorated share of total reserve.

21. Water Reserve

- a. Purpose: This reserve provides funds for replacement or construction of water distribution systems and networks within Greenview
- b. Receives: This reserve receives funds based on the life cycle of the water systems and the annual amortization.
- c. Interest: Its prorated share of total reserve.

22. Wastewater Reserve

- a. Purpose: This reserve provides funds for replacement or construction of wastewater collection systems and networks within Greenview
- b. Receives: This reserve receives funds based on the life cycle of the wastewater facilities and the annual amortization.
- c. Interest: Its prorated share of total reserve.

Title: **Financial Reserves**

Policy No: **9500**

Effective Date:

Motion Number:

Supersedes Policy No: **1502**

Review Date:



Legal References:

Not applicable

Cross References:

Policy 9002 "Expenditure Officer"

Policy 1507 "Tangible Capital Assets"

Policy 1500 "Financial Reporting"

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

1. DEFINITIONS

1.1. **Assets** means economic resources controlled by Greenview as a result of past transactions or events and from which future economic benefits are expected to be obtained. Assets have three essential characteristics:

- A) They embody a future benefit that involves a capacity, singly or in combination with other Assets, to provide future net cash flows, or to provide goods and services;
- B) Greenview can control access to the benefit;
- C) The transaction or event giving rise to Greenview's control of the benefit has already occurred.

1.2. **Contribution** means funds added to a Reserve or Reserve Fund account, for example, revenues directly to reserves as included in the annual budget documents or an expense included in the operating budget.

1.3. **Commitment** means approval by Council to spend funds up to a specified amount on projects or ~~tasktasks~~, such as capital projects, one-time **operating** expenditures, ~~or direct from reserve expenditures~~.

~~1.4. **Deferred Revenue** that is considered a liability on the Greenview's financial statements, until such time it becomes relevant to current operations. It is set aside as an obligatory reserve fund for a specific purpose required by legislation, regulation, or agreement.~~

~~1.5. **Financial Assets** means assets that are available to discharge existing liabilities or finance further operations and are not for consumption in the normal course of operations. Examples of financial assets are cash on hand, accounts receivable and inventories for resale.~~

1.6. **Financial Reserves** means an effective tool to ~~sustain financial viability, provide an adequate level of municipal services and~~ support Greenview's ~~asset management~~ long term capital planning, as they allow for funds to be set aside to manage for future spending needs ~~assets throughout their lifecycle~~. There are two types of reserve: Unrestricted and Restricted.

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

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

1.8. **Tangible Capital Assets** means non-financial assets having physical substance that:

- A) Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Greenview tangible capital assets;
- B) Have useful economic lives extending beyond an accounting period;
- C) Are to be used on a continuing basis in Greenview's operations;
- D) Are not for sale in the ordinary course of operations; and
- E) All in accordance with Tangible Capital Assets Policy.

2. POLICY STATEMENT

2.1. Financial Reserves

- A) Greenview shall establish financial reserves and commit funds on an ongoing basis for future funding requirements, stabilization of fluctuations in operating and capital activities, contingency funding and to fund identified social/economic needs. Greenview shall manage Financial Reserves in a responsible manner and use Financial Reserves solely for the specific purpose as approved by Council.

2.2. Asset Management

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

2.3. Reserve Categories

- A) The categorization of reserves ~~funds~~ has been created by Greenview. Each sub-category may have its own target reserve amount, which is reviewed and amended by council as part of a regular policy review. ~~Greenview has a number of categories with a variety of items covered within each. These categories broadly fall under asset management, social, economic, and environmental areas, but a single reserve may impact one or more of these purposes~~ Greenview categories for reserves include:
 - i. **Unrestricted Reserves.** These are used for funding net new capital and in year operating costs. ~~A recommendation is made by Administration annually for the~~

- ~~balance to be set at. Administration annually recommends to Council the ideal balance to set Unrestricted Reserves.~~
- ii. Asset Management Reserves are used to fund the replacement of Assets, generally typically though through an allocation of amortization and interest.
- iii. Social, Economic and Environmental Reserves are used to fund programs or activities within Greenview that contribute to these areas and support the strategic plans of Council.
- iv. Planning and Development Reserves are required as a result of certain development activities and have defined legislative requirements.
- ~~A. For the Assets categories are broad, each includes sub-categories that better guide the purposes for which funds are reserved. For example, Greenview's "Fleet Replacement" category includes sub-categories such as lifecycle plans (for scheduled replacement of certain assets), as operational equipment, heavy duty equipment, over 1 ton vehicle, under 1 ton vehicles and environmental needs, and others.~~
- ~~B. Social, economic, and environmental reserves are put in place to enhance an aspect of Greenview or mitigate a potential risk. These may include such items as supporting recreation, FCSS or economic development. They are often, but not always, linked to key strategic activities within Greenview.~~

3. COUNCIL RESPONSIBILITIES

3.1 Evaluate and approve the policy.

~~3.2 Direct the transfer of funds to and from Reserves and Reserve Funds through the budget process.~~

~~3.3 Direct the transfer of funds to and from Reserves and Reserve Funds through Council Resolution or Bylaw outside of the budget process.~~

~~3.4 Direct re-purposing of commitments and the lending or borrowing to and from Reserves and Reserve Funds through Council Resolution or Bylaw.~~

3.5 Direct the creation of new Reserves and Reserve Funds or the closure or amalgamation of existing Reserves that are no longer required.

~~3.6 Direct the closure or amalgamation of existing Reserves and Reserve Funds that are no longer required.~~

~~3.7 On lean years surplus of funds will be given to reserves on a prorated system.~~

4. ADMINISTRATION RESPONSIBILITIES

4.1 Evaluate and ~~approve~~ recommend the policy reserves.

4.2 As per council decision, create the transfer of funds to and from Reserves. ~~and Reserve Funds through the budget process.~~

~~4.3 As per council decision, create the transfer of funds to and from Reserves and Reserve Funds through Council Resolution or Bylaw outside of the budget process.~~

~~4.4 As per council decision, re-purpose commitments and the lending or borrowing to and from Reserves and Reserve Funds through Council Resolution or Bylaw.~~

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

5. ~~PROCEDURE~~ SCHEDULE

- 5.1 All categorized Reserves can be found in Appendix Schedule A attached.

~~Reserve Responsibilities~~

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

APPENDIX SCHEDULE A

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

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

1. Bridge Replacement Reserve

- A) Purpose: This reserve provides funds for future replacement costs of bridges. ~~Annual contribution based on life cycle costing of bridges and the maintenance thereof.~~
- B) ~~Receives-Contribution: This reserve receives funds contribution is based on a prorated amount of amortization specifically allocated in the operating budget and receives any amortization of "Engineering Structures – Bridges."~~
- C) Interest: ~~Yes. Its prorated share of total reserve.~~

2. Community Bus Reserve

- A) Purpose: The reserve fund is established to assist in the replacement costs of the Community Bus.
- B) ~~Receives Contribution: This reserve receives funds contribution is~~ specifically allocated in the Operating Budget and receives any amortization with community bus.
- C) Interest: ~~Yes. Its prorated share of total reserve.~~

3. Developer Contributions

- A) Purpose: This reserve is ~~funded by~~ represents the contributions in lieu of MR Land Reserve in-lieu payments and off-site levies collected from developers.
- B) ~~Receives Contribution: This reserve receives funds contribution is~~ received from development agreements and off-site levies.
- C) Interest: ~~Yes. This reserve receives no interest.~~

4. Disaster Response Reserve

- A) Purpose: This reserve provides funds for emergency funding for Greenview to deal with disasters when they occur, with minimal impact to the approved Operating and Capital Budgets.
- B) ~~Receives Contribution: This reserve receives an annual contribution of \$100,000.00~~
- C) Interest: No. ~~Its prorated share of total reserve.~~
- D) Maximum or Minimum: This reserve shall have a minimum balance of \$1 Million to a maximum balance of \$3 Million.

5. Economic Development Reserve

- A) Purpose: This reserve provides funds for Greenview development projects (property development, etc.) as depicted in the long-term capital plan.
- B) Receives Contribution: This reserve ~~receives funds contribution is~~ based on Council's direction. ~~Economic Development Plan.~~
- C) Interest: No. ~~This reserve receives no interest.~~

6. Fire Facilities, **Fire-Rescue Apparatus Vehicle & Equipment Reserve**

- A) Purpose: This reserve provides funds for Greenview's share of ~~the~~ replacement cost ~~or construction~~ of Fire Halls and other Fire Infrastructure (dry hydrants, etc.) ~~and Fire-Rescue Service Apparatus Vehicle & Equipment~~ within Greenview and the Towns of Fox Creek and Valleyview.
- B) Receives Contribution: This reserve receives a prorated amount of amortization ~~annualized contribution~~ based on Fire facilities, equipment and vehicles ~~Hall construction or replacement schedules based on~~ amortization.
- C) Interest: Yes. ~~Its prorated share of total reserve~~

~~7. Fire-Rescue Apparatus Vehicle & Equipment Reserve~~

- ~~A) Purpose: This reserve provides funds for the purchase of Greenview's Fire-Rescue Service Apparatus Vehicle & Equipment Policy 3021.; for Greenview Fire Stations and Greenview's share of apparatus purchases for the Towns of Valleyview and Fox Creek.~~
- ~~B) Receives: This reserve receives annualized contribution based on apparatus replacement schedule, as per amortization; any proceeds from sale of apparatus. This must be a minimum value of 300k annually, to allow for any emergency purchases.~~
- ~~C) Interest: Its prorated share of total reserve.~~

8. Fleet and Equipment Replacement Reserve

- A) Purpose: This reserve ensures funds for replacing fleet and equipment. ~~as Fleet and Equipment Replacement policy 4006.~~
- B) Receives Contribution: This reserve receives ~~any a~~ prorated share of amortization of "Equipment" or "Automotive Equipment" ~~salvage revenues received from disposal of equipment and vehicles will be placed into this reserve.~~
- C) Interest: Yes. ~~Its prorated share of total reserve.~~
- D) Maximum or Minimum: This reserve should contain a minimum level of funds equal to ten (10%) percent of the "Equipment" and "Automotive Equipment" audited Financial Statements, Tangible Capital Assets Net Book Value. This reserve has no maximum.

9. Facilities Reserve

- A) Purpose: This reserve provides funds for replacement or construction costs for Greenview facilities such as offices and maintenance shops. Facilities relating to utilities and emergency services will be funded through their own respective reserve funds.

- B) Receives Contribution: This reserve receives an annual ~~ized~~ contribution based on Building construction or replacement schedules based on amortization
- C) Interest: ~~Yes. Its prorated share of total reserve~~

10. Greenview Daycare Funding Reserve

- A) Purpose: This reserve fund is established to assist in the costs of developing daycare services in Greenview, which may include building and equipment purchases.
- B) Receives Contribution: This reserve ~~receives funds contribution is~~ at the discretion of Council.
- C) Interest: ~~No. Its prorated share of total reserve~~

11. Greenview FCSS Reserve

- A) Purpose: This reserve is used to set aside FCSS program surpluses from the FCSS programs operated by Greenview on behalf of the Town of Valleyview. The Green View FCSS Board shall determine the use of funds in this reserve.
- B) Receives Contribution: This reserve receives any surplus balance, at the end of a financial year.
- C) Interest: ~~No. Its prorated share of total reserve~~
- D) Maximum or Minimum: ~~This reserve has no maximum or minimum.~~

12. Gravel Pit Reclamation Reserve

- A) Purpose: This reserve is used for the environmental reclamation of existing gravel pits and as the source and return of deposits and guarantees regarding reclamation.
- B) Receives Contribution: This reserve ~~receives funds contribution is~~ specifically allocated in the operating budget, plus per tonne charges on waste interred by gravel mined for Greenview use, to pay for environmental reclamation
- C) Interest: Its prorated share of total reserve.
- D) Maximum or Minimum: This reserve has no maximum or minimum.

13. Operating Contingency Reserve

- A) Purpose: This reserve provides funds ~~for emergent, non-recurring expenditures or the loss of revenues to supply Greenview with emergency operating funds in case of a large scale disaster or other disruption to funding sources.~~
- B) Receives Contribution: This reserve ~~receives funds~~ Contribution is based on allocation for any ~~unallocated operating surplus funds received during the year.~~
- C) Interest: ~~No. Its prorated share of total reserve~~
- D) Maximum or Minimum: The minimum target value is ~~\$13M or~~ the average of three months of operating costs. ~~, which ever is the greater.~~

14. Project Carry Forward Reserve.

- A) Purpose: This reserve will hold all funds for ~~one-time operating~~ projects that have been carried over from one year to a subsequent year. ~~This reserve will be funded as needed in any given year. This fund will be tagged with the projects and their codes.~~ Any projects that were completed ~~below~~ under capital budget, will ~~return~~ have surplus funds transferred ~~back~~ to the unrestricted reserve.

- B) Receives Contribution: This reserve receives prior years project carryover funds.
- C) Interest: ~~No. Its prorated share of total reserve~~

15. Recreation Reserve

- A) Purpose: This reserve provides funds for ~~the~~ construction or replacement of Greenview's recreation facilities (campgrounds, multiplexes, etc.), ~~and equipment~~.
- B) Receives Contribution: This reserve receives annual Recreation asset amortization plus any other contributions Council provides.
- C) Interest: ~~Yes. Its prorated share of total reserve~~

16. Road Infrastructure Reserve

- A) Purpose: This reserve provides funds for future years' road construction budget, based on approved capital plans. This reserve will contain an additional amount of \$2M to allow Greenview the ability to react to positive or negative pricing shifts.
- B) Receives Contribution: This reserve ~~receives annualized~~ contribution is based on ~~a prorated amount of the amortization of Road Structures or replacement schedules based on amortization~~
- C) Interest: ~~Yes. Its prorated share of total reserve.~~

~~17. Valleyview and District Medical Clinic Building Reserve~~

- ~~A) Purpose: This reserve fund is established to assist in the costs of future construction/upgrades to the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget and surplus there of.~~
- ~~B) Receives: This reserve receives annualized contribution based on the Valleyview medical Building construction or replacement schedules based on amortization.~~
- ~~C) Interest: Its prorated share of total reserve.~~

18. Valleyview & District Medical Clinic ~~Equipment~~ Reserve

- A) Purpose: This reserve fund is established to assist in the costs of future ~~purchases or upgrades to costs of facilities or~~ equipment ~~housed in the related~~ Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council on funds for the reserve based on their anticipated budget and surplus there of.
- B) Receives Contribution: This reserve ~~receives funds~~ contribution is specifically allocated in the Operating Budget, ~~as recommended by the committee~~ and receives ~~a prorated amount of~~ amortization ~~based on the~~ Valleyview Medical Clinic equipment.
- C) Interest: ~~Yes. It's a prorated share of the total reserve.~~

~~19. Water Reserve~~

- ~~A) Purpose: This reserve provides funds for replacement or construction of water distribution systems and networks within Greenview~~
- ~~B) Receives: This reserve receives funds based on the life cycle of the water systems and the annual amortization.~~

C) Interest: ~~Its prorated share of total reserve.~~

20. **Water Utilities ~~Wastewater~~ Reserve**

- A) Purpose: This reserve provides funds for the replacement or construction of wastewater collection systems and networks within Greenview
- B) ~~Receives- Contribution:~~ This reserve ~~receives funds~~ contribution is based on ~~the life cycle of the wastewater facilities and the annual amortization~~ a prorated amount of amortization of water and wastewater facilities and equipment.
- C) Interest: ~~Yes. Its prorated share of total reserve~~

21. **Solid Waste Reserve**

- A) Purpose: This reserve provides funds for replacement solid waste facilities and equipment.
- B) Contribution: This reserve contribution is based on a prorated amount of amortization of solid waste facilities and equipment.
- C) Interest: Yes.

22. **Greenview Seniors Funding Reserve**

- A) Purpose: This reserve fund is established to assist in the costs of developing seniors services in Greenview, which may include building and equipment purchases.
- B) Contribution: This reserve contribution is at the discretion of Council.
- C) Interest: No.

23. **Health and Dental Benefit Reserve**

- A) Purpose: This reserve fund is established to ease the budgeting pressures of the Administrative Services Only Model of health benefits by setting funds aside in the reserve in years that there is a budgetary surplus and using the reserves when there is a budgetary deficit.
- B) Contribution: This reserve contribution is the budgetary surplus amount.
- C) Interest: Yes.

24. **Unrestricted Reserve**

- A) Purpose: This reserve fund is used for tracking the resulting reserve that is not restricted elsewhere in this policy and results from the regular financial results of Greenview. It is used to fund net new capital purchases and operating or reserve allocations that are outside of the annual budget process.
- B) Contribution: Results from the regular year end processes.
- C) Interest: No.
- D) Maximum or Minimum: At the discretion of Council, but Administration will recommend an annual minimum based on budgeted new capital requests and pressures related to other reserves or spending.



REQUEST FOR DECISION

SUBJECT:	APPR23-20 Application for Approach on SE-4-67-21-W5M		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 13, 2024	CAO:	MANAGER: SD
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: AB
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial - N/A

Council Bylaw/Policy – Policy 4010 Road Access Approaches, Development Guidelines & Municipal Servicing Standards, and Schedule of Fees Bylaw 24-970.

RECOMMENDED ACTION:

MOTION: That Council approve approach application APPR23-20 for the construction of a third gravel approach on SE-4-67-21-W5M via Township Road 670, with costs borne by the applicant, as per the Schedule of Fees Bylaw 24-970.

BACKGROUND/PROPOSAL:

Administration has received an application to construct a farmland access approach within SE-4-67-21-W5M via Township Road 670. The approach application is for constructing a third approach to access the west portion of the quarter section. The proposed approach is approximately 625 metres west of Range Road 214 (Little Smoky Road) on Township Road 670. The proposed approach would allow access to the farmland and direct access to the ATCO transmission line, which runs through the quarter section. There is currently no farmland access on the quarter.

The quarter section currently has two residential approaches. Approach A accesses the main residential yard site, approximately 720 metres north of Township Road 670, along Range Road 214 (Little Smoky Road). The second approach accesses a residential yard site which includes a manufactured home and cabin and is located approximately 440 metres north of Township Road 670, along Range Road 214 (Little Smoky Road).

A site inspection has been completed, and no concerns were received from Greenview's Construction & Engineering and Operations Departments.

Policy 4010 Road Access Approaches

2.1. Rural

- A. *One access approach per quarter section of land or subdivided lot along municipally developed roadways will be provided when deemed feasible on the condition that no other approach exists. A second approach may be permitted on a parcel if required by an oil and gas operation at the cost outlined in the Schedules of Fees.*

- B. Greenview may provide an additional approach(s) to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels. Subject to Council approval, additional approaches may be added under the following circumstances:
- I. Public Safety reasons;
 - II. If the parcel is bordered by two (2) or more public roads, a second or third approach may be considered at an additional cost as per the Schedules of Fees.
- C. The location of the approach will be determined in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards. The size of the approach will be 8 meters for residential and 15 meters for industrial or farmland approaches in accordance with the Development Guidelines and Servicing Standards.

The applicant is requesting the proposed approach be located along Township Road 670, where no other approach to the quarter exists. If either residence were to be subdivided in the future, the proposed approach would act as access to the balance of the quarter. The application meets section 2.1.B as there is a public safety concern due to farm equipment driving through the ratepayer's yard(s) and would provide a direct access for the ATCO transmission line which runs through the quarter. The provisions of 2.1.C are met as the parcel is bordered by two public roads.

Development Guidelines & Municipal Servicing Standards Greenview

Section 7. Roadway Systems

Drawing No. 7.18(B) Approaches Locations & Limits states that a limit of one field approach is allowed per quarter section, and a limit of one residential approach is allowed per quarter section. 30-meter minimum separation between approved approaches unless approved by the General Manager.

The proposed farmland approach would be the only field access approach on the quarter section. The existing two residential approaches on Range Road 214 (Little Smoky Road) meet the minimum 30-meter separation distance, located approximately 270 metres apart.

Schedule of Fees Bylaw 24-970

INFRASTRUCTURE AND ENGINEERING GENERAL – Schedule G

	Description	GST Status	Fee is \$	Unit
2.	Approaches			
i.	Approach Application Request Fee (Non-Refundable)	E	\$175.00	Per Approach
ii.	Construction: Gravel Approach *The price may be reduced by \$500 for special circumstances, please contact the Manager of Construction and Engineering for more information	E	\$3500.00	First and Second Approach
iii.	Construction: Third Approach Price may be reduced by \$500.00 for special circumstances, please contact the Manager of Construction and Engineering for more information	E	\$7500.00	Per Approach
iii.	Upgrade/Relocation: Gravel Approach	E	\$4000.00	Per Approach

iv.	Construction: Asphalt Approach	E	\$10,500.00	Per Approach
v.	Upgrade / Relocation: Asphalt Paved Approach	E	\$15,500.00	Per Approach

Due to this approach application being for a third approach to the quarter section, Administration has advised the applicant the Schedule of Fees Bylaw has been updated, and the applicable fee for a third approach to the quarter section is \$7,500.00 and is payable upon approval of the application and before construction.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council would be improving agricultural operations of a ratepayer by allowing improved access to the farmland, ATCO Transmission line, and addressing a potential public safety concern.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to refuse the construction of an approach at SE-4-67-21-W5M. However, Administration does not recommend this alternative, as the application meets the provisions of Policy 4010.

Alternative #2: Council has the alternative to approve the approach request, relocating one of the existing residential approaches. Administration does not recommend this alternative as removal of either approach would cause undue hardship for the landowner as neither approach could provide adequate access to the other yard site without significant land clearing and driveway development.

MOTION: That Council approve approach application APPR23-20 for the relocation of one of the residential approaches currently on SE-4-67-21-W5M along Range Road 214 to be relocated along Township Road 670, with costs borne by the applicant, as per the Schedule of Fees Bylaw 24-970.

FINANCIAL IMPLICATION:

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

As per the Schedule of Fees Bylaw 24-970, in the case of a third gravel approach, \$7,500 is paid for by the applicant or \$4,000 if an approach is relocated pursuant to Alternative #2.

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

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

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

ATTACHMENT(S):

- Approach Application – Redacted
- Approach Location Map



PRIVATE APPROACH APPLICATION

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

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

Phone: 780.524.7600

www.mdgreenview.ab.ca

Information Checklist

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

Checklist:

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

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

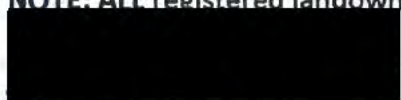
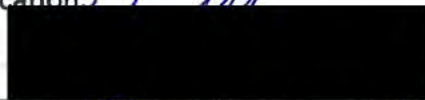
planning@mdgreenview.ab.ca

Declaration

I/We hereby declare that the information submitted is, to the best of my/our knowledge, factual and correct.

I/We understand that by signing this declaration, I/we give consent for an authorized person of MUNICIPAL DISTRICT OF GREENVIEW NO. 16 to enter upon the land that is subject to an approach application for the purposes of conducting a site inspection in order to evaluate the proposed approach.

NOTE: All registered landowners MUST sign the application.

	<u>Nov 7/23</u>		<u>Nov 7/23</u>
Applicant Signature	Date	Registered Landowner Signature	Date
_____ Applicant Signature	_____ Date	_____ Registered Landowner Signature	_____ Date

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

PRIVATE APPROACH APPLICATION

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

Landowner Information	
Registered landowner:	
Complete mailing address:	
Primary phone:	Other phone:
Email: (providing an email address, you authorize Planning and Development to contact you via email)	

Land Information						
All/Part of <u>SE</u>	LSD/QTR <u>4</u>	SEC <u>4</u>	TWP <u>67</u>	RGE <u>21</u>	WEST OF <u>5</u>	M
Registered plan	Block	Lot				
Property size	Hectares (ha) &/or		Acres			
Rural address						
First approach on quarter? <input type="checkbox"/> Yes <input type="checkbox"/> No						

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

Reason for Requesting an Approach
<u>Need access to field for farm Equipment</u>
*Please continue to next page to provide location sketch.

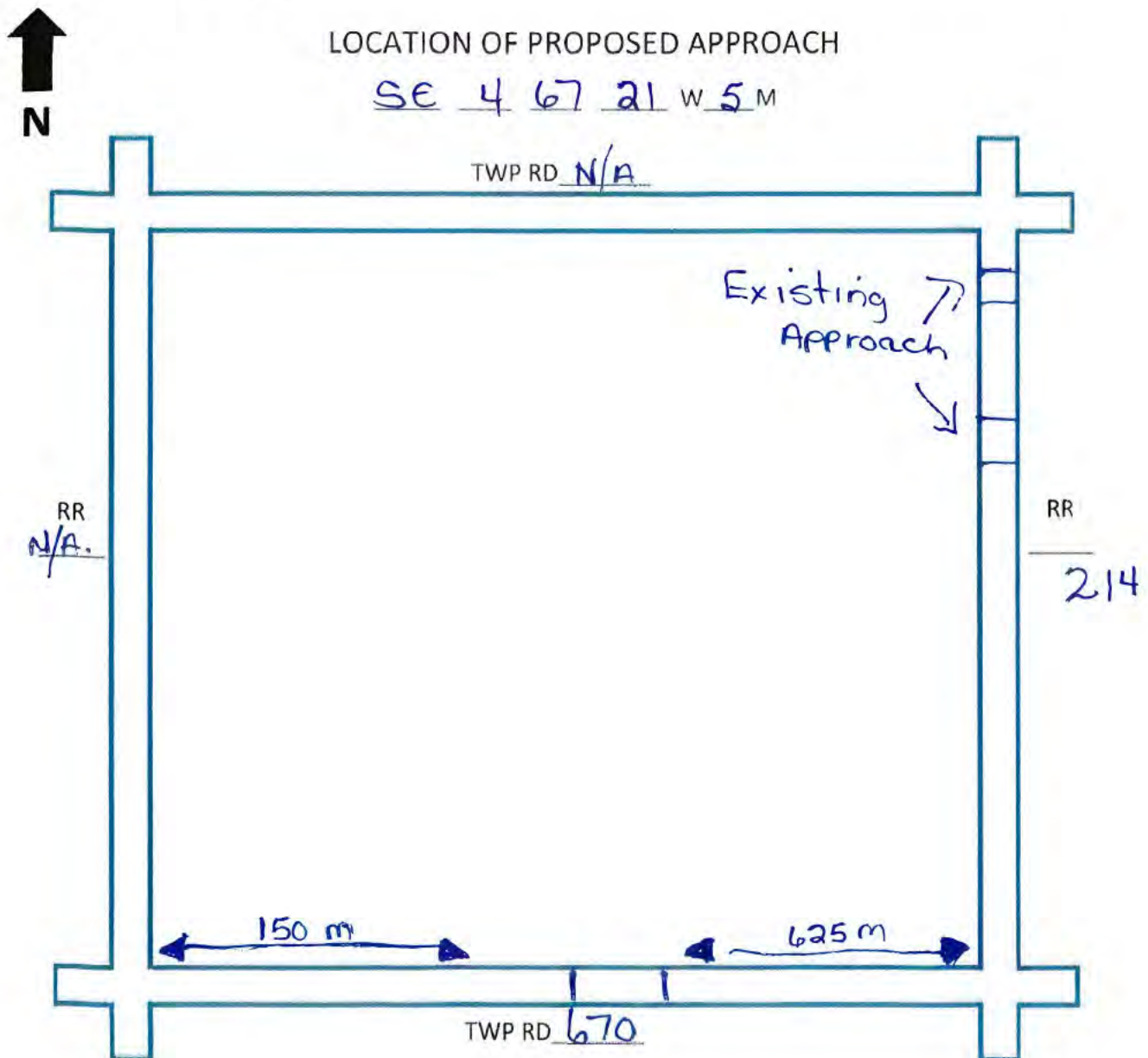
FOR ADMINISTRATIVE USE:			
Application No.:	Development Officer:	Ward:	
Application Fee: \$	Receipt No:	Date Paid:	
Construction Fee: \$	Receipt No:	Date Paid:	
Date reviewed by DO:	<input type="checkbox"/> Approved by DO <input type="checkbox"/> Refused by DO		
DO: Related to development permit or subdivision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

PRIVATE APPROACH APPLICATION

Indicate the following information on the Location Sketch Plan:

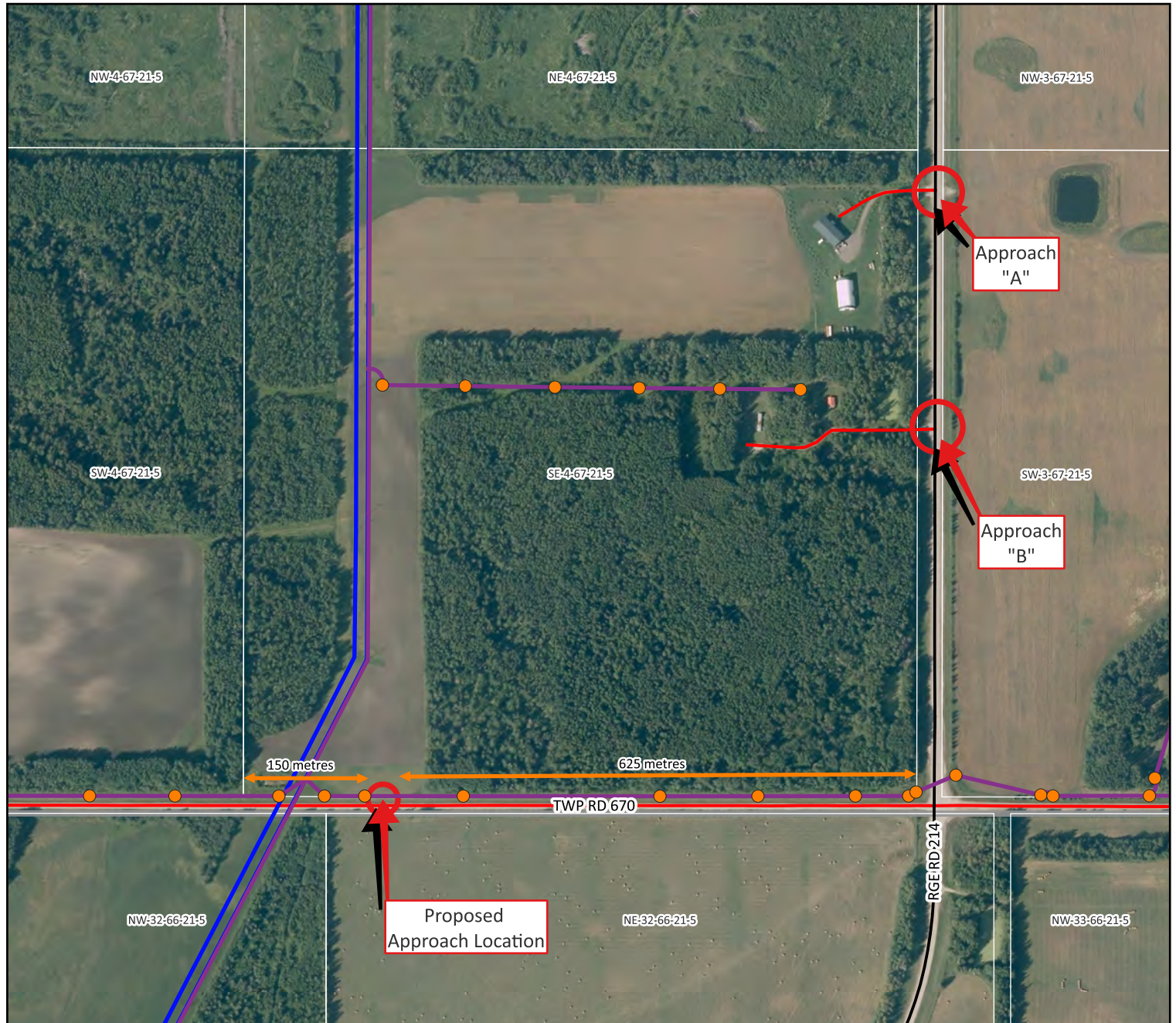
- All proposed and existing approach locations
- Boundaries of the affected parcel including dimensions
- All roads adjacent to the parcel
- All drainage courses
- Location of existing approach(es)
- Location of proposed approach, measured from the closest property corner

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





Proposed New Approach Location for SE-04-67-21-W5M MUNICIPAL DISTRICT OF GREENVIEW NO. 16



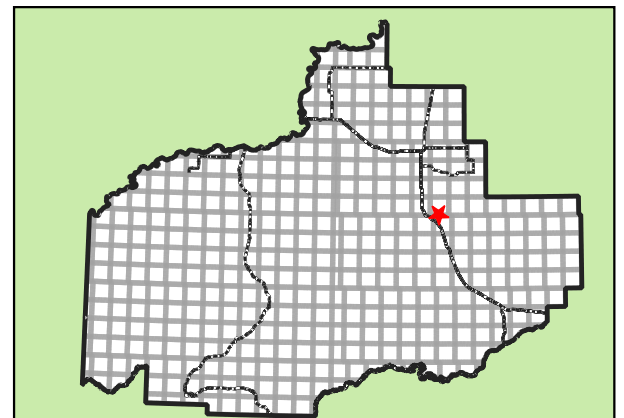
LEGEND

- | | |
|----------------------------------|-----------------------|
| Approach Locations | Transportation |
| ATCO Electrical Utilities | Gravel Road |
| ATCO Poles | Paved Road |
| ATCO Primary Line (Overhead) | Section Grid |
| ATCO Transmission Line | |

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Map Print Date : January 30, 2024



0 100 200
Kilometres

Scale 1:7,000

PROJECTION: UTM Zone 11N NAD 83



REQUEST FOR DECISION

SUBJECT:	APPR23-21 Application for Approach on NW-23-71-26-W5M		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 13, 2024	CAO:	MANAGER: SD
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: AB
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial - N/A

Council Bylaw/Policy – Policy 4010 Road Access Approaches, Development Guidelines & Municipal Servicing Standards, Schedule of Fees Bylaw 24-970.

