



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

March 12, 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 February 27, 2024	3
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	
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#7	BUSINESS	
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#9	CLOSED SESSION	
	9.1 Grovedale Cemetery Board Appointment Disclosure Harmful to Personal Privacy (Section 17, FOIP)	
	9.2 Municipal Development Plan Plans Tender Award Disclosure Harmful to Business Interest of a Third Party (Section 16, FOIP)	
	9.3 Aggregate Supply Contract Disclosure Harmful to Business Interest of a Third Party (Section 16, FOIP)	
#10	MEMBERS REPORTS/EXPENSE CLAIMS	242
	<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, February 27, 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 4	Councillor Dave Berry
Ward 5	Councillor Dale Smith
Ward 6	Councillor Tom Burton
Ward 7	Councillor Jennifer Scott
Ward 8	Councillor Christine Schlieff
Ward 9	Councillor Marko Hackenberg

ATTENDING

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

ABSENT

Ward 8	Deputy Reeve Bill Smith
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Swearing in of Councillor, Marko Hackenberg, Ward 9

#2
AGENDA

MOTION: 24.02.85 Moved by: COUNCILLOR TOM BURTON
That Council adopt the Agenda of the February 27, 2024, Regular Council Meeting as amended.

- Correct the date for the minutes
- Add Swearing in of New Councillor
- Change the Bylaw # from 23-957 to 24-957 on Agenda item 6.2

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

CARRIED

**#3
MINUTES**

MOTION: 24.02.86 Moved by: COUNCILLOR DALE SMITH
That Council adopt the minutes of the February 13, 2024, Regular Council Meeting as presented.
FOR: Reeve Olsen, Councillor Dale Smith, Councillor Berry, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg

CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

BUSINESS ARISING FROM MINUTES

- Councillor Rosson - Hope Lives Banquet – who's attending
- Councillor Dale Smith: Policy 7006 when does that get posted on the website
- Communications, Stacey Sevilla: will check into it, but it should be going on any day.

5.0 DELEGATIONS

6.0 BYLAWS

6.1 BYLAW 24-956 ROAD CLOSURE

**BYLAW 24-956
1ST READING**

MOTION: 24.02.87 Moved by: COUNCILLOR RYAN RATZLAFF
That Council give first reading to Bylaw 24-956 to close approximately ± 0.63 hectares within Road Plan 69 TR and Road Plan 042 6473 lying adjacent to Plan 822 3273, Block 34, Lot 6 as shown on Schedule 'A' hereto.
FOR: Reeve Olsen, Councillor Dale Smith, Councillor Berry, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg

CARRIED

**BYLAW 24-956
PUBLIC HEARING**

MOTION: 24.02.88 Moved by: COUNCILLOR WINSTON DELORME
That Council schedule a Public Hearing on March 26, 2024, for Bylaw No. 24-956 to close ± 0.63 hectares within Road Plan 69 TR and Road Plan 042 6473 lying adjacent to Plan 822 3273, Block 34, Lot 6 as shown on Schedule 'A' hereto.
FOR: Reeve Olsen, Councillor Dale Smith, Councillor Berry, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg

CARRIED

**BYLAW 24-957
1ST READING**

6.2 BYLAW 24-957 GRANDE CACHE RECREATION BOARD

MOTION: 24.02.89 Moved by: COUNCILLOR SALLY ROSSON

That Council give first reading to Bylaw 24-957 Grande Cache Recreation Board as amended.

- 5. F) change the wording to “review and may approve.”
- 6.4 change the word “felt” to “apparent”

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

CARRIED

**BYLAW 24-957
2ND READING**

MOTION: 24.02.90 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council give second reading to Bylaw 24-957 Grande Cache Recreation Board as presented.

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

CARRIED

7.0 NEW BUSINESS

7.1 ADVERSE ENVIRONMENTAL CONDITIONS

FLOWER TENDER

MOTION: 24.02.91 Moved by: COUNCILLOR TOM BURTON

That Council cancel Tender AG-2024-01 - Annual Flower Tender for the 2024 season due to anticipated adverse environmental conditions.

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

CARRIED

7.2 POLICY 6308 CLUBROOT OF CANOLA

POLICY 6308

MOTION: 24.02.92 Moved by: COUNCILLOR DAVE BERRY

That Council approve Policy 6308 Clubroot of Canola as presented.

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

AGAINST: Councillor Dale Smith

CARRIED

7.3 APPOINTMENT OF MEMBERS TO THE INTERMUNICIPAL WEED AND PEST APPEAL BOARD

PEST APPEAL APPT.

MOTION: 24.02.93 Moved by: COUNCILLOR DAVE BERRY

That Council appoint the following individuals to the Intermunicipal Weed and Pest Appeal Board as members for the 2024 calendar year: Dave Gibbard, Joshua McMillan, Jake Drozda, Jeff Laughlin, Warren Wohlgemuth, Gary These, Kayln Schug, Brenda Yasinski, Brent Reese, Gloria Dechant, Terry Ungarian, Linda Halabisky, George Blackhurst, Brianne Brault, Doug Meneice, Duane Nichols, Megan Allard and Clynton Butz.

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

CARRIED

7.4 POLICY 6317 "AGRICULTURAL EDUCATION GRANT"

POLICY 6317

MOTION: 24.02.94 Moved by: COUNCILLOR RYAN RATZLAFF

That Council approve Policy 6317 Agricultural Education Grant as presented.

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

CARRIED

7.5 ROTARY CLUB OF GRANDE PRAIRIE - SPONSORSHIP REQUEST

**ROTARY CLUB
SPONSORSHIP**

MOTION: 24.02.95 Moved by: COUNCILLOR JENNIFER SCOTT

That Council approve sponsorship in the amount of \$2,000.00 to the Rotary Club of Grande Prairie for hosting the Grande Prairie Regional Airshow on July 26-28th, 2024 in Grande Prairie, Alberta, with funds to come from the Community Services Sponsorship budget.

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

CARRIED

Reeve Olsen recessed the meeting at 10:09 a.m.

Reeve Olsen reconvened the meeting at 10:16 a.m.

7.6 DEBOLT NURSE PRACTITIONER ACCOMMODATIONS

**DEBOLT NURSE
PRACTITIONER**

MOTION: 24.02.96 Moved by: COUNCILLOR SALLY ROSSON

That Council accept the request for establishing a facility to attract a nurse practitioner to DeBolt for information, as presented.

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

CARRIED

Councillor Burton exit the meeting at 10:34 a.m.

**DRAINAGE DITCH
REPORT**

7.7 REGISTERED DRAINAGE SYSTEMS OR SURFACE WATER MANAGEMENT

MOTION: 24.02.97 Moved by: COUNCILLOR DAVE BERRY

That Council accept the report on the Northern Zone 4 Drainage Ditch Committee for information, as presented.

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

ABSENT: Councillor Burton

CARRIED

RATEPAYER BBQS

7.8 COUNCIL RATEPAYER BARBEQUES

MOTION: 24.02.98 Moved by: COUNCILLOR JENNIFER SCOTT

That Council approve the format changes to Greenview's Council Ratepayer Barbeques through the establishment of a formal agenda with specified addresses to ratepayers.

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

ABSENT: Councillor Burton

CARRIED

NOTICE OF MOTION

8.0 NOTICE OF MOTION

9.0 CLOSED SESSION

**#10 MEMBER REPORTS
AND EXPENSE CLAIMS**

10.0 MEMBERS BUSINESS

WARD 1

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

- February 13, 2024, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Duncan First Nation - Meeting
- Elders Lodge Construction Meeting
- February 20, 2024, Committee of the Whole
- Growing the North Conference
- Interprovincial Fuel Solutions Supper
- Resiliency Workshop - EDA

WARD 2

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

- February 13, 2024, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- February 20, 2024, Committee of the Whole
- Growing the North Conference
- Interprovincial Fuel Solutions Supper

WARD 3

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

- February 13, 2024, Regular Council Meeting
- Expression of Interest Meeting
- Valleyview Rec Board Meeting
- Municipal Planning Commission
- Policy Review Committee
- Little Smoky Ski Hill Meeting
- February 20, 2024, Committee of the Whole
- Growing the North Conference
- Wildfire Resiliency Workshop - EDA

WARD 4

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

- February 20, 2024, Committee of the Whole
- Growing the North Conference
- Interprovincial Fuel Solutions Supper

WARD 5

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

- February 13, 2024, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Little Smoky Ski Hill Meeting
- Heart River Housing
- February 20, 2024, Committee of the Whole
- Valleyview Attraction and Retention Committee Meeting

WARD 6

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

- February 13, 2024, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee

- Emerging Trends in Municipal Law
- Minister Schow Meeting
- River of Death & Discovery Dinosaur Museum Society
- Regional Branding Committee Meeting
- MD of Greenview Library Board
- February 20, 2024 Committee of the Whole
- East Smoky Recreation Board
- Growing the North Conference
- Minister McIver Meeting
- Interprovincial Fuel Solutions Event
- Grande Spirit Foundation
- RMA Unpaid Oil & Gas Taxes Webinar
- Peace Library System

WARD 7

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

- February 13, 2024, Regular Council Meeting
- Expression of Interest Open House
- Municipal Planning Commission
- Policy Review Committee
- February 20, 2024, Committee of the Whole
- Growing the North Conference
- PACE Meeting
- Interprovincial Fuel Solutions Supper
- RhPAP Meeting
- RMA Webinar Unpaid Oil & Gas Taxes

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;

- February 13, 2024, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- South Peace Regional Archives Building Committee
- Nitehawk – Minister Schow/Winter Games
- MD of Greenview Library Board Meeting
- February 20, 2024, Committee of the Whole
- Growing the North Conference
- Interprovincial Fuel Solutions Supper
- Resiliency Workshop – EDA

WARD 9

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

- February 13, 2024, Regular Council Meeting
- Municipal Planning Commission
- Duncan First Nations Meeting
- Regional Branding Meeting
- AWG Winter Games Opening Ceremony
- February 20, 2024, Committee of the Whole
- Growing the North Conference
- Minister McIver Meeting
- Minister Jones Meeting
- Interprovincial Fuel Solutions Supper
- PrairiesCan Lunch – Deputy Minister Michelle Evans
- Coffee w/ Mayor – Town of Valleyview

**#10 MEMBERS
BUSINESS**

MOTION: 24.02.99 Moved by: COUNCILLOR SALLY ROSSON

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

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

ABSENT: Councillor Burton

CARRIED

#11 ADJOURNMENT

11.0 ADJOURNMENT

MOTION: 24.02.100 Moved by: COUNCILLOR DALE SMITH

That Council adjourn this Regular Council Meeting at 12:04 P.M.

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

ABSENT: Councillor Burton

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT:	Tender Award - Grande Cache Operations Building		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 12, 2024	CAO:	MANAGER: WP
DEPARTMENT:	FACILITY MAINTENANCE	DIR: RA	PRESENTER: WP
STRATEGIC PLAN:	Economy	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Council approve additional funding in the amount of \$1,364,164.00 to cover contingency costs of capital project FM22008 – New Operations Shop in Grande Cache, with funds to come from the Facilities Reserves.

MOTION: That Council awards tender AB-2024-00684 to Bird Construction Group Ltd., in the amount of \$11,399,030.00 plus GST, with funds to come from capital project FM22008 – New Operations Shop in Grande Cache.

BACKGROUND/PROPOSAL:

Following Council's Interim 2024 capital budget, a tender was launched on January 23rd 2024, for the construction of the new Grande Cache Operations building. Due to Council's previous award, the Consultant role on the project is being handled by Beairsto & Associates Engineering, working in conjunction with Administration. This tender closed on February 23rd (a 2-day extension was added due to Contractor questions), with 8 proposals received. All of the proposals were accepted for review and evaluation.

To maintain project cost in line with Council's interim approved budget, several items were quoted separately where they could easily be removed if overall project costs come in over budget. These items include the hydronic heating system in the main parking area, hydronic heating on the aprons to melt snow in the winter months, crane size, conference room partition, and converting from pavement to gravel for the access and parking area on the southside of the shop.

As the project grand total is over Council's approved budget, the following items have been deleted from the stipulated bid:

<i>Item</i>	<i>Quoted Cost</i>	<i>Rational</i>
<i>Hydronic heat option 2: Remove hydronic heating from the equipment parking area</i>	<i>\$491,673</i>	<i>This option is cheaper in building operating energy costs, but due to the quoted cost, it cannot be justified with today's energy rates.</i>
<i>Hydronic heat option 3: Remove hydronic heat from the shop aprons (snow melt system)</i>	<i>\$723,203</i>	<i>While this option could remove a potential safety risk in the winter, it is not essential and is the single largest cost deletion that will keep the project on budget.</i>
<i>Conference Room Partition Wall</i>	<i>\$28,875</i>	<i>While this option would allow the room to be divided in two, it is not essential.</i>
<i>Replace the 8-ton crane with a 5-ton crane</i>	<i>\$40,000</i>	<i>The 5-ton crane will be suitable for all current equipment lifts.</i>

The evaluation process in reviewing the tender supports Bird Construction Group Ltd to construct the Grande Cache Operations building. They provided the lowest construction cost and a schedule which is most advantageous to Greenview. Here are the scores and rankings of all proponents who submitted bids for this project.

Overall Ranking	Proponent's Name	Bid Price	Price as Recommended	Project Scheduled Completion
1	Bird Construction Group Ltd.		\$11,399,030	
2	GenMec ACL Inc.		\$11,629,125	
3	Marshall-Lee Construction Corp.		\$11,637,000	
4	Gator Builds Ltd		\$11,978,235	
5	Scott Builders Inc.		\$12,231,381	
6	Kor Alta Construction Ltd.		\$12,248,606	
7	Binder Construction Limited		\$12,661,125	
8	Atkinson Construction (ACL) Ltd		\$12,757,000	

Please refer to the attached detailed bid analysis with recommendations.

The following is a breakdown of the costs:

Bird Construction project base bid price (without additions/deletions)	
Replace 8-ton crane with a 5-ton crane	
Delete Partition Wall in Conference Room	
Bid project cost	\$11,399,030.00
Beairsto Engineering (Inspection Fees)	
Demolition of existing sand/salt coverall building	
Complete Project Cost	\$11,593,770.00
10% Contingency	\$1,159,377.00
Total Project Cost	\$12,753,147.00
FM 22008 Approved Budget (after March adjustments)	\$11,388,983.00
Requested Additional Funding from Facilities Reserve	\$1,364,164.00
Facilities Reserve Balance (pending year end and audit adjustments)	\$8,300,000.00

Administration predicts the costs of operating the new building, that is approximately 40% larger than current, to be in line with our current budget, due to the improved efficiencies.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the new shop will better suit the current needs of Greenview's Operations Department and will allow construction to begin in the spring of 2024.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended action is the additional funding required.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative not to award and instead cancel this tender; however, Administration does not recommend this action, as the current Grande Cache Operations building requires major renovations.

ALTERNATIVE MOTION: That Council direct Administration not to award the Grande Cache Operations Shop tender AB-2024-00684 due to budget constraints.

Alternative #2: Council has the alternative to award the tender to one of the other identified proponents; however, Administration does not recommend this, as the recommended proponent has the highest evaluation score and such action would not be in alignment with Policy 9001 - Procurement and Purchasing.

MOTION: That Council awards tender AB-2024-00684 to _____, in the amount of \$_____ plus GST, with funds to come from capital project FM22008 – New Operations Shop in Grande Cache.

FINANCIAL IMPLICATION:

Direct Costs: approximately \$12,753,147.00 (with contingency)

Ongoing / Future Costs: Normal operating and maintenance costs are expected to remain as current.

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:

Upon Council's decision, Administration will proceed accordingly.

ATTACHMENT(S):

- Beairsto Engineering tender document (*SHORTENED to: Instructions to Bidders, Pages 1 to 9*)
- Bid analysis with Recommendations.
- Beairsto Engineering detailed contractor breakdown
- Recommended Contractor's bid document.
- Building drawings – *due to file size, not included in Agenda package and will be made available for review in advance and during meeting.*

PROJECT

**Municipal District of Greenview
No. 16**

**Grande Cache Public
Works Building**

Grande Cache, AB

**CLOSING:
February 21, 2024
2:00 pm (local time)**

**MANDATORY PRE-BID MEETING:
February 1, 2024**



**Municipal District of
GREENVIEW**



Beairsto & Associates
ENGINEERING & SURVEY



**BASE PROJECT NUMBER:
22GEBD5045**

Municipal District of Greenview No. 16

Grande Cache Public Works Building

9706 Shand Avenue, Grande Cache, AB
Block 33, Lot 2 & 3, Plan 2650RS

Grande Cache, ALBERTA

PROJECT MANUAL

JANUARY 23, 2024

Prepared By:



1. SUMMARY

- .1 The Owner is:

MD of Greenview No. 16

3605 – 46 Street

PO Box 1079

Valleyview, AB T0H 3N0

c/o Wayne Perry, Manager, Facilities Maintenance

- .2 The Engineering Consultant is:

Beairsto & Associates Engineering Ltd.

10940 – 92 Avenue

Grande Prairie, AB T8V 6B5

- .3 Bids shall be prepared and submitted, and the bidding process shall be administered in accordance with these bidding requirements.

- .4 Refer to Section 01 11 00 Summary of the project, including requirements pertaining to Contract Time.

2. BID SUBMISSION

- .1 Bids will be received by email or hardcopy before **2:00 p.m.** local time on **Wednesday, February 21st, 2024** (the “bid closing time”) by:

Beairsto & Associates Engineering Ltd

10940 – 92 Avenue

Grande Prairie, AB T8V 6B5

Email: bids@baseng.ca

Fax 780-532-4739

- .2 For bid closing purposes, the official time of receipt of bids shall be as determined at the above location.

- .3 Submit bids on forms provided in the Bid Documents.

- .4 Oral, telephoned, telegram bids **will not be accepted nor acknowledged.**

- .5 The Owner may extend the bid closing time by addendum.

3. BASIS OF BID - STIPULATED PRICE

- .1 Bids shall be on a stipulated price basis.

4. SUFFICIENCY OF BID

- .1 The submission of a bid shall constitute an incontrovertible representation by the Bidder that:

- .1 The Bidder has complied with all bidding requirements,

- .2 The Bidder is qualified and experienced to perform the Work in accordance with the Bid Documents,
- .3 The bid is based upon performing the Work in accordance with the Bid Documents, without exception, and
- .4 The price or prices stated in the bid cover all the Bidder's obligations under the Contract and all matters and things necessary for the performance of the Work in accordance with the Bid Documents.

5. MANDATORY ATTENDANCE PRE-BID MEETING AND SITE INSPECTION

- .1 A mandatory attendance pre-bid meeting and site inspection will be held at the site on **Thursday, February 1st, 2024, at 2:00 pm**. Refer to Section 00 25 13 for additional information.

6. BID DOCUMENTS

- .1 The Bid Documents are the documents issued or made available to Bidders by the Owner for the purpose of preparing a bid. The Bid Documents consist of the following:
 - .1 Instructions to Bidders
 - .2 Mandatory Attendance Pre-Bid Meeting
 - .3 Bid Security
 - .4 Bid Form and Bid Form Supplements
 - .5 Payment Conditions
 - .6 Contract Performance Security
 - .7 Security for Payment of Claims
 - .8 Insurance Conditions
 - .9 Supplementary Conditions
 - .10 Specifications, Divisions 00 and 01 inclusive and 31 to 33.
 - .11 Drawings, as listed in the List of Drawings
 - .12 Municipal District of Big Lakes General Servicing Standards
 - .13 Addenda issued during bid period
 - .14 Information Documents

7. BID FORM

- .1 Fill-in all blanks in Bid Form and sign as follows:
 - .1 Limited Company: Print or type in space provided full name of company and name(s) and status of authorized signing officer(s). Authorized signing officer(s) shall sign. Sign Bid Form in the presence of a witness who shall also sign, or in the absence of a witness, affix corporate seal.
 - .2 Limited Company Joint Venture: Each joint venture company shall sign as for a limited company.
 - .3 Partnership: Print or type in space provided firm name and name(s) of person(s) signing. One or more of the partners shall sign in the presence of a witness who shall also sign.
 - .4 Sole Proprietorship: print or type in space provided, business name and name of sole proprietor shall sign in the presence of a witness who shall also sign.

- .2 Complete Bid Form in its entirety. Any required information that is omitted or illegible, any alterations to the text, or any conditions added on or submitted with the Bid Form, may cause the bid to be declared invalid and rejected.
- .3 For Hardcopy submissions:
 - 1. Enclose Bid Form in an envelope.
 - .2 Clearly indicate the following on the face of the envelope:
 - .1 Labeled as a "Bid Form".
 - .2 Name of the project/work specified in 1.1.
 - .3 Address for receipt for bids, as specified in 2.1.
 - .4 Bidder's name.
 - .3 Seal envelope and deliver to address specified in 2.1.
- .3 For Emailed submissions:
 - 1. Subject line: Grande Cache Public Works Building Tender
 - .2 Include all required documents in PDF format
 - .3 PDF size must not exceed 10MB
 - .4 Email to the address noted in 2.1

8. BID FORM SUPPLEMENTS

- .1 Prepare and submit each required supplement to the Bid Form as specified below.
- .2 Include the following Bid Form supplement(s) together with the Bid Form in a single envelope and submit before the bid closing time:
 - .1 Bid security, as specified in Section 00 43 13.
 - .2 COR Certificate
 - .3 Addendum Acknowledgements
 - .4 Separate & Itemized Price Form (Section 00 45 00)
- .3 Email PDF document OR seal hardcopies in an envelope and deliver to address specified in 2.1.
- .4 Bid form supplements are final and binding on the Bidder upon submission and may not be modified or superseded with another submission, unless the modifying or superseding submission is received before the bid closing time, as specified in the Instructions to Bidders article entitled "Bid Modifications."
- .5 Bid Form Supplements will be reviewed for compliance with the requirements of the Bid Documents after the bid opening.
- .6 Any required information that is omitted or illegible, any alterations to the text, or any conditions added on or submitted with a Bid Form Supplement, may cause the bid to be declared invalid and rejected.

- .7 The Owner may, after the bid closing time and before contract award, require any Bidder to submit, in a form prescribed by or acceptable to the Owner, a detailed cost breakdown of the Bid Price(s), or any other additional supplementary information about any aspect of the Bidder's bid which, in the Owner's opinion, is necessary for bid evaluation purposes.

9. BID MODIFICATION

- .1 A bid, including the Bid Form and Bid Form supplements, submitted in accordance with these bidding requirements may be modified, provided the modification:
 - .1 is in the form of a fax transmittal received at the fax number specified in 2.1, no later than 30 minutes before the bid closing time, or
 - .2 is in the form of a letter received at the address specified in 2.1 before the bid closing time, and
 - .3 states the name of the Bidder, the nature of the modification, and is signed by an authorized person.
- .2 For bid closing purposes, the official time of receipt of faxed bid modifications shall be the time of receipt automatically printed on the fax transmission by the receiving fax machine.
- .3 When submitting a modification directing a change in a bid amount, do not reveal the original amount nor the revised amount:
 - .1 On stipulated price bids, state only the amount to be added to or deducted from the original bid amount.
 - .2 On unit price bids, state only the amount to be added to or deducted from each original unit price or lump sum in the Schedule of Prices.
- .4 When submitting a second or more modifications related to a single bid amount, ensure that there is no ambiguity as to the intended bid price. The written modification shall clearly indicate whether:
 - .1 the bid amount first submitted is being modified and any previous modifications are to be disregarded, or
 - .2 a revised bid amount derived from a previous modification is being modified.
- .5 State all Addendum Numbers received, if different from what was indicated on originally submitted Bid Form.
- .6 The Owner will assume no responsibility or liability for the content of modifications, or for modifications that are, for any reason, delayed, illegible, unclear as to intent, ambiguous, contrary to these instructions, or otherwise improperly received. The Owner may disregard improperly received modifications.

10. BID WITHDRAWAL AND ACCEPTANCE

- .1 A bid may be withdrawn at any time before the bid closing time, provided the request is in the form of:
 - .1 a fax transmittal received and printed out in its entirety at the fax number specified in 2.1, before the bid closing time, or

- .2 a letter received at the address specified in 2.1 before the bid closing time.
- .2 Withdrawn bids may be resubmitted in accordance with these bidding requirements providing the resubmitted bid is received at the office specified in 2.1, before the bid closing time.
- .3 A bid may not be withdrawn at or after bid closing time and shall be open to acceptance by the Owner until:
 - .1 some other Bidder has entered into a contract with the Owner for performance of the Work
OR:
 - .2 45 days after the bid closing time,whichever occurs first.
- .4 The 45 day acceptance period referred to above shall commence at midnight of the date of bid closing and shall terminate at midnight of the 35th day thereafter. If the 35th day falls on a statutory holiday, such day(s) shall be omitted from the computation.
- .5 The 45 day acceptance period referred to above may be extended at the Owner's request and subject to the Bidder's written agreement to the extension.
- .6 The Contract shall be established upon issuance, by the Owner to the successful Bidder, of a letter accepting the bid without qualification or, if the letter accepting the bid contains one or more qualifications, upon written acceptance by the Bidder of all such qualifications.
- .7 The lowest or any bid will not necessarily be accepted.
- .8 The Owner, at its sole discretion, may reject any and all bids.
- .9 The Owner may negotiate contract terms with the successful Bidder, provided that the negotiated changes to the Bid Documents result in either no change to the bid price or a reduced bid price. Such changes may be formalized in the form of a Post-Bid Addendum that, upon written acceptance by the Bidder, shall form part of the Contract Documents.

11. BID OPENING

- .1 Bids will be opened privately.
- .2 The name of each Bidder and the bid price stated on the Bid Form will be published in the MD of Greenview's Council meeting minutes and available through their website.

12. COUNCIL HAS SOLE DISCRETION TO AWARD OR CANCEL

- .1 The MD of Greenview Council has sole discretion to award or cancel the project.

13. IRREGULARITIES

- .1 A bid that is informal, incomplete, qualified, non-compliant with the requirements of the Bid Documents, or otherwise irregular in any way, may be declared invalid and rejected.
- .2 The Owner may accept or waive a minor and inconsequential irregularity, or where practicable to do so, the Owner may, as a condition of bid acceptance, request a Bidder to correct a minor and inconsequential irregularity with no change in bid price.

- .3 The determination of what is, or is not, a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity of a bid, shall be at the Owner's sole discretion.
- .4 Discrepancies between words and figures will be resolved in favour of words.

14. SAFETY PREQUALIFICATION

- .1 Prime contract Bidders shall possess, at the time of bid closing, a valid standard Certificate of Recognition (COR), or a valid Temporary Letter of Certification (TLC) for a standard COR as issued by the Alberta Construction Safety Association (ACSA) or another certifying authorized by Alberta Ministry of Labour to issue CORs or TLCs. Possession of other than a standard COR is not acceptable.
- .2 A bid from a Bidder who does not possess a valid Standard COR or a TLC for a standard COR at the time of bid closing will be declared invalid and will be rejected.
- .3 Prospective Bidders who do not possess a standard COR or a TLC for a standard COR, and wish to obtain information about obtaining either one, are advised to contact:

The Alberta Construction Safety Association
#101, 13025 St Albert Trail
Edmonton, Alberta T5L 5G2

Telephone: (780) 453-3311 or 1-800-661-2272
Fax: (780) 455-1120
Internet: www.acsa-safety.org

or another certifying partner authorized by Alberta Employment, Immigration and Industry to issue a standard COR or TLC.

15. BIDDER'S QUALIFICATIONS

- .1 Bidders shall be registered or licensed in the Province of Alberta as required by the laws of the Province of Alberta.
- .2 Bidders shall be actively engaged in the types of work required by the Tender Documents, and shall provide written references to similar work performed by them.
- .3 The Owner may, during the tender period or after tender submissions, require any bidder to submit written proof of qualification. Proof shall consist of the completed Canadian Standard Form of Contractor's Qualification Statement CCA Document No. 11, written references, and such other data as the Owner may require.

16. AVAILABILITY OF BID DOCUMENTS

- .1 Bid Documents in PDF versions are available through the link provided on the Alberta Purchasing Connection website: <http://www.purchasingconnection.ca> or through the Grande Prairie Construction Association.
- .2 The Owner will assume no responsibility or liability for the completeness of any Bid Documents obtained from a source other than the address specified in .1 above.

- .5 The bid documents are made available only for the purpose of submitting bids for the Project. Availability and/or use of the Bid Documents does not confer a license or grant for any other purpose.

17. GST EXCLUDED

- .1 Bidders shall not include GST in their bid prices.

18. EXAMINATION OF BID DOCUMENTS AND SITE

- .1 Bidder shall, before submitting a bid:
- .1 examine and read the Bid Documents thoroughly,
 - .2 visit site and its surroundings and other locations to become familiar with local and other conditions affecting the Work.
 - .3 consider the effect of regulatory requirements applicable to the Work,
 - .4 study and correlate Bidder's observations with the Bid Documents,
 - .5 immediately notify consultant of all perceived omissions and discovered conflicts, errors and discrepancies in the Bid Documents, and
 - .6 be satisfied that Bidder understands the Bid Documents and is competent to undertake and complete the Work.
- .2 Before submitting a bid, each Bidder shall, at the Bidder's expense, make or obtain any additional examinations, investigations, explorations, tests and studies and obtain any additional information and data which pertain to the conditions at, under or contiguous to the site, which may affect performance of the Work in accordance with the Bid Documents. Bidders shall obtain the Owner's prior approval for access to site for the purpose of carrying out any such activities. Bidders shall restore site to a condition acceptable to the Owner upon completion of such activities.

19. BID SECURITY

- .1 Provide and submit the bid security specified in Section 00 43 13 - Bid Security.

20. APPLICABLE LIEN LEGISLATION

- .1 The Builders' Lien Act of Alberta applies to this Project; the Public Works Act of Alberta does not apply.
- .2 Claims procedures shall be in accordance with the Builders' Lien Act.

21. CONTRACT PERFORMANCE SECURITY AND SECURITY FOR PAYMENT OF CLAIMS

- .1 Provide and include in bid price for security specified in Section 00 61 13 – Performances and Payment Security.

22. EVIDENCE OF ABILITY TO PROVIDE SECURITY

- .1 The Owner may, after bid submission and before contract award, require a Bidder to submit evidence of Bidder's ability to provide security specified in the Bid Documents.

23. PRODUCT OPTIONS AND SUBSTITUTIONS

- .1 Product options: Comply with requirements of Section 01 62 00.

.2 EQUALS:

- .1 Comply with requirements of Section 01 62 00.
- .2 Where the drawings or specifications stipulate a particular product, submissions requesting equal status will be considered by the Consultant up to five (5) days (including the fifth day) prior to receipt of final Tender. No submissions will be considered after this deadline.
- .3 If an item is approved as equal, all Bidders may use that item in place of the specified item.
- .4 Bidders shall include in their Tenders for any changes required in the Work to accommodate such inclusion of approved equals. No later claim by the Trade Contractor for an addition to the Contract Price because of changes in the Work necessitated by use of equals shall be considered.
- .5 Any submission shall provide sufficient information to enable the Consultant to determine acceptability of such products.
- .6 Approval by the Consultant will be in writing only, and proof of approval is to be submitted with the tenders for all products the Trade Contractor proposes to incorporate in the Work.
- .7 Unless submissions are made in accordance with this procedure, approval will not be given, and Bidders will be required to provide all products as specified.

.3 ALTERNATIVES:

- .1 Where the drawings or specifications stipulate a particular product, submissions requesting status as an alternative will be considered by the Consultant up to five (5) days (including the fifth day) prior to receipt of final Tender. No submissions will be considered after this deadline.
- .2 If the item is approved as an alternative, Bidders shall base their prices upon the specified item and shall indicate in the tender the change in their tender price which will apply if use of the alternative item is approved by the Consultant.
- .3 Bidders will be held to have included in the change in price for any changes required in the Work to accommodate such inclusion of approved alternatives. No later claim by the Trade Contractor for an addition to the Contract Price because of changes in the Work necessitated by use of alternatives shall be considered.
- .4 Any submission shall provide sufficient information to enable the Consultant to determine the acceptability of such products.
- .5 Alternatives which have not received prior approval, or are not identified on the Tender Form, will not be considered.
- .6 Approval by the Consultant will be given in writing and proof of approval is to be submitted with the tenders for all alternatives identified on the Tender Form.
- .7 Unless submissions are made in accordance with this procedure, approval will not be considered.

24. AGREEMENT

- .1 The successful Bidder will be required to enter into a formal Agreement with the Owner for performance of the Work.

25. DIVISION OF WORK

- .1 Work specified in the Specifications is divided into Divisions and Sections for reference purposes only. Except as may be otherwise specified in the Bid Documents, division of work among Contractor, Subcontractors, Sub-subcontractors and suppliers is Bidders' responsibility.

26. INTERPRETATION AND MODIFICATION OF BID DOCUMENTS

- .1 Submit questions about the meaning and intent of the Bid Documents to the Owner at the office identified under "Inquiries".
- .2 If an inquiry requires an interpretation or modification of the Bid Documents, the response to that inquiry will be issued in the form of a written Addendum only, to ensure that all bidders base their bids on the same information.
- .3 Addenda may also be issued by the Consultant to modify the Bid Documents as considered necessary by the Consultant.
- .4 Submit inquiries as early as possible in the bid period. If an inquiry requires an interpretation or modification of the Bid Documents, but is received too close to the bid closing time to permit issuance of an Addendum, the Consultant may be unable to respond to that inquiry.
- .5 Any replies to inquiries or interpretations or modifications of the Bid Documents made verbally, by e-mail, or by any manner other than in the form of a written Addendum, shall not be binding.

27. ADDENDA

- .1 During the bid period, Addenda will be issued by the Consultant via the link provided on the Alberta Purchasing Connection (APC) website: <http://www.purchasingconnection.ca> and through the Grande Prairie Construction Association.
- .2 Addenda shall become part of the Bid and Contract Documents.
- .3 Each Bidder shall ascertain before bid submission that it has received all Addenda issued by the Consultant and shall indicate in the Bid Form the Addendum number(s) of all Addenda received.

28. INQUIRIES

- .2 When submitting an inquiry, identify your organization name, address, telephone and email address in the body of the email, as well as "**Grande Cache Public Works Building**" in the subject line.
- .1 Direct all inquiries during bid period to:

Lori Thiessen, C.E.T., PMP
Beirsto & Associates Engineering Ltd.
10940 – 92 Ave
Grande Prairie, AB T8V 6B5
Email: lorit@baseng.ca

END OF SECTION

Rating	Company	Additions (Not included in Base Bid)				Deletions from Base Bid Price				Schedule	
		Base Bid Price (before additions or deletions)	Option. 2 - Parking Hydronics	Option 3 - Apron Hydronics	Project Total with Recommendations	Pavement South of Shop	Reduce to 5 Ton Crane	Aluminium Feeders	Conference Room Partition	Construction Days	Completion Date
1	Bird Construction Group Ltd.	\$			\$ 11,399,030.00	\$	-\$				
2	GenMec ACL Inc.	\$			\$ 11,629,125.00	\$				\$	
3	Marshall-Lee Construction Corp.	\$			\$ 11,637,000.00	\$					
4	Gator Builds Ltd	\$			\$ 11,978,234.50	\$					
5	Scott Builders Inc.	\$			\$ 12,231,381.00	\$					
6	Kor Alta Construction Ltd.	\$			\$ 12,248,606.00	\$					
7	Binder Construction Limited	\$			\$ 12,611,125.00	\$					
8	Atkinson Construction (ACL) Ltd	\$ 0			\$ 12,757,000.00	\$					

	Included in Recommendation
	Not included in Recommendation

Recommended Action

- Due to all bids being over budget the recommendation is to delete both hydronics options for the parking area and aprons.
- Based on Administrations previous experience we beleive the paving are lass than we could do it for later thereforewe will keep that item in the quotes.
- Beairstos Engineerings analysis is that we should stay with copper feeders. Aluminium causes expansions issues and will cost more in on-going maintenance.
- After further analysis we beleive the partitian in the conference room this is a nice to have which will hardly be used . Therefore we are deleting.
- We are recommending to got with the 5-ton crane in the shop. There is an approximate \$40,000 savings in going with the smaller crane.

Rating	Company	Additions				Project Total	Deletions				Schedule	
		Bid Price	Option. 2 - Parking Hydronics	Option 3 - Apron Hydronics			Pavement South of Shop	5 Ton Crane for 8 Ton	Alimunium Feeders	Conference RoomPartition	Constuction Days	Completion Date
1	GernMec ACL Inc.	\$				\$						
2	Marshall-Lee Construction Corp.	\$				\$						
3	Scott Builders Inc.	\$				\$						
4	Bird Construction Group Ltd.	\$				\$						
5	Kor Alta Construction Ltd.	\$				\$						
6	Gator Builds Ltd	\$				\$						
7	Atkinson Construction (ACL) Ltd	\$				\$						
8	Binder Construction Limited	\$				\$						

Note: Without knowing construction costs for the 8 ton crane I have estimated \$150,000

Rating	Company	Additions			Cheapest Project Total	Deletions				Schedule	
		Bid Price	Option. 2 - Parking Hydronics	Option 3 - Apron Hydronics		Pavement South of Shop	5 Ton Crane for 8 Ton	Aluminium Feeders	Conference RoomPartition	Constuction Days	Completion Date
1	Bird Construction Group Ltd.	\$									
2	GernMec ACL Inc.	\$									
3	Marshall-Lee Construction Corp.	\$									
4	Gator Builds Ltd	\$									
5	Scott Builders Inc.	\$									
6	Kor Alta Construction Ltd.	\$									
7	Atkinson Construction (ACL) Ltd	\$									
8	Binder Construction Limited	\$									

Note: Without knowing construction costs for the 8 ton crane I have estimated \$150,000

Rating	Company	Additions				Project Total All In	Deletions				Schedule	
		Bid Price	Option. 2 - Parking Hydronics	Option 3 - Apron Hydronics			Pavement South of Shop	5 Ton Crane instead of 8 Ton	Alimunium Feeders	Conference RoomPartition	Constuction Days	Completion Date
1	Bird Construction Group Ltd.	\$										
2	Kor Alta Construction Ltd.	\$										
3	Scott Builders Inc.	\$										
4	Gator Builds Ltd	\$										
5	GernMec ACL Inc.	\$										
6	Atkinson Construction (ACL) Ltd	\$										
7	Binder Construction Limited	\$										
8	Marshall-Lee Construction Corp.	\$										

Grande Cache Public Works Building - Subcontractor Breakdown

February 27, 2024

	1	2	3	4
	Bird Construction Group Ltd.	GenMec ACL Inc.	Marshall-Lee Const. Corp.	Gator Built Ltd
BID PRICE ON BID FORM				
Item of Work				
Division 1 – General Requirements				
General Requirements				
Mobilization/Demobilization	Incl in Gen Req'ments			
Permits, Insurance and Warranties				
Division 3 - Concrete				
Cast-in place Concrete	Various Incl in Cast-in Place			
Concrete Floor Finishes Conc piles/screw piles	Conc.			
Division 5 - Metals				
Structural Steel Framing	Incl in Gypsum Board Assemblies	Incl in Pre-Eng/Misc	Own Forces	
OWSJ	Incl in Pre-Eng	Incl in Pre-Eng/Misc	Incl in Struc. Steel	
Metal Decking	Incl in Pre-Eng	Incl in Pre-Eng/Misc	Incl in Struc. Steel	
Misc Steel				
Custom Metal Fabrications		Incl in Pre-Eng/Misc		
Metal Stairs & Guards		Incl in Pre-Eng/Misc		
Division 6 - Wood, Plastic & Composites				
Rough Carpentry	Own Forces	Own Forces	Own Forces	Own Forces
Finish Carpentry				
Division 7 - Thermal & Moisture Protection - Thermal Insulation & Barriers				
Foundation Dampproofing/Waterproofing (including insulation)		Own Forces	Own Forces	
Insulation & Vapor Barriers	Various	Own Forces	Various	
Hydronic Piping Insulation	Incl in mech (Everlast)	Own Forces	Own Forces	
Metal Flashing & Trim	Incl in Various	Own Forces	Own Forces	
Snow Retention System	Incl in Pre-Eng	Incl in Pre-Eng/Misc	Incl in Pre-Eng	
Gutters & Downspouts	Incl in Pre-Eng	Incl in Pre-Eng/Misc	Incl in Pre-Eng	

	BIRD CONST		GEN MEC		MARSHALL-LEE		GATOR	
Sealants	Incl in Various		Own Forces		Own Forces		Own Forces	
Fire Stopping					Own Forces			
Division 8 - Openings								
Metal Doors & Frames						0		
Wood Doors & Frames								
OH Doors								
Finish Hardware								
Windows & Glazing								
Division 9 - Finishes								
Gypsum Board Assemblies								
Ceremic Tile								
Acoustic Ceilings								
Resilient Floor Covering	Exteriors		Incl in tile				Incl in Nufloors	
Painting		0						
Division 10 - Specialities								
Washroom Accessories								
Lockers								
Misc. Speciaties								
Division 13 - Pre-Engineered Building								
Pre-Engineered Metal Building								
Division 21 - Fire Supression								
Sprinkler System								
Division 22 - Plumbing								
Plumbing								
Additional Not Listed								
Division 23 - HVAC								
Ventilation & Sheet Metal								
Hydronics								
Additional Not Listed								

	BIRD CONST	GEN MEC	MARSHALL-LEE	GATOR
Division 25 - Controls				
Controls				
Additional Not Listed				
Division 26 - Electrical				
Wiring				
Electrical Power	Incl in Kamwin Elec			
Lighting	Incl in Kamwin Elec			
Fire Alarm System	Incl in Kamwin Elec			
Additional Not Listed	Incl in Kamwin Elec			
Division 31 -33 - Site Work				
Building and structure excavating and backfill				
Gravel Yard				
Asphalt Paving				
Concrete Pads, Curbs, Gutters, Ramps & Sidewalks				
Fences & Gates				
Retaining Walls				
Landscaping				
Utility Services				
Additional not listed				
Cash Allowances				
Cash Allowances				
Miscellaneous Items				
Cost of all other items, not itemized above				
O&M Manuals				
Separate Price Items				
Hydronics Opt 2				
Hydronics Opt 3				
Delete Asphalt				
5-ton crane				
Elec - Alum Feeders				
Movable wall				

Grande Cache Public Works Building - Subcontractor Breakdown

February 26, 2024

	5		6		7		8	
	Scott Builders Inc.		Kor Alta Construction Ltd.		Binder Construction Ltd.		Atkinson Construction (ACL) Ltd.	
BID PRICE ON BID FORM								
Item of Work								
Division 1 – General Requirements								
General Requirements								
Mobilization/Demobilization								
Permits, Insurance and Warranties								
Division 3 - Concrete								
Cast-in place Concrete								
Concrete Floor Finishes								
Conc piles/screw piles								
Division 5 - Metals								
Structural Steel Framing	Incl in Pre-Eng				Incl in Pre-Eng			
OWSJ	Incl in Pre-Eng				Incl in Pre-Eng			
Metal Decking	Incl in Pre-Eng				Incl in Pre-Eng			
Misc Steel	Incl in LED							
Custom Metal Fabrications								
Metal Stairs & Guards	LED							
Division 6 - Wood, Plastic & Composites								
Rough Carpentry	Own Forces		Own Forces		Own Forces		Own Forces	
Finish Carpentry								
Division 7 - Thermal & Moisture Protection								
- Thermal Insulation & Barriers								
Foundation Dampproofing/Waterproofing (including insulation)								
Insulation & Vapor Barriers								
Hydronic Piping Insulation								
Metal Flashing & Trim								
Snow Retention System								
Gutters & Downspouts								

	SCOTT BUILDERS		KOR ALTA		BINDER		ATKINSON	
Sealants	<div></div>	<div></div>			<div></div>	<div></div>	<div></div>	
Fire Stopping	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Division 8 - Openings								
Metal Doors & Frames	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Wood Doors & Frames	<div></div>				<div></div>		<div></div>	
OH Doors	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Finish Hardware	<div></div>		<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Windows & Glazing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Division 9 - Finishes								
Gypsum Board Assemblies	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Ceremic Tile	<div></div>		<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
Acoustic Ceilings	<div></div>	<div></div>			<div></div>		<div></div>	
Resilient Floor Covering	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>		<div></div>	<div></div>
Painting	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Division 10 - Specialities								
Washroom Accessories	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Lockers	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Misc. Speciaties	<div></div>		<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Division 13 - Pre-Engineered Building								
Pre-Engineered Metal Building	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Division 21 - Fire Supression								
Sprinkler System	<div></div>				<div></div>	<div></div>	<div></div>	<div></div>
Division 22 - Plumbing								
Plumbing	<div></div>	<div></div>			<div></div>	<div></div>	<div></div>	<div></div>
Additional Not Listed								
Division 23 - HVAC								
Ventilation & Sheet Metal	<div></div>		<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Hydronics	<div></div>	<div></div>			<div></div>	<div></div>	<div></div>	<div></div>
Additional Not Listed								

	SCOTT BUILDERS	KOR ALTA	BINDER	ATKINSON
Division 25 - Controls				
Controls	Incl in Fourpoint			
Additional Not Listed				
Division 26 - Electrical				
Wiring				
Electrical Power				
Lighting				
Fire Alarm System				
Additional Not Listed				
Division 31 -33 - Site Work				
Building and structure excavating and backfill				
Gravel Yard				
Asphalt Paving				
Concrete Pads, Curbs, Gutters, Ramps & Sidewalks				
Fences & Gates				
Retaining Walls				
Landscaping				
Utility Services				
Additional not listed				
Cash Allowances				
Cash Allowances				
Miscellaneous Items				
Cost of all other items, not itemized above				
O&M Manuals				
Separate Price Items				
Hydronics Opt 2				
Hydronics Opt 3				
Delete Asphalt				
5-ton crane				
Elec - Alum Feeders				
Movable wall				





REQUEST FOR DECISION

SUBJECT: Tender Award – Emergency Generator Ready Preparedness
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 12, 2024
DEPARTMENT: FACILITY MAINTENANCE
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION
CAO:
DIR: RA
LEG:

MANAGER: WP
PRESENTER: WP

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Council awards tender AB-2024-00689 to Kamwin Electric Ltd., in the amount of \$232,860 plus GST, with funds to come from capital project FM22009 – GRM & Grovedale Emergency Generator Preparedness (for Greenview Regional Multiplex, Grovedale Community Complex, and Little Smoky Hall).

BACKGROUND/PROPOSAL:

Following Council’s approval of the 2024 capital budget, a tender was launched on January 25th, 2024 for the installation of transfer switches and outside connection points at the Greenview Regional Multiplex (GRM), Grovedale Community Center and the Little Smoky Hall. Manual transfer switches with outside connection points allow the respective buildings to be connected to a portable generator in a longer power outage. The entire project consists of installing components at the GRM capable of powering the entire building, three systems in Grovedale to feed the Arena and Community Hall, and an additional transfer switch at the Little Smoky Community Hall. This tender closed on February 20th with only one proposal received.

The proposal is within Council approved budget and met all the requirements outlined in the tender. Below is the evaluation team’s ratings against tender requirements for the project. Seeing the project is significantly under budget and proponent scored an evaluation score of 84.3, it is Administration’s recommendation that Council accept the bid and award the project to Kamwin Electric Limited.

Overall Ranking	Proponent’s Name	Met Mandatory Requirements (Yes or No)	Evaluation Score (Overall score or N/A)	Quote
1	Kamwin Electric Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$232,860

Ongoing cost of this project will consist of annual testing of the transfer switches with a generator connected. This will result in rental of a portable generator and Greenview labour to conduct the tests. This is anticipated to be \$4,000 annually. There will be additional expenditures when portable generators are required in long-term power outage situations. If we do not use a consignment model, then costs will be higher, and generators may need to be delivered from farther away adding time and cost to the set up in long-term power outage.

The following is a breakdown of the proposal:

Quoted price for Greenview Regional Multiplex system	\$90,600
Quoted price for Grovedale Arena (Community Center)	\$75,660
Quoted price for Grovedale Community Hall	\$32,800
Quoted Price for Little Smoky Community Hall	\$33,800
Contingency 10%	\$23,286
Total Bid	\$256,146
Approved budget for capital project FM22009	\$425,000

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Administration will move forward with Council's direction to have buildings throughout Greenview capable of offering shelter in a prolonged power outage.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative not to award and instead cancel this tender; however, Administration does not recommend this action, as future use of these buildings in emergency situations would be significantly hampered.

FINANCIAL IMPLICATION:

Direct Costs: Approximately \$256,146.00

Ongoing / Future Costs: Estimated at \$4,000.00 per year for annual testing (portable generator rental, Greenview labour).

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:

Upon Council's decision, Administration will proceed accordingly.

ATTACHMENT(S):

- The tender document
- The Proponent's bid.



Request for Proposals
For
**Generator Readiness at Greenview Regional Multiplex, Grovedale Community
Centre & Little Smoky Community Hall**

Request for Proposals No.: **FM-2024-01**

Issued: **January 25, 2024**

Submission Deadline: **February 20, 2024 at 14:00:59 pm (local time as determined
conclusively by the clock located in the submission location)**

APPENDIX C – PRICING

1. Instructions on How to Provide Pricing

- (a) Proponents should provide the information requested under section 3 below (“Required Pricing Information”) by reproducing and completing the table below in their proposals, or, or, if there is no table below, by providing a budget table of their own.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for **GST**, which should be itemized separately.
- (c) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all freight and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

Pricing is worth 30% of the total score, to be evaluated using the Likert Scale as identified in Appendix D: RFP Particulars.

3. Required Pricing Information

Proponents are required to provide a detailed budget inclusive of all associated fees, expenses, and costs per building.

APPENDIX D – RFP PARTICULARS

A. THE DELIVERABLES

This project is to get the Greenview Regional Multiplex (a combination swimming pool, field house, gym, and meeting area facility), the Grovedale Community Centre (two buildings, one is a community hall, the other an arena) and the Little Smoky Community Hall ready to allow the use of portable generators to power the buildings in a long-term power outage. The project scope is to tie transfer switches into the existing building's main disconnects and then wire a switch and connection point to the outside of the building where a portable generator can be connected.

The Municipality has attached single-line drawings of the power system in all buildings, along with a map highlighting the current power supplies in Grovedale.

The configuration in the Greenview Regional Multiplex has the power for the building entering from a single transformer into a single main disconnect. Located in a small room toward the rear of the building. There will be a problem locating the transfer switch in the existing electrical room as it is quite small and houses many components. An outside-rated transfer switch is probably best for this application. We require a site visit to see firsthand the room's configuration and the proximity of the transformer and generator locations. The main breaker is a 1200 AMP 600 Volt 3 Phase.

The Grovedale Community Center consists of three distinct feeds into the buildings. The arena ice plant is powered by a 400 Amp 480 Volt 3 Phase system connected to the North end of the building through a pole transformer. The lighting and heating for the arena are fed by a 400-amp 208 Volt single-phase connection to another pole transformer located at the South end of the building. These power sources are separated by over 90 meters. Due to the distance and voltage change, we envision individual transfer switches to power individual generators but would be open to other considerations with a reasonable cost. Both electrical rooms are big enough to locate the transfer switch and have direct access to the outside wall.

The Grovedale Community Hall is fed by an underground cable to a 400 Amp, 208-volt single-phase main breaker. There is a pole transformer behind the SW corner of the building. Again, we are envisioning a separate transfer switch and generator connection but would be open to other considerations. There is enough room in the electrical room to mount the transfer switch. Due to the configuration, we expect a site visit to occur in the tender process. We will schedule this in conjunction with the one in Valleyview.

The Little Smoky Community Hall is fed by a single transformer to a 400 Amp, 240 Volt single phase main panel. The electrical room very full so the transfer switch would need to be mounted on the exterior of the building. The electrical room is located directly against an outside wall.

As these buildings are consistently used, we would expect the proponent to plan the work to minimize the impacts of power outages to inactive times. Proponents must provide a detailed project timeline on a Gantt chart.

Once the project installation is completed the proponent, will provide the Municipality a set of single line drawings for each buildings showing all new components, they will also provide all Original Equipment Manufacturer (OEM) manuals for the components they have installed.

B. MATERIAL DISCLOSURES

Single-line drawings of the power system in all the buildings, along with a map highlighting the current power supplies in Grovedale is attached as Appendix E to this RFP.

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

2. Pricing (Appendix C)

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

3. Other Mandatory Submission Requirements

All proponents require the following minimum specifications to qualify as an acceptable proponent for this project.

- The Proponent and all sub-trades must be certified to work on electrical systems in the province of Alberta. All certifications of trades should be highlighted in the RFP.
- All Proponents must be familiar with Canadian Standards Association (CSA) standards and only utilize components that are approved by the CSA.
- All proponents must have a Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) and share their plans to ensure these jobs are conducted safely.
- Every effort should be made to match the new components to the existing electrical components, except for the transfer switches. To maintain consistency with the existing systems installed within the Municipality, the Municipality requires the transfer switch to be either Eaton or Cummins. Other components may be specified if a valid business case is presented.

D. MANDATORY TECHNICAL REQUIREMENTS

Not applicable

E. PRE-CONDITIONS OF AWARD

The respondent shall maintain the following insurance policies and provisions at their own expense during the contract term. Such policy shall include the Municipality as an additional

insured and a cross-liability clause or provision to give the Municipality thirty (30) days of written notice before cancellation and notice of any material change. A Certificate of Insurance must be provided by the successful respondent to the Municipality before the execution of the contract and at each renewal date thereafter or when requested by the Municipality.

- 1) standard automobile, bodily injury and property damage insurance providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property.
- 2) a comprehensive general liability insurance policy providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property.

Coverage to include:

- 1) non-owned automobiles.
 - 2) sudden and accidental
 - 3) independent subcontractors.
 - 4) contractual liability including the ensuing Agreement.
 - 5) broad form property damage endorsement; and
 - 6) products and completed operations coverage.
-
- 3) A clearance letter from the Workers' Compensation Board – Alberta.
 - 4) A certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR)

F. RATED CRITERIA

i. Experience and Qualifications

Each proponent should provide the following in its proposal:

- (a) a brief description of the proponent;
- (b) a description of its knowledge, skills, and experience relevant to the Deliverables; and
- (c) the roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise.

ii. References

Each proponent must provide three (3) references from clients who have obtained goods or services similar to those requested in this RFP from the proponent in the last **5 years**. With each reference, proponents shall include the Municipality's or Corporation's name, address, phone number, contact person, and a brief description of the project they completed. The Municipality reserves the right to contact references without prior notification to the proponent.

iii. Proposal Completeness

The proposal is complete, reliable, and provides all the required information.

iv. Project Plan and Understanding of the Work

Each proponent must provide a detailed project plan and schedule, along with their understanding of the work to be completed as outlined in Section A – The Deliverables of Appendix D – RFP Particulars

A. THE DELIVERABLES

v. Evaluation Metric

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Rated Criteria Category	Weighting (Percentage)	Category Score
i. Experience and Qualifications	25%	(Likert Score/6) X Weight 25%
ii. References and Past Performance	10%	(Likert Score/6) X Weight 10%
iii. Proposal Completeness	10%	(Likert Score/6) X Weight 10%
iv. Project Plan, Scope, and Understanding of the Work	25%	(Likert Score/6) X Weight 25%
Pricing (See Appendix C for details)	30%	(Likert Score/6) X Weight 30%
Total Points	100%	

IMPORTANT: Proposals will be evaluated against the criteria identified above to arrive at a total point score. A Proposal must achieve a minimum overall score of 65 points to be considered for contract awarding.

