



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

March 26, 2024

9:00 AM

Administration Building  
Valleyview, AB

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#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
	3.1 Regular Council Meeting Minutes held March 12, 2024	3
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	
	4.0 Bylaw 24-956 Road Closure	19
#5	DELEGATION	
#6	BYLAWS	
	6.1 Bylaw 24-957 Grande Cache Recreation Board	21
	6.2 Bylaw 24-958 Fire-Rescue Services	27
#7	BUSINESS	
	7.1 2023 Financial Reporting	62
	7.2 2024 Final Budget Adoption	83
	7.3 Sale of Single Band portable radios	106
	7.4 Policy 1002 Travel and Subsistence	111
	7.5 Policy 1008 Council and Board Remuneration	121
	7.6 Sponsorship Request - Aseniwuche Winewak Nation Round Dance	131
	7.7 Greenview Charity Clay Shoot Donation Recipient(s)	138
#8	NOTICE OF MOTION	

#9	CLOSED SESSION	<p>9.1 Tender Award – Grande Cache Recreation Centre Arena Pad &amp; Boards Disclosure Harmful to Business Interests of a Third Party (Section 16, FOIP)</p> <p>9.2 Tender Award – Greenview Regional Multiplex Fieldhouse Air Conditioning Disclosure Harmful to Business Interests of a Third Party (Section 16, FOIP)</p> <p>9.3 Land Offered for Sale to Greenview Privileged Information (Section 27, FOIP)</p> <p>9.4 Confidential Evaluation</p>	
#10	MEMBERS REPORTS/EXPENSE CLAIMS	<ul style="list-style-type: none"> <li>• Ward 1</li> <li>• Ward 2</li> <li>• Ward 3</li> <li>• Ward 4</li> <li>• Ward 5</li> <li>• Ward 6</li> <li>• Ward 7</li> <li>• Ward 8</li> <li>• Ward 8</li> <li>• Ward 9</li> </ul>	140
#11	ADJOURNMENT		

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building,  
Valleyview, Alberta on Tuesday, March 13, 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 8	Deputy Reeve Bill Smith
Ward 1	Councillor Winston Delorme
Ward 2	Councillor Ryan Ratzlaff
Ward 3	Councillor Sally Rosson
Ward 4	Councillor Dave Berry
Ward 5	Councillor Dale Smith
Ward 6	Councillor Tom Burton
Ward 7	Councillor Jennifer Scott
Ward 8	Councillor Christine Schlieff
Ward 9	Councillor 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**

**#2**  
**AGENDA**

MOTION: 24.03.101 Moved by: COUNCILLOR TOM BURTON  
That Council adopt the Agenda of the March 12, 2024, Regular Council Meeting  
as amended.

- Add Agenda Item 9.4 – Policy 4020
- Add Agenda Item 7.16 Prince Rupert Port Authority
- Add Agenda Item 7.17 South Korea Trade Mission
- Add Agenda Item 7.18 Mine 14 Letter of Support
- Add Agenda Item 7.19 Valleyview Library Board Appt.

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

CARRIED

**#3  
MINUTES**

**MOTION: 24.03.102 Moved by: COUNCILLOR CHRISTINE SCHLIEF**  
That Council adopt the minutes of the February 27, 2024, Regular Council Meeting as amended.

- Members business: Add Minister McIver meeting to Councillor Schlief and Councillor Scott's lists.

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

CARRIED

**BUSINESS ARISING  
FROM THE MINUTES**

**BUSINESS ARISING FROM MINUTES**

- Councillor Dale Smith: Drainage is there a meeting or was a letter sent to them?
- CAO Wabick: Sent an email, follow up with a letter, explaining our position of support, and will support administratively.

**5.0 DELEGATIONS**

**6.0 BYLAWS**

**7.0 NEW BUSINESS**

**7.1 TENDER AWARD – GRANDE CACHE OPERATIONS BUILDING**

**GC OPS BUILDING**

**MOTION: 24.03.103 Moved by: COUNCILLOR JENNIFER SCOTT**  
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.

- Crane: 5T

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

CARRIED

**MOTION: 24.03.104 Moved by: COUNCILLOR CHRISTINE SCHLIEF**  
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.

TABLED

MOTION: 24.03.105 Moved by: COUNCILLOR DALE SMITH

That the meeting go to Closed Session, at 9:29 a.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

MOTION: 24.03.106 Moved by: COUNCILLOR DALE SMITH

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 9:47 a.m.

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

CARRIED

MOTION: 24.03.107 Moved by: COUNCILLOR SALLY ROSSON

That Council table motion 24.03.104 to award tender AB-2024-00684 until later in the meeting.

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

CARRIED

**EMERG. GENERATOR  
TENDER**

**7.2 TENDER AWARD – EMERGENCY GENERATOR READY PREPAREDNESS**

MOTION: 24.03.108 Moved by: COUNCILLOR JENNIFER SCOTT

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).

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

CARRIED

Councillor Hackenberg excuses himself from the meeting due to pecuniary interest at 9:56 a.m.

**FTR WATER TRUCK  
TENDER  
AREA 1**

**7.3 FORESTRY TRUNK ROAD – 2024 WATER TRUCK SERVICES TENDER**

MOTION: 24.03.109 Moved by: COUNCILLOR DALE SMITH

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.

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

CARRIED

**AREA 2**

MOTION: 24.03.110 Moved by: COUNCILLOR SALLY ROSSON

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.

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

CARRIED

**AREA 3**

MOTION: 24.03.111 Moved by: COUNCILLOR CHRISTINE SCHLIEF

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.

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

CARRIED

**AREA 4**

MOTION: 24.03.112 Moved by: COUNCILLOR WINSTON DELORME

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.

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

CARRIED

Reeve Olsen recessed the meeting at 10:03 a.m.

Reeve Olsen reconvened the meeting at 10:13 a.m.

Councillor Hackenberg re-entered the meeting at 10:13 a.m.

**BOCATT T66**

**7.4 PURCHASE OF BOBCAT T66 FOR FACILITY MAINTENANCE**

MOTION: 24.03.113 Moved by: COUNCILLOR SALLY ROSSON

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

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

CARRIED

MOTION: 24.03.114 Moved by: COUNCILLOR DAVE BERRY

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.

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

CARRIED

**LOCAL IMPROVEMENT**

**7.5 Local Improvement – Grande Cache Main Street Lofts Area**

MOTION: 24.03.115 Moved by: COUNCILLOR RYAN RATZLAFF

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 directly benefitting 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.

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

CARRIED

MOTION: 24.03.116 Moved by: COUNCILLOR SALLY ROSSON

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 directly benefitting 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.

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

CARRIED

MOTION: 24.03.117 Moved by: COUNCILLOR DALE SMITH

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.

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

Absent: Councillor Delorme

CARRIED

**COMMUNITY DUGOUT**

**7.6 Community Dugout on SW 3-73-22 W5M**

MOTION: 24.03.118 Moved by: COUNCILLOR DALE SMITH

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).

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

CARRIED

MOTION: 24.03.119 Moved by: COUNCILLOR DALE SMITH

That Council provide \$20,000 of funding to start the investigation and prepare a detailed plan for providing a Seasonal community dugout located at SW 3-73-22-W5M, with funding to come from Environmental Reserves.

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

AGAINST: Councillor Ratzlaff

CARRIED

**FINANCIAL REPORTING**

**7.7 Policy 9501 Financial Reporting**

MOTION: 24.03.120 Moved by: COUNCILLOR JENNIFER SCOTT

That Council approve Policy 9501 "Financial Reporting" as presented.

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

AGAINST: Councillor Dale Smith, Councillor Rosson

CARRIED



**MOTION: 24.03.121 Moved by: COUNCILLOR JENNIFER SCOTT**

That Council repeal Policy 1500 "Financial Reporting".

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

CARRIED

**ASSET SURPLUS  
DISPOSAL**

**7.8 Asset Surplus/Disposal 2023**

**MOTION: 24.03.122 Moved by: COUNCILLOR JENNIFER SCOTT**

That Council direct Administration to list and sell the items on the AMENDED 2023 Surplus Disposal Table(s) at the next Alberta North Auction.

- Removal of salt and sand shed
- Office trailer (removal)
- Update the descriptions of the ASB equipment

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

CARRIED

**7.9 Proposed Amendments to Little Smoky Ski Area Governance Board Agreement**

**MOTION: 24.03.123 Moved by: COUNCILLOR DALE SMITH**

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

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

CARRIED

**RIDGEVALLEY SENIORS**

**7.10 Grant Request - Ridgevalley Seniors Assistance Society**

**MOTION: 24.03.124 Moved by: COUNCILLOR JENNIFER SCOTT**

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 2024 Community Services Grants to Organizations budget.

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

AGAINST: Councillor Delorme

CARRIED

**CITY OF GP  
CANADA DAY**

**7.11 Sponsorship Request - City of Grande Prairie**

MOTION: 24.03.125 Moved by: COUNCILLOR SALLY ROSSON

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.

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

CARRIED

**GC MEMORIAL  
ICEBREAKER**

**7.12 Sponsorship Request - Grande Cache Memorial Icebreaker Tournament**

MOTION: 24.03.126 Moved by: COUNCILLOR MARKO HACKENBERG

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 2024 Community Services Sponsorship budget.

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

CARRIED

**SWAN CITY**

**7.13 Swan City Snowmobile Club Correspondence Request**

MOTION: 24.03.127 Moved by: COUNCILLOR CHRISTINE SCHLIEF

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

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

CARRIED

Reeve Olsen recessed the meeting 11:57 a.m.

Councillor Burton exit the meeting at 12:00 p.m.

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

MOTION: 24.03.128 Moved by: COUNCILLOR DALE SMITH

That Council lift tabled motion 24.03.104 to award tender AB-2024-00684.

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

CARRIED

MOTION: 24.03.104 Moved by: COUNCILLOR CHRISTINE SCHLIEF  
That Council awards tender AB-2024-00684 to GenMec ACL Inc. in the amount of \$11,629,125.00 plus GST, with funds to come from capital project FM22008 – New Operations Shop in Grande Cache.  
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Berry, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff, Councillor Hackenberg  
CARRIED

#### **7.14 Voyent Alert Notifications**

MOTION: 24.03.129 Moved by: COUNCILLOR RYAN RATZLAFF  
That Council approve a staged expansion of voluntary notifications available to residents through the Voyent Alert System as presented.  
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Berry, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff, Councillor Hackenberg  
CARRIED

#### **7.15 Managers Reports**

MOTION: 24.03.130 Moved by: COUNCILLOR CHRISTINE SCHLIEF  
That Council approve the Managers Reports for information, as presented.  
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Berry, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff, Councillor Hackenberg  
CARRIED

#### **7.16 PRINCE RUPERT PORT AUTHORITY VISIT**

MOTION: 24.03.131 Moved by: COUNCILLOR RYAN RATZLAFF  
That Council rescind Motion 24.01.51 *That Council authorize Administration to proceed with planning an educational visit to the Prince Rupert Port Authority (British Columbia) for Executive Director Kyle R, Chief Administrative Officer Stacey W, and GIG Committee Chair Councillor Delorme.*  
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Berry, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff, Councillor Hackenberg  
AGAINST: Councillor Rosson  
CARRIED

**7.17 TEAM CANADA TRADE MISSION TO SOUTH KOREA**

MOTION: 24.03.132 Moved by: COUNCILLOR DAVE BERRY

That Council accept the report regarding the Canadian Trade Mission to South Korea for information, as presented.

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

CARRIED

MOTION: 24.03.133 Moved by: COUNCILLOR JENNIFER SCOTT

That the meeting go to Closed Session, at 2:34 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

Reeve Olsen recessed the meeting at 2:34 p.m.

Reeve Olsen reconvened the meeting at 2:40 p.m.

MOTION: 24.03.134 Moved by: COUNCILLOR JENNIFER SCOTT

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 3:44 p.m.

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

CARRIED

MOTION: 24.03.135 Moved by: COUNCILLOR DALE SMITH

That Council authorize Reeve Olsen to attend the 2024 Team Canada Trade Mission to South Korea April 21-25<sup>th</sup>.

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

CARRIED

### **7.18 MINE 14 LETTER OF SUPPORT**

MOTION: 24.03.136 Moved by: REEVE TYLER OLSEN

That Council direct Administration to send a letter of support for the Mine 14 Project to caucus, and CC local MLAs.

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

CARRIED

## **NOTICE OF MOTION**

### **8.0 NOTICE OF MOTION**

#### **9.0 CLOSED SESSION**

MOTION: 24.03.137 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That the meeting go to Closed Session, at 4:02 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

MOTION: 24.03.138 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 4:36 p.m.

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

CARRIED

MOTION: 24.03.139 Moved by: COUNCILLOR WINSTON DELORME

That Council directs Administration to proceed with the finalizing of the Aggregate Supply Agreement with River Top Sand and Gravel LTD (SML:990008) dated April 2013, by way of providing topsoil for reclamation purposes no later than October 31, 2024, under the guidance of public lands and no further monetary funds will be awarded.

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

CARRIED

Reeve Olsen recessed the meeting at 4:40 p.m., to be reconvened March 13, 2024, immediately following Policy Review Committee.

Reeve Olsen reconvened the meeting, May 13, 2024, at 12:15 p.m.  
ABSENT: Ward 6 Councillor, Tom Burton

MOTION: 24.03.140 Moved by: COUNCILLOR CHRISTINE SCHLIEF  
That the meeting go to Closed Session, at 12:16 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.  
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Berry, Councillor Delorme, Councillor Rosson, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff, Councillor Hackenberg

CARRIED

#### **9.1 GROVEDALE CEMETERY COMMITTEE APPOINTMENT**

#### **9.2 MUNICIPAL DEVELOPMENT PLAN TENDER**

#### **9.3 AGGREGATE SUPPLY CONTRACT**

#### **9.4 POLICY 4020**

MOTION: 24.03.141 Moved by: COUNCILLOR DALE SMITH  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 1:47 p.m.  
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Berry, Councillor Delorme, Councillor Rosson, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff, Councillor Hackenberg

CARRIED

MOTION: 24.03.142 Moved by: COUNCILLOR DALE SMITH  
That Council appoint Shauna Head to the Grovedale Cemetery Committee for a three-year term, expiring at the 2027 Organizational Meeting.  
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Berry, Councillor Delorme, Councillor Rosson, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff, Councillor Hackenberg

CARRIED

**MOTION: 24.03.143 Moved by: COUNCILLOR SALLY ROSSON**

That Council direct Administration to cancel the Municipal Development Plan (MDP) tender and retender in 2026.

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

CARRIED

**#10 MEMBER REPORTS  
AND EXPENSE CLAIMS**

**10.0 MEMBERS BUSINESS**

**WARD 1**

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

- February 27, 2024, Regular Council Meeting
- ASCHA
- KIK. Construction Meeting
- Coops and Enterprises Supper
- Greenview U Council

**WARD 2**

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

- February 27, 2024, Regular Council Meeting
- Alberta Care Conference
- LS Cemetery Meeting
- LS Voyent/Streetlight Open house
- CCEC Meetings

Councillor Delorme exit the meeting at 1:59 p.m.

**WARD 3**

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

- February 27, 2024, Regular Council Meeting
- Minister McIver Virtual Meeting
- Council Greenview U – Governance/Budget
- CCEC - Virtual

**WARD 4**

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

- February 27, 2024, Regular Council Meeting
- Beef Conference
- ASB Meeting
- Council Greenview U – Governance/Budget

**WARD 5**

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

- RCM
- Council Greenview U
- New Fish Creek Hall Board Meeting

**WARD 6**

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

- Council
- River of Death & Discovery Dinosaur Museum Society Governance
- 28th Annual Northern Municipal Law Seminar
- TeePee Creek Sponsor Appreciation
- Council Workshops
- Ridgevalley Street Lighting Session
- DeBolt Street Lighting Session
- Friends of Grande Spirit Foundation
- River of Death & Discovery Dinosaur Museum Society Governance
- Alberta Senior's & Community Housing Association Conference

**WARD 7**

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

- February 27, 2024, Regular Council Meeting
- CCRC – AGM/Regular Meeting
- PREDA
- Greenview U – Governance Check in/Budget Update
- Ridgevalley Open House

**WARD 8**

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

- MPC
- Duncan First Nation Meeting
- COTW
- Growing the North
- GPRTA Meeting
- MASKWA
- AFSC
- AB Beef Conf.
- ASB
- Regional Branding
- Council Greenview U – Governance/Budget



MOTION: 24.03.144 Moved by: DEPUTY REEVE BILL SMITH

That Council direct Administration to prepare a report on how the Grande Prairie Regional Tourism Association Board can contribute to Greenview's Strategic Plan.

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

ABSENT: Councillor Delorme

CARRIED

**WARD 8**

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

- February 27, 2024, Regular Council Meeting
- Budget Townhall Webinar
- Resource Centre for Suicide Prevention Supper Update
- Greenview U – Governance Check in/Budget Update
- Community Futures
- Grovedale Cemetery Committee

**WARD 9**

**COUNCILLOR MARKO HACKENBERG** updated Council on recent activities, which include;

- Election Day – Sheldon Coates School Meeting
- February 27, Regular Council Meeting
- Council EOEP Governance Course (Roles and Responsibilities)
- Coops and Enterprises Supper
- Council Greenview U – Governance/Budget

**WARD 9**

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

- February 27, Regular Council Meeting
- AB Counsel Spring Mixer
- Evening with Grande Prairie
- Breakfast MLA Long
- Coops and Enterprises Supper
- Webinars
- Transportation Awards Banquet

**#10 MEMBERS  
BUSINESS**

MOTION: 24.03.145 Moved by: COUNCILLOR JENNIFER SCOTT

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

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

AGAINST: Councillor Delorme

CARRIED

**#11 ADJOURNMENT**

**11.0 ADJOURNMENT**

MOTION: 24.03.146 Moved by: COUNCILLOR RYAN RATZLAFF

That Council adjourn this Regular Council Meeting at 2:33 p.m.

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

AGAINST: Councillor Delorme

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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CHAIR



March 26, 2024  
Bylaw 24-956 Public Hearing  
Background Information

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**PROPOSAL:**

This application for a road closure has been made by Sheffer Andrew on behalf of the landowner, Green Leaf Holdings Ltd. to close approximately  $\pm 0.63$  hectares within Road Plan 69 TR and Road Plan 042 6473 lying adjacent to the parcel legally described as Plan 822 3273, Block 34, Lot 6. The land is located adjacent to Highway 40 and Shand Trailer Park within the Hamlet of Grande.

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**BACKGROUND AND DISCUSSION:**

The subject lands are located within the Floyd McLennan Business Park Area Structure Plan (FMBP AASP) area and are meant to facilitate tourist-oriented businesses. To better utilize the lands and in compliance with the FMBP ASP, portions of 105 Street and 99 Avenue need to be closed. As neither roadway has been constructed, the closure of this area is easier to do. Once the Public Hearing, this bylaw will be referred to the Minister of Transportation for approval.

Administration has reviewed the road closure application and has determined that it meets the requirements of the Municipal Development Plan, Floyd McLennan Business Park Area Structure Plan, and Grande Cache Land Use Bylaw. Administration does not anticipate any negative development or land use impacts from a road closure and subsequent subdivision at this location as the proposal will be consistent with the adjacent highway developments.

After this Public Hearing, the bylaw will be referred to the Minister of Transportation and Economic Corridors for approval, pursuant to Section 22(3) of the Municipal Government Act and then return for Council Approval.

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**STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT:**

On March 7, 2024, Bylaw 24-956 and notice of Public Hearing was circulated to Greenview's internal departments.

On March 7<sup>th</sup>, 2023, Bylaw 24-956 and notice of Public Hearing was circulated to the following referral agencies: Alberta Arts, Culture and Status of Women, Alberta Transportation, Alberta Energy Regulator, Alberta Environment and Parks – Water Approvals, Alberta Environment and Parks – Jack McNaughton, Alberta Environment and Parks – Marsha Trites-Russel, Alberta Municipal Affairs – David Dobson, East Smoky Gas Co-op, ATCO Electric, Telus, Northern Gateway Pubic Schools, and Peace Wapiti School Division.

From March 1<sup>st</sup> through to the 19<sup>th</sup>, 2024, the Public Hearing advertisement was published on Greenview's website and social media sites in accordance with the Advertising Bylaw.

Adjacent landowners were also sent notification of the Public Hearing on March 7<sup>th</sup>, 2024, in accordance with MGA requirements.

Any concerns received will be addressed today.



# REQUEST FOR DECISION

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SUBJECT: **Bylaw 24-957 Grande Cache Recreation Board**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: March 26, 2024 CAO: MANAGER: KG  
DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER: KG  
STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

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## RELEVANT LEGISLATION:

**Provincial** – Municipal Government Act, R.S.A 2000, c.M-26, s.145

**Council Bylaw/Policy** – Bylaw 22-898 “Grande Cache Recreation Board”

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## RECOMMENDED ACTION:

**MOTION: That Council give third reading to Bylaw 24-957 Grande Cache Recreation Board, as presented.**

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## BACKGROUND/PROPOSAL:

Greenview Council deemed it appropriate to establish a Grande Cache Recreation Board as cited by Bylaw 22-898, February 22<sup>nd</sup>, 2022.

Having established the Grande Cache Recreation Board, Board Members and Administration reviewed the original content of Bylaw No. 22-898 to improve how the Board will function under the guidelines established. An opportunity presented itself on September 6<sup>th</sup>, 2023, to improve how the Board was able to function under the bylaw by establishing an updated terms of reference. Administration converted these terms of reference into draft Bylaw 24-957 to be first presented to Greenview Council for approval on February 27<sup>th</sup> 2024.

Improvements to appointed member terms, clarification to jurisdiction and ward boundaries under board responsibilities, addition of a vice chairperson to be elected and improvements to how meetings are conducted and maintained.

This updated bylaw better reflects the goals and objectives of the Grande Cache Recreation Board. The current bylaw will be repealed with the adoption of Bylaw 24-957.

Administration presented to Council, Bylaw 24-957 on February 27<sup>th</sup> 2024.

*MOTION: 24.02.89 Moved by: COUNCILLOR SALLY ROSSON*

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

*- 5.1. 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

*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 Schlief, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg*

CARRIED

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that the Grande Cache Recreation Board will have an updated Bylaw.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to approve Bylaw 24-957 “Grande Cache Recreation Board” with amendments.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will make the Bylaw available to the public.

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ATTACHMENT(S):

- Bylaw 24-957 Grande Cache Recreation Board



## BYLAW 24-957 of the Municipal District of Greenview No. 16

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### A Bylaw of the Municipal District of Greenview No. 16 to provide for the establishment of the Grande Cache Recreation Board.

**Whereas**, pursuant to Section 145 and 146 of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, Council may pass a bylaw in relation to the establishment and functions of Council Committees;

**Whereas**, the Council of the Municipal District of Greenview No 16, deems it appropriate to establish a Recreation Board;

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

1. **TITLE**

1.1. This Bylaw shall be cited as the “Grande Cache Recreation Board Bylaw”.

2. **DEFINITIONS**

2.1. **Board** means Grande Cache Recreation Board.

2.2. **Chair** means the Member of the Board who has been given authority to direct the conduct of the meeting.

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

2.4. **Member** means either Council, Council Committee or Board Member.

3. **PRINCIPLES**

3.1. The Board will operate and incorporate the following principles:

- A) The Board will operate in a governance and oversight capacity and will not engage in the administrative tasks of Grande Cache recreation.
- B) Board members will serve as positive ambassadors in matters relating to recreation within Grande Cache.

4. **COMPOSITION**

4.1. The Board shall be comprised of seven voting members.

4.2. The Board shall be comprised of the following:

- A) Two Greenview elected officials.
- B) Four members-at-large representing Ward 9.
- C) One member-at-large representing Ward 1



D) Greenview non-voting Administration.

4.3. Members-at-large shall be appointed for a three (3) year term at the annual organizational meeting.

4.4. Elected officials shall be appointed annually at the annual organizational meeting.

4.5. The Chair and Vice Chair shall be selected from among the Board members.

4.6. Council may remove any member-at-large from the Board.

4.7. Quorum of the Board shall consist of four (4) members with a minimum of one (1) elected official.

~~4.8. Quorum of the Committee shall be designated as a majority of the Board Members.~~

## 5. ~~DUTIES~~ RESPONSIBILITIES

5.1. The Board shall have following duties:

- A) Acts as an advisory Board to Council on matters relating to recreation within Ward 1 and Ward 9.
- B) Support public, private, civic, and social recreation organizations, and services within the community.
- C) Recommend, suggest or bring awareness of opportunities for developing and promoting recreation.
- D) Hear and consider requests from any delegation of citizens from within Ward 1 and Ward 9 with respect to recreation, and act on such recommendations arising.
- E) Help ensure that the maximum and most efficient, economic use is made of all available recreational facilities.
- F) Review and may approve recreation service group grant requests and recommend funding allocations to Council if necessary.
- G) Review a recreation capital infrastructure plan and budget to be presented to Council.
- H) Ensure that an annual report on Grande Cache recreation activities is presented to Council.
- I) The Recreation Board will not have oversight in the Grande Cache Recreation Complex operations and maintenance, however, may act in an advisory capacity.

5.2. Board members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a board member.

## 6. MEETINGS

6.1. Board meetings will be held a minimum of four (4) times per year, at the call of the Chair.

- 6.2. Minutes of the Grande Cache Recreation Board meetings shall be retained in accordance with Greenview's Record Retention Bylaw and the *Municipal Government Act*, RSA 2000, cM-26, as amended from time to time.
- 6.3. Regular meetings are to be advertised publicly a minimum of 48 hours ahead of meetings.
- 6.4. The Chair may cancel any scheduled meetings of the Board if it is apparent that a quorum will not be achieved or if there are no items for the agenda.
- 6.5. All decisions of the Board shall be in the form of resolutions duly passed by a present majority of Members.
- 6.6. All funding requests will be presented for consideration in the form of a delegation to the Grande Cache Recreation Board.

7. **CONFIDENTIALITY**

- 7.1. Board members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while servicing as a Board.

8. **REPEAL**

- 8.1. Bylaw 22-898 "Grande Cache Recreation Board Bylaw" and all amendments thereto are hereby repealed.

9. **COMING INTO FORCE**

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

Read a first time this 27<sup>th</sup> day of February, 2024.

Read a second time this 27<sup>th</sup> day of February, 2024.

Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2024.

---

REEVE

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CHIEF ADMINISTRATIVE OFFICER



# REQUEST FOR DECISION

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SUBJECT:	<b>Bylaw 24-958 Fire-Rescue Services</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 26, 2024	CAO:	MANAGER: WB
DEPARTMENT:	PROTECTIVE SERVICES	DIR: MH	PRESENTER: WB
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial** (cite) - Forest and Prairie Protection Act

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council give first reading to the Bylaw 24-958 Fire-Rescue Services as presented.**

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## BACKGROUND/PROPOSAL:

Bylaw 24-958 “Fire-Rescue Services” is being updated to introduce fire permits within the portions of Greenview that are outside of the Forest and Prairie Protection Area. The intention of this Bylaw is to prevent wildfire incidents that have the potential to cause serious damage to persons and property, establish rules governing burning and outdoor fires, and to prevent uncontrolled fires of any kind within the Non-Forest Protection Area (NFPA) in Greenview. The NFPA Fire Permit will require Greenview Fire-Rescue personnel to review the proposed burn, educate the applicant, and ensure that the burn is conducted as safely as possible, in order to mitigate the risk of the uncontrolled spread of fire and negative impact on the environment. The Bylaw also includes a fire advisory and fire ban section to enable alignment with provincial wildfire mitigation and management.

All required Fire Permits within the Forest Protection Area are the responsibility of Alberta Forestry and Parks. If approved, Greenview Fire-Rescue personnel will be working collaboratively with Forestry Officers to ensure there is consistency in the two areas.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have the opportunity to make additional amendments to the Bylaw.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to make additional amendments.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will apply recommendations from Council for second reading.

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**ATTACHMENT(S):**

- Bylaw 20-858 Fire – Rescue Services - current
- Bylaw 24-958 Fire – Rescue Services - new



## BYLAW NO. 20-858 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview #16 (Greenview), in the Province of Alberta, to establish and operate a Fire-Rescue Services, authorize the prevention and control of fires, rescue services, and authorize the recovery of related fees, expenses, and charges.

**Whereas**, the *Municipal Government Act*, R.S.A 2000, Chapter M-26 provides that a council of a municipality may pass bylaws for municipal purposes respecting the following matters:

- A) The safety, health and welfare of people, and the protection of people and property;
- B) Services provided by or on behalf of the municipality; and
- C) The enforcement of bylaws;

**Whereas**, the *Municipal Government Act* further provides that a municipality may impose a system of licences, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires;

**Whereas**, the *Forest and Prairie Protection Act*, R.S.A 2000, Chapter F-19 provides that a council of a municipal district is responsible for fighting and controlling all fires within the boundaries of the municipal district (see Schedule 'C'), other than areas contained in a forest protection area;

**Whereas**, Council wishes to establish a fire-rescue service within Greenview and provide for the efficient operation of such a service; and

**Whereas**, Council wishes to provide for the prevention, regulation and control of the lighting of fires within Greenview;

**Therefore**, the Council of the M.D of Greenview No. 16, duly assembled, enacts as follows:

### 1. Title and Interpretation

1.1 This Bylaw may be cited as the "Fire-Rescue Services" Bylaw.

1.2 In the event that any provision of this bylaw is inconsistent with any provincial or federal legislation, the provincial or federal legislation shall prevail.

### 2. Definitions

2.1 **CAO** means the Chief Administrative Officer of the Municipal District of Greenview No. 16.

2.2 **Council** means the Council for the M.D. of Greenview No. 16, duly elected.

2.3 **Dangerous Goods** means any product, substance, or organism specified in the regulations, or included by its nature, in any of the classes listed in the regulations under the *Dangerous Goods Transportation and Handling Act*, R.S.A 2000, Chapter D-4.



- 2.4 **Emergency Incident** means a fire or medical situation where a fire or explosion is imminent, or any other situation presenting a danger or possible danger to life, property, or the environment, and to which the Fire-Rescue Services has responded.
- 2.5 **Enforcement Officer** means a Community Enforcement Officer appointed by the Solicitor General of Alberta in accordance with the *Peace Officers Act*, R.S.A. 2006, Chapter P-3.5, and includes a member of the RCMP.
- 2.6 **Environmental Protections and Enhancement Act** means the regulatory requirements for air, water, land, and biodiversity management. It supports and promotes protection, enhancement, and wise use of the environment in *Environmental Protection and Enhancement Act*, R.S.A 2000, Chapter E-12.
- 2.7 **Equipment** means any tools, devices, materials, or supplies used by or for the Fire-Rescue Services to respond to an emergency incident.
- 2.8 **False Alarm** means any notification, by whatever means received, to the Fire-Rescue Services respecting the existence of a condition, circumstance, fire, or other event containing an imminent, danger to persons or property, wherein such condition, circumstances, fire, or other event does not exist.
- 2.9 **Fire Ban** means an order issued by the Minister responsible for the *Forest and Prairie Protection Act*, or an order issued pursuant to this bylaw, for the purposes of cancelling all fire permits, prohibiting the lighting of, and requiring the extinguishment of all fires within Greenview.
- 2.10 **Fire Permit** means a permit issued for all fires in the Forest Protection Area.
- 2.11 **Fire-Rescue Services** means the department as established by Council and organized by Greenview consisting of all persons appointed or recruited to the various positions within the Fire-Rescue Services, including all members.
- 2.12 **Fire-Rescue Services Property** means all real and personal property owned or controlled by Greenview and designated for use by the Fire-Rescue Services, including, but not limited to apparatus, equipment, and fire stations.
- 2.13 **Fire Hazard** means combustible and flammable material that, through its nature, location, condition, arrangement, or any combination of these factors, may be ignited, and if ignited, could create a burning hazard.
- 2.14 **Fire Protection** means all of the services enumerated in this bylaw and includes any other service delivered by Fire-Rescue Services that is authorized by Council.
- 2.15 **Fire Protection Charges** means all costs incurred by or for the Fire-Rescue Services in providing fire protection both within and outside Greenview's boundaries.
- 2.16 **Fireworks** means the fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subdivision 1 and 2 in Section 14 of the Explosives Regulations (Canada) and Section 5.2 of the Alberta Fire Code.

- 2.17 **Forest and Prairie Protection Act** means the protection of the forests and prairies of Alberta from wildfire. It established the Fire Season and enables cost recovery and fire control orders. It identifies firefighting responsibilities and describes the authority of forest officers and fire guardians in *Forest and Prairie Protection Act, R.S.A 2000, Chapter F-19*.
- 2.18 **Greenview** means the Municipal District of Greenview No. 16.
- 2.19 **Member** means any person who is duly appointed as a member of the Fire-Rescue Services and includes the Regional Fire Chief.
- 2.20 **Member in Charge** means the Regional Fire Chief, or in the absence of the Regional Fire Chief, the highest-ranking member who first arrives at the scene of an emergency incident.
- 2.21 **Owner** means the person or persons listed on title as the registered owner of property at the Land Titles Office.
- 2.22 **Person** means any individual, firm, partnership, association, or corporation.
- 2.23 **Recreational Fires** means fire confined within a non-combustible structure or container, that is lit for the purpose of cooking, obtaining warmth, or viewing pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane.
- 2.24 **SOG** means Standard Operating Guidelines.
- 2.25 **Violation Ticket** means a violation ticket issued for an offence committed against any of the provisions of this bylaw under Part 2 of the *Provincial Offences Procedures Act, R.S.A 2000, Chapter P-34*.

### 3. Establishment and Purpose of Fire-Rescue Services

3.1 Greenview's Fire-Rescue Services is hereby established for the purpose of:

- A) Preventing and extinguishing structural, vehicle, and wildland fires;
- B) Preserving life, property, and the environment, and protecting persons and property from injury or destruction by fire;
- C) Reporting and investigating the cause and origin of fires pursuant to the SOGs and the *Safety Codes Act R.S.A. 2000, Chapter S-1*;
- D) Emergency medical co-response;
- E) Providing rescue services, these may include specialized and technical rescue (water rescue, rope rescue) dependant on the availability of the necessary equipment and trained personnel;
- F) Mitigating, combating, and controlling emergency incidents;
- G) Purchasing and operating Apparatus and Equipment for extinguishing fires, rescue, preserving life, property, and the environment;
- H) Preventing prairie or running fires and enforcing the provisions of the *Forest Prairie and Protection Act*;
- I) Fulfilling the requirements of any mutual aid, memorandum of agreement, contract with other municipalities and agencies;
- J) Leading and directing emergency management (Regional Fire Chief is DEM)
- K) Providing public education and information regarding fire and life safety;



- L) Education, training or other member development;
- M) Enforcing this Bylaw and any other applicable bylaws and policies of Greenview and any applicable enactments;
- N) Mitigating emergency incidents involving Dangerous Goods (DG), more complex and technical DG incidents may require assistance from partnered fire services with technical hazardous materials personnel; and
- O) Otherwise providing emergency services as required.

