



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16
COMMITTEE OF THE WHOLE
MEETING AGENDA**

Tuesday, June 17, 2025, 9:00 a.m.
Grovedale Public Service Building
Grovedale, AB

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MUNICIPAL DISTRICT OF GREENVIEW NO. 16

COMMITTEE OF THE WHOLE

MINUTES

May 20, 2025, 9:00 a.m.
Greenview Administration Building
Valleyview, AB

Present:

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

Staff:

Chief Administrative Officer, Stacey Wabick
Acting Director, Infrastructure and Engineering Leah Thompson
Director, Planning and Economic Development Martino Verhaeghe
Director, Community Services Michelle Honeyman
Director, Corporate Services Ed Kaemingh
Manager, Communications and Marketing Stacey Sevilla
Manager, Legislative and Administrative Services Sarah Sebo
Recording Secretary Melissa Arsenault

2. ADOPTION OF AGENDA

MOTION: 25.041

Moved by: Councillor Christine Schlieff

That Council adopt the Agenda of the May 20, 2025 Committee of the Whole Meeting as amended.

- Remove section 4.10 from the agenda (Mountain Metis)

For (9): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Marko Hackenberg, and Councillor Dave Berry

Against (1): Councillor Dale Smith

Absent (1): Reeve Tyler Olsen

CARRIED (9 to 1)

3. MINUTES

MOTION: 25.042

Moved by: Councillor Sally Rosson

That Council adopt the minutes of the April 15, 2025 Committee of the Whole Meeting as presented.

For (10): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Marko Hackenberg, and Councillor Dave Berry

Absent (1): Reeve Tyler Olsen

CARRIED (10 to 0)

4. DELEGATION

4.1 9:05 a.m. Delegation – DeBolt & District Pioneer Museum

MOTION: 25.043

Moved by: Councillor Jennifer Scott

That Committee of the Whole accept the presentation from the DeBolt & District Pioneer Museum for information, as presented.

For (10): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Marko Hackenberg, and Councillor Dave Berry

Absent (1): Reeve Tyler Olsen

CARRIED (10 to 0)

4.2 9:25 a.m. Delegation - Ridgevalley Playschool

MOTION: 25.044

That Committee of the Whole accept the presentation from the Ridgevalley Playschool for information.

For (10): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Marko Hackenberg, and Councillor Dave Berry

Absent (1): Reeve Tyler Olsen

CARRIED (10 to 0)

4.3 9:45 a.m. Delegation – Grande Prairie Palliative Care Society

MOTION: 25.045

Moved by: Councillor Ryan Ratzlaff

That Committee of the Whole accept the presentation from the Grande Prairie Palliative Care Society for information.

For (10): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Marko Hackenberg, and Councillor Dave Berry

Absent (1): Reeve Tyler Olsen

CARRIED (10 to 0)

4.4 10:20 a.m. Delegation – Little Smoky Community Centre

MOTION: 25.046

Moved by: Councillor Ryan Ratzlaff

That Committee of the Whole accept the Little Smoky Community Centre presentation, for information.

For (10): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Marko Hackenberg, and Councillor Dave Berry

Absent (1): Reeve Tyler Olsen

CARRIED (10 to 0)

4.5 10:40 a.m. Delegation - Alberta Conservation Association

Deputy Reeve Bill Smith Recessed the meeting at 10:13 a.m.

Deputy Reeve Bill Smith Reconvened the meeting 10:20 a.m.

MOTION: 25.047

Moved by: Councillor Winston Delorme

That Committee of the Whole accept the presentation from the Alberta Conservation Association, regarding a proposed partnership for the aeration of Dollar Lakes, for information.

For (10): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Marko Hackenberg, and Councillor Dave Berry

Absent (1): Reeve Tyler Olsen

CARRIED (10 to 0)

4.6 11:00 a.m. Delegation – CIBC Wood Gundy

MOTION: 25.048

Moved by: Councillor Tom Burton

That Committee of the Whole accept the CIBC Wood Gundy Investment Presentation as information.

For (10): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Marko Hackenberg, and Councillor Dave Berry

Absent (1): Reeve Tyler Olsen

CARRIED (10 to 0)

4.7 11:20 a.m. Delegation - Kakwa Sherman Trail Society

MOTION: 25.049

Moved by: Councillor Christine Schlief

That Committee of the Whole accept the presentation from the Kakwa Sherman Trail Society for information.

For (10): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlief, Councillor Marko Hackenberg, and Councillor Dave Berry

Absent (1): Reeve Tyler Olsen

CARRIED (10 to 0)

4.8 11:40 a.m. Delegation – Hinton Adult Learning Society

MOTION: 25.050

Moved by: Councillor Winston Delorme

That Committee of the Whole accept the presentation from the Hinton Adult Learning Society for information.

For (9): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlief, Councillor Marko Hackenberg, and Councillor Dave Berry

Absent (2): Reeve Tyler Olsen, and Councillor Dale Smith

CARRIED (9 to 0)

4.9 12:45 p.m. Ratepayer Concerns Regarding Proposed Solar Projects in Little Smoky

Deputy Reeve Bill Smith recessed the meeting at 11:56 a.m.

Deputy Reeve Bill Smith reconvened the meeting at 12:45 p.m.

MOTION: 25.051

Moved by: Councillor Ryan Ratzlaff

That Committee of the Whole accept the ratepayers concerns regarding proposed solar projects in the Little Smoky area for information.

For (10): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Marko Hackenberg, and Councillor Dave Berry

Absent (1): Reeve Tyler Olsen

CARRIED (10 to 0)

4.10 1:25 p.m. Delegation – Ovintiv Canada ULC

MOTION: 25.052

Moved by: Councillor Sally Rosson

That Committee of the Whole accept the presentation from Ovintiv Canada ULC for information as presented.

For (10): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Marko Hackenberg, and Councillor Dave Berry

Absent (1): Reeve Tyler Olsen

CARRIED (10 to 0)

5. NEW BUSINESS

5.1 Gravel Processing, Inventory and Budget

MOTION: 25.053

Moved by: Councillor Dale Smith

That Committee of the Whole accept the report on gravel budget, processing, and inventory calculations, for information as presented.

For (10): Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Marko Hackenberg, and Councillor Dave Berry

Absent (1): Reeve Tyler Olsen

CARRIED (10 to 0)

6. CLOSED SESSION

MOTION: 25.054

Moved by: Councillor Winston Delorme

That the meeting go to Closed Session at 3:19 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to Closed Session.

MOTION: 25.055

Moved by: Councillor Dale Smith

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 3:25 p.m.

CARRIED

MOTION: 25.056

Moved by: Councillor Jennifer Scott

That the meeting go to Closed Session at 3:39 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to Closed Session

CARRIED

MOTION: 25.057

Moved by: Councillor Jennifer Scott

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 3:47 p.m.

CARRIED

5.2 Community Services – 2025 Community Impact Grants Presentation

Deputy Reeve Bill Smith recessed the meeting at 1:55 p.m.

Deputy Reeve Bill Smith reconvened the meeting at 2:00 p.m.

Reeve Tyler Olsen joined the meeting at 2:20 p.m.

MOTION: 25.058

Moved by: Councillor Tom Burton

That Committee of the Whole recommend that Council award the approved 2025 Community Impact Grants.

For (11): Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Marko Hackenberg, and Councillor Dave Berry

CARRIED (11 to 0)

5. NEW BUSINESS

5.3 Action List

MOTION: 25.059

Moved by: Councillor Sally Rosson

That Committee of the Whole accept the Action List for information, as presented.

For (10): Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, and Councillor Marko Hackenberg

Absent (1): Councillor Dave Berry

CARRIED (10 to 0)

7. ADJOURNMENT

MOTION: 25.060

Moved by: Councillor Winston Delorme

That Council adjourn this Committee of the Whole Meeting at 4:46 p.m.

For (10): Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith, Councillor Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, and Councillor Marko Hackenberg

Absent (1): Councillor Dave Berry

CARRIED (10 to 0)

Recording Secretary

Chair



REQUEST FOR DECISION

SUBJECT: **Delegation - Grovedale Community Club & Agricultural Society**
SUBMISSION TO: COMMITTEE OF THE WHOLE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: June 17, 2025 CAO: MANAGER:
DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER:
STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from the Grovedale Community Club & Agricultural Society for information.

BACKGROUND/PROPOSAL:

A representative from the Grovedale Community Club & Agricultural Society will provide Committee of the Whole an update of the operations at the arena, hall and daycare in Grovedale.

The Grovedale Community Club & Agricultural Society is a registered non-profit organization whose volunteers take care of the operations of the arena, hall and daycare in Grovedale. These facilities are owned by Greenview and are located on Greenview owned property in the hamlet of Grovedale.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Committee of the Whole will have updated information on the operations of the arena, hall and daycare in Grovedale and the opportunity to ask questions.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Committee of the Whole has the alternative to request additional information regarding the arena, hall and daycare in Grovedale.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- PowerPoint



GROVEDALE COMMUNITY &
AGRICULTURAL SOCIETY

Club Overview 2025



Board of Directors

Executive Directors

President	Jordan Penson
Vice President	Shannon Bartlett
Treasurer	Leah Diachuk
Secretary	Nicole Thetrault

General Directors

Andrea Penson	Kaitlyn Braun
Joanne Bremner	Kris Tenney
Colin McAusland	





VISION * MISSION * VALUES

Vision:

Grovedale is a proud community. Active, connected and engaged.

Mission:

Through facilities, programs and events the Grovedale Community & Agricultural Society builds the future of our community.



VISION * MISSION * VALUES

Values:

GCAS will be guided in its actions by the following value statements:

- * Pride in responsibility to our community.
- * Family and community is our focus.
- * Success through communication and teamwork.
- * Compassion and respect for each other.
- * Friendships and fun make the difference.

Facility Operation

GCAS OPERATES 3 MAIN FACILITIES:

- **ICE ARENA:**

ARENA RENTALS WERE AT AN ALL-TIME HIGH LAST YEAR. GROSS REVENUE INCREASED 51.5% BETWEEN 2023-2024. WE HAVE A VERY WIDE SERVICE AREA IN THE PEACE COUNTRY, PROVIDING RENTALS TO WEMBLEY AND GRANDE PRAIRIE, BOTH MEN'S LEAGUES AND MINOR HOCKEY. RENTALS TO GP REBELS HOCKEY DEVELOPMENT, GRANDE CACHE FIGURE SKATING, AND AS FAR AS PEACE RIVER FIGURE SKATING. WE ALSO SUPPORTED LA GLACE LEAGUES WHILE THEY WERE UNDER CONSTRUCTION. WE HAVE RECEIVED MULTIPLE COMPLIMENTS ON OUR ICE QUALITY AND HAVE A VERY SOUGHT-AFTER FACILITY.

WE EMPLOY 3 GREAT LOCAL EMPLOYEES, AND MANY LOCAL CONTRACTORS IN THIS FACILITY.

IT TRULY IS THE HUB OF OUR COMMUNITY.

- **COMMUNITY HALL:**

HALL RENTALS REMAINED THE SAME BETWEEN 2023-2024. WE ARE BOOKED ALMOST EVERY WEEKEND THROUGHOUT SUMMER MONTHS.

OUR RECENT CEILING UPGRADES AND RENOVATIONS HAVE BEEN A GREAT DRAW FOR WEDDINGS.

WE HOST MANY GREAT FAMILY EVENTS INCLUDING, FREE MOVIE NIGHTS, HOCKEY WATCH PARTIES, BINGO NIGHTS, DANCES AND MORE.



Facility Operation



To Whom It May Concern,

My name is Alana Bangs, and I am the Director of Grovedale Daycare, a position I have proudly held since October 2024. While our daycare is still relatively young, we have experienced tremendous growth and development over the past three years.

Recently, we underwent a licensing inspection, and I am pleased to share that our licensing officer was very impressed with the progress and improvements we have made. She specifically noted the high quality of our program and expressed her appreciation for the number of educators on staff who hold qualifications higher than a Level 1—particularly significant given that approximately 40% of the province's educators are at a Level 1.

Prior to my tenure, the board made a critical decision to increase educator wages in an effort to improve staff retention. While this has resulted in higher payroll costs, the benefits have been substantial. Employing more experienced and better-educated staff has greatly enhanced the quality of care and learning experiences we offer.

To further support professional excellence, we have implemented a policy requiring all educators to complete a minimum of 20 hours of professional development each year. This ensures our team remains current with best practices in the ever-evolving field of early childhood education and fosters a culture of continual growth and innovation.

In our field, we often speak of "Champion Daycares"—centres that set high standards for care, offer exceptional programming, and are highly sought after by families. I firmly believe Grovedale Daycare has the potential to be one of these Champion Daycares. We have already made remarkable strides toward this goal. We now have a waitlist for enrollment, and I have submitted a request for an additional 10 spaces in our license renewal to help meet the growing needs of our community.

Our team is deeply committed to enhancing our program—both in aesthetics and in the design of meaningful experiences for children. Our educators embrace a child-centered approach and are eager to expand their knowledge and impact.

Of course, we have faced challenges. Before the wage increases, staff retention was a significant issue. Our rural location makes finding substitute educators difficult, and we are limited in the types of field trips we can offer. However, these obstacles have encouraged us to think creatively and develop innovative ways to meet the needs of our children and families.

I am incredibly proud of the Grovedale Daycare—of our passionate educators, our supportive community, and the progress we have made. I am excited for the future and confident that we will continue to grow into a recognized leader in early childhood education.

Sincerely,
Alana Bangs
Director, Grovedale Daycare



Community Involvement

EXAMPLES OF OUR
COMMUNITY IMPACT
INCLUDE:

- SPONSORING PENSON SCHOOL PANCAKE BREAKFASTS.
- PROVIDING FREE EVENTS FOR COMMUNITY MEMBERS.
- SUPPORTING OUR LOCAL SENIOR'S GROUP.
- PROVIDING CLINICS AND EDUCATIONAL COURSES.
- PROVIDING RECREATIONAL FACILITIES AND PROGRAMS.
- ANNUAL GROVEDALE AGRICULTURAL FAIR (44 YEARS)



SERVING OUR COMMUNITY

We are a young vibrant society dedicated to serving the needs of our community and making a positive difference in the lives of those around us. Our group is made up of passionate individuals who are committed to creating a safe and welcoming space for everyone. Whether you're looking to volunteer, connect with others in the community, or simply take advantage of our fantastic facility, we're here to help.



Community Involvement

EXAMPLES OF OUR
COMMUNITY IMPACT
INCLUDE:

- DONATING FACILITIES FOR YEAR END CELEBRATIONS, TOURNAMENTS, ICE SHOWS ETC.
- SUPPORTING “GIRLS HOCKEY DAY IN GROVEDALE”



EVERY PROJECT IS AN OPPORTUNITY TO
LEARN



2024-25 Year in Review

2024 In Grovedale

- HALL AND ARENA BATHROOM RENOVATIONS
- PURCHASED A SIDE BY SIDE
- PURCHASED A SKIDSTEER
- LANDSCAPING/CLEANING OF GROUNDS
- ARENA DRESSING ROOM BENCHES REPLACED/PAINTED
- EXCEPTIONAL SPONSORSHIP YEAR
- SUCCESSFUL 43RD ANNUAL FAIR
- CONTINUED EVENT, SALES AND RENTAL OPPORTUNITIES
- INCREASED GYM MEMBERSHIP SALES
- GAZEBO DONATED AND BUILT AT DAYCARE
- RENOVATED OUTDOOR CONCESSION
- RENOVATED/PAINTED OUTDOOR BLEACHERS
- PAINTED PANELS AND PARKING BARRIERS
- ARENA PLANT RETROFIT
- NEW CHILLER PURCHASED
- PLANT PLC INSTALLED AND OPERATIONAL
- ARENA HEATERS LOWERED

2025 In Grovedale

- EXPANDED EQUESTRIAN ARENA
- BUILT WOODEN BORDER FOR PLAYGROUND
- STARTED MAJOR RENOVATIONS OF ARENA CONCESSION
- RENOVATED ARENA DRESSING ROOM 3 FOR THE GIRLS
- PURCHASED NEW ARENA SCOREBOARD
- REPLACED ALL ARENA PUCK BOARD SCREWS (5000+)
- ADDING TREES AROUND GROUNDS
- RENOVATED BALL DUGOUTS
- REBUILT OUR ROADWAY MESSAGE SIGN
- CONTINUE TO MAXIMIZE RENTALS OF ALL FACILITIES

A HUGE PORTION OF THESE PROJECTS WERE COMPLETED BY CNRL'S
DAY OF GIVING, WHICH WE ARE INCREDIBLY THANKFUL FOR!



Leaving Grovedale...



Thinking outside the box prompts ag society to open daycare

By Alexis Kienlen

Published: March 10, 2023
Heartland, News

Reading Time: 3 minutes



The Grovedale Community & Agricultural Society's daycare was an instant hit — with kids and their parents — when it opened in June. Photo: Supplied

They put on fairs and rodeos, host family fun days and large-scale ag shows, build community through a host of events, and share their facilities with organizations of every shape and size.

GCAS HAS BEEN REGOGNIZED AT THE PROVINCIAL (AAAS) AND INTER-PROVINCIAL (OAAS) LEVEL FOR OUR PASSION AND DEDICATION TO COMMUNITY.

- RECEIVED THE 2021 ALBERTA INNOVATION AWARD
- HOST OF AAAS REGIONAL MEETINGS
- MULTIPLE PROVINCIAL MARKETING AWARDS
- INVITED AS DELEGATES TO OAAS CONVENTION IN TORONTO
- WE WORK CLOSELY WITH THE PROVINCIAL AAAS BOARD/STAFF AND TAKE PRIDE IN THIS WORKING RELATIONSHIP.



GROWING PAINS

GCAS HAS DRASTICALLY INCREASED REVENUE/EXPENSES SINCE THE ADDITION OF THE DAYCARE.

WE ARE CONTINUING TO LEARN HOW TO MANAGE THIS NEW CHAPTER, AND WE HAVE RECENTLY BALANCED REVENUE OVER EXPENSE.

THIS ALSO ADDS A SIGNIFICANT WORKLOAD INCREASE ON VOLUNTEERS.

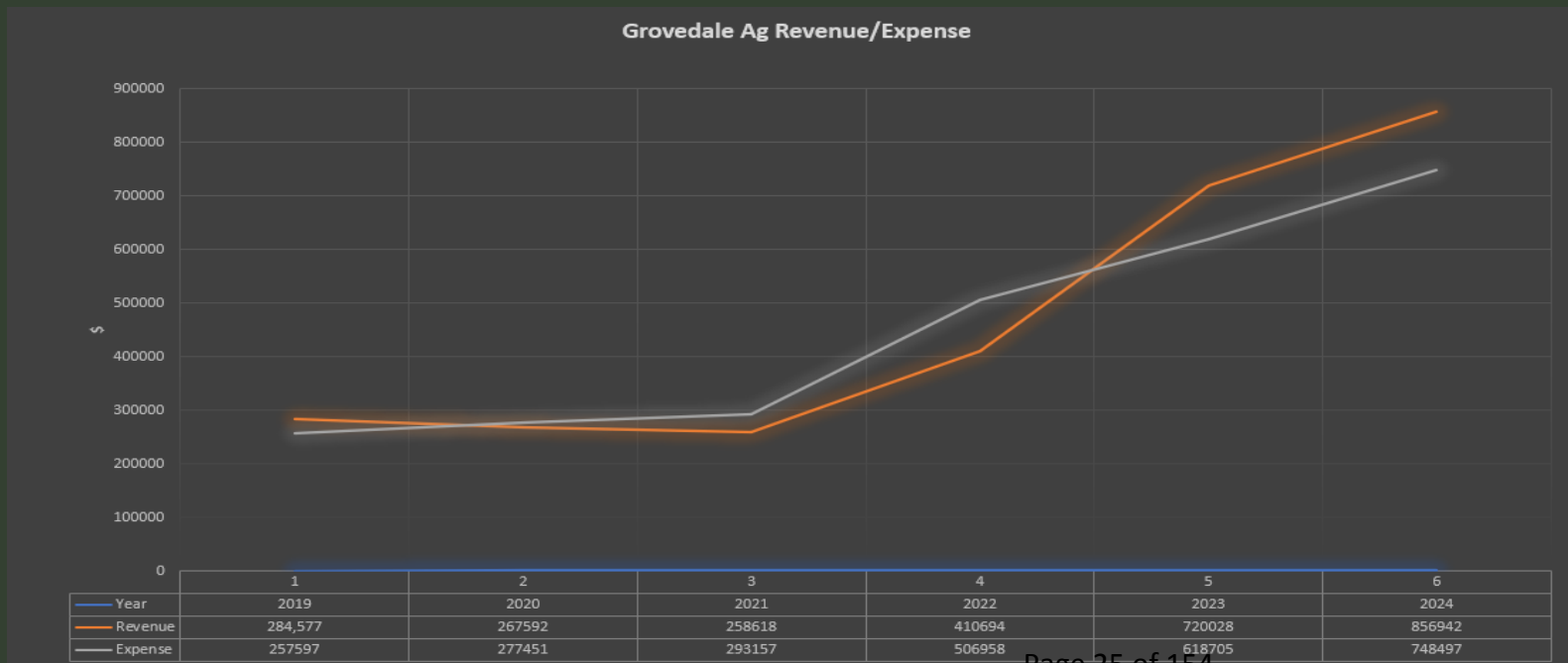
A CONSERVATIVE ESTIMATE OF 200 VOLUNTEER HOURS PER MONTH TO RUN OUR ORGANIZATION.



GROVEDALE

Community & Agricultural Society

Est. 1977



1-3 Year Plan

- CONTINUE MAXIMIZING ALL RENTALS AND FACILITY POTENTIAL.
- WORK WITH GREENVIEW TO KEEP OUR FACILITIES RUNNING PROPERLY.
- OUR ARENA SUB-FLOOR (BRINE LINES) ARE AT THE END OF THEIR LIFE-SPAN. WE WILL NEED TO ASSESS THIS, AND WE HAVE PROACTIVELY ACQUIRED QUOTES.
- UPGRADES TO OUR BARS, AN OUTDOOR GAZEBO, CONTINUE WOODEN FENCING, AND MORE OUTDOOR WEDDING VENUE EQUIPMENT HAVE BEEN TALKED ABOUT IN OUR STRATEGIC PLANNING SESSIONS.
- LOOK AT THE POSSIBILITY OF HIRING A PART TIME MANAGER TO BALANCE SOME VOLUNTEER HOURS.



THANK YOU



GROVEDALE COMMUNITY & AG SOCIETY

BOX 146

WWW.GROVEDALEAG.CA



REQUEST FOR DECISION

SUBJECT: **Delegation – Ridgevalley Seniors Assistance Society**
SUBMISSION TO: COMMITTEE OF THE WHOLE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: June 17, 2025 CAO: MANAGER:
DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER:
STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) –N/A

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

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from the Ridgevalley Seniors Assistance Society for information, as presented.

BACKGROUND/PROPOSAL:

A Ridgevalley Seniors Assistance Society representative will present their Community Impact Grant request for capital funding to Council for information.

The Ridgevalley Seniors Assistance Society submitted a capital grant request for \$160,120.00 for various capital projects. Administration presented the grant request to Committee of the Whole on May 20, 2025, and during discussions the Committee recommended providing a capital grant to the Ridgevalley Seniors Assistance Society in the amount of \$83,370.00. The grant request was discussed at the May 20th Committee of the Whole meeting and was scheduled to be presented for decision at the June 10th Council meeting.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Committee of the Whole will have the opportunity to ask questions regarding the capital grant funding request.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- Community Impact Grant Application
- PowerPoint Presentation

Application: CIG-0000000069

Community Impact Grant

Summary

ID: CIG-0000000069
Last submitted: Apr 15 2025 09:35 AM (MDT)
Labels: Capital Grants

Grant Application Form

Completed - Apr 14 2025

Form for "Grant Application Form"

Please refer to the [Community Impact Grant Policy](#) and the [Greenview Support Recognition Policy](#) here.

Organization Information

Name of Organization	Ridgevalley Seniors Assistance Society
Mailing Address	RR1, Site 1, Box 9
Town/City	Crooked Creek
Postal Code	T0H 0Y0
Province	Alberta
Contact Name	
Position of Contact Person	Administrator
Email	
Phone Number	
Purpose of Organization	Senior Housing and Care

This is the act you are registered under.

Please verify:

Societies Act

Registration No.

5014933138

What type of Grant are you applying for?

Capital Grant

Total Amount Requested

****Do not use commas when entering amount****

\$ 160120.00

Proposed Project

Please see attached list

Have you previously applied for a grant from the MD of Greenview?

Yes

Was your previous grant application successful?

Yes

Year Grant Received

2024

Amount of Grant

Do not use commas when entering amount

\$ 112,727.61

Grant Purpose

Flooring replacement, maintenance projects, Replacement of equipment, Sidewalk project, Roofing replacement.

Have you provided the MD of Greenview with a final completion report for grant funds received?

Yes

Have you applied for grant funds from sources other than the MD of Greenview?

Yes

List the donor, purpose and amount

	Donor	Purpose	Amount (\$)
1	Multiple sources in progress	Handi-Bus	180000
2	Multiple sources in progress	August Heritage day and 50yr anniversary.	10000
3			
4			
5			
Total			190000.0

Have you performed any other fundraising projects?

No

If awarded, please list how you plan to recognize the MD of Greenview.

i.e. Social Media, Posters, Signs, Website

Posters, Signs, Website, wall plaque

Greenview Logo Permission Requirements

Please contact the Communications Department at communications@mdgreenview.ab.ca for all use of Greenview Logos as well as advertising, signs and imaging which require authorization by Greenview communications team.

FOIP Disclosure

Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33(a) and 39(1)(a)(b)(c) of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality, in particular for the purpose of the Community Impact Grant. If you have any questions about the collection please contact the Freedom of Information and Protection of Privacy Coordinator at 780.524.7600.

By signing and typing your name below the signature line below you are confirming you have provided the required information for the grant application.