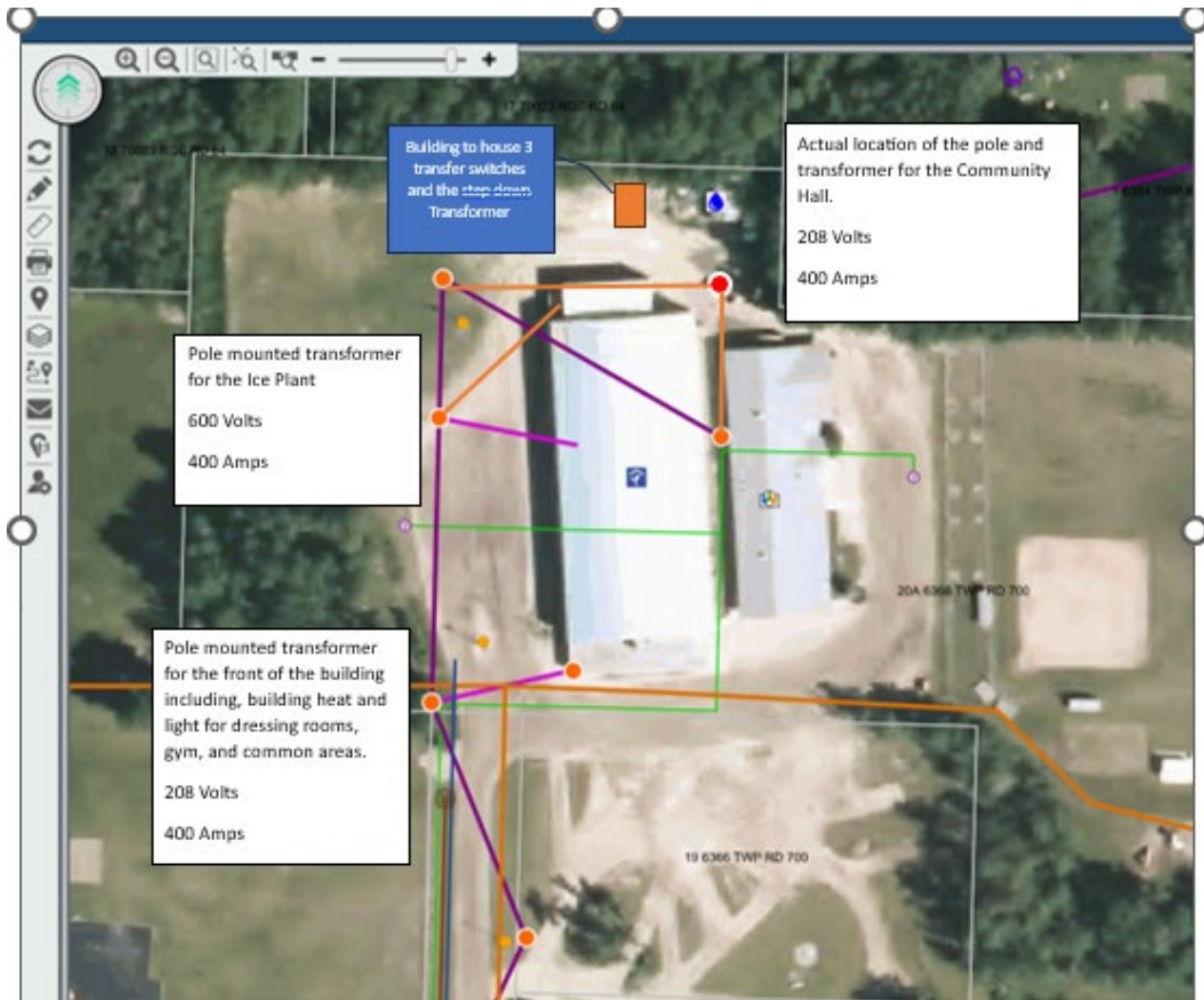
Evaluation Likert Scale

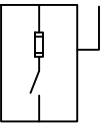



A Likert Scale has an inherently positive and negative dimension. A 6-Point Likert Scale will enable the Evaluation Team to measure not only the direction (positive and negative) but also the strength of that direction (i.e., 'fair' versus 'very good'). The 6-Point Likert Scale starts at '1' rather than '0' to avoid the bias of rating a proposal too critically.

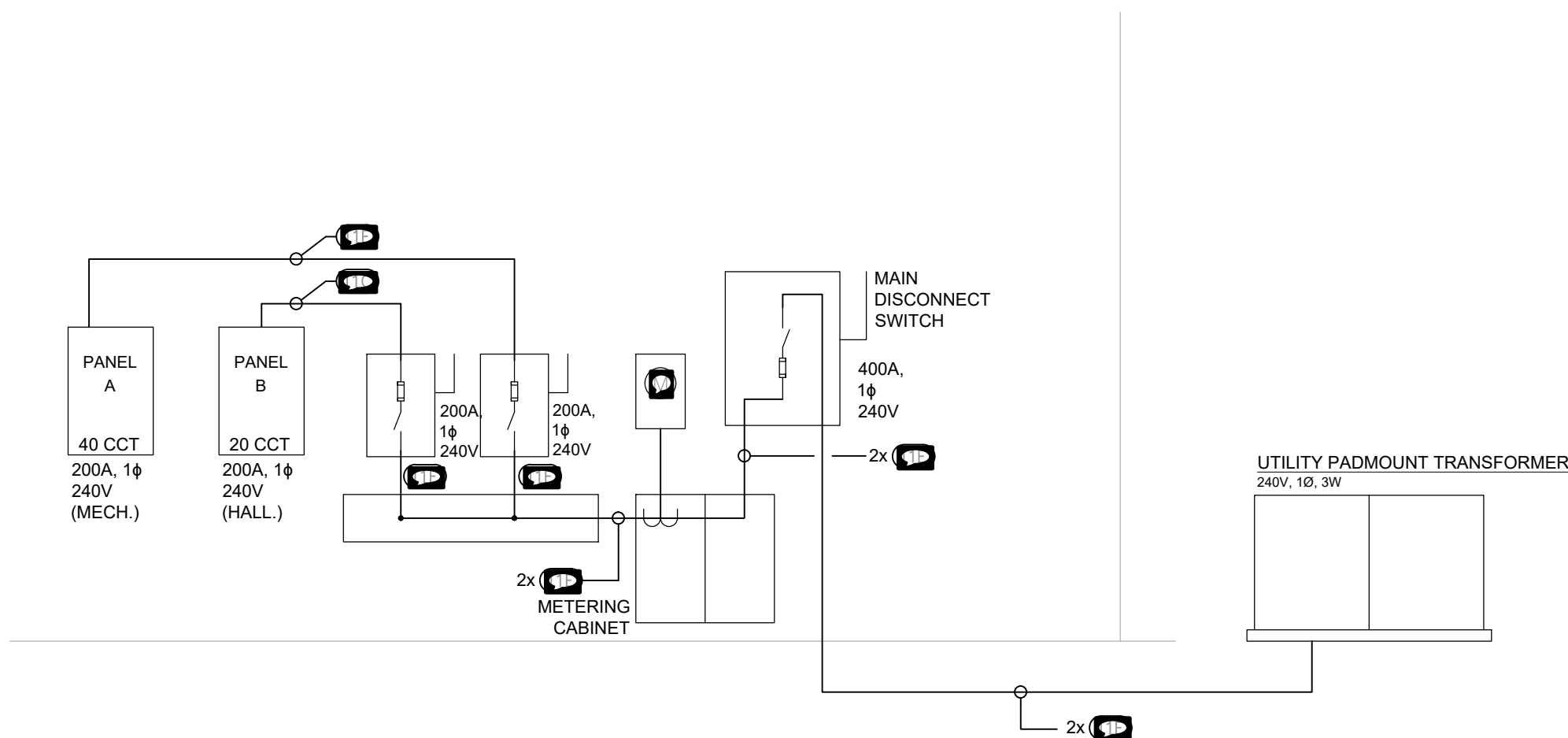
Score	Descriptor	Additional Guidance
1	Very Poor	Does not meet basic requirements, significant gaps in content, details, and quality. Demonstrates little understanding of the requirements.
2	Poor/Marginal	Content areas may be addressed; however, significant gaps in content, details, understanding, and quality.
3	Fair	Basic understanding of requirements, moderate challenges in content, and the content meet basic expectations.
4	Good	All content areas were addressed. Includes strengths and some minor challenges in content, quality, and details.
5	Very Good	Strong Content, essentially no challenges. Identifies field current and upcoming best practices.
6	Exceptional	Exceptionally strong content. Content exceeds expectations and requirements and demonstrates an understanding of requirements. Incorporates best practices along with innovative and new ideas.

APPENDIX E – ELECTRICAL DRAWINGS

Grovedale Arena and Community Hall Power Distribution Voltage and Load



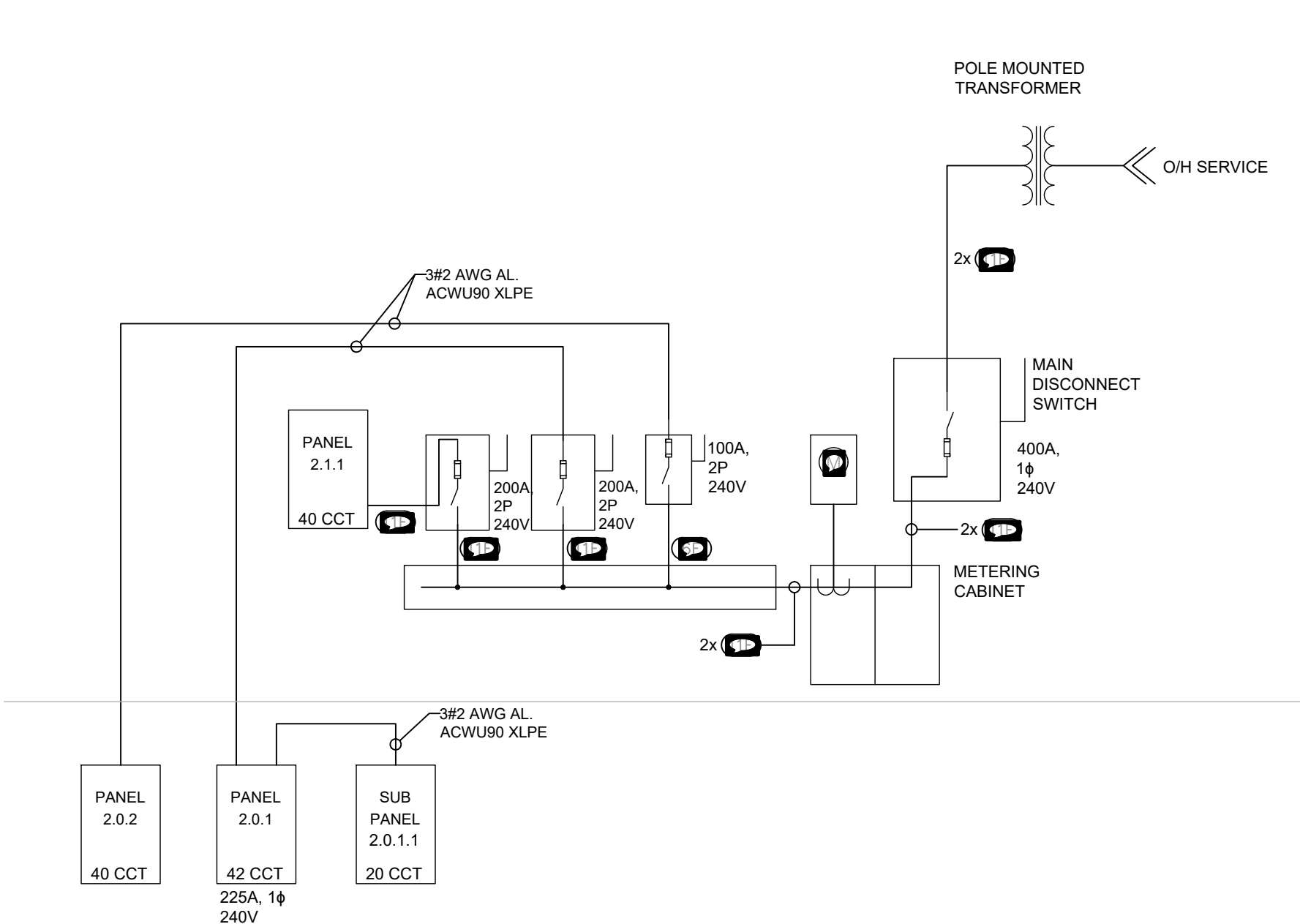
ELECTRICAL LEGEND	
ITEM	DESCRIPTION
	FUSIBLE DISCONNECT, RATING AS INDICATED
	POWER METER C/W BASE
	CURRENT TRANSFORMER
	FEEDER TAG, REFER TO FEEDER SCHEDULE TABLE.



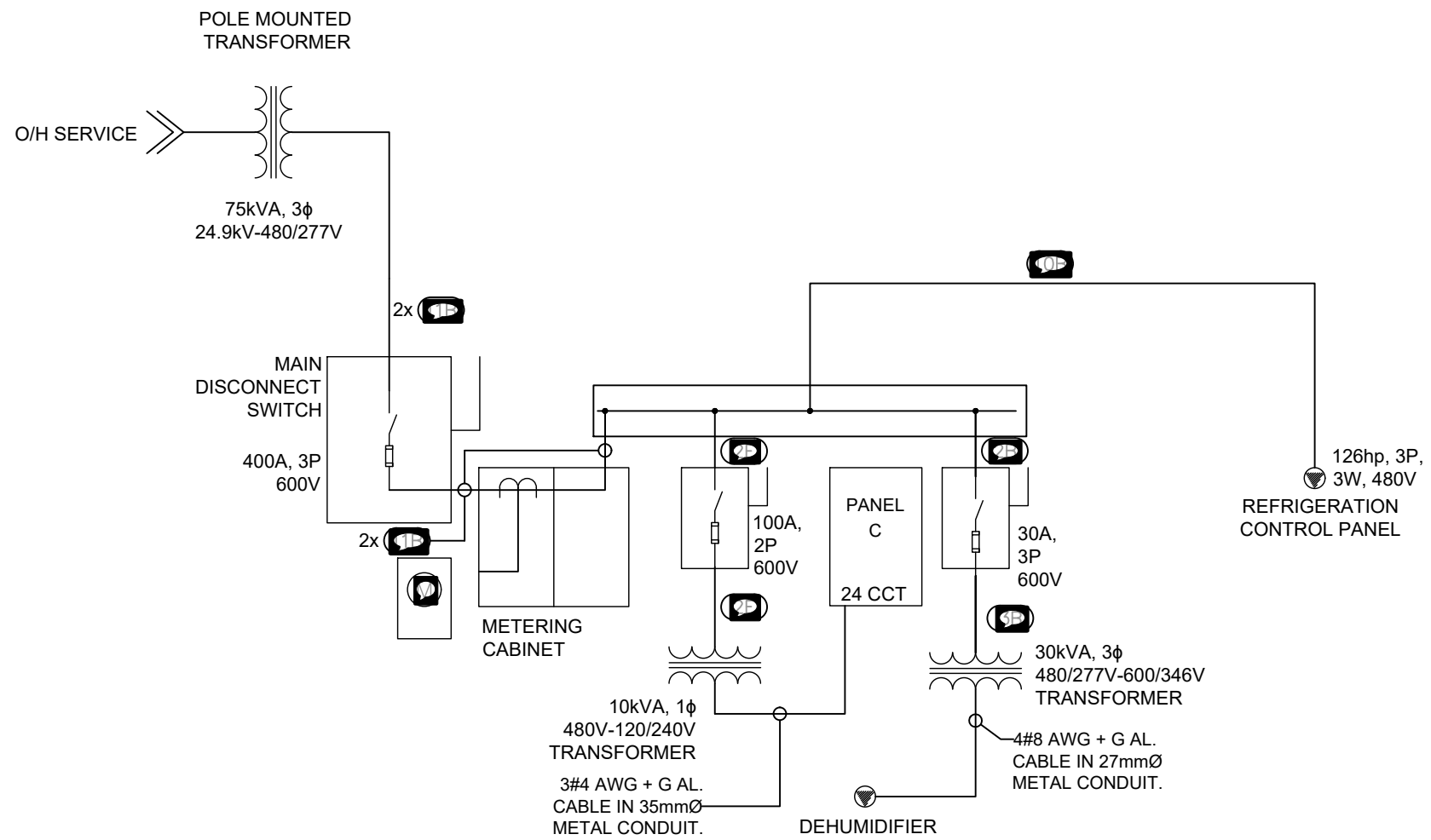
1 Electrical Single Line Diagram
E1.0 SCALE: N.T.S

240 VOLTS, 1-PHASE, 3-WIRE, 40 CIRCUITS -										200A	AMPS			
CCT	BKR A.	POLES	LOAD DESCRIPTION	CON. V.A.	DF	DEM. V.A.		DEM. V.A.	DF	CON. V.A.	LOAD DESCRIPTION	POLES	BKR A.	CCT
1	15	2	Lighting - Kitchen		1.0		A		1.0		Fire Alarm	2	15	2
			Lighting - Washroom				B				Recept. Bar			
3	15	2	Lighting - Meeting Room		1.0		A		1.0		Recept. Bar	2	15	4
			Lighting - Corridor				B				Spare			
5	15	2	Lighting - Emergency		1.0		A		1.0		Recept. - Wash	2	15	
			Lighting - Exterior				B				Recept. - Corridor			
7	15	2	Lighting - Crawl Space		1.0		A		1.0		Recept. Bar	2	15	8
			Recept. - Crawl Space, Water Pump				B				Recept. Bar Comp.			
9	15	2	Exhaust Fan - Wrm		1.0		A		1.0		Recept. - Meeting Rm.	1	15	
			Recept. - Kitchen Cooler				B				Recept. - Kitchen	1	20	10
11	15	2	Recept. - Kitchen Cooler		1.0		A		1.0		Recept. - Kitchen	1	20	
			Exhaust Hood - Kitchen				B				Spare	1	15	12
13	15	1	Spare		1.0		A		1.0		Spare			
20	1		Recept. - Kitchen				B				Recept. - Kitchen	2	20	14
20	1		Recept. - Kitchen				A				Recept. - Kitchen			
15	15	1	Pump Sewer		1.0		B		1.0		Recept. - Kitchen	2	20	16
17	15	2	Pump Crawl Space		1.0		A		1.0		Spare			
			Kitchen Cooler				B				Spare	2	15	18
19	15	2	Kitchen Cooler		1.0		A		1.0		Spare			
			Unknown				B				Spare	2	15	20
21							A		1.0		Yard light	1	15	22
60	2		Air Conditioner #1		1.0		B		1.0		MUA	2	40	
23							A							
							B					1	15	24
25							A					1	15	
50	2		Air Conditioner #2		1.0		B		1.0		220V Water Storage Bldg.	2	40	26
27							A							
							B					1	15	28
29							A							
50	2		Air Conditioner #3		1.0		B		1.0		Dishwasher	2	100	30
31							A							
							B							32
33	40	1	Furnace #1		1.0		A							
							B							
35	40	1	Furnace #2		1.0		A		1.0			2	50	34
							B							36
37	40	1	Furnace #3		1.0		A							
							B							38
39	15	2					A		1.0				2	50
15					1.0		B							40
			SUB TOTALS	0		0		0		0				
TOTAL CONNECTED LOAD 0 VA														
TOTAL DEMAND LOAD 0 VA														
CONNECTED LOAD 0 AMPS														
DEMAND LOAD 0 AMPS														
MAIN BREAKER SIZE AMPS														
AMPERE RATING OF PANELBOARD AMPS														
SHORT CIRCUIT RATING KA.												PANEL A		
ISOLATED GROUND BUS? N / Y / N ?												208/120VOLTS		

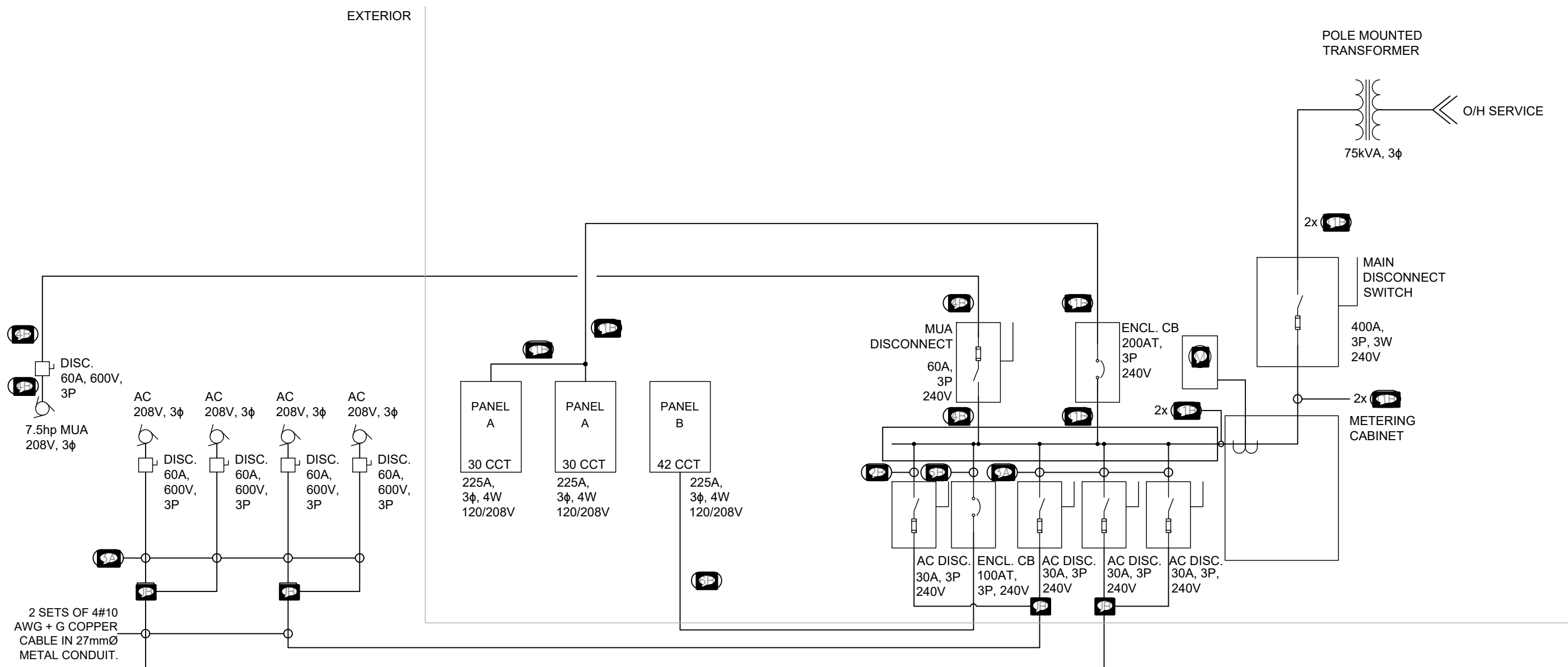
ELECTRICAL LEGEND	
ITEM	DESCRIPTION
	FUSIBLE DISCONNECT, RATING AS INDICATED
	NON FUSIBLE DISCONNECT SWITCH
	POWER METER C/W BASE
	TRANSFORMER, SIZE AS INDICATED
	CURRENT TRANSFORMER
	THREE PHASE MOTOR, hp AS INDICATED
	JUNCTION BOX
	DIRECT CONNECTION
	THERMO-MAGNETIC CIRCUIT BREAKER C/W ENCLOSURE
	FEEDER TAG, REFER TO FEEDER SCHEDULE TABLE.



1 Electrical Single Line Diagram - 240V 1φ System
E1.0 SCALE: N.T.S



2 Electrical Single Line Diagram - Arena
E1.0 SCALE: N.T.S



3 Electrical Single Line Diagram - Community Hall
E1.0 SCALE: N.T.S

FEEDER SCHEDULE									
FEEDER TYPE	Max CCT Amp	FEEDER TYPE - COPPER - 600V							
		A		B		C	D	E	
		3P/3W	Conduit	3P/4W	Conduit	3P/3W Teck	3P/4W Teck	2P/2W	Conduit
		(3) AWG	(mm)	(4) AWG	(mm)	C/W GND	C/W GND	(2) AWG	(mm)
1	25	12	21	12	21	12	12	12	16
2	35	10	21	10	21	10	10	10	21
3	50	8	27	8	27	8	8	8	21
4	65	6	27	6	27	6	6	6	27
5	85	4	35	4	35	4	4	4	27
6	100	3	35	3	35	3	3	3	27
7	115	2	35	2	35	2	2	2	35
8	130	1	41	1	41	1	1	1	35
9	150	1/0	53	1/0	53	1/0	1/0	1/0	41
10	175	2/0	53	2/0	53	2/0	2/0	2/0	41
11	200	3/0	53	3/0	53	3/0	3/0	3/0	53
12	230	4/0	63	4/0	63	4/0	4/0	4/0	53
13	255	250 kcmil	63	250 kcmil	63	250 kcmil	250 kcmil	250 kcmil	53
14	285	300 kcmil	63	300 kcmil	63	300 kcmil	300 kcmil	300 kcmil	63
15	310	350 kcmil	78	350 kcmil	78	350 kcmil	350 kcmil	350 kcmil	63
16	335	400 kcmil	78	400 kcmil	78	400 kcmil	400 kcmil	400 kcmil	63
17	380	500 kcmil	91	500 kcmil	91	500 kcmil	500 kcmil	500 kcmil	78
18	475	750 kcmil	103	750 kcmil	103	750 kcmil	750 kcmil	750 kcmil	78

4 Feeder Schedule
E1.0 SCALE: N.T.S

NOTES:

NO ELECTRICIAN WAS PRESENT DURING THE INSPECTION. ASSUMPTIONS WERE MADE AS EQUIPMENT WAS NOT OPENED, AND OBSERVATIONS WERE LIMITED TO EXTERNAL INSPECTIONS. THE INFORMATION PRESENTED HEREIN MUST BE VERIFIED BY A QUALIFIED INDIVIDUAL ON-SITE BEFORE RELIANCE FOR DETAILED DESIGN. ASSUMPTIONS MADE INCLUDE:

- CODE COMPLIANCE: ASSUMES COMPLIANCE WITH APPLICABLE CODES AND STANDARDS.
- FUSE RATINGS: ASSUMED BASED ON STANDARD CODE REQUIREMENTS AND OBSERVED MARKINGS.
- CABLE SIZES: SELECTED PER STANDARD PRACTICES AND CODE REQUIREMENTS, CONSIDERING EQUIPMENT RATING.
- BRANCH CIRCUITING: NO CABLES WERE TRACED. BRANCH CIRCUIT WIRING IS ASSUMED TO BE AS MARKED ON THE EQUIPMENT AND PANEL SCHEDULES.

Grande Prairie
10940-92 Ave, Grande Prairie, AB T8V 6B5
Calgary
#102, 1212 - 1 St SE, Calgary, AB T2G 2H8
www.baseng.ca
P: 780 532 4819 F: 780 532 4739

SEAL

VALIDATION

PERMIT TO PRACTICE
BEARSTO & ASSOCIATES ENGINEERING LTD.

RM SIGNATURE: _____

RM APEGA ID #: _____

DATE: _____

PERMIT NUMBER : P243
The Association of Professional Engineers and
Geoscientists of Alberta (APEGA)

OWNER

PROJECT

Glovedale Arena

No.	Description	Date
1	Issued for Review	Dec. 05, 2023

NOTES:
1. THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION UNTIL SIGNED AND SEALED OR ADVISED IN WRITING BY THE ENGINEER.
2. DO NOT SCALE THIS DRAWING.
3. VERIFY ALL DIMENSIONS, DATUMS, AND LEVELS PRIOR TO COMMENCEMENT OF WORK. REPORT ANY DISCREPANCIES OR OMISSIONS TO THE DESIGNER IMMEDIATELY.
4. ALL WORK MUST COMPLY WITH THE MOST RECENT EDITION OF THE APPLICABLE BUILDING CODE, AND ANY OTHER GOVERNING AUTHORITY.

DRAWN BY:	C. Cruz
CHECKED BY:	D. McGrath, P.Eng.
ENGINEER:	E. Runoh, P.Eng.
PROJECT No:	23GEBD1063
DATE:	December 2023
SCALE:	As Shown

DESCRIPTION

Electrical Legends, Single
Line Diagram and Feeder
Schedule

DRAWING NO.

E1.0

SHEET

1
3

120/240 VOLTS, 1-PHASE, 3-WIRE, 42 CIRCUITS -										AMPS				
CCT	BKR A.	POLES	LOAD DESCRIPTION	CON. V.A.	DF	DEM. V.A.		DEM. V.A.	DF	CON. V.A.	LOAD DESCRIPTION	POLES	BKR A.	CCT
1			SPACE	1.0	0	A	0	1.0			SPACE			2
3						B	0	1.0			SPACE			4
5			SPACE	1.0	0	A	0	1.0			SPACE			6
7			SPACE	1.0	0	B	0	1.0			SPACE			8
9			SPACE	1.0	0	A	0	1.0			SPACE			10
11			SPACE	1.0	0	B	0	1.0			SPACE			12
13			SPACE	1.0	0	A	0	1.0			SPACE			14
15			SPACE	1.0	0	B	0	1.0			SPACE			16
17			SPACE	1.0	0	A	0	1.0			SPACE			18
19			SPACE	1.0	0	B	0	1.0			SPACE			20
21			SPACE	1.0	0	A	0	1.0			SPACE			22
23			SPACE	1.0	0	B	0	1.0			SPACE			24
25			SPACE	1.0	0	A	0	1.0			SPACE			26
27			SPACE	1.0	0	B	0	1.0			SPACE			28
29			SPACE	1.0	0	A	0	1.0			SPACE			30
31			SPACE	1.0	0	B	0	1.0			SPACE			32
33	15	1	NE RECEPT. FAN	1.0	0	A	0	1.0			SPACE			34
35	15	1	NW RECEPT.	1.0	0	B	0	1.0			S. WALL RECEPT.	1	20	36
37	20	1	SE RECEPT.	1.0	0	A	0	1.0			SW WINDOW RECEPT.	1	20	38
39	20	1	LIGHTS	1.0	0	B	0	1.0			MIDDLE W. RECEPT.	1	20	40
			SUB TOTALS	0		0		0		0				
TOTAL CONNECTED LOAD 0 VA														
TOTAL DEMAND LOAD 0 VA														
CONNECTED LOAD 0 AMPS														
DEMAND LOAD 0 AMPS														
MAIN BREAKER SIZE AMPS														
AMPERE RATING OF PANELBOARD AMPS														
SHORT CIRCUIT RATING 14 kA.														
ISOLATED GROUND BUS? N Y / N ?														
												PANEL 2.0.2 208/120VOLTS		

120/240 VOLTS, 1-PHASE, 3-WIRE, 20 CIRCUITS -										AMPS				
CCT	BKR A.	POLES		CON. V.A.	DF	DEM. V.A.		DEM. V.A.	DF	CON. V.A.		POLES	BKR A.	CCT
LOAD DESCRIPTION														
1	15	1	SOUND SYSTEM		1.0	0	A	0	1.0		SOUND SYSTEM	1	15	2
3	15	1	SKATE SHARENER				B	0	1.0		DESK PLUG	1	15	4
5	15	1	MICROWAVE		1.0	0	A	0	1.0		DESK PLUG	1	15	6
7	15	1	WATER FOUNTAIN		1.0	0	B	0	1.0		SPACE			8
9			SPACE		1.0	0	A	0	1.0		SPACE			10
11			SPACE		1.0	0	B	0	1.0		SPACE			12
13			SPACE		1.0	0	A	0	1.0		SPACE			14
15			SPACE		1.0	0	B	0	1.0		SPACE			16
17			SPACE		1.0	0	A	0	1.0		SPACE			18
19			SPACE		1.0	0	B	0	1.0		SPACE			20
				0		0		0		0				
TOTAL CONNECTED LOAD 0 VA														
TOTAL DEMAND LOAD 0 VA														
CONNECTED LOAD 0 AMPS														
DEMAND LOAD 0 AMPS														
MAIN BREAKER SIZE AMPS														
AMPERE RATING OF PANELBOARD AMPS														
SHORT CIRCUIT RATING 14 kA														
ISOLATED GROUND BUS? N Y / N ?														
											PANEL 2.0.1.1 208/120VOLTS			

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1 Load Schedule - Arena Ice Plant

2 Load Schedules - Community Hall
E2.1 SCALE: N.T.S

TOTAL CONNECTED LOAD	0	VA
TOTAL DEMAND LOAD	0	VA
CONNECTED LOAD	0	AMPS
DEMAND LOAD	0	AMPS
MAIN BREAKER SIZE		AMPS
AMPERE RATING OF PANELBOARD	225	AMPS
SHORT CIRCUIT RATING	14	kA.
ISOLATED GROUND BUS?	N	Y / N

TOTAL CONNECTED LOAD	0	VA	
TOTAL DEMAND LOAD	0	VA	
CONNECTED LOAD	0	AMPS	
DEMAND LOAD	0	AMPS	
MAIN BREAKER SIZE		AMPS	
RATING OF PANELBOARD	225	AMPS	
SHORT CIRCUIT RATING	14	KA.	PANEL B
ISOLATED GROUND BUS?	N	Y / N ?	208/120VOLTS

SEALOWNER

No.	Description	Date
1	Issued for Review	Dec. 05, 2023

DRAWN BY:	C. Cruz
CHECKED BY:	D. McGrath, P.Eng.
ENGINEER:	E. Runoh, P.Eng.
PROJECT No:	23GEBD1063
DATE:	December 2023
SCALE:	As Shown

Load Schedules

4803 56AVE, VALLEYVIEW, AB, T0H 3N0
ISSUED FOR CONSTRUCTION

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ARCHITECTURE | TKALCIC BENGERT
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T5J 1N3
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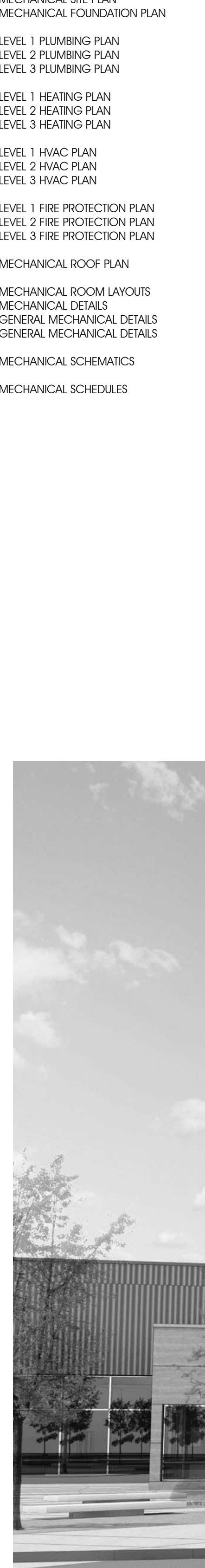
O2 PLANNING + DESIGN INC.
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EDMONTON, ALBERTA
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TELEPHONE: (780) 414 6116
FAX: (780) 414 6117

S1.01	GENERAL NOTES AND TYPICAL DETAILS
S0.02	GENERAL NOTES AND TYPICAL DETAILS
S0.03	GENERAL NOTES AND TYPICAL DETAILS
S1.01	COLUMN SCHEDULE EMBED PLATE SCHED
S2.01	POOL PLANS
S2.02	LEVEL 1 - FOUNDATION PLAN
S2.03	LEVEL 1 - BOTTOM REINFORCEMENT PLAN
S2.04	LEVEL 1 - TOP REINFORCEMENT PLAN
S2.05	LEVEL 2 - FRAMING PLAN
S2.06	LEVEL 3 - FRAMING PLAN
S2.07	ROOF FRAMING PLAN
S2.08	HIGH ROOF FRAMING PLAN
S3.01	CONCRETE BEAM ELEVATIONS
S3.02	CONCRETE BEAM ELEVATIONS
S3.03	BRAES BAR ELEVATIONS AND DETAILS
S3.04	WALL FRAMING ELEVATIONS
S3.05	ROOF TRUSS ELEVATIONS
S4.01	PLECAF DETAILS
S4.02A	POOL SECTIONS
S4.02B	COMPETITION POOL SECTIONS
S4.02C	LEISURE POOL SECTIONS
S4.02D	POOL MECHANICAL PIT SECTIONS
S4.03	LEVEL 1 SECTIONS AND DETAILS
S4.04	LEVEL 2 SECTIONS AND DETAILS
S4.05	LEVEL 3 SECTIONS AND DETAILS
S4.06	ROOF SECTIONS
S5.01	STAR SECTIONS

M0.00	MECHANICAL SITE PLAN
M0.01	MECHANICAL FOUNDATION PLAN
M1.01	LEVEL 1 PLUMBING PLAN
M1.02	LEVEL 2 PLUMBING PLAN
M1.03	LEVEL 3 PLUMBING PLAN
M2.01	LEVEL 1 HEATING PLAN
M2.02	LEVEL 2 HEATING PLAN
M2.03	LEVEL 3 HEATING PLAN
M3.01	LEVEL 1 HVAC PLAN
M3.02	LEVEL 2 HVAC PLAN
M3.03	LEVEL 3 HVAC PLAN
M4.01	LEVEL 1 FIRE PROTECTION PLAN
M4.02	LEVEL 2 FIRE PROTECTION PLAN
M4.03	LEVEL 3 FIRE PROTECTION PLAN
M5.01	MECHANICAL ROOF PLAN
M6.01	MECHANICAL ROOM LAYOUTS
M6.02	MECHANICAL DETAILS
M6.03	GENERAL MECHANICAL DETAILS
M6.04	GENERAL MECHANICAL DETAILS
M7.01	MECHANICAL SCHEMATICS
M8.01	MECHANICAL SCHEDULES

A black and white photograph of a modern building with a large glass facade and a wooden sign, surrounded by trees and a paved area. The building has a contemporary design with a mix of wood and glass. A large wooden sign is mounted on the wall. The foreground shows a paved area and some trees.

E0.01	LEGEND AND SITE DETAILS
E0.10	ELECTRICAL SITE PLAN
E1.01	LEVEL 1 - LIGHTING PLAN
E1.02	LEVEL 2 - LIGHTING PLAN
E1.03	LEVEL 3 - LIGHTING PLAN
E2.01	LEVEL 1 POWER & AUX. SYSTEMS
E2.02	LEVEL 2 POWER & AUX. SYSTEMS
E2.10	ENLARGED PLANS
E2.11	ENLARGED PLANS
E3.01	LUMINAIR SCHEDULE
E3.10	LIGHTING CONTROL SCHEDULE AND ZONING
E4.01	SINGLE LINE DIAGRAM
E4.02	ELECTRICAL RISER DIAGRAM
E4.10	FIRE ALARM RISER DIAGRAM
E5.01	MOTOR CONTROL SCHEDULE
E5.02	PANEL SCHEDULES
E5.03	PANEL SCHEDULES
E6.01	ELECTRICAL DETAILS

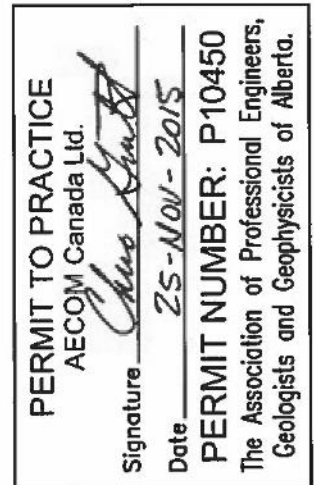


C001 SITE EXISTING CONDITIONS PLAN
AND EXISTING WATERMAIN REQUIREMENTS
C002 SITE DEVELOPMENT PLAN
C100 SITE GRADING PLAN
C200 SITE UTILITY PLAN
C400 SECTIONS AND DETAILS
C401 RETENTION POND SECTIONS AND DETAILS
C402 STANDARD DETAILS - SHEET 1 OF 6
C403 STANDARD DETAILS - SHEET 2 OF 6
C404 STANDARD DETAILS - SHEET 3 OF 6
C405 STANDARD DETAILS - SHEET 4 OF 6
C406 STANDARD DETAILS - SHEET 5 OF 6
C407 STANDARD DETAILS - SHEET 6 OF 6

10.00	GENERAL SITE PLAN
11.00	LAYOUT PLAN - GENERAL SITE
11.01	LAYOUT PLAN - HARDSCAPE FEATURES
12.00	GRADING PLAN
13.00	NOT USED
14.00	MATERIALS PLAN
16.00	PLANTING PLAN
18.30	HARDSCAPE DETAILS
18.90	SOFTSCAPE DETAILS

PL100	OVERALL AQUATIC PLAN
PL101	GENERAL NOTES AND DETAILS
PL102	ADA DETAILS
PL110	POOL A - COMPETITION POOL PLAN AND DIMENSIONS
PL111	POOL A - COMPETITION POOL SECTIONS AND DETAILS
PL112	POOL A - COMPETITION POOL DETAILS
PL120	POOL B - LEISURE POOL PLAN AND DIMENSION
PL121	POOL B - LEISURE POOL SECTIONS AND DETAILS
PL130	POOL C - WHIRLPOOL, PLANS, SECTIONS AND DETAILS
PL300	OVERALL PIPING PLAN
PL301	GENERAL PIPING DETAILS
PL310	POOL A - PIPING PLAN
PL320	POOL B - PIPING PLAN
PL330	POOL C - PIPING PLAN
PL400	MECHANICAL PLAN & DETAILS
PL401	MECHANICAL EQUIPMENT SCHEDULES & DETAILS
PL402	MECHANICAL DETAILS
PL403	MECHANICAL DETAILS
PL510	POOL A - MECHANICAL PIPING SCHEMATIC
PL511	POOL A - ELECTRICAL WIRING SCHEMATIC
PL520	POOL B - MECHANICAL PIPING SCHEMATIC
PL521	POOL B - ELECTRICAL WIRING SCHEMATIC
PL530	POOL C - MECHANICAL PIPING SCHEMATIC
PL531	POOL C - ELECTRICAL WIRING SCHEMATIC
PL600	NOT USED
PL601	NOT USED





SHEET ATTRIBUTES

scale	26.1	pt
AS SHOWN		60
drawn		
MH		

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**■ VALLEYVIEW REGIONAL RECREATION FACILITY
VALLEYVIEW, ALBERTA**
ISSUED FOR CONSTRUCTION: NOVEMBER 26, 2015

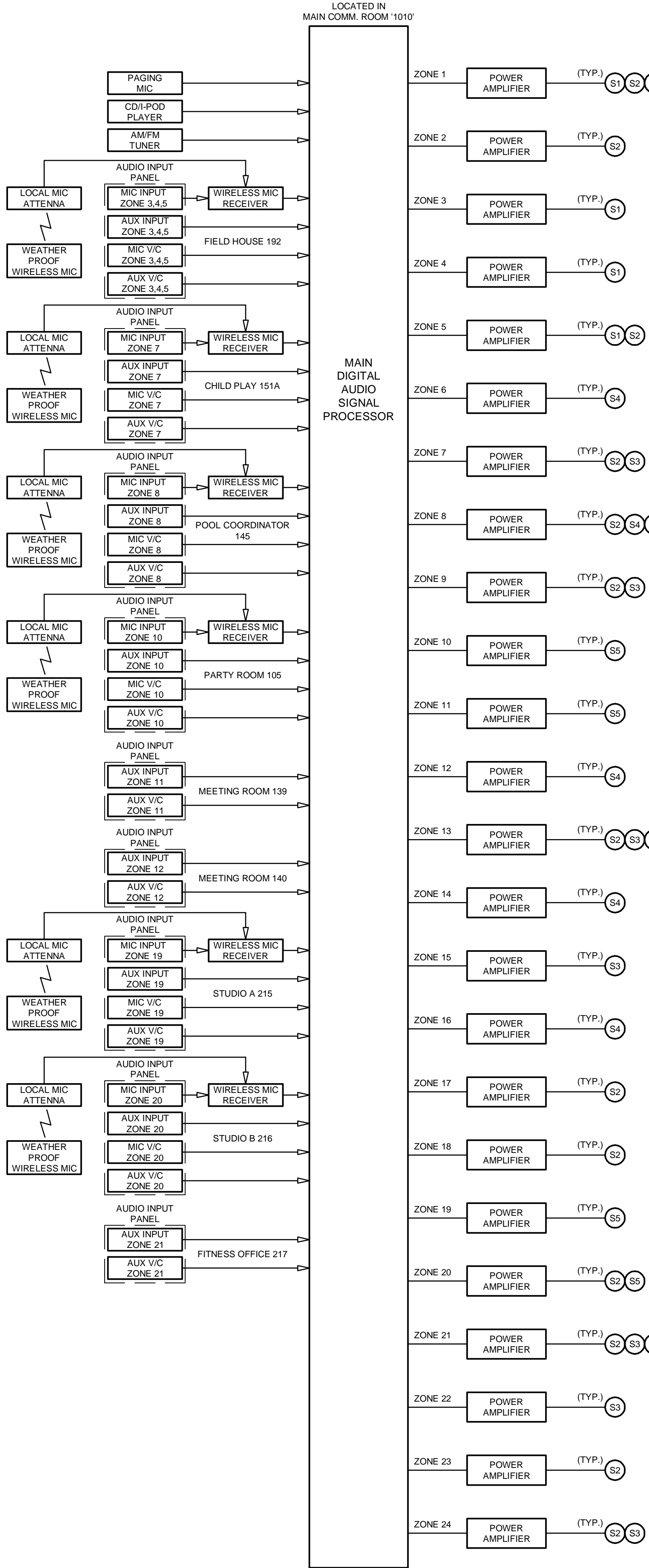
ISSUED FOR CONSTRUCTION: NOVEMBER 26, 2015

Architecture
Tkalčić Bengert

E4.01

SINGLE LINE DIAGRAM

Ath



SOUND SYSTEM NOTES:

1. PROVIDE FIBRE OPTIC CONNECTIONS BETWEEN DIGITAL SIGNAL PROCESSORS FOR LONG DISTANCE RUNS FOR A COMPLETE OPERABLE SYSTEM AS REQUIRED.

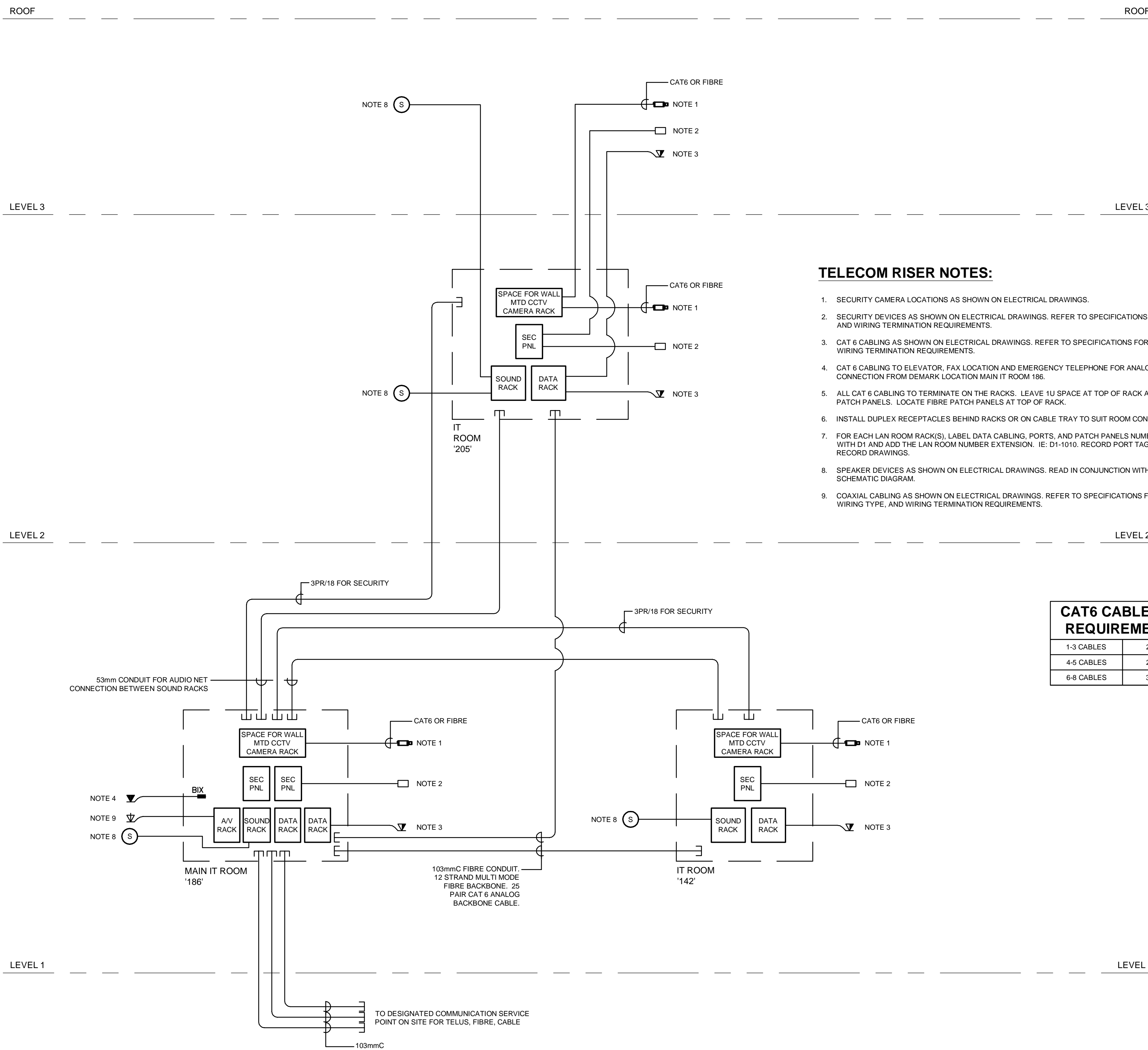
SPEAKER SCHEDULE				
TYPE	MOUNTING	REMARKS	MANUFACTURER	CATALOGUE NUMBER
S1	SUSPENDED	FIELDHOUSE LOUDSPEAKER	JBL	AWC82
S2	SURFACE	WALL PAAPAGING SPEAKER	JBL	CONTROL 23T
S3	RECESSED	DRYWALL CEILING PAAPAGING SPEAKERS	JBL	CONTROL 24CCT
S4	RECESSED	TBAR CEILING PAAPAGING SPEAKERS	JBL	CONTROL 24CCT
S5	RECESSED	TBAR CEILING A/V LOUDSPEAKERS / SOUND SYSTEM	JBL	CONTROL 26CCT
S6	SUSPENDED	SUSPENDED POOL LOUDSPEAKER	ATLAS	AH65-12ST
S7	SUSPENDED	SUSPENDED PENDANT MOUNT A/V SPEAKERS	ATLAS	PMFA-B
S8	SURFACE	WALL POOL LOUDSPEAKER	ATLAS	AH66-12ST

SPEAKER ZONE SCHEDULE	
ZONE 1	- MAIN FLOOR GENERAL PUBLIC AREAS
ZONE 2	- SECOND & THIRD FLOOR GENERAL PUBLIC AREAS
ZONE 3	- FIELDHOUSE 192, NORTH
ZONE 4	- FIELDHOUSE 192, CENTRAL
ZONE 5	- FIELDHOUSE 192, SOUTH
ZONE 6	- KITCHEN / BAR AREA
ZONE 7	- TODDLER/CHILD PLAY AND STORAGE
ZONE 8	- POOL AREA AND STORAGE
ZONE 9	- POOL CHANGE ROOMS / WASHROOMS
ZONE 10	- PARTY ROOM 105
ZONE 11	- MEETING ROOM 139
ZONE 12	- MEETING ROOM 140
ZONE 13	- MAIN FLOOR OFFICE AREAS
ZONE 14	- SECOND FLOOR OFFICE AREAS
ZONE 15	- MAIN FLOOR STAFF WASHROOMS
ZONE 16	- CONESIDE 104 AND SUPPLY 104A
ZONE 17	- MAIN FLOOR GENERAL SERVICE AREAS
ZONE 18	- SECOND FLOOR GENERAL SERVICE AREAS
ZONE 19	- STUDIO A AND STORAGE
ZONE 20	- FITNESS 204 / 213A, B, C
ZONE 21	- FITNESS 204 / 213A, B, C
ZONE 22	- THIRD FLOOR RUNNING TRACK
ZONE 23	- FIELDHOUSE CHANGE ROOMS / STORAGE
ZONE 24	- FIELDHOUSE CHANGE ROOMS / STORAGE

CONTRACTOR TO CONFIRM EXACT NUMBER OF SPEAKERS AND TYPES ON AUXILIARY PLAN DRAWINGS, SOUND SYSTEM SCHEMATICS, AND THE SPECIFICATIONS PRIOR TO ORDERING.

2 SPEAKER SYSTEM SCHEDULE

SCALE : NTS



TELECOM RISER NOTES:

1. SECURITY CAMERA LOCATIONS AS SHOWN ON ELECTRICAL DRAWINGS.
2. SECURITY DEVICES AS SHOWN ON ELECTRICAL DRAWINGS. REFER TO SPECIFICATIONS FOR ALL CONDUIT AND WIRING TERMINATION REQUIREMENTS.
3. CAT 6 CABLES AS SHOWN ON ELECTRICAL DRAWINGS. REFER TO SPECIFICATIONS FOR ALL CONDUIT AND WIRING TERMINATION REQUIREMENTS.
4. CAT 6 CABLES TO ELEVATOR, FAX LOCATION AND EMERGENCY TELEPHONE FOR ANALOG TELEPHONE CONNECTION FROM DESKTOP LOCATION MAIN IT ROOM 186.
5. ALL CAT 6 CABLES TO TERMINATE ON THE RACKS. LEAVE 1U SPACE AT TOP OF RACK AND 1U BETWEEN PATCH PANELS. LOCATE FIBRE PATCH PANELS AT TOP OF RACK.
6. INSTALL DUPLEX RECEPTACLES BEHIND RACKS OR ON CABLE TRAY TO SUIT ROOM CONDITION.
7. FOR EACH LAY ROOM RACKS, LABEL DATA CABLES, PORTS, AND PATCH PANELS NUMERICALLY STARTING WITH 01 AND ADD THE LAY ROOM NUMBER EXTENSION. IE: 01-1010. RECORD PORT TAG LOCATIONS ON RECORD DRAWINGS.
8. SPEAKER DEVICES AS SHOWN ON ELECTRICAL DRAWINGS. READ IN CONJUNCTION WITH SOUND SYSTEM SCHEMATIC DIAGRAM.
9. COAXIAL CABLES AS SHOWN ON ELECTRICAL DRAWINGS. REFER TO SPECIFICATIONS FOR ALL CONDUIT, WIRING TYPE, AND WIRING TERMINATION REQUIREMENTS.

