**AGENDA**
**BIRCH HILLS COUNTY**
**REGULAR COUNCIL MEETING**
**TO BE HELD IN THE**
**WANHAM BIRCH HILLS COUNTY OFFICE**
**April 4, 2019**

**1. CALL THE MEETING TO ORDER**

**2. ADOPTION OF THE AGENDA**

**3. ADOPTION OF THE MINUTES**
a. March 14, 2019 Regular Council Meeting Minutes (Page 3)

**4. DELEGATIONS** –
**9:30 AM** a. Jean Sylvain - Financial Statement/Audit Report presentation (Page 9)
**10:45 AM** b. Ben Cook – Enterprise – Fleet Presentation

**5. COUNCILLOR REPORTS**
a. Reeve Manzulenko (Ward 4)
b. Deputy Reeve Carbone (Ward 7)
c. Councillor Poetker (Ward 1)
d. Councillor Wendland (Ward 2) (Page 10)
e. Councillor Reum (Ward 3)
f. Councillor Duvall (Ward 5)
g. Councillor Joudrey (Ward 6) (Page 11)

**6. CHIEF ADMINISTRATIVE OFFICER REPORT**
a. CAO Report (Page 42)
b. CAO Action Log (Page 51)

**7. BYLAWS**
a. "Schedule A" Fees and Charges Bylaw (Page 58)

**8. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)**
a. Tabled item - Composition of ASB (Page 72)

**9. NEW BUSINESS**
a. **Council**
i. Community Enhancement Grant Application - Watino (Page 79)
ii. General Grant Application – Wanham Grazing Association (Page 87)

b. **Administration**
i. Amendment to 2019 Capital Budget (Page 98)
ii. Draw from Rate Stabilization Operating Reserve (Page 101)
iii. 2019 Mill Rates (Page 109)

c. **Public Works -** Nil

d. **Agricultural Services**
i. CN Rail Initiative (Page 113)

**AGENDA**
**BIRCH HILLS COUNTY**
**REGULAR COUNCIL MEETING**
**TO BE HELD IN THE**
**WANHAM BIRCH HILLS COUNTY OFFICE**
**April 4, 2019**
**(CONTINUED)**

**10. FOR INFORMATION**

a. 2018 Capital Procurement Report (Page 116)
b. 2018 Investment Performance Details (Page 119)
c. Website Stats – October to December, 2018 (Page 128)

**11. CORRESPONDENCE**

**12. IN-CAMERA - CAO Performance Review**

**NEXT REGULAR COUNCIL MEETING DATE – April 25, 2019**

| | | |
|---|---|---|
| **Present:** | **Deputy Reeve** | Terry Carbone |
| | **Councillor** | Albert Poetker |
| | **Councillor** | Deanne Wendland |
| | **Councillor** | Paul Reum |
| | **Councillor** | Mel Duvall |
| | **Councillor** | Denise Joudrey |
| | **CAO** | Hermann Minderlein |
| | **Legislative Officer** | Shawna Schwerdt |
| **Absent:** | **Reeve** | Gerald Manzulenko |

**CALL TO ORDER**

**Deputy Reeve Carbone** called the meeting to order at 9:04 a.m.

**ADOPTION OF AGENDA**

**RC19-089 Moved by Councillor Poetker** that Council adopt the agenda of the March 14, 2019 Regular Council Meeting with the following amendments:
Remove 10.b 2018 Financial Report Update
Addition of the following items:
9.a.iii Request for Partnership from Eaglesham Fire Department (Barrels and Buckles); and
12.a In-Camera re unauthorized work in ditches FOIP, S.16(1); and 24(1).

**CARRIED**

**ADOPTION OF MINUTES**

Regular Council Meeting
February 28, 2019

**RC19-090 Moved by Councillor Duvall** that Council approve the minutes of the February 28, 2019 Regular Council Meeting as presented.

**CARRIED**

**COUNCILLOR REPORTS**

**Reeve Manzulenko**

Absent and no report.

**Deputy Reeve Carbone**

Deputy Reeve Carbone provided a verbal update regarding the Water North Coalition meeting he attended in Lac La Biche and raised the possibility of hosting a future meeting which could be this July. Also discussed was the survey questions received in an email from Water North Coalition (WNC) with regards to Water/Waste Water.

**Councillor Poetker**

No Report.

**Councillor Wendland** — Councillor Wendland provided a verbal update regarding the Provincial Announcement on March 7, at the Pleasantview Lodge in Spirit River, where MLA Marg McCuaig-Boyd announced the approval of up to $24 million in funding for supportive living in Spirit River.

**Councillor Reum** — Councillor Reum provided a verbal update to Council regarding the Central Peace Regional Emergency Management Committee Meeting on March 7 in Spirit River and the Central Peace Regional Waste Management Committee he attended on March 11, 2019 in Rycroft.

**Councillor Duvall** — No Report.

**Councillor Joudrey** — Councillor Joudrey provided a verbal update to Council on the written report she supplied regarding the Provincial Announcement on March 7 and the Central Peace Attraction Retention Committee Meeting she attended on March 13, 2019 in Spirit River.

**RC19-091 Moved by Councillor Reum** that Council accept the Councillor Reports for information.

**CARRIED**

**DELEGATIONS** — None.

**CHIEF ADMINISTRATIVE OFFICER'S REPORTS**

CAO Report — CAO Minderlein provided Council with a verbal update to the written report that had been distributed.

**RC19-092 Moved by Councillor Wendland** that Council receive the CAO's written report and verbal updates for information.

**CARRIED**

CAO Action Log — Council reviewed the CAO Action Log updated to March 11, 2019 provided in the Agenda Package.

**RC19-093 Moved by Councillor Joudrey** that Council receive the CAO Action Log for information.

**CARRIED**

**BYLAWS** — None.

**UNFINISHED BUSINESS**

Public Works Motor Grader Tender

Council was provided with information regarding a bid for a Motor Grader Tender.

**RC19-094 Moved by Councillor Duvall** that Council direct Administration to accept the bid from Brandt of $499,600.00 for a 2019 John Deere 772GP Grader and to accept the trade value of $175,000.00 for the 2014 John Deere 772GP Grader.

**CARRIED**

Public Works Wheel Loader Tender

Council was provided with information regarding a bid for the Wheel Loader Tender.

**RC19-095 Moved by Councillor Reum** that Council direct Administration to accept the bid from Finning for $356,400.00 for the 2018 CAT 950GC with bucket, snow blade, and pallet forks and to dispose of the 2008 John Deere 644J with bucket, snow blade and pallet forks at auction at a time that would be convenient and estimated to provide the best return.

**CARRIED**

Public Works Pickup Truck Tender

Council was provided with information regarding a bid for the Pickup Truck Tender.

**RC19-096 Moved by Councillor Wendland** that Council direct Administration to table the motion about pickup tenders until after the Enterprise presentation and Spring 2019 RMA conference and trade show.

**CARRIED**

**NEW BUSINESS**

Councillor Absence

Council was provided with information that related to the absence of Reeve from today's Regular Council Meeting.

**RC19-097 Moved by Councillor Duvall** that Council approve the absence of Reeve Manzulenko from the March 14, 2019 Regular Council Meeting.

**CARRIED**

Resignation from Library Board – Amanda LeBlanc

Council was presented with a resignation from Ms. Amanda Leblanc from the Municipal Library Board.

**RC19-098 Moved by Councillor Joudrey** that Council accept Ms. Amanda LeBlanc's resignation from the Municipal Library Board and direct Administration to prepare a letter accepting her resignation and thanking her for her service.

**CARRIED**

Request for Partnership – C.O.C.O. &
Request for Partnership – Eaglesham Fire Department (Barrels and Buckles)

Council was presented with a request from the Community of Co-Ordinating Organizations (C.O.C.O.) and another from Eaglesham Fire Department (Barrels and Buckles) to list Birch Hills County as their Municipal Partner on their application to grants they are applying for.

**RC19-099 Moved by Councillor Reum** that Council authorize Administration to approve requests from Organizations requesting that Birch Hills County be listed as their partnering municipal body (including that the County will receive contributed money and issue receipts for such funds) on their application to outside funding for grant applications, provided that they are a community organization of Birch Hills County and provided that there is no funding requirement from the County.

**CARRIED**

Beverly Lomosad from the Signal entered the meeting at 10:14 a.m.

Assessment Services

Council was presented with a request from Administration to enter into an agreement with Northern Sunrise County to have them provide assessment services for the Period of April 1, 2019 to March 31, 2022.

**RC19-100 Moved by Councillor Wendland** that Council authorize Administration to enter into an agreement on behalf of Birch Hills County to have Northern Sunrise County provide assessment services to Birch Hills County for the period of April 1, 2019 to March 31, 2022, with 2019 costs being $87,600.78 based on our parcel count of 4,165 parcels, and indexed annually using the Alberta Consumer Price Index.

**CARRIED**

**FOR INFORMATION**

Council was provided with a copy of the following document that had been received by Administration:

1. Reconciliation for the period ending February 28, 2019.

**RC19-101 Moved by Councillor Joudrey** that Council accept the items presented for information.

**CARRIED**

**CORRESPONDENCE**

Council was provided with copies of the following documents:

a. Letter re Minister Anderson for Approval of Disaster Recovery Program (DRP) dated February 28, 2019;
b. Letter to Minister Sigurdson re BHC Support for Supportive Living Central Peace Region dated March 1, 2019;
c. Letter to Minister Phillips for Saddle (Burnt) River Crossing dated March 11, 2019.

**RC19-102 Moved by Councillor Poetker** that Council accept the correspondence provided for information.

**CARRIED**

Beverly Lomosad from the Signal exited the meeting at 10:35 a.m.

Shawna Schwerdt L.O./E.A. exited the meeting at 10:35 a.m.

Meeting was recessed at 10:35 a.m.

Meeting was resumed at 10:45 a.m.

**IN-CAMERA**

**RC19-103 Moved by Councillor Poetker** that Council move into closed session at 10:45 a.m. to discuss unauthorized work being undertaken on County property as per Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure, FOIP, S.16(1); and 24(1).

**CARRIED**

**RC19-104 Moved by Councillor Wendland** that Council move out of closed session at 11:10 a.m.

**CARRIED**

**RC19-105 Moved by Councillor Duvall** that Council direct Administration to:

1. investigate unauthorized work being undertaken on County infrastructure;
2. determine if other municipalities have policies that would be appropriate in these types of situations;
3. investigate any associated liability for such occurrences; and
4. to report back to Council with their findings at a future Council Meeting.

**CARRIED**

**ADJOURNMENT**

Being that there was no further business, Deputy Reeve Carbone adjourned the meeting at 11:12 p.m.

*Original to be signed*
**TERRY CARBONE**
**DEPUTY REEVE**

*Original to be signed*
**HERMANN MINDERLEIN**
**CAO**

**INITIALS: Deputy Reeve:** _____

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | April 4, 2019 | **CAO:** | |
| **Originated By**: | Hermann Minderlein, CAO | **Director:** | **Shelley Braun** |
| **Item Title:** | 2018 Draft Financial Statement | **Presenter:** | |

## DESCRIPTION

Jean Sylvain of Sylvain & Company will be presenting Council with the Draft 2018 Financial Statements.

## BACKGROUND:

On November 22, 2018 Council passed the following motion:

> **RC18-408 Moved by Councillor Poetker** that Council appoint Sylvain & Company from Falher, AB to complete the financial audit for the year ending December 31, 2018.
>
> **CARRIED**

The December 31, 2018 audit field work was completed on Friday, March 8, 2019. The net operating revenues & expenses (excluding amortization and Capital) was a surplus of $365,637.

Mr. Sylvain has included a cover letter with the Draft 2018 Financial Statements, and comparisons by Function of Actuals to Budget as well as to previous years. He will provide additional information to Council and answer any questions Council may have.

## COST / SOURCE OF FUNDING:

n/a

## ATTACHMENT(s):

Draft Financial Statements for the year ended December 31, 2018.

## RECOMMENDED ACTION:

That Council approves the draft financial statements for the year ended December 31, 2018 as presented with a deficit of $612,457.38.

DEANNE WENDLAND ► BIRCH HILLS COUNTY COUNCILLOR – WARD 2

APRIL 4, 2019

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**RMA CONVENTION – March 18-20**

March 18th I attended the Trade Show and it was very good.

Al Kemmere spoke about how RMA is working towards a long term agreement for MSI. One we can count on during budget season.

He has contacted CAO's regarding unpaid taxes. CAO's must report back to RMA.

He also showed us promotional videos RMA has recently released on line.

Conference Board of Canada projects a slight increase in the Economy.

Future Energy Panel stressed that we need to get oil to tidewater. US tax cuts make it more likely for investors to invest in the US. It is important to our economy to get our product to market.

I went to the Recycling breakout session.

China was a big buyer of Canadian recycling products but due to pollution from burning they have stopped purchasing product from Canada. We need to sort at a higher standard, it costs more to produce the product and market prices have crashed.

There will be a one million dollar, three year piolet program. They will start with grain bags and twine. Collection sites will be decided by the fall of 2019 and everything should be in place.

Vivian Krause spoke about the Tar Sands Campaign. There are campaigns to keep Canadian oil out of overseas markets and to sabotage Canadian oil. She will be bringing her report to the Legislature.

FCM announced the Federal Government has committed 1.7 Billion dollars to Broadband Internet and that the Gas Tax refund will be doubled to Municipalities.

I went to the Ombudsman breakout session.

They outlined how Ombudsman are now working with customers in regards to Municipalities. They are a neutral and impartial and promote standards of fairness when investigating complaints brought against a municipal decision.

# Councillor Joudrey's Report - March 14 - April 4, 2019

## Peace Library Systems Board Meeting

**March 16, 2019 @ PLS Office in GP**

- Please see Board Meeting Highlights – please see attached
- PLS Approved Minutes of November 24, 2018 Meeting – please see attached

## RMA Spring Conference

**March 18 - March 20, 2019 in Edmonton**

- Unpaid property tax is a huge issue.
- There is an awesome video on the RMA Website to share with communities. Rural Alberta - where it all starts. I shared it with the Eaglesham Ag Society and posted it to my face book page.
- AHC has recently released a new patient portal that gives Albertan's access to your own health records.
- How to request a copy of your Alberta Netcare record
  http://www.albertanetcare.ca/GetYourEHR.htm
  There is no direct access for patients at this time, but Albertans have the option to request a copy of their record.
  Get access http://www.myhealth.alberta.ca/myhealthrecords
  to MyHealth Records by creating an account.
  Get access to personal health and wellness management tools with
  MyHealth.Alberta.ca
  https://myhealth.alberta.ca/
- **Breakout sessions I attended:**
  1. Building Healthy Rural Communities. Recruiting and Retaining Health Professionals
  2. Alberta's Ombudsman: Exploring the relationship between Ombudsman and Municipalities

## Grande Spirit Foundation

**March 22, 2019 at Clairmont, AB**

- December 7, 2018 Full Board Minutes - see attached
- 2018 GSF Annual Report - see attached
- 2019 Municipal Requisition - see attached
- Provincial Building Standards (for Seniors and Family housing units). The province is working on updates for their provincial standards for new/future builds. They invited selected Housing Management Bodies (HMB's), provincial ministries including; Infrastructure; Municipal Affairs; Alberta Seniors and Housing; and provincial HMB associations, to participate within a series of consultations to assist with standards for future builds. GSF was included within this invite and have attended two of the five sessions to date.

## Councillor Joudrey's Report

- Lakeview Co-ownership and Tripartite agreements – each agreement has been reviewed by GSF, GSF legal, the province and RBC. All parties are comfortable with signing of the two agreements.
- Alberta Health Services (AHS) and GSF managers have completed their annual meeting and have further agreed to meet more frequently through the year to build stronger relations together as GSF grows with Lakeview and our future, new build, in Spirit River.
- **Spirit River (G5) new lodge announcement** – on March 7, 2019, the province announced up to $24 million in funding for the new Spirit River Lodge.

  GSF welcomed with appreciation BHC committed contribution of $250,000.00 to the new Supportive Living project. GSF is requesting that both Saddle Hills County and Birch Hills County forward the seed money as soon as possible.

  A Letter from Alberta Seniors and Housing approving the New Supportive Living Project, which provides details on the new approved project and next steps for the province is attached.

  GSF staff are now researching and preparing for items required for this new facility. Alberta Seniors and Housing (AHS) staff have told us that the next step is creation of an access agreement with Alberta Health Services. GSF have been contacted by AHS and told dates for meetings with Alberta Health Services would occur shortly.
- GSF Total Portfolio - see attached. Eaglesham and Wanham Seniors apartments have very low occupancy. GSF Manager, Steve Madden has asked that Councillors spread the word that there is vacancy and that first priority is given to seniors but anyone can live there.

  **Wanham – 4901 52 st poplar ridge apartments -** 3 suites vacant

  **Eaglesham – 4913 52 ave summerset manor -**5 suites vacant

  1 bdrm suites

  Appliances include – washer/fridge and stove in unites

  Parking for 1 vehicle per suite

  Contact: Evelyn at Pleasant View Lodge in Spirit River (780) 864-3766

# Board Meeting Highlights
# March 16, 2019

This summary is designed to keep you informed about Peace Library System (PLS) activities and Board decisions. It is distributed to member councils, library boards and the PLS Board of Directors after each Board meeting.

The Board reviewed the 2018 financial picture prior to audit. Prior to amortization and audit adjustments, a surplus of about $143,000 is forecast. This includes $100,000 previously budgeted for capital reserves. The additional $43,000 surplus is largely due to staffing changes and higher interest income. The entire surplus will be transferred to capital reserves for future technology, building, furniture and vehicle needs.

The Board approved a revised 2019 Operating Budget which factors in population increases in the MD of Greenview (relating to Grande Cache) and other municipalities, updated grant figures, and additional funds for capital reserves.

The Director provided an update on the facility upgrade project, which is complete. At the end of 2018, there was $117,880 in Infrastructure Grant funds remaining for approved building upgrades.

The Board reviewed the 2019 Annual Survey and 2018 Annual Report of Public Library Systems in Alberta, noting many accomplishments in 2018. These included a facility upgrade, development of the 2019-2021 Plan of Service, a new website platform, a network infrastructure upgrade, and meetings with 27 municipal councils.

The Board discussed the lack of sufficient SuperNet bandwidth for some public libraries and the broadband needs of rural areas. PLS will send a letter to the provincial government regarding SuperNet bandwidth and one to the federal government regarding rural connectivity. Copies will be sent to member municipalities.

The Director provided an update on outreach activities to Indigenous communities and reported that $143,344 in Indigenous Grant funds carried over for outreach services and related projects in 2019.

The IT & Technical Services Manager reported that year-end rollover went smoothly. She reported that two projects would be taking place over the next few months: installation of new wifi access points in on-network libraries, and migration of content to new library websites.

The Consulting Services Manager highlighted 2018 usage statistics for eResources, pointing out a huge increase in the usage of Lynda.com. The annual Rural Libraries Conference is set for September 26-27.

**Quick Facts 2019**
Population Served: 174,620
Members: 38 municipalities & 1 Métis Settlement
Member Public Libraries: 46
Contracting Schools: 50
Chair: Carolyn Kolebaba (Northern Sunrise County)
Director: Linda Duplessis

**Present:**

| | |
|---|---|
| Carolyn Kolebaba, Chair | Northern Sunrise County |
| Gena Jones | Town of Beaverlodge |
| Ann Stewart | Big Lakes County |
| Denise Joudrey | Birch Hills County |
| Peter Frixel | Clear Hills County |
| Ray Skrepnek | MD of Fairview |
| Stan Golob | Town of Fairview |
| Lindsay Brown | Town of Falher |
| Tammy Brown | Grande Prairie Public Library |
| Linda Waddy | County of Grande Prairie |
| Roxie Rutt | MD of Greenview |
| Dennis Sukeroff | Town of Grimshaw |
| Beth Gillis | Town of High Level (Teleconference) |
| Marie Brulotte | Town of High Prairie |
| Camille Zavisha | Village of Hines Creek |
| Sandra Miller | Village of Hythe |
| Brad Pearson | MD of Lesser Slave River |
| April Doll | Town of Manning |
| Cheryl Novak | Village of Nampa |
| Terry Ungarian | County of Northern Lights |
| Brendan Powell | MD of Opportunity |
| Reta Nooskey | Paddle Prairie Métis Settlement |
| Sandra Eastman | MD of Peace |
| Elaine Manzer | Town of Peace River |
| Roxann Dreger | Village of Rycroft |
| John Moen | Saddle Hills County |
| Clint Froehlick | Town of Sexsmith |
| Raoul Johnson | MD of Smoky River |
| Elaine Garrow | MD of Spirit River |
| Rod Pepper | Town of Valleyview |

**Regrets:**

| | |
|---|---|
| Meesha Bainton | Town of Fox Creek |
| Chris Thiessen | City of Grande Prairie |
| Philippa O'Mahony | Town of McLennan |
| Joy McGregor | Town of Slave Lake |
| Anna Underwood | Town of Wembley |
| Vacant | Village of Berwyn |
| Vacant | Village of Donnelly |
| Vacant | Village of Girouxville |

**Absent:**

| | |
|---|---|
| Jessica Juneau | Town of Rainbow Lake |
| Harry Ezio | Town of Spirit River |

Connecting libraries, people and resources through teamwork, technology and training

Peace Library System acknowledges Treaty 8 territory as well as the Métis Nation of Alberta. Peace Library System libraries are located on territory that provided a travelling route and home to many Indigenous peoples.

**PEACE LIBRARY SYSTEM**
**BOARD MEETING MINUTES, GRANDE PRAIRIE**
**NOVEMBER 24, 2018**

| | | |
|---|---|---|
| Present: | Carolyn Kolebaba, Chair | Northern Sunrise County |
| | Lorrie Shelp | Big Lakes County |
| | Denise Joudrey | Birch Hills County |
| | Peter Frixel | Clear Hills County |
| | Dianne Golob | Town of Fairview |
| | Ray Skrepnek | MD of Fairview No. 136 |
| | Lindsay Brown | Town of Falher |
| | Meesha Bainton | Town of Fox Creek |
| | Tammy Brown | Grande Prairie Public Library |
| | Linda Waddy | County of Grande Prairie No. 1 |
| | Tom Burton | MD of Greenview No. 16 |
| | Dennis Sukeroff | Town of Grimshaw |
| | Beth Gillis | Town of High Level |
| | Camille Zavisha | Village of Hines Creek |
| | Sandra Miller | Village of Hythe |
| | Brad Pearson | MD of Lesser Slave River No. 124 |
| | April Doll | Town of Manning |
| | Philippa O'Mahony | Town of McLennan (Teleconference) |
| | Cheryl Novak | Village of Nampa |
| | Belinda Halabisky | County of Northern Lights |
| | Brendan Powell | MD of Opportunity No. 17 |
| | Reta Nooskey | Paddle Prairie Métis Settlement |
| | Sandra Eastman | MD of Peace No. 135 |
| | Roxann Dreger | Village of Rycroft |
| | John Moen | Saddle Hills County |
| | Isak Skjaveland | Town of Sexsmith |
| | Harry Ezio | Town of Spirit River |
| | Elaine Garrow | MD of Spirit River No. 133 |
| | Raoul Johnson | MD of Smoky River No. 130 |
| | Anna Underwood | Town of Wembley |
| Regrets: | Chris Thiessen | City of Grande Prairie |
| | Elaine Manzer | Town of Peace River |
| | Jessica Juneau | Town of Rainbow Lake |
| | Joy McGregor | Town of Slave Lake |
| | Tanya Boman | Town of Valleyview |
| | Vacant | Village of Berwyn |
| | Vacant | Village of Donnelly |
| | Vacant | Village of Girouxville |
| Absent: | Gena Jones | Town of Beaverlodge |
| | Marie Brulotte | Town of High Prairie |

Staff: Linda Duplessis, Director
Alrene Dempster, Executive Assistant (minutes)
Katherine Wiebe, Consulting Services Manager/Assistant Director
Janet Ayles, IT & Technical Services Manager

1. CALL TO ORDER & INTRODUCTIONS

The Vice-Chair, C. Kolebaba, called the meeting to order at 10:25 a.m. Introductions were made. P. O'Mahony joined the meeting via teleconference.