Please use your mouse to sign

Name:

Arlin Loewen

Date:

Mar 6 2025

Upload past financial statements

Completed - Apr 14 2025

If you do not have a financial statement to upload, please complete the "Profit Loss Statement" and "Balance Sheet" form templates provided.

[Financial Audit Package March 2024 Signed](#)

Filename: Financial_Audit_Package_March_2024_Signed.pdf **Size:** 4.8 MB

Budget for current year/current project

Completed - Apr 14 2025

[Ridgevalley Seniors F2026 Budget](#)

Filename: Ridgevalley_Seniors__F2026_Budget.pdf Size: 68.8 kB

Any supporting documents, ie. Quotes, etc.

Completed - Apr 15 2025

[MD grant letter 2025 final](#)

Filename: MD_grant_letter_2025_final.pdf Size: 523.2 kB

Ridgevalley Seniors Assistance Society
Financial Information

March 31, 2024



FULCRUM GROUP
CHARTERED PROFESSIONAL ACCOUNTANTS

Chris Bell, CPA, CA*
Karla Kimble, CPA, CA*
Jesse Lofstrom, CPA, CA*
Neil Rozema, CPA, CMA, CA*
Lindsey Wickberg, MPAcc, CPA, CA*

Compilation Engagement Report

To the management of
Ridgevalley Seniors Assistance Society

On the basis of information provided by management, we have compiled the Statement of Financial Position of Ridgevalley Seniors Assistance Society as at March 31, 2024, the Statements of Changes in Net Assets and Operations for the year then ended, and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

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

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

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

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

Fulcrum Group

Grande Prairie, Alberta
August 15, 2024

Fulcrum Group
Chartered Professional Accountants

Ridgevalley Seniors Assistance Society
Statement of Financial Position

As at March 31	2024	2023
Assets		
Current assets		
Cash	\$ 80,754	\$ 12,979
Accounts receivable	46,123	15,073
Prepaid expenses	8,952	11,458
	<u>135,829</u>	<u>39,510</u>
Property and equipment		
Land	367,641	367,641
Buildings	3,144,075	3,104,472
Equipment	267,817	263,239
	<u>3,779,533</u>	<u>3,735,352</u>
Accumulated amortization	<u>(608,209)</u>	<u>(543,622)</u>
	<u>3,171,324</u>	<u>3,191,730</u>
	<u>\$ 3,307,153</u>	<u>\$ 3,231,240</u>

See accompanying notes

Ridgevalley Seniors Assistance Society
Statement of Financial Position, continued

As at March 31	2024	2023
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	\$ 77,049	\$ 165,435
Deferred revenue	-	18,671
Bank indebtedness	-	583,398
Current portion of long-term debt	<u>38,489</u>	<u>51,429</u>
	115,538	818,933
Long-term debt	<u>1,011,518</u>	<u>464,786</u>
	<u>1,127,056</u>	<u>1,283,719</u>
Fund balances		
Unrestricted fund	287,042	260,558
Alberta Health Services	(450,694)	(239,525)
Independent Living	-	(165,629)
Grant funding	59,954	-
Duplexes	11,453	-
Invested in property and equipment	2,121,315	2,092,117
Externally Restricted	<u>151,027</u>	<u>-</u>
	<u>2,180,097</u>	<u>1,947,521</u>
	<u>\$ 3,307,153</u>	<u>\$ 3,231,240</u>

See accompanying notes

Approved by the treasurer

Ridgevalley Seniors Assistance Society
Statement of Changes in Net Assets

Year ended March 31, 2024

2024

	Total	Unrestricted fund	Alberta Health Services	Independent Living	Grant funding
Balance, beginning of year	\$ 1,947,521	\$ 260,558	\$ (239,525)	\$ (165,629)	\$ -
Excess (deficiency) of revenues over expenditures	232,576	220,437	(211,169)	18,333	112,728
Net purchase of property and equipment	-	(1,312)	-	-	(52,774)
Interfund transfers (Note 2)	-	(192,641)	-	147,296	-
Balance, end of year	\$ 2,180,097	\$ 287,042	\$ (450,694)	\$ -	\$ 59,954

	Duplexes	Invested in property and equipment	Externally Restricted
Balance, beginning of year	\$ -	\$ 2,092,117	\$ -
Excess (deficiency) of revenues over expenditures	(12,562)	(46,218)	151,027
Net purchase of property and equipment	-	54,086	-
Interfund transfers (Note 2)	24,015	21,330	-
Balance, end of year	\$ 11,453	\$ 2,121,315	\$ 151,027

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

Year ended March 31, 2024

2023

	Total	Unrestricted fund	Alberta Health Services	Residential services	Grant funding
Balance, beginning of year	\$ 2,212,750	\$ 5,759	\$ (46,275)	\$ (50,642)	\$ 101,981
Excess (deficiency) of revenues over expenditures	(265,229)	96,446	(193,250)	(114,987)	-
Net purchase of property and equipment	-	(169,969)	-	-	(102,979)
Interfund transfers (Note 2)	-	329,320	-	-	-
Change to prior year allocation	-	(998)	-	-	998
Balance, end of year	\$ 1,947,521	\$ 260,558	\$ (239,525)	\$ (165,629)	\$ -

	Duplexes	Invested in property and equipment	Externally Restricted
Balance, beginning of year	\$ -	\$ 2,201,927	\$ -
Excess (deficiency) of revenues over expenditures	(9,226)	(44,212)	-
Net purchase of property and equipment	(13,529)	286,477	-
Interfund transfers (Note 2)	-	(329,320)	-
Reclassify amortization expense on rentals	22,755	(22,755)	-
Balance, end of year	\$ -	\$ 2,092,117	\$ -

Ridgevalley Seniors Assistance Society
Statement of Operations

Year ended March 31	2024	2023
Revenues		
Donations and fundraising	\$ 215,712	\$ 92,281
Parking	-	840
Workers incentive program	4,725	3,325
Alberta Health Services, Schedule 1	877,323	429,002
Duplexes, Schedule 2	81,693	67,883
Externally restricted funds , Schedule 3	151,027	-
Grants, Schedule 4	112,728	-
Independent living, Schedule 5	69,687	-
Residential services, Schedule 6	-	254,031
	<u>1,512,895</u>	<u>847,362</u>
Expenditures		
Amortization	38,335	41,414
Alberta Health Services, Schedule 1	1,088,492	622,252
Duplexes, Schedule 2	94,255	77,109
Independent living, Schedule 5	51,354	-
Residential services, Schedule 6	-	458,975
	<u>1,272,436</u>	<u>1,199,750</u>
Excess (deficiency) of revenues over expenditures from operations	240,459	(352,388)
Other income (expense)		
Loss on sale of property and equipment	(7,883)	(2,798)
Excess (deficiency) of revenues over expenditures before income taxes	232,576	(355,186)
Heart River Housing deficit funding	-	89,957
Excess (deficiency) of revenues over expenditures	\$ 232,576	\$ (265,229)

See accompanying notes

Schedule 1
Ridgevalley Seniors Assistance Society
Schedule of Alberta Health Services

Year ended March 31	2024	2023
Revenue		
Alberta Health Services	\$ 658,912	\$ 365,157
Resident fees	<u>218,411</u>	<u>63,845</u>
	<u>877,323</u>	<u>429,002</u>
Expenditures		
Building costs	31,186	-
Building and liability insurance	4,633	-
Cleaning and laundry	16,559	5,979
Groceries	59,390	-
Labor cost	839,253	599,105
Medical supplies	6,235	2,457
Office	21,409	-
Professional fees	46,939	7,665
Program fees	8,852	-
Software and subscriptions	3,936	-
Staff education (recovery)	6,265	(2,333)
Travel	3,312	-
Utilities	34,731	-
Vehicle	<u>5,792</u>	<u>9,379</u>
	<u>1,088,492</u>	<u>622,252</u>
Deficiency of revenues over expenditures	<u>\$ (211,169)</u>	<u>\$ (193,250)</u>

See accompanying notes

Schedule 2
Ridgevalley Seniors Assistance Society
Schedule of Duplexes

Year ended March 31	2024	2023
Revenue		
Rental	\$ 64,599	\$ 51,437
Utilities	17,094	12,958
Fundraising	-	3,488
	<u>81,693</u>	<u>67,883</u>
Expenditures		
Amortization	24,014	22,755
Building costs	4,806	-
Building maintenance	-	1,228
Insurance	2,808	4,193
Labor costs	8,652	-
Long-term interest	29,249	-
Office	11,353	38,153
Professional Fees	2,608	-
Software subscriptions and tech	219	-
Travel	189	-
Utilities	10,031	10,780
Vehicle	326	-
	<u>94,255</u>	<u>77,109</u>
Deficiency of revenues over expenditures	\$ (12,562)	\$ (9,226)

See accompanying notes

Schedule 3

Ridgevalley Seniors Assistance Society
Schedule of Externally Restricted Funds

Year ended March 31	2024	2023
Bequethment	\$ 151,027	\$ -
	\$ 151,027	\$ -

See accompanying notes

Schedule 4
Ridgevalley Seniors Assistance Society
Schedule of Grants

<u>Year ended March 31</u>	<u>2024</u>	<u>2023</u>
Grant funding	\$ 112,728	\$ -
	\$ 112,728	\$ -

See accompanying notes

Schedule 5
Ridgevalley Seniors Assistance Society
Schedule of Independent Living

Year ended March 31	2024	2023
Revenue		
Resident fees	\$ 69,687	\$ -
Expenditures		
Amortization	4,259	-
Building costs	4,702	-
Building and liability insurance	2,808	-
Groceries	3,126	-
Labor costs	17,304	-
Office	1,189	-
Other	2,310	-
Professional fees	2,608	-
Software subscriptions and tech	219	-
Supplies	4,732	-
Travel	189	-
Utilities	7,582	-
Vehicle	326	-
	<u>51,354</u>	<u>-</u>
Excess of revenues over expenditures	\$ 18,333	\$ -

See accompanying notes

Schedule 6
Ridgevalley Seniors Assistance Society
Schedule of Residential Services

Year ended March 31	2024	2023
Revenue		
Unit rentals	\$ -	\$ 222,166
Grants	-	26,853
Meals	-	2,877
Laundry and cleaning	-	2,135
	-	254,031
Expenditures		
Benefit costs	-	43,643
Building maintenance	-	37,512
Cleaning and laundry	-	7,203
Electricity	-	31,949
Food supplies	-	55,050
General labour	-	193,000
Goods and services tax expense	-	4,085
Grounds maintenance	-	9,998
Heating fuel	-	9,464
Insurance	-	10,316
Kitchen supplies	-	7,065
Office supplies	-	15,088
Professional fees	-	13,019
Program costs	-	6,732
Travel	-	1,593
Waste removal	-	300
Staff education	-	50
Telephone and communications	-	3,585
Equipment repair	-	2,843
Water and sewer	-	6,480
	-	458,975
Deficiency of revenues over expenditures before deficit funding	-	(204,944)
Heart River Housing deficit funding	-	89,957
Deficiency of revenues over expenditures	\$ -	\$ (114,987)

See accompanying notes

Ridgevalley Seniors Assistance Society

Notes to Financial Information

1. Basis of accounting

The basis of accounting applied in the preparation of the Statement of Financial Position of Ridgevalley Seniors Assistance Society as at March 31, 2024 and the Statements of Changes in Net Assets and Operations for the year then ended is the historical cost basis and reflects cash transactions with the addition of the following:

- ♦ accounts receivable less an allowance for doubtful accounts
- ♦ prepaid expenses as at the reporting date
- ♦ property and equipment recorded at net book value
- ♦ accounts payable and accrued liabilities
- ♦ long-term debt including current portion

2. Interfund transfers

	2024	2023
Transfer for financing obtained	\$ 16,602	\$ 354,498
Transfer for repayment of financing	(66,207)	(25,179)
Transfer to independent living to cover deficit	(143,036)	-
Transfer to grant funding to cover deficit	-	(999)
	<u>\$ (192,641)</u>	<u>\$ 328,320</u>

There was a transfer from Invested in property and equipment to Unrestricted funds of \$16,602 for financing obtained.

There was a transfer from Unrestricted funds to Invested in property and equipment of \$66,207 for repayments on financing.

There was a transfer from Invested in property and equipment of \$28,274 to Duplexes and Independent Living in the amounts of \$24,015 and \$4,259 respectively, to allocate amortization expenses.

There was a transfer from Unrestricted funds to Independent Living of \$143,036 to cover the accumulated fund deficit.

Ridgevalley Seniors Assistance Society

Statement of Operations - Summary
April 1, 2025 to March 31, 2026 Budget

Year Ended	Budget F2026
Revenues	
Alberta Health Services Funding	\$ 932,892
Independent Living	\$ 88,941
Duplexes	\$ 94,524
Donations and fundraising	\$ 235,200
Workers incentive program	\$ 4,800
	<u>\$ 1,356,357</u>
Expenditures	
Alberta Health Services	\$ 1,132,644
Independent Living	\$ 71,694
Duplexes	\$ 69,582
Amortization	\$ 66,000
	<u>\$ 1,339,920</u>
(Deficiency) Excess of Revenues over Expenditures from Operations excluding Capital Grants	<u>\$16,437</u>
Other income (expense)	
Loss on sale of property and equipment	\$ -
Capital Grants	\$ -
Externally Restricted Funds	\$ -
Total (Deficiency) Excess of Revenues over Expenditures	<u><u>\$ 16,437</u></u>



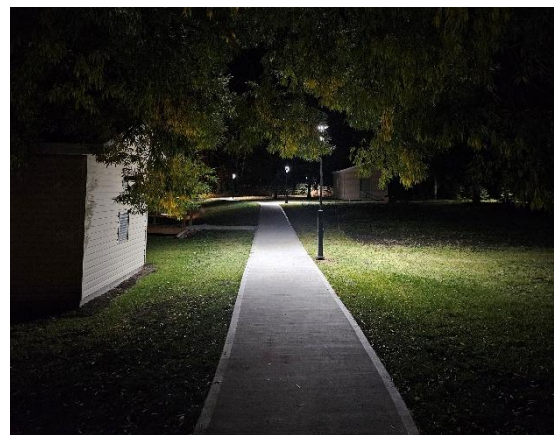
April 15, 2025

Attn: MD Greenview Council

Re: Ridgevalley Seniors Assistance Society Grant

The Ridgevalley Seniors Assistance Society, as well as our residents and their families, would like to send a big Thank-you to the MD Greenview Council for your generous support in 2024. With the additional funding, we were able to complete the following projects:


- Installed new flooring and completed small room renovations
- Replaced outdated equipment with new equipment purchased
- Replaced badly weathered shingles
- Completed the sidewalk around our building.



This gives you a small glimpse of the sidewalk project we completed.

The new sidewalk has greatly improved the appearance and usability of our backyard space and allows our residents to walk around without walking through water and mud. The residents are very pleased with the improvement!

Moving forward in 2025, the following chart shows some of the more important and pressing project needs for our facility and seniors.

			MD GREENVIEW GRANT PROJECTS 2025			
	PRIMARY RATING	SECONDARY RATING	Projects	QUANT	PRICE	EXTENDED
TOP PRIORITY	1	A	PHONE SYSTEM	1	\$ 8,580.00	\$ 8,580.00
	1	B	CALL BELL SERVER (STATUS SOLUTIONS)	1	\$ 25,740.00	\$ 25,740.00
	1	C	MASTER PLAN	1	\$ 35,000.00	\$ 35,000.00
	1	D	WEST UNIT AND ASSY ROOM FURNACES	5	\$ 5,750.00	\$ 28,750.00
	1	E	MED-GRADE FRIDGE	1	\$ 2,800.00	\$ 2,800.00
	1	F	IN-ROOM MED CABINETS	11	\$ 1,850.00	\$ 20,350.00
	1	G	FRONT DOOR CONTROL UPGRADE	1	\$ 3,000.00	\$ 3,000.00
	1	H	GRAVEL FOR ROAD AND YARD	1	\$ 12,000.00	\$ 12,000.00
	1	I	NEW MED CABINET	1	\$ 2,900.00	\$ 2,900.00
	1	J	DINING ROOM TABLES	6	\$ 1,000.00	\$ 6,000.00
	1	K	SENIOR FRIENDLY ARM CHAIRS FOR DINING	15	\$ 1,000.00	\$ 15,000.00
						\$ -
	1		TOTAL			\$ 160,120.00

For 2025, we are also pursuing additional funding options for other projects. We have retained a professional grant writer to research multiple sources for new funding, such as Government, Corporate, and Private Foundations for grants and donations. The following are the projects we are pursuing currently.

New Handi-bus	\$170,000 - \$195,000
New mower and yard equipment	\$10,000 - \$15,000
August 23 rd Heritage Days/50yr Celebration/Fundraiser	\$10,000

As our first facility opened on December 15, 1975, our Society is planning a 50th Anniversary Heritage Day Celebration to bring the community together on August 23rd. This celebration will also double as a fundraiser for the Seniors Home.

Once again, we want to send big Thank-you for your support in helping us through the years with improvement projects. We humbly ask that you again consider our request for grant funding to purchase needed equipment, replace aging furnaces that are at risk of becoming a health hazard, upgrading tech equipment that is outdated, and helping us plan for our future.

Ridgevalley Seniors Assistance Society

Note: Ridgevalley Seniors Assistance Society (RVSAS) is a registered Not-for-profit organization registered in the Province of Alberta. The RVSAS operates Ridgevalley Seniors Home plus 2 duplexes.



REQUEST FOR DECISION

SUBJECT: **Delegation – Valleyview & District Sun Valley Pioneers Association**
SUBMISSION TO: COMMITTEE OF THE WHOLE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: June 17, 2025 CAO: MANAGER:
DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER:
STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from the Valleyview & District Sun Valley Pioneers Association for information.

BACKGROUND/PROPOSAL:

A Valleyview & District Sun Valley Pioneers representative will present their Community Impact Grant request for capital funding to Council for information.

The Valleyview & District Sun Valley Pioneers Association submitted a capital grant request for \$107,000.00 to build an addition onto their current facility for additional storage space, to lower the front entrance to ground level for ease of access and update the current ramp at the back of the building, that currently does not meet code.

The grant request was discussed at the May 20th Committee of the Whole meeting and was scheduled to be presented for decision at the June 10th Council meeting.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Committee of the Whole can ask questions regarding the capital grant funding request.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- 2025 Community Impact Grant Application
- Capital Grant Presentation

Application: CIG-0000000116

Community Impact Grant

Summary

ID: CIG-0000000116
Last submitted: Apr 11 2025 03:03 PM (MDT)
Labels: Capital Grants, Seniors

Grant Application Form

Completed - Apr 11 2025

Form for "Grant Application Form"

Please refer to the [Community Impact Grant Policy](#) and the [Greenview Support Recognition Policy](#) here.

Organization Information

Name of Organization	Valleyview and District Sun Valley Pioneers Association
Mailing Address	Box 1381
Town/City	Valleyview
Postal Code	T0H3N0
Province	Alberta
Contact Name	
Position of Contact Person	Treasurer
Email	
Phone Number	
Purpose of Organization	To provided social and recreational activities for residents who are 50 and over. The facility is also available for rent to the community.

This is the act you are registered under.

Please verify:

Societies Act

Registration No.

500088463

What type of Grant are you applying for?

Capital Grant

Total Amount Requested

****Do not use commas when entering amount****

\$ 107000.00

Proposed Project

The proposed project is an addition to the front of the building to provide additional storage in the entry way and to create ease of access to the building on the front entrance. Currently there are only steps to access the building on the front, with the funds it will allow for updating the current ramp which does not currently meet standards, and allow the front steps to be removed to allow access to be brought down to ground level.

The facility does not have sufficient storage and have seen an increase in usage of the facility for recreation and social events, currently floor space is being used as storage with the limited space, this would allow for the use of that additional floor space with the growing needs of the community's seniors.

Have you previously applied for a grant from the MD of Greenview?

Yes

Was your previous grant application successful?

Yes

Year Grant Received

2023

Amount of Grant

Do not use commas when entering amount

\$ 10000.00

Grant Purpose

The grant was used to replace the games room furnace in the facility.

Have you provided the MD of Greenview with a final completion report for grant funds received?

Yes

Have you applied for grant funds from sources other than the MD of Greenview?

No

Have you performed any other fundraising projects?

Yes

What type of fundraising and how much did you raise?

Fundraising Type Examples: Bottle drive, Bake sale, etc

	Fundraising Type	Funds Raised
1	Silent Auction	0.00
2		
3		
4		
5		
Total		0.0

If awarded, please list how you plan to recognize the MD of Greenview.

i.e. Social Media, Posters, Signs, Website

Greenview would be recognized with plaque that would be placed in the new portion thanking them for their contribution, sponsor boards and would like to do a cheque presentation with Council.

Greenview Logo Permission Requirements

Please contact the Communications Department at communications@mdgreenview.ab.ca for all use of Greenview Logos as well as advertising, signs and imaging which require authorization by Greenview communications team.

FOIP Disclosure

Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33(a) and 39(1)(a)(b)(c) of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality, in particular for the purpose of the Community Impact Grant. If you have any questions about the collection please contact the Freedom of Information and Protection of Privacy Coordinator at 780.524.7600.

By signing and typing your name below the signature line below you are confirming you have provided the required information for the grant application.

Please use your mouse to sign

Name:

Raymond Lavoie

Date:

Apr 11 2025

Any supporting documents, ie. Quotes, etc.

Completed - Apr 11 2025

[VV Sun Valley Pioneers Grant Quotes](#)

Filename: VV_Sun_Valley_Pioneers_Grant_Quotes.pdf **Size:** 446.1 kB

VALLEYVIEW & DISTRICT SUN VALLEY

PIONEERS ASSOCIATION

FINANCIAL STATEMENTS

SEPTEMBER 30, 2024

VALLEYVIEW & DISTRICT SUN VALLEY PIONEERS ASSOCIATION

General Account -- Balance Sheet -- Income

October 1, 2023 to Sept. 30, 2024

	Deposit	Pool	Curling	Cards	Social Events	Membership	Rent	Miscellaneous
October	1865.50		192.00		480.00	90.00	1025.00	78.50
November	1238.00		100.00			90.00	1000.00	48.00
December	1880.00				1880.00			
January	110.00		110.00					
February	2645.78		139.00		210.00	100.00	150.00	2046.78
March	120.00		120.00					
April	196.00		126.00			70.00		
May	200.00		120.00			30.00	50.00	
June	11596.00		40.00			30.00	11526.00	MD Grant+
July	416.00		58.00			10.00	300.00	48.00
August	151.00		151.00					
September	135.00		115.00			20.00		
TOTAL	20553.28		1271.00		2570.00	440.00	2525.00	13747.28

Prepared by Raymond A. V. Savie

Audited by RJ Morrison

M Kroule

VALLEYVIEW & DISTRICT SUN VALLEY PIONEERS ASSOCIATION

General Account -- Balance Sheet – Expenditures

October 1, 2023 to September 30, 2024

	Expense	Groceries	Rep-Maint	Office	Soc. Eve.	GST paid	Miscellaneous	Utilities
October	917.22	35.97	361.40	30.94		22.86	4.00	462.05
November	2484.96	388.45	1281.49	27.99	144.51	95.77		546.75
December	5157.36	29.04	1650.00	85.00	2500.00	120.39		772.93
January	1583.15	79.59	300.00	17.26	206.93	51.88	53.99	873.50
February	1602.38		196.57		382.83	54.29	33.70	934.99
March	1659.23	242.71	411.45		112.05	66.17	39.25	787.60
April	886.94	82.08	52.99			36.05	4.00	711.82
May	2205.53	516.81	207.11	22.98	542.50	94.45	275.70	545.98
June	925.27	224.03	200.00			22.46	4.00	474.78
July	1814.89	58.41	1051.91		124.25	78.68	79.00	422.64
August	975.35	299.91	100.44	95.74	25.99	34.33	4.00	414.94
September	706.60	88.95		177.09		24.46	4.00	412.10
TOTAL	20,918.88	2045.95	5,813.36	457.00	4,039.06	701.79	501.64	7,360.08

VALLEVIEW & DISTRICT SUN VALLEY PIONEERS ASSOCIATION

CASINO ACCOUNT

October 1, 2023 to September 30, 2024

Starting Balance \$3,697.58(Oct. 1,2023)

MONTH	INCOME	EXPENDITURE	BALANCE
October	\$226.00		\$3,923.58
November	\$39,589.72	\$370.00	\$43,143.30
December	\$1.41		\$43,144.71
January	\$1.41		\$43,146.12
February	\$1.25	\$3,648.49	\$39,498.88
March	\$1.09	\$4,608.25	\$34,891.72
April	\$1.01	\$300.00	\$34,592.73
May	\$1.04	\$94.50	\$34,499.27
June	\$1.00	\$189.00	\$34,311.27
July	\$1.01	\$489.00	\$33,823.28
August	\$1.01	\$173.25	\$33,651.04
September	\$0.97	\$94.50	\$33,557.51
TOTALS	\$39,826.92	\$9,966.99	\$33,557.51

VALLEYVIEW & DISTRICT SUN VALLEY PIONEERS ASSOCIATION

BALANCE SHEET

SEPTEMBER 30, 2024

	Opening Balance Oct. 1/2023	Revenue	Expenditure	Closing Balance Sept. 30/2024
General Account	\$41,337.68	\$20,553.28	\$20,918.88	\$40,972.08
Casino Account	\$3,697.58	\$39,826.92	\$9,966.99	\$33,557.51

Accumulated Surplus \$74,529.59

Equity in Fixed Assets \$464,523.00

\$539,052.59

PREPARED BY: Raymond A.V. Lavoie

AUDITED BY: RJ Morrison
M. Kroule

Approved by the Board: Victor Kroup
Jane Warr
Debra Gannon
Ellie Jellefson

DATED: October 31st / 2024

Valleyview and District Sun Valley Pioneers Association
Annual General Meeting and Elections
October 31 ,2024 .

President Ron Pollack called the meeting to order at 1:PM
He Welcomed everyone to the meeting and apologized for
Sharrie Sands and Loris Laycocks absence .