CAT6 CABLE FILL REQUIREMENTS	
1-3 CABLES	21mmC
4-5 CABLES	27mmC
6-8 CABLES	35mmC

P:\60343786\00-Motor\10-CA\026-SHEET\MECH\3786-E501-MOTOR CONTROL SCHEDULE.rvt

PLOTTED: 2015/11/08 9:45:35 AM

MOTOR CONTROL SCHEDULE																				
MOTOR NO.	LOCATION	DESCRIPTION	MOTOR SIZE					CIRCUIT	BREAKER	FEEDER	CONDUIT	STARTER	SIZE	WIRING	DISCONNECT	RATED	TO A	K.O	N.C.	NOTES
			HP	AMPS	PHASE	FLA	FLA													
AS-1	MECHANICAL ROOM 221	POOL DEHUMIDIFIER		600	3	109		MCC-6B	3P125A	3#1	41mmC	VFD		✓						NOTE 1
AS-2	LOWER ROOF	CHANGE ROOM HEAT RECOVERY UNIT		600	3	27.25	21.8	MCC-6B	3P40A	3#8	21mmC	VFD		✓						NOTE 1.
AS-3	ROOF	FIELD HOUSE DX COOLING ROOF TOP UNIT		600	3	44.6	36.1	MCC-6B	3P60A	3#6	27mmC	VFD		✓						NOTE 1
AS-4	LOWER ROOF	H/C PARTY AREA		600	3	10		MCC-6B	3P15A	3#12	21mmC	FVNR		✓						NOTE 1
AS-5	LOWER ROOF	H/C OFFICE AREA		600	3	14		MCC-6B	3P15A	3#12	21mmC	FVNR		✓						NOTE 1
AS-6	LOWER ROOF	H/C LOBBY AREA		600	3	49.8		MCC-6B	3P60A	3#6	27mmC	FVNR		✓						NOTE 1
AS-7	LOWER ROOF	H/C CHILDREN PLAY & MIND		600	3	14		MCC-6B	3P15A	3#12	21mmC	FVNR		✓						NOTE 1
AS-8	LOWER ROOF	H/C FITNESS AREA		600	3	47.3		MCC-6B	3P60A	3#6	27mmC	FVNR		✓						NOTE 1
AS-9	LOWER ROOF	H/C STUDIO AREAS		600	3	16		MCC-6B	3P30A	3#12	21mmC	FVNR		✓						NOTE 1
MAU-1	ROOF	KITCHEN MAKE UP AIR	5	600	3	7.0		MCC-6B	3P15A	3#12	21mmC	FVNR		✓						INTERLOCKED WITH EF-1. PROVIDE CONDUIT AND WIRE FOR LOCAL CONTROL PANEL.
MAU-2	ROOF	CONCESSION MAKE UP AIR	2	600	3	3.6		MCC-6B	3P15A	3#12	21mmC	FVNR		✓						INTERLOCKED WITH EF-3. PROVIDE CONDUIT AND WIRE FOR LOCAL CONTROL PANEL.
EF-1	ROOF	KITCHEN EXHAUST	2.23	208	1			2A-26.28	2P25A	2#10	21mmC	FVNR		✓	✓					INTERLOCKED WITH MAU-1.
EF-2	POOL CHEMICAL STORAGE CEILING	CHEMICAL EXHAUST	822	120	1	7.8		2E-3	1P20A	2#12	21mmC	MANUAL		✓	✓					
EF-3	CONCESSION 104	KITCHEN EXHAUST	1.12	208	1			2B-21.23	2P15A	2#12	21mmC	FVNR		✓	✓					INTERLOCKED WITH MAU-2.
EF-4	CHILD W/C 151 CEILING	WC EXHAUST	0.52	120	1	0.62		2C-25	1P15A	2#12	21mmC	MANUAL		✓	✓					INTERLOCKED WITH LIGHTS
EF-5	2ND FLOOR CHANGE ROOM 154	WC EXHAUST	37	120	1			2M-27	1P15A	2#12	21mmC	MANUAL		✓	✓					
EF-6	LAUNDRY ROOM 132	BOOSTER EXHAUST	-	120	1	-		2F-38	1P15A	2#12	21mmC	MANUAL		✓	✓					INTERLOCKED WITH DRYER. PROVIDE AUX RELAY.
EF-7	UTILITY ROOM 209	BOOSTER EXHAUST	-	120	1	-		2M-29	1P15A	2#12	21mmC	MANUAL		✓	✓					INTERLOCKED WITH DRYER. PROVIDE AUX RELAY.
EF-8	DEHWASHER KITCHEN 106A	EXHAUST	243	120	1	2.5		2A-30	1P15A	2#12	21mmC	MANUAL		✓	✓					
EF-9	ROOF	EXHAUST	7.5	600	3	9		MCC-6B	3P20A	3#12	21mmC	MANUAL		✓	✓					INTERLOCKED WITH AS-2.
TF-1	ELECTRICAL ROOM 167	TRANSFER FAN	1.33	208	1			2D-45.47	2P15A	2#12	21mmC	MANUAL		✓						-
TF-2	TABLE CHAIR STORAGE 191	TRANSFER FAN	1.90	120	1	1.1		2D-48	1P15A	2#12	21mmC	MANUAL		✓						-
TF-3	CHILD STORAGE 151D	TRANSFER FAN	0.68	120	1	0.62		2D-37	1P15A	2#12	21mmC	MANUAL		✓						-
TF-4	SPORT STORAGE 165	TRANSFER FAN	1.90	120	1	1.1		2D-39	1P15A	2#12	21mmC	MANUAL		✓						-
TF-5	BLEACHER STORAGE 214	TRANSFER FAN	1.50	120	1	1.1		2M-31	1P15A	2#12	21mmC	MANUAL		✓						-
TF-6	STUDIO STORAGE 216	TRANSFER FAN	1.50	120	1	1.1		2M-33	1P15A	2#12	21mmC	MANUAL		✓						-
TF-7	STEAM MECH 129	TRANSFER FAN	.81	120	1			2U-47	1P15A	2#12	21mmC	MANUAL		✓						-
TF-8	POOL SALT STORAGE 155A	TRANSFER FAN	.81	120	1			2U-53	1P15A	2#12	21mmC	MANUAL		✓						-
TF-9	POOL STORAGE 114	TRANSFER FAN	.81	120	1			2U-53	1P15A	2#12	21mmC	MANUAL		✓						-
FF-1	ENTRY 101	WATER FORCE FLOW	2.8	120	1	9.3		2D-29	1P15A	2#12	21mmC	MANUAL		✓	✓					-
FF-2	STAR #2 195	WATER FORCE FLOW	0.95	120	1	-		2D-41	1P15A	2#12	21mmC	MANUAL		✓	✓					-
FF-3	STAR #1 188	WATER FORCE FLOW	0.95	120	1	-		2D-43	1P15A	2#12	21mmC	MANUAL		✓	✓					-
FF-4	CORRIDOR 150	WATER FORCE FLOW	0.95	120	1	-		2D-31	1P15A	2#12	21mmC	MANUAL		✓	✓					-
BB-1	ELECTRICAL ROOM 167	WATER BASEBOARD	FRAC	-	120	1	-	2D-50	1P15A	2#12	21mmC	MANUAL		✓	✓					-
BB-2	POOL SALT STORAGE 115B	WATER BASEBOARD	FRAC	-	120	1	-	2E-5	1P15A	2#12	21mmC	MANUAL		✓	✓					-
BB-3	CHEMICAL STORAGE 115A	WATER BASEBOARD	FRAC	-	120	1	-	2E-5	1P15A	2#12	21mmC	MANUAL		✓	✓					-
BB-4	STAIRS #1 222	WATER BASEBOARD	FRAC	-	120	1	-	2D-52	1P15A	2#12	21mmC	MANUAL		✓	✓					-
BB-5	STAIRS #1 223	WATER BASEBOARD	FRAC	-	120	1	-	2D-52	1P15A	2#12	21mmC	MANUAL		✓	✓					-
EBB-1	SPRINKLER WATER METER RM 107A	ELECTRIC BASEBOARD	4.0	208	1	-		2U-49.51	2P25A	2#10	21mmC	-		✓						-
EBB-2	ELEVATOR 303	ELECTRIC BASEBOARD	4.0	208	1	-		2R-23.25	2P25A	2#10	21mmC	-		✓						-
UH-1	POOL MECHANICAL ROOM 221	WATER UNIT HEATER	0.25	120	1	-		2E-7	1P15A	2#12	21mmC	MANUAL		✓	✓					NOTE 5
UH-2	MECHANICAL ROOM 221	WATER UNIT HEATER	0.25	120	1	-		2L-2	1P15A	2#12	21mmC	MANUAL		✓	✓					NOTE 5
UH-3	MECHANICAL ROOM 221	WATER UNIT HEATER	0.25	120	1	-		2L-2	1P15A	2#12	21mmC	MANUAL		✓	✓					NOTE 5
AC-1	IT ROOM 142	AIR CONDITIONER	-	208	1	17	-	2F-40.42	2P30A	2#10	21mmC	-		✓	✓					PROVIDE CONDUIT AND CONTROL WIRING BETWEEN SPLIT AC UNIT.
CU-1	ROOF	CONDENSING UNIT	-	208	1	17	-	2F-44.46	2P30A	2#10	21mmC	FVNR		✓	✓					NOTE 1
AC-2	IT ROOM 305	AIR CONDITIONER	-	208	1	17	-	2M-35.37	2P30A	2#10	21mmC	-		✓	✓					PROVIDE CONDUIT AND WIRE BETWEEN SPLIT AC UNIT.
CU-2	ROOF	CONDENSING UNIT	-	208	1	17	-	2M-38.41	2P30A	2#10	21mmC	FVNR		✓	✓					NOTE 1
CF-1	TRACK 301	CEILING FAN	0.32	120	1	-		2R-2	1P15A	2#12	21mmC	-		✓						NOTE 12
CF-2	TRACK 301	CEILING FAN	0.32	120	1	-		2R-2	1P15A	2#12	21mmC	-		✓						NOTE 12
CF-3	TRACK 301	CEILING FAN	0.32	120	1	-		2R-4	1P15A	2#12	21mmC	-		✓						NOTE 12
CF-4	TRACK 301	CEILING FAN	0.32	120	1	-		2R-4	1P15A	2#12	21mmC	-		✓						NOTE 12
CF-5	TRACK 301	CEILING FAN	0.32	120	1	-		2R-6	1P15A	2#12	21mmC	-		✓						NOTE 12
CF-6	TRACK 301	CEILING FAN	0.32	120	1	-		2R-6	1P15A	2#12	21mmC	-		✓						NOTE 12
B-1	MECHANICAL ROOM 221	BOILER	-	208	1	-		10.5	2L-4.6	2P25A	2#10	21mmC	MANUAL		✓	✓				-
B-2	MECHANICAL ROOM 221	BOILER	-	208	1	-		10.5	2L-6.10	2P25A	2#10	21mmC	MANUAL		✓	✓				-
B-3	MECHANICAL ROOM 221	BOILER	-	208	1	-		10.5	2L-12.14	2P25A	2#10	21mmC	MANUAL		✓	✓				-
DWH-1	MECHANICAL ROOM 221	HOT WATER HEATER	-	208	1	-		2L-7.9	2P15A	2#12	21mmC	MANUAL		✓						-
DWH-2	MECHANICAL ROOM 221	HOT WATER HEATER	-	208	1	-		2L-11.13	2P15A	2#12	21mmC	MANUAL		✓						-
DWH-3	MECHANICAL ROOM 221	HOT WATER HEATER	-	208	1	-		2L-15.17	2P15A	2#12	21mmC	MANUAL		✓						-
P-1	MECHANICAL ROOM 221	BOILER RECIRC	2.23	600	3	-		MCC-6B	3P15A	3#12	21mmC	FVNR		✓	✓	✓				-
P-2	MECHANICAL ROOM 221	BOILER RECIRC	2.23	600	3	-		MCC-6B	3P15A	3#12	21mmC	FVNR		✓	✓	✓				-
P-3	MECHANICAL ROOM 221	BOILER RECIRC	2.23	600	3	-		MCC-6B	3P15A	3#12	21mmC	FVNR		✓	✓	✓				-
P-4	MECHANICAL ROOM 221	SECONDARY PUMP	11.19	600	3	-		MCC-6B	3P40A	3#10	21mmC	FVNR		✓	✓	✓				-
P-5	MECHANICAL ROOM 221	SECONDARY PUMP	11.19	600	3	-		MCC-6B	3P40A	3#10	21mmC	FVNR		✓	✓	✓				-
P-6	MECHANICAL ROOM 221	SECONDARY PUMP	3.7	600	3	-		MCC-6B	3P15A	3#12	21mmC	FVNR		✓	✓	✓				-
P-7	MECHANICAL ROOM 221	SECONDARY PUMP	3.7	600	3	-		MCC-6B	3P15A	3#12	21mmC	FVNR		✓	✓	✓				-
P-8	MECHANICAL ROOM 221	GLYCOL PUMP	5.6	600	3	-		MCC-6B	3P15A	3#12	21mmC	FVNR		✓	✓	✓				-
P-9	MECHANICAL ROOM 221	GLYCOL PUMP	5.6	600	3	-		MCC-6B	3P15A	3#12	21mmC	FVNR		✓	✓	✓				-
P-10	MECHANICAL ROOM 221	DHW PUMP	0.3	120	1	-		2L-19	1P15A	2#12	21mmC	MANUAL		✓						-
P-11	POOL MECHANICAL ROOM	HOT TUB PUMP	0.3	120	1	-		2E-24	1P15A	2#12	21mmC	MANUAL		✓						-
P-12	POOL MECHANICAL ROOM	LEISURE POOL PUMP	0.75	600	3	-		MCC-6B	3P15A	3#12	21mmC	MANUAL		✓						-
P-13	POOL MECHANICAL ROOM	LEISURE POOL PUMP	0.3	120	1	-		2E-28	1P15A	2#12	21mmC	MANUAL		✓						-
S-VF-1	POOL MECH. 113	VENTILATION FAN	55	208	1	6.6		2E-30.32	2P15A	2#12	21mmC	MANUAL		✓						-
S-VF-2	MECH. 221	VENTILATION FAN	74	208	1	7.8		2L-16.16	2P20A	2#12	21mmC	MANUAL		✓						-
NOTE: REFER TO MECHANICAL DRAWINGS FOR EXACT LOCATION OF ALL MOTOR EQUIPMENTS LISTED IN THE MOTOR CONTROL SCHEDULE.																				

AQUATICS MECHANICAL SYSTEM - MOTOR CONTROL SCHEDULE																			
MOTOR No.	LOCATION	DESCRIPTION	MOTOR SIZE					CIRCUIT	BREAKER	FEEDER	CONDUIT	STARTER	SIZE	WIRING METHOD	RECEIVER	AUXILIARY DEVICES			NOTES
			HP	VA	VOLTS	PHASE	FLA (VA)									N.O.C.	N.O.C.	N.O.C.	
LEISURE POOL																			
F1A	POOL MECH ROOM 113	FILTRATION PUMP	25	600	3		MCC 6A	3P70A	3P10	21mmC	VFD		✓						NOTE 3
UV1A	POOL MECH ROOM 113	ULTRA VIOLET SYSTEM CONTROL CABINET	5	600	3		MCC 6A	3P15A	3P12	21mmC	-		✓						PROVIDE 37mmC FOR LAMP CABLES & 25mmC FOR LV SIGNAL CABLES FROM CONTROL CABINET TO CHAMBER. CABLEING BY OTHERS
C1A	POOL MECH ROOM 113	CHEMICAL CONTROLLER	120	1			2E-9 2E-11	2x1P15A	2P12	21mmC	-		✓	✓					
CP1A	POOL MECH ROOM 113	CHLORINE FEED PUMP	120	1	1.7		C1A		2P12	21mmC	MANUAL	✓	✓						SUPPLY AND INSTALL ONE DUPLEX RECEPTACLE AND HARDWARE DIRECTLY TO THE CHLORINE FEED RELAY ON C1A.
AP1A	POOL MECH ROOM 113	PH (ACID) FEED PUMP	120	1	1.7		C1A		2P12	21mmC	MANUAL	✓	✓						SUPPLY AND INSTALL ONE DUPLEX RECEPTACLE AND HARDWARE DIRECTLY TO THE PH FEED RELAY ON C1A.
AF1A	POOL MECH ROOM 113	POOL AUTO FILL SOLENOID VALVE	120	1			2E-19	1P15A	2P12	21mmC	-								
HX1A	POOL MECH ROOM 113	POOL HEAT EXCHANGE																	
ST1A	POOL MECH ROOM 113	SURGE TANK EXHAUST FAN	1/5	120	1		2E-17	1P15A	2P12	21mmC	MANUAL	✓	✓						
DDP1A	POOL MECH ROOM 113	DRAIN DIGITAL POSITION VALVE	120	1			2E-13	1P15A	2P12	21mmC	-								
CF1A	POOL MECH ROOM 113	PH CONTROL	120	1			2E-19	1P20A	2P12	21mmC	-								
TM1A	POOL MECH ROOM 113	TURBIDITY METER	120	1			2E-21	1P15A	2P12	21mmC	-								
CM1A	POOL MECH ROOM 113	PUMP	3/4	120	1		2E-23	1P35A	2P12	21mmC	MANUAL	✓	✓						
CM1A	POOL MECH ROOM 113	TANK MIXER	120	1			2E-25	1P15A	2P12	21mmC	MANUAL	✓	✓						
LAP POOL																			
F1B	POOL MECH ROOM 113	FILTRATION PUMP	20	600	3		MCC 6A	3P60A	3P10	21mmC	VFD		✓						NOTE 3
F2B	POOL MECH ROOM 113	ACTIVITY PUMP	25	600	3		MCC 6A	3P70A	3P10	21mmC	FVNR		✓						
UV1B	POOL MECH ROOM 113	ULTRA VIOLET SYSTEM CONTROL CABINET	4	600	3		MCC 6A	3P15A	3P12	21mmC	-		✓						PROVIDE 37mmC FOR LAMP CABLES & 25mmC FOR LV SIGNAL CABLES FROM CONTROL CABINET TO CHAMBER. CABLEING BY OTHERS
C1B	POOL MECH ROOM 113	CHEMICAL CONTROLLER	120	1			2E-27 2E-29	2x1P15A	2P12	21mmC	MANUAL	✓	✓						
CP1B	POOL MECH ROOM 113	CHLORINE FEED PUMP	120	1	1.7		C1B		2P12	21mmC	MANUAL	✓	✓						SUPPLY AND INSTALL ONE DUPLEX RECEPTACLE AND HARDWARE DIRECTLY TO THE CHLORINE FEED RELAY ON C1B.
AP1B	POOL MECH ROOM 113	PH (ACID) FEED PUMP	120	1	1.7		C1B		2P12	21mmC	MANUAL	✓	✓						SUPPLY AND INSTALL ONE DUPLEX RECEPTACLE AND HARDWARE DIRECTLY TO THE PH FEED RELAY ON C1B.
AF1B	POOL MECH ROOM 113	POOL AUTO FILL SOLENOID VALVE	120	1			2E-31	1P15A	2P12	21mmC	-								
HX1B	POOL MECH ROOM 113	POOL HEAT EXCHANGE																	
ST1B	POOL MECH ROOM 113	SURGE TANK EXHAUST FAN	1/5	120	1		2E-33	1P15A	2P12	21mmC	MANUAL	✓	✓						
DDP1B	POOL MECH ROOM 113	DRAIN DIGITAL POSITION VALVE	120	1			2E-31	1P15A	2P12	21mmC	-								
CF1B	POOL MECH ROOM 113	PH CONTROL	120	1			2E-35	1P20A	2P12	21mmC	-								
TM1B	POOL MECH ROOM 113	TURBIDITY METER	120	1			2E-37	1P15A	2P12	21mmC	-								
CM1B	POOL MECH ROOM 113	PUMP	3/4	120	1		2E-39	1P35A	2P12	21mmC	MANUAL		✓	✓					
WHR POOL																			
F1C	POOL MECH ROOM 113	FILTRATION PUMP	15	600	3		MCC 6A	3P40A	3P12	21mmC	VFD		✓						NOTE 3
F2C	POOL MECH ROOM 113	JET PUMP	15	600	3		MCC 6A	3P40A	3P12	21mmC	VFD		✓						NOTE 3
UV1C	POOL MECH ROOM 113	ULTRA VIOLET SYSTEM CONTROL CABINET	3	600	3		MCC 6A	3P15A	3P12	21mmC	-		✓						PROVIDE 37mmC FOR LAMP CABLES & 25mmC FOR LV SIGNAL CABLES FROM CONTROL CABINET TO CHAMBER. CABLEING BY OTHERS
C1C	POOL MECH ROOM 113	CHEMICAL CONTROLLER	120	1			2E-9 2E-10	2x1P15A	2P12	21mmC	-		✓						
CP1C	POOL MECH ROOM 113	CHLORINE FEED PUMP	120	1	1.7		C1C		2P12	21mmC	MANUAL	✓	✓						SUPPLY AND INSTALL ONE DUPLEX RECEPTACLE AND HARDWARE DIRECTLY TO THE CHLORINE FEED RELAY ON C1C.
AP1C	POOL MECH ROOM 113	PH (ACID) FEED PUMP	120	1	1.7		C1C		2P12	21mmC	MANUAL	✓	✓						SUPPLY AND INSTALL ONE DUPLEX RECEPTACLE AND HARDWARE DIRECTLY TO THE PH FEED RELAY ON C1C.
AF1C	POOL MECH ROOM 113	POOL AUTO FILL SOLENOID VALVE	120	1			2E-12	1P15A	2P12	21mmC	-								
HX1C	POOL MECH ROOM 113	POOL HEAT EXCHANGE																	
ST1C	POOL MECH ROOM 113	SURGE TANK EXHAUST FAN	1/5	120	1		2E-14	1P15A	2P12	21mmC	MANUAL	✓	✓						
DDP1C	POOL MECH ROOM 113	DRAIN DIGITAL POSITION VALVE	120	1			2E-12	1P15A	2P12	21mmC	-								
CF1C	POOL MECH ROOM 113	PH CONTROL	120	1			2E-16	1P20A	2P12	21mmC	-		✓						
TM1C	POOL MECH ROOM 113	TURBIDITY METER	120	1			2E-18	1P15A	2P12	21mmC	-								
CM1C	POOL MECH ROOM 113	PUMP	3/4	120	1		2E-20	1P35A	2P12	21mmC	MANUAL		✓	✓					

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PANEL '2A' No									
DESCRIPTION	KW	BKR.	CIRCUIT NO.	BKR.	KW	DESCRIPTION	KW	BKR.	CIRCUIT NO.
SPARE	1P20A	1	2	1P15A	EXHAUST CANOPY (ITEM 37)	SPARE	1P20A	43	44
RECEPTACLE - SILLED DRYTABLE (ITEM 40)	1P20A	3	4	1P15A	EXHAUST CANOPY (ITEM 40)	SPARE	1P20A	45	46
RECEPTACLE - PREP TABLE (ITEM 15)	1P20A	5	6	1P15A	EXHAUST CANOPY (ITEM 51)	SPARE	1P20A	47	48
RECEPTACLE - PREP TABLE (ITEM 26)	1P20A	7	8	1P15A	FREEZER (ITEM 18)	SPARE	1P20A	49	50
RECEPTACLE - PREP TABLE (ITEM 27)	1P20A	9	10	1P15A	FREEZER (ITEM 18)	SPARE	1P20A	51	52
RECEPTACLE - PREP TABLE (ITEM 27)	1P20A	11	12	1P15A	ICE MAKER (ITEM 57)	SPARE	1P20A	53	54
RECEPTACLE - TABLE (ITEM 43)	1P20A	13	14	1P15A	MOBILE COLD PAN BUFFET TABLE (ITEM 73)	SPARE	1P20A	55	56
RECEPTACLE - TABLE (ITEM 43)	1P20A	15	16	1P15A	RECH-IN COOLER (ITEM 63)	SPARE	1P20A	57	58
RECEPTACLE - COUNTER (ITEM 54)	1P20A	17	18	1P15A	RECH-IN COOLER (ITEM 63)	SPARE	1P20A	59	60
RECEPTACLE - COUNTER (ITEM 66)	1P20A	19	20	1P15A	RECH-IN COOLER (ITEM 63)	SPARE	1P20A	61	62
SPARE	1P20A	21	22	1P15A	RECH-IN COOLER (ITEM 63)	SPARE	1P20A	63	64
SPARE	1P20A	23	24	1P15A	MOBILE COLD PAN BUFFET TABLE (ITEM 73)	SPARE	1P20A	65	66
SPARE	1P20A	25	26	2P	EF-1 KITCHEN EXHAUST	2P	67	68	1P20A
SPARE	1P20A	27	28	2P	MOBILE HOT BUFFET TABLE (ITEM 74)	2P	69	70	1P20A
SPARE	1P20A	29	30	1P15A	EF-8 DISHWASHER EXHAUST	2P	71	72	1P20A
SPARE	1P20A	31	32	1P15A	MOBILE HOT BUFFET TABLE (ITEM 74)	2P	73	74	1P20A
SPARE	1P20A	33	34	1P15A	SPARE	2P	75	76	1P20A
SPARE	1P20A	35	36	1P15A	SPARE	2P	77	78	40A
SPARE	1P20A	37	38	1P15A	SPARE	2P	79	80	3P
SPARE	1P20A	39	40	1P15A	SPARE	2P	81	82	3P
SPARE	1P20A	41	42	1P15A	SPARE	2P	83	84	40A
TOTAL						TOTAL			
MAINS: MOUNTING: 225A SURFACE				VOLTS: LOCATION: 120/208V KITCHEN 190A					

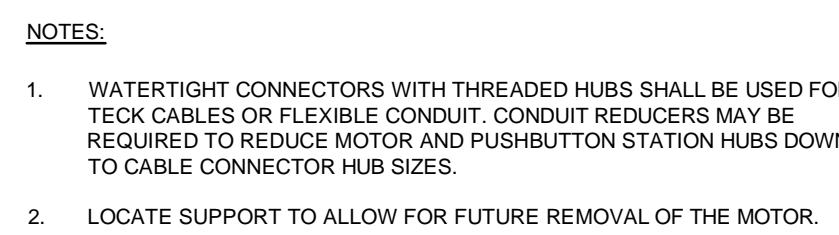
PANEL '2B' No									
DESCRIPTION	KW	BKR.	CIRCUIT NO.	BKR.	KW	DESCRIPTION	KW	BKR.	CIRCUIT NO.
RECEPT - BAG 'N' HOT SYRUP RACK (ITEM 80)	1P20A	1	2	1P15A	EXHAUST CANOPY (ITEM 37)	SPARE	1P20A	43	44
RECEPTACLE - TABLE (ITEM 84)	1P20A	3	4	1P15A	RECYCLED TABLE (ITEM 84)	SPARE	1P20A	45	46
RECEPTACLE - TABLE (ITEM 84)	1P20A	5	6	1P15A	DEEP FRYER (ITEM 88)	SPARE	1P20A	47	48
RECEPTACLE - TABLE (ITEM 84)	1P20A	7	8	1P15A	2 DOOR REACH-IN COOLER (ITEM 100)	SPARE	1P20A	49	50
RECEPTACLE - TABLE (ITEM 84)	1P20A	9	10	1P15A	STAINLESS CLASS DOOR COOLER (ITEM 107)	SPARE	1P20A	51	52
RECEPTACLE - TABLE (ITEM 84)	1P20A	11	12	1P15A	HOT DOG COOK (ITEM 112)	SPARE	1P20A	53	54
RECEPTACLE - TABLE (ITEM 84)	1P20A	13	14	1P15A	DEEP FRYER (ITEM 88)	SPARE	1P20A	55	56
RECEPTACLE - TABLE (ITEM 84)	1P20A	15	16	1P15A	SPARE	SPARE	1P20A	57	58
RECEPTACLE - TABLE (ITEM 84)	1P20A	17	18	1P15A	SPARE	SPARE	1P20A	59	60
RECEPTACLE - TABLE (ITEM 84)	1P20A	19	20	1P15A	SPARE	SPARE	1P20A	61	62
RECEPTACLE - TABLE (ITEM 84)	1P20A	21	22	1P15A	SPARE	SPARE	1P20A	63	64
RECEPTACLE - TABLE (ITEM 84)	1P20A	23	24	1P15A	SPARE	SPARE	1P20A	65	66
RECEPTACLE - TABLE (ITEM 84)	1P20A	25	26	1P15A	SPARE	SPARE	1P20A	67	68
RECEPTACLE - TABLE (ITEM 84)	1P20A	27	28	1P15A	SPARE	SPARE	1P20A	69	70
RECEPTACLE - TABLE (ITEM 84)	1P20A	29	30	1P15A	SPARE	SPARE	1P20A	71	72
RECEPTACLE - TABLE (ITEM 84)	1P20A	31	32	1P15A	SPARE	SPARE	1P20A	73	74
RECEPTACLE - TABLE (ITEM 84)	1P20A	33	34	1P15A	SPARE	SPARE	1P20A	75	76
RECEPTACLE - TABLE (ITEM 84)	1P20A	35	36	1P15A	SPARE	SPARE	1P20A	77	78
RECEPTACLE - TABLE (ITEM 84)	1P20A	37	38	1P15A	SPARE	SPARE	1P20A	79	80
RECEPTACLE - TABLE (ITEM 84)	1P20A	39	40	1P15A	SPARE	SPARE	1P20A	81	82
RECEPTACLE - TABLE (ITEM 84)	1P20A	41	42	1P15A	SPARE	SPARE	1P20A	83	84
TOTAL						TOTAL			
MAINS: MOUNTING: 225A SURFACE				VOLTS: LOCATION: 120/208V CONCESSION 104					

PANEL '2C' Yes, IT communication									
DESCRIPTION	KW	BKR.	CIRCUIT NO.	BKR.	KW	DESCRIPTION	KW	BKR.	CIRCUIT NO.
DATA RACK RECEPTACLE-IT 186	1P20A	1	2	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	43	44
DATA RACK RECEPTACLE-IT 186	1P20A	3	4	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	45	46
DATA RACK RECEPTACLE-IT 186	1P20A	5	6	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	47	48
DATA RACK RECEPTACLE-IT 186	1P20A	7	8	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	49	50
DATA RACK RECEPTACLE-IT 186	1P20A	9	10	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	51	52
DATA RACK RECEPTACLE-IT 186	1P20A	11	12	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	53	54
DATA RACK RECEPTACLE-IT 186	1P20A	13	14	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	55	56
DATA RACK RECEPTACLE-IT 186	1P20A	15	16	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	57	58
DATA RACK RECEPTACLE-IT 186	1P20A	17	18	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	59	60
DATA RACK RECEPTACLE-IT 186	1P20A	19	20	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	61	62
DATA RACK RECEPTACLE-IT 186	1P20A	21	22	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	63	64
DATA RACK RECEPTACLE-IT 186	1P20A	23	24	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	65	66
DATA RACK RECEPTACLE-IT 186	1P20A	25	26	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	67	68
DATA RACK RECEPTACLE-IT 186	1P20A	27	28	1P20A	RECEPTACLE-IT 186	SPARE	1P20A	69	70
DATA RACK RECEPTACLE-IT 186	1P20A	29	30	1P15A	SPARE	SPARE	1P20A	71	72
DATA RACK RECEPTACLE-IT 186	1P20A	31	32	1P15A	SPARE	SPARE	1P20A	73	74
DATA RACK RECEPTACLE-IT 186	1P20A	33	34	1P15A	SPARE	SPARE	1P20A	75	76
DATA RACK RECEPTACLE-IT 186	1P20A	35	36	1P15A	SPARE	SPARE	1P20A	77	78
DATA RACK RECEPTACLE-IT 186	1P20A	37	38	1P15A	SPARE	SPARE	1P20A	79	80
DATA RACK RECEPTACLE-IT 186	1P20A	39	40	1P15A	SPARE	SPARE	1P20A	81	82
DATA RACK RECEPTACLE-IT 186	1P20A	41	42	1P15A	SPARE	SPARE	1P20A	83	84
TOTAL						TOTAL			
MAINS: MOUNTING: 225A SURFACE				VOLTS: LOCATION: 120/208V IT 186					

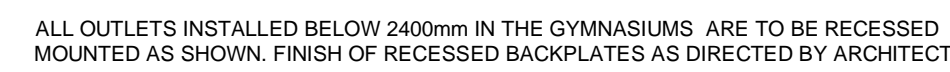
PANEL '2D' Yes, Emergency Exit lighting									
DESCRIPTION	KW	BKR.	CIRCUIT NO.	BKR.	KW	DESCRIPTION	KW	BKR.	CIRCUIT NO.
RECEPTACLE-OML STAIR 189	1P20A	1	2	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	43	44
RECEPTACLE-OML STAIR 189	1P20A	3	4	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	45	46
RECEPTACLE-OML STAIR 189	1P20A	5	6	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	47	48
RECEPTACLE-OML STAIR 189	1P20A	7	8	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	49	50
RECEPTACLE-OML STAIR 189	1P20A	9	10	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	51	52
RECEPTACLE-OML STAIR 189	1P20A	11	12	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	53	54
RECEPTACLE-OML STAIR 189	1P20A	13	14	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	55	56
RECEPTACLE-OML STAIR 189	1P20A	15	16	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	57	58
RECEPTACLE-OML STAIR 189	1P20A	17	18	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	59	60
RECEPTACLE-OML STAIR 189	1P20A	19	20	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	61	62
RECEPTACLE-OML STAIR 189	1P20A	21	22	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	63	64
RECEPTACLE-OML STAIR 189	1P20A	23	24	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	65	66
RECEPTACLE-OML STAIR 189	1P20A	25	26	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	67	68
RECEPTACLE-OML STAIR 189	1P20A	27	28	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	69	70
RECEPTACLE-OML STAIR 189	1P20A	29	30	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	71	72
RECEPTACLE-OML STAIR 189	1P20A	31	32	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	73	74
RECEPTACLE-OML STAIR 189	1P20A	33	34	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	75	76
RECEPTACLE-OML STAIR 189	1P20A	35	36	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	77	78
RECEPTACLE-OML STAIR 189	1P20A	37	38	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	79	80
RECEPTACLE-OML STAIR 189	1P20A	39	40	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	81	82
RECEPTACLE-OML STAIR 189	1P20A	41	42	1P20A	RECEPTACLE-CHANGE RM. 4 189	SPARE	1P20A	83	84
TOTAL						TOTAL			
MAINS: MOUNTING: 225A SURFACE				VOLTS: LOCATION: 120/208V ELECTRICAL 187					

PANEL '2E' No									
DESCRIPTION	KW	BKR.	CIRCUIT NO.	BKR.	KW	DESCRIPTION	KW	BKR.	CIRCUIT NO.
RECEPTACLE-POOL MECH 113	1P20A	1	2	3P	STEAM ROOM GENERATOR	SPARE	1P20A	43	44
RECEPTACLE-POOL MECH 113	1P20A	3	4	3P	STEAM ROOM GENERATOR	SPARE	1P20A	45	46
RECEPTACLE-POOL MECH 113	1P20A	5	6	3P	STEAM ROOM GENERATOR	SPARE	1P20A	47	48
RECEPTACLE-POOL MECH 113	1P20A	7	8	3P	STEAM ROOM GENERATOR	SPARE	1P20A	49	50
RECEPTACLE-POOL MECH 113	1P20A	9	10	3P	STEAM ROOM GENERATOR	SPARE	1P20A	51	52
RECEPTACLE-POOL MECH 113	1P20A	11	12	3P	STEAM ROOM GENERATOR	SPARE	1P20A	53	54
RECEPTACLE-POOL MECH 113	1P20A	13	14	3P	STEAM ROOM GENERATOR	SPARE	1P20A	55	56
RECEPTACLE-POOL MECH 113	1P20A	15	16	3P	STEAM ROOM GENERATOR	SPARE	1P20A	57	58
RECEPTACLE-POOL MECH 113	1P20A	17	18	3P	STEAM ROOM GENERATOR	SPARE	1P20A	59	60
RECEPTACLE-POOL MECH 113	1P20A	19	20	3P	STEAM ROOM GENERATOR	SPARE	1P20A	61	62
RECEPTACLE-POOL MECH 113	1P20A	21	22	3P	STEAM ROOM GENERATOR	SPARE	1P20A	63	64
RECEPTACLE-POOL MECH 113	1P20A	23	24	3P	STEAM ROOM GENERATOR	SPARE	1P20A	65	66
RECEPTACLE-POOL MECH 113	1P20A	25	26	3P	STEAM ROOM GENERATOR	SPARE	1P20A	67	68
RECEPTACLE-POOL MECH 113	1P20A	27	28	3P	STEAM ROOM GENERATOR	SPARE	1P20A	69	70
RECEPTACLE-POOL MECH 113	1P20A	29	30	3P	STEAM ROOM GENERATOR	SPARE	1P20A	71	72
RECEPTACLE-POOL MECH 113	1P20A	31	32	3P	STEAM ROOM GENERATOR	SPARE	1P20A	73	74
RECEPTACLE-POOL MECH 113	1P20A	33	34	3P	STEAM ROOM GENERATOR	SPARE	1P20A	75	76
RECEPTACLE-POOL MECH 113	1P20A	35	36	3P	STEAM ROOM GENERATOR	SPARE	1P20A	77	78
RECEPTACLE-POOL MECH 113	1P20A	37	38	3P	STEAM ROOM GENERATOR	SPARE	1P20A	79	80
RECEPTACLE-POOL MECH 113	1P20A	39	40	3P	STEAM ROOM GENERATOR	SPARE	1P20A	81	82
RECEPTACLE-POOL MECH 113	1P20A	41	42	3P	STEAM ROOM GENERATOR	SPARE	1P20A	83	84
TOTAL						TOTAL			
MAINS: MOUNTING: 225A SURFACE				VOLTS: LOCATION: 120/208V POOL MECHANICAL 113					

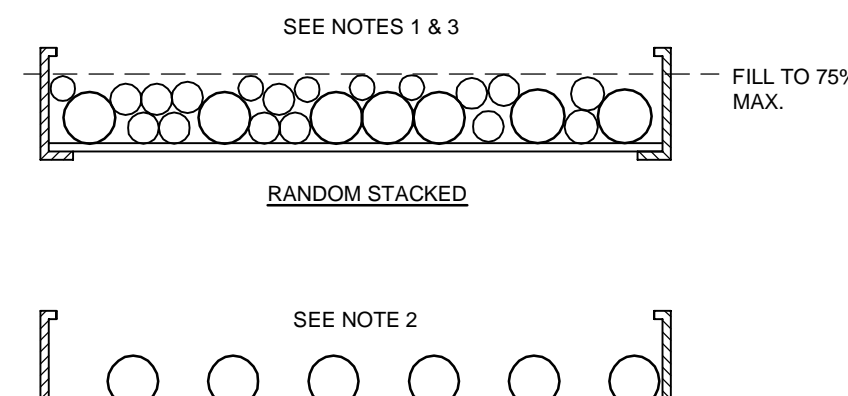
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DESCRIPTION	KW	BKR.	CIRCUIT NO.	BKR.	KW	DESCRIPTION	KW	BKR.	CIRCUIT NO.
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RECEPTACLE-CORR. 137	1P20A	3	4	1P20A	RECEPTACLE-ADMIN 141	SPARE	1P20A	45	46
RECEPTACLE-CORR. 137	1P20A	5	6	1P20A	RECEPTACLE-ADMIN 141	SPARE	1P20A	47	48
RECEPTACLE-CORR. 137	1P20A	7	8	1P20A	RECEPTACLE-ADMIN 141	SPARE	1P20A	49	5



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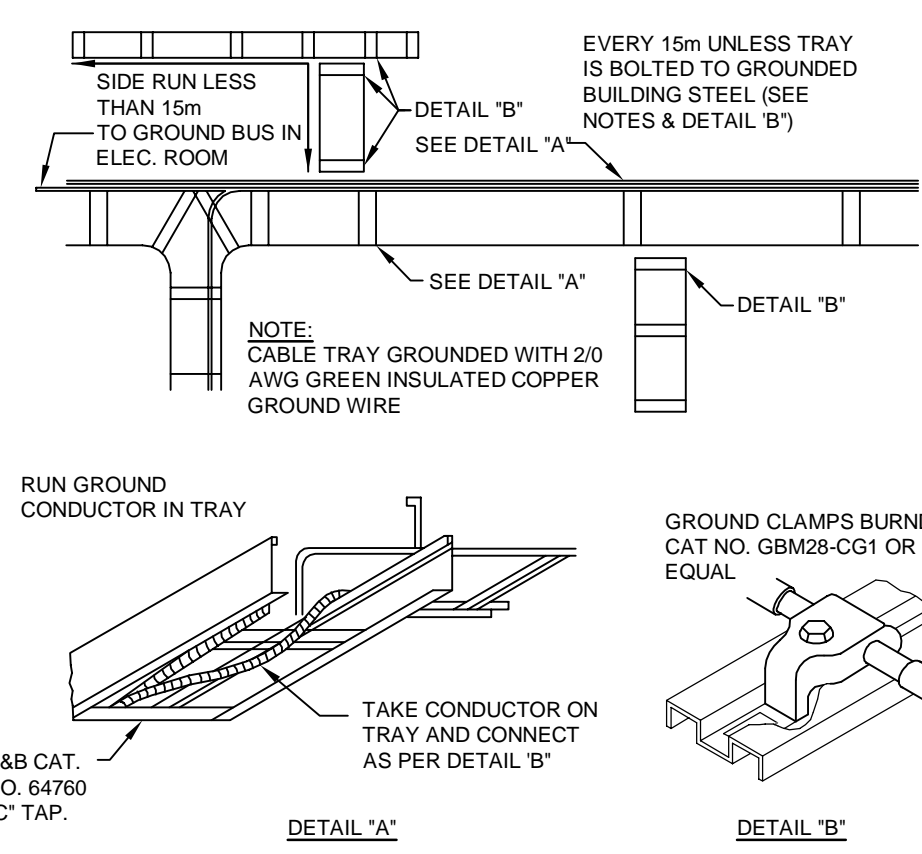


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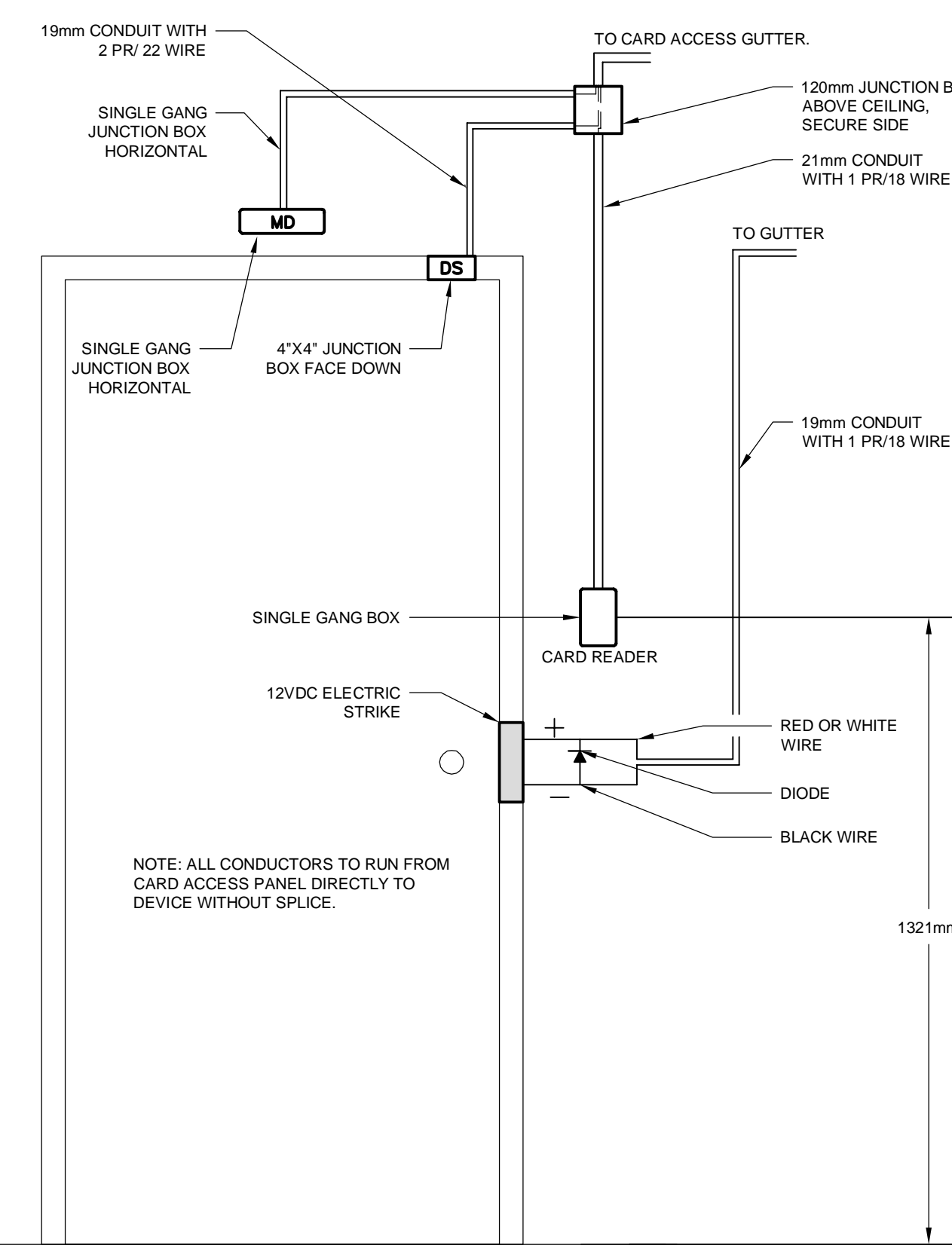
- NOTES:**
1. RANDOM STACKED - TO ALLOW FOR FUTURE EXPANSION ASSUME MORE THAN 43 POWER CONDUCTORS PER CABLE TRAY, AMPACITY DERATED TO 50% FOR CABLES UP TO 1000V.
 2. SPACED CABLES - INSTALL CABLES ONE DIAMETER SEPARATION TO PROVIDE 100% AMPACITY RATING.
 3. ASSOCIATED CONTROL CABLES MAY BE INCLUDED WITHOUT AFFECTING RATING.
 4. IN GENERAL ALL FEEDERS SHALL BE TECK OR VFD CABLE RUN IN TRAY.

SCALE N.T.S.



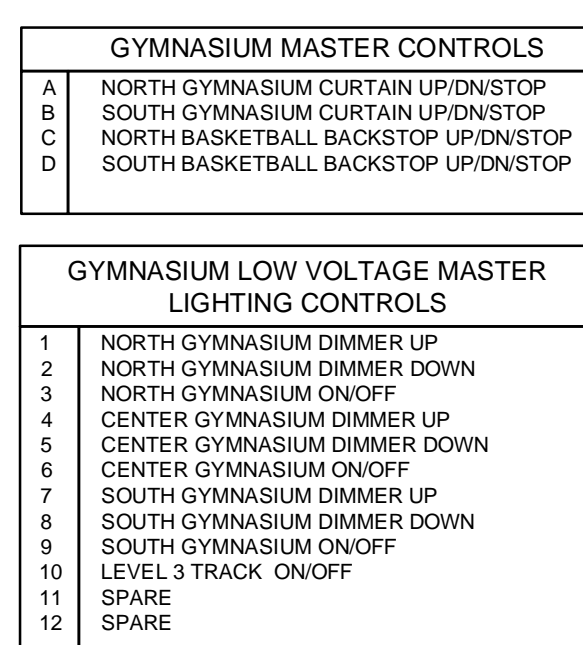
- a) WHERE METAL SUPPORTS FOR CABLE TROUGHS ARE BOLTED TO THE TROUGH AND ARE IN GOOD ELECTRICAL CONTACT WITH THE GROUNDED STRUCTURAL METAL FRAME OF A BUILDING THE TROUGH SHALL BE DEEMED TO BE GROUNDED.
- b) WHERE THE CONDITIONS OF SUBRULE (1) DO NOT APPLY THE CABLE TRAY SHALL BE ADEQUATELY GROUNDED AT INTERVALS NOT EXCEEDING 15m AS SHOWN

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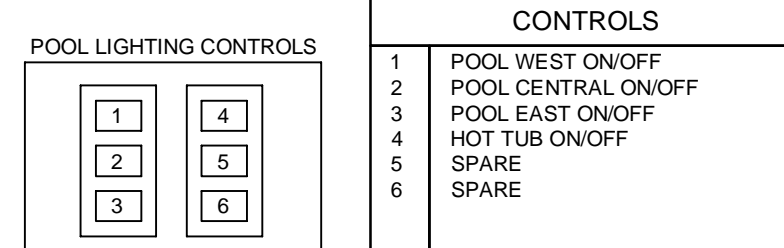


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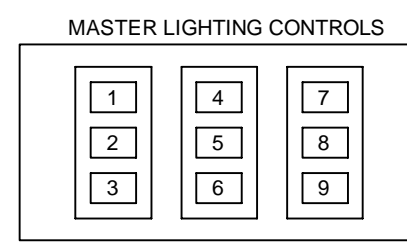
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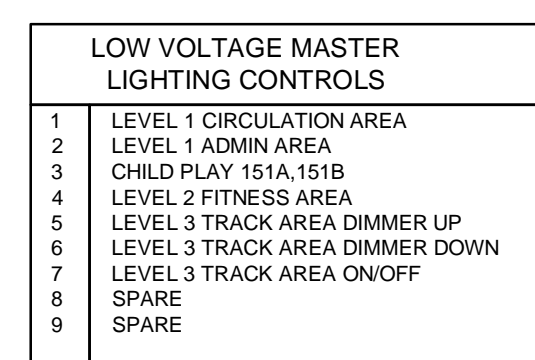
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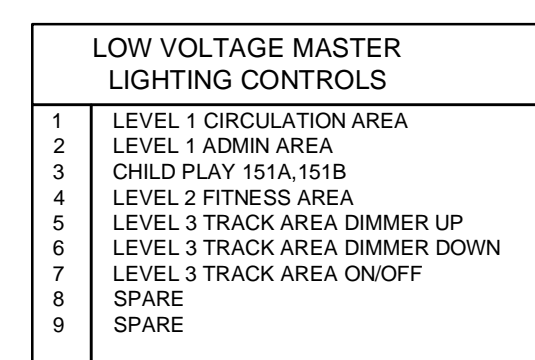
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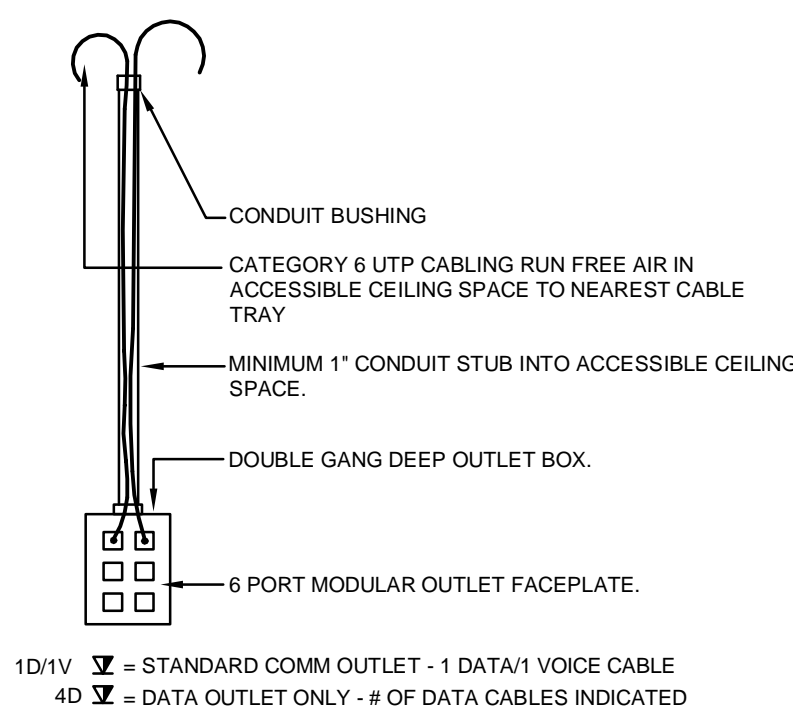
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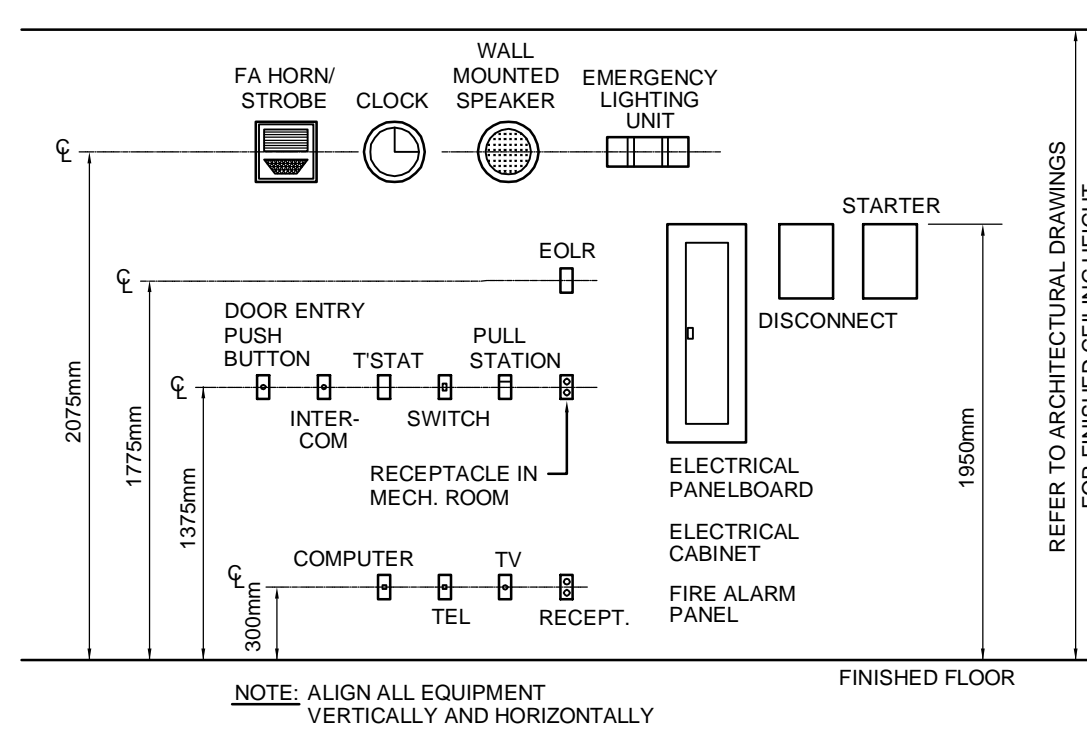
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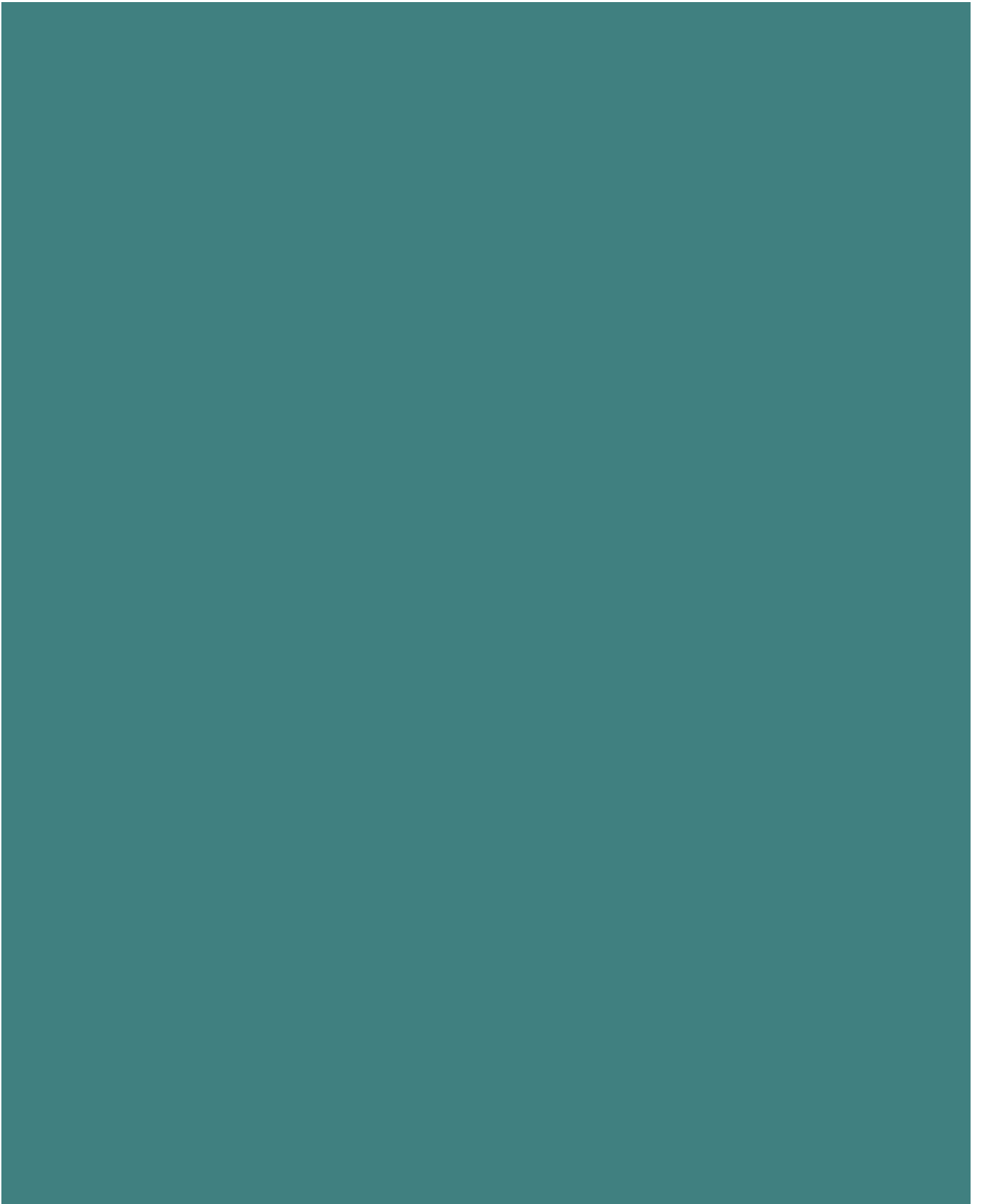