In accordance with Greenview Fire-Rescue Services Level of Service, policies, and Standard Operating Guidelines (SOGs) established by Greenview from time to time and all applicable legislation and regulation.

#### 4. Authority and Responsibility of the Fire Chief

4.1 The Regional Fire Chief shall be responsible for leading and maintaining the overall delivery of emergency services and fire protection by Greenview Fire-Rescue Services, subject to:

- A) The *Safety Codes Act*,
- B) This bylaw;
- C) Greenview Fire-Rescue Services – Level of Service
- D) Greenview Fire-Rescue Services – SOGs.
- E) All applicable Greenview policies;
- F) The direction of the CAO or designate; and
- G) Any agreements and contracts Greenview has with other municipalities or other entities, however constituted, that provide emergency services and fire protection in Greenview.

4.2 The Regional Fire Chief may prescribe rules, regulations and policies for the ongoing organization, administration, and day to day operation of Fire-Rescue Services, including:

- A) Use, care, maintenance, and protection of Fire-Rescue Services property;
- B) The appointment, recruitment, conduct, discipline, duties, training, and responsibilities of all Members; and
- C) The efficient operation of Fire-Rescue Services; and may perform such other functions and have other powers and responsibilities that the CAO or designate may prescribe.

4.3 The Regional Fire Chief is responsible for Fire Protection as required pursuant to the *Safety Codes Act*.

4.4 The Regional Fire Chief may, subject to ratification by Council, negotiate and enter into agreements with the Province of Alberta, other municipalities, or entities, however constituted, for the purchase, joint use, control and management of Fire-Rescue Services Property, and for the purpose of providing emergency services and Fire Protection within or outside of Greenview.

4.5 The Regional Fire Chief is authorized to delegate, and to authorize further delegations of any powers, duties and functions delegated to the Regional Deputy Fire Chief(s) by Council under this Bylaw.



## **5. Authority and Responsibility of Members**

- 5.1 Members are responsible to the Regional Fire Chief or designate in the performance of their duties and responsibilities pursuant to this Bylaw and applicable policies of Greenview.

## **6. Authority and Responsibility of Member in Charge**

- 6.1 The Member in Charge at an emergency incident shall have control, direction and management of all apparatus, equipment and manpower assigned to that emergency incident and shall continue to act as the Member in Charge until relieved by another Member authorized to do so.
- 6.2 The Member in Charge shall take action as deemed necessary for preserving life and property and protecting persons and property from injury or destruction by fire or any emergency and is authorized to:
- A) Enter, pass through or over buildings, structures, or property whether adjacent or in proximity to an emergency incident and to cause Members or Apparatus to enter or pass through or over the building, structure, or property without permission;
  - B) Establish boundaries and/or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
  - C) Request Enforcement Officers to enforce restrictions on persons entering within the boundaries and/or limits outlined in Section 14.1;
  - D) Cause a building, structure, or thing to be pulled down, demolished or otherwise removed;
  - E) Secure Greenview manpower and equipment that is considered necessary to deal with an Emergency Incident;
  - F) Secure and/or commandeer privately owned equipment that is considered necessary to deal with an Emergency Incident and authorize payment for use of the equipment;
  - G) Require any adult person who is not a Member, to assist in:
    - i. Extinguishing a fire or preventing the spread thereof;
    - ii. Removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and
    - iii. Demolishing a building or structure at or near the fire or other emergency incident.

## **7. Fire Prevention**

- 7.1 The Fire Chief may establish a fire prevention program within Greenview, including but not limited to:
- A) Preventative fire and life safety inspections of properties or structures within Greenview in accordance with the Quality Management Plan approved by the Safety Codes Council,
  - B) Review of designs, plans, specifications and processes to ensure conformance with the Safety Codes Act as amended from time to time,
  - C) Preparation of pre-fire plans for high and medium hazard occupancies,
  - D) Dissemination of fire prevention information to the general public.
- 7.2 Greenview Fire-Rescue Services, subject to the direction and control of Council, may enter into agreements with other municipalities to provide fire inspection services.

7.3 Council, may by resolution, restrict the lighting of fires within Greenview including, but not limited to, open burning, the discharge of fireworks, the use of burning barrels and the use of all wood and briquette fires for cooking or warmth purposes.

## **8. Fire Investigations**

8.1 The Fire Chief or designate may investigate the cause, origin, and circumstances of every fire within Greenview (defined jurisdiction) in accordance with the Quality Management Plan approved by the Safety Codes Council.

8.2 If the person investigating an incident has information that indicates a fire is or may be of an incendiary origin or has resulted in serious injury and/or loss of life, the RCMP are to be advised immediately of the incident.

8.3 Greenview Fire-Rescue Services, subject to the direction of Council, may enter into agreements with other municipalities to provide fire investigation services.

## **9. Fire Bans**

9.1 The Regional Fire Chief may from time to time, prohibit all fires within Greenview (see Schedule 'C') or a portion of Greenview when the Regional Fire Chief determines that the prevailing environmental conditions may give rise to an increased risk of fire or increased risk of a fire running out of control.

9.2 A Fire Ban imposed pursuant to this Bylaw shall remain in force until either the date provided in the notice of the Fire Ban or until such time the Regional Fire Chief provides notice to the public that the Fire Ban is no longer in effect.

9.3 Notice of a Fire Ban shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, or by any means, that the Regional Fire Chief determines is appropriate for the purpose of informing the public of the Fire Ban.

9.4 When a Fire Ban is in place, Individuals will:

- A) Not Ignite a fire
- B) Immediately extinguish any fire lit once the person knows or ought reasonably to know of the Fire Ban; or
- C) Not sell, purchase, possess, handle, discharge, fire or set off Fireworks within Greenview.

## **10. Fire and Dangerous Goods Emergency Incident Reporting Requirements**

10.1 The Owner or authorized agent of any property damaged by fire must immediately report the particulars of the fire to Greenview Fire-Rescue Services in the manner and form prescribed by and to the satisfaction of the Regional Fire Chief.

10.2 The Owner or authorized agent of any property containing Dangerous Goods that sustains an accidental or unplanned release of the Dangerous Goods must immediately report the particulars of



the release to Greenview Fire-Rescue Services in the manner and form prescribed by and to the satisfaction of the Regional Fire Chief.

## 11. Fire Protection Charges

11.1 When Greenview Fire-Rescue Services has extinguished a fire within or outside Greenview for the purpose of preserving life, property, and the environment from injury or destruction, the Regional Fire Chief may after consultation with the CAO or designate, charge any costs (see Schedule 'A') incurred by Greenview Fire-Rescue Services in taking such action to

- A) the person or persons causing or contributing to the fire; or
- B) the Owner or occupant of the parcel of land;

and all persons charged are jointly and severally liable for payment of the Fire Protection Charges to Greenview.

11.2 When Greenview Fire-Rescue Services has responded to a highway/roadway involving fire, vehicle entrapment or a Dangerous Goods incident within or outside Greenview for the purpose of preserving life, property, and the environment from injury or destruction, the Regional Fire Chief may charge any costs (see Schedule 'A') incurred by Greenview Fire-Rescue Services in taking such action to

- A) the person or persons causing or contributing to the incident; or
- B) the Owner or occupant of any vehicle, goods, or equipment;

and all persons charged are jointly and severally liable for payment of the Fire Protection Charges to Greenview.

11.3 Fire Protection Charges shall be paid within thirty (30) days of receipt. Collection of unpaid Fire Protection Charges and all other charges for emergency service may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which Greenview is entitled to on the parcel of land in respect of which the indebtedness is incurred.

11.4 Without limiting sub-section 11.1, the Owner of a parcel of land within Greenview is liable for Fire Protection Charges incurred in relation to Greenview Fire-Rescue Services extinguishing fires on that parcel and Greenview may add to the tax roll of the parcel of land all unpaid Fire Protection Charges. This will form a special lien against the parcel of land in favour of Greenview from the date the amount is added to the tax roll.

11.5 Notwithstanding the provisions of sub-sections 11.1, 11.2, and 11.3, Greenview may elect to recover Fire Protection Charges from person(s) responsible for those charges pursuant to the *Forest and Prairie Protection Act*.

- A) Inspection and Enforcement
- B) Offences
- C) Violation Tickets
- D) Voluntary Payment
- E) Severability

## 12. Safety Codes

- 12.1 When certain conditions exist that constitutes a fire hazard, Fire and Rescue Services may, pursuant to the *National Fire Code Alberta Edition*, order the owner or occupier to reduce or remove the fire hazard within a specified time frame.
- 12.2 When the order is issued under this section, and the owner or occupier fails to carry out the order within the time specified, Fire and Rescue Services may take whatever action is necessary pursuant to the *Alberta Fire Code* to ensure compliance with the order.

## 13. Inspection and Enforcement

- 13.1 Where a parcel of land does not comply with this Bylaw and/or a person contravenes this Bylaw, Greenview may pursue its enforcement alternatives in accordance with this Bylaw, any enactment and/or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by Greenview, adding amounts to tax rolls pursuant to Municipal Government Act (MGA), Section 553 (1) and pursuing injunctions contained within the MGA.

## 14. Offences

- 14.1 No person shall:

- A) Contravene any provision of this Bylaw;
- B) Damage or destroy Fire-Rescue Services Property;
- C) Falsely represent themselves as a Member;
- D) Obstruct or otherwise interfere with access by the Fire-Rescue Services or Fire-Rescue Services Property to:
  - i. The scene of an Emergency Incident;
  - ii. A fire hydrant, cistern or other body of water designated for firefighting purposes; or
  - iii. To connections to fire mains, standpipes, or sprinkler systems.
- E) Cross any boundaries or limits established by the Fire-Rescue Services in accordance with this Bylaw, without the express authorization of the Member in Charge;
- F) Cause or permit a Burning Hazard or fire hazard to exist on a parcel of land;
- G) Deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard;
- H) Light a fire or cause a fire to be lit during a Fire Ban;
- I) Light a fire on any land not personally owned without the written consent of the Owner of the land;
- J) Permit a fire lit by that person to pass from their own land to the land of another person;
- K) Light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- L) Conduct any activity that might reasonably be expected to cause a fire unless that person exercises reasonable care to prevent a fire from occurring;
- M) Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede the visibility of vehicular and pedestrian traffic on any road or highway;
- N) Light a fire on lands owned the Forest Protection Area without a provincial Fire Permit between March 1 and October 31.



- O) Impede, obstruct, or otherwise hinder a Member of Fire-Rescue Services or Enforcement Officer in carrying out their duties under this Bylaw or related legislation; or
- P) Impede, obstruct, or otherwise hinder access to property or Equipment required for use by a member of Fire-Rescue Services or Enforcement Officer in carrying out their duties under this Bylaw or related legislation.

## 15. Offence Committed

- 15.1 A person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine in an amount not less than \$250.00 and not more than \$2,500. No person found guilty of an offence under this Bylaw is liable to imprisonment.

## 16. Violation Tickets

- 16.1 An Enforcement Officer is authorized and empowered to immediately issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person that the Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

- 16.2 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- A) Specify the fine amount established by this Bylaw for the offence; or
- B) Require a person to appear in court; or
- C) Make a voluntary payment as per 18.1.

## 17. Voluntary Payment

- 17.1 A person who commits an offence may:

- A) If the Violation Ticket is issued in respect of the offence; and
- B) If the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

## 18. Severability and Effect

- 18.1 In the event that any provision of this bylaw is found to be invalid by a court of competent jurisdiction, that provision shall be severed, and the remainder of the bylaw shall remain valid and enforceable.

- 18.2 Bylaw 10-624 "Municipal Emergency Services" and Grande Cache Bylaw 699 "Fire/Rescue Department" and all amendments thereto are hereby repealed.

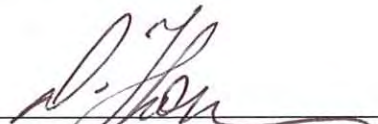
19. This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 13<sup>th</sup> day of October, 2020.

Read a second time this 14<sup>th</sup> day of December, 2020.

Read a third time and passed this 11<sup>th</sup> day of May, 2021.

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER

CURRENT

**Schedule 'A'**  
**Fire Protection Charges**  
**(if deemed necessary)**

**1. Response to Fire Incidents**

- |                                  |                  |
|----------------------------------|------------------|
| a. Within the M.D. of Greenview  | \$600.00/hr/unit |
| b. Outside the M.D. of Greenview | \$600.00/hr/unit |

**2. Response to Motor Vehicle Collision (MVC), Rescue and Dangerous Goods Incidents:**

- |                                  |                                |
|----------------------------------|--------------------------------|
| a. Within the M.D. of Greenview  | \$600.00/hr/unit               |
| b. Outside the M.D. of Greenview | \$600.00/hr/unit               |
| c. Provincial Highways           | As per AB Transportation rates |

**NOTE: Administrative costs and the cost for replacement of equipment and/or materials used, lost, or damaged because of the response are charged in addition to the above.**

CURRENT



**Schedule 'B'**  
**Violation Tickets**  
**(if deemed necessary)**

A notice of Form (commonly called a Violation Ticket) may be issued by a Peace Officer to any person charged with a breach of any provisions of this Bylaw and the hereto mentioned Acts shall apply in regards to the payment. Section

Charge	First Offence	Second Offence	Third Offence
Either directly or indirectly, ignite a fire and let it become a running fire on any property or allow a running fire to pass from his/her property to another property.	\$ 500	\$ 1,000	\$ 5,000
Light an outdoor fire, structure fire, incinerator fire, or smudge fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times.	\$ 500	\$ 1,000	\$ 5,000
Light an outdoor fire, structure fire, incinerator fire, smudge fire, barbecue/fire pit, or portable appliance not fueled by propane or natural gas during an applicable municipal and/or a provincial fire ban.	\$ 500	\$ 1,000	\$ 5,000
Obstruct a Peace Officer, fire guardian, member of the Fire Chief's office or firefighters in the performance of their duties.	\$ 500	\$ 1,000	\$ 5,000
Light any fire that contains prohibited debris that results in the release to the atmosphere of dense smoke, offensive odors, or a substance, and the release of which is regulated, prohibited or controlled by the <i>Environmental Protection and Enhancement Act</i> .	\$ 500	\$ 1,000	\$ 5,000
Damage, destroy, or unlawfully remove apparatus or equipment belonging to the Fire Service.	\$ 500	\$ 1,000	\$ 5,000
Obstruct a member or any person from carrying out duties imposed by this Bylaw or by the Fire Chief or designate, or an Incident Commander.	\$ 500	\$ 1,000	\$ 5,000
Falsely represent themselves as a member of the Fire Service or wear or display a badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation.	\$ 500	\$ 1,000	\$ 5,000
Obstruct or otherwise interfere with access roads or streets or other approaches to an Incident or emergency scene, fire alarm, fire hydrant, cistern or body of water that may be required for firefighting purposes.	\$ 500	\$ 1,000	\$ 5,000

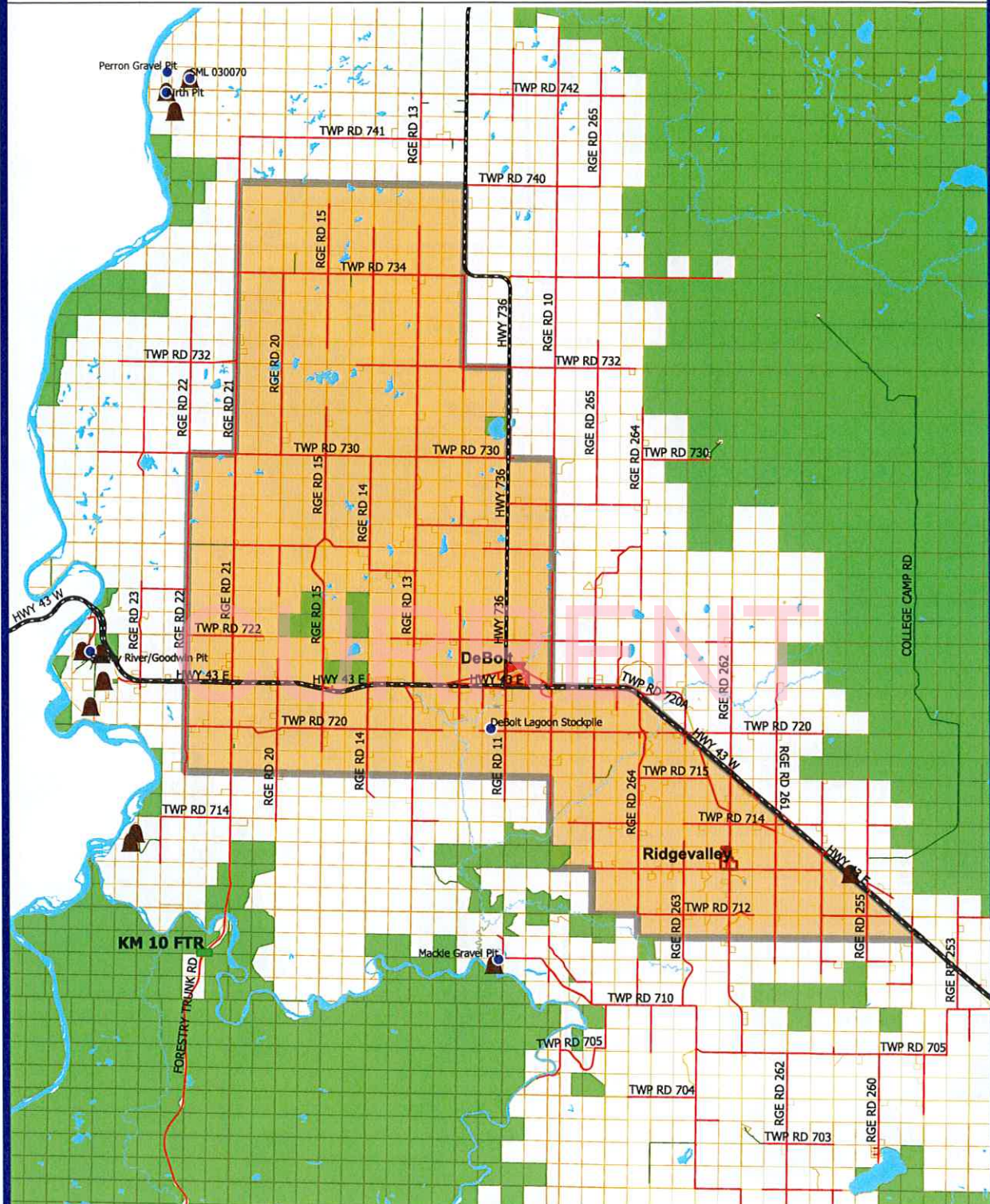




# Schedule 'C'

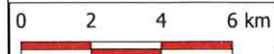
## Non Permit Fire Protection Area - DeBolt

UTM Zone 11 NAD83  
1:135,000  
Date: May-19-2021



### Legend

- |                    |                       |                      |
|--------------------|-----------------------|----------------------|
| NonPermit_FP_Areas | Roads by Jurisdiction | Crown Land           |
| Hamlet Boundaries  | MUNICIPAL             | Cadastre             |
| Gravel Pits ALL    | PRIVATE               | Municipal Boundaries |
| GREENVIEW          | PROVINCIAL            |                      |
| PRIVATE            | FTR Km Markers        |                      |
|                    | Hydro Line            |                      |
|                    | Hydro Area            |                      |

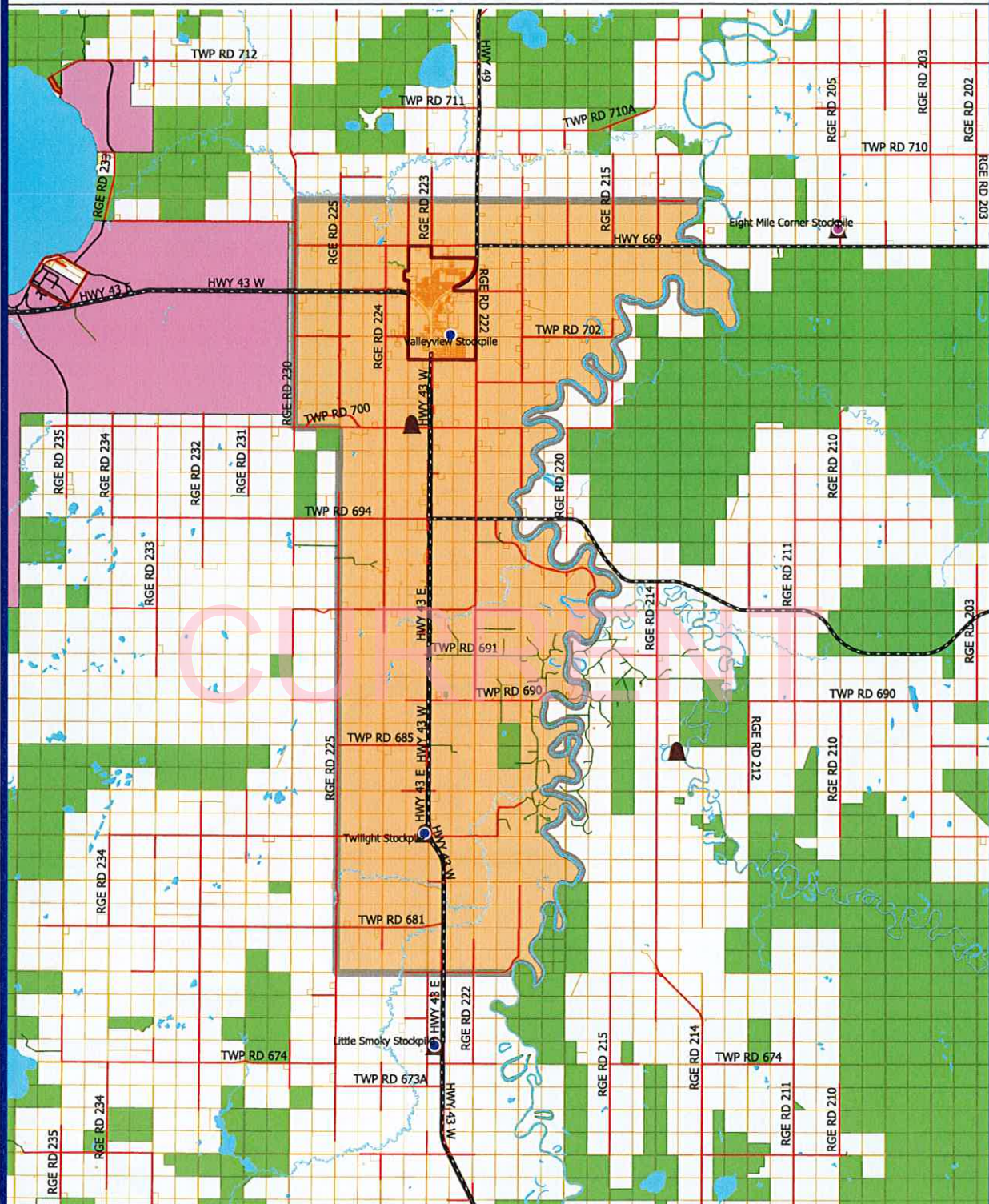


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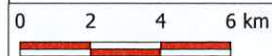
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- Legend**
- |                                                                                     |                    |                                                                                     |                       |                                                                                     |                      |
|-------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------|----------------------|
|  | NonPermit_FP_Areas |  | Roads by Jurisdiction |  | Indian Reserves      |
|  | Town of Valleyview |  | INDIAN RESERVES       |  | Crown Land           |
|  | Hamlet Boundaries  |  | MUNICIPAL             |  | Cadastre             |
|  | Gravel             |  | PRIVATE               |  | Municipal Boundaries |
|  | Pits ALL           |  | PROVINCIAL            |                                                                                     |                      |
|  | GREENVIEW          |  | Hydro Line            |                                                                                     |                      |
|  | PROVINCIAL         |  | Hydro Area            |                                                                                     |                      |



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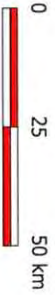
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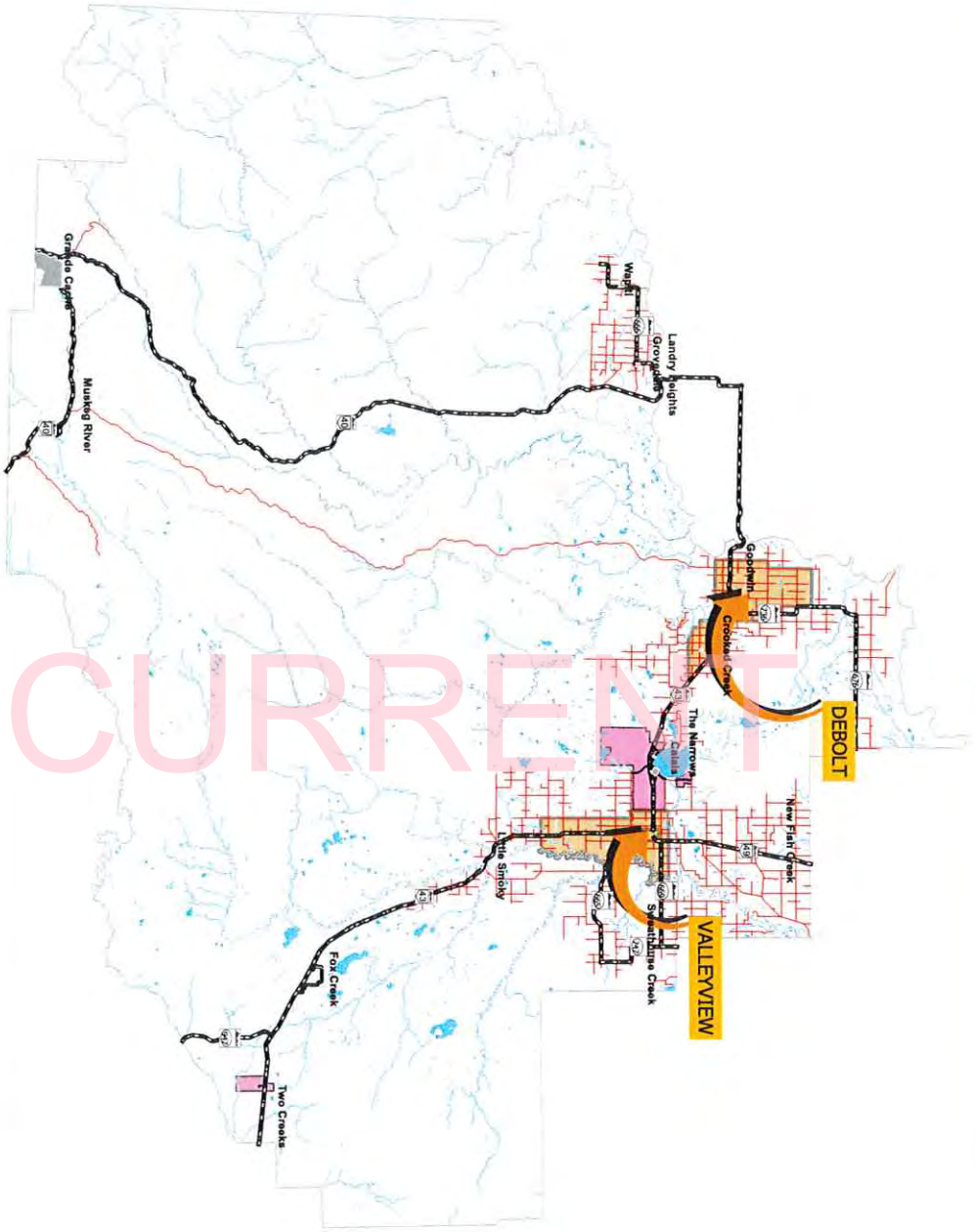




# Non Permit Fire Protection Areas - MD of Greenview



UTM Zone 11 NAD83  
1:1,000,000  
Date: 05/19/2021



## Legend

- NonPermit\_FP\_Areas
- Roads by Jurisdiction
- INDIAN RESERVES
- MUNICIPAL
- PROVINCIAL
- Municipal Boundary Mask
- Hydro Line
- Hydro Area
- Indian Reserves
- Town of Valleyview
- Town of Fox Creek
- MD of Greenview



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## **BYLAW 24-958 of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to establish and operate a Fire-Rescue Services, authorize the prevention and control of fires, rescue services, and authorize the recovery of related fees, expenses, and charges.**

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

- (a) The safety, health and welfare of people, and the protection of people and property;
- (b) Services provided by or on behalf of the municipality; and
- (c) The enforcement of bylaws;

**Whereas**, the *Municipal Government Act* further provides that a municipality may impose a system of licenses, permits or approvals and may collect, pursuant to bylaw, costs and expenses incurred by the municipality for extinguishing fires;

**Whereas**, the *Forest and Prairie Protection Act* R.S.A 2000, Chapter F-19 provides that a council of a municipal district is responsible for fighting and controlling all fires within the boundaries of the Municipal District (see Schedule 'C'), other than areas contained in a Forest Protection Area;

**Whereas**, Council wishes to establish a fire-rescue service within Greenview and provide efficient operation of such a service; and

**Whereas**, Council wishes to provide for the prevention, regulation and control of the lighting of fires within Greenview;

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

### **1. TITLE**

1.1. This Bylaw may be cited as the "Fire-Rescue Services Bylaw."

1.2. In the event that any provision of this Bylaw is inconsistent with any provincial or federal legislation, the provincial or federal legislation shall prevail.

### **2. DEFINITIONS**

2.1. **Acceptable Fire Pit** means the fire pit is required to be at least 3 metres (10 feet) from buildings, property lines and anything else that could catch fire. Be less than 0.6 metres (2 feet) high and less than 1 metre (3 feet) wide. It must be enclosed on all sides, constructed

of bricks, concrete or heavy gauge metal, have a spark arrestor or metal mesh screen, and be positioned on a fire-proof surface.

- 2.2. **CAO** means the Chief Administrative Officer of the Municipal District of Greenview No. 16.
- 2.3. **Council** means the Council of the Municipal District of Greenview No. 16, duly elected.
- 2.4. **Dangerous Goods** means any product, substance, or organism specified in the regulations, or included by its nature, in any of the classes listed in the regulations under the *Dangerous Goods Transportation and Handling Act*, R.S.A 2000, Chapter D-4.
- 2.5. **Emergency Incident** means a fire or medical situation where a fire or explosion is imminent or any other situation presenting danger or possible danger to life, property, or the environment and to which Fire-Rescue Services has responded.
- 2.6. **Equipment** means any tools, devices, materials, or supplies used by or for the Fire-Rescue Services to respond to an emergency incident.
- 2.7. **Environmental Protections and Enhancement Act** means the regulatory requirements for air, water, land, and biodiversity management. It supports and promotes protection, enhancement, and wise use of the environment in *Environmental Protection and Enhancement Act*, R.S.A. 2000, Chapter E-12.
- 2.8. **False Alarm** means any notification, by whatever means received, to the Fire-Rescue Services respecting the existence of a condition, circumstance, fire, or other event containing an imminent danger to persons or property, wherein such condition, circumstances, fire, or other event does not exist.
- 2.9. **Fire Advisory** means that the fire danger rating has increased. Based on these conditions, a temporary suspension of fire and firework permits may be declared.
- 2.10. **Forest and Prairie Protection Act** means the protection of the forests and prairies of Alberta from wildfire. It establishes the Fire Season and enables cost recovery and fire control orders. The Act also identifies firefighting responsibilities and describes the authority of forest officers and fire guardians in *Forest and Prairie Protection Act*, R.S.A 2000, Chapter F-19.
- 2.11. **Fire Ban** means an order issued by the Minister responsible for the *Forest and Prairie Protection Act*, or an order issued pursuant to this Bylaw, for the purposes of cancelling all fire permits, prohibiting the lighting of, and requiring the extinguishment of all fires within Greenview.
- 2.12. **Fire Hazard** means combustible and flammable material that, through its nature, location, condition, arrangement, or any combination of these factors, may be ignited and, if ignited, could create a burning hazard.

- 1.1. **Fire Permit** means a permit issued for all fires in the Forest Protection Area.
- 1.2. **Fire Protection** means all of the services enumerated in the Bylaw and includes any other service delivered by Fire-Rescue Services that is authorized by Council.
- 1.3. **Fire Protection Charges** means all costs incurred by or for the Fire-Rescue Services in providing fire protection both within and outside Greenview's boundaries.
- 1.4. **Fire-Rescue Services** means the department as established by Council and organized by Greenview consisting of all persons appointed or recruited to the various positions within the Fire-Rescue Services, including all members.
- 1.5. **Fire-Rescue Services Property** means all real and personal property owned or controlled by Greenview and designated for use by the Fire-Rescue Services, including, but not limited to, apparatus, equipment, and fire stations.
- 1.6. **Fireworks** means the fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subdivisions 1 and 2 in Section 14 of the Explosives Regulations (Canada) and Section 5.2 of the Alberta Fire Code.
- 1.7. **Greenview** means the Municipal District of Greenview No. 16.
- 1.8. **Member** means any person who is duly appointed as a member of the Fire-Rescue Services, including the Regional Fire Chief.
- 1.9. **Member in Charge** means the Regional Fire Chief, or in the absence of the Regional Fire Chief, the highest-ranking member who first arrives at the scene of an emergency incident.
- 1.10. **NFPA Fire Ban** means an order issued by the Regional Fire Chief or Designate responsible for the Non-Forest and Prairie Protection Area, or an order issued pursuant to this Bylaw, for the purposes of cancelling all NFPA fire permits, prohibiting the lighting of, and requiring the extinguishment of all fires within the Non-Forest and Prairie Protection Area.
- 1.11. **NFPA Fire Permit** means a Greenview Fire-Rescue permit issued for all fires in the Non-Forest Protection Area.
- 1.12. **Non-Forest and Prairie Protection Area** means the forests, prairies, and areas not within the Forest Protection Area as referenced in the Forest and Prairie Protection Act.
- 1.13. **Owner** means the person or persons registered as the Owner of a Property pursuant to the provision of the *Land Titles Act* (Alberta).

- 2.13. **Peace ~~Enforcement~~ Officer** means a Peace ~~Enforcement~~ Officer appointed by the Solicitor General of Alberta in accordance with the *Peace Officers Act*, R.S.A. 2006, Chapter P-3.5, and includes a member of the RCMP.
- 2.14. **Person** means any individual, firm, partnership, association, or corporation.
- 2.15. **Prohibited Debris** means any combustible waste that, when burned, may cause the release into the atmosphere of dense smoke, offensive odours or toxic substances.
- 2.16. **Recreational Fires** mean fire confined within a non-combustible structure or container that is lit for the purpose of cooking, obtaining warmth, or viewing pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane.
- 2.17. **SOG** means Standard Operating Guidelines.
- 2.18. **Violation Ticket** means a violation ticket issued for an offence committed against any of the provisions of this bylaw under Part 2 of the *Provincial Offences Procedures Act*, R.S.S 2000, Chapter P-34.

