



Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

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Director, Corporate Services – Ed Kaemingh

In alignment with the 2022-2026 Strategic Plan, some of the key activities and projects I have worked on this month are:

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

We had general ledger and accounts payable training on the TownSuite system this month. I attended sessions for the Municipal Internship program, and along with the Manager of Legislative Services we reviewed resumes for the position, with interviews and selection to start soon. Recruitment for other vacant positions has also been a focus this month.

The auditors were onsite March 17th to March 21st, I have met with the audit team lead from Fletcher Mudryk and so far, things are going well, as of Monday March 24th the Greenview audit is about 80% complete, the Greenview Waste Commission is about 90% complete, and the FCSS work is about to commence.

We have been working on the draft reserve policy; the focus is the sustainability reserve for one-time significant revenues. We are taking the opportunity to modify and adapt the reserve policy for changes to the ARO way of accounting (liabilities vs. reserve reporting), and the seniors housing identified by Council. I am also evaluating metrics on the appropriate reserve balances, our contingency reserve is 3 months operating expenses, and we have a metric for amortization through the budget. However, we have \$922 million in assets (2023) that will need to be replaced or repaired at some point. Our capital reserve balances should factor that in when we look at the overall capital reserves total.

Accounting & Reporting

In alignment with the 2022-2026 Strategic Plan, some of the key activities and projects I have worked on this month are:

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

March has kept us busy again with year-end Audit. The Auditors were on site the week of March 17th-21st. The audited financial statements will be presented to Council at an upcoming Council meeting in April. As per the Municipal Government Act, we were able to transfer 66 Utility accounts that were in arrears to taxes totaling \$85,302.

The new Accounts Receivable Coordinator replacement started in Grande Cache March 24, 2025. This is exciting to take some pressure off the rest of the staff, who have stepped up while the position was vacant.

Accounts Payable Statistics:

METHOD	MONTH	# OF PAYMENTS	# OF INVOICES	\$ VALUE OF PAYMENTS
EFT	March	524	1,311	\$ 3,695,022
CHQ	March	72	79	\$ 448,267

Budget & Financial Planning, Manager – Marley Hanrahan

In alignment with the 2022-2026 Strategic Plan, some of the key activities and projects I have worked on this month are:

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

The focus in this month was preparing the year end audit file which was given to the auditors to start their work on March 10th for both Greenview and Greenview Regional Waste Management Commission. The auditors were then onsite the week of March 17th to complete their field testing. This included pulling sample requests and following up with questions.

The final 2025 budget adjustments were completed in preparation for the presentation to Council at the March 25th regular meeting. The last changes to be made were for the budgeted tax revenue based on the 2024 assessment for the 2025 tax year and 2025 requisition amounts. Next steps will be to prepare the 2025 tax rate bylaw which will be presented to Council in April.

The unaudited 2024 financial reporting package was completed. This was also presented to Council at the March 25th Council meeting. This gave Council an opportunity to see the updated year end financials and ask any questions ahead of the audited financial statement presentation to come in April.

Work paused slightly on the chart of accounts refresh project. I reviewed the new chart of accounts guideline document that our consultant prepared which outlines definitions for each segment and value in the new chart of accounts. I have received all the final mapping documents and now with the final budget and yearend completed, I will take one final review of the mapping as well as the financial statement reconciliation that the consultant has prepared for us to ensure there are no issues. We will then finalize our job costing setup.

The last part of the software project is the re-implementation of our budgeting and reporting software Qwestica. That project kicked off in November and the initial setup has been completed. We cannot load any new data though until the chart of accounts mapping has been finalized so we are in a bit of a holding position.

Asset Management Officer – Jamie Hallett

In alignment with the 2022-2026 Strategic Plan, some of the key activities and projects I have worked on this month are:

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

Risk – Liability:

Currently working on the insurance policies and modifications related to future coverage options. The goal is to better align assets with ongoing projects at Greenview. We are in the process of procuring new assets while also surplus older ones. Additionally, we are closely monitoring the balance of the Greenview policy along with associated costs to ensure everything is in order.

Collaborating with the FCSS department on business insurance and determining the scope of coverage for Greenview employees and their own insurance. Over the past few months there has been considerable discussion and work on the scope. The goal is to train and discuss risk, liability, and the scope of services provided at each service level.

Continue working on the Asset Retirement Obligation (ARO) - Environmental Requirement for historical landfills and nuisance sites. Along with the Solid Waste Supervisor, attended a meeting with the engineers at Omni-McCann to gather the documentation to present to SLT. We provided a summary of events leading up to the current date and outlined the next steps we are looking to take. All reviews went well, and we will be meeting with the regulator soon.

Conducting the appraisal project of fire trucks and equipment at the stations with an RMA-approved appraiser, and now are awaiting the follow-up report on the work done. There have been some eye-opening cost differences between the units, even five years ago, compared to today. By the end of the total appraisal of the fire trucks and equipment, we should have a more accurate estimate of the total cost for all assets involved in the stations, based on today's pricing. If there were incidents of total loss again, we should have a better chance of receiving the same amount as what was lost.

Asset Management Software (PSD Citywide) project/ ongoing work:

More workflows and assets are being added for Recreational Services, and we will meet to discuss direction and follow-up requirements. This will require some time and training for the team's development.

Held the 2nd Service Writers meeting for 29 service department experts who write or direct service requests in PSD. It was well-attended and featured a good discussion on handling requests and how they are processed within each department.