2. APPROVAL OF AGENDA

The Vice-Chair called for additions or deletions to the agenda.

**MOTION: B18-063 To approve the agenda as presented.**

Moved by: B. Pearson CARRIED

3. PEACE LIBRARY SYSTEM ORIENTATION

The Director provided an overview of Peace Library System (PLS). She reviewed PLS membership, partnerships, and the services that are available to member libraries. She then reviewed the revenue and expenditures for 2018 explaining the percentage breakdown for revenue sources as well as the allocation of expenditures by percentage. She offered a tour of the building following lunch.

4. ELECTION OF COMMITTEE MEMBERS AND OFFICERS

4.1 BOARD AND COMMITTEE STRUCTURE

The Director reported that the legal name of this board is the Peace Library Board, which is a governing board operating under the Alberta Libraries Act and Libraries Regulation. She reviewed the PLS board and committee structure.

The Vice-Chair turned the meeting over to the Nomination Committee - Elaine Garrow and Lorrie Shelp - to proceed with the election process.

4.2 ELECTION OF EXECUTIVE COMMITTEE

E. Garrow explained that the Executive Committee consists of ten members, three of which are automatic appointees as per Peace Library System bylaws: County of Grande Prairie; City of Grande Prairie and Grande Prairie Public Library. The names of members willing to serve on the Executive Committee were reviewed: Tammy Brown (Grande Prairie Public Library); Elaine Garrow (MD of Spirit River); Raoul Johnson (MD of Smoky River); Carolyn Kolebaba (Northern Sunrise County); Lorrie Shelp (Big Lakes County); Ray Skrepnek (MD of Fairview); Dennis Sukeroff (Town of Grimshaw); Chris Thiessen (City of Grande Prairie); and Linda Waddy (County of Grande Prairie). She noted that there was one vacancy on the Committee.

**MOTION: B18-064** **To nominate Belinda Halabisky (County of Northern Lights) to the Executive Committee.**

Moved by: L. Brown CARRIED

There were three calls for nominations to the Executive Committee from the floor.

**MOTION: B18-065** **That nominations for the Executive Committee cease.**

Moved by: B. Pearson CARRIED

**MOTION: B18-066** **That the Executive Committee for 2018-2019 will consist of: Tammy Brown (Grande Prairie Public Library); Elaine Garrow (MD of Spirit River); Belinda Halabisky (County of Northern Lights); Raoul Johnson (MD of Smoky River); Carolyn Kolebaba (Northern Sunrise County); Lorrie Shelp (Big Lakes County); Ray Skrepnek (MD of Fairview); Dennis Sukeroff (Town of Grimshaw); Chris Thiessen (City of Grande Prairie); and Linda Waddy (County of Grande Prairie).**

Moved by: L. Waddy CARRIED

4.3 ELECTION OF CHAIR AND VICE-CHAIR

E. Garrow explained that the Chair must be chosen from the Executive Committee.

**MOTION: B18-067** **To nominate Carolyn Kolebaba (Northern Sunrise County) as Chair.**

Moved by: L. Waddy CARRIED

There were three calls for nominations for position of Chair from the floor.

**MOTION: B18-068** **That nominations for position of Chair cease.**

Moved by: R. Johnson CARRIED

**MOTION: B18-069** **That the Chair for 2018-2019 will be Carolyn Kolebaba (Northern Sunrise County).**

Moved by: L. Brown CARRIED

E. Garrow explained that the Vice-Chair must be chosen from the Executive Committee.

**MOTION: B18-070** **To nominate Ray Skrepnek (MD of Fairview) as Vice-Chair.**

Moved by: D. Golob CARRIED

**MOTION: B18-071** **To nominate Belinda Halabisky (County of Northern Lights) as Vice-Chair.**

Moved by: R. Nooskey CARRIED

**MOTION: B18-072** **To nominate Linda Waddy (County of Grande Prairie) as Vice-Chair.**

Moved by: T. Brown CARRIED

There were three calls for nominations for position of Vice-Chair from the floor.

**MOTION: B18-073** **That nominations for Vice-Chair cease.**

Moved by: S. Eastman CARRIED

K. Wiebe and J. Ayles collected and counted the ballots.

**MOTION: B18-074** **That the Vice-Chair for 2018-2019 will be Belinda Halabisky (County of Northern Lights).**

Moved by: R. Johnson CARRIED

4.4 ELECTION OF PERSONNEL COMMITTEE

E. Garrow explained that the Personnel Committee meets once or twice a year. The names of those willing to serve on the committee were reviewed: April Doll (Town of Manning); Elaine Garrow (MD of Spirit River); Belinda Halabisky (County of Northern Lights); and Roxie Rutt (MD of Greenview). She noted that there was one vacancy on the Committee.

**MOTION: B18-075** **To nominate Elaine Manzer (Town of Peace River) to the Personnel Committee.**

Moved by: C. Kolebaba CARRIED

There were three calls for nominations to the Personnel Committee from the floor.

**MOTION: B18-076** **That nominations for the Personnel Committee cease.**

Moved by: A. Doll CARRIED

**MOTION: B18-077** **That the Personnel Committee for 2018-2019 will consist of: April Doll (Town of Manning); Elaine Garrow (MD of Spirit River); Belinda Halabisky (County of Northern Lights); Elaine Manzer (Town of Peace River); and Roxie Rutt (MD of Greenview).**

Moved by: B. Halabisky CARRIED

4.5 ELECTION OF PLAN OF SERVICE COMMITTEE

E. Garrow explained that the Plan of Service Committee meets once or twice a year, or more often as required. The names of those willing to serve on the committee were reviewed: Beth Gillis (Town of High Level); Philippa O'Mahony (Town of McLennan); Lorrie Shelp (Big Lakes County) and Ray Skrepnek (MD of Fairview). She noted that there was one vacancy on the Committee.

**MOTION: B18-078** **To nominate Reta Nooskey (Paddle Prairie Métis Settlement) to the Plan of Service Committee.**

Moved by: B. Halabisky CARRIED

There were three calls for nominations to the Plan of Service Committee from the floor.

**MOTION: B18-079** **That nominations for the Plan of Service Committee cease.**

Moved by: R. Skrepnek CARRIED

**MOTION: B18-080** **That the Plan of Service Committee for 2018-2019 will consist of: Beth Gillis (Town of High Level); Philippa O'Mahony (Town of McLennan); Reta Nooskey (Paddle Prairie Métis Settlement); Lorrie Shelp (Big Lakes County) and Ray Skrepnek (MD of Fairview).**

Moved by: C. Zavisha CARRIED

**MOTION: B18-081** **To destroy all ballots.**

Moved by: R. Johnson CARRIED

The Nominations Committee turned the meeting over to the Chair, C. Kolebaba.

4.6 Board Signing Authorities

The Director reported that the Chair must be a signing authority for financial and contractual purposes, and that up to three additional Board Members may be appointed as signing authorities for cheque-signing purposes. The Director reviewed the current list of signing authorities and noted that two signatures are required for cheques, one of which must be a board member.

**MOTION: B18-082** **To remove Veronica Bliska as cheque signing authorities for ATB Financial accounts 719-00730280024, 719-00730280075 and 719-00823122200.**

Moved by: D. Golob CARRIED

**MOTION: B18-083** **That the signing authorities for ATB Financial accounts 719-00730280024, 719-00730280075 and 719-00823122200 will be: Carolyn Kolebaba, Northern Sunrise County**

**Christopher Thiessen, City of Grande Prairie**
**Tammy Brown, Grande Prairie Public Library**
**Anna Underwood, Town of Wembley**
**Linda Duplessis, Director**
**Katherine Wiebe, Assistant Director**
**Janet Ayles, IT & Technical Services Manager**

Moved by: C. Novak CARRIED

5. MINUTES OF SEPTEMBER 15, 2018 MEETING

The Chair called for errors or omissions to the minutes.

**MOTION: B18-084 To accept the minutes of the September 15, 2018 meeting as amended.**

Moved by: R. Skrepnek CARRIED

6. BUSINESS ARISING FROM MINUTES

There was no business arising.

7. REPORTS

7.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She reported she had completed 27 visits to member councils to provide a Peace Library System (PLS) update, with one more to go. The feedback has been positive, and council members have expressed their appreciation for PLS services.

She provided updates on the fall 2018 'Explore Your Library' campaign and the online Power of Advocacy: Move Your Library Forward course. The course will be offered in early 2019 during evening times so board members can participate.

7.2 CHAIR'S

C. Kolebaba reported that she will be attending the Public Library Network Nodes & Systems meeting with L. Duplessis on December 6 & 7 in Edmonton. She added that with the popularity of radon gas detectors being borrowed/rented, it may be a service libraries should look into providing.

7.3 TECHNICAL SERVICES

J. Ayles provided highlights from her written report.

She reported that Acquisitions and Cataloguing activities are caught up and current. Courier staff completed an interlibrary loan (ILL) time audit from October 15-19 at the request of The Public Library Services Branch (PLSB). The audit is meant to

provide information to help inform future decisions made about government courier or provincial interlibrary loan delivery.

## 7.4 Information Technology (IT) Services

J. Ayles provided highlights from her written report.

She reported that the new websites are progressing and she and E. Stewart will start migrating the libraries from their old websites to the new ones in the new year. It is expected to take until Spring 2019 to move all libraries to the new platform.

F. Richard and J. Ayles attended Fortinet training hosted at Yellowhead Regional Library. The course will be very useful when working with and troubleshooting the firewalls at PLS and in the libraries.

There has been a focus in 2018 on getting libraries to plan for technology. J. Ayles has offered to visit libraries and help create a technology plan with the staff and board members.

She provided an update on the Network Infrastructure Project. PLS contracted with ACSI, a Calgary company, to install hardware and update configurations. With the completion of this project, the network is far more secure and efficient and should serve PLS purposes for years to come.

## 7.5 Consulting Services

K. Wiebe provided highlights from her written report.

Thirty-one libraries submitted statistics from their summer reading clubs, with 2,040 children participating. The Northern Lights Library System will be the provincial coordinator in 2019.

She reported that PLS libraries now have access to SOLARO, a homework eResource. Samm Mercer is preparing training for the libraries on how to use SOLARO.

The 2018 Rural Libraries Conference had 149 registered delegates, 23 percent of whom were public library trustees. Public library staff accounted for 56 percent, school library staff made up 17 percent, and 4 percent were “other”. There were 39 first time attendees this year. The 2019 Rural Libraries Conference is set for September 26 and 27 at the Pomeroy Hotel and Conference Centre in Grande Prairie.

7.6 THE ALBERTA LIBRARY (TAL)

The Director reported that The TAL Board of Directors met during the Netspeed conference in October, at which time a balanced budget was presented. She reported that registration was down for the Netspeed Conference and it may be offered every second year.

7.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

No report was available for the meeting.

7.7.1 ALTA NOMINATION FOR 2019-2021 TERM

The Director reported that nominations will soon be open for a representative from the Area 1 (Peace) region to serve on the ALTA Board. Both nominators and nominees must be current ALTA members and must be serving in the Area for which the nomination is being made**.**

She reported that Raoul Johnson, MD of Smoky River, was the Area 1 (Peace) representative on the ALTA Board of Directors for 2017-2019 but his alternate, Brenda Kerr from Manning, took over the responsibility in January, 2018. Her term ends in April, 2019, and she is not seeking re-election.

She reported that according to the schedule from last year, nominations must be received by midnight on January 31, 2019, either by mail, or email. If more than one nomination is received, ballots will be distributed by email to trustees and voting, if required, will take place in March.

The elected representative may attend the Alberta Library Conference (April 25-28) during which the ALTA AGM is held, but the cost of attending is covered by their library board.

**MOTION: B18-085** **To nominate Beth Gillis, Town of High Level, as the representative for Area 1 (Peace) on the Alberta Library Trustees Association Board of Directors for 2019-2021.**

Moved by: B. Halabisky CARRIED

**MOTION: B18-086** **To nominate Dianne Golob, Town of Fairview, as the alternate for Area 1 (Peace) on the Alberta Library Trustees Association Board of Directors for 2019-2021.**

Moved by: B. Halabisky CARRIED

7.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reviewed TRAC's Plan of Service for 2019-2021. She reported that TRAC's two main goals are to enhance resource sharing services and support, and to be innovative and adaptable to technological possibilities.

7.9 NETSPEED CONFERENCE

The Peace Library Board sponsored two trustees to attend the Netspeed Conference in Sherwood Part on October 11 and 12 - Tanya Bowman, Town of Valleyview and Belinda Halabisky, County of Northern Lights. The Chair asked for feedback on the Conference. B. Halabisky found it very technology related. She enjoyed the conference but thought it was more for library staff than trustees.

**MOTION: B18-087 To receive items 7.1 – 7.9 for information.**

Moved by: B. Powell CARRIED

The Chair recessed the meeting for lunch at 12:15 pm.
The Director offered a tour of Peace Library System.
The Chair reconvened the meeting at 1:05 pm.

8. EXECUTIVE/FINANCE COMMITTEE

8.1 MINUTES OF THE OCTOBER 27, 2018 MEETING

**MOTION: B18-088 To receive the minutes of the October 27, 2018 Executive Committee meeting for information.**

Moved by: E. Garrow CARRIED

8.2 FINANCIAL STATEMENT– SEPTEMBER, 2018

The Director reviewed the balance sheet reporting that the cash on hand is high but there are plans in place to invest it before the end of 2018. She reported that most revenue has been received. She highlighted expenditures in each department and noted that spending is on track for this time of year.

**MOTION: B18-089 To accept the September, 2018 Financial Statement for information.**

Moved by: H. Ezio CARRIED

8.3 REVISED IT SERVICE AGREEMENT

J. Ayles reported that the IT Service Agreement sets out Peace Library System and member library responsibilities related to technology to ensure that the Peace region network runs smoothly. She reported that it has been updated to reflect current software applications and other changes that have occurred since the last agreement in 2012. This agreement will be sent to member library boards for signature.

**MOTION: B18-090 To approve the revised IT Service Agreement.**

Moved by: L. Brown CARRIED

8.4 REVISED TRUSTEE ORIENTATION POLICY

The Director reported that this policy was revised to include the option of a one-on-one meeting with PLS staff for new trustees.

**MOTION: B18-091 To approve the revised Trustee Orientation Policy.**

Moved by: B. Pearson CARRIED

8.5 REVISED MEETING ROOM POLICY

The Director reported that this policy required small changes as well as changes to the room rental fees.

**MOTION: B18-092 To approve the revised Meeting Room Policy.**

Moved by: A. Doll CARRIED

8.6 REVISED STAFF RECOGNITION POLICY

The Director reported that this policy has been re-organized to include a policy statement. She also reported that the guidelines for long service recognition and recognizing resignations/retirements have been separated.

**MOTION: B18-093 To approve the revised Staff Recognition Policy.**

Moved by: R. Dreger CARRIED

8.7 REVISED PUBLIC ACCESS TO THE INTERNET POLICY FOR LIBRARY SERVICE POINTS

The Director reported that this policy was reviewed by all advisory Committees in the spring of 2018 and presented to the Peace Library Board on September 15, 2018. The policy relates to public Internet access in the eight libraries where Peace Library System is the Board of Record. She added that there have been no reported issues with patron's use of the Internet at these library service points.

Concerns were raised at the September Board meeting about patrons accessing questionable content at public Internet stations, whether the content might be viewed by children, whether the policy was enforceable, and whether library staff safety was an issue if patrons were confronted. There was discussion about limiting access to some Internet sites (filtering), using privacy screens, and whether the policy would allow staff to intervene in the event of objectionable behavior by a patron using the Internet. The end result was a motion to seek a legal opinion on the policy and how it could be improved.

The Director and the PLS Management Team researched the issue of censorship and library operations and took their report to the Executive Committee on October

27. They recommended that the Board motion to seek legal advice on the Public Access to the Internet Policy be rescinded because the policy and procedures should be sufficient.

**MOTION: B18-094** **To rescind Board Motion B18-051: To ask for legal advice regarding library staff rights and responsibilities in enforcing the Internet access policy for library service points.**

Moved by: B. Halabisky CARRIED

She reported that the Policy as presented seeks to balance patron rights to information and to privacy, and is a standard policy across the province and across the country. It will empower library staff to step in if someone is accessing inappropriate or illegal content on public computers.

**MOTION: B18-095** **To approve the revised Public Access to the Internet Policy for Library Service Points.**

Moved by: L. Shelp CARRIED

8.8 CFLA STATEMENT ON INTELLECTUAL FREEDOM AND LIBRARIES ENDORSEMENT

The Director reported that Libraries are public institutions that serve people of all backgrounds, and provide patrons or users with equitable access to information while at the same time protecting their privacy.

She reviewed the Canadian Federation of Library Association's (CFLA) Statement on Intellectual Freedom and Libraries. The CFLA document describes the important role of libraries to "provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources."

She reported that the CFLA document is based on the former Canadian Library Association (CLA) Statement on Intellectual Freedom and Libraries, which was endorsed by the Peace Library Board many years ago. With the demise of CLA, it has been superseded by the CFLA Statement.

**MOTION: B18-096** **To endorse the Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries.**

Moved by: S. Eastman CARRIED

8.9 DRAFT 2019-2021 PLAN OF SERVICE

The Director reported that valuable input had been gathered through meetings with public library managers and a satisfaction survey, and incorporated into the 2019-2021 Plan of Service.

Based on the feedback, PLS will focus on five main service areas in the next three years:

- Training and Professional Development

- Advocacy and Marketing
- IT Support
- Program Support
- Access to Resources.

Work will also continue in the areas of Municipal Library Services and Services to Schools. The Plan of Service is a legislative requirement and will be submitted to the Public Library Services Branch in December.

**MOTION: B18-097 To approve the 2019-2021 Plan of Service as presented.**

Moved by: T. Brown CARRIED

8.10 FINANCIAL FORECAST TO DECEMBER 31, 2018

The Director reported a surplus of about $105,000 is expected for the end of 2018. This includes a little more than the budgeted surplus of $100,000. Some temporary staffing vacancies might have resulted in a greater surplus. However, less revenue was realized for Indigenous Grant activities, as some plans have had to be delayed. As well, municipal revenue was less due to population decreases in some areas.

Some unique projects took place in 2018 which affected both revenue and expense items. These included the facility upgrade, the roofing project, the website project, and the network infrastructure upgrade. In addition, a new Plan of Service was developed to guide future expenditures.

The Director highlighted the significant variances in revenue and expenditures for 2018. She reported that staffing costs were less due to employees on medical and maternity leaves. Building costs were higher due to a partial roof replacement, but this will be paid from the Building Reserve through a Board motion.

**MOTION: B18-098 To receive for information the Financial Forecast to December 31, 2018.**

Moved by: B. Pearson CARRIED

8.11 DRAFT 2019 OPERATING BUDGET

The Director reported that the proposed 2019 Operating Budget includes the necessary staffing and activities to maintain key library system services and meet goals identified in the new 2019-2021 Plan of Service. With many major projects out of the way, 2019 should be more or less a normal year.

She reported that there is no increase in municipal fees or library board allotments for 2019. The budget pre-supposes that an Indigenous Populations Grant of $215,445 to serve on-reserve and on-settlement populations is received in 2019. She reported that the IT Department and Technical Services Department will remain under one manager, staffing numbers will remain at the current level, and a three per cent cost of living increase has been applied to the wage and salary grid, based on increases to the Consumer Price Index. She also reported that $65,000 has been allocated to capital reserves.

**MOTION: B18-099 To approve the 2019 Operating Budget as presented.**

Moved by: D. Joudrey CARRIED

8.12 TRANSFERS FROM RESERVES FOR 2018

The Director reported that several capital expenditures were approved for 2018, and most are now complete. Some operating expenditures such as leases, software and facility upgrades are also paid from reserves. The amounts to be deducted from each reserve are ratified prior to year-end through a Board motion. She noted that capital items over $500 are capitalized.

**MOTION: B18-100 That the following transfers from Capital Reserves be ratified for 2018 purchases:**

- **$116,423 from the Technology Reserve;**
- **$193,571 from the Building Reserve; and**
- **$8,809 from the Furnishings/Equipment Reserve.**

Moved by: R. Nooskey CARRIED

8.13 DRAFT 2019 CAPITAL BUDGET

The Director reviewed the capital expenditures planned for 2019 and noted that they will be incorporated into the Five-Year Capital Plan. These expenditures and related operating expenditures are paid from the reserves. She pointed out that a new quote had been received for Fortigates (SuperNet equipment) since the Executive had reviewed the Capital budget.

**MOTION: B18-101 To approve the 2019 Capital Budget as presented.**

Moved by: T. Brown CARRIED

9. PERSONNEL COMMITTEE

9.1 MINUTES OF THE OCTOBER 13, 2018 MEETING

The Personnel Committee was made aware of an error in the motion date for Item 3.

**MOTION: B18-102 To receive the Personnel Committee minutes from October 13, 2018 for information, with one suggested amendment.**

Moved by: E. Garrow CARRIED

9.2 REVISED LEAVE OF ABSENCE POLICY

The Director reported that this policy was reviewed by the Personnel Committee and the Executive Committee on April 21, 2018. When presented to the Board on May 26, 2018, questions arose about Bereavement Leave, specifically the definition of "an immediate or extended family member" The policy was revised by the Personnel Committee on October 13, 2018, to reference the definitions in the Employment Standards.