There were 19 members present :

Ron Pollack ,Ray Lavoie, Linda Unrau , Ruby Morrison , Norm Carrier ,
Dianne Lambert ,Jim Warren , Malcolm Knowles , Helen Grammar ,
Judy Faunch , Bonnie Mc Vetty ,Vernell Bonertz ,Alex Miller ,Liz Gordon,
Lawrence Yelenick ,Gayle Knowles , Phyllis Gagne, Katie Campot and
Karry Melville.

Ray read the minutes from October 26 / 2023 AGM ,there were no matters
arising from the minutes, they were therefore moved and carried .

Chairman's Annual report was presented :

50 th Anniversary July 2025 was discussed :

Tickets would go on sale in January for a Raffle and draw for 3 prizes.

Any other suggestions could be placed in the Suggestion Box .

Treasurers Annual Audit Report :

Ray Lavoie reported the Annual Report has been completed and signed by the
Auditors. Documents are available to anyone that would like to look at them .

Balance of General Account at year end was \$40,972.08 .

Casino account Balance was \$33,557.51 ,making a total of \$74,529.59.

Fixed assets total \$464,523.00 .

Ruby Morrison was asked to conduct the Election of Officers and Directors.

Vice President Sharrie Sands stepped down .Judy Faunch volunteered to replace
her . Each Officer was asked if they would let their names stand for another term.
She then called for volunteers or nominations from the floor three times for each
position .There were no more nominations, the following Officers were elected by
acclamation:

Executives:

President -Ron Pollack.

Vice President -Judy Faunch

Secretary Loris- Laycock

Treasurer Ray-Lavoie

Board :

Jim Warren

Elsie Tollefson

Helen Grammer

Brenda McCormick

Karry Melville

Linda Unrah

Auditors:

Ruby Morrison

Malcolm Knowles

Kitchen :

Lora Anderson

Elaine Dutka

Decorating :

Dianne Lambert

Publicity and Advertising:

Elaine Dutka

Dianne Lambert

50th Anniversary:

Raymond Lavoie. 536-6172

Helen Grammer 523-6343

Ron Pollack 301-2001

Alex Miller. 524-8073

Mary Fuller. 523-0345

Activities/Social/Entertainment

Jim Warren.

Helen Grammer

Alex Miller.

Ruby Morrison .

Wendell Robideau.

Facility Maintenance :

Raymond Lavoie

Lawrence Yelenik

Ron Pollack .

Rentals:

Linda Unrau

Helen Grammer

Membership:

Raymond Lavoie.

Phoning :

Tammy ,Ron ,Ray ,Lawrence ,and Dianne .

Other Business:

Ray stated that he has copies of the "By Laws " of the Club available .

Ron moved the meeting adjourned .

Next AGM meeting will be October 30 th 2025 @1pm.

Sun Valley Pioneer Property

Thu 7/4/2024 5:32 PM

To: raylav@telus.net <raylav@telus.net>

Hi Ray,

No special permission is required to build on the Town rented lot, we just will ensure that all the proper permits will be pulled by you 😊

Thanks



4909-50th Street,
Box 270, Valleyview, AB T0H 3N0



JEREMY KING
JOURNEYMAN CARPENTER

Jeremy King Journeyman Carpenter

118 1 Street | ridgevalley, Alberta T0H 0Y0

7802965592 | jeremy88king@gmail.com | jeremykingcarpenter.ca

RECIPIENT:

Valleyview and district Sun Valley Pioneers Association

4715 51 Street

Valleyview, Alberta

Quote #95

Sent on

Mar 20, 2025

Job title

table room

Total

\$106,480.87

Product/Service	Description	Qty.	Unit Price	Total
Labor	cost of job Quote covers 1. Foundation Preparation & Floor System -Cutting through asphalt to reach the bottom for piling installation -Drilling and pouring the pilings -Installing the entry floor system -Insulating the floor 2. Framing & Insulation -Framing the walls -Framing the roof -Insulating the framing after inspection 3. Exterior Work -Installing doors and windows -Finishing the outside -Installing siding -Installing the roof 4. Electrical & Ventilation Work -Wiring a couple of lights -Moving vents from inside the building to the outside 5. Interior Finishing -Drywall installation -Installing flooring -Installing trim -Hanging interior doors -Trimming out windows and doors -install base	1	\$32,000.00	\$32,000.00
Supplies	lumber, rafters, doors and windows, flooring, siding, drywall, roofing	1	\$41,915.05	\$41,915.05
sub-trades	digging and pile installation and rafter lifting and block moving	1	\$7,396.60	\$7,396.60
sub-trades	concreate	1	\$2,137.30	\$2,137.30
Optional				
Administration	Permits	1	\$1,747.25	\$1,747.25
Supplies	flooring and finishes	1	\$3,309.60	\$3,309.60
Optional				
Disposal		1	\$2,101.05	\$2,101.05



JEREMY KING
JOURNEYMAN CARPENTER

Jeremy King Journeyman Carpenter

118 1 Street | ridgevalley, Alberta T0H 0Y0

7802965592 | jeremy88king@gmail.com | jeremykingcarpenter.ca




Product/Service	Description	Qty.	Unit Price	Total
				Optional
sub-trades	Electrical	1	\$1,406.33	\$1,406.33
sub-trades	blow in insulation for ceiling	1	\$1,929.56	\$1,929.56
				Optional
sub-trades	painting	1	\$4,168.60	\$4,168.60
				Optional
sub-trades	temporary fence	1	\$208.80	\$208.80
Delivery	Deliver	1	\$1,000.00	\$1,000.00
3 inch fraiming nails		3	\$74.75	\$224.25
8' inside drywall corner		30	\$8.89	\$266.70
Rental equipment	saw to cut asphalt	1	\$1,500.71	\$1,500.71
1 1/4 drywall screws		0.25	\$123.72	\$30.93
PL Premium small		6	\$11.27	\$67.62

A deposit of \$79,860.65 will be required to begin.

Subtotal	\$101,410.35
GST (5.0%)	\$5,070.52
Total	\$106,480.87

Attachments

View online <https://jbbr.io/Pih2kP6PJDWSbjvq5>

-  G2502059.pdf
-  King Jeremy-PlyGem 814739-SunValley job-Customer copy.pdf
-  quote624.pdf

This quote is valid for the next 30 days, after which values may be subject to change.

Signature: _____ Date: _____

Valleyview and District Sun Valley Pioneers Ass.

April 11, 2025

Box 1381, 4715-51st Street

Valleyview, Alberta

T0H3N0

Municipal District of Greenview No. 16

Box 1079

Valleyview, Alberta

T0H 3N0

Attention: Lisa Dunn

Community Services Co-ordinator

Regarding: Show of interest for Drop in Centre Addition

The following are the show of interest that we received for the proposed addition for the Senior Drop in Centre.

Jeremy King \$4,543.61 (For Design and Tender) Bid of \$106,480.87 March 20, 2025

Bearsto and Associates \$49,402.50 (For design and Tender)

Castle Ridge \$200,000.00 to \$320,000.00

Darryl Green (Did site inspection but did not put in a bid)

For information:

Ron Pollack

President



Civil Component	
Lot Grading Plan	\$3,600
Geotechnical Component	
Geotech Report	\$10,000
Survey Component	
Topographic Survey	\$2,200
Drafting	\$800
Total:	\$47,050

OPTIONAL SERVICES

Our firm can provide additional design and construction services, such as:

- Compaction (Moisture/Density) Testing
- Field & Laboratory Testing for Soils & Aggregates, & Asphalt
- Construction, and legal Surveys
- Earthworks Quantity Monitoring & Calculations

To offer flexibility in the services we can provide, the optional services would be provided on an hourly basis as per **Schedule B** (hourly rates include disbursements). If you would like to discuss any of these further inclusive of cost structure, we can do so at any time.

CLOSURE

Our experience, knowledge and understanding of the project scope, and our overall attention to detail will allow BASE to provide **you** with exceptional service and a high-quality finished product. Our firm has the capacity and expertise to ensure that the project is delivered safely on time, on budget and within your firm's expectations.

Sincerely,

Desmond McGrath, P.Eng.
Director, Building Design Engineering



September 24th, 2024

BASE file 24GEBD5044

Sun Vally Pioneer
c/o Ron Pollack

Re: Sun Vally Pioneer Centre Addition

We are pleased to provide you with our proposal for the storage bay addition to the Sun Valley Pioneer Centre. If you have any questions or require any additional information, please do not hesitate to contact us.

CORPORATE HISTORY

Beairsto & Associates Engineering Ltd. (BASE) is a robust Alberta firm that has been involved in the Municipal Engineering and Land Survey industry for over 59 years (established in 1963). Over the last 10 years, our services have further expanded to include Building Design Engineering, Geotechnical Engineering, and Oil & Gas Survey. We have proudly serviced Grande Prairie and North Central Alberta for many years and most recently added an office in Calgary. Our Municipal and Building Design Engineering team has extensive project resumes spanning several decades in the following areas:

- asset management
- municipal rehabilitation of infrastructure
- land development and subdivision design
- engineering design and construction of both urban and rural roadway systems
- municipal feasibility and planning projects in water, storm and sanitary systems
- shallow utility design for residential developments
- sanitary lift station design and construction
- structural engineering projects involving the design and construction of buildings
- architectural drafting and liaison with project architects
- electrical and mechanical engineering for turn key developments
- bridge engineering
- geotechnical engineering and materials testing

BASE has developed a strong team of project managers, engineers, and technical staff that have a great deal of experience managing these projects. BASE is a full time employer of over 100 engaged and local employees, and we are proud to be able to say that our business has been locally owned and operated for our entire corporate lifetime. Our services are comprised of a relatively equal balance between Engineering and Surveying services.



PROJECT NAME AND LOCATION

Sun Valley Pioneer Centre Storage Bay Addition

Location: Valleyview, AB

PROJECT UNDERSTANDING

It is our understanding that you are interested in having our firm provide:

- Architectural Design
- Structural Engineering
- Electrical Engineering
- Mechanical Engineering
- Geotechnical Engineering
- Civil Engineering

This will consist of the design, drafting and documentation, and contract administration services for a single storey addition to the Sun Valley Pioneer Centre. The structure will be wood frame with a concrete foundation. The following information further defines the above-proposed services, and the scope of work associated with each.

SCOPE OF WORK

- Professional of record duties per discipline, with review and sign-off of appropriate A, B and C schedules.
- Field Inspections – An initial site visit is required to establish the site conditions and measure the existing building. Field inspections for foundation, framing, lighting and emergency lighting, plumbing and HVAC, vapor barrier and life safety are budgeted for final occupancy. All field inspection reports on progress and deficiencies are submitted to the client.
- The engineers from each discipline will take part in the coordination design meetings during the preliminary / design development stages.
- Review completed Equipment Installation Certification Forms as applicable.
- Witness Equipment Performance Tests as applicable.
- Development of the BP drawing set; draft, sign and seal the construction drawings.
- Contract administration services including review of product literature, cut sheets and shop drawings; responding to contractor questions and RFI's.

PROPOSAL COMPENSATION

The estimated amount for undertaking the design and tendering portion of this project, as the scope has been understood in our proposal, is \$47,050 exclusive of GST. All contract administration services will be provided at our hourly rates. Please refer to **Schedule A** for a summary of the costs. The project upset amount includes vehicle, disbursements, and incidentals such as telephone, computer, fax machine and CAD rates, etc.



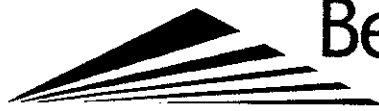
SCHEDULE A

Architectural Component	
Preliminary Design: <i>Coordination Meetings, field measure and inspect existing</i>	\$4,500
Design Development	\$3,600
Construction Drawings	\$5,320
Architect's Seal	\$4,000
Tendering	\$5,000
Contract Administration	hourly
On-site Inspections (2)	\$1,500
Structural Component	
Preliminary Design: <i>Coordination Meetings, review existing structure, review</i>	\$800
Design Development	\$2,400
Construction Drawings	\$5,200
Contract Administration	hourly
On-site Inspections (4)	\$3,000
Electrical Component	
Preliminary Design: <i>Coordination Meetings, review existing systems and</i>	\$800
Design Development	\$1,800
Construction Drawings	\$4,500
Contract Administration	hourly
On-site Inspections	\$1,000
Mechanical Component	
Preliminary Design: <i>Coordination Meetings, review existing drawings, review</i>	\$800
Design Development	\$1,800
Construction Drawings	\$3,600
Energy Model Compliance	\$4,000
Contract Administration	hourly
On-site Inspections (1)	\$750

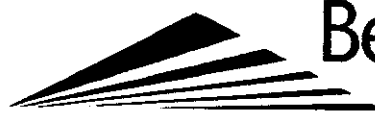


SCHEDULE B: ENGINEERING RATE SUMMARY

Class Professional & Technical Services		Rate Per	
F	Senior Management Professional (P.Eng, ALS, BCLS)	\$205.00	Hour
E	Management Professional (P.Eng, ALS, BCLS)	\$175.00	Hour
D	Supervisory / Specialist Professional (P.Eng, ALS, BCLS)	\$155.00	Hour
C	Project Professional (P.Eng, ALS, BCLS)	\$135.00	Hour
B	Assistant Project Professional (P.Eng, E.I.T., ALS/BCLS Articling Pupil)	\$115.00	Hour
A	Member in Training Level (E.I.T., ALS/BCLS Articling Student)	\$87.00	Hour
A-	Engineering Student	\$65.00	Hour
T7	Senior Management Technician/Technologist	\$175.00	Hour
T6	Management Technician/Technologist	\$155.00	Hour
T5	Supervisory/Senior Project Technician/Technologist	\$135.00	Hour
T4	Project Technician/Technologist	\$115.00	Hour
T3	Technician/Technologist Level 3 (includes CAD II)	\$106.00	Hour
T2	Technician/Technologist Level 2 (includes Party Chief and CAD I)	\$87.00	Hour
T1	Technician Level I	\$65.00	Hour
T1-	Assistant Technician	\$43.00	Hour
Project Support Services		Rate Per	
General Admin (Project Set Up, Searching and Archiving)		\$65.00	Hour
General Disbursement (printing, document production, short travel, etc.)		Hrly Rate + 3%	Hour
Disbursements (Titles, Mapping, LTO plans etc.)		Cost + 10%	Item
Document Filing & Registration		Cost + 10%	Item
Bare Land Environmental Assessments (Phase 1)		Quoted	
Building Environmental Assessments		Quoted	
Subdivision Hydrological Studies		Quoted	
Field Support Services & Materials		Rate Per	
1 Person Crew Hourly (includes: Crew, Truck, Equipment & GPS)		\$175.00	Hour
2 Person Crew Hourly (includes: Crew, Truck, Equipment & GPS)		\$220.00	Hour
3 Person Crew Hourly (includes: Crew, Truck, Equipment & GPS)		\$265.00	Hour
Travel		\$1.20	Km
Minimum Truck Charge		\$210.00	Day
All-Terrain Vehicle (ATV/Snow Machine/Ace)		\$130.00	Day
GPS Survey Equipment (when billing hourly crew s)		\$425.00	Day
3D Laser Scanning (when billing hourly crew s)		\$1,300.00	Day
Safety/ Access Equipment (when billing hourly crew s)		\$24.00	Day
Chainsaw		\$26.00	Hour
Jackhammer/ Generator		\$100.00	Day
Hotel Rate - Per Crew Member (When billing hourly crew s)		\$145.00	Day
Meal Rate - Per Crew Member (when billing hourly crew s)		\$25.00	Meal
Legal Iron Survey Posts		\$18.00	Each
Marker Posts		\$21.00	Each
Iron Bars		\$7.00	Each
Field Survey Supplies Disbursement (minimum half day)- Standard (when billing hourly crew s)		\$55.00	Day
Field Survey Supplies Disbursement (minimum half day)- Above Standard (when billing hourly crew s)		\$80.00	Hour



Additional Printing/Reprinting and Job Packaging Services		Rate	Per
Small Format Prints (11" x 17" and smaller -colour)		\$1.25	Page
B&W Large Format Prints (34" or larger)		\$1.75	Sq. Ft
Colour Large Format Prints (34" or larger)		\$2.50	Sq. Ft
Additional Services & Standard Projects		Rate	Per
Certified Line Location Services * Includes report & detailed evidence summary		\$210.00	Hour
Surface File Export (up to 5 acres) ** +\$100.00/acre >5 acres to a maximum of \$7,500.00**		\$1,500.00	Each
Control Set Up within the Grande Prairie area (including Hythe, LaGalce, Sexsmith & Bezanson)		\$900.00	Each
Aerial Reconnaissance & Data Collection		Quote	



September 24th, 2024

BASE file 24GEBD5044

Sun Vally Pioneer
c/o Ron Pollack

Re: Sun Vally Pioneer Centre Addition

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BASE has developed a strong team of project managers, engineers, and technical staff that have a great deal of experience managing these projects. BASE is a full time employer of over 100 engaged and local employees, and we are proud to be able to say that our business has been locally owned and operated for our entire corporate lifetime. Our services are comprised of a relatively equal balance between Engineering and Surveying services.



PROJECT NAME AND LOCATION

Sun Valley Pioneer Centre Storage Bay Addition

Location: Valleyview, AB

PROJECT UNDERSTANDING

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- Architectural Design
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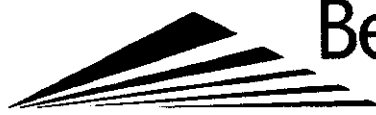
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2332.50 G.S.T.
470.50

49402.50



SCHEDULE A

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Civil Component	
Lot Grading Plan	\$3,600
Geotechnical Component	
Geotech Report	\$10,000
Survey Component	
Topographic Survey	\$2,200
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Total:	\$47,050

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Our firm can provide additional design and construction services, such as:

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Desmond McGrath, P.Eng.
Director, Building Design Engineering



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	3D Laser Scanning (when billing hourly crews)	\$1,300.00	Day
	Safety/ Access Equipment (when billing hourly crews)	\$24.00	Day
	Chainsaw	\$26.00	Hour
	Jackhammer/ Generator	\$100.00	Day
	Hotel Rate - Per Crew Member (When billing hourly crews)	\$145.00	Day
	Meal Rate - Per Crew Member (when billing hourly crews)	\$25.00	Meal
	Legal Iron Survey Posts	\$18.00	Each
	Marker Posts	\$21.00	Each
	Iron Bars	\$7.00	Each
	Field Survey Supplies Disbursement (minimum half day)- Standard (when billing hourly crews)	\$55.00	Day
	Field Survey Supplies Disbursement (minimum half day)- Above Standard (when billing hourly crews)	\$80.00	Hour



Additional Printing/Reprinting and Job Packaging Services		Rate Per
Small Format Prints (11" x 17" and smaller -colour)	\$1.25	Page
B&W Large Format Prints (34" or larger)	\$1.75	Sq. Ft
Colour Large Format Prints (34" or larger)	\$2.50	Sq. Ft
Additional Services & Standard Projects		Rate Per
Certified Line Location Services * Includes report & detailed evidence summary	\$210.00	Hour
Surface File Export (up to 5 acres) ** +\$100.00/acre >5 acres to a maximum of \$7,500.00**	\$1,500.00	Each
Control Set Up within the Grande Prairie area (including Hythe, LaGalce, Sexsmith & Bezanson)	\$900.00	Each
Aerial Reconnaissance & Data Collection	Quote	

CAPITAL GRANT PRESENTATION 2025

VALLEYVIEW AND DISTRICT SUN VALLEY PIONEER ASSOCIATION

In 1975 a group of citizens agreed that there was a need to have a senior's organization to provide activities that promote both physical and mental health for seniors. That group undertook the job to establish a meeting place and an agenda of activities and games at which seniors could participate in a safe environment. Over the last 50 years the organization has experienced good and great times and to this day still provide a wide variety of games like floor curling, table and floor shuffleboard, pool, darts, a Fall Jamboree, Father's Day Strawberry Tea, a Holiday activity at Christmas, a function for St. Patrick's Day and a Volunteer Appreciation activity among others.

Today we have 57 members and have incorporated Chair Yoga and Movement Class in our activities. We rent out the building occasionally to create some income and also do 50/50 draws and raffles. The membership is \$10.00 a year and there is a \$1.00 user fee for those who participate in the activities.

The group has always needed storage but has worked around it for the last 50 years. The need for storage has become more crucial as the use of the building increases.

Today we ask for a Capital Grant to be able to accommodate storage and improve handicap access to the building. The addition would provide approximately 220 sq ft of storage space.

We have received tremendous support from the MD of Greenview in the past and offer our appreciation for that.





REQUEST FOR DECISION

SUBJECT: **Bids&Tenders Presentation**
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: June 17, 2025
DEPARTMENT: Legislative Services
STRATEGIC PLAN: Governance

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

RELEVANT LEGISLATION:

Provincial (cite) – Not applicable

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

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the Bids&Tenders Presentation, for information.

BACKGROUND/PROPOSAL:

Administration will provide information regarding Bids&Tenders, the new procurement platform, including a brief overview and a look at the platform. As well, discuss the expected launch date and training for staff and vendors.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Committee of the Whole will have an update with an opportunity to provide feedback on Greenview’s implementation of Bids&Tenders.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

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

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 adjust the Bids&Tenders portal as requested by Council.

ATTACHMENT(S): N/A



REQUEST FOR DECISION

SUBJECT: **ARO Landfills – Nuisance Ground Presentation**

SUBMISSION TO: COMMITTEE OF THE WHOLE REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 17, 2025 CAO: MANAGER:

DEPARTMENT: ENVIRONMENTAL SERVICES DIR: RA PRESENTER: ZS

STRATEGIC PLAN: Economy LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation on ARO Landfills and Nuisance Ground, for information.

BACKGROUND/PROPOSAL:

Over the past year and a half, Administration has been gathering information on historical landfill sites. Out of the 16 sites that Administration has identified, one was presented from Alberta Environment and Protected Areas (AEPA), three sites were brought to our attention by Greenview local ratepayers, and the other twelve from Greenview's historical records.

Upon further investigation of these sites, Administration in collaboration with AEPA and our consultant, Omni-McCann Geoscience, discovered that due to the historical nature of each site's approved closure style, certain sites are now classified as 'contaminated grounds' rather than landfills.

Table 1. Summary of Sites

Site Name	Land Location	Current Usage
Sandy Bay	NW-9-71-23-W5M	Transfer Station (DML)
Old Little Smoky	NW-19-66-21-W5M	Vacant
Old Sturgeon	SW-29-70-24-W5M	Vacant
DeBolt	SE-2-72-1-W6M	Transfer Station/Class III Landfill
Puskwaskau	NE-36-74-26-W5M	Transfer Station (DML)
Sweathouse	SE-4-70-19-W5M	Transfer Station (DML)
Old Sunset house	NE-35-70-20-W5M	Vacant
Sunset House	NE-23-70-21-W5M	Class III Landfill/Transfer Station
New Fish Creek	SW-16-72-21-W5M	Class III Landfill/Transfer Station
Little Smoky	SE-13-66-22-W5M	Transfer Station
Sturgeon Heights	SE-13-70-25-W5M	Transfer Station
Grovedale	NE-22-69-6-W6M	Transfer Station
South Wapiti	NE-34-69-8-W6M	Transfer Station (DML)
RR260	SE(11)-26-71-26-W5M	Vacant
Muskeg	NE-18-57-5-W6M	Vacant (DML)

Based on the table above, the New Fish Creek Class II Landfill never existed (according to AEPA), however, it is confirmed as a transfer station and Class III Landfill. Sturgeon Heights Class II Landfill is confirmed by AEPA to have its Closure Certificate and Reclamation Certificate; this is the only facility for which Greenview has these certificates.

For the following contaminated sites listed below:

- Old Little Smoky nuisance ground;
- Old Sunset House nuisance ground;
- Old Sturgeon Heights nuisance ground;
- RR 260 Crooked Creek nuisance ground;
- DeBolt East nuisance ground;

Greenview will be discussing with AEPA Contaminated Sites Division, out of Edmonton, on how to proceed with closure and reclamation certificates for all. At this time, this is still under investigation.

Sandy Bay Class II Landfill (DML) closed in 2019 and Puskwaskau Class II Landfill (DML) closed in 2018; these sites are going to be held to the 2010 Standards for Landfills in Alberta Closure Plan. Both of these sites will require a 25-year monitoring status once the closure plan is approved.

The 7 remaining sites are going to be based on a hybrid closure/post-closure, site-by-site approval from AEPA. This is a new system that has not been done before with AEPA, that Greenview is spearheading in collaboration with AEPA. Due to Greenview being proactive and taking initiative, AEPA has become open to the hybrid discussion in where, according to regulation, they are *not* required to do so. AEPA has also offered their complete record history of these sites, inclusive, to assist Greenview's record keeping. This will aide with long-term monitoring of the sites and accurate record keeping.

Transfer Stations

Due to the Landfill Class II locations with transfer stations built on top, there will be a strategic plan of action on how to accomplish the goals set out in the attached letter and not directly impact the usefulness of the transfer stations. This will not impact the level of service that current transfer stations provide. According to AEPA, all water on locations, whether in pits or otherwise, will be removed from site and monitored as per their direction.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Committee of the Whole accepting the recommended motion is to be informed regarding Greenview's ARO responsibilities.
2. The benefit of accepting the recommended motion is that Committee of the Whole will have answers for ratepayer questions, when construction commences on these sites.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

As this is an informational item, no alternatives have been considered.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Omni-McCann Letter to AEPA
- CO #1 – CO #4
- ARO Landfill project GANTT Chart (excel version)



May 7, 2025

Project No. 0231-01

Alberta Environment and Protected Areas
Attn: Mr. Alper Basar, Municipal Approvals Engineer
10320 – 99th Street
Grande Prairie, AB
T8V 6J4

Via Email: Alper.Basar@gov.ab.ca

cc: Jamie Hallett, MD Greenview
Zac Sarling, MD Greenview

RE: Summary of Proposed Hybrid and Alternate Landfill Closure Designs

Dear Mr. Basar,

This letter has been developed following a meeting between Alberta Environment and Protected Areas (AEPA), Omni-McCann Inc. (Omni-McCann), and the Municipal District (MD) of Greenview No. 16 (the 'MD') held on April 9, 2025.

