



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

Date: 5/13/2025

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:*

April 2nd to April 3rd I completed the ICS300 training.

On the staffing side, we have a new Manager of Accounting and Reporting starting May 12th and a new Accounts Payable staff starting May 20th.

- **Governance** – *Provide current staff growth opportunities when appropriate:*

We successfully filled the Intermediate Accountant role through the promotion of a current employee.

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

We wrapped up the audit in April, there was quite a bit of time with the Auditors reviewing and discussing financial statements and answering various audit questions, I'm happy to report that we have met the deadline and congratulations to the Accounting and Reporting Team and the Budget and Financial Planning Team on achieving this milestone.

I reviewed the presentation from our investment advisor CIBC Wood Gundy, they will be coming to the May 20th Committee of the Whole.

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:*

April is another busy month in Finance, wrapping up the Financial Statements with the Auditors and getting prepared for Q1 Reporting.

Financial Statements were completed and presented to Council April 22, 2025, and the Financial Information Return (FIR) was also completed and submitted to the province as required before May 1, 2025. Thanks to all the departments for their support.

In addition, the FCSS Review Engagement was completed with the Auditors. The Statement of Funding and Expenditures (SFE's), a reporting requirement for some Provincial Grants was also due and submitted this month.

The 2025 Tax Bylaw was passed at the April 22 Council meeting. It then took the Valleyview Administration building staff 2 days to prepare 18,243 tax notices for mailing. Notices will be taken to the post office May 1, and the assessment complaint date is July 8, 2025. There are currently 579 ratepayers enrolled in the Tax Instalment Payment Plan (TIPP). This is an increase in 56 from last year and anticipate several new enrollments now that the TD Bank is no longer including property taxes with mortgages.

Accounts Payable Statistics:

METHOD	MONTH	# OF PAYMENTS	# OF INVOICES	\$ VALUE OF PAYMENTS
EFT	April	630	1,599	\$ 20,523,263
CHQ	April	79	92	\$ 364,884

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 finalizing the year end audit file for both Greenview and Greenview Regional Waste Management Commission. The auditors completed their field testing at the end of March, and we worked on pulling any remaining samples, reports, and information throughout the month.

As the final 2025 budget adjustments were completed and presented to Council at the March 25th RCM, we began work on updating the final budget reports and information for departments. As well, we have been working on updating the complete budget package for the website including all changes made since Council deliberated in November. The final step in the budgeting process is approval of the tax rate bylaw. There were some final changes to the budget due to receiving the last two requisition amounts. The 2025 tax rate bylaw was brought to Council for first and second reading at the April 8th RCM and the bylaw was passed at the April 22nd RCM.

As well completed Q1 close which includes reviewing account balances, capital transactions, and preparing journal entries as required. Following that, we prepared the financial reporting package for Council which will be presented at the May 13th RCM.

Work continues on the chart of accounts refresh project. We are doing some final review work of the updated mapping and working on finalizing our job costing setup. The last part of the software project is the re-implementation of our budgeting and reporting software Questica. 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.

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

I reviewed and updated policy 9500 Financial Reserves and 1041 Asset Retirement Obligations for the May 14th PRC.

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:

Attended the RiskPro Conference where there were many good presenters and useful topics. Various discussions with other municipalities about insurance in general and the appraised value of assets, which quickly led to conversations about recent events in other municipalities regarding their experiences with emergency vehicle crashes involving total loss.

Asset Management Overview

Assisted in the review of policy 9500 Financial Reserves, the updated version will be going to the May PRC.

Continued to work with the Solid Waste Supervisor on the Asset Retirement Obligation (ARO) related to environmental requirements for historical landfills and nuisance sites. More detailed information to come for the May Committee of the Whole (COTW) meeting.

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

I have been working on the upcoming seasonal inspection changeovers in PSD for each department. This will allow us to include more sites that are typically closed during the winter. Additionally, there will be more roadwork and construction completed during the spring and fall seasons.

There will also be upcoming basic training for staff and seasonals in PSD Citywide. The first session is in Grande Cache on May 8th, and the second is in Valleyview on May 15th.

Asset Disposal

With the completion of the surplus disposals to non-profit organizations, approximately 75 electronic assets have been donated to various community groups in Greenview.

Currently, the electronic assets available for staff to purchase can be found on Greenview Connect, with the purchasing period ending on June 7. At the end of this period, a single desired asset will be assigned to each interested staff member, who will then receive an email with payment details and instructions for picking up the asset. For assets that multiple staff members express interest in, we will implement a lottery-like system. The selected winner will also receive an email with payment instructions and pickup information.