**MOTION: B18-103 To approve the revised Leave of Absence Policy as presented.**

Moved by: R. Dreger CARRIED

10. PLAN OF SERVICE COMMITTEE

10.1 MINUTES OF THE SEPTEMBER 15, 2018 MEETING

**MOTION: B18-104 To receive the Plan of Service Committee minutes from September 15, 2018 for information.**

Moved by: R. Skrepnek CARRIED

11. ADVISORY COMMITTEE MEETINGS MINUTES

11.1 COUNTY OF NORTHERN LIGHTS - OCTOBER 15, 2018
11.2 CLEAR HILLS COUNTY - OCTOBER 17, 2018
11.3 MUNICIPAL DISTRICT OF SPIRIT RIVER - OCTOBER 22, 2018
11.4 NORTHERN SUNRISE COUNTY - OCTOBER 29, 2018
11.5 MUNICIPAL DISTRICT OF GREENVIEW – NOVEMBER 8, 2018

**MOTION: B18-105 To receive items 11.1 – 11.5 for information.**

Moved by: B. Halabisky CARRIED

12. NEW BUSINESS

12.1 INFRASTRUCTURE GRANT REPORT

The Director reported that the Infrastructure Grant of $1.01 million must be spent on approved building improvements prior to December 31, 2020.

She reported that there was $270,132 remaining at the end of October. Expenses in November and December should bring the grant balance to about $130,000 by the end of the year. She added that any funds remaining could be applied to the replacement of the west portion of the roof, which was completed at the end of September.

**MOTION: B18-106 To receive the Infrastructure Grant Report for information.**

Moved by: B. Powell CARRIED

12.2 2018-2019 INDIGENOUS GRANT REPORT

The Director reported that the focus of the 2018-2019 grant expenditures is on physically taking materials, programs and services to Indigenous communities.

To date, PLS has partnered with the High Level, High Prairie and Valleyview library boards through a Memorandum of Understanding (MOU) with each library board. An MOU is pending with the County of Grande Prairie Library Board to support Elmworth library's outreach to Horse Lake First Nation.

Samm Mercer, the Digital Learning and Outreach Librarian, is in regular contact with member libraries that would like to take services to specific Indigenous communities.

**MOTION: B18-107 To receive the 2018-2019 Indigenous Grant report for information.**

Moved by: A. Underwood CARRIED

12.3 ALBERTA LIBRARY CONFERENCE ATTENDANCE (APRIL 25-28, 2019)

The Director reported that the Peace Library Board has authorized four members plus the Chair to attend the Alberta Library Conference in Jasper from April 25 – 28. She reported PLS will cover accommodation, travel and registration. Alrene Dempster will send an email to the Board on January 21 asking if there is any interest in attending the conference. If more than four board members express interest in attending, the Executive Committee will make a final decision at its February 23 meeting.

**MOTION: B18-108 To receive the Alberta Library Conference attendance report for information.**

Moved by: I. Skjaveland CARRIED

13. CORRESPONDENCE

13.1 MINISTER OF MUNICIPAL AFFAIRS – MINISTER'S AWARDS FOR EXCELLENCE IN PUBLIC LIBRARY SERVICE
13.2 VERONICA BLISKA – LETTER OF THANKS
13.3 PEACE LIBRARY SYSTEM NEWS & NOTES, WINTER 2018

**MOTION: B18-109 To receive items 13.1 – 13.3 for information.**

Moved by: M. Bainton CARRIED

14. MEMBERS' BUSINESS/ROUND ROBIN

Information on upcoming events and activities was shared around the table.

15. NEXT MEETINGS
Executive: February 23, 2019 (Fairview)
Board: March 16, 2019 (Grande Prairie)
Executive: April 13, 2019 (TBA)
Board: May 25, 2019 (Grande Prairie)
Executive: August 24, 2019 (TBA)
Board: September 14, 2019 (TBA)
Executive: October 26, 2019 (TBA)
Board/Christmas Party: November 30, 2019 (Grande Prairie)

16. ADJOURNMENT

The Chair adjourned the meeting at 3 p.m.

Approved by Carolyn Kolebaba

_____

Chair

Approved by Linda Duplessis

_____

Director

March 16, 2019

_____

Date

**GRANDE SPIRIT FOUNDATION FULL BOARD MINUTES**
**Lakeview, 9432 113 Ave, Clairmont**
**Friday December 7, 2018**

| | | |
|---|---|---|
| Present: | Judy Kokotilo-Bekkerus | Town of Beaverlodge |
| | Isak Skjaveland | Town of Sexsmith |
| | Clyde Blackburn | City of Grande Prairie |
| | Alvin Hubert | Saddle Hills County |
| | Elaine Garrow | MD of Spirit River |
| | Denise Skoworodko | Town of Spirit River |
| | Denise Joudrey | Birch Hills County |
| | Joanne Chelick | Village of Rycroft |
| | Corey Beck | County of Grande Prairie |
| | Roxie Rutt | MD of Greenview |
| Administration: | Steve Madden | General Manager |
| | Kelsey Edginton | Executive Assistant |
| | Samantha Stuart | Finance Manager |
| | Wes Jacobs | Facilities Manager |
| | Travis Cardinal | Facilities Coordinator |
| Guests: | Vivian Taylor | MNP |
| Absent: | Brian Peterson | Village of Hythe |
| | Cory Gundersen | Town of Wembley |

1. CALL TO ORDER
J. Kokotilo-Bekkerus called meeting to order at 10:00 am.

2. CHANGES AND OR ADDITIONS TO AGENDA
*Add 10.5 Advocacy Report; 10.6 Additional Meetings; 12.2 Donations*

3. APPROVAL OF AGENDA
**RESOLUTION #1157 – Moved by E. Garrow to accept the agenda with additions. CARRIED**

*4.* APPROVAL OF MINUTES – Full Board Meeting – June 22, 2018
**RESOLUTION #1158 – Moved by S. Skoworodko to approve the minutes of June 22, 2018. CARRIED**

5. ELECTION OF OFFICERS AND APPOINTMENT

S. Madden called for nominations for Board Chair.

*1. Chair: A. Hubert nominated Judy Kokotilo-Bekkerus as Chair*
*Judy accepted.*
**RESOLUTION #1159 – Moved by E. Garrow to have nominations cease and elect Judy Kokotilo-Bekkerus as Chair. CARRIED**

*2. Vice Chair: C. Beck nominated Alvin Hubert as Vice Chair.*
*Alvin accepted.*
**RESOLUTION # 1160 - Moved by D. Skoworodko to have nominations cease and elect Alvin Hubert as Vice Chair. CARRIED**

*3. Management Committee: E. Garrow nominated Town of Beaverlodge; J. Chelick nominated MD of Spirit River; A. Hubert nominated Birch Hills County*

**RESOLUTION # 1161 - Moved by R. Rutt to have nominations cease. CARRIED**

**RESOLUTION # 1162 – Moved by C. Beck to accept nominations for Management Committee of MD of Spirit River, Birch Hills County and Town of Beaverlodge. CARRIED**

*4. Friends on the Foundation: J. Kokotilo-Bekkerus, J. Chelick, and E. Garrow volunteered to be on the Friends of the Foundation Committee.*

**RESOLUTION # 1163 – Moved by A. Hubert to accept J. Kokotilo-Bekkerus, J. Chelick and E. Garrow as the Board Representatives for the Friends of the Foundation Committee. CARRIED**

*5. Health and Safety Labor Management Committee: C. Beck nominated Judy Kokotilo-Bekkerus as Board Representative; E. Garrow nominated A. Hubert as the alternate.*

**RESOLUTION # 1164 - Moved by C. Beck to have nominations cease. CARRIED**

**RESOLUTION # 1165 – Moved by C. Beck to accept Judy Kokotilo-Bekkerus as the board Representative for the Health and Safety Labor Management Committee with Alvin Hubert as the alternate. CARRIED**

*6. ASCHA Representative: S. Madden*

**RESOLUTION # 1166 – Moved by A. Hubert to accept S. Madden as the Board Representative for ASCHA. CARRIED**

*7. Signing Authority*

**RESOLUTION # 1167 – Moved by D. Skoworodko to add Alvin Hubert to signing authority. CARRIED**

*8.Labour Negotiation Committee: J. Chelick nominated Clyde Blackburn, Judy Kokotilo-Bekkerus and Elaine Garrow for the Labour Negotiation Committee.*

**RESOLUTION # 1168 - Moved by D. Skoworodko to have nominations cease. CARRIED**

**RESOLUTION # 1169 – Moved by D. Skoworodko to accept Judy Kokotilo-Bekkerus, Clyde Blackburn and Elaine Garrow as the Board Representatives for the Labour Negotiation Committee. CARRIED**

6. PUBLIC INPUT/PRESENTATIONS

6.1 Lakeview Audit

*Vivian Taylor with MNP presented the Lakeview Audit to the board. In the draft documents all the costs are split between eligible and noneligible. 100 rooms are eligible with 50 rooms as noneligible. The non-eligible rooms were to be funded by the Grande Spirit Foundation. The gazebo and garage are considered noneligible as they were not part of the original proposal. The total cost of the Lakeview project was $41,812,653, which includes the land that was donated and any land costs. The Rural Lodge Renewal Initiative Grant was over spent by $1,800,000. On the cover page of the draft audit, the name will be including in brackets Lakeview Seniors Project.*

7. NEW BUSINESS

8. UNFINISHED BUSINESS:

8.1 RFD – Smoking Policy

*The draft smoking policy was reviewed by the Management Committee in August and October. It was approved but it is needing Full Board ratification. The revised policy states that all buildings, including suites, will be nonsmoking, except for previous designated smoking areas, for new residents as of January 1, 2019 and for current residents as of May 1, 2019.*

**RESOLUTION # 1170 – Moved by R. Rutt to approve the Smoking Policy as received. CARRIED**

8.2 2019 Meeting Dates

*This is the list of meeting dates for 2019. There might be changes to some of the meeting dates to accommodate conferences during the year. All the meeting dates will be forwarded to any municipal assistants needing them for the calendars.*

**RESOLUTION # 1171 – Moved by C. Beck to accept the 2019 Meeting Dates as presented. CARRIED**

8.3 RFD – Bulkhead Tenders

*Grande Spirit Foundation received full funding from the province to complete the bulkhead installation. This is to assist in the aesthetic look of the newly installed fire sprinkler systems at Heritage Lodge, Pioneer Lodge, Pleasantview Lodge and Wild Rose Manor. a tender was posted in Alberta Purchase Connection and there were three bidder packages received. Our engineers reviewed the packages and provided recommendation to accept the compliant bid from Zinterer Construction Ltd. The amount is under the budgeted amount within the grant.*

**RESOLUTION # 1172 – Moved by I. Skjaveland to accept the bid from Zinterer Construction Ltd. and approve administration to enter into a contract agreement in the amount of $454,196 to complete the Sprinkler Soffit Installation. CARRIED**

9. CORRESPONDENCE:

9.1 2019-2021 Business Plan Letter from Alberta Seniors and Housing

*Letter is from Alberta Seniors and Housing regarding the submission of the 2019-2021 business plan. They reviewed the submission in June of 2018. In the letter it states there is an amendment required for the Schedule "A" of our Ministerial Order, which administration is working on adding Lakeview.*

9.2 2017 Audit Letter from Alberta Seniors and Housing

*Letter is from Alberta Seniors and Housing regarding the 2017 audited financial statements. The letter is comments back to Grande Spirit Foundation with their findings. In 2.2 of the letter it states that we must recover 80% of electricity costs for the entire building to a maximum of $50 per unit, which we are recovering that $50 per unit.*

9.3 Alberta Seniors and Housing Energy Efficiency Alberta

*Administration has applied for this program for a variety of projects. If it is approved administration will need to get an energy audit started on the approved buildings.*

9.4 Municipal Appointments

*These are the letters that administration has received so far form municipalities to let us know who has been appointed to our board during their organizational meeting.*

**RESOLUTION # 1173 – Moved by C. Blackburn to accept all correspondence as presented. CARRIED**

10. REPORTS

10.1 General Manager's Report

*Report provided in package prior to meeting. This is annual summary of 2018. Lakeview is almost full, has had some update items that were not in the original planning and were completed in 2018; this includes electrical, water pressure, landscaping, staffing and technology updates. Telus has completed all of their work in Wild Rose Manor/Villa, Pioneer Lodge and Heritage Lodge. There has been a resident that has completed the required application for Medical Assistance in Dying(MAID) through Alberta Health Services. This is a new experience for the staff at the lodge accommodating this. Administration is working with the manager and has contacted the union as well. Grande Spirit Foundation received funds from the estate of a person in our community. This request was to have the funds go towards something that will directly assist senior's living. This money has been directed to the Friends of the Foundation for purchases items. There are still discussions with Alberta Seniors and Housing regarding the units in Debolt. The MD of Greenview is working with Alberta Seniors and Housing to purchase and move the units to land that is available to them. The MD of Spirit River is purchasing a bus that will be running 3 days a week to the city. They will be working with the County of Grande Prairie, Town of Sexsmith and the City of Grande Prairie to accommodate stops. Administration has been looking at a new housing software and has been in contact with other housing management bodies regarding the program.*

10.2 Portfolio Report

*Report provided in package prior to meeting, reports with turnover statistics and current resident statistics. There has been a lot of quick turnovers this year, except for a few units that have needed major renovations. Lakeview is over 90% full, with only 12-14 units available.*

10.3 Financial Report

*Report provided in package prior to meeting, reports with budget information. Utilities have been on the lower side this year due to a change in providers. Revenue is up on the provincial side, with maintenance up over all. Lodge is on the higher side for the end of October 2018. Everything else is looking great for the rest of the year.*

10.4 Maintenance Report

*Report was provided in package prior to the meeting. This is an annual summary of the projects done in 2018. There were sidewalk upgrades to Sunshine Plaza in LaGlace and Sunset Homes in Sexsmith. The maintenance team completed 1260 workorders in 2018, among those are the annual inspections. The Facilities Manager and Coordinator are very proud of their staff for all their hard work this year.*

10.5 Advocacy Report

*The G5 municipalities went to Edmonton to meet with the Minister of Seniors and Housing Lori Sigirdson regarding the new Spirit River Lodge. There was good support from the Minister with no definite time line or approval of the project. There is a good chance it will be approved but with the provincial elections coming up, there is a chance of it being approved before then.*

10.6 Additional Meetings

*The Board Chair and the General Manager met with Alberta Seniors and Housing to discuss Debolt Units, The selling of the houses in Sexsmith and the G5 project. They also met with members of ASCHA to discuss the coming year and they were provided folders of information, which the board has received.*

**RESOLUTION # 1174 – Moved by J. Chelick to accept all reports as presented. CARRIED**

11. ROUND TABLE
12. IN CAMERA

**RESOLUTION # 1175 – Moved by D. Skoworodko to move In Camera at 11:40 am. CARRIED**

12.1 Personnel

**RESOLUTION # 1176 – Moved by D. Joudrey to approve the Chairman sign the General Manager renewal agreement as discussed in camera. CARRIED**

12.2 Donations

**RESOLUTION # 1177 – Moved by E. Garrow to move out of In Camera at 11:58 am. CARRIED**

13. NEXT MEETING:
    13.1 Management Committee Meeting – January 26, 2018 – Heritage Lodge

14. ADJOURNMENT: Adjourned at 12:01 pm

_____ _____

*Judy Kokotilo-Bekkerus, Board Chair* *Date*

_____

*Steve Madden, General Manager*

## 2018 FINANCIAL SYNDPSIS—Lodge Operations

| Lodge Balance Sheet | |
|---|---|
| **Assets** | |
| Cash | $ 6,511,451 |
| Accounts Receivable | $ 180,758 |
| Prepaid Expenses | $ 49,258 |
| Capital Equity | $ 20,238,375 |
| **Liabilities** | |
| Accounts Payable | $ 851,064 |
| Accrued Vacation Liability | $ 273,473 |
| Unexpended Donations | $ 233,118 |
| Long Term Debt (Lodge) | $ 16,812,691 |
| Long Term Debt (Other) | $ 343,781 |
| Capital Surplus | $ 1,643,916 |
| Accumulated Cash Surplus | $ 2,421,793 |
| Capital Reserve | $ 1,717,500 |

| Lodge Income Statement | |
|---|---|
| Resident Revenue | $ 6,730,959 |
| Municipal Requisitions | $ 1,115,058 |
| Lodge Assistance Grant | $ 2,895,487 |
| Other Revenue & Grants | $ 52,317 |
| **Total Revenue** | **$ 10,793,821** |
| Taxes | $ 0 |
| Utilities | $ 916,936 |
| Food/Housekeeping Supplies | $ 1,132,344 |
| Resident Services | $ 53,579 |
| Maintenance /Improvements | $ 1,815,093 |
| Staffing | $ 5,168,343 |
| Administration | $ 453,156 |
| Long Term Debt Interest | $ 473,584 |
| **Total Expenses** | **$ 10,013,034** |
| **Excess (Shortfall)** | **$ 780,787** |

## 2018 FINANCIAL

| Housing Balance Sheet | |
|---|---|
| **Assets** | |
| Cash | $ 1,111,430 |
| Accounts Receivable | $ 82,751 |
| Prepaid Expenses | $ 246,484 |
| Security Deposit Trust Account | $ 24,957 |
| **Liabilities** | |
| Accounts Payable | $ 280,546 |
| Accrued Vacation Liability | $ 92,099 |
| Unexpended Donations | $ 134,609 |
| Tenants Security Deposit | $ 24,957 |
| Restricted Operating Reserve | $ 70,600 |
| Due to ASHC | $ 167,300 |

| Housing Income Statement | |
|---|---|
| Resident Revenue | $ 2,078,297 |
| Utilities Recovered | $ 305,257 |
| Sundry Income | $ 89,813 |
| Operating Grant (from Province) | $ 348,700 |
| **Total Revenue** | **$ 2,822,066** |
| Taxes | $0 |
| Utilities | $ 731,132 |
| Operating Expenses | $ 86,780 |
| Maintenance /Improvements | $ 627,554 |
| Staffing | $ 1,032,948 |
| Administration | $ 356,597 |
| **Total Expenses** | **$ 2,835,013** |
| **Capital Asset/Amortization Exp** | **$ 27,535** |
| **Due to ASHC (Province of AB)** | **$ (40,482)** |

*The Government of Alberta also funded $3.036 million in Rent Supplements helping 390 households!*

*The detailed Audited Financial Statement is available through the Grande Spirit Foundation Administration Office*

*9505-102 Ave, Grande Prairie, AB T8V 7G9 • Ph: 780-532-2905 Fax: 780-539-3155 • www.grandespirit.org*

# GRANDE SPIRIT FDUNDATIDN

# 2018 ANNUAL REPDRT

*Chair Judy Kokotilo-Bekkerus at the Lakeview Flag Raising ceremony.*

## 2018 Board of Directors

| | | | |
|---|---|---|---|
| City of Grande Prairie: | Clyde Blackburn | Town of Spirit River: | Denise Skoworodko |
| County of Grande Prairie: | Corey Beck | Town of Beaverlodge: | Judy Kokotilo-Bekkerus |
| Saddle Hills County: | Alvin Hubert | Town of Sexsmith: | Isak Skjaveland |
| MD of Greenview: | Roxie Rutt | Town of Wembley: | Cory Gundersen |
| Birch Hills County: | Denise Joudrey | Village of Rycroft : | Joanne Chelick |
| MD of Spirit River: | Elaine Garrow | Village of Hythe: | Brian Peterson |

*"We serve seniors, families, and individuals by providing quality, affordable housing"*

## PORTFOLIO (At December 31, 2018)

| Program Name | Total Units | Total Residents | | Average Age | Average Rent Paid (per unit/month) | Operating Cost (per unit/month) |
|---|---|---|---|---|---|---|
| **Seniors Lodge** | | | | | | |
| Grande Prairie | 385 | 412 | | 84 years | $1301 | $1627 |
| Spirit River | 42 | 42 | | 84 years | $1272 | $2325 |
| | | | | | | |
| **Provincial Programs** | | | | | | |
| **Seniors Apartment** | | | | | | |
| Grande Prairie | 122 | 124 | | 77 years | $543 | $502 |
| Rural | 156 | 161 | | 75 years | $506 | $689 |
| **Family Housing Direct Rental** | | | | | | |
| Grande Prairie | 40 | 141 | (Adult) | 35 years | $442 | $1103 |
| Rural | 21 | 59 | (Adult) | 38 years | $416 | $1215 |
| **Family Housing Rent Supplement** | | | | | **Monthly Average Subsidy Paid** | |
| Private Landlord Program | 306 | 469 | (Adult) | 48 years | $591 | |
| Direct to Tenant Program | 154 | 376 | (Adult) | 41 years | $457 | |
| | | | | | | |
| **Contract Management** | | | | | | |
| **Accessible Housing** | 17 | 25 | (Adult) | 49 years | $443 | |
| **Affordable Housing** | | | | | **Affordable Rents** | |
| Margaret Edgson Manor | 70 | 131 | (Adult) | 46 years | $725 | |
| Hearthstone Manor | 40 | 65 | (Adult) | 50 years | $500—$850 | |
| **Total number of units** | **1275** | | | | | |
| **Total number of residents** | **1746** | | | | | |

## TURNOVER 2018

| | Move-outs | Move-ins |
|---|---|---|
| **Lodge** | 121 | 179 |
| **Senior Apartment** | 60 | 72 |
| **Family Housing Direct Rental** | 13 | 10 |
| **Affordable Housing** | 27 | 26 |
| **Accessible Housing** | 3 | 3 |

*In Memory of*
*Grande Spirit Foundation Board Chair Claude Lagace*
*who served as chair for 8 years.*

*Heritage Lodge Residents with their Easter Bonnets.*

## STAFF PROFILE

| | |
|---|---|
| Total Staff | 145 |
| Administrative Services | 24 |
| Food Services | 26 |
| Resident Services | 57 |
| Relief Staff | 21 |
| Maintenance Services | 17 |
| Annual Payroll | $ 6,487,633 |

## WAITLIST (At December 31, 2018)

| | |
|---|---|
| Seniors Lodge | 30 Households |
| Seniors Apartment | 79 Households |
| Senior Enhanced Apartment | 31 Households |
| Family & Special Purpose Housing | 327 Households |

*Pioneer Lodge Manager Kathy Belyan with resident Anne Popowich during a visit with some goats!*

## HIGHLIGHTS

- Heritage Lodge received a $500,000 HVAC upgrade
- Wild Rose Manor, Heritage Lodge and Pioneer Lodge all received $200,000 Nurse Call upgrades
- Lakeview's occupancy grew from 50% in January 2018 to 94% by December 31, 2018
- Need's assessment and Business Case have been completed and submitted to the Province requesting a new Seniors facility with 90+ lodge rooms
- The Friends of the Grande Spirit Foundation raised over $23,000 with the annual Fall Harvest Dinner for quality of life enhancements in senior facilities and received a $200,000 donation

# Grande Spirit Foundation

*"Providing Affordable Housing to Seniors and Families"*

March 12, 2019

Member Municipalities
Grande Spirit Foundation

**Attention: Financial Department**

Re: 2019 Municipal Requisition
Seniors Lodge Operations

Enclosed is the invoice for the 2019 Municipal Requisition. The Grande Spirit Foundation uses this funding to assist with offsetting the costs for the operations of the five Senior Citizen Lodges.

