



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

April 23, 2024

9:00 AM

Administration Building
Valleyview, AB

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES		
		3.1 Regular Council Meeting Minutes held April 9, 2024	3
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION	10:00 a.m.	
		5.1 Audit Discussion Disclosure Harmful to Economic and Other Interests of a Public Body (Section 25, FOIP)	
#6	BYLAWS		
		6.1 Bylaw 24-960 Small Business Tax Incentive	13
		6.2 Bylaw 24-961 Tax Bylaw 2024	21
#7	BUSINESS		
		7.1 Policy 9100 Disposal of Assets	28
		7.2 Grande Cache Chamber of Commerce Grant Extension Request	37
		7.3 Nitehawk Year-Round Adventure Park Correspondence	46
		7.4 MOA – Valleyview Medical & Dental Complex	63
		7.5 Maskwa Medical Clinic – Letter of Support	71
		7.6 2024 Dust Control Options & Product Trials	73
		7.7 Surface Treatment Alternative Options	78

#8 NOTICE OF MOTION

#9 CLOSED SESSION

- 9.1 Tender Award - Bridge File 76637 Construction
Disclosure Harmful to Business Interests of a Third Party
Section 16, FOIP
- 9.2 Tender Award - Bridge File 77159 Construction
Disclosure Harmful to Business Interests of a Third Party
Section 16, FOIP
- 9.3 Construction Tender Award for Forestry Truck Road KM 71-81
Disclosure Harmful to Business Interests of a Third Party
Section 16, FOIP
- 9.4 Tender Award - Construction for Township Road 704 Overlay
Disclosure Harmful to Business Interests of a Third Party
Section 16, FOIP
- 9.5 Tender Award – Grande Cache Water and Sewer Extension –
Memorial Drive
Disclosure Harmful to Business Interests of a Third Party
Section 16, FOIP
- 9.6 Land Sale Agreement
Disclosure Harmful to Business Interests of a Third Party
Section 16, FOIP
- 9.7 Water Use Agreement
Disclosure Harmful to Business Interests of a Third Party
Section 16, FOIP
- 9.8 Ministry Advisory Committee
Advice from Officials
Section 24, FOIP

#10 MEMBERS
REPORTS/EXPENSE CLAIMS

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8
- Ward 8
- Ward 9
- Ward 9

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#11 ADJOURNMENT

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Tuesday, April 9, 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: 24.04.176 Moved by: COUNCILLOR TOM BURTON

That Council adopt the Agenda of the April 9, 2024, Regular Council Meeting as amended.

- Add Closed Session Agenda Item 9.2 - Northern Gateway School Support (Sec 21, FOIP)

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

CARRIED

**#3
MINUTES**

MOTION: 24.04.177 Moved by: COUNCILLOR TOM BURTON
That Council adopt the minutes of the March 26, 2024, Regular Council Meeting as amended.

- Amend motion 24.03.154 to include total revenues number and expenditures number.

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

CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

BUSINESS ARISING FROM MINUTES

4.0 PUBLIC HEARING

5.0 DELEGATIONS

6.0 BYLAWS

Councillor Schlieff exit the meeting at 9:21 a.m.

6.1 BYLAW 24-960 SMALL BUSINESS TAX INCENTIVE

**BYLAW 24-960
1ST READING**

MOTION: 24.04.178 Moved by: COUNCILLOR JENNIFER SCOTT
That Council give first reading to Bylaw 24-960 Small Business Tax Incentive, as amended.

- 5.1 Provincial School Requisitions and Seniors Housing Requisitions should have their own bullet point.

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

ABSENT: Councillor Schlieff

CARRIED

2ND READING

MOTION: 24.04.179 Moved by: COUNCILLOR SALLY ROSSON
That Council give second reading to Bylaw 24-960 Small Business Tax Incentive, as presented.

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

AGAINST: Councillor Dale Smith

ABSENT: Councillor Schlieff

CARRIED

2024 OP BUDGET AMENDMENT

6.2 BYLAW 24-961 TAX BYLAW 2024

MOTION: 24.04.180 Moved by: COUNCILLOR TOM BURTON
That Council amend the 2024 Operating Budget, establishing total revenues of \$178,650,296 and expenditures of \$178,650,296 due to an increase of \$73,002 for The Evergreens Foundation Property Tax Requisition and \$28,290 for the Designated Industrial Property Tax Requisition.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg, Councillor Berry
ABSENT: Councillor Schlieff

CARRIED

BYLAW 24-961 1ST READING

MOTION: 24.04.181 Moved by: COUNCILLOR RYAN RATZLAFF
That Council give first reading to Bylaw 24-961 "Tax Bylaw 2024" as presented.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg, Councillor Berry
ABSENT: Councillor Schlieff

CARRIED

Councillor Schlieff re-entered the meeting at 9:40 a.m.

2ND READING

MOTION: 24.04.182 Moved by: COUNCILLOR SALLY ROSSON
That Council give second reading to Bylaw 24-961 "Tax Bylaw 2024" as amended.

- Update the date for the signing on the bylaw.

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

CARRIED

7.0 NEW BUSINESS

POLICY 8000

7.1 POLICY 8000 "GREENVIEW SUPPORT RECOGNITION"

MOTION: 24.04.183 Moved by: COUNCILLOR DALE SMITH
That Council approve Policy 8000 "Greenview Support Recognition" as presented.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg, Councillor Berry

CARRIED

REPEAL 1026

MOTION: 24.04.184 Moved by: COUNCILLOR JENNIFER SCOTT
That Council repeal Policy 1026 “Greenview Grant Recognition”.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg, Councillor Berry

CARRIED

BEAR CREEK REQUEST

7.2 SPONSORSHIP REQUEST - BEAR CREEK FOLK MUSIC FESTIVAL

MOTION: 24.04.185 Moved by: COUNCILLOR WINSTON DELORME
That Council approve sponsorship in the amount of \$5,500.00 to the Bear Creek Music Festival Society in hosting the 7th Annual Bear Creek Folk Music Festival on August 16-18th, 2024 in Grande Prairie, Alberta, with funds to come from the 2024 Community Services Sponsorship Budget.
FOR: Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg, Councillor Berry
AGAINST: Reeve Olsen

CARRIED

RESOURCE CENTRE FOR SUICIDE PREVENTION

7.3 SPONSORSHIP REQUEST - RESOURCE CENTRE FOR SUICIDE PREVENTION

MOTION: 24.04.186 Moved by: COUNCILLOR JENNIFER SCOTT
That Council approve sponsorship in the amount of \$5,000.00 to the Resource Centre for Suicide Prevention for the “Mental Health Summit: Promoting Wellness in Trades, Industry and Agriculture” May 6 to May 7, 2024, in Grande Prairie, Alberta, with funds to come from the 2024 Community Services Sponsorship Budget.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg, Councillor Berry

CARRIED

2024 FLOWER PURCHASE

7.4 2024 FLOWER PURCHASE

MOTION: 24.04.187 Moved by: COUNCILLOR TOM BURTON
That Council approve of the 2024 Flower Purchase plan as presented, with funds coming from the 2024 Ag. Services General Operating budget and Facilities Maintenance General Operating Budget.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg, Councillor Berry

CARRIED

ISSUANCE

7.5 NOTICE ISSUANCE – CASE FILE 12226, 18041, 20485
MOTION: 24.04.188 Moved by: COUNCILLOR DAVE BERRY
That Council approves the destruction of a crop over 20 acres in size for Case File 12226, 18041, and 20485, to occur in 2024.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg, Councillor Berry
CARRIED

Reeve Olsen recessed the meeting at: 10:08 a.m.
Reeve Olsen reconvened the meeting at: 10:20 a.m.

HOME SUPPORT FEES

7.6 HOME SUPPORT FEES – GREENVIEW
MOTION: 24.04.189 Moved by: COUNCILLOR WINSTON DELORME
That Council directs Administration to review Policy 5001 Home Support, to ensure all eligible Greenview residents are equally represented within the policy, and to provide options on ways to grandfather existing clients if policy change requires it.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg, Councillor Berry
CARRIED

SUNSET HOUSE WELL

7.7 SUNSET HOUSE WELL UPDATE
MOTION: 24.04.190 Moved by: COUNCILLOR DAVE BERRY
That Council accepts the Sunset House water point well report update for information, as presented.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg, Councillor Berry
CARRIED

LETTER OF SUPPORT

7.8 LETTER OF SUPPORT – FALLEN MOUNTAIN SOAP
MOTION: 24.04.191 Moved by: COUNCILLOR WINSTON DELORME
That Council support Fallen Mountain Soap’s initiative to create a helicopter tourism business in the Grande Cache area and sign and return the letter of support.
FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Burton, Councillor Rosson, Councillor Schlieff, Councillor Scott, Councillor Ratzlaff, Councillor Hackenberg, Councillor Berry
CARRIED

Councillor Schlieff exit the meeting 11:00 a.m.

7.9 MANAGERS REPORTS

MOTION: 24.04.192 Moved by: COUNCILLOR RYAN RATZLAFF

That Council accept the Managers Reports for information, as presented.

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

ABSENT: Councillor Schlieff

CARRIED

NOTICE OF MOTION

8.0 NOTICE OF MOTION

CLOSED SESSION

9.0 CLOSED SESSION

MOTION: 24.04.193 Moved by: COUNCILLOR TOM BURTON

That the meeting go to Closed Session, at 11:32 pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

ABSENT: Councillor Schlieff

CARRIED

**9.1 TENDER AWARD – SUNSET HOUSE GRADING SERVICES
DISCLOSURE HARMFUL TO BUSINESS INTEREST OF A THIRD PARTY
SECTION 16, FOIP**

**9.2 NORTHERN GATEWAY SCHOOL DIVISION
DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS
SECTION 21, FOIP**

OPEN SESSION

MOTION: 24.04.194 Moved by: COUNCILLOR DALE SMITH

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 12:11 p.m.

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

ABSENT: Councillor Schlieff

CARRIED

TENDER AWARD

MOTION: 24.04.195 Moved by: COUNCILLOR TOM BURTON

That Council award a 3-year contract for Sunset House/Sweathouse area road grading services to J. Moody Grader Services, at a rate of \$138.90/Hr plus GST, with funds to come from Operations' operational budgets for 2024, 2025, and 2026.

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

ABSENT: Councillor Schlieff

CARRIED

**NORTHERN GATEWAY
SCHOOL DIVISION**

MOTION: 24.04.196 Moved by: COUNCILLOR SALLY ROSSON

That Council direct Administration to provide a letter of support to the Northern Gateway School division in regard to the development of a K-12 School in a manner that has connectivity to the Greenview Regional Multiplex, in Valleyview, Alberta.

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

ABSENT: Councillor Schlieff

CARRIED

MOTION: 24.04.197 Moved by: COUNCILLOR TOM BURTON

That Council direct Administration to arrange a meeting with the Northern Gateway School Board before Council Break in August 2024, for the purpose of discussing the proposed interaction between the new Northern Gateway School, located in Valleyview and the Greenview Regional Multiplex.

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

ABSENT: Councillor Schlieff

CARRIED

**#10 MEMBER REPORTS
AND EXPENSE CLAIMS**

10.0 MEMBERS BUSINESS

WARD 1

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

- March 26, 2024, Regular Council Meeting
- GC Coop and Enterprises Supper Meeting
- Land-Use Bylaw Review

WARD 2 **COUNCILLOR RYAN RATZLAFF** updated Council on recent activities, which include;

- March 26, 2024, Regular Council Meeting
- Fox Creek Community Education Committee Meeting
- Fox Creek Business Synergy Meeting
- Joint Council meeting with Town of Valleyview
- Land-Use Bylaw Review

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

- March 26, 2024, Regular Council Meeting
- Friends of Sturgeon Lake
- Joint Council meeting with Town of Valleyview
- Land-Use Bylaw Review

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

- March 26, 2024, Regular Council Meeting
- Agricultural Services Board Meeting
- SARDA
- Golden Triangle
- Joint Council meeting with Town of Valleyview
- Land-Use Bylaw Review
- Rural Crime Watch
- Sunset House Hall Board

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

- March 26, 2024, Regular Council Meeting
- Valleyview Regional Healthcare Attraction and Retention Committee

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

- March 26, 2024, Regular Council Meeting
- Grande Spirit Foundation Pleasant View Lodge
- Grande Spirit Foundation DeBolt Updates
- Joint Council meeting with Town of Valleyview
- Land-Use Bylaw Review
- River of Death & Discovery Dinosaur Museum Society Governance Committee

WARD 7

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

- March 26, 2024, Regular Council Meeting
- Crooked Creek Community Rec Club
- Valleyview Regional Healthcare Attraction and Retention Committee
- Joint Council meeting with Town of Valleyview
- Land-Use Bylaw Review

WARD 8

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

- March 26, 2024, Regular Council Meeting
- Agricultural Services Board Meeting
- Sturgeon Lake Cree Nation Meeting
- Joint Council meeting with Town of Valleyview
- Land-Use Bylaw Review

WARD 8

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

- Nitehawk Chairlift Committee Meeting
- March 26, 2024, Regular Council Meeting
- Nitehawk Regular Meeting
- Joint Council meeting with Town of Valleyview
- Land-Use Bylaw Review
- South Peace Regional Archives

WARD 9

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

- March 26, 2024, Regular Council Meeting
- Grande Cache Coops and Enterprises Meeting
- Grande Cache Chamber Meeting
- Landuse Bylaw Review

WARD 9

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

- March 26, 2024, Regular Council Meeting
- Grande Cache Coops and Enterprises Meeting
- Landuse Bylaw Review
- Sturgeon Lake Cree Nation Meeting
- Trade Commission Meetings (Jobs, Economy and Trades)
- Quarterly update from Northwest Polytechnic
- Fox Creek Council Meeting
- Korea Pre Departure Meeting
- Joint Council meeting with Town of Valleyview

- In person meeting with Jobs, Economy and Trades, Chrisopher Smith
- Jordan Walker – Invest Alberta Meeting with MLA Dyck

**#10 MEMBERS
BUSINESS**

MOTION: 24.04.198 Moved by: COUNCILLOR TOM BURTON

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

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

ABSENT: Councillor Schlieff

CARRIED

#11 ADJOURNMENT

11.0 ADJOURNMENT

MOTION: 24.04.199 Moved by: COUNCILLOR DALE SMITH

That Council adjourn this Regular Council Meeting at 12:41 p.m.

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

ABSENT: Councillor Schlieff

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT: **Bylaw 24-960 Small Business Tax Incentive**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: April 23, 2024 CAO: MANAGER:
DEPARTMENT: CORPORATE SERVICES DIR: EK PRESENTER: CG
STRATEGIC PLAN: Economy LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A 2000, c.M-26, s.364.2

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 24-960 Small Business Tax Incentive, as presented.