Information Systems, Manager – Peter Stoodley

In alignment with the 2022-2026 Strategic Plan, some of the key activities and projects I have worked on this month are:

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

Information Systems (I.S.) has completed the install of Council Chambers static PCs and touch screen monitors. This will help Council by not having to bring their laptop, depend on a docking station (docking stations cause much grief), update their Operation System, BIOS, Adobe, Escribe and much more. This provides I.S. with the ability to

better manage their PCs so there are no issues with updates or docking stations. The Chambers is at the best it has ever been. Great job by Chris Arthur who led this project.

Upgrades to cabling in the COTW at three PSB are nearly complete. Staff may not notice this but, I.S. and Facilities have installed new cables and drops in the floors. This removes cable management from obstructing the chair’s movements and provides a cleaner room. This also comes with a new Dell PC, more storage space and RAM for users. Meeting hosts will not have to log in as Smartboard they can log in as themselves. Information Systems is planning this standard for the other meeting rooms.

Cyber Security Report

Top Attacked Departments: Communications, FCSS and Council (list is generated from CheckPoint).

Attack Attempts to harvest credentials: 187 (none were actioned by staff).

There was one (1) Sextortion email. Information Systems seen this email, and it was a generic email trying to blackmail a staff member. The criminal claimed they had login details of the user visiting an adult website. This is the latest tactic by bad actors.

The following chart has been changed to reflect Greenviews Cyber Security Reports from CheckPoint.

Quantity	Type
3,771	CheckPoint detected spam
834	CheckPoint detected Phishing
3,920	Checkpoint Email Sanitized before going to staff inboxes
90	CheckPoint Email detected Spam
13	CheckPoint email detected Malicious
10 (Cyber Security Report)	CheckPoint Network Security not Malicious Attempts on Greenview’s Network
6 (Cyber Security Report)	CheckPoint Network Malicious Attempts on Greenview’s Network
2 (Cyber Security Report)	CheckPoint Network Suspicious Attempt on Greenview’s Network

Legislative & Administrative Services, Manager – Sarah Sebo

In alignment with the 2022-2026 Strategic Plan, some of the key activities and projects I have worked on this month are:

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

On March 11, 2025 the following bylaws and policies were reviewed by Council.

- Bylaw 25-985 “Land Use Bylaw Amendment Boyd’s Lakeshore Properties” received second and third reading, approving the bylaw. This bylaw rezones a parcel from Agricultural One District to Direct Control Two District, allowing for three (3) permitted uses consisting of: Accessory Use/Building, Dwelling Unit Single Detached, and Solar Collector Minor. Along with four (4) discretionary uses: Recreation Outdoor Passive, Suite Attached, Suite Detached, and Wind Energy Conversion System Minor.
- Bylaw 24-962 “Hamlet of DeBolt Area Structure Plan” passed on its third reading. The Hamlet of DeBolt ASP will provide the planning framework for the Hamlet of DeBolt and surrounding areas. The Hamlet of DeBolt ASP aims to: improve the community core; attract local businesses and retain young families; support the aging-in-place; and develop a framework for environmental safety.
- Bylaw 24-963 “Hamlet of Ridgevalley and Crooked Creek Area Structure Plan” was passed on its third reading. The Hamlet of Ridgevalley and Crooked Creek ASP will provide the planning framework for the Hamlet of Ridgevalley, Crooked Creek, and surrounding areas. The goals of the ASP are to: improve recreational opportunities within the surrounding area; attract local businesses to the area; preserve and protect environmentally significant areas; enhance the provision of institutional services; and preserve the safe and tranquil nature of Ridgevalley and Crooked Creek while encouraging and retaining families in the community.

On March 25, 2025, the following bylaws and policies were reviewed by Council.

- Bylaw 25-988 “Council Compensation Review Committee” was passed at third reading. This bylaw creates a committee of three former councillors to review Greenview’s current compensation structure offered to elected officials. This is a temporary committee, operating until a final report is presented in September.
- Bylaw 25-986 “Greenview Industrial Gateway Committee Repeal” was passed at third reading. This bylaw dissolves the Greenview Industrial Gateway Committee, as it has completed its mandate. Any matters related to the industrial gateway moving forward will be addressed at regular council meetings.
- Policy 1018 “Public Use of Greenview Meeting Rooms” was passed without amendments. This policy ensures Greenview Public Service Buildings are only being utilized by organizations carrying out Greenview business. As well as ensures all groups are accompanied by a member of staff or Council.

The Policy Review Committee was held on March 12, 2025, and the following policies were reviewed.

- Policy 4014 “Road Gravelling Program” was approved by the committee as presented. This policy ensures that the annual gravelling of local roads is carried out in a cost-effective manner while considering both short and long-term maintenance requirements.
- Policy 1025 “Public Engagement” was approved by the committee with an amendment. This policy aims to establish a robust framework that fosters meaningful and transparent engagement between Greenview

and its stakeholders, ensuring that the voices of the public are heard and incorporated into decisions that directly affect them. By creating formal opportunities for engagement, Greenview seeks to enhance the quality and sustainability of its decisions, ensuring that they reflect the diverse perspectives and needs to the community.

The next Policy Review Committee meeting is scheduled for April 9, 2025.

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

In March, with the collaboration of many departments, the following tenders were awarded by Council:

- 2025 Forestry Trunk Road – Water truck services
- Grande Cache Fieldhouse Consulting and Project Management
- Greenview Recycling, Waste, and Confidential Shredding
- Greenview Seasonal Beautification

The three remaining standing offer agreements for engineering services have been executed. A Request for Proposal has also been launched for the Grande Cache Commercial Signage project located at Highway 40, flanking Hoppe and Shande Avenue.

All tenders and procurement competitions are publicly posted on Alberta Purchasing Connection.