To balance the budget for 2019, the Grande Spirit Foundation Board approved a 5% total requisition increase over 2018.

The requisition is based on the 2019 Provincial Equalized Assessment Report, so actual changes for an individual municipality will depend on the changes to these assessed values. The equalized assessment and requisition for each of the 12-member municipalities is also attached.

Please note that payment is due by June 30, 2019, however payment as early as possible would be appreciated. Feel free to contact me if you have any questions.

Yours Truly,

Samantha Stuart
Financial Manager

encl

*9505 – 102 Avenue, Grande Prairie, Alberta T8V 7G9*
*Telephone: (780) 532-2905 Fax: (780) 539-3155*

**Municipal Requisition 2019**

| Grande Spirit Foundation | | | |
|---|---|---|---|
| *Member Municipality* | 2019 Requisition | 2019 Equalized Assessment | % increase over 2018 |
| City of Grande Prairie | $ 454,672 | $ 9,834,733,939 | 2.18% |
| County of Grande Prairie | $ 395,000 | $ 8,544,009,341 | 5.65% |
| MD 16 Greenview | $ 132,690 | $ 2,870,131,639 | 7.83% |
| County of Saddle Hills | $ 117,558 | $ 2,542,826,016 | 8.97% |
| County of Birch Hills | $ 13,890 | $ 300,449,410 | 2.11% |
| Town of Sexsmith | $ 14,685 | $ 317,652,103 | 2.51% |
| Town of Beaverlodge | $ 13,310 | $ 287,900,679 | 2.64% |
| MD 133 Spirit River | $ 10,724 | $ 231,964,871 | 3.67% |
| Town of Wembley | $ 8,552 | $ 184,988,593 | 6.85% |
| Town of Spirit River | $ 4,053 | $ 87,664,689 | 2.20% |
| Village of Hythe | $ 3,000 | $ 64,886,960 | 4.35% |
| Village of Rycroft | $ 2,675 | $ 57,855,341 | 13.12% |
| **Totals** | **$ 1,170,809** | **$ 25,325,063,581** | |

**2018 Requisition = $1,115,056**

**5% increase for 2019**

**2019 Requisition = $1,170,809**

ALBERTA
SENIORS AND HOUSING
*Office of the Minister*
*MLA, Edmonton-Riverview*

RECEIVED
MAR 14 2019

AR47218

February 28, 2019

Ms. Judy Kokotilo-Bekkerus
Board Chair
Grande Spirit Foundation
9505 – 102 Avenue
Grande Prairie AB T8V 7G9

Dear Ms. Kokotilo-Bekkerus:

*Budget 2018* continued our government's $1.2 billion capital funding commitment to building and renewing affordable housing in our province, helping to ensure all Albertans have greater access to a safe, secure and affordable place to call home. *Budget 2018* also continued our government's commitment to opening 2,000 new long-term care and dementia care spaces and continuing to add new facility-based continuing care capacity through the new Building Communities of Care program. As we work to fulfill these commitments, the Ministries of Health and Seniors and Housing have worked to identify the communities in which both new designated supportive living spaces and the renewal of the community lodge are a priority.

We are pleased to advise under the Government of Alberta's Building Communities of Care and Seniors Housing Development and Renewal capital programs, a capital investment project of up to $24 million is approved to replace the existing Pleasant View Lodge with a new facility that includes 52 designated supportive living and 40 lodge spaces. This integrated project will ensure Albertans with low income have access to housing with the support needed to help them achieve housing stability, and those in need of increased health care supports will have access to these services within one facility.

Prior to planning or making any public communication or media events, such as ground breaking or opening ceremonies, I ask you contact Mr. Kirk Heuser, Director, Communications, Seniors and Housing, at 780-638-2978 (toll-free by first dialing 310-0000) or by email at kirk.heuser@gov.ab.ca.

.../2

404 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550 Fax 780-415-9411
9202B - 149 Street, Edmonton, Alberta T5R 1C3 Canada Telephone 780-414-0719 Fax 780-414-0721

*Printed on recycled paper*

Department staff from both Seniors and Housing and Health will work closely with you to ensure the successful delivery and completion of this capital project, and to facilitate an operational agreement with Alberta Health Services for the designated supportive living spaces. Ms. Monika Bhardwaj, Director, Capital Improvement and Technical Advisor Services, Seniors and Housing, will be in contact with the Foundation in the next few weeks to begin the next steps of the capital development process. If you have any questions, please contact Ms. Lynda Cuppens, Executive Director, Housing Capital Programs Branch, Seniors and Housing, at 780-422-8474 (also toll-free by first dialing 310-0000) or by email at lynda.cuppens@gov.ab.ca.

Thank you for your commitment to providing affordable housing and continuing care services in Spirit River. We look forward to working with you as this important project comes to realization.

Sincerely,

Lori Sigurdson
Minister of Seniors and Housing

Sarah Hoffman
Minister of Health

cc: Steve Madden
Chief Administrative Officer, Grande Spirit Foundation

# Grande Spirit Foundation

## Total Portfolio

March 15, 2019

### Total Portfolio

| | # Units | # Empty | Present Occ. | Move In | Move Out | Moves YTD |
|---|---|---|---|---|---|---|
| Seniors Lodge | 427 | 22 | 465 | 26 | 18 | 44 |
| Seniors Apartment | 270 | 19 | 277 | 6 | 12 | 18 |
| Fam Hsg Direct Rental | 61 | 3 | 162 | 6 | 4 | 10 |
| Rent Supplement | 309 | 43 | 477 | 29 | 13 | 42 |
| Direct Rent Supplement | 168 | | 410 | | | |
| | 1235 | 87 | 1791 | 67 | 47 | 114 |

### Seniors Lodge

| | Location | # Units | # Empty | Present Occ. | Move Ins | Move Outs | Moves YTD |
|---|---|---|---|---|---|---|---|
| Pioneer | Grande Prairie | 48 | 3 | 48 | 4 | 5 | 9 |
| Heritage | Grande Prairie | 72 | 1 | 72 | 1 | 2 | 3 |
| Wild Rose | Grande Prairie | 74 | 1 | 80 | 4 | 3 | 7 |
| Pleasantview | Spirit River | 42 | 2 | 42 | 2 | 2 | 4 |
| Wild Rose Villas | Grande Prairie | 41 | 0 | 49 | 2 | | 2 |
| Lakeview Lodge | Clairmont | 72 | 14 | 65 | 8 | 4 | 12 |
| Lakeview Villa | Clairmont | 78 | 1 | 109 | 5 | 2 | 7 |
| | | 427 | 22 | 465 | 26 | 18 | 44 |

### Seniors Apartment

| | Location | # Units | # Empty | Present Occ. | Move Ins | Move Outs | Moves YTD |
|---|---|---|---|---|---|---|---|
| Aurora | Grande Prairie | 30 | 2 | 28 | 2 | 2 | 4 |
| James | Grande Prairie | 21 | 0 | 21 | | | 0 |
| Dieppe | Grande Prairie | 71 | 1 | 74 | 3 | 4 | 7 |
| Amisk | Beaverlodge | 60 | 4 | 66 | 1 | 3 | 4 |
| Martin Hein | Wembley | 8 | 0 | 8 | | | 0 |
| Sunset Homes | Sexsmith | 18 | 0 | 22 | | | 0 |
| Sunshine Plaza | LaGlace | 12 | 2 | 14 | | 1 | 1 |
| Rose Haven | Spirit River | 20 | 1 | 21 | | 1 | 1 |
| Potter Villa | Rycroft | 8 | 1 | 9 | | | 0 |
| Poplar Ridge | Wanham | 8 | 3 | 5 | | 1 | 1 |
| Summerset | Eaglesham | 8 | 5 | 3 | | | 0 |
| Bezanson Senior Cottages | Bezanson | 6 | 0 | 6 | | | 0 |
| | | 270 | 19 | 277 | 6 | 12 | 18 |

## Family Housing Direct Rental

| Community | Location | # Units | # Empty | Present Occ. | Move Ins | Move Outs | Moves YTD |
|---|---|---|---|---|---|---|---|
| BFH (26) | Blodge/Wembley | 10 | 0 | 29 | 1 | | 1 |
| GPFH (24) | Grande Prairie | 21 | 3 | 50 | 2 | 4 | 6 |
| GPFH (40) | Grande Prairie | 19 | 0 | 53 | 3 | | 3 |
| SFH (27) | Sxmith/Clrmont | 8 | 0 | 25 | | | 0 |
| SRFH (29) | Spirit River | 3 | 0 | 5 | | | 0 |
| | | 61 | 3 | 162 | 6 | 4 | 10 |

## Rent Supplement

| | # Units | # Empty | Present Occ. | Move Ins | Move Outs | Moves YTD |
|---|---|---|---|---|---|---|
| Beaverlodge | 5 | 1 | 5 | | | |
| Grande Prairie | 304 | 42 | 472 | 29 | 13 | 42 |
| | 309 | 43 | 477 | 29 | 13 | 42 |

## Direct Rent Supplement Assistance

| | | | | | |
|---|---|---|---|---|---|
| Currently Allocated (Units) | 168 | Currently Allocated (People) | 410 | Waitlist | 33 |

## Waitlist Information

| | Seniors Lodges | Seniors Apts | Enhanced Apts | Family Housing |
|---|---|---|---|---|
| Total Households | 44 | 95 | 35 | 364 |
| Total People | 52 | 111 | 45 | 865 |
| Average Age | 78 | 74 | 81 | |
| Average Age Head of Household | | | | 41 |
| Average Income | $30,879 | $29,712 | $40,899 | $20,295 |
| Average # Children | | | | 2.4 |
| Having Employment Income | | | | 287 |
| Single Parent Family | | | | 298 |
| Some Disability | | | | 180 |

**TO:** Members of Council

**FROM:** Hermann Minderlein, CAO

**RE:** Report to Council – April 4, 2019 Regular Meeting of Council

**SUBJECT:** CAO Report

**RECOMMENDATION**: That Council receive the CAO's written report and verbal updates for information;

That Administration be directed to provide Dan Dibbelt (PREDA) with the following items that could be included in the PVCRTS River Development Study or suggestions for RFP Scope of Work:
1. …
2. …

**REPORT:**

| | |
|---|---|
| March 18 to 20 | RMA |
| March 20 | Meeting in afternoon with Bill Rogan from the County of Grande Prairie and their contractor in Edmonton to go over the work done on our ICF to date |
| Mar 22 to 23 | Staying on in Edmonton to attend Assessment Review Board refresher training on the 21st and 22nd, and not returning to the area until the morning of the 23rd |

I received a request from Steve Madden at GSF on Mar 20th requesting advertising of vacancies in their Wanham and Eaglesham units. This was done through our website and Facebook page on March 26th.

I received an email from Sandra Fox on March 27th advising that there would not be a meeting of the PVCRTS on April 2, 2019. She advised that she has requested the assistance of PREDA to draft an RFP for the River Development Study, and requested that all CAOs provide Dan Dibbelt - preda@peacecountrycanada.com with a list of council reps suggestions for any specific information they would like included in the study or suggestions of RFP Scope of Work. Dan will be drafting the RFP based on the Scope of Work that we provide him. Once a draft RFP has been completed, Sandra will distribute it to all members for comment and additional input before it is finalized.

My schedule following the April 4th Council meeting is shaping up as follows:

| | |
|---|---|
| ? | Budget Workshop |
| April 12 | CANCELLED - ARMAA/LGAA Zone 4 Meeting in Manning |
| April 25 | Regular Council Meeting |

I will be at the meeting and will provide a verbal update provide Council with additional information if required.

**MEMORANDUM**

April 4, 2019

TO: CAO, Birch Hills County

**Director of Corporate Services – Administrative Update as of April 1, 2019**

## 2018-19 Application: Local and Provincial Grant Programs

The following **2018-19 grant program funding** remains a receivable:

- Grants in Place of Taxes (GIPOT) $18,899.74 **Received March 19**

**Grants in Place of Taxes (GIPOT)** funding assists with the cost of providing municipal services if there is property in the municipality that the Crown has an interest in. GIPOT grants are based on property taxes the Crown would pay if the property were not exempt from taxation. The majority of GIPOT we receive is for grazing reserve and a forestry lookout tower south of Codesa.

## 2018-19 Reporting: Local and Provincial Grant Programs

**2018 Agriculture Service Board (ASB)** grant reporting submission window is May 1 – June 20. Funding of $115,946 will be reported as fully allocated to the 2018 ASB operating budget which must meet provincial legislative requirements included in the Agriculture Service Board Act.

**2018 Alberta Emergency Management Agency's (AEMA) Disaster Recovery Program (DRP)** spring flood event preliminary cost estimate is $242,471. Administration met with AEMA staff March 27. Clarification of program guidelines and qualifying expenses may result in a slight increase to our DRP claim. Submission deadline is May 27.

**2018 Canada Summer Jobs** activity report and payment claim were submitted September 24. Birch Hills County (BHC) received funding of $4,896 to offset ASB seasonal staff wages and incremental costs.

**2018 Family and Community Support Services (FCSS)** grant Annual Program Reporting has been drafted. 2017 unspent funds include; provincial $794 and municipal $199. 2018 funds include; provincial $47,606 and municipal $11,902. 2018 FCSS funding will be fully allocated; 46% Joint FCSS Programs, 28% School Liaison, 13% youth programs, 7% admin fees, and 6% victims assistance. Administration will continue report revisions with the FCSS Financial Review Officer and submit by May 1. Administration is also drafting the 2018 FCSS Provincial Progress and Outcomes Report.

**2018 Municipal Sustainability Initiative (MSI) Capital** grant Statement of Funding & Expenditure (SFE) reporting is being drafted. 2017 unspent funding of $490,151 and 2018 funding of $940,325, including re-profiled funding of $299,901 (2018-19) and $261,045 (2019-20), with $5,432 interest earned reported, will be partially allocated to 2018 capital projects and gravel crushing. Funding of $348,209 will be reported as deferred to 2019.

**2018 MSI Capital Basic Municipal Transportation Grant (BMTG)** component Statement of Funding & Expenditure (SFE) reporting is being drafted. 2017 unspent funding of $398,370 and 2018 funding of $413,293, with $5,534 interest earned reported, will be fully allocated to gravel transfer and annual gravel haul trucking costs only.

**2018 MSI Operating** grant Statement of Funding & Expenditure (SFE) reporting is being drafted. 2018 funding of $86,644 with no interest earned will be fully allocated to the Eaglesham contract grader.

**Atco Electric** local grant funding of $5,000 was fully allocated to Fire Department supplies.
**Alberta Health Services** local grant funding of $2,000 received December 2018 will be spent on Medical First Responder supplies.

## 2019-20 Application: Local and Provincial Grant Programs

**2019 Alberta Summer Temporary Employment Program (STEP)** confirmation of application approval was received March 12. Based on population, BHC may only apply for two STEP positions and both must be enrolled in secondary or post-secondary education. The program will provide a wage subsidy of $7.00 per hour; as a result, BHC has been approved for up to $7,875. We declined this program in 2017 and 2018 as we received Canada Summer Jobs program funding.

**2019 Canada Summer Jobs** (CSJ) application approval remains outstanding. If approved, this program provides a wage subsidy of $7.50 per hour. CSJ program is no longer restricted to students; as a result, all youth are eligible. BHC received $6,588 (2017) and $4,891 (2018) for the previous program years.

**2019 Family and Community Support Services (FCSS)** 1st Qtr. payment of $14,876 was received January 8.

**2019 Federal Gas Tax Fund (FGTF)** program will see a one-time top-up. The Canadian Government will double their commitment to municipalities in 2019-20, to ensure communities have the funds they need to pay for crucial repairs and other important local projects. Administration is reviewing FGTF program guidelines and is making project plans a priority. Total funding of $309,261 includes 2017 deferred $52,554, 2018 yet to receive $85,569 and 2019 $171,308 (double 2018 funding).

**2019 MSI Operating** project plans will be submitted by mid-April. Assuming the MSI program remains at the 2018 funding level; BHC should receive $86,644, which will be fully allocated to the Eaglesham contract grader.

**2019 MSI Capital** project plans will be submitted by mid-April. Assuming the MSI program remains at the 2018 funding level; BHC should receive $379,379. Total funding of $727,588 (2018 deferred $348,209, 2019 $379,379) will be partially allocated to the 2019 Capital Budget of $683,900.

**2019 MSI Capital Basic Municipal Infrastructure Grant (BMTG)** component project plans will be submitted by mid-April. Assuming the MSI program remains at the 2018 funding level; BHC should receive $413,293 which will be allocated to the 2019 gravel haul and gravel transfer trucking only.

**2019 Strategic Transportation Infrastructure Program (STIP)** provides financial assistance for developing and maintaining key transportation infrastructure that promotes economic growth and improves mobility, while also supporting job creation. Components that may apply to BHC include rehabilitation of Local Road Bridges (existing bridges) and Resource Road Program (new bridges may be eligible). Funding is provided on a cost shared basis of 75/25 per cent split and based on highest provincial project ranking. Administration is reviewing our future Public Works plans and will update Council as we consider utilizing this grant program.

## Assessment and Property Tax Update

**Alberta School Foundation Fund (ASFF)** 1st Qtr. payment was made March 29. The 2019 mill rates and requisitioned amounts have not been finalized. As a result, the March payment is based on the previous year's amount of $208,503.

**Designated Industrial Property (DIP)** requisition information as listed. Payment is due to the Province September 15.

| Ministerial Order | 2018 Designated Industrial Property Assessment | 2019 Designated Industrial Property Tax Rate | 2019 Requisition Amount | Balance forward from 2018 | Total Amount Due |
|---|---|---|---|---|---|
| 010/19 | $182,778,650 | 0.0786 | $ 14,366.40 | $- 0.71 | $ 14,365.69 |

The **Grande Spirit Foundation** approved a 5% total 2018 requisition increase over 2017. The requisition is based on the 2019 Provincial Equalized Assessment Report, so actual changes for an individual municipality will depend on the changes to these assessed values. Our invoice was received March 15 in the amount of $13,890 which is a 1.03% increase. The Foundation uses this funding to assist with offsetting the costs of operating the five Senior Citizen Lodges.

The **Tax Recovery Process** continues throughout the year, beginning with property tax arrears letters mailed mid-January. A tax arrears list for properties two years in arrears, due by March 15, has been prepared and displayed at the municipal office. Our request to register caveats on properties on the tax arrears list was received by Alberta Land Titles March 26th. Note: tax payment may be received at any time throughout this process.

**Rural Municipalities of Alberta (RMA)** survey on unpaid property taxes from the energy sector was submitted March 19 with a total of $310,981 in arrears.

| Linear | Mach & Equipment | Subtotal | School Req | Seniors Requisition | DIP Requisition | Non-Residential |
|---|---|---|---|---|---|---|
| $118,432.19 | $92,361.35 | $210,793,54 | $33,088.12 | $589.19 | $123.96 | $66,386.19 |

Due to outstanding obligations, the Provincial Recreation Lease for **Dreamer's Lake Recreation Association** has been cancelled. This non-profit organization, that was previously exempt from property taxes, will receive a 2019 tax notice estimated at $2,800. There is a communications tower on the property that will now also be taxable. Administration wants Council to be aware of this change in exemption from property taxation for future reference.

Combined **Birch Hills County property assessment/tax notice** printing and mailing has historically been early May with the first tax deadline being August 15th. Administration is ensuring we are ready to process the estimated 4,000 annual notices. Residents will be reminded that property tax payment receipts are only mailed upon request.

Lucy attended the **Municipal Affairs (MA) Taxation and Assessment workshop** March 28 in Peace River. Key topics discussed include but are not limited to the following:

- Minimum tax must be the same for all assessment classes
- DIP is not appealable, owners cannot file an assessment complaint
- Notices should be mailed at least 14 days prior to "assessment date" to allow sufficient number of days to file a complaint by out-of-province ratepayers
- Which amounts can be added to tax rolls
- Clarification regarding BHC assessment/tax notices having all required information

**Finance Update – Budget 2019**

Administration continues to review and update the **2019 O&M Budget**.

**Finance Update – Miscellaneous**

Administration submitted the **Water North Coalition (WNC)** questionnaire March 19. WNC aims to bring a resolution to the RMA convention in November addressing the need for stable, consistent funding for water and wastewater. **BHC will host the next WNC July meeting.**

**Notice Demand Account (NDA)** authorized transfer scheduled for March 20 was deemed unnecessary. The next Notice Demand Account (NDA) withdrawal transfer is scheduled for April 20.

Upon completion of the **2018 annual audit**, finance staff held an audit debrief meeting March 21 to review journal entries with notes recorded to address areas for improvement. I was happy with the audit and appreciate all the hard work the administration team completed throughout the year and during the audit.

**GST/HST Public Service Bodies' Rebate** for February was submitted March 27 in the amount of $8,176.47.

Lucy will attend the **RMA Insurance RiskPro Seminar** April 3&4 in Grande Prairie.

Dion and I are scheduled to attend the **UofA Certificate in Municipal Management & Leadership (CMML) Module 6 (final module) – Building Engaging Workplaces and Sustaining Your Leadership Development** April 9&10.

Jean Sylvain will present the **2018 Draft Financial Statement** at today's Council meeting. Once approved by Council, Jean will submit the **2018 Financial Statement, Auditor's Report, and Financial Information Return** to Municipal Affairs. Jean submitted the **2018 Local Authorities Pension Plan (LAPP) Audit Report** to Alberta Pension Services March 28.

**Emergency Management** – **If you never practice, you don't know how you will respond.**

**Central Peace Regional Emergency Management (CP-REM)** upcoming training schedule as follows:

| | | |
|---|---|---|
| - Personal Disaster Preparedness (72 Hr.) | April 17 | Brownlee Building |
| - Director of Emergency Management (DEM) | May 10 | Saddle Hills County |
| - Scribe Course | June 20 | Brownlee Building |
| - Incident Command System (ICS) 300 | November 6-8 | Saddle Hills County |
| - Municipal Elected Officials | November 25 | **Birch Hills County** |

Shawna Schwerdt attended the **Emergency Social Services (ESS)** meeting February 28. BHC contact information was updated regarding the CP-REM Emergency Management plan. Training for the on-line Registration Reception Centre Program (RRCP) was discussed. Emergency reception centre locations may require WIFI capability in the future. **Birch Hills County will host the June 6 ESS meeting.**

**Central Peace Regional Emergency Management (CP-REM)** meeting was held March 7. Items on the agenda included Emergency Management Act update, Local Authority Emergency Management Regulation (new), March 15 regional tabletop exercise, 2020 Regional Exercise, annual Emergency Plan update, Central EOC (Brownlee Building), MD-133/Rycroft flood mitigation grant, and Disaster Recovery Program. **Birch Hills County will host the July 18 CP-REM meeting.**

Jim Alexy and Shawna Schwerdt attended the **March 15 regional tabletop exercise**. Legislation comes into effect January 2, 2020 which will require mandatory annual emergency practices and mandatory Director of Emergency Management (DEM) training. The tabletop exercise was well received and reinforces the fact that practicing emergency response is an important step in being well prepared.

