



Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

Date: 7/8/2025

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

I was away on vacation and conference which gave Peter Stoodley an opportunity to serve as Acting Director, in that role he conducted a many of the duties, except for any critical staffing issues. He attended Senior Leadership Team Meetings, Regular Council Meeting, Committee of the Whole and the Rate payers BBQ in Grovedale. He also reviewed and approved two RFDs.

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

The Software project continues to make progress; there will be a detailed update coming to the July 15th Committee of the Whole in Grande Cache. This is a major topic in the Alberta Municipal Finance sector currently, many organizations are making these changes, Greenview is among the leading municipalities with our progress, most are still in the initial phases of this change.

Accounting & Reporting, Manager – Bradyn Turcotte

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:*

The Manager and Assistant Manager of Accounting & Reporting, along with the Intermediate Accountant, and the Director, attended the annual Government Finance Officers Association (GFOA) conference in Lethbridge during the first week of June. The conference featured numerous sessions on the role of artificial intelligence in the workplace. This event provided a valuable opportunity to build relationships within the team and network with representative other communities.

On June 6, we held our annual Corporate Services Day at the Philip J. Currie Dinosaur Museum. Staff members toured the museum and participated in relationship building activities with colleagues they don't typically interact with daily.

Then on June 9th some staff members took part in a Greenview University session about Council Presentation training. This training was beneficial in building confidence and professionalism within the Council setting.

Accounts Payable Statistics:

METHOD	MONTH	# OF PAYMENTS	# OF INVOICES	\$ VALUE OF PAYMENTS
EFT	May 28 - June 24	471	1,245	\$4,374,016
CHQ	May 28 - June 24	103	123	\$5,028,472

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:*

Several tasks were worked on this month including completing May month end close and reporting, reviewing year to date transactions for any required adjustments in preparation for Q2 close, preparation and review of any required journal entries, and providing departmental support where necessary.

With the 2026 budget cycle approaching, I have been focused on the re-implementation of our budgeting and reporting software, Qwestica. In June we focused on finalizing the configuration and began data migration. We are bringing over historical capital data for all open projects and the full 2024 and 2025 budgets and actuals for both capital and operating. Part of this process has involved reviewing of data mapping from the old chart of accounts to the new one as well as ensuring everything balances so that has taken up much of the time. The objective is to go live for the 2026 budget input the first week of July.

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

I presented policies 9500 Financial Reserves and 09-03 Asset Retirement Obligations for approval at the June 10th RCM. I also presented a new Debt Management policy at the June 11th PRC for discussion.

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:

The Additional Named Insured (ANI) annual meeting was held at DeBolt PSB on June 5th. ANI members and staff attended it with presentations from the CPOs, RCMP, Council members, RMA, and staff. The presentation ran over time, with attendees asking questions and providing answers. The third annual meeting was the best so far. The next meeting is planned for June 2026 in Grovedale.

Met with RMA separately to review Greenview's insurance profile. Compared to other Municipal Districts and counties, we have improved our standing from the bottom of the group to the mid-range even though we now insure more assets, have more ANIs, and host more events within Greenview's border. Our discussion also included the critical insurance needs for both firefighters and council members. The insurance coverage was reviewed and enhanced for all parties involved.

Additionally, as part of our cybersecurity efforts, we have taken steps to better insure our regular day-to-day business operations. We now have more comprehensive insurance coverage for the cybersecurity work completed by our Information Systems department as well as the support they provided.

Asset Management Overview

We have confirmed the land transfer for the six cemeteries from the Synod Diocese of Athabasca Church. The cemetery name is Sturgeon Heights Cemetery, and currently, one member of the cemetery committee oversees all operational functions. In the coming months, a new committee will need to be formed with Council approval. In the next few months, the plan is to transfer all noted assets into PSD and formally document all records related to those buried within the grounds. This will be the last cemetery included in the draft Asset Management Plan (AMP) for Greenview, focusing on Art, Culture, and History—Cemeteries. It is hoped this will be presented to the council at the September Community of the Whole (COTW).

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

We are tracking the progress of work planned for 2025 through the completed work orders in PSD. In the first and second quarters, 5300 work orders were added to PSD. This includes scheduled preventive maintenance and daily entries, as well as routine work. This represents a decrease from 5,600 during the same period last year, a 5.4% year-over-year decline. Every department contributes by recording its completed work in PSD. Based on the rest of 2025, we should meet or exceed the number of work orders from 2024.

Asset Disposal

The surplus of Greenview Fire assets was approved by Council and are scheduled to be sold at the upcoming Alberta North auction. As well as the completion of the asset surplus of 2025. This includes any remaining electronic assets that were not sold to staff or donated to non-profit organizations. The surplus will also feature equipment, vehicles,

and other assets to complete the listing. Some construction assets did not meet the cut-off for the surplus listing this summer and may be included in the Fall auction instead.