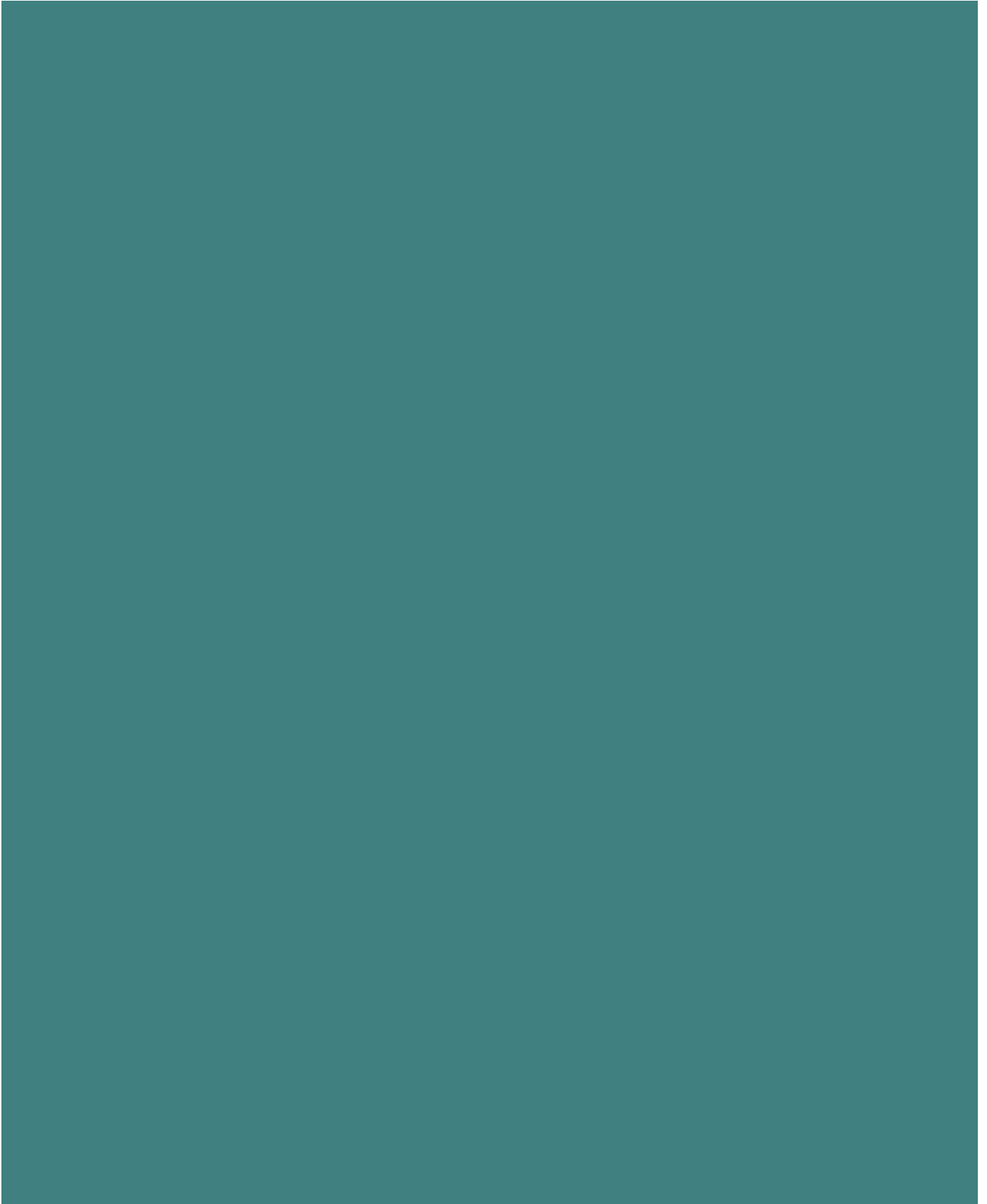
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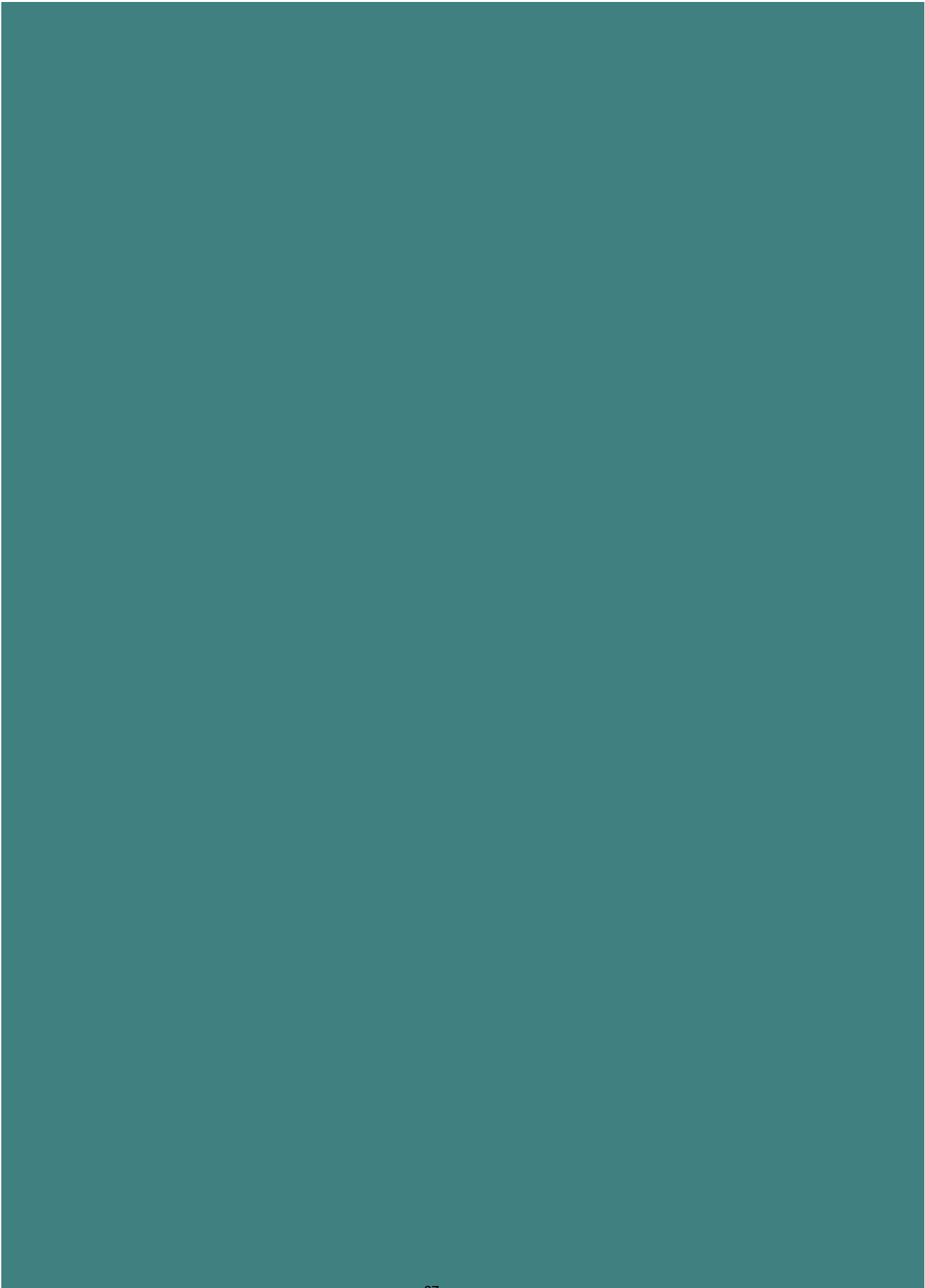
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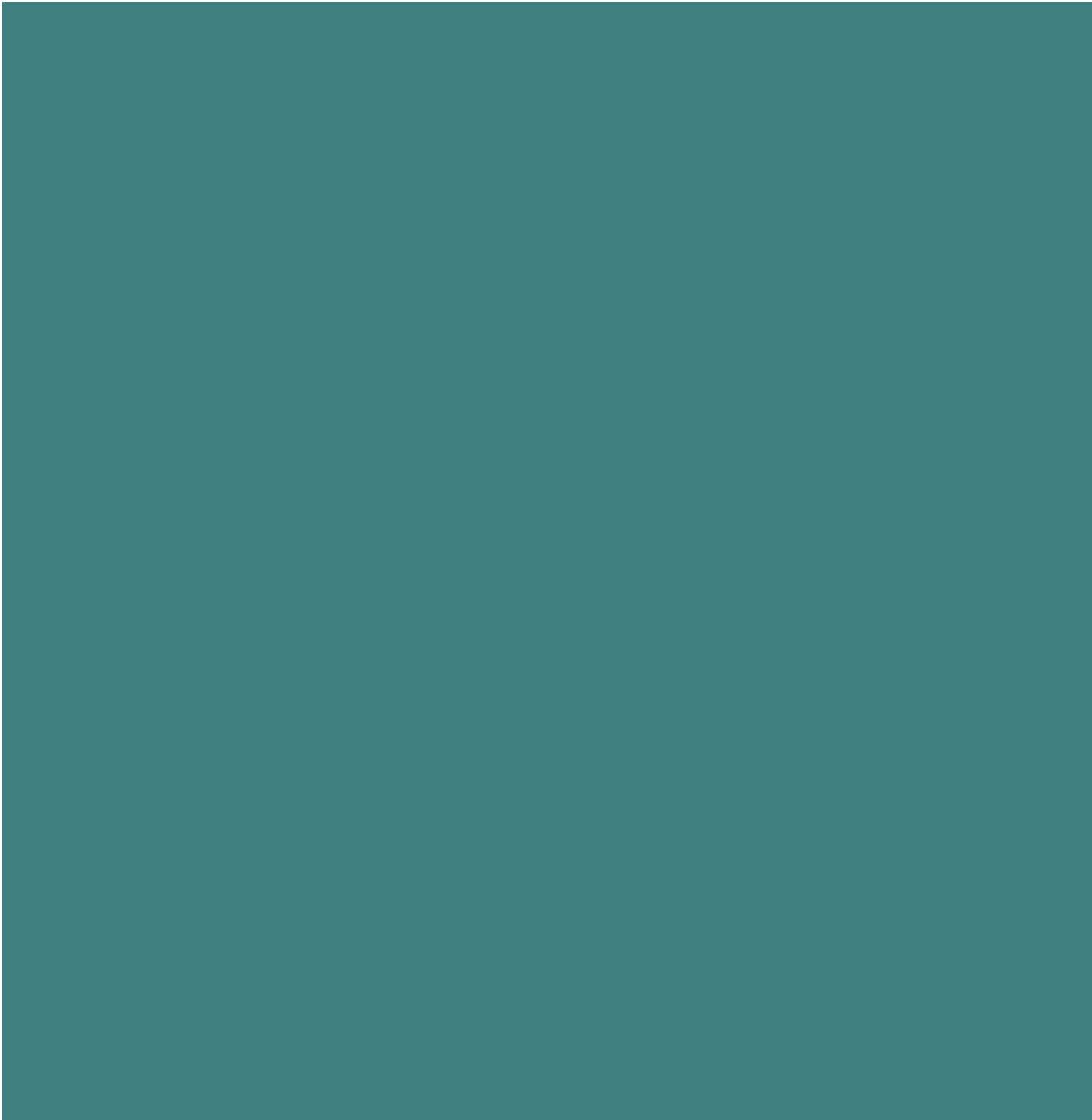
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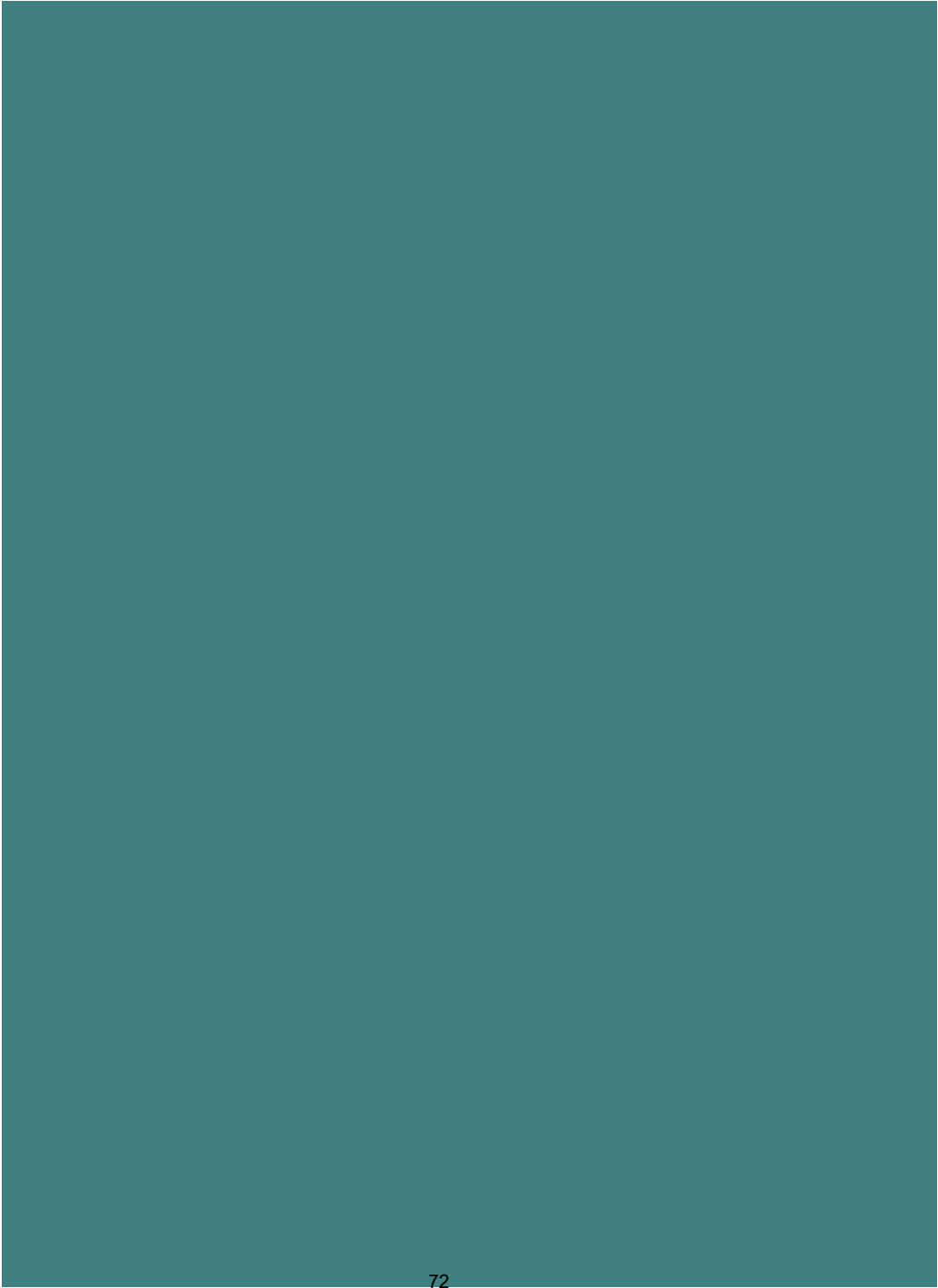
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REQUEST FOR DECISION

SUBJECT:	Forestry Trunk Road – 2024 Water Truck Services Tender		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 12, 2024	CAO:	MANAGER: JF
DEPARTMENT:	OPERATIONS	DIR: RA	PRESENTER: JF
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 9001 – “Procurement and Purchasing,” Policy 4004 “Equipment Contractor Registry”

RECOMMENDED ACTION:

MOTION 1: That Council awards the Forestry Trunk Road Area 1 water truck services tender for 2024 to Gerwatoski Holdings Ltd. at a rate of \$141.00/Hr with funds to come from Operations’ 2024 operational budget.

MOTION 2: That Council awards the Forestry Trunk Road Area 2 water truck services tender for 2024 to J. Moody Grader Service Ltd. at a rate of \$155.00/Hr with funds to come from Operations’ 2024 operational budget.

MOTION 3: That Council awards the Forestry Trunk Road Area 3 water truck services tender for 2024 to J. Moody Grader Service Ltd. at a rate of \$169.00/Hr with funds to come from Operations’ 2024 operational budget.

MOTION 4: That Council awards the Forestry Trunk Road Area 4 water truck services tender for 2024 to Gerwatoski Holdings Ltd. at a rate of \$170.00/Hr with funds to come from Operations’ 2024 operational budget.

BACKGROUND/PROPOSAL:

At the December 12, 2023 Regular Council Meeting, Greenview Council passed a motion to direct Administration to draft and post a tender for water truck services on the Forestry Trunk Road for the purpose of applying dust control and working in coordination with maintenance road grading services. This was a result of the Committee of the Whole meeting held on June 20, 2023, where the Committee passed a motion to recommend to Council to choose **option 3** of the Expression of Interest cost-saving measures.

- 1) *Combined pricing and equipment hiring of contractors*
- 2) *The ability for Administration to utilize a single contractor for smaller projects*
- 3) **Tendering Forestry Trunk Road water truck services**
- 4) *Tendering Forestry Trunk Road dozer services for snow drifts*
- 5) *Requesting annual quotes from contractors in lieu of using Alberta Road Builders Association rates*

Administration posted an invitation to tender on Alberta Purchasing Connection on January 22, 2024, which closed on Friday, February 16, 2024. 8 companies submitted tenders with some bidding on 2, 3, or all 4 areas. 7 of the 8 companies providing bids are based within Greenview. Administration reviewed and scored entries with 60% of the bid evaluation based upon pricing and 40% based upon suitability for the work. Recommendations contained in the motions are based upon the best overall score for the work area identified.

Water trucks are utilized on the FTR for applying dust control product early each year and then working with contract graders through the summer for further dust suppression. The Forestry Trunk Road primarily sees traffic from both the forestry and oil & gas industries. Highlights of the tender document include:

- Having the right of first refusal for work in the contracted area, which aligns with the grader contract zones on the FTR.
- Having the right of second refusal for non-contracted areas on the FTR, if the primary water truck contractor is unable to supply a truck, until the primary contractor can supply a truck. If no contracted trucks are available, Greenview will utilize the Expression of Interest program to hire a truck.
- All water utilized must be obtained from a source where Greenview is granted a Temporary Diversion License (TDL) by the Province. All terms of the TDL as well as *Water Act* legislation must be strictly adhered to.
- If water availability is restricted or revoked, Greenview is under no obligation to secure other water sources or guarantee work.
- Greenview reserves the right to install GPS units in the contracted trucks.
- Contracted companies will not be eligible for hiring for water truck services on the FTR through Greenview's EOI program. These companies are still permitted to register for the EOI program and are still eligible for water truck hiring in all other areas.

FTR Area 1

Overall Ranking	Proponent's Name	Met Mandatory Requirements (Yes or No)	Evaluation Score (Overall score or N/A)	Hourly Rate
1	Gerwatoski Holdings Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$141.00
2	J. Moody Grader Service Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$148.50
3	Dust Dynasty Dynamics Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$144.00
4	MOVAC Mobile Vacuum Services Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$165.00
5	1638113 Alberta Ltd (Rutt Busters Road Maintenance)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$185.00
6	Perron Ventures Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$190.00
7	Klassen Brothers Northern Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$225.00

FTR Area 2

Overall Ranking	Proponent's Name	Met Mandatory Requirements (Yes or No)	Evaluation Score (Overall score or N/A)	Hourly Rate
1	J. Moody Grader Service Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$155.00
2	Gerwatoski Holdings Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$149.00
3	Dust Dynasty Dynamics Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$166.00
4	MOVAC Mobile Vacuum Services Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$165.00
5	1638113 Alberta Ltd (Rutt Busters Road Maintenance)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$185.00
6	Perron Ventures Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$205.00
7	Klassen Brothers Northern Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$235.00

FTR Area 3

Overall Ranking	Proponent's Name	Met Mandatory Requirements (Yes or No)	Evaluation Score (Overall score or N/A)	Hourly Rate
1	J. Moody Grader Service Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$169.00
2	795060 Alberta Ltd. (Markos Haulin)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$175.00
3	Gerwatoski Holdings Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$161.00
4	MOVAC Mobile Vacuum Services Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$165.00
5	1638113 Alberta Ltd (Rutt Busters Road Maintenance)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$250.00
6	Klassen Brothers Northern Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$245.00

FTR Area 4

Overall Ranking	Proponent's Name	Met Mandatory Requirements (Yes or No)	Evaluation Score (Overall score or N/A)	Hourly Rate
1	Gerwatoski Holdings Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$170.00
2	795060 Alberta Ltd. (Markos Haulin)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$175.00
3	MOVAC Mobile Vacuum Services Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$165.00
4	1638113 Alberta Ltd (Rutt Busters Road Maintenance)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$250.00
5	Klassen Brothers Northern Ltd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$255.00

In Greenview's traditional practice of hiring in accordance with Policy 4004 "Equipment Contractor Registry," 2022 saw total expenses for water truck services on the Forestry Trunk Road at \$543,353 and in 2023, total expenses reached \$580,848. While outcomes are difficult to anticipate as the work is connected to variables such as weather, as well as water availability in 2024, quoted rates indicate that, when compared to water truck hiring on the FTR in 2023, it can be anticipated that savings would be approximately \$121,978.00 in 2024. The recommended proponents submitted bids at an average of 79% of Greenview's payment formula for the equivalent work through the Expression of Interest contractor hiring program when factoring in the 2023 Alberta Roadbuilders and Heavy Construction Association's Rate Guide and the \$10.00/Hr FTR premium and additional 1-hour travel benefit.

BENEFITS OF THE RECOMMENDED ACTION:

1. A benefit of Council accepting the recommended motions is to pursue cost-saving measures while maintaining a consistent level of service on the Forestry Trunk Road.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to not award any contracts and to continue to hire water trucks on the Forestry Trunk Road in accordance with Policy 4004 "Equipment Contractor Registry." However, Administration doesn't recommend this action as Council has directed Administration to post the Invitation to Tender and submitted rates of recommended contractors are lower than 2023 ARHCA rates.

ALTERNATIVE MOTION: That Council direct Administration to not award contracts for water truck services on the Forestry Trunk Road and to continue to hire water trucks on the Forestry Trunk Road as needed in accordance with Policy 4004 "Equipment Contractor Registry."

FINANCIAL IMPLICATION:

Ongoing/Future Costs: Estimated at \$458,870.00.

STAFFING IMPLICATION:

To date, approximately 45 hours have been spent on bringing the initial RFD to COTW as well as developing and posting the Invitation to Tender and bringing the current RFD.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision, Administration will contact bidders with letters of award or non-award, as required, and enter into agreements if directed.

ATTACHMENT(S):

- 2024 Forestry Trunk Road Invitation to Tender - Appendix D
- 2024 Forestry Trunk Road Invitation to Tender - Bid Evaluation

APPENDIX D – ITT PARTICULARS

A. THE DELIVERABLES

The Forestry Trunk Road is maintained by the Municipality, and provides critical access to many industrial services, including, but not limited to oil, gas, and lumber. Most of the FTR (from km 5 to km 160.5) is a gravel road with a high volume of industrial traffic and minimal recreational traffic. Due to the nature of the gravel road, the Municipality is requiring experienced water trucks and operators to primarily provide dust control services via the use of water. These services will be the primary water trucks utilized in each of the four Grader Beat sections of the Forestry Trunk Road on an as-needed basis and when required at the sole discretion of the Municipality. The water truck(s) will generally operate between 7:00 am and 5:00 pm local time. In addition, and only when called upon, the water trucks and operators will be required to support the application of calcium chloride by pre-wetting the road with water as well as other related requests as required by the Municipality.

All water applied to the FTR must be drawn from a water source from which the Municipal District of Greenview No. 16 holds a Temporary Diversion License. No other water will be permitted to be applied to the FTR unless specifically approved by the Municipality. It is imperative that the bidder and operator are aware of and strictly adhere to the *Water Act*, updated April 1, 2023, as well as all other applicable legislation, regulations, and requirements that apply, including the Temporary Diversion License terms. Please note that the Operator must always keep the provided Temporary Diversion License with them when working for the Municipality. From time to time, the Province of Alberta may revoke and/or restrict the Temporary Diversion License at their sole discretion due to water availability or other circumstances governed by the Province. Should a Temporary Diversion License(s) be revoked, the Municipality will be under no obligation to secure other water sources or guarantee work.

The Forestry Trunk Road has been divided into four sections for this ITT, matching the current Grader Beat Contracts. These four sections are described below and as outlined in the maps provided in Appendix F – Forestry Trunk Maps:

Grader Beat Forestry Trunk Road 1: km 5 to km 45

Grader Beat Forestry Trunk Road 2: km 45 to km 90

Grader Beat Forestry Trunk Road 3: km 90 to km 130

Grader Beat Forestry Trunk Road 4: km 130 to km 160.5

Please note, as required, and only when called upon, a water truck and its respective operator may be asked to go outside their section and support another area.

Successful bidders will have the right of first refusal for work in their contracted area. Should the successful bidder be unable to respond to the request for work in their designated area, the Municipality will attempt to contact other successful bidders for the other areas identified in this document to inquire regarding their availability for work on the FTR until the successful bidder can return to the work. If there is no availability, the Municipality reserves the right to hire in accordance with its own policies and procedures outside of this contract.

Requirements of bidders and operators:

- (a) If operating a water truck with a spoon broadcaster, the operator must be courteous and respectful to oncoming traffic.
- (b) All bidders and operators must be willing and able to work cooperatively with the Municipality and all other contractors and users of the FTR.
- (c) All operators must report/check in with the Municipality's designate at least twice a day (check-in and check-out) in a prescribed format that is mutually agreed upon.

- (d) The Municipality reserves the right to inspect the contracted machine at any time prior to or during the contract to ensure suitability for work and compliance with Appendix E - Bid Form
- (e) Cancellation: three hours will be paid to the bidder in a case where the Municipality has to cancel the water truck within one hour of the mutually agreed upon start time and date and/or the time the truck was dispatched. For the purpose of this ITT, being dispatched means the water truck has left its base location.
- (f) Water trucks with operators must be available and able to be onsite in their contracted section within 24 hours of receiving notification that their truck is required for work.
- (g) Any successful bidder of this ITT, will not be eligible to provide water truck services on the Forestry Trunk Road through the Expression of Interest program, as noted in *Policy 4004 – Equipment Contractor Registry* (<https://mdgreenview.ab.ca/wp-content/uploads/2023/01/4004-Equipment-Contractor-Registry.pdf>) for the duration of this contract. This does not prohibit the contractor from registering for the program.
- (h) Should the successful bidder be unable to respond according to these terms, at its own discretion, the Municipality will supply a water truck or hire a 3rd party contract water truck. Any and all additional expenses above the quoted rate may be passed on to the bidder. Costs will be calculated based upon the Municipalities Schedule of Fees Bylaw if Greenview equipment is used. If a 3rd party contractor is used, associated costs will be calculated based on *Policy 4004 – Equipment Contractor Registry* (<https://mdgreenview.ab.ca/wp-content/uploads/2023/01/4004-Equipment-Contractor-Registry.pdf>).
- (i) The successful bidder(s) acknowledges that they are the “Prime Contractor” for the purpose of the work contemplated hereby, and an “employer” as those terms are defined in the *Occupational Health and Safety Act*, and that they will, as a condition of the Agreement, comply with the *Occupational Health and Safety Act* and the regulations thereunder, including those as required by the Municipalities own internal Safety Policy as they may be amended from time to time.
- (j) Successful bidders will be required to invoice the Municipality once per month and include all completed haul cards and daily tickets for the respective time period.

B. MATERIAL DISCLOSURES

Not applicable.

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix B)

Each bid must include a Submission Form (Appendix B) completed and signed by an authorized representative of the bidder.

2. Pricing (Appendix C)

Each bid must include pricing information that complies with the instructions contained in Pricing (Appendix C).

3. Bid Security

Not applicable

4. Bid Form (Appendix E)

Each bid must include a Bid Form (Appendix E) completed and signed by an authorized representative of the bidder.

5. Other Mandatory Submission Requirements

A bidder and operator who is licensed to operate the water truck in the province of Alberta and has a minimum of two years of water trunk experience, specifically related to dust control.

D. MANDATORY TECHNICAL REQUIREMENTS

1. A water truck that is registered and able to operate in the Province of Alberta and has a minimum legal haul capacity of 10,000 cubes with either a spray bar or spoon. The Municipality is open to reviewing other options that meet and/or exceed the requirements noted above.

E. PRE-CONDITIONS OF AWARD

1. The Successful Bidder(s) must provide a Performance Security Bond in the amount of Ten Thousand Dollars (\$10,000.00) per section of the Forestry Trunk Road at the time of signing the contract. This Performance Security may be in the form of a Bond and from a company to the satisfaction of the Municipalities in its sole and unfettered discretion or by way of a certified cheque or Irrevocable Letter of Credit in the form and from a financial institution to the satisfaction of the Municipality, in its sole and unfettered discretion made out to The Municipal District of Greenview No. 16. The Performance Security shall guarantee the faithful performance of the contract, and in default thereof, shall protect Greenview against any loss or damage arising by reason of fault of the successful bidder to faithfully perform the contract. If, for any reason, the Contractor fails to provide service satisfactory to Greenview, the Agreement will be terminated, and the performance security will be subject to forfeiture.
2. The water truck must be equipped with a communication system compatible with the Municipality's equipment. Minimum requirements are:
 - 1) Operational two-way radio with LADD channels 1 through 5 (minimum) to communicate with the Municipality's Roads Supervisors and other contractors; installation costs/fees will be the responsibility of the Bidder.
 - 2) Operational cell phone supplied by the Contractor and all cell phone fees will be the responsibility of the Contractor.
 - 3) Operational AVL GPS unit, supplied, maintained, and installed by the municipality. The Bidder is responsible for the safekeeping and security of the GPS units once installed in the Bidder's equipment. GPS units that have been abused or tampered with will be replaced at the Bidder's expense. The Municipality will take steps to immediately replace or repair non-functioning units when made aware that a GPS unit is not working. The Municipality reserves the right to suspend operation until a non-functioning unit can be serviced or replaced.

Please note, GPS generated reports and maps will be used to assist with quality control and performance evaluation. The Municipality reserves the right to compare operator check-ins, daily tickets, and invoices to GPS records.

3. Flashing beacon lights and a detailed traffic accommodation strategy that meets or exceeds the requirements outlined in the *2018 Traffic Accommodation in Work Zones Manual*, including the revision completed in 2020 and the *Traffic Safety Act*, updated April 1, 2023.
4. Detailed Environmental Construction Operations Plan
5. Environmental Spill Kit
6. The Bidder shall also maintain the following insurance policies and provisions at their own expense during the contract term. Such policy shall include the Municipality as an additional insured and a cross-liability clause or provision to give the Municipality thirty (30) days of written notice before cancellation and notice of any material change. A Certificate of Insurance must be provided by the successful respondent to the Municipality before the execution of the contract and at each renewal date thereafter or when requested by the Municipality.
 - 1) Standard automobile, bodily injury and property damage insurance providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property.
 - 2) a comprehensive general liability insurance policy providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property.

Coverage to include:

 - a) bodily injury, property damage, products and completed operations liability, and advertising injury,
 - b) protection for Greenview from claims by or through the Contractor, and
 - c) be incapable of being cancelled or substantially amended without first giving thirty days prior notice to Greenview
- 3) A clearance letter from the Workers' Compensation Board – Alberta.
- 4) A certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR)

F. RATED CRITERIA

i. Suitability

Each bidder will be evaluated for suitability based on the equipment and experience noted on the Bid Form (Appendix E)

v. Evaluation Matrix

The following sets out the categories, weightings, and descriptions of the rated criteria of the ITT.

Rated Criteria Category	Weighting (Percentage)	Category Score
i. Suitability	40%	(Likert Score/6) X 40
Pricing (See Appendix C for details)	60%	(Likert Score/6) X 60
Total	100%	

Evaluation Likert Scale

A Likert Scale has an inherently positive and negative dimension. A 6-Point Likert Scale will enable the Evaluation Team to measure not only the direction (positive and negative) but also the strength of that direction (i.e., 'fair' versus 'very good'). The 6-Point Likert Scale starts at '1' rather than '0' to avoid the bias of rating a bid too critically.

Score	Descriptor	Additional Guidance
1	Very Poor	Does not meet basic requirements and has significant gaps in content, details, and quality. Demonstrates little understanding of the requirements. Regarding pricing, the quoted price(s) exceeds the most recently available <i>Alberta Roadbuilders & Heavy Construction Association (ARHCA)</i> Rate Guide.
2	Poor/Marginal	Content areas may be addressed; however, significant gaps in content, details, understanding, and quality. Regarding pricing, the quoted price(s) is on par with the most recently available <i>Alberta Roadbuilders & Heavy Construction Association (ARHCA)</i> Rate Guide.
3	Fair	Basic understanding of requirements, moderate challenges in content, and the content meets basic expectations. Regarding pricing, the quoted price(s) is fair in relation to the most recently available <i>Alberta Roadbuilders & Heavy Construction Association (ARHCA)</i> Rate Guide.
4	Good	All content areas were addressed. Includes strengths and some minor challenges in content, quality, and details. Regarding pricing, the quoted price(s) is good in relation to the most recently available <i>Alberta Roadbuilders & Heavy Construction Association (ARHCA)</i> Rate Guide.

5	Very Good	Strong Content, essentially no challenges. Identifies field current and upcoming best practices. Regarding pricing, the quoted price(s) is very good in relation to the most recently available <i>Alberta Roadbuilders & Heavy Construction Association (ARHCA)</i> Rate Guide.
6	Exceptional	Exceptionally strong content. Content exceeds expectations and requirements and demonstrates an understanding of requirements. Incorporates best practices along with innovative and new ideas. Regarding pricing, the quoted price(s) is exceptional in relation to the most recently available <i>Alberta Roadbuilders & Heavy Construction Association (ARHCA)</i> Rate Guide.

Bid Evaluation - Water Truck Services for the Forestry Trunk Road

	Price	Suitability	Items required with tender submission:	
	The Likert Scale identified in Appendix D- ITT Particulars will be used to evaluate pricing by comparing the bidder's hourly rate to the equivalent equipment rates in the most recently available Alberta Roadbuilders & Heavy	Each bidder will be evaluated for suitability based on the equipment and experience noted on the Bid Form (Appendix E)	1. Signed Appendix B 3. Pricing (budget) 4. Completed Appendix E (Bid Form) 5. A bidder and operator licensed to operate the water truck in the province of Alberta and has a minimum of two years of water trunk experience, specifically related to dust control.	
	60	40		
Legal Name	(Likert Score/6) X 60	(Likert Score/6) X 40	Total/100	Comments
1638113 Alberta Ltd (Rutt Busters Road Maintenance)				
Phase 1				
Phase 2				
Phase 3				
Phase 4				
Perron Ventures Ltd.				
Phase 1				
Phase 2				
Phase 3				
Phase 4				
MOVAC Mobile Vacuum Services Ltd.				
Phase 1				
Phase 2				
Phase 3				
Phase 4				
Klassen Brothers Northern Ltd.				
Phase 1				
Phase 2				
Phase 3				
Phase 4				
J. Moody Grader Service Ltd.				
Phase 1				
Phase 2				
Phase 3				
Gerwatoski Holdings LTD.				
Phase 1				
Phase 2				
Phase 3				
Phase 4				
Dust Dynasty Dynamics LTD.				
Phase 1				
Phase 2				
795060 Alberta Ltd. (Markos Haulin)				

Phase 3		
Phase 4		
Evaluation Likert Scale - (Bid Evaluation Criteria)		
Score	Descriptor	Additional Guidance
1	Very Poor	Does not meet basic requirements and has significant gaps in content, details, and quality. Demonstrates little understanding of the requirements. Regarding pricing, the quoted price(s) exceeds the most recently available Alberta Roadbuilders & Heavy Construction Association (ARHCA) Rate Guide.
2	Poor/Marginal	Content areas may be addressed; however, significant gaps in content, details, understanding, and quality. Regarding pricing, the quoted price(s) is on par with the most recently available Alberta Roadbuilders & Heavy Construction Association (ARHCA) Rate Guide.
3	Fair	Basic understanding of requirements, moderate challenges in content, and the content meets basic expectations. Regarding pricing, the quoted price(s) is fair in relation to the most recently available Alberta Roadbuilders & Heavy Construction Association (ARHCA) Rate Guide.
4	Good	All content areas were addressed. Includes strengths and some minor challenges in content, quality, and details. Regarding pricing, the quoted price(s) is good in relation to the most recently available Alberta Roadbuilders & Heavy Construction Association (ARHCA) Rate Guide.
5	Very Good	Strong Content, essentially no challenges. Identifies field current and upcoming best practices. Regarding pricing, the quoted price(s) is very good in relation to the most recently available Alberta Roadbuilders & Heavy Construction Association (ARHCA) Rate Guide.
6	Exceptional	Exceptionally strong content. Content exceeds expectations and requirements and demonstrates an understanding of requirements. Incorporates best practices along with innovative and new ideas. Regarding pricing, the quoted price(s) is exceptional in relation to the most recently available Alberta Roadbuilders & Heavy Construction Association (ARHCA) Rate Guide.



REQUEST FOR DECISION

SUBJECT: **PURCHASE OF BOBCAT T66 FOR FACILITY MAINTENANCE**

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: March 12, 2024 CAO: MANAGER: WP

DEPARTMENT: FACILITY MAINTENANCE DIR: RA PRESENTER: BP

STRATEGIC PLAN: Governance LEG:

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Expenditure Officer (Policy No. 9002), Procurement and Purchasing (Policy No. 9001), Fleet and Equipment Replacement (Policy No. 4006)

RECOMMENDED ACTION:

MOTION: That Council add additional funding of \$1,471.61 to the capital project FM24011 (skid steer), with funds to come from the Fleet & Equipment Replacement Reserve.

MOTION: That Council approve the purchase of one Bobcat T66 compact track loader (skid steer) with an upset limit of \$95,471.61 plus GST, with funds to come from the Facility Maintenance capital project FM24011.

BACKGROUND/PROPOSAL:

Greenview's Fleet Department recommended the replacement of SKID01 (a 2013 Terex PT80) due to mechanical and electrical failures which have increased ongoing repair costs while reducing reliability of the unit when it is needed. The skid steer unit is used for the purpose of removing snow and general municipal work for Facility Maintenance Department.

The replacement was approved in the 2024 Facility Maintenance Interim Capital budget as FM24011 approved for \$94,000.00.

Administration utilized Canoe Procurement Capital Purchasing Program to purchase one Bobcat T66 from Bobcat of the Peace Grande Prairie. This unit is 1.57% over budget at \$1,471.61.

The Fleet & Equipment Replacement Reserve currently has a balance of \$9,460,132.00 (pending year-end and auditor adjustments).

Supplier	Make	Model	Price per Unit	Comments
Bobcat Of The Peace	Bobcat	T66	\$95,471.61	
Grande Prairie Kubota	Kubota	SL75-3	\$96,103.52	
Brandt Tractor Ltd.	John Deere	325G	\$109,000.00	

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that additional funding will facilitate the purchase of the skid steer unit which has already been approved in the Interim budget, to replace the current unit which has become unreliable and costly in repairs.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose a different Unit or Vendor for this purchase. However, Administration does not recommend this action as selecting a different unit may not provide the same value.

ALTERNATIVE MOTION: That Council direct Administration to tender for the purchase of a skid steer unit, with funds to come from the Facility Maintenance capital project FM24011.

FINANCIAL IMPLICATION:

Direct Costs: \$95,471.61 plus GST

Ongoing/Future Costs: Ongoing costs, maintenance, and fuel consumption for life of unit as in service for Greenview.

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 interested parties of Council's decisions accordingly.

ATTACHMENT(S):

- Quote from Bobcat of the Peace on the recommended unit.
- Internal email correspondence



Dealer
Bobcat of the Peace, Grande Prairie, AB

[illegible]

Chelsea Laurenson

From: Lane Barks
Sent: Monday, February 26, 2024 2:14 PM
To: Roger Autio
Cc: Josh Friesen; Chelsea Laurenson
Subject: SKID01
Attachments: FW: SKID001 info; FW: Skid 01

Hello

SKID01 - 2013 Terex PT-80 with unknown hours on it

attached is some information on SKID001 with an email from late 2022 when we assessed the unit, which identifies some of the known problems, also a current cost summary from diamond of \$16,485 and the work tech cost summary which has some expenses missing but details the various repairs that have been tracked and expensed to the unit.

Currently the unit has unknown hours as the hour meter has been broken as part of it's electrical issues

the frequent issues are it's fuel system and the electrical they cause the no starting or dying while in use issues, often requires the operator to fiddle and mess around with it to get it back up and going or getting pulled into a shop to get worked through, these aren't major expenses each time but really eat up staff time and are it's main reliability issue. These don't reflect completely in work orders as it doesn't record when it took 7 or 8 attempts to get it running or operators have to mess with it for few hours to get it running to go to work. This winter being so unusually light I think really didn't show the amount of issues I was expecting to come from it this winter but it's easy to not break down when it's not putting in many hours.

items we have not replaced that are coming in the near future are:

- a in depth rebuild of the electrical system, wiring, fuse panel, ignition, an overall replacement of components that have the rotating gremlins we chase and repair now.
- Several hard and flexible hoses under the cab (major component plumbing) some of these have been done as they were required but many visibly in rough shape.
- the track drive system / undercarriage is loose and nearing a point of needing some significant replacing.
- a major re-work of the fueling system, which would be a custom design because it is failing by the factory design.

Some of the items are worn and are wearables, some of it is by it's design which is why it is needing attention that it should not need. For comparisons we have a bobcat S300 inherited from GC with over 5000hrs and 4 years older that is more reliable is serving with less issues in Ops.

Let me know if you need anything else for this

Thank you

Lane Barks

Fleet Specialist

Municipal District of Greenview No. 16 | 4811-36 Ave. Valleyview, Alberta T0H 3N0

Tel: [780-524-7600](tel:780-524-7600) | Fax: [825.281.0125](tel:825-281-0125) | Toll Free: [888-524-7601](tel:888-524-7601) | 24/7 Dispatch: [866-524-7608](tel:866-524-7608) | Direct: [1-780-552-0602](tel:1-780-552-0602)

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Thank you.



REQUEST FOR DECISION

SUBJECT:	Local Improvement – Grande Cache Main Street Lofts Area		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 12, 2024	CAO:	MANAGER:
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: NF
STRATEGIC PLAN:	Economy	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – *Municipal Government Act*, R.S.A. 2000, c.M-26 Division 7, s. 391- 409

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION(S):

MOTION: That Council direct Administration to prepare a Local Improvement Plan for the repair of water, sewer, electrical, and public road systems, and sidewalk and pedestrian connections associated with the Tower Park Estates subdivision and Main Street Lofts development and proceed with notifying the property owners who would be liable for payment of the Local Improvement Tax over a 20-year period.

MOTION: That Council direct Administration to prepare a Local Improvement Plan for the repair of storm sewer, water and sewer connections, and sidewalks and pedestrian connections associated with the Main Street Lofts development and proceed with notifying the property owners who would be liable for payment of the Local Improvement Tax over a 20-year period.

MOTION: That Council identify municipal owned properties Plan 182 1130, Block 50, Lot 4 (Birds Eye Park) and Part of Plan 6285NY, Lot A as exempted under the local improvement plan.

BACKGROUND/PROPOSAL:

On July 25, 2023, Council directed Administration to undertake a detailed review of the Main Street Lofts project. At the November 21, 2023, Committee of the Whole meeting, Administration presented a summary of the history of the Main Street Lofts development and the servicing, safety codes, and taxation concerns, as a result, the following motions were made:

MOTION: 23.11.109 Moved by: REEVE TYLER OLSEN

That Committee of the Whole recommend that Council direct Administration to present tax options related to the Main Street Lofts property located in the Hamlet of Grande Cache.

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

CARRIED

MOTION: 23.11.110 Moved by: COUNCILLOR SALLY ROSSON

That Committee of the Whole recommend that Council direct Administration to provide a detailed report regarding Local Improvement tax options for the Tower Park Estates subdivision within the

Hamlet of Grande Cache. Deputy Reeve Bill Smith, Reeve Olsen, Councillor Ratzlaff, Councillor Scott, Councillor Berry, Councillor Dale Smith, Councillor Rosson, Councillor Burton, Councillor Schlieff

CARRIED

Taxation Administration presented a report on the taxation and assessment of the Main Street Lofts on December 12, 2023, where conditional tax forgiveness was not granted by Council.

MOTION: 23.12.724 Moved by: COUNCILLOR SALLY ROSSON

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

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

CARRIED

Administration has been notified that the developer was successful in purchasing the receivership units and as part of this sale, signed a tax payment agreement to pay up to and including all 2023 outstanding taxes and penalties in full before the end of 2024.

Local Improvement Background

The Main Street Lofts (MSL) development is located at the end of 99th street, east of Birds Eye Park and the Tourist Information Center in Grande Cache, and forms part of the Tower Park Estates subdivision. The development received municipal approval in 2008, permitting construction of a collector access roadway, local roadways, and a residential/commercial lot complete with municipal and franchise utilities to support the 34 residential units and 10 commercial bays. Due to non-compliance with the DP conditions, the MSL development was issued a Stop Work Order by the Town on March 22, 2012. The Stop Work Order identified actions and remedial work items required to be addressed by the Developer.

In November of 2014, Associated Engineering (AE) was employed by the former Town of Grande Cache to inspect the infrastructure associated with the Main Street Lofts development and Tower Park Estates subdivision and estimated the costs to repair and complete the deficiencies to be \$1,814,200. In 2017, the Town of Grande Cache requested that AE prepare the design, and tender package to complete the remedial work as summarized in the two reports. The design did not proceed to the tender phase due to budget constraints.

Based on a review of the design tender work completed by AE in 2017, it appears design and tender documents were completed up to a pre-tender stage. On February 7, 2024, Greenview Administration requested Associated Engineering update and confirm costs and material quantities in the 2014 estimate so it can be assured what we present to the public will be as reasonably accurate as possible. **The costs below are 10-years old, and it is expected that a minimum 25% increase to these costs will occur following the review.**

The 2014 report separated the infrastructure improvements into categories, summarized as follows:

Improvement Type	Deficiency Category	Estimated Cost to Repair
Parking Area	B	\$26,000.00
Water/Sewer	B/I	\$114,000.00

Electrical	A/B/I	\$36,200.00
Site Grading & Drainage	B/I	\$235,000.00
Public Roads	A/B	\$578,000.00
Sidewalks & Pedestrian Connections	A/B	\$825,000.00
Cost for Updating 2014 Costs		\$11,000.00
Total Estimated Costs		\$1,825,200.00

Category “A” deficiencies represent a risk to public safety.

Category “B” deficiencies represent poor quality work but are not a risk to public safety.

Category “I” deficiencies require additional follow-up and ownership is unclear.

Local Improvement Process

The *Municipal Government Act* allows Council to propose a Local Improvement for an area which will receive greater benefit from the proposed infrastructure – or infrastructure improvements, with costs being partially paid through the municipal budget or entirely levied against the benefitting properties. Costs which may be levied against the benefitting properties can include all costs associated with completing the local improvement, including professional fees and costs of borrowing or raising funds. A Local Improvement Plan may be prepared and the affected property owners notified, before all costs of the improvements have been established. However, once a bylaw implementing a Local Improvement Plan is passed, Council may amend the bylaw once to *increase* the applicable tax levy. A Local Improvement Plan may include one or more types of infrastructure and more than one Local Improvement Plan can apply to the same area.

The costs of a Local Improvement may be levied against the benefitting properties based on assessment, number of parcels, frontage, or lot area. In the case of the Main Street Lofts and the Tower Park Estates subdivision, improvements such as the 99th Street extension repair and water and sewer extensions may be levied against benefitting properties based on frontage. However, the Main Street Lofts development, includes 44 separately titled units, therefore Administration recommends their portion be levied against each condo unit based on the unit factor assigned to each title, meaning larger condo units will be subject to a larger portion of the total tax levy; this is consistent with how condominium fees are assigned under their bylaws.

Administration does not recommend repairs to the parking area be undertaken by the municipality through a Local Improvement Plan but does recommend this work be broken into two (2) Local Improvement Plans. This will separate improvements which would be primarily beneficial to the Main Street Lofts development from those which would also benefit the larger Tower Park Estates subdivision area and properties at the entrance to the subdivision. Improvements of sole benefit to the Main Street Lofts development have not been identified in the 2014 Compliance Review, but these include water and sewer connections, and they would be partly responsible for site grading and drainage, roadways and sidewalk/pedestrian connections.

Two (2) municipally owned properties (non-reserve) are adjacent to the road and service lines subject to the proposed Local Improvement and could therefore be liable to pay Local Improvement Tax; Plan 182 1130, Block 50, Lot 4 (Birds Eye Park) and Part of Plan 6285NY, Lot A (south and west of the Main Street Lofts). These properties may be identified as exempted from the Local Improvement Plan if Council chooses, otherwise a portion of the costs would be proportionally attributable to these municipal lands and would not be recouped from the benefitting development lands.

Under the recommended model of two local improvements, Greenview will be able to break out the costs which primarily benefit the Main Street Lofts, such as water and sewer, and be able to distribute the costs for improvements benefitting the entire Tower Park Estates Phase 1 (attached). Some improvements extend to benefit lands at the entrance to Tower Park Estates (e.g. paving and pedestrian improvements at 99th Street and 98th Avenue), but these costs would be distributed based on proportionate benefit based on factors like frontage for road improvements, area for drainage, etc. If landowners, as a majority, oppose the project, it can be petitioned against this process and no work will be undertaken, but this does not appear to be in the interest of any landowners as this lack of infrastructure is the root of adjacent properties diminished property values, recent evictions, and lack of resale potential.

A previous Local Improvement bylaw in Greenview assumed no municipal portion of costs but allowed 30 years for repayment (Creeks Crossing Local Improvement Bylaw 07-534).

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be assisting with the clean up of a derelict property while the costs will be recouped through taxation over a set number of years.
2. The benefit of Council accepting the recommended motion is that Greenview will add new housing stock to the market in a short period and allow the opportunity for private sector investment to flow into a development ready area of Grande Cache during a time of growth.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommendation motion is that Greenview will have to take on the burden of fronting the costs of development and taxing benefiting residents for those improvements directly rather than those costs being part of the cost of a lot at the time of purchase.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to fund a portion of the Local Improvement through the municipal budget and not recoup these costs. Administration does not recommend this option as the infrastructure being installed is not along any existing public corridors used by the public and it is exclusively being installed for the benefit of Tower Park Estates and the Main Street Lofts. Additionally, *MGA* section 405 requires that a Local Improvement Plan be publicly advertised if the municipality pays for more than 50% of the costs of the Local Improvement.

Alternative #2: Council has the alternative to not exempt municipally owned property from payment of the Local Improvement Tax. Administration does not recommend this option as the Birds Eye Park existed and was fully serviced/paved before this development approval occurred. Further, it does not benefit from any of these improvements as all but a small portion of 98th Avenue is located on the property flank and the park requires no additional access, utility, or drainage improvements. It is also common for property flanking local improvements to be exempt under a policy, although no policy exists for local improvements in Greenview at this time.

FINANCIAL IMPLICATION:

Direct Costs: \$11,000 for updating the 2014 estimate and 2017 pre-tender designs to current costs. Approximately \$1,788,200.00 for repair and upgrades to the existing infrastructure, excluding the parking area. It is projected that all costs would be assigned to the benefiting lands.

Ongoing / Future Costs: Costs will be recouped over the next 5-20 years through a Local Improvement Tax Levy, payable annually by the property owners benefiting from the subject infrastructure.

STAFFING IMPLICATION:

Staff time will be dedicated to preparing the Local Improvement Plan(s), mailing notices to affected landowners, and preparing the Local Improvement Plan Bylaw(s).

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 Council approves the recommended motions, Administration will prepare the Local Improvement Plans showing updated anticipated costs and notices for affected landowners with information on their tax increases over the next 20 years. The Local Improvement Plan may be opposed by the landowners through a petition within 30 days of notice.

If no petition is received, Administration will prepare a Local Improvement Bylaw(s) for presentation at a future Council meeting. Administration will then tender the project, proceed with financial instruments such as a debenture bylaw and install infrastructure within 3 years, as required under the MGA following the notice.

ATTACHMENT(S):

- Associated Engineering 2014 Compliance Review Summary
- Associated Engineering 2024 Proposal for Updated Opinion of Probable Costs
- Main Street Lofts Condo Unit Factors
- Tower Park Estates Development Overview



**Associated
Engineering**

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FAX: 780.454.7698
www.ae.ca

November 3, 2014
File: 2014-3130.E.12.01

Brian Lott
Manager of Development & Protective Services
Town of Grande Cache
Box 300
Grande Cache, AB T0E 0Y0

**Re: MAIN STREET LOFTS STOP WORK ORDER
DEVELOPMENT PERMIT APPROVAL #K-08-048
COMPLIANCE REVIEW SUMMARY**

Dear Sir:

The Main Street Lofts (MSL) development is located within the NW 34-56-8 W6 in Grande Cache, Alberta. The MSL development was issued a Stop Order by the Municipality in March 22, 2012 due to non-compliance to the development permit conditions.

Associated Engineering (AE) has reviewed the constructed development to confirm compliance with the Stop Order and Town Engineering Standards, and to identify deficiencies and associated costs. The results of the review are detailed in two reports titled Main Street Lofts – Stop Work Order Condition Inspection – Surface Works, and Main Street Lofts – Stop Work Order Condition Inspection – Utilities. Both reports were completed in October, 2014.

This letter will provide a summary of the reports.

1 ASSESSMENT CRITERIA

The development was reviewed based upon the following assessment criteria.

1.1 CLASSIFICATION OF DEFICIENCIES

The infrastructure assessment adopted the following classifications to categorize found deficiencies:

Type "A" Deficiency

- A priority deficiency requiring repair, and/or replacement without delay.
- A deficiency which poses a risk to public safety or damage to private property.



November 3, 2014
Brian Lott
Town of Grande Cache
- 2 -

Type "B" Deficiency

- A deficiency that represents poor quality workmanship, but does not pose a safety risk.
- An installation that is non-compliant with the governing standards or codes.

Type "I" Deficiency

- An item requiring additional investigation and/or follow-up.
- Any items of unconfirmed or unclear ownership or custody.

1.2 TOWN STANDARDS

The Town of Grande Cache did not have their own Engineering and Construction Standards at the time the development was approved. The development permit required the development be designed and constructed in accordance with the City of Grande Prairie's Design and Construction Standards. The City of Grande Prairie's Design and Construction Standards were considered to be the Town Standards for the purposes on the project.

1.3 DESIGN DRAWINGS

The MSL development was designed by two engineering firms; ISL Engineering and Urban Systems. ISL Engineering prepared the initial design in July of 2008. Urban Systems split the development into two phases, Phase 1A and 1B, and issued design drawings on July 6, 2010 for Phase 1A and June 21, 2010 for Phase 1B. The Urban Systems drawings were never approved by the Town. The completed works were compared to the design drawings to confirm the work was completed in general conformance to the design.