BACKGROUND/PROPOSAL:

During an April 2023 Council meeting, Council inquired about the possibility of small business tax classes when Accurate Assessment Group (AAG) presented their annual report. The recommendation of AAG was to not use a special tax class, as this is burdensome for both Administration and Assessors. AAG advised that there are very few municipalities that do this as a tax class. As there are no regulations guiding a small business tax class, it would be up to Administration to provide the Assessors with tax rolls that the class would apply. This would put the responsibility for Administration to determine in advance of the Assessors doing their annual work, to determine which tax rolls should be considered and any errors would need to be done as a change to their assessments.

MOTION: 23.04.255 Moved by: COUNCILLOR DAVE BERRY

That Council direct Administration to investigate the potential of implementing a Small Business subclass tax for the purpose of supporting small businesses within Greenview for the 2024 tax year.

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

ABSENT: Councillor Dale Smith

As such, Administration is proposing an alternative to a small business tax class in the form of a tax incentive for small businesses. This will encourage growth and revitalization within Greenview and help alleviate rising costs for existing businesses.

Components of the Small Business Tax Incentive Bylaw includes the following:

- 25% exemption to the non-residential portion of property taxes;
- Property taxes paid up to December 31st of the year will be refunded 25% of the total paid amount;

- Annual revenue cannot exceed \$500,000.00;
- An applicant cannot have more than 10 employees;
- Exemptions will be permitted for a maximum of one (1) year per Applicant or once the non-residential assessed value of the Property reaches one-million dollars (\$1,000,000.00) or greater;
- Applicants must have all relevant development permits and a Greenview business license.

Limiting eligible businesses to an annual revenue of \$500,000.00 and 10 employees ensures that the incentive remains with small businesses, excluding medium and large businesses. As well, only excluding 25% of the non-residential portion of property taxes for eligible businesses, allows Greenview to still collect 75% of said taxes, benefitting both the municipality and the business.

Administration has excluded exemptions for machinery and equipment. The inclusion of which would risk the loss of approximately \$11 million from Greenview’s annual revenue.

Assessment Codes included in the bylaw would be:

- 32 GC COMMERCIAL – IMPROVED
- 42 GC INDUSTRIAL – IMPROVED
- 200 COMMERCIAL IMPR/SITE
- 230 COMMERCIAL MUNICIPAL LEASED
- 710 INDUSTRIAL BUILDING
- 720 INDUSTRIAL LAND
- 740 INDUSTRIAL IMPR/SITE

Any vacant non-residential codes have been deliberately excluded. This exemption does not apply to Provincial School Requisitions, Seniors Housing Requisitions, or any property assessed as Linear Property. As per the MGA, exemptions can only be applied to non-residential (class 2) and machinery and equipment (class 4) properties. In reviewing the bylaw for third reading it was noticed that the exclusion of the machinery equipment tax was not listed in the bylaw, it has been added as item 4.2.

This bylaw is based on information that is not known to Administration, such as number of employees and revenue. Pulling from tax rolls that may be eligible for the discount, a sample of the impact has been provided:

BUSINESS Type	ASSESSMENT	MUNICIPAL LEVY	DISCOUNT
Mechanic/Autobody	212,850	\$ 1,627.88	\$ 406.97
Small Retail	294,020	\$ 2,248.66	\$ 562.17
Small Retail	96,710	\$ 739.64	\$ 184.91
Small Trucking	55,200	\$ 422.17	\$ 105.54
Home Based Business	262,710	\$ 2,009.21	\$ 502.30

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that small businesses will be more incentivized to establish and revitalize their business within Greenview.
2. The benefit of Council accepting the recommended motion is that the Small Business Tax Incentive will reduce the financial impact of non-residential property taxes for eligible businesses.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that Greenview will not receive 25% of the revenue for the non-residential portion of property taxes from eligible small businesses who apply for the program.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to defer the implementation of a small business tax incentive until the 2025 taxation year.

Alternative #2: Council has the alternative to make amendments to the bylaw.

FINANCIAL IMPLICATION:

Direct Costs: If all of the 500 eligible non-residential properties received the incentive, the total loss of non-residential property tax revenue would be approximately \$200,000.00. The highest individual roll deduction would be \$1,900.00 with the proposed incentive.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Updates will be made to the process and Administration will work on a plan to properly communicate the opportunity for small businesses.

ATTACHMENT(S):

- Bylaw 24-960 Small Business Tax Incentive



BYLAW 24-960 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 for the purpose of providing for non-residential property tax incentives.

Whereas, the Municipal Government Act, R.S.A. 2000, c.M-26, as amended or repealed and replaced from time to time, permits municipalities to offer exemptions for non-residential (class 2) properties for the purpose of encouraging development or revitalization;

Whereas, the Municipal District of Greenview No. 16 wishes to provide tax incentives to encourage assessment growth and promote non-residential expansion;

Whereas, Council considers it desirable to encourage the development, expansion and continued operation of non-residential properties for the general benefit of the municipality;

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 "Small Business Tax Incentive Bylaw."
2. **DEFINITIONS**
 - 2.1. **Applicant** means a person who applies for an Exemption;
 - 2.2. **CAO** means the Chief Administrative Officer of Greenview, or delegate;
 - 2.3. **Complete Application** means an application submitted pursuant to this bylaw that includes the application form, any information and documents as required by the application form and any additional application requirements for the tax incentives under this bylaw, including any additional documentation requested by Greenview to verify the accuracy of the information provided;
 - 2.4. **Council** means the Council of Greenview;
 - 2.5. **Exemption** means the portion of taxes on non-residential Property that has been determined to be exempt in accordance with this bylaw;
 - 2.6. **Greenview** means the Municipal District of Greenview No. 16.
 - 2.7. **Municipal Government Act** means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time;

- 2.8. **Non-residential** means the type of Property falling within the assessment class specified in section 297(1)(b) of the Municipal Government Act;
- 2.9. **Property** means the Property or properties listed on the Complete Application for which an Applicant is applying to qualify for an Exemption;
- 2.10. **Qualifying Property** means a Property which meets the criteria under this bylaw for an Exemption;

3. **CRITERIA FOR TAX EXEMPTION**

- 3.1. To be eligible for an Exemption, the following criteria must be met and maintained over the course of the Exemption period:
 - A) An Applicant's annual revenue cannot exceed \$500,000.00;
 - B) An Applicant cannot have more than ten (10) employees;
 - C) The Property must be a Non-residential development as that term is defined in this bylaw and per Greenview's Land Use Bylaw, as amended;
 - D) All necessary development approvals must be obtained from Greenview;
 - E) Non-residential businesses must have an active business license from Greenview;
 - F) An Applicant must not be in the process of foreclosure, bankruptcy, or receivership;
 - G) An Applicant must not be in arrears with regard to taxes, utilities, or other fees owed to Greenview, including late payment penalties. Property taxes must be paid in full;
 - H) An Applicant who is developing a new business in Greenview cannot apply until the completed Property has been assessed by Greenview's municipal assessor; and,
 - I) An Applicant cannot be in litigation with Greenview.

4. **INELIGIBLE NON-RESIDENTIAL PROJECTS**

- 4.1. Any projects or properties assessed as Linear Property are ineligible for an Exemption.
- 4.2. Any projects or properties assessed as Machinery and Equipment are ineligible for an Exemption.

5. **DETAILS OF EXEMPTION**

- 5.1. The Exemption only applies to municipal taxes.
- 5.2. Provincial School Requisitions and Seniors Housing Requisitions are excluded from the application of this bylaw.
- 5.3. An Applicant deemed eligible by Greenview shall receive an Exemption as outlined in Section 8 of this Bylaw at any time prior to December 31st of each year. Property taxes paid up to December 31st of the year will be refunded 25% of the total paid amount.
- 5.4. Exemptions will be permitted for a maximum of one (1) year per Applicant or once the Non-residential assessed value of the Property reaches one-million dollars (\$1,000,000.00) or greater, whichever occurs first.

5.5. Applicants may apply for an Exemption annually.

6. CHANGE OF OWNERSHIP

6.1. Any change in ownership of the Property will not affect the Exemption unless the new owner(s) falls within one or more of the terms of disqualification.

6.2. To maintain eligibility for the Exemption, the new owner(s) must assume the obligations outlined in the written decision provided under Section 9 of this Bylaw.

7. APPLICATION FOR TAX EXEMPTION PROGRAM

7.1. The CAO has the authority to determine whether an Exemption will be granted in accordance with this Bylaw.

7.2. The application process for an Exemption is as follows:

- A) Applicants must submit a Complete Application to Greenview before the December 31 deadline;
- B) A Complete Application must be received before construction of a new project or expansion project commences;
- C) Notwithstanding the Complete Application requirements, Greenview may require additional information that, at the discretion of Greenview, is necessary to complete the application or determine program eligibility and may request the Applicant's consent be given to Greenview to obtain such additional information; and
- D) Greenview will advise Applicants in writing of the outcome of their request for an Exemption.

7.3. In the case of new or expanding businesses, the Exemption, if approved, will not begin until all development permits or development agreements are in place.

8. CALCULATION OF EXEMPTION

8.1. An approved Exemption of 25% will be applied to the municipal Non-residential portion of Property taxes.

9. DECISION ON EXEMPTION

9.1. If the CAO grants an Exemption, the applicant will receive a written decision outlining the following information:

- A) The taxation year to which the Exemption applies, which will not include any retroactive Exemption for years prior;
- B) Conditions of the Exemption, the breach of which will result in cancellation of the Exemption;
- C) The taxation year(s) to which the conditions of Exemption apply;
- D) The date on which the Exemption shall begin;
- E) The amount of the Exemption, to be calculated and applied in accordance with Section 8 of this bylaw; and,
- F) Any other information or conditions provided by Greenview.

- 9.2. If the CAO denies an Exemption application, the CAO will issue a written decision to the Applicant outlining the following information:
- A) The reason(s) the application was denied; and,
 - B) The date by which an application for an appeal to Council must be submitted.
- 9.3. A request for an appeal must be in writing and received by Greenview no later than thirty (30) days following the decision denying or cancelling the Exemption, or before the end of the calendar year (December 31), whichever comes first.
- 9.4. Council, after considering the appeal, may:
- A) Uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an Exemption; or,
 - B) Direct the CAO to revise or amend the decision with respect to the matter.

10. **SEVERABILITY**

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

11. **COMING INTO FORCE**

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

Read a first time this 9 day of April, 2024.

Read a second time this 9 day of April, 2024.

Read a third time this ____ day of _____, 2024.

REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	Bylaw 24-961 "Tax Bylaw 2024"		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	April 23, 2024	CAO:	MANAGER: CG
DEPARTMENT:	FINANCE	DIR: EK	PRESENTER: CG
STRATEGIC PLAN:	Economy	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act Sec 353, 354 and 355

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 24-961 "Tax Bylaw 2024" as presented.

BACKGROUND/PROPOSAL:

Council passed the final Operating and Capital budgets on March 26, 2024. Amendments were made before first reading of the Tax Rate Bylaw April 9, 2024 to update expenditures and transfers such that \$178,650,296 was the new total. The Revenue total is also \$178,650,296.

The balance of \$116,591,996 is to be raised by general municipal taxation.

Budgeted Operating Expenses	\$	178,650,296
Less Total Requisitions	\$	(39,203,829)
Total Municipal Expenditures	\$	139,446,467
Budgeted Operating Revenue	\$	178,650,296
Less Total Property Tax Revenue	\$	(155,795,825)
Revenue and Funding Other Than Taxation	\$	22,854,471
Municipal Tax Requirement	\$	116,591,996

In addition to collecting property taxes for municipal purposes, Greenview is also required to collect property taxes for Seniors Foundations requisitions and on behalf of the province for designated industrial properties and education.

No further changes were made to the tax rate bylaw, which shows:

- The Rural Residential municipal tax rate is the same at 2.4977%
- The Grande Cache Residential municipal tax rate is the same at 7.1748%
- The Non-Residential municipal tax rate is the same at 7.3350%
- The Residential Alberta School Foundation rate increased slightly to 2.3752% (2022 - 2.3750%).
- The Non-Residential Alberta School Foundation requisition rate increased by 42% to 4.9586% (2023 - 3.4875%).
- The Senior's Foundations requisitions has increased by 7% to 0.3353% (2023 - 0.3130%), reflecting an increase in the funding requests from these organizations.
- The Grande Cache debt repayment rate has decreased by 4% to 0.9340% (2023 - 0.9753%) reflecting an increase in assessment values.
- The Requisition Allowance has increased 26% to 0.0212% (2023 - 0.0168%) primarily due to a decrease in assessment values.
- The Designated Industrial Properties tax rate has increased 3% to 0.0765% (2023 - 0.0746%).

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will comply with legislation which requires them to pass a tax rate bylaw annually.
2. The benefit of Council accepting the recommended motion is that Administration will be able to send tax notices after the bylaw is passed.
3. The benefit of Council accepting the recommended motion is that the bylaw supports the Operating Budget passed by Council.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: None

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will prepare the tax notices in accordance with the bylaw and issue them in accordance with Provincial requirements.

ATTACHMENT(S):

- Municipal Government Act sections 353, 354 and 355
- Bylaw No. 24-961

Municipal Government Act

Property tax bylaw

353(1) Each council must pass a property tax bylaw annually.

(2) The property tax bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of (a) the expenditures and transfers set out in the budget of the municipality, and (b) the requisitions.

(3) The tax must not be imposed in respect of property (a) that is exempt under section 351, 361 or 362, or (b) that is exempt under section 363 or 364, unless the bylaw passed under that section makes the property taxable.

Tax rates

354(1) The property tax bylaw must set and show separately all of the tax rates that must be imposed under this Division to raise the revenue required under section 353(2).

(2) A tax rate must be set for each assessment class or sub-class referred to in section 297

(3) The tax rate may be different for each assessment class or sub-class referred to in section 297. (3.1) Despite subsection (3), the tax rate for the class referred to in section 297(1)(d) and the tax rate for the sub-classes referred to in section 297(2.1) must be set in accordance with the regulations.

(4) The tax rates set by the property tax bylaw must not be amended after the municipality sends the tax notices to the taxpayers unless subsection (5) applies.

(5) If after sending out the tax notices the municipality discovers an error or omission that relates to the tax rates set by the property tax bylaw, the municipality may (a) amend the property tax bylaw to the extent necessary to correct the error or omission, and (b) send out amended tax notices, if required as a result of the corrections to the property tax bylaw.

(6) A municipality must, within 30 days after passing a property tax bylaw amendment under subsection (5), provide the Minister with a copy of the amended bylaw.

Calculating tax rates

355 A tax rate is calculated by dividing the amount of revenue required by the total assessment of all property on which that tax rate is to be imposed.