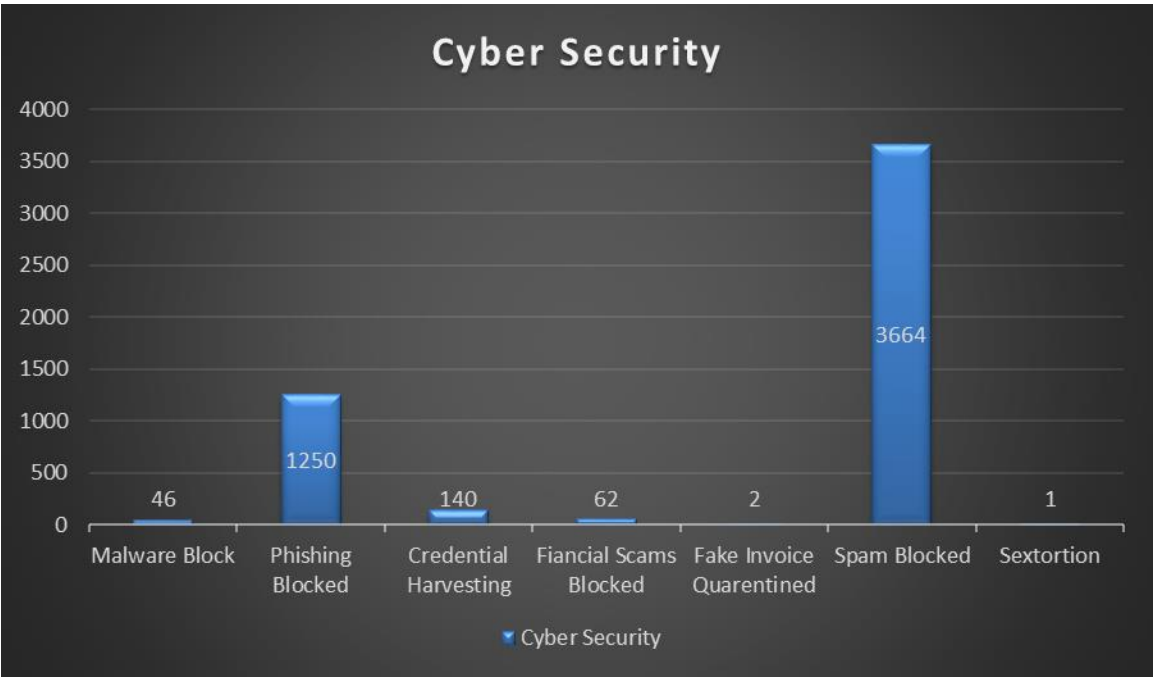
Information Systems, Manager – Peter Stoodley

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 has decided to hire a network penetration testing company to provide Greenview with a report on our strengths and weaknesses to both Greenview network and it’s Microsoft 365 accounts. This test will include accessing network equipment (switches, firewalls) and our server. This is an ethical test and will not impede Greenview’s operations. This is also a blinded test, so our support and cyber security providers are not and will not be aware this is occurring.

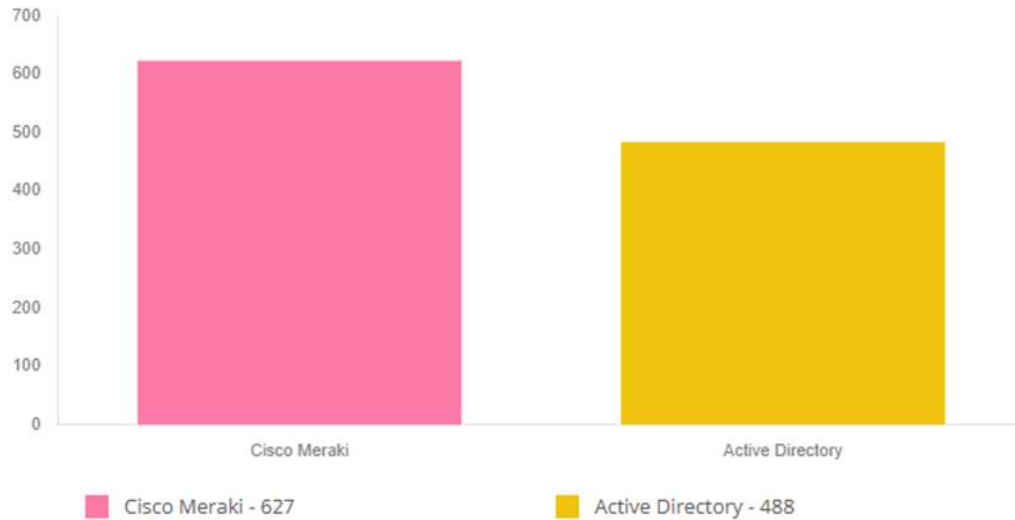
Information Systems is working on moving internet services at the Multiplex (TELUS) to Canadian Fiber. This will increase the bandwidth (1 GB) and provide guest WiFi compliments of Canadian Fiber (Northern Lights). Facilities building (FSO) is being upgraded from Hybrid Wireless to Canadian Fiber (Northern Lights) providing Greenview with mostly all internet in facilities on one invoice and utilizing one support desk



CheckPoint Cyber Security Report on Emails for June month

MDR SERVICE OVERVIEW

Alerts by Type



Total number of alerts ingested into MDR, separated into bars based on the product that triggered the alert.