Omni-McCann was retained by the MD in 2024 to develop Closure/Post-Closure reports for 15 historically retired landfills/ waste disposal areas within the MD, with the scope of work later expanded to include a 16th site following its identification. As part of this process, historical records review and a field program were carried out. Upon review of the information gathered through these activities, it has been proposed that several of the former landfills have not been operational in the intervening time between 1996 (the date at which the *Code of Practice for Landfills*¹ (the 'Code') was brought into effect and present day. It was further noted, that of the landfill sites which were operational after 1996, in most cases, these operations were limited, and as a result it is proposed that historical closure practices followed before the Code was brought in be applied to one or more of the retired landfills in their entirety and select areas of other landfills as discussed herein.

As part of this letter, we have provided background information on each of the 16 retired landfills (herein referred to as 'sites'), along with a proposed approach for each site.

¹ Alberta (1996). *Code of Practice for Landfills*, Government of Alberta. Edmonton, AB



BACKGROUND

IDENTIFICATION AND ASSESSMENT OF SITES

The MD determined the location of 16 historically closed landfills through internal documents and communication with landowners and the public at large. As part of these communications and through a cursory review of the sites, it was suspected that some degree of closure was likely to have occurred at each of the sites, however, no records were available confirming the closure activity. A summary of the sites is provided in **Table 1** below, with their relative locations presented in **Figure 1 (Appendix A)**.

Table 1. Summary of Sites

Site Name	Land Location	Current Usage
Sandy Bay	NW-9-71-23-W5	Transfer Station (DML)
Old Little Smoky	NE-19-66-21-W5M (229LZ & 7520294A)	Vacant
Old Sturgeon	SE-29-70-24-W5M	Vacant
DeBolt	SE-2-72-1-W6M	Transfer Station/Class III Landfill
Puskwaskau	NE-36-74-26-W5M	Transfer Station (DML)
Sweathouse	SW-4-70-19-W5M	Transfer Station (DML)
Old Sunset house	NE-35-70-20-W5M	Vacant
Sunset House	NE-23-70-21-W5M	Class III Landfill/Transfer Station
New Fish Creek	NW-16-72-21-W5M	Class III Landfill/Transfer Station
Little Smoky	NW-13-66-22-W5M	Transfer Station
Sturgeon Heights	NW-13-70-25-W5M	Transfer Station
Grovedale	SW-22-69-6-W6M	Transfer Station
South Wapiti	SW-34-69-8-W6M	Transfer Station (DML)
RR260 (Crooked Creek)	NW-30-71-26-W5M	Vacant
Muskeg	NW&NE-18-57-5-W6M	Vacant (DML)
Debolt East	SE-12-72-1-W6M	Vacant

The MD retained Omni-McCann to assess and develop Closure/Post-Closure reports for each of these sites. Prior to the development of Closure/ Post-Closure Reports, Omni-McCann completed a review of historical aerial photos, a field investigation involving the installation of boreholes across each site, and a topographic survey (LiDAR). Additionally, Omni-McCann, who has been working with the MD for approximately 30 years reviewed in-house files within which, historical closure designs from 2005 were identified for three landfills. As part of these designs it was noted that a modified closure was incorporated into the design work wherein historical areas of waste disposal were to be closed following the practices typical of landfill closures under the Public Health Act (e.g., 0.6 m of clay cover with positive drainage off cover), while areas of recent disposal (post-1996) were to be closed in accordance with the Code. On this basis, it has been proposed that a similar method of a hybrid closure be considered as part of the current Closure/ Post-Closure reports where sites allow for such design.

Notably, as part of this review it was determined that no historical MSW waste disposal activities (i.e., prior to the current Class III Landfill activities) occurred at the New Fish Creek site, and that several of the landfills (Old Little Smoky, Old Sturgeon, Old Sunset House, Debolt East, and RR260) did not appear to have accepted any waste after 1996.



AEPA MEETING

Prior to proceeding with the finalization of Closure/ Post-Closure Plans, Omni-McCann and the MD met with representatives from AEPA on April 9, 2025, to review available historical information related to the subject landfills and to initiate discussions regarding a hybrid closure approach. The objective of the meeting was to confirm whether AEPA would accept a hybrid closure approach to the sites similar to what was design in 2005 by Omni-McCann, and to confirm whether alternate closure designs could be used in instances where a transfer station had been constructed over a historical landfill area.

As part of the meeting, AEPA was able to provide a series of hard-copy documents for review, including former inspection reports and notification letters issued to the MD (or previously the ID [Improvement District]) alerting them to the incoming Code. For many of the sites, records were limited to the notification letters issued in or around 1996 indicating that there was a record of a landfill at the site under the Public Health Act, and that regulatory control of the site would be automatically converted to the Environmental Protection and Enhancement Act with the incoming Code. Through these records, it wasn't clear whether the sites had been registered as a landfill or accepted waste after the Code was implemented.

Outcomes from the meeting included:

- Confirmation that the sites where no notification letter was issued and/ or no known waste disposal occurred after the Code was brought into effect would fall under the Contaminated Sites stream (i.e., Phased Environmental Site Assessments or 'ESAs') rather than the landfill closure stream. This included the following sites:
 - Old Little Smoky
 - Old Sturgeon
 - Old Sunset House
 - RR260 (Crooked Creek)
 - Debolt East
- Confirmation that the New Fish Creek site had never accepted MSW or operated as a landfill prior to construction of the current Class III facility (*not included in this scope of work*) and as such would not require further work related to closure of historical landfill/ waste management facilities.
- Confirmation that the Sturgeon Heights site had previously had a reclamation report (equivalent to a 'Closure Report') completed on the site by EXH Engineering, and was considered closed by AEPA.

During the meeting, AEPA expressed openness to considering a hybrid closure design which would account for the landfill's age, legacy construction methods, and current site conditions; however, acceptance of such a design would require input from a senior Approvals Engineer, and would likely need to proceed on a site-by-site basis with the exception of both Sandy Bay and Puskwaskau which the MD intends to fully close to the design requirements in the Code. This collaborative effort lays the foundation for developing a practical and technically sound closure plan aligned with both regulatory expectations and the constraints of historical landfill infrastructure.



REVIEW OF SUPPLEMENTAL INFORMATION

Following the AEPA meeting, Omni-McCann reviewed additional records, including a review registrations and approvals issued under the Environmental Protection and Enhancement Act (EPEA) which could apply to each of the sites, as available through AEPA's online Authorization Viewer.

In general, the documents listed on the Authorization Viewer were consistent across the sites, with most sites making reference to one or more Approval issued to the MD that was "expired and renewable" and listed a Modified Landfill or a WMF (waste management facility)/ Municipal Landfill. While listings of documents and Approvals were provided through the Authorization Viewer, no copies of the Approvals were available online with the exception of Debolt, Grovedale, and Muskeg. Documents identified as the "Approval" for all three of these sites were limited to permits issued under the Public Health Act. The following additional notable observations were made of the listings available online:

- An active Approval (00046992-00-00) issued September 1, 1996 for a WMF and Transfer Station at the Debolt site which does not expire;
- The Approval for the "new" Little Smoky site was listed as being held by the Regional Health Authority No. 7
- The Approval for the South Wapiti site was listed as "renewed", though no date was listed for the renewal and the listing was greyed, indicating it was considered inactive.

It is considered notable that no *Registrations* were issued for any of the site, as would be typical under the Code, and that while *Approvals* (typical under the *Standards for Landfills in Alberta*²) were issued to the nine sites, they do not appear to have been renewed at any point, and may have been generic approvals issued as a result of a clerical record rather than knowledge of on-going landfilling practices.

PROPOSED APPROACH TO CLOSURE

Based on our assessment, nine sites are considered well-suited for a hybrid- or alternate-closure design approach, as summarized in **Table 2** below and on **Figures 2 through 10 (Appendix A)**. Further details on these design parameters are outlined in subsections below.

The following sites having been excluded from further closure planning under the landfill closure stream based on reviewed records confirming reclamation (presumed equivalent to Closure) had occurred and been documented with AEPA, or that the landfills had either not accepted any historical MSW, or had not accepted MSW after 1996:

- Old Little Smoky
- Old Sturgeon
- Old Sunset House
- New Fish Creek
- RR260 (Crooked Creek)
- Debolt East
- Sturgeon Heights

² Alberta (2010). *Standards for Landfills in Alberta*, Government of Alberta. Edmonton, AB



DESCRIPTION OF CLOSURE METHODS & MANAGEMENT OF IMPACTS

The following sections describe Omni-McCann proposed approach for both a hybrid-closure design, and an alternate closure design where a transfer station has been constructed overlying the former landfill areas.

HYBRID LANDFILL CLOSURE DESIGN

Omni-McCann proposes to complete site-specific modified closure designs for seven of the landfills using a hybrid closure design by applying the respective standards based on the date of the landfiling; as previously noted, closure designs for Sandy Bay and Puskwaskau will be fully developed following the Code. As part of this design, areas where landfiling is confirmed to have occurred after 1996 will be closed following the design parameters from the Code (Design A) and areas where landfiling occurred solely before the Code will be closed following best management practices typically followed under the Public Health Act (Design B). A description of the cover system to be employed under each of these designs is summarized below:

- Design A (Code-based)
 - 0.6 meters of clayey barrier with 1×10^{-7} m/sec (or equivalent)
 - 0.35 meters of subsoil
 - 0.2 meters of topsoil
 - 5% - 30% grade
- Design B (Public Health Act-based)
 - 0.6 meters of clayey barrier with 1×10^{-7} m/sec (or equivalent)
 - 0.2 meters of topsoil
 - Minimum 2% grade

Figures 2 through 10 (Appendix A) identifying the landfill boundary, existing topographic contours, and anticipated extent of waste for each of the nine landfill sites to be closed under the landfill closure stream. The blue hatched areas shown on the figures is the anticipated extent of waste disposal placed after the Code and would follow Design A. The red hatched area is the anticipated extent of waste disposal before the Code and would follow Design B.

In addition to the above design commentary, Omni-McCann has addressed several questions raised during the April 9, 2025 meeting below for clarity.

Overlapping Waste Disposal Periods

In instances where waste may have been disposed of both before and after the Code came into effect, Design A will be followed as part of the closure process.

Transition Areas

In areas where waste disposal occurring before the Code is located directly adjacent to, but distinct from areas where waste disposal occurred after the Code, Design A is to be followed across the entire footprint of the applied waste, with any tapering of cover thickness or reductions in grading occurring solely over the wastes disposed of before the Code was implemented.



ALTERNATE DESIGN FOR CLOSURE ON SITE WITH TRANSFER STATION

Several of the landfills under review currently operate with existing transfer stations situated on top of the historical waste footprint, as outlined in green in **Figures 2 through 10 (Appendix A)**. In these cases, removal of the infrastructure to install a conventional engineered final cover system is not feasible without significant operational disruptions and costs.

As a more practical and equally protective approach, we propose an alternate closure design that utilizes the Rational Method (or equivalent methods) to demonstrate equivalency in surface runoff characteristics between a compacted gravel surface and a topsoil cover, along with proposing a slope of approximately 2%. Due to the high compaction and limited infiltration capacity of the gravel, the runoff coefficients are anticipated to be comparable to those of topsoil under typical precipitation events. This approach provides a technically sound justification for retaining the current surface material while still meeting the closure objectives related to runoff management and minimizing environmental impact.

As part of this design, a reduced subsoil layer may be present relative to that typical of a Code-compliant cover design (Design A above). The subsoil layer (0.35 m) is primarily included to serve as a protective buffer for the underlying low-permeability clayey barrier, specifically guarding against root intrusion from vegetative cover or activities that may disturb surficial soils (e.g., cultivating of agricultural fields). As the proposed alternate design for transfer stations will consist of compacted gravel rather than topsoil and vegetation, effectively eliminating the potential for root growth, a reduction in subsoil thickness would not be expected to increase the potential for damages to the clayey barrier provided gravel of an adequate thickness (minimum 0.3 m proposed granular base course) is maintained at the site as part of the Post-Closure Plan.

CLOSING

This letter report has been prepared to provide a summary of the proposed modified closure approach for AEPA's consideration in relation to legacy landfill sites. Omni-McCann appreciates AEPA's continued engagement on this matter and welcomes the opportunity to further discuss these proposed options in detail as part of the ongoing closure planning process.

Yours Truly,
Omni-McCann Inc.

Grant Barker, P. Geo.

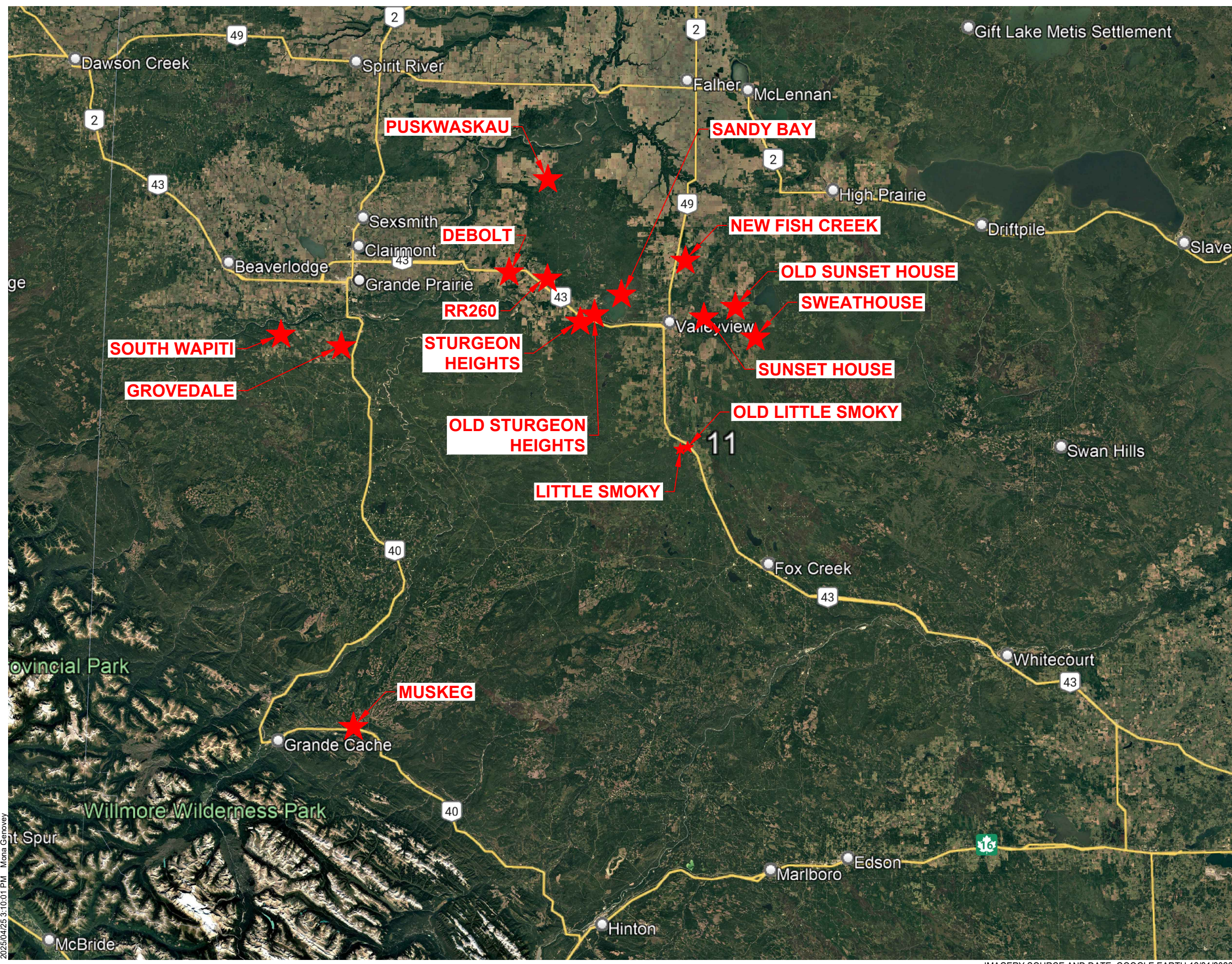
Jaclyn Lesko, P.Tech, P.Eng.



APPENDIX A

Figures

C:\Users\MonaGenovey\Omni-McCann\Projects\0231 - M.D. Greenview\01 - Retired Landfill Closure Plans\00 - General Site Info\Drawings\0231-01-00 GREENVIEW-FIG 1.dwg
2025/04/25 3:10:01 PM Mona Genovey



M.D. OF GREENVIEW No. 16

PROJECT NO. 0231-0100

M.D. OF GREENVIEW, AB.

RETIRED LANDFILL CLOSURE
ENGINEERING SERVICES


APRIL, 2025

0 5 10 15 20 40 km
KILOMETRES

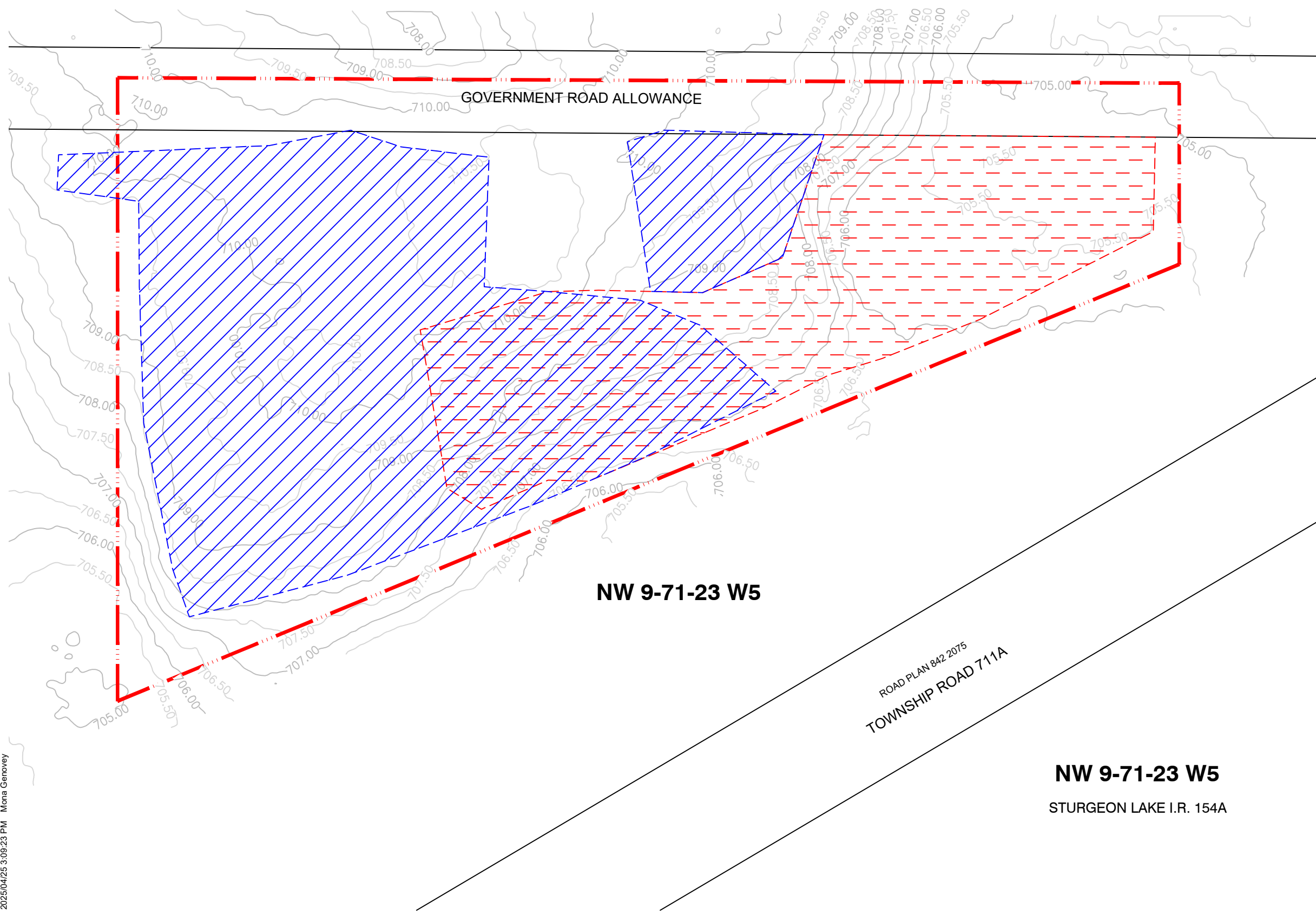
Legend

★ SITE LOCATIONS

FIGURE 1
SITE LOCATIONS

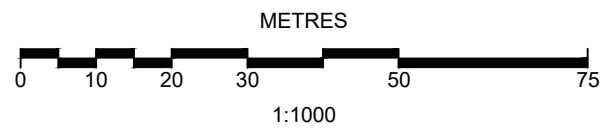
 **Omni-McCann**

C:\Users\MonaGenovey\Omni-McCann\Projects\0231 - MD Greenview\01 - Retired Landfill Closure Plans\00 - General Site Info\Drawings\0231-01-00 GREENVIEW-FIG 2 SANDY BAY.dwg
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M.D. OF GREENVIEW No. 16
SANDY BAY CLASS II LANDFILL
0231-0100
N.W. 9-71-23-W5M, SANDY BAY, AB.
RETIRED LANDFILL CLOSURE
ENGINEERING SERVICES

APRIL, 2025



Legend



SITE BOUNDARY



EXISTING GROUND LIDAR
CONTOURS BY VENTUS
SEPT., 2024



ANTICIPATED EXTENT OF
WASTE DISPOSAL PRIOR
TO CODE OF PRACTICE



ANTICIPATED EXTENT OF
WASTE DISPOSAL POST
CODE OF PRACTICE

FIGURE 2
CLASS II LANDFILL

NW 9-71-23 W5
STURGEON LAKE I.R. 154A

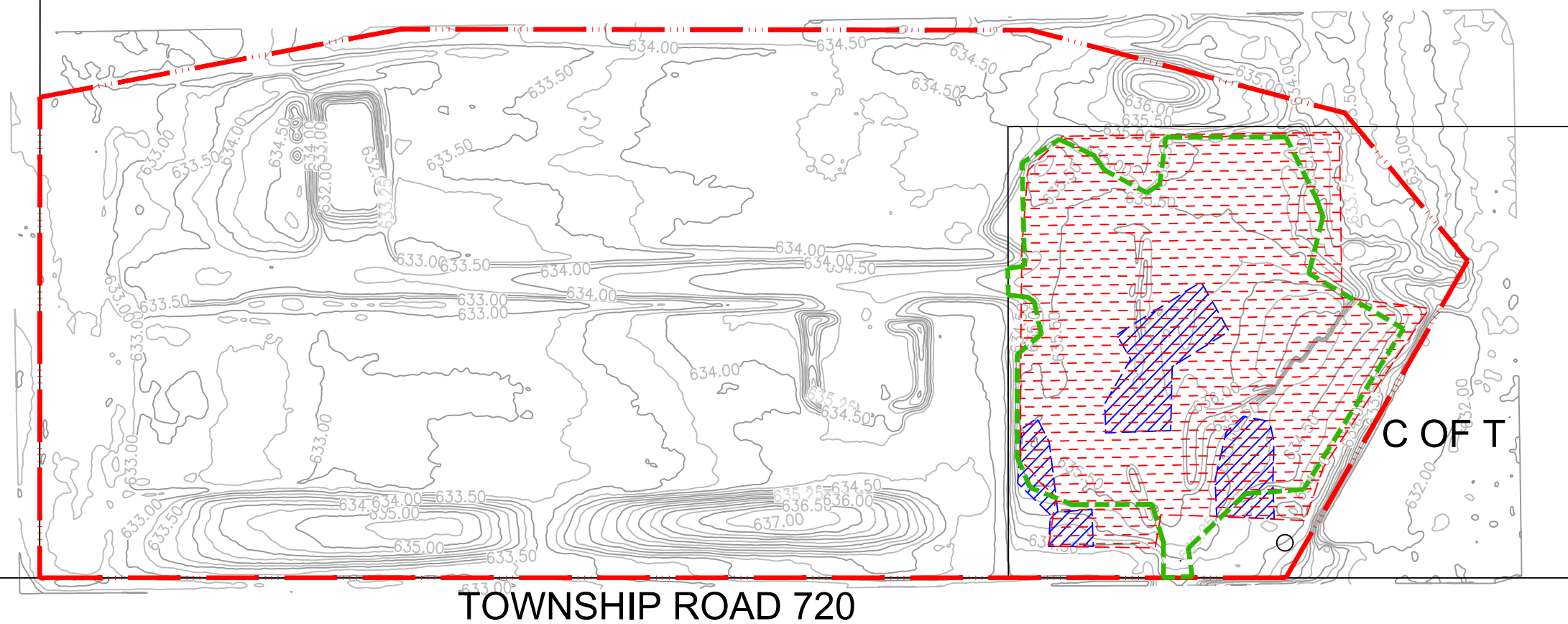


Omni-McCann

C:\Users\MonaGenovey\Omni-McCann\Projects\0231 - MD Greenview\01 - Retired Landfill Closure Plans\00 - General Site Info\Drawings\0231-01-04 GREENVIEW-FIG 3 DEBOLT.dwg
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SW 2-72-1-W6

SE 2-72-1-W6

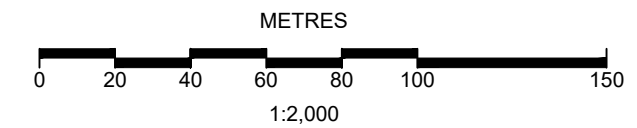


NW 35-71-1-W6

NE 35-71-1-W6

M.D. OF GREENVIEW No. 16
DeBOLT CLASS II LANDFILL
0231-0100
SE 2-72-1-W6M, DeBOLT, AB.
RETIRED LANDFILL CLOSURE
ENGINEERING SERVICES