Shelley Braun
Director of Corporate Services

**MEMORANDUM**

April 2nd, 2019

TO: CAO, Birch Hills County

**Public Works Report (As of April 2nd, 2019)**

**Snow Melt Preparation**
PW crews (grader operators and equipment Operators) have been busy in the past two weeks pushing back snow from ditches and removing snow from areas to aid in controlling the snow melt runoff when the weather changes. Contractors are helping us remove the heavy snow pack and ice jams from the bigger ditches and troubled areas that we know of. March 18th select places in the County experienced snow melt and run off. Compared to last year the County has experienced very few places of roads been washed over and as of April 1 2019 there had been only 3 roads closed due to impassable conditions. Staff is waiting for the water to stop and then these areas will be addressed.

**Further information**
I was out of the Country for the week of March 25-29th, 2019 during that time PW staff continued maintenance operations as expected to do.

Thank you
Dion Hynes, C. Tech PMP, Director of Public Works

**MEMORANDUM**

March 29, 2019

TO: CAO, Birch Hills County

**Director of Agriculture Services – Administrative Update as of March 29, 2019**

Since the last Council Meeting and Budget meeting Kathrin and I have only been in the office 3 days. We were away on holidays from March 19th – 27th.

We will be finishing our Legislature course April 19th. Kathrin's writes her pesticide applicators exam on April 17th.

We have received quite a few resumes for the summer positions. We will be starting interviews next week. If weather keeps going the way it is we will be starting summer staff first week of May.

March 2nd and 3rd Kathrin and I will be in Peace river for the Transportation corridors workshop that the Peace Region AAAF host as well as a PRAAAF meeting.

The next few weeks are going to go by fast and soon we will have all our summer staff tackling the surprises that were left behind from last years mess mother nature left behind.

If there are any questions please don't hesitate to contact me.

Amanda Ouellet
Director of Agriculture

April 01, 2019

CAO, Birch Hills County

**FIRE SERVICE BOARD REPORT (as of date prepared)**

March 11 Delivered training to WFD on command tactics

March 20 Attended a Partners in Protection meeting in Falher and heard updates from mutual aid partners as well as gave our own updates

March 21 Instructed a live fire evolution to the G5 recruit class

March 31 Attended the grad of the G5 recruit class of 2019

March was very slow callout wise and for that I am grateful. I was however, kept busy with delivery of trainings as well as attending a couple of meetings. The recruit class has finished and all have graduated with a class average on exams being 82%. As it stands today BHCFD has 4 possibly 5 people that wish to sign up for next year's recruit class. With the snow being almost gone in most areas of the county I will be watching weather trends closely and hope that we don't become too dry early. The latest emails I have gotten from Forestry are calling for dry conditions for spring and the early part of summer, so these are concerns for me and I will be monitoring closely. The April trainings will focus on our wildland skills and polishing them up.

Tom Morgan
Birch Hills County Fire Chief

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| **MEETING** | **November 23, 2017 Regular Council Meeting** | | | |
| **RC17-404** | that Council direct Administration to:<br>1. post a copy of Bylaw 2017-08, the Code of Conduct Bylaw on the County's website;<br>2. to include a copy of Bylaw 2017-08, the Code of Conduct Bylaw in future nomination/election packages; and<br>3. bring the Procedural Bylaw No. 2014-06 back to Council at a future Governance meeting regarding the review requirements for Bylaw 2017-08, the Code of Conduct Bylaw. | Bev/Lucy/ Shawna<br>Shawna<br><br><br>CAO Minderlein/Shawna | Post Bylaw to website<br>Updated the nomination /election packages.<br>Add Bylaw to future Governance Meeting Agenda | <br>COMPLETED<br><br>COMPLETED |
| **MEETING** | **December 14, 2017 Regular Council Meeting** | | | |
| **RC17-428** | that Council bring the policy - Personnel Handbook back to a future governance meeting. | CAO Minderlein | | |
| **MEETING** | **February 15, 2018 Regular Council Meeting** | | | |
| **RC18-062** | that Council direct Administration not to proceed with the purchase of a County Vehicle and to conduct a review County's policies and bring back recommendations to Council at a future Governance Meeting as to changes that would encourage or require participants to conferences and meetings to travel together. | Shelley<br><br>CAO Minderlein/ Shawna | Shelley updated 2018 Capital Budget | |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| **MEETING** | **August 9, 2018 Regular Council Meeting** | | | |
| **RC18-279** | that Administration bring back Bylaw No. 2014-03 Birch Hills County Regional Fire Services Bylaw with Schedule of Fees and Charges to Council for review at a future Governance Meeting and/or Regular Council Meeting. | CAO Minderlein/ Shawna | | |
| **MEETING** | **October 25, 2018 Organizational Council Meeting** | | | |
| **RC18-373** | that Council accept the presentation regarding the Birch Hills County Fire Department appointments for information and direct Administration to bring the Fire "Term of Fire Department Officers" and "Election Procedure/Quorum" to Council at a future Governance Meeting. | CAO Minderlein/ Shawna | | |
| **MEETING** | **December 13, 2018 Regular Council Meeting** | | | |
| **RC18-432** | that Council direct Administration to work with the Administration of Birch Hills County's G5 partners to draft a bylaw for the formation of a Regional Subdivision and Development Appeal Board (SDAB) and to bring the draft to Council for review at a future Regular Council Meeting. | CAO Minderlein | Emailed G5 ISDAB draft Bylaw and Agreement on Jan. 25 for their review and inputs. | |
| **MEETING** | **February 14, 2019 Regular Council Meeting** | | | |
| **RC19-039** | that Council authorize a 10% increase to Honourarium rates for Elected Municipal Officials and Members at Large effective January 1, 2019, | Marlene Shawna | Emailed new remuneration sheet out with | Bylaws and Policies being reviewed |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | and direct Administration to bring back to Council the amendments to bylaws and policies required to support such an increase. | | changes. | |
| **RC19-040** | that Council authorize an increase to the amounts paid by Birch Hills County for breakfast from $12.60 to $15.75 per meal effective March 1, 2019, and direct Administration to bring back to Council the amendments to bylaws and/or policies required to support such an increase. | Shawna | Emailed new remuneration sheet out with changes. | Bylaws and Policies being reviewed |
| **RC19-041** | that Council direct Administration to bring back to Council such bylaws and/or policies that would require amendment to support the expansion of the annual increase for the Cost of Living Assistance (COLA) currently provided to staff to include Council to a future Regular Council meeting. | | | |
| **RC19-044** | that Council table item 8.g ASB Composition of Board Bylaw to a future Regular Council meeting and direct Administration to provide relevant information for that discussion. | Amanda | | On Agenda for April 4, 2019. |
| **RC19-047** | that Council direct Administration to provide mowing for the campsite and the plowing competition location utilizing the roadside mower and staff time prior to the event and permit the use of heavy equipment by a volunteer staff member in support of the truck pull event. | Amanda<br>Dion | Booked | PENDING EVENT |
| **RC19-048** | that Council confirm agreement to jointly apply with the Municipal District of Fairview #136 for an exemption from MGA Section 631, as per Ministerial | CAO Minderlein | Letter sent to Minister of Municipal Affairs, | |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | Order MSL:047/18 #1, as all of the land on the Birch Hills County side of the Peace River is provincially controlled and plus the river is federally controlled. | | awaiting response and cc MD Fairview | |
| **RC19-049** | that Council confirm agreement to jointly apply with the Municipal District of Greenview # 16 for an exemption from MGA Section 631, as per Ministerial Order MSL:047/18 #1, as all of the land on the Birch Hills County side of our border with the Municipal District of Greenview # 16 is provincially controlled and that the Smoky River which is our border is federally controlled. | CAO Minderlein | Letter sent to Minister of Municipal Affairs, awaiting response and cc MD Greenview | |
| **RC19-050** | that Council confirm agreement to jointly apply with Northern Sunrise County for an exemption from MGA Section 631, as per Ministerial Order MSL:047/18 #1, as all of the land on the Birch Hills County side of the Smoky River is provincially controlled and plus the river is federally controlled. | CAO Minderlein | Letter sent to Minister of Municipal Affairs, awaiting response and cc NSC | |
| **RC19-053** | that Council direct Administration to become a member of Sourcewell. | Dion | Mailed out | Awaiting for return of the signed agreement. |
| **MEETING** | **February 28, 2019 Regular Council Meeting** | | | |
| **RC19-070** | that Council direct Administration to send a letter to Alberta Environment and Parks with a copy to Alberta Transportation that provides the background information related to the Saddle (Burnt) River crossing and details Council's request for | Dion/Hermann | *Verbal request "Follow up again after April 16 election." this request was from the March 14* | Letter signed by Deputy Reeve Carbone & mailed out on March 11, 2019 |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | cooperation and actions that would be needed to construct a Low Level Crossing on the Burnt River that would provide a safe and accessible crossing and also direct Administration to bring back responses to a future Council meeting. | | *meeting.* | Copy included March 14 Agenda package. |
| **RC19-072** | that Council direct Administration to contact Enterprise Fleet Management and request that they make a presentation regarding fleet leasing at a council meeting scheduled after the Rural Municipalities of Alberta (RMA) convention in March, 2019. | Dion | | Booked as a delegation for April 4, 2019 Regular Council Meeting. |
| **RC19-073** | that Council adopt the following proclamation:<br>"WHEREAS ...<br>THEREFORE: Reeve and Council for Birch Hills County do hereby proclaim April 7 to 13, 2019, as National Volunteer Week, and urge citizens to recognize the crucial role played by volunteers in our community;". | Shawna/Tracy/Lisa | Posted on BHC Webpage and social medias, Wanham and Eaglesham Post Offices, and advertised in the Signal. | COMPLETED |
| **MEETING** | **March 14, 2019 Regular Council Meeting** | | | |
| **RC19-094** | that Council direct Administration to accept the bid from Brandt of $499,600.00 for a 2019 John Deere 772GP Grader and to accept the trade value of $175,000.00 for the 2014 John Deere 772GP | Dion | Awaiting Delivery | |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | Grader. | | | |
| **RC19-095** | that Council direct Administration to accept the bid from Finning for $356,400.00 for the 2018 CAT 950GC with bucket, snow blade, and pallet forks and to dispose of the 2008 John Deere 644J with bucket, snow blade and pallet forks at auction at a time that would be convenient and estimated to provide the best return. | Dion | Awaiting Delivery | |
| **RC19-096** | that Council direct Administration to table the motion about pickup tenders until after the Enterprise presentation and Spring 2019 RMA conference. | Dion | Council to decide | Awaiting 4 April presentation |
| **RC19-097** | that Council approve the absence of Reeve Manzulenko from the March 14, 2019 Regular Council Meeting. | | | COMPLETED |
| **RC19-098** | that Council accept Ms. Amanda LeBlanc's resignation from the Municipal Library Board and direct Administration to prepare a letter accepting her resignation and thanking her for her service. | Hermann | Letter to be prepared | Awaiting mailing address for Ms. LeBlanc from board |
| **RC19-099** | that Council authorize Administration to approve requests from Organizations requesting that Birch Hills County be listed as their partnering municipal body (including that the County will receive contributed money and issue receipts for such funds) on their application to outside funding for grant | Hermann | | |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | applications, provided that they are a community organization of Birch Hills County and provided that there is no funding requirement from the County. | | | |
| **RC19-100** | that Council authorize Administration to enter into an agreement on behalf of Birch Hills County to have Northern Sunrise County provide assessment services to Birch Hills County for the period of April 1, 2019 to March 31, 2022, with 2019 costs being $87,600.78 based on our parcel count of 4,165 parcels, and indexed annually using the Alberta Consumer Price Index. | Hermann | Awaiting a returned signed copy from NSC. | |
| **RC19-105** | that Council direct Administration to:<br>1. investigate unauthorized work being undertaken on County infrastructure;<br>2.determine if other municipalities have policies that would be appropriate in these types of situations;<br>3.investigate any associated liability for such occurrences; and<br>4. to report back to Council with their findings at a future Council Meeting. | Dion | | |

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Council Meeting | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | April 4, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Bylaw 2019-02<br>Fees, Rates and Charges Bylaw | **Presenter:** | Hermann Minderlein |

## DESCRIPTION:

Council is being presented with the draft Fees, Rates and Charges Bylaw 2019-02 that includes the new rates attached as "Schedule A".

## BACKGROUND:

Fees and charges were reviewed as part of the Council Budget Workshop held on March 15, 2019. Administration has included the changes discussed at that workshop in a revised Fees, Rates and Charges Bylaw. The changes to charges were:

| Item | Description | 2017 | Current | Updated | Unit |
|---|---|---|---|---|---|
| | Residential and Bulk Water | | | | |
| L.1.i) | 1.1 Bulk Water - Residential and Agricultural | 5.50 | 5.75 | 6.00 | Per Cubic Meter |
| L.1.i) | 1.2 Bulk Water - Commercial/Industrial | 11.00 | 11.50 | 12.00 | Per Cubic Meter |
| L.1.ii) | Hamlet Residential and Commercial | 5.50 | 5.75 | 6.00 | Per Cubic Meter |

## COST / SOURCE OF FUNDING:

O&M Revenue Budget – Various Departments

## OPTIONS:

Council may choose to:

1. provide 1st, 2nd, and 3rd reading to the bylaw provided that the unanimous consent of all Councillors present is provided prior to the 3rd reading;

2. provide 1st or 1st and 2nd reading to the bylaw at this meeting and direct Administration to bring back the bylaw for 2nd and 3rd, or 3rd reading at a future Meeting of Council;

3. provide 1st reading to the Bylaw, and make amendments to the bylaw before proceeding to 2nd reading; or

4. receive this item for information and direct Administration to bring the bylaw back at a future Council meeting.

**ATTACHMENT(s):**

Birch Hills County Bylaw 2018-02, the Fees, Rates and Charges Bylaw

Draft BHC Bylaw 2019-02, the Fees, Rates and Charges Bylaw

**RECOMMENDED ACTION:**

It is Administrations recommendation that Council

1. provide first reading to Birch Hills County Bylaw 2019-02, the Fees, Rates and Charges Bylaw;

2. provide second reading Birch Hills County Bylaw 2019-02, the Fees, Rates and Charges Bylaw;

3. provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-02, the Fees, Rates and Charges Bylaw at this meeting; and if approved unanimously;

4. provide third reading to Birch Hills County Bylaw 2019-02, the Fees, Rates and Charges Bylaw.

5. That Council direct Administration to advertise Bylaw 2019-02 as per the Procedural Bylaw 2014-06.

**A Bylaw of Birch Hills County, in the Province of Alberta for the purpose of adopting a revised Schedule of Fees, Rates and Charges.**

**WHEREAS:** The Municipal Government Act, R.S.A. 2000, c. M-26 (hereinafter referred to as "the Act") and amendments thereto, provides that Council may pass bylaws to establish fees on behalf of the municipality; and;

**WHEREAS:** The Act provides for the establishment of fees for licenses, permits and approvals by bylaw; and

**WHEREAS:** The Act provides for the provision of municipal utility services subject to the terms, costs or charges established by Council; and

**WHEREAS:** The Act provides that certain information may be released upon payment of a reasonable fee established by Bylaw, and Council deems it appropriate to charge a reasonable fee for the release of certain information;

**NOW THEREFORE,** the Council of Birch Hills County, in the Province of Alberta, duly assembled hereby enacts as follows:

1. **TITLE**
   a. That this Bylaw shall be known as the Birch Hills County "Fees Bylaw"

2. **DEFINITIONS**
   b. That definitions, for the purpose of this bylaw, include:

   a) "*Act*" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments.

   b) "*Arable*" shall mean capable of producing crops; suitable for farming; suited to the plow and for tillage.

   c) "*Chief Administrative Officer*" or "*CAO*" means the person appointed to the position of Chief Administrative Officer by Council.

   d) "*Council*" means the Council of Birch Hills County.

   e) "*The County*" means "Birch Hills County".

   f) "*Drilling Rig*" shall mean the machine used to drill a wellbore. In onshore operations, the rig includes virtually everything except living quarters. Major components of the rig include mud tanks, mud pumps, derrick or mast, drawworks, rotary table or topdrive, drillstring, power generation equipment and auxiliary equipment.

   g) "*Goods and Services Tax*" or "*GST*" is the tax that is paid on most goods and services sold or provided in Canada and that Municipalities, as a GST/HST registrant, are required to and are responsible for charging and collecting.

h) "*Service Rig*" shall mean a piece of apparatus that can be driven long spans within the well sites for servicing and maintenance purposes. Usage of service rigs becomes extremely important in productive wells when it comes to ensuing periodic maintenance. Apart from cleaning a well or replacing its components, a service rig is also required when a well shuts down.

i) "*Taxable Supplies*" are goods and services that are made in the course of a commercial activity and are subject to the GST/HST (including zero-rated supplies).

1. That the fees, rates, and charges for Municipal licenses, permits, goods, and services are hereby established as identified in Schedule "A" which is attached to, and forming of, this Bylaw, and any applicable taxes shall be added to those rates at the point of sale.

2. That all previous fees, rates, and charges for goods and services as delivered to the Community and NOT noted in this Bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those goods and services as delivered to the Community.

3. That the method of payment for fees, rates, or charges to be at the discretion of Birch Hills County.

4. That if any provision of this Bylaw is deemed invalid, then such provision shall be severed and the remaining Bylaw shall be maintained.

5. That this Bylaw shall have force and take effect on May 1, 2018, and Bylaw 2017-05 shall remain in effect and use until May 1, 2018, at which time it shall be rescinded.

READ a first time this 29th day of March, 2018.

READ a second time this 29th day of March, 2018.

READ a third and final time this 29th day of March, 2018.

SIGNED this 29th day of March, 2018.

Reeve
Gerald Manzulenko

Chief Administrative Officer
Hermann Minderlein

**ATTACHMENTS:**

Schedule "A" – Fees, Rates, and Charges

# Schedule A
# Bylaw 2018-02
# Fees, Rates, and Charges

| DESCRIPTION | RATE | GST | UNITS |
|---|---|---|---|
| A. **Assessment and Property Taxes** | | | |
| 1. Tax Certificate | $ 25.00 | E | Per Certificate |
| 2. Tax Notification Change | $ 50.00 | E | Per Parcel |
| 3. Land Title Certificate | $ 15.00 | E | Per Title |
| B. **Subdivision & Development** | | | |
| 1. Development Permit Application | | | |
| i) For the first $50,000.00 in construction value | $ 100.00 | E | Per Application |
| ii) For each additional $50,000.00 in construction value to a maximum of $2,000.00 | $ 20.00 | E | Per Application |
| 2. Development Permit Appeal (refunded if successful) | $ 100.00 | E | Per Appeal |
| 3. Land Use Bylaw Amendment Application | $ 150.00 | E | Per Application |
| 4. Subdivision Application | $ 150.00 | E | Per Application |
| 5. Subdivision Parcels – processing fee for each title created including the balance of the quarter | $ 100.00 | E | Per Title |
| 6. Subdivision Endorsement Fee, per title created | $ 55.00 | E | Per Title |
| 7. Certificate of Compliance | $ 40.00 | E | Per Certificate |
| C. **Photocopying and Faxes, Single Sided** | | | |
| 1. Photocopying – 5 copies or less | No Charge | | |
| 2. Photocopying over 5 copies, all copies charged | | | |
| i) First 10 pages (Black and White) | $ 0.25 | T | Per Page |
| ii) First 10 pages (Colour) | $ 0.45 | T | Per Page |
| 3. Each additional copy (Black and White) | $ 0.15 | T | Per Page |
| 4. Each additional copy (Colour) | $ 0.20 | T | Per Page |
| D. **Access to Information under the Freedom of Information and Protection of Privacy Act** | | | |
| 1. Fees will be charged as specified in Alberta Regulation 186/2008, Freedom of Information and Protection of Privacy Regulation | | | |
| E. **Maps** | | | |
| 1. County Map, paper | $ 25.00 | T | Per Map |
| 2. Shipping Tubes | $ 2.00 | T | Per Tube |