BYLAW No. 24-961 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 to provide for the rates of taxation to be levied against assessable property within the Municipal District of Greenview No. 16 for the 2024 taxation year.

Whereas, the Municipal District of Greenview No. 16 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on April 9, 2024; and

Whereas, the estimated municipal expenditures and transfers set out in the budget for the Municipality of Greenview No. 16 for 2024 total \$139,446,467 and

Whereas, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$22,854,471 and the balance of \$116,591,996 is to be raised by general municipal taxation; and

Whereas, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential/Farmland	\$ 2,773,207
Non-Residential	\$ <u>29,121,294</u>
	\$ 31,894,501

Opted Out School Boards

Residential/Farmland	\$ 81,070
Non-Residential	\$ <u>884</u>
	\$ 81,954

Requisition Allowance MGA (359(2)) \$ 150,000

Seniors Foundations \$ 5,526,366

Designated Industrial Properties Requisition \$ 1,139,479

Whereas, the Council of the Municipality is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

Whereas, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

Whereas, the assessed value of all property in the Municipal District of Greenview No. 16 as shown on the assessment roll is:

Residential/Farmland	\$	890,075,840
Residential Municipal Only	\$	5,500,540
Residential Grande Cache	\$	311,610,280
Residential Grande Cache Municipal Only	\$	4,403,930
DIP Residential/Farmland	\$	18,000
Non-Residential	\$	213,223,240
Non-Residential Municipal Only	\$	1,862,040
Non-Residential Grande Cache	\$	123,164,160
Machinery & Equipment	\$	47,668,380
DIP Non-Residential	\$	5,536,634,220
DIP Machinery & Equipment	\$	6,946,851,200
DIP Power Generation	<u>\$</u>	<u>2,411,814,430</u>
Total Taxable Assessment	\$	16,492,826,260

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 “Tax Bylaw 2024”.

2. **AUTHORIZATION**

2.1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Municipal District of Greenview No. 16:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential/Farmland	\$2,236,926	\$895,594,380	2.4977
Residential Grande Cache	\$2,267,339	\$316,014,210	7.1748
Non-Residential	\$112,087,732	\$15,281,217,670	7.3350
Grande Cache Properties Special Tax (Borrowing)			
Residential/Non-Residential	\$411,528	\$440,585,640	0.9340
ASFF/Opted-Out School Boards			
Residential/Farmland	\$2,854,277	\$1,201,704,120	2.3752
Non-Residential	\$29,122,178	\$5,873,021,620	4.9586
Requisition Allowance	\$150,000	\$7,074,725,740	0.0212
Seniors Foundations	\$5,526,366	\$16,481,059,750	0.3353
Designated Industrial Properties	\$1,139,479	\$14,895,299,850	0.0765

2.2. The minimum amount payable as property tax for general municipal purposes shall be \$20.00.

3. DUE DATES

3.1. Non-Residential taxes are due and payable on July 2nd, 2024.

3.2. Residential/Farmland taxes are due and payable on November 15th, 2024.

4. PENALTIES

4.1. In the event of any current taxes remaining unpaid for Non-Residential after July 2nd, 2024, there shall be levied a penalty of 8%, on July 3rd, 2024.

4.2. In the event of any current taxes remaining unpaid for Residential/Farmland after November 15th, 2024, there shall be levied a penalty of 8%, November 16th, 2024.

4.3. In the event of any current taxes remaining unpaid after December 31st, 2024, there shall be levied a penalty of 10% on January 1st, 2025.

4.4. In the event of any arrear's taxes remaining unpaid after December 31st, 2024, there shall be levied a penalty of 18% on January 1st, 2025, and in each succeeding year thereafter, so long as the taxes remain unpaid.

5. INDEMNIFICATION

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

6. COMING INTO FORCE

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

Read a first time this 9th day of April, 2024.

Read a second time this 9th day of April, 2024.

Read a third time this ____ day of _____, 2024.

REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	Policy 9100 Disposal of Assets		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	April 23, 2024	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: JH
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – AD26 Surplus Assets

RECOMMENDED ACTION:

MOTION: That Council approve Policy 9100 “Disposal of Assets” as presented.

MOTION: That Council repeal Policy AD26 “Surplus Assets”.

BACKGROUND/PROPOSAL:

Greenview currently has a surplus asset policy, AD26, that provides guidelines for how the municipality will dispose of surplus equipment, fixed assets, furniture, machinery, and vehicles. This policy has not been reviewed since 2010.

As such, administration is proposing an entirely new policy. The purpose of which is to establish consistent, transparent, and equitable processes on the disposition of Greenview owned assets and surplus supply of goods in a fair manner, while recovering the maximum residual value.

Notable new proposals include permitting the CAO to dispose of assets with a value of less than \$1,000.00. Assets will be broken apart and brought to Council in two parts. The first list will include electronics, office equipment, small equipment and tools. The second list will contain any assets remaining from the first list that were unable to be sold, in addition to any machinery, equipment and fleet assets needing disposal. The new iteration of the policy also allows Greenview employees the opportunity to purchase unsold electronics, office equipment, small equipment and tools.

Policy 9100 was recommended for Council approval at the Policy Review Committee meeting held on April 10, 2024. The Committee recommended the following amendments:

- 3.3 Auctioneer to be chosen by Council
- 3.2(A) Add “for a period of 6 weeks”
- Change title to “Disposal of Assets”

All of the amendments have been incorporated into the policy.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that they will have the opportunity to review Greenview's asset disposal procedure.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to recommend amendments to the policy.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

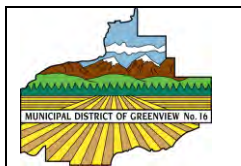
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will incorporate any amendments and will update registries to reflect the policy change.

ATTACHMENT(S):

- Policy AD26 "Surplus Assets" (Current)
- Policy 9100 "Disposal of Assets" (draft)



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

POLICY TITLE: SURPLUS ASSETS	Page 2 of 2
Date Adopted by Council / Motion Number:	03.04.239

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

CURRENT

(Original signed copy on file)
REEVE

C.A.O.

TITLE: PROCEDURES FOR SURPLUS ASSETS	Page 1 of 1
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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.

CURRENT

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

Title: ~~Disposition~~ **Disposal** of Assets

Policy No: 9100

Effective Date: Date passed in Council.

Motion Number:

Repealed Policy: AD26

Department: Corporate Services

Review Date: (3 Years from date approved)



Legal References:

Agricultural Societies Act, R.S.A. 2000, c. A-11.
 Societies Act, R.S.A. 2000, c. S-14
 Municipal Government Act, R.S.A. 2000, c. M-26
 Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23
 Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.).

Cross References:

Bylaw 20-855 "Advertising"
 Policy 1507 "Tangible Capital Assets"
 Policy 1034 "Asset Management"
 Policy 8002 "Community Grants"
 Policy 8011 "In-kind Donations"
 Policy 1034 "Asset Management"

Purpose: To establish consistent, transparent, and equitable processes on the disposition of Greenview owned assets and surplus supply of goods in a fair manner, while recovering the maximum residual value

1. DEFINITIONS

- 1.1. **Asset** means an economic resource controlled by Greenview as a result of past transactions or events and from which future economic benefits are expected to be obtained. Assets have three essential characteristics:
 - A) They embody a future benefit that involves a capacity, singly or in combination with other Assets, to provide future net cash flows, or to provide goods and services;
 - B) Greenview can control access to the benefit; and,
 - C) The transaction or event giving rise to Greenview’s control of the benefit has already occurred.
- 1.2. **Chief Administrative Officer (CAO)** means the Chief Administration Officer for Greenview or their delegate.
- 1.3. **AMO** means Asset Management Officer of Greenview.
- 1.4. **Disposal** means to sell or dispose of an Asset.
- 1.5. **Greenview** means the Municipal District of Greenview No. 16.

- 1.6. **Miscellaneous Goods** mean Surplus goods or Assets where the value is less than the estimated cost of commission at auction, which are not accepted for sale by auction, or that otherwise do not meet the definition of a Tangible Capital Asset.
- 1.7. **Net Book Value** means the historical cost of an asset less accumulated amortization.
- 1.8. **Non-profit Organization (NPO)** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy, organizations incorporated under the following acts of Alberta and Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act (Canada)*; or
 - D) Registered as a charity under the *Income Tax Act (Canada)*.
- 1.9. **Senior Leadership Team (SLT)** means the CAO and Directors of Greenview.
- 1.10. **Surplus** describes the amount of an Asset or resource that exceeds the portion that's actively utilized.
- 1.11. **Tangible Capital Asset** means financial Assets having a physical substance that:
 - A) Are held for use in the production or supply of goods or services;
 - B) Have useful lives that extend beyond one year;
 - C) Are to be used on a continuing basis by Greenview; and
 - D) Are not for sale in the ordinary course of operations.

2. POLICY STATEMENT

- 2.1. Assets to be disposed of with a value less than \$1,000.00 may be disposed of at the discretion of the CAO. Assets with a Net Book Value greater than \$1,000.00 will be presented to Council for Disposal approval.
- 2.2. Beginning on January 1st, managers will compile a list of all Miscellaneous Goods and Assets that are at the end of their useful life, in need of replacement, or not required by their respective Greenview departments. All department Surplus lists require Director sign-off prior to being released to the AMO.

Once the AMO has reviewed the list, it will be brought to SLT for approval. Once approved by SLT, the Surplus list will be presented to the Council no later than the second Council meeting in February.

The AMO will initially bring two Disposal lists to Council. The first list will include Electronics, Office Equipment, and Small Equipment/Tools to be disposed of (See Section 3.2). The second list will be a draft proposal of all the Machinery, Equipment, and Fleet Assets for Disposal. Assets on the first list are to be Disposed of once approved by Council. The CAO will be responsible for the Disposal of the Surplus Assets in accordance with this policy.

The final list of Machinery, Equipment, and Fleet Assets and whatever is remaining for Office Equipment, Electronics, and Small Equipment/Tools from the first list, will be brought to SLT at the beginning of June for approval, to be presented to Council by the second Council meeting in June for Disposal approval. The CAO will be responsible for the Disposal of the Assets on the approved list in accordance with this policy.

- 2.3. Council may establish a reserve bid for Asset Disposal.
- 2.4. Any item determined to be of no value or unsafe must be Disposed of as waste or recycled in an appropriate manner.
- 2.5. All items to be sold are on an “as is, where is” basis with no warranties or guarantees expressed or implied.

3. DISPOSITION OF ASSETS

- 3.1. Surplus Assets will be identified annually; however, it is recognized that there may be an occasion when an unplanned Disposal of an asset is determined advisable or necessary.
- 3.2. Surplus Assets will be Disposed of in one of three ways once approved by Council:
 - A) All Electronics, Office Equipment and Small Equipment/Tools will be offered to Non-profit Organizations for purchase or donation. If offered for purchase, Council will set the minimum value for which the Asset may be sold. The Asset will be posted to Greenview’s website for a period of 6 (six) weeks. Assets will be sold on a first-come, first-served basis, proposals must be sent to the following email address greenview_surplus@mdgreenview.ab.ca;
 - B) The remaining Electronics, Office Equipment and Small Equipment/Tools shall be available for staff to purchase with the sale price determined by Council. The AMO shall post the assets on SharePoint for a period of 6 weeks. The names of staff will be gathered via email and then will be put on a raffle where the staff member chosen will have the opportunity to purchase the Asset.
 - C) Assets that have not been sold in the first two steps will be added to the Machinery, Equipment, and Fleet Assets to be presented at the second Council meeting in June and sold at auction.
- 3.3. The auctioneer used to Dispose of Assets will be selected by Council resolution. ~~through a competitive procurement process as established by procurement policy standards.~~
- 3.4. Non-profit Organizations and municipalities may apply for Surplus Asset donation or sale provided they:
 - A) Submit written requests to the CAO expressing interest in a Greenview Surplus Asset slated for Disposal.
 - B) Greenview Administration will present the requests to Council for approval. Council may approve a donation of an Asset or may recommend the sale of the Asset directly to a Non-profit Organization or other municipality. Greenview Council may determine the price of the sale to a maximum of the net book value of the surplus asset.
- 3.5. Emergency & Protective Services Asset Disposal:
 - A) Emergency vehicles will be Disposed of through Council with a reserve price set by Council. This is to cover the cost of returning these vehicles back to their original state prior to becoming an emergency vehicle. The Assets may be made available for purchase by municipalities once the Assets have been de-badged and key Greenview Assets have been removed. These Assets may be presented throughout the year or as required when determining new Asset availability.

4. COUNCIL RESPONSIBILITIES

- 4.1. Council is responsible for providing Administration direction on Asset Disposal as outlined in this policy.

- 4.2. Council shall set the reserve price, and review and approve the Disposal of Emergency & Protective Services Assets.
- 4.3. Council is responsible for approving the Disposal of Assets exceeding \$1,000.00, and those Assets presented to Council for Disposal direction.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1. Administration shall annually produce a registry of Surplus Assets and Assets for Disposal.
- 5.2. Administration shall notify departments of the due date to have Surplus Asset ready for Disposal.
- 5.3. Administration will adhere to this policy and the procedures for the Disposal of Surplus Assets.
- 5.4. Administration will ensure interdepartmental Assets are Disposed of and ensure the proceeds of the sale are accounted for in the appropriate reserve and accurate insurance is maintained for Greenview Assets.
- 5.5. Administration will advertise and organize the Disposal of Assets once Disposal is approved pursuant to this policy.
- 5.6. The CAO may approve the Disposal of Surplus Assets valued at less than \$1,000.00.
 - A) Administration will report the sale of Assets valued at less than \$1,000.00 to Council.

DRAFT



REQUEST FOR DECISION

SUBJECT: Grande Cache Chamber of Commerce Grant Extension Request
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: April 23, 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 8015, Community Impact Grant

RECOMMENDED ACTION:

MOTION: That Council take no action to the grant extension request of the 2018 operating grant in the amount of \$25,000.00 from the Grande Cache Chamber of Commerce.

BACKGROUND/PROPOSAL:

Greenview Administration received a letter from the Grande Cache Chamber of Commerce (Grande Cache Chamber), dated March 15, 2024, requesting the extension of the grant funding period until December 31, 2024, for the 2018 operating grant in the amount of \$25,000.00.

The Grande Cache Chamber is a non-profit organization whose goals are to advance the economic vitality and quality of life, and champion the cause of education, striving to develop efficient and productive methods for delivery of quality education and workforce development services.

Administration sent a letter to the Grande Cache Chamber, dated February 8, 2024 (attached) regarding the 2018 awarded grant, requesting the Grande Cache Chamber provide the following to Greenview by March 29, 2024:

1. Submit reporting on any used funds from the \$25,000.00 grant awarded in 2018.
2. Return all unused funds from the \$25,000.00 grant awarded in 2018.
3. Present financials to the Committee of the Whole of current status and accompany with a reallocation of funds request that stipulates the use(s), timelines to utilize and progress reporting plan.