2 INSPECTIONS AND SURVEY

To verify the condition of the constructed works, a field data collection program was developed. The field program included the following:

- **AE Site Inspection** (July 28 and 29, 2014): Visual confirmation of site grading, drainage, manholes and catchbasins. No physical testing was conducted.
- **Wave Engineering Site Inspection** (July 29, 2014): Visual inspection of the constructed power/telephone distribution system and overhead lighting.
- **SFE Global Infrastructure Assessment and Testing** (August 28 and 29, 2014): The work included hydrant and valve inspections, CCTV inspection of targeted mains, hydrant flow testing, and pressure testing and bacteriological testing of the water system.
- **Global Raymac completed a topographic survey** of the site on July 28 and 29, 2014. The survey mapped the location of constructed infrastructure relative to the legal boundaries of site.



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3 ACTION A.1 – PARKING AREAS

A private access road and parking area are located on the west side of the MSL development. The parking area is used by tenants of the MSL building.

The MSL parking lot and access road asphalt were observed to be in good condition. Concrete curbing was found to be spalling and broken at several locations.

The observed deficiencies and estimated costs for this action item are outlined below:

Parking Area Improvements	B	\$26,000.00

4 ACTION A.2 – SITE SERVICES

4.1 SANITARY SEWER COLLECTION SYSTEM

A sanitary sewer system consisting of 250 mm diameter PVC pipes and manholes services the development.

A review of the sanitary sewer system found the following:

- The sanitary sewer was originally inspected in June 2010 and targeted sections were re-inspected by SFE in August 2014. Sections of ovality and joint displacements were observed in the SFE inspection. The June 2010 CCTV inspection noted a cracked tee in an external drop structure and sags in various sections of the mains.
- The Manholes were observed to generally be in good condition, with grouting of grade rings required at four manholes.
- The sanitary sewer mains installed satisfy the depth of cover criteria outlined in the Town Standards and are in formal conformance with the design drawings.
- A section of sewer main runs through private property south of MSL.

4.2 WATER DISTRIBUTION SYSTEM

A water distribution system consisting of 250 mm and 300 mm diameter PVC pipes, valves and manholes services the development.



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A review of the water system found the following:

- All hydrants were found to be in acceptable operating condition.
- A hydrant flow test was conducted and showed that the Town Standard's for fire flow were not met. A cursory review of the system hydraulics and follow-up discussions with the Town suggest that the fire pump may not have come on when operating the hydrants.
- Hydrant spacing does not meet the Town standard of 90 m for a multiple-family residential and commercial/industrial area.
- A pressure test of the distribution system was completed and found no leakage.
- A bacteriological test was conducted on samples taken from the MSL. No traces of total coliforms or fecal coliforms were detected.
- All valves were found to be in acceptable operating condition.
- Valve spacing does not meet the Town Standards, which requires only one hydrant be taken out of service if the system is isolated.

4.3 POWER

Wave Engineering completed an inspection of power infrastructure on July 29, and prepared a report regarding the conformance of the power infrastructure with franchise utility standards. The Wave Engineering Inspection can be summarized as follows:

- ATCO Electric reports that they have not energized their street lights.
- Miscellaneous repairs are required at the roadway luminaries.
- The ground around the utility transformer base has sloughed. The backfill and base installation do not meet current ATCO Electric Standards.
- The underground conduit to the parking lot junction box does not have sufficient backfill or earth coverage.
- Bollards with built-in lighting are not part of ATCO Electric standard material inventory. There are also miscellaneous repairs to be done on these bollards.
- Conductors are spliced above ground and the splice is not in accordance with CEC or ATCO Electric Standards. There is no confirmation if the conductors are energized or not. As well, power conductor loops are exposed above ground, on property and within the public R.O.W. The intended purpose of the cable is unknown. These exposed cables present a safety risk to the public.

4.4 GAS

AE has contacted AltaGas to confirm acceptance of the constructed gas distribution works. AltaGas has not responded to our enquiries. We therefore assume that since gas infrastructure appears to have been commissioned and is being metered by the utility, all gas infrastructure must be in conformance to AltaGas Standards.



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4.5 COST ESTIMATES

The observed deficiencies and estimated costs for Action A.2 are outlined below:

DEFICIENCY	DEFICIENCY	ESTIMATED COST
Water/Sewer Type B Improvements	B	\$57,000.00
Water/Sewer Type I Improvements	I	\$57,000.00
Electrical Type A Improvements	A	\$ 9,000.00
Electrical Type B Improvements	B	\$10,700.00
Electrical Type I Improvements	I	\$16,500.00

5 ACTION A.3 – SITE GRADING AND DRAINAGE

Storm sewer infrastructure has been installed throughout the Main Street Lofts development to accommodate and convey storm drainage through the site toward the Highway 40 ditch. A storm sewer system consisting of 600 mm diameter PVC pipe has been installed.

A review of the storm drainage system found the following:

- The storm sewer was initially inspected in June 2010, and targeted sewer sections were inspected by SFE in August 2014. Sections of ovality, line deviations and joint displacements were observed in the SFE inspection. Sections of ovality were also identified in the June 2010 inspection.
- Grouting of the grade rings is required on some manholes. Grout is also required around the southwest inlet of manhole D8.
- Storm sewer mains satisfied the depth of cover criteria outlined in the Town Standards.
- Site drainage does not match the design shown on the Urban Systems drawings.
- The two temporary stormwater management ponds do not match the design shown on the Urban Systems drawings. The ponds do not meet the Town Standards.



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The observed deficiencies and estimated costs for Action Item A.3 are outlined below:

Item	Deficiency	Estimated Cost
Site Grading & Drainage Improvements	B	\$215,000.00
Site Grading & Drainage Improvements	I	\$ 20,000.00

6 ACTION A.4 – PUBLIC ROADS

The public roadways surrounding the Main Street Lofts; Main Street, Mountain Trail, and Nikoman Way were reviewed. The roadways are currently gravel surfaced with curb and gutter placed around the Main Street Loft road sections only.

A review of the roadways found the following:

- AE performed a roll test on July 29, 2014 with a loaded water truck provided by the Town. A soft spot, approximately 10 m x 5 m, was observed on Mountain Trail in front of Unit 107. The remainder of the roadway showed no deflection and is considered in compliance to the Town's Standards.
- Road geometrics, cross sections and elevations identified in the survey plan were compared with pertinent Town Standards, Urban System design drawings, and the Tower Park Estates Area Structure Plan. The comparison is summarized below:
 - AE has not verified the depth of gravel, or the constructed road structure.
 - The road and curb and gutter elevations are reasonable close to the design elevations laid out in the Urban Systems design drawings.
 - The location of the power line on Main Street matches the Town Standards and Urban Systems design drawings.
 - The location of the power line on Mountain Trail does not match the Town Standards, and only the west side of Mountain Trail matches the Urban Systems design drawings.

The observed deficiencies and estimated costs for action item A.4 are listed below.

Item	Deficiency	Estimated Cost
Public Roads Improvements	A	\$ 53,000.00
Public Roads Improvements	B	\$525,000.00



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7 ACTION A.5 – SIDEWALKS AND PEDESTRIAN CONNECTIONS

Concrete Sidewalks and Pedestrian connections encircle the MSL building. A number of deficiencies contravening the Town Standard's, were identified during AE's inspection. The deficiencies were generally related to:

- Poor concrete condition;
- Incorrect sidewalk and curb sizes;
- Tripping hazards; and
- Poor site drainage.

The observed deficiencies and estimated costs for the sidewalks and pedestrian connections are listed below. These deficiencies have been broken out into the locations relative to the MSL building.

North of Main Street Lofts

Location	Deficiency	Estimated Cost
Sidewalk & Pedestrian Connection Improvements	A	\$86,000.00
Sidewalk & Pedestrian Connection Improvements	B	\$48,000.00

East of Main Street Lofts

Location	Deficiency	Estimated Cost
Sidewalk & Pedestrian Connection Improvements	A	\$407,000.00
Sidewalk & Pedestrian Connection Improvements	B	\$109,000.00

South of Main Street Lofts

Location	Deficiency	Estimated Cost
Sidewalk & Pedestrian Connection Improvements	A	\$12,000.00
Sidewalk & Pedestrian Connection Improvements	B	\$16,000.00



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West of Main Street Lofts

Sidewalk & Pedestrian Connection Improvements	A	\$129,000.00
Sidewalk & Pedestrian Connection Improvements	B	\$18,000.00

The total cost of deficiencies is summarizes as follows:

• Type A Improvements	\$ 696,000.00
• Type B Improvements	\$1,024,700.00
• Type I Improvements	<u>\$ 93,500.00</u>
Total	\$1,814,200.00

Detailed recommendations for next steps or correcting deficiencies can be located in the reports.

If there are any questions, please contact the undersigned, or Chad Maki in our office.

Yours truly,

Scott Kusalik, P.Eng.
Project Engineer

SK/CM/ja

Chad Maki, P. Eng.
Project Manager



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Associated Engineering Alberta Ltd.
500, 9888 Jasper Avenue NW
Edmonton, AB T5J 5C6 Canada
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February 7, 2024
File: P24-00202

TEL: 780.451.7666

Constance Boyd
Executive Assistant - Planning and Development
Municipal District of Greenview No. 16
Valleyview AB - T0H 3N0

Re: PROPOSAL FOR MAIN STREET LOFTS - REMEDIAL SITE WORK - UPDATED OPINION OF PROBABLE COST

Dear Constance:

We are please to submit our proposal to the Municipal District of Greenview No. 16 (MD of Greenview) to a prepare an updated Opinion of Probable Cost for the Main Street Lofts Remedial Site Work. Our proposal details our proposed work plan and engineering fee to complete the work for the MD of Greenview.

1 BACKGROUND

The Main Street Lofts (MSL) development is located within the NW 34-56-8 W6M in Grande Cache, and forms part of the Tower Estates subdivision. The development received municipal approval through Development Permit #K-08-048 (DP), which permitted construction of a collector access roadway, local roadways, and a residential/commercial lot complete with municipal and franchise utilities. The DP also approved the development of the residential/commercial lot (Lot 1, Block 52, Plan 082 8373) which included the MSL building.

Due to non-compliance with the DP conditions, the MSL development was issued a Stop Work Order by the Town on March 22, 2012. The Stop Work Order identified actions and remedial work items required to be addressed by the Developer.

The Town engaged Associated Engineering (AE) in 2014 to confirm developer compliance with the action items noted in the Stop Work Order. AE's scope of work included a compliance review to approved Town Standards, identification of deficiencies, recommended repairs, and an opinion of probable cost for the recommended repairs. The work was summarized in two reports.

In 2017, the Town of Grande Cache requested that AE prepare the design, and tender package to complete the remedial work as summarized in the two reports. The design did not proceed to the tender phase due to budget constraints.



Platinum
member



2 OBJECTIVE

The MD requires an updated Opinion of Probable cost to complete the remedial work.

3 WORKPLAN

Based on a cursory review of the design and tender work completed by AE in 2017, it appears that both the design and tender documents were completed to a pretender stage. The tender Bid Form was prepared listing the work items and related quantities for most work items. The quantities for the section related to the storm water management facility was not completed. Based on the above, we propose the following work plan to complete the objective of this assignment.

3.1 PHASE 1 – CONFIRM WORK ITEMS AND QUANTITIES

Tasks under this Phase include:

- Review the work completed in 2017 and confirm the degree of design completed. This will dictate the level of accuracy and contingency for the opinion of probable cost.
- Confirm accuracy of bid form quantities and work items as noted in the draft bid form in relation to the last revision of design drawings prepared. Update bid items and quantities accordingly.
- Review design drawings and estimate quantities related to the storm water management facility.
- Prepare updated scope of work items and related quantities.

3.2 PHASE 2 – PREPARE OPINION OF PROBABLE COST

Once AE has completed the above tasks, AE will engage Altus Group, professional cost consultant, to prepare the opinion of probable cost. The advantage of having a specialty subconsultant complete this task is that they have a variety of tools and processes at their disposal to estimate the unit costs for the work items, thereby improving accuracy of the estimate.

4 FINAL DELIVERABLE

The final deliverable will include an Opinion of Probable Cost along with related assumptions and contingency to complete the work based on the 2017 draft tender documents.

5 ENGINEERING FEE AND SCHEDULE

To complete the work as detailed herein, we propose a lump sum fee, inclusive of disbursements, of \$11,000.



AE is prepared to commence this project immediately upon receiving approval to proceed by the MD of Greenview. We anticipate a total project duration of four to six weeks to issue the final deliverable.

6 ASSUMPTIONS

- Quantities will be reviewed against the most recent design drawings in our files, no additional design will be completed.
- Bid Items and quantities will be verified against the most recent design drawings and adjusted accordingly.
- Field verification of site conditions is not included in our scope of services. Therefore, it is assumed that the design drawings represent the site condition as it is today.

7 CLOSURE

We would like to thank you for the opportunity to complete this assignment for the MD of Greenview. Should you have any questions, please free to contact the undersigned at your convenience.

Yours truly,

Diego Mejia, P.Eng.
Project Manager

Chad Maki, P.Eng
Division Manager, Municipal Infrastructure

DM/

In accordance with Canadian anti-spam legislation, the recipient consents to Associated Engineering contacting the recipient and its personnel through electronic messages relating to Associated Engineering's services and other matters of interest to the recipient. The recipient may withdraw consent by contacting Associated Engineering at unsubscribe@ae.ca.

UNIT NUMBER	UNIT FACTOR	TOTAL AREA Approx. sq.m.
1	245	100.4
2	331	135.7
3	471	192.5
4	475	194.1
5	336	137.7
6	339	138.7
7	270	110.5
8	416	173.2
9	417	170.7
10	666	272.3
11	253	103.6
12	253	103.7
13	167	68.5
14	168	68.7
15	167	68.5
16	168	68.7
17	167	68.5
18	165	67.6
19	167	68.5
20	168	68.7
21	167	68.5
22	168	68.6
23	167	68.5
24	168	68.6
25	167	68.5
26	167	68.5
27	167	68.5
28	167	68.5
29	168	68.6
30	168	68.6
31	168	68.6
32	167	68.5
33	168	68.6
34	167	68.6
35	167	68.5
36	168	68.6
37	167	68.5
38	168	68.6
39	167	68.4
40	168	68.6
41	168	68.7
42	168	68.6
43	253	103.5
44	253	103.5
TOTAL	10,000	

10,000 UNIT FACTORS HAVE BEEN DIVIDED PROPORTIONALLY BETWEEN THE 44 UNITS, BASED ON INDIVIDUAL UNIT AREAS SHOWN ON THE PLAN.



REQUEST FOR DECISION

SUBJECT: Community Dugout on SW 3-73-22 W5M
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 12, 2024
DEPARTMENT: INFRASTRUCTURE & ENGINEERING
STRATEGIC PLAN: Environment

REVIEWED AND APPROVED FOR SUBMISSION
CAO:
DIR: RA
LEG:

MANAGER: SMW
PRESENTER: SMW

RELEVANT LEGISLATION:

Provincial (cite) – Water Act, RSA 2000, cW-3

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept Administration's preliminary report on a possible community water point (non-potable) from the dugout located at SW 3-73-22-W5M (New Fish Creek).

BACKGROUND/PROPOSAL:

On June 27, 2023, Council made the following motion:

MOTION: 23.06.345 Moved by: COUNCILLOR DALE SMITH

That Council direct Administration to investigate providing a community water source from the dugout on SW 3-73-22 W5M.

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

AGAINST: Reeve Olsen

CARRIED

In Alberta, dugouts fall under the *Water Act*, which requires Provincial approval prior to any development. Additionally, the land will need to be purchased with localized improvements. Depending on Council's direction, Greenview will be subject to potential operational costs of pump maintenance, mowing, snow removal, fence repairs, and environmental inspections, that could range from \$5,000.00 to \$15,000.00 annually.

3.7 km

Administration has gathered data and formulated costs on two possible options for a water point dugout:

Option 1: Year-round facility operations (including winter months).

- Estimated cost to bring into operation: \$395,000.
- Access to the site will be provided year-round.
- Power will be required at site.

- Fenced and gated.
- High cost initially but water could be sold for \$2.00 per m³ for non-potable water, as per Schedules of Fees.

Option 2: Seasonal facility operations (approx. May - November)

- The site will be extremely basic, providing unmonitored usage and require manual labour to connect/start the pump, and the site will require improvement for access.
- Estimated cost to bring into operation: \$75,000.
- Access to the site will exclude winter months.
- Requirements: gas powered pump and meter required.
- Fenced and gated.
- Water will be used by the community on the honour system.
- Water could still be sold for \$2.00 per m³ for non-potable water, as per Schedules of Fees.

Administration would like to note that the New Fish Creek (potable) water point is 3.7 km from this proposed (non-potable) water point dugout; a map showing both locations is attached.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Council will have information regarding various aspects and expenses pertaining to Greenvue's potential community dugout, in order to make an informed decision.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to move forward with either of the presented options for the dugout and approve a capital budget for Administration to investigate and provide a detailed plan to Council before proceeding.

ALTERNATIVE MOTION: That Council provide \$_____ of capital to start the investigation and prepare a detailed plan for providing Option ____ for a (Year-round/Seasonal) community dugout located at SW 3-73-22-W5M, with funding to come from Environmental Reserves.

ALTERNATIVE MOTION: That Council direct Administration to investigate and provide a detailed plan for Option ____ for a (Year-round/Seasonal) community dugout located at SW 3-73-22-W5M, and bring back to the June 25, 2024 Regular Council Meeting.

Alternative #2: Council has the alternative to not move forward with the development of a community dugout water point at SW3-73-22 W5M.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

Should Council make another motion regarding the dugout, Administration will proceed accordingly.

ATTACHMENT(S):

- Location map of potential dugout SW 3-73-22 S
- Water Act: Dugouts Facts Sheet
- Location of potential and existing New Fish Creek water points



Proposed Raw Water Fill New Fish Creek SW-3-73-22-W5

Legend

Roads by Jurisdiction

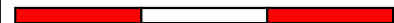
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- PRIVATE
- Cadastre



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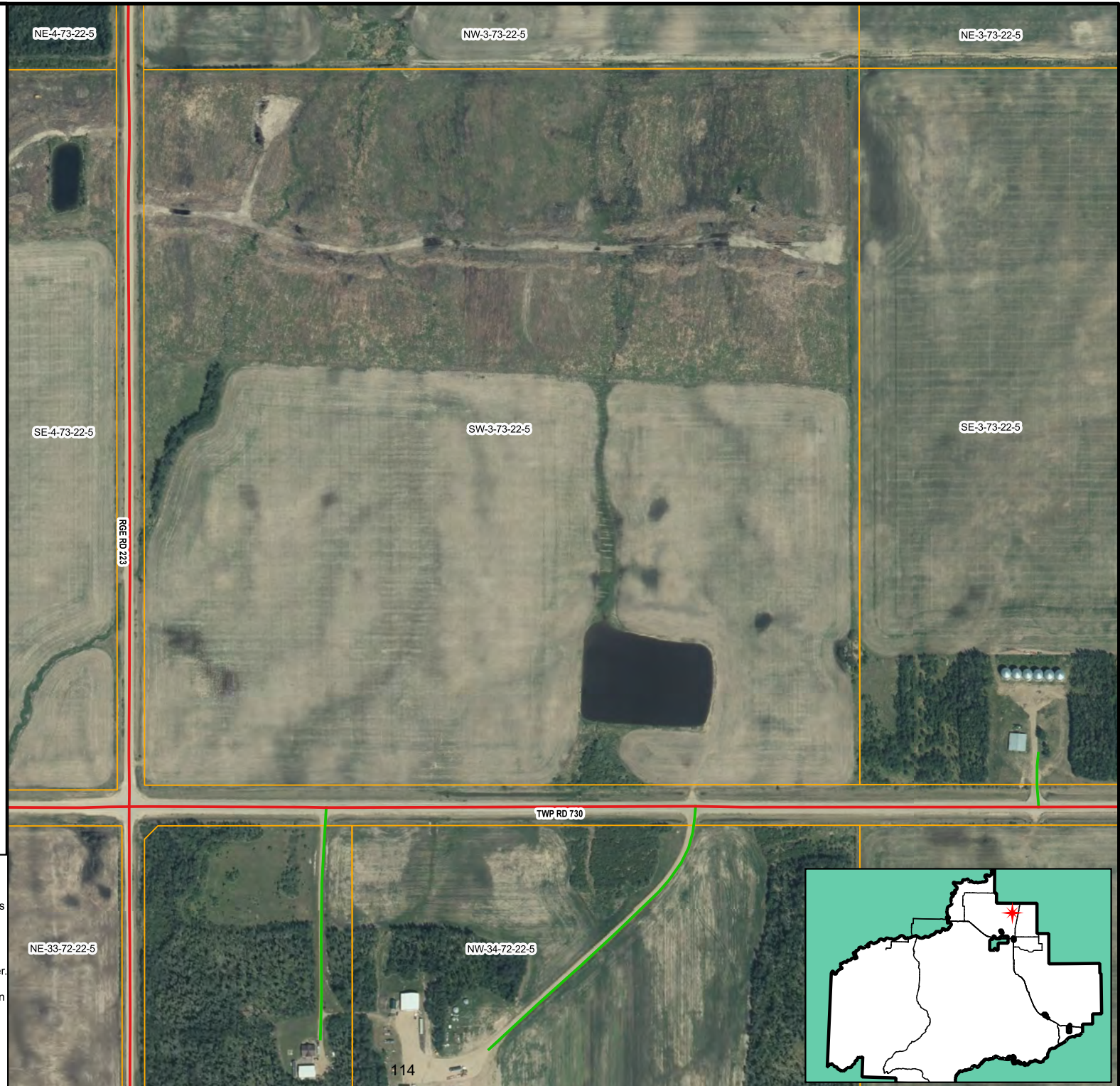


Produced: February 26, 2024 Projection UTM 11N NAD83

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NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



Water Act: Dugouts

Fact sheet

Alberta's *Water Act* requires that an approval and/or licence be obtained before undertaking a construction activity in a water body or before diverting and using water (surface water and groundwater).

Dugouts are usually used by landowners to store water for purposes such as stock watering, domestic use, spraying, etc.

Approvals

Approvals are not required for placing, constructing, maintaining or filling in a dugout unless the dugout:

- Is located in a watercourse frequented by fish or in a lake or wetland.
- Is located in a watercourse, lake or wetland in an area that is subject to a reservation by order of the Minister under section 35 of the *Water Act* or to a director's decision under section 53 of the *Water Act*.
- Would change the flow of water on an adjacent parcel of land.
- Has a capacity greater than 2,500 cubic metres.
- Is located in the same water course and parcel of land as an existing dugout.
- Is restricted by an approved water management plan.

If your dugout meets any of the above criteria, apply for an approval by completing and submitting an application under the *Water Act*.

Licences

Licences are only required to divert water from dugouts where:

- Water is pumped into the dugout.
- The dugout has a capacity greater than 12,500 cubic metres.
- The total diversion of water from the dugout is greater than 6,250 cubic metres per year.
- The diversion of water is restricted by an approved water management plan.
- The dugout is located in a watercourse frequented by fish or in a lake or a wetland.

- The dugout is located in a water course, lake or wetland in an area that is subject to a reservation by order of the Minister under section 35 of the *Water Act* or that is subject to a Director's decision under section 53 of the *Water Act*.

If your dugout meets any of the above criteria, apply for a licence by completing and submitting an application under the *Water Act*.

To apply

Water Act applications can be submitted electronically through the online application system called DRAS, the [Digital Regulatory Assurance System](#).

Enforcement

Conducting an activity in a water body in Alberta without an approval or diverting water without a licence may result in enforcement action and a possible fine of up to \$50,000 for an individual and up to \$500,000 for a company or organization.

Anyone who sees a water-related activity that could be illegal should contact the Environmental Emergencies toll free number at 1-800-222-6514.

References

Water Act:

<https://kings-printer.alberta.ca/documents/Acts/W03.pdf>

Water (Ministerial) Regulation:

https://open.alberta.ca/publications/1998_205

Digital Regulatory Assurance System (DRAS):

<https://www.alberta.ca/digital-regulatory-assurance-system.aspx>



Proposed Non Potable Dugout Water Point New Fish Creek SW-3-73-22-W5

Legend



Proposed Site

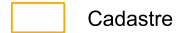
Roads by Jurisdiction



MUNICIPAL



PRIVATE



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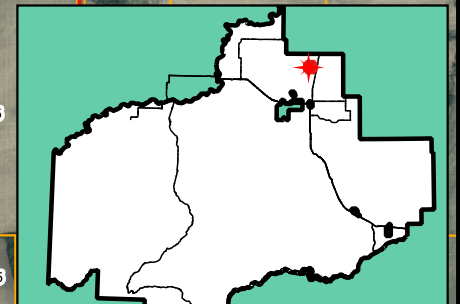
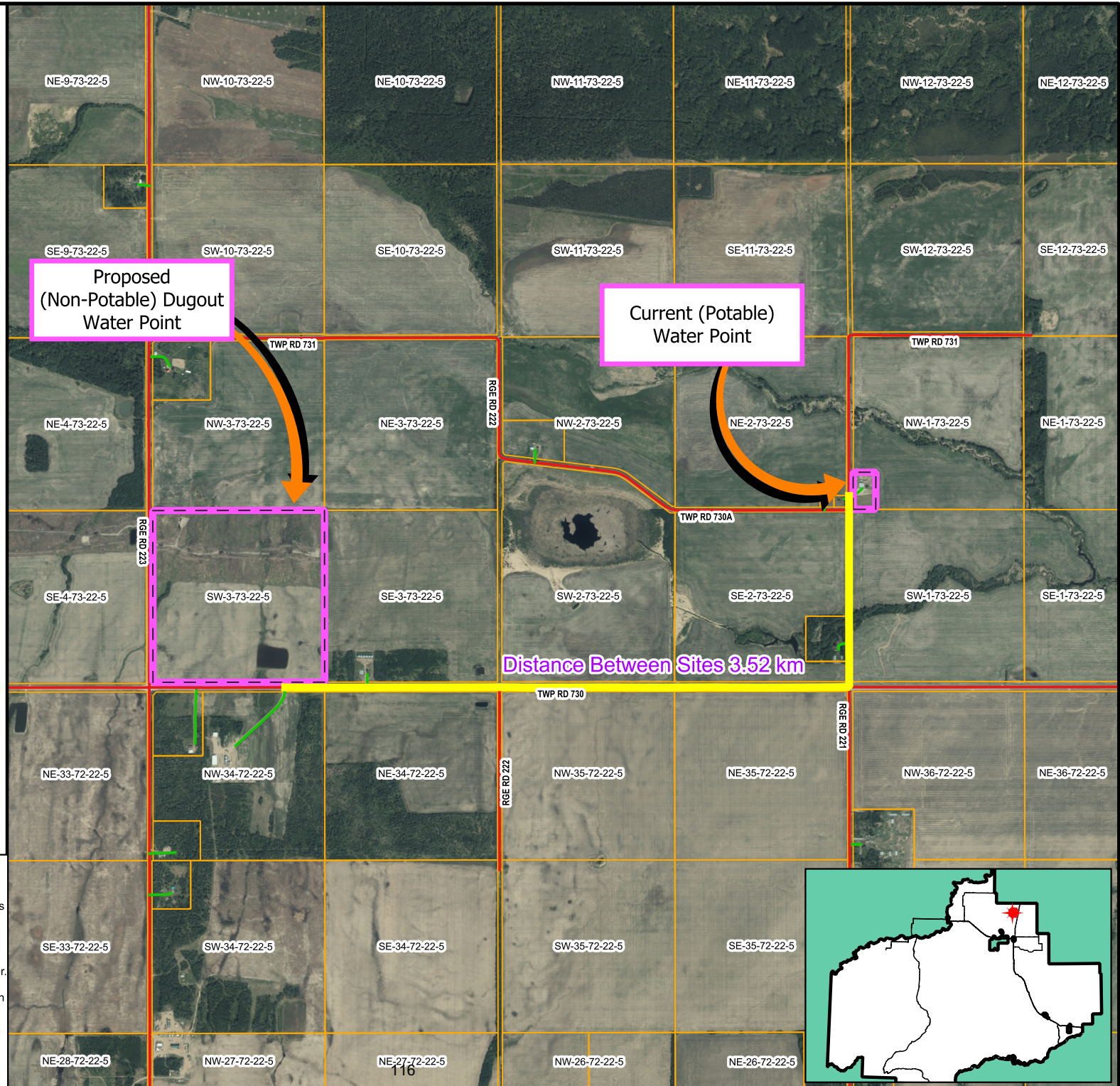


Produced: March 01, 2024 Projection UTM 11N NAD83

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NOT RESPONSIBLE FOR ERRORS OR OMISSIONS





REQUEST FOR DECISION

SUBJECT: **Policy 9501 Financial Reporting**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 12, 2024
DEPARTMENT: FINANCE
STRATEGIC PLAN: Economy

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

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act 268.1 (b)

Council Bylaw/Policy (cite) – Policy 9501 “Financial Reporting”

RECOMMENDED ACTION:

MOTION: That Council approve Policy 9501 “Financial Reporting” as presented.

MOTION: That Council repeal Policy 1500 “Financial Reporting”.

BACKGROUND/PROPOSAL:

Administration is presenting amendments to Policy 9501 “Financial Reporting” (formerly 1500) for Council’s consideration. This policy was reviewed by the Policy Review Committee at the February 14th meeting.

These amendments are based on recent discussions at the Strategic Plan Review sessions. Changes include moving the first, second, and third quarter reporting packages from the second to third Regular Council meeting following quarter end to allow Administration more time to receive, process, and analyze information.

Currently the Finance team has 4-5 business days (depending on stat holidays) to process transactions in order to meet the timelines for the Council agenda package. For example, the Q1 2024 reporting package is due for SLT review April 10th. The package takes 1.5-2 days to complete so all transactions must be posted by April 5th. As it takes time to enter, review, and approve transactions, the information being processed the week of April 2-5 is mostly from the week prior.

Moving the reporting package one Council meeting will allow for 10 additional business days to be able to capture transactions and review variances. This will give Council more accurate and timely information as expenses and revenues will be reflected in the quarter in which they occurred, whereas now a lot are being captured in the following quarter reports.

For the quarters ending March, June, and September of 2023, these were the transactional amounts received and entered in the 10 business days after close which related to the prior quarter:

	Q1	Q2	Q3
	Posted Apr 11-21	Posted Jul 10-21	Posted Oct 10-20
Operating Expenses	\$ 6,201,607	\$ 2,227,418	\$ 491,683
Capital Expenses	\$ 39,093	\$ 470,136	\$ 2,647,757

Additionally, Administration is proposing a change to the December annual report timeline. The policy currently states that the December report is presented to Council at the second meeting following quarter end but that it “will be preliminary as year end reports will not be complete”. As such, Administration has put into practice providing an unaudited reporting package at the last meeting in March to give Council an update before the auditor presents the Financial Statements in April. However, completing both reporting packages is quite time consuming therefore Administration is proposing to provide Council an annual report before the end of March, once year end is finalized.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it will provide Council with more accurate financial information to support decision making and ensure the accountability of Greenview’s resources.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional amendments to the policy.

ALTERNATIVE MOTION: That Council approve Policy 9501 “Financial Reporting” as amended.

Alternative #2: Council may deny the recommended motions and keep Policy 1500 “Financial Reporting” in place.

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 apply the Financial Reporting policy, as approved, and will prepare the Financial Reporting Package as outlined.

ATTACHMENT(S):

- Policy 1500 "Financial Reporting" - Current
- Policy 9501 "Financial Reporting" - Revised

Title: Financial Reporting

Policy No: 1500

Effective Date: February 8, 2022

Motion Number: 22.02.68

Supersedes Policy No: NONE

Review Date: February 8, 2025



Purpose: This policy outlines financial reporting requirements for Greenview. Administration will provide Council with quarterly financial reports in order to promote stewardship of Greenview resources, to support decision-making, and to provide transparent communication to the public.

1. DEFINITIONS

- 1.1. **Act** means the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26 and any amendments.
- 1.2. **Capital Budget** means the approved budget for the current year covering purchases of tangible capital assets.
- 1.3. **Council** means the Reeve and Councillors of the Municipal District of Greenview No. 16 duly elected pursuant to the provisions of the Local Authorities Election Act, R.S.A 2000, Chapter L-21, and who are eligible to hold office under the terms of the Municipal Government Act, R.S.A 2000, Chapter M-26.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **Operating Budget** means the approved budget for the current year covering annual operating expenditures such as wages, supplies, equipment, etc.
- 1.6. **Restricted Surplus** means amounts Council has designated towards a specific purpose.
- 1.7. **Restricted Surplus Report** means a report on restricted surplus balances and will include balance forwards from prior years, estimated reductions and estimated increases in the current year.
- 1.8. **Variance Report** means a report showing the budgeted amounts, actual amounts and the difference between the two reported as both dollar and percentage variances.

2. POLICY STATEMENT

- 2.1 Council must be made aware of certain aspects of the financial operations of Greenview as often as Council directs in accordance with the Act.

- 2.2 Council should be made aware of other aspects respecting the financial position of Greenview on a regular basis.

3. PROCEDURE

- 3.1. Variance reports on the Operating Budget shall be provided to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, September, and December and will report on year to date information for those period end dates. Financial information provided will be on a summarized basis by department.
- 3.2. Variance reports on the Capital Budget shall be provided to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, September, and December and will report on year to date information for those period end dates. Financial information provided will be on a summarized basis by department.
- 3.3. A Restricted Surplus report shall be provided to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, September, and December and will report on year to date information on those periods.
- 3.4. December quarter-end reports will be preliminary as year end reports will not be complete.
- 3.5. Audited Financial Statements for the year will be presented by the Auditor to Council following the completion of the annual audit, normally in April of the year following the year for which the audit has been prepared.

4. COUNCIL RESPONSIBILITIES

- 4.1 Council will review the reports as presented to ensure a general familiarity with the financial information provided.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1 Administration shall prepare the reports and respond to any questions on the information contained in the reports.

Title: Financial Reporting

Policy No: ~~1500-9501~~

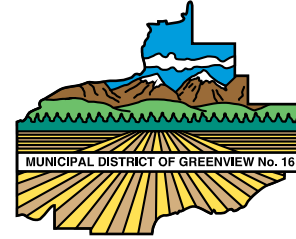
Effective Date: February 8, 2022

Motion Number:

Supersedes Policy No: ~~NONE-1500~~

Department: Finance

Review Date: February 8, 2025



Legal References:

Municipal Government Act, R.S.A. 2000, c.M-26, Part 8.

Cross References:

Bylaw 22-899 "Audit Committee"
Policy 1016 "Budget Development Process"

Purpose: This policy outlines financial reporting requirements for Greenview. Administration will provide Council with quarterly financial reports in order to promote stewardship of Greenview resources, to support decision-making, and to provide transparent communication to the public.

1. DEFINITIONS

- 1.1. **Act** means the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26 and any amendments.
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- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
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- 1.6. **Restricted Surplus** means amounts Council has designated towards a specific purpose.
- 1.7. **Restricted Surplus Report** means a report on restricted surplus balances and will include balance forwards from prior years, estimated reductions and estimated increases in the current year.
- 1.8. **Variance Report** means a report showing the budgeted amounts, actual amounts and the difference between the two reported as both dollar and percentage variances.

2. POLICY STATEMENT

- 2.1 Council must be made aware of certain aspects of the financial operations of Greenview as often as Council directs in accordance with the Act.

2.2 Council should be made aware of other aspects respecting the financial position of Greenview on a regular basis.

3. PROCEDURE

3.1. Quarterly Reports:

- A) Council shall be presented, as information, a quarterly report at a regular Council meeting for each three-month period ending March 31, six-month period ending June 30, and nine month ending September 30.
- B) The quarterly reports will include:
 - i. An analysis of year-to-date results compared to the Operating Budget. Financial information will be provided on a summarized basis by department;
 - ii. An analysis of year-to-date results compared to the Capital Budget. Financial information will be provided by project; and,
 - iii. A restricted surplus report.
- C) The quarterly reports shall be presented to Council following the end of each quarter at the first regular Council Meeting in May, August, and November.

3.2. Annual Report:

- A) Council shall be presented an annual report for information at a regular Council meeting for each year ending on December 31.
- B) The annual report will include:
 - i. An analysis of annual results compared to the Operating Budget. Financial information will be provided on a summarized basis by department;
 - ii. An analysis of annual results compared to the Capital Budget. Financial information will be provided by project; and,
 - iii. A restricted surplus report.
- C) The annual report shall be presented to Council on or before March 31 of the following year.

3.3. Financial Statements:

- A) Once the annual audit is complete, Greenview's Auditor will present the Audited Financial Statements and Audit Report to Council at a Regular Council meeting.

~~3.4. Variance reports on the Operating Budget shall be provided to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, and September, and December and will report on year to date information for those period end dates. Financial information provided will be on a summarized basis by department.~~

~~3.5. Variance reports on the Capital Budget shall be provided to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, and September, and December and will report on year to date information for those period end dates. Financial information provided will be on a summarized basis by department.~~

~~3.6. A Restricted Surplus report shall be provided to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, September, and December and will report on year to date information on those periods.~~

~~3.7. December quarter end reports will be preliminary as year end reports will not be complete.~~

~~3.8. Audited Financial Statements for the year will be presented by the Auditor to Council following the completion of the annual audit, normally in April of the year following the year for which the audit has been prepared.~~

4. COUNCIL RESPONSIBILITIES

4.1 Council will review the reports as presented to ensure a general familiarity with the financial information provided.

5. ADMINISTRATION RESPONSIBILITIES

5.1 Administration shall prepare the reports and respond to any questions on the information contained in the reports.

DRAFT



REQUEST FOR DECISION

SUBJECT: **Asset Surplus/Disposal 2023**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 12, 2024
DEPARTMENT: CORPORATE SERVICES
STRATEGIC PLAN: Economy

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

RELEVANT LEGISLATION:
Provincial (cite) – N/A

Council Bylaw/Policy (cite) - Policy AD 26, Surplus Assets and Policy 4006 Equipment and Vehicle Replacement.

RECOMMENDED ACTION:

MOTION: That Council direct Administration to list and sell the items on the 2023 Surplus Disposal Table(s) at the next Ritchie Brothers Auction.

BACKGROUND/PROPOSAL:

Over the past year, Greenview has moved forward with the Asset Management plan and practices to help guide and manage Greenview's assets. It is through this process that the Fleet Specialist, Department Managers, and Asset Management Officer completed an analysis of historic surplus assets from 2022; this process resulted in the creation of the 2023 Surplus Disposal Table.

The previous Surplus-Disposal Table presented, had Electronic Assets included. In the edited Surplus-Disposal Table all electronics assets have been removed from the Asset Surplus/Disposal 2023 Table. These changes have been requested by Council Oct 24, 2023 and the changes requested will be included in the new asset surplus-disposal procedure/policy currently in draft.

MOTION: 23.10.636 Moved by: COUNCILLOR WINSTON DELORME

That Council authorizes Administration to list and sell the items on the 2023 Surplus Disposal Table(s) at the next Michener Allen Auction.

- Pull laptops for employee first right of refusal

DEFERRED

MOTION: 23.10.637 Moved by: DEPUTY REEVE BILL SMITH

That Council defer motion "Asset Surplus/Disposal 2023" until the November 21, 2023, Regular Council Meeting.

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

CARRIED

Administration recommends selling the 41 items on the 2023 Surplus and Disposal Table at the next Ritchie Bros Auctioneers sale due to the various products in this disposal. If any item does not sell, those items will be returned to Greenview as per Policy AD 26 and Policy 4006.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that surplus fleet equipment and assets will be disposed of promptly, aligning practice to policy and recovering the residual value of the assets that are no longer useable or fiscally viable.
2. The benefit of Council accepting the recommended motion is that it will reduce the cost of maintenance and insurance as these items no longer need to be listed.
3. The benefit of Council accepting the recommended motion is it will reduce the amount of assets that are currently taking up storage space.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. A disadvantage to the recommended motion is that some surplus items may not sell at auction, and Greenview would be responsible for bringing those items back and disposing of them through other means.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to use a different auctioneer.

Alternative #2: Council has the alternative to not dispose of all, or any combination of the listed assets; however, Administration does not recommend this action as it would go against Policies AD 26, Surplus Assets and 4006 Equipment and Vehicle Replacement.

Alternative #3: Council has the alternative to sell the items at a later date or by different means; however, Administration does not recommend this action given the extensive list of assets currently identified on the 2023 Surplus Disposal Table.

FINANCIAL IMPLICATION:

Direct Costs: There will be a financial cost for transportation and staff time to transport the assets, these costs will be offset and mitigated by the sale of the assets and the savings in maintenance and insurance costs.

STAFFING IMPLICATION: N/A

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC


Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If approved by Council, the list will be shared with Ritchie Bros Auctioneers to get the assets into their next auction.

ATTACHMENT(S):

- Policy AD 26, Surplus Assets
- Policy 4006 Equipment and Vehicle Replacement.
- List of the assets being disposed-surplused.

	M. D. OF GREENVIEW NO. 16 POLICY & PROCEDURES MANUAL	Section: ADMINISTRATION
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POLICY NUMBER: AD 26

POLICY TITLE: SURPLUS ASSETS	Page 1 of 2
Date Adopted by Council / Motion Number:	10.03.824

PURPOSE:

To provide a process for disposal of surplus assets held by the Municipality.

POLICY:

- 1.0 In February of each calendar year, the Directors will compile a list of all surplus equipment, fixed assets, furniture, machinery and vehicles from their respective departments. This surplus list will be forwarded to the Manager of Finance prior to March 31st of each year.
- 2.0 Council will declare by resolution those items from the fixed assets list that will be declared as surplus, and the disposal method.
- 3.0 Council may establish a reserve bid, where deemed appropriate.
- 4.0 The C.A.O. will be responsible to ensure that the declared surplus items are disposed of, within six months of declaration, by either public tender or public auction.
- 5.0 If an employee submits a tender for surplus items, the employee will not be involved in the opening of tenders.
- 6.0 All tender awards must be approved by Council.
- 7.0 Proceeds from the sale of surplus items will be deposited into the related capital reserve.
- 8.0 Upon the surplus items tender being awarded, they will be removed from the M.D. premises, or acceptable arrangements made with the C.A.O. or his designate, within seven (7) business days from the tender award date. Prior to removal, the account must be paid in full, and the purchaser must sign a 'Receipt of Goods' form. A member of the M.D. staff must be present when the asset is picked up and will verify that the purchaser has a paid receipt.

POLICY TITLE: SURPLUS ASSETS

Page 2 of 2

Date Adopted by Council / Motion Number:

03.04.239

9.0 If a surplus item is not picked up within the seven (7) day time limit, the C.A.O. or his designate may dispose of the item.

(Original signed copy on file)
REEVE

C.A.O.

TITLE: PROCEDURES FOR SURPLUS ASSETS

Page 1 of 1

PROCEDURE:

- 1.0 The C.A.O. will direct staff to identify all items declared as surplus to be cataloged, listed and marked as clearly as possible for general public viewing.
- 2.0 Employees compiling inventory of surplus items will document, sign, and have a senior staff official sign under their signature, verifying items to be sold.
- 3.0 Surplus items will be removed from the inventory list and their depreciated costs removed from the Fixed Assets Ledger and the General Ledger by the Manager of Finance.

(Original signed copy on file)
C.A.O.

Title: Fleet and Equipment Replacement Policy

Policy No: 4006

Effective Date: August 22, 2023

Motion Number: 23.08.441

Supersedes Policy No: 4006

Department: Operations

Review Date: August, 2026



Legal References:

Not applicable

Cross References:

Policy 9001 "Procurement and Purchasing"
Policy 3021 "Fire-Rescue Services Apparatus and Equipment Replacement"
Policy 1507 "Tangible Capital Assets"
Policy 1502 "Reserves"

Purpose: To ensure Greenview maintains a dependable, and reliable vehicle & equipment pool. The governance of which is fiscally responsible and captures the true value of assets by establishing a standard equipment procurement, disposal, and replacement policy. Fire-Rescue Services Apparatus and Equipment replacement will be evaluated separately.

1. DEFINITIONS

- 1.1. **Aircraft** means primarily for transportation purposes such as small airplanes, large planes, drones, and other aircraft transporting devices. This document does not include emergency aircrafts.
- 1.2. **Amortization** is the process of incrementally charging the cost of an asset to expense over its expected period of use, which shifts the asset from the balance sheet to the income statement. It reflects the consumption of an asset over its useful life. Amortization is most commonly used to gradually write down the cost of assets with a specific useful life.
- 1.3. **Assets** are economic resources controlled by the municipality due to 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) The municipality can control access to the benefit; and,
 - C) The transaction or event giving rise to the municipality's control of the benefit has already occurred.
- 1.4. **Asset Disposal** refers to removing an asset(s) from service as a result of sale, destruction, loss, or abandonment.
- 1.5. **Capital Leases** are non-financial assets leased by Greenview for use in the delivery of goods and services. All the benefits and risks of ownership are transferred to the municipality without requiring the transfer of legal ownership. This results in the recordation of the asset as Greenview's property in its general ledger as an asset.

- 1.6. **Estimated Useful Life** is the estimate of either the period over which an asset is expected to be used or the number of units of production that can be obtained from the asset. It is the period over which an asset will be amortized and is normally the shortest of the physical, technological, commercial, or legal life. This can also be referred to as useful life.
- 1.7. **Extended Warranty**, also referred to as after sales service or simply service type warranty. It is an extra cost to the buyer on top of the purchase price. In such cases, it is not capitalized and is deferred and reduced over the warranty term.
- 1.8. **Fleet** means all vehicles, operating equipment, and heavy equipment of Greenview.
- 1.9. **Fleet Management** refers to the overall actions that take place to keep a fleet running efficiently, on time, and within budget.
- 1.10. **Fleet and Equipment Replacement Reserve** This reserve ensures funds for replacing fleet and equipment per this policy.
- 1.11. **Greenview** means the Municipal District of Greenview No. 16.
- 1.12. **Heavy Mobile Equipment** means power and construction equipment such as graders, tractors, 3-point hitch mowers or bigger, mobile hot water/steam washers, gravel reclaimers, backhoes, rippers, mulchers, loaders, trenchers, dozers, crawlers, agriculture equipment, all heavy equipment attachments, and Zambonis.
- 1.13. **Life Cycle** means the useful life of a vehicle or piece of equipment based on the average years, kilometres (km), or engine hours a vehicle or piece of equipment operates before maintenance becomes cost prohibitive.
- 1.14. **Manager** means the manager who is ultimately responsible for the department's budget. The individual who creates and presents the department's proposed budget to Council.
- 1.15. **Operating Equipment** means equipment specific to maintenance, shop, recreation, and appliances such as forklifts, welding machines, utility trailers, security systems, snowplows, refrigerators, stoves, freezers, mowers, lawn maintenance equipment, recreational equipment, generators, emergency operations equipment, and safety equipment and ice resurfacer.
- 1.16. **Repair and Maintenance** are ongoing activities to maintain a capital asset in operating condition. They are required to obtain the expected service potential of a capital asset over the estimated useful life. Costs for repairs and maintenance are expensed.
- 1.17. **SLT** means Senior Leadership Team comprised of Directors and the Chief Administrative Officer.
- 1.18. **TCA** means Tangible Capital Assets.
- 1.19. **Vehicles** means automobiles, pick-up trucks under one ton, sport utility vehicles (SUV), all-terrain vehicles (ATV), snowmobiles and utility terrain vehicles (UTV) used primarily for transportation purposes. Vehicles in this policy do not include emergency vehicles.

- 1.20. **Vehicles Over 1 Ton** means equipment specific to maintenance and construction that can be used on municipal or provincial roads. These include but not limited to gravel trucks, various heavy equipment trailers, end dumps, pups, 3-ton trucks, 5-ton trucks, water trucks, garbage trucks, 1-ton trucks and vehicle maintenance trucks.
- 1.21. **Watercraft** means primarily for transportation purposes such as small boats, large boats, personal watercraft, remote control watercraft and other water transporting devices. Excludes emergency watercrafts.

2. POLICY STATEMENT

- 2.1. An effective fleet replacement program is essential for controlling fleet performance (i.e., vehicle and equipment suitability, availability, reliability, safety, and environmental impacts) and total cost of ownership.
- 2.2. Fleet management requires a funding process that enables the budgeting for the amount of funds needed each year to execute the replacement plan based on the selected financing approach. The budgets for operation and maintenance come from the allocation of the overall operational budget, and capital replacement is secured through the Fleet and Equipment Replacement Reserve.
- 2.3. Long-term fleet management replacement plans pinpoint anticipated replacement dates and costs of individual assets based on the application of recommended replacement cycles and assess year-to-year, fleet-wide replacement costs and future variations therein.

The Fleet Specialist, the Asset Management Officer, and the Managers will recommend through a needs assessment the type of equipment and vehicles that will be required to be replaced based on the asset's life cycle. In addition, Administration will provide Council with a historical value and future demand for the vehicle or equipment being replaced. Maintaining Greenview's fleet and equipment ensures that assets remain modern, dependable, and reliable.

- 2.4. The Fleet Asset Management Plan will have the information derived from the replacement plan, historical data, and useful life per fleet asset. It will include future demand on the fleet and equipment assets.
- 2.5. Managers and SLT, will endeavour to purchase the most economical and fuel-efficient vehicles and pieces of equipment available. The Fleet Specialist and Asset Management Officer will provide historical information, maintenance review and future demand of the asset for the asset needs for the department.
- 2.6. Used vehicles and equipment may be considered for purchase. These will be evaluated based on the historical information of the asset, maintenance, and current demand of the asset.
- 2.7. Leasing or rental of vehicles and equipment may be considered when economically feasible. If the arrangement is a capital lease or rental, Greenview should apply the appropriate capital or rental asset category thresholds.
- 2.8. All fleet acquisition and disposal will be conducted through Greenview's procurement and purchasing processes.

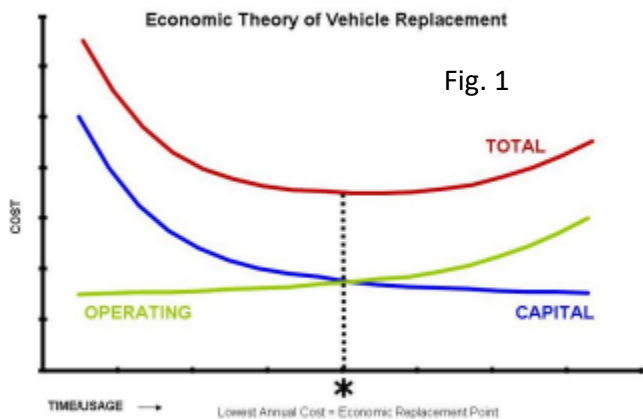
VEHICLE/EQUIPMENT TYPE (According to the TCA Policy)	BASELINE TIME IN SERVICE (Years/ km/engine hours)
Vehicles	5 years / 200,000 km
Vehicles over 1 Ton	10 years / 300,000 km
Heavy Mobile Equipment	20 years / 10,000 hours
Operating Equipment	10 years
Aircraft	20 years
Watercraft	20 years

- 2.9. If a vehicle or piece of equipment has continually performed at a high level, with a satisfactory maintenance record, that vehicle or piece of equipment may be considered for a life cycle extension. This extension has no amortization to be assessed and could be considered a betterment of the asset. To be evaluated on a case-by-case basis.
- A) Extended warranty will apply to the asset for which it is purchased and will be deferred and recognized as an expense over the period offered, as a straight-line basis.

3. PROCEDURE

- 3.1. Vehicles and equipment will be evaluated for replacement based on the following:
- A) Life cycle criteria.
 - B) The condition of vehicle performance based on Standards-Condition assessment of the Assets; and
 - C) Maintenance records and costing.
- 3.2. Greenview will always consider longer service dates if equipment continues to perform well, meets minimum conditions of fair standards, and is well maintained.
- A) Vehicle and equipment replacement guidelines should be based on the economic theory of optimal vehicle and equipment replacement, which is illustrated graphically in Fig. 1. As a vehicle and equipment age, its capital cost diminishes and its operating costs (e.g., maintenance, repair, and fuel) increase.

The combination of these two costs produces a U-shaped total cost curve that reflects the total cost of ownership of the asset. Ideally, a vehicle or piece of equipment should be replaced around the time the rise in annual operating costs begins to outweigh the decline in annual capital costs – that is, when the two cost curves intersect, and the total cost of ownership begins to increase.



The total cost curve is different for every type of vehicle and, indeed, for every individual vehicle of a given type. This variability is caused by differences in the design and engineering

of different types of vehicles/equipment, operating environments, quality-of-care the vehicles or equipment receives, and a variety of other factors.

- 3.3. Ensure all vehicles or equipment follow the fleet management preventative maintenance program.
- 3.4. Directors must approve new type vehicle replacement requests.
- 3.5. In circumstances where a vehicle or piece of equipment becomes cost prohibitive to maintain or operate, it may be considered for early replacement/disposal before the end of its established life cycle.
- 3.6. Fleet replacement due to obsolescence or end-of-life cycle will be financed through the Fleet and Equipment Replacement Reserve.
- 3.7. Fleet replacement due to physical damage will be financed through appropriate insurance procedures, with the balance for replacement coming from the Fleet & Equipment Replacement Reserve. The vehicle or equipment will be disposed of in accordance with Greenview policies.

4. COUNCIL RESPONSIBILITIES

- 4.1. Council is responsible for setting the capital budget regarding the purchase of fleet and equipment assets.
 - A) Each fleet and equipment asset must be listed for replacement as described in this policy.
 - B) Any unallocated capital Fleet and Equipment purchase funds will be uncommitted for future use within the Fleet and Equipment Replacement Reserve.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1. Managers are responsible for recommending the replacement of vehicles and equipment through the needs assessment in accordance with this policy.
- 5.2. SLT must sign off on department requests for fleet vehicles and equipment for special cases or change in use.
- 5.3. All safety equipment must be installed in the fleet asset before the asset is deemed ready for service.
- 5.4. All registration, licensing and insurance checks are needed per vehicle and equipment before the fleet asset is deemed ready for service.
- 5.5. All fleet asset disposals must have safety equipment removed before being placed on the annual surplus/disposal list.
- 5.6. All fleet assets listed as surplus or disposal must have safety, specialized or associated equipment removed before being placed on the surplus/disposal annual list.
- 5.7. Asset disposal lists for fleet are to be finalized annually in June of the year of the surplus/disposal.

SURPLUS ASSETS 2023-24

Smart Sheet listing

Unit #	Department	Date of Delivery	Plate	Clean	Type of Unit	Approving Manager	LOGO	CAO/Director Approval	Location of Unit	Total KMs / Hours	Asset Condition
Stihl Lawn Sweeper	Community Services	08/23/23	Not Applicable	YES	Sprayer	Sheila Kaus	NONE	Michelle Honeyman	Valleyview	N/A	Good, hardly used
2 x Estate Sprayers	Community Services	08/23/23	Not Applicable	YES	Sprayer	Sheila Kaus	NONE	Michelle Honeyman	Valleyview	N/A	Good-meant to be pulled behind lawn tractors
1 Weed Wackers	Community Services	08/23/23	Not Applicable	YES	Mower	Sheila Kaus	NONE	Michelle Honeyman	Valleyview	N/A	Good- this model could not handle the level of use. Went through spark plugs too quickly.1 surplus
2 push mowers from Grande Cache	Community Services	08/23/23	Not Applicable	YES	Mower	Sheila Kaus	SOME	Michelle Honeyman	Valleyview	N/A	Good
A237	Community Services	08/22/23	YES	YES	Truck	Sheila Kaus	ALL	Michelle Honeyman	FSO Yard	87072	Tires need to be removed for use on a different vehicle. Brand new, no km's on tires. Unit was surplus by GV in 2018, purchased by Grande Cache. Has had issues since purchase.