RECOMMENDED ACTION:

MOTION: That Council approve approach application APPR23-21 for the construction of a second gravel approach on NW-23-71-26-W5M via Township Road 714, with costs borne by the applicant, as per the Schedule of Fees Bylaw 24-970.

BACKGROUND/PROPOSAL:

Administration has received an application to construct a farmland access approach within NW-23-71-26-W5M via Township Road 714. The proposed approach is approximately 240 metres east of Range Road 262 (Ridgevalley Road) on Township Road 714. The approach application is for a second approach to access the farmland on the balance of the quarter, north and west of the creek. Farm equipment cannot access the northwest portion through the existing residential approach due to the treed shelter belt along the driveway. The proposed approach would allow access to the northwest portion of the quarter where no trail or vehicle/equipment passage is available across the creek. The south and east portion of the quarter is currently accessed via Range Road 261 by driving through the adjacent quarter (NE-23-71-26-W5M).

The quarter section has one residential approach with two driveways; one driveway provides access to the main house, and one provides access to the manufactured home on site. The existing residential approach is located approximately 450 metres from Range Road 262 (Ridgevalley Road).

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

A site inspection has been completed, and no comments or concerns were received from Greenview's Construction & Engineering and Operations department regarding the location of the proposed farmland access approach on Township Road 714.

Policy 4010 Road Access Approaches

2.1. Rural

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

The proposed approach application meets 2.1.B. and C. The quarter section is divided by a creek, and there is no access to the northwest portion of the quarter except through the ratepayer's yard which equipment cannot access due to the treed shelterbelt along the driveway.

Development Guidelines & Municipal Servicing Standards Greenview

Section 7. Roadway Systems

Drawing No. 7.18(B) Approaches Locations & Limits states; a limit of one field approach is allowed per quarter section and a limit of one residential approach is allowed per quarter section. 30-meter minimum separation between approved approaches unless approved by the General Manager.

The proposed farmland approach would be the only field or farmland access approach on the quarter section. The existing residential approach on Township Road 714 meets the minimum 30-meter separation distance, located approximately 175 metres apart.

Schedule of Fees Bylaw 24-970

INFRASTRUCTURE AND ENGINEERING GENERAL – Schedule G

	Description	GST Status	Fee is \$	Unit
2.	Approaches			
i.	Approach Application Request Fee (Non-Refundable)	E	\$175.00	Per Approach
ii.	Construction: Gravel Approach *The price may be reduced by \$500 for special circumstances, please contact the Manager of Construction and Engineering for more information	E	\$3500.00	First and Second Approach
iii.	Construction: Third Approach	E	\$7500.00	Per Approach

	<i>Price may be reduced by \$500.00 for special circumstances, please contact the Manager of Construction and Engineering for more information</i>			
iii.	<i>Upgrade/Relocation: Gravel Approach</i>	<i>E</i>	<i>\$4000.00</i>	<i>Per Approach</i>
iv.	<i>Construction: Asphalt Approach</i>	<i>E</i>	<i>\$10,500.00</i>	<i>Per Approach</i>
v.	<i>Upgrade / Relocation: Asphalt Paved Approach</i>	<i>E</i>	<i>\$15,500.00</i>	<i>Per Approach</i>

This application is for a second approach to the quarter. Administration has advised the applicant that the construction fee for a second approach to the quarter is \$3,500.00 as per the Schedule of Fees Bylaw 24-970. Construction fees are payable upon approval of the application and before construction.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council remains within policy and improves the convenience and safe access to farmland, addressing a perceived public safety concern.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to refuse the construction of an approach at NW-23-71-26-W5M. However, Administration does not recommend this alternative, as the application meets the provisions of Policy 4010.

FINANCIAL IMPLICATION:

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

As per the Schedule of Fees Bylaw 24-970, in the case of a second gravel approach, \$3,500 is paid for by the applicant.

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

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

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

ATTACHMENT(S):

- Approach Application – Redacted
- Approach Location Map



PRIVATE APPROACH APPLICATION

MUNICIPAL DISTRICT OF GREENVIEW No. 16

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

Phone: 780.524.7600

www.mdgreenview.ab.ca

Information Checklist

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

Checklist:

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

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

planning@mdgreenview.ab.ca.

Declaration

I/We hereby declare that the information submitted is, to the best of my/our knowledge, factual and correct.

I/We understand that by signing this declaration, I/we give consent for an authorized person of MUNICIPAL DISTRICT OF GREENVIEW NO. 16 to enter upon the land that is subject to an approach application for the purposes of conducting a site inspection in order to evaluate the proposed approach.

NOTE: ALL registered landowners MUST sign the application.

[Redacted Signature]

Dec 123

[Redacted Signature]

01/12/23

Applicant Signature

Date

Registered Landowner Signature

Date

Applicant Signature

Date

Registered Landowner Signature

Date

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

PRIVATE APPROACH APPLICATION

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

Landowner Information	
Registered landowner:	
Complete mailing address:	
Primary phone:	
Other phone:	
Email:	(By providing an email address, you authorize Planning and Development to contact you via email)

Land Information	
All/Part of	NW LSD/QTR SEC 23 TWP 71 RGE 26 WEST OF 5 M
Registered plan	Block Lot
Property size	Hectares (ha) &/or 160 Acres
Rural address	28159 TWP RD 714
First approach on quarter?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

Reason for Requesting an Approach
<p>Existing approach enters into yardsite and is narrow. The existing approach requires you to drive across the lawn and through a narrow opening in a shelterbelt for the residence. The opening in the shelterbelt is too narrow for modern agriculture equipment.</p>
<p>*Please continue to next page to provide location sketch.</p>

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

PRIVATE APPROACH APPLICATION

Indicate the following information on the Location Sketch Plan:

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

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



LOCATION OF PROPOSED APPROACH

NW 23 71 26 W 5 M

TWP RD 714

450 metre
From NW corner
to existing
approach

240 metre
from NW corner
to proposed
approach

RR

262

Proposed
Approach

Existing
Approach
House

Drainage

RR

261

TWP RD 713



Proposed Approach Location for NW-23-71-26-W5M MUNICIPAL DISTRICT OF GREENVIEW NO. 16



LEGEND

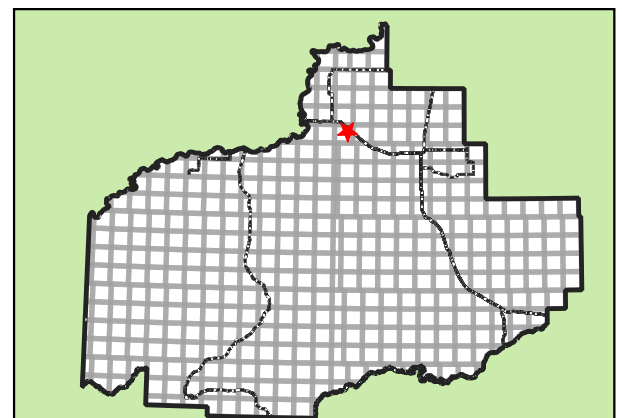
- Cadastre
- Approach Location
- Hamlet / Localities

TRANSPORTATION

- Gravel Highways

- Paved Highways
- Gravel Road
- Paved Road

Greenview Imagery 2016



0 100 200

Kilometers
Scale 1:7,000

PROJECTION: UTM Zone 11N NAD 83

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Map Print Date : January 03, 2024



REQUEST FOR DECISION

SUBJECT:	Proposed Sale of Municipally Owned Land		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 13, 2024	CAO:	MANAGER: SD
DEPARTMENT:	PLANNING & DEVELOPMENT	DIR: MAV	PRESENTER: NF
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial – Municipal Government Act Section 70

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That Council approve the sale of approximately 0.768 hectares (1.9 acres) of Plan 972 0898, Block 38, Lot 3PUL for fair market value as determined by a third-party appraisal, subject to subdivision and consolidation with the adjacent lands described as Plan 972 0898, Block 38, Lot 2.

BACKGROUND/PROPOSAL:

Administration has received a proposal to purchase a portion of municipally owned lands approximately 100 metres (330 feet) north of the Tourism Centre within the hamlet of Grande Cache, legally described as Plan 972 0898, Block 38, Lot 3PUL. The subject lot is approximately 0.935 ha (2.31 ac) and is designated as a Public Utility Lot (PUL). The applicant is planning to purchase Lot 2, adjacent to the PUL, to develop a training facility to support future mining operations near Grande Cache, but the lot is not large enough for the proposed facility, so they are interested in purchasing the adjacent, vacant PUL.

Section 70 of the Municipal Government Act allows municipalities to sell lands for fair market value without advertising. Greenview does not currently have a policy dictating the procedure for the sale of municipally owned lands, and therefore, the process is at Council's discretion on a case-by-case basis.

The proposal is for the purchase of the entire PUL to be consolidated with the adjacent lot 2. However, the north portion contains several utility lines, including water, sewer, gas, and electrical, as well as encroachments from an adjacent lot. The "L" shape at the north portion of the lot is also not developable and, therefore, would not be beneficial for the purchaser. Excluding this portion, the area that could be sold is approximately 0.768 ha (1.9 ac) and contains only an underground electrical line and gas service line. The applicant is aware of the presence of the utility lines that a Utility Right-of-Way (URW) agreement would be required and that relocation of the lines would be at their cost.

Lot 2 is zoned Direct Control (DC) District and was previously used by an industrial business for a trucking operation. Lot 3PUL is zoned Highway Corridor Commercial (C-2) District. However, the zoning for municipally owned lands such as roads, lanes, and public utility lots has been arbitrarily assigned based on the zoning of

adjacent properties. If the PUL is subdivided and consolidated with the adjacent lot 2, the resulting property would be treated as being entirely Direct Control unless Council approves a Land Use Bylaw Amendment. The properties northwest of the PUL are zoned Commercial and Industrial Service (C-3) district which is compatible with the proposed use.

Administration conducted a search of the history and purpose of the PUL; however, they were unable to find a defined purpose for the lot when it was subdivided in 1997. Other than the utility lines shown on the attached maps, the lot is not used for municipal purposes such as stormwater management or as a recreation area. During the search of Greenview's records, administration did find an appraisal conducted in 2008 stating the Town of Grande Cache intended to subdivide and sell the PUL as a commercial/industrial lot.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that they will be selling unused land for market value as directed by the Municipal Government Act section 70.
2. The benefit of Council accepting the recommended motion is that, following the sale, the land will be subject to municipal property taxes, adding revenue where none is currently.
3. The benefit of Council accepting the recommended motion is that a currently underutilized developed and serviced site will be renovated, increasing tax revenues and promoting local workforce training and new jobs.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that Council will be implying approval of the development as presented in the proposal. This disadvantage is mitigated by the zoning of Direct Control, which will allow Council to apply conditions specific to the development of the lot when the development permit application is submitted.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to approve the sale of the entire Public Utility Lot. Administration does not recommend this option as there are utilities within the north portion of the lot that would require a Utility Right of Way for Greenview and Franchise Utility providers to access. Registering a URW would result in extra cost to the developer such as cost of surveying and drafting the agreements. A URW also provides less access than simply maintaining ownership of the PUL.

ALTERNATIVE MOTION: That Council approve the sale of Plan 972 0898, Block 38, Lot 3PUL for fair market value as determined by a third-party appraisal, subject to consolidation with the adjacent lands described as Plan 972 0898, Block 38, Lot 2.

Alternative #2: Council has the alternative to direct administration to conduct a market value appraisal of the portion of the PUL for future presentation and decision. Administration does not recommend this option as it would require additional Council time with no added benefit. The applicants have indicated in their proposal that they will bear the cost of a market value appraisal. If the applicants do not accept the market value appraisal as the purchase price, *MGA* Section 70 requires the property be advertised for sale in which case they may not be the successful purchaser. Administration will continue to provide Council with updates as necessary.

ALTERNATIVE MOTION: That Council direct administration to undertake a market value appraisal of 0.768 hectares (1.9 acres) of Plan 972 0898, Block 38, Lot 3PUL for presentation to Council at a future meeting.

FINANCIAL IMPLICATION:

Current Revenue: Accurate Assessment has provided an estimated market value of \$260,000 for the 0.768 ha (1.9 ac) portion of the PUL. The exact value would be determined by a qualified professional appraisal, at the cost of the purchaser, and the final acreage of the parcel would be approved during the subdivision/consolidation process.

Ongoing/Future Revenue: After the property sale, it will be subject to property taxes based on the assessment value of land and developments as per Greenview's annual taxation bylaws.

The purchaser would be responsible for the costs of a market value appraisal as well as the survey and subdivision costs. Should the purchaser wish to relocate any utility lines within the PUL, those would also be at their cost.

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 required by Council. Administration will notify the applicant of Council's decision. If Council approves the sale, Administration will notify the applicant of the requirements to move forward.

If approved, the subdivision will be subject to decision by the Municipal Planning Commission.

ATTACHMENT(S):

- Letter of Intent
- Proposed Development Explanation
- Proposed Site Plan

- Mine Dry Layout
- Parking Lot Layout
- Utility Lines Map
- Topography Map with Proposed Developments
- Proposed Subdivision Area
- Location Map



December 5, 2023

Nicole Friesen
Development Officer
Municipal District of Greenview No. 16

**Utility Lot – Plan 9720898; 38; 3PUL
9801 99 Street, Grande Cache, AB, T0E 0Y0**

Dear Nicole Friesen,

I am writing to express our intent and interest in acquiring a portion of public utility land located at 9801 99 Street, Grande Cache, AB (Utility Lot – Plan 9720898; 38; 3PUL) for training facilities and a mine dry facility for [REDACTED], who will be advancing the remaining required approvals for construction and operation of the local Mine 14 project. The business offices for [REDACTED] are to be located at 9811 Hoppe Ave, next to the public utility lot. SP²EC Engineering LTD has conducted thorough research and analysis, and we believe that this land holds significant potential to support our Mine 14 Development Project with [REDACTED].

The proposed acquisition aligns seamlessly with our strategic goals, aiming to provide our operation with a home base for employees to undergo training, changing/washing facilities, and an office space for the business. We recognize the importance of this parcel of land in advancing our mission and contributing positively to the community. Our team is committed to responsible and sustainable development practices, ensuring that any utilization or development of the property is in harmony with local zoning regulations and environmental considerations. We also acknowledge and accept the required services and fees for the acquisition of this plot of land, should they be required (Appraisal, land survey, utilities).

Moreover, we are open to discussions regarding the terms and conditions of this potential transaction. Our goal is to collaborate closely with the Municipal District of Greenview No. 16 to establish a mutually beneficial agreement that respects the interests of both parties involved. We are prepared to engage in comprehensive negotiations, addressing concerns and establishing a framework that ensures a fair and equitable resolution.

To move forward, we request an opportunity to initiate discussions and explore the feasibility of this proposed purchase. We are enthusiastic about the prospect of a potential partnership and are committed to demonstrating our dedication to this project, and to the local area.

Please feel free to contact [REDACTED], to schedule a meeting or call to further discuss the details of this proposal. We appreciate your consideration and look forward to the possibility of working together on this endeavor.

Thank you for your attention on this matter.

Warm Regards,

Cc: Logan Bickerstaffe Logan.Bickerstaffe@SP2EC.com
Jeff MacLean jeff.maclean@sp2ec.com

Proposed Development Explanation

Public Utility Lot – Plan 9720898; 38; 3PUL – 9801 99 Street, Grande Cache AB

Introduction

The above referenced designated public utility lot holds strategic significance for [REDACTED] as it is proposed to host a number of critical project components:

1. Essential training facilities for underground mine operating personnel;
2. A parking area for crew assembly before and after work shifts; and
3. A specialized mine dry facility for crew change, storage of workers' personal protective equipment, and clean-up after completing their work shifts.

This site's proximity to the [REDACTED] is integral for operational efficiency of the Mine 14 project due to the close proximity of the office and training centre. The adjacency of these facilities is poised to streamline operations, promoting a tightly knit and efficient process within a confined geographic area, significantly benefitting the overall functioning of the business.

Project Overview

The primary aims underlying the development of the proposed PUL are:

1. to establish a state-of-the-art underground mining training facility; and
2. to provide a centralized hub for employee mustering, including vehicle parking and locker room.

The development blueprint details the installation of multiple above-grade temporary structures, placed on blocks or skids, for use by [REDACTED] personnel. These structures are designed to facilitate seamless training sessions, day-to-day operations, and will provide a convenient changing facilities for mine workers before and after work shifts.

Scope of the Project

The proposed commercial project aims to utilize the entire PUL3 lot area spanning approximately 9300 m², designated to accommodate essential facilities for [REDACTED]. This plan will comprise imperative structures such as training facilities, a parking lot, and a mine dry facility. All structures will be constructed above ground, intended as temporary installations, strategically positioned in proximity to [REDACTED], Grande Cache AB.

Impact Assessment

The Mine 14 initiative from [REDACTED] holds significant promise for the Grande Cache area, forecasting employment opportunities exceeding 200 positions once operational, with an estimated salary disbursement of approximately \$33 Million per annum. [REDACTED] commitment to driving local economic growth is evident through its intent to engage area service providers and procure goods locally, fostering a healthy relationship with the community. 12-Hour shifts for employees necessitate residency in Grande Cache, and not only ensures workforce retention, but also cultivates a thriving local economy by channeling increased activity and spending toward various retail sectors, including restaurants, recreational venues, laundromats and shopping centers. [REDACTED] vision for social inclusion is underscored by its plan to house any drive in drive out employees and contractors, inducing a closely-knit and cohesive community within shared facilities. Optimizing existing infrastructure for office space, training facilities and workshops, coupled with secured leases for office and training spaces showcase [REDACTED] commitment to resource efficiency.

Stakeholder Engagement

[REDACTED] proactive approach to stakeholder engagement involves sustained efforts to nurture and maintain strong relationships with local groups like Mountain Metis and Aseniwuche Winewak Nation, reflecting a steadfast dedication to encourage positive community connections and collaborations.

Timeline and Milestones

The anticipated arrival of the first raw coal in Q4 of 2024 signifies the initiation of mining operations and marks the beginning of the supply of this critical raw material for steelmaking processes, poised to contribute significantly to industrial manufacturing and infrastructure development. Milestones in the Project Schedule are provided below.



Regulatory Compliance and Approvals

Our concerted efforts have been directed towards seamless collaboration with the MD of Greenview No. 16, actively engaging with Representative Nicole Friesen to gather and align the prerequisites essential for council deliberation on the proposed purchase. Communication with pertinent utility providers has ensured comprehensive line locates, precisely mapping out designated zones for potential placement of temporary structures. Thorough evaluations have affirmed that our development plans for this property align with existing utility lines, removing the need for any relocation efforts. Currently, 16 permits have gained approval, marking significant progress, while 3 await final approval, a process expected to conclude in Q1 2024, streamlining the regulatory pathway for our project's advancement.

Community Engagement and Benefits

The proposed development project represents a multifaceted initiative aimed at driving substantial positive impact within the community. Primarily, it is geared towards fostering increased employment opportunities and bolstering economic growth while nurturing a robust rapport with community leaders for mutual collaboration and shared objectives. By establishing office spaces and cutting-edge training facilities within the area, this project paves the way for the execution of Mine 14, promising substantial economic benefits for Grande Cache. With its historical roots in coal production, Grande Cache holds promise for the Mine 14 to produce metallurgical coal essential for steel production, a cornerstone for clean energy infrastructure like wind turbines. This strategic alignment with Canada's clean energy transition underlines the project's commitment not just to economic advancement but also to contributing significantly to a greener, more sustainable economy. Additionally, upon the successful acquisition of permits and the start of operations, [REDACTED] intends to organize a celebratory community event, ensuring local engagement and support by extending donations to businesses and clubs, ensuring that the broader community reaps the benefits of [REDACTED] and Mine 14's operations.


Conclusion

The proposed development project at the specified public utility lot stands as a pivotal opportunity to fortify [REDACTED]' operational capacity while contributing significantly to the community of Grande Cache. Introducing primary training facilities adjacent to the [REDACTED] offices assures operational synergy, fostering an efficient and localized process. By encompassing the entire lot area and implementing temporary above-grade structures, this development project emphasizes its commitment to operational continuity and strategic proximity. The anticipated impact is multi-faceted: not only does it forecast employment opportunities exceeding 600 direct and indirect positions, but it also promises long-term economic growth, increased local economic activity, and potential tax revenue increments. Moreover, the project emphasizes social inclusion, striving to engage diverse groups and indigenous communities for mutual benefit through employment, contracts, and collaboration. With a strong focus on stakeholder engagement, regulatory compliance, and leveraging existing infrastructure, this endeavor embodies a forward-looking approach toward responsible development, ensuring sustainable economic advancement for Grande Cache while aligning with Canada's objectives of a greener economy.


Proposed Site Plan


Plan 9720898; 38; 3PUL – 9801 99 Street, Grande Cache AB


Legend


 Building Extension


 Gas Utility


 Lot Lines


 Mine Dry

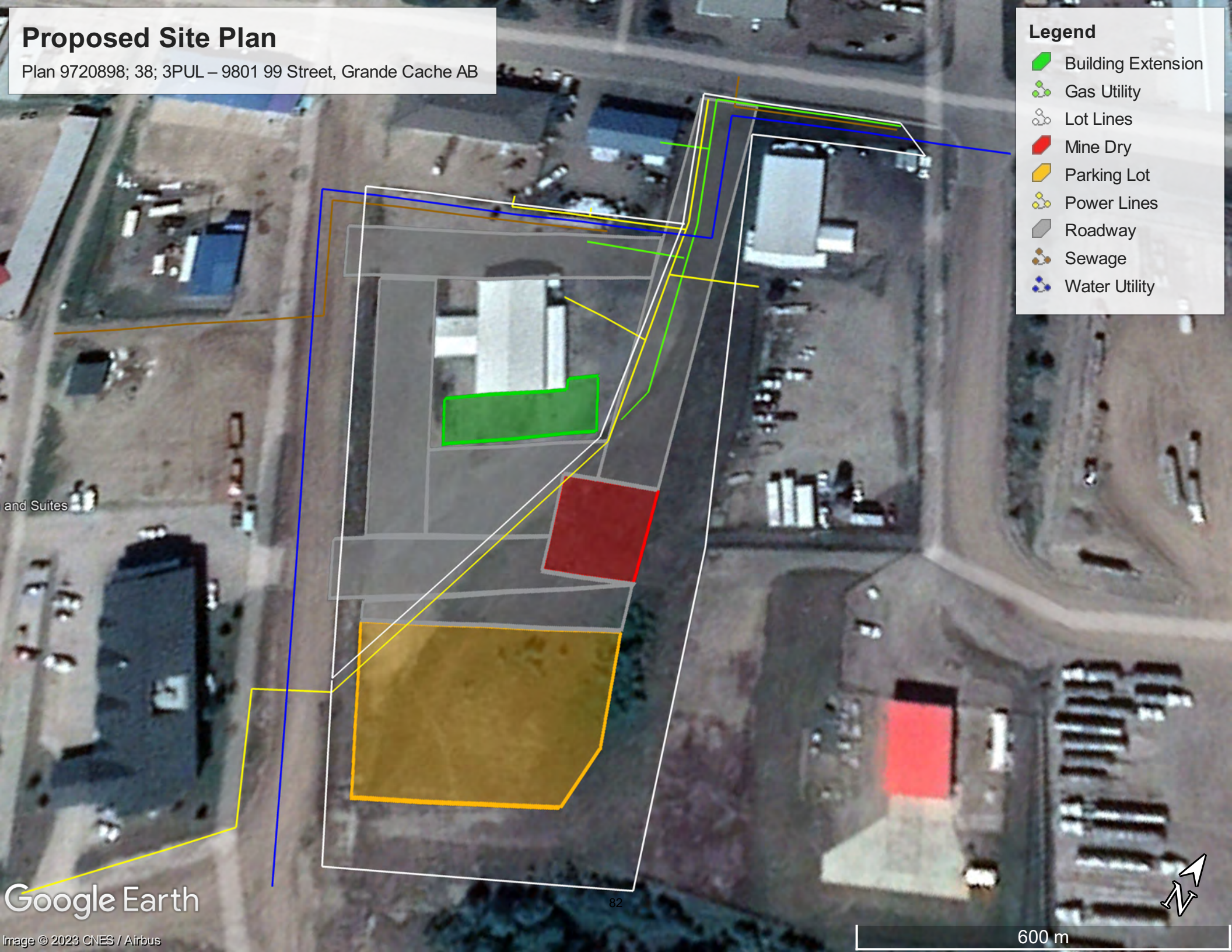
 Parking Lot

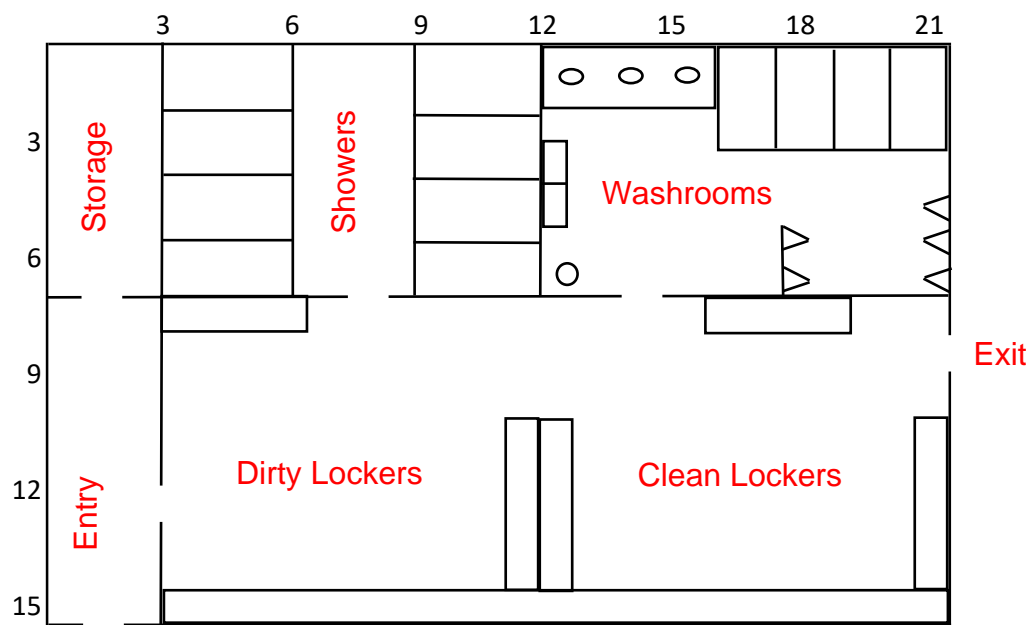
 Power Lines

 Roadway

 Sewage

 Water Utility



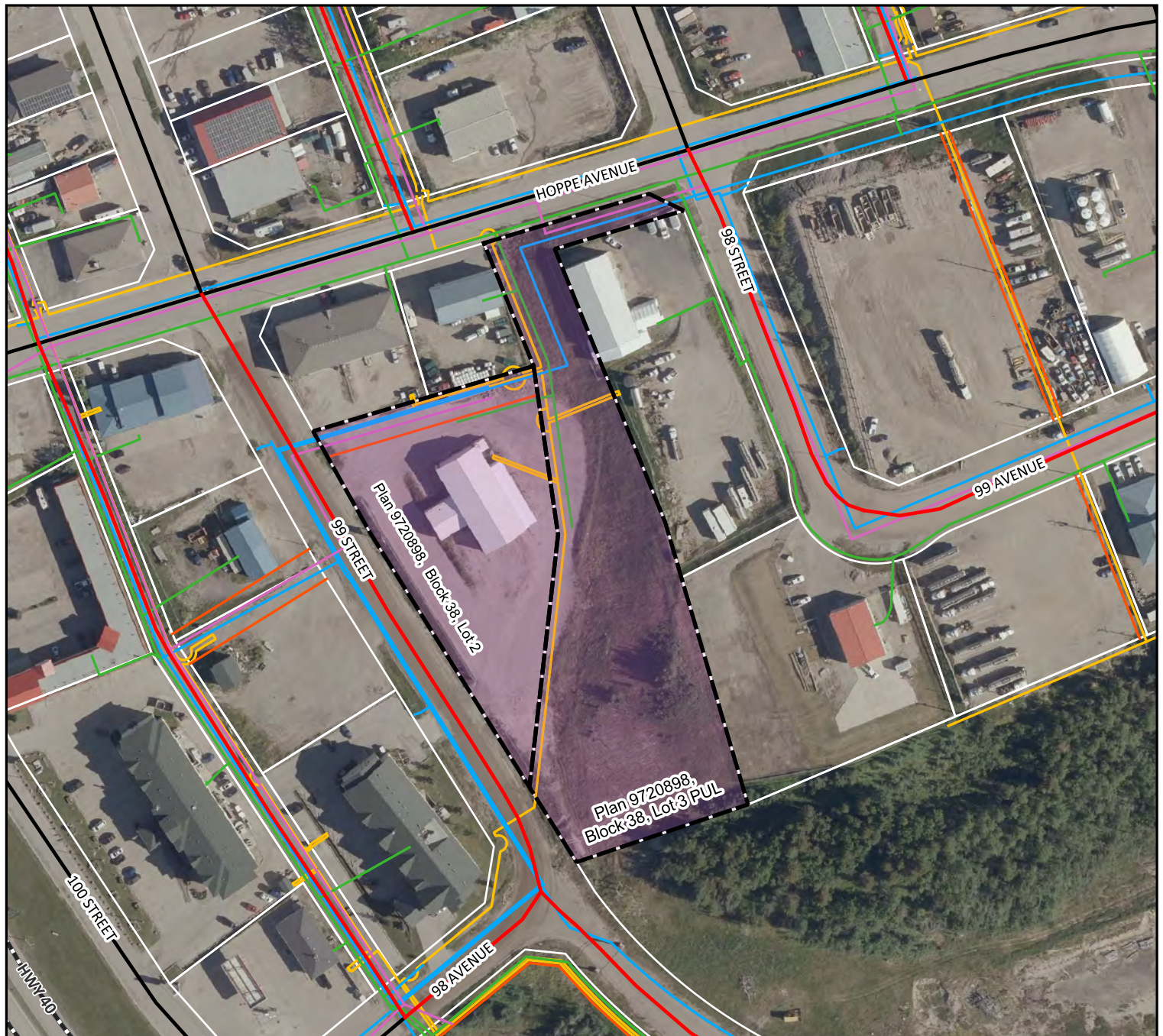




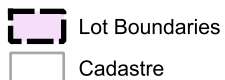


MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Proposed Sale of Public Utility Lot Utility Lines