Administration received a reply letter dated March 15, 2024 (attached), that did not address the above requests, but requested an extension of the grant until December 31, 2024.

Greenview's Community Impact Grant Policy 8015 states if an applicant has excess funds at the end of a fiscal year the organization must request the reallocation of funds to be approved by Council or return the funds to Greenview.

The Grande Cache Chamber held their 2023 Annual General Meeting on March 28, 2024, where Executive Officers and Directors were elected.

Administration recommends Council take no action to the grant extension request, and request the funds be returned to Greenview to comply with the Community Impact Grant Policy 8015. Administration can advise the Chamber that they can re-apply for a grant or apply for a sponsorship, pending what projects or events the new executive decides upon. The grant deadline of April 15, 2024, has passed, however Administration can still accept a 2024 grant application from the Grande Cache Chamber to present to Council.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it will allow resolution to the 2018 outstanding grant and grant reporting, and permit Administration and the Chamber to move forward with new grants and activities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended action is that the Grande Cache Chamber will have missed the 2024 Community grant deadline, however Administration can still accept a 2024 grant application from the Grande Cache Chamber to present to Council.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to request additional information from the Grande Cache Chamber and/or request they present at a Committee of the Whole meeting.

Alternative #2: Council has the alternative to grant an extension to the Grande Cache Chamber of Commerce.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

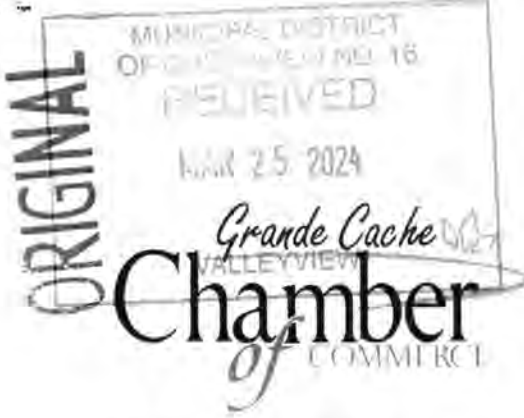
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the Grande Cache Chamber of Commerce of Council's decision.

ATTACHMENT(S):

- Letter from the Grande Cache Chamber (dated March 15, 2024)
- Letter to the Grande Cache Chamber (dated February 8, 2024)



Box 1342 Grande Cache, Alberta, T0E 0Y0, Canada
Phone: 780-827-2696 E-mail: gcc@grandecachechamber.com

Municipal District of Greenview
Box 1079
Valleyview, AB
T0H 3N0

March 15, 2024

TO: Michelle Honeyman
Director , Community Services

Re: 2018 Grant Funds Letter of Feb. 8, 2024
Grande Cache Chamber of Commerce

Your letter of February 8, 2024 is hereby acknowledged.

The Funds received (\$25,000) from the grant application from 2018, as of March 16, 2024, **have not been spent**. The original grant request was \$68,000 for operational expenses as well.

This funding acquired by the Chamber, was to be put forward to assist local business with necessary 'partial ' signage construction costs, for tourism signs on highway 40.

Please note:

- The funding was received initially and further extended, during a period (2018 and 2019) during which, construction along highway 40 prevented the final selection of appropriate sign locations and limited further 'business' interest.
- The subsequent timeline of 2020 -2022 was a period during the Covid scenario that businesses were not actively looking to expend nonessential funds. This further limited any possible expenditure of the funds.
- During a period of **October-2018 – March14-2023** the Grande Cache Chamber of Commerce worked and communicated with **Kevin Keller (Manager of Economic Development for the MD of Greenview) as directed by the MD of Greenview's "Extension Letter" of Oct. 29, 2018.**
- The Chamber has communicated with and met with Martino Verheaghe and Larry Gibson of MD of Greenview Economic Development during period Jan. 27, 2023 to the present.
- Further communications have also been made periodically with Jenn Daubert of MD of Greenview Economic Development and Tourism.
- The MD of Greenview has currently acquired a membership in the Chamber from 2024 – 2028.
- The circumstances impacting the final disbursements of the grant funds, were DISCUSSED and have been understood by MD Economic development staff.

Tourism is considered a definite element of economic development that benefits the Hamlet of Grande Cache. Highway signage is a key to the development of tourism visitation to the community.

As per letter of Feb 8, 2024

Extension Request: The Grande Cache Chamber of Commerce respectfully requests an extension of the grant funding period until Dec. 31, 2024. This would enable the current 13 + interested businesses to arrange for their individual signing agreement requirements.

Individual sign support for an individual business is limited to \$2,000 per business interest (\$1,000 per sign location outside of community. Funding allows for 10-12 businesses in 2024, totalling \$20,000-\$24,000. The balance of accountable funds would be absorbed by the Chamber Admin costs for 2024. (\$1,000)

Financials: A copy of the Annual Balance Sheet and Income Statement for 2023 has been attached, as requested. Total amount of grant is reflected within the total assets.

Reporting Timelines : Chamber of Commerce meetings reports regularly for their sign program. Minutes of monthly meetings are provided to attending MD Greenview member and can be sent regularly to Ward 9 Councillors for their input to MD Council.

Sincerely,

R.C. Bambrick
President
Grande Cache Chamber of Commerce

Cc: Lisa Lenentine Community Services Coordinator
Martino Verhaeghe – Director of Planning and Economic Development
Larry Gibson - Manager Economic Development
Jenn Daubert - Economic Development and Tourism
Marco Hackenberg – Ward 9 Councillor
Tyler Olson – Ward 9 Councillor / Reeve
Winston Delorm – Ward 7 Councillor

**Grande Cache Chamber of Commerce
Balance Sheet
As at Dec 31, 2023**

CURRENT ASSETS

CIBC Bank - (GCC)	<u>37,048.28</u>	
TOTAL CURRENT ASSETS		<u>37,048.28</u>

CAPITAL ASSETS

Office Furniture	<u>681.45</u>	
TOTAL CAPITAL ASSETS		<u>681.45</u>

TOTAL ASSET		<u><u>37,729.73</u></u>
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LIABILITY

CURRENT LIABILITIES

Prepaid memberships for 2024 annual	420.00	
Prepaid memberships for 2024 5 year	<u>2,400.00</u>	
TOTAL: Prepaid memberships for 2024		<u>2,820.00</u>
TOAL CURRENT LIABILITIES		<u>2,820.00</u>

TOTAL LIABILITY		2,820.00
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EQUITY

RETAINED EARNINGS

Retained Earnings	34,976.83	
Current Earnings	<u>(67.10)</u>	
TOTAL RETAINED EARNINGS		<u>34,909.73</u>

TOTAL EQUITY		<u>34,909.73</u>
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LIABILITIES AND EQUITY		<u><u>37,729.73</u></u>
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This financial statement has been reviewed and approved by:

RICHARD C BAMBRICK *R. Bambrick*
Name (printed) Signature

Susan Feddema *S Feddema*
Name (printed) Signature

President
Position

Past President
Position

Date *March 18, 2024*

Date *March 18, 2024*

**Grande Cache Chamber of Commerce
Income Statement
Jan 01, 2023 to Dec 31, 2023**

REVENUE

REVENUE

Chamber Membership Dues (annual)	<u>840.00</u>
TOTAL REVENUE	<u>840.00</u>

EXPENSE

OPERATING EXPENSES

Advertising & promotion	225.00
Bank charges & interest	54.00
Membership fees	165.06
Office & postage	<u>463.04</u>
TOTAL EXPENSES	<u>907.10</u>

NET INCOME	<u>(67.10)</u>
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Municipal District of **GREENVIEW**

February 8, 2024

Grande Cache Chamber of Commerce
Box 1342
Grande Cache, AB T0E 0Y0

Attention: Mr. Richard Brambrick, President

Subject: 2018 Grant Funds

In follow up to Greenview's letter dated October 19, 2018, regarding the 2018 Grant Extension letter, it has come to our attention that the conditions outlined in the letter have not been met. Greenview has been trying to work with the Grande Cache Chamber regarding the unused grant funding, however we have had no response to date.

Greenview's Community Impact Grant Policy states if an applicant has excess funds at the end of a fiscal year the organization must request the reallocation of funds to be approved by Council or return the funds to Greenview. As reporting on the 2018 awarded grant is outstanding, please provide the following to Greenview by **March 29, 2024**:

1. Submit reporting on any used funds from the \$25,000.00 grant awarded in 2018.
2. Return all unused funds from the \$25,000.00 grant awarded in 2018.
3. Present financials to the COTW of current status and accompany with a reallocation of funds request that stipulates the use(s), timelines to utilize and progress reporting plan.

Please note any future funding requests will not be considered until the reporting or/and unused funds have been received by Greenview.

Greenview remains supportive of your organization and looks forward to working with your organization on future initiatives. Should you have any questions or concerns, please contact Lisa Lenentine, Community Services Coordinator at 780.524.7647 or

greenviewgivesback@mdgreenview.ab.ca, who will be pleased to assist you.

Sincerely,

Michelle Honeyman

Michelle Honeyman

Director, Community Services

Cc: Larry Gibson, Economic Development

/ll



REQUEST FOR DECISION

SUBJECT:	Nitehawk Year-Round Adventure Park Correspondence		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	April 23, 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 8015, Community Impact Grant

RECOMMENDED ACTION:

MOTION: That Council accept the letter from Nitehawk Year-Round Adventure Park dated March 22, 2024, for information, as presented.

MOTION: That Council approve the reallocation of up to \$125,000.00 of the 2024 capital grant to Nitehawk Year-Round Adventure Park to be used for operational funds in 2024.

BACKGROUND/PROPOSAL:

The Nitehawk Year-Round Adventure Park (Nitehawk) has submitted the attached letter dated March 22, 2024, and email correspondence dated March 27, 2024, advising Greenview of the projected operating budget shortfall for the 2023-2024 season as well as direction from the Nitehawk Board. Nitehawk is requesting assistance in emergency funding from all three municipal partners in the total amount of \$350,000.00. Where emergency funding is not an option, Nitehawk is requesting to reallocate existing capital funding of up to \$350,000.00 in total from all three municipal partners.

Nitehawk Year Round Adventure Park is a non-profit organization, overseen by a volunteer board of directors, that operates a year-round regional family recreation facility featuring skiing, snowboarding, snow tubing, lugging, mountain biking, and RV camping, located in Grovedale, Alberta.

Nitehawk has submitted the attached letter to all municipal partners to inform them that Nitehawk will not achieve the operating budget for the current fiscal year (May 1, 2023, to April 30, 2024). Weather conditions, rising costs of fuel and utilities as well as a significant increase in insurance costs have all impacted the operational budget. Nitehawk continues to be proactive at reducing operating costs, and management has negotiated discounts with local vendors. Nitehawk is prepared to defer future capital purchases to 2027.

Nitehawk has also submitted the attached correspondence on March 27th with the following motion from the Nitehawk Board meeting held on March 26th:

Motion to: Allow Nitehawk Management to request up to \$350,000 in emergency funding from the municipal partners. If emergency funding is not an option, a request to reallocate existing capital funding of up to \$350,000.

Once the immediate challenges regarding Nitehawk’s current deficit have been addressed, Nitehawk will submit another letter that refers to previous discussions about developing a multi-year Capital/Operating funding agreement with all three Municipalities that addresses the concerns of shared equity of funding, operating expense increases, and creating a reserve fund for aging building and infrastructure replacement.

The County of Grande Prairie and the City of Grande Prairie have provided operational and capital funding through a grant to Nitehawk over the past number of years. In the current model for funding, Greenview’s share is 50% and the remaining is split 25% from the City and 25% from the County. This is not written in a formal agreement but rather through individual agreements with each municipality and based on an annual operating plan for the business.

Administration recommends Council approve the reallocation of up to \$125,000.00 of the 2024 capital grant, as Greenview does not have emergency funding for the purpose of providing any additional funding.

Greenview has historically provided an annual operating grant and capital grant to Nitehawk. In 2024, Nitehawk was awarded a capital grant in the amount of \$314,250.00 through the Greenview grant process as well as an operating grant in the amount of \$100,000.00 through the 2024 budget process.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to confirm receipt of the letter.
2. The benefit of Council accepting the recommended motion is that Greenview would be assisting a non-profit organization located in Greenview that provides recreation opportunities for Greenview residents and the region.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to request additional information or request Nitehawk present at a Committee of the Whole meeting.

Alternative #2: Council has the alternative to provide an additional operating grant to Nitehawk for the 2024 deficit, from the Community Grants Budget.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion as the capital funding has already been allocated to the organization.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise Nitehawk of Council's decision.

ATTACHMENT(S):

- Nitehawk Letter
- Nitehawk Email Correspondence
- 2024 Grant Request



March 22, 2024

Dear Municipal Partners,

Subject: Request for Reallocation of Capital Funding to Cover Nitehawk's 2023/24 Winter Season Operational Shortfall

I am writing to you on behalf of Nitehawk Year-Round Adventure Park's Board of Directors and Management to address a matter of significant importance regarding our operational budget for the 2023/24 winter season.

On January 22, 2024, a meeting was held between myself, our Board President, Mr. Aaron Lazaruk, our Board Vice President, Lee Brachmann, and Administration Representatives from the MD of Greenview, County of Grande Prairie, and City of Grande Prairie. The purpose of this meeting was to provide proactive information to each respective Municipal Partner concerning our operational challenges.

Due to unseasonably warm and dry winter weather conditions, a later than-normal opening date, 1/3 of our skiable terrain available over the Christmas Season (which accounts for 25% of our winter revenue), lack of natural snow keeping the Community from thinking about winter activities, and Snowmaking efforts not being completed until January 27th; Nitehawk will not achieve its operating budget for the current fiscal year, which runs from May 1, 2023 to April 30, 2024. We are tentatively projecting a \$250,000 to \$300,000 operational deficit for the 2023-2024 season.

It is important to emphasize our commitment to transparency and proactive communication with all our municipal funders. As such, we are seeking approval to reallocate current Capital funding to cover our operating shortfall for the current fiscal year. This decision aligns with our commitment to fiscal responsibility and prudent management of resources, without the need to ask our Municipal Partners for additional funding.

To provide further context, I would like to highlight a few other key points from our discussion:

- Nitehawk has continued to take proactive measures to reduce operating expenses throughout our season, including delaying seasonal staff onboarding, streamlining management structures, and reducing staffing to barebones operations when customer numbers didn't warrant a full staff.
- Escalating fuel and utility prices have significantly impacted our budget, with our energy costs (Electricity, Natural Gas, Diesel, Gasoline, and Propane) having risen to almost \$350,000 per year. For example, diesel fuel prices have increased by about 42% per liter.