APRIL, 2025



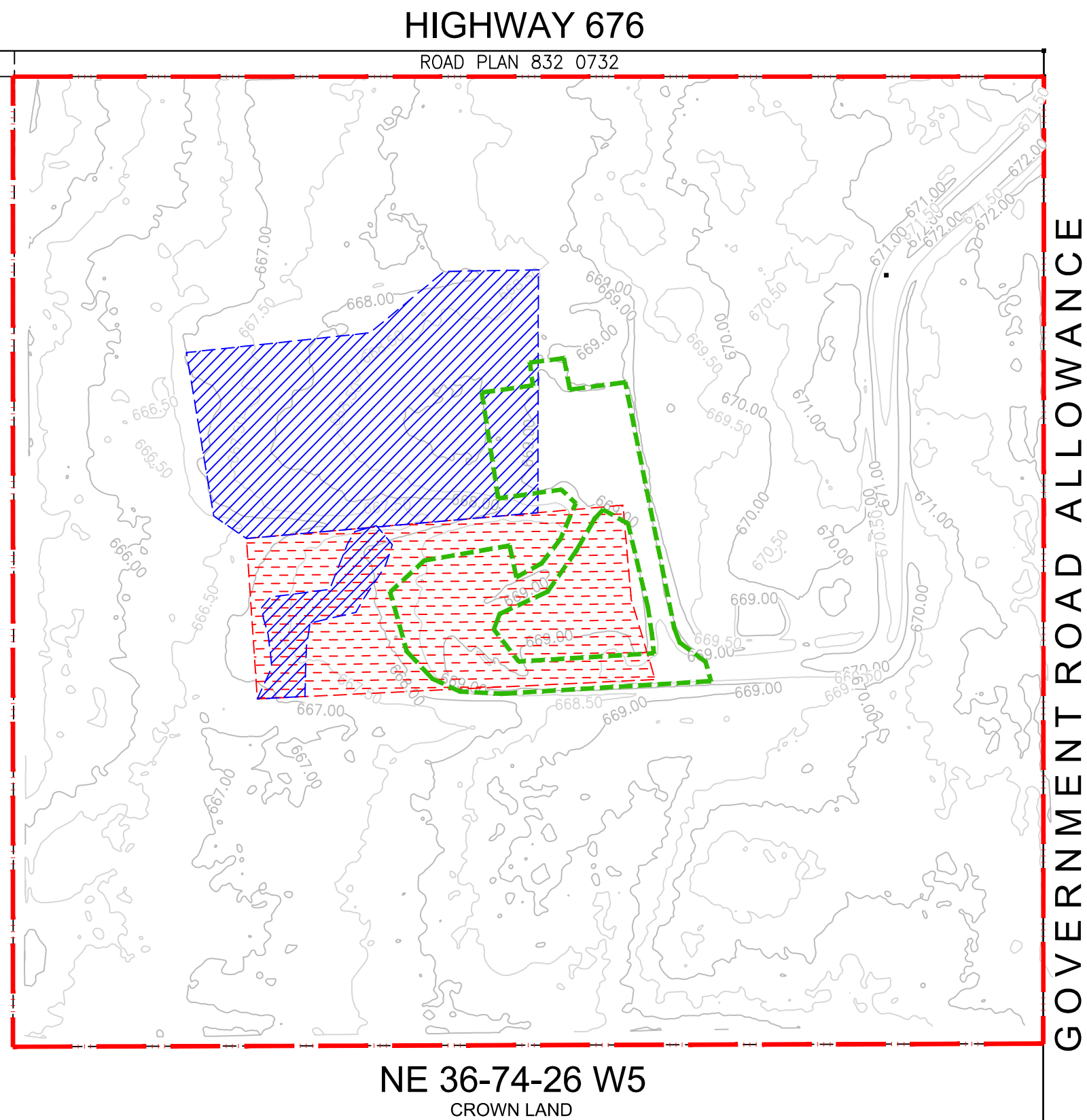
Legend

- SITE BOUNDARY
- EXISTING GROUND LIDAR CONTOURS BY VENTUS SEPT., 2024
- ANTICIPATED EXTENT OF WASTE DISPOSAL PRIOR TO CODE OF PRACTICE
- ANTICIPATED EXTENT OF WASTE DISPOSAL POST CODE OF PRACTICE
- APPROXIMATE LOCATION OF EXISTING TRANSFER STATION/ CLASS II LANDFILL

FIGURE 3
APPOX. LOCATION OF EXISTING
TRANSFER STATION / CLASS II LANDFILL



C:\Users\MonaGenovey\Omni-McCann\Geosciences\0231 - MD Greenview\01 - Retired Landfill Closure Plans\00 - General Site Info\Drawings\0231-01-05 GREENVIEW-FIG 4-PUSKWASKAU.dwg
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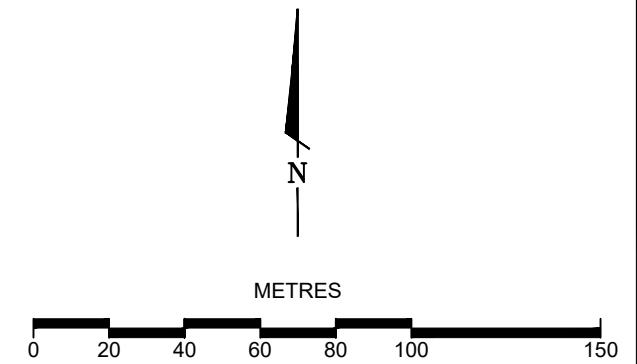
M.D. OF GREENVIEW No. 16
PUSKWASKAU CLASS II LANDFILL

0231-0100

N.E. 36-74-26-W5M, AB.

RETIRED LANDFILL CLOSURE
ENGINEERING SERVICES

APRIL, 2025



Legend






-  SITE BOUNDARY
-  EXISTING GROUND LIDAR CONTOURS BY VENTUS SEPT., 2024
-  ANTICIPATED EXTENT OF WASTE DISPOSAL PRIOR TO CODE OF PRACTICE
-  ANTICIPATED EXTENT OF WASTE DISPOSAL POST CODE OF PRACTICE
-  APPROXIMATE LOCATION OF EXISTING TRANSFER STATION/ CLASS II LANDFILL

FIGURE 4
APPROX. LOCATION OF
EXISTING TRANSFER STATION



C:\Users\MonaGenovey\Omni-McCann\Projects\0231 - MD Greenview\01 - Retired Landfill Closure Plans\00 - General Site Info Drawings\0231-01-08 GREENVIEW-FIG 5-SWEATHOUSE.dwg
2025/04/25 4:08:21 PM Mona Genovey

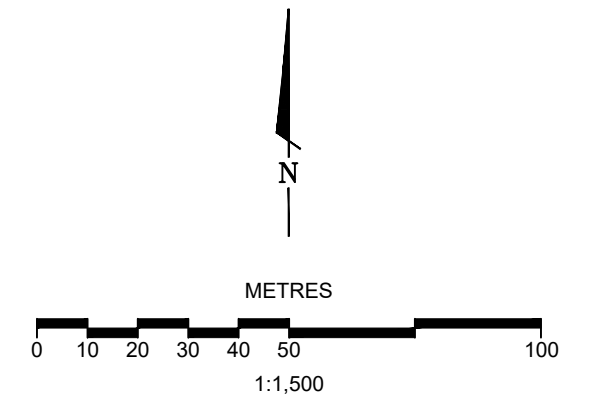
M.D. OF GREENVIEW No. 16
SWEATHOUSE CLASS II LANDFILL

0231-0100

S.W. 4-70-19-W5M, AB.

RETIRED LANDFILL CLOSURE
ENGINEERING SERVICES

APRIL, 2025



Legend

- SITE BOUNDARY
- EXISTING GROUND LIDAR CONTOURS BY VENTUS SEPT., 2024
- ANTICIPATED EXTENT OF WASTE DISPOSAL PRIOR TO CODE OF PRACTICE
- ANTICIPATED EXTENT OF WASTE DISPOSAL POST CODE OF PRACTICE
- APPROXIMATE LOCATION OF EXISTING TRANSFER STATION/ CLASS II LANDFILL

982 2503

SW 4-70-19-W5M

SW 4-70-19-W5M

TOWNSHIP ROAD 700

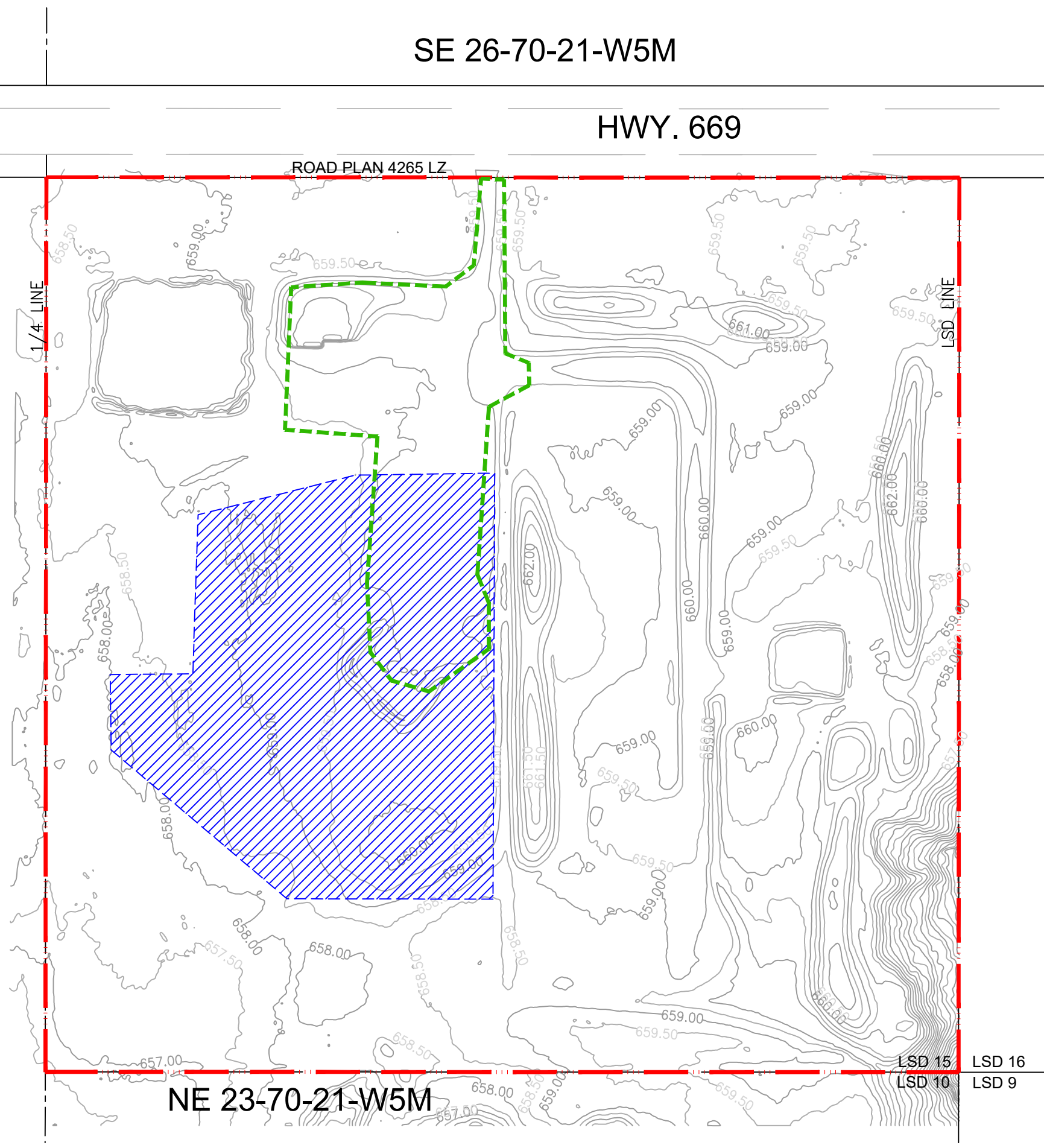
R/W PLAN 982 2503

FIGURE 5
APPOX. LOCATION OF
EXISTING TRANSFER STATION

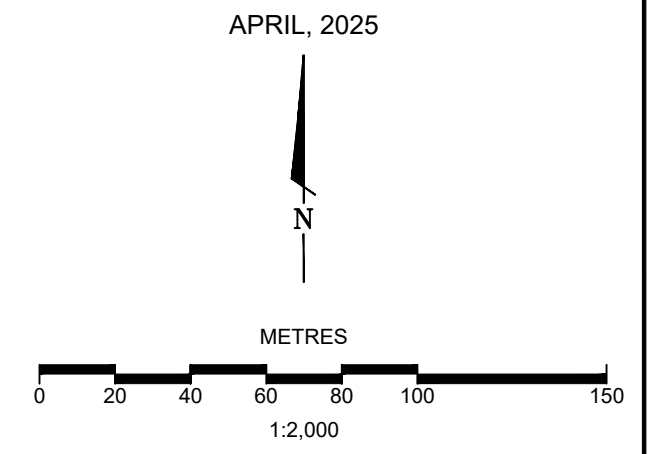


Omni-McCann

C:\Users\MonaGenovey\Omni-McCann\Projects\0231 - MD Greenview\01 - Retired Landfill Closure Plans\00 - General Site Info\Drawings\0231-01-08 GREENVIEW-FIG 6-SUNSET HOUSE.dwg
2025/04/25 4:09:41 PM Mona Genovey



M.D. OF GREENVIEW No. 16
SUNSET HOUSE CLASS II LANDFILL
0231-0100
N.E. 23-70-21-W5M, AB.
RETIRED LANDFILL CLOSURE
ENGINEERING SERVICES







- Legend**
-  SITE BOUNDARY
 -  EXISTING GROUND LIDAR CONTOURS BY VENTUS SEPT., 2024
 -  ANTICIPATED EXTENT OF WASTE DISPOSAL POST TO CODE OF PRACTICE
 -  APPROXIMATE LOCATION OF EXISTING TRANSFER STATION/ CLASS II LANDFILL

FIGURE 6
APPOX. LOCATION OF EXISTING
TRANSFER STATION / CLASS II LANDFILL



C:\Users\MonaGenovey\Omni-McCann\Projects\0231 - MD Greenview\01 - Retired Landfill Closure Plans\00 - General Site Info\Drawings\0231-01-10 GREENVIEW-FIG 7- LITTLE SMOKY.dwg
2025/04/25 4:14:08 PM Mona Genovey

TOWNSHIP ROAD 664A

SW 24-66-22-W5M

ROAD PLAN 232 2748

PIPELINE RW PLAN 232 1363

LOT 1
BLOCK 1
PLAN 142 2071

PIPELINE RW 982 0987

NW 13-66-22-W5M

NW 13-66-22-W5M

PIPELINE RW PLAN 232 1363

M.D. OF GREENVIEW No. 16
LITTLE SMOKY CLASS II LANDFILL

0231-0100

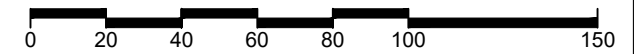
N.W. 13-66-22-W5M, LITTLE SMOKY, AB.

RETIRED LANDFILL CLOSURE
ENGINEERING SERVICES

APRIL, 2025



METRES



1:2,000

Legend



SITE BOUNDARY



EXISTING GROUND LIDAR
CONTOURS BY VENTUS
SEPT., 2024



ANTICIPATED EXTENT OF
WASTE DISPOSAL PRIOR
TO CODE OF PRACTICE



ANTICIPATED EXTENT OF
WASTE DISPOSAL POST
CODE OF PRACTICE



APPROXIMATE LOCATION OF
EXISTING TRANSFER STATION/
CLASS II LANDFILL

FIGURE 7
APPOX. LOCATION OF
EXISTING TRANSFER STATION

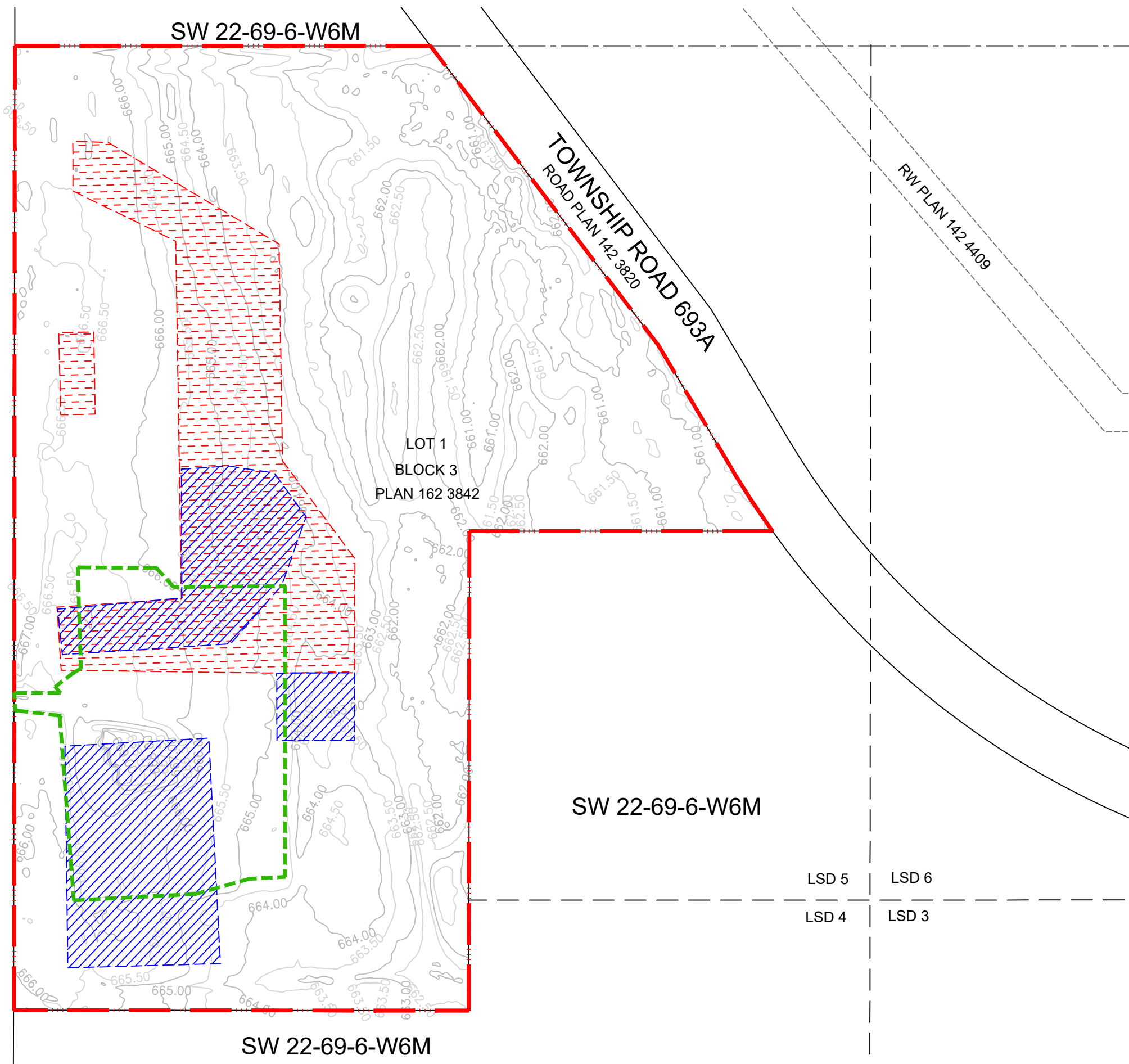


Omni-McCann

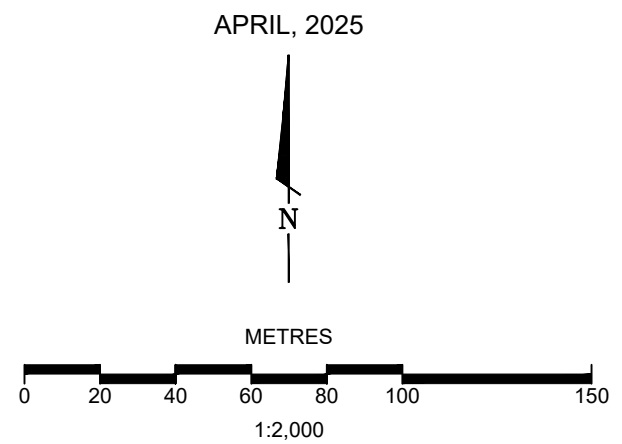
C:\Users\MonaGenovey\Omni-McCann\Geoscience\Omni-McCann - Ormni-McCann\Projects\0231 - MD Greenview\01 - Retired Landfill Closure Plans\00 - General Site Info\Drawings\0231-01-13 GREENVIEW-FIG 8-GROVEDALE.dwg
2025/04/25 4:17:09 PM Mona Genovey

LOT 1A
BLOCK 1
SE21-69-6-W6M

ROAD PLAN 082 6529
RANGE ROAD 63



M.D. OF GREENVIEW No. 16
GROVEDALE CLASS II LANDFILL
0231-0113
S.W. 22-69-6-W6M, GROVEDALE, AB.
RETIRED LANDFILL CLOSURE
ENGINEERING SERVICES



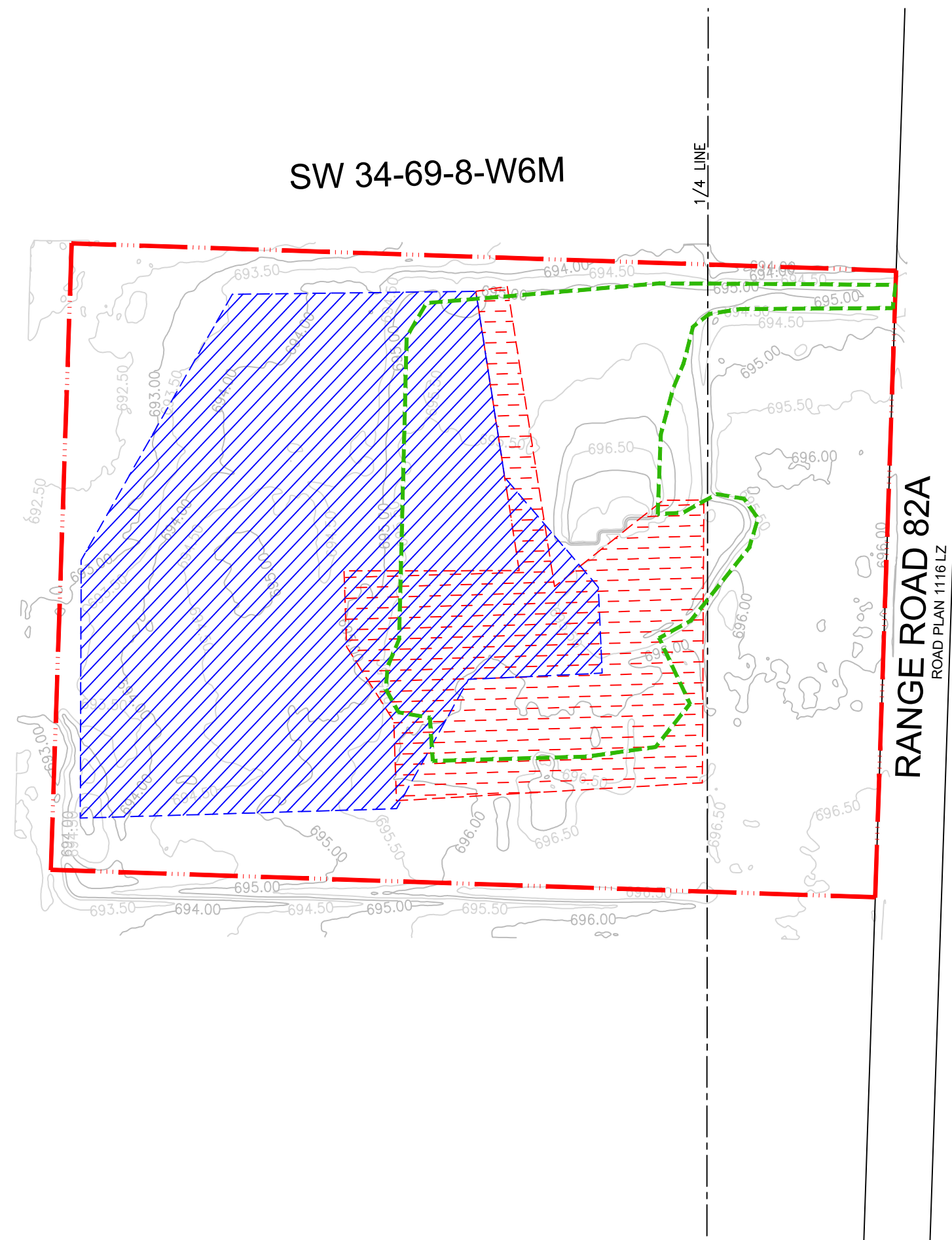
Legend

- SITE BOUNDARY
- EXISTING GROUND LIDAR CONTOURS BY VENTUS SEPT., 2024
- ANTICIPATED EXTENT OF WASTE DISPOSAL PRIOR TO CODE OF PRACTICE
- ANTICIPATED EXTENT OF WASTE DISPOSAL POST CODE OF PRACTICE
- APPROXIMATE LOCATION OF EXISTING TRANSFER STATION/ CLASS II LANDFILL

FIGURE 8
APPROX. LOCATION OF
EXISTING TRANSFER STATION



C:\Users\MonaGenovey\Omni-McCann\Projects\0231 - MD Greenview\01 - Retired Landfill Closure Plans\00 - General Site Info\Drawings\0231-01-14 GREENVIEW-FIG 9-SOUTH WAPITI.dwg
2025/04/25 4:18:34 PM Mona Genovey



M.D. OF GREENVIEW No. 16 SOUTH WAPITI CLASS II LANDFILL

0231-0114

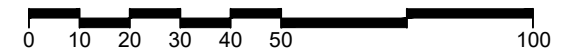
S.W. 34-69-8-W6M, WAPITI, AB.