LEGEND



Utility Layer

Utility R.O.W

Sanitary Sewer Utility
Water Utility
Gas Utility
ATCO Primary Lines

Transportation

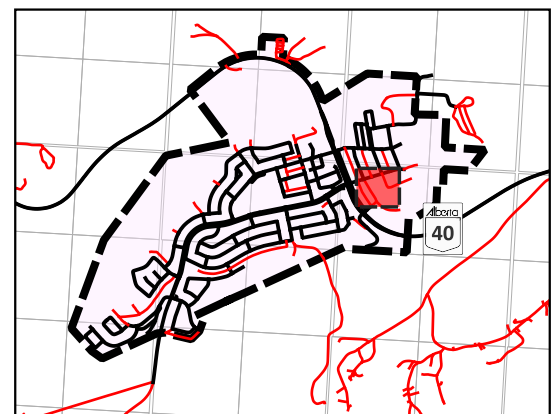
Paved Highways
Gravel Road
Paved Road

GV Imagery 2020

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Map Print Date : January 23, 2024



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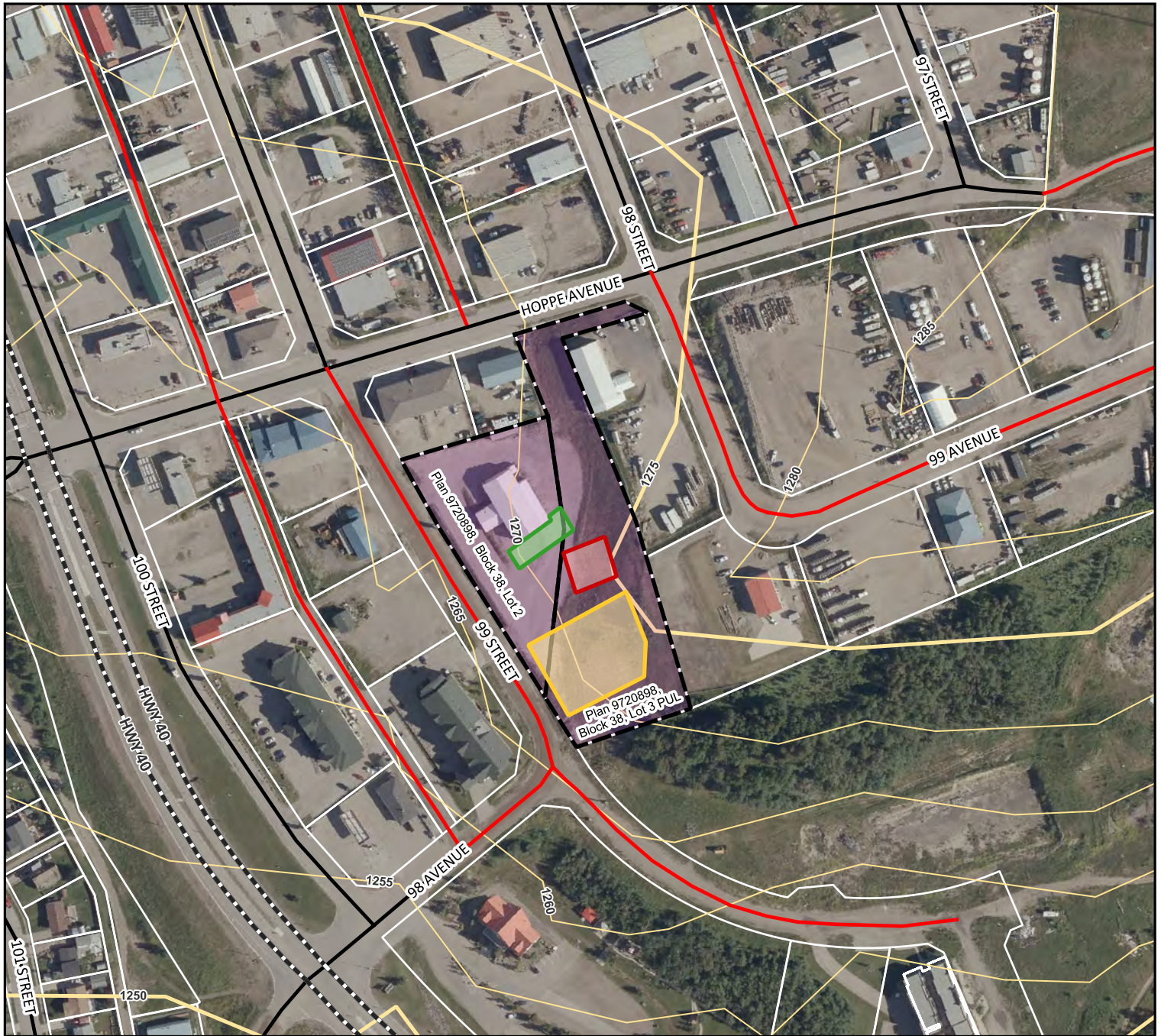
Kilometres
Scale 1:2,000

PROJECTION: UTM Zone 11N NAD 83



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Proposed Sale of Public Utility Lot Topography



LEGEND

- Lot Boundaries
- Cadastre
- Building Extension
- Mine Dry
- Parking Lot
- Gravel Road
- Paved Road
- Contour Line(m)
- Minor Break
- Major Break

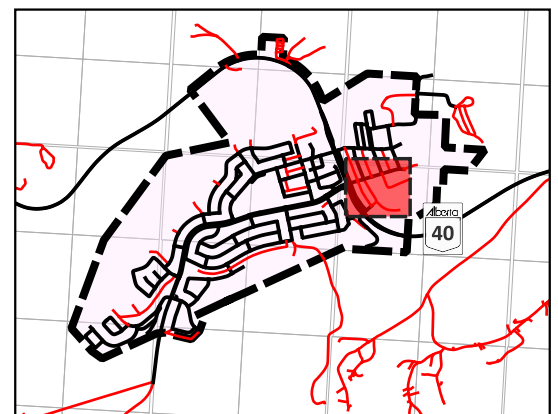
Transportation
Paved Highways

GV Imagery 2020

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Map Print Date : January 23, 2024



0 50 100



Kilometres

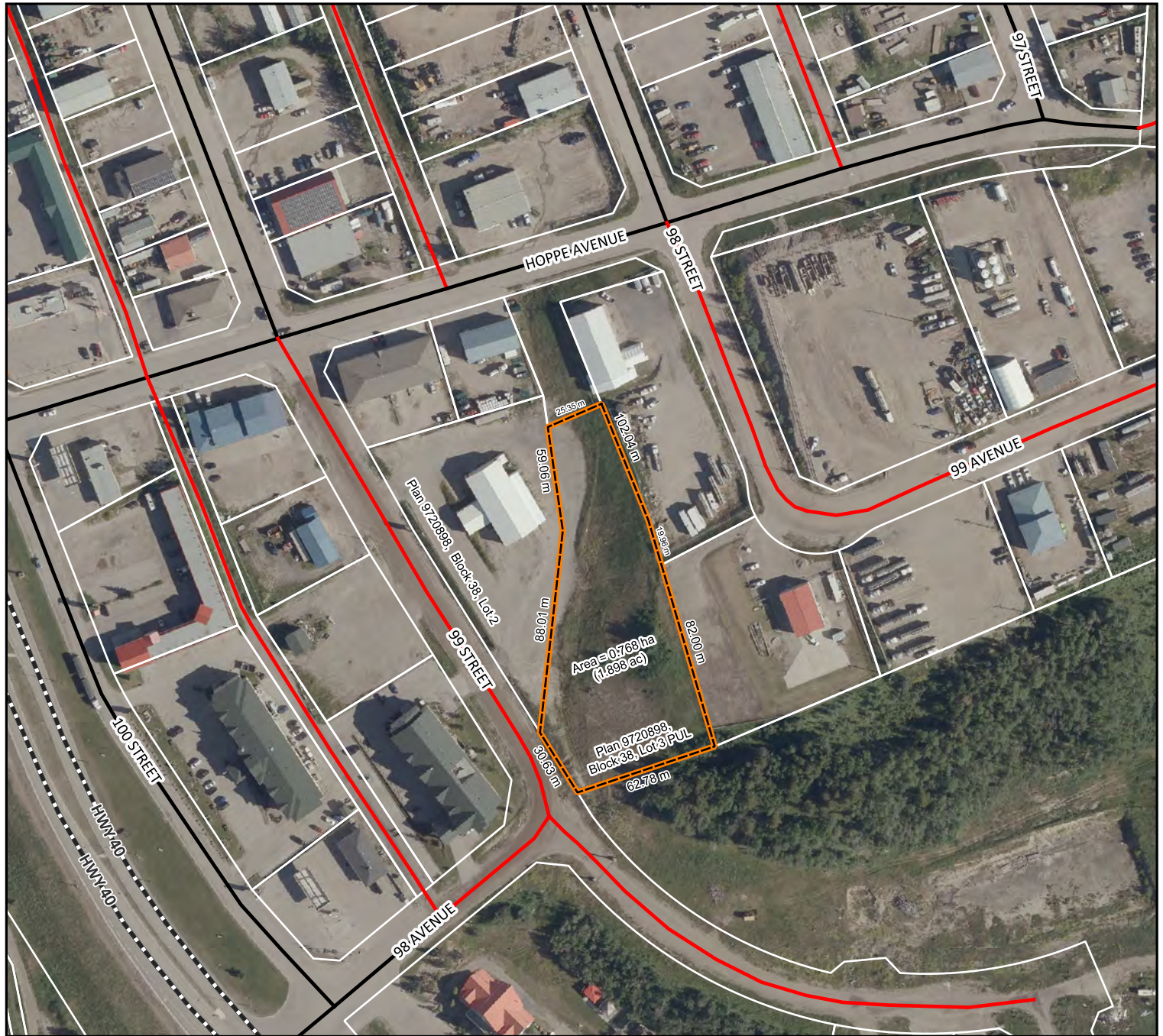
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PROJECTION: UTM Zone 11N NAD 83



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Proposed Sale of Public Utility Lot Approx. Subdivision



LEGEND

- Approximate Subdivision Area
- Cadastre

Transportation

- Paved Highways
- Gravel Road
- Paved Road

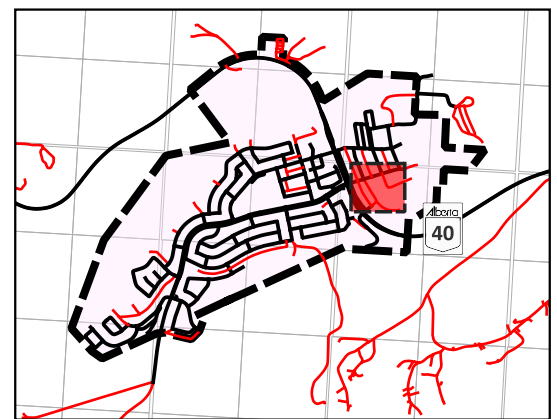
GV Imagery 2020

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Map Print Date : January 23, 2024



0 50 100



Kilometres

Scale 1:2,500

PROJECTION: UTM Zone 11N NAD 83



REQUEST FOR DECISION

SUBJECT:	Sponsorship Request - Canadian Motorcycle Tourism Association		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 13, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LD
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 8012 “Sponsorships”

RECOMMENDED ACTION:

MOTION: That Council approve sponsorship to the Canadian Motorcycle Tourism Association in the amount of \$2,500.00 for a “Corporal Sponsorship”, and up to a \$200.00 in-kind donation, for the 2024 Commemoration Event, to be held June 7-9, 2024, with funds to come from the Community Services Sponsorships and Donations budget.

BACKGROUND/PROPOSAL:

The Canadian Motorcycle Tourism Association (CMTA) will be honoring the memory of 45 regional soldiers who were killed in action during D-Day and the Battle of Normandy. This year marks the 80th anniversary of that historic day. The association’s goal is to have Silver-Cross families remembered and honored locally, at a three-day event.

The Canadian Motorcycle Tourism Association is a non-profit organization whose mission is “To honor, dedicate & Interpret the military history of Northwestern Alberta”. The Association owns and operates the Veterans Memorial Gardens and Interpretive Centre in Grande Prairie, a recognized museum by the Alberta Museums Association. The board of directors for this Association consists of motorcyclists who have a military background, are connected to the military through family, or are supporters of the cause.

The Canadian Motorcycle Tourism Association has requested a sponsorship of \$5,000.00 and an in-kind donation for their silent auction, to support the 2024 Commemoration event “Ride for Vision & Valour”, which will consist of a three-day circle tour across the region in which they will honor and remember 45 regional soldiers who were killed in action during D-Day and the Battle of Normandy. The tour will begin at the CFB Edmonton, with stops at Mayerthorpe, Whitecourt, Fox Creek, Valleyview, Bezanson, Grande Prairie, Blueberry Mountain, High Level, Slave Lake, and back to CFB Edmonton. A ceremony will be held on the Saturday of the event during the stop in Grande Prairie, to honor those 45 killed. Of those killed, these soldiers came from 12 counties/MDs and 29 communities within our region, with 8 of those soldiers being Indigenous or Metis.

Funds raised through the three-day event and silent auction will be supporting the Veterans Memorial Gardens & Interpretive Centre and the Military Police Fund for Blind Children.

Administration is recommending Council consider sponsoring the \$2,500.00 “Corporal” category, which would include 25 radio, web, and poster ads, content marketing, and name mentions throughout the event. This sponsorship level would also include a table and dinner for four (4) guests at the D’Coy armouries on Saturday evening, and a BBQ luncheon for four (4) guests the following day. Sponsorship opportunities range from \$500.00 - \$15,000.00 among others, as outlined in the attached sponsorship package.

Administration recommends awarding the “Corporal” sponsorship and in-kind donation of \$200.00, recognizing that the event is open to Greenview residents to gather and honor those from within our region and provides an educational and eye-opening experience for those who can attend.

The current balance of the Community Services Donations and Sponsorships budget total is \$160,800.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council would be supporting an event that gives Greenview residents a chance to attend and learn about the war’s history within our region, which directly impacted local residents and families.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to select a sponsorship of their choosing, to support only the requested in-kind donations or take no action to the recommended motion.

Other sponsorship packages and amounts are available as per the attached sponsorship package.

FINANCIAL IMPLICATION:

Direct Costs: \$2,500.00 plus \$200.00 in-kind donation

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

Administration will advise the Canadian Motorcycle Tourism Association following Council's decision.

ATTACHMENT(S):

- Canadian Motorcycle Tourism Association Sponsorship Application
- Commemoration Event Sponsorship Package
- Commemoration Event Invitation and schedule of events
- Commemoration Event budget

Greenview Sponsorship and Donation Request Form

Row 100

Organization or Person Requesting Funds	Canadian Motorcycle Tourism Association
Date of Application	01/14/24
Form Date Field	186
Date of Event	06/08/24
Phone Number	780-933-0182
Purpose of Organization	exec.director@motorcycletourism.ca
Mailing Address	10908-102 St Grande Prairie BAB T8V 2X3
Funding Request Total	5,000.00
Type of sponsorship request	Event Gifts-in-kind (i.e. silent auction items) Table
Describe your organization	CMTA'S MISSION STATEMENT: The Canadian Motorcycle Tourism Association believes that our heritage, history and tourism are natural partners in growing better communities. Our relationships with partnering organizations allows us to contribute to the well being of our veterans, youth and families in the communities we live and work in. Veterans Memorial Gardens & Interpretive Centre Our Committee's Vision Statement: A Commemorative Garden Connecting Community Our Committee's Mission Statement: To honour, dedicate & interpret the military history of Northwestern Alberta.
Intended Purpose	To feed cadets, serving soldiers and veterans who attend our two functions on the weekend of June 7-8-9 - please see attached budget and sponsorship information.
Direct Goals	To honour the memory of 45 regional killed in action soldiers and the 80th Anniversary of D-Day and the Battle of Normandy. To touch as many people as possible - to have silver cross families remembered and honoured.
Where/When?	This is a three day event that brings participants from out of town at CFB Edmonton to Mayerthorpe, Whitecourt, Fox Creek, Valleyview, Beezanson, Grande Prairie, Blueberry Mountain, High Prairie, Slave Lake and back to CFB Edmonton - we created a ride/drive event to honour the weekend. Please see the attached sponsorship package for the day to day details of the event.
Benefit to residents of Greenview	Please see sponsorship package for levels of benefits. We want MD Greenview council and staff to attend the event at least on Saturday and we'd love to have the reeve or a member of council to speak - 3 minute limit.
Funding from others	Please see attached budget
Recognition	Radio, web, posters, online - social - please see sponsorsip package,
Previous Donation	Yes. On radio, social media, posters, and at the events themselves.
Grant Funds Received from other sources?	
Have you performed any other fundraising projects?	
Agreement	
Grant Purpose	
Year Grant Received	
Amount of Grant	
List the donaaee, purpose and amount	

What type of fundraising & how much did you raise?	
Signature	
Date	
Financial Statement	
Administration Recommendations	
Email	
Column41	
MD Logo	
Email Comm.	
Column44	
List for Recognition	
Contact Name(s)	Marie Renee Charbonneau
Column47	
Logo Permission	
Agreement with Statement	AB
Signature1	Marie Renee Charbonneau
FOIP Disclosure	

Commemoration Event 2024



June 7-8-9

SPONSORSHIP PROPOSAL

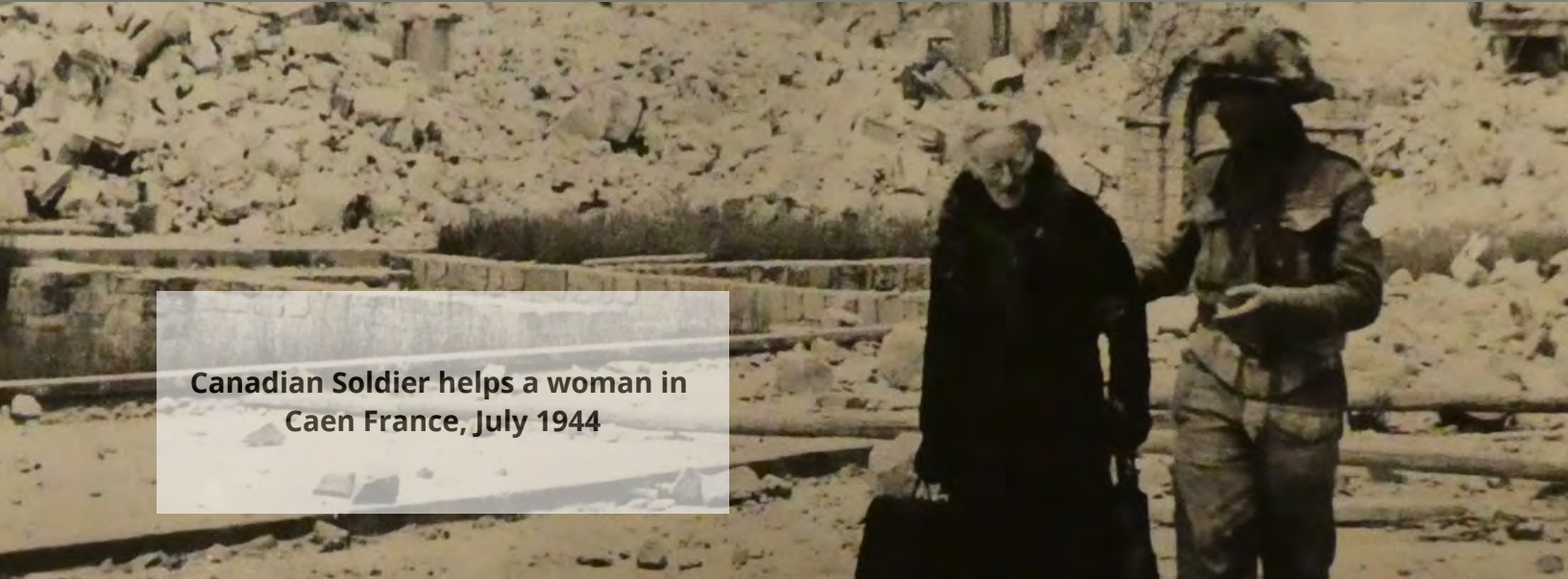


Veterans Memorial Gardens
& Interpretive Centre
10121 93 St
Grande Prairie AB T8V 1Y1
veteransmemorialgardens.com
exec.director@motorcycletourism.ca
(780) 933-0182



INTRODUCTION

The Canadian Motorcycle Tourism Association is an Alberta Registered Nonprofit with a charitable fundraising licence from the province. As part of our mandate, we own and operate Veterans Memorial Gardens & Interpretive Centre, a recognized museum with the Alberta Museums Association and a member organization of the Organization of Military Museums of Canada.



**Canadian Soldier helps a woman in
Caen France, July 1944**

2024 Marks the 80th Anniversary of D-Day and The Battle of Normandy. This region is deeply connected to D-Day and the Battle of Normandy, as 45 regional soldiers gave up their lives, representing some 20 Squadrons and Regiments. 8 of them Indigenous and many other ethnicities are represented.

The CMTA also builds projects with purpose. The Blueberry Mountain Military and Community History walk is such a project. The stories of local World War One and World War Two veterans and career soldiers like Col. James Riley Stone CM DSO & Two Bars MC CD. are told here.

SPONSORSHIP PROPOSAL | 2024



THE HISTORY & MISSION

Every year there are military events like D-Day and the Battle of Normandy that forever change lives and the world as we know it. 45 families from this region lost loved ones who answered the call during this battle.

These events need to be remembered, the soldiers who fought need to be honoured and the families whose loved ones never returned home need to be thanked for their sacrifice. 2024 marks 80 years.

Then there are men like James Riley Stone (R) who commend themselves in ways one can hardly comprehend.

Jim Stone's Canadian story started in the small farming community of Blueberry Mountain where he had purchased a quarter section of land when he immigrated to Canada via Quebec. He was a well-liked young man who played a pivotal role in spearheading the construction of the first community hall and nurses' residence in the area.

In 1939 he rode to Grande Prairie on his saddle horse Mabel and joined the Edmonton Regiment. Within five years, he rose to the rank of commanding officer. His leadership skills were evident in the Battle of Kapyong during the Korean War. Later, he assumed the role of Provost Marshal of Canada and, during his tenure, initiated the Military Police Fund for Blind Children—a registered charity unique to the Canadian Armed Forces. This philanthropic effort was motivated by his daughter Moira's blastoma diagnosis, and he was disheartened by the financial struggles faced by many children in similar situations who couldn't even afford a treat from the tuck shop, let alone go home for Christmas.

The hosting of a three-day commemoration weekend, honoring our fallen, remembering the brave, and supporting children, will now become an annual event.

It will support:

- The Military Police Fund for Blind Children
- Veterans Memorial Gardens & Interpretive Centre
- Several NW Alberta Legions and
- Our regions cadets in their development.

COMMEMORATION | 2024



Jim Stone: PA-142233

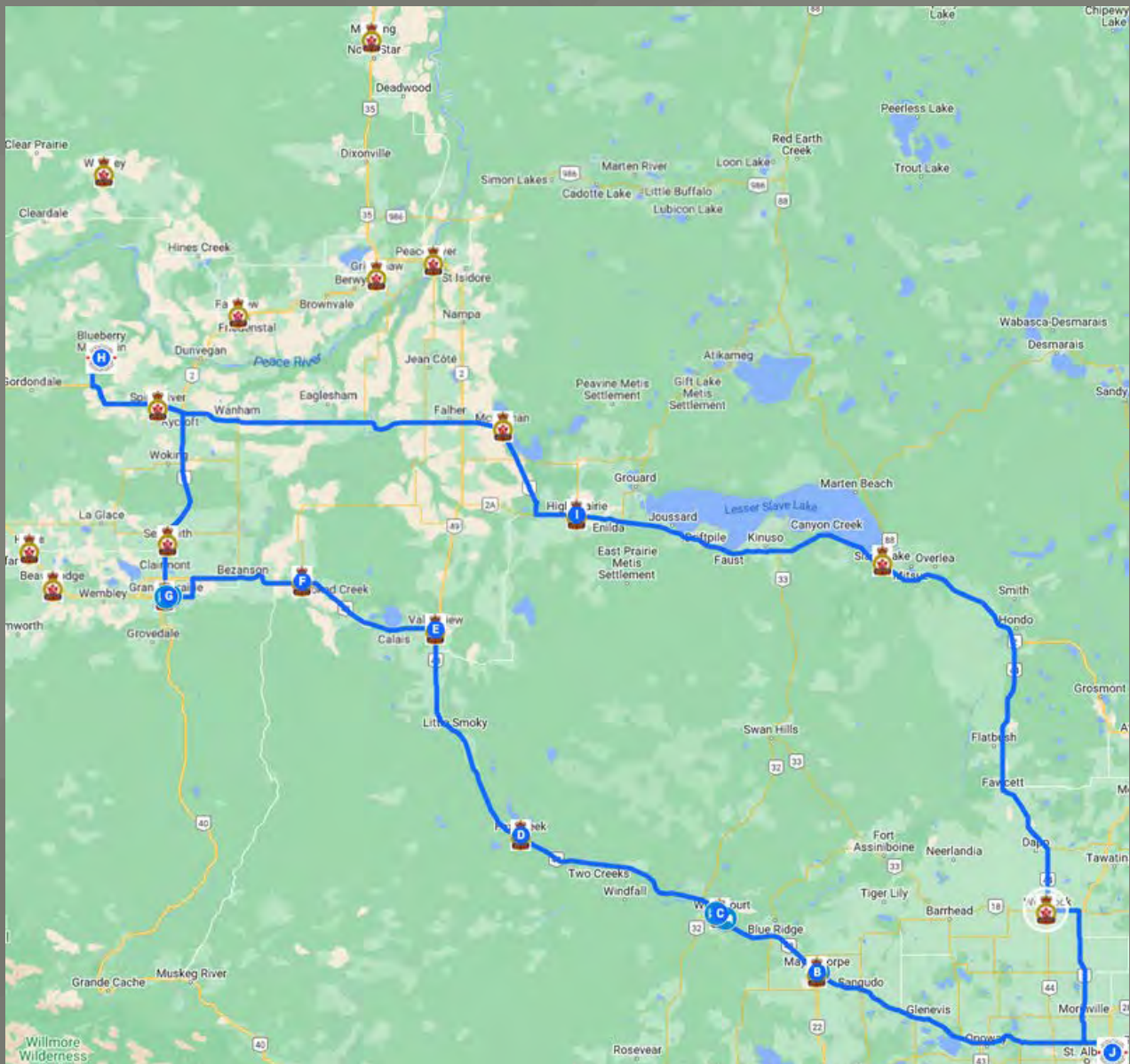


THE THREE DAY CIRCLE TOUR

Live Link to the Map
[Click Here](#)



Ride with Heart, Inspire Valour



SPONSORSHIP PROPOSAL | 2024



Ride with Heart, Inspire Valour

**Ride for Vision & Valour:
A Three Day - Ride/Drive Event with 2
Ceremonies**

FRIDAY JUNE 7, 2024
CFB EDMONTON -
MAYERTHORPE -
WHITECOURT

SATURDAY JUNE 8, 2024
WHITECOURT - FOX CREEK -
VALLEYVIEW -
BEZANSON - GRANDE PRAIRIE

SUNDAY JUNE 9, 2024
GRANDE PRAIRIE - BLUEBERRY
MOUNTAIN - HIGH LEVEL - SLAVE
LAKE - CFB EDMONTON

SATURDAY JUNE 8, 2024

D-DAY & THE BATTLE OF NORMANDY
REMEMBERING 45 REGIONAL KIA'S

SUNDAY JUNE 9, 2024

DEDICATION & COMMEMORATION OF THE BLUEBERRY
MOUNTAIN MILITARY AND COMMUNITY HISTORY WALK

SUPPORTING VETERANS MEMORIAL GARDENS
& INTERPRETIVE CENTRE THE
THE MILITARY POLICE FUND FOR BLIND CHILDREN

[VETERANSMEMORIALGARDENS.COM/COMMEMORATION-EVENT-2024](https://veteransmemorialgardens.com/commemoration-event-2024)

Call Renee - 780-933-0182 or Email: exec.director@motorcycletourism.ca



JUNE 7-8-9, 2024

3 Day Ride - Drive Schedule + Packages

Friday - June 7, 2024

Leave CFB Edmonton: 5:30 PM

Arrive Mayerthorpe: 7:00 PM - Boxed Supper

Leave Mayerthorpe: 7:45 PM

Arrive Whitecourt Hotels 8:15 PM

Arrive Whitecourt Legion: 9 PM

Saturday, June 8, 2024:

Leave Whitecourt: 8:30 AM

Arrive Fox Creek Legion: 9:30 AM - Coffee Break

Leave Fox Creek Legion: 10:15 AM

Arrive Valleyview Legion: 10:45 - Coffee Break

Leave Valleyview Legion: 11:30

Arrive Bezanson Legion: 12:15PM - Box Lunch

Leave Bezanson Legion: 1:00 PM

Arrive Sandman Hotel: 1:30 PM

Veterans Memorial Gardens & Interpretive Centre - Ceremony: 4:00 PM

Arrive Sandman Hotel for Meet 'n' Greet: 5:00 PM

Arrive at D Coy Armouries for Dinner: 6:30 PM

Sunday, June 9, 2024

Leave Sandman Hotel: 9:30 AM

Arrive Blueberry Mountain: 11:00 AM

Ceremony: 11:15 AM

Depart Blueberry Mountain for High Prairie Legion: 1:30 PM

Arrive High Prairie Legion: 3:45 PM - Coffee Break

Depart High Prairie Legion: 4:30 PM

Arrive Slave Lake Legion: 5:30 PM - Boxed Supper

Depart Slave Lake Legion: 6:15 PM - Stop at Westlock only if needed

Arrive CFB Edmonton: 8:30 PM



Please note:

The prices quoted to participate in the ride/drive event **do not** include any amount for fundraising for either of the organizations supported.