# Schedule A
# Bylaw 2018-02
# Fees, Rates, and Charges

| DESCRIPTION | RATE | GST | UNITS |
|---|---|---|---|
| 3. County Map, electronic in PDF format | $ 20.00 | T | Per CD |
| 4. Shipping and Handling | Cost Recovery | T | Per Shipment |
| F. **Miscellaneous** | | | |
| 1. Non-Sufficient Funds (NSF) or Dishonoured Cheques | $ 40.00 | E | Per Cheque |
| G. **Accounts Receivable** | | | |
| 1. Penalty on Overdue Accounts, per month (With the exception of Law Firms and Oil & Gas Companies) | 2% | E | Per Account |
| H. **Road Closure or Lease** | | | |
| 1. Application Fee | $ 100.00 | | Per Application |
| 2. Approval | Cost Recovery | | Per Approval |
| 3. Lease, annual fee per acre (1/2 mile of 66 foot wide road allowance = 4 acres) | As per Section I. | | |
| I. **Cash Lease Agreements** | | | |
| 1. Pasture land | $ 25.00 | T | Per Acre |
| 2. Arable land Final rating 30 or above NPR* | $ 40.00 | T | Per Acre |
| 3. Arable land Final rating 29 or below NPR* | $ 30.00 | T | Per Acre |
| *Net Productivity Rating | | | |
| J. **Cemetery Plots** | | | |
| 1. County Owned Cemeteries | $ 100.00 | T | Per Plot |
| K. **Industrial Approvals** | | | |
| 1. Drilling Rig Moves | | | |
| i.) Pre-Inspection of Roads (rig in) | $ 465.00 | T | Per Inspection |
| ii.) Post-Inspection of Roads (rig out) | $ 465.00 | T | Per Inspection |
| 2. Service Rig Moves & Well Completions | | | |
| i.) Pre-Inspection of Roads (rig in) | $ 465.00 | T | Per Inspection |
| ii.) Post-Inspection of Roads (rig out) | $ 465.00 | T | Per Inspection |
| iii.) Well Site Lease Approvals | $ 155.00 | T | Per Approval |
| iv.) Pipeline Crossing/Tie in Approvals | $ 155.00 | T | Per Approval |
| v.) Pipeline Crossing Road Inspection | $ 465.00 | T | Per Inspection |

| DESCRIPTION | RATE | GST | UNITS |
|---|---|---|---|
| vi.) Seismic Survey Notification Approval | $ 155.00 | T | Per Approval |
| 3. Seismic Surveys | | | |
| i.) Pre-Inspection of Roads | $ 465.00 | T | Per Inspection |
| ii.) Post-Inspection of Roads | $ 465.00 | T | Per Inspection |
| 4. Agreement Application | $ 155.00 | T | Per Agreement |
| 5. All non-permitted moves will be charged double the regular cost. | | | |
| 6. Permits with less than 24 hours notice may be charged double the regular cost. | | | |
| L. **Water, Wastewater and Solid Waste (Monthly)** | | | |
| 1. Residential and Bulk Water | | | |
| i.) Bulk Water | | | |
| 1.1 Residential and Agricultural | $ 5.75 | E | Per Cubic Meter |
| 1.2 Commercial/Industrial | $ 11.50 | E | Per Cubic Meter |
| ii.) Hamlet Residential and Commercial | $ 5.75 | E | Per Cubic Meter |
| iii.) Seniors Apartments | $ 140.00 | E | Flat Rate |
| iv.) Municipal Water Line Fee | $ 8.75 | E | Per Water Line |
| v.) Connection/Reconnection Fee for All Accounts | $ 50.00 | E | Per Connection |
| vi.) Renters Deposit Fee | $ 500.00 | E | One Time Charge |
| 2. Wastewater | | | |
| i.) Residential | $ 23.25 | E | Flat Rate |
| ii.) Seniors Apartments | $ 165.00 | E | Flat Rate |
| iii.) Schools/Motels/Hotels | $ 80.00 | E | Flat Rate |
| iv.) Sewer Line Inspection | $ 500.00 | T | Flat Rate |
| v.) Thawing of Frozen Lines | Cost Recovery | T | Per Line |
| vi.) Sewage Lagoon Dumping (Wanham only) | $ 3.50 | E | Per Cubic Meter |
| | | | |
| 3. Solid Waste | | | |
| i.) Hamlet Collection | $ 12.60 | E | Flat Rate |

| DESCRIPTION | RATE | GST | UNITS |
|---|---|---|---|
| ii.) Garbage Cans | | | |
| 1.1 Purchase | $ 65.00 | T | Per Can |
| 1.2 Rental | $ 3.00 | E | Flat Rate |
| **4.** Shut Off/Door Notices | | | |
| i.) First Notice | $ 25.00 | E | Per Notice |
| ii.) Second Notice | $ 25.00 | E | Per Notice |
| iii.) Over Two Notices | $ 25.00 | E | Per Notice |
| **M. Eaglesham Hall** | | | |
| **1.** Full Hall Rental | $ 125.00 | T | Per Day |
| **2.** Rotunda & Kitchen Rental | $ 60.00 | T | Per Day |
| **3.** Rotunda Only Rental | $ 40.00 | T | Per Day |
| **4.** Damage Deposit | $ 125.00 | T | Per Deposit |
| **5.** Key Deposit | $ 50.00 | T | Per Deposit |
| **6.** Cleaning | $ 30.00 | T | Per Hour |
| Both the damage deposit and key deposit are required, however if there are no damages and the keys are returned within the time specified by the office administration, both deposits will be paid back in full, within 30 days of host function. | | | |
| **N. Wanham Camping Fees** (Open May 1st - October 31st) | | | |
| **1.** Per Stall - Daily | $ 20.00 | T | Per Day |
| **2.** Per Stall - Monthly | $ 300.00 | T | Per Month |
| **O. Informational Signs** | | | |
| Signage | Cost Recovery | T | Per Account |
| Installation | $ 150.00 | T | Per Installation |
| **P. GST Applicable** | | | |
| Those fees or charges listed above that are beside the GST column marked by a (E) are Exempt from Tax and those that are beside a (T) are subject to GST. | | | |

**A Bylaw of Birch Hills County, in the Province of Alberta for the purpose of adopting a revised Schedule of Fees, Rates and Charges.**

**WHEREAS:** The Municipal Government Act, R.S.A. 2000, c. M-26 (hereinafter referred to as "the Act") and amendments thereto, provides that Council may pass bylaws to establish fees on behalf of the municipality; and;

**WHEREAS:** The Act provides for the establishment of fees for licenses, permits and approvals by bylaw; and

**WHEREAS:** The Act provides for the provision of municipal utility services subject to the terms, costs or charges established by Council; and

**WHEREAS:** The Act provides that certain information may be released upon payment of a reasonable fee established by Bylaw, and Council deems it appropriate to charge a reasonable fee for the release of certain information;

**NOW THEREFORE,** the Council of Birch Hills County, in the Province of Alberta, duly assembled hereby enacts as follows:

1. **TITLE**
   a. That this Bylaw shall be known as the Birch Hills County "Fees Bylaw"

2. **DEFINITIONS**
   b. That definitions, for the purpose of this bylaw, include:

   a) "Act" means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments.

   b) "Arable" shall mean capable of producing crops; suitable for farming; suited to the plow and for tillage.

   c) "Chief Administrative Officer" or "CAO" means the person appointed to the position of Chief Administrative Officer by Council.

   d) "Council" means the Council of Birch Hills County.

   e) "The County" means "Birch Hills County".

   f) "Drilling Rig" shall mean the machine used to drill a wellbore. In onshore operations, the rig includes virtually everything except living quarters. Major components of the rig include mud tanks, mud pumps, derrick or mast, drawworks, rotary table or topdrive, drillstring, power generation equipment and auxiliary equipment.

   g) "Goods and Services Tax" or "GST" is the tax that is paid on most goods and services sold or provided in Canada and that Municipalities, as a GST/HST registrant, are required to and are responsible for charging and collecting.

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h) "Service Rig" shall mean a piece of apparatus that can be driven long spans within the well sites for servicing and maintenance purposes. Usage of service rigs becomes extremely important in productive wells when it comes to ensuing periodic maintenance. Apart from cleaning a well or replacing its components, a service rig is also required when a well shuts down.

i) "Taxable Supplies" are goods and services that are made in the course of a commercial activity and are subject to the GST/HST (including zero-rated supplies).

1. That the fees, rates, and charges for Municipal licenses, permits, goods, and services are hereby established as identified in Schedule "A" which is attached to, and forming of, this Bylaw, and any applicable taxes shall be added to those rates at the point of sale.

2. That all previous fees, rates, and charges for goods and services as delivered to the Community and NOT noted in this Bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those goods and services as delivered to the Community.

3. That the method of payment for fees, rates, or charges to be at the discretion of Birch Hills County.

4. That if any provision of this Bylaw is deemed invalid, then such provision shall be severed and the remaining Bylaw shall be maintained.

5. That this Bylaw shall have force and take effect on May 1, 2019, and Bylaw 2018-02 shall remain in effect and use until May 1, 2019, at which time it shall be rescinded.

READ a first time this 4th day of April, 2019.

READ a second time this 4th day of April, 2019.

READ a third and final time this 4th day of April, 2019.

SIGNED this 4th day of April, 2019.

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| | |
|---|---|
| _____ | _____ |
| Reeve<br>Gerald Manzulenko | Chief Administrative Officer<br>Hermann Minderlein |

**ATTACHMENTS:**

Schedule "A" – Fees, Rates, and Charges

# Schedule A
# Bylaw 2019-02
# Fees, Rates, and Charges

| DESCRIPTION | RATE | GST | UNITS |
|---|---|---|---|
| **A. Assessment and Property Taxes** | | | |
| **1.** Tax Certificate | $ 25.00 | E | Per Certificate |
| **2.** Tax Notification Change | $ 50.00 | E | Per Parcel |
| **3.** Land Title Certificate | $ 15.00 | E | Per Title |
| **B. Subdivision & Development** | | | |
| **1.** Development Permit Application | | | |
| i) For the first $50,000.00 in construction value | $ 100.00 | E | Per Application |
| ii) For each additional $50,000.00 in construction value to a maximum of $2,000.00 | $ 20.00 | E | Per Application |
| **2.** Development Permit Appeal (refunded if successful) | $ 100.00 | E | Per Appeal |
| **3.** Land Use Bylaw Amendment Application | $ 150.00 | E | Per Application |
| **4.** Subdivision Application | $ 150.00 | E | Per Application |
| **5.** Subdivision Parcels – processing fee for each title created including the balance of the quarter | $ 100.00 | E | Per Title |
| **6.** Subdivision Endorsement Fee, per title created | $ 55.00 | E | Per Title |
| **7.** Certificate of Compliance | $ 40.00 | E | Per Certificate |
| **C. Photocopying and Faxes, Single Sided** | | | |
| **1.** Photocopying – 5 copies or less | No Charge | | |
| **2.** Photocopying over 5 copies, all copies charged | | | |
| i) First 10 pages (Black and White) | $ 0.25 | T | Per Page |
| ii) First 10 pages (Colour) | $ 0.45 | T | Per Page |
| **3.** Each additional copy (Black and White) | $ 0.15 | T | Per Page |
| **4.** Each additional copy (Colour) | $ 0.20 | T | Per Page |
| **D. Access to Information under the Freedom of Information and Protection of Privacy Act** | | | |
| **1.** Fees will be charged as specified in Alberta Regulation 186/2008, Freedom of Information and Protection of Privacy Regulation | | | |
| **E. Maps** | | | |
| **1.** County Map, paper | $ 25.00 | T | Per Map |
| **2.** Shipping Tubes | $ 2.00 | T | Per Tube |

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# Schedule A
# Bylaw 2019-02
# Fees, Rates, and Charges

| DESCRIPTION | RATE | GST | UNITS |
|---|---|---|---|
| **3.** County Map, electronic in PDF format | $ 20.00 | T | Per CD |
| **4.** Shipping and Handling | Cost Recovery | T | Per Shipment |
| **F.** **Miscellaneous** | | | |
| **1.** Non-Sufficient Funds (NSF) or Dishonoured Cheques | $ 40.00 | E | Per Cheque |
| **G.** **Accounts Receivable** | | | |
| **1.** Penalty on Overdue Accounts, per month (With the exception of Law Firms and Oil & Gas Companies) | 2% | E | Per Account |
| **H.** **Road Closure or Lease** | | | |
| **1.** Application Fee | $ 100.00 | | Per Application |
| **2.** Approval | Cost Recovery | | Per Approval |
| **3.** Lease, annual fee per acre (1/2 mile of 66 foot wide road allowance = 4 acres) | As per Section **I.** | | |
| **I.** **Cash Lease Agreements** | | | |
| **1.** Pasture land | $ 25.00 | T | Per Acre |
| **2.** Arable land Final rating 30 or above NPR* | $ 40.00 | T | Per Acre |
| **3.** Arable land Final rating 29 or below NPR* | $ 30.00 | T | Per Acre |
| *Net Productivity Rating | | | |
| **J.** **Cemetery Plots** | | | |
| **1.** County Owned Cemeteries | $ 100.00 | T | Per Plot |
| **K.** **Industrial Approvals** | | | |
| **1.** Drilling Rig Moves | | | |
| i.) Pre-Inspection of Roads (rig in) | $ 465.00 | T | Per Inspection |
| ii.) Post-Inspection of Roads (rig out) | $ 465.00 | T | Per Inspection |
| **2.** Service Rig Moves & Well Completions | | | |
| i.) Pre-Inspection of Roads (rig in) | $ 465.00 | T | Per Inspection |
| ii.) Post-Inspection of Roads (rig out) | $ 465.00 | T | Per Inspection |
| iii.) Well Site Lease Approvals | $ 155.00 | T | Per Approval |
| iv.) Pipeline Crossing/Tie in Approvals | $ 155.00 | T | Per Approval |
| v.) Pipeline Crossing Road Inspection | $ 465.00 | T | Per Inspection |

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| DESCRIPTION | RATE | GST | UNITS |
|---|---|---|---|
| vi.) Seismic Survey Notification Approval | $ 155.00 | T | Per Approval |
| **3.** Seismic Surveys | | | |
| i.) Pre-Inspection of Roads | $ 465.00 | T | Per Inspection |
| ii.) Post-Inspection of Roads | $ 465.00 | T | Per Inspection |
| **4.** Agreement Application | $ 155.00 | T | Per Agreement |
| **5.** All non-permitted moves will be charged double the regular cost. | | | |
| **6.** Permits with less than 24 hours notice may be charged double the regular cost. | | | |
| **L.** **Water, Wastewater and Solid Waste (Monthly)** | | | |
| **1.** Residential and Bulk Water | | | |
| i.) Bulk Water | | | |
| 1.1 Residential and Agricultural | $ 6.00 | E | Per Cubic Meter |
| 1.2 Commercial/Industrial | $ 12.00 | E | Per Cubic Meter |
| ii.) Hamlet Residential and Commercial | $ 6.00 | E | Per Cubic Meter |
| iii.) Seniors Apartments | $ 140.00 | E | Flat Rate |
| iv.) Municipal Water Line Fee | $ 8.75 | E | Per Water Line |
| v.) Connection/Reconnection Fee for All Accounts | $ 50.00 | E | Per Connection |
| vi.) Renters Deposit Fee | $ 500.00 | E | One Time Charge |
| **2.** Wastewater | | | |
| i.) Residential | $ 23.25 | E | Flat Rate |
| ii.) Seniors Apartments | $ 165.00 | E | Flat Rate |
| iii.) Schools/Motels/Hotels | $ 80.00 | E | Flat Rate |
| iv.) Sewer Line Inspection | $ 500.00 | T | Flat Rate |
| v.) Thawing of Frozen Lines | Cost Recovery | T | Per Line |
| vi.) Sewage Lagoon Dumping (Wanham only) | $ 3.50 | E | Per Cubic Meter |
| | | | |
| **3.** Solid Waste | | | |
| i.) Hamlet Collection | $ 12.60 | E | Flat Rate |

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| DESCRIPTION | RATE | GST | UNITS |
|---|---|---|---|
| ii.) Garbage Cans | | | |
| 1.1 Purchase | $ 65.00 | T | Per Can |
| 1.2 Rental | $ 3.00 | E | Flat Rate |
| **4.** Shut Off/Door Notices | | | |
| i.) First Notice | $ 25.00 | E | Per Notice |
| ii.) Second Notice | $ 25.00 | E | Per Notice |
| iii.) Over Two Notices | $ 25.00 | E | Per Notice |
| **M. <u>Eaglesham Hall</u>** | | | |
| **1.** Full Hall Rental | $ 125.00 | T | Per Day |
| **2.** Rotunda & Kitchen Rental | $ 60.00 | T | Per Day |
| **3.** Rotunda Only Rental | $ 40.00 | T | Per Day |
| **4.** Damage Deposit | $ 125.00 | T | Per Deposit |
| **5.** Key Deposit | $ 50.00 | T | Per Deposit |
| **6.** Cleaning | $ 30.00 | T | Per Hour |
| Both the damage deposit and key deposit are required, however if there are no damages and the keys are returned within the time specified by the office administration, both deposits will be paid back in full, within 30 days of host function. | | | |
| **N. <u>Wanham Camping Fees</u>** (Open May 1st - October 31st) | | | |
| **1.** Per Stall - Daily | $ 20.00 | T | Per Day |
| **2.** Per Stall - Monthly | $ 300.00 | T | Per Month |
| **O. <u>Informational Signs</u>** | | | |
| Signage | Cost Recovery | T | Per Account |
| Installation | $ 150.00 | T | Per Installation |
| **P. <u>GST Applicable</u>** | | | |
| Those fees or charges listed above that are beside the GST column marked by a (E) are Exempt from Tax and those that are beside a (T) are subject to GST. | | | |

UNAPPROVED

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Regular Council Meeting | **Reviewed/ Approved For Submission:** |
| **Meeting Date:** | April 4, 2019 | **CAO:** |
| **Originated By**: | Kathrin Langlois | **Director:** |
| | Asst. Ag. Fieldman | **Presenter:** |
| **Item Title:** | Composition of Ag Svcs Board | |

**DESCRIPTION:**

Administration is bringing back this item that had been tabled on February 14, 2019 by resolution RC19-044 that read as follows:

> "that Council table item 8.g ASB Composition of Board Bylaw to a future Regular Council meeting and direct Administration to provide relevant information for that discussion."

Prior to discussion, the following Resolution will need to be adopted:

> "that Council remove from the table the matter related to Composition of Board"

**BACKGROUND:**

This item was a last-minute addition to the Regular Council Meeting on February 14, 2019. Council discussed the current practice of the seven (7) members of Councillors appointed as the County's Agriculture Service Board (ASB).

The composition of the ASB is governed by Section 3 of the Agricultural Service Board Act R.S.A. 2000 Chapter A-10 and the BHC ASB Bylaw 2016-13 (copy attached). Section 3 of the Act reads as follows:

**"Boards established**

> **3(1)** A council may establish and appoint members to an agricultural service board and provide that the members of the board be paid, out of the funds of the municipality, reasonable allowances for travelling, subsistence and out-of-pocket expenses incurred in attending meetings of the board.
>
> **(2)** The council is to determine the chair, the number of members, the voting status and the term of office of the members of the board.

**(3)** The membership of a board must include persons who are familiar with agricultural concerns and issues and who are qualified to develop policies consistent with this Act.

**(4)** A board has and must exercise on behalf of a council all the powers and perform all the duties that are conferred on it by the council, under this or any other enactment, with respect to agricultural matters.

**(5)** A person who is a member of a board ceases to be a member of the board if, without being authorized by a resolution of the board, the member is absent from 3 consecutive regular meetings of the board.

**(6)** A vacancy on the board does not impair the right of the remaining members to act as long as a majority of the members remain.

**(7)** A board constituted under this section with respect to a special area is a corporation consisting of the persons who are members of the board.

**(8)** A board that exists immediately before June 18, 1997 continues as a board under this Act."

**RELEVANT LEGISLATION (Cite):**

Agricultural Service Board Act R.S.A. 2000 Chapter A-10

Animal Health Act Statutes of Alberta 2007 Chapter A-40.2

BHC ASB Bylaw 2016-13

BHC Procedural Bylaw 2014-06

**ATTACHMENT(s):**

ASB Bylaw 2016-13

**OPTIONS:**

Council should discuss the matter to determine the actions to be taken, and choose to:

1. Provide Administration with information regarding changes deemed necessary regarding the Composition of the ASB and direct that an amendment to, or a replacement of, ASB Bylaw 2016-13 be drafted and returned to a future council meeting for additional discussion or adoption;

2. Direct Administration to investigate and report on other options as deemed appropriate; or

3. Accept the presentation regarding the Composition of the ASB for information.

**RECOMMENDED ACTION:**

Administration recommends:

> *"That Council provide Administration with* information regarding changes deemed necessary regarding the Composition of the ASB and direct that an amendment to, or a replacement of, ASB Bylaw 2016-13 be drafted and returned to a future council meeting for additional discussion or adoption.*"*

# BIRCH HILLS COUNTY
# BY-LAW 2016-13
# AGRICULTURE SERVICE BOARD BYLAW

**BY-LAW # 2016-13**

**BIRCH HILLS COUNTY**
**AGRICULTURE SERVICE BOARD**

**Bylaw No. 2016-13**

**A BYLAW OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN AGRICULTURE SERVICE BOARD AND TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THAT BOARD.**

**WHEREAS** the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorize Council to pass Bylaws relating to the establishment and function of Council Committees and other bodies;

**AND WHEREAS**, the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any of its executive and administrative duties and powers and functions;

**NOW THEREFORE WITH THE AUTHORITY AND UNDER THE PROVISION OF "THE AGRICULTURAL SERVICE BOARD ACT", BEING CHAPTER A-10, 2000, THE MUNICIPAL COUNCIL OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA DULY ASSEMBLED ENACTS AS FOLLOWS:**

## PART I: BYLAW TITLE

1.1. This Bylaw shall be known as the "Agricultural Service Board Bylaw".

## PART II: DEFINITIONS

2.1. "*Act*" means the *Agricultural Service Board Act*, Revised Statutes of Alberta 2000, Chapter A-10 and amendments.

2.2. "*Chief Administrative Officer*" *or CAO* means the person appointed to the position of Chief Administrative Officer by Council.

2.3. "*Council*" means the Council of Birch Hills County.

2.4 The "*County*" means "Birch Hills County".

2.5 "*A.S.B.*" means the Agricultural Service Board

2.6 "*Board*" means the Agricultural Service Board.

2.7 "*DOA*" is the Director of Agriculture, who is appointed by Council as the *Agriculture Fieldman* annually at the organizational meeting. One may be referred to as the other.

## PART III: APPOINTMENT, TERMS AND CONDITIONS

3.1 The Agricultural Service Board is hereby established.

3.2 The A.S.B. shall consist of:

3.2.1 Seven (7) Councillors, all as voting members for a term of four (4) years between elections;
3.2.2 The Agricultural Fieldman.

3.3 The Chairperson shall be appointed by Council at the annual *Organizational meeting* and Vice chairperson will be selected from the voting members by the ASB annually at the first meeting following Council's organizational meeting;

3.4 Approved expenditures for voting members will be paid in accordance with Birch Hills County's policies;

3.5 The Agricultural Fieldman is a non-voting member.

## PART IV: AUTHORITY

4.1 The ASB is a Committee of Council and only has the authority to recommend action for Council consideration;

4.2 The ASB is a forum for discussion;

4.3 The ASB shall:
- 4.3.1 Follow and comply with the *Act*;
- 4.3.2 Provide advice and direction for the Agricultural Fieldman;
- 4.3.3 Review, evaluate, develop, and prioritize projects;
- 4.3.4 Prepare the ASB Budget annually, for Council consideration;
- 4.3.5 Submit recommended policies and policy revisions, for Council consideration, to ensure policies are current and meet the needs of the County; and
- 4.3.6 Annually submit a summary of the activities of the preceding year, for Council information.

## PART V: ADMINISTRATIVE DUTIES

5.1 In order to carry out the responsibilities of the Agriculture Service Board, administration must:

- 5.1.1 Ensure that the ASB meets three (3) to five (5) times per year;
- 5.1.2 Record and keep minutes for every meeting;
- 5.1.3 Meetings must comply with the County's "Procedural Bylaw" #2014-06;
- 5.1.4 Ensure operations are in accordance with the *Act;*
- 5.1.5 Ensure all financial aspects pertaining to the *Agriculture Service Board,* including but not limited to, expense claims, mileage, fundraising and budgeting is administered as per County Policy (if applicable) and the *ASB Act.*

## PART VI: SEVERABILITY

6.1 Ultimately the *Agricultural Service Board Act* shall supersede this Bylaw and this Bylaw shall be used generally as provision for the establishment and guide for the Agriculture Service Board, using the *Agricultural service board Act* as the main source of governance.