NITEHAWK

YEAR-ROUND ADVENTURE PARK

- Our annual insurance premiums have risen substantially, from \$52,000.00 to approximately \$163,000.00 annually; with property insurance accounting for a significant portion of this expense, at \$115,000.00.
- Nitehawk Management negotiated discounts with local vendors for equipment rentals and have implemented measures to reduce damages to snowmobile equipment by inexperienced operators.

In light of the challenges we've faced this season, Nitehawk is prepared to defer future capital purchases, such as the acquisition of a new snowcat, until 2027, pending approval from our Municipal Partner's Councils. Our Board of Directors and Management Team are fully committed to ensuring the long-term sustainability and success of Nitehawk Year-Round Adventure Park.

We appreciate your attention to this matter and kindly request Council's support in realigning current Capital funding to address our operational shortfall for the 2023/24 winter season.

Should you require any further information or clarification, please do not hesitate to contact us. Thank you for your continued partnership and support.

Sincerely,

Johnathan Clarkson

Johnathan Clarkson
General Manager
Nitehawk Year-Round Adventure Park

Aaron Lazaruk
Board President
Grande Prairie Ski Club o/a: Nitehawk

CC:

Reeve, MD of Greenview
Mayor, City of Grande Prairie
Reeve, County of Grande Prairie

From: [Johnathan clarkson](#)
To: [Lisa Lenentine](#)
Subject: Nitehawk Emergency Funding request
Date: Wednesday, March 27, 2024 12:26:03 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Lisa,

Hope this email finds you doing well. Following my Nitehawk Board Meeting last night, which included conversations with all three of our Municipal Representatives, the following motion was brought forward and approved by our Board of Directors and Municipal Representatives.

Motion to: Allow Nitehawk Management to request up to \$350,000 in emergency funding from the municipal partners. If emergency funding is not an option, a request to reallocate existing capital funding of up to \$350,000.

Please let me know if you have any questions or require additional information from me to bring this forward to Council on Nitehawk's behalf.

Have a great week and Happy Easter!

Kind regards;

Johnathan Clarkson
(He/Him)
General Manager
Nitehawk Year-Round Adventure Park
P: 780-532-6637
C: 780-505-1457
E: johnathan@gonitehawk.com



2024 Grant Application (October 15, 2023 deadline)

Row 88

Name of Organization	Grande Prairie Ski Club o/a: Nitehawk Year-round Adventure Park
Address of Organization	Box 1006
Form Date Field	183
Contact Name	Johnathan Clarkson
Phone Number	780-505-1457
Purpose of Organization	<p>The Grande Prairie Ski Club o/a Nitehawk Year-Round Adventure Park has been an important part of the Grande Prairie Region for the past 63 years. Nitehawk provides the members of the Communities we serve with many options for fun, accessible & affordable outdoor recreation for them and their families year-round. We provide a venue for the Community to enjoy Downhill Skiing, Snowboarding, Winter Snow Tubing, Snowshoeing, Ski & Snowboard Lessons, and School Programming for over 7000 local students from 35 Regional Schools during our Winter Operations. During our typical Summer Season we provide a venue for Mountain Biking, Summer Bike Camps for over 250 children, Biking 101 School Programming for over 1200 local students, most recently we've added Skateboarding, Inline Skating, Golf, and Disc Golf lessons to our offering to Schools, Hiking & Running Trails, Trail Running Races, and Camping & RV-ing. We have also partnered with the City of Grande Prairie for the last 6 years, to manage & operate the Bear Paw Par 3 Golf Course & RV Park located at South Bear Creek Park, which we are extremely happy with as it fits so well with our offering of Outdoor Recreation opportunities. There are not many other Outdoor Recreation Facilities in our immediate region; other than the Wapiti Nordic Ski Centre. Nitehawk is unique because of our location in the Wapiti River Valley and the Downhill & Uphill Climbing aspect of almost all the activities we offer. We are also excited to be the host venue for 3 sports of the 2024 Alberta Winter Games happening in our Region next winter season.</p>
Purpose Continued	
Position of Contact Person	General Manager
What act are you registered under?	Societies Act
Registration No.	3468

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

other fundraising projects?

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

Grant Purpose Capital and Facility Improvements

Year Grant Received 2023

Amount of Grant 284,000.00

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

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

Signature Johnathan Clarkson

Date 11/20/23

Financial Statement

Administration Recommendations

Email johnathan@gonitehawk.com

Column41

MD Logo

Email Comm.

Column44

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

	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Snowmaking				
Snowmaking Guns	\$ 75 000.00	\$ 75 000.00	\$ 75 000.00	\$ 75 000.00
Pumps and Instrumentation	\$ 30 000.00	\$ 30 000.00	\$ 30 000.00	\$ 30 000.00
Snowmaking Pipe and Hydrants	\$ 10 000.00	\$ 10 000.00	\$ 10 000.00	\$ 10 000.00
River Erosion Control - Snowmaking Intake/Gabian Walls	\$ 50 000.00	\$ 50 000.00	\$ -	\$ -
	\$ 165 000.00	\$ 165 000.00	\$ 115 000.00	\$ 115 000.00
Hill Equipment				
Skid Steer/ASV Replacement	\$ -	\$ 90 000.00	\$ -	\$ -
2015 Snowcat Replacement	\$ 60 000.00	\$ 60 000.00	\$ -	\$ -
2019 Snowcat Replacement	\$ 60 000.00	\$ 60 000.00	\$ 60 000.00	\$ -
New Snowcat	\$ -	\$ -	\$ -	\$ 60 000.00
Snowmobiles (1 Snowmobile per year)	\$ 13 000.00	\$ 13 500.00	\$ 13 500.00	\$ 14 000.00
All Terrain Vehicle	\$ -	\$ 15 000.00	\$ -	\$ -
Mobile Equipment, Major Repairs	\$ 10 000.00	\$ 10 000.00	\$ 10 000.00	\$ 10 000.00
	\$ 143 000.00	\$ 248 500.00	\$ 83 500.00	\$ 84 000.00
Hill Improvements				
Ski Lifts Repairs/Improvements	\$ 20 000.00	\$ 20 000.00	\$ 20 000.00	\$ 20 000.00
Triple Chair Reinstallation Savings	\$ -	\$ 50 000.00	\$ 50 000.00	\$ 50 000.00
Summer Tube Slide Water Supply	\$ 20 000.00	\$ -	\$ -	\$ -
Erosion Control - implementing Best Management Practices	\$ 50 000.00	\$ 50 000.00	\$ 50 000.00	\$ 50 000.00
Lift Tower Migration	\$ 15 000.00	\$ 15 000.00	\$ 15 000.00	\$ 15 000.00
LED Hill/Facility Lighting Upgrades	\$ 20 000.00	\$ -	\$ -	\$ -
Technology Hardware Upgrades	\$ 15 000.00	\$ 15 000.00	\$ 15 000.00	\$ 15 000.00
Energy Reduction	\$ 30 000.00	\$ 30 000.00	\$ 30 000.00	\$ 30 000.00
Staff Accomodations Upgrade - 6 Bedroom Mobile Home (10yr Lease)	\$ 25 000.00	\$ 25 000.00	\$ 25 000.00	\$ 25 000.00
Major Chalet Improvements/Upgrades (ie. Furnaces, Hot Water Tanks, Windows, etc)	\$ 20 000.00	\$ 20 000.00	\$ 20 000.00	\$ 20 000.00
Ski & Snowboard Rental Equipment Replacement/Upgrades	\$ 15 000.00	\$ 40 000.00	\$ 40 000.00	\$ 40 000.00
Bicycle Rental Equipment Replacement/Upgrades	\$ 30 000.00	\$ -	\$ 30 000.00	\$ -
	\$ 260 000.00	\$ 265 000.00	\$ 295 000.00	\$ 265 000.00
Total Budget	\$ 568 000.00	\$ 678 500.00	\$ 493 500.00	\$ 464 000.00

Capital Funding Split	%				
MD of Greenview	50.00%	\$ 284 000.00	\$ 339 250.00	\$ 246 750.00	\$ 232 000.00
City of Grande Prairie	25.00%	\$ 142 000.00	\$ 169 625.00	\$ 123 375.00	\$ 116 000.00
County of Grande Prairie	25.00%	\$ 142 000.00	\$ 169 625.00	\$ 123 375.00	\$ 116 000.00
Total		\$ 568 000.00	\$ 678 500.00	\$ 493 500.00	\$ 464 000.00

Operating Funding Split	%				
MD of Greenview	50.00%	\$ 100 000.00	\$ 100 000.00	\$ 100 000.00	\$ 100 000.00
City of Grande Prairie	25.00%	\$ 50 000.00	\$ 50 000.00	\$ 50 000.00	\$ 50 000.00
County of Grande Prairie	25.00%	\$ 50 000.00	\$ 50 000.00	\$ 50 000.00	\$ 50 000.00
Total		\$ 200 000.00	\$ 200 000.00	\$ 200 000.00	\$ 200 000.00

AEP Tourism Commercial Land Lease Securities Deposit (\$1000/acre)		\$ 325 000.00
MD of Greenview	50.00%	\$ 162 500.00
City of Grande Prairie	25.00%	\$ 81 250.00
County of Grande Prairie	25.00%	\$ 81 250.00
Total		\$ 325 000.00

Grande Prairie Ski Club (Operating as Nitehawk Year-Round Adventure Park)
Financial Statements
April 30, 2023

Grande Prairie Ski Club (Operating as Nitehawk Year-Round Adventure Park)
Statement of Financial Position

As at April 30, 2023

	2023	2022
<hr/>		
Assets		
Current		
Cash	1,249,955	1,789,781
Accounts receivable	4,227	22,851
Grants receivable	576,000	518,625
Prepaid expenses, deposits and inventory	182,137	127,098
	<hr/>	<hr/>
	2,012,319	2,458,355
Property, plant and equipment (Note 1)	4,372,364	4,311,590
	<hr/>	<hr/>
	6,384,383	6,769,945
<hr/>		
Liabilities		
Current		
Bank indebtedness	-	-
Accounts payable	248,230	291,061
Deferred revenue	1,724,095	1,801,072
	<hr/>	<hr/>
	1,972,325	2,092,133
<hr/>		
Net Assets		
Accumulated Surplus (Deficit)	4,412,358	4,677,812
	<hr/>	<hr/>
	6,384,683	6,769,945
<hr/>		

Grande Prairie Ski Club (Operating as Nitehawk Year-Round Adventure Park)

Statement of Net Operating Surplus (Deficit)

For the year ended April 30, 2023

	2023	2022
Balance, beginning of year	366,222	269,138
Net operating income (loss)	(821,337)	(397,209)
Amortization of property, plant and equipment	590,940	520,826
Transfer from (to) capital	(95,831)	(26,533)
Balance, end of year	39,994	366,222

Statement of Net Assets Invested in Capital

For the year ended April 30, 2023

	2023	2022
Balance, beginning of year	4,311,590	3,733,877
Excess (deficiency) of revenue over expenditure	(95,831)	(26,533)
Property, plant and equipment additions	651,714	1,105,206
Disposal of property, plant and equipment	-	(6,667)
Amortization of property, plant and equipment	(590,940)	(520,826)
Transfer from (to) operations	95,831	26,533
Balance, end of year	4,372,364	4,311,590

Grande Prairie Ski Club (Operating as Nitehawk Year-Round Adventure Park)

Statement of Operations

For the year ended April 30, 2022

	<i>2023</i>	<i>2023</i>	<i>2022</i>
	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>
Operating revenue			
Sales	1,646,977	1,636,026	1,287,509
Advertising	30,000	40,800	29,375
Donations	36,800	7,475	31,833
Fundraising	194,861	193,114	141,946
Operating grants	197,520	232,033	206,320
	2,106,158	2,109,448	1,696,983
Expenses			
Advertising	76,487	48,331	69,826
Food and beverage	78,237	97,116	40,076
Fuel	92,678	125,428	61,256
Fundraising expense	121,206	120,987	91,986
Insurance	75,272	76,199	63,790
Interest and bank charges	44,999	33,231	34,805
Maintenance	168,401	179,239	136,974
Office and travel	55,495	69,622	44,672
Purchases and rentals	122,041	176,404	133,039
Salaries, wages and subcontract	1,107,665	1,294,580	958,697
Training	15,719	21,620	12,077
Utilities	206,572	218,144	164,701
	2,164,772	2,460,901	1,811,899
Operating earnings (loss) before amortization and other items	(58,614)	(351,453)	(114,916)
Canada Emergency Wage Subsidy	-	101,056	238,734
Canada Emergency Business Account (CEBA) Loan Forgiveness	-	20,000	-
Capital Funding Diversion to Operating	-	-	-
Landslide Recovery Income	-	66,744	83,134
Landslide Recovery Expenses	-	(66,744)	(83,335)
Amortization	(590,940)	(590,940)	(520,826)
Net operating income (loss)	(649,554)	(821,337)	(397,209)

Grande Prairie Ski Club (Operating as Nitehawk Year-Round Adventure Park)
Statement of Capital Revenue and Expenditure

For the year ended April 30, 2023

	<i>2023</i>	<i>2022</i>
Capital revenue		
Capital sponsorship/donations	29,769	-
Casino	-	-
Gifts in kind	-	-
Municipal capital grants	526,114	1,072,006
Fundraiser	-	-
Disposals of property, plant and equipment		6,667
	555,883	1,078,673
Capital expenditures		
Fundraising expenses	-	-
Capital maintenance	-	-
	-	-
Net capital revenue	555,883	1,078,673
 Property, plant and equipment additions		
Bike park wage allocation	-	-
Buildings	59,070	-
Equipment	39,857	33,372
Hill improvements	44,412	493
Hill improvements - wage allocation	66,282	138,186
Hill improvements - lighting	43,231	17,425
Hill equipment - lifts	212,437	828,162
Hill equipment - snowmaking	98,190	54,134
Hill equipment - snowmobiles	12,900	12,276
Office equipment	17,859	16,134
Rental equipment	51,630	-
RV park	5,846	5,024
Tube park	-	-
	651,714	1,105,206
Excess (deficiency) of capital revenue over expenditure	(95,831)	(26,533)

Grande Prairie Ski Club (Operating as Nitehawk Year-Round Adventure Park)

Notes to the Financial Statements

For the year ended April 30, 2023

1. Property, plant and equipment

				2023	2022
	<i>Rate</i>	<i>Cost</i>	<i>Accumulated Amortization</i>	<i>Net Book Value</i>	<i>Net Book Value</i>
Buildings	4%	1,595,275	725,015	870,260	844,981
Equipment	20%	1,512,725	1,164,667	348,058	385,253
Hill equipment ^(a)	20%	3,928,397	2,620,371	1,308,026	1,230,632
Hill improvements	20%	2,242,489	1,436,801	805,688	814,711
Office equipment	30%	175,016	141,566	33,450	22,275
Rental equipment	30%	299,856	238,726	61,130	13,568
Water ramp	10%	255,860	220,275	35,585	39,545
Gravity bike park	5%	153,608	70,307	83,301	87,681
RV park	5%	1,242,207	564,328	677,879	707,397
Tube Park	10%	454,243	305,256	148,987	165,547
		11,859,676	7,487,312	4,372,364	4,311,590

^(a) Included in hill equipment is chairlift with net book value of \$39,165 not in active use.