Early Bird - Full Ride Package - Per Person - Available until Jan 31- \$375.00

Hotels \$140/Night based on double occupancy (70/Person/Night) 1 (one) Box Lunch + 2 (two) - Boxed Suppers 3 (three) - on road Coffee Breaks - Ceremony - Veterans Memorial Gardens Meet n Greet - Sandman Hotel Dine & Dance - 1 ticket
D Company Armouries 9005 101 St, Grande Prairie, AB T8V 6V3
Commemoration + BBQ Ticket *Swag Bag (Blueberry Mountain) - 1 ticket

Full Ride Package - Per Person - \$399.00

Hotels \$140/Night based on double occupancy (70/Person/Night) 1 (one) Box Lunch + 2 (two) - Boxed Suppers 3 (three) - on road Coffee Breaks - Ceremony - Veterans Memorial Gardens Meet n Greet - Sandman Hotel Dine & Dance - 1 Ticket
D Company Armouries 9005 101 St, Grande Prairie, AB T8V 6V3
Commemoration + BBQ Ticket *Patch (Blueberry Mountain)

No Rooms Ride Package - Per Person - \$275.00

1 (one) Box Lunch + 2 (two) - Boxed Suppers 3 (three) - on road Coffee Breaks
Ceremony-Veterans Memorial Gardens Meet n Greet Sandman Hotel
Dine & Dance - 1 Ticket
D Company Armouries 9005 101 St, Grande Prairie, AB T8V 6V3
Commemoration Ticket + BBQ Luncheon Blueberry Mountain - 1 Ticket

To Book yourself in for the Ride Drive Event visit our Zeffy Page:
[Ride for Vision & Valour](#)



JUNE 8TH D-DAY & THE BATTLE OF NORMANDY



At 4 PM on June 8th, 2024; there is a ceremony to honour the 45 regional KIA's of our region who died during D-Day and the Battle of Normandy. That ceremony will be held at Veterans Memorial Gardens & Interpretive Centre.

The 45 soldiers we will remembering came from 12 Counties/MD's and 29 communities. 8 soldiers were Indigenous or Metis. The loss of all of these soldiers is still felt today.

The ceremony is free to attend.

A meet 'n' greet takes place following the ceremony at the Sandman Hotel, our host hotel.

A dinner and dance follows that at 'D' Company Armouries, home of the 2805 Army Cadets and the 577 Air Cadets.

To reserve your seat for the Ceremony or purchase your Dinner & Dance seat, visit our Page on Zeffy: [Ceremony & Dinner](#)

SPONSORSHIP PROPOSAL | 2024



Ride with Heart, Inspire Valour

SATURDAY JUNE 8, 2024
D-DAY & THE BATTLE OF NORMANDY
REMEMBERING 45 REGIONAL KIA'S

COMMEMORATION CEREMONY - 4:00 PM
VETERANS MEMORIAL GARDENS & INTERPRETIVE CENTRE
10121-93 ST GRANDE PRAIRIE
FREE TO THE PUBLIC



MEET N GREET WITH APPETIZERS - 5:00 PM - 6:30 PM
SANDMAN HOTEL
9805 100 ST, GRANDE PRAIRIE, AB T8V 6X3

Cost:
\$125/pp
\$225/Couple
\$900/Table of 8



DINNER & DANCE AT D COY ARMOURIES
9005 101 ST, GRANDE PRAIRIE, AB T8V 6V3
DOORS OPEN 6:30 PM, DINNER AT 7PM
MUSIC STARTS AT 8 PM



SILENT AUCTION
SUPPORTING VETERANS MEMORIAL GARDENS
& INTERPRETIVE CENTRE AND
THE MILITARY POLICE FUND FOR BLIND CHILDREN

VETERANSMEMORIALGARDENS.COM/COMMEMORATION-EVENT-2024

Call Renee - 780-933-0182 or Email: exec.director@motorcycletourism.ca



JUNE 8, 2024

JUNE 9TH BLUEBERRY MOUNTAIN MILITARY + COMMUNITY HISTORY WALK



Honouring the veterans of Blueberry Mountain will include honours for Col James Riley Stone CM DSO & Two Bars MC CD whose Alberta story started in Blueberry Mountain. Then off to High Prairie and Slave Lake Legions and back to CFB Edmonton.

The ceremony is free, the BBQ is \$20 per person. You can reserve/purchase Ceremony & BBQ Tickets on our Zeffy Fundraising page:
[Commemoration Ceremony - Blueberry Mountain](#)



Jim Stone: PA-142233



SPONSORSHIP PROPOSAL | 2024

SUNDAY JUNE 9, 2024

DEDICATION & COMMEMORATION OF THE BLUEBERRY MOUNTAIN MILITARY AND COMMUNITY HISTORY WALK

CEREMONY 11:30 AM

BBQ \$20 DONATION 12 - 1:30 PM



JUNE 9, 2024

[VETERANSMEMORIALGARDENS.COM/COMMEMORATION-EVENT-2024](https://veteransmemorialgardens.com/commemoration-event-2024)

Call Renee - 780-933-0182 or Email: exec.director@motorcycletourism.ca



BENEFITS FOR SPONSORS

Sponsoring this weekend filled with commemorative events shows our cadets and their parents that honouring our military is important to our community and region.

- You are seen as a company/organization that supports our youth and veterans
- A solid marketing plan that includes radio, online, live streaming and print marketing.
- News coverage of the events as all media outlets will be invited.

SPONSORSHIP PACKAGE



Master Warrant Officer: \$15,000

Presenting Sponsor: 200 Radio Ads, Web Ads, Poster Ads, Content Marketing, Name mentions at all of the events all weekend long.

3 Tables - Saturday Night, June 8th; Dinner at D Coy Armouries - 6 seats sponsored for soldiers, 18 for sponsor & their staff or guests - BBQ Luncheon for 24 (6 seats sponsored for soldiers, 18 for sponsor & their staff or guests on Sunday June 9th in Blueberry Mountain

WARRANT OFFICER \$10,000

100 Radio Ad tags, Web Ads, Posters, Content Marketing, Name Mentions at events + in Commemorative Brochure

- 2 Tables - Saturday Night Dinner at D Coy Armouries (4 sponsored seats for soldiers, 12 for guests of sponsor)
- BBQ Luncheon for 16 on Sunday June 9th in Blueberry Mountain

SERGEANT \$7,500

50 Radio Ad tags, Web Ads, Posters, Content Marketing, Name Mentions at events + in Commemorative Brochure

- 1 Table - Saturday Night Dinner at D Coy Armouries (2 sponsored seats for soldiers, 6 for guests of sponsor)
- BBQ Luncheon for 8 on Sunday June 9th in Blueberry Mountain

MASTER CORPORAL \$5,000

25 Radio Ad tags, Web Ads, Posters, Content Marketing, Name Mentions at events + in Commemorative Brochure

- 1 Table - Saturday Night Dinner at D Coy Armouries (2 sponsored seats for soldiers, 6 for guests of sponsor)
- BBQ Luncheon for 8 on Sunday June 9th in Blueberry Mountain

SPONSORSHIP PACKAGE



CORPORAL 2,500

25 Radio Ad tags, Web Ads, Poster presence, Content Marketing, Name Mentions at events + in Commemorative Brochure

- Saturday Night Dinner at D Coy Armouries for four (4)
- BBQ Luncheon for 4 on Sunday June 9th in Blueberry Mountain

PRIVATE (TRAINED) \$1,000

Web Ad tags, Poster presence, Content Marketing, Name Mentions at events + in Commemorative Brochure

- Saturday Night Dinner at D Coy Armouries for two (2)
- BBQ Luncheon for 2 on Sunday June 9th in Blueberry Mountain

PRIVATE (BASIC) \$500

Poster presence, Content Marketing, Name Mentions at events + in Commemorative Brochure

- Saturday Night Dinner at D Coy Armouries for two (2)
- BBQ Luncheon for 2 on Sunday June 9th in Blueberry Mountain

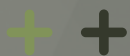
OTHER OPPORTUNITIES

- Corporate table: \$900 includes dinner for 8
- Meet 'n' Greet Cocktail Reception Sandman Inn: \$2,500, includes a table for 8 for dinner on Saturday plus 8 BBQ tickets for Sunday in Blueberry Mountain
- BBQ Sponsor for Blueberry Mountain - \$3,500 - includes a table for 8 for dinner on Saturday plus 8 BBQ tickets for Sunday in Blueberry Mountain
- Bussing for veterans, serving soldiers, military museum personnel - \$7,000 - includes a table for 8 for dinner on Saturday plus 8 BBQ tickets for Sunday in Blueberry Mountain
- Livestreaming Sponsor \$3,500 for two days - includes a table for 8 for dinner on Saturday plus 8 BBQ tickets for Sunday in Blueberry Mountain
- Sign for the Blueberry Mountain Military & Community History Walk - Let's talk!

THANK YOU!



CONTACT



780.933.0182



veteransmemorialgardens.com



exec.director@motorcycletourism.ca



Office: 10908 102 St Grande Prairie AB T8V 2X3
Gardens: 10121 93 St Grande Prairie AB T8V 1Y1



VETERANS MEMORIAL GARDENS & INTERPRETIVE CENTRE

CORDIALLY INVITE YOU TO OUR

COMMEMORATION OF THE 80TH ANNIVERSARY OF D-DAY & THE BATTLE OF NORMANY

**JOIN US AS WE REMEMBER 45
REGIONAL KILLED IN ACTION
SOLDIERS**

4:00 PM CEREMONY

SATURDAY JUNE 8TH, 2024

**VETERANS MEMORIAL GARDENS &
INTERPRETIVE CENTRE**

**10121 - 93 ST GRANDE PRAIRIE T8V 1Y1
(780) 933-0182**

5:00 PM - MEET 'N' GREET

SANDMAN HOTEL

9805 100 ST,

GRANDE PRAIRIE, AB T8V 6X3

(780) 513-5555

6:30 PM - DINE & DANCE

D COMPANY ARMOURIES

9005 101 ST,

GRANDE PRAIRIE, AB T8V 6V3

RSVP: (780) 933-0182

EXEC.DIRECTOR@MOTORCYCLETOURISM.CA



D-Day & The Battle of Normandy

NW AB Honour Roll



Osborne, Lawrence
Evans, Clayton Harold
Thompson, Ernest Robert
Pederson, George
Bergeron, John Albert
Scully, John Joseph
Rae, Harold Oliver
Garner, William Albert
Boskoyous, Noel
Person, Clarence Everett
Morin, Maurice
Hallett, William Alfred Martin
Logan, Francis James
King, Elmer Charles
Unger, Percy Frank
Shawaga, John
Whitford, William Worsley
Langlois, William Robert
Phillips, Elmer
Bisson, Andrew
Ducharme, John Clifford
Elter, Carl Jacob

Winniandy, Henry
Heath, Ivan Massey
Exner, Alphonse August
Hall, Alfred Lawrence
McLachlan, Cecil R.
Krawchuk, Steve Lawrence
Anderson, Joseph Charles
Melnyk, Peter
McPherson, Robert Stanley
Hodgson, Henry Phillip
McBrien, Ralph E.
Eastman, Thomas Allan
Braaten, Lester Lorian
Tolstad, John
Rolfstad, Peter Currie
Rooney, Donald Joseph
Arlidge, Walter Elijah
Fritz, Howard Edward
Dorscheid, Charles William
Noskeyi, Benjamin Joseph
McAllister, Henry James
Boisson, Gaston Raymond Eugene
Conolly, John Louis De Vere



VETERANS MEMORIAL GARDENS & INTERPRETIVE CENTRE

COMMEMORATION & DEDICATION OF THE BLUEBERRY MOUNTAIN MILITARY & COMMUNITY HISTORY WALK

JOIN IS AS WE REMEMBER
THE COMMUNITY OF
BLUEBERRY MOUNTAIN AS IT
WAS AND THE VETERANS
WHO CALLED THIS AREA
HOME.

Blueberry Mountain Community Hall

Sunday, June 9th, 2024

Gathering at starts at 10:30 AM

Ceremony: 11:15 AM

BBQ Luncheon: 12 Noon

RSVP: (780) 933-0182

EXEC.DIRECTOR@MOTORCYCLETOURISM.CA



Blueberry Mountain - Hall Rental	\$300.00	\$300.00	GIK
Administration	\$5,000.00	\$5,000.00	GIK
cutlery	\$3,500.00		Frontier
Pipe & Drum Band + Livestreaming Blueberry Mountain	\$2,500.00		Flip Entertainment
and the Battle of Normandy, Including title tags translated	\$7,000.00		Grant Berg Gallery
Coy Armouries	\$3,000.00		D Coy Armouries
GP Caterer + Staff	\$6,000.00		Frontier Eatery & Seafood
Hotels - CF Personnel + Dignitaries (40 room nights)	\$5,960.00		Sandman Hotel, Cloud 9 Inn
Chartered Bus + Driver	\$7,000.00		Red Arrow
Entertainment in GP + Live Streaming GP	\$3,750.00		Flip Entertainment
Photographer x 3 days	\$1,500.00		Diesel Powered Photography
Boxed Supper - Mayerthorpe Legion	\$800.00		Legion
Breakfast - Whitecourt Legion	\$500.00		Legion
Coffee - Fox Creek Legion	\$200.00		Legion
Lunch - Bezanson Legion	\$800.00		Legion
Coffee in High Prairie Legion	\$200.00		Legion
Boxed Supper - Slave Lake Legion	\$800.00		Legion
printing, translations	\$11,500.00		UPS Store
Invitations/ Agendas - Layout, printing, translations	\$1,000.00		UPS Store
Advertising Campaign - Radio, Social, Print, Tradeshow	\$5,000.00		Windspeaker Radio, 2 Day FM, Bowdoin Radio
Expenses	\$66,310.00	\$5,300.00	
Income:			
City of GP	\$7,500.00		Tentative
Saddle Hills County	\$5,000.00		Tentative
MD Greenview - 1 KIA	\$5,000.00		Tentative
Whitecourt	\$2,500.00		Tentative
Veterans Affairs	\$5,000.00		Tentative
Big Lake County - 7KIA's	\$3,500.00		
County of GP No 1 - 12KIA's	\$7,500.00		
Clearhills County - 1 KIA	\$500.00		
Northern Sunrise County	\$1,000.00		
Municipal District of Opportunity No. 17 - 2 KIA's	\$1,000.00		
Municipal District of Peace No. 135 - 2 KIA's	\$1,000.00		
Municipal District of Smoky River No. 130 - 2 KIA's	\$1,000.00		

Municipal District of Spirit River No. 133 - 1 KIA	\$500.00		
County of Northern Lights - 6 KIA's	\$3,000.00		
Mackenzie County - 1 KIA	\$500.00		
Municipal District of Fairview No. 136 - 5 KIA's	\$2,500.00		
GPRTA	\$2,500.00		Tentative
Gov't + Tourism Total	\$49,500.00		Tentative
Table Sales + Sponsorships			
\$900	\$9,000.00		Tentative
Sponsors	\$12,500.00		Tentative
Sponsors and Tables Total	\$21,500.00		
Profit/Loss	-\$4,690.00	Profit	

\$145.00	Hotel Friday	Whitecourt	
\$145.00	Hotel Saturday	GP	
\$290.00	Room Total		
\$95.00	Dinner	Dinner	D Coy Armouries
\$45.00	BBQ	Lunch	Blueberry Mountain
\$20.00	Mayerthorpe	Dinner	
\$20.00	Whitecourt	Breakfast	
\$10.00	Fox Creek	Coffee	
\$10.00	Valleyview	Coffee	
\$20.00	Bezanson	Lunch	
\$10.00	High Prairie	Coffee	
\$20.00	Slave Lake	Dinner	
\$250.00	Meals		
\$145.00			
\$395.00	Per Person		



REQUEST FOR DECISION

SUBJECT:	Rising Above – Hope Lives Banquet Sponsorship		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 13, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LL
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 8012 “Sponsorships”

RECOMMENDED ACTION:

MOTION: That Council approve a sponsorship in the amount of \$600.00 for a table of 8 for Rising Above’s 16th annual Hope Lives Banquet at the TARA Centre at Evergreen Park March 23, 2024 with funds to come from the Community Services Sponsorships & Donations Budget.

BACKGROUND/PROPOSAL:

Greenview has received an invitation letter for Rising Above’s 16th Annual Hope Lives Banquet on Saturday March 23rd at the TARA centre at Evergreen Park. The Hope Lives Banquet is a fundraising event that includes a buffet dinner, silent and live auctions, as well as the opportunity for attendees to hear stories of hope and success from Rising Above. Tickets for the event are \$600 for a table of 8 or \$75.00 each.

Greenview has historically supported Rising Above. In 2024 Council has approved a capital grant in the amount of \$333,333.33 as well as an operational grant in the amount of \$27,500.00.

Administration is recommending a sponsorship of \$600.00 for a table of 8 for Council members to attend this event.

The current balance of the 2024 Community Services Sponsorships & Donations budget is approximately \$160,800.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council would have the opportunity to learn about the successes of the Rising Above program while supporting their fundraising event.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to purchase individual tickets for the event.

FINANCIAL IMPLICATION:

Direct Costs: \$600.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise Rising Above Ministry of Council's decision.

ATTACHMENT(S):

- Hope Lives Banquet Invitation Letter



2024 HOPE LIVES BANQUET

Stephanie Hudson

Communications and Development Manager

780.533.3025 ext. 106

stephanie@risingabovegp.com

11007 106 street, Grande Prairie, AB, T8V 2Z3

www.risingabovegp.com

Greetings,

Saturday, March 23rd marks Rising Above's 16th annual Hope Lives Banquet at the TARA Centre at Evergreen Park! This fundraising event is an opportunity for us to share the passion and work we do in our community as well as a time where we get to celebrate the success of those who have found hope through our program. The evening features a buffet dinner, a silent and live auction, and beautiful stories of hope. We are excited to share new updates on where Rising Above is headed and how individuals can support us.

Due to the overwhelming support from our community, Rising Above raises over \$600,000.00 in annual fundraising campaigns and is supported through the provision of donated items and gift-in-kind services. We believe in being good stewards of your resources, so we keep our administrative costs between 7-10%. We are grateful for the support of our community so we can continue providing life changing services to help individuals break cycles of defeat in our region - and beyond!

We would like to extend an invitation to you to join us for this years banquet! Tickets are \$75 each or \$600 for a table of 8. If you would like to attend, please fill out the form and send it to Rhonda Short by emailing rhonda@risingabovegp.com.

God bless you and thank you for your support!

Blessings,



2024 HOPE LIVES BANQUET

Company Name (if applicable):		
Contact Name:		
Mailing Address:		
Phone:	Fax:	Email:

Tickets (\$75 each) x _____

Table Sponsor (\$600 - seats 8) x _____

Banquet Donation Only: _____

Total Amount: _____

Choose Method of Payment Cash ☐ Cheque ☐ Credit ☐

Amount: \$ _____

Name on Card: _____

Visa/Mastercard No. _____ CVV: _____

Expiry Date: _____

Signature: _____

How to send your completed registration to Rising Above

Phone: 780-533-3025

Fax: 780-523-3253

Email: rhonda@risingabovegp.com

Mail to: 11007 106 street, Grande Prairie, AB, T8V 2Z3

If you are sending a cheque, please make it payable to *Rising Above Ministry*

Tickets can also be purchased online at www.risingabovegp.com starting February 1st, 2024



REQUEST FOR DECISION

SUBJECT:	Request to Waive Interest on Water Agreement		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 13, 2024	CAO:	MANAGER: CG
DEPARTMENT:	FINANCE	DIR: EK	PRESENTER: CG
STRATEGIC PLAN:	Economy	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Council take no action to waive interest in the amount of \$848.70, as per the request from the owner.

BACKGROUND/PROPOSAL:

Throughout Greenview there are several agreements for the installation of water in Hamlets and Subdivisions. These agreements allow the homeowner to put \$1,000 down on the fee and pay it off over 20 years. The interest in these agreements is set to the Bank of Canada rate plus 1%. As the Bank of Canada Rates have been higher in the last year, interest in 2023 was expected to be higher than the annual payment for most accounts. Administration sent notices to account holders in October, in advance of the November 15 payment deadline and interest allocation, to remind the account holders of the rate impact.

As a result of these letters, several people reached out and either paid off the amounts in full or paid more than the annual amount to minimize the impact of interest. Despite these letters, when Administration sent the letters in November to advise of the new interest and payment reminder, there were a number of calls, one of which is the current case. It is portrayed that Administration did not adequately present the impact of interest and they would have paid it off if they had known. As of now the owner has paid off the full amount, except the interest, pending a decision from Council.

Administration went above the responsibilities of the agreement to remind owners of the interest in advance of the charge and the agreements clearly state the interest rates and payment due dates. Administration also notes that the interest charged in the agreements is less than what many owners would be able to get through a personal loan and is therefore less of a burden than other options that the owner may have.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it maintains Administration’s approach to these agreements and applies interest consistently.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to waive the interest as requested, however Administration does not recommend this action because it would make the application of interest on these accounts inconsistent with the signed agreement of other ratepayers.

Alternative Motion: That Council waive interest in the amount of \$848.70, as per the request from the owner with funds to come from the Allowance for Doubtful Accounts.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will inform the owner of Council's decision.

ATTACHMENT(S):

- Policy 1504 Accounts Receivable Cancellation or Adjustment
- Request from Owner
- Owner Waterline Agreement
- 2023 Interest advance letter
- Letter of 2023 Water Letter

Title: Accounts Receivable Cancellation or Adjustment

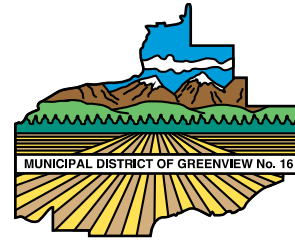
Policy No: 1504

Effective Date: July 8, 2019

Motion Number: 19.07.538

Supersedes Policy No: AD 34

Review Date: July 8, 2022



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

DEFINITIONS

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

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

POLICY

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

Cara,

Concerning the Grovedale waterline agreement account # [REDACTED] I would like to have this year's interest charge waved from my account. The interest of 8.2% represents \$848.70. Here are the reasons, I think, should warrant this.

The M.D portion of the water service was completed last fall. I did not receive any statement or receipt for the last payment that was made this past March 16, 2023, and nothing for this year payment. However, a payment of \$575 was made March 16, 2023. So, for this time payment I did not want to take chances and went, again, to the Grovedale public service building located at the fire hall. This is the place the agreement was signed and where I picked up the water meter. That was on October 25, 2023. There I inquired about this next payment. The person in charge did not know much about it and made a phone call to Valleyview with not many answers. I really wanted to know because I don't like been late and I was travelling away to work. Knowing that the waterline agreement stipulates the payment is due for Nov 15 it was decided that I was going to play it safe and made a check for the same amount as my last payment. That was on October 25, 2023.

Last week, I received a statement indicating that my \$575 was received but was considered principal and the interest portion was \$848.70 and needed to be paid. If I had known this, I would have taken steps to avoid this high interest charge.

I this point I would like the opportunity to pay the full amount of the agreement at the point of time of when I went to the Grovedale public service on October 25, 2023. This sum would have been \$10,925.00.

Thank you.

[REDACTED]
[REDACTED]
[REDACTED]

AGREEMENT

This Agreement dated the 13th day of September, 2021.

Between:

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

A municipal corporation, in the Province of Alberta,
(hereinafter referred to as "Greenview")

-and-

Gr 

Owner of: Plan 012 3804, Lot 4B

A Water Line User

(hereinafter referred to as the "Customer")

WHEREAS Greenview has constructed a water line in the Hamlet of Grovedale, within the boundaries of the Municipal District of Greenview No. 16, as identified on the sketch attached as Schedule "A" to this Agreement (The "Waterline");

AND WHEREAS the Waterline will distribute, within the Hamlet of Grovedale, water obtained from the Grovedale Water Treatment Plant;

AND WHEREAS the Customer wishes to connect certain lands identified in Schedule "B" to this Agreement (the "Lands") to the Waterline;

AND WHEREAS THE PARTIES HAVE AGREED UPON THE POINT OF CONNECTION OF THE Lands to the Waterline;

AND WHEREAS Greenview will undertake the construction work for the connection necessary to provide access to the Customer to the Waterline and a connection to the Lands and the construction work necessary for the service connection located above, on or underneath the Lands;

AND WHEREAS a condition of Greenview permitting a connection to the Waterline is that the Customer agrees to and does make payments to Greenview which include a contribution to the capital cost of constructing the Waterline and the cost of constructing the service connection located above, on or underneath the Lands;

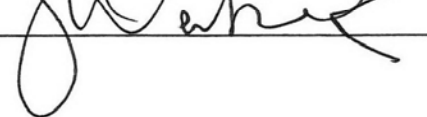
NOW THEREFORE in the consideration of the terms and conditions hereinafter set forth, the parties hereby agree as follows:

1. Upon execution of this Agreement, Greenview shall take the steps necessary to provide the connection to the Waterline to the Lands as identified in Schedule "B" to this Agreement at the agreed upon location.
2. Greenview shall use reasonable efforts to ensure that the construction of the connection to the Waterline is completed by November 1st, 2021.
3. In consideration of Greenview allowing access and connection to the Waterline, the Customer agrees to pay to Greenview the sum of \$12,500.00. Including a deposit of \$1,000.00 together with interest at the rate per annum determined by the prime lending rate plus 1% as of November 15th of each year commencing in 2022. Interest shall be calculated and paid annually, as part of the connection fee. The Customer acknowledges that the connection fee includes a portion of the capital cost of constructing the water line.
4. Upon execution of the Agreement, Greenview shall also take the steps necessary to construct the service connection located above, on or underneath the Lands identified in Schedule "B" to this Agreement at the agreed upon location and to use reasonable efforts to ensure that the construction of the service connection located above, on or underneath the Lands is completed by November 1st, 2021 at no cost to the Customer.
5. The Customer shall make annual payments to Greenview in the amount of \$575.00, plus interest calculated in accordance with paragraph 3 of this Agreement, commencing on November 15th, 2022 and continuing annually on November 15th thereafter until 2042, (20 years). Such payment outstanding as of January 1st of any year shall be subject to the payment of interest calculated in the same way as Greenview calculates interest or penalties on outstanding property taxes for each payment.
6. In the event the Customer defaults on any payment and fails to rectify such default within 30 days of receiving written notice of the default from Greenview, Greenview shall be entitled to do any one or all of the following:

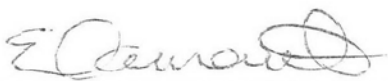
- a. Terminate the water line service to the Customer and the Lands and physically render the connection inoperative so that water service cannot be provided to the Customer and the Lands;
 - b. Commence foreclosure action against the Lands;
 - c. Take such other steps as are open to Greenview, pursuant to the laws in the Province of Alberta;
 - d. Pay the municipality such costs as it incurs to take steps to disconnect or render inoperable the service connection to the Lands and such legal fees as Greenview may incur to enforce this Agreement, including those as between a Solicitor and their own client.
7. The Customer hereby charges the Lands, legally described in **Schedule "B"**, which are served by the connection to the Waterline as security for payment of the amount set out above, together with interest and costs. Greenview is entitled to register this Agreement by way of Caveat upon the title to the Lands, legally described in **Schedule "B"**.
8. The Customer agrees to pay and Greenview shall be entitled to recover from the Customer such other charges as Greenview establishes by way of Bylaw with regard to water service provided to the Lands, including for the water provided by way of connection to the Waterline.
9. The Customer hereby consents and grants to Greenview a non-exclusive right of entry to the Lands for the purposes of contracting the connection necessary to provide access to the Customer to the Waterline and the service connection located above, on or underneath the Lands, in accordance with the terms of this Agreement and all applicable federal, provincial and municipal statutes laws and bylaws.
10. The Customer acknowledges and agrees that it shall be the sole responsibility of the Customer, at the Customer's sole cost and expense, to obtain whatever postponements and non-disturbance agreements as may be required by Greenview from any party or parties holding prior encumbrances registered against the title to the Lands to ensure that any caveat registered by Greenview remains as a first charge against the Lands. In the event that the Customer shall fail to obtain any postponement or non-disturbance agreement requested by Greenview, Greenview shall be at liberty to take action pursuant to paragraph 6 of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement on the day and year first above written.