RETIRED LANDFILL CLOSURE ENGINEERING SERVICES

APRIL, 2025



METRES



1:1,500

Legend



SITE BOUNDARY



EXISTING GROUND LIDAR
CONTOURS BY VENTUS
SEPT., 2024



ANTICIPATED EXTENT OF
WASTE DISPOSAL PRIOR
TO CODE OF PRACTICE



ANTICIPATED EXTENT OF
WASTE DISPOSAL POST
CODE OF PRACTICE



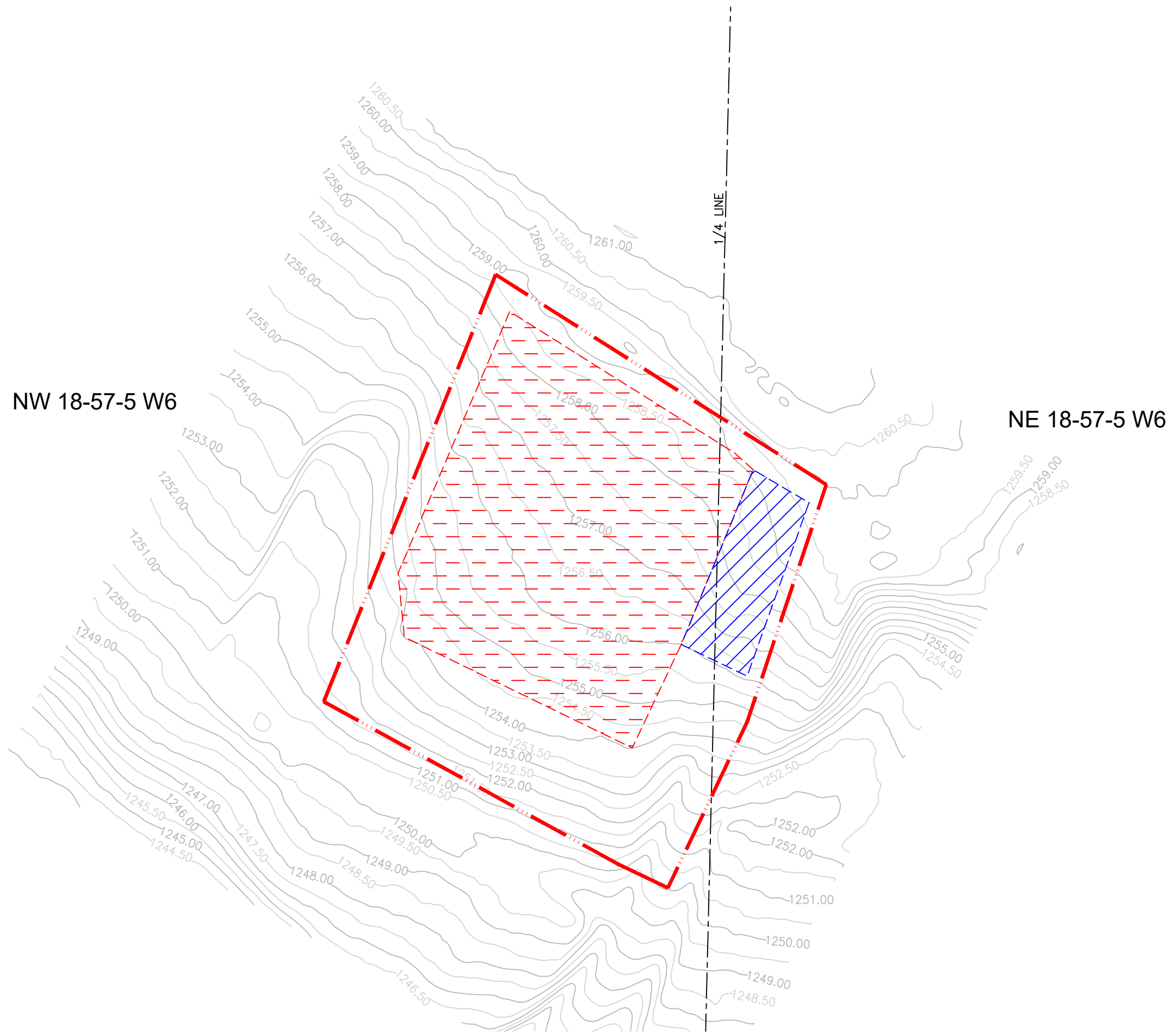
APPROXIMATE LOCATION OF
EXISTING TRANSFER STATION/
CLASS II LANDFILL

FIGURE 9
APPROX. LOCATION OF
EXISTING TRANSFER STATION



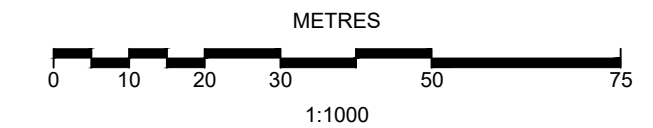
Omni-McCann

C:\Users\MonaGenovey\Omni-McCann\Projects\0231 - MD Greenview\01 - Retired Landfill Closure Plans\00 - General Site Info\Drawings\0231-01-16 GREENVIEW-FIG 10-MUSKEG.dwg
2025/04/25 3:08:23 PM Mona Genovey



M.D. OF GREENVIEW No. 16
MUSKEG RIVER CLASS II LANDFILL
0231-0116
N.W. AND N.E. 18-57-5-W6M, AB.
RETIRED LANDFILL CLOSURE
ENGINEERING SERVICES

FEBRUARY, 2025



Legend





-  SITE BOUNDARY
-  EXISTING GROUND LIDAR CONTOURS BY VENTUS SEPT., 2024
-  ANTICIPATED EXTENT OF WASTE DISPOSAL PRIOR TO CODE OF PRACTICE
-  ANTICIPATED EXTENT OF WASTE DISPOSAL POST CODE OF PRACTICE

FIGURE 10
CLASS II LANDFILL





Change Order No. 2024-01

Owner: Municipal District of Greenview No. 16
Contract: Contract No. 41-24: RFP ARO Landfills

Consultant: Omni-McCann Inc.
Date: October 10, 2024
Job No.: 0231-01

The Owner and the Consultant (as named above) hereby agree that the following changes are to be incorporated into the Work:

- Scope of Change(s) Required:**
1. Installation of additional testholes at New Fish Creek Transfer Station site to assess north area and east areas to confirm no waste.
 2. Installation of additional testholes at Sunset House Transfer Station to assess east area to confirm no waste and confirm cover over Class III Cells
 3. Data management (e.g. testhole log generation) as needed
 4. Remove Crooked Creek site from project sites

Valuation of Changes:

- Changes noted in items No. 1 - 3 The above noted are based on an expectation for a second day of field work at both sites (approximately \$4,500 each, including subsistence and third-part contractors)
- Removal of Crooked Creek site from project sites to reduce contract costs by amount of one small site

1. Estimated value of new work (items 1 through 3)	\$9,000.00
2. Estimated value of reduced scope (Item 4)	-\$16,409.00
Net value effected by this Change Order	-\$7,409.00

This Change Order will increase the Total Contract Amount by **\$ (7,409.00) excl. GST**

Summary of Contract Value and Changes to Date

	Net Amount	Contingency Allowance	Total Contract Amount (incl. GST)
As Per Contract (2020-2024) \$	301,602.00		\$ 301,602.00
Total Previous Adjustments	-	-	-
Net Value of this Change Order \$	(7,409.00)	-	\$ (7,779.45)
			\$ 293,822.55

Agreed to and accepted by:

Owner

Consultant



Omni-McCann

Change Order No. 2025-02

Owner: Municipal District of Greenview No. 16
 Contract: Contract No. 41-24: RFP ARO Landfills

Consultant: Omni-McCann Inc.
 Date: April 11, 2025
 Job No.: 0231-01

The Owner and the Consultant (as named above) hereby agree that the following changes are to be incorporated into the Work:

- Scope of Change(s) Required:**
1. Addition of a meeting with Alberta Environment and Protected Areas (AEPA) to propose alternate/ reduced closures designs, including preparation for meeting.
 2. Writing of letter summarizing proposed approach for each site
 3. Allowance for one follow-up in person meeting with AEPA following issuance of letter
 4. Remove Remaining Costs for Closure/ Post-Closure Plan development, Letter of Intent, and Final Closure Report for 6 sites (Old Sturgeon, Old Little Smoky, Old Sunset House, New Fish Creek, RR260, and Sturgeon Heights) which are transferred to contaminated sites stream and/or previously had closure /reclamation reports completed.

- Valuation of Changes:**
- Changes noted in item No. 1 is based on costs incurred to date, changes noted in items No 2 and 3 based on anticipated level of effort and understanding of project scope
 - Removal of remaining portions of closure/ post-closure repairs and associated letters/ reporting based on indications from AEPA that sites closed prior to 1996 would not fall under their jurisdiction, and would be governed by contaminated sites process (i.e., Phased Environmental Site Assessments [ESAs]), with Sturgeon Heights site having a previously completed reclamation (closure) report and New Fish Creek not having any know historical MSW landfilling activities at the site.

1. Estimated value of new work (items 1 through 3)	\$65,653.50
2. Estimated value of reduced scope (Item 4)	-\$27,347.00
Net value effected by this Change Order	\$38,306.50

This Change Order will increase the Total Contract Amount by **\$ 38,306.50** **excl. GST**

Summary of Contract Value and Changes to Date

	Net Amount	Contingency Allowance	Total Contract Amount (incl. GST)
As Per Contract (2020-2024) \$	301,602.00		\$ 301,602.00
Total Previous Adjustments	(\$7,409.00)	-	(\$7,779.45)
Net Value of this Change Order \$	38,306.50	-	\$ 40,221.83
			\$ 334,044.38

Agreed to and accepted by:

Owner

Consultant



Omni-McCann

Change Order No. 2025-03

Owner: Municipal District of Greenview No. 16
 Contract: Contract No. 41-24: RFP ARO Landfills

Consultant: Omni-McCann Inc.
 Date: April 15, 2025
 Job No.: 0231-01

The Owner and the Consultant (as named above) hereby agree that the following changes are to be incorporated into the Work:

- Scope of Change(s) Required:**
1. Addition of a Phase I Environmental Site Assessment and Phase II Environmental Site Assessment at Old Sturgeon site, including installation and sampling of up to 5 groundwater wells. Intent is for work to confirm work plan for future remedial/ risk management program, with recommendations and high-level budgets for such work included in the Phase II ESA report.
 2. Addition of a Phase I Environmental Site Assessment and Phase II Environmental Site Assessment at Old Little Smoky site, including installation and sampling of up to 5 groundwater wells. Intent is for work to confirm work plan for future remedial/ risk management program, with recommendations and high-level budgets for such work included in the Phase II ESA report.
 3. Addition of a Phase I Environmental Site Assessment and Phase II Environmental Site Assessment at Old Sunset House site, including installation and sampling of up to 5 groundwater wells. Intent is for work to confirm work plan for future remedial/ risk management program, with recommendations and high-level budgets for such work included in the Phase II ESA report.
 4. Addition of a Phase I Environmental Site Assessment and Phase II Environmental Site Assessment at RR260 Site, including installation and sampling of up to 5 groundwater wells. Intent is for work to confirm work plan for future remedial/ risk management program, with recommendations and high-level budgets for such work included in the Phase II ESA report.

Valuation of Changes: - Changes based on anticipated staff hours, unit rates from initial proposal and preferred vendor pricing. Field work completed concurrently to reduce mobilization charges, with soil and groundwater sampling at each site for petroleum hydrocarbons, metals, volatile organic compound, and routine parameters (groundwater only). 10% contingency included to account for potential additional analysis and/or three to four additional wells if required.

1. Estimated value of new work (items 1 through 4)	\$117,924.00
2. Estimated value of reduced scope (N/A)	\$0.00
Net value effected by this Change Order	\$117,924.00

This Change Order will increase the Total Contract Amount by **\$ 117,924.00** **excl. GST**

Summary of Contract Value and Changes to Date

	Net Amount	Contingency Allowance	Total Contract Amount (incl. GST)
As Per Contract (2020-2024)	\$ 301,602.00		\$ 316,682.10
Total Previous Adjustments	\$ 30,897.50	-	\$ 32,442.38
Net Value of this Change Order	\$ 117,924.00	\$ 11,792.40	\$ 136,202.22
			\$ 485,326.70

Agreed to and accepted by:

Owner

Consultant



Omni-McCann

Change Order No. 2025-04

Owner: Municipal District of Greenview No. 16
Contract: Contract No. 41-24: RFP ARO Landfills

Consultant: Omni-McCann Inc.
Date: April 29, 2025
Job No.: 0231-01

The Owner and the Consultant (as named above) hereby agree that the following changes are to be incorporated into the Work:

Scope of Change(s) Required: 1. Addition of a Phase I Environmental Site Assessment and Phase II Environmental Site Assessment at Debolt East site, including installation and sampling of up to 5 groundwater wells, assessment of waste extents, and topographic survey. Intent is for work to confirm work plan for future remedial/ risk management program, with recommendations and high-level budgets for such work included in the Phase II ESA report.

Valuation of Changes: - Changes based on anticipated staff hours, unit rates from initial proposal and preferred vendor pricing. Field work completed concurrent with other field work to reduce mobilization charges, with soil and groundwater sampling at each site for petroleum hydrocarbons, metals, volatile organic compound, and routine parameters (groundwater only). 10% contingency included to account for potential additional analysis and/or three to four additional wells if required.

1. Estimated value of new work (Item 1)	\$35,058.50
Net value effected by this Change Order	\$35,058.50

This Change Order will increase the Total Contract Amount by **\$ 35,058.50 excl. GST**

Summary of Contract Value and Changes to Date

	Net Amount	Contingency Allowance	Total Contract Amount (incl. GST)
As Per Contract (2020-2024) \$	301,602.00		\$ 316,682.10
Total Previous Adjustments \$	160,613.90	-	\$ 168,644.60
Net Value of this Change Order \$	35,058.50	\$ 3,505.85	\$ 40,492.57
			\$ 525,819.26

Agreed to and accepted by:

Owner


Consultant

At Risk Task Name	Status	Start Date	End Date
Pre inspection of all sites-Post Closure-Closure	Complete	15/09/23	29/07/24
Field Inspection Team	Complete	15/09/23	26/04/24
Phase I	Complete		
Sandy Bay Landfill Class II	Complete	30/10/23	24/04/24
Old Little Smoky Landfill Class II X2	Complete	30/10/23	26/04/24
Old Sturgeon Heights Landfill ClassII	Complete	30/10/23	04/11/23
DeBolt Landfill Class II	Complete	31/10/23	05/11/23
Puskwaskau Landfill Class II DML	Complete	31/10/23	01/11/23
Phase II	Complete		
Sweathouse Landfill Class II DML	Complete	25/04/24	25/04/24
Old Sunset House Landfill Class II	Complete	25/04/24	25/04/24
Sunset House Landfill Class II	Complete	25/04/24	25/04/24
New Fish Creek Landfill Class II	Complete	26/04/24	26/04/24
Little Smoky Landfill Class II	Complete	25/04/24	25/04/24
Sturgeon Heights Landfill Class II	Complete	26/04/24	26/04/24
Phase III	Complete		
Grovedale Landfill Class II	Complete	24/04/24	24/04/24
South Wapiti Landfill Class II DML	Complete	25/04/24	25/04/24
Old RR260 Crooked Creek Landfill Class II	Complete	30/10/23	25/04/24
Muskeg River Landfill Class II DML	Complete	31/10/23	24/04/24
Mapping of the Transfer Station VS Landfills	Complete	24/04/24	26/04/24
Secure Funding with Asset Retirement Obligation (ARO)	Complete	01/12/23	01/12/23
\$750,000 To move forward with to the Project stage	Complete	05/04/24	05/04/24
Presentation of ARO's at COTW- Landfill Conversations	Complete	18/06/24	18/06/24
Procurement of service(Project)	Complete	01/05/24	15/05/24
APC for the Project (28 Days)	Complete	14/05/24	14/06/24
Evaluations Team Meeting	Complete	21/06/24	21/06/24
Landfill Land discussion with Planning- Director	Complete	20/06/24	20/06/24
Council Date for the approval for the Project	Complete	23/07/24	29/07/24
Meeting with Helix on Subdivision changes for DeBolt South	Complete	26/07/24	26/07/24
Project Landfill Closure-Post Closure		29/07/24	12/08/25
Project Award	Complete	29/07/24	29/07/24
Review of Records & Finalize work plan	Complete	30/07/24	12/08/25
Commence Discusion with AEPA	In Progress	19/08/24	30/04/25
Commence Field Work	Complete	26/08/24	23/09/24
Complete Field work	Complete	23/09/24	25/10/24
Submit Draft Closure-Post Closure Plan(s)	In Progress	25/10/24	
Change Order 1	Complete	02/10/24	24/10/24
Change Order 2	In Progress	11/04/25	29/04/25
Change Order 3	In Progress	14/04/25	
Change Order 4	In Progress	29/04/25	
Submit Draft Letters of Intent to MD	In Progress	11/04/25	

Excluded from AEPA Work	Complete	09/04/25	10/04/25
Addition to the Listing as per AEPA	Not Started		
Field Work to complete as per Closure Plan		02/06/25	01/06/26
Contaminated Lands		02/06/25	15/12/25
Old Sunset House Nuisance Land	Not Started	02/06/25	15/12/25
Fencing			
Old Grovedale Nuisance Land x2	Not Started	02/06/25	15/12/25
RR260 Nuisance Ground Land	Not Started	02/06/25	15/12/25
Old Sturgeon Heights Nuisance Land	Not Started	02/06/25	15/12/25
DeBolt East Nuisance Grande Land	Not Started	02/06/25	15/12/25
Closure Post-Closure	Not Started	02/06/25	01/06/26
Little Smoky Landfill Class II	Not Started	02/06/25	01/06/26
Landscaping and Gravel	Not Started		
Fencing	Not Started		
Sweathouse Landfill Class II DML	Not Started	02/06/25	01/06/26
Sunset House Landfill Class II	Not Started	02/06/25	01/06/26
DeBolt South Landfill Class II	Not Started	02/06/25	01/06/26
Sandy Bay Landfill Class II DML	Not Started	02/06/25	01/06/26
Puskwaskau Landfill Class II DML	Not Started	02/06/25	01/06/26
Grovedale Landfill Class II	Not Started	02/06/25	01/06/26
South Wapiti Landfill Class II DML	Not Started	02/06/25	01/06/26
Muskeg River Landfill Class II DML	Not Started	02/06/25	01/06/26

Assigned To	% Complete	Notes
100%		
Cara Garrett, Jamie Hallett, Z	100%	
Jamie Hallett, Zac Sarling	100%	
Jamie Hallett, Zac Sarling	100%	Did not have staking material and finished in Sprin
Jamie Hallett, Omni-McCann	100%	Did not have staking material and finished in Sprin
Jamie Hallett, Zac Sarling	100%	Did not have staking material and finished in Sprin
Jamie Hallett, Zac Sarling	100%	Did not have staking material and finished in Sprin
Jamie Hallett, Zac Sarling	100%	Did not have staking material and finished in Sprin
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Jamie Hallett, Zac Sarling	100%	
Jamie Hallett, Zac Sarling	100%	
Jamie Hallett, Zac Sarling	100%	
Jamie Hallett, Zac Sarling	100%	Did not have staking material and finished in Sprin
Jamie Hallett, Zac Sarling	100%	Did not have staking material and finished in Sprin
Jamie Hallett, Zac Sarling	100%	
Cara Garrett, Jamie Hallett	100%	Had Landfill ARO installed into 2023 Liability
Cara Garrett, Jamie Hallett	100%	
Cara Garrett, Jamie Hallett	100%	
Ashlee Holmes, Zac Sarling	100%	
Ashlee Holmes, Jamie Hallett	100%	
Jamie Hallett, Marley Hanrah	100%	
Jamie Hallett, Martino Verhar	100%	
Cara Garrett, Jamie Hallett, C	100%	Call out to winner of the award of tender/ Project rr
Jamie Hallett, Valerie Lethbri	100%	Subdivision work, then sub mission to Planning for
Omni-McCann	100%	
Omni-McCann	100%	
Omni-McCann	100%	
Omni-McCann	100%	
Jamie Hallett, Omni-McCann	100%	
Omni-McCann	100%	
Omni-McCann, Zac Sarling	100%	Signed by Zac Saring
Jamie Hallett, Omni-McCann	100%	Issues in closure
Jamie Hallett, Omni-McCann	50%	
Jamie Hallett, Omni-McCann	25%	
Jamie Hallett, Omni-McCann	50%	In Draft

Jamie Hallett, Zac Sarling 100%
Jamie Hallett, Omni-McCann, Zac Sarling



Jamie Hallett, Omni-McCann, Zac Sarling
Jamie Hallett, Omni-McCann, Zac Sarling
Zac Sarling
Jamie Hallett, Omni-McCann, Zac Sarling
Jamie Hallett, Omni-McCann, Zac Sarling
Jamie Hallett, Omni-McCann, Zac Sarling
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Jamie Hallett, Omni-McCann, Zac Sarling
Jamie Hallett, Omni-McCann, Zac Sarling
Jamie Hallett, Omni-McCann, Zac Sarling
Jamie Hallett, Omni-McCann, Zac Sarling

Row 7 Attach documents relevant to the task ☐ Or link to web documents



REQUEST FOR DECISION

SUBJECT:	Greenview Communications Strategy		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 17, 2025	CAO:	MANAGER: SAS
DEPARTMENT:	Communications	DIR: MAV	PRESENTER: SAS
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the Greenview Communications Strategy document draft, for information as presented.

MOTION: That Committee of the Whole direct Administration to bring the Communications Strategy document draft, with applicable changes or revisions, to a future Council meeting.

BACKGROUND/PROPOSAL:

Greenview's Strategic Plan (2022-2026) identifies several Pillars, Goals and Strategies to prioritize Council's objectives and provide direction to Administration. Under the Pillar of Culture, Social & Emergency Services, the Goal of Improving Public Perception of Greenview highlights the implementation of a Communications Strategy to enhance Greenview's approach to public communications, engagement, and transparency. This strategy has been developed by Communications in consultation with Senior Leadership to serve as a roadmap to ensure pre-emptive, proactive, and integrated communication between Greenview and its residents, businesses, and stakeholders.

This draft strategy aligns with current service levels and will ensure communications support the broader objectives of Council, such as governance, economic development, and community engagement. It recognizes the diverse and widespread geographic area that Greenview serves, with distinct communication needs across hamlets, rural communities, and businesses.

Any future changes Greenview's Strategic Plan would trigger a subsequent review of this strategy and reporting to Council by Communications for any adjustments to ensure alignment is maintained.

Key Focus Areas and Goals

The strategy is structured around five primary goals:

1. **Encourage well-informed communities** – ensuring that residents receive clear, accessible, and timely information through multiple communication channels, including digital platforms, media relations, and community outreach.
2. **Foster community engagement** – moving beyond information-sharing, to actively listen and incorporate public feedback into decision-making processes.
3. **Celebrate Greenview success stories** – promoting positive news and accomplishments that showcase Greenview’s leadership, partnerships, and contributions to the community.
4. **Enhance internal communications** – strengthening internal dialogue between Council, Administration, and departments to improve service delivery.
5. **Build communications processes** – establishing structured communications practices, including crisis communication preparedness and performance measurement for continuous improvement.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Committee of the Whole has been provided an opportunity to review and discuss the Communications Strategy draft document fully.
2. The benefit of accepting the recommended motion is that directing Administration to include applicable changes or revisions and bring to a future Council meeting ensures Committee feedback is considered and strengthens Council ownership of the final strategy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motions.

ALTERNATIVES CONSIDERED:

Alternative #1: Committee of the Whole has the alternative not to accept the Draft Communications Strategy for information. However, the Administration does not recommend this action because it will delay the fulfillment of Council’s goal to Improve Public Perception of Greenview with the implementation of a Communications Strategy under Pillar Four of the Strategic Plan. Accepting the Communications Strategy as information would not prevent Council from making adjustments to the strategy in the future.

Alternative #2: Committee of the Whole has the alternative to direct Administration to bring any requested changes or revisions to the Communications Strategy to a future Committee of the Whole meeting for further discussion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motions.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motions.

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 bring the Communications Strategy draft with applicable changes or revisions to a future Council meeting.

ATTACHMENT(S):

- Greenview Communications Plan 2025 DRAFT 4.29.2025

COMMUNICATIONS STRATEGY

2025



Municipal District of
GREENVIEW



Municipal District of
GREENVIEW

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Appendix A | Our Team, Our Services

Appendix B | Strategies, Tactics & Performance Measures

Appendix C | Current Capacity

1 Purpose Statement

The Municipal District of Greenview No. 16 serves an immense large and widespread geographic area, lovingly called home by numerous hamlets and rural communities with varying communications needs, providing us with diverse audiences. Public communications efforts must be proactive, with an eye on transparency and open dialogue between Greenview and its residents where trust is established and upheld by a consistent and reliably high standard of communication. Associated outputs must be ample and strategic, with a clear intent to reach residents in an effective manner, where they are. The strategies and goals outlined in this plan tackle current challenges that span the gamut of communications, including public communications, public engagement, crisis communications, and internal communications. By approaching communications in wholesome fashion, Greenview's Communications and Marketing Team is committing to being a solutions-focused, forward-thinking, open, connected, and collaborative element of the Greenview organization.

This Communications Strategy takes steps to realign and revitalize Greenview's communications and engagement efforts. This process begins with a commitment from all levels of staff to a higher standard of organizational communications and engagement practices. This is a necessary component of realizing results in today's complex communications environment and levels of service expectations.

Further, there is a key value expressed in the goals which focus on building the relationship between Greenview and its residents, including strengthening trust in local government in an organic way, truly earned and respected. Across Canada, there has been a call for solutions to varying levels of public discourse, with a challenging landscape impacted significantly by influences such as misinformation/disinformation, the abuse of municipal officials, both elected and hired, ideological division becoming ingrained at the local level, and more. These challenges will only worsen if gone unaddressed. It is our firm belief that communications and meaningful public engagement play a key role in beginning to combat some of these issues, building true connections with residents, business owners, municipal partners, and other local and regional members of relevance.

Complemented by a skilled and dedicated Communications Team, this Communications Strategy sets the stage for a carefully planned, implemented, and monitored approach to strategic government communications. This plan facilitates the continued success, growth, and sustainability of all municipal operations, anchored by effective communications and public engagement.