### 3. **ESTABLISHMENT AND PURPOSE OF FIRE-RESCUE SERVICES**

3.1 Greenview's Fire-Rescue Services is hereby established for the purpose of:

- A) Preventing and extinguishing structural, vehicle, and wildland fires;
- B) Preserving life, property, and the environment and protecting persons and property from injury or destruction by fire;
- C) Reporting and investigating the cause and origin of fires pursuant to the SOGs and the *Safety Codes Act* R.S.A. 2000, Chapter 5-1;
- D) Emergency Medical co-response;
- E) Providing rescue services, these may include specialized and technical rescue (water rescue, rope rescue) depending on the availability of the necessary equipment and trained personnel;
- F) Mitigating, combating, and controlling emergency incidents.
- G) Purchasing and operating Apparatus and Equipment for extinguishing fires, rescue, and preserving life, property, and the environment;
- H) Preventing prairie or running fires and enforcing the provisions of the *Forest Prairie and Protection Act*;
- I) Fulfilling the requirements of any mutual aid, memorandum, agreement, or contract with other municipalities and agencies;
- J) Leading and directing emergency management (Regional Fire Chief is DEM);
- K) Providing public education and information regarding fire and life safety;
- L) Education, training or other member development;
- M) Enforcing this Bylaw and any other applicable bylaws and policies of Greenview and any applicable enactments;

- O) Mitigating emergency incidents involving Dangerous Goods (DG), more complex and technical DG incidents may require assistance from partnered fire services with technical hazardous materials personnel; and
- P) Otherwise, providing emergency services as required.

In accordance with Greenview Fire-Rescue Services Level of Services policies, and Standard Operating Guidelines (SOGs) established by Greenview from time to time and all applicable legislation and regulations.

#### 4. **AUTHORITY AND RESPONSIBILITY OF THE REGIONAL FIRE CHIEF**

- 4.1. The Regional Fire Chief shall be responsible for leading and maintaining the overall delivery of emergency services and fire protection by Greenview Fire-Rescue Services, subject to:
  - A) The Safety Codes Act,
  - B) This Bylaw;
  - C) Greenview Fire-Rescue Services – Level of Service
  - D) Greenview Fire-Rescue Services – SOGs
  - E) All applicable Greenview policies;
  - F) The direction of the CAO or designate; and
  - G) Any agreements and contracts Greenview has with other municipalities or other entities, however constituted, that provide emergency services and fire protection in Greenview.
- 4.2. The Regional Fire Chief may prescribe rules, regulations, and policies for the ongoing organization, administration, and day-to-day operation of Fire-Rescue Services, including:
  - A) Use, care, maintenance, and protection of Fire-Rescue Services property;
  - B) The appointment, recruitment, conduct, discipline, duties, training, and responsibilities of all Members; and
  - C) The efficient operation of Fire-Rescue Services; and may perform such other functions and have other powers and responsibilities that the CAO or designate may prescribe.
- 4.3. The Regional Fire Chief is responsible for Fire Protection as required pursuant to the *Safety Codes Act*.
- 4.4. The Regional Fire Chief may, subject to ratification by Council, negotiate and enter into agreements with the Province of Alberta, other municipalities, or entities, however constituted, for the purchase, joint use, control and management of Fire-Rescue Services Property, and for the purpose of providing emergency services and Fire Protection within or outside of Greenview.
- 4.5. The Regional Fire Chief is authorized to delegate and to authorize further delegations of any powers, duties, and functions delegated to the Regional Deputy Fire Chief(s) by Council under this Bylaw.



5. **AUTHORITY AND RESPONSIBILITY OF MEMBERS**

- 5.1. Members are responsible to the Regional Fire Chief or designate in the performance of their duties and responsibilities pursuant to this Bylaw and applicable policies of Greenview.

6. **AUTHORITY AND RESPONSIBILITY OF MEMBER IN CHARGE**

- 6.1. The Member in Charge of an emergency incident shall have control, direction and management of all apparatus, equipment and manpower assigned to that emergency incident and shall continue to act as the Member in Charge until relieved by another Member authorized to do so.
- 6.2. The Member in Charge shall take action as deemed necessary for preserving life and property and protecting persons and property from injury or destruction by fire or any emergency and is authorized to:
- A) Enter, pass through or over buildings, structures, or property whether adjacent or in proximity to an emergency incident and to cause Members in Charge to enter or pass through or over the building, structure, or property without permission;
  - B) Establish boundaries and/or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
  - C) Request ~~Enforcement~~ Peace Officers to enforce restrictions ~~on persons entering within the boundaries and/or limits~~ outlined in this bylaw;
  - D) Cause a building, structure, or thing to be pulled down, demolished or otherwise removed;
  - E) Secure Greenview manpower and equipment that is considered necessary to deal with an Emergency Incident;
  - F) Secure and/or commandeer privately owned equipment that is considered necessary to deal with an Emergency Incident and authorize payment for use of the equipment;
  - G) Require any adult person who is not a Member to assist in:
    - i. Extinguishing a fire or preventing the spread thereof;
    - ii. Removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and
    - iii. Demolishing a building or structure at or near the fire or other emergency incident.

7. **FIRE PREVENTION**

- 7.1. The Regional Fire Chief may establish a fire prevention program within Greenview, including but not limited to:
- A) Preventable fire and life safety inspections of properties or structures within Greenview in accordance with the Quality Management Plan approved by the Safety Codes Council;
  - B) Review of designs, plans, specifications, and processes to ensure conformance with the Safety Codes Act as amended from time to time;
  - C) Preparation of pre-fire plans for high and medium-hazard occupancies;
  - D) Dissemination for fire prevention information to the general public

- 7.2. Greenview Fire-Rescue Services, subject to the direction and control of Council, may enter into agreements with other municipalities to provide fire inspection services.
- 7.3. Council may, by resolution, restrict the lighting of fires within Greenview, including, but not limited to, open burning, the discharge of fireworks, the use of burning barrels and the use of all wood and briquette fires for cooking or warmth purposes.

## 8. FIRE INVESTIGATIONS

- 8.1. The Regional Fire Chief or designate may investigate the cause, origin, and circumstances of every fire within Greenview (defined jurisdiction) in accordance with the *Quality Management Plan* approved by the *Safety Codes Council*.
- 8.2. If the person investigating an incident has information that indicates a fire is or may be of an incendiary origin or has resulted in serious injury and/or loss of life, the RCMP is to be advised immediately of the incident.
- 8.3. Greenview Fire-Rescue Services, subject to the direction of Council, may enter into agreements with other municipalities to provide fire investigation services.

## 9. PERMITTED AND PROHIBITED FIRES

- 9.1. No Person shall light or cause to be lit any outdoor fire or permit any outdoor fire upon land owned or occupied within the boundaries of Greenview except as otherwise provided for under this Bylaw.
- 9.2. No Person shall burn or cause to be burned Prohibited Debris within the boundaries of Greenview.
- 9.3. No Person shall light or cause to be lit an outdoor fire or permit any outdoor fire upon land, owned or occupied within the boundaries of Greenview, without holding a valid Non-Forest Protection Area (NFPA) Fire Permit issued pursuant to this Bylaw or the *Forest and Prairie Protection Act*.
- 9.4. Any Person who builds, ignites, or permits a fire within Greenview must ensure that the fire is not left unsupervised at any time.
- 9.5. NFPA Fire Permits are not required under this Bylaw for the following activities
  - A) Cooking of food using a portable appliance;
  - B) Recreational Fires or cooking of food in Acceptable Fire Pits provided that:
    - i. Only clean fuel is used, such as natural gas, dry wood, or charcoal, in amounts that will be contained within the Acceptable Fire Pit below the mesh screen;
    - ii. An apparatus capable of controlling or extinguishing the fire is available on the property and within reasonable distance from where the fire occurs;
    - iii. The fire is kept under control and supervised at all times by a responsible adult person until such time that the fire has been completely extinguished; and,
    - iv. Flame height does not exceed one meter above the structure or container.
  - C) Burning in fireplaces in or attached to dwellings as provided by legislation;

- D) An outdoor fire lit by all Fire Services for training or preventive control purposes;
- E) An outdoor fire prescribed by the regulations of the Forest Prairie and Protection Act and;
- F) Burning of burnable debris when burned within an Acceptable Burning Barrel and/or incinerator.

## **10. NFPA FIRE PERMITS**

10.1. Each NFPA Fire Permit application must contain the following information:

- A) The name and address of the applicant and the name and address of the Owner of the property on which the applicant proposes to set a fire;
- B) The legal and municipal description of the property on which the applicant proposes to set a fire;
- C) The period of time for which the NFPA Fire Permit is required;
- D) The precautions that will be taken by the applicant to ensure that the proposed fire remains under control;
- E) The signature and authorization of the applicant; and
- F) Consent for the proposed fire by the Owner of the property if different than the applicant.

10.2. NFPA Fire Permits must have an identifying number and contain the name, signature, and Safety Codes designation number of the Regional Fire Chief or designate. Every person who sets a fire under authority of a NFPA Fire Permit shall:

- A) Comply with any terms or conditions of the NFPA Fire Permit;
- B) Keep the Permit at the site of the fire;
- C) Produce and show the Permit to the Regional Fire Chief or designate or and Peace Officer upon request;
- D) Have a responsible person in attendance at the fire at all times;
- E) Keep the fire under control;
- F) Extinguish the fire before the expiration of the Permit or upon cancellation of the Permit; and,
- G) Be responsible for any costs incurred by the Fire-Rescue Services when called upon to extinguish such fire if, in the opinion of the Regional Fire Chief or designate, the fire is a hazard to Persons or property.

## **11. FIRE ADVISORIES**

11.1. The Regional Fire Chief or designate may, from time to time, prohibit the issuance of any new NFPA Fire Permits and suspend all active NFPA Fire Permits when, in the opinion of the Regional Fire Chief or designate, the prevailing environmental conditions give rise to an increased risk of fire.

11.2. A Fire Advisory shall remain in force until either the date provided in the notice of the Fire Advisory or until such time the Regional Fire Chief or designate provides notice to the public that the Fire Advisory is no longer in effect.

11.3. Notice of a Fire Advisory shall be provided to the public. Notice may be in the form of signage, through a public service message, on local radio stations, or by any means that the Regional

Fire Chief or designate determines is appropriate for the purpose of informing the public of the Fire Advisory.

11.4. When a Fire Advisory is in place, the Regional Fire Chief or designate shall not issue a NFPA Fire Permit from the date of issuance of the Fire Advisory.

11.5. When a Fire Advisory is in place, no person shall ignite a fire unless the fire is exempt from requiring a NFPA Fire Permit.

## **12. NPFA FIRE BANS**

12.1. The Regional Fire Chief or designate may, from time to time, prohibit all fires within Greenview when the Regional Fire Chief or designate, in their sole discretion, determines that the prevailing environmental conditions may give rise to an increased risk of fire or increased risk of a fire running out of control.

12.2. A Fire Ban imposed pursuant to the Bylaw shall remain in force until either the date provided in the notice of the NPFA Fire Ban or until such time the Regional Fire Chief or designate provides notice to the public that the NPFA Fire Ban is no longer in effect.

12.3. Notice of a NPFA Fire Ban shall be provided to the public through signage, a public service message, local radio stations, or any other means that the Regional Fire Chief or designate determines appropriate for informing the public of the NPFA Fire Ban.

12.4. When a NPFA Fire Ban is in place, no person shall:

A) Ignite a fire, whether or not the person is the holder of a Fire Permit, and every person shall immediately extinguish any fire lit once the person knows or ought reasonably to know of the Fire Ban; or

B) Sell, purchase, possess, handle, discharge, fire or set off Fireworks within Greenview.

12.5. All NFPA Fire Permits issued within the area affected by the Fire Ban are suspended for the duration of the NPFA Fire Ban.

## **13. FIRE AND DANGEROUS GOODS EMERGENCY INCIDENT REPORTING REQUIREMENTS**

13.1. The Owner or authorized agent of any property damaged by fire must immediately report the particulars of the fire to Greenview Fire-Rescue Services in the manner and form prescribed by and to the satisfaction of the Regional Fire Chief.

13.2. The Owner or authorized agent of any property containing Dangerous Goods that sustains an accidental or unplanned release of the Dangerous Goods must immediately report the particulars of the release to Greenview Fire-Rescue Services in the manner and form prescribed by and to the satisfaction of the Regional Fire Chief.

## **14. FIRE PROTECTION CHARGES**

14.1. When Greenview Fire-Rescue Services has extinguished a fire within or outside Greenview for the purpose of preserving life, property, and the environment from injury or destruction, the Regional Fire Chief may, after consultation with the CAO or designate, charge any costs

in accordance with the current Schedule of Fees Bylaw incurred by Greenview Fire-Rescue Services in taking such action to:

- A) The person or persons causing or contributing to the fire; or
- B) The Owner or occupant of the parcel of land.

14.2. All Persons charged are jointly and severally liable for payment of the Fire Protection Charges to Greenview.

14.3. When Greenview Fire-Rescue Services has responded to a highway/roadway involving fire, vehicle entrapment or a Dangerous Goods incident within or outside Greenview for the purpose of preserving life, property, and the environment from injury or destruction, the Regional Fire Chief may charge any costs, in accordance with the current Schedule of Fees Bylaw incurred by Greenview Fire-Rescue Services in taking such action to:

- A) The person or persons causing or contributing to the incident; or
- B) The Owner or occupant or any vehicle, goods, or equipment

And all persons charged are jointly and severally liable for payment of the Fire Protection Charges to Greenview.

14.4. Fire Protection Charges shall be paid within thirty (30) days of receipt. Collection of unpaid Fire Protection Charges and all other charges for emergency service may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which Greenview is entitled to on the parcel of land in respect of which the indebtedness is incurred.

14.5. ~~Without limiting sub-section 11.1~~ The Owner of a parcel of land within Greenview is liable for Fire Protection Charges in relation to Greenview Fire-Rescue Services extinguishing fires on that parcel and Greenview may add to the tax roll of the parcel of land all unpaid Fire Protection Charges. This will form a special lien against the parcel of land in favour of Greenview from the date the amount is added to the tax roll.

~~14.6. Notwithstanding the provisions of sub-sections 11.1, 11.2, and 11.3,~~ Greenview may elect to recover Fire Protection Charges from Person(s) responsible for those charges. ~~pursuant to the Forest and Prairie Protection Act:~~

- ~~A) Inspection and Enforcement~~
- ~~B) Offences~~
- ~~C) Violation Tickets~~
- ~~D) Voluntary Payment~~
- ~~E) Severability~~

## 15. SAFETY CODES

- 15.1. When certain conditions exist that constitute a fire hazard, Greenview Fire-Rescue Services may, pursuant to the *National Fire Code Alberta Edition*, order the owner or occupier to reduce or remove the fire hazard within a specified time frame.
- 15.2. When the order is issued under this section, and the owner or occupier fails to carry out the order within the time specified, Greenview Fire-Rescue Services may take whatever action is necessary pursuant to the *Alberta Fire Code* to ensure compliance with the order.

## **16. INSPECTION AND ENFORCEMENT**

- 16.1. Where a parcel of land does not comply with this Bylaw and/or a person contravenes this Bylaw, Greenview may pursue its enforcement alternatives in accordance with this Bylaw and enactment and/or any common law rights, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by Greenview, adding amounts to tax rolls pursuant to Municipal Government Act, R.S.A. 2000, Chapter M-26 (MGA), Section S53 (1) and pursuing injunctions contained within the MGA.

## **17. OFFENCES**

- 17.1. No person shall:

- A) Contravene any provision of this Bylaw;
- B) Damage or destroy Greenview Fire-Rescue Services Property;
- C) Falsely represent themselves as a Member;
- D) Obstruct or otherwise interfere with access by the Greenview Fire-Rescue Services or Greenview Fire-Rescue Services Property:
  - i. The scene of an Emergency Incident;
  - ii. A fire hydrant, cistern, or other body of water designated for firefighting purposes;
  - or
  - iii. To connections to fire mains, standpipes, or sprinkler systems.
- E) Cross any boundaries or limits established by Greenview Fire-Rescue Services in accordance with this Bylaw without the express authorization of the Member in Charge;
- F) Cause or permit a Burning Hazard or fire hazard to exist on a parcel of land;
- G) Deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard;
- H) Light a fire or cause a fire to be lit during a Fire Ban;
- I) Light a fire on any land not personally owned without the written consent of the Owner of the land;
- J) Permit a fire lit by that person to pass from their own land to the land of another person;
- K) Light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- L) Conduct any activity that might reasonably be expected to cause a fire unless that person exercises reasonable care to prevent a fire from occurring;
- M) Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede the visibility of vehicular and pedestrian traffic on any road or highway;
- N) Light a fire on lands within the Forest Protection Area without a provincial Fire Permit, when required;

- O) Impede, obstruct, or otherwise hinder a Member of Greenview Fire-Rescue Services or ~~Enforcement~~ Peace Officer in carrying out their duties under this Bylaw or related legislation; or
- P) Impede, obstruct, or otherwise hinder access to property or Equipment required for use by a member of Greenview Fire-Rescue Services or ~~Enforcement~~ Peace Officer in carrying out their duties under this Bylaw or related legislation.

## **~~18. OFFENCE COMMITTED~~**

~~18.1. A person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine in an amount not less than \$250.00 and not more than \$2500.00. No person found guilty of an offence under this Bylaw is liable to imprisonment.~~

## **18. VIOLATION TICKETS**

18.1. A Peace Officer is authorized and empowered to immediately issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person that the Peace Officer has reasonable ground to believe has contravened any provision of this Bylaw.

18.2. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- A) Specify the fine amount established by this Bylaw for the offence; or
- B) Require a person to appear in court; or
- C) Make a voluntary payment as per Section 19.

## **19. VOLUNTARY PAYMENT**

19.1. A person who commits an offence may:

- A) If the Violation Ticket is issued in respect of the offence; and
- B) If the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

19.2. Make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

## **20. SEVERABILITY AND EFFECT**

20.1. In the event that any provision of this Bylaw is found to be invalid by a court of competent jurisdiction, that provision shall be severed, and the remainder of the bylaw shall remain valid and enforceable.

20.2. Bylaw 20-858 "Fire-Rescue Services" and all amendments thereto are hereby repealed.

## **21. COMING INTO FORCE**

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

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2024.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2024.

Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2024.

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

DRAFT



## Schedule A

Section	Description of Offence	First Offence	Second Offence	Third and Subsequent Offences
7.3	Failure to follow Greenview fire restrictions	\$500.00	\$1,000.00	\$5,000.00
9.1	Light an outdoor fire, structure fire, incinerator fire, smudge fire, barbecue/fire pit, or portable appliance not fueled by propane or natural gas during an applicable municipal and/or provincial Fire Ban	\$500.00	\$1,000.00	\$5,000.00
9.2	Light any fire which contains of Prohibited Debris that results in the release of dense smoke, offensive odours, or a substance for which the release is regulated, prohibited, or controlled.	\$500.00	\$1,000.00	\$5,000.00
9.3	Burning without a valid Non-Forest Protection Area fire permit	\$500.00	\$1,000.00	\$5,000.00
9.4	Leaving a fire unattended	\$500.00	\$1,000.00	\$5,000.00
11.5	Ignite fire during Fire Advisory	\$500.00	\$1,000.00	\$5,000.00
12.4(B)	Sell, purchase, possess, handle, or discharge Fireworks during a Fire Ban	\$500.00	\$1,000.00	\$5,000.00
15.1	Failure to remove a fire hazard	\$500.00	\$1,000.00	\$5,000.00
17.1(A)	Offence not otherwise established	\$500.00	\$1,000.00	\$5,000.00
17.1(B)	Damage, destroy, or unlawfully remove apparatus or equipment belonging to Greenview Fire-Rescue Service	\$500.00	\$1,000.00	\$5,000.00
17.1(C)	Falsely represent oneself as a member of Greenview Fire-Rescue Service or wear or display a badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation	\$500.00	\$1,000.00	\$5,000.00
17.1(D)	Obstruct or otherwise interfere with access roads or streets or other approaches to an incident or emergency scene, fire alarm, fire hydrant, cistern, or body of water that may be required for firefighting purposes.	\$500.00	\$1,000.00	\$5,000.00
17.1(E)	Entering the scene of an Emergency	\$500.00	\$1,000.00	\$5,000.00
17.1(F)	Cause or permit a Burning or Fire Hazard	\$500.00	\$1,000.00	\$5,000.00
17.1(G)	Deposit, discard, or abandon a burning matter so as to create a Burning Hazard	\$500.00	\$1,000.00	\$5,000.00
17.1(H)	Cause or permit a fire during Fire Ban	\$500.00	\$1,000.00	\$5,000.00

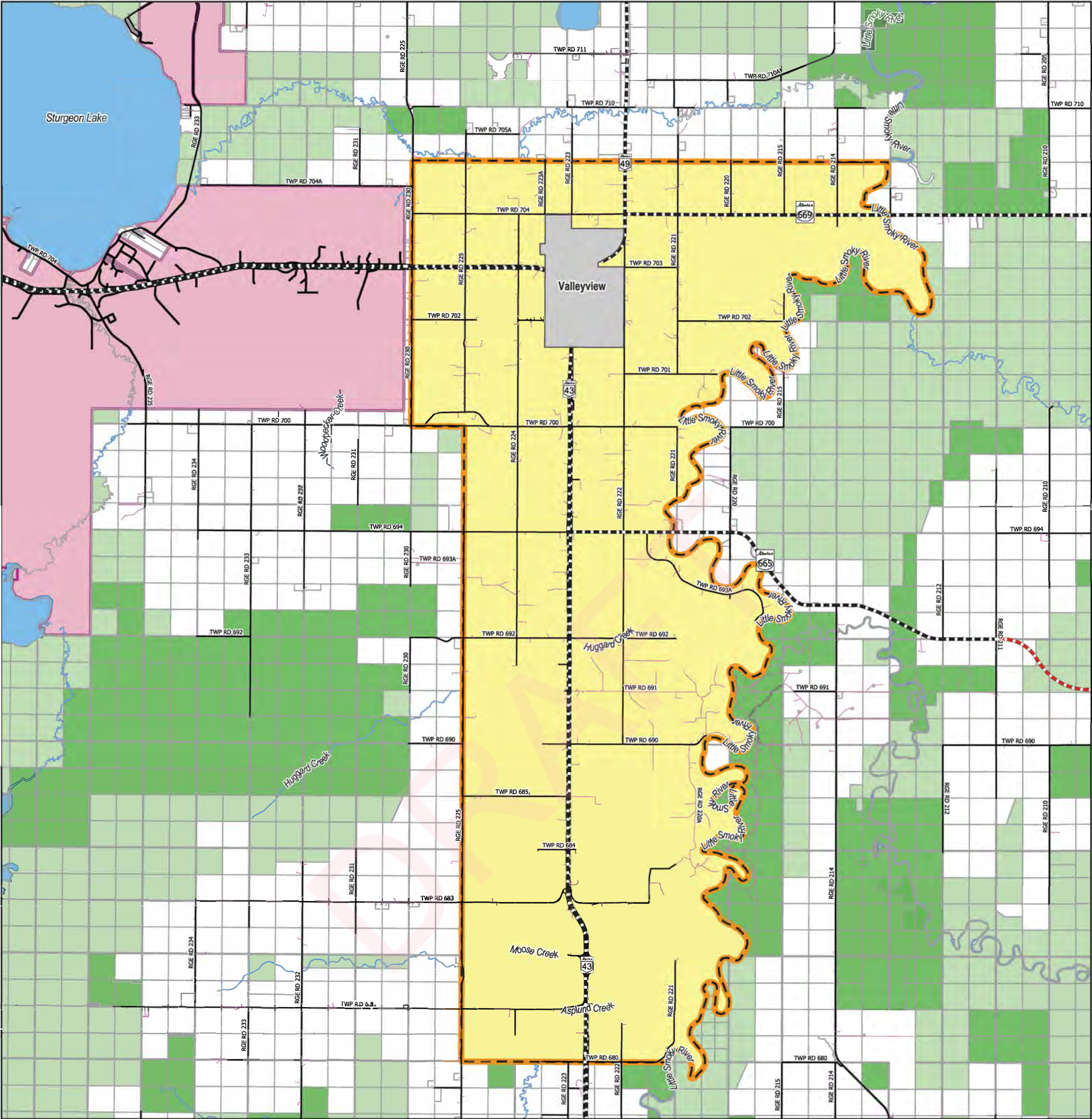
17.1(I)	Cause or permit a fire on the land of another person	\$500.00	\$1,000.00	\$5,000.00
17.1(J)	Either directly or indirectly ignite a fire which becomes a running fire on any property, or allow a running fire to pass from one's property to another property	\$500.00	\$1,000.00	\$5,000.00
17.1(K)	Cause or permit a fire without sufficient fire control precautions	\$500.00	\$1,000.00	\$5,000.00
17.1(L)	Engage in activity reasonably likely to cause a fire without control precautions	\$500.00	\$1,000.00	\$5,000.00
17.1(M)	Cause or permit smoke to impede the visibility of vehicular or pedestrian traffic	\$500.00	\$1,000.00	\$5,000.00
17.1(N)	Cause or permit a fire within the Forest Protection Area without a permit	\$500.00	\$1,000.00	\$5,000.00
17.1(O)	Obstruct or interfere with a Peace Officer or Member of Greenview Fire-Rescue Services in the performance of their duties	\$500.00	\$1,000.00	\$5,000.00
17.1(P)	Impede, obstruct, or hinder access to property or equipment of Greenview Fire-Rescue Services or Peace Officer	\$500.00	\$1,000.00	\$5,000.00





Non Permit Protection Area - Valleyview

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

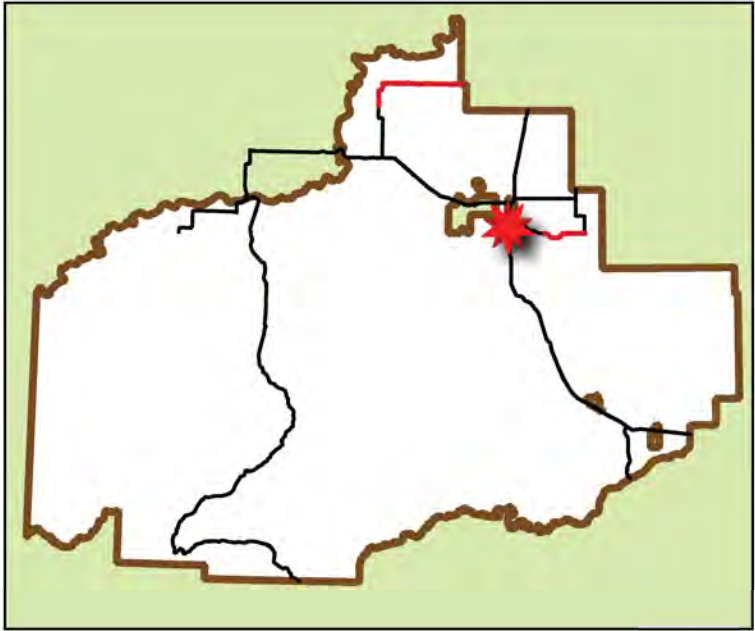


Legend

NonPermit Forest Protection Areas  
VALLEYVIEW

Roads by Jurisdiction  
INDIAN RESERVES  
MUNICIPAL  
PRIVATE  
Gravel Highways  
Paved Highways

Hydro Line  
Hydro Area  
Cadastre Titled  
Crown Land  
Town  
MD Greenview Boundary  
First Nations Reserve  
Reserve



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Map Print Date: March 08, 2024



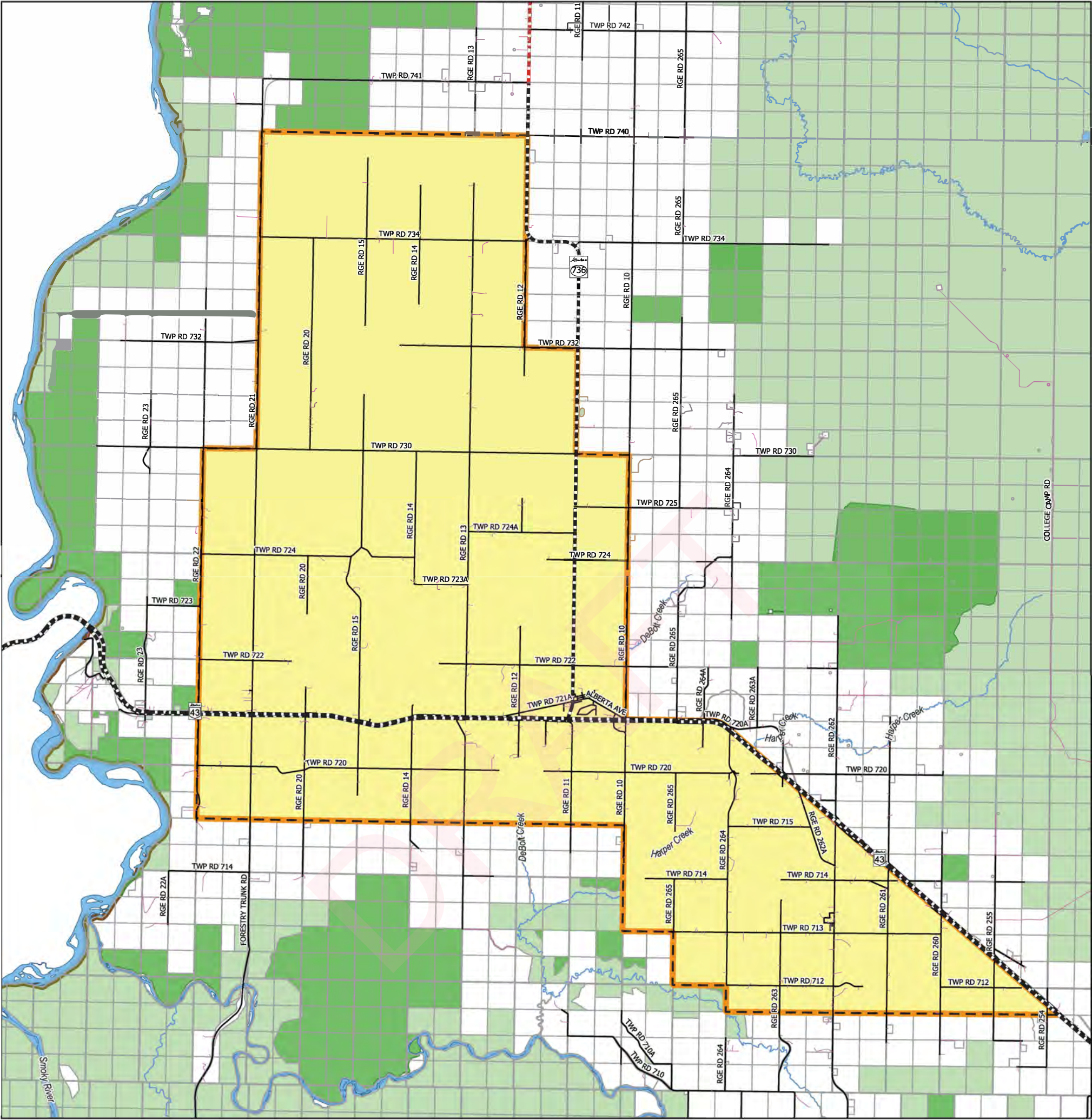
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PROJECTION: UTM Zone 11N NAD 83







Bylaw 24-958 - Schedule C  
Non Permit Protection Area - DeBolt  
MUNICIPAL DISTRICT OF GREENVIEW NO. 16



Legend

NonPermit Forest Protection Areas



Roads by Jurisdiction

— MUNICIPAL

— PRIVATE

--- Gravel Highways

--- Paved Highways

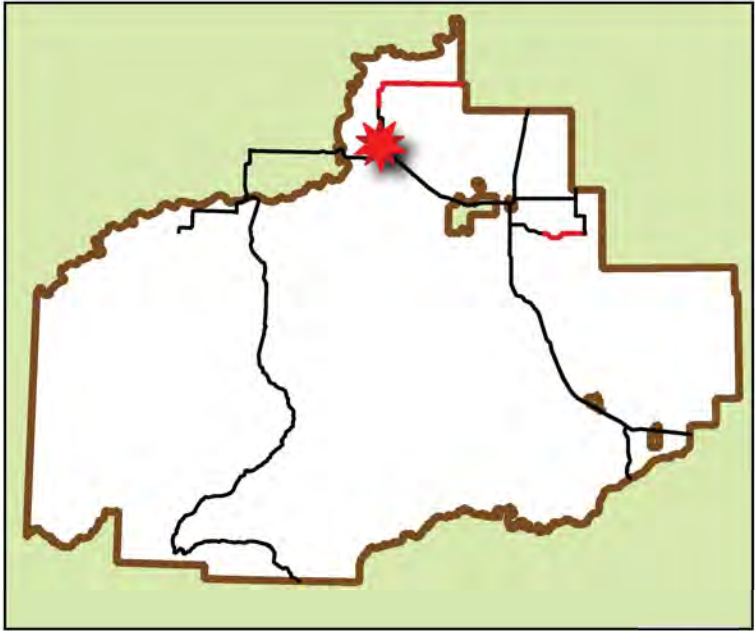
— Hydro Line

— Hydro Area

— Cadastre Titled

— Crown Land

— MD Greenview Boundary



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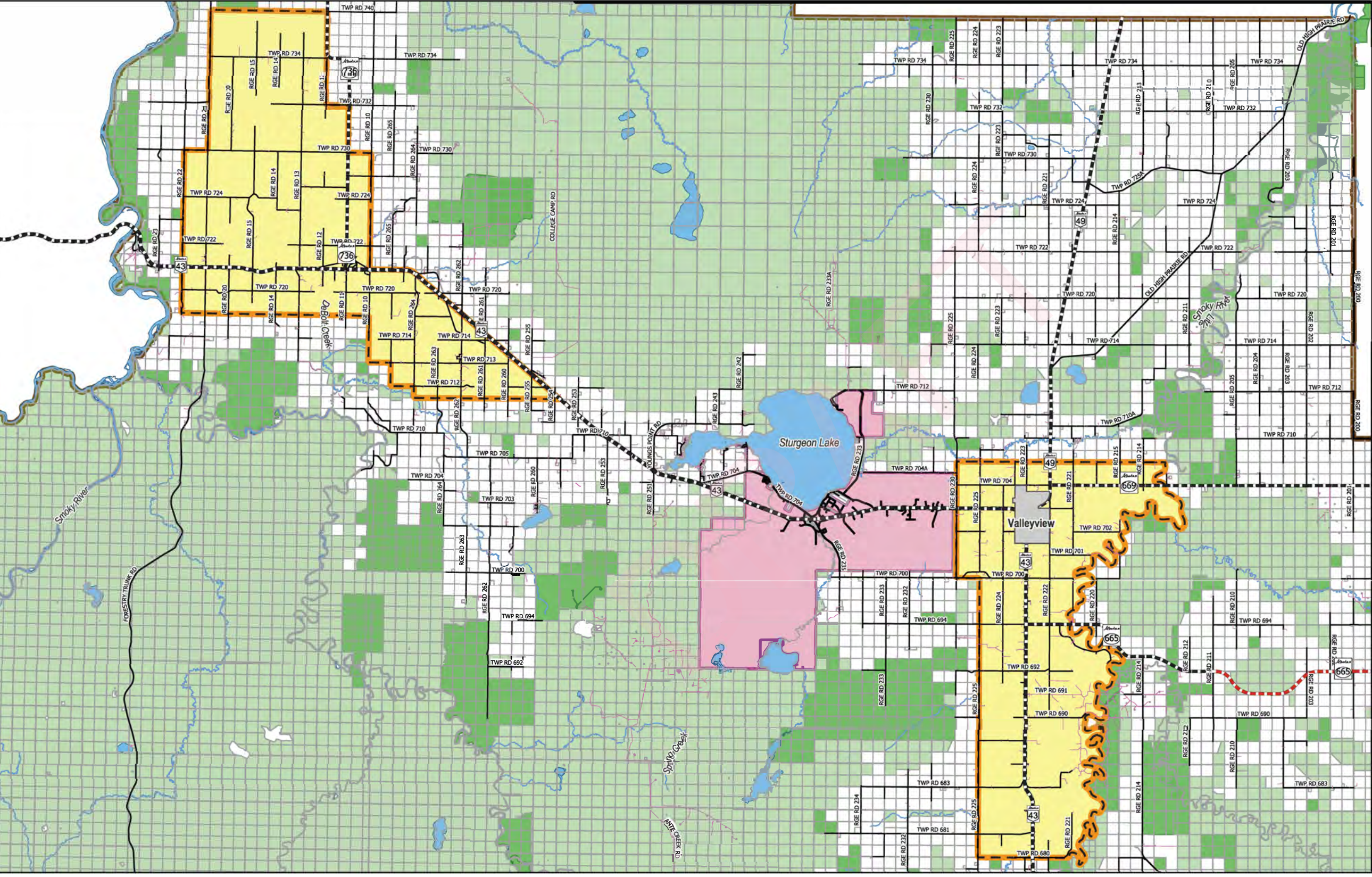
kilometres / metres  
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PROJECTION: UTM Zone 11N NAD 83



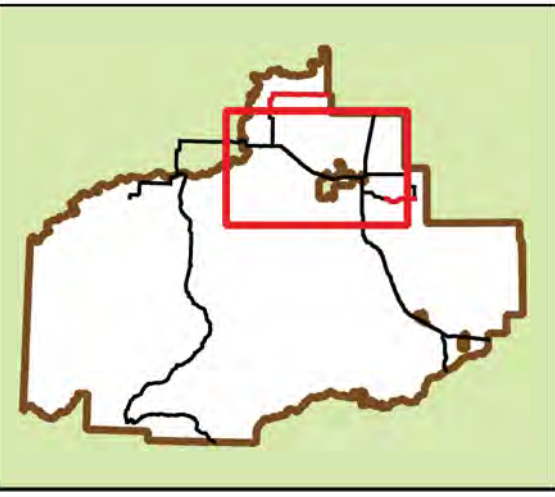




Bylaw 24-958 - Schedule D  
Non Permit Protection Area  
MUNICIPAL DISTRICT OF GREENVIEW NO. 16

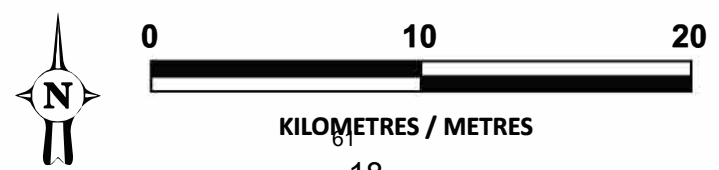


- Legend**
- NonPermit Forest Protection Areas**
- DEBOLT
  - VALLEYVIEW
- Roads by Jurisdiction**
- BIG LAKES
  - INDIAN RESERVES
  - MUNICIPAL
  - PRIVATE
  - Gravel Highways
  - Paved Highways
  - Hydro Line
  - Hydro Area
  - Cadastre Titled
  - Crown Land
  - Town
  - MD Greenview Boundary
- First Nations Reserve**
- Reserve



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SCALE 1: 280,000  
PRODUCED: March 08, 2024  
PROJECTION: UTM Zone 11N NAD 83





# REQUEST FOR DECISION

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SUBJECT: **2023 Financial Reporting**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: March 26, 2024  
DEPARTMENT: FINANCE  
STRATEGIC PLAN: Economy

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

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## RELEVANT LEGISLATION:

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

**Council Bylaw/Policy** (cite) – Policy 9501 Financial Reporting

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## RECOMMENDED ACTION:

**MOTION: That Council accepts the unaudited 2023 Operating, Capital, and Reserve reports for the period ending December 31<sup>st</sup>, 2023, for information, as presented.**

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## BACKGROUND/PROPOSAL:

Section 268.1 (b) of the Municipal Government Act stipulates actual revenues and expenses compared with the budget are provided to Council as often as Council directs. Policy 9501 Financial Reporting directs the annual variance report on the operating and capital budgets as well as a restricted surplus report be presented to Council on or before March 31 of the following year.