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Per:  (c/s)

Per: 
Customer


Witness

Witness


Customer

AFFIDAVIT OF EXECUTION

CANADA) I, Ersula Damant
PROVINCE OF ALBERTA) of the city of Grande Prairie
TO WIT:) in the Province of Alberta,
MAKE OATH AND SAY:

1. THAT I was personally present and did see [REDACTED], named in the ~~with~~ instrument, on the basis of the identification provided to me, duly sign and execute ~~the same~~ for the purpose named therein;
2. THAT the instrument was executed at the Hamlet of Grovedale Alberta and that I am the subscribing witness thereto;
3. THAT I believe [REDACTED], whose signature I witnessed, is at least eighteen (18) years of age.

Sworn before me at the Hamlet of Grovedale)
In the Province of Alberta)
this 13th day of September, 2021.)



Lisa Lenentine
A Commissioner for Oaths in and for the
Province of Alberta

LISA LENENTINE
Commissioner for Oaths
in and for Alberta
My Appointment Expires Sept. 14, 2022



SCHEDULE B

MUNICIPAL DISTRICT OF GREENVIEW No. 16

PLAN 012 3804 LOT 4B







MD of Greenview
4806 - 36 Avenue
P.O. Box 1079
Valleyview Alberta T0H 3N0
Telephone: (780) 524-7600

RECEIPT OF PAYMENT

Page 1

Receipt Number: 323757
Tax Number: 136866761 RT0001
Date: September 13, 2021
Initials: ED

Type	Account / Ref. #	Description	Quantity	Amount Paid	Balance Remaining
General	GDWL	GD Waterline Connection Fee	N/A	\$1,000.00	N/A
Deposits	40310.01		N/A	\$100.00	N/A
Subtotal:				\$1,100.00	
Taxes:				\$0.00	
Total Receipt:				\$1,100.00	
Debit Card:				\$1,100.00	

Credit Card: INTERAC

Total Amount Received:	\$1,100.00
Rounding:	\$0.00
Amount Returned:	\$0.00



Do not write or staple in the above barcoded area

DRR #: C0078WC Version #: 1 Access Code: 11699

Document Registration Request

☐ Box 7575 Calgary
Alberta T2P 2R4
Telephone (403) 297-6511

☒ Box 2380 Edmonton
Alberta T5J 2T3
Telephone (780) 427-2742

Name: **M.D. OF GREENVIEW NO. 16**

Create Date: **2021-11-01**

Address: **BOX 1079
VALLEYVIEW, ALBERTA
T0H3N0**

Account or Party Code: **A100145**

Return By Mail

Customer File Number:

MJ

Name of Requester:

MARILYN JENSEN

Last Registration Number:

Telephone Number:

780-524-7640

Email Address:

**marilyn.jensen@mdgreenvie
w.ab.ca**

Customer's Special Instructions:

No instructions specified.

Priority	Document Type	Land IDs	Comments	Other Services
1	CAVEAT	102311599		

This DRR will not appear in the Pending Registration Queue (PRQ) until Land Titles receives a printed copy of this DRR with the original documents or the RR is electronically submitted through Alberta Land Titles Online (ALTO). Please note that any errors or omissions may result in loss of priority in the PRQ.

This information is being collected for the purposes of land titles records in accordance with the Land Titles Act. Questions about the collection of this information can be directed to the Freedom of Information And Protection of Privacy Co-ordinator for Service Alberta, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-2742.

Refunds of overpayments will not be issued if less than \$5.00.

Caveat Forbidding Registration

Form 26
Land Titles Act
Sections 130

Take notice that I (We), Municipal District of Greenview No. 16, the caveator(s),

claim

an interest charging the said lands for a total of \$11,500.00 under a twenty (20) year payment plan

pursuant to

an Agreement dated September 13th, 2021 for waterline connection, copy attached.

in the land(s) described as follows:

Plan 0123804

Lot 4B

Excepting Thereout All Mines and Minerals

Area: 1.49 Hectares (3.68 Acres) More or Less

Certificate of Title Number: 102 311 599

standing in the register in the name(s) of

and I (we) forbid the registration of any person as transferee or owner of, or of any instrument affecting that estate or interest, unless the certificate of title is expressed to be subject to my claim.

I designate the following address as the place at which notices and proceedings relating hereto may be served:

Municipal District of Greenview No. 16, P.O. Box 1079, Valleyview, in the Province of Alberta T0H 3N0

In witness whereof, I have hereunto subscribed my name this

October 15, 2021



(Signature of Caveator or Agent)

(Signature of Caveator or Agent)

Affidavit in Support of Caveat

Form 27
Land Titles Act
Sections 131

I, Stacey Wabick

make oath and say:

1. I am the within named caveator (or agent for the caveator).
2. I believe that I have (or the caveator has) a good and valid claim on the land (mortgage or encumbrance), and I say that this caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal with it.

SWORN before me at the Town of Valleyview

in the Province of Alberta

this 15th day of October, 2021

Teresa Marin
Commissioner for Oaths in and for Alberta

Teresa Marin
(Print or Stamp Name of Commissioner)

[Signature]
(Signature of Caveator or Agent)

April 3, 2024
(Expiry Date of Commission or Office)



Municipal District of **GREENVIEW**

October 25, 2023



Dear Serge:

RE: GROVEDALE WATERLINE AGREEMENT/CUSTOMER NO. 191314

As per the Grovedale Rural Waterline Agreement entered with the Municipal District of Greenview in 2022, we advise that your 2023 annual payment is coming due as of November 15, 2023. We will be sending your 2023 payment amount following that date.

The agreement is based on the Prime interest rate as of November 15, plus 1%. We wanted to inform you that the current Bank of Canada rate is expected to be about 7.2%. This is an estimated interest of 8.2%.

If you have any questions, please contact the mainline @ 780-524-7600.

Respectfully,

Cara Garrett
Manager, Finance & Administration



Municipal District of **GREENVIEW**

November 20, 2023



Dear Serge:

RE: GROVEDALE WATERLINE AGREEMENT/CUSTOMER NO. 191314

As per the Grovedale Rural Waterline Agreement entered with the Municipal District of Greenview in 2021, we advise that your 2023 annual payment is due as of November 15, 2023.

The calculation of your 2023 payment is as follows:

Principal Due	\$ 575.00
Arrears	\$ 0.00 (8% arrears on outstanding)
Interest	\$ 848.70 (Prime Lending Rate (7.2%) + 1% as at November 15, 2023)
Amount Paid	<u>\$ (575.00)</u>
Amount Due	\$ 848.70

Your 2023 payment of \$575 was received on October 25, 2023. Thank you for your payment. Please make an additional payment of **\$848.70** to bring your account up to date. Failure to bring your account up to date will result in a notification of default as outlined in the agreement.

Please note the total receivable as of November 15, 2023 on this agreement is **\$ 11,198.70**.

If you have any questions, please contact the mainline @ 780-524-7600.

Respectfully,

Cara Garrett
Manager, Finance & Administration

cc: Accounts Receivable Department



REQUEST FOR DECISION

SUBJECT:	Evergreen Park GIG Sponsorship Opportunity		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 13, 2024	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER: KR
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

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

RECOMMENDED ACTION:

MOTION: That Council enter into a three-year sponsorship agreement with Evergreen Park for a Greenview Industrial Gateway Fence Sign for \$2,500.00 annually from 2024-2026 as well as a \$400.00 production cost of the sign, with funds to come from the Greenview Industrial Gateway Budget.

BACKGROUND/PROPOSAL:

Administration has acquired potential sponsorship opportunities for the Greenview Industrial Gateway (GIG) at Evergreen Park. There are numerous sponsorship opportunity options and pricing available as outlined in the attached sponsorship package from Evergreen Park.

Administration is recommending a three-year sponsorship of a GIG fence sign at a cost of \$2,500.00 annually plus a \$400.00 production cost of the sign. The total sponsorship amount for this option would be \$7,900.00. This sign would be located along the fence at the entrance/exit to Evergreen Park. In addition to the fence sponsorship, exposure of the GIG on promotional screens in the TARA Centre, Wild Horse Casino & Lounge, under the grandstand and in the Pines Family Restaurant at no extra cost.

In 2023 Greenview Council approved a three-year sponsorship agreement with Evergreen Park for naming rights of the North Wing in the TARA Centre for \$8,500.00 annually from 2024-2026. A 2024 budgeted operating grant in the amount of \$33,500.00 has also been approved by Greenview Council.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the GIG would receive advertising in high traffic areas, creating a high level of exposure for the GIG.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose another sponsorship option for the GIG at Evergreen Park.

FINANCIAL IMPLICATION:

Direct Costs: \$2,900.00 (including \$400.00 for sign production)

Ongoing / Future Costs: \$2,500.00 in 2025 and \$2,500.00 in 2026

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 advise Evergreen Park of Council's decision.

ATTACHMENT(S):

- Evergreen Park Sponsorship Opportunities



Evergreen[®] Park

...experience it!



SPONSORSHIP & NAMING RIGHTS OPPORTUNITIES





ABOUT EVERGREEN PARK

Evergreen Park is the largest full-featured exhibition facility north of Edmonton. It is operated under the umbrella of the Grande Prairie Regional Agricultural & Exhibition Society - a registered, charitable non-profit established in 1910. A volunteer board oversees day-to-day operations including a full-time staff of 40.

The Park - while still staying true to its agriculture roots with an annual agri-show (photo above from bull sale at ag show in Evergreen Park Pavilion), rodeos, chuckwagon races, live horse racing and indoor and outdoor equine accommodations - now offers a huge selections of options, and buildings, capable of hosting a multitude of indoor and outdoor events.

A variety of halls, convention/conference facilities, paved parking, pavilion, riding trails, fully licensed restaurant and lounge, family restaurant and other special features, like a 2,700 seat grandstand and what is regarded as one of the best race tracks in Canada at J.D.A. Raceway, create a unique, picturesque and versatile setting for any event - all just minutes south of downtown Grande Prairie and nestled among pine and spruce trees.

We offer our facilities at a discounted rate for non-profits to help them fund-raise and each year local groups and organizers put millions of dollars into their coffers through events at the Park. Several organizations- including minor baseball, heavy horse club, gymkhana, South Peace Horse Club, disc golf and archery - utilize the Park as their home base at little or no cost.

All of the sponsor dollars we collect go towards maintenance and upgrading of our facilities for these groups and for the many other Park venues.

A sponsorship at the Park means you are committing to the community by supporting a valuable Peace Country resource used by hundreds of thousands annually.

We look forward to your company being one of our partners!



GREENVIEW INDUSTRIAL GATEWAY PAVILION

An investment of over \$2M - through government grants, County of GP support, local business support, internal funding and benevolent local supporters - has modernized the Evergreen Park Pavilion and given it an entirely new look.

The Pavilion complex includes both the Lewis Hawkes Arena and the Drysdale Arena - named after two locals who were a huge part of the creation of Evergreen Park and the evolution of the Grande Prairie Regional Agricultural & Exhibition Society.

The complex could become **Greenview Industrial Gateway Events Pavilion**, or **Greenview Industrial Gateway Ag Pavilion**, with prominent signage outside and inside. Choice of name would be in large part up to you.

Lewis Hawkes Arena, originally located at the old fairgrounds on the city's east side, celebrated its 50th anniversary in 2022. It was moved south to Evergreen in 1982. Drysdale Arena was added soon after the move..

The Pavilion has hosted Prime Ministers, rodeos, 4-H events, dog shows, farmer's markets, concerts, bull sales, archery competitions, craft and critter shows and much more. The Hawkes side of the building has bleacher seating for over 600, box offices, lounge and stalls for 37 horses. Future plan is to add an addition with at least 50 more indoor stalls. Both sides have new, modern washrooms and concession stands while the Drysdale side also includes a loft-type viewing area.

The renovations have already had a positive affect with more events - indoor rodeo, barrel racing championships, beef congress, provincial archery, bull riding competitions and more.

Your support of the facility will help us keep the building maintained and updated and available to be utilized by a wide cross-section of the Peace Country community for at least another 50 years.





GREENVIEW INDUSTRIAL GATEWAY PAVILION

WHAT GREENVIEW INDUSTRIAL GATEWAY GETS:

- Naming rights to the Pavilion, which would then become Greenview Industrial Gateway Events Pavilion or Greenview Industrial Gateway Ag Pavilion ... or whatever moniker is settled on.
- Large signage on the outside wall of both facilities and large signs on walls inside both arenas.
- A fence banner along the entrance/exit at the Park.
- Directional signage around the Park, including a large sign at the entrance, guiding people to the your building.
- Use of the Pavilion for two days per year at no rental fee. Can be used internally or provided for a local group or organization. If for an event has to be a new event and not a current event.
- Your presence on all promotional screens in the Park.
- Full page ad in the annual agri-show program.
- Exposure at The Horses At Evergreen Park live horse racing event July-August including a banner, full page program ad and PA announcements

WHAT EVERGREEN PARK GETS:

- A commitment of \$40,000 annually for a minimum of five years. Your company would have first right of refusal to continue after five years, but would have to advise Evergreen Park a year in advance of your intentions.

Note: Sign production, installation and replacement would be the responsibility your company.



BLEACHER WITH YOUR SIGNAGE

There are six sets of bleachers in the newly-renovated Lewis Hawkes Arena in the Evergreen Park Pavilion and one signage location still available.

The space available is 20 inches deep by 177 inches wide and very prominent on the back of a bleacher in a high-traffic area.

We are looking for a life-time commitment of \$25,000 for the space - \$5,000 per year for five years if you wish to spread the payments out.

Sponsor would be responsible for production and installation of the signage.





ARENA PANELS WITH YOUR SIGNAGE

The Lewis Hawkes Arena in the Evergreen Park Pavilion is used on a daily basis by a variety of groups and will also be the location for many new events now that the facility has been upgraded.

All signage is attached to the panels as stickers to ensure they are safe and very secure so as not to break off or entangle with an animal.

We are asking for \$2,000 per sponsor sign annually based on a minimum three-year commitment or, if paid up front, \$5,500 for three years or \$8,000 for five years.

Signage starts in the middle on the east side of the arena and continues clockwise and counter-clockwise around the arena covering the east side and south and north ends - areas visible by spectators in the bleachers.

Sponsor would be responsible for signage production and installation.





THE SALONS IN YOUR COMPANY'S NAME

The facility features three Salons – able to hold over 900 people in total. They are available either individually or together.

The Salons, located in the MD of Greenview North Wing of the TARA Centre, are used for many events including Big Hearts For Big Kids, the petroleum show, Agri-Show, weddings, banquets, meetings, car shows, RV shows, Festival of Trees, Christmas parties, trade shows, funerals, home and garden shows and many other events.

Your signage, **Greenview Industrial Gateway Salon**, would appear above the entrance door leading into the Salons and a second sign would be located inside the hall above the doors. There would also be a smaller sign in the hallway extended from the wall.

If you took all three Salons it would be \$15,000 annually with signage at all three entrances and over the exit doors of all three salons. If you chose just one it would be \$5,500 and two would be \$10,000 annually on a minimum five-year agreement.

Sponsor is responsible for production and replacement costs of signage.





Outside room entrance



Wall inside meeting room



Extended from wall outside meeting room

MEETING ROOM IN YOUR COMPANY NAME

Your company has an opportunity to put your brand inside and outside one of the meeting rooms in the TARA Centre.

There are four meeting rooms in the MD of Greenview North Wing of the TARA Centre. They are directly across from the Salons. The Grand Hallway is between the meeting rooms and Salons.

For your sponsorship - \$5,000 per year based on a minimum five-year agreement - your company name would appear on a sign extended out from the wall over the entrance to the **Greenview Industrial Gateway Meeting Room**; on another sign flush to the wall at the entrance; and a wall inside the meeting room.

The meeting rooms are used on an almost-daily basis and for various large productions like the Agri-Show, Growing The North, Christmas parties, company and non-profit group meetings and many other events held in the TARA Centre.





FENCE SIGNS

Do the math and it adds up to 1,000,000!

During the course of a year there will be 500,000 people who drive along the main road. And then they leave the same way. Your signage is the first and last thing they see when visiting The Park.

That means fence signage will get 1,000,000 looks in the next year as people arrive and leave the Park.

That's a lot of looking and it means pretty good value for the dollars spent to have your signage located on the fence. And, with the Park speed limit at 30 kilometres-per-hour they won't be speeding by your sign.

We are also offering, as part of this package at no extra cost, exposure for your company on our promotional screens around the Park – in the TARA Centre, Wild Horse Casino & Lounge, under the grandstand and in the Pines Family Restaurant.

The signs are 9 x 5 feet signs created out of a mesh material and, for the most part, are black backgrounds. They are \$2,500 annually and we ask for a minimum three-year commitment. Sponsors are responsible for production costs - about \$400 for each sign.





PROMOTIONAL SCREENS

There are several promotional screens at the Park – in the foyer of the TARA Centre, the Pines Family Restaurant, under the grandsand and in the Wild Horse Casino & Lounge.

All of them run 24 hours a day, 365 days of the year. That's a lot of repeats for your TV "commercial".

You have the option of a three-month exposure, six months or an entire year – with the rate being reduced the longer your commitment. It starts at \$200 per month for three months and then lowers to \$150 per month for six months and then slides all the way down to just \$100 per month if you sign up for a year.

You provide us with the ad, in either JPEG or PDF format or MPEG. If you have a three-month agreement we will switch out your ad twice during the agreement time; if you have signed up for the six-month deal we will switch your ad to something different four times; and if you're with us for a year we will put your new ad on the screens up to six times.

Your ads can include animations, video, photos, logos and, of course, words.

Note: This sponsorship comes at no extra cost with purchase of a fence sign.





DON MOON
Marketing & Sponsorship Manager
587-298-0548 dmoon@evergreenpark.ca
www.evergreenpark.ca



REQUEST FOR DECISION

SUBJECT: **Rig Mat Business Weed Mitigation**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: February 13, 2024
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Environment

REVIEWED AND APPROVED FOR SUBMISSION
CAO: SW
DIR:
LEG:
MANAGER:
PRESENTER: SW

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Land Use Bylaw 18-800

RECOMMENDED ACTION:

MOTION: That Council direct Administration to engage the business located on NW33 69-6-W6M Roll number 318084 regarding weed mitigation strategies.

BACKGROUND/PROPOSAL:

As a municipality, Greenview strives to be a healthy, safe, and sustainable community that values the stewardship of its diverse resources. To achieve this, Greenview incorporates 4 sustainability pillars, one of which is the environment and the development of plans that allow for growth opportunities while preserving agricultural land.

Many factors go into preserving agricultural land. Perhaps the most obvious is minimizing development of arable land. However, the protection of such land must also consider a broader scope of land use planning and associated cumulative effects. Past, proposed, and future projects occurring on non-arable land still play a significant role in influencing surrounding areas, including those used for agriculture.

Cumulative effects of development impacting arable land can take many forms. The obvious ones are increased public and industrial interaction with agricultural producers that can create conflict. However, perhaps the greatest impact can be one that is more difficult to pinpoint yet can cause considerable cost, reduce productivity, and even lessen property value. Noxious weeds.

Noxious weeds increase land management expenses for businesses, property owners and municipalities. If particular care is not given to proactive measures such as confinement and early detection and management, impacts are not only felt on site and immediate surroundings, but on a watershed scale through seed bank dispersal via wind and water. Common noxious weeds within Greenview include Canada Thistle, Scentless Camille, Tall Buttercup, Burdock and Tansy. While species like Tall Buttercup are often transported and spread by animals, the others spread easily on equipment, vehicles, wind and water.

Recently, Administration had been tasked with investigating steps for remediation and prevention of weed spreading in the mat cleaning and storage yard in the industrial park in the Hamlet of Grovedale. During this investigation it was concluded that weeds on site weren't presently noted and continued monitoring would take place on localized and runoff areas. However, it was also noted that 2 dugouts collecting runoff have been recently removed. As such Administration decided to complete another review with this in mind.

Upon review of the greater area and how the property could potentially contribute to downstream cumulative effects it can be confidently reasoned that the dugout on the northeast portion of the property that has recently been removed played an important ecological role in lessening industrial impacts on the adjacent wetland complex, its riparian and upland areas. The dugout in question was situated in a manner that naturally collected runoff from both natural and industrial imposed events. Its location was also immediately adjacent to a large wetland complex. This complex is very diverse and interconnected across a large land base making it difficult to delineate with certainty from a desktop exercise, however, creating a polygon around the more obvious areas yields an area covering approximately 265 acres consisting of permanent and seasonally flooded areas. The removal of the dugout would also remove its ability to act as a settling pond trapping suspended particles including the seeds of noxious weeds. During the wetland review it was also noted that there were other development and industrial activities in the form of roads, pipelines etc. Therefore, negative cumulative effects of the area have numerous potential source points. Of significant difference though is that the dugout was situated towards the head waters of the area in question and the intensity of a rig mat cleaning operation would presumably intensify potential impacts.

Another significant difference in dealing with the cumulative impacts on the arable land in question is that the industrial activity taking place within the land base itself is dealt with by the owner, lessee, and other industry together. While the success of these partnerships varies, in theory some sort of management and mitigation of weed issues is possible through proper accountability. In the situation at hand, once weeds are expelled off the property in question there is no recourse and is left solely up to the landowner or lessee to deal with. This can have tremendous implications both on animal unit months of available forage and costs of weed control and notably displaced accountability.

When factoring in the potential impact of both the nature of the business on the site in question as well as lack of or subtraction remedial tools to lessen its impact on its surroundings, Administration believes it is reasonable to engage the landowner and propose better runoff control on site before entering the wetland complex and adjacent lands. The most reasonable solution is thought to be the reintroduction of the dugout/settling pond coupled with a berm. The berm could be constructed in a manner to hold runoff at a reasonable level while still allowing for water to breach during extreme events. This will theoretically address water input from the business, spring runoff, allow particle/seed settlement within the dugout while still alleviating water from 'setting up' on the property during extreme events.

Planning Analysis

Historical review of ortho photography proves the dug-out/water feature existed prior to the industrial use on the site and persisted numerous years after initial development. Therefore, it can be asserted this water feature had substantial influence over the predevelopment drainage pattern of the site which would require a development permit pursuant to Section 5.28.2 & 5.28.3 of Bylaw 18-800.

Excerpt of LUB 18-800: 5.28 Environmental Standards

5.28.2 All developments must be designed to ensure the stormwater runoff to adjacent lands or watercourses does not exceed pre-development flows.

5.28.3 Developments shall not adversely affect groundwater resources or disturb natural drainage patterns or watercourses unless such measures are necessary to serve a proposed development and receive approval from Alberta Environment.

Although no formal storm plan was required as part of the original development permit, any change to predevelopment flow can be prohibited from occurring without an assessment of its impacts. Given the specifics of this water feature there is reasonable for enforcement to reestablish the water feature.

Moving forward, the most ideal method of addressing water flow and potential movement of weed seed is to have a stormwater drainage plan prepared by a qualified professional commissioned and installing a designed structure.

BENEFITS OF THE RECOMMENDED ACTION:

1. Benefits of accepting the recommended motion is that weed control in the area may experience increased success.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of accepting the recommended motion is that Greenview may be imposing additional infrastructure work on the private land of an established business.

ALTERNATIVES CONSIDERED:

Alternative #1: The alternative to the recommended motion is vote against it as it stands.

Alternative #2: Given this subject matter has been previously discussed Administration does not have other alternative motions at this time.

FINANCIAL IMPLICATION:

Direct Costs: N/A

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

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: If the motion is accepted, the planning, enforcement and agriculture departments will work together to discuss with the landowner.

ATTACHMENT(S):



REQUEST FOR DECISION

SUBJECT:	Greenview Regional Multiplex Advisory Board Appointment		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 13, 2024	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER: WH
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Bylaw 20-861 Greenview Regional Multiplex Advisory Committee

RECOMMENDED ACTION:

MOTION: That Council appoint Kyle Belcourt to the Greenview Regional Multiplex Advisory Committee until the October 2024 Organizational Meeting.

BACKGROUND/PROPOSAL:

The Greenview Regional Advisory Committee currently has a vacancy for one member. By making the recommended motion Council would be filling the requirements of the committee for the 2024 year. This appointment would need to be reapplied for before the October Organizational meeting as per Bylaw 20-861.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is Council will be filling the needs of the Board.
-

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 appoint a member at this time. However, Administration has reviewed the application and recommends that Council moves forward in filling this vacancy. We currently have no reason to deny the application, nor do we have any outstanding applications to bring forward for consideration.

FINANCIAL IMPLICATION:

Direct Costs: There are honorariums associated with this 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 make the applicant aware of Councils decision following the meeting.

ATTACHMENT(S):

- Application



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

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

Greenview Regional Multiplex Committee

Are you a resident of Greenview?



Yes



No

Are you currently serving on a Municipal Board or Committee?



Yes



No

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

N/A

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



Yes



No

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

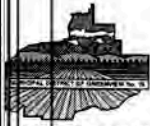
N/A

Personal Resume

Name:

Kyle Belcourt

[Redacted area for Personal Resume]



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

[Redacted area]

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

[Redacted area]

[Redacted area]

01/31/2024

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: wendy.holscher@mdgreenview.ab.ca

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: CAO Services

Submitted by: Stacey Wabick, CAO

Date: 2/13/2024

For everyone January is a month to turn the page and start another year fresh and CAO Services in no exception. In many cases it is a month of review, examining where the organization came from in 2023 and where we want to head in 2024. To begin this process the Senior Leadership Team began reviewing Councils Strategic Plan. We looked at how we did administratively in forwarding our collective goals, where more attention is needed and where some adjustments are required. This led into organizing a Strategic Plan review with Council. Overall, the Strategic Plan that this Council has put forward has been a success to this point. We were able to make strides in all areas and for those who are not familiar with it I encourage a visit to [Publications & Resources – Municipal District of Greenview \(mdgreenview.ab.ca\)](https://mdgreenview.ab.ca/publications-resources). Saying that, this is a living document and minor adjustments are being made as a result of the review and residents will be updated when that is available.

Some of the more day to day items in CAO Services included working with our Director of the Greenview Industrial Gateway Kyle Reiling. Kyle has been doing a terrific job in advancing this project that will ultimately see more business come to Greenview that will create jobs and contribute to our local economy. As a result of his hard work Greenview recently signed a Memorandum of Understanding with Interprovincial Fuel Solutions to construct a \$600 million dollar facility to manufacture synthetic low-carbon gasoline.

CAO Services has also been working on the provincial highway 666 sloughing issue near Grovedale. We are currently negotiating with the province to ensure the impacted area of the road remains open to ensure continued level of service to residents in the area. Other work has included working with surrounding municipalities on a number of fronts. This includes regional collaboration with the County of Grande Prairie and City of Grande Prairie to continue to promote the region, working with Birch Hills County, Md of Smoky River and Big Lakes County on drainage issues from past provincial drainage programs and discussions with the Town of Valleyview and Fox Creek on what lies ahead for our municipalities and areas of commonality.

Discussions with two seniors housing authorities we had as our aging population and housing needs continues to require attention, and Greenview has begun to take a detailed look at the newly created provincial Local Government Fiscal Framework (LGFF). Replacing a previous program, the LGFF is an important source of funding for municipalities like Greenview and our understanding of its benefits and implications can be of paramount importance.

Lastly, Greenview is excited about the upcoming by-election for Ward 9, Grande Cache. January was the month to put one's name in to become a Councillor for this area and all of Greenview and there are 5 candidates. The advanced vote for the election is February 15, 2023, with the main election to follow on February 21, 2024. On behalf of all Administration, CAO Services wishes all of the candidates' luck and we look forward to a new member on team Greenview.



Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

Date: 2/13/2024

Director Corporate Services – Ed Kaemingh

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

- **Governance** – *Provide current staff growth opportunities when appropriate:*

In January our Human Resources Manager [REDACTED] filled in for me as Acting Director while I took some time off to attend to personal matters.

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

Finance and Administration received an offer to purchase on a previous tax sale property. We have consulted with legal to make sure we do our due diligence. Council had set the reserve bid for this property at the July 2021 tax recovery and the offer matches those requirements.

I had a project meeting with the General Manager, Business Development for Public Sector Digest to discuss the status of the Asset Management Software Project, the project is progressing well.

The chart of accounts project is near completion and will be on hold until the team has completed the year end and audit. Similarly, the Townsuite financial software project has made some initial progress but will also be on hold as year end and audit are complete. We had factored these constraints and timelines into our original project plan and with the vendors, understanding we would have limited capacity during this busy time.

- **Economy** – *Seek opportunities for other funding sources:*

We met with DRP and Forestry to go over some details on the grant applications and to discuss expectations moving forward. The team is working closely with the province ironing out the details of our submission.

Finance & Administration, Manager – Cara Garrett

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

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

January is a busy period as the team see both 2023 and 2024 items coming in. It is important to make sure that the transactions are recorded in the proper year, and this requires an extra amount of diligence from everyone involved. Even after the accounts receivables and payables sub-ledgers are closed there is a significant amount of work in reconciliations and adjustments. The most significant of these will be the new requirement for asset retirement obligations.