6.2 If at any time any provision of this Bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of this Bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

**PART VII: REPEAL**

7.1 Any Agriculture Service Board Bylaws are hereby repealed.

**PART VIII: ENACTMENT**

8.1 This Bylaw shall come into force and effect when it receives third reading and is duly signed.

READ a first time this 10th day of November, 2016

READ a second time this 10th day of November, 2016

READ a third time this 10th day of November, 2016

Signed this 10th day of November, 2016

Reeve
Marvin Doran

Chief Administrative Officer
Hermann Minderlein

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular Council | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | April 4, 2019 | **CAO** | |
| **Originated By:** | Michael Coy, Manager of Infrastructure Projects | **Manager** | Dion Hynes |
| | | **Presenter** | Michael Coy |
| **Item Title:** | Application for Community Enhancement Grant Funds | | |

## DESCRIPTION:

Council is being provided with a request for $412.02 in funding under the Community Enhancement Program that was submitted by Mrs. Denise Doran on behalf of the residents of Watino.

## BACKGROUND / PROPOSAL:

Policy 62-01-16, the Community Enhancement Grant Policy was approved by Council on March 9, 2017. The request is for the planting and care of brightly colored annual flowers along the main street and on the Community Hall's ground of the hamlet of Watino. This involves the care and watering of 18 planters by volunteers. Last year Council made the following resolution at the April 12, 2018 Regular Council meeting:

> ***RC18-134*** *"the reimbursement, or the payment of invoices, of an amount not exceeding $403.52 based on the request submitted by Mrs. Denise Doran on behalf of the residents of Watino as a Community Enhancement Grant for the planting and care of brightly colored annual flowers along the streets of the hamlet of Watino."*

## DISCUSSION / BENEFITS / DISDVANTAGES:

Staff have reviewed this application, and it appears to meet the requirements contained in the policy. There is a commitment in the application for buy in and involvement by the Hamlet's residents.

## COST / SOURCE OF FUNDING:

The policy contains limits of $1000 and $500 for Small Projects and Celebration/Activities. The current budget plans for 2019 is a total of $5,000, based on $1,000 for each of the Hamlets of Wanham, Eaglesham, Tangent, Watino, and Peoria.

There has been no commitment for Watino funds to date.

## ATTACHMENT(s):

Application for Community Enhancement grant submitted to Council by Mrs. Denise Doran

## OPTIONS:

Council may choose to:

1. Approve funding for the $412.02 (or another amount if deemed appropriate) requested by Mrs. Denise Doran on behalf of the residents of Watino as a Community Enhancement Grant for the planting and care of brightly colored annual flowers along the streets of the hamlet of Watino; or

2. Decline the request for $412.02 submitted by Mrs. Denise Doran on behalf of the residents of Watino under the Community Enhancement Program; or

3. Take other action as deemed appropriate.

## RECOMMENDED ACTION:

Administration recommends that Council approve the reimbursement, or the payment of invoices, of an amount not exceeding $412.02 based on the request submitted by Mrs. Denise Doran on behalf of the residents of Watino as a Community Enhancement Grant for the planting and care of brightly colored annual flowers along the streets of the hamlet of Watino.

Community Enhancement Grant

*Internal Use Only*

| | |
|---|---|
| Date Received: | |
| Project Number: | |

BIRCH HILLS COUNTY RECEIVED MAR 19 2019 WANHAM

Small Projects Grant Application

**Application Form**

| | | | |
|---|---|---|---|
| **Applicant Name/Group:** | Watino Beautification | | |
| **Contact Person:** | Denise Doran | **Phone:** | Cell: 780 625-1681 |
| **Address:** | Box 22, Watino, AB. | | |
| **Postal Code:** | T0H 3R0 | **Email Address:** | mdsmoky2006@yahoo.ca |
| **Applicant Description** Who is involved in this project? | Watino residences who want to beautify our streets with planters filled with flowers. | | |

*Project Information*

| | |
|---|---|
| **Project Name** Create a project name | |
| **Project Location** Include an address if available. | The planters are placed along main Street and some on the community hall's ground. |
| **Project Description** Briefly describe the project. | We have three planters placed in front of our lots |

*Community Impact*

| | |
|---|---|
| **Community Involvement** How will you involve neighbours? | Every person who has the planters in front of their lots accept responsibility for watering & plant fertilizing |
| **Community Benefit** How will this project benefit your community and neighbours? | We are hoping to show visitors that we are proud of our community and hopefully entice more permanent residents |

**General Work Plan**

A general work plan will help clarify the details of your proposed project. Outline the general work that will be undertaken to complete the project. Estimate the time required to complete the project.

We need flowers for planting in eighteen planters that we have bought a few years back. Every spring we place the planters in front of lots and some at the community hall grounds. When May comes around I usually go to Fern's Greenhouse and pick up flowers. I then deliver them to all planters where the person who is responsible for their planter's plants and waters the flowers through the summer.

**General Budget**

A project budget will help clarify the anticipated cost of your proposed project. This will help the County assess your application. Estimate the costs and out-of-pocket expenses of your project.

| ITEM | DESCRIPTION / DETAILS | PRICE/COST | SUBTOTAL |
|---|---|---|---|
| 45 flowers @ 10% | 3" Supertunia's Bubblegum | 4.85 | 196.20 |
| 45 " @ 10% | 3" Supertunia's white | 4.85 | 196.20 |
| | | | 392.40 |
| | | GST | 19.62 |
| | | **TOTAL PROJECT COST** | 412.02 |

**Community Contribution**

It is important to document the contributions of those involved (community contribution). This will help the County assess how much grant funding the function may be eligible to receive. The more contributions made by the community towards the function, the more grant funding the function will be eligible to receive. Contributions can be in the form of volunteer time or labour, donated supplies & materials, donated professional services and/or cash.

*How many hours of volunteer time and labour is being contributed by the community towards this function?*

It's hard to determine how many hours that goes into watering, fertilizing.

*What materials or supplies are being donated by the community towards this function?*

Last year we had someone make stands to put under some of the planters to create a step display.

*How much cash is being donated by the community towards this function?*

Last spring the WLCA paid 250.00 Approx. for stands to put under some of the planters. Pictures attached to show you what the planters look like.

*Are there any other contributions being made by the community towards this function?*

This year we will be raising some money for this project by giving one donation in our pancake supper silent auction.

**What grant amount you are requesting?**
**(maximum $500)** $412.02

The signatory declares that s/he is the applicant, or elected chair, president or designated lead of a group application. The signatory confirms that there is general support from residents and/or neighbours that are involved or affected by the function, and that any funds received as a result of this application will be used only for the purposes set forth herein.

| | | | |
|---|---|---|---|
| Signature: Denise Doran | | Date: | March 16, 2019 |
| Name (print): Denise Doran | | Phone: | 780-625-1681 |

Planter's along the main street (the only street rd) in Watino

# Fern's Greenhouse

Jean-Cote

Ph: 780-323-4420

NOTRE NUMÉRO / OUR NUMBER: 234579

DATE: March 4, 2019

COMMANDE DU CLIENT / CUSTOMER'S ORDER:

VENDU À / SOLD TO: Watino Beautification

ADRESSE / ADDRESS: attn: Denise Doran
mdsmoky2006@yahoo.ca

LIVRÉ À / SHIP TO:

ADRESSE / ADDRESS:

N° D'ENR. DE TAXE / TAX REG. NO:

VENDEUR / SALESPERSON:

FAB / FOB:

CONDITIONS / TERMS:

VIA:

FACTURE – INVOICE

| QUANTITÉ / QUANTITY | DESCRIPTION | PRIX / PRICE | MONTANT / AMOUNT |
|---|---|---|---|
| 45 | 3" Supertunia Bubblegum $4.85 - 10% | 4.36 | 196.20 |
| 45 | 3" Supertunia White $4.85 - 10% | 4.36 | 196.20 |
| | | | 392.40 |
| | | GST TPS/GST | 19.62 |
| | | TVP/PST | |
| | | TOTAL | 412.02 |

Blueline DCB36S

©Blueline® 2006

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Regular Council Meeting | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | April 4, 2019 | **CAO:** |
| **Originated By**: | Shelley Braun, DCS | **Director:** |
| **Item Title:** | General Grant Application Wanham Grazing Association | **Presenter:** CAO Minderlein |

## DESCRIPTION:

Administration is providing Council with a General Grant Application received from the Wanham Grazing Association for $4,500 to purchase gravel.

## BACKGROUND:

The actual application was initially received on March 18, 2019, and then resubmitted on March 26, 2019.

They are requesting $4,500 for the purchase of gravel to improve access to the loading and unloading compound which will promote less stress to the livestock, ranchers, and truck drivers.

A copy of Policy 11-03-17, the General Grants Policy has been included for Council's reference in reaching a decision.

## COST / SOURCE OF FUNDING:

This payment would be coded to Account 2-11-10-00-73-5, Council - Grants – Individuals & Organizations. There is $5,000 currently budgeted for this account in 2019, and there have been expenditures totaling $2,504 to date.

## ATTACHMENT(s):

General Grant Application received March 26, 2019 from the Wanham Grazing Association

Policy 11-03-17, the General Grants Policy

## OPTIONS:

Council may wish to:

1. decline to fund the Wanham Grazing Association with funds to purchase gravel to improve access to the loading and unloading compound.

2. direct Administration with other direction on how as to proceed.

3. provide the Wanham Grazing Association with a General Grant in the amount of $_____ to purchase gravel to improve access to the loading and unloading compound from account 2-11-10-00-73-5, Council - Grants – Individuals & Organizations;

**RECOMMENDED ACTION:**

It is Administrations recommendation that Council provide Administration with their decision on this matter.

Wanham Grazing Association
c/o Lenore Mueller
RR # 1
Wanham, AB T0H 3P0

Phone Number 780-
Fax Number 780-694-2580
Cell Phone 780-864-8197
Email wga1961@gmail.com

FAX TRANSMITTAL FORM

| | |
|---|---|
| To: Birch Hills County | From: Lenore |
| Name: Hermann Minderlein | Date Sent March 26, 2019 |
| Phone: 780-694-3793 | Number of Pages: 5 |
| Fax: 780-694-3788 | |

Good morning Mr. Minderlein

As per our conversation yesterday, here is our revised grant application.
I have attached 3 gravel quotes as well as the original email request.
If you have any questions, please feel free to call me at any time

Thank you

Lenore Mueller
Sec/Treasurer
Wanham Grazing Association

Policy No. 11-03-17
Schedule A

Birch Hills

# General Grant Application

All submissions received at the County Office that meet the requirements of the General Grant Policy will be reviewed by Birch Hills County Council to determine the amount of funding to be granted. Applications must be received by County Administration no later than ninety (90) days before the event.

The ability to meet some of or all of an Organization's requests will depend on available funds.

Organization Name: Wanham Grazing Association Not for Profit/Charity #: _____

Mailing Address: BB 1. Wanham AB T0H 3P0

Contact Name: Lenore Mueller Contact Number: 7808848197

Email: wga1961@gmail.com Date of Application: March 26, 2019

Event: Pasture usage Estimated Attendees: 150 x 2

Date of Event: Spring + Fall Location: Wanham Grazing Lease SE 29-79-2-W6

Details regarding application (attach additional documentation if required):
Funds requested will be used to purchase gravel for the loading + unloading area at the grazing reserve.

Total amount of grant requested ($): $4500.00 - *average of 3 quotes provided.

Benefits to Birch Hills County residents' quality of life:
Improved access to the loading + unloading compound will promote less stress to the cattle, patrons + truck drivers.

Please attach budget worksheet for event or activity detailing anticipated revenues and expenses.
Remember to include other funding sources, participant #'s and admission fees, etc.
* 2018 financial statement is available upon request

## Gravel for community pasture

1 message

**Gary Fox** <gary@rysonventures.com> Mon., Mar. 25, 2019 at 7:53 p.m.
To: wga1961@gmail.com

Hi Lenore,

As requested, here is some pricing for 1 1/2" crush gravel supplied and delivered to the community pasture.

Our price would be $850 plus gst per 29 tonne load, so based on your estimates you would need 4 or 5 loads.

This is based on either road bans being lifted prior to hauling or being able to get an agreement with Birch Hills county to haul 100% axle weight loads for these few loads.

If you have any questions or concerns, please don't hesitate to let me know. We appreciate the opportunity to earn your business.

Gary Fox
Ryson Ventures Ltd.
780-864-5436

## RE: Pasture Gravel Quote

1 message

<ggsltd@telus.net> Mon., Mar. 25, 2019 at 2:59 p.m.
To: wga1961@gmail.com

Supply and Deliver

1-1/2 Crushed Gravel-$30.00 per tonne

Please note the conversion rate for yd3 to tonne is 1.25.

Please note all quotes are valid for 90 days.

Thank You

**Darren Giena**
Dispatcher
780-332-2284
GGSLTD@TELUS.NET
PO BOX 1156
GRIMSHAW, AB T0H 1W0

GRIMSHAW

**TRI-S CONCRETE (1996) LTD.**
**BOX 1115**
**FAIRVIEW, AB T0H 1L0**
**PHONE: 835-2050 FAX: 835-3335**

**QUOTATION**

**To:Lenore** **DATE: March 25, 2019**

**ATTN:** **PHONE:**

Re: 1 ½ **crush to Wannam Grazing Reserve**

**E-mail: wga1961@gmail.com**

*We take pride in submitting the following quotation for materials to be supplied on the above-mentioned project. The quotation will remain firm for 30 days only from the date hereof, unless stated otherwise. This is an estimate only.*

For 120 yds of 1 ½ "road crush:

$41.75/yd delivered $5010.00

Thank you,
ADD 5% GST

TRI-S CONCRETE

Tom Salmond

Gmail **Lenore Mueller <wga1961@gmail.com>**

## Request

1 message

**Lenore Mueller** <wga1961@gmail.com> Wed, Mar 13, 2019 at 9:53 AM
To: michaelc@birchhillscounty.com
Cc: Bob Shmyruk <sparkybobarino@gmail.com>, Wallace Calder <wallacecalder@gmail.com>

Michael Coy

On behalf of the patrons of the Wanham Grazing Association, many of whom reside in Birch Hills County, MD of Spirit River, and Saddle Hills County, we are looking for your assistance.

After years of trying to get funding for gravel from the Government/EAP, we are now asking for support from our local municipalities in obtaining around 120 yards of gravel for our main yard. Our preference would be
1 ½" crushed gravel, but will gladly take what is available. It is getting difficult for truckers to load and unload when weather conditions are not favorable. Cattle intake will start approximately May 20, 2019.

We appreciate you taking the time to review our request and await you reply.

Lenore Mueller
Secretary/Treasurer
Wanham Grazing Association
780-864-8197

| Department<br>**Council** | Policy No.<br>**11-03-17** | Page<br>**1 of 3** |
|---|---|---|
| Policy Title<br>**General Grants** | Date:<br>**June 22, 2017** | Resolution No.<br>**RC17-251** |

## PURPOSE

Birch Hills County's General Grants Policy is used to provide guidance on how to process requests received by the County from community organizations for monetary assistance.

## POLICY

Birch Hills County may provide grants to community groups, service clubs, or organizations and establish a system for evaluating applications and requests. All requests for General Grants will be completed utilizing the form listed as Schedule A to this policy and will be reviewed by Birch Hills County Council.

### 1. GENERAL PROVISIONS

1.1 Council may annually during budget deliberations, establish a budget for general grants.

1.2 Council may maintain a reserve to assist community organizations.

### 2. GUIDING PRINCIPLES AND CRITERIA/ELIGIBILITY

2.1 General Grants must align with the County's vision and goals that build the community and support community organizations, neighbors, and volunteerism.

2.2 General Grants must directly benefit the community group, service club, or organization submitting the application.

2.3 The applicant must be a responsible and reputable community group, service club, or organization whose name and identity is in good standing in the community. The applicant's past performance in achieving program objectives shall be considered.

2.4 Applicant must be able to supply budget information.

### 3. EXCLUSION FROM FUNDING

3.1 Funding provided under this grant program must not provide primarily for the recreational needs or leisure time pursuits of individuals, offer direct assistance (including money, food, clothing or shelter) to sustain an individual or family, or duplicate services that are ordinarily provided by a government or government agency.

3.2 Applications will not be accepted from a community group, service club, or organization that has received, or has applied for and may receive, funding from the Recreation Grant Program.

3.3 Successful applicants for a General Grant will not be eligible to apply for a Recreation Grant in the same year that funding from the General Grant program is provided.

## 4. APPLICATION PROCESS

4.1 Request for a grant may be made year-round with priority given to early applicants. Requests must be submitted yearly for review.

4.2 All requests must be made utilizing the form provided at Schedule A, submitted by email, mail, fax, or hand delivered to the County Office, and **must be received by no later than ninety (90) days before the event**.

4.3 Requests will be presented to Council within 45 days of receipt at the County office of the properly completed application.

4.4 Each request must demonstrate the need for the specific request and identify a specific benefit and outcome.

4.5 The following criteria will be used to determine eligibility of funding:

a. Fund Raising Efforts;

b. Other Potential Funding Sources; and

c. Contribution to County Residents Quality of Life.

4.6 The County Council will have final approval authority and the decision cannot be appealed.

4.7 Priority will be given annually to new applicants for purposes or events not previously funded.

4.8 Applications will only be considered if funding is still available.

4.9 Administration will notify applicants in writing (regular mail or email) of the outcome of their submission.

## 5. Conditions of Approval

5.1 Council may attach conditions to the approval of funding under this policy which will require the recipient to perform certain activities or provide additional information in connection with the project of activity receiving civic support.

*Original signed by*

Hermann Minderlein
Chief Administrative Officer

*Original signed by*

Reeve or Delegate

| | |
|---|---|
| Adopted by Council: | 2017 |
| Updated: | |

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular Council Meeting | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | April 4, 2019 | **CAO:** | |
| **Originated By**: | Shelley Braun, DCS | **Director:** | |
| **Item Title:** | 2019 Amended Capital Budget | **Presenter:** | DCS Braun |

**DESCRIPTION:**

Administration is providing Council with a request to amend the 2019 Capital Budget.

**BACKGROUND:**

The 2019 Capital budget was adopted by Resolution RC18-449 that read as follows:

> *"that Council Adopt the 2019 Capital Budget with Expenditures totaling $1,242,000 funded as follows:*
>
> *a. Grant - $672,000;*
> *b. Proceeds on disposal - $238,000; and*
> *c. Capital Reserves - $332,000."*

An email from staff was received by CAO Minderlein on Thursday March 20th, 2019 advising him that unit E55, the steamer unit usually mounted on the picker truck had failed. This unit had been purchased in 2006 for $13,595.00 plus GST and was now thirteen (13) years old. Replacement of this unit had not been included in the budget.

**DISCUSSION / BENEFITS / DISADVANTAGES:**

Early indications pointed to a coil and burner failure which in essence is the back bone of the machine. Repairs were estimated at $3,500.00 for parts plus labour at $1,500.00.

Rental of a steamer would have been around the $250.00/day or $5000-6000.00/month. This was deemed to be an unfeasible in that we could pay for half of a new machine valued at $12,000.00 in a month or so.

The County had one remaining operational steamer it was also being using to steam frozen culverts, and having only one unit for this purpose was considered inadequate.

Council was updated on this situation, and provided CAO Minderlein with authorization via texts and emails to proceed with the purchase of a new steamer. Hotsy Water Blast had a unit in stock in Grande Prairie that would replace this failed steamer unit for a cost of $11,900.00.

Staff order that unit and picked it up on Thursday after noon at began installing it within the housing unit on the picker truck.

**ATTACHMENT(s):**

2019 Capital Funding Source Summary including addition of the steamer

**RECOMMENDED ACTION:**

It is recommended that Council formalize the amendment of the 2019 Capital Budget by adopting the following Resolution:

> *"that Council authorize the addition of a Hotsy Steamer valued at $11,900.00 excluding GST to the 2019 Capital Budget with revised total expenditures of $1,253,900 funded as follows:*
>
> *a. Grant - $683,900;*
> *b. Proceeds on disposal - $238,000; and*
> *c. Capital Reserves - $332,000."*

# 2019 Capital Funding Source Summary - Amended April 4, 2019

| | Page # | Capital Project Description | Project Cost | Grant Program | Grants | Reserves | Work in Progress | Proceeds on Disposal |
|---|---|---|---|---|---|---|---|---|
| C/F | 1 | **Photocopier** | 25,000.00 | | | (20,000.00) | | (5,000.00) |
| | 2 | Grader (replace G??) | 485,000.00 | MSI | (385,000.00) | | | (100,000.00) |
| | 3 | Dozer (new) | | MSI | 0.00 | | | |
| | 4 | Loader | 300,000.00 | MSI | (225,000.00) | | | (75,000.00) |
| | 5 | Steamer | 11,900.00 | MSI | (11,900.00) | | | |
| | 6 | Gravel Stockpile (Transfer trucking only) | 300,000.00 | BMTG | (113,293.00) | (186,707.00) | | |
| | 7 | PW Pickup | 50,000.00 | MSI | 0.00 | (48,000.00) | | (2,000.00) |
| | 8 | Water Backup Pump | 18,000.00 | MSI | (18,000.00) | | | |
| C/F | 9 | **Water Plant Aerator** | 25,000.00 | MSI | (25,000.00) | | | |
| | 10 | Water Backup Pump | 19,000.00 | MSI | (19,000.00) | | | |
| | 11 | ASB Tractor (E58 & E59) | 320,000.00 | MSI | 0.00 | (264,000.00) | | (56,000.00) |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | **Capital Total** | **1,553,900.00** | | **(797,193.00)** | **(518,707.00)** | | **(238,000.00)** |

***MSI funding may be carried forward 5 subsequent year with an approved spending plan. 2019 must be spent by December 31, 2023.**

***Note: do not allocate less than 5% of yearly MSI grant funding to any one individual project.**

***Gas Tax Funding may be carried forward 5 years with an approved spending plan. 2019 must be spent by Deadline December 31, 2023.**

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | April 4, 2019 | **CAO:** | |
| **Originated By**: | CAO Minderlein | **Director:** | |
| **Item Title:** | 2019 Transfers from Rate Stabilization Reserve | **Presenter:** | CAO |

**DESCRIPTION:**

Council is being presented with a request from Administration to authorize the transfer of up to $324,450 from the Rate Stabilization Reserve as a revenue for the 2019 Operating and Maintenance (O&M) Budget.

**BACKGROUND:**

Birch Hills County has a history of performing better than budget, and this resulted in revenues consistently being raised through taxes that exceeded the County's actual expenditures. Staff and Council worked together to tighten up the budget process and reduce this in 2018, and with a goal of doing so in future years. One of the options identified as being available to Council to minimize such occurrences was to allocate unspent funds from one year and place them in a reserve which could be utilized as a source of funding in the subsequent year(s).