SURPLUS ASSETS 2023-24

A109	Community Services	08/22/23	YES	YES	Truck	Sheila Kaus	ALL	Michelle Honeyman	FSO Yard	152457	Truck has had significant maintenance issues. Was originally surplus by GV in 2018, purchased by Grande Cache. Maintenance issues continued.
ASB0008	Community Services		Not Applicable	YES	ASB Rental Equip.	Sheila Kaus	ALL		FSO Yard	N/A	Burnt canola seed on piping. Was removed. Well used.
ASB0001	Community Services		Not Applicable	YES	ASB Rental Equip.	Sheila Kaus	ALL		FSO Yard	N/A	Burnt canola seed on piping. Was removed. Well used.
GC old Sand Shed	Operations/ Facility Maintenance	As needed			Diamond shelter (coverall) building- Ols Sand storage building 80' *60'	Wayne Perry	None		GC Operations		Operations would like to use the building until early spring but I am sure we can be flexible on a date

~End of the Smart sheet Disposals~

Surplus Equipment						
Location	Unit #	Year	Make/Model	Description	Odometer	Notes
VV	A227	2005	Ford F150	2wd shop truck	100,000 km	This unit is at an age where it costs to keep it on the road, also does not serve a very functional role as a spare compared to other units we could hold back as spares. For this reason it is beneficial to surplus this unit and possible keep a more suitable unit as a spare
VV	A88	2007	Ram 2500	Ops Spare(inherited from FM)	148,000 km	This unit is need differential and transmission work, it is not out of service currently but it has some indicators showing that it is going to have some major repairs needed and it is well past serving and shows no practical value to keep it and do these repairs
VV	A121	2011	GMC SIERRA 2500	Miled out	175,000 km	rusted holes in floor, not road worthy , out of service
VV	A145	2015	Ford F250	Miled out	205,000 km	this unit's replacement is on order with capital budget this year, it is over the mileage and has had a hard working life in it's role. It is best to park and surplus this unit asap anything else will cost more in repairs and is not advisable to continue using this unit
VV	G34	2015	CAT	140M AWD	7920 hrs	left over from last years auctions not sold, now repaired and ready to go
VV	A161	2016	Ford F250 4x4 Crew Cab	Miled out	210,000 km	gets loaned out in a pinch sometimes but is enviro unit to surplus parked here, this has received several repairs in the last year just to keep it as an in service repairs but the longer this continues the more this unit will continue to cost
VV	A260	2019	Ford F150	Miled out	220,000KM	

SURPLUS ASSETS 2023-24

VV	A167	2016	Ford F250 4X4 Crew Cab	Miled out	197,000km	
VV				Gym Equipment		From the 2022 did not sell
GC	A221	1986	Mack	Gravel Truck	115,000 km	A221 is old, every repair is expensive or labor intensive, parts availability is common issue
GC	RDSWP2	1995	Elgin Eagle	Road sweeper	11,671 hrs	this unit has been replaced with a new capital purchase and the replacement unit is in service in it's place, this one should be surplus'd as keeping it has no value and will be costly to keep in repaired condition
GC				A welder on a trailer		Had been used in the past for thawing water lines, and occasionally for welding. Hasn't been used for 4-5 years?
GC				A truck canopy		Was a take off from the Town of Grande Cache bylaw truck and has been sitting in the yard ever since, about 4 years ago.
GC				Plow blade		Was off one of our Sterlings when it was rigged to be a plow/sander, unused for 3 years.
GC				Asphalt hopper		Old Town of Grande Cache unit, they tried to heat asphalt with exhaust (it's double walled), but didn't work, sitting unused 6-8 years?
GC				Hitch sander		Was used previously by the Town Of Grande Cache on a small tractor for salting sidewalks, unused for about 10 years.
GC				UTV sander		Off the mule that previously was surplus and sent to auction, last used 6? years ago.
GC				Office trailer		Was an office at the old water plant, was going to be an office for Ag Services, but the roof had leaked and has mold. Unused for about 5 years.

~END OF OPERATIONS LIST~

Inventory List of Kayak and Canoe

Discription	Color	Serial Number	Location	Number to Photo
Double Kayak	Red	XTC256640808	Loft	12
Double Kayak	Orange/Yellow	XTC25259C8U8	Loft	9
Double Kayak	Red	XTC2B981C808	Trailer	3
Double Kayak	Red/Yellow	XTC24539C808	Trailer	6
Single Kayak	Yellow/Orange	XJBEEJCBC707	Loft	10
Single Kayak	Blue/White	XJBDJHCRB808	Loft	11
Single Kayak	Yellow	XTC21639L708	Loft	8
Single Kayak	Yellow	XTC81638C808	Loft	7
Canoe	Black	N/A	Trailer	4
Canoe	Red Clipper	T50565708	Trailer	5
Canoe	Red Clipper	T5054J708	Trailer	2
Canoe	Red	QCC009560580	Trailer	1
Trailer	Black	Vin#: 2ATK03239NU700416	BD Building	
		Plate#: P111-13		

~End of Outdoor Recreation List~



REQUEST FOR DECISION

SUBJECT:	Proposed Amendments to Little Smoky Ski Area Governance Board Agreement		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 12, 2024	CAO:	MANAGER: KG
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: DW
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A 2000, c.M-26, s.708.28(1)

Council Bylaw/Policy (cite) – Bylaw 19-825 Big Lakes County Intermunicipal Collaboration Framework, Bylaw 19-830 Smoky River MD Intermunicipal Collaboration Framework

RECOMMENDED ACTION:

MOTION: That Council approves the Little Smoky Ski Area Governance Board agreement, as amended.

BACKGROUND/PROPOSAL:

The Little Smoky Ski Area has had an established Governance Board comprised of Big Lakes County, the Municipal District of Greenview No. 16, and the Municipal District of Smoky River No. 130 since December 1st, 2018. The purpose of establishing this joint municipal governance board for the Little Smoky Ski Area is for the Board to act as the governing body for all matters pertaining to policy and governance.

In maintaining compliance with the terms established in the Intermunicipal Collaboration Framework (ICF) and the Municipal Government Act (MGA), municipalities must review mutual service agreements at least once every 5 years commencing no later than 2024. Once the agreement has been reviewed and amended, it must then be approved by each Council.

Designates of the Municipal District of Smoky River No.130, the Municipal District of Greenview No.16, and Big Lakes County met at the Little Smoky Ski Area on April 14th, 2023, and reviewed the Little Smoky Ski Area Governance Board Agreement. Following that review, Administration brought the agreement forward to Council and approval for the amended agreement was granted on July 11, 2023, regular Council Meeting.

On January 11th, the Little Smokey Ski Area Governance board met and conducted a review of the agreement during their regional meeting. The amendments approved at the regional meeting now require approval from each Council. A listing of the changes is provided (see attachments) as well as the copies of the amended agreement.

Administration is recommending that Council approves the Little Smoky Ski Area Governance Board agreement, as amended.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the Little Smoky Ski Area Governance Board will be able to purchase items that are not identified in the approved capital or operating budgets/plans but can still be accommodated within the approved budgets. This will allow the Ski Area to continue operating without an impact to the level of service when unforeseen circumstances arise.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not approve/reject the amended Little Smoky Ski Area Governance Board agreement. However, this is not recommended by Administration, as these amendments provide the Board with the capacity to make purchases within the approved budgets to ensure a level of service is not impacted due to unforeseen circumstances.

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:

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 Council approves the recommended Motion, Administration will notify the Little Smoky Ski Area Governance Board of the approval. If each Council approves the amendments, a new agreement will be circulated for signing.

ATTACHMENT(S):

- Little Smoky Ski Area Governance Board Agreement Schedule of Amendments
- Marked-up copy of the Little Smoky Ski Area Governance Board Agreement showing proposed amendments.
- Clean version of proposed, amended version of the Little Smoky Ski Area Governance Board Agreement



Little Smoky Ski Area Governance Board Agreement (The Board)

WHEREAS the Signatories to this Agreement are committed to the provision of a quality recreational amenity, by ensuring that the programs and services of the Little Smoky Ski Area are effectively, efficiently, and economically delivered.

AND WHEREAS the Signatories therefore commit to promoting, fostering and embodying cooperation, collaboration, coordination and communication in their relationships with each other.

NOW THEREFORE THIS AGREEMENT BEARS WITNESS that the Signatories agree as follows:

1.0 Purpose

The Purpose of this Agreement is to establish a joint municipal governance board for the Little Smoky Ski Area (the Area); the "Little Smoky Ski Area Governance Board" will act as the governing board for all matters pertaining to policy and governance related to the Little Smoky Ski Area.

2.0 Signatories

2.1 The Signatories to this Agreement are:

- a. Municipal District of Smoky River No. 130
- b. Big Lakes County
- c. Municipal District of Greenview No. 16 (Greenview)

2.2 Subsequent Signatories: The Board may determine if this Agreement should be open to other municipalities. Should this determination be made, other municipalities may join this cost-sharing arrangement based on the same principles reflected in this Agreement.

3.0 Membership

3.1 The Board shall be comprised of the following voting members:

- a. Two elected officials from the M.D of Smoky River No. 130;
- b. Two elected officials from Big Lakes County; and,
- c. Two elected officials from Greenview.

3.2 The Board shall also include the following individuals as non-voting members:

- a. The Chief Administrative Officer from the M.D of Smoky River No. 130 or designate;
- b. The Chief Administrative Officer from Big Lakes County or designate; and,

- c. The Chief Administrative Officer from Greenview or designate.
- d. Other administrative personnel, such as a recording secretary and facility manager, as required.

3.3 Each of the Signatories shall appoint an elected official to serve as an alternate Board Member.

4.0 Stakeholders

4.1 Representatives of stakeholder groups are encouraged to attend meetings, make recommendations and provide input to the Board regarding the Little Smoky Ski Area.

5.0 Cost Sharing

5.1 Subject to this section and the provisions of section 9, the signatories hereby agree to share in the net operating and capital costs associated with the Little Smoky Ski Area as set out herein.

5.2 The Signatories agree to the following funding formula:

- a. Municipal District of Smoky River No. 130 ~~— 33 1/3 %~~
- b. Big Lakes County ~~— 1/333 %~~
- c. Greenview ~~— 1/333 %~~

5.3 In the subsequent years this agreement is in effect, The MD of Smoky River No. 130 will forward invoicing for ~~33 1/3 %~~ of the year-end (December 31st) deficit upon the completion of year-end financials.

~~5.4 A seasonal financial report (July 1st to June 30th) will be sent to each Municipality by July 31st reflecting the operational season of Little Smoky Ski Area.~~

~~5.5 Upon Board approval, items not identified within the approved capital or operating budgets/plans but can still be accommodated within the approved budgets, may be purchased for the purpose of maintaining the current levels of service.~~

~~5.4~~

~~5.5.5 Notwithstanding that a proposed Capital Plan or amendment to a Capital Plan may be approved by the majority of the Board, No Signatory shall be required to contribute to the costs of a capital project that will increase the service level(s) of the Little Smoky Ski Area that has not been approved by the Signatory's Council. In such circumstances, the costs of constructing, maintaining and operating the new capital project will be shared solely and equally by the two parties supporting the capital project. The Signatories' respective ownership shares as set out in section 11 shall be adjusted to reflect that such Signatory shall not be entitled to share in the proceeds of the sale or disposal of the assets related to the capital project at issue.~~

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6.0 Structure

6.1 The Chairperson and Vice Chairperson of the Board shall be selected at the Board's annual organizational meeting in the month of November.

6.2 Quorum shall consist of a majority of voting members, which must include at least one voting member from each of the Signatories.

6.3 Meetings shall be held at the call of the Board Chairperson.

6.4 The M.D. of Smoky River No. 130, as managing Municipality, will have signing authority on all agreements or contracts only by Resolution of the Little Smoky Ski Area Governance Board.

7.0 Responsibilities of the Board

7.1 The Board shall have the following responsibilities:

- a. Recommending to the respective Councils a three (3) year operating budget on an annual basis.
- b. Recommending to the respective Councils a five (5) year Capital Plan on an annual basis.
- c. Both the operating budget and the capital plan shall be provided to the respective Councils by the end of October each year.
- d. Creating and updating a strategic plan to be presented to the Councils.
- e. The Board shall establish and review policies regarding the philosophies, values, and governance of the Little Smoky Ski Area, in accordance with the directions established by the respective Councils of the Signatories.
- f. The Little Smoky Ski Area Governance Board shall not be involved in the day to day operations of the Area and will not be responsible for staffing or the delivery of projects or programs related to the Area, all of which shall be the sole responsibility of the Municipal District of Smoky River No. 130.

8.0 Reporting

- 8.1 Minutes of the Board shall be recorded and submitted to the respective municipalities in a timely manner.
- 8.2 The Board shall provide a written annual Area activity report to the respective municipalities, outlining the following:
 - a. User numbers, by municipality on an annual basis.
 - b. Financial reporting by activity season.

9.0 Amendment and Termination

- 9.1 **Term.** The initial term of this Agreement shall be 5 years from the date of signing. It will be automatically renewed for subsequent 3-year terms unless there is a replacement agreement in place or it has been terminated.
- 9.2 **Amendment.** Signatories may request renegotiation of all or part of this Agreement by providing a written request to the other Signatories a minimum of one year prior to the expiry of the initial 5-year term or one year prior to the 3-year anniversaries thereafter. Other changes may be made upon agreement, in writing, of all the signatories.
- 9.3 **Termination.** Recognizing that this Agreement helps to define the relationship between signatory municipalities and that they wish to provide predictability, stability, and certainty across municipal budget cycles, while balancing their right to terminate the agreement if necessary, Signatories may terminate by providing notice in writing to that effect to the other Signatories. Any notice of termination must be submitted in writing by November 30th of any given year. Said termination will not take effect until 11:59 p.m. of December 31st of the following year. Once a signatory has provided notice of termination in accordance with this section, it will remain responsible for its share of operating and capital costs for the time up to the termination date, based upon the latest 3-year operating budget and

five-year capital budget approved by each Council. For clarity without limiting the foregoing, a Signatory giving notice to terminate the agreement shall not be responsible for any unbudgeted capital costs not approved by the Council of the Signatory giving notice of termination.

10.0 Dispute Resolution

- 10.1** In the event of a dispute between Signatories about the interpretation or application of any of the terms, covenants, or conditions contained within this Agreement, the Signatories shall follow the dispute resolution established in the Intermunicipal Collaboration Framework

11.0 Ownership

- 11.1** The Signatories understand that all parties have an ownership interest in the Area according to the funding formula established in s. 5.2. Any proceeds derived from the sale or disposal of assets will be used to fund approved operating or capital projects of the Area or will be shared with the Signatories on the same basis as the funding model.
- 11.2** Should the M.D of Smoky River wish to terminate the agreement, they shall negotiate with the other Signatories a compensation for investments made.

12.0 General Provisions

- 12.1 Administration.** The M.D. of Smoky River will be the lead agency regarding the administration of the operations, facilities, and programs of the Little Smoky Recreation Area.
- 12.2 Autonomy.** No Signatory has the authority to financially or otherwise commit another Signatory to a liability or course of action outside of the established Board process.
- 12.3 Indemnification.** Subject to any limitations set out in this Agreement, the MD of Smoky River No. 130 shall indemnify and save harmless the other Signatories from and against any and all damages, losses, claims or costs (including legal costs on a solicitor and own client basis) arising from any negligent act or omission of the MD of Smoky River No. 130 or its agents or employees in the operation of the Little Smoky Ski Area. The MD of Smoky River No. 130 also agrees to include Big Lakes County and Greenview on the liability insurance policy relating the Little Smoky Ski Area.
- 12.4 Assignment of Agreement.** No Signatory will assign its interest in this Agreement, or any part thereof, in any manner whatsoever without having first received written consent from all other Signatories.
- 12.5 Notices.** Any notice required to be given hereunder by any Signatory will be deemed to have been well and sufficiently given if it is delivered personally or mailed by pre-paid registered mail to the address of the party for whom it is intended. A notice or other document sent by registered mail will be deemed to be sent at the time when it was deposited in a post office or public letter box and will be deemed to have been received on the fourth day after it was postmarked.
- 12.6 Entire Agreement.** The Agreement constitutes the entire agreement between the Signatories relating to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Signatories in relation to the subject matter hereof. There are no warranties, representations or other agreements among the Signatories in connection with the subject matter hereof except as specifically set forth herein.
- 12.7 Unenforceable Terms.** If any term, covenant or condition of this Agreement or the application thereof to any Signatory or circumstance will be invalid or unenforceable to any extent, the remainder of this

Agreement or application of such term, covenant or condition to a Signatory or circumstance other than those to which it is held invalid or unenforceable, will not be affected thereby and each remaining term, covenant or condition of this Agreement will be valid and enforceable to the fullest extent permitted by law.

12.8 Governing Law. This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta.

IN WITNESS WHEREOF the Signatories have hereunto executed this Agreement under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this _____ day of _____, 2024~~3~~

MUNICIPAL DISTRICT OF SMOKY RIVER No. 130

Per: _____
Reeve Robert Brochu

Per: _____
CAO Rita Therriault

BIG LAKES COUNTY

Per: _____
Reeve Robert Nygaard

Per: _____
CAO Jerry Gautreau

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Per: _____
Reeve Tyler Olsen

Per: _____
CAO Stacey Wabick



Little Smoky Ski Area Governance Board Agreement (The Board)

WHEREAS the Signatories to this Agreement are committed to the provision of a quality recreational amenity, by ensuring that the programs and services of the Little Smoky Ski Area are effectively, efficiently, and economically delivered.

AND WHEREAS the Signatories therefore commit to promoting, fostering and embodying cooperation, collaboration, coordination and communication in their relationships with each other.

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- c. Municipal District of Greenview No. 16 (Greenview)

2.2 Subsequent Signatories: The Board may determine if this Agreement should be open to other municipalities. Should this determination be made, other municipalities may join this cost-sharing arrangement based on the same principles reflected in this Agreement.

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4.0 Stakeholders

- 4.1** Representatives of stakeholder groups are encouraged to attend meetings, make recommendations and provide input to the Board regarding the Little Smoky Ski Area.

5.0 Cost Sharing

- 5.1** Subject to this section and the provisions of section 9, the signatories hereby agree to share in the net operating and capital costs associated with the Little Smoky Ski Area as set out herein.
- 5.2** The Signatories agree to the following funding formula:
- a. Municipal District of Smoky River No. 130 – 1/3
 - b. Big Lakes County – 1/3
 - c. Greenview – 1/3
- 5.3** In the subsequent years this agreement is in effect, The MD of Smoky River No. 130 will forward invoicing for 1/3 of the year-end (December 31st) deficit upon the completion of year-end financials.
- 5.4** A seasonal financial report (July 1st to June 30th) will be sent to each Municipality by July 31st reflecting the operational season of Little Smoky Ski Area.
- 5.5** Upon Board approval, items not identified within the approved capital or operating budgets/plans but can still be accommodated within the approved budgets, may be purchased for the purpose of maintaining the current levels of service.
- 5.6** No Signatory shall be required to contribute to the costs of a capital project that will increase the service levels of the Little Smoky Ski Area that has not been approved by the Signatory's Council. In such circumstances, the costs of constructing, maintaining and operating the new capital project will be shared solely and equally by the two parties supporting the capital project. The Signatories' respective ownership shares as set out in section 11 shall be adjusted to reflect that such Signatory shall not be entitled to share in the proceeds of the sale or disposal of the assets related to the capital project at issue.

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- 6.3** Meetings shall be held at the call of the Board Chairperson.
- 6.4** The M.D of Smoky River No. 130, as managing Municipality, will have signing authority on all agreements or contracts only by Resolution of the Little Smoky Ski Area Governance Board.

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7.1 The Board shall have the following responsibilities:

- a. Recommending to the respective Councils a three (3) year operating budget on an annual basis.
- b. Recommending to the respective Councils a five (5) year Capital Plan on an annual basis.
- c. Both the operating budget and the capital plan shall be provided to the respective Councils by the end of October each year.
- d. Creating and updating a strategic plan to be presented to the Councils.
- e. The Board shall establish and review policies regarding the philosophies, values, and governance of the Little Smoky Ski Area, in accordance with the directions established by the respective Councils of the Signatories.
- f. The Little Smoky Ski Area Governance Board shall not be involved in the day to day operations of the Area and will not be responsible for staffing or the delivery of projects or programs related to the Area, all of which shall be the sole responsibility of the Municipal District of Smoky River No. 130.

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 - a. User numbers, by municipality on an annual basis.
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giving notice to terminate the agreement shall not be responsible for any unbudgeted capital costs not approved by the Council of the Signatory giving notice of termination.

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- 10.1** In the event of a dispute between Signatories about the interpretation or application of any of the terms, covenants, or conditions contained within this Agreement, the Signatories shall follow the dispute resolution established in the Intermunicipal Collaboration Framework

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- 12.3 Indemnification.** Subject to any limitations set out in this Agreement, the MD of Smoky River No. 130 shall indemnify and save harmless the other Signatories from and against any and all damages, losses, claims or costs (including legal costs on a solicitor and own client basis) arising from any negligent act or omission of the MD of Smoky River No. 130 or its agents or employees in the operation of the Little Smoky Ski Area. The MD of Smoky River No. 130 also agrees to include Big Lakes County and Greenview on the liability insurance policy relating the Little Smoky Ski Area.
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- 12.5 Notices.** Any notice required to be given hereunder by any Signatory will be deemed to have been well and sufficiently given if it is delivered personally or mailed by pre-paid registered mail to the address of the party for whom it is intended. A notice or other document sent by registered mail will be deemed to be sent at the time when it was deposited in a post office or public letter box and will be deemed to have been received on the fourth day after it was postmarked.
- 12.6 Entire Agreement.** The Agreement constitutes the entire agreement between the Signatories relating to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Signatories in relation to the subject matter hereof. There are no warranties, representations or other agreements among the Signatories in connection with the subject matter hereof except as specifically set forth herein.
- 12.7 Unenforceable Terms.** If any term, covenant or condition of this Agreement or the application thereof to any Signatory or circumstance will be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition to a Signatory or circumstance other than those to which it is held invalid or unenforceable, will not be affected thereby and each remaining term,

covenant or condition of this Agreement will be valid and enforceable to the fullest extent permitted by law.

12.8 Governing Law. This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta.

IN WITNESS WHEREOF the Signatories have hereunto executed this Agreement under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this _____ day of _____, 2024

MUNICIPAL DISTRICT OF SMOKY RIVER No. 130

Per: _____
Reeve Robert Brochu

Per: _____
CAO Rita Therriault

BIG LAKES COUNTY

Per: _____
Reeve Robert Nygaard

Per: _____
CAO Jerry Gautreau

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Per: _____
Reeve Tyler Olsen

Per: _____
CAO Stacey Wabick

Little Smoky Ski Area Governance Board Agreement Schedule of Amendments

Date	Section of Agreement Amended	Approved Amendments	
December 1st, 2018			Term: 5 years Auto renew every 3 years
January 29th, 2021	Entire Agreement	Removed "Recreation" from Little Smoky Ski Area and replaced with "Ski"	
	5.3 Cost Sharing	Removed "5.3 Within 60 days of agreement and approval of the initial operating and capital plan described in section 7, the Signatories shall forward \$50,000 for the initial operating cost to the MD of Smoky River No. 130" Replaced with "5.3 In the subsequent years this agreement is in effect, The MD of Smoky River No. 130 will forward invoicing for 33% of the year-end (December 31st) deficit by January 31st of the following year"	
	5.4 Cost Sharing	Removed "5.4 In the subsequent years this agreement is in effect, The MD of Smoky River No. 130 will forward invoicing for \$50,000 for the upcoming season as well as invoicing for the remaining adjusted share of the previous season by September 1" Replaced with "A seasonal financial report (July 1st to June 30th) will be sent to each Municipality by July 31st reflecting the operational season of Little Smoky Ski Area. "	
	6.4 Structure	Added "6.4 The M.D of Smoky River No. 130, as managing Municipality, will have signing authority on all agreements or contracts only by Resolution of the Little Smoky Ski Area Governance Board."	
	9.3 Termination	Changed "three" to "3"	
		Changed dates and names for signature	
July 15, 2023	5.3 Cost Sharing	Removed "of the following year" replaced with "upon the completion of year-end financials."	Term: 5 years Auto renew every 3 years
	10.1 Dispute Resolution	Removed "following steps - established in the order listed a. Negotiation between the parties. b. Mediation and/or facilitation as may be agreed to by the parties; and c. Binding arbitration utilizing a third party that has been mutually agreed upon by the Signatories." and Added "Intermunicipal Collaboration Framework"	
		Changed dates and names for signature	
January 11th, 2024	5.0 Cost Sharing	5.2 a, b & c change "33%" to "1/3"	Term: 5 years Auto renew every 3 years
		5.5 Remove "5.5 Notwithstanding that a proposed Capital Plan or amendment to a Capital Plan may be approved by the majority of the Board, no" Replace with "Upon Board approval, items not identified within the approved capital or operating budgets/plans but can still be accommodated within the approved budgets, may be purchased for the purpose of maintaining the current levels of service."	
		5.6 Added "no" and "Levels" to "5.5.6 No Signatory shall be required to contribute to the costs of a capital project that will increase the service(s) levels"	
		Signature date	



REQUEST FOR DECISION

SUBJECT:	Grant Request - Ridgevalley Seniors Assistance Society		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 12, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LD
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 8015 – Community Impact Grants

RECOMMENDED ACTION:

MOTION: That Council approve a capital grant in the amount of \$112,727.61 to the Ridgevalley Seniors Assistance Society, with funds to come from the Community Services Grants to Organizations budget.

BACKGROUND/PROPOSAL:

The Ridgevalley Seniors Assistance Society applied for a capital grant at the October 2023 grant deadline for the 2024 calendar year, requesting funds to complete various capital projects within the facility. The grant application was discussed at the December 2023 Committee of the Whole meeting, and the January 23, 2024 Council meeting, at which Council requested the society present additional information at a future Committee of the Whole meeting.

The Society made a presentation discussing the operations of the facility and the grant funding request at the February 20th Committee of the Whole meeting.

The Community Services Grants budget currently totals \$2,656,333.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview would be a part of keeping this fundamental facility operating and essential services can continue to be provided, with projects being completed to keep the facility updated and safe for staff and residents.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that Greenview will be supporting a private seniors facility, with a possibility of other privately run seniors housing within the region approaching Greenview for funding.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to recommend a different capital funding amount.

Alternative #2: Council has the alternative to decline the grant funding request.

FINANCIAL IMPLICATION:

Direct Costs: \$112,727.61

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 Ridgevalley Seniors Assistance Society of Council's decision.

ATTACHMENT(S):

- Ridgevalley Seniors Assistance Society Grant Application and Financials

2024 Grant Application (October 15, 2023 deadline)

Row 81

Name of Organization	Ridgevalley Seniors Assistance Society
Address of Organization	26230 Twp Rd 713, RR1, Site 1, Box 9
Form Date Field	176
Contact Name	Arlin Loewen
Phone Number	17808768173
Purpose of Organization	Supportive Living Senior Care
Purpose Continued	
Position of Contact Person	Arlin Loewen
What act are you registered under?	Alberta Societies Act
Registration No.	5014933138
Grant Type	Capital Grant
Total Amount Requested	\$112,727.61
Proposed Project	Listed on attached schedule
Have you previously applied for a grant from MD	
Previous Grant App from MD	Yes
Final Completion Report Provided to MD	Yes
Grant funds applied for from other sources?	No

**Grant Funds
Received from
other sources?**

**Have you
performed any
other fundraising
projects?** Yes

Agreement Arlin Loewen

Grant Purpose Wanderguard and renovations

**Year Grant
Received** 2021

Amount of Grant \$105,458.37

**List the donaee,
purpose and
amount**

**What type of
fundraising & how
much did you
raise?** Yes, auction and private donations, \$21,639.57 in cash and approximately \$11,800 in kind donations. for the sidewalk and backyard project.

Signature Arlin Loewen

Date 10/16/23

**Financial
Statement**

**Administration
Recommendations**

Email admin@ridgevalleyhome.ca

Column41

MD Logo

Email Comm.

Column44

**List for
Recognition** Recognition Wall signage



MD GREENVIEW GRANT PROJECTS

		Completed Projects	
	Date		
COMPLETED	Oct-22	Fridge for suite 134	\$ 919.99
	May-22	Flooring and Renos for suite 134	\$ 7,439.31
	Jan-22	Flooring and renos for suite 101	\$ 5,947.50
	Apr-22	Replace piping in east hall	\$ 5,950.00
	Feb-22	Replace RPZ on main boiler	\$ 604.30
	Dec-22	Replace zone valve Rm 126	\$ 734.86
	Oct-22	Internet and Network upgrade	\$ 4,198.79
	Jan-23	Status Solutions subscription for Wanderguard	\$ 4,099.56
	Mar-22	Replace Dishwasher	\$ 6,363.77
	Sep-22	Replace Admin Office Computer	\$ 900.00
	Jun-22	French Doors for Coffee Shop	\$ 1,139.99
	Feb-22	Replace 2 electric ranges	\$ 2,298.00
	Jun-23	Replace main washer and dryer	\$ 1,784.98
	Apr-23	Replace DOC Office Computer	\$ 900.00
	May-23	Shortfall on 21 grant after reallocation	\$ 8,293.48
TO BE COMPLETED		Tub room ceiling and shower curtains	\$ 4,000.00
PARTIAL COMPLETION		Sidewalk and Backyard project minus donations and donation in kind. \$74,906.87 - Donations \$21,639.57 - Gravel donation in kind \$11,812.5 = \$41,454.80	\$ 74,906.87
			\$ 21,639.57
			\$ 11,812.50
			\$ 41,454.80 \$ 41,454.80
Moved from 2021 Grant application after reallocation due to Boiler replacement		Milwaukee Cordless Handheld Blower Kit	\$ 400.00
		Room name and numbering plates	\$ 1,798.28
		Replace Shingles on North roof slope	\$ 13,500.00
			\$ 112,727.61
Total Grant Requested			\$ 112,727.61



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview Grants, Sponsorships and Donations Project/Event Outcome Report

Organization or Person Receiving Funding:	_____		
Funding Awarded by Greenview:	Grant	Sponsorship	Donation
Contact Name:	_____	Phone (h): _____	Phone (h): _____
Email Address:	_____		
Name of Project/Event:	_____		
Location of Project/Event:	_____		
Completion Date of Project/Event:	_____		
Amount of Funding Awarded by Greenview:	_____		

Describe the impact your project/event had on the community. If applicable estimate the economic effect (dollar sign impact) to the local economy.

How has the community benefited from your project/event?

Short term impact (0-3 months)

Longterm impact (4+ months)

Please explain the impact of the project/event:

Were the direct goals/objectives of the project/event achieved?

At this funded project/event how was Greenview recognized?

Summarize the event/project (include photos if possible):

If funds provided by Greenview were utilized to acquire/complete Capital upgrades please include photos.

MD GREENVIEW GRANT PROJECTS FUNDS REALLOCATION			
Project Description			Difference from request
Wanderguard system to prevent Seniors with dementia from exiting the building. This is a critical need for the safety of our residents. We need to do some upgrades to some of our exterior doors along with this system.	Equipment from PCS	Priority Communication	\$ 42,622.06
	Equipment from PCS	Priority Communication	\$ 27,752.06
	Wiring for Wanderguard	Dr. Sparkie	\$ 14,912.63
	Material and Labour	Denver Klassen	\$ 2,395.80
	Door frame cladding	Star Fabrication	\$ 126.00
	Door frame cladding	Clement Focosa	\$ 389.25
	Labour on Door	Cutting Edge Lawn Care	\$ 441.00
	Labour	Arlin	\$ 25.00
	Labour	Arlin	\$ 25.00
	Original request for this project	\$ 83,963.97	
	Total for the project	\$ 88,667.64	\$ 4,974.57
East hallway wall repair and suspended ceiling replacement, including new LED lighting.	T-Bar	F&M	\$ 2,377.91
	Corner bead	Home Hardware	\$ 35.49
	Corner bead	Home Depot	\$ 14.32
	Handrail Clips	Star Fabrication	\$ 399.00
	Labour Invoice	Summers gold	\$ 1,273.13
	Labour Invoice	Summers gold	\$ 1,030.63
	Labour Invoice	Summers gold	\$ 933.13
	Labour Invoice	Denver Klassen	\$ 1,470.00
	Labour Invoice	Denver Klassen	\$ 1,755.60
	Labour	Arlin	\$ 100.00
	Labour	F&M	\$ 240.00
	Labour	Louise	\$ 120.00
Original request for this project	\$ 6,783.24		
	Total for the project	\$ 9,029.23	\$ 2,245.97
Replace Shingles on North roof slope approx 3700 sq ft	Labour to reshingle @ \$2/sq ft		\$ 7,400.00
	Material to reshingle		\$ 5,393.78
	Total for the project	\$ 12,793.78	
Main Boiler Replacement	Main Boiler replacement due to failure on the old Boiler		\$ 16,065.00
Original request for this project	\$ -	Total for the project	\$ 16,065.00
Milwaukee Cordless Handheld Blower Kit for snow removal, asphalt strip-heating, etc.	Milwaukee Tool M28 FUEL 120 MPH 430 CFM 18V Lithium-Ion Brushless Cordless Handheld Blower Kit w/ 6.75H Battery-Tooling Depot		\$ 418.94
	Original request for this project	\$ 400.00	Total for the project \$ 418.94 \$ 18.94
Room name and numbering plates, required by Home Care	Room numbering plates for residents rooms		\$ 1,022.84
Original request for this project	\$ 1,798.23	Total for the project	\$ 1,022.83 \$ 795.40
Total Grant Requested			\$ 113,751.85
Total Original Grant Received			\$ 105,458.37
To be requested on next Grant Application			\$ 8,293.48

If the project/event was not completed within the grant award timelines please check one of the boxes below:

Applied for an application for extension

Returned Funds

Other. Please explain _____

Have all of the funds been utilized for the project/event they were awarded for?

Yes

No

If no, please explain:

Were you successful in receiving funding from other entities? Please include In-Kind Donations.

List any In-Kind Services you have provided:

Reporting can be submitted via one of the following:

1. Click the submit button on the form for electronic submission
2. Mail: MD of Greenview, 4806- 36 Avenue, PO Box 1079, Valleyview AB T0H 3N0
3. In person delivery: Any Greenview office
4. For questions, please email greenviewgivesback@mdgreenview.ab.ca

You may attach a separate piece of paper if additional room is required.

Ridgevalley Seniors Assistance Society
Financial Information

March 31, 2023

Compilation Engagement Report

To the management of
Ridgevalley Seniors Assistance Society

On the basis of information provided by management, we have compiled the Statement of Financial Position of Ridgevalley Seniors Assistance Society as at March 31, 2023, the Statements of Changes in Net Assets and Operations for the year then ended, and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Fulcrum Group

Grande Prairie, Alberta
September 21, 2023

Fulcrum Group
Chartered Professional Accountants

Ridgevalley Seniors Assistance Society
Statement of Financial Position

As at March 31	2023	2022
Assets		
Current assets		
Cash	\$ 12,979	\$ 107,417
Accounts receivable	15,073	34,103
Prepaid expenses	11,458	3,124
	<u>39,510</u>	<u>144,644</u>
Property and equipment		
Land	367,641	349,338
Buildings	3,104,472	2,850,583
Equipment	263,239	257,291
	<u>3,735,352</u>	<u>3,457,212</u>
Accumulated amortization	(543,622)	(484,992)
	<u>3,191,730</u>	<u>2,972,220</u>
	<u>\$ 3,231,240</u>	<u>\$ 3,116,864</u>

See accompanying notes

Ridgevalley Seniors Assistance Society
Statement of Financial Position, continued

As at March 31	2023	2022
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	\$ 165,435	\$ 75,169
Deferred revenue	18,671	58,650
Bank loan	583,398	358,902
Current portion of long-term debt	51,429	48,429
	<u>818,933</u>	<u>541,150</u>
Long-term debt	<u>464,786</u>	<u>362,964</u>
	<u>1,283,719</u>	<u>904,114</u>
Fund balances		
Unrestricted fund	260,558	5,759
Alberta Health Services operations	(239,525)	(46,275)
Residential services	(165,629)	(50,642)
Grant funding	-	101,981
Invested in property and equipment	2,092,117	2,201,927
Duplexes	-	-
	<u>1,947,521</u>	<u>2,212,750</u>
	<u>\$ 3,231,240</u>	<u>\$ 3,116,864</u>

See accompanying notes

Approved by the treasurer

_____ Treasurer

Ridgevalley Seniors Assistance Society
Statement of Changes in Net Assets

Year ended March 31, 2023

2023

	Total	Unrestricted fund	Alberta Health Services operations	Residential services	Grant funding	Invested in property and equipment	Duplexes
Balance, beginning of year	\$ 2,212,750	\$ 5,759	\$ (46,275)	\$ (50,642)	\$ 101,981	\$ 2,201,927	\$ -
(Deficiency) excess of revenues over expenditures	(265,229)	96,446	(193,250)	(114,987)	-	(44,212)	(9,226)
Purchase of property and equipment	-	(169,969)	-	-	(102,979)	286,477	(13,529)
Financing obtained	-	354,499	-	-	-	(354,499)	-
Financing repaid	-	(25,179)	-	-	-	25,179	-
Change to prior year allocation	-	(998)	-	-	998	-	-
Reclassify amortization expense on rentals	-	-	-	-	-	(22,755)	22,755
Balance, end of year	\$ 1,947,521	\$ 260,558	\$ (239,525)	\$ (165,629)	\$ -	\$ 2,092,117	\$ -

Ridgevalley Seniors Assistance Society
Statement of Changes in Net Assets, continued

Year ended March 31, 2023

2022

	Total	Unrestricted fund	Alberta Health Services operations	Residential services	Grant funding	Invested in property and equipment	Duplexes
Balance, beginning of year	\$ 2,164,253	\$ 68,837	\$ -	\$ 17,795	\$ 6,049	\$ 2,071,572	\$ -
Excess (deficiency) of revenues over expenditures	48,497	107,076	(46,275)	(68,437)	95,932	(44,788)	4,989
Purchase of property and equipment	-	(485,118)	-	-	-	508,765	(23,647)
Financing obtained	-	358,902	-	-	-	(358,902)	-
Financing repaid	-	(36,847)	-	-	-	36,847	-
Reclassify prior year surplus	-	(7,091)	-	-	-	-	7,091
Reclassify amortization expense on rentals	-	-	-	-	-	(11,567)	11,567
Balance, end of year	\$ 2,212,750	\$ 5,759	\$ (46,275)	\$ (50,642)	\$ 101,981	\$ 2,201,927	\$ -

See accompanying notes

Ridgevalley Seniors Assistance Society
Statement of Operations

Year ended March 31	2023	2022
Revenues		
Alberta Health Services, Schedule 1	\$ 429,002	\$ 537,057
Residential services, Schedule 2	254,031	293,079
Duplexes, Schedule 3	67,883	40,480
Grants, Schedule 4	-	105,458
Donations and fundraising	92,281	101,711
Parking	840	990
Workers incentive program	3,325	4,375
	<u>847,362</u>	<u>1,083,150</u>
Expenditures		
Alberta Health Services, Schedule 1	622,252	583,332
Residential services, Schedule 2	458,975	464,286
Duplexes, Schedule 3	77,109	35,491
Grants, Schedule 4	-	9,526
Amortization	41,414	41,396
	<u>1,199,750</u>	<u>1,134,031</u>
Deficiency of revenues over expenditures from operations	(352,388)	(50,881)
Other income (expense)		
Loss on sale of property and equipment	<u>(2,798)</u>	<u>(3,392)</u>
Deficiency of revenues over expenditures before deficit funding	(355,186)	(54,273)
Heart River Housing deficit funding	<u>89,957</u>	<u>102,770</u>
(Deficiency) excess of revenues over expenditures	\$ (265,229)	\$ 48,497

See accompanying notes

Schedule 1
Ridgevalley Seniors Assistance Society
Schedule of Alberta Health Services

Year ended March 31	2023	2022
Revenue		
Alberta Health Services	\$ 365,157	\$ 470,657
Resident premiums	<u>63,845</u>	<u>66,400</u>
	429,002	537,057
Expenditures		
Cleaning and laundry	5,979	6,705
Medical supplies	2,457	1,337
Office supplies	-	70
Professional fees	7,665	8,171
Repairs and maintenance	-	4,500
Staff education (recovery)	(2,333)	8,335
Subcontractors	-	110
Vehicle	9,379	2,079
Wage costs	<u>599,105</u>	<u>552,025</u>
	622,252	583,332
Deficiency of revenues over expenditures	\$ (193,250)	\$ (46,275)

See accompanying notes

Schedule 2
Ridgevalley Seniors Assistance Society
Schedule of Residential Services

Year ended March 31	2023	2022
Revenue		
Unit rentals	\$ 222,166	\$ 227,487
Grants	26,853	52,726
Meals	2,877	10,321
Laundry and cleaning	2,135	2,545
	254,031	293,079
Expenditures		
Benefit costs	43,645	34,456
Building maintenance	37,512	49,752
Cleaning and laundry	7,203	11,523
Electricity	31,949	24,062
Equipment repair	2,843	3,938
Food supplies	55,050	53,733
General labour	193,000	193,000
Goods and services tax expense	4,083	4,379
Grounds maintenance	9,998	8,176
Heating fuel	9,464	11,275
Insurance	10,316	10,605
Kitchen supplies	7,065	4,766
Office supplies	15,088	13,710
Professional fees	13,019	22,627
Program costs	6,732	1,672
Staff education	50	1,370
Telephone and communications	3,585	3,564
Travel	1,593	-
Waste removal	300	889
Water and sewer	6,480	10,789
	458,975	464,286
Deficiency of revenues over expenditures before deficit funding	(204,944)	(171,207)
Heart River Housing deficit funding	89,957	102,770
Deficiency of revenues over expenditures	\$ (114,987)	\$ (68,437)

See accompanying notes

Schedule 3
Ridgevalley Seniors Assistance Society
Schedule of Duplexes

Year ended March 31	2023	2022
Revenue	\$ 67,883	\$ 40,480
Expenditures		
Amortization	22,755	11,567
Building maintenance	1,228	1,062
Insurance	4,193	1,680
Interest and bank charges	38,153	10,367
Utilities	10,780	10,815
	77,109	35,491
(Deficiency) excess of revenues over expenditures	\$ (9,226)	\$ 4,989

See accompanying notes

Schedule 4
Ridgevalley Seniors Assistance Society
Schedule of Grants

Year ended March 31	2023	2022
Revenue		
Grant funding	\$ -	\$ 105,458
Expenditures		
Repairs and maintenance	-	9,526
Excess of revenues over expenditures	\$ -	\$ 95,932

See accompanying notes

Ridgevalley Seniors Assistance Society

Notes to Financial Information

1. Basis of accounting

The basis of accounting applied in the preparation of the Statement of Financial Position of Ridgevalley Seniors Assistance Society as at March 31, 2023 and the Statements of Changes in Net Assets and Operations for the year then ended is the historical cost basis and reflects cash transactions with the addition of the following:

- ♦ accounts receivable less an allowance for doubtful accounts
- ♦ prepaid expenses as at the reporting date
- ♦ property and equipment recorded at net book value
- ♦ accounts payable and accrued liabilities
- ♦ deferred revenue representing designated donations which have not yet been spent and for which there is no designated fund
- ♦ long-term debt including current portion



REQUEST FOR DECISION

SUBJECT: **Sponsorship Request - City of Grande Prairie**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 12, 2024 CAO: MANAGER:
DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER: LD
STRATEGIC PLAN: Culture, Social & Emergency Services LEG:

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Council take no action in the sponsorship request of \$10,000.00 from the City of Grande Prairie for the 2024 Canada Day Celebration.

BACKGROUND/PROPOSAL:

The City of Grande Prairie will be hosting its 2024 Canada Day celebrations on July 1st, 2024, at Muskoseepi Park in Grande Prairie, Alberta. The City is requesting a \$10,000.00 sponsorship to aid in the costs associated with hosting the “Community Stage”, which involves the showcase of up-and-coming artists and performers at the Canada Day celebrations.

The organizers promote the City of Grande Prairie as a regional hub for surrounding communities and hosts the largest, free community event of the year, attracting over 15,000 residents and visitors from the Peace Region into the downtown core and Muskoseepi Park for this event.

Administration is recommending that Council take no action in the sponsorship request as many of the Greenview hamlets and community organizations host their own Canada Day celebrations. In addition, as per Policy 8012 -Sponsorships; “to be eligible an organization must be a non-profit organization”. However, Council does have the option to discuss and award at their discretion.

The balance of the Community Services Sponsorships budget currently totals approximately \$157,200.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview would be following its implemented policies.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to recommend a sponsorship amount for the City of Grande Prairie's Canada Day celebrations.

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 advise the City of Grande Prairie of Council's decision.

ATTACHMENT(S):

- City of Grande Prairie Sponsorship Application

Greenview Sponsorship and Donation Request Form

Row 108

Organization or Person Requesting Funds	City of Grande Prairie
Date of Application	02/13/24
Form Date Field	194
Date of Event	07/01/24
Phone Number	780-357-7538
Purpose of Organization	rderksen@cityofgp.com
Mailing Address	City of Grande Prairie P.O. Bag 4000 Grande Prairie, AB Canada T8V 6V3
Funding Request Total	\$10,000.00
Type of sponsorship request	Event
Describe your organization	As a regional hub, the City of Grande Prairie serves a trade area of 300,000+. Canada Day is the largest free, community event of the year. Attracting over 15,000 residents and visitors from the Peace Region into the downtown core and Muskoseepi Park.
Intended Purpose	Community stage sponsor to support a showcase of Canadian, up and coming artists and performers on Canada Day.
Direct Goals	Maintain a robust schedule of entertainment to serve the growing diversity of audiences while keeping participation completely free.
Where/When?	July 1, 2024 in Muskoseepi Park, Grande Prairie
Benefit to residents of Greenview	Greenview Residents will enjoy a full day of free entertainment alongside their regional neighbours. This event creates a strong sense of community and unity as Canadians and as Albertans. Your sponsorship will show residents of both municipalities that we are partners in all aspects of building community.
How many people will benefit	15000+
Funding from others	Total event funding needed is in excess of \$130,000 from funding, grants and sponsorship.
Additional Information	Talent for the community stage has historically included those with MD of Greenview roots. This is a great opportunity to showcase the variety of talents that come from our region.
Recognition	Logo on stage schedule, Logo on welcome booth map, Fence banner opportunities, stage branding opportunities, Verbal recognition by the event MC on the stage, prime placement in the Canada Day parade, Logo and embedded link on the event calendar listing.
Previous Donation	Greenview has not sponsored Canada Day in the last 2 years.
Grant Funds Received from other sources?	
Have you performed any other fundraising projects?	
Agreement	
Grant Purpose	
Column24	
Year Grant Received	
Amount of Grant	
List the donae, purpose and amount	

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



REQUEST FOR DECISION

SUBJECT:	Sponsorship Request - Grande Cache Memorial Icebreaker Tournament		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 12, 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 a sponsorship of \$8,000.00 to the Grande Cache Memorial Icebreaker Tournament to cover recreation centre and rental fees on April 5-7, 2024, with funds to come from the Community Services Sponsorship budget.

BACKGROUND/PROPOSAL:

The Grande Cache Memorial Icebreaker organization is requesting a sponsorship of \$10,000.00 to assist with costs incurred by the recreation centre fees for the adult tournament set to run April 5-7, 2024, at the Grande Cache Recreation Centre.

The Grande Cache Memorial Icebreaker Hockey Tournament is a non-profit organization that hosts this event annually in memory of past teammates, coaches and volunteers who have impacted hockey within the community of Grande Cache. The first tournament was held in 1998, hosted by Larry Miners as a year-end wrap-up tournament. After Mr. Miner's passing, a committee of volunteers was formed to keep the tradition alive. The direct goal of the event is to raise as much money as possible to help support members and organizations of the Grande Cache community that are in need. This tournament has taken on the role of an annual memorial event and a homecoming for the people of Grande Cache.

The organization reports they have raised approximately \$400,000.00 throughout the years of hosting this tournament. 100% of the net proceeds, after expenses are paid, go back into the community and surrounding indigenous communities. Proceeds have supported groups such as Minor hockey, figure skating, KidSport and individuals or families who are in financial distress due to medical issues etc.

The Grande Cache Memorial Icebreaker hockey tournament organization has requested donations and sponsorships from other local and corporate businesses within the Grande Cache area and has historically received generous support from the community and local businesses.

Greenview previously approved a sponsorship to the Grande Cache Memorial Icebreaker Tournament in 2023, for \$7,540.00 to cover the facility rental fees. Administration is recommending a sponsorship in the amount of \$8,000.00 to aid in covering facility costs, as costs have increased since the last event, allowing the tournament to raise more funds that go directly back into the community.

In recognition of Greenview's sponsorship, the committee would display a banner thanking Greenview for their support and provide verbal mentions throughout the event.

The balance of the Community Services Sponsorships budget currently totals approximately \$157,200.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview is sponsoring a long-standing community fundraiser that has a community wide reach and supports organizations and individuals in the community who require financial assistance.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that Council could see an increase in additional requests for other memorial tournaments requesting sponsorship, from Greenview, that are hosted within Greenview's communities.

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

Direct Costs: \$8,000.00

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 the Grande Cache Memorial Icebreaker Committee of Council's decision.

ATTACHMENT(S):

- Grande Cache Memorial Icebreaker Tournament – Sponsorship Request
- 2023 Rental Agreement for Reference

Greenview Sponsorship and Donation Request Form

Row 104

Organization or Person Requesting Funds	Grande Cache Memorial Icebreaker Hockey Tournament
Date of Application	02/01/24
Form Date Field	190
Date of Event	04/05/24
Phone Number	780-501-9206 780-719-5035
Purpose of Organization	
Mailing Address	PO box 1524 Grande Cache, AB T0E 0Y0
Funding Request Total	\$10,000.00
Type of sponsorship request	Event
Describe your organization	Grande Cache Memorial Icebreaker Hockey tournament is a special event held annually in memory of teammates, coaches, and volunteers who have had an impact on hockey in the community of Grande Cache. The tournament proceeds support local charities and provide much needed assistance for many in the community of Grande Cache and the surrounding Indigenous communities. To date the tournament has raised over \$400,000.00.
Intended Purpose	The purpose of the funds would be to offset the cost of putting on this event. The money will assist in paying for the rental of the Grande Cache Recreation Centre ice fees, curling rink, lobby and boardroom rental), official's fees and supplies necessary for a successful tournament.
Direct Goals	This event is an annual hockey tournament that brings together present as well as past community members to raise money in memory of those we have lost, that are near and dear to our hearts. The tournament starts Friday afternoon and ends with final playoff games Sunday afternoon followed by closing ceremonies and awards. There will be a beer garden that will be open throughout the weekend. Saturday night we will host a dance with a live band.
Where/When?	This event will be taking place at the Grande Cache Recreation Centre April 5-7, 2024
Benefit to residents of Greenview	This event brings together many members of the community and surrounding area as a fun way to socialize and while raising money to donate back into the community through local charities, youth groups, families and individuals in need. This event also brings back many past residents to town who will in turn support local businesses for example hotels, stores and restaurants.
How many people will benefit	Many people will benefit from this event. All money raised is donated back into Grande Cache and Surrounding Indigenous communities.
Funding from others	We are sending out donation letters to all local businesses. We expect to have a lot of community support as in the past we have had very generous monetary donations as well as raffle prize donations from the community members and local businesses.
Additional Information	The 2024 Ice Breaker event is taking place April 5th to 7th at the Grande Cache Recreation Centre. This event is held annually in memory of teammates, coaches, and volunteers who had an impact on hockey and the community in Grande Cache. This event has taken place in Grande Cache since 1998, with the exception of 2020 to 2022 due to the COVID 19 pandemic. We were grateful to bring back this event post covid. It was amazing to see family, friends and neighbors having a fun and making new memories that we will share for years to come. We believe the benefits it had on the community were much more than just monetary! Without the generous support of our sponsors over the last 26 years, the success of the Grande Cache Memorial Ice Breaker Tournament would not have been possible. To date, the tournament has raised over \$400,000.00 that has been donated back into our community to assist families, individuals, groups and organizations in need. The Memorial Icebreaker Tournament would like to thank you for any support that you may provide this year. This event is part of the fabric of our community.
Recognition	We would like to display a banner thanking the MD of Greenview for their sponsorship and in our closing ceremonies.

Previous Donation	Yes we did receive a generous donation from Greenview for last years event. We publicly recognized the MD during our closing ceremonies and on social media.
Grant Funds Received from other sources?	
Have you performed any other fundraising projects?	
Agreement	
Grant Purpose	
Column24	
Year Grant Received	
Amount of Grant	
List the donaee, purpose and amount	
What type of fundraising & how much did you raise?	
Signature	
Date	
Financial Statement	
Administration Recommendations	
Email	
MD Logo	
Email Comm.	
List for Recognition	
Contact Name(s)	Nicole Young Stewart Anderson
Logo Permission	
Agreement with Statement	
Signature1	Nicole Young
FOIP Disclosure	



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Department of Recreation Services Grande Cache Recreation Centre Special Events Booking Form

DEPARTMENT OF RECREATION SERVICES MISSION STATEMENT

"We meet the needs of the citizens ahead of the needs of systems."

Thank you for choosing the MD of Greenview to host your event and we are excited to host your event in our venue. Please see the below "Community Special Events Booking Information Sheet". By completing this form, you will receive all the required information to hold a successful community event on municipal property, in accordance to Municipal, Federal, Provincial and OH&S guidelines.

The information provided, will assist Greenview, in determining the requirements necessary for your event or function. Based on the information provided, we will provide all of the necessary contact information and directions to the appropriate resources for your upcoming event. Upon completing the form, Natasha Brown, Administrative Support, will contact you for an event consultation prior to your event. If you have any further questions or concerns, Natasha can be reached at: (780) 827- 2446 ext. 2117 or via email at natasha.brown@mdgreenview.ab.ca Please ensure that your event information is submitted **30 days prior** to the event date(s). *Please note: Facilities are booked on a first come- first served basis. Book early to assure your space. *

Events REQUIRING completion of this form:

Events that are of a larger-scale held within or around our facilities, fields and parks are asked to complete the below form, as these events typically require more details and resources to be successful. These events include, but are not limited to: Indoor or Outdoor Special Events, Theatre & Musical Performances or Concerts, Weddings, Specialty Shows, and Fundraisers.

General Facility Bookings that DO NOT require completion of this checklist:

It is not required to complete the Events Checklist for programs or activities requiring a general booking or room rental space at the Recreation Centre These types of events/activities may include: Birthday Parties, School Facility booking, and AGM's. Please contact Natasha Brown to assist you with booking and availability, as it relates to the Party & Swim Meet Booking Form or Sports & Tournaments booking form.

We are looking forward to assisting you with your upcoming event. If you have any further questions or concerns, please do not hesitate to contact us at:

Natasha Brown
Administrative Support
Grande Cache, MD of Greenview
Phone: (780) 827- 2446 ext. 2117
Natasha.brown@mdgreenview.ab.ca



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Department of Recreation Services Grande Cache Recreation Centre Special Events Booking Form

Today's Date: _March 14, 2023

Event or Activity Name: 2023 Ice Breaker

Organizational Information:

Organization Name: Grande Cache Memorial Ice Breaker Hockey Tournament Committee

Are you a registered Non-profit? ☒ Yes ☐ No

Primary Event Organizer Contact Information:

Name: Stewart Anderson
Telephone: (780) 719 5035
Cell Phone:
Email Address: Box 1524 (Ice Breaker)
City: Grande Cache
Province: AB.
Postal Code: T0E 0Y0

Alternate Event Organizer Contact Information:

Name: Nicole Young
Telephone: (780) 501 9206
Cell Phone:
Email Address:
City: Grande Cache
Province: AB.
Postal Code: T0E 0Y0

Event Information:

Event Type:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Party | <input type="checkbox"/> Wedding | |
| <input type="checkbox"/> Convention | <input type="checkbox"/> Public Event | <input type="checkbox"/> Formal Ceremony (grad, gala or funeral) |
| <input type="checkbox"/> Musical/ Theatre Production | <input type="checkbox"/> Special Interest Group (animal/art show) | <input checked="" type="checkbox"/> Other Hockey Tournament |
| <input type="checkbox"/> Private Event | | |

Location of Event:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Old lobby | <input type="checkbox"/> MPR # 2 (Preschool Room) (Max. 136 people) | <input type="checkbox"/> MPR # 4 (ATCO Meeting Room) (max. 84 people) |
| <input checked="" type="checkbox"/> Curling Rink (max. 565 people (with tables & chairs) | <input type="checkbox"/> MPR # 3 (Arts & Culture Room) (Max. 52 people) | <input type="checkbox"/> Central Park |
| <input checked="" type="checkbox"/> Curling Rink Kitchen | <input type="checkbox"/> Pool* | <input checked="" type="checkbox"/> Other Board room |
| <input checked="" type="checkbox"/> Skating Rink | <input type="checkbox"/> Grotto (max. 7 people) | |
| <input type="checkbox"/> MPR # 1 (Glass Room) (Max. 43 people) | | |

If interested in the pool, please complete the pool rental form to ensure compliance with pool regulations

Memorial Ice Breaker hockey tournament starting on Friday April 14th @ 3:30 pm – Sunday, April 16th – 4 pm (ish). Beer gardens in curling rink with raffle prizes and more! Wrap up after game. Dance of Saturday night. *Need to put up jersey signs prior to the event. Stu will bring them ahead of time.