Upon adopting this Communications Strategy, Administration will use the first year's matrix to establish a baseline for evaluation. From there, we will implement the targeted performance measures outlined in Appendix B to assess and refine our progress against this baseline as needed. This plan will be reviewed and updated following any review or revision of the Greenview Strategic Plan by Greenview Council.



2 Introduction

The Municipal District of Greenview Communications Strategy outlines goals, objectives, and specific actions that will be introduced, maintained, or otherwise explored and executed upon in connecting with local residents, business owners, and other members of the public who hold a stake in Greenview's success.

This plan is designed to steer Greenview's high-level communication strategies effectively moving forward while building off current and past successes and learning from past experiences. This plan highlights key areas for enhancement in current communications practices and methodology, with a goal of **boosting information dissemination, engaging our communities through interactive dialogue, and promoting a positive image of Greenview with proactive and uplifting news**, while also refining internal communications practices and streamlining communications processes for greater efficiency.

Care has been taken to recognize the growing demand for open, proactive and two-way communication, particularly as it pertains to listening to local residents, gathering feedback, and the expanding influence of technology in accessing information.

In as many areas as possible, this plan aligns with Council's overall strategic direction for the community, as outlined in [Greenview's 2022-2026 Strategic Plan](#) and will adjust with further strategic plans set by Council.



VISION

The Municipal District of Greenview strives to be a healthy, safe, and sustainable community that values the stewardship of its diverse resources.



MISSION

Providing strong, accountable leadership and quality services that are responsive to our diverse communities.



VALUES

The values expressed here are guiding principles that help determine how Greenview will operate:

CULTURE

We will honour the diversities of our communities and residents.

LEADERSHIP

We will lead by example to maintain trust between Council, Administration, and the members of our community.

ACCOUNTABILITY

We will be responsible and accountable for our decisions.

SUSTAINABILITY

We will manage our natural and financial resources to meet current needs while ensuring that adequate resources are available for the future.





PARTNERSHIPS

We will build upon current and create new partnerships that support the region.

COMMITMENT

We will remain dedicated to working hard for our citizens and our community.

The strategy, in its entirety, is a reflection of both current and anticipated future needs for Greenview, recognizing that we cannot rest on our laurels in communications. Success should be built upon to ensure that we are meeting residents ‘where they are,’ so to speak, bringing the communications to them, rather than forcing them to seek out the information they’re after, as much as possible. As such, we have aligned efforts with second and third goal under the pillar of “Culture, Social & Emergency Services.”

GOAL 2: Enhance communication to our public.		
Strategies (we will...)	Desired result(s) or achievement(s)	Measure
 Continually improve our social media and digital platforms	<ul style="list-style-type: none"> ▶ Enhance Greenview's use of social media ▶ Increase community awareness 	▶ Track users
 Council and Administration engage the community through public engagement forums	▶ Increased use and public engagement	▶ Public participation numbers
 Maintain our quarterly newsletter for our public	▶ Provide timely, readily available information	▶ Four newsletters issued yearly
 Continue to use & expand the use of digital & non-digital bulletin boards	▶ Increase usage	▶ Increased use and public engagement
 Identify & prioritize opportunities for connectivity across Greenview	▶ Establishment of connectivity in prioritized areas	▶ Availability of services to ratepayers

GOAL 3: Improve public perception of Greenview.		
Strategies (we will...)	Desired result(s) or achievement(s)	Measure
 Implement a communication strategy	▶ Increase public awareness of Council's goals	▶ Target decrease the number of ratepayer complaints
 Actively participate in community events	▶ Provide current and direct information to the public	▶ Track event attendance

As a dynamic roadmap, this plan is a living document. It will be referenced continuously, ensuring that our efforts and outputs align with the strategic goals driving our public communications. This will help ensure both accountability and clear direction, setting a path for how Greenview will continue to build its relationship with local residents. This plan will be reviewed and updated annually to align with Greenview’s evolving strategic goals and priorities, in alignment with broader corporate goals and Council priorities, while adapting to the changing needs of Greenview residents and communities. This is part of Greenview’s ongoing commitment to continuously improve service.

Service levels, departmental expectations, Communications Department availability, and minimum required timeframes to execute on specific initiatives/projects have been included as an appendix to this Communications Strategy ([Appendix A | Our Team, Our Services](#)).

3 Discovery

This Communications Strategy and its goals were developed based on insights gained from:

- **Comprehensive Review of existing services:** An analysis of existing communications services, corporate strategies, adopted policies, and current publications and materials produced by the Communications Department.
- **Leadership Input and Alignment:** Greenview Communications built the Communications Strategy around Council's 2022-2026 Strategic Plan and sought insight from the Senior Leadership Team so key considerations and objectives would be accurately addressed when building service level expectations.
- **Comparative Analysis:** A review of practices in similar communities to ensure incorporation of evolving best practices and current trends in municipal communications and engagement.

These insights collectively form the foundation for Greenview's Communications Plan—one designed to meet the expectations of residents, Council, and Administration while fostering an organizational culture of open, proactive, and collaborative communication.



SWOT Analysis

A Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis was undertaken through the initial half of 2024 by Communications Administration



Strengths

- Communications are clear and concise.
- Strong presence in a predominantly positive social media, website, and traditional media environment.
- Actively uphold and promote Greenview's brand reputation.
- Enhanced digital communications.
- Strong organizational commitment to the importance of strong public engagement and communications.

Weaknesses



- Responsiveness Capacity: Supporting internal demands in areas with restricted timelines or limited lead time for services.
- Capacity is dependent on level of service expectations.
- Fully allocated workforce: Professional resources have capacity constraints during peak periods.
- Availability of skilled workforce.
- Strategic oversight.
- Corporate integration.

SWOT



Opportunities

- Engage residents in meaningful ways (ex. potential project specific surveys).
- Strong internal supports for staff training and capacity building.
- Build a consistent inventory of common communications materials/products.
- Skilled workforce provides access to municipal networks.
- Untapped potential for expanded media (ex. Regional economic partnership platform opportunities).

Threats



- Increasing costs associated with communications outputs not completed in-house
- Increasingly skeptical public and distrust of government
- Distributed Population: prevents single location event engagements
- Increasing expectations for public notification and speed of notification/modality
- Substantial variation in target audience groups and expectations.

4 Approach

The Municipal District of Greenview's Communications Strategy has been designed with organizational goals and strategies in mind. As such, the goals of this plan are framed through the following principles:



INFORMATIVE

We share Greenview information and content which is of interest to residents and the community, while helping audiences become better invested and informed about their municipality.



STRATEGIC

We consider the range of communication tools at our disposal, and use the most appropriate method to address the needs associated with each circumstance or campaign considering a target audience.



TIMELY

We recognize the quick pace of today's information cycle and associated expectations placed upon Greenview, and endeavour to make relevant information available quickly and proactively.



CLEAR

Recognizing that information related to local government can be confusing, we seek opportunities to simplify language surrounding the work being undertaken by Greenview in a concise manner.



COLLABORATIVE

We work with Council and Greenview departments to ensure equitable distribution of information.



RESPONSIVE

Understanding that residents want to be part of the conversation, we support opportunities for residents to provide their input, and we acknowledge their feedback.



MEASURED

We ensure Greenview resources are used effectively and appropriately, by regularly evaluating and adapting our approach to communications.



4 Goals

The Communication & Engagement Goals outlined below are set out as a pathway to meeting Council's Strategic Objectives. Communications is an organization-wide service which is foundational to the success of Greenview's mission to support our residents. Performance measures tied to specific tactics to execute these goals are included as an appendix to this Communications Plan ([Appendix B | Strategies, Tactics and Performance Measures](#)).



GOAL ONE

Encourage well-informed communities.

Objective 1.1

Provide timely, accurate, clear, and responsive information to residents on an ongoing basis.

1.1.1 Improve Greenview's Media Relations Strategy

- Provide information on issues through media packages, media briefings, and more face-to-face time with key members of the media.
- Consistently identify newsworthy stories and present them in a compelling manner.
- Ensure inquiries from the media are given high priority, and that they are responded to in a timely and efficient manner.

1.1.2 Undertake a review of Greenview's website

- Explore the potential of centralized content around recognizable user themes, and user-focused content categories.
- Update forms to provide a simplified and streamlined user experience.
- Improve ease of website use by conducting a study focused on providing direction into a potential redesign and/or navigation and language updates.

Objective 1.2

Use full range of communication tools at our disposal to meet the needs of specific situations.

1.2.1 Create opportunities for residents to find content on their own

- Build the newsletter subscription distribution numbers for opt-in subscribers for both digital and direct mail, through continued promotion on all traditional print and digital mediums.
- Ensure the newsletter format is dynamic and easy to navigate.
- Reduce copy-heavy communications in favour of visual content.
- Use infographics and explainers to share important information and engage.
- Prioritize video use to connect with a wider audience funnel.
- Communicate in layers, providing multiple opportunities for information consumption.
- Expand distribution of high-impact advertisement and marketing efforts.
- Create or expand a direct mail program for specific projects.
- Encourage audiences to understand and implement information provided

GOAL TWO

Foster community engagement.

Objective 2.1

Move beyond informing residents, with the intent of actively listening to residents and business owners.

2.1.1 Develop a Public Engagement Strategy

- Undertake a review of Greenview's current methods for public engagement, including the planning process and execution.
- Develop a consistent process for the identification of engagement needs and process.
- Determine and align potential engagement output based on current capacity.
- Develop a public-facing Public Engagement Framework that emphasizes the importance of public engagement to the MD, and how engagement results are used in broad terms.

2.1.2 Increase the public's trust in Greenview engagement efforts

- Create dedicated website, or a dedicated space on the existing Greenview website.
- List all current and upcoming public engagement opportunities.
- Provide a summary of feedback received on current and past engagement efforts, and how feedback is/was used.
- Promote engagement opportunities, and associated elements such as the website, generating awareness and encouraging future participation.

Objective 2.2

Support opportunities for public engagement creating a feedback loop on information collected.

2.2.1 Develop ongoing opportunities for informal engagement

- Develop content in a manner that invites productive conversation on municipal issues.
- Review residents' comments and feedback as part of an effort to gauge public perceptions on relevant topics, allowing us to adjust messaging or to proactively bring concerns to Greenview leadership for discussion.

2.2.2 Incorporate Public Engagement Policy

- Utilize Greenview's Public Engagement Toolkit to ensure relevant public feedback is considered in the decision-making process (ex. What We Heard Report, survey results)

2.2.3 Increase public participation in engagement processes

- Circle back to engagement participants to show value of public input provided and outcomes of associated decisions.
- Develop opt-in resident registration for participation in future public engagement processes.
- Develop incentives program to reward residents for participating in engagement processes over an extended period of time.

GOAL THREE

Celebrate Greenview success stories

Objective 3.1

Create goodwill in the community, and positivity towards Greenview, by actively and consistently sharing information related to the good work being undertaken by Greenview.

3.1.1 Engage in strategic, positive storytelling

- Identify and proactively promote good news stories emerging from Greenview, its residents, and its businesses.
- Engage in storytelling that emphasizes Greenview's accomplishments and positive news stories, including those which relate to Greenview initiatives and service delivery, staff accomplishments, residents, individual communities within Greenview, and Greenview's partners.
- Explore additional opportunities to recognize the accomplishments of Greenview contributors, including residents and businesses, through formal Greenview efforts.



GOAL FOUR

Enhance internal communications.

Objective 4.1

Break down internal silos to make Greenview a more cohesive organization, towards improved service delivery to residents.

4.1.1 Support the Communication of Council and corporate decisions to staff

- Collaborate with the CAO, as appropriate, to ensure that staff are provided pertinent information resulting from Council Meetings and Senior Leadership Team decisions across the organization.

GOAL FIVE

Build communications processes.

Objective 5.1

Allocate time to develop foundational communications and marketing practices and processes.

5.1.1 Strengthen evaluation of communications and engagement outputs

- Facilitate debriefs specific to major communications efforts and engagement processes to identify what worked, what didn't, and what can be improved upon in the future.
- Whenever possible, hold internal communications roundtables with rotating interdepartmental participants to learn directly from staff on what they're hearing from residents and others about Greenview communications efforts.
- Conduct sentiment analyses on communications outputs tied to topics deemed controversial or contentious within Greenview or any of its communities.

5.1.2 Standardize common operational procedures for communicating Greenview messages and receiving resident feedback

- Create consistent operating procedures in communications outputs tied to:
 - listening to residents
 - sending out public communications
 - issuing media alerts
 - hosting events
 - updating the website
 - providing staff with pertinent Greenview information
 - other communications-focused efforts

5.1.3 Build Crisis Communications Capacity

- Develop a Greenview-specific Crisis Communications Plan.
- Build the capacity of relevant staff to increase the effectiveness of the Crisis Communications Plan and the communications process.
- Engage a qualified party to provide a Crisis Communications Workshop to Greenview's Senior Leadership Team, and all members of the Communications and Marketing Team.
- Engage intermunicipal partners to discuss a regional approach to crisis communications support and collaboration if and when appropriate.

Objective 5.2

Update policies, elevate strategies, and promote an environment of continuous growth and development.

5.2.1 Review governance documents associated with communications

- Review and update Greenview's policies pertinent to communications and marketing.
- Ensure alignment in the development of project specific Communication and Marketing Strategies with Council's Strategic Plan.

5.2.2 Bolster communications capacity through professional development

- Ensure Administration – inside the Communications & Marketing Department are provided with necessary ongoing formal education and skills training.
- Ensure identified Administration outside of Communications are given appropriate training to effectively coordinate department-level information to the public consistently.

Appendix A | Our Team, Our Service Levels

Greenview's Communications and Marketing team currently offers a robust, dynamic suite of services to all Greenview departments. Dedicated resources at the time of this report includes 4 FTEs, comprising a manager, communications officer, marketing officer, and marketing coordinator. While everyone plays a role in communications, it is important to emphasize the important role being fulfilled by this communications team, including an overview of core services and responsibilities, as governed by all applicable policies.

Core Services	Communication & Marketing Service Level	Other Greenview Department Roles & Responsibilities
Advertising	<ul style="list-style-type: none"> • Book ad space. • Design and finalize ad(s). 	<ul style="list-style-type: none"> • Provide required content and invoice coding for special projects and initiatives.
Communications Planning	<p>Plans may include formal document(s) or informal verbal planning.</p> <ul style="list-style-type: none"> • Driving the process of Communications planning with all departments 	<ul style="list-style-type: none"> • Plan for and review all initiatives for the coming year, with the communications team, and provide essential project details. • Convey measures for evaluation of campaign/initiative success specific to communications efforts. • Review and approve plans within specific timelines. • Promptly notify the communications team of any updates/revisions to the plan resulting from unforeseen circumstances.
Community Engagement	<ul style="list-style-type: none"> • Create public engagement plan(s) for applicable projects. • Coordinate the execution of engagement plans with relevant department(s). • Support departments in interpreting and incorporating public input into leadership recommendations. 	<ul style="list-style-type: none"> • Participate in determining the level of public participation required for various Greenview initiatives, including identifying audience(s). • Attend and participate in relevant in-person engagement efforts, as appropriate. • Provide information on how public input was incorporated in the decision-making process, and a rationale surrounding any final decision(s) made.
Corporate Identity & Branding	<ul style="list-style-type: none"> • Establish and update brand guidelines. • Advertising, writing, social media, marketing, promotional products and other communications materials. 	<ul style="list-style-type: none"> • Provide information to ensure applicable staff are aware of corporate identity and brand guidelines to be used across the organization. • Follow all brand guidelines at all times. • Consult with Communications & Marketing as required.

Our Teams, Our Services (Cont.)

Core Services	Communication & Marketing Service Level	Other Greenview Department Roles & Responsibilities
Graphic Design	<ul style="list-style-type: none"> • Design advertisements, publications, signage, infographics, website, and other digital and hard-copy materials and content, and all other visuals, required. • Ensure that graphic design execution aligns with Greenview's corporate identity and brand. 	<ul style="list-style-type: none"> • Provide communications team with initial content, and any and all applicable G/L for invoice coding, where applicable.
Issues Management	<ul style="list-style-type: none"> • Prepare key messages and briefing notes for members of Administration and/or Council, as appropriate. • Execute media monitoring, and monitor public sentiment, while providing appropriate updates to Greenview leadership. • Provide strategic advice on issues pertinent to Greenview through issues management, including on potential, real or perceived reputational harm. 	<ul style="list-style-type: none"> • Alert communications to potential or emerging issues.
Media Relations	<ul style="list-style-type: none"> • Arrange media interviews, and provide media preparation and coaching for those interviews, as appropriate. • Develop and provide key messages and backgrounders, as required, prior to media interviews. • Prepare news releases, and distribute to local, regional, provincial, national and global media outlets, as required and appropriate. 	<ul style="list-style-type: none"> • The Reeve, or otherwise designated representative of Council, is the official spokesperson for Greenview in responding to media inquiries. • Department subject matter experts (SME's) may be consulted in the development of key messaging. • All Greenview leadership, including Council and department SMEs, are expected to respond to all media-related inquiries and requests when required. • Provide relevant information to the communications team, upon request. • Confirm the accuracy of draft releases, when required.
News	<ul style="list-style-type: none"> • Develop news items. • Review, edit, and proof content. • Electronically distribute news through various avenues, including but not necessarily limited to email, social media, and website(s). 	<ul style="list-style-type: none"> • Consider and submit newsworthy topics to the communications team. • Inform the communications team of upcoming news items. • Provide draft, or point-form, content for consideration by the communications team.

Our Teams, Our Services (Cont.)

Core Services	Communication & Marketing Service Level	Other Greenview Department Roles & Responsibilities
Photography/Video	<ul style="list-style-type: none"> • Maintain photo, image, video, and audio library and licensing. • Subscribe to stock photo services. 	<ul style="list-style-type: none"> • Provide budget for additional photography as required for special and/or capital projects and initiatives.
Promotional Materials	<ul style="list-style-type: none"> • Review and provide approval of logo use on promotional materials of relevance, as appropriate. • Maintain an inventory of Greenview-branded promotional items (SWAG). 	<ul style="list-style-type: none"> • Identify and purchase, within departmental G/L codes, promotional items for specific initiatives and projects.
Public Alerts	<ul style="list-style-type: none"> • Create, update and maintain emergency notifications through the Alberta Emergency Alerts (AEA), with targeted and concise messaging specific to an emergent event underway and of impact to Greenview residents, with approval by the Director of Emergency Management. • Create, update and maintain notifications through Voyent Alert, which may be critical or informational in nature, as appropriate. 	<ul style="list-style-type: none"> • Provide information surrounding emergency events and/or service level interruptions.
Reports & Publications	<ul style="list-style-type: none"> • Collect information for, and create and lay out, annual reports. • Collect information for, and create and lay out, other external Greenview publications for print. • Provide cover pages, and recommendations for minor formatting changes, to reports, including following Greenview brand guidelines. 	<ul style="list-style-type: none"> • Provide information of relevance to the communications team within specified timelines. • Incorporate Greenview branding into the initial draft of reports, and review those first drafts, to the greatest extent possible prior to submission to the communications team.
Social Media	<ul style="list-style-type: none"> • Authority and management of all social media platforms and channels that represent the Municipal District of Greenview organization. • Write, design, and schedule social media content and posts for all Greenview corporate social media channels. • Write/advise, design visuals upon request, and schedule social media posts for departmental social channels, as appropriate and required. 	<ul style="list-style-type: none"> • Submit requests, and provide content and any other details for social media posts within specified timelines. • Monitor applicable social media pages and channels of relevance to Greenview, including comments and questions. • Provide appropriate responses to resident questions, when required.

Our Teams, Our Services (Cont.)

Core Services	Communication & Marketing Service Level	Other Greenview Department Roles & Responsibilities
Speeches & Presentations	<ul style="list-style-type: none"> • Prepare draft and revised speeches and presentations, as requested and appropriate. • Provide presentation and public speaking coaching and feedback. 	<ul style="list-style-type: none"> • Provide background information related and pertinent to the event in question. • Prepare the initial draft presentation, or draft content for the presentation. • Be receptive to the opportunity for presentation/speech rehearsal(s) and incorporate feedback.
Strategic Communications	<ul style="list-style-type: none"> • Provide strategic advice and insights on current trends and emerging issues of pertinence to Greenview. • Identify potential opportunities and pitfalls specific to areas including communications and engagement, resident feedback and reactions, reputation management, and more, as deemed required and appropriate. • Attend Senior Leadership Team and department meetings, offering a relevant perspective, and providing proactive advice on upcoming initiatives. 	<ul style="list-style-type: none"> • Include the communications team in relevant planning meetings to ensure full details on campaigns and initiatives are shared and understood from the early stages of an initiative. • Avoid rogue/unplanned initiatives not reviewed and/or approved by the communications team. • Be receptive to insights and feedback from the communications team on Greenview initiatives and projects. • Ensure that initiatives are planned in collaboration with Communications.
Website	<ul style="list-style-type: none"> • Create and manage page layout and content, including sourcing and updating photos, managing menus and organizing webpages, unpublishing outdate content, deleting and/or moving pages, and more. • Create pertinent and timely information specific to issues, crisis or emergencies of impact to Greenview residents, in a prominent format. • Maintain knowledge of industry best practice and trends to ensure the Greenview website remains relevant, modern and user-friendly. • Bi-annual review of website content. 	<ul style="list-style-type: none"> • Identify if web content is outdated in collaboration with each department during a bi-annual review. • Suggest changes for minor website content updates, or work with the communications team for more complex website content updates. • Develop first draft of, or provide appropriate and complete information for, new content to be posted the website.

Our Teams, Our Services (Cont.)

Core Services	Communication & Marketing Service Level	Other Greenview Department Roles & Responsibilities
Partner Collaboration	<ul style="list-style-type: none"> • Work collaboratively with communications team members from the City of Grande Prairie and County of Grande Prairie, and potentially with other intermunicipal partners, in planning or participating in joint regional events, and shared marketing initiatives. • Collaborate with neighboring municipalities, as appropriate, to promote Provincial and Federal programs to which Greenview is a partner as required. 	<ul style="list-style-type: none"> • Provide the communications team with information of relevance to any regional or partner-driven initiatives.

Department Availability	Targeted Timeframes
<p>The Communications Department is available from 8:00am to 4:30pm, Monday to Friday (excluding holidays), and responds to enquiries submitted by email, phone, or personal contact. Unanticipated requests submitted to the general communications inbox will be responded to within the following time frames (within business hours):</p> <ul style="list-style-type: none"> • 0-8 hours for issues classified as time-sensitive priorities (issues impacting service delivery, unavoidable external deadlines). • Within 24 hours for issues classified as important priorities (correcting information, responding to public inquiries). • Within 1 week for issues classified as moderate priorities (general website updates, new ideas/initiatives) 	<p>The following targeted timeframes for project deliverables are applicable at all times, unless there are extenuating circumstances otherwise discussed with the communications team prior to a request being submitted.</p> <ul style="list-style-type: none"> • 4 weeks for regular/recurring programming (2 weeks for development, 2 weeks for advertising) • 6 weeks for online forms and applications (4 weeks for development, 2 weeks for advertising). • 8 weeks for community engagement (3 weeks for development, 2 weeks for advertising, 2 weeks for collection of information, 1 week for reporting). • 8 weeks for major community-wide events and initiatives (2 weeks for development, 3 weeks for advertising)

The timeframes included above are those associated with regular operations. Emergency communications, including the execution of crisis communications, are beyond the scope of this plan, and are determined in collaboration with the Director of Emergency Management. Any crisis communications efforts may disrupt regular service delivery, including the timelines outlined above, without notice and without timeline.

Appendix B | Strategies, Tactics & Performance Measures

This section ties performance measures to tactics specific to the goals outlined in Section 4 of this strategy. Measurement, evaluation, and reporting on this Communications Plan is required to ensure continued alignment with strategic and corporate goals, and so that community communications and engagement needs are met on an ongoing basis. Each of the tactics and associated evaluation measures outlined in this document are aligned with communications and organizational goals:

- Strengthen the relationship between Greenview and ratepayers.
- Streamline processes.
- Identify, expand and embrace strategic partnerships.
- Enhance transparency and communication.
- Expand community service delivery.
- Citizen expectations and affordability drive services.

Upon adopting this Communications Strategy, we will use the first year's matrix to establish a baseline for evaluation. From there, we will implement the targeted performance measures outlined in Appendix B to assess and refine our progress against this baseline as needed. This plan will be reviewed and updated following any review or revision of the Greenview Strategic Plan by the Council.

GOAL ONE

Encourage well-informed communities

Improve Greenview's public relations strategy	
Tactics	Evaluation
Provide information on critical and/or complex issues through media packages, media briefings, and more face-to-face time with key members of the media.	<ul style="list-style-type: none">• 85% of news releases issued are reported on by local media.• Accuracy is improved, with fewer errors and corrections required each year.
Consistently identify newsworthy stories and present them in a compelling manner.	<ul style="list-style-type: none">• 3% increase in media requests.
Ensure inquiries from the media are given high priority, and that they are responded to in a timely and efficient manner.	<ul style="list-style-type: none">• 100% of media requests are responded to by the Communications & Marketing Manager, or delegate, within 2 business days.

Undertake a review of Greenview's website

Tactics	Evaluation
Work to ensure the website is compliant with accessibility standards.	<ul style="list-style-type: none"> • Achieve full alignment with accessibility standards through annual review and quarterly website audits. • Improve website accessibility score by 4 points (www.accessible.com). • Implement all improvements required, in a timely manner, as identified through an annual audit of website pages.
Explore the potential of centralized content around recognizable user themes, and user-focused content categories.	<ul style="list-style-type: none"> • Achieve consistent trend identification and analysis through monthly website monitoring. • 2% decrease in support emails to the webmaster.
Update forms to provide a simplified and streamlined user experience.	<ul style="list-style-type: none"> • Increase use of online forms by residents by 2% each year. • Achieve positive or neutral staff feedback on departmental forms.
Improve ease of website use by conducting a study focused on providing direction into a potential redesign and/or navigation and language updates.	<ul style="list-style-type: none"> • Achieve 55% satisfaction level for "ease of finding information on the website" (Potential for bi-annual resident satisfaction survey). • Implement changes recommended through website usability study within 6 months.