### Operating

For the year ended 2023, there was \$183 million in revenue earned and \$179 million in expenses incurred in operations resulting in a surplus of \$4.1 million.

Some significant surplus variances were:

- \$9.5M – Additional tax revenue generated from the increase in the non-residential tax rate.
- \$1.2M - Higher than anticipated revenue for the Sale of Municipal Services including aggregate levies and mutual aid revenue for Fire Services.
- \$5.8M – Higher than budgeted bank interest and investment income as funds are earning higher returns.
- \$3.6M – Lower than anticipated salaries, honorariums, and benefits due to staff vacancies and lesser requirements for overtime.
- \$2.5M – Lower than anticipated material and supply costs mainly due to the suspension of the road re-gravelling program as most gravel purchased was stockpiled in inventory.
- \$2.1M – An adjustment to the allowance for doubtful accounts due to collections throughout the year and the analysis of the allowance.

Due to the surplus, these additional costs were funded:

- \$21.6M – The Asset Retirement Obligations (ARO) for landfills, transfer stations, lagoons, and contaminated sites were created in 2023.
- \$1.0M – Higher than budgeted grant expenses due to the Evergreens Foundation Capital Grant Funding Agreement for the elders’ lodge at the Victor Lake Co-operative.
- \$0.4M – Amortization came in higher than anticipated.

Analysis of variances to the 2023 budget and variances of 10% and \$10,000 to prior year are shown in the 2023 Operating Budget Variance Report attached.

#### Capital

There was \$36.0 million spent in 2023 on capital. Completed projects total \$17.6 million, all of which have been capitalized. Including projects carried forward from 2022, the total capital additions for 2023 were \$22.1 million and 151 assets.

Notes on analysis of variances to budget as well as project statuses are shown in the 2023 Capital Variance Report attached.

#### Reserves

Reserve details are shown in the 2023 Reserve Report attached. Amortization and interest were allocated and completed projects were funded. Remaining commitments to date total \$24.4 million which leaves a total uncommitted reserve balance of \$153.4 million.

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#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council can review the revenues, expenses, and capital project spending to the end of December 31<sup>st</sup>, 2023 (Q4) as well as reserve balances.
2. The benefit of Council accepting the recommended motion is that Council has the opportunity to ask questions regarding the financial information.

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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#### ALTERNATIVES CONSIDERED:

N/A

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#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

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**ATTACHMENT(S):**

- 2023 Operating Budget Variance Report
- 2023 Capital Budget Variance Report
- 2023 Reserve Report
- Policy 9501 Financial Reporting
- MGA Sec 268.1 (b)

**Financial records and receipts**

**268.1** A municipality must ensure that

- (a) accurate records and accounts are kept of the municipality's financial affairs, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
- (b) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- (c) the revenues of the municipality are collected and controlled, and receipts issued in the manner directed by council.



**MD OF GREENVIEW NO. 16**  
**Q4 REPORTING**  
**OPERATING BUDGET VARIANCE BY SUB DEPARTMENT**  
**ENDING DECEMBER 31ST, 2023**

	2023 Budget	2023 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
<b>Revenues</b>									
51 - REVENUE FROM LOCAL TAXES	147,425,164	147,107,622	(317,542)	99.8%	131,495,608	147,107,622	15,612,014	11.9%	Tax revenue higher than 2022 due to increased assessment values and an increased non-residential tax rate. Tax revenue is lower than the 2023 budget due to changes in assessment since the bylaw was approved.
53 - SALE OF MUNICIPAL SERVICES	9,846,628	11,252,236	1,405,608	114.3%	8,416,547	11,252,236	2,835,689	33.7%	Mutual aid revenue for Fire Services is higher than budget by \$0.9M due to wildfires, and aggregate levy revenue was \$0.3M higher than budget.
54 - REVENUE - OTHER	4,579,752	10,586,843	6,007,091	231.2%	4,543,147	10,586,843	6,043,696	133.0%	Higher bank interest (\$3.9M) and return on investment revenue (\$1.9M) as funds are earning higher returns.
55 - CONDITIONAL GRANTS	2,034,602	14,109,003	12,074,401	693.5%	7,734,246	14,109,003	6,374,757	82.4%	\$11.4M in grant funding was used to fund capital projects (see Corporate Services 121). In operating grants, we recognized \$0.2M in grant funding for the Kakwa Falls trail project, and we received \$0.1M in Disaster Recovery funds for flooding in prior years.
55 - SHARED FUNDING REVENUE	193,239	193,239	-	100.0%	193,240	193,239	(1)	0.0%	
<b>Total Revenues</b>	<b>164,079,385</b>	<b>183,248,943</b>	<b>19,169,558</b>	<b>111.7%</b>	<b>152,382,788</b>	<b>183,248,943</b>	<b>30,866,155</b>	<b>20.3%</b>	
<b>Expenses</b>									
10 - COUNCIL									
101 - Council	1,508,157	1,394,553	(113,604)	92.5%	1,311,633	1,394,553	82,920	6.3%	In line with 2022. Largest variances to budget in hospitality (\$77k).
<b>Total COUNCIL</b>	<b>1,508,157</b>	<b>1,394,553</b>	<b>(113,604)</b>	<b>92.5%</b>	<b>1,311,633</b>	<b>1,394,553</b>	<b>82,920</b>	<b>6.3%</b>	
11 - REQUISITIONS	34,734,929	34,747,710	12,781	100.0%	34,864,891	34,747,710	(117,181)	-0.3%	
<b>Total REQUISITIONS</b>	<b>34,734,929</b>	<b>34,747,710</b>	<b>12,781</b>	<b>100.0%</b>	<b>34,864,891</b>	<b>34,747,710</b>	<b>(117,181)</b>	<b>-0.3%</b>	
11 - CAO SERVICES									
110 - CAO Services Administration	1,472,482	1,115,856	(356,626)	75.8%	708,614	1,115,856	407,242	57.5%	Largest variance to budget in salaries and benefits (\$109k), succession planning (\$75k), professional services (\$71k), and legal services (\$66k).
<b>Total CAO SERVICES</b>	<b>1,472,482</b>	<b>1,115,856</b>	<b>(356,626)</b>	<b>75.8%</b>	<b>708,614</b>	<b>1,115,856</b>	<b>407,242</b>	<b>57.5%</b>	

	2023 Budget	2023 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
11 - GREENVIEW INDUSTRIAL GATEWAY									
308 - Greenview Industrial Gateway	418,500	195,191	(223,309)	46.6%	200,782	195,191	(5,592)	-2.8%	After review of the GIG capital projects, \$0.5 million in expenses were moved to operating as they do not qualify as assets (e.g. rail study, CCS application, BDO zone rating). These expenses were funded from reserve as per Council motion. The largest variances to budget are in events organization (\$85k), promotional marketing (\$70k), and accommodations and subsistence (\$36k).
<b>Total GREENVIEW INDUSTRIAL GATEWAY</b>	<b>418,500</b>	<b>195,191</b>	<b>(223,309)</b>	<b>46.6%</b>	<b>200,782</b>	<b>195,191</b>	<b>(5,592)</b>	<b>-2.8%</b>	
11 - CORPORATE SERVICES									
112 - Assessment Services	1,785,677	1,459,577	(326,100)	81.7%	1,742,260	1,459,577	(282,683)	-16.2%	DIP assessment contract with the Province was amended Q3 where the Province now bills the assessment contractor directly.
115 - Information Systems	2,182,885	2,303,268	120,383	105.5%	2,453,694	2,303,268	(150,426)	-6.1%	Largest variances to budget in software licensing (\$60k) and telecommunications (\$80k).
116 - Health & Safety	659,397	479,784	(179,613)	72.8%	474,268	479,784	5,516	1.2%	In line with 2022. Largest variances to budget in salaries/benefits (\$103k) and training (\$37k).
119 - Human Resources	1,062,102	915,801	(146,301)	86.2%	866,645	915,801	49,156	5.7%	In line with 2022. Largest variances to budget in salaries and benefits (\$21k) and legal services (\$53k).
120 - Amortization	24,131,205	24,603,364	472,159	102.0%	24,623,131	24,603,364	(19,766)	-0.1%	
121 - Corporate Services	5,031,984	16,374,811	11,342,827	325.4%	4,383,544	16,374,811	11,991,267	273.6%	\$11.4M in capital grants (see 55 Conditional Grants) were transferred to capital under Corp Services. As well, there was \$1.9M transferred to reserve for the allocation in interest as per the policy. Excluding those two amounts, the variance to budget is \$1.9M under budget. The largest variances to budget in allowance for doubtful accounts (\$2.1M), salaries/benefits (\$0.1M), and cash management charges (\$0.2M). These are partially offset with higher than expected interest costs for investment purchases made in 2023 (\$0.3M) and insurance costs (\$0.2M).
<b>Total CORPORATE SERVICES</b>	<b>34,853,250</b>	<b>46,136,605</b>	<b>11,283,355</b>	<b>132.4%</b>	<b>34,543,541</b>	<b>46,136,605</b>	<b>11,593,064</b>	<b>33.6%</b>	



	2023 Budget	2023 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
20 - INFRASTRUCTURE & ENGINEERING									
200 - Infrastructure & Engineering Administration	1,395,900	992,414	(403,486)	71.1%	993,746	992,414	(1,331)	-0.1%	In line with 2022. Largest variances to budget in salaries/benefits (\$371k) and professional services (\$32k).
201 - Roadways	2,037,500	2,135,551	98,051	104.8%	1,445,436	2,135,551	690,115	47.7%	Largest variances to budget in professional services; \$41k for the cancellation of the construction tender for PV22003.
202 - Bridges	500,000	647,064	147,064	129.4%	412,951	647,064	234,113	56.7%	Larger scope of bridge maintenance that required attention and a large slough along with all the other maintenance work that was complete.
203 - Surfacing	1,500,000	1,160,583	(339,417)	77.4%	1,313,174	1,160,583	(152,591)	-11.6%	Maintenance contract for repairs came in lower than anticipated.
204 - Drainage	1,040,000	968,820	(71,180)	93.2%	728,571	968,820	240,249	33.0%	
<b>Total INFRASTRUCTURE &amp; ENGINEERING</b>	<b>6,473,400</b>	<b>5,904,433</b>	<b>(568,967)</b>	<b>91.2%</b>	<b>4,893,877</b>	<b>5,904,433</b>	<b>1,010,555</b>	<b>20.6%</b>	
22 - ENVIRONMENTAL SERVICES									
220 - Environmental Services Administration	2,230,399	1,864,576	(365,823)	83.6%	6,498,567	1,864,576	(4,633,990)	-71.3%	Largest variances to budget in salaries/benefits (\$214k) as well as ARO costs which were budgeted here but recorded in the subdepartment they pertain to (e.g. Wastewater 222 and Solid Waste 223)
221 - Water Supply	1,517,849	7,992,359	6,474,510	526.6%	1,254,339	7,992,359	6,738,019	537.2%	Largest variances to budget in ARO costs (\$6.4M). Other overages in supplies costs as more repairs are being done by staff (\$124k), chemicals due to increasing prices (\$57k) were offset with savings in contracted maintenance (\$101k) and utilities (\$46k).
222 - Wastewater Collection & Disposal	663,189	9,715,643	9,052,454	1465.0%	389,955	9,715,643	9,325,689	2391.5%	Largest variances to budget in ARO costs (\$9.2M). This is partially offset by savings in contracted maintenance (\$147k).
223 - Solid Waste Collection & Disposal	2,500,895	8,331,452	5,830,557	333.1%	2,042,760	8,331,452	6,288,691	307.9%	Largest variances to budget in ARO costs (\$6.1M). This is partially offset by savings in salaries and benefits (\$217k).
<b>Total ENVIRONMENTAL SERVICES</b>	<b>6,912,332</b>	<b>27,904,030</b>	<b>20,991,698</b>	<b>403.7%</b>	<b>10,185,621</b>	<b>27,904,030</b>	<b>17,718,409</b>	<b>174.0%</b>	

	2023 Budget	2023 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
23 - OPERATIONS									
230 - Operations Administration	6,589,043	5,535,770	(1,053,273)	84.0%	5,540,301	5,535,770	(4,531)	-0.1%	In line with 2022. Largest variances to budget in salaries/benefits (\$1.1M).
231 - Fleet & Shop Valleyview	955,500	1,026,709	71,209	107.5%	1,073,726	1,026,709	(47,017)	-4.4%	Largest variance to budget in vehicle parts (\$104k) which was partially offset with savings in fuel (\$28k).
232 - Operations Grovedale	12,500	9,459	(3,041)	75.7%	47,753	9,459	(38,294)	-80.2%	Utilities were coded here in 2022 but were consolidated under Facilities in 2023.
234 - Street Lights	280,000	291,734	11,734	104.2%	273,193	291,734	18,541	6.8%	Higher power costs in 2023.
235 - Fleet & Shop Grovedale	375,000	313,947	(61,053)	83.7%	402,712	313,947	(88,766)	-22.0%	Largest variance to budget in fuel (\$12k) and parts (\$22k).
236 - Fleet & Shop - Grande Cache	245,500	314,059	68,559	127.9%	274,297	314,059	39,763	14.5%	Largest variance to budget is higher vehicle components and parts costs (\$40k) and contracted repairs (\$34k).
237 - Operations - Grande Cache	230,000	182,289	(47,711)	79.3%	263,421	182,289	(81,133)	-30.8%	Largest variance to budget in contracted services (\$18k) and supplies (\$14k).
238 - Operations DeBolt	11,000	9,299	(1,701)	84.5%	5,162	9,299	4,137	80.1%	
<b>Total OPERATIONS</b>	<b>8,698,543</b>	<b>7,683,266</b>	<b>(1,015,277)</b>	<b>88.3%</b>	<b>7,880,565</b>	<b>7,683,266</b>	<b>(197,299)</b>	<b>-2.5%</b>	
24 - ROAD MAINTENANCE & SERVICES									
240 - Road Maintenance & Inspection Administration	3,153,000	2,623,783	(529,217)	83.2%	2,846,920	2,623,783	(223,137)	-7.8%	Largest variances to budget in contracted maintenance (\$325k) and supplies (\$196k). This is where winter maintenance is budgeted and we had a mild start.
242 - Brushing Program	405,250	377,669	(27,581)	93.2%	276,368	377,669	101,301	36.7%	
243 - Mowing Program	50,500	65,505	15,005	129.7%	51,912	65,505	13,594	26.2%	Small overages (under \$10k) in each line item, nothing significant to note.
245 - Gravelling Program	8,558,000	5,340,233	(3,217,767)	62.4%	6,233,246	5,340,233	(893,013)	-14.3%	Largest variances to budget in contractor services (\$1.9M) and gravel purchases (\$2.0M) (MOTION: 23.01.16 - That Council direct Administration to suspend the 2023 road re-gravelling program where deemed appropriate, excluding the Forestry Trunk Road). These savings are partially offset by higher gravel site development costs (\$462k) for prep work at sites and the Goodwin and Puskwaska sites which were not planned and stockpiling costs (\$280k).
246 - Road Services	1,606,000	1,876,486	270,486	116.8%	1,436,405	1,876,486	440,081	30.6%	Largest variances to budget in contracted maintenance costs (\$286k) for work on TWP 724, Old High Prairie Road, and RR 223.
247 - Pit Reclamation	-	-	-	0.0%	7,074	-	(7,074)	-100.0%	
248 - Forestry Trunk Road	7,635,500	6,939,892	(695,608)	90.9%	6,529,179	6,939,892	410,713	6.3%	In line with 2022. Largest variances to budget in contractor services (\$0.6M).
<b>Total ROAD MAINTENANCE &amp; SERVICES</b>	<b>21,408,250</b>	<b>17,223,568</b>	<b>(4,184,682)</b>	<b>80.5%</b>	<b>17,381,103</b>	<b>17,223,568</b>	<b>(157,535)</b>	<b>-0.9%</b>	

	2023 Budget	2023 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
25 - FACILITY MAINTENANCE									
250 - Facility Maintenance Administration	3,084,951	3,085,872	921	100.0%	2,672,803	3,085,872	413,069	15.5%	Largest variances to budget in ARO costs (\$246k) and contracted maintenance (\$89k) due to a combination of higher than budgeted contractor rates and several unbudgeted projects. This is partially offset by savings in salaries/benefits (\$308k); there was a vacancy in the dept for part of the year as well as overtime was less than budgeted.
251 - FCSS Building Maintenance	42,225	51,845	9,620	122.8%	30,522	51,845	21,323	69.9%	
252 - Grovedale Public Service Building	71,662	101,085	29,423	141.1%	82,437	101,085	18,648	22.6%	Variances to budget in building maintenance due to unbudgeted one time repairs.
253 - DeBolt Public Service Building	71,662	111,870	40,208	156.1%	67,726	111,870	44,144	65.2%	Variances to budget in building maintenance due to unbudgeted one time repairs.
254 - GC - Facilities Maintenance	449,651	472,092	22,441	105.0%	437,627	472,092	34,464	7.9%	Largest variance to budget in contracted maintenance (\$56k) as contract labour costs were higher than expected and there were some unbudgeted repairs, accommodations and subsistence (\$14k) due to increased travel, and fuel (\$14k). This is partially offset by savings in operating supplies (\$40k) as spend was reduced to a minimum to offset contractor costs .
255 - Valleyview Fire Hall Building Maintenance	10,250	12,066	1,816	117.7%	8,490	12,066	3,577	42.1%	
256 - Valleyview Ambulance Building Maintenance	6,150	5,459	(691)	88.8%	4,865	5,459	593	12.2%	
257 - Valleyview Vet Clinic - Building Maintenance	7,175	16,818	9,643	234.4%	6,556	16,818	10,262	156.5%	
258 - Grovedale Maintenance Shop	26,360	14,321	(12,039)	54.3%	35,733	14,321	(21,412)	-59.9%	Small savings (under \$10k) in each line item, nothing significant to note.
259 - DeBolt Maintenance Shop	3,700	2,415	(1,285)	65.3%	2,829	2,415	(415)	-14.7%	
<b>Total FACILITY MAINTENANCE</b>	<b>3,773,786</b>	<b>3,873,844</b>	<b>100,058</b>	<b>102.7%</b>	<b>3,349,589</b>	<b>3,873,844</b>	<b>524,255</b>	<b>15.7%</b>	
30 - COMMUNITY SERVICES									
300 - Community Services Administration	1,436,534	2,005,397	568,863	139.6%	715,369	2,005,397	1,290,028	180.3%	Largest variances to budget is \$1.0M payment to The Evergreens Foundation for the elders' lodge at the Victor Lake Co-operative. This is partially offset by budget savings in debenture principal (\$376k) and salaries/benefits (\$40k).
301 - Valleyview Medical Clinic	144,800	124,262	(20,538)	85.8%	123,083	124,262	1,179	1.0%	Small savings (under \$10k) in each line item, nothing significant to note.
302 - Fox Creek Medical Clinic	-	-	-	0.0%	(36,000)	-	36,000	-100.0%	
305 - Other Buildings	-	33	33	0.0%	1,190	33	(1,157)	-97.2%	
309 - Grande Cache Medical Clinic	32,500	8,100	(24,400)	24.9%	-	8,100	8,100	0.0%	Month to month lease support was budgeted for 12 months but was only required for 3 months.
312 - Community Development Agreements	5,500,000	5,500,000	-	100.0%	5,487,000	5,500,000	13,000	0.2%	
<b>Total COMMUNITY SERVICES</b>	<b>7,113,834</b>	<b>7,637,791</b>	<b>523,957</b>	<b>107.4%</b>	<b>6,290,641</b>	<b>7,637,791</b>	<b>1,347,150</b>	<b>21.4%</b>	

	2023 Budget	2023 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
32 - COMMUNITY SERVICES GRANT PROGRAMS									
303 - Seniors Programs	49,750	49,721	(29)	99.9%	49,063	49,721	658	1.3%	
320 - Recreation Boards	1,223,840	1,212,000	(11,840)	99.0%	1,000,000	1,212,000	212,000	21.2%	
321 - Community Services Grants	1,565,000	1,348,386	(216,614)	86.2%	1,069,698	1,348,386	278,688	26.1%	Less grant applications approved than budget allotment.
323 - Multipurpose Facility Grants	585,811	590,328	4,517	100.8%	745,446	590,328	(155,118)	-20.8%	
324 - Agricultural Societies	263,000	263,000	-	100.0%	350,973	263,000	(87,973)	-25.1%	
<b>Total COMMUNITY SERVICES GRANT PROGRAMS</b>	<b>3,687,401</b>	<b>3,463,435</b>	<b>(223,966)</b>	<b>93.9%</b>	<b>3,215,179</b>	<b>3,463,435</b>	<b>248,256</b>	<b>7.7%</b>	
33 - CULTURAL & HISTORICAL BUILDINGS									
330 - Library Boards	638,000	636,929	(1,071)	99.8%	631,444	636,929	5,485	0.9%	
332 - Community Halls	156,750	140,602	(16,148)	89.7%	142,078	140,602	(1,476)	-1.0%	Payments not made to Goodwin and Puskwaska Community Hall Boards in 2023.
333 - Museums	306,240	306,240	-	100.0%	289,600	306,240	16,640	5.7%	
334 - Cemeteries	165,140	115,036	(50,104)	69.7%	(16,300)	115,036	131,336	-805.7%	Largest variance to budget in Professional Services for surveys which are in progress but will be less than expected for cost.
<b>Total CULTURAL &amp; HISTORICAL BUILDINGS</b>	<b>1,266,130</b>	<b>1,198,807</b>	<b>(67,323)</b>	<b>94.7%</b>	<b>1,046,822</b>	<b>1,198,807</b>	<b>151,985</b>	<b>14.5%</b>	
34 - RECREATION ENHANCEMENT PROGRAM (REP)									
307 - Community Bus - Grande Cache	21,000	16,082	(4,918)	76.6%	14,918	16,082	1,165	7.8%	
340 - Outdoor Recreation Administration	686,445	736,607	50,162	107.3%	629,514	736,607	107,092	17.0%	Largest variance to budget in Kakwa Falls Trail expenses (\$107k) which are offset by grant funding in 55 Conditional Grants. This is offset by savings in salaries and benefits (\$52k).
342 - Outdoor Recreation Facilities Operations	237,500	196,545	(40,955)	82.8%	167,231	196,545	29,314	17.5%	Variance to budget due to lower site maintenance expenses. Small savings (under \$10k) in each line item, nothing significant to note.
343 - Outdoor Recreation Partnerships	42,500	41,831	(669)	98.4%	63,258	41,831	(21,427)	-33.9%	
344 - GC Recreation Aquatics Operations	145,800	116,848	(28,952)	80.1%	129,696	116,848	(12,847)	-9.9%	Small savings (under \$10k) in each line item, nothing significant to note.
345 - GC Recreation Campground	119,500	117,880	(1,620)	98.6%	104,338	117,880	13,542	13.0%	
346 - GC Recreation Administration	3,070,602	2,806,099	(264,503)	91.4%	2,586,739	2,806,099	219,360	8.5%	Larger variances to budget in salaries and benefits (\$252k).
347 - GC Recreation Facilities Operations	541,950	538,182	(3,768)	99.3%	493,097	538,182	45,085	9.1%	
348 - GC Recreation Programming & Fitness	25,100	32,710	7,610	130.3%	32,592	32,710	118	0.4%	
349 - GC Recreation Outdoor Operations	88,500	50,239	(38,261)	56.8%	106,455	50,239	(56,217)	-52.8%	Larger variances to budget in the GC Trail Project (\$17k). And other small savings (under \$10k) in each line item, nothing significant to note.
380 - Greenview Regional Multiplex	2,917,150	2,544,903	(372,247)	87.2%	2,125,937	2,544,903	418,966	19.7%	Larger variances to budget in salaries/benefits (\$314k), maintenance service contract (\$50k), and utilities (\$68k). These are partially offset by higher building maintenance costs (\$24k) and pool operating supplies (\$17k).
<b>Total RECREATION</b>	<b>7,896,047</b>	<b>7,197,927</b>	<b>(698,120)</b>	<b>91.2%</b>	<b>6,453,776</b>	<b>7,197,927</b>	<b>744,151</b>	<b>11.5%</b>	

	2023 Budget	2023 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
35 - PROTECTIVE SERVICES									
350 - Protective Services Administration	1,284,048	1,137,095	(146,953)	88.6%	1,435,996	1,137,095	(298,901)	-20.8%	Larger variances to budget in salaries/benefits (\$34k), equipment & accessories (\$29k), training (\$20k), and emergency response services (\$26k).
351 - Fire Protection Valleyview	197,622	187,800	(9,822)	95.0%	155,745	187,800	32,055	20.6%	
352 - Fire Protection Grande Cache	236,740	214,911	(21,829)	90.8%	226,533	214,911	(11,622)	-5.1%	Small savings (under \$10k) in each line item, nothing significant to note.
353 - Fire Protection DeBolt	230,740	204,594	(26,146)	88.7%	223,000	204,594	(18,406)	-8.3%	Small savings (under \$10k) in each line item, nothing significant to note.
354 - Fire Protection Grovedale	246,740	223,395	(23,345)	90.5%	225,079	223,395	(1,684)	-0.7%	Small savings (under \$10k) in each line item, nothing significant to note.
355 - Disaster Services	53,850	1,361	(52,489)	2.5%	91,701	1,361	(90,339)	-98.5%	Fire response costs to the end of December 2023 were \$1.8 million which were funded from reserve. Planned activities did not occur in 2023 due to wildfires.
356 - Ambulance Services	-	541	541	0.0%	(345)	541	886	-256.7%	
358 - Fire Protection Fox Creek	172,122	155,082	(17,040)	90.1%	129,662	155,082	25,420	19.6%	Larger variance to budget in fire service agreement (\$43k) as payment for AFRRCs Radios, Pagers as well as 3 sets of Bunker Gear was not made in the year. This is partially offset with higher than budgeted vehicle repairs (\$27k).
<b>Total PROTECTIVE SERVICES</b>	<b>2,421,862</b>	<b>2,124,779</b>	<b>(297,083)</b>	<b>87.7%</b>	<b>2,487,371</b>	<b>2,124,779</b>	<b>(362,592)</b>	<b>-14.6%</b>	
36 - FAMILY & COMMUNITY SERVICES									
360 - FCSS Administration	1,731,912	1,719,723	(12,189)	99.3%	1,605,489	1,719,723	114,234	7.1%	
361 - FCSS Board	43,660	39,773	(3,887)	91.1%	47,183	39,773	(7,410)	-15.7%	
362 - FCSS Programs	69,000	39,915	(29,085)	57.8%	54,933	39,915	(15,018)	-27.3%	Larger variances to budget in operating supplies (\$10k) and community activity fee funding (\$10k).
363 - Community Resource Centre	54,200	44,047	(10,153)	81.3%	44,622	44,047	(575)	-1.3%	Small savings (under \$10k) in each line item, nothing significant to note.
364 - Home Support	121,000	131,122	10,122	108.4%	109,426	131,122	21,696	19.8%	Largest variance to budget in transportation expenses (\$17k).
365 - Liaison Worker Program	45,000	45,000	-	100.0%	45,000	45,000	-	0.0%	
366 - Grants to Individual Organizations	72,000	64,000	(8,000)	88.9%	47,450	64,000	16,550	34.9%	
368 - Outreach Coordinator Program	1,800	2,292	492	127.3%	1,183	2,292	1,109	93.7%	
369 - Support Coordinator Program	1,800	2,532	732	140.6%	775	2,532	1,756	226.5%	
<b>Total FAMILY &amp; COMMUNITY SERVICES</b>	<b>2,140,372</b>	<b>2,088,403</b>	<b>(51,969)</b>	<b>97.6%</b>	<b>1,956,061</b>	<b>2,088,403</b>	<b>132,342</b>	<b>6.8%</b>	



	2023 Budget	2023 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
37 - AGRICULTURAL SERVICES									
370 - Agricultural Services Administration	1,925,306	1,611,130	(314,176)	83.7%	1,330,916	1,611,130	280,214	21.1%	Larger variances to budget in salaries/benefits (\$306k).
371 - Agriculture Service Board	51,590	50,729	(861)	98.3%	38,943	50,729	11,786	30.3%	
372 - Agricultural Rental Program	36,150	76,568	40,418	211.8%	21,827	76,568	54,741	250.8%	Larger variances to budget in parts and supplies (\$36k), partially due to BBQ trailer repairs.
373 - Vegetation Management	447,519	317,271	(130,248)	70.9%	257,522	317,271	59,749	23.2%	Larger variances to budget in contracted maintenance as FTR weed control contract is under budget (\$54k), parts and supplies (\$12k), and chemicals (\$10k).
374 - Pest Control	100,650	71,188	(29,462)	70.7%	81,787	71,188	(10,599)	-13.0%	Larger variances to budget in harvest & cleanup incentives (\$19k) and fuel (\$12k).
375 - Extension and Outreach	245,500	180,843	(64,657)	73.7%	163,023	180,843	17,820	10.9%	Larger variances to budget in supplies (\$10k), advertising and GRASS grants (\$13k), weed control grants (\$16k).
376 - Veterinary Services	133,800	126,089	(7,711)	94.2%	160,468	126,089	(34,379)	-21.4%	
377 - Beautification Program	97,750	92,336	(5,414)	94.5%	90,632	92,336	1,704	1.9%	
<b>Total AGRICULTURAL SERVICES</b>	<b>3,038,265</b>	<b>2,526,153</b>	<b>(512,112)</b>	<b>83.1%</b>	<b>2,145,118</b>	<b>2,526,153</b>	<b>381,035</b>	<b>17.8%</b>	
45 - COMMUNITY PEACE OFFICER PROGRAM									
450 - Community Peace Officer Program	2,558,437	3,042,492	484,055	118.9%	1,838,310	3,042,492	1,204,182	65.5%	Larger variances to budget in police funding (\$617k) which has been estimated to come in over budget. This is partially offset by savings in animal control services (\$31k), fuel (\$27k), and salaries/benefits (\$27k).
<b>Total COMMUNITY PEACE OFFICER PROGRAM</b>	<b>2,558,437</b>	<b>3,042,492</b>	<b>484,055</b>	<b>118.9%</b>	<b>1,838,310</b>	<b>3,042,492</b>	<b>1,204,182</b>	<b>65.5%</b>	
40 - PLANNING & ECONOMIC DEVELOPMENT ADMIN									
400 - Planning & Economic Development Administration	437,016	365,978	(71,038)	83.7%	165,327	365,978	200,651	121.4%	Larger variances to budget in salaries/benefits (\$19k), professional services (\$25k) and legal services (\$22k).
306 - Airports & Helipads	-	191,240	191,240	0.0%	2,767	191,240	188,473	6812.4%	2023 expenses include the demolition of the house at the GC airport as well as payment to Town of Valleyview for runway rehab.
<b>Total PLANNING &amp; ECONOMIC DEVELOPMENT ADMIN</b>	<b>437,016</b>	<b>557,218</b>	<b>120,202</b>	<b>127.5%</b>	<b>168,094</b>	<b>557,218</b>	<b>389,124</b>	<b>231.5%</b>	
11 - COMMUNICATIONS									
111 - Communications	1,062,807	875,379	(187,428)	82.4%	772,808	875,379	102,571	13.3%	Larger variances to budget in salaries and benefits (\$33k), professional services (\$38k), advertising (\$16k), promotional marketing (\$40k), and publishing services (\$42k).
<b>Total COMMUNICATIONS</b>	<b>1,062,807</b>	<b>875,379</b>	<b>(187,428)</b>	<b>82.4%</b>	<b>772,808</b>	<b>875,379</b>	<b>102,571</b>	<b>13.3%</b>	