PROVINCE OF ALBERTA

3468



CANADA

Certificate of Incorporation

I Hereby Certify that

- Grande Prairie Ski Club -

is this day incorporated under The Societies Act, being Chapter 315 of the Revised Statutes of Alberta, 1955.

Given under my hand and seal of office at Edmonton, Alberta, this

- 10 - day of - November - A.D. 19 60



(Jag, Warr)

Registrar of Joint Stock Companies

[Handwritten mark]



REQUEST FOR DECISION

SUBJECT:	MOA – Valleyview Medical & Dental Complex		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	April 23, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: MH
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to enter into a new 3-year Memorandum of Agreement with the Town of Valleyview to jointly operate the Valleyview Medical & Dental Complex located at 4801B – East Highway Street.

BACKGROUND/PROPOSAL:

In 2009, Greenview and the Town of Valleyview entered into an agreement which expired on December 31, 2020, to fund half of the construction costs for the Valleyview Medical Clinic, alongside an annual grant to Greenview for half of the operational costs exceeding rental revenues. The Town also agreed to cover 50% of pre-approved renovation expenses, enabling the provision of medical services to both communities.

A revised agreement has been formulated. Under the new terms, Greenview will provide the Town with an annual budget outlining revenue and expenditures for the Valleyview & District Medical & Dental Complex by January 31 of each year. The Town will continue to grant Greenview 50% of the total operational expenses exceeding rental revenues, and will continue to share 50% of renovation costs, subject to mutual approval.

The agreement was brought forward to the Valleyview & District Medical Clinic Committee for review on March 21, 2024. During the review, Clause 6 was amended to incorporate three (3) members from Greenview Council and three (3) members from Valleyview Council, which is captured in the draft agreement.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will have an updated 3-year agreement with the Town of Valleyview regarding the Valleyview Medical & Dental Complex.
2. The benefit of Council accepting the recommended motion is to maintain the ongoing medical services to both Valleyview and surrounding Greenview residents.

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 changes to the Memorandum of Agreement prior to accepting the recommended motion.

FINANCIAL IMPLICATION:

Ongoing / Future Costs: The budgeted amount for the 2024 Annual operational cost for the medical clinic is \$206,300.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the Town of Valleyview of Council's decision.

ATTACHMENT(S):

- Valleyview Medical & Dental Complex Agreement (Current)
- Valleyview Medical & Dental Complex Agreement (Draft)

MEMORANDUM OF AGREEMENT

BETWEEN

THE TOWN OF VALLEYVIEW
P. O. Box 270, Valleyview, Alberta T0H 3N0
(hereinafter referred to as the "Town")
OF THE FIRST PART

- And -

THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16
P. O. Box 1079, Valleyview, Alberta T0H 3N0
(hereinafter referred to as the "Municipal District")
OF THE SECOND PART

RE: **VALLEYVIEW MEDICAL COMPLEX AGREEMENT**

WHEREAS the Municipal District and the Town of Valleyview may, under the provisions of the Municipal Government Act, S.A., Chapter M-26.1, provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and to develop and maintain safe and viable communities.

WHEREAS, the Municipal District and the Town wish to enter into an agreement for the provision of a building equipped as a medical centre to provide medical services to the Town and to a portion of the Municipal District;

THEREFORE, the Parties to this Agreement, in consideration of the promises and mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

- 1) To jointly construct and operate a medical clinic at 4801B – East Highway Street (Plan 882 0578 Block 24 Lot 1).
- 2) The Town acknowledges and agrees to pay the Municipal District **ONE MILLION SIX HUNDRED NINETY FOUR THOUSAND ONE HUNDRED SEVENTY FIVE DOLLARS (\$1,694,175.00)**, plus interest, as a full and equitable contribution toward the Valleyview Medical Clinic, representing one half of the total construction costs.

- 3) The Town shall pay the Municipal District Ten yearly payments, commencing December 31, 2010. These payments will consist of a principal payment of **ONE HUNDRED SIXTY NINE THOUSAND FOUR HUNDRED SEVENTEEN DOLLARS AND FIFTY CENTS (\$169,417.50)** plus interest;

The rate of interest shall be determined yearly at a rate of one-half ($\frac{1}{2}$) percent above the rate of a Five-year Guaranteed Investment Certificate (GIC) from the Municipal District's bank, calculated on the first Tuesday in January for each year of this agreement, beginning in January 2010.

The Municipal District shall provide a copy of the amortization schedule for the Town's information.

- 3) In the event the GIC rate increases 100% or more within a term, the Municipal District retains the right to renegotiate the rate and terms of the annual contribution.
- 4) The Town shall reserve the right to pay out, without penalty, the principal amount remaining for the cost of construction of the Valleyview Medical Clinic at any time during this agreement. The actual amount shall be determined by the total cost of commitment minus the amount paid to date, plus interest adjustment based on the total number of days remaining in the year, divided by the number of days in that year.
- 5) The Town agrees to provide a grant yearly to the Municipal District for 50% of the total operational costs in excess of rental revenues related to the operations of the Clinic.
- 6) Rental revenues shall include rental from Doctors, Dentists or any other health care professional occupying space in this facility.
- 7) Operational costs of the Clinic shall include, but not be limited to, the following:
- a. Utilities;
 - b. Janitorial;
 - c. Outside Maintenance;
 - d. Security System;
 - e. Ongoing Repairs and Maintenance;
 - f. Renovations;
 - g. Insurance and Licensing;
 - h. Accounting Fees;
- 8) The M.D. shall be responsible for administration of the ordinary rental, maintenance and repair activities, and shall provide quarterly reporting of activities and financial transactions related to these activities.
- 9) Renovation plans and cost estimates shall be approved in advance of construction and the town agrees to pay 50% of the costs of all such renovations.
- 10) This Agreement shall come into effect upon the signing thereof by both Parties and will remain in effect until December 31, 2020 unless otherwise terminated by either party with mutual consent.
- 11) This Agreement may be amended by mutual consent of the Parties hereto.

12) The Municipal District of Greenview shall reserve the right to reduce the required Community Development yearly funding given to the Town of Valleyview by the amount of the yearly principal and interest payments or any unpaid portion thereof, should the Town fail to make the payments stated in this agreement.

13) The agreement shall be amended to reflect the final construction costs upon completion of the construction.

14) For the purpose of giving notice under this Agreement, the addresses shall be:

a. For the Municipality:
Municipal District of Greenview No. 16
4707 - 50 Street, P.O. Box 1079
Valleyview, Alberta T0H 3N0


b. For the Town:
Town of Valleyview
4802 - 50 Street, P.O. Box 270,
Valleyview, Alberta T0H 3N0

IN WITNESS THEREOF the parties hereto have affixed their hands and corporate seals
this 15 day of JULY, A.D. 2009.

IN WITNESS WHEREOF the parties hereto have affixed their hands and/or corporate
seals as of the day, month and year written above:

TOWN OF VALLEYVIEW:

M. D. OF GREENVIEW NO. 16:



Mayor Debra M. Mason


Reeve

seal

seal


Town Manager


Chief Administrative Officer

MEMORANDUM OF AGREEMENT

BETWEEN

THE TOWN OF VALLEYVIEW
P. O. Box 270, Valleyview, Alberta T0H 3N0
(hereinafter referred to as the "Town")
OF THE FIRST PART

- and -

THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16
P. O. Box 1079, Valleyview, Alberta T0H 3N0
(hereinafter referred to as the "Municipal District")
OF THE SECOND PART

RE: **VALLEYVIEW MEDICAL & DENTAL COMPLEX AGREEMENT**

WHEREAS the Municipal District and the Town of Valleyview may, under the provisions of the Municipal Government Act, S.A., Chapter M-26.1, provide services, facilities, or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality, and to develop and maintain safe and viable communities.

WHEREAS, the Municipal District and the Town wish to enter an agreement for the provision of jointly operating a building equipped as a medical centre to provide medical services to the Town and to a portion of the Municipal District;

THEREFORE, the Parties to this Agreement, in consideration of the promises and mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

- 1) To jointly operate a medical clinic at 4801B – East Highway Street (Plan 882 0578 Block 24 Lot 1).
- 2) The Municipal District shall provide an annual budget of revenue and expenditures for the operational costs of the Valleyview & District Medical Clinic to the Town by January 31 of each year during the term of this agreement.
- 3) The Town agrees to provide a grant yearly to the Municipal District for 50% of the total operational costs in excess of rental revenues related to the operations of the Clinic.

- 4) Rental revenues shall include rental from Doctors, Dentists or any other health care professional occupying space in this facility.
- 5) Operational costs of the Clinic shall include, but not be limited to, the following:
 - a) Utilities;
 - b) Janitorial;
 - c) Outside Maintenance;
 - d) Security System;
 - e) Ongoing Repairs and Maintenance;
 - f) Renovations;
 - g) Insurance and Licensing;
 - h) Accounting Fees;
 - i) Fiber Optics
- 6) The Municipal District shall be responsible for the administration of the ordinary rental, maintenance, and repair activities, and shall provide quarterly reporting of activities and financial transactions related to these activities to a joint committee of the Town and Municipal District (~~three members from Greenview Council and three members from Valleyview Council~~), ~~three elected representative and the Town Manager and Municipal CAO~~. The committee will meet as necessary.
- 7) Renovation plans and cost estimates shall be approved in advance of construction and the town agrees to pay 50% of the costs of all such renovations.
- 8) This Agreement shall come into effect upon the signing thereof by both Parties and will remain in effect until December 31, 2027 unless otherwise terminated by either party with mutual consent.
- 9) This Agreement may be amended by written mutual consent of the Parties hereto.
- 10) The Municipal District of Greenview shall reserve the right to reduce the required Community Development yearly funding given to the Town of Valleyview by the amount of the yearly principal and interest payments or any unpaid portion thereof, should the Town fail to make the payments stated in this agreement.
- 11) For the purpose of giving notice under this Agreement, the addresses shall be:
 - a. For the Municipality:

Municipal District of Greenview No. 16
4806 – 36 Ave , P.O. Box 1079
Valleyview, Alberta T0H 3N0
 - b. For the Town:

Town of Valleyview
4802 - 50 Street, P.O. Box 270,
Valleyview, Alberta T0H 3N0

Formatted: Not Highlight

IN WITNESS THEREOF the parties hereto have affixed their hands and corporate seals
this ____th day of _2024_.

IN WITNESS WHEREOF the parties hereto have affixed their hands and/or corporate
seals as of the day, month and year written above:

TOWN OF VALLEYVIEW:

MD. OF GREENVIEW NO. 16:

Mayor

Reeve

Seal

seal

DRAFT



REQUEST FOR DECISION

SUBJECT:	Maskwa Medical Clinic – Letter of Support		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	April 23, 2024	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER: WH
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council provide a letter of support for the Maskwa Medical Centres newly updated Business Plan for Alberta Health Services

BACKGROUND/PROPOSAL:

Council provided a Letter of Support for the Maskwa Medical Centre in February, 2023, as they moved forward with gaining approvals for a Clinical Alternative Plan (ARP) with Alberta Health Services.

As Maskwa Medical Centre now endeavors to refine its Business Plan to align with the evolving needs and expectations of Alberta Health Services, they are once again turning to their communities for updated letters of support. This demonstrates a continued dedication to transparency, collaboration, and community engagement in shaping the future of healthcare delivery.

Greenview's commitment of \$500,000 in January 2024 toward design and engineering services for the project further solidifies our commitment to supporting the realization of Maskwa Medical Centre's vision. This funding agreement not only provides essential financial backing but also symbolizes Greenview's confidence in the project's potential to significantly enhance healthcare services for its residents.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview would be providing support for an impactful regional healthcare initiative.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no disadvantages to the recommended action.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to alter or deny the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If Council approves the recommended motion Administration will send a letter of support on their behalf.

ATTACHMENT(S):



REQUEST FOR DECISION

SUBJECT: 2024 Dust Control Options & Product Trials
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: April 23, 2024 CAO: MANAGER: JF
DEPARTMENT: OPERATIONS DIR: RA PRESENTER: JF
STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 4025 “Dust Control,” Policy 4033 “Road Construction and Surfacing Priorities”

RECOMMENDED ACTION:

MOTION: That Council accept the report regarding dust control and gravel road surface treatment options for information as presented.

MOTION: That Council direct Administration to trial dust control products Tiger Loc 85, MG 30, Plantae ReTak, Arkon Dust Control, Novamen DCP-C, and DustBind DC127 over the next three years, with funds to come from Operations’ operational budgets for 2024, 2025 and 2026.

MOTION: That Council direct Administration to document trial results, and bring reports to Committee of the Whole meetings in November of 2024, 2025, and 2026 regarding products utilized, costs associated, and outcomes.

BACKGROUND/PROPOSAL:

As part of the 2024 budget deliberations, Council indicated that additional dust control may be a viable option as a potential alternative to paving, in addition to increasing the number of roads where dust control might be applied. Over and above the initial budget of \$350,000 for the annual dust control program, Council increased Operations’ dust control budget by \$750,000 with Administration to return with a list of potential locations. Discussion centered around roads that have been previously upgraded to a standard suitable for a traditional paved surface that have remained as gravel surface roads, as well as collector roads. In response, Administration has prepared the attached information. Estimates received from vendors were not necessarily all-inclusive for costs associated with applying the products. Administration has attempted to capture additional costs in the attached spreadsheet, as well as indicate how many linear Km could be completed per day utilizing each product with the application method indicated.

In putting together recommendations for road selections, Administration has considered the following factors:

- Roads, or portions thereof, that are identified as major or minor collectors.
- Roads identified on “Attachment A” that are 10m-wide.

- Roads that are designated routes to Greenview sites, while also considering traffic volumes and numbers of residences along the route.
- Roads that are known to require excessive maintenance, are difficult to control washboards on, or generate excessive dust due to consistent and heavy use.