Event Description: Please provide a brief overview of the event.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Department of Recreation Services Grande Cache Recreation Centre

Special Events Booking Form

Date(s)	Event Operating Hours	Expected Attendance	Set up time(s) (am/ pm)	Tear down time(s) (am/ pm)	Facility (if using more than one location)
Thur. April 13, 2023	N/A	20	7:00 pm	N/A	Lobby (decorating)
Friday, April 14, 2023	2:00 – Midnight	300	Noon		Curling rink
Friday, April 14, 2023	2:00 – Midnight	300	Noon		Lobby
Friday, April 14, 2023	3:30 – 12:30 pm	230	N/A		Ice
Sat., April 15, 2023	Midnight-3:00 am	600	N/A	N/A	Curling Rink & lobby
Sat. April 15, 2023	7:00 am – 8:30pm	200			Ice
Sat. April 15, 2023	10am-midnight	200	10 am	N/A	Lobby & Curling rink
Sun, April 16, 2023	Midnight -3 am	400	N/A		Lobby & curling rink
Sun, April 16, 2023	10:00 - 6:00 pm	200	N/A	4:00 pm	Lobby & Curling rink
Sun, April 16, 2023	8:00 am – 5:00pm	350	N/A		Ice

Please fill out the above chart with the dates and times that you require access to our facilities to set up, operate and clean up after your event.

Event Resources:

Please indicate which resources you require for your event, and include any details regarding use of these resources. In addition, you may wish to provide an additional outline with more detailed information along with a site layout for reference purposes.

Resource Details:	Yes	No	Date required	Time Required	Location	Additional Information
Parking Do you require parking available? Do you need blockades set up?	Yes		Friday, April 14 th	Noon	Curling rink & back hallway	
Admission Charged	Yes					Just for dance
Event Signage (Includes outdoor and indoor signs)	Yes		Thurs. April 13 th			
Use of Sound system, speakers, microphone and podium?	Yes		Fri. & Sunday (mic & system)			Penalty box Bringing in own system for dance
Tents, canopies or portable structures?	No					
Food & Beverages for public or private consumption? Did you get your temporary food permit from Alberta Health Services?	Yes		Friday & Saturday & Sunday			The permit is available through Alberta Health Services. Ridge will provide food at Curling Rink
Use of Barbecue(s)		No				
Use of Fire Pit(s)		No				



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Department of Recreation Services

Grande Cache Recreation Centre

Special Events Booking Form

Live Entertainment Do you have your Socan License?	Yes					Will get own lisc.
Resource Details:	Yes	No	Date required	Time Required	Location	Additional Information
Fundraising Activities Do you have your raffle #? (Raffle, 50/50's, auction?)	Yes					Will get own raffle lisc.
Alcohol Served At The Event? Have the proper permits been obtained through an AGLC outlet or AGLC directly? www.aglc.ca	Yes		Friday, Saturday & Sunday			Will get their own liquor lisc.
Petting Zoo/ Animals In The Park		No				
Carnival Rides or Amusement		No				
Use of Heavy Equipment (Scissor Lift or Skid Steer)	Yes		Prior to event			Take down McDonald Jersey's & put them up (please call Stu when you put them up)
Awards from cabinet	Yes		Friday	@ 4 pm		To be put in the Boardroom

Municipal Resources

For each resource, please indicate either "yes" or "no" and provide additional information as required.

Equipment (If Available)	Yes	No	# Requested	Additional Information	Status
Staging 4' X 8' surface per piece and 12" or 18" leg heights	Yes		All pieces	With stairs	
Audio Equipment (Speakers, microphone, etc.)	Yes			Stated above	
Chairs (Type: blue padded or folded)	440 6		All	In curling rink Lobby	
Tables (Type: Round or rectangular)	7 111 29		Rec. Rec	Lobby Curling rink Curling rink	
Lift with operator	Yes			Please see above items	
Picnic Tables		No			
Garbage Cans	Yes		As many	Throughout facility & curling rink	
Recycling Bins	Yes			Throughout facility & curling rink	
Garbage Dumpsters	Yes			Natasha to follow up with Amanada with MD	
Water Access	Yes			(not available in all locations)	
Electrical Access (not available in all locations)	Yes			All areas.	

Task List

The following items are required prior to your event. Please hand them in to our Customer Sales and Services Department, Attention Natasha Brown, if she is unavailable. Included below is the contact information, as it relates to some of the requested items.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Department of Recreation Services

Grande Cache Recreation Centre

Special Events Booking Form

Required Items	Due to the Recreation Centre by:	Date Submitted	Recreation Staff Signature
Signed Community Special Event Form	March 14, 2023	March 14, 2023	
Socan Licence Fee Paid	Before event		
Facility Terms & Agreement Signed	March 14, 2023	March 14, 2023	
Refundable Deposit (upon booking)	April 1, 2023		
AGLC Liquor Permit	April 12, 2023		
Alberta Health Permit (copy)	The Ridge		
Insurance (\$2,000,000 Liability)	April 12, 2023		
Site Layout			
Confirmed that each third party vendor, contractor and/or service provider has proper insurance & Licenses? Please supply copies.			

Task List

The following is a task list which may be helpful in developing a timeline or assuring the right organizations are aware of your event.

Organization:	Purpose	Contact Information	Task completed (Date & Signature)
Alberta Health Services – Health Inspector	Required for potlucks, barbecues, weddings and staff functions.	P. (780) 817-4117	
Alberta Gaming & Liquor Commission	Required for any event in which alcohol is served	1-800-272-8876 https://aglc.ca/	
Fire Chief	To sign off on your -Liquor permit - Fire permit (AB Forestry) - Pyrotechnics regulations	Grande Cache Forestry Office (780) 827- 3626	
Grande Cache Royal Canadian Mounted Police	For larger events, the RCMP Sargent is required to sign off on your Liquor permit	(780) 827 – 3344	

Additional Information:

- All entrances/exits, hallways, stairways and emergency/ safety equipment must remain clear and easily accessible at all times
- Outdoor plug-ins are not to be used unless prior approval has been given
- No parking in any marked Fire Lanes or crosswalks. The restriction or blocking of public access to the front entrances of any facility is prohibited. The appropriate authorities will be contacted to enforce the bylaws if needed.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Department of Recreation Services

Grande Cache Recreation Centre

Special Events Booking Form

Please note that the following prices have been taken from the Appendix A: Recreation Services Department Fee Schedule council resolution effective March 22, 2022 through to December 31, 2022. Please note that those items with an * are items that Kevin Gramm, Manager, Recreation Services fee approved.

Event Invoice:

ITEM(S)	COST	ITEM # REQUIRED	TOTAL COST:
AQUATICS FEES			
Private Pool Rental	\$140.00/ hour + tax		
Lap Pool	\$88.50 + tax		
Wave Crasher (15)	\$110.00 + tax		
Grande Ultimate (50)	\$180.00 + tax		
Additional Lifeguard	\$35.00/ hour * if available* + tax		
Sponsorship	\$185.00/ hour + tax		
Additional Adult Passes	\$6.75 + tax (aged 18 +)		
Additional Youth Passes	\$5.00 + tax (aged 5- 17)		
Wave Rave	Please refer to Facility Birthday Booking Form		
MEETING ROOM FEES			
Meeting Room Rental (includes clean up)	\$40.00 / hour + tax		
Association Meeting Room Rental	\$25.00/ hour + tax		
Meeting Room Rental Day Rate	7 hours max \$25.00 X 7 hours X 3 days		\$525.00
ARENA FEES			
Arena Rental Prime time Adult	\$170.00 + tax X 31.5		\$5,355.00
Arena Rental Prime time Youth	\$88.25 + tax		
Non-Prime Time Adult	\$110.00 + tax		
Non-Prime Time Youth	\$55.00 + tax		
Arena Pad Rental Youth (no ice)	\$38.00 + tax		
Arena Pad Rental Adult (no ice)	\$76.00 + tax		
Maximum Day Rate	\$375.00 + tax 3 days X		\$1,125.00
EQUIPMENTS FEES			
Tables (per table)	\$6.50 + tax		
Chairs (per chair)	\$3.00 + tax		
Sound system	\$100.00 + tax / event		
Lift (with operator)	\$140.00 + tax / hour		
Tent (10 X 10)	\$50.00 + tax / event		
*Black Sandwich Signs	\$20.00 + tax/ sign		
Dance Floor	\$100.00 + tax/ event		
*Ballet Bar & Mirror(s)	\$50.00 + tax/ event		
Labour (clean-up, set-up) Per Person Rate	\$57.00 + tax/ hour		
Portable Stage	\$170.00.00 + tax / event	Stage	\$170.00
SERVICE FEES			
SOCAN Licence Fee	*Prices vary, as it depends on the type of event* (Please see SOCAN Tariff 8 for further details)		
Event Deposit	\$400/event		
Rental Rate	\$40.50 + tax (per game)		
Tournament Rate	\$121.50 + tax (max day rate per ball diamond)		
SUBTOTAL :			\$7,175.00
TAX:			\$358.75
FINAL COST:			\$7,533.75



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Department of Recreation Services Grande Cache Recreation Centre Special Events Booking Form

Ice Rental Information:

Duration – each renter pays for their time on the ice

Prime time: Hours in the Arena **after 3:30 pm** on weekdays as well as days where public school is not in session (i.e. stat holidays, weekends or school professional development days)

Non-Prime Time: Operating hours in the Arena that fall outside Prime Time hours or with less than 48 hours' notice.

Adult bookings: An organization or group with 50% of its membership or participants composed of individuals 18 years of age or older.

Additional Notes


Renter Signature

STEWART ANDERSON
Renter Name

Natasha Brown

Staff Signature

March 14, 2023

Date

Checklist Reviewed by: _____ Date: _____

Copy of Insurance included: ☐ Yes ☐ No Date: _____

Copy of Checklist Given to Group ☐ Yes ☐ No



MUNICIPAL DISTRICT OF GREENVIEW NO. 16



GFRS FORM ID 2103

MAXIMUM OCCUPANT LOAD

Premises:

Grande Cache Memorial Ice Breaker

Grande Cache Recreation Center - Curling Rink Rm

Address:

10450 Hoppe Ave

Grande Cache, AB T0E 0Y0

Signed by:

Owner/Representative:

Wayne Brown

Regional Fire Chief

SCO# 00094

Date of Issue: 4/14/23

Occupant Load valid - April 14, 2PM - April 16, 6PM

National Fire Code Alberta Edition, Division "B", Article 2.7.1.3.

1) The maximum permissible occupant load for any room shall be calculated on the basis of the lesser of

- a) The number of occupants determined in accordance with Table 3.1.17.1 of Division B of the NBC(AE),
- b) The occupant load for which means of egress are provided, or
- c) The occupant load as calculated and posted in accordance with the NBC(AE).

2) The number of occupants permitted to enter a room shall not exceed the maximum occupant load calculated in conformance with the Sentence (1).

See Article 2.7.1.2 and 2.7.1.5 of the NFC(AE) which specifies the required aisle, row and non-fixed seating arrangements.

Standing Space

Space with Fixed Seats

Space with Non-Fixed Seats

Space with Non-Fixed Seats and Tables

Dining and Beverage and Cafeteria Space

*Occupant Load restricted by means of egress

FAILURE TO ENSURE THAT THE MAXIMUM OCCUPANT LOAD IS NOT EXCEEDED COULD RESULT IN THE OWNER OR PERSON(S) IN CHARGE BEING FOUND GUILTY OF AN OFFENCE UNDER THE SAFETY CODES ACT

TO BE POSTED AT THE PRINCIPAL ENTRANCE



REQUEST FOR DECISION

SUBJECT:	Swan City Snowmobile Club Correspondence Request		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 12, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LL
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the letter of request from the Swan City Snowmobile Club, dated February 8, 2024, for information, as presented.

BACKGROUND/PROPOSAL:

The Swan City Snowmobile Club has submitted the attached letter, dated February 8, 2024, to Greenview requesting consideration of a transfer of ownership or purchase of one 80-120 horsepower four-wheel drive tractor with the ability to have a blade and a mower.

The Swan City Snowmobile Club is a non-profit organization responsible for maintaining the trail system around the Big Mountain and Kakwa Wildland areas.

Administration appreciates the Swan City Snowmobile Club's approach to looking for second hand equipment, however, Greenview does not currently have the requested type of surplus equipment available. Administration has contacted the Swan City Snowmobile Club to ensure they are aware of the opportunity to apply for a capital grant if they choose. The Swan City Snowmobile Club is prepared to present an overview of the organization at an upcoming Committee of the Whole meeting.

Greenview has historically provided an annual operating grant to the Swan City Snowmobile Club in the amount of \$20,000.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the correspondence for information is to confirm receipt of the letter.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to request additional information from the Swan City Snowmobile Club and/or for the Club to present at a future Committee of the Whole meeting.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will respond to the Swan City Snowmobile Club's letter.

ATTACHMENT(S):

- Swan City Snowmobile Club Request Letter



February 8, 2024

Dear MD of Greenview,

I am writing to request your consideration of a transfer of ownership or purchase of a 80 - 120 horsepower 4 wheel drive with the ability to have a blade and a mower.

As you may already know, the Swan City Snowmobile Club is a non-profit organization that is responsible for maintaining the trail system around Big Mountain and the Kakwa Wildland area.

By adding a preowned tractor to the equipment fleet, we would be able to demonstrate fiscal responsibility to our members, while also improving our ability to provide prompt snow removal services to all users of the Kakwa staging area during the winter season. Additionally, we would be able to maintain the parking area in Kakwa along with the Big Mountain camping area, with greater ease during the summer months.

Thank you for your time and consideration. We look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Terri Buchberger", is written over a horizontal line.

Terri Buchberger

Swan City Snowmobile Club

President

403-934-7563



REQUEST FOR DECISION

SUBJECT:	Voyent Alert Notifications		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 12, 2024	CAO:	MANAGER: SAS
DEPARTMENT:	Communications	DIR: MAV	PRESENTER: NB
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve a staged expansion of voluntary notifications available to residents through the Voyent Alert System as presented.

BACKGROUND/PROPOSAL:

On January 31, 2024, Greenview launched the Voyent Alert System, a versatile communication system designed for critical emergency notifications with additional voluntary subscription-based notification capabilities such as day-to-day notifications, including road closures, water/sewer disruptions, garbage/recycling pickup disruptions, Greenview meetings and events, and more.

This service automatically formats delivery to various channels such as a mobile app, text/SMS messages, email, voice calls, and social media integration. Recipients can register to receive alerts of their choosing in multiple formats, selecting only the alerts they want to receive (except for Emergency Alerts, which cannot be opted out of). Advanced geofencing and topic groups enable target alerts to specific localized areas, reducing confusion in a diverse municipality like Greenview.

Administration is recommending a staged approach to adding types of notifications and taking advantage of Voyent's additional functionality. Greenview's ability to communicate with residents who have limited access to reliable high-speed broadband coverage in many rural areas of Greenview would be enhanced with the expanded types of notifications available to registered residents who voluntarily opt into this service.

The proposed expansion of Greenview's Voyent Alert subscription services is proposed in 3 stages, namely:

Stage 1: Current – September 30, 2024

- Emergency notifications only

Stage 2: October 1, 2024 – December 31, 2024

- Emergency notifications with the addition of road closures, detours, water/sewer disruptions, garbage/recycling pickup disruptions etc.

Stage 3: January 1, 2025 – onwards

- (Full use of the notification features available with the Voyent Alert System.) All of the above notifications with the addition of Greenview meetings, Greenview event notifications, Greenview Facility Schedule Changes, etc.

A general listing of secondary types of notifications is attached as Schedule 'A'. Administration will continue to encourage registration through marketing efforts in an ongoing campaign to encourage Greenview residents to sign up for the Greenview Voyent Alerting system.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is a better level of service provided to Greenview residents through the Voyent Alerting System.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to authorize Administration to utilize the Voyent Alert System for emergency notifications only.

ALTERNATIVE MOTION:

Alternative #2: Council has the alternative to amend the proposed staged approach to launch notifications to Greenview residents via the Voyent Alert System.

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 continue to actively encourage residents of Greenview to register for the Voyent Alert System and adopt a staged approach as per Council's direction.

ATTACHMENT(S):

- Voyent Alert - Schedule 'A'

SCHEDULE 'A'

VOYENT ALERT

POTENTIAL SECONDARY / DAY-TO-DAY NOTIFICATION TYPES

Meetings

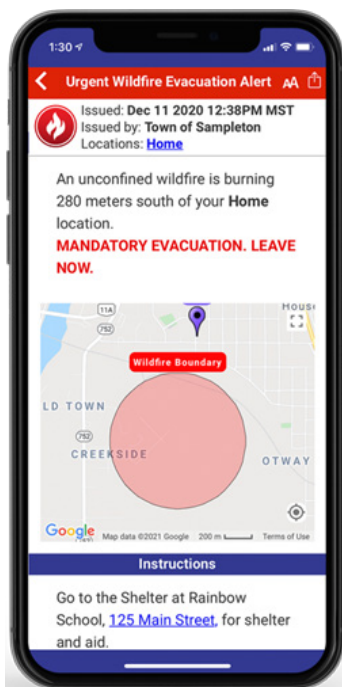
Greenview Regular Council Meetings
Greenview Committee of the Whole Meeting

Events

Greenview Ratepayer BBQs
Greenview Public Engagement Meetings
Greenview Open Houses

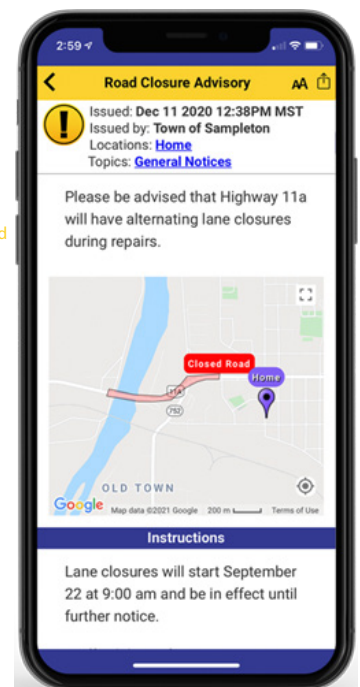
Notifications

Greenview Road Maintenance Closures
Garbage/Recycling pickup schedule changes
Water/Sewer Interruptions
Facility hour changes (eg. closure notices at Recreation Centres for private rentals)



←
EMERGENCY ALERT
Alarm will sound - cannot turn off

→
INFORMATION ALERT
No Alarm - option to turn off notification sound





MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: CAO Services

Submitted by: Stacey Wabick, CAO

Date: 3/7/2024

In early February the Senior Leadership Team (SLT) convened for their annual organizational review, where a comprehensive assessment of Greenview's operations took place. The team strategized on ways to streamline systems for smoother functioning. A pivotal aspect of the retreat was the finalization of edits to the Strategic Plan, accompanied by discussions of corporate culture, and how to effectively link everyone to the Strat Plan and solidify their value to Greenview in their everyday operations. To compliment this, SLT also completed a visit to all departments throughout Greenview. The exception was the Valleyview Operations team which is being rescheduled due to weather. The purpose of these meetings is to meet with as many staff as possible and provide an overall corporate update, then have a discussion on any topic that should arise.

Stacey, alongside Council and staff participated in Growing the North Conference, integrating daily conference sessions with meetings with Ministers, Stakeholders, and First Nations. This week proved highly impactful, especially with discussions around Memorandums of Understanding (MOUs) with some First Nations, signifying progress in our collaborative efforts. Furthermore, additional meetings are scheduled to in the near future.

Later in the month, Reeve Tyler Olsen and Stacey attended a casual event with Ministers. This event proved successful as discussions were had about important Greenview initiatives such as the Greenview Industrial Gateway, and raising concerns around drought conditions, the upcoming fire season, funding of programs, etc., the evening also resulting in securing meeting arrangements for the spring RMA Conference. The following evening Reeve Olsen and Stacey attended the Evening with Grande Prairie event in Edmonton. This was another successful networking event, and helped show the important collaborative approach that Greenview, County of Grande Prairie and City of Grande Prairie are taking in an effort to forward regional initiatives.

As part of our ongoing endeavors, the team is actively engaged in crafting government briefings for RMA, with plans to present these to Council shortly. February was marked by strategic planning, successful networking, and significant progress in solidifying partnerships through the signing of MOUs with First Nations.



Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

Date: 3/12/2024

Director Corporate Services – Ed Kaemingh

- **Governance** – *Regular communication between Council & Administration:*

I prepared a briefing note for the Reeve on the impacts of the Local Government Fiscal Framework (LGFF) program, the program change from the Municipal Sustainability Initiative (MS) program favoured Edmonton and Calgary whose allocated share of the total program funding went from 46% to 53%. Greenview's share of the total allocation went from 0.66% to 0.40%.

The conclusion of the briefing note is that Greenview contributes a great deal to the local region, has taken on significant infrastructure responsibilities with adding the former Town of Grande Cache, has contributed \$60 million to the upgrades to Highway 40 and is currently investing in growing Alberta's economy through the Greenview Industrial Gateway. As a result, Greenview has unique infrastructure and funding needs that are not accounted for in the current LGFF program.

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

I have been working with Legislative Services and Emergency Social Services to finalize the details of the Evacuation Assistance Program policy, this will provide the guidelines we will follow in the case of an emergency evacuation under Statement of Local Emergency.

I have reviewed the Asset Disposal policy, we had targeted the policy to be at the March Policy Review Committee, however I decided to move it to the April Policy Review Committee to work with our Asset Management Officer on some fine tuning of the policy.

I met with Finance and Administration and our Investment Advisors CIBC Wood Gundy, our overall investment strategy and change in investment firms has proven to be a positive decision.

Along with Senior Leadership Team led by the CAO we met with staff as the CAO shared some of the success and challenges in Greenview and provided the opportunity for feedback.

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:*

While there are still some invoices and activity for 2023 that come in, the majority of the work directly related to 2023 has been complete. At this point the work shifts to those members of the team that are working in 2024, and others that are more focused on the preparation of files for audit. With the auditors scheduled to be on site mid-March, there is a limited period of time to get these files ready and reviewed. With new auditors this year that also expands the deliverables a bit, as there is more basic information that needs to be shared and even definitions of acronyms or processes used within Greenview that they are not familiar with.

Accounts Payable Statistics:

METHOD	MONTH	# OF PAYMENTS	# OF INVOICES	\$ VALUE OF PAYMENTS
EFT	January	535	130	\$6,632,666
CHQ	January	154	177	337,177

As the period has not closed at time of preparing this report. February stats will be presented next month.

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 February was still 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. We created 151 new asset cards for 2023.

The first part of the month was focused on a review of our GL accounts and creating adjusting journal entries as required. After those were completed, final adjustments to working paper were done. We received the audit file listing the last week of February, so we have now shifted focus to preparing and reviewing the audit files to be uploaded into the portal. The audit file is due March 11th, and the auditors will be onsite March 18th.

We have also been gathering the final 2024 budget adjustments in preparation for the presentation to Council at the March 26th regular meeting. This included requests from departments which were reviewed by SLT and were evaluated based on the principal of materiality or significance. The 2024 capital carry forwards were finalized after the completion of the 2023-year end review. We also received our 2023 assessment for the 2024 tax year this week so we will be updating the tax revenue estimates.

With the finalization of year end entries, the unaudited Q4 financial reporting package was also started. This will be presented to Council at the March 26th Council meeting.

As we have been focused on year end and audit, work on the chart of accounts refresh has paused. This was part of our original timeline, knowing we would have staff and time constraints at this time. We will meet again with the consultants March 15th to begin the work again on finalizing the last few items of this project.

Asset Management Officer – Jamie Hallett

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

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

Working on the Asset Management Plan (AMP) for the Category: Art/Culture/ History- Cemeteries and look to have the completed draft for end of Q1. This is on track, and I have been booking time to complete the AMP. All the data has been formatted for the report which directly represents the category of focus and all updated surveys for each cemetery will be in the appendix of the document.

Asset Management Project

Phase 3 parts of the software project have been finishing up this month. We have completed another 5 workshops on PSD operations and more departments have gone live. There has been a few bugs and tweaks to be worked out on the maintenance manager for work orders (W/O) and service requests (SR) but these changes have not been an issue for either W/O or SR. The majority of departments are now involved in the completion of work orders and developing different types of service requests.

- *Jan 2024 W/O: 277=Facilities Maintenance, 67=Operations, 3=Fleet, 14=Agriculture/Beautification*
- *Feb 2024 W/O: 83=Facilities Maintenance, 149=Operations, 14=Agriculture/Beautification, 46= Environmental Services - Utilities Grande Cache, 28=Recreation-Greenview Regional Multiplex*

2024	# of Work Orders	# of Work Orders Completed	# of Departments Involved	# of Service Requests	# Service Requests completed	# of Departments Involved
January	361	208	4	107	72	2
February	320	128	5	70	39	2
Totals	681	336	5	177	117	2

Phase 4 will start up again on May 15th, we will coordinate the new Chart of Accounts (COA) and the General Ledger (GL) into PSD. This allows the Finance Department a chance to finish 2023 audit. Once that is completed, then Phase 5 will be led by PSD for the APIs to TownSuite, which leaves us still on track for project closure September of 2024.

Asset Retirement Obligation (ARO) have been moving forward for 2023 Audit and have been sent to the auditor for the first look at the calculation used in the development of the ARO's. At the last Asset Management Advisory Committee meeting we discussed ARO's for 2023 and the 2024 lists. We discussed and planned out work for the ARO's on the lists and set up a deadline to have them completed for November 2024. Discussions on the new capital assets and what is required for PSD Citywide, along with regulatory requirements like registration and insurance, the 2024 disposals and what we are looking at this year to do. Lots of good discussion.

Continued working on the new 9100 Asset disposal and what steps are going to be followed, set timelines as per what Council was recommending and updating the document from AD26. As well, have been seeking out multiple auctioneers by getting the costs and predicted cost of disposal from 5 companies. The table of 2023 disposal list is set to be presented to Council March 12.

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 will be having a Team meeting to discuss the cyber security presentations conducted by three vendors. Information Systems will be taking time to decide as this will be affecting our level of service. Our plan is to have a vendor selected and a kick-off by end of first quarter or early second quarter.

SharePoint Online is moving along on time and on budget. Several of the departments' sites have been created as well as Greenview's hub site (intranet), now the Communications team is fine tuning it.

The Agenda Management Software is in the education stage. Two staff members are receiving training and the project is moving forward with no issues.

Information Systems has compiled a report which provides stats on blocked email due to Greenview's cyber security measures to protect staff email accounts and the organization. These stats are from January 28 to February 28, 2024.

Quantity	Type
37	Malware Blocked
1,642	Phishing Inbound Blocked

21,983	Microsoft Edge added security. Edge is a browser commonly used by staff. This number shows how many times Edge has blocked advances from websites.
2,707	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 February 13, 2024 the following bylaws and policies were reviewed by Council.

- Policy 7001 “Communications” was approved as presented. 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.
- Policy 7006 “Social Media” was approved as amended. 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.
- Policy 1036 “Social Media” was repealed and replaced with Policy 7006.
- Policy 9500 “Financial Reserves” was approved as amended. To establish reserves that will allow for future planned and unplanned expenditures required by Greenview. This will also address links to amortization and replacement of assets.
- Policy 1502 “Reserves” was repealed and replaced with Policy 9500.

On February 27, 2024, the following bylaws and policies were reviewed by Council.

- Bylaw 24-956 “Road Closure” received first reading as presented, for the purpose of closing to public travel, and creating title to, Portions of a public roadway in accordance with Section 22 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.
- Bylaw 24-957 “Grande Cache Recreation Board” received first and second reading as amended. This bylaw is to update the procedures of the board.
- Policy 6308 “Clubroot of Canola” was approved as presented. The purpose of this policy is to establish a management plan to prevent and/or minimize the spread and impact of Clubroot in Greenview. Greenview Council recognizes that Clubroot of Canola is declared a pest under the Agricultural Pests Act of Alberta and is a concern to agricultural producers within Greenview.

- Policy 6317 “Agricultural Educational Grant” was approved as amended. To provide financial assistance to those attending agricultural education events. The Agricultural Education Grant seeks to support endeavors which expands knowledge of the agriculture industry.

The Policy Review Committee’s was held on February 14, 2024 and the following policies were reviewed.

- Policies EES 05 Recovery of Emergency Services, EES 26 Mutual Aid Assistance and EES 27 Major Vehicle Incident Report, were reviewed and approved by the committee for repeal.
- Policy EES 29 Emergency Driver’s Abstract and Criminal Record Checks was approved by the committee to be transferred to an administrative policy as it only pertains to staff.
- Policy 9501 Financial Reporting. This policy outlines financial reporting requirements for Greenview. Administration will provide Council with quarterly financial reports in order to promote stewardship of Greenview resources, to support decision-making, and to provide transparent communication to the public.
- Policy 1004 Promotional Merchandise. This policy establishes the principles by which Councillors may receive and distribute Promotional Merchandise.
- Policy 1002 Travel and Subsistence. This policy seeks to provide an equitable process for the control and reimbursement of Council, Board/Committee Members, employees and volunteers for travel, food services and other business expenses incurred when conducting business on behalf of Greenview.
- Policy 1011 Northern Travel Premium. This policy provides sufficient mileage compensation to Council, staff and board and committee members while performing duties on behalf of Greenview.
- Policy 1008 Council and Board Remuneration. The purpose of this policy is to establish fair rates of compensation for Council Member and Board and Committee members.

The next Policy Review Committee is scheduled for March 13, 2024.

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

The Ward 9 (Grande Cache) By-Election was held on February 21, 2024 resulting in Marko Hackenberg being elected as Greenview’s newest Councillor and second for Ward 9. The results are as follows:

Marko Hackenberg	307
Katee Couture	239
Jean Bourdua	56
Steve Redknap	27
Jake O'Reilly	22

The total number of voters was 651, making the voter turnout roughly 18% based on Greenview's most recent census of Grande Cache.

Procurement Officer, Ashlee Holmes

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

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

This month, Procurement, in collaboration with the respective departments, finalized the water truck services on the Forestry Trunk Road tender, the Greenview Regional Multiplex Fieldhouse Cooling system upgrade tender, the Seasonal beautification (flowers and plant material) tender, the replacement of the Ice Arena and Installation of arena boards tender, the Grande Cache Operations Building tender, the development of a Municipal Development Plan tender, and the Generator Readiness tender. In addition, the Administration launched five tenders: four for fleet vehicles (one for small and medium-sized sports utility vehicles (SUV), one for a large SUV, one for the ½ and ¾ pickups, and one for a two-ton truck), as well as grading services in the Sunset House and Sweathouse Area.

In follow-up to a previous manager's report, Procurement met with the Intermunicipal Procurement Virtual Networking group this month to discuss procurement, best practices, and trends across the province. The group was excited to welcome three new participants at this quarter's meeting. Our partnership group now includes Strathcona County, Parkland County, Lac La Biche County, Sturgeon County, and the City of Camrose.

Procurement also worked with the Community Services Coordinators, Communication, and the Government of Alberta in finalizing plans for the upcoming Greenview U on March 4th, 2024, and Community Workshop on March 9th, 2024. The Greenview U focuses on an introduction to grant and proposal writing, while the workshop will provide greater insight and assist not-for-profits with grant/proposal writing. Attendees are also encouraged to bring a project they are currently working on so the team can provide guidance and assistance if needed.

This training is a continuation of the Community Grant and Proposal writing workshop that took place on November 1, 2023.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Community Services

Submitted by: Michelle Honeyman, Director

Date: 3/12/2024

Director of Community Services, Michelle Honeyman

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

Administration, along with the Asset Manager attended the Little Smoky Community Hall meeting to discuss Additional Named Insured (ANI), separating parcels of land within the hamlet for appropriate lot addressing, updates on the community board, and discussing the baseball diamond project.

Community Services Coordinator met with the president and grant committee of the Bighorn Golden Age Club to discuss Greenview's grant process, grant resources outside of Greenview, and the ANI insurance process as they are interested in becoming an ANI under Greenview.

Administration met with the Grande Cache Recreation Board to assist with developing the process and updating the Bylaw to determine when the board receives grant applications. Moving forward the requests for grants in the Grande Cache area related to recreation based activities will be reviewed by the Board.

The Community Service Coordinator attended the Sweathouse Community Hall meeting along with Asset Management to discuss insurance, update on fire inspection requirements, asset management requirements for the upcoming fire season, and discussion on the upcoming ANI meeting.

Governance-Goal 2-Provide quality municipal services.

The department completed T4A's for all 2023 scholarship recipients. That were due before the February deadline.

The CAO has approved the following sponsorships and donations:

Organization Name	Event	CAO Approved
Grovedale Minor Hockey	U13 Tournament	\$200.00 in-kind
Swan City Snowmobile Club	Fundraising Poker Rally	\$200.00 in-kind
Valleyview Cup	Valleyview Cup Hockey Tournament	\$300.00 in-kind
Grovedale Skating Club	Year-end showcase	\$900.00 donation & \$100.00 in-kind
Rural Crime Watch	Annual AGM and Symposium	\$100.00 in-kind
Valleyview		
Kiern Shaw	Competition sponsorship – provincial and national competitions	\$600.00
Red Willow Curling Club	Ladies Bonspiel	\$500 In-kind
Co-operatives & Enterprises (Grande Cache area)	Deposit of Eagle’s Nest Hall waived for community wake	No deposit required

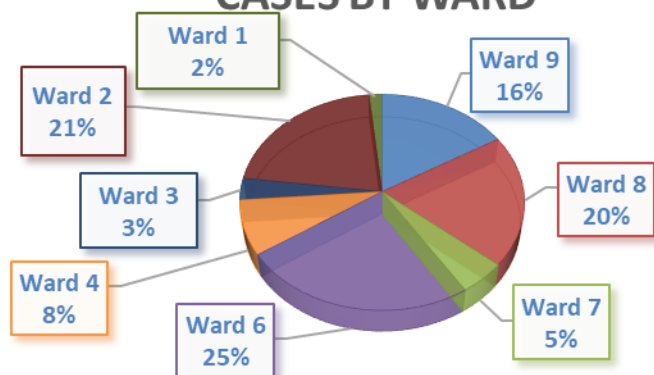
The Greenview Sponsorships and In-Kind Donations Policy states the “CAO, or designate, has the delegated authority to approve a sponsorship or donation for a single event up to a maximum of \$1,000.00” and it also states, “Administration will provide an update to Council regarding sponsorships and donations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

Agricultural Services Manager, Sheila Kaus

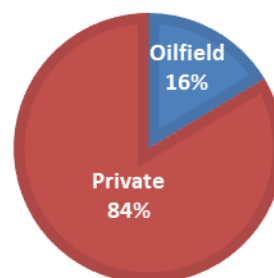
Environment – Goal 3; Create a Balance between Development and Natural Resources

Administration continues with efforts to reach out to landowners with infestations of concern from the 2023 season. Currently, there are 51 cases of concern throughout rural Greenview and 10 cases of concern in urban Greenview. Of these cases, 13 were elevated due to a failure to contact the landowner in the summer of 2023. This has been addressed, with 3 remaining unresponsive. 21 of the outstanding cases have expressed interest in signing up for the Weed Incentive Program, nine completed late season herbicide control and have been flagged to assess success of control efforts in 2024. Currently, five cases are being considered for Weed Notice. Below is a pie chart showing how many occur in each ward as well as a breakdown of how many cases were elevated on privately held lands versus green zone infestations.

CASES BY WARD



TYPE OF ELEVATION



Ward 1 – 1 case
Ward 3 – 2 cases
Ward 5 – 0 cases
Ward 7 – 3 cases
Ward 9 – 10 cases

Ward 2 – 13 cases
Ward 4 – 5 cases
Ward 6 – 16 cases
Ward 8 – 12 cases

Private Land Cases – 51
Oilfield Cases – 10

On February 7th, the third year of the Greenview Shelterbelt Program opened up orders. Sales have been brisk, with two species sold out as of February 21, 2024. Greenview's Regional Multiplex in Valleyview hosted the Holistic Management Canada conference on February 9th, 10th, and 11th. Approximately 120 attendees took part in the presentations on the 10th and over 80 attended on the 11th. Reception of the conference being in Valleyview has been overwhelmingly positive from attendees and ratepayers alike. Classroom Agricultural Presentations have been booked in four locations within Greenview and planning has begun for a delivery of "Pond Days" to grade five students in four locations in early June.

On February 21st, a webinar of the Farmers Advocate Offices presentation on navigating land rentals and leases was held. The presentation was recorded and available to Greenview ratepayers for one month on the website.

Problem Wildlife Work Orders

File Status	Beaver- MD	Beaver- Ratepayer	Customer Service	Predation	Totals
In Queue	-	-	-	-	
Open	0	2	2	10	14
Closed	0	0	2	0	2
TOTALS	0	2	4	10	16

Currently, there are ten active predation trapping sites the team has been monitoring. Since October of 2023, 9 wolves and 21 coyotes have been removed from the locations. The team has been challenged with sourcing bait for the locations. Due to the mild weather through most of this winter, roadkill has been less plentiful as the animal 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.

On February 20th, one of the Problem Wildlife Officers was invited to attend a Grazing Reserve meeting to discuss continued out of season wolf control within the reserve. When attempted last year, efforts started late due to the protracted length of time in obtaining the required damage control license. The reserve is hoping to have this paperwork in place for an early April start.

The team has been busy preparing beaver traps for the upcoming season and continues to monitor active predation sites.

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 \$151,000 for the VSI contract in 2024, this increases the budget by \$25,000.

	# Services	2023	2022	+/- (%)	2021
1st Quarter	80	\$22,540.38	\$17,268.52	30.01%	\$19,269.77
2nd Quarter	190	\$41,281.84	\$33,563.50	23.00%	\$33,953.33
3rd Quarter	69	\$11,534.28	\$6,361.23	81.00%	\$8,382.80
4th 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 16 rental days up to February 21st.

Maintenance inspections have begun on all rental implements at the Valleyview yard and will continue through the Crooked Creek and DeBolt yards, through coordination with the satellite yards for 2024. Should the weather remain mild with little precipitation, it is anticipated to be an early start to the 2024 rental season.

Protective Services Manager, Wayne Brown

Culture, Social & Emergency Services

Administration:

Regional Fire Chief was contacted by Alberta Health Services (AHS), Medical First Responder Section (MFR) and was informed that Greenview Fire-Rescue Services would be awarded \$16,232 for MFR responses (Delta, Echo) in 2023. This is in addition to MFR Grants to each of the fire stations. The monies are required to be allotted to training and equipment that support a MFR response. This type of support is long overdue and will offset some of our MFR related costs.

Regional Fire Chief met with Forestry representative to discuss new Forest Resource Improvement Association of Alberta (FRIAA) fire guard funding that will become available. A provincial list of priority communities has been prepared, including Nose Creek Settlement. A decision is expected within the next few weeks. Once available the Director of Emergency Management will apply.

On February 9th the Regional Fire Chief met with the Valleyview Fire Chief for a general discussion regarding emergency responses.

Regional Fire Chief and Communications continue to prepare for the Voyent signup sessions that will be held from late February to mid-April.

Voyent Alerting signups will be at the following locations:

Sweathouse Community Center February 28, 2024	Grovedale Community Center March 7, 2024
Little Smoky Community Center March 4, 2024	Sturgeon Heights (@ DeBolt Center) March 27, 2024
DeBolt Center March 6, 2024	Grande Cache PSB Firehall April 16, 2024

Additional sessions will be held in the Valleyview area once the turnout and success of these first six session is reviewed.

Training sessions are underway for the year including Incident Command System (ICS) course, firefighter advanced fire aid course and a basic firefighter course (NFPA 1001).

Regional Fire Chief has been contacted by an insurance agent regarding fire safety requirements for Main Street Lofts. Basic requirements were given, a complete fire inspection will be required prior to occupancy.

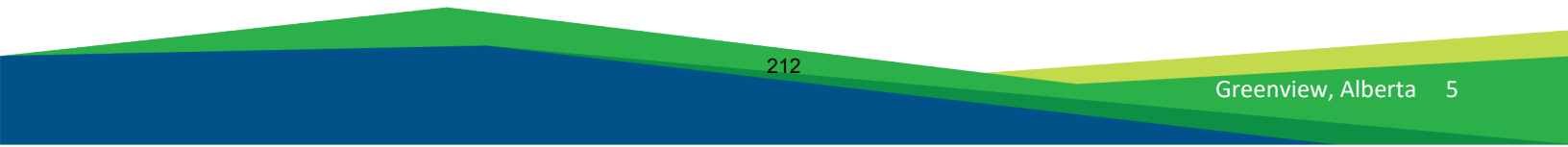
Alberta First Responders Radio Communications System (AFFRCS) transition is moving along. Compatible pagers have now been added to all fire stations for alerting purposes.

Community Outreach:

On February 10, STN32 – Grovedale firefighters participated in the Alberta Winter Games Torch Rely, taking the torch from Nitehawk Ski Hill to the Wapiti Bridge. Five Firefighters and Enforcement Services teamed together to pass the torch on to Grande Prairie Technical Search & Rescue in O’Brien Park.

STN32 - Grovedale firefighters and Enforcement Services teamed together for “Community Helpers” at the Grovedale Daycare, showing the uniforms and personal protection equipment (PPE) to the kids.

Eleven STN32 - Grovedale firefighters toured the West Fraser Mill for familiarization.



Regional Fire Chief (RFC) and Team are working on the acquisition of two Sprinkler Protection Units (SPUs). A Request for Procurement (RFP) is being prepared.

Regional Fire Chief is reviewing the current Fire Services Bylaw for amendment to add a Non-Forest Protection (NFPA) Fire Permit. The inclusion of a Fire Permitting procedure for the areas of Greenview not included in a Forestry Protection Area will ensure that controlled burning is monitored and evaluated for safety and suitability when weather conditions are not favourable. This also provided the information to Emergency Management in the event of fire bans and advisories and the ability to notify individuals that currently have permits.

The Director of Emergency Management and Community Service Administrative Assistant met to review EOC forms to make the necessary adjustments, as part of the Wildfire preparedness initiatives ongoing for 2024.

The Director of Emergency Management and Emergency Social Services Manager attended the Resilience and Recovery Workshop for Communities in the County of Grande Prairie, on February 23. The workshop provided the opportunity to review recovery efforts and best practices to aid in future planning.

The Director of Emergency Management met with Forestry representative to evaluate the current fire guards and make recommendations for their rehabilitation to ensure guards offer their intended protection.

Emergency Response Call Volumes:
Emergency Incidents

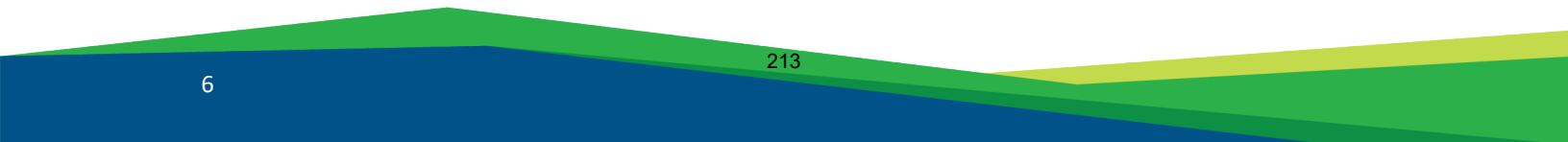
January 1, 2024, to February 28, 2024

	STN 31	STN 32	STN 33
Emergency Response	6	13	6
Medical Co-Response	10	17	15

Of the total 25 Emergency Responses:

- 1 - Vegetation/Wildland/Brush Fires
- 2 - Alarm Calls
- 13 - Motor Vehicle Collisions
- 1 - Smoke Investigation
- 1 – Odor (Strange/unknown)
- 3 – Structure Fire
- 1 - Outside Fire
- 2 – Electrical Hazards
- 1 – Gas Leak/Gas Odor

Fire Crews - stood down two times for Emergency Responses and seven times for Medical Co-Responses.



Enforcement Manager, George Ferraby

Culture, Social & Emergency Services

Period of January 30th – February 28th, 2024

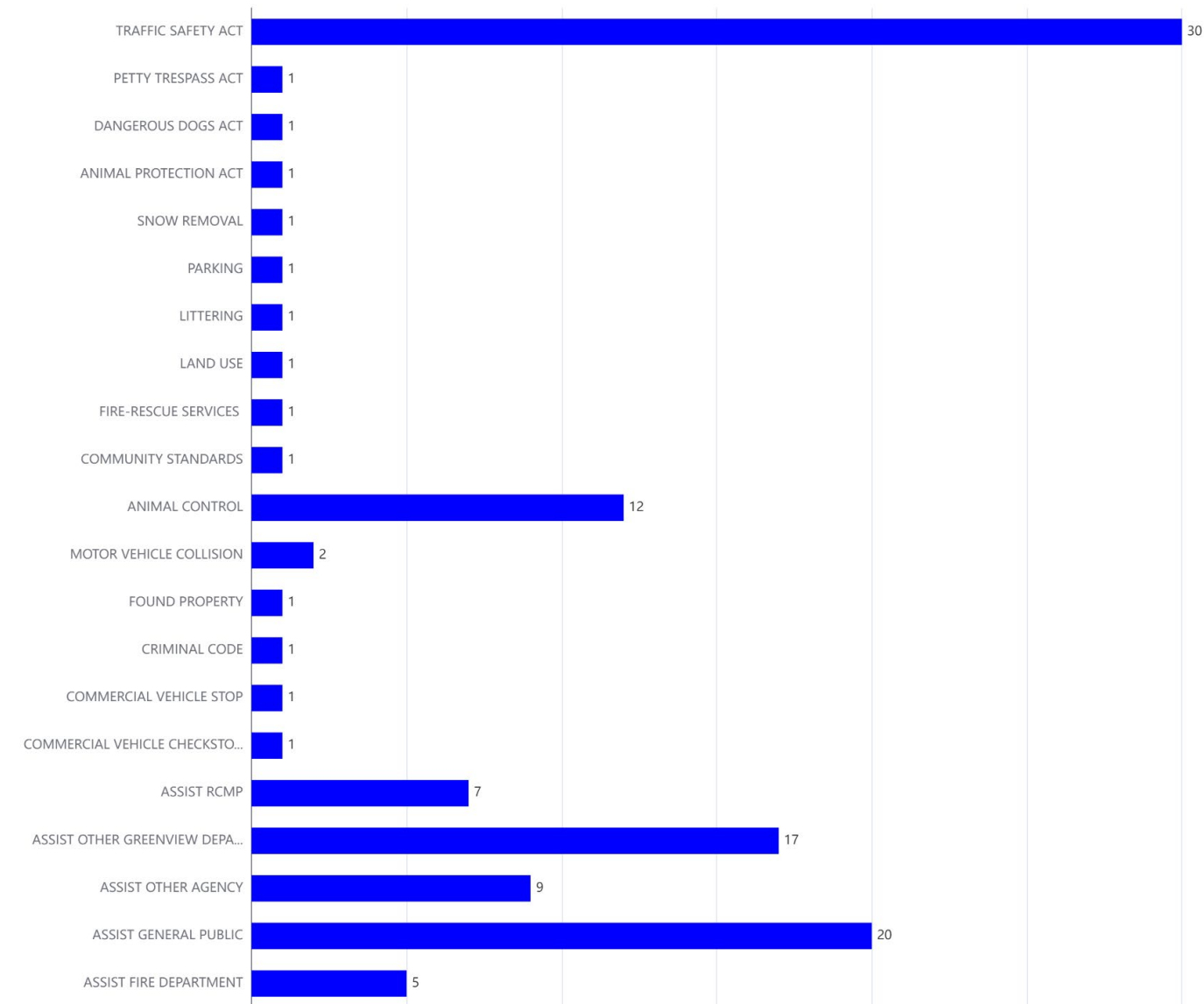
Two Community Peace Officer's (CPOs) attended the annual CPO Conference in Jasper. On February 8, 2024, CPO Eva King was honoured for her lifesaving actions at the 2024 Peace Officer Conference where she proudly accepted her Lifesaving Award. On September 22, 2022, Community Peace Officer (CPO) Eva King was travelling west bound on Highway 43, near Young's Point Road, when she observed a vehicle travelling east bound at 155 km/hr. The male driver waved at CPO King. She stopped the vehicle near Range Road 245 /TWP Rd 704 and the male driver, immediately exited his vehicle, holding his throat, and ran towards CPO King's patrol vehicle. He then stated in a high-pitched voice "anaphylactic shock", lifted his shirt, where CPO King observed a wasp sting. The man stated hospital and ran to the patrol vehicle. CPO King placed the man into the back of her patrol vehicle, she then retrieved his wallet, phone, vehicle keys, and secured his vehicle. While en-route to the Valleyview Hospital, CPO King contacted dispatch and requested they contact EMS and have them meet her on the highway. During transport, the man's breathing was shallow, he could not speak, and was having a hard time breathing. He stayed conscious throughout the occurrence. CPO King advised dispatch that she would meet the EMS at Range Road 230, however, the EMS passed the meeting point. At that time CPO KING advised dispatch and continued to transport him to the hospital. CPO King arrived at the Valleyview Hospital, where nurses were waiting for him. He was rushed into the emergency room and received treatment. The hospital staff advised CPO King that the man was deathly allergic to wasps/bee's and that he was in anaphylactic shock. The hospital staff told CPO King that her actions saved the man's life.

Enforcement Services continued to monitor school zones in Ridgevalley, Grovedale and Grande Cache, attended several MVC's on Hwy 40 and 43 assisting Grande Cache, Grovedale and DeBolt Fire Departments. Snowmobile Patrols will continue with the snow received for as long as the conditions permit.

During the period of January 30th to February 28th, 2024 Enforcement Services attended 115 calls for service including 17 bylaw calls. Officers issued 54 Violation Tickets and issued 73 warnings.

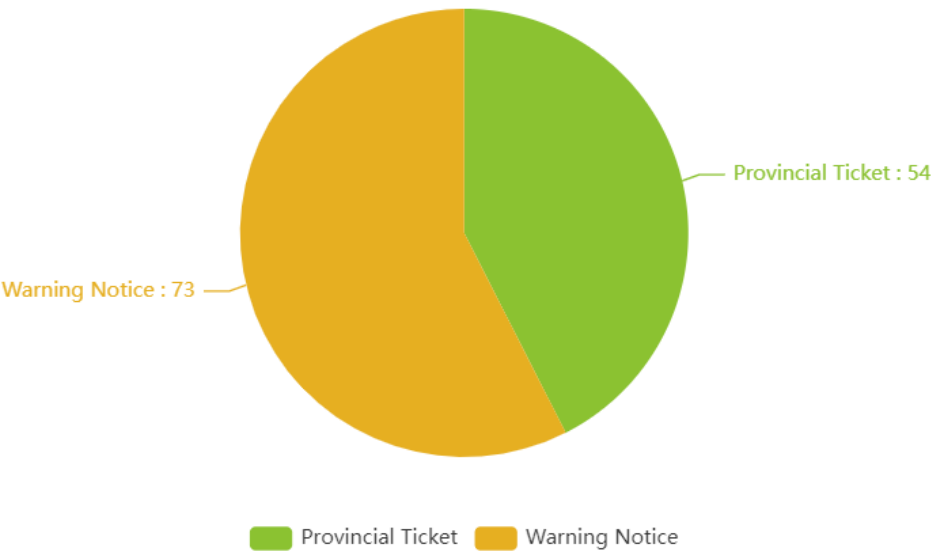
Stats:

OCCURRENCE REPORT Count of Incident Types Total:115 | 100.0%



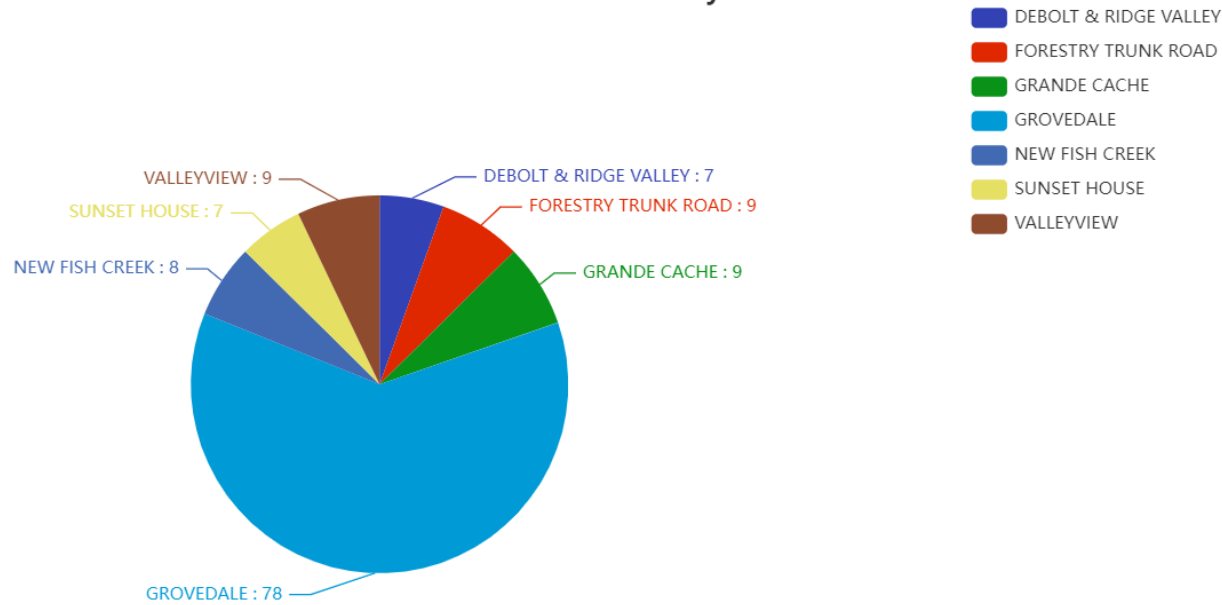
Ticket Create Date: 2024-01-30 ~ 2024-02-28

Provincial tickets by type



Ticket Create Date: 2024-01-30 ~ 2024-02-28

Provincial tickets by zone



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

Governance-Provide Quality Municipal Services

The two community resource centers have been assisting over 180 visits or inquiries per week. The top three reasons include technological support (emails, scans, faxes assistance on phones and computers, online forms and assistance), the community volunteer income tax program, and First Nation Drinking Water Settlement applications.

On Wednesday, February 28, Service Canada presented at the Grande Cache Tourism and Interpretive Centre providing information on the Canadian Dental Care Plan. There was a 40-minute presentation followed by a questions and answer period. Service Canada also provided a similar session in Valleyview on February 29 at the Community Resource Center.

A Just In Case Workshop took place at the Eagle's Nest Hall in Grande Cache on February 29. The 12 registrants learned what documents and information to compile "just in case" death or serious injury occurs.