	2023 Budget	2023 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
21 - PLANNING & DEVELOPMENT									
211 - Planning & Development Administration	1,142,900	849,423	(293,477)	74.3%	946,623	849,423	(97,200)	-10.3%	In line with 2022. Larger variances to budget in salaries/benefits (\$218k) and professional services (\$60k).
212 - Municipal Planning Commission	58,585	37,792	(20,793)	64.5%	49,609	37,792	(11,817)	-23.8%	Small savings (under \$10k) in each line item, nothing significant to note.
213 - Subdivision & Development Appeal Board	14,702	3,582	(11,120)	24.4%	3,326	3,582	256	7.7%	Small savings (under \$10k) in each line item, nothing significant to note.
214 - Subdivisions - Land Purchase	48,000	7,750	(40,250)	16.1%	10,441	7,750	(2,691)	-25.8%	Land purchases are capital.
215 - Public Engagement	9,700	544	(9,156)	5.6%	-	544	544	0.0%	
<b>Total PLANNING &amp; DEVELOPMENT</b>	<b>1,273,887</b>	<b>899,091</b>	<b>(374,796)</b>	<b>70.6%</b>	<b>1,009,999</b>	<b>899,091</b>	<b>(110,909)</b>	<b>-11.0%</b>	
31 - ECONOMIC DEVELOPMENT									
311 - Economic Development Program	1,469,342	1,331,547	(137,795)	90.6%	1,555,419	1,331,547	(223,872)	-14.4%	Larger variances to budget in promotional marketing (\$49k), tradeshow and fairs (\$26k), and advertising (\$11k).
<b>Total ECONOMIC DEVELOPMENT</b>	<b>1,469,342</b>	<b>1,331,547</b>	<b>(137,795)</b>	<b>90.6%</b>	<b>1,555,419</b>	<b>1,331,547</b>	<b>(223,872)</b>	<b>-14.4%</b>	
<b>Total Expenses</b>	<b>154,619,029</b>	<b>179,122,076</b>	<b>24,503,047</b>	<b>115.8%</b>	<b>144,259,814</b>	<b>179,122,076</b>	<b>34,862,262</b>	<b>24.2%</b>	
<b>Net Surplus/(Deficit)</b>	<b>9,460,356</b>	<b>4,126,867</b>	<b>(5,333,489)</b>	<b>43.6%</b>	<b>8,122,974</b>	<b>4,126,867</b>	<b>(3,996,107)</b>	<b>-49.2%</b>	



**MD OF GREENVIEW NO. 16  
Q4 REPORTING  
CAPITAL BUDGET VARIANCE  
ENDING DECEMBER 31ST, 2023**

Project ID	Description	Life to Date Spend	2023 Approved Budget	2023 Amended Budget	2023 Actual Spend	\$ Variance	% of Budget	Notes
<b>Communications</b>								
CM21001	MD Entrance & Hamlet Signs	495,000	-	-	14,400	(14,400)	n/a	Delay in final sign being installed due to Hwy 40 construction. Budget was not carried over but this expense still fit within the overall original budget of \$550,000.
<b>Total Communications</b>		<b>495,000</b>	<b>-</b>	<b>-</b>	<b>14,400</b>	<b>(14,400)</b>	<b>n/a</b>	
<b>Corporate Services</b>								
CS22001	Software Replacement Project 2022-2024	920,214	891,979	891,979	447,193	444,786	50.1%	Project is ongoing, will continue to 2024.
<b>Total Corporate Services</b>		<b>920,214</b>	<b>891,979</b>	<b>891,979</b>	<b>447,193</b>	<b>444,786</b>	<b>50.1%</b>	
<b>Information Systems</b>								
IT23002	SharePoint Upgrade	-	80,000	80,000	-	80,000	0.0%	Project on hold until 2024 to ensure full impact to the organization is understood.
<b>Total Information Systems</b>		<b>-</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>	<b>80,000</b>	<b>0.0%</b>	
<b>Construction &amp; Engineering</b>								
WW17002	Grovedale Evaporative Lagoon Decommissioning	1,546,395	2,162,216	2,162,216	1,221,441	940,775	56.5%	Complete.
RD18008	Range Road 64 (TWP 700 to TWP 694)	1,648,084	264,126	264,126	69,313	194,813	26.2%	Substantially complete and in use in 2022. There were some post construction costs for full completion in 2023.
RD20001	RR 205/210-8 Mile Road	25,314	350,000	350,000	15,464	334,537	4.4%	Received the preliminary engineering report and are reviewing options.
RD20008	TWP 692 - Grovedale Industry Road West of 666	1,475,037	350,898	350,898	281,226	69,672	80.1%	Substantially complete and in use in 2023. There are some post construction costs for full completion in 2024.
RD21001	FTR Phase 5	4,792,726	1,154,488	1,154,488	4,088	1,150,400	0.4%	Substantially complete and in use in 2022. There were some post construction costs for full completion in 2023. Remaining budget funds have been uncommitted in the reserve.
RD22001	FTR Phase 6	6,616,552	6,201,250	6,201,250	6,534,205	(332,955)	105.4%	Complete. Received \$3.0 million in STIP grant funding for this project.
RD22006	RV Dumping Access	350,449	492,919	492,919	291,760	201,159	59.2%	Will carryover to 2024.
RD23001	Land Acquisitions	59,950	-	-	59,950	(59,950)	n/a	Land acquisitions for right of way and road widening. Budgeted under the operating budget, corrected in the 2024 Budget.
RD23002	Block Funding - Roads	480,954	1,000,000	1,000,000	480,954	519,046	48.1%	Work to date for approaches.
RD23003	Forestry Trunk Road Improvements	20,314	500,000	500,000	20,314	479,687	4.1%	Complete.

Project ID	Description	Life to Date Spend	2023 Approved Budget	2023 Amended Budget	2023 Actual Spend	\$ Variance	% of Budget	Notes
RD23005	FTR Canfor Section South	42,800	783,900	783,900	42,800	741,100	5.5%	Design work in progress, tender review occurred in December. Will carryover to 2024.
BF72012	Sturgeon Creek Bridge	61,721	23,279	23,279	-	23,279	0.0%	Design work finalized. Construction proposed for 2027.
BF76637	Township Road 692 (SW 16-69-22-W5M)	37,849	-	-	37,849	(37,849)	n/a	Engineering assessment indicated emergent need for replacement. Design work being done in 2023 so project would be shelf ready with the replacement being brought to Council for approval through 2024 budget process.
BF76902	Tributary to Clouston Creek	519,790	189,318	189,318	132,722	56,596	70.1%	Complete.
BF77244	Tributary to Sweathouse Creek	486,199	517,331	517,331	363,589	153,742	70.3%	Complete.
BF77976	Boulder Creek	781,885	-	-	7,463	(7,463)	n/a	Trailing construction costs.
BF78503	Range Road 225	22,901	45,000	45,000	22,901	22,099	50.9%	Engineering completed.
BF79118	Tributary to Sturgeon Creek	22,737	50,000	50,000	22,737	27,263	45.5%	Engineering completed.
PV22001	Range Road 251 South	931,905	74,602	74,602	6,507	68,095	8.7%	Substantially complete and in use in 2022. Deficiencies have been completed in 2023.
PV22002	Twp 701A Overlay (SH 666 to Rge Rd 73)	2,128,200	1,082,099	1,082,099	10,299	1,071,800	1.0%	Substantially complete and in use in 2022. Deficiencies have been completed in 2023.
PV22004	Phase 6 Sidewalks and Driveways Grande Cache	928,239	98,874	98,874	14,978	83,897	15.1%	Substantially complete and in use in 2022. Deficiencies have been completed in 2023.
PV22006	Grande Cache Pathway Project	461,392	159,122	159,122	514	158,608	0.3%	Substantially complete and in use in 2022. Deficiencies have been completed in 2023.
PV23004	Twp. Road 704 Overlay Hwy 49 to RR 230	-	60,000	60,000	-	60,000	0.0%	Design work in progress, tender review occurred in December. Will carryover to 2024.
<b>Total Construction &amp; Engineering</b>		<b>23,576,746</b>	<b>15,559,422</b>	<b>15,559,422</b>	<b>9,644,279</b>	<b>5,915,143</b>	<b>62.0%</b>	
<b>Environmental Services</b>								
ES23001	1/2 Ton Truck Replacement A161	68,046	60,000	66,262	68,046	(1,784)	102.7%	Complete.
ES23002	1/2 Ton Truck Replacement A197	67,247	60,000	66,262	67,247	(985)	101.5%	Complete.
ES23003	1/2 Ton Truck Replacement A108	67,247	60,000	66,262	67,247	(985)	101.5%	Complete.
WD15002	Grovedale Water Treatment Plant Upgrade	13,450,582	1,934,023	1,934,023	265,664	1,668,359	13.7%	Substantially complete and in use in 2022. There were some post construction costs for full completion in 2023.
WD16004	Landry Heights Water Distribution System	4,831,712	17,250	17,250	14,282	2,969	82.8%	Complete.
WD17002	SCADA Upgrades - WTP & WP	264,939	152,584	152,584	102,773	49,811	67.4%	Complete.
WD19004	Grande Cache Distribution Pumphouse Upgrades	737,162	1,147,420	10,000	5,000	5,000	50.0%	Some work being done internally. Will update tender for construction in 2025. Have been approved for \$1.4 million in AMWWP grant funding for this project.
WD22002	SCADA Upgrades - WTP & WP	158,051	161,700	161,700	119,751	41,949	74.1%	Complete.
WD22004	Grande Cache Master Plan	1,200,466	357,583	357,583	-	357,583	0.0%	Complete. After review it was determined that this project does not meet the TCA policy so it was moved to Operations.
WD22005	Water & Sewer Extension - Memorial Drive	86,539	99,408	99,408	85,947	13,461	86.5%	Engineering completed, options presented to Council for approval in the 2024 budget.

Project ID	Description	Life to Date Spend	2023 Approved Budget	2023 Amended Budget	2023 Actual Spend	\$ Variance	% of Budget	Notes
WD22006	Muskeg Seepee Water Well	133,202	70,580	70,580	-	70,580	0.0%	Complete. After review it was determined that this project does not meet the TCA policy so it was moved to Operations.
WD23006	Nose Creek Water Point System	172,028	240,000	240,000	172,028	67,972	71.7%	Construction has been delayed due to availability of some parts. Should be operational in early 2024.
WW19001	Grovedale Floating Liner	218,363	10,046,498	10,046,498	37,555	10,008,943	0.4%	Engineering in progress.
WW19002	Grande Cache Sewage Treatment Plant	16,735,103	35,441,468	48,987,956	15,131,524	33,856,432	30.9%	Tender awarded by Council April 25th, construction in progress. Will receive \$5.5 million in AMWWP grant funding for this project in 2023.
WW20005	DeBolt Lift Station Forcemain Upgrades	1,107,173	10,000	10,000	1,420	8,580	14.2%	Complete.
WW21001	Ridgevalley Lagoon Expansion	722,917	2,742,001	2,742,001	652,751	2,089,250	23.8%	Land purchase has been completed, de-sludging has been delayed to 2024. Have been approved for \$4.5 million in AMWWP grant funding for this project.
SW19004	Grande Cache Landfill & Recycling Land Purchase	18,400	65,000	65,000	16,248	48,753	25.0%	An additional survey is required. Will carry over to 2024.
SW20001	GC Transfer Station Development	68,250	68,800	68,800	-	68,800	0.0%	Tender was brought to Council in Jan 2024.
SW22003	West Yellowhead Regional Management Authority	270,000	270,000	270,000	-	270,000	0.0%	Complete. This is not a capital asset so has been expensed in operations under 223 Solid Waste Collection & Disposal.
SW23001	Hook Bin Truck Replacement A201	-	300,000	300,000	-	300,000	0.0%	Tender awarded by Council in March, delivery expected in 2024.
SW23002	Little Smoky Transfer Site Land	15,635	-	-	15,635	(15,635)	n/a	Purchase of land from the Province.
<b>Total Environmental Services</b>		<b>40,393,059</b>	<b>53,304,315</b>	<b>65,732,169</b>	<b>16,823,117</b>	<b>48,909,052</b>	<b>25.6%</b>	
<b>Operations Vehicles &amp; Equipment</b>								
OP22001	Street Sweeper GC	361,045	365,000	365,000	361,045	3,955	98.9%	Complete.
OP23004	1/2 Ton Truck Purchase - Replacement of A127 (3/4 ton)	67,886	60,000	66,262	67,886	(1,624)	102.5%	Complete.
OP23005	2 Ton, Extended Cab Truck - Replacement of A145 & F22	105,935	100,000	104,364	105,935	(1,571)	101.5%	Complete.
OP23006	DeBolt PSB Paving	123,795	-	-	123,795	(123,795)	n/a	Budgeted in operations under 246 Road Services but after reviewing the project, it was deemed to be capital. This was funded from the operating budget.
<b>Total Operations Vehicles &amp; Equipment</b>		<b>658,662</b>	<b>525,000</b>	<b>535,626</b>	<b>658,662</b>	<b>(123,036)</b>	<b>123.0%</b>	

Project ID	Description	Life to Date Spend	2023 Approved Budget	2023 Amended Budget	2023 Actual Spend	\$ Variance	% of Budget	Notes
<b>Facilities Maintenance</b>								
FM20013	DeBolt PSB Addition	1,130,627	-	-	31,826	(31,826)	n/a	Trailing construction costs. Project now complete and all deficiencies identified have been addressed.
FM21008	Security Improvement 4 Year Plan	425,935	239,907	239,907	185,887	54,020	77.5%	Remaining work to be completed on PSB doors fobs, waiting on parts.
FM22001	Skid Steer Broom Replacement	10,330	12,000	12,000	10,330	1,670	86.1%	Complete.
FM22003	C0 & N20 Monitoring Equipment MD Shops	66,051	-	-	5,750	(5,750)	n/a	Additional sensors in the DeBolt PSB.
FM22008	New Operations Shop in Grande Cache	189,262	161,180	161,180	153,652	7,528	95.3%	Detailed design was reviewed and approved by Council in December.
FM22008-1	Salt & Sand Shed Grande Cache	1,034,217	1,000,000	1,000,000	1,034,217	(34,217)	103.4%	Complete.
FM22009	GRM & Grovedale Emergency Generator Preparedness	4,663	425,000	425,000	4,663	420,338	1.1%	Project amended via Council motion to proceed with making the Grovedale Community Center generator-ready. Will carry over to 2024.
FM23002	Renovations to FM/Enviro Building	52,440	50,000	50,000	52,440	(2,440)	104.9%	Complete.
FM23005	Replacement of RB1 with new broom	5,270	6,000	6,000	5,270	730	87.8%	Complete.
FM23009	Purchase a Wide Area Mower	99,810	95,000	95,000	99,810	(4,810)	105.1%	Complete.
<b>Total Facilities Maintenance</b>		<b>3,019,914</b>	<b>1,989,087</b>	<b>1,989,087</b>	<b>1,585,154</b>	<b>403,933</b>	<b>79.7%</b>	
<b>Community Services</b>								
CP22005	Fox Creek Greenview Multiplex Renovation Project	-	2,416,109	2,416,109	-	2,416,109	0.0%	Project underway but work stalled by fire evacuation and recovery.
CP23001	Greenview Grant Portal	24,048	25,000	25,000	24,048	952	96.2%	Complete.
CP23002	Community Bulletin Boards	4,111	25,000	25,000	-	25,000	0.0%	Complete. After review it was determined that this project does not meet the TCA policy so it was moved to Operations.
<b>Total Community Services</b>		<b>28,159</b>	<b>2,466,109</b>	<b>2,466,109</b>	<b>24,048</b>	<b>2,442,061</b>	<b>1.0%</b>	
<b>Greenview Industrial Gateway</b>								
GI22001	Greenview Industrial Gateway - Legal Fees	159,937	75,000	75,000	-	75,000	0.0%	Complete. After review it was determined that this project does not meet the TCA policy so it was moved to Operations.
GI22003	GIG Waterline	1,217,344	2,223,891	2,223,891	485,708	1,738,183	21.8%	Continuing work on the water outtake engineering. After review it was determined that some of the costs in this project do not meet the TCA policy so they was moved to Operations.
GI22005	Greenview Industrial Gateway - Land Purchase	2,527,777	2,307,571	2,307,571	2,335,348	(27,777)	101.2%	Complete.
GI22004	Greenview Industrial Gateway - Road	3,834,672	3,974,925	3,974,925	3,132,507	842,418	78.8%	Complete.
GI23002	Truck Purchase - 1/2 Ton	48,486	60,000	47,663	48,486	(823)	101.7%	Complete.
<b>Total Greenview Industrial Gateway</b>		<b>7,788,217</b>	<b>8,641,387</b>	<b>8,629,050</b>	<b>6,002,050</b>	<b>2,627,000</b>	<b>69.6%</b>	



Project ID	Description	Life to Date Spend	2023 Approved Budget	2023 Amended Budget	2023 Actual Spend	\$ Variance	% of Budget	Notes
<b><i>Economic Development</i></b>								
ED21002	Tourism Centre Exhibits & Interactive Features	116,692	32,244	32,244	52,780	(20,536)	163.7%	Install work to be completed in 2024. Budget overage will be covered by grant funding.
ED22004	Mural Roofs and Lighting at Bird's Eye Park	4,899	20,000	20,000	4,899	15,101	24.5%	Remaining mural installation delayed to 2024.
<b>Total Economic Development</b>		<b>121,591</b>	<b>52,244</b>	<b>52,244</b>	<b>57,679</b>	<b>(5,435)</b>	<b>110.4%</b>	
<b><i>Recreation</i></b>								
RE21002	Little Smoky Recreation Area	191,847	9,854	9,854	1,701	8,153	17.3%	The remaining work is landscaping and hazardous tree removal.
RE21007	Community Facility	113,500	1,946,450	1,946,450	-	1,946,450	0.0%	
RE21008	Heat & Power Generation System	969,905	72,035	72,035	47,430	24,605	65.8%	The initial project deliverables for the installation and commission of a combined heat and power generation system are complete.
RE22003	Victor Lake Recreation Enhancements	-	50,000	50,000	-	50,000	0.0%	Boat launch and dock. Will carry over to 2024.
RE22008	Shuttler Flats	49,755	28,735	28,735	3,490	25,245	12.1%	This will be carried over, no further work will be conducted in 2023.
RE23002	Recreation Centre Arena	35,610	100,000	100,000	35,610	64,390	35.6%	Design work to be completed in 2023.
RE23004	A163 Truck Replacement - 1 Ton	86,054	89,000	82,572	86,054	(3,482)	104.2%	Complete.
RE23006	A167 Truck Replacement - 1/2 Ton	68,206	60,000	66,262	68,206	(1,944)	102.9%	Complete.
RE23008	A142 Truck Replacement - SUV	49,268	50,000	47,663	49,268	(1,605)	103.4%	Complete.
RE23009	Zamboni Replacement	-	200,000	200,000	-	200,000	0.0%	Tender awarded by Council June 13th, waiting on delivery.
RE23016	GRM - Audio Deficiencies Upgrades	-	96,000	96,000	-	96,000	0.0%	In progress, will carry over to 2024.
RE23017	GRM - Fieldhouse Air Conditioning	13,449	220,000	220,000	13,449	206,551	6.1%	In progress. Engineer evaluation underway. Anticipated completion Spring 2024
<b>Total Recreation</b>		<b>1,577,595</b>	<b>2,922,074</b>	<b>2,919,571</b>	<b>305,209</b>	<b>2,614,362</b>	<b>10.5%</b>	
<b><i>Protective Services</i></b>								
PS21003	GC Fire Training Center	105,021	20,369	20,369	390	19,979	1.9%	Contract signed. Delays due to a reconfiguration of the building, expected completion now June 2024.
PS23004	Bunker Gear	80,436	72,000	72,000	-	72,000	0.0%	Complete. After review it was determined that this project does not meet TCA threshold levels so it was moved to Operations under 350 Protective Services Administration.
PS23003	AFRRCS Communication Upgrade	72,813	74,000	74,000	72,813	1,187	98.4%	Complete.
PS23002	Rescue Tools	74,995	100,000	100,000	74,995	25,005	75.0%	Complete.
PS23001	Rescue Truck Replacement (F17) DeBolt	-	1,200,000	1,200,000	-	1,200,000	0.0%	Tender awarded by Council May 9th, expected delivery late 2024.
PS23005	Protective Services Tools & Equipment	16,850	-	-	16,850	(16,850)	n/a	Budgeted in operations under 350 Protective Services Administration but after reviewing the project, it was deemed to be capital. This will be funded from the operating budget.
<b>Total Protective Services</b>		<b>350,115</b>	<b>1,466,369</b>	<b>1,466,369</b>	<b>165,047</b>	<b>1,301,322</b>	<b>11.3%</b>	

Project ID	Description	Life to Date Spend	2023 Approved Budget	2023 Amended Budget	2023 Actual Spend	\$ Variance	% of Budget	Notes
<b>Agricultural Services</b>								
AG23001	Explosive Magazine Lock Upgrade	-	12,500	12,500	-	12,500	0.0%	Complete. Final invoice was under TCA policy threshold so it was expensed in the operating budget.
AG23002	Implement Caddy	1,700	10,000	10,000	1,700	8,300	17.0%	Equipment caddy ordered instead, waiting on delivery.
AG23004	Storage Sheds for Satellite Rental Locations	5,825	20,000	20,000	5,825	14,175	29.1%	Complete.
AG23005	Snowmobile	19,300	19,300	19,300	19,300	-	100.0%	Complete.
<b>Total Agricultural Services</b>		<b>26,825</b>	<b>61,800</b>	<b>61,800</b>	<b>26,825</b>	<b>34,975</b>	<b>43.4%</b>	
<b>CPO Program</b>								
PO22004	New Snow Machine	19,855	21,000	21,000	19,855	1,145	94.5%	Complete.
PO23001	Replacement CPO Unit E4	97,479	95,000	95,000	97,479	(2,479)	102.6%	Complete.
PO23002	Replacement CPO Unit E3	97,319	95,000	95,000	97,319	(2,319)	102.4%	Complete.
<b>Total CPO Program</b>		<b>214,653</b>	<b>211,000</b>	<b>211,000</b>	<b>214,653</b>	<b>(3,653)</b>	<b>101.7%</b>	
<b>Total Capital Projects</b>		<b>\$ 79,170,748</b>	<b>\$ 88,170,786</b>	<b>\$ 100,594,426</b>	<b>\$ 35,968,314</b>	<b>\$ 64,626,112</b>	<b>35.8%</b>	



**MD OF GREENVIEW NO. 16  
Q4 REPORTING  
RESERVE BALANCES  
ENDING DECEMBER 31ST, 2023**

	Dec 31, 2022	Activity				Dec 31, 2023		Dec 31, 2023
	Balance	Contributions	Interest	Transfers	Use	Balance	Carryover Commitments	Uncommitted Balance
<b>Unrestricted Reserves</b>								
Unrestricted	14,315,257	12,080,235	-	(2,363,546)	(13,893,985)	10,137,962	(3,174,618)	6,963,344
<b>Total Unrestricted Reserves</b>	<b>14,315,257</b>	<b>12,080,235</b>	<b>-</b>	<b>(2,363,546)</b>	<b>(13,893,985)</b>	<b>10,137,962</b>	<b>(3,174,618)</b>	<b>6,963,344</b>
<b>Restricted Reserves</b>								
<b>Asset Management Reserves</b>								
Bridge Replacement	11,327,781	1,167,496	142,894	-	(590,253)	12,047,919	(72,641)	11,975,278
Community Bus	185,423	-	2,226	-	-	187,649	-	187,649
Fire Facilities	3,324,696	614,847	47,286	-	(1,241,618)	2,745,210	-	2,745,210
Fire-Rescue Apparatus Vehicle & Equipment	5,372,972	1,076,032	75,541	-	-	6,524,544	(1,200,000)	5,324,544
Fleet & Equipment Replacement	8,287,550	2,658,906	112,201	-	(155,431)	10,903,226	(1,024,786)	9,878,440
Facilities	13,194,172	561,128	270,227	10,000,000	(1,598,525)	22,427,002	(2,423,637)	20,003,365
Gravel Pit Reclamation	1,412,022	64,575	17,723	-	-	1,494,321	-	1,494,321
Operating Project Carry Forward	713,835	373,295	-	(422,407)	(116,483)	548,240	(548,240)	-
Recreation	4,964,197	2,105,203	84,363	-	(40,801)	7,112,961	(147,788)	6,965,173
Road Infrastructure	81,927,578	13,741,110	849,949	(21,908,754)	(2,947,416)	71,662,468	(1,205,308)	70,457,160
Valleyview and District Medical Clinic	33,628	43,583	927	-	(15,635)	62,502	-	62,502
Water	6,284,182	1,568,291	10,667	(4,686,581)	-	3,176,559	(1,741,331)	1,435,228
Wastewater	4,350,335	657,500	160,109	15,522,367	(7,190,869)	13,499,442	(10,531,256)	2,968,186
Solid Waste	1,221,238	354,694	36,732	1,500,000	(2,277,201)	835,464	(68,800)	766,664
<b>Total Restricted Reserves</b>	<b>142,599,609</b>	<b>24,986,660</b>	<b>1,810,845</b>	<b>4,625</b>	<b>(16,174,233)</b>	<b>153,227,506</b>	<b>(18,963,787)</b>	<b>134,263,719</b>
<b>Social, Economic, &amp; Environmental Reserves</b>								
Economic Development	13,208,662	-	-	408,754	(6,033,968)	7,583,449	(1,039,209)	6,544,240
Disaster Response	3,000,000	-	14,451	-	(1,796,029)	1,218,422	(1,203,971)	14,451
Greenview FCSS	100,000	-	1,200	-	-	101,200	-	101,200
Operating Contingency	3,562,979	-	65,604	1,950,167	(47,430)	5,531,319	(24,605)	5,506,714
Seniors Housing	-	-	-	-	-	-	-	-
<b>Total Social, Economic, &amp; Environmental Reserves</b>	<b>19,871,641</b>	<b>-</b>	<b>81,255</b>	<b>2,358,921</b>	<b>(7,877,427)</b>	<b>14,434,391</b>	<b>(2,267,785)</b>	<b>12,166,605</b>
<b>Planning &amp; Development</b>								
Developer Contributions	24,281	-	-	-	-	24,281	-	24,281
<b>Total Planning &amp; Development Reserves</b>	<b>24,281</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,281</b>	<b>-</b>	<b>24,281</b>
<b>Total All Reserves</b>	<b>\$ 176,810,788</b>	<b>\$ 37,066,895</b>	<b>\$ 1,892,100</b>	<b>\$ 0</b>	<b>\$ (37,945,644)</b>	<b>\$ 177,824,139</b>	<b>\$ (24,406,190)</b>	<b>\$ 153,417,949</b>

**Title: Financial Reporting**

**Policy No: 9501**

**Effective Date: March 12, 2024**

**Motion Number: 24.03.120**

**Supersedes Policy No: 1500**

**Department: Finance**

**Review Date: March, 2027**



**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.
- 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.
- 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. 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.

## 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.



# REQUEST FOR DECISION

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SUBJECT: **2024 Final Budget Adoption**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: March 26, 2024  
DEPARTMENT: FINANCE  
STRATEGIC PLAN: Economy

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act Sec 242, 245, 283.1

**Council Bylaw/Policy** (cite) – Policy 1016 Budget Development Process

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## RECOMMENDED ACTION:

**MOTION: That Council adopt the 2025 - 2026 Operating Financial Plan and approve the final 2024 Operating Budget, establishing total revenues and expenditures of \$178,346,358.**

**MOTION: That Council amend the 2024 Capital Budget in the amount of \$20,000 for capital project AG24009 50' Heavy Harrow Replacement, to be funded from the Fleet & Equipment Replacement Reserve.**

**MOTION: That Council amend the 2024 Capital Budget to reduce capital project CP24002 Grovedale Ice Plant in the amount of \$1,100,000.**

**MOTION: That Council amend the 2024 Capital Budget in the amount of \$876,750 for capital project BF77159 Asplund Creek, to be funded from the STIP Grant and the Bridge Replacement Reserve.**

**MOTION: That Council amend the 2024 Capital Budget to move capital project BF77259 Tributary to Sweathouse Creek in the amount of \$2,000,000 from 2024 to 2025.**

**MOTION: That Council amend the 2024 Capital Budget in the amount of \$225,000 for capital project RD24005 Approaches, to be funded by a transfer from the Operating Budget.**

**MOTION: That Council amend the 2024 Capital Budget of \$34,199,855 to \$32,864,701 to reflect the changes and approve as presented.**

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## BACKGROUND/PROPOSAL:

The Municipal Government Act (MGA) directs Council to:

- approve an operating and a capital budget for each calendar year by January 1 of that calendar year
- prepare a 3-year financial plan
- prepare a 5-year capital plan



Council approved the 2024 Interim Operating Budget and 2024 Capital Budget on December 12, 2023. Administration has captured adjustments made based on Council decisions since the Interim Budget was adopted, updated information from third parties, or administrative adjustments and have prepared the final 2024 Budget.

Attachment 1 outlines the final 2024 Operating Budget and the 2025-2026 Operating Financial Plan. With all the changes, Administration is still presenting a balanced budget. Attachment 2 details the final adjustments. Significant changes are summarized below:

- Increase of \$5,800,761 in Tax revenue (net of a \$2,156,343 increase in the Education Requisition and \$335,901 in Seniors Requisition) due to increased assessments for 2023. The total taxable assessment increased 5% over last year.
- Increase of \$523,534 in the Local Government Fiscal Framework (LGFF) Operating Grant revenue.
- Increase of \$6,594,337 in grant revenue for capital projects. As this funding is for capital projects, a transfer to capital of the same amount was also included to not impact the tax revenue requirement.
- With the increase in tax revenue, an increase of \$2,505,415 in transfer to capital was included to partially fund net new capital for 2024.
- Increase of \$3,584,949 in Decommissioning & Rehabilitation for accretion of landfills, transfer stations, lagoons, and contaminated sites. The Asset Retirement Obligation (ARO) accounting standard requires annual allocation to the liability.

A few items that are still outstanding but will be updated as part of the Tax Rate Bylaw approval are:

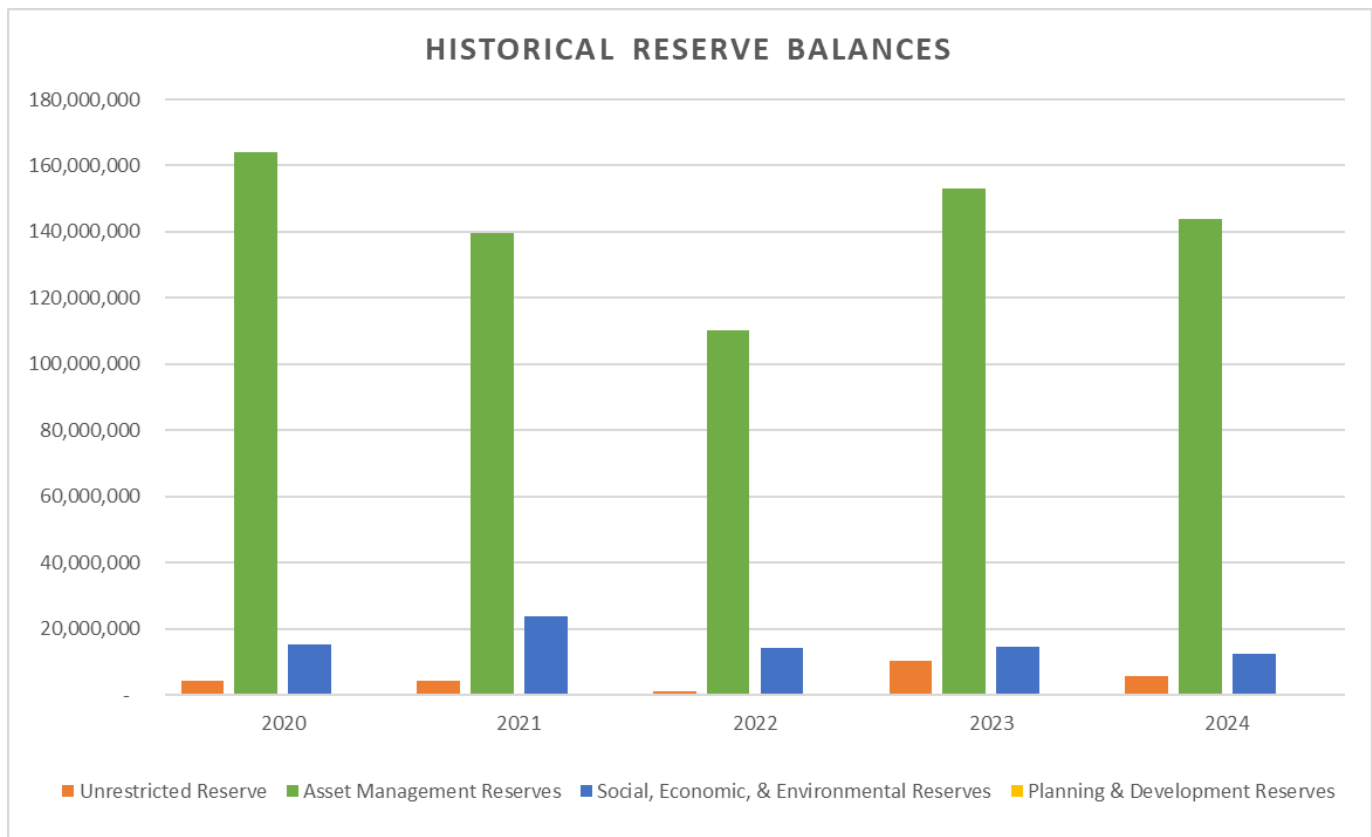
- Seniors' housing requisitions for The Evergreens Foundation and Grande Spirit Foundation.
- The Designated Industrial Properties (DIP) requisition.