Accounts Payable Statistics

METHOD	MONTH	# OF PAYMENTS	# OF INVOICES	\$ VALUE OF PAYMENTS
EFT	November	587	1564	\$8,294,160
CHQ	November	107	133	\$494,640
EFT	December	472	1362	\$12,913,432
CHQ	December	143	184	\$1,335,456

Financial Reporting, Manager – Marley Hanrahan

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

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

The focus in January was on year end. We continued work on the 2023 changes to tangible capital assets which included review of capital expenses to ensure they met TCA thresholds and policy guidelines, setting up the fixed asset card information in WorkTech in alignment with policy, and gathering disposal information including bills of sale and insurance claims. To date, we have created about 140 new asset cards for 2023 with more to be done as we work through the capital project listing.

We have also been doing a review of our GL accounts and creating adjusting journal entries as required. We also worked on review of year end inventory counts which includes count and price verification to purchase invoices. And we have started preparing and reviewing year end working papers in anticipation of the accrual process cut-off of January 31st so that we can make final updates as support of any year end adjustments in early February.

The preliminary Q4 financial reporting package was also prepared in accordance with the Financial Reporting Policy for the January 23rd Council meeting. As we have not completed 2023, it was a preliminary summarized look at where Greenview was at compared to the budget. A final unaudited report will be presented to Council at the March 26th Council meeting.

Work continued the chart of accounts refresh and we are continuing to outline the new object codes, with only a few categories remaining. In conjunction with this, mapping of the old accounts to new accounts has also begun. This work will slow on our side over the next two months as we focus on year end and audit, but the consultant will continue on their side.

Asset Management Officer – Jamie Hallett

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

- **Economy** – *Adopt an asset management plan:*

Work continues on the Asset Management Plan (AMP) for the Category: Art/Culture/ History - Cemeteries and look to have the completed draft for end of Q1. Working on the format on this asset management plan, to making it easier for the next AMP by templating this current working version.

Asset Retirement Obligations (ARO's) have been moving forward for the 2023 Audit, collaboratively working with Finance and Solid Waste, we have been gathering the information on all Landfills, Transfer Stations, and Lagoons. We have all locations for the landfills with one left to investigate, as well as all Transfer Station and Lagoon locations. We met this past week on planning for the landfills closure documents and then compliances with environmental regulations. We will be starting the projects in 2024.

Phase 3 of software project is ending by the first week of February. We have the phase 3 department workflows submitted to PSD consultants. We now have Environmental Services - Utilities Grande Cache, Outdoor Recreation, Agriculture/ Beautification, and Environment Services - Solid Waste that will be live in the next 2 weeks.

Asset count is still going up and have crossed the 45,000 mark of assets. We met with the asset management (AM) consultant from PSD and we're beginning the wrap up of the AM portion of the project. A couple of final parts of the project and one training session left to be completed.

New to the Phases is the brand-new data base being built for Greenview Regional Waste Management Commission (GRWMC). We have GRWMC assets entered and the workflows that have been developed by Greenview staff also being entered into the Maintenance Manager parts of PSD. With a visit to Regional at the end of the month; we have found more assets with corrections needed for the assets previously listed. This will be finished over the next couple months and training will be completed in end of Q2.

Phase 4 will start up again on May 15th, we will coordinate the new Chart of Accounts and the General Ledger into PSD. Once completed, phase 5 will be led by PSD for the Application Programming Interface from PSD to TownSuite to enable the two programs to speak to each other. This part of the software project is still on track for completion in the fall of 2024.

Information Systems, Manager – Peter Stoodley

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

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

Information Systems has been busy this month with two Greenview University IT Roadshows. One was located at the PSB in DeBolt, the other at the PSB in Grande Cache. Staff attended a three-hour presentation and discussion about various topics such as security, equipment used at Greenview, best practices, plus other items. This gave

them the opportunity to ask questions and if required, provide solutions. This was a great experience for staff and the IS team and we will be continuing the IT Roadshow.

Information Systems has compiled a report which provides stats on blocked emails due to Greenview's security measures to protect staff email accounts and the organization. These stats are from December 20, 2023 to January 24, 2024.

Quantity	Type
41	Malware Blocked
2,591	Phishing Inbound Blocked
19,951	Microsoft Edge added security. Edge is a browser commonly used by staff. This number shows how many times Edge has blocked advances from websites.
2,869	Spam Blocked

Legislative Services Officer – Sarah Sebo

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

- **Governance** - *Ensure our policies address changing and growing community needs:*

On January 9, 2024 the following bylaws and policies were reviewed by Council.

- Bylaw 24-970 Schedule of Fees received third and final reading with amendments. This is an annual bylaw where Council has the opportunity to review the fees Greenview charges for services provided by the municipality.
- Policy 1009 "Ice Cover Work Operations" was repealed. The policy has been transferred to an Administrative (internal) policy, due to the solely administrative nature. It does not affect the municipality as a whole.
- Policy 1004 "Access to Minutes of Meetings" was repealed. The information in this policy, how the public can access Council meeting minutes, is covered under the Municipal Government Act and was therefore deemed redundant.

On January 23, 2024, the following bylaws and policies were reviewed by Council.

- Policy 2012 "Violence and Harassment Prevention" was updated to meet current Occupational Health and Safety standards. This policy expresses the Municipal District of Greenview's commitment to a Workplace that prevents Violence and Harassment from occurring, and it ensures that Greenview will meet both its obligations and responsibilities as set out in relevant legislation.

- Policy 02-115 “Workplace Substance Use Prevention” was transferred to an Administrative (internal) policy, due to the solely administrative nature. It does not affect the municipality as a whole.

The Policy Review Committee’s January 10, 2024, meeting was cancelled due to a lack of policies.

The next Policy Review Committee is scheduled for February 14, 2024.

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

Nomination day for the Ward 9 (Grande Cache) bi-election was January 24, 2024. No one else may submit their candidacy now. There are currently five candidates running for the vacant Councillor seat. The election will be held on February 21 at the Eagles Nest in Grande Cache. The polling station will be open from 10:00am to 8:00pm. An advance vote will be held in the same location with the same hours for those who cannot make the 21st. The Grande Cache community bus will be available on both days to transport senior citizens without transportation to the polling station.

Procurement Officer, Ashlee Holmes

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

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

January has been a very exciting month for Procurement. This month, Procurement finalized, and Senior Leadership approved six contract templates (Goods and Services Agreement, Master Goods and Services Agreement, Consulting Agreement, Master Consulting Agreement, along with Canadian Construction Documents Committee (CCDC) 2- stipulated price and CCDC 3 cost plus) for Greenview Administration to use. These templates will allow for a standardized and consistent approach for all departments, with the ability to tailor each one to the specific project, service, or good Greenview is received. Please note the CCDC contracts are the national construction industry standard contracts; however, in consultation with our legal team, Greenview ensured they were relevant and specific to Alberta practices and legislation.

In addition to the templates, Procurement, in collaboration with the respective departments, finalized the recycling waste and confidential shredding tender, the nightly security guard tender, and the engineering services for the Grande Cache landfill closure/ the waste transfer station tender development. Greenview also launched the following tenders: water truck services on the Forestry Trunk Road, the Greenview Regional Multiplex Fieldhouse Cooling system upgrade, Seasonal beautification (flowers and plant material), the replacement of the Ice Arena and Installation of arena boards, the Grande Cache Operations Building, and the Generator Readiness. All of the above-noted tenders close at various times during February and March and will be brought forward to Council meetings this spring.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager’s Report

Department: Community Services

Submitted by: Michelle Honeyman, Director Community Services

Date: February 13, 2024

Culture, Social & Emergency Services

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

The Sunset House Community Hall meeting was attended in collaboration with Greenview’s Asset Management Officer, items discussed included the RMA insurance inspection that was completed on November 30th, 2023 as well as board governance.

Collaboration with our municipal partners regarding the operation and capital funding provided to the Nitehawk Adventure Park continued this month. The City of Grande Prairie, County of Grande Prairie and Greenview administration met to discuss the shortfall that Nitehawk is anticipating for 2024. A short snow season and warmer temperatures as well as operational shortfalls of past years are contributing to the anticipation of requiring additional funding in 2024. Nitehawk has committed to sending a letter to the municipal partners to look a shared funding agreement for a longer period of time as opposed to the annual grant request process that is practiced.

The first output of community grants for 2024 have been processed and sent to successful recipients. As we move closer to the online portal being implemented, the Community Services Coordinators work with all groups to ensure reporting and required information is completed. There are grant recipients that are not always punctual in the return of financial allocations and reporting of their annual contributions and the CS department continues to require accounting from all groups prior to distribution of the next years annual grant funding.

Governance-Goal 2-Provide quality municipal services.

The CAO has approved the following sponsorships and donations:

Organization Name	Event	CAO Approved
Valleyview Minor Hockey	Hockey Day in Canada	\$200.00 in-kind
Valleyview & District Agricultural Society	Early Bird Dance	\$200.00 in-kind
Community Futures Peace Country	SongRise Music Conference	\$500.00

The Greenview Sponsorships and In-Kind Donations Policy states the “CAO, or designate, has the delegated authority to approve a sponsorship or donation for a single event up to a maximum of \$1,000.00” and it also states, “Administration will provide an update to Council regarding sponsorships and donations approved by the CAO in the monthly manager’s report”.

Agricultural Services Manager, Sheila Kaus

Environment- Goal 3; Create a balance between development and natural resources

While the control season has concluded for 2023, Administration continues with efforts to reach out to landowners with infestations of concern. With many of the infestations triaged through the control season, this allows administration to focus on the cases with reluctant landowners, or those that may be more receptive with a planned approach prior to fieldwork. Currently, there are 47 cases of concern throughout rural Greenview and 12 cases of concern in urban Greenview. Administration will update how this approach works in the future. Administration is reviewing the cases and will be returning to Council seeking a motion to destroy more than 20 ac of crop for those cases Administration recommends receive a weed notice in the near future.

In November, 2023 the Landcare Coordinator facilitated the Land Rental and Lease Agreement Event, presented by the Farmers Advocate Office (FAO), with 22 people attending. It was a great event, featuring active discussion and everyone seemed to be pretty engaged. FAO provided a lot of handouts which were good for everyone to receive and see. FAO granted permission for the presentation and handouts to be sent to a couple of people who could not attend the event. Administration has scheduled an online webinar delivery on February 21st which will be recorded and available on the Greenview website for one month so that more of Greenview is able to benefit from the presentation.

Problem Wildlife Work Orders

File Status	Beaver- MD	Beaver- Ratepayer	Customer Service	Predation	Totals
In Queue	-	-	-	-	
Open	0	2	2	11	15
Closed	54	30	35	28	147
TOTALS	54	32	37	39	162

Currently, there are 11 active predation trapping sites the team has been monitoring. Since October, 9 wolves and 17 coyotes have been removed from the locations. The team has been challenged sourcing bait for the locations. With the mild weather through most of this winter, roadkill has been less plentiful as the animals remain in the bush to graze instead of accessing ditches. Coupled with the variability in the month of January, the team has been challenged with freezing traps.

At the Agricultural Service Board meeting held on January 31, 2024, the Board discussed issues surrounding carcass disposal within Greenview with the team’s input on how the issue impacts predation within the municipality. Administration has been asked to draft potential resolutions or programs for the Board’s consideration for related to the issue.

Economy- Goal 2; Create a diverse economy

VSI Quarterly Reports and Service Breakdown – 2023

Veterinary Services Incorporated (VSI) encourages livestock producers to access veterinary care and maintain herd health, protecting the economic viability of their livestock operation. Fourth Quarter totals arrived on January 29th, with the program finishing at +27.10% increase in services. The bulk of this was seen in pregnancy checking, with 13,319 checks being performed in the final quarter. This left Greenview with a balance of (\$8,902). Added to the \$143,000 for the VSI contract in 2024, this increases the budget by \$15,000.

	# Services	2023	2022	+/- (%)	2021
1 st Quarter	80	\$22,540.38	\$17,268.52	30.01%	\$19,269.77
2 nd Quarter	190	\$41,281.84	\$33,563.50	23.00%	\$33,953.33
3 rd Quarter	69	\$11,534.28	\$6,361.23	81.00%	\$8,382.80
4 th Quarter	124	\$49,639.40	\$41,106.15	20.80%	\$40,995.55
2023 Claims	463	\$124,905.90	\$98,299.40	27.10%	\$102,601.45

Preg Checks: 16,881
Semen Testing: 836
C-Sections: 23
Exams: 57

The Agricultural Equipment Rental Program contributes to the economic viability of agricultural producers by providing equipment for rent that is cost-prohibitive to purchase when measured against the frequency of use. Rental Equipment stands at 862 rental days up to the end of 2023 and 8 rental days thus far for 2024. Due to the mild weather, rentals remained steady through to the end of the year.

Governance- Goal 3; Improve intermunicipal government relations

The Provincial Agricultural Service Board Conference took place on January 22-25 in Lethbridge, Alberta at the new Agri-Food Hub. 7 regular resolutions and 2 emergent resolutions were debated by delegates. All were passed. Should there be interest in the resolutions, Administration will provide a copy to interested Councilors.

Protective Services Manager, Wayne Brown

Culture, Social & Emergency Services

Administration:

Regional Fire Chief met with County of Grande Prairie Fire Chief on January 9, 2024, to discuss submissions for Disaster Recovery Program cost recovery. We were able to acquire pertinent information for our submission.

On January 10, Regional Fire Chief attended a FRIAA session discussing Fire Smart application information and exploring the possibility of FRIAA Grant funding for fire guard installations.

Regional Fire Chief met with the Grande Prairie Fire Chief and DFC to address Dispatch and Communications challenges, strategizing on effective solutions.

We're looking into the assistance ATCO provides for our Fire Cadet programs, as the support similar programs across Alberta. The Regional Fire Chief will create a report for further review and discussion.

On January 15, Regional Fire Chief attended a meeting of the Friends of Sturgeon Lake, a newly formed committee for lake communities. This group plans to establish a sub-committee dedicated to managing fire mitigation. This committee will be a key asset in the launch of our Fire Smart initiative in 2024.

Keyera Industries presented Greenview Fire-Rescue Services (GFRS) with a donation on January 16, 2024, in the amount of \$15,000 for the purchase of Wildland personal protection equipment (PPE).

All GFRS fire stations, along with Fox Creek and Valleyview Fire Departments, achieved full AFRRCS compliance on January 17, 2024.

The Tri-Partnership Facility project will tentatively be ready for use in late August. The facility will provide our firefighters with important and safe live fire training.

On January 22, Regional Fire Chief and Team met with Communications to discuss the overall management of information sharing with the three Firefighter Associations. It was determined that the Association's should each have a unique Association crest to ensure that there is no confusion in regard to Greenview informational posts.

The Regional Fire Chief and Team met with an Emergency Medical Service (EMS) representative to discuss fire station medical response issues. The EMS representative provided an update and indicated that he would be the contact for all future issues.

On January 24, Regional Fire Chief and Team met with Greenview Finance Team, Provincial Disaster Recovery Program (DRP) representatives, and Forestry representatives to discuss cost recovery issues. The discussion went well and many of the issues were resolved.

The Regional Fire Chief met with the Grande Cache Forestry representative on January 25, 2024, to discuss wildfire mitigation strategies for the area and the Coops/Enterprises.

The Director of Emergency Management (DEM) is currently working on a consultant led wildfire simulation that is tentatively scheduled for March 2024 at the Valleyview Operations Building. This is at the initial stages of planning.

2023 Fire Station/Department Response Overview:

	MD of Greenview Responses								
Fire Station/ Department	2017	2018	2019	2020	2021	2022	2023	Total	1 Yr %
VVFD	85	82	94	125	119	102	140	747	37.25%
FCFD	107	90	99	65	87	116	85	649	-26.72%
STN 31 - DEBOLT	122	155	123	102	145	121	180	948	48.76%
STN 32 - GROVEDALE	202	207	201	129	178	207	208	1332	0.48%
STN 33 - GRANDE CACHE	157	149	176	184	194	203	211	1274	3.94%
AVERAGE	135	137	139	121	145	149.8	165	990	12.74%
TOTAL	673	683	693	605	723	749	824	4950	10.10%

Notes:

- Overall emergency call volumes have increased 22% since 2017 and have increased 10% from 2022.
- 49% of GFRS Fire Station responses were to medical calls and 15.5% to Motor Vehicle Collisions (MVCs).
- All Fire Stations/Departments responded to 18 structural fires and 40 vehicle fires. Of the total calls this represented 2% and 5% respectfully.
- STN 31-DB call volumes increased by 48.8% from 2022, FCFD decreased by -26.7% from 2022.
- 36% of Valleyview Fire Department (VVFD) responses were to MVCs, 1% were to medical calls.
- 49% of Fox Creek Fire Department (FCFD) responses were to MVCs, 5.6% were medical calls.

Increases in call volumes in the Vegetation Fire and Mutual Aid categories (approximately 9%) were due to the wildfire responses during 2023.

All Fire Stations/Departments met the requirements of the Greenview Level of Service Bylaw 3010, however there were inconsistencies particularly in response to medical incidents.

Enforcement Manager, George Ferraby
Culture, Social & Emergency Services

December 19, 2023, to January 30, 2024

Enforcement Services continue to monitor school zones in Ridgevalley, Grovedale and Grande Cache with children returning to school after Christmas Break.

A warning was issued to the owner after hay bails fell off a transport truck in Sunset House, obstructing the roadway.

Two dogs and 13 puppies from Victor Lake and Joachim Enterprises were transported to the shelter and pound in Grande Prairie as their owners couldn't take care of them.

Helped Nitehawk by removing abandoned RV's that weren't; owners were absent.

Attended several Motor Vehicle Collisions (MVCs) on Highways 40, 43 and 676 assisting Grovedale and DeBolt Fire Departments.

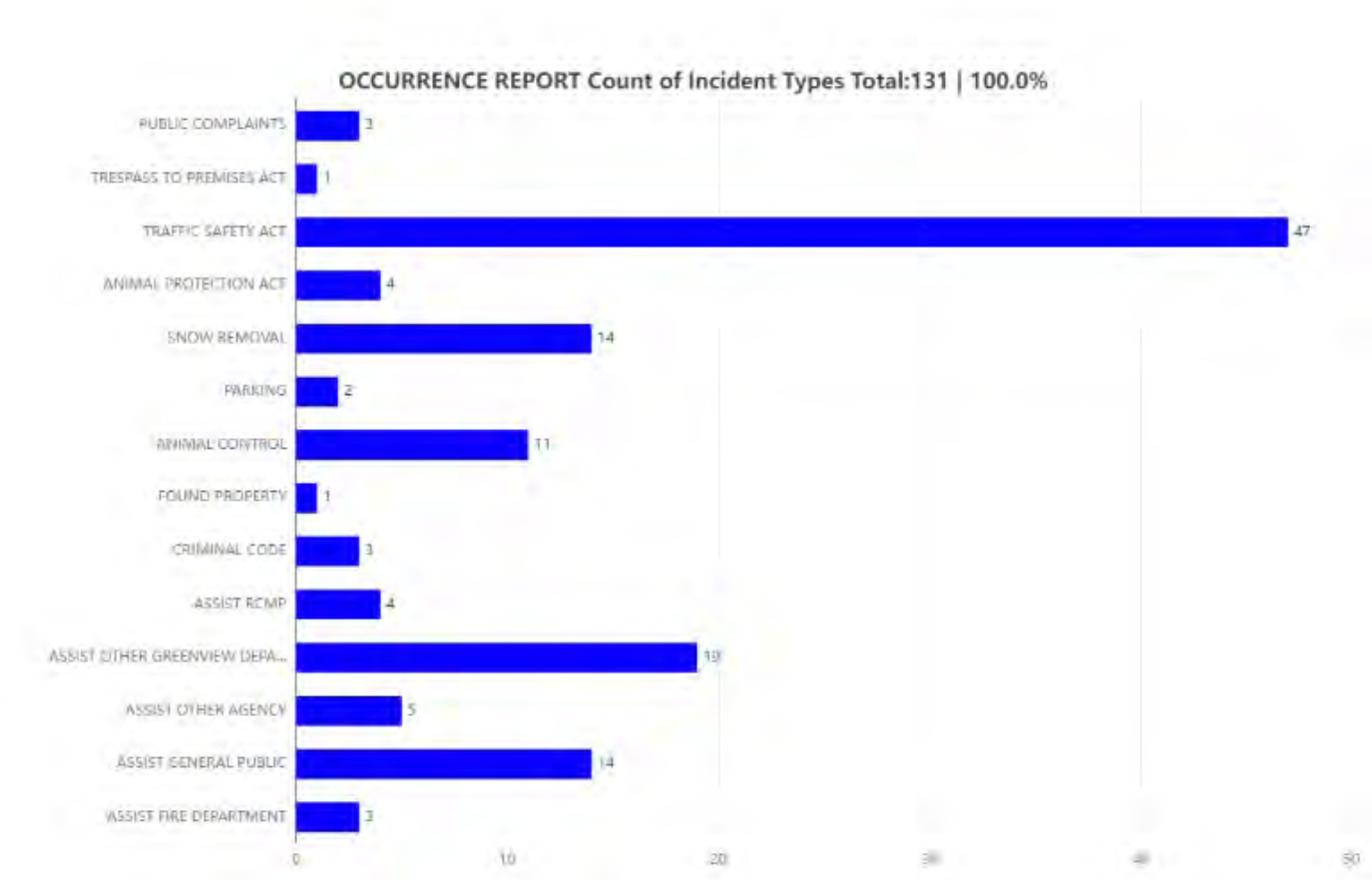
Investigated damage at the Grovedale Fishpond building caused by a firearm.

Snow removal warnings issued to several Grande Cache properties, all of which complied with the order, and no charges were laid.

Assisted Royal Canadian Mounted Police (RCMP) with break in at Grande Cache Airport Terminal Building.

During the period of December 19th, 2023, to January 30th, 2024, Enforcement Services attended 131 calls for service including 31 bylaw calls. Officers issued 84 Violation Tickets and issued 95 warnings.

Stats:



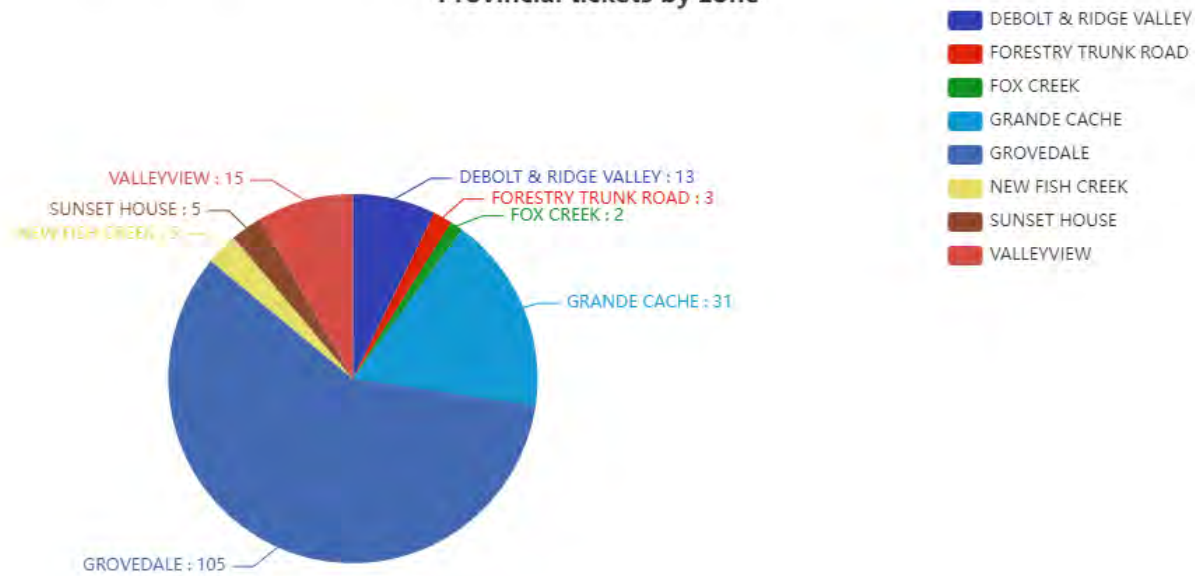
Ticket Create Date: 2023-12-19 ~ 2024-01-30

Provincial tickets by type



Ticket Create Date: 2023-12-19 ~ 2024-01-30

Provincial tickets by zone



Governance-Provide Quality Municipal Services

The total number of residents accessing all FCSS services in 2023 total 11905. Slightly more than half of these inquiries were for information, referral or direct service provided out of the two Community Resource Centers. The rest of the numbers are totals from other services and events including school and community programs. The total resident breakdown includes 3128 from Grande Cache, and 8777 from the Valleyview, Grovedale and DeBolt areas. Of the 8777, 1893 were Greenview residents, 4261 Town of Valleyview residents, and 2623 Sturgeon Lake residents.

The two Community Resource Centers combined have been averaging approximately 180 client inquiries per week. The top reasons are for technical assistance, employment, income support, food bank information and in Valleyview First Nations Drinking Water Settlement applications. The front-line staff in the Valleyview Community Resource Center assisted over 300 residents of Sturgeon Lake Cree Nation with filling out and submitting these applications for this federal program. In January alone, we assisted with 75 applications.

Other forms of assistance included:

- legal in nature
- Canadian Dental Care Plan (CDCP) applications*
- senior support
- Assured income for the Severely Handicapped, Canadian Revenue Agency, AB Seniors, Housing, Service Canada
- education support, Blue Cross, supportive listening, Alberta Health Services, John Howard Society
- community volunteer income tax program

*The Canadian Dental Care Plan is a new dental benefit for individuals or families making less than \$90,000 not covered by employment health benefits or private pay plans. It is for individuals on government provided health benefits such as AB Seniors Blue Cross, individuals on AISH benefits, Income Support (Alberta Adult Health Benefits) and for individuals without access to any dental care plans. The program will be rolled out in stages, starting with seniors, and then based on specific age groups.

Based on the information on the website, some eligible expenses are:

- preventive services, including scaling (cleaning), polishing, sealants and fluoride.
- diagnostic services, including examinations and x-rays.
- restorative services, including fillings.
- endodontic services, including root canal treatments.
- prosthodontic services, including complete and partial removable dentures.
- periodontal services, including deep scaling.
- oral surgery services

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

Administration has been working on three funding opportunities. First, a transportation grant for older adults (55+) through Healthy Aging Alberta. As stated on their website *“This project will see local community organizations and partnerships deliver innovative assisted transportation services to older adults in rural communities that promote access to medical and social services essential for their well-being.”* Administration will submit an expression of interest seeking funding to alleviate the costs associated with the transportation services we currently provide through the Home Support Program and Outreach Coordinator services. By February 29, 2024, we will know whether we are invited to submit a full application.

Second, Reaching Home Rural and Remote Homelessness funding administered through the Rural Development Network. As an existing project (Meadows to Mountains Homelessness Project), we are submitting a letter of intent for a two-year extension of funding. The current funding agreement ends March 31, 2024, with approval we will be able to continue the work of keeping individuals homed. Since our start, October 2019, 78 unique individuals have been assisted through the grant. Groupings of the unique individuals are single parent homes (29%) nuclear family homes (30%), single seniors (14%), single adults (26%), youth (1%). Indigenous clients account for 23% of those helped.

Third, the RCMP Family Initiative Fund. Two applications will be submitted, one specific to the Hamlet of Grande Cache, the other for the Valleyview area in partnership with HEART (Health Education and Action in Relationships). The applications require the support of the local RCMP detachments. As stated in the application *“The fund helps to promote awareness of relationship and family violence, assist victims of family and relationship violence, and prevent crime in Indigenous communities.”* Administration is seeking funding to assist with delivery of the first Night to Lead Change in Grande Cache, awareness campaigns like Purple Light Nights, and costs associated with our healthy relationship programs for youth. The Valleyview application will submit funding for transportation for court preparation as well as a community workshop. Deadline for submission is February 28, 2024.

Mental health walk-in services continue at Green View FCSS monthly. These sessions are free, with no appointment necessary.

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

The Youth Mental Health Coordinator from the Resource Centre for Suicide Prevention offered a program called the Phoenix Group at Green View FCSS on January 31. Two adults and 9 youth participated for this one-day workshop is for youth grades 4-6 and focuses on topics such as thoughts, feelings, stress and self-companion.

The Balance Program, delivered free of charge by the Town of Valleyview Recreation Coordinator, will run twice per week until the end of April. This is a fall prevention program that is very well utilized and averages 15 people per class.

Governance-Improve Intermunicipal government relations.

With the addition of new law enforcement personnel in the Grande Cache area administration is working on securing a date for an in-service for first responders in the area. The purpose of the in-service is to increase efficiency for law enforcement and other first responders when responding to calls. An overview of services available through FCSS and other service providers will be provided in addition to a quick reference resource.

Recreation Services Manager, Kevin Gramm

RE21007 Community Facility (Grande Cache): Administration received a presentation from ACI Architecture Inc on January 15th, 2024, with several design considerations for the decommissioned pool basin and pool hall at the Grande Cache Recreation Centre. Representatives of ACI walked the Community Services team through potential modifications and changes that could be conducted at the facility which could include lower excavation points to increase the current hall height or increasing the roof height. Design discussions around placement of changerooms, storage, meeting space and office relocation was held. The next step in the process will be to have ACI 3D model the design options so that when presented to Council for consideration the area will be viewed in a real-time representation model.

RE22003 Victor Lake Recreation Enhancements: Administration has conducted a site visit with Aseniwuche Winewak Nation for the proposed Victor Lake Boat Launch on January 30th 2024. As administration has been proceeding with this capital project the Aboriginal Consultation Office did not require any consultation however the Historical Resource Application did prompt consultation with AWN. As part of the notification process, Greenview had to provide AWN with a notification package outlining the proposed project and potential impacts. Aseniwuche Winewak Nation has responded that the project significantly impacts Section 35 rights with some significant asks. This project has been awaiting coordination efforts to have this site meeting since March 2023.

RE23002 Recreation Centre Arena Ice Pad & Boards: Administration launched APC Opportunity: AB-2024- 00657; Replacement of the Ice Arena Pad and Installation of New Arena Boards at the Grande Cache Recreation Centre on January 23, 2024. Administration will be conducting a mandatory site visit on February 5th 2024 at 1:00pm at the Grande Cache Recreation Centre.