June Month

Network MDR (Managed Detection and Response)

Cisco Meraki are Greenview's Network Devices

Active Directory are Greenview's user Accounts

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 June 10, 2025, the following bylaws and policies were reviewed by Council.

- Bylaw 25-990 Schedule of Fees Amendment received third and final reading with an amendment to remove the water utility rate in effect date. This amendment lessens the fees associated with road closures, increases fees to allow for cost recovery for drop-in programming at the Greenview Regional Multiplex and removes residential recycling fees for the hamlet of Grande Cache.
- Bylaw 25-993 Grande Cache Traffic Amendment received third and final reading with an amendment to ensure the language limiting recreational vehicle parking captures lanes and alleyways. This amendment will restrict street parking for recreational vehicles in Grande Cache to 72 hours, before they need to be moved for at least 48 hours. This amendment aims to help alleviate overcrowded streets, resulting in safety concerns due to poor driving visibility.
- Policy 09-03 Asset Retirement Obligations was approved to be transferred from a Council policy, to an Administrative policy. The reason for doing so, is that the policy reiterates public accounting standards and processes for Greenview staff to follow. Policy 1041 Asset Retirement Obligations, was subsequently repealed. The purpose of this policy is to establish guidelines regarding the accounting treatment for asset

retirement obligations (AROs) so that users of the financial statements can discern information about these assets and their end-of-life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

- Policy 9500 Financial Reserves was approved with an amendment for additional references to legislation. Policy 6002 Development Enforcement was approved as presented. Policy 9500 "Financial Reserves" establishes reserves that will allow for future planned and unplanned expenditures required by Greenview. This policy supports Greenview's objectives of long-term financial sustainability, stability in current and future budgets, and providing adequate levels of municipal services.
- Policy 6002 Development Enforcement was approved as presented. The purpose of this policy is to provide 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.

On June 24, 2025 the following polices and bylaws were reviewed by Council.

- Bylaw 25-992 Grovedale Area Structure Plan Amendment received third and final reading. This amendment will reduce overly stringent rezoning policies, excessive study requirements and ensure consistent application throughout Grovedale.
- Bylaw 25-1000 Greenview Land Use Bylaw received second reading with the following amendments:
 - o change setback for renewables from residential property 500m to 1000m for solar major and wind
 - o Section 6.44 (3k) Solar 40%, Wind 50% at registration, and upon completion of construction, Solar 75%, Wind 100% of reclamation costs. Held by the AUC as the governing authority.
 - o Definitions: Weeds - mention that the local authority has the authority to enforce control of weeds that are not on the act. (elevated)
 - o 6.44 Solar Farms - change the terminology to Solar Installations (not farms)
 - o Clauses - 2-year inactivity clause - forced to decommission (solar/wind major)
 - o Clauses - repowering or infill requires a new development permit
 - o 6.48 change the 200m from municipal roads and highways, to 1.5 times the height of the turbine installed.
 - o Move table 9.9 from 113 to 114

The Policy Review Committee was held on June 11, 2025, and the following policies were reviewed.

- Policy 9505 Debt Management was reviewed and approved by the committee as presented. The purpose of this policy is to establish financial guidelines and controls for the issuance and use of debt and to ensure a favourable financial position while supporting Greenview's ability to meet current and future infrastructure requirements including replacement, new growth, and emergent capital initiatives.
- Policy 4002 Access Roads and Cul-De-Sacs was reviewed by the committee, and the following amendments were made:
 - o 3.6. Add in timeline/timeframe for application approval (October 1st- year of application)
 - o 5.1. Replacement of the word "swamps," "hills" and "water bodies" with physical land constraints.
 - o Combine section 5.3. with 5.4. with "Administration will, notify the applicant of the decision of council with either next steps in the case of a approval or if denied the explanation of refusal."

- 2.1. Remove "cultivated" and change to any "titled" lands for the use of farming or residential purposes.

The purpose of the Policy is to provide physical access to land(s) within Greenvew that have no accessibility. and/or to extend existing roads to provide a cul-de-sac for the use of a turnaround. This policy received the

- **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 5 – New Fish Creek	James Vanderleest Jennifer Mader
Ward 6 - DeBolt & Puskwaskau	Tom Burton
Ward 8 – Grovedale	Christine Schlieff
Ward 9 – Hamlet of Grande Cache	Marko Hackenberg Tyler Olsen