Attachment 3 outlines the 2024 Capital Budget and the 2025-2028 Capital Plan. Changes reflect adjustments for final 2023 carryover amounts, subsequent Council motions, or administrative adjustments. Anything highlighted in yellow represents changes in the carryover amount, with orange representing adjustments to new commitments. The revised capital budget includes \$58.2 million in carryover and \$32.9 million in new commitments for 2024. The Capital Budget was adjusted for:

- Carryover amounts were updated based on final 2023 spending.
- PS23004 Bunker Gear Replacement - \$75,000 was removed and transferred to the operating budget. The bunker gear sets do not individually meet the Tangible Capital Asset (TCA) policy threshold for capitalization.
- PS24007 AFRRCS Radios - was reduced by \$22,000 which was transferred to the operating budget. The AFRRCS pagers do not individually meet the TCA policy threshold for capitalization.
- AG23002 Implement Caddy – Council approved the purchase of 1 (one) implement caddy instead of 2 (two) utility trailers at the July 25<sup>th</sup>, 2023, Council meeting. However, the intent was to use savings from other projects to fund the additional expense so the budget for this project was not increased. There was a delay by the supplier in ordering, so the unit was not received in 2023. The savings in other projects was realized so this \$7,000 adjustment is to reflect the proper budget amount for this project as its being completed in 2024 instead of 2023.

- AG24009 50' Heavy Harrow Replacement (ASB0044) – the project was changed from Two Valmar Attachment replacement and increased by \$20,000 based on the recommendation from the Agriculture Services Board (see attachment 4 for a Project Summary Report).
- BT24002 Wood Chipper - \$16,500 was removed as an alternative model was sourced and it no longer meets the TCA policy threshold for capitalization.
- CP24002 Grovedale Ice Plant – was reduced by \$1.1 million to \$0.3 million as an alternative to a full replacement was found and agreed upon by the user group.
- BF77159 Asplund Creek Bridge - \$876,750 was moved from 2025 to 2024 as we received \$574,285 in Strategic Transportation Infrastructure Program (STIP) grant funding for this project (see attachment 5 for a Project Summary Report).
- BF77259 Tributary to Sweathouse Creek Bridge - \$2.0 million was moved from 2024 to 2025. We are re-applying for STIP funding for this project as well as looking at alternatives for the replacement.
- RD24005 Approaches - \$225,000 was added for an estimated 15 approach applications per year. This project is funded by the revenue earned under the Schedule of Fees for approach construction and a transfer from the operating budget with a reduction in 201 Roadways. As per the TCA policy, approaches should be capitalized, and this project will capture and tracks those costs.
- PD24002 Land Acquisitions PLS 180042 - \$749,596 was added based on Motion 23.12.732 made at the December 12<sup>th</sup>, 2023, Council meeting to purchase Crown Land.

Attachment 6 outlines the projected impact to the reserves. The forecast uncommitted balance in all reserves for 2024 is \$162 million. The chart below shows the reserve balances for each reserve category for the last 5 years:



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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Council will be in compliance with the Municipal Government Act.
2. The benefit of Council accepting the recommended motion is that the final budget can be used to calculate the 2024 Tax Rate Bylaw.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** None

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**FINANCIAL IMPLICATION:**

The 2024 Operating Budget includes revenues and expenditures of \$178,346,358. The 2024 Capital Budget includes new commitments of \$32,864,701.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Choose an item.

**PUBLIC PARTICIPATION GOAL**

Choose an item.

**PROMISE TO THE PUBLIC**

Choose an item.

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**FOLLOW UP ACTIONS:**

Administration will prepare the 2024 Tax Rate Bylaw based on the approved budget. First and second readings of the bylaw are scheduled for the April 9<sup>th</sup> Council meeting.

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**ATTACHMENT(S):**

- Attachment 1: 2024 Operating Budget and 2025-2026 Financial Plan
- Attachment 2: 2024 Operating Budget - Final Adjustments
- Attachment 3: 2024 Capital Budget and 5 Year Capital Plan
- Attachment 4: AG24009 50' Heavy Harrow Replacement Project Summary
- Attachment 5: BF77159 Asplund Creek Project Summary
- Attachment 6: 2024 Reserve Report
- Attachment 7: Policy 1016 Budget Development Process

**Municipal Government Act Sections 242, 245, 283.1**

**Adoption of operating budget**

**242(1)** Each council must adopt an operating budget for each calendar year by January 1 of that calendar year.

(2) A council may adopt an interim operating budget for part of a calendar year.

(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

**Adoption of capital budget**

**245** Each council must adopt a capital budget for each calendar year by January 1 of that calendar year.

**Required plans**

**283.1(1)** In this section,

(a) “capital plan” means a plan referred to in subsection (3);

(b) “financial plan” means a plan referred to in subsection (2).

(2) Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

(3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

(4) The 3 financial years referred to in subsection (2) and the 5 financial years referred to in subsection (3) do not include the financial year in which the financial plan or capital plan is prepared.

(5) Council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.

(6) Council must annually review and update its financial plan and capital plan.

(7) The Minister may make regulations respecting financial plans and capital plans, including, without limitation, regulations

(a) respecting the form and contents of financial plans and capital plans;

(b) specifying the first financial year required to be reflected in a financial plan;

(c) specifying the first financial year required to be reflected in a capital plan.

**MD of Greenview**  
**2024 Proposed Budget & 3-Year Forecast**

	<b>2023 Actual (Unaudited)</b>	<b>2023 Budget</b>	<b>2024 Proposed Budget</b>	<b>Budget Increase (Decrease)</b>	<b>2025 Forecast</b>	<b>2026 Forecast</b>
1 - Property Taxes	147,149,702	147,517,328	155,584,051	8,066,723	155,584,051	155,584,051
2 - Government Transfers (Grants)*	17,687,435	5,579,925	7,968,214	2,388,289	3,848,504	777,819
3 - User Fees and Sale of Goods & Services	4,773,514	3,540,196	3,289,723	(250,473)	3,297,136	3,329,005
4 - Utility User Rates & Fees	3,490,972	3,285,536	3,397,970	112,434	3,397,970	3,397,970
5 - Investment Income	9,015,565	3,200,000	7,200,000	4,000,000	7,200,000	7,200,000
6 - Fines and Penalties	1,066,086	845,500	830,500	(15,000)	830,500	805,500
7 - Other Revenue	65,668	110,900	75,900	(35,000)	75,900	75,900
<b>Total Revenues</b>	<b>183,248,943</b>	<b>164,079,385</b>	<b>178,346,358</b>	<b>14,266,973</b>	<b>174,234,061</b>	<b>171,170,245</b>
01 - Remunerations and Benefits	29,152,162	32,748,866	34,132,349	1,383,483	34,922,715	35,577,671
02 - Requisitions	35,802,195	35,789,351	38,281,595	2,492,244	38,281,595	38,281,595
03 - Contracted & Professional Services	25,471,622	25,756,330	22,403,951	(3,352,379)	24,251,583	21,552,234
04 - Amortization	24,603,364	24,131,205	26,500,000	2,368,795	27,500,000	29,000,000
05 - Grants and Contributions	12,598,598	11,427,883	28,123,314	16,695,431	11,662,165	11,518,463
06 - Materials and Supplies	9,309,551	11,766,179	10,083,319	(1,682,860)	11,464,043	9,492,418
07 - Utilities	2,085,514	2,340,089	2,241,233	(98,856)	2,259,491	2,274,897
08 - Rental & Leases	2,769,327	2,191,100	2,120,500	(70,600)	2,124,000	2,126,000
09 - Purchases from Other Governments	2,597,669	2,033,010	2,088,342	55,332	2,249,504	2,348,936
10 - Travel, Training & Development	1,755,681	1,888,367	2,022,903	134,536	1,980,740	1,977,010
11 - Advertising & Promotion	655,877	1,255,050	1,208,100	(46,950)	1,120,300	1,103,100
12 - Communications	806,604	789,353	933,964	144,611	941,144	941,407
13 - Insurance	877,515	704,000	754,000	50,000	754,000	754,000
14 - Financial Expenses	(1,253,857)	645,000	543,000	(102,000)	543,000	543,000
15 - Repayment of Long Term Debt	81,731	501,746	64,229	(437,517)	45,994	39,506
16 - Decommissioning Obligations	21,920,962	300,000	3,584,950	3,284,950	3,584,950	3,714,882
17 - Transfer to/(from) Reserves & Capital**	9,831,026	260,000	3,192,109	2,932,109	10,478,837	9,853,126
18 - Other Expenses	56,536	91,500	68,500	(23,000)	70,000	72,000
<b>Total Expenses</b>	<b>179,122,076</b>	<b>154,619,029</b>	<b>178,346,358</b>	<b>23,727,329</b>	<b>174,234,061</b>	<b>171,170,245</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ 4,126,867</b>	<b>\$ 9,460,356</b>	<b>\$ -</b>	<b>\$ (9,460,356)</b>	<b>\$ -</b>	<b>\$ -</b>

**\*Detailed Breakdown of Grant Revenue**

	2024 Proposed Budget	
2 - Government Transfers (Grants)		
Capital Grants for New Projects	\$ 5,494,714	See Grant Funding column on the 2024 Capital Budget Funding Plan report
Capital Grants for Carryover Projects	\$ 1,099,622	\$0.4M for WW19002, \$0.7M for WW21001
Total Grants for Capital	\$ 6,594,336	
Operating Grants	\$ 1,373,878	
Total Government Transfers (Grants)	\$ 7,968,214	

**\*\*Detailed Breakdown of Transfer to/(from) Reserves & Capital**

	2024 Proposed Budget	
17 - Transfer to/(from) Reserves & Capital		
Transfer to Reserve	\$ 8,463,000	\$3.0M for interest, \$5.45M for gravel program
Transfer to Capital (Grants)	\$ 6,594,337	See detailed breakdown of grant revenue above
Transfer to Capital (Net New)	\$ 3,409,772	See Transfer from Operating Budget column on the 2024 Capital Budget Funding Plan
Transfer from Reserve	\$ (15,275,000)	\$15M for Hwy 40, \$200k for GIG, \$75k for bunker gear
Total Transfer to/(from) Reserves & Capital	\$ 3,192,109	



## 2024 Operating Budget Final Adjustments

**As Approved December 12th, 2023**

Total Revenue	\$ 162,772,919
Total Expenses	\$ 162,772,919
<b>Net (Surplus)/Deficit</b>	<b>\$ -</b>

### Changes

Sub Department	Object	Description & Rationale	Budget Adjustment
510 Tax Revenue	5001- Tax Revenue 5009	Change based on changes in assessment and requisition amounts	\$ (8,293,005)
304 Seniors Requisitions	6207 Shared Funding	Heart River Housing requisition increase	\$ 335,901
114 Education Requisition	6205 Education Requisition	Education requisition increase	\$ 2,156,343
Various P&D, GRM, GC Rec, Ag, Ec Dev	6001 & Salary & Benefits 6004	Payroll budget change request forms submitted since budget was approved	\$ 43,399
551 Conditional Grants - Admin	5706 Grants from Provincial Government	LGFF Operating Grant (based on Budget 2023 forecasts for the total operating funding amount in 2024-25, and are subject to approval in Budget 2024)	\$ (523,534)
553 Conditional Grants - Capital	5706 Grants from Provincial Government	Grant revenue for capital	\$ (6,594,337)
121 Corporate Services	6304 Transfer to Capital	Grant revenue for capital	\$ 6,594,337
121 Corporate Services	6304 Transfer to Capital	Increase in transfer to Capital to fund net new capital projects	\$ 2,505,415
115 Information Systems	6133 IT Hardware Purchase	Council Chamber Audio - Televis Upgrade. Additional funding is for pendant speakers. There is \$55,000 in contingency in 6067 which will be used for this project.	\$ 10,000
115 Information Systems	6134 Software Licensing	MRF Map Cloud and 360 Video Module yearly license	\$ 5,500
115 Information Systems	6134 Software Licensing	Remove Itrezzo contact management subscription, no longer required	\$ (13,500)
200 I&E Administration	6011 Accommodation & Subsistence	Project Manager position will require travel	\$ 10,000

Sub Department		Object		Description & Rationale	Budget Adjustment
534	Planning & Development Revenue	5415	Other Fees	Increase revenue for 15 approach applications and construction fees for gravel approaches (to fund capital)	\$ (40,125)
201	Roadways	6040	Professional services	Reduction to fund capital project for approach construction (15)	\$ (172,500)
121	Corporate Services	6304	Transfer to Capital	Revenue increase and expense reduction to fund capital project for approach construction (15)	\$ 225,000
221	Water Supply	6109	General & Operating Supplies	GC water meter replacements	\$ 60,000
221	Water Supply	6071	Contracted Maintenance	Sweathouse pump failure	\$ 75,000
221	Water Supply	6062	ARO Decommissioning	Asbestos concrete ARO accretion	\$ 647,466
222	Wastewater Collection & Disposal	6062	ARO Decommissioning	Lagoon ARO accretion	\$ 2,364,496
223	Solid Waste Collection & Disposal	6134	Software Licensing	GC landfill scale software	\$ 7,500
223	Solid Waste Collection & Disposal	6062	ARO Decommissioning	Landfill ARO accretion	\$ 550,490
250	Facility Maintenance	6062	ARO Decommissioning	Building asbestos ARO accretion	\$ 22,498
535	Community Services Revenue	5304	Lease Revenue	Increase lease revenue for new Medical Clinic lease	\$ (11,550)
535	Community Services Revenue	5709	Shared Funding Revenue	Adjustment to Town Of VV portion of Medical Clinic expenses	\$ 5,775
347	GC Recreation Facilities Operations	6074	Equipment & Machinery Repair	GC Rec Centre - Filter Piping & Oil Cooler Replacement	\$ 32,170
347	GC Recreation Facilities Operations	6071	Contracted Maintenance	GC Rec Centre - Sprinkler deficiencies	\$ 29,337
350	Protective Services	6604	Fire Protection Equipment	AFRRCS Pagers - moved from PS24007 as the pagers do not meet the TCA threshold	\$ 22,000
350	Protective Services	6604	Fire Protection Equipment	Bunker Gear - moved from PS24007 as each suit does not meet the TCA threshold	\$ 75,000
350	Protective Services	6901	Transfer from Reserve - Fire Equipment	Fund bunker gear replacement	\$ (75,000)

Sub Department		Object		Description & Rationale	Budget Adjustment
555	Conditional Grants - Ag Services	5708	Other Grants	Creation and publication of a Wildfire Emergency Preparedness Workbook and Guide for Agricultural Producers, Extension delivery in-person workshops for plan facilitation.	\$ (24,500)
375	Extension and Outreach	6143	Building Rental	See above	\$ 3,500
375	Extension and Outreach	6029	Other Information Services	See above	\$ 12,000
375	Extension and Outreach	6011	Accommodation &	See above	\$ 5,000
375	Extension and Outreach	6021	Advertising	See above	\$ 4,000
376	Veterinary Services	6202	Grants to Organizations	VSI 2024 requisition of \$161,000, increase of \$24,000	\$ 24,000
211	Planning & Development	6001 & 6004	Salary & Benefits	Removed Intern position as it was not approved	\$ (78,075)
308	Greenview Industrial Gateway	6040	Professional Services	Engineering - moved from GI22003 as work is not for an asset	\$ 200,000
308	Greenview Industrial Gateway	6901	Transfer from Reserve - Economic Development	Fund engineering from reserve	\$ (200,000)
<b>Total Changes</b>					<b>\$ 0</b>
<b>Net (Surplus)/Deficit</b>					<b>\$ 0</b>

## 2024 5-Year Capital Plan

	2023 Carryover	2024 New Commitments	2024 Total	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast
Corporate Services	\$ 444,786	\$ -	\$ 444,786	\$ -	\$ -	\$ -	\$ -
Information Systems	80,000	-	80,000	40,000	25,000	-	-
Construction and Engineering	1,479,108	7,826,750	9,305,858	13,954,000	18,189,024	18,804,730	28,351,012
Environmental Services	48,439,286	7,000,000	44,732,975	38,511,850	506,556	1,046,576	258,903
Operations	-	1,469,500	1,469,500	2,733,000	3,765,000	850,000	600,000
Facility Maintenance	430,365	11,501,455	11,931,820	249,000	144,000	-	-
Community Services	2,416,109	300,000	2,716,109	-	-	-	-
Greenview Industrial Gateway	1,007,895	-	1,007,895	-	-	-	-
Recreation	2,621,394	1,859,500	2,634,444	8,226,200	-	-	-
Protective Services	1,219,979	1,349,900	2,569,879	2,281,100	3,311,100	51,100	51,100
Family & Community Support Services	-	-	-	60,000	-	-	-
Agricultural Services	8,300	328,000	336,300	966,200	337,340	13,000	-
Community Peace Officer Program	-	130,000	130,000	240,000	130,000	140,000	-
Planning and Development	-	749,596	749,596	-	-	-	-
Economic Development	31,314	350,000	381,314	403,500	-	-	-
<b>Total Capital</b>	<b>\$ 58,178,536</b>	<b>\$ 32,864,701</b>	<b>\$ 78,490,476</b>	<b>\$ 67,664,850</b>	<b>\$ 26,408,020</b>	<b>\$ 20,905,406</b>	<b>\$ 29,261,015</b>

Project Number	Project Title	2023 Carryover	2024 New Commitments	2024 Total	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	Total
CS22001	Software Replacement Project 2022 - 2024	444,786	-	444,786	-	-	-	-	444,786
<b>Corporate Services Total</b>		<b>444,786</b>	<b>-</b>	<b>444,786</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>444,786</b>
IT23002	SharePoint Upgrade	80,000	-	80,000	-	-	-	-	80,000
IT25002	File and Data Backup Hardware Replacement	-	-	-	40,000	-	-	-	40,000
IT26001	Network Firewall Equipment Replacement	-	-	-	-	25,000	-	-	25,000
<b>Information Systems Total</b>		<b>80,000</b>	<b>-</b>	<b>80,000</b>	<b>40,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>145,000</b>
RE21002	Little Smoky Recreation Area	8,153	-	8,153	-	-	-	-	8,153
RE21007	Community Facility	1,946,450	-	100,000	5,900,000	-	-	-	6,000,000
RE21008	Heat & Power Generation System	24,605	-	24,605	-	-	-	-	24,605
RE22003	Victor Lake Recreation Enhancements	50,000	-	50,000	-	-	-	-	50,000
RE22008	Shuttler Flats	25,245	-	25,245	-	-	-	-	25,245
RE23002	Recreation Centre Arena Ice Pad & Boards	64,390	1,750,000	1,814,390	-	-	-	-	1,814,390
RE23009	Zamboni Replacement	200,000	-	200,000	-	-	-	-	200,000
RE23016	GRM - Audio Deficiencies Upgrades	96,000	-	96,000	-	-	-	-	96,000
RE23017	GRM - Fieldhouse Air Conditioning	206,551	-	206,551	-	-	-	-	206,551
RE24002	GRM - Fitness Equipment	-	9,500	9,500	-	-	-	-	9,500
RE24004	Arena Dressing Room Revitalization	-	100,000	100,000	1,150,000	-	-	-	1,250,000
RE25001	Stern Park Playground Equipment Replacement	-	-	-	85,000	-	-	-	85,000
RE25002	Hamel Park Playground Equipment Replacement	-	-	-	88,000	-	-	-	88,000
RE25003	Recreation Centre Ammonia Compressors	-	-	-	400,000	-	-	-	400,000
RE25004	1/2 Ton Truck Replacement (A143)	-	-	-	70,400	-	-	-	70,400
RE25005	Shuttler Flats Gazebo Replacement	-	-	-	250,000	-	-	-	250,000
RE25006	1/2 Ton Truck Replacement A241 GC	-	-	-	70,400	-	-	-	70,400
RE25007	1/2 Ton Truck Replacement A240	-	-	-	70,400	-	-	-	70,400
RE25008	Smoky River South - Outhouse Replacement	-	-	-	30,000	-	-	-	30,000
RE25009	Sheep Creek - Outhouse Replacement	-	-	-	30,000	-	-	-	30,000
RE25010	Mower Replacement - T82	-	-	-	12,000	-	-	-	12,000
RE25011	Mower Replacement - T73	-	-	-	70,000	-	-	-	70,000
<b>Recreation Total</b>		<b>2,621,394</b>	<b>1,859,500</b>	<b>2,634,444</b>	<b>8,226,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,860,644</b>
PS21003	GC Fire Training Center	19,979	-	19,979	-	-	-	-	19,979
PS23001	Rescue Truck Replacement (F17) DeBolt	1,200,000	-	1,200,000	-	-	-	-	1,200,000
PS23002	Rescue Tools	-	100,000	100,000	-	-	-	-	100,000
<del>PS23004</del>	<del>Bunker Gear Replacement</del>	<del>-</del>	<del>-</del>	<del>-</del>	<del>-</del>	<del>-</del>	<del>-</del>	<del>-</del>	<del>-</del>
PS24001	1/2 Ton Truck Replacement (A243)	-	135,000	135,000	-	-	-	-	135,000
PS24002	1/2 Ton Truck Replacement (A165)	-	135,000	135,000	-	-	-	-	135,000
PS24004	Two Sprinkler Protection Units (SPU)	-	500,000	500,000	-	-	-	-	500,000
PS24006	Outfit New Wet Rescue in DeBolt	-	250,000	250,000	-	-	-	-	250,000
PS24007	AFRRCS Radios	-	229,900	229,900	51,100	51,100	51,100	51,100	434,300
PS25002	Tahoe Replacement (F68)	-	-	-	150,000	-	-	-	150,000
PS25003	Pumper/Rescue Replacement	-	-	-	1,500,000	-	-	-	1,500,000
PS25004	Rapid Response Truck	-	-	-	400,000	-	-	-	400,000
PS25005	Replacement Squad (F63) - Grande Cache	-	-	-	180,000	-	-	-	180,000
PS26004	Fire Tender Apparatus (Replacing F11)	-	-	-	-	800,000	-	-	800,000
PS26005	UTV Replacement (F24)	-	-	-	-	60,000	-	-	60,000
PS26006	Wet Rescue Truck Replacement (F28)	-	-	-	-	1,200,000	-	-	1,200,000
PS26007	Fire Engine Replacement F61 - Grande Cache	-	-	-	-	1,200,000	-	-	1,200,000
<b>Protective Services Total</b>		<b>1,219,979</b>	<b>1,349,900</b>	<b>2,569,879</b>	<b>2,281,100</b>	<b>3,311,100</b>	<b>51,100</b>	<b>51,100</b>	<b>8,264,279</b>
FC25001	SUV Replacement A178	-	-	-	60,000	-	-	-	60,000
<b>Family &amp; Community Support Services Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,000</b>

Project Number	Project Title	2023 Carryover	2024 New Commitments	2024 Total	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	Total
AG23002	Implement Caddy	8,300	7,000	15,300	-	-	-	-	15,300
AG24006	Post Pounder Replacement ASB0024	-	22,500	22,500	-	-	-	-	22,500
AG24007	Spray System Replacement (A158)	-	75,000	75,000	-	-	-	-	75,000
AG24009	50' Heavy Harrow Replacement (ASB0044)	-	80,000	80,000	-	-	-	-	80,000
AG24010	Bale Wagon Replacement for Grovedale	-	75,000	75,000	-	-	-	-	75,000
AG25001	Tractor and Loader Replacement (T28)	-	-	-	85,000	-	-	-	85,000
AG25002	Quad ATV Replacement (Q9)	-	-	-	15,000	-	-	-	15,000
AG25003	3 Point Hitch Covered Boom Sprayer Replacement (AG0001)	-	-	-	18,000	-	-	-	18,000
AG25004	1/2 Ton Truck Replacement (A170)	-	-	-	70,400	-	-	-	70,400
AG25005	One Ton Truck Replacement (A169)	-	-	-	101,000	-	-	-	101,000
AG25007	Tractor and Loader Replacement (T29)	-	-	-	150,000	-	-	-	150,000
AG25008	Land Roller Replacement (ASB0005)	-	-	-	40,000	-	-	-	40,000
AG25009	Heavy Disk 14 ft. Replacement (ASB0001)	-	-	-	45,000	-	-	-	45,000
AG25010	Water Tank Trailer Replacement (TRL18)	-	-	-	12,000	-	-	-	12,000
AG25011	Barbecue Replacement (TRL19)	-	-	-	50,000	-	-	-	50,000
AG25012	Loading Chute Replacement ASB0017	-	-	-	10,000	-	-	-	10,000
AG25013	Post Pounder Replacement ASB0024	-	-	-	17,000	-	-	-	17,000
AG25014	Post Pounder Replacement ASB0023	-	-	-	17,000	-	-	-	17,000
AG25015	Field Sprayer 500 Gal (ASB0004)	-	-	-	32,000	-	-	-	32,000
AG25016	Bale Hauler Replacement (ASB0012)	-	-	-	50,000	-	-	-	50,000
AG25017	3/4 Ton Truck Replacement (A166)	-	-	-	79,700	-	-	-	79,700
AG25018	3/4 Ton Truck Replacement (A168)	-	-	-	79,700	-	-	-	79,700
AG25019	1/2 Ton Truck Replacement GC A237	-	-	-	70,400	-	-	-	70,400
AG26000	Medium Duty Deck Truck 5 Ton Replacement (A158)	-	-	-	-	145,000	-	-	145,000
AG26001	Land Roller Replacement ROLL001	-	-	-	-	40,000	-	-	40,000
AG26002	Cattle Squeeze Replacement (SQUE3098)	-	-	-	-	13,000	-	-	13,000
AG26014	Water Tank Trailer Replacement (TRL8)	-	-	-	-	12,000	-	-	12,000
AG26015	Earth Mover Replacement (SOIL3100)	-	-	-	-	40,000	-	-	40,000
AG26016	Earth Mover Replacement (SOIL3101)	-	-	-	-	40,000	-	-	40,000
AG26017	Spray System Replacement (A138)	-	-	-	-	30,000	-	-	30,000
AG26018	Panel Trailer (TRL 6) Replacement	-	-	-	-	17,340	-	-	17,340
AG27007	Cattle Squeeze Replacement (SQUE3099)	-	-	-	-	-	13,000	-	13,000
BT24001	Hydroseeder	-	23,500	23,500	-	-	-	-	23,500
BT24003	Zero Turn Mower Replacement (T83- 60" deck)	-	22,500	22,500	-	-	-	-	22,500
BT24004	Zero Turn Mower Replacement (T82)	-	22,500	22,500	-	-	-	-	22,500
<del>BT24005</del>	<del>Wood Chipper Attachment (NEW)</del>	-	-	-	-	-	-	-	-
BT25001	Landscape Material Storage	-	-	-	24,000	-	-	-	24,000
<b>Agricultural Services Total</b>		<b>8,300</b>	<b>328,000</b>	<b>336,300</b>	<b>966,200</b>	<b>337,340</b>	<b>13,000</b>	<b>-</b>	<b>1,652,840</b>
PO24001	Replacement CPO unit E2	-	110,000	110,000	-	-	-	-	110,000
PO24003	Two Trailers	-	20,000	20,000	-	-	-	-	20,000
PO25001	Replacement CPO Unit E5	-	-	-	120,000	-	-	-	120,000
PO25002	Replacement CPO unit E1	-	-	-	120,000	-	-	-	120,000
PO26001	Replacement CPO Unit E3	-	-	-	-	130,000	-	-	130,000
PO27001	Replacement CPO Unit E4	-	-	-	-	-	140,000	-	140,000
<b>Community Peace Officer Program Total</b>		<b>-</b>	<b>130,000</b>	<b>130,000</b>	<b>240,000</b>	<b>130,000</b>	<b>140,000</b>	<b>-</b>	<b>640,000</b>
CP24002	Grovedale Ice Plant	-	300,000	300,000	-	-	-	-	300,000
CP22005	Fox Creek Greenview Multiplex Renovation Project	2,416,109	-	2,416,109	-	-	-	-	2,416,109
<b>Community Services Total</b>		<b>2,416,109</b>	<b>300,000</b>	<b>2,716,109</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,716,109</b>



Project Number	Project Title	2023 Carryover	2024 New Commitments	2024 Total	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	Total
BF72012	Sturgeon Creek Bridge	23,279	-	23,279	-	-	2,510,000	-	2,533,279
BF73703	Sturgeon Creek Bridge	-	-	-	-	-	84,000	1,116,000	1,200,000
BF75041	Asplund Creek	-	-	-	-	-	60,000	800,000	860,000
BF75250	DeBolt Creek	-	-	-	-	-	50,000	500,000	550,000
BF76494	Tributary to Little Smoky River	-	-	-	35,000	300,000	-	-	335,000
BF76637	Township Road 692 (SW 16-69-22-W5M)	-	550,000	550,000	-	-	-	-	550,000
BF77159	Asplund Creek	-	876,750	876,750	-	-	-	-	876,750
BF77244	Tributary to Sweathouse Creek	-	-	-	-	-	-	-	-
BF77259	Tributary to Sweathouse Creek	-	-	-	2,000,000	-	-	-	2,000,000
BF78147	Tributary to Smoky River	-	-	-	563,000	-	-	-	563,000
BF78503	Range Road 225	22,099	-	22,099	-	-	-	-	22,099
BF79118	Tributary to Sturgeon Creek	27,263	-	27,263	500,000	-	-	-	527,263
BF79709	Tributary to Moose Creek	-	-	-	35,000	300,000	-	-	335,000
BF86025	Twp Rd 752 East of RR 260	-	-	-	-	-	35,000	325,000	360,000
BF86296	Twp 712 / RR 263 Intersection	-	-	-	-	-	50,000	580,000	630,000
PV23004	Township Road 704 (Hwy 49 to RR 230) Overlay	60,000	2,500,000	2,560,000	-	-	-	-	2,560,000
PV24003	Hamlet Curb & Gutter Resurfacing	-	2,000,000	2,000,000	2,100,000	2,200,000	2,300,000	2,400,000	11,000,000
PV24004	Forestry Trunk Road (KM 0 to KM 5) Overlay	-	75,000	75,000	1,369,000	-	-	-	1,444,000
PV25002	Range Road 64 (TWP 700 to TWP 694) Paving	-	-	-	40,000	1,080,000	-	-	1,120,000
PV25004	Ferns Grove & East Grove Overlay	-	-	-	87,000	866,585	-	-	953,585
PV26001	Township Road 730 (RR 223 to Hwy 49) Overlay	-	-	-	-	182,439	1,850,000	-	2,032,439
PV26002	Creeks Crossing Overlay	-	-	-	-	85,000	850,000	-	935,000
PV27001	Range Road 13 (Hwy 43 to TWP 724A) Overlay	-	-	-	-	-	136,830	1,368,300	1,505,130
PV27002	Forestry Trunk Road (KM 5 to KM 10) Paving	-	-	-	-	-	780,000	10,000,000	10,780,000
PV27004	Range Road 244 (TWP 704 to Greenview Golf Course) Overlay	-	-	-	-	-	40,000	478,903	518,903
PV28001	Township Road 700 (Hwy 666 to Hwy 40) Overlay	-	-	-	-	-	-	47,809	47,809
PV28002	Bald Mountain Tower Road Chip Seal	-	-	-	-	-	-	180,000	180,000
RD20001	Range Road 205/210 (8 Mile Road) Regrade	334,536	-	334,536	3,000,000	-	-	-	3,334,536
RD20008	TWP 692 - Grovedale Industry Road West of 666	69,672	-	69,672	-	-	-	-	69,672
RD22006	RV Dumping Access	201,159	-	201,159	-	-	-	-	201,159
RD23005	FTR Canfor Section South	741,100	800,000	1,541,100	-	-	-	-	1,541,100
RD24004	Land Acquisitions	-	100,000	100,000	100,000	100,000	100,000	100,000	500,000
RD24005	Approaches	-	225,000	225,000	225,000	225,000	225,000	225,000	1,125,000
RD24006	Township Road 692 Regrade	-	250,000	250,000	2,500,000	-	-	-	2,750,000
RD24008	Range Road 212 Road Construction	-	450,000	450,000	-	-	-	-	450,000
RD25004	Forestry Trunk Road Phase 7	-	-	-	700,000	5,800,000	-	-	6,500,000
RD25005	Grande Cache Phased Rehabilitation	-	-	-	500,000	3,800,000	4,000,000	4,200,000	12,500,000
RD25006	Range Road 63 (North of TWP 700) Regrade	-	-	-	50,000	500,000	-	-	550,000
RD25007	Landry Heights Subdivision Rehabilitation	-	-	-	150,000	2,300,000	-	-	2,450,000
RD26005	Township Road 692 Regrade	-	-	-	-	450,000	4,950,000	-	5,400,000
RD27001	Forestry Trunk Road Phase 8	-	-	-	-	-	783,900	6,030,000	6,813,900
<b>Construction and Engineering Total</b>		<b>1,479,108</b>	<b>7,826,750</b>	<b>9,305,858</b>	<b>13,954,000</b>	<b>18,189,024</b>	<b>18,804,730</b>	<b>28,351,012</b>	<b>88,604,624</b>
ES26001	1/2 Ton Truck Replacement A242	-	-	-	-	78,278	-	-	78,278
ES26002	1/2 Ton Truck Replacement A272	-	-	-	-	78,278	-	-	78,278
ES26007	Hook Bin Truck Replacement A269	-	-	-	-	350,000	-	-	350,000
ES27001	1/2 Ton Truck Replacement A183	-	-	-	-	-	82,192	-	82,192
ES27002	1/2 Ton Truck Replacement A238	-	-	-	-	-	82,192	-	82,192
ES27003	1/2 Ton Truck Replacement A284	-	-	-	-	-	82,192	-	82,192
ES28001	1/2 Ton Truck Replacement A274	-	-	-	-	-	-	86,301	86,301