RE23017 GRM Fieldhouse Air Conditioning: Administration launched APC Opportunity: AB-2024-00618; Greenview Regional Multiplex Fieldhouse Cooling Upgrade on January 22nd, 2024. Administration will be conducting a mandatory site walkthrough at the GRM on February 7th 2024 at 1:00pm.

Administration has not received further correspondence from the Grande Cache Firefighters Association regarding the sublease for Fireman's Pit. Administration will reach out again and follow up with the Association and provide an update to Council via the heads-up report once received.

Administration has been collaboratively working with an equestrian group regarding the Kakwa area is officially incorporated as the Kakwa Sherman Trail Society. The current focus during discussions with the group has primarily been grant opportunities, both from Greenview and elsewhere.

Governance – GOAL 2: Provide quality municipal services.

Greenview Regional Multiplex:

Welcome to 2024! The Greenview Regional Multiplex has hit the ground running with an already increased level of facility usage and rentals. The uptake in facility rentals and usage is certainly welcomed but continues to challenge Greenview on the spaces provided, opportunities offered and the level of service we can safely deliver!

A new addition to the fitness centre this year will be a fully certified hack squat machine! Council has graciously approved the purchase in the approved 2024 Capital Budget and fitness goers will love the addition to the fitness line up of equipment.

Improvements to chemical handling systems has been approved in the approved interim budget with the upgrade of new chlorine hoppers to be added the system. As equipment ages and technology improves, these pieces of infrastructure must keep up with the times and the fast pace of the aquatic environment.

Along with system improvements in chemical handling we will be doing a large-scale major valve replacement in the aquatics mechanical systems. Necessary to the safety of the staff and facility structure, isolation of water control points is a necessity, and this addition will take the systems to the next level of safety and security.

Moving into 2024 we will be revisiting the former projects that went incomplete last year. We are going to dig in deep to the audio systems at the GRM and continue to the improvements to the air handling system for the fieldhouse during warm days and crowded events.

Along with the day-to-day connections of the patrons, users, and general public, the GRM administration and Recreation Services Manager continues to work with private user groups to improve relationships and connections. Plans are being reviewed to add anchor points to the Fieldhouse floor so that gymnastics can easily set up and tear down their equipment. We look forward to closing the loop on this long discussion and bring resolution to the needs of the leaseholders and the general safety of the public.

Greenview Regional Multiplex:

Program	Participant Registration
Afterschool Fundamentals Program	17
Homeschool Gym Class	19
Youth Night	35
Kids Noon Years Eve Family Event	8
November Youth Night	153
Childmind service hours used	16 children / 48 hours used

- GRM hosted the annual Kids Noon Years Eve Event on Saturday December 30th where families in the community enjoyed recreation sports, new year games, crafts, snacks, and a balloon drop at Noon. Moberly the moose was present handing out treats to the children. The event was a huge success with attendance growing from previous years.
- GRM Youth Night had the largest attendance to date on Friday December 15th. The Baptist Church youth group attended and expressed their gratitude on joining the sponsored night.
- Childmind service continues to run smoothly with 16 children in attendance and 48 hours utilized.

Program	Participant Registration
Bodyworks	9
Gentle Yoga Monday	9
Gentle Yoga Wednesday	11
Revolution Spin	9
Sit & Be Fit	21
Strong	6
Zumba Monday	8
Zumba Wednesday	11

Grande Cache Recreation Centre:

- Aqua Fitness/Lane Swim, SUP Yoga and Parent/Infant Water Workout (aquatic classes), Wheels & Weights, Stretch, Wake up to Weights, Yoga and Dance (land classes) and Strollin’ Rollers and Hike/Shoe at Lunch (outdoor activities) are the classes.
- There was a ‘Fall Prevention’ workshop held at Whispering Pines. Fitness Coordinator & a community RMT partnered up to show some exercises on strengthening muscles to improve balance.
- The annual Griswold Family Christmas Tree Hunt seen 86 people attend. There were 23 trees cut down and taken to homes to be decorated.
- This year we seen a Christmas Dance Recital. The dancers performed for the residents at the Whispering Pines and then at the Recreation Centre for family and friends.
- A Winter Solstice Yoga Celebration (December 21) was magical! Yogis of all levels were guided through a series of yoga poses by the soft glow of candlelight. Hot chocolate and a few Christmas treats were then shared to end the night.

Age Categories	Fitness Classes	Child & Youth Programs
Children (0-4)	23	0
Youth (5-17)	40	58
Adult (18 +)	69	0
Senior (60- 69)	51	0
Senior 70 +	144	0

Economy - GOAL 1: Maintain fiscal responsibility.

Greenview Regional Multiplex

Corporate Adult	310
Family Pass	147
Child (3-12 Years)	72
Corporate - Child (3-12)	38
Corporate - Family	147
Super Senior (70+)	99
Family - Additional Child (3-12)	3
Senior Pass (60-69)	78
Adult	330
Corporate - Youth (13-17)	27
Corporate Senior (60-69)	38
Youth (13-17 Years)	55
Childmind Punch Pass	85
Family - Additional Youth (13-17)	1
Toonie Track Punch Pass	7

Total Facility Usage

Total Facility Usage Age	Aquatic Centre	Fitness Centre	Fieldhouse	Walking Track	Indoor Play Centre	Total
Under 3	76	0	4	2	20	102
Child	293	0	60	3	30	386
Youth	237	74	244	5	2	562
Adult	594	1280	170	69	27	2140
Senior	115	59	42	82	0	298
Super Senior	82	86	26	81	0	275
Total	1397	1499	546	242	79	3763

Average Daily Usage

Age	Aquatic Centre	Fitness Centre	Fieldhouse	Walking Track	Indoor Play Centre	Total
Under 3	3	0	0	0	2	5
Child	10	0	4	0	2	16
Youth	10	4	46	1	0	60
Adult	19	42	8	3	2	74
Senior	5	2	5	3	0	15
Super Senior	3	2	1	3	0	9
Total	50	43	64	10	6	179

Grande Cache Recreation:

Monthly Total of Facility Usage			
Age Category	Pool Usage	Fitness Centre Usage	Arena Usage
2 & under	59		0
Children (3 - 12)	304		100
Youth (13 - 17)	72	74	81
Adult 18+	449	888	124
Senior (60 - 69)	65	73	1
Senior 70+	14	38	0

Community Bus Statistics		
Destinations	Total # Passengers	# of Days Offered
Grande Prairie	19 Passengers	3 Days
Hinton	23 Passengers	3 Days
Grande Cache	99 Passengers	3 Days

- The Grande Cache Recreation Centre and the Greenview Regional Multiplex saw an uptake in the amount of regular memberships purchased as well as an increase in the amount of Corporate memberships.
- Sponsorship opportunities showed substantial growth, doubling from the previous year with valuable support from Greenview's Communications team.
- Increase attendance for the arena with a sharp increase in Adult Shinny due in part from the rising number of out-of-town individuals utilizing the facilities.
- Whispering Pines Lodge expressed interest in utilizing the Community Bus more frequently which requires active collaboration with the Lodge to establish a schedule.

Manager's Report

Department: Planning & Economic Development January Report

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

Council Date: 2/13/2024

Director Planning & Economic Development – Martino Verhaeghe

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

Director Highlights:

- Greenview Strategic Plan/Planning Review and Meetings
- Grande Prairie - Greenview Region (County-City-MD) Branding/Marketing Committee Meeting
- Team Building and Departmental expectations discussions
- GIG Committee Meeting and GIG Related development discussions
- Alberta Transportation / Planning & Economic Development Quarterly Meeting
- Council/Committee/Municipal Planning Commission reports, review and meetings
- (2) Pre-application landowner meetings for complex files
- Kikino Lodge (Evergreen Foundation) Development Agreement Drafting and Internal Review
- Fox Creek Business Support Network meetings.
- Main Street Loft rehabilitation project management / interdepartmental collaborations
- Aerodromes meetings

Communications Manager – Stacey Sevilla

The Communications Department continues to produce regular external communications for ratepayers, stakeholders and the general public. The Comms department also works closely with all other departments to create, launch and promote new services and programs, etc. Please note that the list below highlights Communications department activities but is not exhaustive.

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

- Assist with Greenview U February 2024 – Taking Care of You – Greenview Recreational Facilities for staff (posters, all staff email, registration form)
- DiSC Assessment Training for Communications Team
- Created Yearly Greenview Safety Training for staff
- Created Wellness Brochure outlining Greenview's wellness programs
- Created posters for January/February Staff Wellness Challenges

Governance – Improve intermunicipal government relations

- GFRS / Keyera Donations – Photo opportunity with Keyera, Media Release, website, social media posts

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

- Working on GP Visitor Guide 3-page Greenview spread
- Created 8 magazine ads and 2 digital ads promoting Grande Cache with Relics & Bones Tour
- Updating Tourism brochures for the 2024 tourist season (GC maps, Passport to Fun, Campground and Day
- Use area brochure, Greenview Z maps, Labyrinth, GC Campground brochure etc.)
- Created Tourism Ads for Calgary Outdoor Adventure Show

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

- GIG MOU – Media Release, website post, social media post, additional boosted advertising online
- Updated Greenview Business License 2024 certificate and updated website with new Business Bylaw content

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

- Schedule of Fee's overview of changes posted to website/social media
- Notification to residents regarding Annual assessment Inspections
- Notice of Change: Ag Services Rental Equipment
- Winter 2024 Mountains to Meadows Newsletter distributed first week of January (mailouts, printed copies available at GPSB buildings, posted on our website and link on social media)
- Updated Business Bylaw content on website, 2024 business license certificate
- Created updated Greenview Business Cards with Greenview's website QR code. Staff will get the new design when they run out of their old business cards
- Created notice on back of water bills to notify residents changes to water and sewer fees
- Created Portable sign document for review
- Updated Grande Cache Cemetery Brochure with updated Schedule of Fees

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

Continually improve our social media and digital platforms + Continue to use & expand the use of digital & non-digital bulletin boards:

- Voyent Alert Launch – Work with GFRS on launch. Media Release, website content, social media, public engagement events
- Dust Control Advertising – A communications Plan created, including website, social media, posters, radio advertising
- Expression of Interest Advertising – Communications Plan created, including website, social media, posters, radio advertising
- Roadside ditch cleanup Advertising including website, social media and posters
- Assisted Legislative Services with the advertising of the By-Election
- Newspaper Full page GC and VV
- Created program posters, social media and website advertisements for Recreation Services
- Promote Recreation Programs on outdoor digital sign (Winter in Motion)

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

- Attended NWP with Reeve Olsen for the announcement of additional funding for the power engineering lab.
- Voyent Alert Training for the Communications Department
- \$200.00 In-kind donations to Valleyview Minor Hockey
- \$200.00 In-kind donations to Valleyview Ag Society

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

- Updated GCRC program and transportation waivers to be used for various departments.
- GRM and GCRC Party Package brochures updated with updated Schedule of Fees
- Promotion of Winter Walk Day & Winter In Motion events
- Social media post video of the new Zamboni in Grande Cache
- Update on Grande Cache Outdoor Rink
- Updated Facility Admissions and Fees documents for both GCRC and GRM with updated Schedule of Fees

Projects

- Voyent Alert

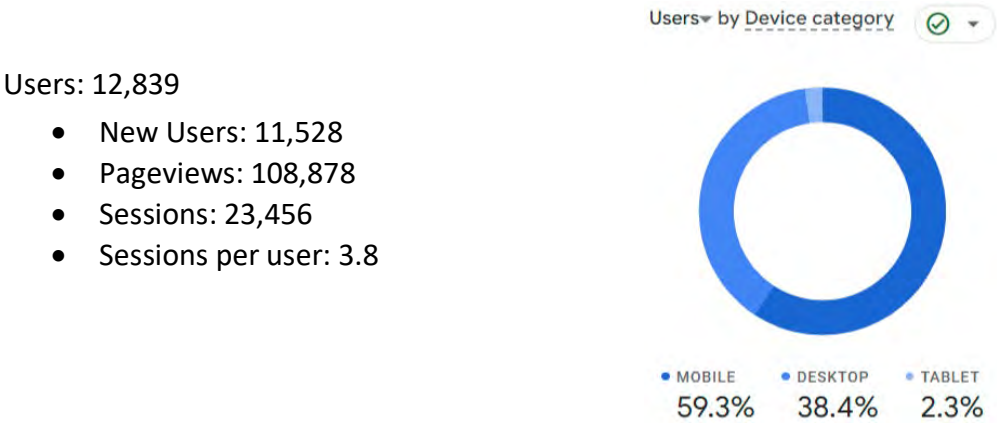
Digital presence statistics

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

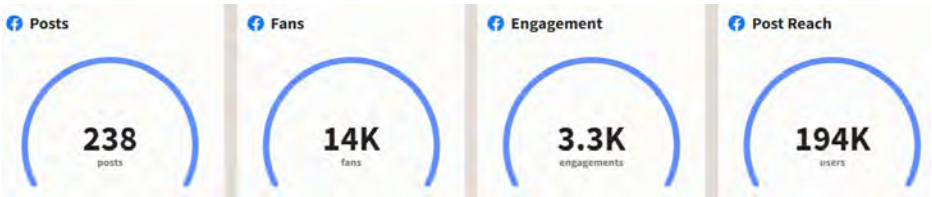
Continually improve our social media and digital platforms

Website (January 2023)

Greenview's website has seen **108,878** pageviews on the website through the month of January. The Greenview website has seen approximately 11,528 new users this month. Website access from mobile increased but remains on par with the national average, with approximately **61%** of website users from a mobile device in December. ***NEW:** Visits to the Careers page of posted jobs totalled **2,985** at the time of this report, accounting for approximately **3%** percent of all website visits in January.



Facebook (January 2023)



Efforts to grow our Twitter and Instagram presence continue. Twitter followers as of January 31, 2024 = 1,874. Instagram followers = 646.

Planning and Development, Manager – Samantha Dyck

Governance – Provide quality municipal services. *Provide consistent levels of service:*

Twenty (20) Development Permit applications received in January, seven (7) had an estimated project cost exceeding \$500,000:

D24-004 / SE-35-64-21-W5M / HURLAND SERVICES LTD / OIL & GAS FACILITY AND COMPRESSOR (400 HP) / \$1,250,000.00 / WARD 2

D24-006 / SE-8-68-6-W6M / SHELL CANADA LTD / OIL & GAS FACILITY, COMPRESSOR (400 HP), BORROW PIT / \$10,305,809.00 / WARD 8

D24-008 / Lot 6, Block 33, Plan 2650RS / MD OF GREENVIEW NO. 16 / PUBLIC WORKS BUILDING / \$11,300,000.00 / WARD 9

D24-009 / 8-24-67-11-W6M / CENOVUS ENERGY LTD / OIL & GAS FACILITY / \$1,622,000.00 / WARD 8

D24-010 / NE-10-65-5-W6M / KEYERA CORP. / OIL GAS FACILITY EXPANSION / \$9,000,000.00 / WARD 8

D24-013 / 10-23-67-5-W6M / EKONA POWER INC. / SWEET GAS PROCESSING PLANT / \$23,500,000.00 / WARD 8

D24-015 / 16-18-61-18-W5M / WORLEY / OIL GAS FACILITY EXPENSION / \$11,000,000.00 / WARD 2

Applications received this month include:

Type	New Applications in Jan
Business Licenses:	78
Development Permits:	20
Land Use Amendments:	0
Subdivisions:	1
Approaches:	3

Governance – Provide good governance. *Ensure our policies address changing and growing community needs:*

Planning Staff have been involved with engagement sessions with the residents of Ridgevalley who formed a Community Committee. To date, two Area Structure Plan (ASP) Review meetings have been held with a third scheduled for February 3rd. There has been some great discussion and work done to move forward with an ASP that the community can stand behind.

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

- Three Planning staff attended a course on Alberta Wetlands, wetlands policy, mitigation strategies, and Alberta directives.
- The Manager, Planning & Development took in training from the U of A on Negotiations and Building Coalitions as part of the Executive Certificate in Municipal Leadership.
- Planning Staff attended the Greenview U – IS in Grovedale
- Development Officer, [REDACTED] started Planning Law with the U of A as part of her ALUP certification.
- GIS Tech, [REDACTED] participated in AutoCAD training with the C&E department.

Governance – Provide good governance. *Identify ways for Council and Administration to participate in community engagement:*

The RFP for the MDP was written and uploaded to the APC site on January 11. To date, there have been 42 downloads of the proposal.

Economic Development Manager – Larry Gibson

Governance – Improve inter-municipal government relations. *Provide open dialogue between municipalities within the region:*

Administration has been working with the Regional Workforce Development Partnership. The partnership is planning various initiatives to assist employers in attracting and retaining skilled workers across the Grande Prairie – Greenview Region (County – City – MD). The partnership includes the Grande Prairie and District Chamber of Commerce and Northwestern Polytechnic, who are integral to the project in providing access to industry partners and developing the training requirements or work integrated learning modules that meet the needs of our regional employers. Initiatives includes marketing campaigns, work-integrated learning programs, and targeted recruitment strategies and activities. This project will meet evolving workforce demands and ensure the region's sustainability. The project will align the workforce across various sectors in the region, emphasizing collaboration, talent retention, community engagement and growth promotion. Bridging education and practical work experience will prepare students for the local job market and a targeted workforce attraction campaign will attract suitable people for available roles in the region, meeting evolving job market needs.

Governance – Improve inter-municipal government relations. *Provide open dialogue between municipalities within the region:*

Work has begun in collaboration with the City of Grande Prairie, County of Grande Prairie, Town of Sexsmith, PrairiesCan and Alberta Innovates to complete a pre-feasibility study of the region for becoming a Hydrogen Hub. As such the MD of Greenview and County of Grande Prairie sent reps to a Hydrogen workshop in Edmonton to meet representatives from across the province who are well into the development of their hubs, (Edmonton and Calgary) and other industry partners who are making significant investments in the advancement of hydrogen development, transport, and utilization.

Governance – Improve inter-municipal government relations. Provide open dialogue between municipalities within the region:

Greenview Economic Development has representation and is assisting with the planning of the 2024 Growing the North Conference, in collaboration with the City and County of Grande Prairie and multiple agencies in the region. Growing the North is February 20-22 with a Wildfire Recovery workshop in the 23.

Governance – Improve inter-municipal government relations. Build relationships with industry focused organizations:

Economic development has attended the Valleyview Chamber of Commerce Annual General meeting in January, a new president was elected, and a planning discussion followed to discuss 2024 goals.

Governance – Improve inter-municipal government relations. Build relationships with industry focused organizations:

Economic Development attended the Grande cache Chamber of Commerce meeting in January, a range of agenda items were discussed. Hwy Signage, Reallocation of Greenview Grant Funds, Administrative Consultant, etc. A MD Council Candidate Forum is planned with Pamela Brown as moderator, and they require a minimum of 2 candidates to commit to before proceeding, but a date is not yet set to try and have all participate. Small Business Continuity and Disaster Recovery Toolkits- Community Futures is putting together a toolkit for Small Business in the event of a natural disaster. Nomination Committee was formed for the upcoming AGM in March 2024.

Governance – Improve inter-municipal government relations. Build relationships with industry focused organizations:

Economic Development attended a Building Alberta's Hydrogen Ecosystem Conference in Edmonton. Members of large medium and small business from across Alberta were in attendance to share their insights and progress related to the build out of the hydrogen economy.

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

Administration attended the Steering Committee meetings for the Business Support Network in Fox Creek. Presentations were delivered on the Canada Alberta Jobs grant program and by the Northwest Polytechnic highlighting the training programs they offer or can build for employers. A contribution was given to the committee from the MD of Greenview for assisting in the costs of bring speakers into the monthly meetings.

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

Rural Renewal Stream Program has added 5 more business' in January with approximately 10 more endorsement letters given out.

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

An E-ventures electric charging stations meeting was held to discuss progress with the initiative. ATCO has partnered on the project and has committed to fund 50% of the costs, complete the installations and own, operate and maintain the systems once installed. E-Ventures has applied for grant dollars to cover the remaining 50%, if successful in obtaining grant dollars, installations will take place this summer. E-Ventures hopes to have an answer on the grant dollars by March of this year. Site selection is complete for Fox Creek, Valleyview and Grande Cache.

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

Economic Development has been helping with the planning of an event called SiteLink, program allows municipalities to invite investors to the area to showcase and promote what we have to offer. The event is being coordinated with partners from the City of Grande Prairie, County of Grande Prairie, and Municipal District of Greenview GIG department. SiteLink has a focus on business attraction, retention, and expansion to our region. This event will take place May 13 – 15, 2024 at the Holiday Inn & Suites Grande Prairie.

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

Administration has had the opportunity to meet with the President/Owner of Caerus Commodities regarding their Battery Energy Storage System (BESS) project proposed for the Valleyview area. Project is in the planning and approvals stages, if the project received regulatory and FID stages, construction could start in 18 months.

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

Economic Development has had the opportunity to collaborate with the Municipal Climate Change Action Center, holding a start up meeting to learn the process related to the creation of the Clean Energy Improvement Program By-law. More work is required in this area and other members of the finance and taxation departments will be required to have inputs to the potential by-law.

Economy - Seek opportunities for other funding sources:

Economic Development and Tourism is utilizing Alberta council to apply for several grants for the MD of Greenview. Current grant applications total just under \$2.5M and active applications include:

- NRED: GC Commercial Signage project, CED Business Support and Capacity Building
- Small Community Opportunity Program: Onsite & Mobile Job Fair, **CED Business Support and labour attraction, Community promotion**
- Tourism Growth Fund- PrairiesCan, GC Tourism Centre Expansion (Dino-track and Taxidermy Exhibits, **Tourism capacity building and promotion**
- Tourism Growth Fund-PrairiesCan (regional partnership project), 10x Tourism directory kiosks distributed around the MD of Greenview. **Tourism capacity building and municipal connectivity**
- **Alberta Accessibility Grant**, GC Tourism Centre Accessible Entry Doors, Increase accessibility to individuals with mobility issues.
- **Alberta Conservation Grant**, Replace sun damaged wildlife signage in TIC Interpretive Park (Bear and Cougar awareness)

Tourism

Economy – Create a diverse economy. Increase tourism attractions:

The Grande Cache Tourism and Interpretative Centre offered a variety of Youth programs for ages 2 to 12 years. These educational programs provide children and youths with the opportunity to explore the outdoor landscapes of Grande Cache and learn about its environment. This month’s focus was on winter animal adaptations for birds and bees. An introduction to navigation skills was also offered to the Juniors and bush craft knife work was provided to the senior explorers.

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

TIC registered as a member of the Historical Society and the next member meeting will take place in May 2024. The Centre also participated in FCSS’s Kids Conference meeting and will be offering programming during the March Break.

Statistics (as of Jan. 27)

Total Visitors Dec. 2023 (1-19): 258	Total Visitors Jan. 2024 (1-29): 362
Total Revenue Dec. 2023 (1-19): \$4,326.40	Total Revenue Jan. 2024 (1-29): \$2,201.41
<ul style="list-style-type: none">• Programs: 72 attendees (6 programs)• Meetings: 90 attendees (9 bookings)	

YTD Total Visitors (Jan -Dec 2023)		YTD Total Revenue (Gift shop Jan-Dec 2023)	
2020	9,025	2020	\$56,401.48
2021	15,825	2021	\$122,124.19
2022	18,845 (Dec 20)	2022	\$136,011.70
2023	20, 078 (Dec. 19)	2023	\$127,641.16 (Dec. 19)



Manager's Report

Department: Infrastructure & Engineering

Submitted by: Roger Autio, Director

Date: 2/13/2024

Director Infrastructure & Engineering – Roger Autio

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

- **Governance**
 - Dealing with Rate Payer concerns relating to fire guard
 - Assisting with various contracts set for 2024
 - Dealing with PRC claim for the Grande Cache Public Service Building
 - Dealing with Chando's claim for the Grande Cache Water Treatment Plan
 - Strat Plan Review
- **Environment**
 - Attended a drainage meeting in Wanham, with Birch Hills County
 - Dealing with the 2020 flooding DRP
- **Culture, Social & Emergency Services**
 - Assisting Grande Yellowhead School Division on bus loading/unloading zones
 - Dealing with the Kikino Elders Lodge

Construction & Engineering Manager – Leah Thompson

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

- **Governance**
 - Ditch profile and drafting for Sunset House area ditching work, between TWP 710 and TWP 712, on RGE 203. Road boundary staking completed.
 - Working on BF77259 detour options, discussing with landowner options, getting quote for other options to decrease the cost of the bridge replacement located in Sweathouse.

- Reviewed tenders for KM 71-81 and Township Road 704 overlay. Tenders to be posted first week of February.
- Attended meeting with Environmental Services regarding the underground work in Grande Cache that is being prepared for tender.
- Ditch survey data collection completed for Township Road 720 in the New Fish Creek area.
- Traffic Count on RGE 260 (Swan Lake) was completed.
- Attended Mighty Peace Watershed information session.

Operations Manager – Josh Friesen

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

• **Governance**

- Worked with Procurement to draft a tender for water truck services on the Forestry Trunk Road, which was posted to Alberta Purchasing Connection on January 22, 2023.
- Sent letters to all stakeholders who have bonded roads in Greenview within the last 5 years to inform of updated road bond fees in the Schedule of Fees.
- Finalized 2024/2025 Expression of Interest package for contractor hiring which will be available online, at the Administration Building in Valleyview, and at all Public Service Buildings.
- Purchased a 24 ft. tilt deck trailer from Brandt Tractor. This trailer was the lowest-quoted trailer which came in under budget for project OP24006 at \$61,999.35 including tax. There will be some further expenses to install a bulkhead and make minor modifications to suit operational purposes.

Operations East

- Culvert inspections were completed under all asphalt roads in Operations East and were checked for any major dips, splits, or deterioration. No culverts were found that would need replacement this year.
- Tractors focused on snowplowing, snow removal and sanding, and maintained Greenview parking lots, transfer stations, water points and community halls.
- Crews in Operations east have completed brushing at the intersection of TWP RD 722 and RGE RD 211 in the Sunset House area to facilitate a ditching project that is to take place there this spring.
- Operations East has completed initial brushing work and removal of trees at the Little Smoky Cemetery. Further work is scheduled to be completed after winter.

Operations Central

- Operations Central crews cleaned up the Lignite Stockpile site at KM 27 on the Forestry Trunk Road.
- Crews hauled 7 loads of sand from Adams Ranch Pit to the sand shed at the DeBolt Public Service Building.
- Tractors concentrated on snowplowing, snow removal and sanding in the DeBolt area and removed drifted snow in the Puskwaskau area.
- On the Forestry Trunk Road, a culvert end was steamed and cleaned at KM 83, and snow removal was performed on the north ditch between KM 80 and KM 81. Both jobs were completed to assist with water run-off.

Operations West

- Operations West repaired a dip on RGE RD 83 north of HWY 666 due to a culvert that had settled over time.
- Crews in Grovedale used the infrared asphalt trailer to complete pavement repairs around valve box covers in the roadway around East Grove.

- West of Grovedale at the Nose Creek Settlement, crews worked with a contract mulcher to brush a right-of-way, clean around approach culverts, and facilitate better access to the creek as requested by Protective Services.
- Crews worked with a contract mulcher on TWP RD 702 west of Landry Heights to mulch and remove trees leaning into the road and mulched all debris within the right-of-way.
- Grovedale Operations maintained HWY 666 in response to Ledcor's 4 requests for winter maintenance.

Operations South

- Crews have been plowing and sanding all roads and sidewalks within the Hamlet of Grande Cache and on the Forestry Trunk Road between KM 160 and KM 171. Snow piles were also hauled from Grande Cache to the snow dump.
- Crews flooded the outdoor skating rink at the Phase 5 Park in Grande Cache twice.
- Ice flows were cleaned off the road and some ice flow sections were ditched on Victor Lake Road and on Wanyandie East Road.
- Operations South plowed the Southview rest area twice in January.
- Crews burned slash piles at the Westview Gravel Pit at KM 120 on the Forestry Trunk Road.
- Catch basins were cleared in the hamlet of Grande Cache due to snow melt during the warmer weather from January 25th onward.
- Crews filled the cistern at the Grand Cache Sewage Treatment Plant.
- Operations South provided Environmental Services with an Operator to run the garbage truck.

Fleet Services

- Capital Expenditure OP24006-purchase of a new triaxle pintle hitch equipment trailer Unit TRL74 from Brandt Tractor to replace Unit T66 is now complete and has been delivered to Valleyview Operations.
- Jaltest Diagnostic Software has been ordered for Operations West and South.
- Capital Expenditure OP24005-purchase of a used 2020 Case CX145SR excavator for \$175,000 is now complete, and the unit has been delivered to Valleyview Operations.
- The Valleyview shop has been upgrading the current AVL system to Geotab with a formalized approach to installation that was presented to all Managers. Hardware installation is to commence in February.

Fleet & Shop Work Order Requests for Current Reporting Period	
Grande Cache Shop	58
Grovedale Shop	42
Valleyview Shop	96
TOTAL	196

Road Requests Received - 14	Operations East	Operations West	Operations Central	Operations South
Ditching and Drainage	1			
Driveway Snowplowing	2	1	2	
Road Conditions	1			
Snow & Ice	1	1	1	4
TOTAL	5	2	3	4

RoaData-Municipal Approval Requests	Service Rigs	Heavy Hauls	Drilling Rigs	Well Services
TOTALS	27	381	7	0
RoaData-Municipal Loads		Single Trip Loads	Multiple Legal Trip Loads	
TOTALS		396	0	
Grand Total-Approval Requests/Municipal Loads		811		

Road Use Agreements	
New Road Use Agreements	6
Total Road Use Agreements	954

Log Haul Route Requests		
Received	Approved with Conditions	Pending
0	0	0

Facilities Maintenance Manager – Wayne Perry

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

Maintenance Activities Completed	201	Items Added to Maintenance Backlog	162
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• Governance

- [REDACTED] filled in for the Manager position for 2 ½ weeks while I was on vacation. In this time, he presented 2 RFDs to Council and managed the day-to-day exceptionally well.
- Another one of the potential candidates filled in for his role working out of Grande Cache and did a very good job on completing the work as scheduled.