Administration is requesting direction from Council to trial several products that are marketed for use as a dust control agent. While Greenview has tried many products over the years, the outcomes and costs versus benefits have been anecdotal and may be known only to a few individuals who recall being involved in the application of the product and what the outcomes were. Administration proposes testing multiple products for effectiveness and value, and documenting the results to be able to provide options for Council’s consideration in the future. For product trials, Administration proposes focusing on the Swan Lake Road (RGE RD 260), Ridgevalley Connector, and RGE RD 64 in the Grovedale area. While many products are not anticipated to have an effect longer than the season or year in which they are applied, Administration has drafted the motion for product trials to entail ongoing reporting for 3 years, to capture any products that may outperform expectations or if a limited amount of ongoing maintenance prolongs the effectiveness of the application.

The roads listed for product trials total approximately 20 Km. If implemented equally, this would result in approximately 3.3 Km for each trial product. The proposed locations: Ridgevalley connector, Swan Lake Road, and RGE RD 64 (referenced as Site # 19, 20 and 26, respectively, in Attachment A) were identified as being easily accessible and central in their relative areas within rural Greenview. Cost estimates for these trials are based upon approximately 3.3 Km of application on a 10m-wide road surface and are outlined in the table below.

Product	Estimated Price per Km for 10m Road Surface	Total Estimate for 3.3 Km Trial
Tiger Loc 85	\$7,100.00	\$23,430.00
Kortech MG 30	\$6,800.00	\$22,440.00
Plantae ReTak	\$10,810.00	\$35,673.00
Arkon Dust Control	\$14,300.00	\$47,190.00
Novamen DCP-C	\$16,970.00	\$56,001.00
[Persons] Dustbind DC127	\$29,300.00	\$96,690.00
Total:		\$281,424.00

Administration has a lot of experience working with calcium chloride, however minimal documentation on the other products that may have been used in the past. With respect to calcium chloride, if applications are repeated year after year, Administration has noted that the rate can often be reduced, potentially decreasing future expenses.

The most critical factors for applying any of the above products are weather and truck availability. For Council’s considerations, the following is an estimate of daily progress for various products:

- Tiger Calcium chloride - 10-20 Km/day
- Tiger Loc 85 – 10-20 Km/day
- Kortech MG30 Surface Application – 10-20 Km/day

- Plantae ReTak – 5 Km/day
- Arkon Dust Control - 2-3 Km/day
- Novamen DCP-C – 2-3 Km/day
- Persons Chemical Supply Dustbind DC127 – 5-10 Km/day

Administration has attached two maps for each Ward, to show the Current and Proposed dust control measures, with the road classifications and surfaces.

BENEFITS OF THE RECOMMENDED ACTION:

1. A benefit of the motion to accept the report regarding dust control and gravel road surface treatment options for information as presented is that Council will have relevant information regarding some available products and costs associated with their application.
2. A benefit of Council directing Administration to trial multiple products, document, and report on outcomes, is that there will be further information available to Administration and Council in the future for recommendations regarding road surface treatments.
3. A benefit of Council directing Administration to utilize surface treatments is that they can be an effective method of preventing gravel loss by “locking” the aggregate in place.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. A disadvantage to the recommended motions is that the proposed work is an increase to the current level of service. This comes with the potential for increasing future expectations for maintaining this level of service, which also comes with associated costs.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to apply the most cost-effective form of dust suppression, calcium chloride, to roads identified in Attachment A and provide additional funding to Operations’ 2024 operational budget.

Alternative #2: Council has the alternative to direct Administration to only apply dust control on the outlined routes at the residences, hills, and intersections. This may be an approach that achieves some of the desired results with a lower cost but may also cause perceptions of some residents receiving a free service that others are required to pay a fee.

Alternative #3: Council has the alternative to direct Administration to provide dust suppressant on any roadways as per Attachment A and/or any roadways Council deems necessary.

FINANCIAL IMPLICATION:

Direct Costs: \$1,100,000.00

Ongoing / Future Costs: approximately \$1,100,000.00 + 3% annually

STAFFING IMPLICATION:

Staffing implications are estimated to be an additional week of running the dust control program, and for monitoring the results of the trial products.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council has made a decision, Administration will proceed accordingly.

ATTACHMENT(S):

- Attachment A “Dust Control Options and Cost Estimates”

Due to combined file size, the following attachments are not included in the Agenda package and will be made available for review in advance and during meeting:

- Current Level of Service Maps overlaid on Road Classifications
- 2024 Proposed Expanded Level of Service Dust Control Locations
- Promotional materials for listed products

Attachment A - Dust Control Options - Descriptions and Cost Estimates

Tiger's Calcium Chloride Formula 35 is marketed as a liquid calcium chloride formula specifically developed for optimal dust control and road stabilization. Promotional materials state it contains the industry leading standard of 37% active chlorides, Formula 35 Premium Dust Control is a highly effective dust abatement and soil stabilization solution that also helps protect road bases from freezing and frost heaving. Greenview currently has a pricing agreement in place for calcium chloride with this vendor that expires at the end of 2025. Approximately 10-20 Km day can be completed based upon product availability.

Tiger Calcium's Tiger Loc 85 is marketed as a liquid calcium chloride formula specifically developed to protect nearby waterways from dust and improve road strength. "Containing an organic road dust binding component, Tiger-LOC 85 seals the road surface, allowing the product to remain on the road longer." The result is claimed to be a smoother road surface and a reduction in dust by over 70% as well as significant water usage reduction. Approximately 10-20 Km/day can be completed based upon product availability.

Kortech's MG-30 product is calcium chloride with magnesium hydroxide and, like calcium chloride, can be used as a surface application or treated as a binding agent and worked into the road. It is marketed as "a proprietary mix designed for roadways with little to no clay in the aggregate and has many added benefits, like dust abatement, base stabilizing properties, and aggregate loss reduction." It is suited better to sandy, silty, and dry conditions and not recommended for roads with a high water table or high clay content. This product can be applied with the same methods as calcium chloride with a surface application or worked into the top (3" - 6") of road surface and packed. Approximately 10-20 Km/day based upon product availability for a surface application.

Plantae Environmental's ReTak road dust control solution is described in promotional materials as offering a chloride-free, eco-friendly solution for dust control through its exclusive plant-based formula that can be customized to meet project requirements while promoting sustainability. It is listed as non-toxic to roadside vegetation and non-corrosive to vehicles and equipment. Approximately 5 Km/day can be applied.

Arkon Dust Control is marketed as a bio-based, non-corrosive, environmentally friendly dust suppressant. The product can be delivered by truck or in concentrated totes. Product is required to be mixed with water on-site whether it is delivered in totes or by tank truck. The road surface needs to be freshly graded and the product is applied at a rate of 1.5 l/m². It is estimated that 2-3 kilometres could be completed per day based upon product availability and supply.

Novamen DCP-C is marketed as "an economical dust control product for a variety of uses where pavement is too costly and dust conditions become intolerable." Novamen claims that the product has no negative impact on the environment or human health. The preferred method of application by the manufacturer is to grade the road down 2" and windrow the aggregate materials to one side. Apply water and then follow up with the product and wait between 30-60 minutes, grade the windrowed materials back onto the road surface, and spray a second application of the product on the road surface. It is estimated that approximately 2-3 Km of road could be completed per day.

Persons Chemical Supply - DustBind DC127 is formulated to reduce dust on loose and aggregate road surfaces. The waxing dust suppression agent is described as a synthetic fluid that works on any soil or aggregate to create a long-term, re-workable solution that coats and agglomerates particulates, weighing them down, like water, without evaporating or freezing. Works well on heavy haul roads to light duty roads with difficult to treat areas. The product is applied warm to ensure even coating. The product is applied utilizing pressurized spray bars directly on the driving surface. Application rates are adjustable depending on type of road use which can affect pricing as well as amount able to be applied per day. Cost estimate in this table is based upon a medium use road. Between 5-15 Km can be completed per day.

Site #	Road	Ward	Road Designation	Road length (kilometres)	Estimated Road Width (metres)	Cost Estimate for Tiger Calcium Chloride Application	Cost Estimate for Tiger Loc 85 application	Cost Estimate for Kortech MG 30 application	Cost Estimate for Plantae ReTak Application	Cost Estimate for Arkon Dust Control Product Application	Cost Estimate for Novamen DCP-C Application	Cost Estimate for Persons Chemical Supply Dustbind DC127 Application
Estimated # of KM that could be completed per day:						10-20 Km/day	10-20 Km/day	10-20 Km/day	5 Km/day	2-3 Km/day	2-3 Km/day	5-15 Km/day
Estimated price per Km for 8m road top:						\$4,960.00	\$5,840.00	\$5,600.00	\$8,808.00	\$11,740.00	\$16,970.00	\$23,540.00
Estimated price per Km for 10m road top:						\$6,000.00	\$7,100.00	\$6,800.00	\$10,810.00	\$14,300.00	\$15,210.00	\$29,300.00
Estimated price per litre for product:						\$0.26/litre	\$0.40/litre	\$0.30/litre	\$0.77/litre	\$1.92/litre	\$0.44/litre	\$2.00/litre
1	Goodwin RD	6	Major Collector	27.5	10	\$ 165,000.00	\$ 195,250.00	\$ 187,000.00	\$ 297,275.00	\$ 393,250.00	\$ 466,675.00	\$ 805,750.00
2	RGE RD 230 from HWY 43 to TWP RD 700	3	Major Collector	4.8	10	\$ 28,800.00	\$ 34,080.00	\$ 32,640.00	\$ 51,888.00	\$ 68,640.00	\$ 81,456.00	\$ 140,640.00
3	Old High Prairie RD from HWY 49 to Alder Ridge Road	5	Major Collector	34.3	10	\$ 205,800.00	\$ 243,530.00	\$ 233,240.00	\$ 370,783.00	\$ 490,490.00	\$ 582,071.00	\$ 1,004,990.00
4	Alder Ridge RD (TWP 734) from HWY 49 to OHP RD	5	Minor Collector	13	10	\$ 78,000.00	\$ 92,300.00	\$ 88,400.00	\$ 140,530.00	\$ 185,900.00	\$ 220,610.00	\$ 380,900.00
5	RGE RD 225 from Sandy Bay Connector (TWP RD 712) North to TWP RD 722	5	Major Collector	9.6	8	\$ 47,616.00	\$ 56,064.00	\$ 53,760.00	\$ 84,556.80	\$ 112,704.00	\$ 146,016.00	\$ 225,984.00
6	Sandy Bay, The Narrows, Cosy Cove, Eagle Bay	5 & 7	Subdivisions	6.7	8	\$ 33,232.00	\$ 39,128.00	\$ 37,520.00	\$ 59,013.60	\$ 78,658.00	\$ 101,907.00	\$ 157,718.00
10	RGE RD 225 from TWP RD 694 south to Anderson RD	3 & 2	Minor Collector	20.2	8	\$ 100,192.00	\$ 117,968.00	\$ 113,120.00	\$ 177,921.60	\$ 237,148.00	\$ 307,242.00	\$ 475,508.00
11	Anderson RD (TWP RD 673A)	2	Minor Collector	3.6	8	\$ 17,856.00	\$ 21,024.00	\$ 20,160.00	\$ 31,708.80	\$ 42,264.00	\$ 54,756.00	\$ 84,744.00
12	TWP RD 670 West of Simonette RD (Saville's RD)	2	Major Collector	14.2	10	\$ 85,200.00	\$ 100,820.00	\$ 96,560.00	\$ 153,502.00	\$ 203,060.00	\$ 240,974.00	\$ 416,060.00
13	Regional Landfill RD (TWP RD 672 east of Little Smoky RD)	2	Local	5.1	8	\$ 25,296.00	\$ 29,784.00	\$ 28,560.00	\$ 44,920.80	\$ 59,874.00	\$ 77,571.00	\$ 120,054.00
14	TWP RD 700 west of HWY 747 to Sweathouse Transfer Station	4	Local	1	8	\$ 4,960.00	\$ 5,840.00	\$ 5,600.00	\$ 8,808.00	\$ 11,740.00	\$ 15,210.00	\$ 23,540.00
15	11 Mile RD (RGE RD 203) North of HWY 669 to TWP RD 714	4	Local	9.7	10	\$ 58,200.00	\$ 68,870.00	\$ 65,960.00	\$ 104,857.00	\$ 138,710.00	\$ 164,609.00	\$ 284,210.00
16	8 Mile RD (RGE RD 210) North of HWY 669 to TWP RD 714	4	Minor Collector	9.7	8	\$ 48,112.00	\$ 56,648.00	\$ 54,320.00	\$ 85,437.60	\$ 113,878.00	\$ 147,537.00	\$ 228,338.00
19	Ridgevalley Connector (TWP RD 710, RGE RD 254A, TWP RD 705 from HWY 43 to pavement)	7	Minor Collector	9.7	10	\$ 58,200.00	\$ 68,870.00	\$ 65,960.00	\$ 104,857.00	\$ 138,710.00	\$ 164,609.00	\$ 284,210.00
20	Swan Lake RD (RGE RD 260)	7	Local	3.6	10	\$ 21,600.00	\$ 25,560.00	\$ 24,480.00	\$ 38,916.00	\$ 51,480.00	\$ 61,092.00	\$ 105,480.00
21	RGE RD 11 south of HWY 43 to Transfer Station	6	Local	2	8	\$ 9,920.00	\$ 11,680.00	\$ 11,200.00	\$ 17,616.00	\$ 23,480.00	\$ 30,420.00	\$ 47,080.00
22	Mountain Springs RD (TWP RD 725) East of HWY 736	6	Minor Collector	4.9	8	\$ 24,304.00	\$ 28,616.00	\$ 27,440.00	\$ 43,159.20	\$ 57,526.00	\$ 74,529.00	\$ 115,346.00
23	Warren RD (TWP RD 681 West of HWY 43 to RGE RD 232)	2	Minor Collector	8.6	8	\$ 42,656.00	\$ 50,224.00	\$ 48,160.00	\$ 75,748.80	\$ 100,964.00	\$ 130,806.00	\$ 202,444.00
24	TWP RD 683 West of HWY 43 West to RGE RD 225	2	Minor Collector	3.4	8	\$ 16,864.00	\$ 19,856.00	\$ 19,040.00	\$ 29,947.20	\$ 39,916.00	\$ 51,714.00	\$ 80,036.00
25	Moody's Crossing RD up to gates	6	Local	1.2	8	\$ 5,952.00	\$ 7,008.00	\$ 6,720.00	\$ 10,569.60	\$ 14,088.00	\$ 18,252.00	\$ 28,248.00
26	RGE RD 64 south of TWP RD 700 to TWP RD 693 then West to RGE RD 65	8	Minor Collector	6.3	10	\$ 37,800.00	\$ 44,730.00	\$ 42,840.00	\$ 68,103.00	\$ 90,090.00	\$ 106,911.00	\$ 184,590.00
27	TWP RD 692 east of HWY 666 to RGE RD 75	8	Major Collector	5.7	8	\$ 28,272.00	\$ 33,288.00	\$ 31,920.00	\$ 50,205.60	\$ 66,918.00	\$ 86,697.00	\$ 134,178.00
28	TWP RD 694/692 East of RGE RD 64 to HWY 40	8	Minor Collector	7	10	\$ 42,000.00	\$ 49,700.00	\$ 47,600.00	\$ 75,670.00	\$ 100,100.00	\$ 118,790.00	\$ 205,100.00
29	TWP RD 692 west of HWY 666	8	Minor Collector	3.5	10	\$ 21,000.00	\$ 24,850.00	\$ 23,800.00	\$ 37,835.00	\$ 50,050.00	\$ 59,395.00	\$ 102,550.00
30	Victor Lake RD	1	Local	3	10	\$ 18,000.00	\$ 21,300.00	\$ 20,400.00	\$ 32,430.00	\$ 42,900.00	\$ 50,910.00	\$ 87,900.00
Total for all sites:				218.3		\$ 1,224,832.00	\$ 1,446,988.00	\$ 1,386,400.00	\$ 2,196,259.60	\$ 2,912,538.00	\$ 3,560,759.00	\$ 5,925,598.00



REQUEST FOR DECISION

SUBJECT:	Surface Treatment Alternative Options		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	April 23, 2024	CAO:	MANAGER: LT
DEPARTMENT:	INFRASTRUCTURE & ENGINEERING	DIR: RA	PRESENTER: LT
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 4033 Road Construction and Surfacing Priority

RECOMMENDED ACTION:

MOTION: That Council accept the report regarding surface treatment options for information, as presented.