Administration has met with the Executive Director and other staff from Aseniwuche Winewak Nation (AWN) who work out of the TAWOW Center in Grande Cache. The intent of this meeting was to identify challenges facing both organizations, ensure non-duplication of services, as well as discuss how to collaborate to best serve residents in the Co-operatives and Enterprises. Some challenges identified are outside the scope of prevention and include temporary housing (i.e. matt or shelter program), support for addictions post treatment, crisis response, lack of cultural understanding within the local medical community and the centralized process implemented by Alberta Supports. With the increase of Indigenous community members accessing TAWOW Centre services their staff are spending a lot of time assisting individuals with forms for government programs. Administration informed the new Executive Director that forms assistance is service provided through FCSS and three solutions were agreed to. First, a soft hand off will be done when individuals are redirected to FCSS, this means an AWN staff member will accompany the individual to the Community Resource Centre, increasing comfort for the individual. Second, individuals will be assisted at FCSS utilizing trauma informed and culturally aware approaches. Third, they requested that a FCSS staff attend the TAWOW Center on Wednesdays from 10:00 am – 1:00 pm during the TAWOW Center's drop-in program to ensure the resources that the community needs is dealt with by the proper agency and reduce wait times and duplication of services.

Administration has been updating emergency social services forms to ensure processes run as smoothly as possible in the event of a disaster and evacuation. A voucher system for accommodation and food will replace wristbands going forward.

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 in March. Residents can access free safety planning, counselling, and court accompaniment through this service provider.

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

Smoky River FCSS has provided information that a bus that will travel to Grande Prairie once or twice per month depending on need. They are willing to pick-up residents in Valleyview and DeBolt for a fee of \$40.00 per trip. Residents must contact Smoky River FCSS directly to book however further information is available at the Greenview FCSS office.

Recreation Services Manager, Kevin Gramm

RE22003 Victor Lake Recreation Enhancements: Administration conducted a site visit with Aseniwuche Winewak Nation for the proposed Victor Lake Boat Launch on January 30th. Following that site visit, the two primary concerns are confirming whether there are trout spawning adjacent to the proposed location and moving the boat launch location slightly east away from a willow tree that holds cultural value. Administration will be working with the province to establish a plan to confirm spawning areas in relation to the proposed boat launch location. Moving the boat launch slightly to the east is easily achievable once the old water intake building is removed, which is already a part of the Environmental Services Capital Plan.

RE23002 Recreation Centre Arena Ice Pad & Boards: Administration conducted a mandatory site visit on February 5th, 2024, with several contract representatives showing up for the walk through and question period. Several good points were mentioned which resulted in a few addendum releases to ensure everyone had the opportunity to view the answers. An engineering walk through was additionally scheduled for February 21st allowing contractors to bring specific engineering trades on site to view the project and ask further questions. An administration team will be conducting a review of the packages received on March 5th, 2024.

RE23017 GRM Fieldhouse Air Conditioning: Administration conducted a mandatory site visit at the Greenview Regional Multiplex on February 7th to review the project and provide contractors the opportunity to view the site, speak to the engineering lead on the project and propose further clarification questions if necessary. Low attendance at the walk through was met however the reviews of proposal will be conducted by an administration team in March 2024.

Governance – GOAL 1: Increase Staff Success

The Grande Cache Recreation Centre commenced Lifesaving swim lessons for the remainder of the winter season. New instructors who have recently been certified in the program to teach lessons have been co-teaching and shadowing senior team members to build their confidence with the ultimate goal of being able to offer sessions of their own. This would further the offerings to the public and increase community awareness in essential life skills within our youth.

Several Recreation staff members will be taking various training opportunities with many courses offered in person and on-line in February in a host of skillsets from business administration opportunities to fitness education and training.

Governance – GOAL 2: Provide Quality Municipal Services

The Grande Cache Recreation Centre hosted a first ever Sensory – Friendly swim in the Aquatics facility. Eight youth attended the inaugural session and family's felt the program met the needs of their children. Key to the program is offering a safe environment with reduced noise impacts that would normally occur during a public event.

At the Grande Cache Recreation Centre in the fitness and youth departments:

- The most recent and exciting wave rave offerings attracted 52 youth swimmers to participate in an evening of activity with the Aquatics team.
- 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 that we ran with in 2024.
- The Parent/Infant Water Workout is heart warming... babies, parents and seniors all mixing in an exercise class... WOW!
- Dance Classes have restarted, and the dance studio is once again full of music, giggles and movement. Classes will run until the end of June with another 'Showcase' date TBA.
- The Grande Cache Recreation Programs Department are having a blast with our Science themed programs in February. This month's programs have consisted of building volcanos, making snow fluff, watched a movie, got messy with some Oobleck and our favourite so far was the catapult challenge! We still have 5 programs left for February from making a bridge out of candy and toothpicks, paper plane challenge, slime making, experiments using balloons and the famous egg drop challenge! We have been consistently seeing around 10 kids for the after-school programs.

The Greenview Regional Multiplex is providing Hillside Highschool students swimming lessons with a high enrolment encompassing two grade seven classes. There are currently 27 registered youth in Homeschool swimming lessons with the next several months other schools participating in lessons.

The Sturgeon Lake School continues to book Tuesdays in February for grade 2-12 fun sessions at the Multiplex.

At the Greenview Regional Multiplex in the fitness and programming department:

- January Tri It Week was a success allowing patrons to try the upcoming GRM fitness programs. After the offered sessions, programs had an increase in registration.
- Sturgeon Lake Support Elder group visited the GRM for fitness orientations and to utilize the Fitness Track and Aquatics.
- Fitness Programmers are excited to be offering the 2024 Indoor Triathlon and an added edition this year of Tri Training plus Mock Tri for participant's train.

Program	Participant Registration
Morning Bodyworks	3
Evening Bodyworks	9
Sit & Be Fit Class	10
Revolution Spin Class	8
Fitness Center Orientations	9
Tri Training	9
Try It Week Class;	45
Fitness Resolutions	7
Personal Training Clients	9
Strong Class (contractor)	5
Zumba Class (contractor)	15
Gentle Yoga (contractor)	15

- Excellent parent feedback and attendance for the Winter Break Camp and the end of January PD Day Camp.
- Childmind Service has been running smoothly with continuous patron use.

Program	Participant Registration
Afterschool Fundamentals Program	31
Winter Break Camp	14
Youth Night	7
PD Day Camp	9
Childmind service hours used	30

The Grande Cache Community Bus service offered transportation to Grande Prairie, Hinton and locally around the Hamlet including both Ward 1 and Ward 9 residents.

The Community Bus provided pre-voting services to residents that required transportation within Ward 9 as well as providing services during the resident voting session on February 21st, 2024.

Community Bus Statistics		
Destinations	Total Monthly # of Passengers	# of Days Offered
Grande Prairie	6 Passengers	5 Days
Hinton	2 Passengers	4 Days
Grande Cache	119 Passengers	5 Days

Governance – GOAL 4: Provide Good Governance

Administration met with the Grande Cache Firefighter's Association to discuss concerns around the proposed sublease for Fireman's Pit. Minor adjustments were made to provide further clarity within the document, and Administration is awaiting confirmation of the document being signed.

Economy - GOAL 1: Maintain Fiscal Responsibility

GRM Active Memberships		GCRC Active Memberships	
Corporate Adult	281	Corporate Adult	62
Family Pass	127	Family Pass	62
Child (3-12 Years)	54	Child (3-12 Years)	3
Corporate - Child (3-12)	28	Corporate - Child (3-12)	3
Corporate - Family	194	Corporate - Family	57
Super Senior (70+)	105	Super Senior (70+)	47
Senior Pass (60-69)	68	Senior Pass (60-69)	22
Adult	277	Adult	70
Corporate - Youth (13-17)	27	Corporate - Youth (13-17)	3
Corporate Senior (60-69)	31	Corporate Senior (60-69)	3
Youth (13-17 Years)	50	Youth (13-17 Years)	9

GRM – Total Facility Usage:

January 2024

Age	Aquatic Centre	Fitness Centre	Fieldhouse	Walking Track	Indoor Play Centre	Total
Child	463	0	187	23	59	732
Youth	210	114	315	18	12	669
Adult	795	1576	243	182	0	2796
Senior	130	103	82	92	0	482
Super Senior	109	113	37	106	0	365
Total	1707	1906	864	421	71	4969

GCRC – Total Facility Usage:

January 2024

Age	Aquatic Centre	Fitness Centre	Arena	Dance Classes	Programming	Total
Child	505	0	82	56	0	643
Youth	121	171	66	0	65	423
Adult	626	1170	61	0	0	1857
Senior	93	117	0	0	0	210
Super Senior	61	149	0	0	0	210
Total	1406	1607	209	56	65	3343

GRM - Average Daily Usage: January 2024

Age	Aquatic Centre	Fitness Centre	Fieldhouse	Walking Track	Indoor Play Centre	Total
Child	15	0	6	0	2	23
Youth	7	6	10	0	0	23
Adult	26	51	8	6	1	92
Senior	5	3	3	3	0	14
Super Senior	4	4	2	3	0	13
Total	57	64	29	12	3	165

GCRC - Average Daily Usage: January 2024

Age	Aquatic Centre	Fitness Centre	Arena	Dance Classes	Programming	Total
Child	16	0	3	2	0	21
Youth	4	6	2	0	2	14
Adult	20	38	2	0	0	60
Senior	3	4	0	0	0	7
Super Senior	2	5	0	0	0	7
Total	45	53	7	2	2	109

Culture, Social & Emergency Services – GOAL 4: Support and Maintain Recreational Opportunities

A recent update from Recreation, Land and Parks Lands Division was provided by Wendy Harrison, Land, Ecosystem & Conservation Manager.

Thank you for your contributions to the Wapiti Recreation and Trail Management Plan project thus far. Since we last met as an Advisory Committee, Alberta Forestry and Parks has completed the pre-planning stage of the project. We used your feedback, alongside data collection, trail assessment and analysis, to develop a set of proposed Trail Experience Zones for the Wapiti planning area. We are pleased to share that we are now nearing the first engagement phase of the project and wish to share our engagement approach with you.

Engagement Approach

The following table describes the two-phased approach to engagement and contains our overall timeline. We expect to launch phase 1 of public engagement with a webpage and emails to stakeholders on March 5. Indigenous communities and organizations will receive information about the engagement and an invitation to submit written feedback on February 20.

Phase	Date	Participants	Activities
Phase 1: Feedback on Trail Experience Zones	March 5, 2024	All	Engagement Webpage (Planning Timeline, Fact sheet(s), maps, survey)
	February 20 – April 17, 2024	Indigenous communities and organizations	Indigenous Webinar (1)
			Written Feedback
	March 18 – April 17, 2024	Stakeholders	Stakeholder Webinars (4)
	March 18 – April 17, 2024	Public	Survey (Open to all audiences) Public Webinar (1)
Phase 2: Feedback on Draft Plan	Summer – Fall 2024	Stakeholders	TBD based on feedback from Phase 1.
		Public	
		Indigenous Communities and Organizations	

Webinars

As part of the engagement, we will host a series of webinars to connect directly with Indigenous communities and organizations, stakeholders, and the public. At the webinars we will share information about the overall project and explain the proposed trail experience zones in detail. We will then offer a live question and answer session to attendees with a panel of government staff involved in the project. Each Indigenous community or stakeholder will receive a direct link to their specific webinar in an email on March 5 (Feb. 20 for Indigenous communities and organizations). Here is the schedule for the webinars:

Indigenous communities and organizations	Residential Landowners	Resource and Recreational Leaseholders	Motorized Stakeholder Groups	Non-Motorized Stakeholder Groups	Public
Thursday, March 14, 10:30 AM – 12:00 PM	Tuesday, April 9, 7:00 PM – 8:30 PM	Wednesday, April 10, 7:00 PM – 8:30 PM	Tuesday, April 16, 7:00 PM – 8:30 PM	Wednesday, April 17, 10:30 AM – 12:00 PM	Wednesday, April 17, 7:00 PM – 8:30 PM

Communication and Outreach

When the engagement launches on March 5, we hope that we can rely on your support to share information about opportunities to participate with your members and residents. We will be posting on social media throughout the engagement and would appreciate it if you could share our posts about the Wapiti project on your own platforms. We welcome any other ideas about how information could be best shared with people who may be interested in participating.

Manager's Report

Department: Planning & Economic Development February Report

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

Council Date: 3/12/2024

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:

- Review of Draft Land Use Bylaw Amendments
- Grande Prairie - Greenview Region (County-City-MD) Branding/Marketing Committee Meeting follow up
- Senior Leadership Team (SLT) Offsite Training and Strategic Planning / Goals Development
- SLT Staff meetings in Grande Cache, Grovedale, DeBolt and Valleyview localities
- Growing the North Conference
- Greenview Industrial Gateway Meeting
- Council/Committee/Municipal Planning Commission reports, review and meetings
- Staff support and training.
- Municipal Development Plan Request for Proposals process and review
- Interviews for vacant staff positions
- Main Street Loft rehabilitation project management / Local Improvement Plan preparation

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 by attending steering group meetings. The partnership is planning various initiatives to assist employers in attracting and retaining skilled workers across the City of Grande Prairie, County of Grande Prairie, and Municipal District of Greenview. Initiatives throughout the month of February focused on acquiring website content from the partners to be added to the upcoming regional website, developing a comprehensive marketing plan, and initiating the discussion with Northwestern Polytechnic on work integrated learning set up. In addition, a webinar was held with regional stakeholders for the purpose of providing an update on the project and informing of upcoming industry round tables.

Governance – Improve inter-municipal government relations. Provide open dialogue between municipalities within the region:

Greenview Economic Development assisted in hosting 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 conference was held on February 20 to 22, was well attended and positive feedback is being received on another successful conference.

Governance – Improve inter-municipal government relations. Build relationships with industry focused organizations:

Economic Development attended a planning session with the City of Grande Prairie and County of Grande Prairie to plan the upcoming Site Link tour planned for our region in May of this year. Developers and investors will be visiting the region, and we will have the opportunity to tour and showcase development/investment opportunities in each of our jurisdictions.

Governance – Improve inter-municipal government relations. Build relationships with industry focused organizations:

Economic Development attended their first meeting as a representative on the Northwestern Polytechnic Computing Sciences Program Advisory Committee. The committee consists of representatives from industry as well as reps from the City and County of Grande Prairie. The role of the committee is to provide input and recommendations related to program development, with the intent that courses provided at NWP meet the needs of both students and employers in today's changing work environment.

Governance – Improve inter-municipal government relations. Build relationships with industry focused organizations:

Economic Development attended PREDA's membership meeting held in Spirit River. The board of directors provided an update. Other items on the agenda that were discussed were Block Chain technologies, YoloNomads preparing for remote workers, \$10/day daycare and several topics related to the Provincial water management plans and programs.

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. This month is a planning meeting to set the speakers and agendas for the remainder of the year, content will focus on supporting business in our area relative to today's changing business environment.

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

Rural Renewal Stream Program has not had any more businesses apply but has had several existing businesses apply for additional positions in February. Approximately 13 more endorsement letters were given out with calls on 6 endorsements from the Alberta Advantage Immigration Program.

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

Work continues regarding the cell tower/coverage along highway 40 between Grovedale and Grande Cache. Economic Development worked with our GIS department to select 8 sites that were in proximity of required services, these sites were shared with the consultant working on the project. After the technical review from the consultant, it was determined that 9 sites would be optimal to meet the coverage needs along the route. If the project were to proceed the MD of Greenview will be required to procure the lands required for each site to accommodate the required infrastructure. These sites would then be leased to the tower owner(s) for placement of their equipment. Preliminary review indicates that subsidies to the telecom provider will be required to make the project viable, these subsidies may be required over multiple years to attract a provider(s). Grants are currently being explored and a future update will be provided to assist in decision-making for the project.

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 - 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 applications are:

- 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)

There are no updates on these grant applications currently.

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 a new program is being offered called Wild Fives, this program focuses on child-led experiences in nature, exploring the forests of Grande Cache.

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

Economic Development and Tourism attended the Travel Alberta Tourism Summit 2024 session and the local Growing the North Conferences. Both were well attended and well received, excellent information was learned at each conference and several new contacts and relationships were made.

Statistics

Total Visitors Jan. 2024 (1-29): 362

Total Visitors Feb. 2024: 668

Total Revenue Jan. 2024 (1-29): \$2,201.41

Total Revenue Feb. 2024: \$7,381.66

YTD Total Visitors (Jan -Dec 2023)

2020 9,025

2021 15,825

2022 18,845 (Dec 20)

2023 20,306

YTD Total Revenue (Gift shop Jan-Dec 2023)

2020 \$56,401.48

2021 \$122,124.19

2022 \$136,011.70

2023 \$130,868.84

- Programs: 84 attendees (6 programs) Meetings: 37 attendees (9 bookings)

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.

Projects completed or underway:

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

- Assist with Greenview U March 2023 – Grant Workshop open to both staff and public (sign up for staff, posters, web post, social media and radio advertising)
- Designed updated Greenview logo and Mission, Vision & Mission statement document
- Designed and distributed Staff Newsletter
- Created posters for February Staff Wellness Challenges

Governance – Improve intermunicipal government relations

- Assist Reeve Olsen with GTN welcome speech and Municipal Round Table discussion information
- Valleyview Airport Rehabilitation Minister Award Media Release
- Agricultural Challenges and Advocacy Efforts Media Release

Economy – Create a diverse economy. Increase tourism attractions:

- Working on GP Visitor Guide 3-page Greenview spread
- Updated & sent to print: Passport to Fun booklets & Greenview Campgrounds & Day Use brochure
- Preparing updated Grande Cache Street Map Tear Sheets for print
- Created draft Modular display banner & pop-up banners ED
- Updating Greenview Z-map for print
- Working on Grande Cache Visitor Guide updated version 8x8
- Updating Grande Cache Trail Guide map for print
- Provided Regional Workforce Development Partnership with photos
- Completed Calgary Outdoor Adventure & Travel Show advertisement
- Working on GP Tourism Guide advertisement
- Working on Alaska Highway magazine advertisement
- Provided ads & billboard digital sign ads for CMTA (motorcycle tourism)

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

- Construction & Engineering – Streetlight public engagement advertising (includes radio)
- Ag Services Horticulture Webinar – Advertising
- By-Election Results Advertising (social media channels, website)
 - Created and ordered By-Election Ballots and Sandwich board signs
- Working on draft portable sign designs for print
- Redesigned GFRS logo specific to each Fire Station Association
- Welcome to Grande Cache Recreation Centre plexiglass sign
- Working on the 2023 Annual Report
- Working on the March 2024 Mountains to Meadows Newsletter
- Updated and in print: TIPP printout & Filing a Property Assessment Complaint brochure
- Updated Grande Cache Cemetery & Columbarium brochure (with an updated schedule of fees)
- Created Family Day Greenview Facility Hours & Closures Notice
- Full Newspaper Advertisements: Valleyview and Grande Cache
- Assisted Infrastructure and Engineering with online advertising for Streetlight open houses
- Assisted Environmental Services with updating the waterpoint map on the website.
- Waterpoint signage project, to update signage on all MD waterpoints
- In-kind donations:
 - \$200.00 for Minor U13 Hockey Grovedale,
 - \$300.00 Valleyview Cup,
 - \$200.00 Swan City Snowmobile Association,
 - \$200.00 Grovedale Figure Skating Club

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 Information Sessions – Planning and advertising in collaboration with Director of Emergency Management and Community Services teams
 - Also created and ordered poster boards, pop banners, info cards, and fridge magnets
 - By-Election video
 - Family Day video
- Culture, Social & Emergency Services – Improve public perception of Greenview.** *Actively participate in community events:*
- Attended and covered Alberta Winter Games 2024 Torch Relay with Reeve and Council
 - Attended and covered Alberta Winter Games 2024 Opening Ceremonies with Reeve and Council
 - Attended and covered Growing the North Economic Development Conference with Reeve and Council
 - Attended and covered Holistic Management Conference with Councillor Dave Berry

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

- Assisted Outdoor Recreation with Survival camp advertising
- GCRC, GRM and Tourism advertising programs and schedules

Other Projects

- Voyent Alert advertising and promotion ongoing
- Collaboration with Economic Development and Tourism to plan media event for Dino VR exhibit launch
- Collaboration with Alberta Transportation for Sweathouse Bridge opening
- Collaboration with Ag Services and Emergency Management for Farm and Ranch Wildfire Preparedness Plan
- Collaboration with Economic Development and Tourism for Grande Cache

Digital presence statistics

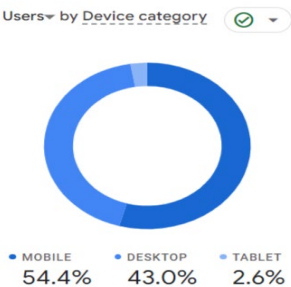
Culture, Social & Emergency Services – Enhance communication to our public.

Continually improve our social media and digital platforms

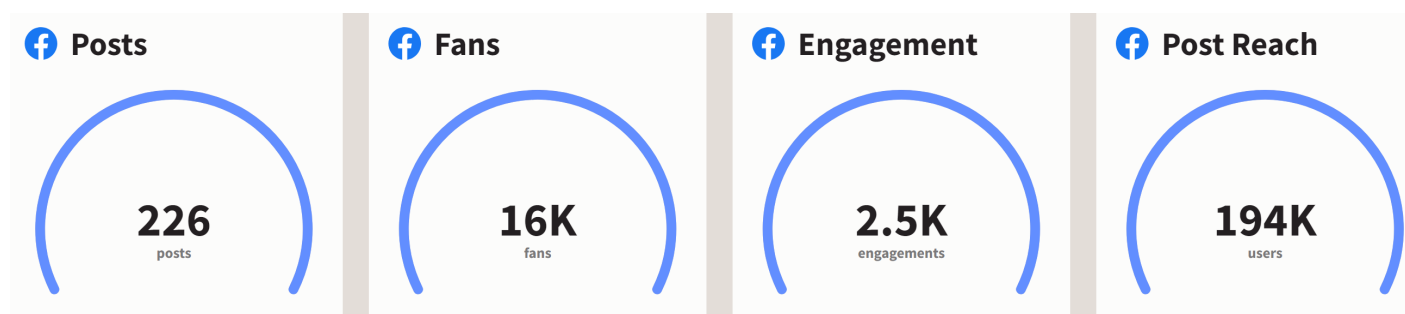
Website (February 2024)

Greenview's website has seen **88,395** pageviews on the website through the month of February. The Greenview website has seen approximately 13,535 new users this month. Website access from mobile increased but remains on par with the national average, with approximately **57%** of website users from a mobile device in December. ***NEW:** Visits to the Careers page of posted jobs totalled **3,414** at the time of this report, accounting for approximately **3%** percent of all website visits in January.

- Users: 35,454
- New Users: 13,535
- Pageviews: 88,395
- Sessions: 26,836
- Sessions per user: 3.8



Facebook (February 2024)



Efforts to grow our Twitter and Instagram presence continue. Twitter followers as of February 28, 2024 = 1,880. Instagram followers = 661.

Planning and Development, Manager – Samantha Dyck

Governance – Provide quality municipal services. *Provide consistent levels of service:*

Of the eighteen (18) Development Permit applications received in February, ten (10) had an estimated project cost exceeding \$500,000:

D24-007 / 13-24-64-25-W5M / HURLAND SERVICES LTD / COMPRESSOR 400 HP / \$1,250,000.00 / WARD 7

D24-018 / NE-24-69-6-W6M / R360 ENVIROMENTAL SOLUTIONS CANADA/ INDUSTRIAL LANDFILL / \$3,000,000.00 / WARD 8

D24-019 / 11-26-64-2-W6M / CRESCENT POINT ENERGY CORP. C/O MILLENNIUM LAND LTD. / OIL GAS FACILITY / \$4,000,000.00 / WARD 7

D24-021 / SW-11-72-1-W6M / THIESSEN, ROBIN / DWELLING UNIT, MODULAR (WITH GARAGE – ATTACHED) / \$650,000.00 / WARD 6

D24-024 / SW-9-72-1-W6M / VERDECHEM TECHNOLOGIES INC / ACCESSORY BUILDING (EQUIPMENT STORAGE) / \$750,000.00 / WARD 6

D24-025 / SW-11-72-2-W6M / KLASSEN, DAVE / OFFICE, TRADE - RE-LOCATE EXISTING OFFICE / \$700,000.00 / WARD 6

D24-015 / 16-18-61-18-W5M / WORLEY / OIL GAS FACILITY EXPANSION / \$11,000,000.00 / WARD 2

D24-027 / SW-19-67-7-W6M / KEYERA ENERGY LTD. / 4 TEMP AND 1 PERMANENT TRAILER / \$1,500,000.00 / WARD 8

D24-033 / NE-3-62-23-W5M / CYGNET ENERGY LTD. / COMPRESSOR INDUSTRIAL / \$823,000.00 / WARD 2

D24-034 / NW-33-69-6-W6M / BLOCK DAN / OILFIELD SERVICE, SHOP WITH OFFICES AND EMPLOYEE ACCOMODATION / \$1,000,000.00 / WARD 8

Applications received in the month of February include:

Type	Applications
Business Licenses:	12
Development Permits:	18
Land Use Amendments:	1
Subdivisions:	4
Approaches:	4

At the February MPC meeting, there was one subdivision application and one discretionary use permit approved.

Governance – Provide good governance. *Ensure our policies address changing and growing community needs:*

1. Planning Staff have been involved with engagement sessions with the residents of Ridgevalley who formed a Community Committee. To date, four Area Structure Plan (ASP) Review meetings have been held. There has been some great discussion and work done to move forward with an ASP that the community can stand behind. The Community Committee has completed their review and their proposals have been forwarded to Invistec for ASP revision.

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

1. The Manager, Planning & Development and GIS Tech, [REDACTED] took in training from the U of A on Negotiations and Building Coalitions as part of the Executive Certificate in Municipal Leadership.
2. Planning Staff attended the Greenview U - GRM
3. Development Officer, [REDACTED] is finishing her last part of Planning Law with the U of A as part of her ALUP certification.

Governance – Provide good governance. *Identify ways for Council and Administration to participate in community engagement:*

1. Greenview received three proposals of which only one met the qualifications for review. Administration reviewed this proposal, and an RFD has been prepared for Council.
2. DeBolt & Ridgevalley ASP Open Houses will take place on March 19 & 20th. Invistec will be reviewing policy statements with residents and taking any final questions.



Manager's Report

Department: Infrastructure & Engineering

Submitted by: Roger Autio, Director

Date: 3/12/2024

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**

- Assisted team in complaints on reclamation of fire guards.
- Dealing with gas utility for the Kikinow Edlers Lodge.
- Approved the plans for the Water and Sanitary for the Kikinow Elders Lodge.
- On-site meeting with Grande Yellowhead School Division for a bus loading/unloading zone for Summit View School, as well as signage for Sheldon Coats School.
- Tri-Municipality Meeting on possible joint water venture in the Sunset House area.
- Assisted in the Grovedale Lagoon Rebuild, exploring the possibility of sourcing a clay liner material in the area.
- Preparing for the Streetlighting Open Houses in Little Smoky, Ridgevalley, DeBolt and Grovedale.
- Assisting with the Green Leaf Fuels subdivision.

- **Economy**

- Attended the EOI open houses in Valleyview, Grovedale and Grande Cache.

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**

- Road boundaries marked on RGE 224 for location of an approach request to ensure it meets the distance from right-of-way.
- Ditch profile and drafting for Sunset House area ditching work between TWP 710 and TWP 712 on RGE 203. Road boundary staking completed.

- Traffic Count on RGE 260 (Swan Lake) have been completed but will be completed again the summer months to get an accurate number.
- Traffic counts are completed on Township Road 713 east of the Ridgevalley school intersection to Range Road 260, for two weeks. This includes all 4 intersections along this route.
- Boundary staking is in progress along the Old High Prairie Road.
- Reviewing subdivision applications, approach applications submitted by Planning and Development.
- Starting to prepare paperwork and estimated schedule for approaches to be completed for 2024.
- Updating and reviewing Greenview Standards.
- Staff was in First Aid recertification training.
- Working collaboratively with the Environment department regarding land negotiations for access and exploratory areas for material for the Grovedale Lagoon project.
- Have reviewed all construction projects that were approved in the 2024 capital budget and are posted for advertisement and will be coming to Council in the coming months with recommendations.
- Attended Bids & Tenders demonstration set up by procurement.

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**

- The Forestry Trunk Road water truck services tender closed on Friday, February 16, 2024. 8 companies submitted bids, 7 of which are local to Greenview. Results will be brought for Council's direction.
- EOI information sessions were held in Valleyview, Grovedale, and Grande Cache. Attendance was lower than in years past, while some good conversations and feedback were received from those attending.
- The current contract for the Sunset House grader beat expires at the end of April, 2024. An RFQ was posted to APC on Thursday, February 15, 2024 and will close on March 11th. Results will be brought for Council's direction.
- A Surface Material Exploration (SME) license has been granted by the province for aggregate exploration in the area adjacent to the Rail Rock gravel pit at NW 15-66-04-W6. Greenview has previously acquired aggregate from this area through an aggregate supply agreement which expired in 2020 and gravel currently at the KM 70 stockpile site near the Canfor Road intersection on the Forestry Trunk Road is from the privately-owned Rail Rock pit. Greenview's SME is in effect from June 1st to Oct. 31, 2024. Exploration activities must occur during this time frame. Operations will make arrangements to carry out the exploration and report on results to Council.

Operations East

- Crews focused on snowplowing, snow removal, and sanding and maintained Greenview parking lots, transfer stations, water points, and community halls.
- Crews in Operations East cut and removed windfallen trees and debris from ditches and right-of-ways after high winds knocked over trees into ROW's.
- 23 signs have been replaced or installed. 7 checkerboards, 1 no exit, and 1 left curve sign in the Sunset House area. 1 intersection sign in the Little Smoky area. 3 checkerboards and 1 stop sign in the Valleyview North area. 2 checkerboards and 2 intersection signs in the Valleyview South area. 1 checkerboard in the New Fish Creek area; and 2 checkerboards, 2 stop, and 1 intersection sign in the Ridgevalley area.

Operations Central

- The gravel haul from the Murtron/Timber Pro gravel pit to the Lignite Stockpile at KM 27 on the Forestry Trunk Road was completed on Thursday, February 22nd, moving 40,000 tonnes of material.
- Operations Central snowplowed and sanded icy areas and completed the removal of windfallen trees and debris from ditches and right-of-ways.

Operations West

- Crews completed cutting and removing windfallen trees and debris from ditches and right-of-ways.
- 9 signs have been installed - 8 TDL water signs at water diversion points in the Grovedale area, and 1 Grovedale Hall sign.
- Radar feedback signs have been delivered to Grovedale and are anticipated to be installed at the Penson School in March. Two signs have been delivered to Weyerhaeuser to be installed on the Two Lakes Road adjacent to the Nose Creek Settlement.
- Grovedale Operations maintained HWY 666 in response to Ledcor's 3 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.
- Items have been hauled from the Grande Cache Operations yard to the Grande Cache Airport for temporary storage in preparation for spring construction.
- 3 ice flows were removed, 3 culverts thawed on the Wanyandie East Road, and 1 ice flow was also cleared from the ditch on the Victor Lake Road.
- Crews thawed 2 frozen catch basins and 1 culvert in the hamlet of Grande Cache.
- Operations South delivered 4 commercial garbage bins for Environmental Services. 2 bins to Victor Lake and 2 bins to Susa Creek.
- A failing sewer manhole was repaired due to 3 deteriorated concrete rings under the cover in the hamlet of Grande Cache on 97th Avenue near 109th Street.
- Crews filled a cistern at the Grand Cache Sewage Treatment Plant.

Fleet Services

- The Jaltest software used for vehicle diagnostics has been set-up in 3 of the Operations Shops, and all employees have completed training.
- The first order of hardware for GeoTab, the new AVL system, has been placed and installations are anticipated to begin in mid-March.

Fleet & Shop Work Order Requests for Current Reporting Period	
Grande Cache Shop	27
Grovedale Shop	27
Valleyview Shop	61
TOTAL	115

Road Requests Received - 24	Operations East	Operations West	Operations Central	Operations South
Community Halls, Cemeteries, Arenas, etc...	1			
Ditching & Drainage		2		
Driveway Snowplowing	4			2
Road Conditions	4	2		
Safety Concerns	2	1		
Signage	1	1		
Snow & Ice	3			1
TOTAL	15	6		3

RoaData-Municipal Approval Requests	Service Rigs	Heavy Hauls	Drilling Rigs	Well Services
TOTALS	25	393	16	1
RoaData-Municipal Loads		Single Trip Loads	Multiple Legal Trip Loads	
TOTALS		445	99	
Grand Total-Approval Requests/Municipal Loads		979		

Road Use Agreements	
New Road Use Agreements	5
Total Road Use Agreements	959

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	174	Items Added to Maintenance Backlog	171
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- Governance**

- The tender closed for the generator ready project for Valleyview, Grovedale and Little Smoky. The tender only received one quote, but it was under budget and the proponent is very qualified. We will be presenting the tender to Council on March 12th.

- Economy**

- The tender closed for the new Grande Cache Operations building. This tender was well attended with 8 bids received. The tender was written in such a way to allow us to delete some large dollar items if the bids were over budget. All the full priced tenders were over budget. So, items were deleted to get the low bid proponent quote close to budget.

- In the month, inspections were conducted on the condition of the roofs at the Valleyview Field Services office, Outdoor Recreation building and Agricultural Service building. We are trying to be proactive and gain a perspective on upcoming roofing repair costs, where we can develop a multi-year budget instead of just asking when a failure occurs. We are also looking at the Grovedale shops using the same approach which will be conducted in March.
- Completed the installation of a second heat source and internet connection at the new Nose Creek Bottle Fill station. This will ensure in a power outage; no harm will come to the water components. We are working on the camera install now and should have up and running in early March.
- Installed TVs on the roof of the examination rooms on the Dental side of the Valleyview Medical Clinic. This work was completed on the weekends to prevent interruption to the Dental office operation.
- Replaced the unit heater in the Crooked Creek water point to a high efficiency unit.
- Installed another snow protection roof over an entry way to prevent injury from falling ice and snow. This would be the fourth unit we have installed over the past few months.
- Replaced defective lights on the outside of both the Grovedale and Debolt PSB's in the month.
- Steam cleaned all carpets on the upper level of the Operations building.
- Repaired a leaking sprinkler line in the lunchroom of the Operations shop. It looks like it may not have been installed correctly when completed a couple of years ago. The holes drilled in the pipe appear to be oversized.
- **Environment**
 - With serious snowstorms in the month, snow removal took a significant amount of time.
- **Culture, Social & Emergency Services**
 - Started working on a project at the Grovedale Arena to upgrade the ice plant for continued longevity. The project entails replacement of the 40-year-old chiller, upgrading the electrical system to PLC control, rebuilding the compressor, upgrading piping, and changing the refrigerant to the latest environmentally friendly version. The Ag. Board preferred to go to a freon upgrade over an Ammonia plant, as the safety concerns are much higher with Ammonia. They have asked the Facility Maintenance team to lead this project for them. We have met with the proponent and worked out a plan to order the long lead time components now to prevent delays this summer.

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**
 - Executed contract with Aecom for Grande Cache Transfer site construction and landfill capping.
 - Executed contract with GFL Environmental for solid waste and recycling collection; bins are getting swapped out at all sites.
 - Obtaining pricing from contractors for fencing and mulching around old landfill sites to meet the asset retirement obligations.
 - Repaired hydrant in Grande Cache.
 - Exposed underground utilities in Grande Cache in preparation for Tender and construction on memorial drive in Grande Cache.
 - Repaired clean in place pump at Grande Cache water plant.

- Replaced a CC Valve in Grande Cache.
 - Utilities staff in Grande Cache have begun using the Citywide system.
 - Responded to sewer backups in Grande Cache, investigations found issue to be grease from homeowners.
 - Plumbing repairs conducted at Little Smoky water plant on failed coupler that feeds main distribution line to customers.
 - Repaired Truck fill pump at Sweathouse water point.
 - Replaced Distribution pump at Sweathouse water point, serviced pump bearings on additional pumps.
 - Coops and Enterprise bins were removed as per Council; a few sites are paying for bins with more requests coming in for service.
 - Electronics cleanup underway at transfer sites underway; New Fish Creek, Sturgeon Heights and South Wapiti are completed.
 - Collection bin for oil recycling placed at Grande Cache Landfill.
 - Multiple meter inspections completed, and repairs done in Grande Cache on old failing water meters that are at end of life.
 - Flushed Valleyview rural water lines to improve chlorine residuals.
 - Piping repairs conducted in Ridgevalley water plant, old copper tubing needed replaced.
 - Emergency water break was repaired on Valleyview south rural line.
 - Annual reports for water and wastewater have been compiled and submitted to Environment.
- **Economy**
 - Grande Cache Wastewater project continues with concrete pours, heating and hoarding, deliveries of materials for waterline extension. 2040 m³ of concrete has been poured as of Feb 22, when project is complete it will be 2950 m³.
 - Conducted warranty and deficiency inspection at Grovedale water plant, warranty will be done in July, list created for contractor to conduct repairs.

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**
 - Working with Procurement, executed consulting services agreement with AECOM for Grande Cache Transfer site and landfill capping (SW20001).
 - Working with MD of Greenview landfill supervisor and Manager for viable plan regarding Waste Transfer Station options (Push pit, Stationary Compactor, Inverting Bin) (SW20001).
 - Plans for Grovedale floating liner made with M2 Engineering. Plans to install and commission new cell in 2024 before repairs are made (WW19001).
 - Meeting with consultant with 90% plans completed. Minor changes made with plans for construction tender in March (WD22005).
 - Working with Allnorth plans amended to include 300mm water line to meet current and future water demands and fire flows (WD22005).
 - Attended several RFD review committee for growth and experience.
 - Building relationship with engineering consultants and opening communication with Allnorth/M2/AECOM.
 - Assisted with review and changes to Roads Specifications within MD of Greenview.

- **Economy**

- Topographic survey completed for GC transfer site by McElhanney.
- Working with Grande Cache staff, had underground deep and shallow utilities exposed (locations, sizes, materials) confirmed in preparation for Memorial Drive water and sewer extension (WD22005).
- Worked with engineering consultant on potential community dugout.

- **Culture, Social & Emergency Services**

- Visit to Grande Cache to meet staff and view future construction sites
- Attended first Greenview U event

CAPITAL BUDGET -- DEPARTMENT UPDATES -- I&E									
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 for Council.		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	TOTAL APPROVED BUDGET (ALL YEARS)	TOTAL BUDGET BALANCE REMAINING	Percentage of budget spent	EST. COST SPENT TO DATE (ALL YEARS)	STRATEGIC PLAN	CONTRACTOR	Percentage of Project Management Completed		NOTES
ROADS									
RD20008 Twp 692 - GD Industrial Rd - West of Hwy 666	\$ 2,013,697.00	\$ 533,410.23	74%	\$ 1,480,286.77	Economy	PME Inc.	Warranty	100%	Complete. -- balance carried during Warranty period. Drainage work to continue in 2024.
RD22001 FTR Phase 6	\$ 6,283,597.00	\$ (332,954.80)	105%	\$ 6,616,551.80	Economy	Beirsto & Associates	Warranty	100%	Complete. -- balance carried during Warranty period.
RD22006 RV Dumping Access	\$ 550,000.00	\$ 201,158.90	63%	\$ 348,841.10	Economy	Allnorth Consulting	Final	96-99%	Construction Tender posting on APC February 6 closing March 6 - Counil April 25th. Project awarded to Wapiti Gravel, pre construction rescheduled 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, deficiencies to be completed in 2024.
RD23005 FTR Canfor South	\$ 1,583,900.00	\$ 1,541,100.00	3%	\$ 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 posted February 16th 2024 for construction.
RD24004 Land Acquisitions	\$ 100,000.00	\$ 100,000.00	0%	\$ -	Economy		Planning	0-10%	
RD24006 Twp Rd 692 Regrade (GD Fish Pond)	\$ 250,000.00	\$ 250,000.00	0%	\$ -	Economy		Planning	0-10%	
RD24008 Rge Rd 212 Road Construction	\$ 450,000.00	\$ 450,000.00	0%	\$ -	Economy		Planning	0-10%	
PAVING									
PV22001 Rge Rd 251 South	\$ 1,000,000.00	\$ 68,095.19	93%	\$ 931,904.81	Economy	AllNorth Consulting	Warranty	100%	Complete. -- balance carried during Warranty period.
PV22002 Twp 701A Overlay	\$ 3,200,000.00	\$ 1,071,800.46	67%	\$ 2,128,199.54	Economy	AllNorth Consulting	Warranty	100%	Complete. -- balance carried during Warranty period.
PV23004 Twp Rd 704 Overlay (Hwy 40 - RR 230)	\$ 2,560,000.00	\$ 2,560,000.00	0%	\$ -	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 posted February 16th 2024 for construction.
PV24003 Hamlet Curb & Gutter Resurfacing	\$ 2,000,000.00	\$ 2,000,000.00	0%	\$ -	Economy		Planning	0-10%	
PV24004 FTR Overlay (KM 0 - KM 5)	\$ 75,000.00	\$ 75,000.00	0%	\$ -	Economy		Planning	0-10%	
BF/DRAINAGE									
BF76637 Twp Rd 692 (SW16-6-22-5)	\$ 550,000.00	\$ 512,151.00	7%	\$ 37,849.00	Economy		Tendering	31-45%	Posted for construction, closes Mar 11th.
BF77159 Asplund Creek	\$ 2,045,000.00	\$ 2,000,470.50	2%	\$ 44,529.50	Economy	MPA Engineering	Final	96-99%	STIP Application submitted - Ready for Construction. Shelf ready.
BF78503 RR 225	\$ 45,000.00	\$ 22,099.25	51%	\$ 22,900.75	Economy	MPA Engineering	Final	96-99%	STIP Application submitted - Engineering in progress, Engineering Complete, ready for Construction; Denied STIP, Design Ready
BF79118 Tributary to Sturgeon Creek	\$ 50,000.00	\$ 27,262.80	45%	\$ 22,737.20	Economy	MPA Engineering	Final	96-99%	STIP Application submitted - Engineering in progress, Engineering Complete Ready for Construction. Design ready
BF77244 Tributary to Sweathouse Creek	\$ 670,000.00	\$ 183,190.10	73%	\$ 486,809.90	Economy	Green Acres	Warranty	100%	Complete. -- balance carried during Warranty period.
BF77259 Tributary to Sweathouse Creek	\$ 45,000.00	\$ (548.00)	101%	\$ 45,548.00	Economy		Planning	0-10%	STIP Application submitted; design is ready.
ENVIRONMENTAL SERVICES									
SOLID WASTE									
SW19004 GC Landfill & Recycling Land Purchase	\$ 71,708.00	\$ 53,308.41	26%	\$ 18,399.59	Environment	Alberta Enviro Lands	Construction	46-95%	Awaiting final agreement from AEP Lawyer. Additional Survey required, some site conflicts. Name change required to Register as MD of Greenview from New town of grande cache on old documents. Land Titles tentatively approved final plan.
SW20001 GC Transfer Station Development	\$ 2,635,610.00	\$ 2,559,314.82	3%	\$ 76,295.18	Environment	Aecom	Engineering	11-30%	Engineering/ design/ Tender phase in 2024, Council awarded to Aecom Jan 9 Council meeting. Preliminary working with AECOM, type of WTS TBD
SW23001 Hook Bin Truck Replacement A201	\$ 300,000.00	\$ 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	\$ 32,625,298.00	\$ 18,938,357.83	42%	\$ 13,686,940.17	Economy	Clarke Builders	Warranty	100%	Warranty ends July 2024, deficiencies on going.

CAPITAL BUDGET -- DEPARTMENT UPDATES -- I&E

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 for Council.

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	TOTAL APPROVED BUDGET (ALL YEARS)	TOTAL BUDGET BALANCE REMAINING	Percentage of budget spent	EST. COST SPENT TO DATE (ALL YEARS)	STRATEGIC PLAN	CONTRACTOR	Percentage of Project Management Completed	NOTES
WD16004 Landry Heights Water Distribution System	connected to WD15002			\$ 4,849,884.84	Governance	Clarke Builders	Warranty 100%	Completed, carried for Warranty
WD19004 GC Distribution Pumphouse Upgrades	\$ 1,695,300.00	\$ 960,762.56	43%	\$ 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	\$ 247,300.00	\$ 133,796.35	46%	\$ 113,503.65	Environment	TBD	Final 96-99%	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
WD22005 Water & Sewer Extension - Memorial Drive	\$ 4,599,408.00	\$ 4,500,000.00	2%	\$ 90,394.81	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. Tendering March 8th
WD23006 Nose Creek Water Point	\$ 240,000.00	\$ 67,972.04	72%	\$ 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	connected to WD15002			\$ 4,884,996.52	Environment	Mainline Construction	Warranty 100%	Warranty completed , project completed.
WW19001 GD Floating Liner	\$ 1,449,507.00	\$ 500,000.00	15%	\$ 221,141.69	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	\$ 50,729,121.00	\$ 33,528,685.50	34%	\$ 17,200,435.50	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.
WW21001 RV Lagoon Expansion	\$ 1,624,008.00	\$ 731,200.00	45%	\$ 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								
OP24001 Annual Vehicle Replacement	\$ 771,500.00	\$ 771,500.00	0%	\$ -	Economy		Planning 0-10%	Q1 2024 - The Tender(s) for this Project has been posted to APC and is due to close on March 22, 2024
OP24004 A135 - Plow Truck Replacement (DB)	\$ 448,000.00	\$ 448,000.00	0%	\$ -	Economy		Planning 0-10%	Q1 2024 - Canoe contract with Viking Cives, anticipated delivery estimated for the end of March 2024.
OP24005 Group 6 Excavator (DB)	\$ 175,000.00	\$ -	100%	\$ 175,000.00	Economy	AB Equipment Ltd.	Warranty 100%	Q1 2024 Completed and delivered.
OP24006 T66 - Equipment Hauling Trailer Replacement (VV)	\$ 75,000.00	\$ 11,362.62	85%	\$ 63,637.38	Economy	Brandt Tractor	Warranty 100%	Q1 2024 Completed and delivered.
FACILITIES MAINTENANCE								
FM21008 Security Improvement 4 yr. plan	\$ 428,434.69	\$ 2,500.00	99%	\$ 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 scen making the building more secure. This project is complete. Carryover is for lighting on backorder.
FM22008 GC New Operations Shop	\$ 11,431,455.00	\$ 11,208,692.68	2%	\$ 222,762.32	Governance	Beairsto & Associates	Tendering 31-45%	Project fully designed. Touching last few additions/corrections. Coming to Council December 2023. Worked with Beairsto to incorporated the recommendation 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. Tender closed Bird Construction is the low bidder taking to Council March 12
FM22009 GRM Emergency Generator (350kW)	\$ 425,000.00	\$ 420,337.50	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. Coming to Council March 12th.
FM24007 Renovations to FM/Enviro Building	\$ 20,000.00	\$ 20,000.00	0%	\$ -	Governance		Planning 0-10%	Started asking for quotes to replace the siding on the carpenter shop
FM24010 Replacement of RB3 60" Rotary Broom	\$ 6,000.00	\$ 6,000.00	0%	\$ -	Governance		Planning 0-10%	Order in February

CAPITAL BUDGET -- DEPARTMENT UPDATES -- I&E								
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 for Council.		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	TOTAL APPROVED BUDGET (ALL YEARS)	TOTAL BUDGET BALANCE REMAINING	Percentage of budget spent	EST. COST SPENT TO DATE (ALL YEARS)	STRATEGIC PLAN	CONTRACTOR	Percentage of Project Management Completed	NOTES
FM24011 Replacement of Skid #1 to Bobcat Skidsteer	\$ 94,000.00	\$ 94,000.00	0%	\$ -	Governance		Tendering 31-45%	3 quotes received, taking to Council March 12
Council Requests over the approved budgets								
	\$ -			\$ -				
	\$ -			\$ -				



Municipal District of Greenview No. 16

NAME: Winston Delorme
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
14-Feb	9:00	15:00	M	MPC/PRC/Duncan's First Nation-GIG	200						324.00
15-Feb				Kikinow Construction Meeting							
20-Feb	9:00	12:00	M	COTW							275.00
20-Feb	15:30	19:00	C	Sturgeon Lake Meeting -GIG/ travel to G	200						469.00
21-Feb			C	Growing the North							469.00
22-Feb			C	Growing the North							469.00
23-Feb	7:00	16:00	M	EDA Workshop	200						469.00
26-Feb	15:00	18:00	M	Travel to GP	200						275.00
27-Feb	7:00	18:00	M	Council Meeting/ Travel to GC	200						469.00
NOTES:				KILOMETER CLAIM			TOTAL				3219.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	1000	700.00	NET CLAIM				3219.00
				\$0.17 per km	1000	170.00					
				SUBTOTAL		870.00	TOTAL CLAIM				4089.00
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		870	AMOUNT DUE (OWING)				\$4,089.00

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Ryan Ratzlaff
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
13-Feb	8:15	16:30	M	RCM	80							469.00
14-Feb	8:15	12:00	M	MPC, PRC	80							275.00
20-Feb	6:30	15:00	M	COTW Grovedale	200							469.00
21-Feb	8:15	17:00	C	Growing the North	25							469.00
22-Feb	8:15	18:00	C	Growing the North	180							469.00
NOTES:				KILOMETER CLAIM			TOTAL					2151.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.70 per km	565	395.50	NET CLAIM					2151.00
				\$0.17 per km	565	96.05						
				SUBTOTAL		491.55	TOTAL CLAIM				2642.55	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		491.55	AMOUNT DUE (OWING)				\$2,642.55	

 Claimant

 Date

243

 Approved

 Date



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		
12-Feb	8:30	13:00	M	GIG	16							324.00
13-Feb	8:30	18:00	M	Council / EOI / VV Rec Board	32							469.00
14-Feb	8:30	13:30	M	MPC/PRC	16							324.00
15-Feb	7:45	11:30	M	LS Ski Hill	104							275.00
20-Feb	7:00	15:00	M	COTW / GTN	155							324.00
21-Feb			C	GTN	26							469.00
22-Feb			C	GTN	26							469.00
23-Jan	8:30	16:30	M	Wildfire Workshop	136							324.00
NOTES:				KILOMETER CLAIM			TOTAL					2978.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.70 per km	511	357.70	NET CLAIM					2978.00
				\$0.17 per km	511	86.87						
				SUBTOTAL		444.57	TOTAL CLAIM					3422.57
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		444.57	AMOUNT DUE (OWING)					\$3,422.57

Sally Ann Rosson
Claimant

February 25, 2024
Date

244

Approved

Date



Municipal District of Greenview No. 16

NAME: Dave Berry
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
13-Feb	8:30	16:00	M	Reg Council	60							324.00
20-Feb	6:30	17:00	M	COTW Gd	320							469.00
21-Feb	7:00	18:00	C	Growing the North	140							469.00
22-Feb	8:30	14:00	C	Growingthe North	140							469.00
NOTES:				KILOMETER CLAIM			TOTAL					1731.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.70 per km	660	462.00	NET CLAIM					1731.00
				\$0.17 per km	660	112.20						
				SUBTOTAL		574.20	TOTAL CLAIM				2305.20	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		574.2	AMOUNT DUE (OWING)				\$2,305.20	



Municipal District of Greenview No. 16

NAME: Tom Burton

ADDRESS :

Employee # :

Department:

Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
February 12 2024	7:45	13:00	M	Greenview Industrial Gateway	120						324.00
February 13 2024	7:45	17:30	M	Council	120						469.00
February 14 2024	7:45	12:15	M	Municipal Planning Commission & Policy Review Committee	120						324.00
February 15 2024	8:00	21:00	M	Emerging Trends in Municipal Law & Minister Schow & River of Death and Discovery Dinosaur Museum Society	200						536.00
February 16 2024	15:00	15:30	M	Regional Branding Committee							275.00
February 17 2024	9:00	12:30	M	MD of Greenview Library Board							275.00
February 20 2024	7:30	20:00	M	Committee of the Whole & Growing the North Conference & East Smoky Recreation Board	200						536.00
February 21 2024	7:30	21:00	C	Growing the North Conference & Minister McIver & Interprovincial Fuel Solutions Event	130						469.00
February 22 2024	7:30	17:30	C	Growing the North Conference	130						469.00
February 23 2024	7:30	14:30	M	Grande Spirit Foundation & RMA Unpaid Oil & Gas Taxes Webinar	120						324.00
February 24 2024	9:30	14:00	M	Peace Library System	120						324.00
NOTES:				KILOMETER CLAIM			TOTAL				4325.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	1260	882.00	NET CLAIM				4325.00
				\$0.17 per km	1260	214.20					
				SUBTOTAL		1096.20		TOTAL			5421.20
				LESS G.S.T.				LESS ADVANCES			
				TOTAL		1096.2		AMOUNT DUE (OWING)			\$5,421.20

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		
12-Feb	8:00	14:00	M	GIG	76		X		20.00		324.00
13-Feb	8:00	20:30	M	Regular Council Meeting	76			X	50.00		536.00
13-Feb				EOIP Information Open House							
14-Feb	8:00	12:30	M	MPC, PRC	76						324.00
20-Feb	7:30	20:00	M	COTW, Growing the North	210			X	50.00		536.00
21-Feb	7:30	21:30	M	Growing the North, PACE, Dinner IFS	190						536.00
22-Feb	9:00	13:00	M	Physician Attraction and Retention	76						275.00
NOTES:				KILOMETER CLAIM			TOTAL		120.00		2531.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	704	492.80	NET CLAIM		120.00		2531.00
				\$0.17 per km	704	119.68					
				SUBTOTAL		612.48	TOTAL CLAIM				3263.48
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		612.48	AMOUNT DUE (OWING)				\$3,263.48

 Claimant

 Date

247

 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		
12-Feb	6:45	14:00	M	GIG VV	305							324.00
13-Feb	6:45	17:00	M	Reg council VV	305							469.00
14-Feb	6:45	13:30	M	MPC PRC	305							324.00
15-Feb	9:30	12:00	M	SPRA Building Committee	64							275.00
16-Feb	10:30	12:30	M	Nitehawk Minister Schow	24							275.00
17-Feb	9:50	12:30	M	MD Library Board ZOOM								275.00
20-Feb	8:15	15:00	M	COTW GD	24							324.00
21-Feb	7:30	21:00	C	Growing the North	64							469.00
22-Feb	7:30	17:00	C	Growing the North	64							469.00
23-Feb	7:30	15:30	M	Wilfire season workshop	64							324.00
NOTES:				KILOMETER CLAIM			TOTAL					3528.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.70 per km	1219	853.30	NET CLAIM					3528.00
				\$0.17 per km	1219	207.23						
				SUBTOTAL		1060.53	TOTAL CLAIM				4588.53	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		1060.53	AMOUNT DUE (OWING)				\$4,588.53	

Claimant

Date

Approved

Date



Municipal District of Greenview No. 16

NAME: Tyler Olsen
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
12-Feb	8:30	12:00	m	GIG committee, Town of VV council meeting		1		1	70.00		275.00
13-Feb	8:30	15:00	m	Regular council		1		1	70.00		324.00
14-Feb	8:30	11:00	m	MPC, Duncan FN , return to GC	320	1	1		40.00		275.00
16-Feb	15:00	22:00	m	Regional Branding, AWG Opening cerem	320			1	50.00		324.00
17-Feb	10:00	13:30	m	return to GC	320						275.00
20-Feb	7:00	19:00	m	COTW Grovedale, GTN mixer	220					149.98	469.00
21-Feb	8:00	21:00	c	GTN conference, IFS dinner	20	1			20.00		469.00
22-Feb	8:00	17:30	c	GTN Conference	120	1		1	70.00		469.00
NOTES:				KILOMETER CLAIM			TOTAL		320.00	149.98	2880.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	1320	924.00	NET CLAIM		320.00	149.98	2880.00
				\$0.17 per km	1320	224.40					
				SUBTOTAL		1148.40	TOTAL CLAIM				4498.38
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1148.4	AMOUNT DUE (OWING)				\$4,498.38

 Claimant

 Date

249

 Approved

 Date