Project Number	Project Title	2023 Carryover	2024 New Commitments	2024 Total	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	Total
ES28002	1/2 Ton Truck Replacement A275	-	-	-	-	-	-	86,301	86,301
ES28003	1/2 Ton Truck Replacement A290	-	-	-	-	-	-	86,301	86,301
WD15002	Grovedale Water Treatment Plant Upgrade	1,668,359	-	1,668,359	-	-	-	-	1,668,359
WD19004	Grande Cache Distribution Pumphouse Upgrades	5,000	-	5,000	3,000,000	-	-	-	3,005,000
WD22005	Water & Sewer Extension - Memorial Drive	13,462	4,500,000	4,513,462	-	-	-	-	4,513,462
WD23006	Nose Creek Water Point System	67,972	-	67,972	-	-	-	-	67,972
WW19001	Grovedale Floating Liner	10,008,943	-	500,000	17,063,850	-	-	-	17,563,850
WW19002	Grande Cache Sewage Treatment Plant	34,187,500	-	34,187,500	-	-	-	-	34,187,500
WW21001	Ridgevalley Lagoon Expansion	2,089,250	-	891,882	12,000,000	-	-	-	12,891,882
WW27002	SRS Station Sturgeon Heights Lagoon	-	-	-	-	-	700,000	-	700,000
SW19004	Grande Cache Landfill & Recycling Land Purchase	30,000	-	30,000	-	-	-	-	30,000
SW20001	GC Transfer Station Development	68,800	2,500,000	2,568,800	-	-	-	-	2,568,800
SW20001-1	GC Landfill Closure	-	-	-	5,700,000	-	-	-	5,700,000
SW23001	Hook Bin Truck Replacement A201	300,000	-	300,000	-	-	-	-	300,000
SW25005	GC Compactor Replacement	-	-	-	748,000	-	-	-	748,000
SW27002	Roll Off Bin Replacements	-	-	-	-	-	100,000	-	100,000
<b>Environmental Services Total</b>		<b>48,439,286</b>	<b>7,000,000</b>	<b>44,732,975</b>	<b>38,511,850</b>	<b>506,556</b>	<b>1,046,576</b>	<b>258,903</b>	<b>85,056,860</b>
OP24001	Annual Vehicle Replacement	-	771,500	771,500	-	-	-	-	771,500
OP24004	A135 - Plow Truck Replacement DB	-	448,000	448,000	-	-	-	-	448,000
OP24005	Group 6 Excavator - DB	-	175,000	175,000	-	-	-	-	175,000
OP24006	T66 - Equipment Hauling Trailer Replacement VV	-	75,000	75,000	-	-	-	-	75,000
OP25001	A214 - 1/2 Ton to replace 3/4 ton DB	-	-	-	71,000	-	-	-	71,000
OP25002	A106 - 1/2 Ton to replace 3/4 ton	-	-	-	71,000	-	-	-	71,000
OP25003	G35 - Grader Replacement VV	-	-	-	780,000	-	-	-	780,000
OP25004	G39 - Grader Replacement VV	-	-	-	780,000	-	-	-	780,000
OP25005	A162 - 1/2 Ton Crew cab Replaces 3/4 Ton GC	-	-	-	71,000	-	-	-	71,000
OP25006	L10 - Backhoe Replacement DB	-	-	-	220,000	-	-	-	220,000
OP25007	A159 - Plow Truck Replacement GD	-	-	-	460,000	-	-	-	460,000
OP25008	ST3/F16 - Steamer Replacement	-	-	-	140,000	-	-	-	140,000
OP25009	ST4/F15 - Steamer Replacement	-	-	-	140,000	-	-	-	140,000
OP26001	G36 - Grader Replacement GD	-	-	-	-	780,000	-	-	780,000
OP26002	L12 - Backhoe Replacement GD	-	-	-	-	220,000	-	-	220,000
OP26004	L11 - Backhoe Replacement VV	-	-	-	-	220,000	-	-	220,000
OP26005	A123 - Picker Truck Replacement VV	-	-	-	-	295,000	-	-	295,000
OP26006	A137 - 2 Ton Truck replacement GD	-	-	-	-	100,000	-	-	100,000
OP26007	A156 - 1/2 Ton crew cab 4x4 Replaces 3/4 Ton GC	-	-	-	-	71,000	-	-	71,000
OP26008	G37 - Grader Replacement VV	-	-	-	-	780,000	-	-	780,000
OP26009	A188 - 1 Ton Crew Cab Truck Replacement VV	-	-	-	-	73,000	-	-	73,000
OP26010	G38 - Grader Replacement VV	-	-	-	-	780,000	-	-	780,000
OP26011	T27 - Tractor 6140R Replacement	-	-	-	-	300,000	-	-	300,000
OP26012	A128 - 1/2 Ton to replace 3/4 Ton GC	-	-	-	-	71,000	-	-	71,000
OP26013	A171 - 3/4 Ton Pick Up Truck GD	-	-	-	-	75,000	-	-	75,000
OP27009	T26 - Tractor 2014 6140R Replacement	-	-	-	-	-	300,000	-	300,000
OP27010	A175 - 1/2 Ton, Crew Cab 4x4 Pickup Truck GD	-	-	-	-	-	75,000	-	75,000
OP27011	A185 - Replace Plow Truck	-	-	-	-	-	475,000	-	475,000
OP28009	T24 - Tractor 2014 6140R Replacement	-	-	-	-	-	-	300,000	300,000
OP28010	T25 - Tractor 2014 6140R Replacement	-	-	-	-	-	-	300,000	300,000
<b>Operations Total</b>		<b>-</b>	<b>1,469,500</b>	<b>1,469,500</b>	<b>2,733,000</b>	<b>3,765,000</b>	<b>850,000</b>	<b>600,000</b>	<b>9,417,500</b>

Project Number	Project Title	2023 Carryover	2024 New Commitments	2024 Total	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	Total
FM21008	Security Improvement 4 Year Plan	2,500	-	2,500	-	-	-	-	2,500
FM22008	New Operations Shop in Grande Cache	7,528	11,381,455	11,388,983	-	-	-	-	11,388,983
FM22009	GRM & Grovedale Emergency Generator Preparedness	420,337	-	420,337	-	-	-	-	420,337
<del>FM23009</del>	<del>Purchase a Wide Area Mower</del>	-	-	-	-	-	-	-	-
FM24007	Renovations to FM/Enviro Building	-	20,000	20,000	-	-	-	-	20,000
FM24010	Replacement of RB3 60" Rotary Broom	-	6,000	6,000	-	-	-	-	6,000
FM24011	Replacement of Skid #1 Skid Steer to Bobcat Skid Steer	-	94,000	94,000	-	-	-	-	94,000
FM25003	3/4 Ton Truck Replacement A147	-	-	-	73,000	-	-	-	73,000
FM25005	3/4 Ton Truck Replacement A172	-	-	-	73,000	-	-	-	73,000
FM25006	3/4 Ton Truck Replacement A177	-	-	-	73,000	-	-	-	73,000
FM25007	Tractor Replacement T23	-	-	-	30,000	-	-	-	30,000
FM26006	1/2 Ton Truck Replacement A196	-	-	-	-	71,000	-	-	71,000
FM26007	3/4 Ton Truck Replacement A148	-	-	-	-	73,000	-	-	73,000
<b>Facility Maintenance Total</b>		<b>430,365</b>	<b>11,501,455</b>	<b>11,931,820</b>	<b>249,000</b>	<b>144,000</b>	<b>-</b>	<b>-</b>	<b>12,324,820</b>
PD24002	Land Acquisitions PLS 180042	-	749,596	749,596	-	-	-	-	749,596
<b>Planning and Development Total</b>		<b>-</b>	<b>749,596</b>	<b>749,596</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>749,596</b>
ED21002	Tourism Centre Exhibits & Interactive Features	16,214	-	16,214	-	-	-	-	16,214
ED22004	Mural Roofs and Lighting at Bird's Eye Park	15,100	-	15,100	-	-	-	-	15,100
ED24001	Grande Cache Commercial Signage	-	300,000	300,000	-	-	-	-	300,000
ED24002	Tourism & Interpretive Centre Expansion	-	50,000	50,000	350,000	-	-	-	400,000
ED25001	Replacement Vehicle-SUV	-	-	-	53,500	-	-	-	53,500
<b>Economic Development Total</b>		<b>31,314</b>	<b>350,000</b>	<b>381,314</b>	<b>403,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>784,814</b>
GI22003	GIG Waterline	1,007,895	-	1,007,895	-	-	-	-	1,007,895
<b>Greenview Industrial Gateway Total</b>		<b>1,007,895</b>	<b>-</b>	<b>1,007,895</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,007,895</b>
<b>Total Capital</b>		<b>\$ 58,178,536</b>	<b>\$ 32,864,701</b>	<b>\$ 78,490,476</b>	<b>\$ 67,664,850</b>	<b>\$ 26,408,020</b>	<b>\$ 20,905,406</b>	<b>\$ 29,261,015</b>	<b>\$ 222,729,767</b>
<b>Approved December 12, 2023</b>		<b>\$ 49,898,819</b>	<b>\$ 34,199,855</b>	<b>\$ 71,609,763</b>	<b>\$ 66,297,750</b>	<b>\$ 26,228,020</b>	<b>\$ 20,725,406</b>	<b>\$ 29,036,015</b>	<b>\$ 213,896,954</b>
<b>Increase/(Decrease)</b>		<b>\$ 8,279,717</b>	<b>\$ (1,335,154)</b>	<b>\$ 6,880,713</b>	<b>\$ 1,367,100</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ 225,000</b>	<b>\$ 8,832,813</b>

## 2024 Capital Budget Funding Plan

Project Number	Project Title	2024 New Commitments	Grant Funding	Reserve/ Liability Funding	Unrestricted Reserve	Transfer from Operating Budget	Debenture Funding	Total
CP24002	Grovedale Ice Plant	300,000		300,000				300,000
RE23002	Recreation Centre Arena Ice Pad & Boards	1,750,000	1,197,595	552,405				1,750,000
RE24002	GRM - Fitness Equipment	9,500			9,500			9,500
RE24004	Arena Dressing Room Revitalization	100,000		100,000				100,000
PS23002	Rescue Tools	100,000		100,000				100,000
PS24001	1/2 Ton Truck Replacement (A243)	135,000		135,000				135,000
PS24002	1/2 Ton Truck Replacement (A165)	135,000		135,000				135,000
PS24004	Two Sprinkler Protection Units (SPU)	500,000			500,000			500,000
PS24006	Outfit New Wet Rescue in DeBolt	250,000			250,000			250,000
PS24007	AFRRCS Radios	229,900			229,900			229,900
AG23002	Implement Caddy	7,000			7,000			7,000
AG24006	Post Pounder Replacement ASB0024	22,500		22,500				22,500
AG24007	Spray System Replacement (A158)	75,000		75,000				75,000
AG24009	50' Heavy Harrow Replacement (ASB0044)	80,000		80,000				80,000
AG24010	Bale Wagon Replacement for Grovedale	75,000		75,000				75,000
BT24001	Hydroseeder	23,500			23,500			23,500
BT24003	Zero Turn Mower Replacement (T83- 60" deck)	22,500		22,500				22,500
BT24004	Zero Turn Mower Replacement (T82)	22,500		22,500				22,500
PO24001	Replacement CPO unit E2	110,000		110,000				110,000
PO24003	Two Trailers	20,000			20,000			20,000
PD24002	Land Acquisitions PLS 180042	749,596		749,596				749,596
ED24001	Grande Cache Commercial Signage	300,000	150,000		150,000			300,000
ED24002	Tourism & Interpretive Centre Expansion	50,000			50,000			50,000
BF76637	Township Road 692 (SW 16-69-22-W5M)	550,000		550,000				550,000
BF77159	Asplund Creek	876,750	574,285	302,465				876,750
PV23004	Township Road 704 (Hwy 49 to RR 230) Overlay	2,500,000		2,500,000				2,500,000
PV24003	Hamlet Curb & Gutter Resurfacing	2,000,000		2,000,000				2,000,000
PV24004	Forestry Trunk Road (KM 0 to KM 5) Overlay	75,000		75,000				75,000
RD23005	FTR Canfor Section South	800,000		800,000				800,000
RD24004	Land Acquisitions	100,000				100,000		100,000
RD24005	Approaches	225,000				225,000		225,000
RD24006	Township Road 692 Regrade	250,000		250,000				250,000
RD24008	Range Road 212 Road Construction	450,000			450,000			450,000
WD22005	Water & Sewer Extension - Memorial Drive	4,500,000			1,415,228	3,084,772		4,500,000
SW20001	GC Transfer Station Development	2,500,000	720,047	1,779,953				2,500,000
OP24001	Annual Vehicle Replacement	771,500		771,500				771,500
OP24004	A135 - Plow Truck Replacement DB	448,000		448,000				448,000
OP24005	Group 6 Excavator - DB	175,000			175,000			175,000

Project Number	Project Title	2024 New Commitments	Grant Funding	Reserve/ Liability Funding	Unrestricted Reserve	Transfer from Operating Budget	Debenture Funding	Total
OP24006	T66 - Equipment Hauling Trailer Replacement VV	75,000		75,000				75,000
FM22008	New Operations Shop in Grande Cache	11,381,455	2,852,787	8,528,668				11,381,455
FM24007	Renovations to FM/Enviro Building	20,000		20,000				20,000
FM24010	Replacement of RB3 60" Rotary Broom	6,000		6,000				6,000
FM24011	Replacement of Skid #1 to Bobcat Skid Steer	94,000		94,000				94,000
<b>Total</b>		<b>\$ 32,864,701</b>	<b>\$ 5,494,714</b>	<b>\$ 20,680,087</b>	<b>\$ 3,280,128</b>	<b>\$ 3,409,772</b>	<b>\$ -</b>	<b>\$ 32,864,701</b>

# Project Scenario Summary

AG24009 - 50' Heavy Harrow Replacement (ASB0044)

Project Project Number	AG24009	Project Title	50' Heavy Harrow Replacement (ASB0044)	
Asset Type	96370 - All Agricultural Rental Equipment (over \$5,000.00 limit)	Department	96 - CAPEX EQUIPMENT & MACHINERY	Year Identified 2024
Start Date	2024-01-02	Completion Date	2024-12-30	
Manager Regions	Sheila Kaus	Partner	Michelle Honeyman	
Project Description & Benefits	Heavy harrow 50 ft. to replace Unit ASB0044 In August of 2023, the ASB made the following recommendation to Council:			

Motion: That the Agricultural Service Board recommends to Council the replacement of ASB0024 Post Pounder at an upset limit of \$25,000 and replacing Val mar attachment for 30' and 50' heavy harrows, and explore pricing on a bale hauler.

Administration included these recommendations in preparation of the 2024 Agricultural Services Capital Budget drafting and Council approved the purchase of new valmar attachments for each set of heavy harrows under this project for a total of \$60,000.

Description and Benefits

During season end inspections in late November, it became apparent that the wear on the ASB0044 is more substantial than when the assessment was performed in July. While the valmar attachment is in good operative condition, there is considerable cracking along the hoses. The pin pockets are worn out, there are stress fractures on welds, and many of the times need replacement. While the equipment would be more than adequate for a singular agricultural operation, the commercial use this unit sees is intense, and due to the wear, the unit experienced increased requirements of maintenance between each renter from September through November, reducing its availability. Administration brought the issue back to the Agricultural Service Board on January 31, 2024 with a recommendation to replacement the apparatus in 2024 and repurpose the existing valmar attachment. In response to this recommendation, the Agricultural Service Board made the following motion:

MOTION: That the Agricultural Service Board recommend to Council the replacement of ASB0044 50' Heavy Harrows with Valmar at an upset limit of \$115,000.

The Heavy Harrows is one of the most frequently rented implements in the Greenview Agricultural Rental fleet. Consultation with the listing of vendors from RMA for Agricultural Equipment resulted in 5 quotes meeting the specifications of the current heavy harrows implement. Of these quotes, \$80,000 was the lowest, which would result in a \$20,000 budget increase as opposed to the anticipated \$55,000. Should Council approve the recommended action, Administration will place the order with a pre-approved vendor and the new implement will arrive at the end of June at the latest. To mitigate the demand for a heavy harrows during the busy spring rental season, Administration will perform limited repairs on the current heavy harrows and disengage the valmar attachment.

Project Forecast

Object	2024	2025	2026	2027	2028	Total
Expenditure						
9090-Capital Expense Clearing Account	80, 000	-	-	-	-	80, 000
Total Expenditure	80, 000	-	-	-	-	80, 000



# Project Scenario Summary

BF77159 - Asplund Creek

Project Project Number	BF77159	Project Title	Asplund Creek	
Asset Type	90202 - Bridges	Department	90 - WIP ENGINEERED STRUCTURES	
Start Date	2024-01-01	Completion Date	2024-12-31	Year Identified 2020
Manager Regions	Leah Thompson	Partner	Roger Autio	

**Project Description &** Asplund Creek  
Located in SE 26-67-23 W5. Located South East of Valleyview over Asplund Creek located on Township Road 674. This bridge was built in 1970.

Total project budget includes preliminary costs (7%), utilities move, land payments, brushing and other costs. Construction is scheduled for 2024.

**Description and Benefits** The benefit of this project is to provide a safe and well-maintained road networking system to ratepayers.

Regular scheduled bridge inspections (BIMS) are completed to provide the information as to when they are required to be repaired or replaced. The average life span of a bridge file is approximately 50 years under normal conditions.

## Project Forecast

Object	2024	2025	2026	2027	2028	Total
Expenditure						
9999-Work in Progress Clearing Account	876, 750	-	-	-	-	876, 750
Total Expenditure	876, 750	-	-	-	-	876, 750



**MD OF GREENVIEW NO. 16  
2024 BUDGET REPORTING  
RESERVE BALANCES (UNAUDITED)  
ENDING DECMEBER 31ST, 2024**

	Dec 31, 2023	Estimated Activity			Dec 31, 2024 Uncommitted
	GL Balance	Contributions	Interest	Commitments	Balance
<b>Unrestricted Reserves</b>					
Unrestricted	10,137,962	3,409,772	-	(7,967,768)	5,579,966
<b>Total Unrestricted Reserves</b>	<b>10,137,962</b>	<b>3,409,772</b>	<b>-</b>	<b>(7,967,768)</b>	<b>5,579,966</b>
<b>Restricted Reserves</b>					
<b>Asset Management Reserves</b>					
Bridge Replacement	12,047,919	1,236,141	270,145	(925,106)	12,629,098
Community Bus	187,649	-	4,102	-	191,750
Fire Facilities, Rescue Vehicles & Equipment	10,355,941	1,864,704	231,165	(1,645,000)	10,806,810
Fleet & Equipment Replacement	9,460,132	2,905,620	208,505	(2,826,786)	9,747,471
Facilities	22,783,910	577,689	177,850	(11,272,305)	12,267,143
Gravel Pit Reclamation	1,494,321	5,522,497	153,375	-	7,170,193
Operating Project Carry Forward	548,240	-	-	(548,240)	-
Recreation	7,112,961	2,225,817	186,638	(800,193)	8,725,223
Road Infrastructure	71,662,468	15,222,070	1,421,970	(21,830,308)	66,476,200
Valleyview and District Medical Clinic	78,137	45,169	2,695	-	126,001
Utilities	14,398,800	1,988,009	304,321	(2,464,302)	14,226,828
Solid Waste	3,097,030	375,285	35,488	(1,848,753)	1,659,049
<b>Total Restricted Reserves</b>	<b>153,227,506</b>	<b>31,963,000</b>	<b>2,996,254</b>	<b>(44,160,993)</b>	<b>144,025,767</b>
<b>Social, Economic, &amp; Environmental Reserves</b>					
Economic Development	7,583,449	-	-	(1,988,805)	5,594,644
Disaster Response	1,218,422	-	-	-	1,218,422
Greenview FCSS	101,200	-	-	-	101,200
Seniors Housing	-	-	-	-	-
Operating Contingency	5,531,319	-	-	(24,605)	5,506,714
Health and Dental Benefit	-	147,085	3,215	-	150,300
<b>Total Social, Economic, &amp; Environmental Reserves</b>	<b>14,434,391</b>	<b>147,085</b>	<b>3,215</b>	<b>(2,013,410)</b>	<b>12,571,281</b>
<b>Planning &amp; Development</b>					
Developer Contributions	24,281	-	531	-	24,812
<b>Total Planning &amp; Development Reserves</b>	<b>24,281</b>	<b>-</b>	<b>531</b>	<b>-</b>	<b>24,812</b>
<b>Total All Reserves</b>	<b>\$ 177,824,139</b>	<b>\$ 35,519,857</b>	<b>\$ 3,000,000</b>	<b>\$ (54,142,171)</b>	<b>\$ 162,201,825</b>

**Title: BUDGET DEVELOPMENT PROCESS**

**Policy No: 1016**

**Approval: Council**

**Effective Date: September 23, 2014**

**Supersedes Policy No: N/A**



**MUNICIPAL DISTRICT OF GREENVIEW No. 16**

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

**Policy Statement:** The adoption of business plans, budgets, and tax rate bylaw are among the most critical functions undertaken by the Council of the Municipal District of Greenview (Greenview).

Budgets shall be developed in a consistent and planned manner, and budgets shall take into consideration the impacts on future years and Greenview's ability to fund those impacts.

Greenview Council will review, analyze the draft budget and provide direction to the Chief Administrative Officer regarding required changes. Council will approve the annual capital and operating budgets after verifying that the content of the budgets meets Council's Strategic and 10 Year Capital Plans. Council will set the annual tax rate based on the approved budget.

**Purpose:** To establish principles for the preparation of the 3-year budgets.

## Regulations

### **Budget**

1. Administration will annually draft capital and operating budgets in accordance with Sections 242 – 247 of the Municipal Government Act (MGA). Council will provide direction to the Chief Administrative Officer during budget development and approve the budget when they have verified that the content meets their Strategic and Ten-Year Capital Plans.
2. The approved consolidated capital and operating budget shall serve as the financial plan for the implementation of Council's strategic goals and objectives. The approved budget shall provide Administration with the direction and resources necessary to accomplish Council-determined service levels.
3. Municipal capital and operating budgets shall be prepared for a three (3) year period commencing with the 2015 budget process and approved for a one (1) year period. The municipality will strive to maintain an operating budget to support Council's Strategic and 10-Year Capital Plans.
4. Council will seek input from their constituents throughout the year.
5. Council will set the annual tax rates, based on the approved budget.

## **Multi-Year Planning**

Multi-year budget planning will enhance and improve the budget process by reinforcing the commitment to long-term fiscal health by looking beyond a one-year horizon.

## **Capital Envelope**

The capital envelope is an amount within the annual budget that supports the Strategic and Ten-Year Capital Plans. This includes any Capital Project Funding Carryover from prior years to support the project going ahead within the next budget cycle.

## **New Programs and Changes in Service Levels**

The operating budget will be developed based on the principle to sustain current programs, levels of services and includes any cost associated with proposed programs and/or service level adjustments. Recommendations for new programs and/or service level adjustments (increase or decrease) will also be supported and presented to Council by way of Service Enhancement and /or Proposed New Hire Forms.

## **Reserves**

The Budget will allocate an appropriate level of funds to Reserves, as per Policy 1502.

## **Revenue Estimates**

Operating revenue projections will be based on actual historic trends and adjusted to ensure funding of Council's strategic goals and objectives.

## **Grant Revenue**

Confirmed grant funding will be recognized during budget development.

**Approved: 14.09.482**



# REQUEST FOR DECISION

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SUBJECT:	<b>Sale of EFJ 5000 Single Band portable radios (x30)</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 26, 2024	CAO:	MANAGER: WB
DEPARTMENT:	PROTECTIVE SERVICES	DIR: MH	PRESENTER: WB
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – AD 26 – Surplus Assets

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## RECOMMENDED ACTION:

**MOTION: That Council approve selling thirty (30) surplus EFJ 5000 Single Band portable radios to interested fire departments or municipalities.**

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## BACKGROUND/PROPOSAL:

Greenview Fire-Rescue Services (GFRS) currently have thirty (30) EFJ 5000 Single-Band Portable radios in service in the three (3) fire stations. These units were purchased on the recommendation of Critical Communications, our subject matter expert. Once deployed operationally, issues began due to Greenview's topography disabling access to the Alberta First Responders Radio Communications System (AFRRCS) network in some areas of Greenview. Upon further consultation with the subject matter expert, it was revealed that single band radios were not optimal for use in Greenview and rather a dual band radio would better meet the needs of the Greenview Fire Services.

In early 2024 GFRS purchased new EFJ 8000 Dual band radios that allow access to the AFRRCS system throughout Greenview and these radios are now operational in all stations.

The thirty (30) EFJ 5000 Single Band portable radios range from one to two years old and still hold a market value of approximately \$2,000.00/unit for resale (new EFJ 5000 radios retail for \$3,422.50). It is expected that GFRS will be able to sell the EFJ 5000 Single-Band portable radios to other Fire Services. Through discussions with other municipalities, Administration has already received interest in purchasing a number of the surplus radios.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that GFRS will recover a portion of the original cost and assist other fire services who are able to utilize a single band type portable radio.

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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



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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not sell the radios.

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FINANCIAL IMPLICATION:

**Direct Costs:** approximately \$60,000.00 in revenue, should Greenview be successful in selling all units.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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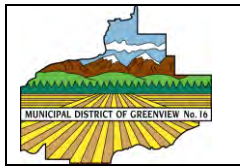
FOLLOW UP ACTIONS:

If Council approves the motion, Greenview Fire-Rescue Services will contact interested buyers and sell the thirty (30) EFJ 5000 Single Band portable radios.

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ATTACHMENT(S):

- AD 26 – Surplus Assets Policy



***M. D. OF GREENVIEW NO. 16***  
***POLICY & PROCEDURES MANUAL***

Section:  
**ADMINISTRATION**

**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 31<sup>st</sup> 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.



# REQUEST FOR DECISION

**SUBJECT: Policy 1002 Travel and Subsistence**

**SUBMISSION TO: REGULAR COUNCIL MEETING**

**MEETING DATE: March 26, 2024**

**DEPARTMENT: CORPORATE SERVICES**

**STRATEGIC PLAN: Governance**

**REVIEWED AND APPROVED FOR SUBMISSION**

**CAO:**

**DIR: EK**

**LEG: SS**

**MANAGER:**

**PRESENTER: SS**

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**RELEVANT LEGISLATION:**

**Federal** – Canada Revenue Agency, Automobile Allowance Rates

**Provincial** – N/A

**Council Bylaw/Policy** – N/A

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**RECOMMENDED ACTION:**

**MOTION: That Council approve Policy 1002 “Travel and Subsistence” as presented.**

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**BACKGROUND/PROPOSAL:**

Policy 1002 is reviewed annually, at the recommendation of the Council Compensation Review Committee. The Travel and Subsistence Policy sets the rates that may be claimed by employees, Councillors and Committee members when travelling for Greenview business.

Administration is recommending clarifying the language of what constitutes an incidental allowance.

The policy follows the Canadian Revenue Agency (CRA) Directives on Travel regarding claimable mileage. Mileage is adjusted automatically in conjunction with the recommended rates established by the CRA. The rates for the past three years are indicated in the table below:

Year Established	Rates below 5,000 kilometres	Rates above 5,000 kilometres
2024	\$0.70	\$0.64
2023	\$0.68	\$0.62
2022	\$0.61	\$0.55

Meal and allowances are annually reviewed and decided on by the Committee with reference to the recommended rates established by the CRA. The CRA establishes its meal and allowance rates twice each year, in April and October. The current rates are effective as of October 1, 2023:

Meal Description	Meal Allowance
Breakfast	\$23.60
Lunch	\$23.90
Dinner	\$58.60

Allowance Type	Allowance Amount
Incidental	\$17.50
Private Accommodation	\$50.00

During the last review of this policy, Council chose to only raise the rate of incidentals from \$15.00 to \$17.50. The remainder of the rates were unchanged.

The Policy Review Committee reviewed the policy February 14, 2024 and approved it without any additional amendments.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that it will ensure Greenview has an expense and reimbursement policy which establishes clear financial and administrative controls.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to make additional amendments to the policy.

**MOTION:** That Council approve Policy 1002 “Travel and Subsistence” as amended.

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**FINANCIAL IMPLICATION:**

The adjusted expenditure rates will continue to be a financial obligation for Greenview.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will implement any amendments, as applicable, and will update records.

---

**ATTACHMENT(S):**

- 1002 “Travel and Subsistence” (Draft)
- 1002 “Travel and Subsistence” (Current)



**Title: Travel and Subsistence**

**Policy No: 1002**

**Effective Date:**

**Motion Number:**

**Supersedes Policy**

**Department: CAO Services**

**Review Date:**



**Legal References:**

Canada Revenue Agency Directive on Travel – Meals and Allowances

Canada Revenue Agency Directive on Travel - Kilometric Rates

**Cross References:**

Policy 1011 “Northern Travel Premium”

Policy 1013 “Credit Cards”

**Purpose:** 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.

## 1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
- 1.2. **Claimant** means any individual described in section 2.1 who seeks reimbursement of an expense or payment of an allowance under this policy.
- 1.3. **Director** means the Director of Infrastructure and Engineering, Community Services, Planning and Economic Development and Corporate Services.
- 1.4. **Employees** means a person currently employed by Greenview, in any capacity.
- 1.5. ~~**Full Day of Travel** means when a claimant departs from their residence or work location before 7:30 am and returns to their residence or work location after 5:30 pm when travelling but excludes personal time (combining personal business with official duties while travelling).~~
- 1.6. **Greenview** means the Municipal District of Greenview No. 16.
- 1.7. **Greenview Business** means activities intended to promote and achieve the goals and objectives of Greenview.
- 1.8. **Private Accommodation** does not include one’s current residence.

## 2. POLICY STATEMENT

- 2.1. This policy applies to all travel and meal expenses sought to be reimbursed and allowances claimed in relation to Greenview business, by or on behalf of:

- A) Councillors
- B) Employees
- C) Members of Council Boards and Committees
- D) Greenview Volunteer Firefighters

- 2.2. Expenses must be reasonable, prudent, cost effective and defensible to an impartial observer. Employees, Council, Members of Boards/Committees and volunteers are expected to demonstrate appropriate stewardship and accountability when incurring and/or approving expenses.
- 2.3. When an expense requires the provision of a receipt, the receipt submitted must be the original or a scanned copy of the original or the claim may be disallowed.
- 2.4. Greenview will not pay for expense claims submitted more than sixty (60) days after the end of the month has elapsed for the expense incurred unless approval is given by the appropriate Committee/Board or, in the case of an employee, by the Chief Administrative Officer.
- 2.5. Claimants are required to retain and submit all receipts, except when receiving allowances as outlined in sections 3.6. or 4.2.
- 2.6. Where possible, expenses will be paid by corporate credit card.

### 3. TRAVEL EXPENSES

- 3.1. Employees must obtain pre-approval to travel for business from their direct supervisor prior to making any arrangements. Travel out of ~~the~~ province will be undertaken by the method approved in advance.
- 3.2. The kilometre rate will be paid in accordance with the current Canada Revenue Agency Rates and will also include the Northern Travel Premium as required.
- 3.3. When an employee is travelling for Greenview business, whenever possible, that employee should use a Greenview vehicle.
- 3.4. While on conference or training, a claimant may hire a rental vehicle or be reimbursed for vehicle for hire expenses.
- 3.5. When a claimant is travelling on Greenview business, and overnight accommodation away from the Claimant's residence is necessary, the actual expense of accommodation or an allowance at the rate set out in 3.6(B) per night may be claimed.
- 3.6. The following rates will be paid to claimants for the travel expenses listed below:
 

A) Incidental allowance	\$17.50 per <del>overnight stay</del> <del>full day of travel</del> .
B) Private Accommodation	\$50.00 per night.
C) Vehicle for Hire/Transit/Car Rental	actual cost per receipt.
D) Parking	actual cost per receipt.
E) Hotel accommodation	actual cost per receipt.

## 4. MEAL EXPENSES

- 4.1. When travelling on Greenview business, claimants may claim either:
  - A) The actual expense of the meal and a maximum gratuity of 18%; or
  - B) The meal allowance.
- 4.2. Meal allowances provide reasonable amounts for each meal required while travelling and are efficient. Meals may be reimbursed without receipts at the following rates:
 

A) Breakfast	\$20.00
B) Lunch	\$20.00
C) Dinner	\$50.00
- 4.3. Breakfast may only be claimed if Greenview business requires the Claimant to be away from their residence overnight. Breakfast may not be claimed the same day travel begins.
- 4.4. Alcohol is not eligible for reimbursement.
- 4.5. A Claimant must not claim a meal allowance if a meal is provided at no cost unless the Claimant declines the meal because of a demonstrated:
  - A. Dietary restriction; or
  - B. Business reason.

## 5. HOSTING EXPENSES

- 5.1. When a meal expense is incurred for multiple people the name(s) and title(s) of all of the individuals attending, and the business reason for the expense must be recorded on the receipt.
  - A) A debit stub without a receipt does not constitute an acceptable receipt for meals.
- 5.2. Alcohol consumption is considered a personal expense, ~~and~~ is not eligible for reimbursement and cannot be paid for with Greenview funds, except for hospitality events outlined in subsection A. Otherwise, alcohol purchased on a corporate credit card will be billed to the ~~card holder~~ cardholder.
  - A) The purchase of alcohol may only be reimbursed for hospitality events which involve participants from outside of Greenview. Functions which only involve Greenview Employees are not considered hospitality events. All reimbursement claims involving alcohol for the purpose of a hospitality event require CAO approval for Employees or Reeve approval, or designate, for Councillors.

## 6. COUNCIL AND EMPLOYEE RESPONSIBILITIES

- 6.1 Submit expenses in accordance with the provisions of this policy.
- 6.2 Submit expense claims within thirty (30) days from the end of the month in which the expense occurs.

## 7. COUNCIL AND SENIOR LEADERSHIP RESPONSIBILITIES

- 7.1 May claim a business meal when hosting another person(s). An original receipt must be provided with the claim as well as the name(s) of the person(s) hosted.
- 7.2 Council will review the travel and subsistence rates annually to capture changes to fuel, accommodation, and food costs.

## 8. MANAGEMENT RESPONSIBILITIES

- 8.1 Responsible for reviewing all expense claims submitted from employees within their department.
- 8.2 Provide authorization to employees prior to employees attending meetings, training or other Greenview business and incurring expenses pursuant to this policy. However, an employee who incurs an unexpected meal expense will be reimbursed in accordance with the provisions of this policy upon the production of a receipt and with the approval of their immediate supervisor.
- 8.3 Refer their expense claims to their Director or CAO for approval, or in the case of the CAO, to refer their expense claim to the Reeve for approval.

## 9. CORPORATE SERVICES RESPONSIBILITIES

- 9.1. To issue payment to claimants within thirty (30) days of approval.

DRAFT

**Title: Travel and Subsistence**

**Policy No: 1002**

**Effective Date: December 13, 2022**

**Motion Number: 22.12.758**

**Supersedes Policy No: 1002**

**Department: CAO Services**

**Review Date: December, 2022**



**Legal References:**

Canada Revenue Agency Directive on Travel – Meals and Allowances

Canada Revenue Agency Directive on Travel - Kilometric Rates

**Cross References:**

Policy 1011 “Northern Travel Premium”

Policy 1013 “Credit Cards”

**Purpose:** 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.

## 1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer.
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- 1.4. **Employees** means a person currently employed by Greenview, in any capacity.
- 1.5. **Full Day of Travel** means when a claimant departs from their residence or work location before 7:30 am and returns to their residence or work location after 5:30 pm when travelling but excludes personal time (combining personal business with official duties while travelling).
- 1.6. **Greenview** means the Municipal District of Greenview No. 16.
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- 2.1. This policy applies to all travel and meal expenses sought to be reimbursed and allowances claimed in relation to Greenview business, by or on behalf of:
  - A. Councillors
  - B. Employees
  - C. Members of Council Boards and Committees
  - D. Greenview Volunteer Firefighters
- 2.2. Expenses must be reasonable, prudent, cost effective and defensible to an impartial observer. Employees, Council, Members of Boards/Committees and volunteers are expected to demonstrate appropriate stewardship and accountability when incurring and/or approving expenses.
- 2.3. When an expense requires the provision of a receipt, the receipt submitted must be the original or a scanned copy of the original or the claim may be disallowed.
- 2.4. Greenview will not pay for expense claims submitted more than sixty (60) days after the end of the month has elapsed for the expense incurred unless approval is given by the appropriate Committee/Board, or in the case of an employee, by the Chief Administrative Officer.
- 2.5. Claimants are required to retain and submit all receipts, except when receiving allowances as outlined in sections 3.6. or 4.2.
- 2.6. Where possible expenses will be paid by corporate credit card.