MOTION: That Council direct Administration to incorporate the application of SC-600 material to Range Road 230 (south of Hwy 43 to Township Road 700) and the Goodwin Road (Range Road 21 north of Hwy 43 to Township Road 741 and east to secondary Hwy 736), in the 2025 budget deliberations.

BACKGROUND/PROPOSAL:

During the 2024 budget deliberations, Council indicated that they would like to see alternative surface treatments that are not asphalt, but comparable. Administration has included roads, as per the attachment, that have been brought forward due to past projections for asphalt and previous budget forecasts. They are traditional gravel roads that have been widened and over-built for future asphalt. Administration has also received complaints from local residents about these roadways having not been paved.

Over the years, it has become more apparent that asphalt may or may not be required based on traffic counts, use of the road, maintenance costs and the long-term plan of the roads indicated. Administration has reached out to multiple companies that provide the related products. The cost estimates received by the vendors were not all-inclusive, therefore, additional costs including hauling material to site, price of aggregate in the area and other equipment costs will be required.

In preparing recommendations for road selections, Administration has considered the following factors:

- Roads, or portions thereof, identified as major or minor collectors.
- Roads that were built or rebuilt with the intent to pave.

There are multiple types of stabilization products that include cement additives and oil asphalt. Unfortunately, the companies that are listed will not provide an axle weight rating for their product because they are not confident in the subbase as they did not install such. Therefore, any failures that are related to subgrade would be Greenview's responsibility.

SB-90

Pros	Cons
<ul style="list-style-type: none"> • Workable by grader with sandvics after cured 	<ul style="list-style-type: none"> • No axle weight guarantee
<ul style="list-style-type: none"> • 1km/day product placement 	<ul style="list-style-type: none"> • Expensive
<ul style="list-style-type: none"> • Provides a solid surface like asphalt 	<ul style="list-style-type: none"> • Slower process than dust control
<ul style="list-style-type: none"> • Travelling traffic on surface as compacted 	
<ul style="list-style-type: none"> • Decreases dust 	
<ul style="list-style-type: none"> • Slow curing to create greater compaction 	

SC-600

Pros	Cons
<ul style="list-style-type: none"> • Workable by grader with sandvics after cured 	<ul style="list-style-type: none"> • No axle weight guarantee
<ul style="list-style-type: none"> • 1km/day product placement 	<ul style="list-style-type: none"> • Expensive
<ul style="list-style-type: none"> • Provides a solid surface like asphalt 	<ul style="list-style-type: none"> • Slower process than dust control
<ul style="list-style-type: none"> • Travelling traffic on surface as compacted 	
<ul style="list-style-type: none"> • Decreases dust 	
<ul style="list-style-type: none"> • Suited for heavy traffic areas such as haul roads with structural sound base 	

Magnum Infrastructure

Pros	Cons
<ul style="list-style-type: none"> • Provides a solid surface like asphalt 	<ul style="list-style-type: none"> • No axle weight guarantee
<ul style="list-style-type: none"> • Decreases dust 	<ul style="list-style-type: none"> • Expensive
<ul style="list-style-type: none"> • Asphalt emulsion which makes it look more like an asphalt product 	<ul style="list-style-type: none"> • Slower process than dust control
	<ul style="list-style-type: none"> • Milling required
	<ul style="list-style-type: none"> • Not a workable material
	<ul style="list-style-type: none"> • 1-1.5km/day
	<ul style="list-style-type: none"> • No traffic through - road is closed for duration of project in sections

MG-30

Pros	Cons
<ul style="list-style-type: none"> • Calcium Chloride base 	<ul style="list-style-type: none"> • No axle weight guarantee
<ul style="list-style-type: none"> • Workable by grader with sandvics after cured 	<ul style="list-style-type: none"> • Slower process than dust control
<ul style="list-style-type: none"> • 1km/day product placement 	<ul style="list-style-type: none"> • Not suitable for high water table
<ul style="list-style-type: none"> • Traveling traffic on surface as compacted 	<ul style="list-style-type: none"> • Not suitable for high clay content
<ul style="list-style-type: none"> • Decreases dust 	
<ul style="list-style-type: none"> • Cheaper option for application 	
<ul style="list-style-type: none"> • Surface use or worked into the roadway adding stability while controlling dust 	

An alternative surface of these types will include additional costs to Greenview. These may include additional plow truck(s), increase in cost of wearable parts to maintain the road, increase in volume of sand and salt yearly, and additional staff time that may require more employees in order to provide our existing level of service.

While these products have slight differences: lower/increased asphalt mixtures, increased/decreased water content; overall, they are all extremely similar to each other. They all claim to have a better product than the other. Greenview has experience with several types of products that have been used in the past but has no documentation on viability (only past/present employee recollection).

Administration is recommending SC-600 for the mid-range cost of the options provided, as well as the manufacturer's assertion that the product is suited for heavy traffic areas such as haul roads with structural sound base.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council can make an informed decision about asphalt alternatives.
2. The benefit of Council accepting the recommended motion is that Administration will have locations to plan for in future budget deliberations.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended action is that residents will have to continue to apply for dust suppressant.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to proceed with the application of SC-600 material to Range Road 230 (south of Hwy 43 to Township Road 700) and the Goodwin Road (Range Road 21 north of Hwy 43 to Township Road 741 and east to secondary Hwy 736) in the 2024 construction season and add additional funding as required.

Alternative #2: Council has the alternative to choose a different application material and/or road locations as per the spreadsheet attached for consideration during future budget deliberations.

Alternative #3: Council has the alternative to direct Administration to add the roads to the annual dust control program for 2024, at no cost to local residents.

FINANCIAL IMPLICATION:

Direct Costs: approx. \$2,750,000.00 + 3% inflation + 10% contingency = \$3,115,750.00 for consideration during the 2025 budget deliberations

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Upon Council's decision, Administration will proceed accordingly.

ATTACHMENT(S):

- Attachment A - Road Surface Alternatives

Attachment A - Road Surface Alternatives

SB 90 is a cold mix special blend sold by Sands Dust Control that claims to be more reworkable than competing cold mix products as the proprietary blend claims to use less asphalt cement hardener. Maintenance and reapplication of product may be required at approaches and intersections where traffic turns on and off the treated surface. Provides a solid surface like asphalt. Approximately 1km/day can be completed. Traffic after product compacted. Mid range in cost for options provided.

SC 600 is a cold mix slow cure asphalt from Husky Oil that is reworkable after it has cured. Suited for heavy traffic areas such as haul roads with a structurally sound base. Less maintenance should be required due to the heavier nature of the product. Provides a solid surface like asphalt. Approximately 1km/day can be completed. Traffic after product compacted. Mid range in cost for options provided and states for heavier traffic.

MG-30 is calcium chloride product designed specifically for base stabilization with added benefits of dust control but used as a surface application. Provides a solid surface like asphalt. Approximately 1km/day can be completed. Traffic after product compacted. Lower in cost of the options provided.

Magnum Infrastructure cold mix recycling of in-situ road materials includes supplying a milling machine, applying an asphalt emulsion, and laying the road surface out with a grader and compaction. Between 1 - 1.5 km/day can be completed once the project is underway. Small vehicle traffic after 24 hours. All traffic after 72 hours. Higher in cost.

Site #	Road	Ward	Road Designation	Road length (kilometres)	Estimated Road Width (metres)	Cost Estimate for MG 30 surface application	Cost Estimate for SB 90 Product and SC 600 Product Applications	Magnum Infrastructure Cold Mix
1	Goodwin RD	6	Major Collector	27.5	10	\$ 195,250.00	\$ 2,750,000.00	\$ 5,954,050.00
2	RGE RD 230 from HWY 43 to TWP RD 700	3	Major Collector	4.8	10	\$ 34,080.00	\$ 480,000.00	\$ 1,057,660.00
3	Old High Prairie RD from HWY 49 to Alder Ridge Road	5	Major Collector	34.3	10	\$ 243,530.00	\$ 3,430,000.00	\$ 7,420,810.00
26	RGE RD 64 south of TWP RD 700 to TWP RD 693 then West to RGE RD 65	8	Minor Collector	6.3	10	\$ 44,730.00	\$ 630,000.00	\$ 1,381,210.00
30	Victor Lake RD	1	Local	3	10	\$ 21,300.00	\$ 300,000.00	\$ 669,400.00
*	Cost per meter					\$ 7,100.00	\$ 100,000.00	\$ 216,510.00
	Total for sites:			75.9		\$ 538,890.00	\$ 7,590,000.00	\$ 16,483,130.00

Site # are referenced to Attachment A - Dust Control Sites Cost Estimates included in RFD on Dust Control, also being heard at Regular Council Meeting on April 23/24



Municipal District of Greenview No. 16

NAME: Winston Delorme
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM			
						B	L	D	AMOUNT					
26-Mar	9:00	16:00	M	Council Meeting							324.00			
27-Mar	17:30	19:30	M	Co-op and Ent Meeting							275.00			
4-Apr	9:00	16:00	M	Land Use Bylaw Review							324.00			
8-Apr	13:00	15:30	M	Travel to GP	200						275.00			
9-Apr	7:00	20:00	M	Council Meeting / Travel to EDA	900						536.00			
10-Apr			C	EDA							469.00			
11-Apr			C	EDA							469.00			
12-Apr			C	EDA	700						469.00			
NOTES:				KILOMETER CLAIM			TOTAL					3141.00		
Meeting Code : M for Meetings C for Conferences				RATE		KM's	TOTAL	LESS GST						
				\$0.70 per km		1800	1260.00	NET CLAIM					3141.00	
				\$0.17 per km		1800	306.00							
				SUBTOTAL			1566.00	TOTAL CLAIM					4707.00	
				LESS G.S.T.				LESS ADVANCES						
				TOTAL			1566	AMOUNT DUE (OWING)					\$4,707.00	

Claimant

Date

Approved

Date



Municipal District of Greenview No. 16

NAME: Sally Rosson
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE 2024	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM		
						B	L	D	AMOUNT				
25-Mar	8:00	14:30	M	LS Ski Hill / Friends of SL / GRM	120						324.00		
26-Mar	8:30	16:30	M	RCM	16						324.00		
27-Mar	17:00	20:30	M	Friends of SL Open House	104						275.00		
3-Apr	17:30	20:15	M	Joint Town Meeting	16						275.00		
4-Apr	8:30	16:15	M	LUB Review	16						324.00		
NOTES:				KILOMETER CLAIM			TOTAL				1522.00		
Meeting Code : M for Meetings C for Conferences				RATE		KM's	TOTAL	LESS GST					
				\$0.70 per km		272	190.40	NET CLAIM			1522.00		
				\$0.17 per km		272	46.24						
				SUBTOTAL			236.64	TOTAL CLAIM			1758.64		
				LESS G.S.T.				LESS ADVANCES					
				TOTAL			236.64	AMOUNT DUE (OWING)			\$1,758.64		

Sally Ann Rosson
 Claimant

April 5, 2024
 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Dave Berry
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM		
						B	L	D	AMOUNT				
26-Mar	8:30	16:00	M	Regular Council	60						324.00		
27-Mar	9:00	14:30	M	ASB	60						324.00		
28-Mar	8:00	13:00	M	SARDA	190						324.00		
2-Apr	8:00	14:00	M	Golden Triangle	400		x		20.00		324.00		
3-Apr	18:00	21:00	M	Joint MD Town VV	60						275.00		
4-Apr	8:30	16:30	M	LUB	60						324.00		
NOTES:				KILOMETER CLAIM			TOTAL		20.00		1895.00		
Meeting Code : M for Meetings C for Conferences				RATE		KM's	TOTAL	LESS GST					
				\$0.70 per km		830	581.00	NET CLAIM		20.00		1895.00	
				\$0.17 per km		830	141.10						
				SUBTOTAL			722.10	TOTAL CLAIM				2637.10	
				LESS G.S.T.				LESS ADVANCES					
				TOTAL			722.1	AMOUNT DUE (OWING)				\$2,637.10	



Municipal District of Greenview No. 16

NAME: Tom Burton
 ADDRESS : [REDACTED]

Employee # : [REDACTED]
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM			
						B	L	D			AMOUNT		
March 26 2024	7:45	16:15	M	Council	120					469.00			
March 27 2024	12:15	18:00	M	Grande Spirit Foundation Pleasant View Lodge	230					324.00			
April 3 2024	9:00	20:35	M	Grande Spirit Foundation DeBolt & Town of Valleyview Joint Council	120					469.00			
April 4 2024	7:45	17:00	M	Landuse Bylaw Review	120					469.00			
April 5 2024	8:15	16:40	M	River of Death & Discovery Dinosaur Museum Society Governance Committee	165					469.00			
NOTES:				KILOMETER CLAIM				TOTAL		2200.00			
Meeting Code : M for Meetings C for Conferences				RATE		KM's	TOTAL	LESS GST					
				\$0.70 per km		755	528.50	NET CLAIM			2200.00		
				\$0.17 per km		755	128.35						
				SUBTOTAL				656.85	TOTAL		2856.85		
				LESS G.S.T.						LESS ADVANCES			
				TOTAL				656.85	AMOUNT DUE (OWING)		\$2,856.85		

Claimant
Date
Approved
Date