Create content that meets residents where they are

Tactics	Evaluation
Build subscription distribution numbers for opt-in subscribers for both digital and direct mail, through consistency and quality of content in addition to continued promotion	<ul style="list-style-type: none"> • Continue to refine and improve a replicable, user-friendly newsletter template for seasonal distribution. • Develop a content strategy and distribute schedule to departments for topic-specific content. • Distribute newsletter on consistent quarterly basis. • Secure 2% resident opt-in by 2026. • Secure 50% approval rating in the amount of residents who say they receive an adequate amount of information from Greenview (Potential for bi-annual resident satisfaction survey).
Reduce copy-heavy communications in favour of visual content	<ul style="list-style-type: none"> • Produce visual materials for the top five high-traffic webpages with considerable amounts of text.
Use infographics and explainers to share important information and engage	<ul style="list-style-type: none"> • Create 3 infographics per year to convey information in a more concise and user-friendly format.
Prioritize video use to connect with a wider audience funnel	<ul style="list-style-type: none"> • Produce 1 internal video per year. • Produce 3 external videos per year.
Expand distribution of high-impact advertisement and marketing efforts	<ul style="list-style-type: none"> • Place news information in various print and digital publications and mediums, increasing reach by circulation and targeted audience demographics.
Create or expand a direct mail program for specific projects	<ul style="list-style-type: none"> • Mail pertinent project specific information when requested.

GOAL TWO

Foster community engagement

Develop a public engagement strategy	
Tactics	Evaluation
Undertake a review of Greenview's current methods for public engagement, including the planning process and execution	<ul style="list-style-type: none"> Retain a third party expert to conduct an objective review of current engagement practices. Conduct a SWOT Analysis on current engagement practices. Identify opportunities for improved public engagement.
Develop a consistent process for the identification of engagement needs and process	<ul style="list-style-type: none"> Develop framework to help identify when engagement is appropriate for a Greenview project or initiative.
Determine and align potential engagement output based on current capacity	<ul style="list-style-type: none"> Conduct a review of current communications capacity. Identify gaps in capacity against desired levels of community engagement.
Develop a public-facing Public Engagement Framework that emphasizes the importance of public engagement to Greenview, and how engagement results are used in broad terms	<ul style="list-style-type: none"> Create key messages resulting from new multi-year engagement strategy as a public information tool. Identify public understanding of Greenview community engagement, through bi-annual public satisfaction survey. Increase engagement participation year-over-year by 5%
Increase the public's trust in Greenview engagement efforts	
Tactics	Evaluation
Create dedicated website, or a dedicated space on the existing Greenview website	<ul style="list-style-type: none"> Increase engagement participation by 5% year-over-year. Secure a 40% satisfaction rate in level of public engagement through the first public satisfaction survey, increasing to 43% in the second bi-annual survey. Research options for digital engagement platforms, and purchase appropriate software. Secure neutral to positive sentiment feedback on the new platform.
List all current and upcoming public engagement opportunities	<ul style="list-style-type: none"> Increase public knowledge of, and transparency related to, public engagement, and how input is used in the decision-making process.
Provide a summary of feedback received on current and past engagement efforts, and how feedback is/was used	<ul style="list-style-type: none"> Ensure residents who participate in public engagement see themselves in the decision-making process, as identified in the bi-annual public satisfaction survey. Increase public knowledge of the public engagement process' incorporation in Greenview decision-making.
Promote engagement opportunities, and associated elements such as the website, generating awareness and encouraging future participation	<ul style="list-style-type: none"> Develop 3 social media posts driving engagement participation. Secure 2 positive media stories on the system. Secure subscribers to engagement campaigns, increasing year-over-year.

Develop ongoing opportunities for informal engagement

Tactics	Evaluation
Develop content in a manner that invites conversation	<ul style="list-style-type: none"> • Develop public communications using language consistent with a 4th-6th Grade reading comprehension level. • Secure public engagement training for Administration and Council, to embed the principles of engagement with intent in the Greenview organization. • Respond to all resident questions in less than 24 hours (based on weekday work hours).
Review residents' comments and feedback as part of an effort to gauge public perceptions on a number of topics, allowing us to adjust messaging or to proactively bring concerns to Greenview leadership for discussion	<ul style="list-style-type: none"> • Develop a schedule of department-specific feedback reviews, tied to programs and initiatives. • Present resident feedback on initiatives and programs in Senior Leadership Team and department meetings. • Provide input and insights in the development of initiatives and programs.

Increase the public's trust in Greenview engagement efforts

Tactics	Evaluation
Increase use of engagement results and public input in the formal decision-making process in a transparent and intentional manner	<ul style="list-style-type: none"> • Secure 25% resident satisfaction in the sentiment that Greenview communicates to residents how their input was incorporated into the decision-making process, through resident satisfaction surveys. • Present engagement reports and surveys to Council in public session. • Publish engagement reports on engagement platform, and post to social media. • Develop streamlined approach to 'What we Heard' Reports based on the Engagement with Intent Framework.
Adopt the Engagement with Intent Framework, adding intentionality to the design of public engagement processes to ensure relevance of public feedback to decision-making process	<ul style="list-style-type: none"> • Incorporate Engagement with Intent principles into multi-year engagement plan. • Incorporate Engagement with Intent principles into public-facing engagement framework.

Increase public participation in engagement processes

Tactics	Evaluation
Circle back to engagement participants to show value of public input provided and outcomes of associated decisions	<ul style="list-style-type: none"> • Secure 25% resident satisfaction in the sentiment that Greenview communicates to residents how their input was incorporated into the decision-making process, through resident feedback surveys. • Post all engagement results, and associated project/initiative decisions, on dedicated engagement platform. • Increase public engagement participation by 5% year-over-year.
Develop opt-in resident registration for participation in future public engagement processes	<ul style="list-style-type: none"> • Secure baseline participation of 1% of Greenview's population for all engagement efforts. • Retain an increased level of resident participation from one public engagement to the next, with a participation variance of less than 20%.
Develop incentives program to reward residents for participating in engagement processes over an extended period of time	<ul style="list-style-type: none"> • Develop a financially prudent program to reward resident engagement participation, while cross-promoting Greenview programs and services (ie. free recreation passes). • Announce reward program recipients on social media, including photo.

GOAL THREE

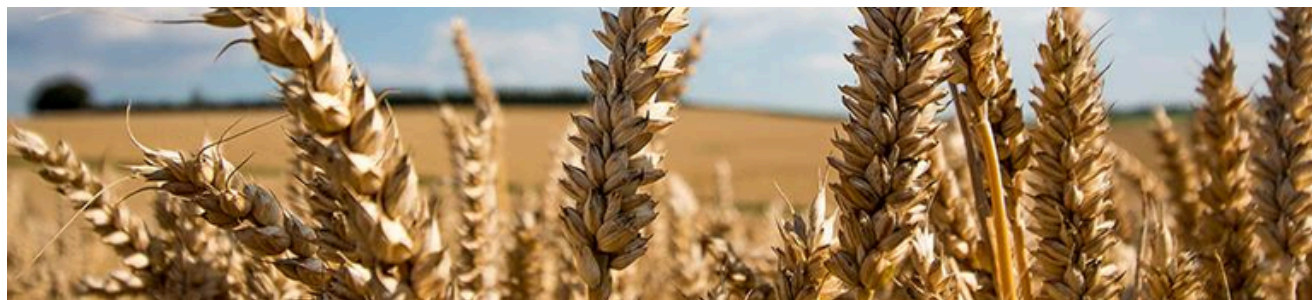
Celebrate Greenview success stories.

Engage in strategic, positive storytelling	
Tactics	Evaluation
Identify and proactively promote good news stories emerging from the MD of Greenview	<ul style="list-style-type: none"> Secure a minimum of 1 news story per month that reflects upon Greenview in a positive way. Ensure a minimum of 2 positive news stories are “fed” to media each year through news releases and other means of communications.
Engage in storytelling that emphasizes Greenview’s accomplishments and positive news stories, including those which relate to Greenview initiatives and service delivery, staff accomplishments, residents, individual communities within Greenview, and Greenview’s partners	<ul style="list-style-type: none"> Secure a 50% rate of residents who indicate they “understand the roles and responsibilities of elected Council representatives” through a resident satisfaction survey. Increase social media following, across platforms/channels, by 2% each year. Increase social media engagement on Greenview posts by 10%. Develop a personal connection between residents and Greenview by showcasing human elements of the organization (ie. staff profiles, engaging photos, etc.).
Explore additional opportunities to recognize the accomplishments of Greenview contributors, including residents and businesses, through formal Greenview efforts – <i>capacity constrained</i>.	<ul style="list-style-type: none"> Identify on an ongoing basis positive stories about Greenview residents, businesses, etc., and share with the public through social media. Identify opportunities for collaborative storytelling between the communications and economic development teams.

GOAL FOUR

Enhance internal communications

Support the Communication of Council and corporate decisions to staff	
Tactics	Evaluation
Collaborate with the CAO, as appropriate, to ensure that staff are provided pertinent information resulting from Council Meetings and Senior Leadership Team decisions across the organization – <i>capacity constrained</i>	<ul style="list-style-type: none"> Develop processes with the CAO, for the CAO to appropriately update staff on organizational initiatives and Council decisions. Support the CAO in the creation of materials intended to better inform staff.



GOAL FIVE

Build communications processes

Strengthen evaluation of communications and engagement outputs	
Tactics	Evaluation
Facilitate debriefs specific to major communications efforts and engagement processes to identify what worked, what didn't, and what can be improved upon in the future	<ul style="list-style-type: none"> • Conduct ongoing media monitoring, communicating pertinent information to the Senior Leadership Team on an ongoing basis. • Facilitate informal discussions with the communications team, and other departments as appropriate, to review communications and engagement efforts, identifying lessons learned for future efforts.
Hold communications roundtables internally, with rotating interdepartmental participants, to learn directly from staff on what they're hearing from residents and others on Greenview communications	<ul style="list-style-type: none"> • Develop a consistent process by which department staff can provide insights on what residents are saying with regards to Greenview communications. • Develop a schedule, and/or opt-in signup process, through which members throughout the organization will be engaged in this process. • Incorporate staff insights into communications plans, as appropriate, to 'meet residents where they are.' • Incorporate staff insights into ongoing debriefs of communications and engagement efforts. • Use staff insights on resident feedback to better align communications with organizational goals and strategies.
Conduct sentiment analyses on communications outputs tied to topics deemed controversial or contentious within Greenview or any of its communities.	<ul style="list-style-type: none"> • Develop process through which resident sentiment analysis can occur, identifying positive, neutral and negative feedback tied to specific initiatives/programs of relevance. • Upon identifying negative sentiment, develop a plan to identify and specifically address the root cause of negative sentiment. • Conduct ongoing sentiment tracking throughout mitigation periods to identify shifts in public sentiment. • Include sentiment analyses in debriefs tied to communications related to controversial/contentious issues. • Include sentiment analyses in reports developed for Council on public engagement, including in bi-annual public satisfaction survey reports.
Standardize common operational procedures for communicating Greenview messages and receiving resident feedback	
Tactics	Evaluation
Create consistent operating procedures in communications outputs tied to listening to residents, sending out public communications, issuing media alerts, hosting events, updating the website, providing staff pertinent Greenview information, and other communications-focused efforts.	<ul style="list-style-type: none"> • Develop templates and resources applicable to members of the communications team, and/or others throughout the organization. • Ensure that systems are reviewed and processes streamlined, as appropriate, on an ongoing basis. • Conduct debriefs on communications processes to identify where operating procedures can be streamlined and made more consistent.

Build Crisis Communications capacity

Tactics	Evaluation
Develop an Greenview-specific Crisis Communications Plan	<ul style="list-style-type: none"> Engage a third-party specialist to assist in the creation of a Crisis Communications Plan tailored to the needs of Greenview, as an organization and its communities.

Review governance documents associated with communications

Tactics	Evaluation
Review and update, as required, Greenview's Communications Policy, Social Media Policy, Public Participation Policy, Public Notification Policy, Media Relations Policy, Public Engagement Policy, Advertising Policy, and any other policies of pertinence and relevance to communications, engagement, and/or marketing, as appropriate	<ul style="list-style-type: none"> Ensure all existing policies are up to date, that they are relevant to current Greenview circumstances and needs, and that there are appropriate timelines in place for policy reviews and updates. Present the need for off-schedule reviews of any policies deemed to be outdated, or which are otherwise out of alignment with organizational strategy and/or community needs.
Ensure alignment in the development of any new communications-focused plans and strategies with Council's Strategic Plan	<ul style="list-style-type: none"> Review Council Strategic Plan for relevance to communications and engagement outputs, and compare communications plans to the intention of those strategic goals and priorities. Provide all third parties engaged in communications efforts a copy of Council's Strategic Plan to ensure understanding of organizational goals and direction.

Bolster communications capacity through professional development

Tactics	Evaluation
Ensure Administration – inside and outside of those within the Communications and Marketing Department – are provided with ongoing informal development in relevant areas of communications, including public communications, public engagement, and crisis communications, amongst other areas of relevance	<ul style="list-style-type: none"> Develop training plans for Administration, whether facilitated by the communications team or a third-party specialist whose expertise is aligned with the intent of professional development being undertaken. Schedule an Administration workshop specific to public engagement, exploring options for bolstered engagement efforts, emerging trends, with content aligned with the direction being taken by Greenview.

Appendix C | Current Capacity

This Communications Strategy acts as a goal-oriented framework to move forward in effective communications, intended to strengthen the relationship between the Municipal District of Greenview and its community. Tactics associated with these goals are realistic and actionable and include both quantitative and qualitative performance measures, as appropriate. However, the Greenview Communications and Marketing Team faces a notable capacity constraint that may impact the execution of the tactics outlined in this strategy.

At this time, the Communications and Marketing Team is comprised of 4 FTEs.

A Communications Review is planned. It will evaluate current Communications and Marketing resources and the deliverables outlined in Appendix B, as well as the current Communications and Marketing Team capacity and deliverables, and provide potential solutions and recommendations.

A Communications Review will look at areas which are likely to include, but which are not necessarily limited to:

- Strengths in the execution of communications and engagement
- Current gaps in the planning and execution of communications and engagement
- Effectiveness of current tools used by Greenview, including software
- Communications department capacity, resourcing and structure
- Organizational incorporation of communications and engagement
- Communications training and professional development
- Alignment of communications and engagement efforts with current trends and emerging best practice
- Communications department requirements tied to future community projections
- Council communications

Communications Reviews will be completed on an as needed basis and based on subsequent Greenview Strategic Plan Reviews.



Agenda Item	Status	Description	Meeting Type	Meeting Date	Comments
Application APPR24-18	Incomplete	Council deferred approach application APPR24-18 to a future council meeting at which time more information can be brought forward	Regular Council Meeting	7/23/2024	
GIG Committee Meeting Motion	In Progress	That Council direct Administration to pursue information required for carbon sequestration solutions for the purpose of providing clarity to potential Greenview Industrial Gateway developers who may require such a service, with all related incurred costs to be fully recovered through the future sale of Greenview Industrial Gateway land.	Regular Council Meeting	9/24/2024	
Muskeg River Water Pattern	In Progress	That Council direct Administration to work with Muskeg Seepee Coop ; to engage Alberta Environment and ;Parks for the purpose of pursuing solutions to issues at Muskeg ;Seepee ;Co-op due to the change in the flow of Muskeg River and potential threats it poses to the Community and report back to Council.	Regular Council Meeting	10/8/2024	
Ward 4	In Progress	That Council direct Administration to develop a Topsoil or Fill Material Directive that establishes protocol for sourcing topsoil and fill for projects within Greenview Boundaries in a manner that places the use of Greenview topsoil and fill as a priority before sourcing elsewhere as well as a best practice for Greenview ratepayers.	Regular Council Meeting	10/8/2024	draft Admin Policy drafted; bringing to April PRC for Council input prior to finalize; bringing back to May PRC; finalizing document for CAO approval.

CLOSED SESSION	In Progress	That Council direct Administration to investigate the potential of establishing a reserve specific to ensuring the long term sustainability of Greenview.	Regular Council Meeting	11/12/2024	1. Reserve Policy will require a re-write.
Infrastructure Construction Requests	In Progress	That Council direct Administration to develop a new/revised policy that will assist in addressing all construction requests for existing roadways, and bring the same to the Policy Review Committee for review and discussion.	Regular Council Meeting	12/10/2024	coming to June PRC
Structures within Non-licensed Undeveloped Road Allowance	In Progress	That Council direct Administration to update all applicable policies, to accommodate the licensing and accessing of structures when the ratepayer does not own both sides of the undeveloped road allowance and bring the same to the Policy Review Committee for review and discussion.	Regular Council Meeting	12/10/2024	Policy 4023 reviewed. Reviewed in April PRC. will return for May PRC. coming to Council in June 10th
Advocacy for Revised Regulations on Uninspected Meat and Dairy Sales	In Progress	That Council direct Administration to draft a resolution to be presented at the 2025 FCM conference regarding for the purpose of changing the laws regarding the sale of uninspected meat and dairy products in an effort to establish less stringent criteria for eligibility of sale.	Regular Council Meeting	1/14/2025	

Sunset House Well Information	In Progress	That Council direct Administration to continue to operate the Sunset House Waterpoint in a manner that maintains the status quo with respect to current user volume limitations and usage in hopes that the water well output will support that usage. ; Further, that Administration report annually to Council outlining water well output and health, volume used and number of well users. If the water well fails to maintain health and volume, Administration report to Council as soon as reasonably practicable.	Regular Council Meeting	1/28/2025	waiting for Jan 2026 for annual report
Offer to Purchase 415 Eaton Falls Crescent removing Repurchase Conditions	In Progress	That Council authorize Administration to finalize the negotiated sale of 415 Eaton Falls Crescent, with conditions related to the repurchase of the lot at 100% of purchase value and building timeframes extended to 5 years for completion, maintaining the price at Market Value.	Regular Council Meeting	2/25/2025	Purchaser declined to respond. Agreement for purchase has been extended to alternate buyer with conditions.
Notice of Motion Grovedale Indoor Ag. Complex	In Progress	That Council direct Administration to investigate the old lagoon site in Grovedale (SE 4-70-6 W6) 8822255 lot 5 for the purpose of determining its potential for expansion and therefore use by the Grovedale Ag. Society as an indoor ag complex and outdoor event area, as well as other potential Ag. Society financial needs.	Regular Council Meeting	2/25/2025	landE compiling documentation of what was filled/existing ground

Notice of Motion - GRM Additional Washroom	In Progress	That Administration investigate & report to Council to possibly install a single unisex washroom within Greenview's Regional Multiplex on the upper walking track level prior to the installation of the cooling system upgrade.	Regular Council Meeting	2/25/2025	Putting together details and then submit through eScribe when ready.
Governance Sessions for Public Boards and Committees	In Progress	That Council direct Administration to organize and host information sessions to help members of the various boards better understand correct parliamentary process, conduct and recording of minutes for board meetings and make the sessions available to Greenview boards as well as Town of Valleyview and Fox Creek boards.	Regular Council Meeting	3/11/2025	
Crown Land Acquisition - PLS 180042	In Progress	That Council direct Administration to seek quotations on the costs and timelines associated with developing a Commercial and Light Industrial Park Minor Area Structure Plan within NE 35-68-6 W6 (152.7 acres; 61.8 hectares) and NW 36-68-6 W6 (156.6 acres; 63.4 hectares) and applicable development studies which may include Wetland Assessment, Preliminary Stormwater, Transportation Impact Assessment, Heritage Resources, and Servicing Feasibility Study.	Regular Council Meeting	3/25/2025	Director of surveys approved on March 26, 2025 to proceed with the plan, prepare a NICOT and send to the lawyers. waiting on CNRL agreements to register.

Crown Land Acquisition - PLS 180042	In Progress	That Council direct Administration to prepare a 2026 Planning Administration Budget item based on the quotations obtained relating to developing a Commercial and Light Industrial Park Minor Area Structure Plan within NE 35-68-6 W6 and NW 36-68-6 W6.	Regular Council Meeting	3/25/2025	
Grande Cache Airport Closure History, Liability and Future Use	In Progress	That Council defer motion 25.209 to a future Council Meeting. That Council directs Administration to take no action at this time with regards to the existing month-to-month hangar leases located at the closed Grande Cache Airport Terminal area.	Regular Council Meeting	4/22/2025	anticipate report to come back to Council in July. Meeting with lease holders July 14th
Bylaw 25-991 Animal Control	Incomplete	That Council give first reading to Bylaw 25-991 Animal Control, as amended. -3 dogs max per household in hamlets -cats - look at options for controls -look at the max numbers for rural, maybe exemptions for working dogs? -4.5 - Remove -9.2 - competition should be competent	Regular Council Meeting	4/22/2025	
Bylaw 25-990 Schedule of Fees Amendment	In Progress	That Council give first reading to Bylaw 25-990 Schedule of Fees Amendment, ;as amended. -Road Closure, one fee.	Regular Council Meeting	5/13/2025	

Sponsorship Request - Adventure Immersion Lab Society	In Progress	That Council approve sponsorship in the amount of \$1,575.00 to the Adventure Immersion Lab Society for hosting the Raid the Rockies event in Grande Cache, Alberta from July 5-8th, 2025, with funds to come from the 2025 Community Services Sponsorships and Donations budget.	Regular Council Meeting	5/13/2025	Payment will be made via GL Transfer with Rec Services
Economic Recovery and Resiliency - 10:00 a.m.	Incomplete	That Council accept the presentation from Economic Developers Alberta regarding their regional economic recovery initiative, and further request that EDA return to present their final report and recommended strategies to Council upon completion of their assessment.	Regular Council Meeting	5/13/2025	
Ward 8	In Progress	That Council direct Administration to investigate TWP RD 692 (Pinto Creek Road) designation beyond the Iroquis Creek to RR 91 within the settlement are regarding ownership and future maintenance possibilities.	Regular Council Meeting	5/27/2025	
Bylaw 25-990 Schedule of Fees Amendment	Incomplete	That Council give third reading to Bylaw 25-990 Schedule of Fees Amendment, as amended.	Regular Council Meeting	6/10/2025	
Bylaw 25-993 Grande Cache Traffic Amendment	Incomplete	That Council give third reading to Bylaw 25-993 Grande Cache Traffic Amendment, as amended.	Regular Council Meeting	6/10/2025	
2025 Tax Recovery Auction	Incomplete	That Council set the reserve bid terms and conditions that apply to the public sale of land as per attached advertisement.	Regular Council Meeting	6/10/2025	

2025 Tax Recovery Auction	Incomplete	That Council set the Tax Recovery Public Auction date for Thursday, September 11, 2025, at 9:00 A.M. Mountain Standard Time, to be held in Council Chambers of the Valleyview Administration building, located at 4806 - 36 Avenue, for the sale of the following properties:	Regular Council Meeting	6/10/2025	
Policy 09-03 Asset Retirement Obligations	Incomplete	That Council approve the transfer of Policy 09-03 Asset Retirement Obligations from a Council Policy to an Administrative Policy, as presented.	Regular Council Meeting	6/10/2025	
Policy 09-03 Asset Retirement Obligations	Incomplete	That Council repeal Policy 1041 Asset Retirement Obligations.	Regular Council Meeting	6/10/2025	
Policy 9500 Financial Reserves	Incomplete	That Council approve Policy 9500 Financial Reserves as amended. -land in lieu of MR as dictated in the MGA, and off- site levy reference the bylaw	Regular Council Meeting	6/10/2025	
Policy 6002 Development Enforcement	Incomplete	That Council approve Policy 6002 Development Enforcement, as presented.	Regular Council Meeting	6/10/2025	
Reassignment and Revision of Policy 4023 to 6008 Road Allowance Licensing	Incomplete	That Council defer revisions to Policy 4023 creating Policy 6008 - Road Allowance Licensing to Policy Review Committee.	Regular Council Meeting	6/10/2025	
Sponsorship Request Alberta Narcissistic Abuse Survivor Foundation	Incomplete	That Council take no action on the sponsorship request from the Alberta Narcissistic Abuse Survivor Foundation.	Regular Council Meeting	6/10/2025	

Sponsorship Request Town of Valleyview Canada Day Fireworks	Incomplete	That Council approve sponsorship in the amount of \$1,500.00 to the Town of Valleyview for the Canada Day Celebrations, in Valleyview, Alberta, with funds to come from the 2025 Community Services Sponsorships & Donations budget.	Regular Council Meeting	6/10/2025	
Sponsorship Request Wanham Plowing Match	Incomplete	That Council approve sponsorship in the amount of \$1,500.00 to the COCO Plowing Match & Agricultural Society for the Wanham Plowing Match on June 20-22nd, 2025 in Wanham, Alberta, with funds to come from the 2025 Community Services Sponsorships and Donations budget.	Regular Council Meeting	6/10/2025	
2025 Community Impact Grants	Incomplete	That Council approve funding to the grant recipients in the amount of \$852,982.24 ;as indicated on the attached 2025 Approved Grant Listing, with \$831,482.24 ;of the funds to come from the 2025 Community Services Grants budget, \$7,500.00 to come from the 2025 Agricultural Services budget, and \$14,000.00 to come from the 2025 Economic Development budget.	Regular Council Meeting	6/10/2025	
The Peace Library System Master Agreement	Incomplete	That Council defer The Peace Library System Master Agreement until financial documentation has been provided.	Regular Council Meeting	6/10/2025	

On-Farm Sale of Dairy Products	Incomplete	That Council direct Administration to prepare a resolution for Rural Municipalities of Alberta (RMA) and Federation of Canadian Municipalities (FCM) to request the organizations to advocate for changes to the Government of Canada Food and Drug Act and Regulations to make provisions for the on-farm sale of dairy products.	Regular Council Meeting	6/10/2025	
Ward 4	Incomplete	That Council direct Administration to facilitate the repair of the Greenvew land roller located in Valleyview by a qualified person or company as soon as possible with upset limit of \$5000.00.	Regular Council Meeting	6/10/2025	