

**ROLES & RESPONSIBILITIES  
M.D. OF GREENVIEW**

**ADMIN RESPONSIBILITIES – CALL 780-524-7600 (Unless Otherwise Noted)**

Accounts Payable
Accounts Receivable
Appointments to Boards – Councillors, Board Members, CAO (780-524-7637)
Area Structure Plans
Assessment of Properties
Assessment Review Board – Minutes & Agendas
Business Licenses
Bylaws (780-524-7637)
Cemetery Committees (780-524-7637)
Council – Agendas, Minutes, Delegations (780-524-7637)
Development Permits
Elections Municipal
Financial Statements
Freedom of Information & Protection of Privacy
Newsletter Mailing List
Policies (780-524-7637)
Rural Addressing
Senior’s Transportation Program
Taxes
Utilities – Invoicing / Customers
Utilities – Hook-ups & Shut-offs
Zoning, Subdivisions, Development

**ENGINEERING & ENVIRONMENTAL SERVICES RESPONSIBILITIES – CALL 780-524-7601**

Bridge Maintenance, Repairs, Inspections
Drainage Ditch Inspections
Emergency Plan / Response Team
Fire Departments (All Levels)
Landfill Sites / Transfer Stations
Planning Issues & Standards
Regional Waste Management / Regional Water
Road Allowance Licensing
Road Construction / Paving
Road Crossings for Pipelines, L.O.C., Seismic, General
Rural Water Pumps
Seismic Approvals
Sewer System / Lines
Transportation Invoices
Utilities – Hook-ups & Shut-offs
Water Systems / Wells

**FAMILY & COMMUNITY SUPPORT SERVICES RESPONSIBILITIES – CALL 780-524-7603**

F.C.S.S. Programs
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**OPERATIONS RESPONSIBILITIES – CALL 524-7602**

Agricultural Pests / Coyotes, Rats, Crop Insects, Magpies, Bears, Skunks
Crack Filling / Line Painting Programs
Agricultural Information
Culvert / Drainage Concerns (under 1500 mm diameter)
Culvert Sales (used)
Driveway Plowing
Dust Control Program
Equipment / Truck Bid List
Grader Routes
Gravelling Program
Herbicide & Insecticide Information
Maintenance of Roads (Culverts / Approaches)
Mowing & Brushing Program
Overweight Permits
Pesticide Containers, Disposal Sites
Rig Moves
Road Bans
Road Signs
Road Use Agreements
Soil Conservation
Tree Shelterbelt Program
Veterinary Services Incorporated (V.S.I.)
Valleyview Seed Cleaning Plant
Weed Control – Roadways, Ditches, Public Lands
Weed Inspectors / Inspections / Infestations

**OTHERS RESPONSIBILITIES – CALL NUMBER LISTED**

Bear Problems – Fish & Wildlife (780-524-3605)
Crown Land (Public Lands) (780-524-5522)
Fire Bans – Forestry (780-524-3567)
Primary Highway Inquiries (780-524-8717 or 780-524-5123 – Bruce Henderson)
Secondary Highways – Alberta Transportation