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:*

Grovedale Community Hall is received an audio facelift with new speakers, mics, head sound unit, cabling, zoning, and a one-touch panel on the wall. If the overflow is being used, they will be able to hear and see the presentation. The thought with this was to accommodate for funerals, weddings, and other community events.

Information Systems has been preparing for the Multi Factor Authentication (MFA) forced procedure from Microsoft. In October 2025, all staff will only be able to use the Authentication App to validate their login credentials. This is challenging as many staff are students at the recreation centres. There will be some “one-offs”, but we can support those as it happens.

Information Systems implemented addition cyber security for email and collaboration (SharePoint, One Drive) to enhance our security posture. As seen by the data below, this is really presenting a clean and sanitized Greenview cyber environment.

Top attacked departments: Communications, FCSS and Recreation Services (Data provided by Check Point Cyber Security Software).

Quantity	Type
8	Malware Blocked
912	Phishing Blocked
293	Credential Harvesting
40	Financial Scams Blocked
4	Fake Invoice Quarantined
4,092	Spam Blocked

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 April 8, 2025 the following bylaws and policies were reviewed by Council.

- Bylaw 25-989 “Tax Bylaw 2025” was given first and second reading with an amendment to increase the minimum municipal amount payable, to \$30.00, from the previous \$20.00.

Policy 1025 “Public Engagement” was approved as it was presented. 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 of the community.

On April 22, 2025, the following bylaws and policies were reviewed by Council.

- Bylaw 25-989 “Tax Bylaw 2025” was approved and passed on third reading with the amendment to increase the minimum municipal amount payable, to \$30.00, from the previous \$20.00.
- Bylaw 25-991 “Animal Control” received first reading, with the following amendments. Only 3 dogs per household to be allowed in hamlets, remove section 4.5, spelling correction on 9.2. Administration was also directed to look at options for cat control, and a maximum number of dogs in rural areas. This bylaw updates and combines Greenview and Grande Cache’s current animal control bylaws.
- Policy 4014 “Road Graveling” was approved, with an amendment to regravell every 4 years, or as needed. This policy ensures that the graveling of local roads is carried out in a cost-effective manner while considering both short and long-term maintenance requirements.

The Policy Review Committee was held on April 9, 2025, and the following policies were reviewed.

- Administrative Policy, Topsoil & Fill Material Sourcing was reviewed by the Committee at the request of Administration. This is a procedural policy that directs Greenview staff on where they are permitted to source topsoil from.
- Policy 6008 “Licensing of Undeveloped Road Allowance” was amended to 4.6 - Add Written Consent to be Director or Designate in section 4.6 and clarify the wording “including convenience”. This policy provides standards which allow for the partial producer use of public rights of way and publicly accessible properties, without reducing the public benefit. The right to public access must remain, however, the right to exclusive use by producers shall be determined by the Municipal District of Greenview No. 16, pursuant to Section 18(1) of the Municipal Government Act and the Licence of Occupation Bylaw.
- Policy 6002 “Development Enforcement” was reviewed and recommended for approval as presented. This policy provides a clear and defined process to uphold all planning documents and a process in which enforcement action is to be taken on apparent illegal, nonconforming, or refused development under Part 17 of the Municipal Government Act within Greenview.

The next Policy Review Committee meeting is scheduled for May 14, 2025.

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

In April, our Procurement Officer, managed the following tenders.

Launched	Closed	Awarded by Council	Contracts Executed
Request for Quotations for Aggregate Supply, Weigh and Load for Winter Sand, Grande Cache Area	Grande Cache Commercial Signage project for Pine Plaza	Recycling, Waste, and Confidential Shredding	Beautification
Request for Quotation for Aggregate Supply, Weigh and Load for Winter Sand, DeBolt and Valleyview Area		Bridge File 77259	Grande Cache Fire Guard
Request for Quotations for One New, 2025 One-Ton Truck 4x4, Crew Cab, Long Box, Diesel Pickup		Bridge File 78147	Grande Cache Fieldhouse Consulting
		Bridge File 79118	Water Trucks for the Forestry Trunk Road (x3)
			Recycling, Waste, and Confidential Shredding

- **Governance** – *Provide Good Governance*

To date, the following individuals are official Councillor candidates for the 2025 Municipal Election

Ward	Candidates (in alphabetical order)
Ward 2 – Little Smoky	Ryan Ratzlaff
Ward 4 – Sunset House & Sweathouse	Dave Berry
Ward 9 – Hamlet of Grande Cache	Marko Hackenberg Tyler Olsen