## 3. TRAVEL EXPENSES

- 3.1. Employees must obtain pre-approval to travel for business from their direct supervisor prior to making any arrangements. Travel out of province will be undertaken by the method approved in advance.
- 3.2. The kilometre rate will be paid in accordance with the current Canada Revenue Agency Rates and will also include the Northern Travel Premium as required.
- 3.3. When an employee is travelling for Greenview business, whenever possible, that employee should use a Greenview vehicle.
- 3.4. While on conference or training, a claimant may hire a rental vehicle or be reimbursed for vehicle for hire expenses.
- 3.5. When a claimant is travelling on Greenview business and overnight accommodation away from the Claimant's residence is necessary, the actual expense of accommodation or an allowance at the rate set out in 3.6(B) per night may be claimed.
- 3.6. The following rates will be paid to claimants for the travel expenses listed below:
 

A. Incidental allowance	\$17.50 per full day of travel.
B. Private Accommodation	\$50.00 per night.
C. Vehicle for Hire/Transit/Car Rental	actual cost per receipt.
D. Parking	actual cost per receipt.
E. Hotel accommodation	actual cost per receipt.



## 4. MEAL EXPENSES

- 4.1. When travelling on Greenview business, claimants may claim either:
  - A. The actual expense of the meal and a maximum gratuity of 18%; or
  - B. The meal allowance.
- 4.2. Meal allowances provide reasonable amounts for each meal required while travelling and are efficient. Meals may be reimbursed without receipts at the following rates:
 

A. Breakfast	\$20.00
B. Lunch	\$20.00
C. Dinner	\$50.00
- 4.3. Alcohol is not eligible for reimbursement.
- 4.4. A Claimant must not claim a meal allowance if a meal is provided at no cost, unless the Claimant declines the meal because of a demonstrated:
  - A. Dietary restriction; or
  - B. Business reason.

## 5. HOSTING EXPENSES

- 5.1. When a meal expense is incurred for multiple people the name(s) and title(s) of all of the individuals attending, and the business reason for the expense must be recorded on the receipt.
  - A) A debit stub without a receipt does not constitute an acceptable receipt for meals.
- 5.2. Alcohol consumption is considered a personal expense and is not eligible for reimbursement and cannot be paid for with Greenview funds, except for hospitality events outlined in subsection A. Otherwise, alcohol purchased on a corporate credit card will be billed to the card holder.
  - A) The purchase of alcohol may only be reimbursed for hospitality events which involve participants from outside of Greenview. Functions which only involve Greenview Employees are not considered hospitality events. All reimbursement claims involving alcohol for the purpose of a hospitality event require CAO approval for Employees or Reeve approval, or designate, for Councillors.

## 6. COUNCIL AND EMPLOYEE RESPONSIBILITIES

- 6.1 Submit expenses in accordance with the provisions of this policy.
- 6.2 Submit expense claims within thirty (30) days from the end of the month in which the expense occurs.

## 7. COUNCIL AND SENIOR LEADERSHIP RESPONSIBILITIES

- 7.1 May claim a business meal when hosting another person(s). An original receipt must be provided with the claim as well as the name(s) of the person(s) hosted.
- 7.2 Council will review the travel and subsistence rates annually to capture changes to fuel, accommodation, and food costs.

## 8. MANAGEMENT RESPONSIBILITIES

8.1 Responsible for reviewing all expense claims submitted from employees within their department.

8.2 Provide authorization to employees prior to employees attending meetings, training or other Greenview business and incurring expenses pursuant to this policy, however, an employee who incurs an unexpected meal expense will be reimbursed in accordance with the provisions of this policy upon the production of a receipt and with the approval of their immediate supervisor.

8.3 Refer their expense claims to their Director or CAO for approval, or in the case of the CAO, to refer their expense claim to the Reeve for approval.

## 9. CORPORATE SERVICES RESPONSIBILITIES

9.1. To issue payment to claimants within thirty (30) days of approval.

CURRENT



# REQUEST FOR DECISION

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SUBJECT: **Policy 1008 Council and Board Remuneration**

SUBMISSION TO: REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: March 26, 2024      CAO:      MANAGER:

DEPARTMENT: CAO SERVICES      DIR: EK      PRESENTER: SS

STRATEGIC PLAN: Governance      LEG: SS

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RELEVANT LEGISLATION:

**Provincial – N/A**

**Council Bylaw/Policy – N/A**

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RECOMMENDED ACTION:

**MOTION: That Council approve Policy 1008 “Council and Board Remuneration” as presented.**

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BACKGROUND/PROPOSAL:

Policy 1008 is being brought for discussion to ensure that the policy continues to meet the needs of Councillors and Greenview Board Members.

The draft policy has been amended to include cost of living adjustments (COLA). The rates in the current policy reflect the honorarium rates established in 2021. While remuneration rates paid out have increased with COLA, the policy has not been previously updated to reflect such changes.

Since being approved in 2021, the rates have been adjusted by 2% as of January 1, 2022; 2.75% as of January 1, 2023; and 2.25% as of January 1, 2024. The rates for honorarium have been adjusted as follows:

Monthly Honorarium	2021 Rate	2022 Rate	2023 Rate	2024 Rate
Reeve	\$3,681.00	\$3,755.00	\$3,858.00	\$3,945.00
Councillor	\$2,340.00	\$2,387.00	\$2,452.00	\$2,508.00
Meeting Honorarium	2021 Rate	2022 Rate	2023 Rate	2024 Rate
0 – 4 hours	\$257.00	\$262.00	\$269.00	\$275.00
4 – 8 hours	\$302.00	\$308.00	\$317.00	\$324.00
Over 8 hours	\$438.00	\$447.00	\$459.00	\$469.00
Over 12 hours	\$500.00	\$510.00	\$524.00	\$536.00
Conference Per Diem	2021 Rate	2022 Rate	2023 Rate	2024 Rate
Daily Rate	\$438.00	\$447.00	\$459.00	\$469.00

The draft policy has received additional amendments, including:

- Placed on the new policy template and added cross references.
- Added definitions: Board and Committees, Employee, Greenvue.
- Council Member changed to Councillor throughout for consistency with other policies.
- Preamble in Sections 2.1 and 2.3 removed. As the policy has been in place for several years these are no longer deemed necessary.

The Policy Review Committee reviewed the policy on February 14, 2024, and approved it without amendments.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that the policy will accurately reflect the current rates paid to Council and Committee members.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to vary the remuneration rates, however Administration does not recommend this as a Council compensation review will be conducted in 2025.

**MOTION:** That Council approve Policy 1008 “Council and Board Remuneration” as amended.

---

**FINANCIAL IMPLICATION:**

Cost of living adjustments have already been decided by Council as per motion 22.11.721, as such there is no additional cost to the recommendation motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenvue has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will implement any amendments and will update records.

---

ATTACHMENT(S):

- Policy 1008 "Council and Board Remuneration" (Current)
- Policy 1008 "Council and Board Remuneration" (Draft)
- Council and Board Remuneration Document

**Title: Council and Board Remuneration**

**Policy No: 1008**

**Effective Date: February 8, 2022**

**Motion Number: 22.02.69**

**Supersedes Policy No: NONE**

**Review Date: February 8, 2025**



**Purpose:** The purpose of this policy is to establish fair rates of compensation for Council Member and Board and Committee members.

## 1. DEFINITIONS

- 1.1. **Meeting Per Diem** means the rate-of-pay for each meeting attended on behalf of Greenview as appointed by Council. Unless otherwise approved by Council, this refers to Council appointed Boards and Committees.
- 1.2. **Monthly Honorarium** means the monthly flat-rate of pay to account for the time each member of Council spends representing Greenview and conducting the day-to-day business of a Council Member, including meetings with ratepayers, phone calls, ward-specific community meetings, social events, etc.
- 1.3. **Special Event** means any special event or meeting to which Greenview is sent an invitation for the Reeve, or other designate appointed by Council, to attend as a representative of Greenview Council or the Municipality.

## 2. PROCEDURE

- 2.1. Starting November 1, 2021, Council members, other than the Reeve, will be paid a monthly flat-rate honorarium of \$2,340.00 per month; the Reeve will be paid \$3,681.00 per month
- 2.2. The monthly honorarium is compensation for the time a Council Member spends representing Greenview and conducting the day-to-day business of a Councillor, including meetings with ratepayers and appearances at community events.
- 2.3. Starting with the first meeting of the new Council in 2021, Council members and Greenview appointed at-large Board and Committee members will be paid for all meetings and travel in a day, using the meeting per diem rates as follows:
  - A. \$257.00 for meetings (and travel) in a day of 0-4 hours;
  - B. \$302.00 for meetings (and travel) in a day of 4-8 hours;
  - C. \$438.00 for meetings (and travel) in a day of 8-12 hours.
  - D. \$500.00 for meetings (and travel) in a day over 12 hours.



- 2.4. A meeting per diem is compensation for attendance at Council appointed Boards and Committees.
- 2.5. Councillors and the Reeve may also receive meeting per diem compensation for attendance at Special Events. Special Events are those that Greenview receives an invitation for the Reeve to attend on behalf of Greenview, or that Council has appointed a member to attend as a designate. Special events also constitute an event requesting or requiring the attendance of all members of Council.
- 2.6. Notwithstanding provisions 3, for conference attendance, conference attendees will be paid a per diem rate of \$438.00.
- 2.7. Annually, established rates of honoraria will be adjusted for a cost of living allowance, at the same time, in the same manner and for the same amount (if any) as the salary grid of Greenview. All rates under this policy will be rounded to the closest dollar for ease of processing.
- 2.8. Council members and appointed Board and Committee members will be paid for attending a meeting through electronic means (teleconference, Skype and such similar methods), so long as the meeting exceeds fifteen (15) minutes.
- 2.9. In accordance with Section 154(2) of the Municipal Government Act, the Reeve, by nature of the position, is a member of all council committees and all bodies to which council has the right to appoint members. The Reeve may choose to attend any committee or board meeting, and will be eligible to receive the meeting per diem compensation for this attendance as outlined in this policy.
- 2.10. Should a Councillor receive an invitation to attend a meeting on behalf of Greenview and there is not time for Council to make a motion to approve attendance at the meeting or function, approval may be granted retroactively at the next Council meeting after the event in order to receive compensation for attendance.
- 2.11. All honoraria paid under this policy is subject to the taxation requirements of the Canada Revenue Agency.
- 2.12. Greenview will compensate Council Members for mileage to all events attended as a Councillor.
- 2.13. All per diem claims are to be submitted every two weeks and will correspond with the payroll cycle determined by the payroll and benefits department of Greenview.
- 2.14. Expense claims for Board and Committee members will be reviewed by the most senior Greenview employee directly involved in the Board and Committee in question.
- 2.15. All Council Member expense claims, other than the expense claim for the Reeve, will be submitted to the Reeve (or in his or her absence, the Deputy Reeve) for review and approval. The Reeve will submit his or her expense claim to the Deputy Reeve for review and approval. If the Reeve is absent then the Deputy Reeve will submit his or her expense claim to another member of Council for review and approval.

- 2.16. Greenview will engage an external party to conduct a compensation review for Council and Board remuneration to be complete and approved by Council prior to each Municipal Election.

CURRENT

**Title: Council and Board Remuneration**

**Policy No: 1008**

**Effective Date:**

**Motion Number:**

**Department: Council**

**Review Date:**



**Legal References:**

*Not applicable*

**Cross References:**

Policy 1011 "Northern Travel Premium"

Policy 1002 "Travel and Subsistence"

**Purpose:** ~~The purpose of this policy is~~ To establish fair rates of compensation for Councillors ~~Members~~ and Board and Committee members.

## 1. DEFINITIONS

- 1.1. **Boards and Committees** means any committee, board, commission, or other body established by Council.
- 1.2. **Employee** means a person employed by Greenview, in any capacity.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Meeting Per Diem** means the rate-of-pay for each meeting attended on behalf of Greenview as appointed by Council. Unless otherwise approved by Council, this refers to Council appointed Boards and Committees.
- 1.5. **Monthly Honorarium** means the monthly flat-rate of pay to account for the time each member of Council spends representing Greenview and conducting the day-to-day business of a Councillor ~~Member~~, including meetings with ratepayers, phone calls, ward-specific community meetings, social events, etc.
- 1.6. **Special Event** means any special event or meeting to which Greenview is sent an invitation for the Reeve, or other designate appointed by Council, to attend as a representative of Greenview Council or the Municipality.

## 2. PROCEDURE

- 2.1. ~~Starting November 1, 2021,~~ Councillors ~~members~~, other than the Reeve, will be paid a monthly flat-rate honorarium of \$~~2,508.00~~ ~~2,340.00~~ per month; the Reeve will be paid \$~~3,945.00~~ ~~3,681.00~~ per month.
- 2.2. The monthly honorarium is compensation for the time a Councillor ~~Member~~ spends representing Greenview and conducting the day-to-day business of a Councillor, including meetings with ratepayers and appearances at community events.
- 2.3. ~~Starting with the first meeting of the new Council in 2021,~~ Councillors ~~members~~ and ~~Greenview appointed at-large~~ Board and Committee members will be paid for all meetings and travel in a day, using the meeting per diem rates as follows:

- A) ~~\$275.00 257.00~~ for meetings (and travel) in a day of 0-4 hours;
- B) ~~\$324.00 302.00~~ for meetings (and travel) in a day of 4-8 hours;
- C) ~~\$469.00 438.00~~ for meetings (and travel) in a day of 8-12 hours.
- D) ~~\$536.00 500.00~~ for meetings (and travel) in a day over 12 hours.

- 2.4. A meeting per diem is compensation for attendance at Council appointed Boards and Committees.
- 2.5. Councillors and the Reeve may also receive meeting per diem compensation for attendance at Special Events. Special Events are those that Greenview receives an invitation for the Reeve to attend on behalf of Greenview, or that Council has appointed a member to attend as a designate. Special events also constitute an event requesting or requiring the attendance of members of Council.
- 2.6. Notwithstanding provisions 2.3, for conference attendance, **Councillor and Board and Committee** conference attendees will be paid a per diem rate of ~~\$469.00 438.00~~.
- 2.7. Annually, established rates of honoraria will be adjusted for a cost of living allowance, at the same time, in the same manner and for the same amount (if any) as the salary grid of Greenview. All rates under this policy will be rounded to the closest dollar for ease of processing.
- 2.8. Councillors ~~members~~ and appointed Board and Committee members will be paid for attending a meeting through electronic means (teleconference, Skype and such similar methods), so long as the meeting exceeds fifteen (15) minutes.
- ~~2.9. In accordance with Section 154(2) of the Municipal Government Act, the Reeve, by nature of the position, is a member of all council committees and all bodies to which Council has the right to appoint members. The Reeve may choose to attend any committee or board meeting, and will be eligible to receive the meeting per diem compensation for this attendance as outlined in this policy.~~
- 2.10. Should a Councillor receive an invitation to attend a meeting on behalf of Greenview and there is not time for Council to make a motion to approve attendance at the meeting or function, approval may be granted retroactively at the next Council meeting after the event in order to receive compensation for attendance.
- 2.11. All honoraria paid under this policy is subject to the taxation requirements of the Canada Revenue Agency.
- 2.12. Greenview will compensate Councillors ~~Members~~ for mileage to all events attended as a Councillor **in accordance with Policy 1002**.
- 2.13. All per diem claims are to be submitted every two weeks and will correspond with the payroll cycle determined by the payroll and benefits department of Greenview.
- 2.14. Expense claims for Board and Committee members will be reviewed by the most senior Greenview Employee directly involved in the Board and Committee in question.
- 2.15. All Councillor ~~Member~~ expense claims, other than the expense claim for the Reeve, will be submitted to the Reeve (or in ~~their his or her~~ absence, the Deputy Reeve) for review and approval. The Reeve will submit ~~their his or her~~ expense claim to the Deputy Reeve for

review and approval. If the Reeve is absent then the Deputy Reeve will submit ~~their his or her~~ expense claim to another member of Council for review and approval.

2.16. Greenview will ~~engage an external party to~~ conduct a compensation review for Council and Board remuneration to be completed and approved by Council prior to each Municipal Election.

A) Council will determine, by resolution, the manner in which a compensation review is conducted.

DRAFT



# Municipal District of Greenview No. 16

Title : Council and Board Remuneration

Policy No. 1008

Effective Date: October 21, 2021

2.7 Annually, established rates of honoraria will be adjusted for a cost of living allowance.

Monthly Honarium / Rates per month	October 12, 2021	January 1, 2022 Rate COL Increase of 2%	January 1, 2023 Rate COL Increase of 2.75%	January 1, 2024 Rate COL Increase of 2.25%
Reeve	\$3,681	\$3,755	\$3,858	\$3,945
Council Members	\$2,340	\$2,387	\$2,452	\$2,508

Meeting Honarium	Tuesday, October 12, 2021	January 1, 2022 Rate COL Increase of 2%	January 1, 2023 Rate COL Increase of 2.75%	January 1, 2024 Rate COL Increase of 2.25%
In a Day 0-4 hours	\$257	\$262	\$269	\$275
In a Day 4-8 hours	\$302	\$308	\$317	\$324
In a Day of over 8 hours	\$438	\$447	\$459	\$469
In a Day over 12 hours	\$500	\$510	\$524	\$536
Conference Attendees per diem rate	\$438	\$447	\$459	\$469





# REQUEST FOR DECISION

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SUBJECT:	<b>Sponsorship Request - Aseniwuche Winewak Nation Round Dance</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 26, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LL
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

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## RECOMMENDED ACTION:

**MOTION:** That Council approve a sponsorship in the amount of \$3,000.00 to the Aseniwuche Winewak Nation for the Annual Round Dance in Grande Cache on April 27, 2024, with funds to come from the 2024 Community Services Sponsorship Budget.

---

## BACKGROUND/PROPOSAL:

The Aseniwuche Winewak Nation (AWN) is hosting a Round Dance on April 27, 2024, at the Grande Cache Curling Rink (Grande Cache Recreation Center) and is requesting a sponsorship of \$10,000.00 to help offset the costs of their annual event.

Aseniwuche Winewak Nation is a non-profit society based in Grande Cache, Alberta that represents over 500 members who share a unique history and ancestry rooted in the Rocky Mountains. The society hosts the Annual Spring Memorial Round Dances within the community to connect the local indigenous, along with the non-indigenous bringing healing to the communities. This event is open to the public, wishing to bring everyone from the community and surrounding areas together to experience local indigenous culture and dancing while sharing their history and traditions.

In 2022 Greenview sponsored the Spring Round Dance in Grande Cache in the amount of \$3,000.00, as well as the Fall Round Dance in the amount of \$2,500.00.

Administration recommends Council provide a sponsorship of \$3,000.00 to help offset the cost of the Round Dance, as the event benefits Greenview residents and surrounding areas by sharing the indigenous culture with the community. Greenview will be recognized with the Greenview logo displayed on the stage and verbal recognition at the event and within the AWN newsletter.

The balance of the Community Services Sponsorship budget is approximately \$154,226.90.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting a traditional indigenous cultural community event for the residents and tourists in Greenview.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may choose to provide an alternate sponsorship amount or take no action to the recommended motion.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** \$3,000.00

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

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will advise the Aseniwuche Winewak Nation of Council's decision.

---

**ATTACHMENT(S):**

- AWN Sponsorship Letter
- AWN- Sponsorship Application
- Round Dance Estimated Budget

# Greenview Sponsorship and Donation Request Form

Row 111

<b>Organization or Person Requesting Funds</b>	Aseniwuche Winewak Nation
<b>Date of Application</b>	02/29/24
<b>Form Date Field</b>	197
<b>Date of Event</b>	04/27/24
<b>Phone Number</b>	780-827-5510
<b>Purpose of Organization</b>	admin@aseniwuche.com
<b>Mailing Address</b>	10020 99st PO Box 1808 Grande Cache, AB
<b>Funding Request Total</b>	10,000.00
<b>Type of sponsorship request</b>	Event
<b>Describe your organization</b>	Aseniwuche Winewak Nation is a non-profit society based in Grande Cache, AB. AWN represents over 500 adults and youth who share a unique history and ancestry as a distinct Indigenous group rooted in the Rocky Mountains.
<b>Intended Purpose</b>	The intended purpose of the funds is to help off set of the costs for AWN Spring Round Dance which includes: Feast for 500 people Giveaway 20 Singers Protocol Invited Guests/Elders Accommodations/ Honorarium
<b>Direct Goals</b>	This event is to bring the local Indigenous and non Indigenous community together, as well as people from other communities to unite as one and bring healing.
<b>Where/When?</b>	The Round Dance is taking place on April 27, 2024 at the Curling Rink (Grande Cache Recreation Centre) in Grande Cache AB
<b>Benefit to residents of Greenview</b>	As it is a public community event , the community of Grande Cache in the MD of Greenview will benefit by bringing everyone together for a night of experiencing the local Indigenous culture and dancing, it is meant to unite everyone.
<b>How many people will benefit</b>	500

<b>Funding from others</b>	Requested any amount that other organizations can donate.
<b>Additional Information</b>	This event is in Grande Cache AB and open to the public.
<b>Recognition</b>	Organizations that sponsored or donated will be recognized publicly and also their company logos will be displayed on the stage. If you would like to also donate any merchandise such as pens, cups, apparel etc, we will also give those away.
<b>Previous Donation</b>	yes, and they were publicly recognized in our AWN newsletter, and at the event itself.
<b>Grant Funds Received from other sources?</b>	
<b>Have you performed any other fundraising projects?</b>	
<b>Agreement</b>	
<b>Grant Purpose</b>	
<b>Column24</b>	
<b>Year Grant Received</b>	
<b>Amount of Grant</b>	
<b>List the donatee, purpose and amount</b>	
<b>What type of fundraising &amp; how much did you raise?</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Financial Statement</b>	
<b>Administration Recommendations</b>	
<b>Email</b>	
<b>MD Logo</b>	

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**Email Comm.**

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**List for  
Recognition**

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**Contact Name(s)**    Nadine Alexis Michelle Moberly

---

**Logo Permission**

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**Agreement with  
Statement**            Alberta

---

**Signature1**            Nadine Alexis

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**FOIP Disclosure**

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February 1, 2024

Re: AWN Spring Round Dance 2024

Dear Valued Partners,

Aseniwuche Winewak Nation is a non-profit organization, we will be holding our annual spring round dance on April 27, 2024. We host this celebration to welcome everyone. The round dance is meant to unite the community and bring healing.

We would like to request your financial support to cover some of the costs associated with hosting our community event. Our goal of funding is \$40,000.

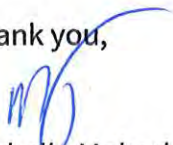
We will set up a space to recognize your company's donation and support of our event, if you would like to provide promotional items such as pens, water bottles etc, we are also looking for items for our raffle table.

On behalf of AWN, we would like to extend our gratitude for all the support provided in our previous round dances and community events. We appreciate our industry partners.

The funding will go towards:

- Feast for 500 people
- Midnight Lunch
- Giveaway
- 20 singers
- Protocol
- Invited Guests/Elders Accommodations/Honorarium
- Elders Honorarium

Thank you,



Michelle Moberly,  
Executive Director  
Aseniwuche Winewak Nation

*miyo wicehtowin*



## ROUND DANCE BUDGET 2024

SERVICES COST	BUDGET FOR EACH	TOTAL	NOTES
MASTER OF CEREMONY	1x \$500	\$1,200	Eugene to be paid \$700
Pipe Ceremony	\$500	\$500	
Elders	4 x \$200	\$800	
Stickman	3 x \$200	\$600	
Lead Singers	10x \$100	\$3,000	First 10 at \$200
Local Lead Singer	\$200	\$200	
CONSUMABLES COST	BUDGET FOR EACH	TOTAL	
Venue Rental	\$500	\$500	
Feast	\$20,000	\$20,000	
Bannock Makers (2.00x1000 pieces)	5 x 400	\$2,000	
Midnight Lunch	\$2,500	\$2,500	
Rooms for special guests	\$140	\$1,400	
Giveaways	\$3,000	\$3,000	
Tobacco	\$950	\$950	
Blankets for elders	\$400	\$400	
Water for singers (20)	\$300	\$300	
AGLC Raffle License	\$25.00	\$25.00	
Community Craft for Raffles			
		\$37,375	



# REQUEST FOR DECISION

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SUBJECT:	<b>Greenview Charity Clay Shoot Donation Recipient(s)</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 26, 2024	CAO:	MANAGER: SAS
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: NB
STRATEGIC PLAN:	Governance	LEG: SS	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION:** That Council select the five Food Banks serving Greenview residents (Fox Creek, Valleyview, DeBolt, Grande Prairie, and Grande Cache) as the donation recipient(s) for the 2024 Clay Shoot Stakeholder Event, with the total funds raised split equally among them.

---

## BACKGROUND/PROPOSAL:

Administration is in the process of organizing the upcoming Greenview Charity Clay Shoot.

*MOTION: 23.10.617 Moved by: COUNCILLOR RYAN RATZLAFF*

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

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

*CARRIED*

In order to clearly identify the intention of the fundraising effort for the 2024 Annual Greenview Clay Shoot to stakeholders, sponsors, and participants, Administration would like Council to choose the recipient(s) of the funds raised from the event prior to commencing with invitations and offering sponsorship opportunities.

In 2023, Council selected the five Food Banks within Greenview as recipients of the funds raised from the Annual Clay Shoot prior to the event. The total funds contributed in 2023 was \$67,535.99.

To ensure that this event benefits multiple areas within Greenview, Administration once again recommends equally splitting the funds raised between the five Food Banks within Greenview (Fox Creek, Valleyview, DeBolt, Grande Prairie and Grande Cache).

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council choosing the recipient(s) prior to the event is that it will inform stakeholders where their sponsorships and donations will be allotted and assist with Greenview's advertising campaign.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to choose different recipient(s) for the funds raised at the 2023 Clay Shoot Stakeholder Event.

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

If Council approves the motion, the recipients of the fundraising will be advertised in the sponsorship packages and advertising campaign.

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ATTACHMENT(S):

- N/A



# Municipal District of Greenview No. 16

NAME: Ryan Ratzlaff

Employee # :

ADDRESS :

Department:

Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
27-Feb	8:15	13:30	M	RCM & Travel for Alberta CARE	380			1	50.00		324.00
28-Feb	9:00	18:00	C	Alberta Care conference	106						469.00
29-Feb	8:30	16:30	C	Alberta Care conference							469.00
1-Mar	8:30	16:00	C	Alberta Care conference	415		1		20.00		469.00
4-Mar				Street light & Voyent open house LS							
5-Mar	7:00	16:00	M	Council workshop	160						469.00
6-Mar	9:00	14:30	M	Council/Alberta Counsel workshop	160						324.00
6-Mar				Little Smoky Community Cemetery							
7-Mar				NLC CCEC							
NOTES:				KILOMETER CLAIM			TOTAL		70.00		2524.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	1221	854.70	NET CLAIM		70.00		2524.00
				\$0.17 per km	1221	207.57					
				SUBTOTAL		1062.27	TOTAL CLAIM				3656.27
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1062.27	AMOUNT DUE (OWING)				\$3,656.27



# Municipal District of Greenview No. 16

NAME: Sally Rosson

Employee # : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

Department: Council

DATE 2024	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
27-Feb	8:30	13:00	M	RCM	16							324.00
5-Mar	7:00	16:00	M	Workshop GP	112							469.00
6-Mar	8:45	14:15	M	Budget Review GP	112							324.00
7-Mar	10:00	14:45	M	CCEC / Open House CEC	16							324.00
NOTES:				KILOMETER CLAIM			TOTAL					1441.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.70 per km	256	179.20	NET CLAIM					1441.00
				\$0.17 per km	256	43.52						
				SUBTOTAL		222.72	TOTAL CLAIM					1663.72
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		222.72	AMOUNT DUE (OWING)					\$1,663.72

*Sally Ann Rosson*  
Claimant

March 8, 2024  
Date

141

Approved

Date



## Municipal District of Greenview No. 16

NAME: Tom Burton

ADDRESS :

Employee # :

Department:

Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
February 27 2024	7:45	11:15	M	Council	120						275.00
February 29 2024	8:30	16:00	M	River of Death and Discovery Dinosaur Museum Society Governance	200						324.00
March 1 2024	7:20	21:15	M	Annual Northern Municipal Law Seminar & TeePee Creek Sponsor Appreciation	120						536.00
March 2 2024			M	4H District Speaking Judging Valleyview							
March 5 2024	8:00	20:00	M	Council Workshop & Ridgevalley Street Lighting Engagement	140						469.00
March 6 2024	7:15	19:45	M	Council Workshop & MD of Greenview Library Board & DeBolt Street Lighting Engagement	120						536.00
March 7 2024	8:15	17:00	M	Friends of Grande Spirit Foundation & River of Death and Discovery Dinosaur Museum Society Governance	200						469.00
NOTES:				KILOMETER CLAIM				TOTAL			2609.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL		LESS GST			
				\$0.70 per km	900	630.00		NET CLAIM			2609.00
				\$0.17 per km	900	153.00					
				SUBTOTAL		783.00		TOTAL			3392.00
				LESS G.S.T.				LESS ADVANCES			
				TOTAL		783		AMOUNT DUE (OWING)			\$3,392.00

Claimant

Date

Approved

Date





# Municipal District of Greenview No. 16

NAME: Jennifer Scott

Employee # : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
27-Feb	8:00	21:30	M	Regular Council Meeting	76						536.00
27-Feb				AGM/General Crooked Creek Rec Brd	30						
1-Mar	7:30	17:30	M	PRED A	274						469.00
5-Mar	7:30	21:00	M	Council Workshop/RV Street Light	176			X	50.00		536.00
6-Mar	7:30	13:30	M	Council Workshop	176						324.00
NOTES:				KILOMETER CLAIM			TOTAL		50.00		1865.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	732	512.40	NET CLAIM		50.00		1865.00
				\$0.17 per km	732	124.44					
				SUBTOTAL		636.84	TOTAL CLAIM				2551.84
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		636.84	AMOUNT DUE (OWING)				\$2,551.84



# Municipal District of Greenview No. 16

NAME: Bill Smith  
 ADDRESS : \_\_\_\_\_

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

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
4-Feb			c	ab tourism	500		x	x	70.00		469.00
5-Feb			c	ab tourism						17.50	469.00
6-Feb			c	ab tourism						17.50	469.00
7-Feb			c	ab tourism	500		x	x	70.00	17.50	469.00
9-Feb	10:00	12:00	m	awn/sucker creek zoom call							275.00
12-Feb	7:00	15:30	m	gig	300						469.00
13-Feb	6:30	18:00	m	council	300	x			20.00		469.00
14-Feb	9:00	11:00	m	mpc/duncan first nation zoom							275.00
16-Feb	15:00	16:00	m	Regional Branding Zoom Meeting							275.00
20-Feb	8:00	22:00	m	cotw grovedale/gprta meeting	90			x	50.00		536.00
21-Feb			c	maskwa/growing the north/afsc	90		x	x	70.00		469.00
22-Feb			c	growing the north	50						469.00
23-Feb	13:00	14:00	M	ASB Western Producer Interview							275.00
27-Feb			c	ab beef	970		x	x	70.00		469.00
28-Feb			c	ab beef/asb meeting				x			469.00
29-Feb			c	ab beef conference							469.00
1-Mar-24			c	ab beef conference							469.00
NOTES:				KILOMETER CLAIM			TOTAL		350.00	52.50	7264.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	2800	1960.00	NET CLAIM		350.00	52.50	7264.00
				\$0.17 per km	2800	476.00					
				SUBTOTAL		2436.00	TOTAL CLAIM				10102.50
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		2436	AMOUNT DUE (OWING)				\$10,102.50



# Municipal District of Greenview No. 16

NAME: Christine Schlieff  
 ADDRESS : [REDACTED]

Employee # :  
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
26-Feb	17:45	20:15	M	Nitehawk chairlift committee	24						275.00
27-Feb	6:45	19:30	M	Reg Council and NiteHawk	305						536.00
29-Feb	18:00	21:30	M	Suicide Prevention update supper	64						275.00
5-Mar	8:15	17:00	M	Greenview U	64						469.00
6-Mar	8:15	13:00	M	Greenview U	64						324.00
7-Mar	14:00	20:30	M	CF & GD Cemetary	64						324.00
NOTES:				KILOMETER CLAIM			TOTAL				2203.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	585	409.50	NET CLAIM				2203.00
				\$0.17 per km	585	99.45					
				SUBTOTAL		508.95	TOTAL CLAIM				2711.95
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		508.95	AMOUNT DUE (OWING)				\$2,711.95



# Municipal District of Greenview No. 16

NAME: Marko Hackenberg  
 ADDRESS : \_\_\_\_\_

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

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
Feb. 26/24	8:00	16:00	M	Drive GC to VV back to GP, orientation	408			X	50.00		324.00
Feb. 27/24	7:30	17:00	M	Drive GP to VV, Council, drive to Andrew	560			X	50.00		469.00
Feb. 28/24	7:30	22:00	M	Andrew AB EOEC Course, drive to GC	531	X		X	70.00		536.00
Mar. 04/24	17:30	21:30	M	Coops and Enterprises then drive GP	185						275.00
Mar. 05/24	9:00	16:00	M	Council Workshop GP							324.00
Mar. 06/24	9:00	14:30	M	Council Workshop GP, drive GC	185						324.00
NOTES:				KILOMETER CLAIM			TOTAL		170.00		2252.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	1869	1308.30	NET CLAIM		170.00		2252.00
				\$0.17 per km	1869	317.73					
				SUBTOTAL		1626.03	TOTAL CLAIM			4048.03	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1626.03	AMOUNT DUE (OWING)			\$4,048.03	



# Municipal District of Greenview No. 16

NAME: Tyler Olsen

Employee # : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
27-Feb	8:00	17:00	m	Regular council return to GC	320	1		1	70.00		469.00
28-Feb	11:00	20:30	m	Travel to edmonton, Alberta Council eve	450						469.00
29-Feb	12:00	21:00	m	CF IRC meeting virtual, City of GP event		1			20.00		469.00
1-Mar	6:30	13:00	m	Breakfst with MLA Long, return to GC	450		1		20.00		324.00
4-Mar	17:00	21:00	m	CO-OP/enterprises, travel to GP	200						275.00
5-Mar	8:30	16:00	m	council workshop							324.00
6-Mar	8:30	15:00	m	council workshop, return to GC	200					297.96	324.00
7-Mar	18:00	19:30	m	GCMCC quarterly meeting							275.00
10-Mar	12:00	15:30	m	Travel to Valleyview	320						275.00
NOTES:				KILOMETER CLAIM			TOTAL		110.00	297.96	3204.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	1940	1358.00	NET CLAIM		110.00	297.96	3204.00
				\$0.17 per km	1940	329.80					
				SUBTOTAL		1687.80	TOTAL CLAIM			5299.76	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1687.8	AMOUNT DUE (OWING)			\$5,299.76	