• Economy

- In January the tender for the Nightly Guard Service closed with five proponents submitting bid. Through the evaluation the process, Apex Security was the company we recommended to Council; they are scheduled to start February 1st in Valleyview and continue services in Grande Cache.
- We have added a lighting system to the fire hall overhead doors and updated procedure to now require the firefighters to close the door before they leave the building. This approach was agreed to by the Fire Chiefs to improve the security within the building while limiting potential damage to equipment from the previous automated system programmed to close the doors.
- Cleared the first significant snowfall in Grande Cache/Grovedale and moderate snowfall in Valleyview/DeBolt, over the month. Limited snowfall this year has allowed our team to focus on improved building preventive maintenance and repair.
- Dealt with a clogged sewer line at the Valleyview Vet Clinic, we were able to get it snaked and then had to Hydro-vac the line to get it flowing again. This appears to be close to an annual problem so will be looking to pressure blast the line next fall.
- Posted the tender for the new Operations Shop in Grande Cache. The Tender will close mid-February, and we plan to bring to Council for the February 27th meeting.
- Have also tendered the generator ready project at the Greenview Regional Multiplex, Grovedale Community Centre, and Little Smoky Hall. It will close in a similar timeframe and will be presented to Council at the March 12th meeting.

- Dealing with the major cold snap where we had -46 and -55 with the windchill, numerous heaters went down such as:
 - Sunset House and Grovedale Transfer Station shacks pilots went out and propane gelled up
 - Boilers at Vet Clinic and Sunset House Water Point. The Vet was just ice built up on the exhaust and at Sunset House a gas valve had to be replaced.
- **Culture, Social & Emergency Services**
 - Removed and stored for next year, the 18,000+ Christmas lights and decorations had been installed. Approximately 3,000 additional lights were added to the buildings this year to enhance the display.

Environmental Services, Manager – Doug Brown

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

- **Governance**
 - Tire collection at Transfer sites.
 - Repaired heat trace at New Fish Creek water point
 - Repaired water break on south Valleyview rural water line.
 - Met with Circular Materials (not-for-profit Producer Responsibility Organization) regarding Extended Producer regulations for paper products and packaging recycling transition in Greenview.
 - Used oil storage tank in Grande Cache was moved from the ops building to the landfill and is ready for use. This used oil collection area has a storage shed for filters and oil jugs as well as a tank for the used oil. All material is picked up and hauled away from site at no cost to Greenview.
 - Shock chlorinated the well at Goodwin and clean storage tank.
 - Cross trained staff on the Garbage truck in Grande Cache.
 - Shared information at Coops and Enterprises on garbage and recycling bin rentals.
 - Met with regional partners Yellowhead County, Towns of Jasper, and Edson regarding bio solid waste acceptance at the Hinton regional landfill for all parties, will be putting out a tender for options.
 - Goodwin water point had new pressure tanks installed and the recirculation pump repaired.
 - Hydro excavation of utilities (power, gas, water, and sewer) for design information for water and sewer extension on Memorial drive in Grande Cache.
- **Economy**
 - Contract award complete for Solid Waste and Recycle tender, met with contractor on transition plan.
 - Engineering Design Tender awarded to Aecom for Grande Cache transfer station construction and landfill capping and eco station design.
 - Design meeting with Allnorth for 90% drawings discussion for WD22005, water and sewer extension on Memorial Drive in Grande Cache.
 - Grande Cache Wastewater project continues with concrete pours, heating and hoarding, deliveries of materials for waterline extension. A large amount of concrete works and rebar on this project.
- **Culture, Social & Emergency Services**
 - Received for review, set of drawings and proposal for Kikinow Elders Lodge for water and wastewater services out of Hamlet.

Project Manager – Scott Wells

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

- **Governance**
 - WD22005 – Water & Sewer Extension – Memorial Drive
 - Meeting with Allnorth Engineering to have the drawings and project expanded to include infrastructure along 104AVE and Memorial Drive
 - Working with Grande Cache Utilities supervisor to learn current standing of PRV 4 near 9906 99 ST and potentially have pressure reduced as per Master Water Distribution plan from Associated Engineering
 - Using GC Sanitary Mater Plan and Water Distribution plan to learn existing problem areas in Grande Cache
 - Preliminary hydrovaccing completed Jan 30th to locate and confirm depths
 - WW19001 – Grovedale Liner
 - Introduction meeting with all members of M2 engineering and discussion of best solutions and current standing of Grovedale line repairs. M2 is in early stages of design and currently investigating the best possible option for repair.
 - SW20001 – Grande Cache Transfer Station
 - Consultant agreement sent to Aecom
 - Project initiation meeting Feb 2
 - Security Guard Tender - reviewed tenders from separate security companies bidding on security guard contract and attended evaluation meeting.
 - Road Specifications - briefly reviewed the current road specifications and prepared recommendations for meeting with Construction Manager and Director.

CAPITAL BUDGET -- DEPARTMENT UPDATE for 2022 and 2023								
Planning is from the conception of an idea to Council/Budget discussions.		Engineering consists of Preliminary, draft, final design and preparing/evaluating tenders.		Tendering consists of advertising the project, completing tender evaluations, thorough overview of budget/project and preparing RFD		Construction consists of contractor starting on site to project completion.		Final & Warranty consists of all contract representatives on site to walk through the project pointing out deficiencies and monitoring the completed project as per contract.
CAPITAL APPROVED PROJECTS	COUNCIL APPROVED BUDGET AMOUNT 2023	QUARTERLY REPORT Q4 2023	Percentage of budget spent	EST. COST SPENT TO DATE (Feb 6/24)	STRATEGIC PLAN	CONTRACTOR	Percentage of Project Management Completed	NOTES
ROADS								
WW17002 GD Evaporative Lagoon Decommissioning	\$ 2,162,216.00	\$ 1,217,560.00	56%	\$ 1,546,394.78	Environment	Associated Engineering	Warranty 100%	Construction Tender posting on APC February 27 closing on March 27 - Council April 25th - Pre construction meeting scheduled for June 6th. Contractor started onsite on June 15 2023. Cell backfill is complete. Final walk throught with minor defecencies. Complete
RD20008 Twp 692 - GD Industrial Rd - West of Hwy 666	\$ 350,898.00	\$ 281,226.00	80%	\$ 1,480,286.77	Economy	PME Inc.	Warranty 100%	Final landscaping, sitch grading, signs and post installations, and seeding in 2023, will be completed in spring/ early summer. Contractor has been onsite now for approx. 3 weeks. Conditional Completion has been completed with deficiencies to be completed within 45 days. Final dates to be completed in July 30 2023. Contractor still onsite, have come back and are questioning the deficienes after the Conditionla Completion Certificate was signed and agreed upon. Meeting onsite July 25th to discuss further with contractor. Final walk through, Completed. Will begin in 2024 on misc EXTRA items quoted too high during contract.
RD22001 FTR Phase 6	\$ 6,201,250.00	\$ 6,536,343.00	105%	\$ 6,616,551.80	Economy	Beairsto & Associates	Warranty 100%	Construction Tender posted on APC January 20 closing February 17 - Council March 14th - Construction in progress. Completed
RD22006 RV Dumping Access	\$ 492,919.00	\$ 208,571.00	42%	\$ 348,841.10	Economy	AllNorth Consulting	Construction 46-95%	Construction Tender posting on APC February 6 closing March 6 - Counil April 25th. Project awarded to Wapiti Gravel, pre construction reschedueld from June 15th waiting on TAS and Eco from Wapiti, Construction start date provided of August 21st. Pre construction still required, contractor has not requested pre con date. Contractor tentative start date is Sept 7, 2023,In progress . waiting on water parts/manhole grates, to be installed before end of year, deficencies to be completed in 2024.
RD23002 Block Funding Roads	\$ 1,000,000.00	\$ 480,954.00	48%	\$ 480,954.43	Economy	Internal	Warranty 100%	Road Request from 2021 to start June/July (Twp Rd 694A, SE 30-69-23 W5M) Recieved notification that power poles have been moved and crop is off. Boundaries to be staked to do bird sweep to start stripping and brushing. although no warranty as it was built with day labour. Complete
RD23003 FTR Improvements	\$ 500,000.00	\$ 41,814.00	8%	\$ 41,813.87	Economy	Internal	Tendering 31-45%	Working on details, to tender two (2) washrooms and molloks (garbage cans like the ones at Greenview rec sites)for pullouts. Ordered 2 molok garbage recepticles. Requested 3 quotes for washrooms, did not receive quotes back in time in order to have them covered in 2023. Will bring to Council at a later date for purchase. These were coming in at \$200,000 per 2 stall concrete washrooms.

RD23005 FTR Canfor South	\$ 783,900.00	\$ 42,800.00	5%	\$ 42,800.00	Economy	Internal	Tendering	31-45%	Traffic counts complete, working on details for engineering. Geo being quoted to determine road subgrade to provide the structure requirement. Geo report in progress, (KM 72 - 82) Tender for review the week of December 11th. Tender to be posted February 1st.
PAVING									
PV22001 Rge Rd 251 South	\$ 74,602.00	\$ 6,507.00	9%	\$ 931,904.81	Economy	AllNorth Consulting	Warranty	100%	Deficiencies to be completed by June 1, 2023. Deficiencies are complete
PV22002 Twp 701A Overlay	\$ 1,082,099.00	\$ 10,299.00	1%	\$ 2,128,199.54	Economy	AllNorth Consulting	Warranty	100%	Deficiencies to be completed by June 1, 2023. Deficiencies are complete
PV22003 RR 230 (defeated)	REMOVED as per Council direction	\$ -	removed	\$ 28,546.86	Economy	Beairsto & Associates	Tendering	31-45%	Construction Tender posting on APC January 20 closing February 17 – Council March 14th. Council removed the project from the 2023 construction season.
PV22004 GC Phase 6 Sidewalk / Driveways	\$ 98,874.00	\$ 14,978.00	15%	\$ 928,239.12	Economy	Beairsto & Associates	Warranty	100%	Deficiencies to be completed by June 15th, 2023, Completed
PV23004 Twp Rd704 Overlay	\$ 60,000.00	\$ 2,670.00	4%	\$ 2,670.17	Economy	WSP	Tendering	31-45%	Awarded to WSP, Engineering pre construction meeting scheduled for May 26 2023. Design in progress, Tender for review week of December 11th. Tender to be posted February 1st.
BF/DRAINAGE									
BF77159 Asplund Creek finance to fix	\$ 54,921.25	\$ -	0%	\$ 54,164.25	Economy	MPA Engineering	Final	96-99%	STIP Application submitted - Ready for Construction.
BF78503 RR 225	\$ 45,000.00	\$ 20,427.00	45%	\$ 22,900.75	Economy	MPA Engineering	Final	96-99%	STIP Application submitted - Engineering in progress, Engineering Complete, ready for Construction
BF79118 Tributary to Sturgeon Creek	\$ 50,000.00	\$ 21,394.00	43%	\$ 22,737.20	Economy	MPA Engineering	Final	96-99%	STIP Application submitted - Engineering in progress, Engineering Complete Ready for Construction
BF77244 Tributary to Sweathouse creek	\$ 517,331.00	\$ 345,475.00	67%	\$ 486,809.90	Economy	Green Acres	Warranty	100%	Construction completion 2023
BF76902 Tributary to Clouston Creek	\$ 189,318.00	\$ 131,605.00	70%	\$ 529,684.03	Economy	Green Acres	Warranty	100%	Final landscaping and seeding in 2023, will be completed in spring/ early summer. On site as of May 29th to finalize this project, working on final inspection date, Complete
ENVIRONMENTAL SERVICES									
ES23001 1/2 Ton Replacement A161	\$ 66,262.00	\$ 68,046.00	103%	\$ 68,046.44	Economy	Greenview	Final	96-99%	Completed
ES23002 1/2 Ton Replacement A197	\$ 66,262.00	\$ 67,247.00	101%	\$ 67,246.50	Economy	Greenview	Final	96-99%	Completed
ES23003 1/2 Ton Replacement A108	\$ 66,262.00	\$ 67,247.00	101%	\$ 67,246.50	Economy	Greenview	Final	96-99%	Completed
SOLID WASTE									
SW19004 GC Landfill & Recycling Land Purchase	\$ 65,000.00	\$ 3,654.00	6%	\$ 5,805.59	Environment	Alberta enviro Lands	Construction	46-95%	Awaiting final agreement from AEP Lawyer. Additional Survey required, some site conflicts.
SW20001 GC Transfer Station Development	\$ 68,800.00	\$ -	0%	\$ 76,295.18	Environment	Aecom	Engineering	11-30%	Engineering/ design/ Tender phase in 2024, Council awarded to Aecom Jan 9 Council meeting.
SW22003 WYRMA	\$ 270,000.00	\$ -	0%	\$ 270,000.00	Governance	Agreement local Govt.	Final	96-99%	Completed.
SW22004 GC Landfill Groundwater Well Monitoring	\$ 134,000.00	\$ -	0%	\$ 54,992.79	Environment	Associated Engineeering	Final	96-99%	This project had no carry over into 2023. Funds listed are 2022 budget. Project was under Budget. Project proposed 10 new ground water monitoring wells. Upon project startup and due to rig size 6 locations were identified with good access. Of those 6 only 4 monitoring wells were actually completed due to Equipment break down. AEP approval was given to not complete the other wells
SW23001 Hook Bin Truck Replacement A201	\$ 300,000.00	\$ -	0%	\$ -	Economy	Greenview	Construction	46-95%	Truck expected to be delivered in 2024.
WATER DISTRIBUTION/TREATMENT PLANTS									

WD15002 GD Water Treatment Plant	\$ 1,934,023.00	\$ 257,778.00	13%	\$ 13,679,948.79	Economy	Clarke Builders	Warranty	100%	Warranty ends July 2024, deficiencies on going.
WD16004 Landry Heights Water Distribution System	\$ 17,250.00	\$ 1,866.00	11%	\$ 4,849,587.84	Governance	GP lawn doctor	Warranty	100%	Completed
WD17002 SCADA Upgrades	\$ 152,584.00	\$ 102,773.00	67%	\$ 264,938.98	Environment	Nason contracting	Warranty	100%	Master SCADA project. Panel installed testing complete, project completed.
WD19004 GC Distribution Pumphouse Upgrades	\$ 1,147,420.00	\$ -	0%	\$ 734,537.44	Economy	Associated Engineering	Engineering	11-30%	Consultant updating scope with work that has been done to issue new tender document. In Budget for 2025
WD21001 Sunset House Water	\$ 150,000.00	\$ -	0%	\$ 113,503.65	Environment	To be determined	Planning	0-10%	This project has no carry over into 2023. Council direction was to monitor and track usage / well recovery for changes, Well health status report in coming in April 2024
WD22002 SCADA Upgrades	\$ 161,700.00	\$ 119,751.00	74%	\$ 158,050.65	Environment	Nason Contracting	Warranty	100%	Installed and complete, Scada operational at Little smoky water plant. April invoice of \$5000 + Est.Cost Spent to Date\$166,700 Completed December 2023
WD22004 GC Master Plan	\$ 357,583.00	\$ 196,315.00	55%	\$ 1,225,171.73	Environment	Associated Engineering	Final	96-99%	Took to COW meeting for Council review, project completed.
WD22005 Water & Sewer Extension - Memorial Drive	\$ 99,408.00	\$ 80,457.00	81%	\$ 86,539.31	Environment	AllNorth Engineering	Engineering	11-30%	Engineering Tendered & Awarded late Fall 2022, 90% design completed, looking at water model , options for roadworks and sidewalks, In 2024 Budget, met with Consultant Jan 11. Preliminary design in review.
WD23006 Nose Creek Water Point	\$ 240,000.00	\$ 36,900.00	15%	\$ 172,027.96	Environment	Flowpoint Environmental	Construction	46-95%	Project awarded April 25 Council meeting, award letter sent. Misc parts ordered, finalized design, tentative delivery date Sept 20, 2023, got quotes for septic tank installation. Public health approved analyzer , Scada connection required for monitoring, emergency plan development.
WASTEWATER SYSTEMS									
WW17001 GD Collection System	\$ -	\$ -	0%	\$ 4,875,103.72	Environment	Mainline construction	Warranty	100%	Warranty completed , project completed.
WW19001 GD Floating Liner	\$ 10,046,498.00	\$ 33,859.00	0%	\$ 219,141.69	Economy	M2 Engineering	Engineering	11-30%	Consultant 3rd party review report coming, initial finding appear to confirm high groundwater levels and leak confirmation.
WW19002 GC Sewage Treatment Plant	\$ 48,987,956.00	\$ 13,751,203.00	28%	\$ 16,943,769.78	Environment	Alpha Construction	Construction	46-95%	Forming bio reactor walls, leakage test on North pond passed, rebar and concrete work, clearing and grubbing brush to the outfall structure completed. April invoice of \$10,158.85 + Est.Cost Spent to Date \$1,506,907.74 Contractor continues to work progressively, project still on track.
WW20005 DB Lift station Forcemain Upgrades	\$ 10,000.00	\$ 1,420.00	14%	\$ 1,107,173.14	Environment	MPE Engineering	Warranty	100%	Completed Warranty walk through September 19, 2023. Completed.
WW21001 RV Lagoon Expansion	\$ 2,742,001.00	\$ 646,771.00	24%	\$ 722,916.61	Economy	M2 Engineering	Construction	46-95%	De sludging delayed until June 2024. April invoice of \$3387.30 + Est.Cost Spent to Date \$70,165.25
OPERATIONS EQUIPMENT									
OP22001 GC Street Sweeper	\$ 365,000.00	\$ 361,045.00	99%	\$ 361,044.75	Economy	Joe Johnston Equipment	Warranty	100%	Unit Delivered to Grande Cache May 25, 2023
OP23004 1/2 Ton Truck Purchase - Replacement of A127 (3/4 ton)	\$ 60,000.00	\$ 67,886.00	113%	\$ 67,886.45	Economy	Windsor Ford	Warranty	100%	Unit Delivered to Valleyview - June 30, 2023
OP23005 2 ton, Extended Cab Pick Up Truck Replacement of A145 & F22	\$ 104,364.00	\$ 101,584.00	97%	\$ 105,935.32	Economy	Windsor Ford	Warranty	100%	Procurement posted closes March 6. Unit delivered Dec 8, 2023.
FACILITIES MAINTENANCE									

FM21008 Security Improvement 4 yr. plan	\$ 239,907.00	\$ 162,498.00	68%	\$ 425,934.69	Governance	Apex Security	Warranty 100%	Trialing a camera in the front of the FCSS building which will detect weapons and aggressive behaviors. Last camera upgrades installed,finalizing PSB doors and fobs. Still expecting some cost to come from the work on the overhead doors on the firehall to make the closing effective. Completed the instalation of the operational light and removed the timer systems. Thiese door will now be closed by the fire fighters before that leave for the sceen making the building more secure.
FM20013 DeBolt PSB Expansion	\$ 953,200.00	\$ 31,826.00	3%	\$ 1,130,627.35	Governance	Southwest Design	Warranty 100%	Electrical & carpentry deficiencies to be fixed in spring. Have substantial completion and operations has moved into the building. Still planning deficiencies to be repaired in the spring. Have now connected all components to our building management system . Date set in May for completion of project deficiencies. Complete
FM22001 Skid Steer Broom Replacement	\$ 12,000.00	\$ 10,330.00	86%	\$ 10,330.09	Governance	Bob Cat of the Peace	Warranty 100%	On order should arrive middle of June 2023. Broom has arrived and is in service, complete.
FM23002 Renovations to FM/Enviro Building	\$ 50,000.00	\$ 17,853.00	36%	\$ 48,981.30	Governance	Southwest Design	Final 96-99%	Have contacted 3 companies to provide us with a quotation to strap and install new metal siding for the building and carpenter shop. Received 2 quotes which are significantly over our budget. I am working with the lowest bid to see if we can complete part of the project this year. Siding has been replaced on the front and side of the building. just waiting for the cladding around the overhead doors which should be installed in early January.
FM22008 GC New Operations Shop	\$ 161,180.00	\$ 154,852.00	96%	\$ 189,262.32	Governance	Bearisto & Associates	Tendering 31-45%	Project fully designed. Touching last few additions/corrections. Coming to Council December 2023. Worked with Beairsto to incorporated the reccomendation suggested by Council. Will tender this project very early in January 2024. The project is out to tender on APC with a close in Mid-February.
FM22008-1 GC Operations Sand/Salt Building	\$ 1,000,000.00	\$ 1,033,017.00	103%	\$ 1,034,217.07	Economy	TDN Jenkins	Warranty 100%	Developing tender package for 60' by 150' pole shed design. Have researched the price of a 72' by 150' coverall building. Have a price from a RMA approved vendor. Building is out for tender closing in late March. We have received one quotation for the paving of the yard area and waiting for another. We are doing test holes on the site in early March. Received two bid in the tender which we both significantly over our \$700,000 estimate. Presenting to council on April 25 to cancel the tender and move forward with the Coverall building from the RMA approved vendor. Building complete, just finishing landscaping for drainage. Complete
FM22009 GRM Emergency Generator (350kW)	\$ 425,000.00	\$ 3,563.00	1%	\$ 4,662.50	Economy		Tendering 31-45%	Tender will be closing in mid-March for this project. Coming to Council in April. Took to council April 25 to accept the bid which was \$115,00 higher than the approved budget. Council rejected the bid & changed project scope. Now working on getting the GRM, Grovedale Arena/Community Hall and Little Smoky Community Hall generator ready. Hired an engineer to get single line drawings. Project was tendered in the third week of January and will close in February. Site visits planned Feb 5th.

FM23005 Replacement of BR1 with new Broom	\$ 6,000.00	\$ 5,270.00	88%	\$ 5,270.00	Governance	Deerline Edmonton	Warranty	100%	Broom has arrived, project is complete
FM23009 Purchase a Wide Area Mower	\$ 95,000.00	\$ 99,810.00	105%	\$ 99,809.83	Governance	Deerline Edmonton	Warranty	100%	Unit arrived in late November but will need to wait till the spring to use. Complete.
FM 24007 - Renovations to FM/Env. Building	\$20,000		0%	\$ -	Governance		Planning	0-10%	Started asking for quotes to replace the siding on the carpenter shop
FM 24010 - Replacement for RB# 60" broom	\$6,000		0%		Governance		Planning	0-10%	Order in February
FM24011 Replacement of Skid #1 to Bobcat	\$94,000		0%		Governance		Planning	0-10%	Order in February
Council Requests over the approved budgets									
Range Road 202 Graveling	\$ -			\$ 53,765.00	Governance		Construction	46-95%	Complete
Little Smoky Recycling Bins	\$ -			\$ 26,983.00	Governance		Warranty	100%	Completed mid June



Municipal District of Greenview No. 16

NAME: Ryan Ratzlaff
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
16-Jan	7:30	16:00	M	COTW Debolt	160			1	50.00		469.00
17-Jan	9:00	16:30	M	Strat plan Review			1		20.00		324.00
18-Jan	9:00	14:30	M	Strat plan Review	160						324.00
22-Jan	14:30	22:30	M	GIG Supper and meeting	320						324.00
23-Jan	8:15	15:00	M	RCM	80						
28-Jan				Little Smoky Chili Cook-off							
NOTES:				KILOMETER CLAIM			TOTAL		70.00		1441.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	720	504.00	NET CLAIM		70.00		1441.00
				\$0.17 per km	720	122.40					
				SUBTOTAL		626.40	TOTAL CLAIM				2137.40
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		626.4	AMOUNT DUE (OWING)				\$2,137.40



Municipal District of Greenview No. 16

NAME: Sally Rosson
ADDRESS : _____

Employee # : _____
Department: Council

DATE 2024	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
15-Jan	14:45	20:30	M	Friends of SL	104							324.00
16-Jan	7:45	17:30	M	COTW - DeBolt	215							469.00
17-Jan	8:30	16:30	M	STRAT Plan Review								324.00
18-Jan	8:30	13:30	M	STRAT Plan Review	222							324.00
22-Jan	3:00	22:00	M	GIG Dinner	222							536.00
23-Jan	8:30	14:30	M	RCM	16							324.00
24-Jan	17:45	21:00	M	Friends of SL / GRMultiplex	16							275.00
26-Jan	10:00	10:45		Landowner meeting								
NOTES:				KILOMETER CLAIM			TOTAL					2576.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.70 per km	795	556.50	NET CLAIM					2576.00
				\$0.17 per km	795	135.15						
				SUBTOTAL		691.65	TOTAL CLAIM					3267.65
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		691.65	AMOUNT DUE (OWING)					\$3,267.65

Sally Ann Rosson
Claimant

January 26, 2024
Date

196

Approved

Date



Municipal District of Greenview No. 16

NAME: Tom Burton
ADDRESS : [redacted]

Employee # : [redacted]
Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
January 15 2024	18:45	21:00	M	East Smoky Recreation Board Annual General Meeting and Regular Meeting								275.00
January 16 2024	8:30	15:30	M	Committee of the Whole								324.00
January 17 2024	8:00	17:30	M	Greenview Strat Plan Review	120							469.00
January 18 2024	8:00	21:00	M	Greenview Strat Plan Review and River of Death & Discovery Dinosaur Museum Society	320							536.00
January 22 2024	15:30	21:45	M	Greenview Industrial Gateway Committee & Presentation	120							324.00
January 23 2024	7:45	15:45	M	Council	120							324.00
January 25 2024	10:00	16:00	M	River of Death & Discovery Dinosaur Museum Society Governance Committee	200			1		20.00		324.00
January 26 2024	8:30	15:30	M	Grande Spirit Foundation Board	100							324.00
January 27 2024	9:30	14:00	M	Peace Library System Executive Committee	120							324.00
NOTES:				KILOMETER CLAIM				TOTAL		20.00		3224.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.70 per km	1100	770.00	NET CLAIM		20.00			3224.00
				\$0.17 per km	1100	187.00						
				SUBTOTAL		957.00	TOTAL CLAIM					4201.00
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		957	AMOUNT DUE (OWING)					\$4,201.00

Claimant Date Approved Date



Municipal District of Greenview No. 16

NAME: Jennifer Scott
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
15-Jan	15:30	17:30	M	Friends of Sturgeon Lake	52						275.00
16-Jan	8:00	16:00	M	COTW	52						324.00
17-Jan	7:30	19:30	M	Strat Plan Review	172						469.00
17-Jan				PACE							
18-Jan	7:30	14:00	M	Strat Plan Review	172						324.00
22-Jan	15:00	22:30	M	GIG Update	172						324.00
23-Jan	8:00	15:00	M	Regular Council Meeting	76						324.00
24-Jan	17:00	21:30	M	GRM Advisory Board/FSLS - Zoom	76						324.00
25-Jan	14:00	18:30	M	Meeting with Premier, City and County	172						324.00
NOTES:				KILOMETER CLAIM			TOTAL				2688.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	944	660.80	NET CLAIM				2688.00
				\$0.17 per km	944	160.48					
				SUBTOTAL		821.28	TOTAL CLAIM				3509.28
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		821.28	AMOUNT DUE (OWING)				\$3,509.28

Claimant

Date

Approved

Date



Municipal District of Greenview No. 16

NAME: Christine Schlieff
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
15-Jan	18:30	20:30	M	Nithawk chairlift committee								275.00
16-Jan	6:45	17:00	M	COTW	186							469.00
17-Jan	8:00	17:00	M	STRAT plan review	64							469.00
18-Jan	8:00	13:00	M	STRAT plan review	64							324.00
22-Jan	16:00	20:30	M	GIG presentation and supper	64							324.00
23-Jan	6:45	17:00	M	Regular Council	305							469.00
26-Jan	12:15	15:30	M	SPRA reg meeeting	64							275.00
NOTES:				KILOMETER CLAIM			TOTAL					2605.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.70 per km	747	522.90	NET CLAIM					2605.00
				\$0.17 per km	747	126.99						
				SUBTOTAL		649.89	TOTAL CLAIM				3254.89	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		649.89	AMOUNT DUE (OWING)				\$3,254.89	

Time Calc	Code	Meal Calculations							Meet		
		B	L	D	B	L	D	Meal Calc	Meet Calc	O/T Rate	O/T Calc
2	M	TRUE	TRUE	TRUE	0	0	0	0	275	0	0
10.25	M	TRUE	TRUE	TRUE	0	0	0	0	469	0	0
9	M	TRUE	TRUE	TRUE	0	0	0	0	469	0	0
5	M	TRUE	TRUE	TRUE	0	0	0	0	324	0	0
4.5	M	TRUE	TRUE	TRUE	0	0	0	0	324	0	0
10.25	M	TRUE	TRUE	TRUE	0	0	0	0	469	0	0
3.25	M	TRUE	TRUE	TRUE	0	0	0	0	275	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0
0	0	TRUE	TRUE	TRUE	0	0	0	0	0	0	0

ing Calculations

O/T Limit	Meet Tot	M or C	Mileage		
0	275	275	0		
0	469	469	186		
0	469	469	64		
0	324	324	64		
0	324	324	64		
0	469	469	305		
0	275	275	64		
0	0	0	0		
0	0	0	0		
0	0	0	0		
0	0	0	0		
0	0	0	0		
0	0	0	0		
0	0	0	0		
0	0	0	0		
0	0	0	0		
0	0	0	0		
0	0	0	0		
0	0	0	0		
			over 5000	over 5000	
Mlg Total			747	747	0
Text rule			\$0.70 per km		0
Mlg calc			522.9		0
Ntp calc					



Municipal District of Greenview No. 16

NAME: Tyler Olsen
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
16-Jan	8:00	16:00	m	COTW DeBolt	60		1		1	70.00		324.00
17-Jan	7:30	18:30	m	Strat plan review, VV library board	220		1		1	70.00		469.00
18-Jan	7:30	15:00	m	Strat plan review, return to GC	320		1			20.00		324.00
22-Jan	13:00	22:00	m	GIG meeting	320							469.00
23-Jan	8:30	17:00	m	Regular Council, travel to GC	320		1		1	70.00		469.00
28-Jan	14:00	17:30	m	travel to VV	320				1	50.00		275.00
NOTES:				KILOMETER CLAIM			TOTAL			280.00		2330.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.70 per km	1560	1092.00	NET CLAIM		280.00			2330.00
				\$0.17 per km	1560	265.20						
				SUBTOTAL		1357.20	TOTAL CLAIM					3967.20
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		1357.2	AMOUNT DUE (OWING)					\$3,967.20

 Claimant

 Date

 Approved

 Date