As a result, a transfer was authorized within the 2017 O&M budget by Resolution RC18-032 that read as follows:

*"that* Council direct Administration to do a transfer of funds for 2017:

| | | |
|---|---|---|
| Administration | 2-12-10-00-764 | $8,000 |
| Building Maintenance | 2-12-35-00-764 | $43,900 |
| Fire | 2-23-00-00-764 | $12,600 |
| Disaster Services | 2-24-10-00-764 | $13,000 |
| Safety | 2-26-10-00-764 | $63,420 |
| Public Works Admin | 2-32-10-00-764 | $9,000 |
| Public Works – Gen. Maintenance | 2-32-30-00-764 | $10,000 |
| Regional Water | 2-41-10-45-764 | $50,000 |
| Solid Waste Services | 2-43-10-00-764 | $14,000 |
| Planning & Development | 2-61-40-00-764 | $28,000 |
| ASB Fieldman | 2-63-20-00-764 | $8,900 |
| ASB Weed Control | 2-63-70-20-764 | $33,000 |
| To | | |
| Rate Stabilization Reserve | 6-00-00-00-711 | *$293,820"* |

A draw down from the $293,820 set aside was included in the 2018 O&M Budget that was originally passed by Resolution RC18-146 and read as follows:

> "that Council adopt the 2018 Operating Budget with:
>
> Total Revenues of $7,570,233.80 comprised of:
> Operating Revenues (sales, grants, etc.) of $1,693,400.95;
> Revenue Drawn from Operating Reserves of $204,837.99; and
> Municipal Property Tax Revenue of $5,671,994.86; and
>
> Total Expenses of $10,246,563.80 comprised of:
> Operating Expenses of $7,570,233.80; plus
> Amortization Expense of $2,676,330.00
>
> which results in a balanced budget before the amortization expense of $2,676,330.00."

Prior to the completion of the 2018 Audit, Administration had identified several specific budget items that should be transferred to reserves in 2018 and available for use in 2019, and Council authorized a transfer for these funds by Resolution RC19-084 that read as follows:

> that Council authorize Administration to process the following transfer of funds for 2018:

| | | |
|---|---|---|
| Debit | | |
| Safety | 2-26-10-00-764 | $59,130 |
| Airport Services | 2-33-10-45-764 | $207,000 |
| Planning & Development | 2-62-40-00-764 | $9,785 |
| Credit | | |
| Airport Reserve | 6-33-00-00-760 | $207,000 |
| Rate Stabilization Reserve | 6-00-00-00-711 | $68,915 |

These amounts have been identified for use in the 2019 O&M Budget.

Additionally, it was identified that the actual O&M results for 2018 resulted in a surplus of $365,636.86 before adjustments for Amortization and Government Transfers for Capital.

This was discussed with Council during the budget workshop on March 15, 2019, and Council requested that Administration review the expenses budgeted and incurred for 2018, specifically those that would have contributed to the surplus, and identify where there are specific items that could be used to substantiate a draw down from reserves that would assist in reducing the overall deficit projected for 2019.

Administration has done this, and a copy of the review is attached for Council's reference.

The information listed for those budget expense lines include the Amounts budgeted in 2018, the amounts actually spent in 2018, the variances, suggested amounts that would have been available for a transfer to reserves had action been taken before the "books" were closed, the amount that has been budgeted in 2019, and the budget reductions for these lines from the 2018 to the 2019 budgets.

There were amounts included in the listing related to wages and pension, but these were not used in identifying potential funding as the data relates to various areas across the budget (not all included in the listing), and would not be a fair reflection of the results in total.

Based on Administration's review, it is being recommended that Council authorize the inclusion of an additional draw from the Rate Stabilization Reserve, Account Number 6-00-00-00-711 in the amount of $324,450 in the 2019 O&M Budget and that proceeds of this transaction be credited to Council Draw from Reserves, Account 1-11-10-00-910

## DISCUSSION / BENEFITS / DISADVANTAGES:

The simplistic way to put everything into perspective, revenues required to be raised through taxation are based on all operating expenses approved through the budget, minus the revenues anticipated to be raised from sales of goods and services, grants, etc. When actual expenditures fail to reach budgeted values and or revenues exceed forecasted levels, the County experiences a surplus. Where this occurs on an ongoing annual basis, the County should look at its budget process as taxes are being collect on an annual basis in excess of actual requirements.

Administrations proposal will reduce the amount required to be collected through taxation for 2019.

## ATTACHMENT(s):

Review of 2018 O&M Expense Budget

## OPTIONS:

Council may choose to:

1. Authorize a transfer to be included in the 2019 Operating and Maintenance (O&M) budget of up to $324,450 from the Rate Stabilization Reserve, account 6-00-00-00-711 to Council Draw from Reserves, account, 1-11-10-00-910; or

2. Direct Administration to prepare a transfer as directed by Council; or

3. Receive the presentation regarding 2019 Transfer the Rate Stabilization Reserve for information.

## RECOMMENDED ACTION:

It is Administration's recommendation that Council authorize a transfer to be included in the 2019 Operating and Maintenance (O&M) budget of up to $324,450 from the Rate Stabilization Reserve, account number 6-00-00-00-711 to Council Draw from Reserves Account, account number 1-11-10-00-910.

# Transfer to 2019 Budget
## From Rate Stabalization Reserve



| Account | Description | 2018 Budget | 2018 Actual | Variance | Transfer to Reserve | | 2019 Budget | Budget Change |
|---|---|---|---|---|---|---|---|---|
| | **Council** | | | | | | | |
| 2-11-10-00-151 | Honorarium | 95,000 | 82,701 | 12,299 | 12,250 | | 105,000 | 10,000 |
| 2-11-10-00-735 | Grant to Individual & Organanization | 7,000 | 2,836 | 4,165 | 4,150 | | 5,000 | - 2,000 |
| | | | | | 16,400 | | | |
| | **General Administration** | | | | | | | |
| 2-12-10-00-126 | Pension | 58,186 | 48,403 | 9,783 | - | | - | |
| 2-12-10-00-148 | Training | 10,000 | 2,869 | 7,131 | 7,100 | | 7,000 | - 3,000 |
| 2-12-10-00-252 | Building Repair/Maint | 5,000 | 1,837 | 3,163 | 3,150 | | 5,000 | - |
| 2-12-10-00-511 | Office Supplies | 12,450 | 7,031 | 5,419 | 5,400 | | 8,000 | - 4,450 |
| 2-12-10-00-517 | Furniture, Computers, Software | 17,000 | 6,850 | 10,150 | 10,100 | | 14,000 | - 3,000 |
| 2-12-10-00-539 | Other Const & Maint Supplies | 5,000 | 701 | 4,299 | 4,250 | | 2,500 | - 2,500 |
| 2-12-10-00-551 | Attractive Items | 8,000 | 646 | 7,354 | 7,350 | | 4,000 | - 4,000 |
| | | | | - | 37,350 | | | |
| | **Assessment** | | | - | | | | |
| 2-12-30-00-249 | Contract Assessor | 92,900 | 85,799 | 7,101 | 7,100 | | 87,600 | - 5,300 |
| | | | | | 7,100 | | | |
| | **Fire Services** | | | | | | | |
| 2-23-00-00-148 | Training & Education | 7,500 | 2,567 | 4,933 | 4,900 | | 4,500 | - 3,000 |
| 2-23-00-00-255 | Vehicle Repairs | 10,000 | 40 | 9,960 | 9,950 | | 5,000 | - 5,000 |
| 2-23-00-00-512 | Clothing & Footwear | 11,000 | - | 11,000 | 11,000 | | 11,000 | - |
| 2-23-00-00-519 | General Supplies | 10,000 | 656 | 9,344 | 9,300 | | 5,000 | - 5,000 |
| 2-23-00-00-522 | Tires, Batteries, Accessories | 4,000 | - | 4,000 | 4,000 | | 2,000 | - 2,000 |
| 2-23-00-01-112 | Seasonal Points | 27,400 | 16,995 | 10,405 | 10,400 | | 20,000 | - 7,400 |
| | | | | - | 49,550 | | | |
| | **Disaster Services** | | | - | | | | |
| 2-24-10-00-148 | Training & Education | 4,000 | - | 4,000 | 4,000 | | 3,000 | - 1,000 |
| 2-24-10-00-519 | General Supplies | 2,000 | 78 | 1,922 | 1,900 | | 2,000 | - |
| | | | | - | 5,900 | | | |

# Transfer to 2019 Budget
## From Rate Stabalization Reserve



| Account | Description | 2018 Budget | 2018 Actual | Variance | Transfer to Reserve | | 2019 Budget | Budget Change |
|---|---|---|---|---|---|---|---|---|
| | **Medical First Responders** | | | - | | | | |
| 2-25-00-00-519 | General Supplies | 4,500 | 481 | 4,019 | 4,000 | | 3,000 | - 1,500 |
| | | | | | 4,000 | | | |
| | **PW Grader Services** | | | | | | | |
| 2-32-00-01-148 | Training & Education | 4,000 | 364 | 3,636 | 3,600 | | 4,000 | - |
| 2-32-00-01-539 | Other Const & Maint | 4,000 | 425 | 3,575 | 3,550 | | 23,000 | 19,000 |
| | | | | | 7,150 | | | |
| | **PW Administration** | | | | | | | |
| 2-32-10-00-126 | Pension | 47,267 | 40,434 | 6,833 | | | - | |
| 2-32-10-00-148 | Training & Education | 10,000 | 4,692 | 5,308 | 5,300 | | 7,000 | - 3,000 |
| 2-32-10-00-216 | Cellular | 5,000 | 2,859 | 2,141 | 2,100 | | 3,500 | - 1,500 |
| 2-32-10-00-249 | Other Prof Services | 7,000 | 582 | 6,419 | 6,400 | | 3,000 | - 4,000 |
| | | | | | 13,800 | | | |
| | **PW General Maintenance** | | | | | | | |
| 2-32-30-00-126 | Pension | 33,000 | 20,909 | 12,091 | - | | - | |
| 2-32-30-00-533 | Grader Blades & Tips | 45,000 | 30,248 | 14,752 | 14,750 | | 40,000 | - 5,000 |
| | | | | | 14,750 | | | |
| | **PW Gravel Services** | | | | | | | |
| 2-32-40-03-249 | Reclamation | 30,000 | - | 30,000 | 30,000 | | 10,000 | - 20,000 |
| 2-32-50-00-249 | Other Prof Services | 16,000 | 1,977 | 14,023 | 14,000 | | 3,000 | - 13,000 |
| | | | | | 44,000 | | | |
| | **PW Projects** | | | | | | | |
| 2-32-60-00-249 | OPS Ditches | 40,000 | 17,475 | 22,525 | 22,500 | | 40,000 | - |
| 2-32-60-00-519 | General Supplies (erosion control) | 10,000 | | 10,000 | 10,000 | | 8,000 | - 2,000 |
| 2-32-60-02-249 | Street Improvement All Hamlets | 25,000 | 2,510 | 22,490 | 22,450 | | 60,000 | 35,000 |
| | | | | - | 54,950 | | | |

# Transfer to 2019 Budget
## From Rate Stabalization Reserve



| Account | Description | 2018 Budget | 2018 Actual | Variance | Transfer to Reserve | | 2019 Budget | Budget Change |
|---|---|---|---|---|---|---|---|---|
| | **Regional Water** | | | - | | | | |
| 2-41-10-45-517 | Furniture, Computers, Software | 5,000 | 1,956 | 3,044 | 3,000 | | 4,000 | - 1,000 |
| 2-41-10-45-523 | Equipment, Vehicle Supplies | 21,000 | 6,533 | 14,467 | 14,450 | | 18,000 | - 3,000 |
| | | | | | 17,450 | | | |
| | **Solid Waste Services** | | | | | | | |
| 2-43-10-00-539 | Construction & Maintenance Material | 7,500 | 916 | 6,584 | 6,550 | | 13,000 | 5,500 |
| 2-43-10-47-249 | OPS Landfill Supervision | 51,500 | 42,840 | 8,660 | 8,650 | | 45,000 | - 6,500 |
| | | | | | 15,200 | | | |
| | **ASB Administration** | | | | | | | |
| 2-63-10-00-252 | Building Repair & Maintenance | 2,500 | - | 2,500 | 2,500 | | 2,500 | - |
| 2-63-10-00-539 | Other Const & Maint Material | 7,000 | 3,168 | 3,832 | 3,800 | | 5,000 | - 2,000 |
| | | | | | 6,300 | | | |
| | **ASB Board** | | | | | | | |
| 2-63-10-00-735 | Veterinary Services Insurance (VSI) | 17,000 | 14,800 | 2,200 | 2,200 | | 17,000 | - |
| | | | | | 2,200 | | | |
| | **ASB Fieldman** | | | - | | | | |
| 2-63-20-00-111 | Permanent Wages | 165,000 | 140,489 | 24,511 | - | | - | |
| 2-63-20-00-126 | Pension | 19,000 | 14,843 | 4,157 | - | | - | |
| | | | | | - | | | |
| | **ASB Extensions** | | | | | | | |
| 2-63-60-00-249 | Fusarium, soil samples | 6,000 | 2,499 | 3,501 | 3,500 | | 6,000 | - |
| | | | | | 3,500 | | | |
| | **ASB Weed Control** | | | - | | | | |
| 2-63-70-20-249 | Contract Spraying | 2,500 | 240 | 2,260 | 2,250 | | 500 | - 2,000 |
| 2-63-70-20-255 | Vehicle Repairs | 5,000 | - | 5,000 | 5,000 | | 1,000 | - 4,000 |
| 2-63-70-20-532 | Grass Seed & Fertilizer | 3,500 | - | 3,500 | 3,500 | | 2,000 | - 1,500 |
| | | | | | 10,750 | | | |

# Transfer to 2019 Budget
## From Rate Stabalization Reserve



| Account | Description | 2018 Budget | 2018 Actual | Variance | Transfer to Reserve | | 2019 Budget | Budget Change |
|---|---|---|---|---|---|---|---|---|
| | **Tourism** | | | | | | | |
| 2-69-10-00-735 | Grant to Individual & Organization | 4,500 | 2,500 | 2,000 | 2,000 | | 4,500 | - |
| | | | | | 2,000 | | | |
| | **Community Beautification** | | | | | | | |
| 2-72-11-XX-519 | All Hamlets | 5,000 | 874 | 4,126 | 4,100 | | 5,000 | - |
| | | | | | 4,100 | | | |
| | **Eaglesham Hall** | | | | | | | |
| 2-74-10-45-249 | Other Prof Services | 7,500 | 1,150 | 6,350 | 6,350 | | 3,000 | - 4,500 |
| 2-74-10-45-539 | Building Maintenance | 2,000 | 328 | 1,672 | 1,650 | | 2,000 | - |
| | | | | | 8,000 | | | |
| | | | | | | | | |
| | | | **Overall Total** | **382,602** | 324,450 | | 623,600 | - 52,650 |
| | | | **Current Surplus** | | **365,637** | | | |
| | | | | | **- 41,187** | | | |

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular Council Meeting | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | April 4, 2019 | **CAO:** | |
| **Originated By**: | Hermann Minderlein, CAO | **Director:** | |
| **Item Title:** | 2019 Mill Rates | **Presenter:** | |

**DESCRIPTION:**

Council is being requested to review the 2019 Operating and Maintenance Budget process to date, and provide Administration with direction as how to proceed before presenting the budget and mill rates for approval.

**BACKGROUND:**

Council previously approved the 2018 Operating Budget as the 2019 interim Operating and Maintenance Budget at its December 13, 2018 Regular Council meeting by passing Resolution RC18-406 that read as follows:

> *"*Moved by Councillor Poetker that Council adopt the 2018 Operating Budget as the 2019 Interim Operating Budget with:
>
> Total Revenues of $7,570,233.80 comprised of:
>
> Operating Revenues (sales, grants, etc.) of $1,693,400.95;
>
> Revenue Drawn from Operating Reserves of $204,837.99; and
>
> Municipal Property Tax Revenue of $5,671,994.86; and
>
> Total Expenses of $10,246,563.80 comprised of:
>
> Operating Expenses of $7,570,233.80;
>
> plus Amortization Expense of $2,676,330.00
>
> Which results in a balanced budget before the amortization expense of $2,676,330.00.*"*

Administration had been working on the 2019 Budget since the fall of 2018, refining the numbers as updated information became available.

A budget workshop that included Council and Directors was held on March 15, 2019. The budget was reviewed, in some cases at the lowest levels available. The directors were able to answer Council's questions, numbers were adjusted, and Council requested that Administration look at several options and bring the results back to this meeting. These included:

1. increases to water rate (see item 7.a on this Agenda re a."Schedule A" Fees and Charges Bylaw);

2. draw from Rate Stabilization Operating Reserve (see item 9.b.ii on this Agenda); and

3. a review of 2019 mill rates.

After applying adjustments for the increases to water rates, the draw from Rate Stabilization Operating Reserve, and continuing to refine the budget, Administration estimates that the County will be facing a deficit of approximately $75,471 before Amortization Expenses and adjustments for Government Transfers for Capital.

Administration is ready to discuss the 2019 Mill Rates.

Tax revenues are raised by applying the approved mill rate to the updated assessment values in each of the approved classifications. Assessment values (as listed in attached document) for the classifications have changed as follows:

| **Classification** | **2018 Values** | **2019 Values** | **% Change** |
|---|---|---|---|
| Residential | 59,859,850 | 63,817,450 | + 6.61% |
| Farmland | 49,605,850 | 49,631,430 | + .05% |
| Non Residential | 143,077,650 | 144,979,830 | + 1.33% |
| Machinery & Equipment | 48,226,140 | 44,482,910 | - 7.76% |
| **Totals** | **300,769,490** | **302,911,620** | **+ .71%** |

Administration has computed various scenarios, and would like to suggest to Council that they consider the following mill rate adjustments:

| **Classification** | **Mill Rate Change** | **Estimated Tax Revenues** | **$ Change** | **% Change** |
|---|---|---|---|---|
| Residential | 0% | 662,189.01 | 38,398.00 | + 6.16% |
| Farmland | 3% | 735,592.39 | 18,468.52 | +2.68% |
| Non Residential | 1.5% | 2,675,602.76 | 75,275.73 | +2.89% |
| Machinery & Equipment | 1.5% | 820,932.10 | (55,930.05) | -6.38% |
| **Totals** | | **4,894,316.26** | **$76,212.20** | **+1.58%** |

Revenues required to be raised by municipal taxation to offset increased net expenses are estimated to require an increase of 1.58%. It is suggested that the rates for municipal taxes for both Residential and Small Business Non-Residential remain unchanged from 2018, and that the remaining rates be adjusted as listed above.

**RELEVANT LEGISLATION (Cite):**

**ATTACHMENT(s):**

2019 Birch Hills County Comparative Data and Projections

**OPTIONS:**

Council may choose to:

1. Direct Administration to bring the 2019 Operating and Maintenance Budget and Mill Rate Bylaw to the April 25, 2019 Regular Council Meeting based on 2018 mill rates for both Residential and Small Business Non-Residential properties, a mill rate of 14.8211 for Farmland, a mill rate of 18.4550 for Non-Residential properties and Machinery & Equipment (or other rates as may be deemed appropriate); or

2. direct Administration to make additional changes to the budget and bring it back to a future Council Budget Workshop.

**RECOMMENDED ACTION:**

It is Administration's recommendation that:

Council direct Administration to bring the 2019 Operating and Maintenance Budget and Mill Rate Bylaw to the April 25, 2019 Regular Council Meeting based on 2018 mill rates for both Residential and Small Business Non-Residential properties, a mill rate of 14.8211 for Farmland, a mill rate of 18.4550 for Non-Residential properties and Machinery & Equipment (or other rates as may be deemed appropriate).

# Birch Hills County
# Comparative Data and Projections

## ASSESSMENTS

| | Residential | | | | Farmland | | | | Sub Total | | Non Residential | | | | Machinery & Equipment | | | | Sub Total | | TOTAL | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Assessment | Change | Mill Rate | Change | Assessment | Change | Mill Rate | Change | Assessment | Change | Assessment | Change | Mill Rate | Change | Assessment | Change | Mill Rate | Change | Assessment | Change | Assessment | Change |
| 2009 | 32,189,240 | | 9.211 | | 49,036,230 | | 12.5180 | | 81,225,470 | | 219,573,000 | | 16.000 | | 93,297,440 | | 16.000 | | 312,870,440 | | 394,095,910 | |
| 2010 | 34,539,680 | 7.30% | 9.211 | 0.00% | 49,026,630 | -0.02% | 12.5180 | 0.00% | 83,566,310 | 2.88% | 197,453,800 | -10.07% | 16.000 | 0.00% | 77,754,850 | -16.66% | 16.000 | 0.00% | 275,208,650 | -12.04% | 358,774,960 | -8.96% |
| 2011 | 35,808,310 | 3.67% | 9.355 | 1.56% | 49,049,400 | 0.05% | 12.6620 | 1.15% | 84,857,710 | 1.55% | 189,344,140 | -4.11% | 16.000 | 0.00% | 73,559,510 | -5.40% | 16.000 | 0.00% | 262,903,650 | -4.47% | 347,761,360 | -3.07% |
| 2012 | 36,327,290 | 1.45% | 9.636 | 3.00% | 49,057,490 | 0.02% | 13.0420 | 3.00% | 85,384,780 | 0.62% | 190,115,260 | 0.41% | 16.480 | 3.00% | 66,131,910 | -10.10% | 16.480 | 3.00% | 256,247,170 | -2.53% | 341,631,950 | -1.76% |
| 2013 | 37,962,630 | 4.50% | 9.636 | 0.00% | 49,024,980 | -0.07% | 13.0420 | 0.00% | 86,987,610 | 1.88% | 187,818,010 | -1.21% | 16.480 | 0.00% | 61,478,530 | -7.04% | 16.480 | 0.00% | 249,296,540 | -2.71% | 336,284,150 | -1.57% |
| 2014 | 45,615,960 | 20.16% | 9.925 | 3.00% | 49,202,540 | 0.36% | 13.4330 | 3.00% | 94,818,500 | 9.00% | 193,077,170 | 2.80% | 16.974 | 3.00% | 64,439,730 | 4.82% | 16.974 | 3.00% | 257,516,900 | 3.30% | 352,335,400 | 4.77% |
| 2015 | 52,443,640 | 14.97% | 10.223 | 3.00% | 49,307,180 | 0.21% | 13.8360 | 3.00% | 101,750,820 | 7.31% | 188,326,210 | -2.46% | 17.483 | 3.00% | 62,273,860 | -3.36% | 17.483 | 3.00% | 250,600,070 | -2.69% | 352,350,890 | 0.00% |
| 2016 | 55,031,580 | 4.93% | 10.223 | 0.00% | 49,358,750 | 0.10% | 13.8360 | 0.00% | 104,390,330 | 2.59% | 170,537,700 | -9.45% | 17.483 | 0.00% | 56,627,040 | -9.07% | 17.483 | 0.00% | 227,164,740 | -9.35% | 331,555,070 | -5.90% |
| 2017 | 56,700,020 | 3.03% | 10.223 | 0.00% | 49,552,590 | 0.39% | 13.8360 | 0.00% | 106,252,610 | 1.78% | 149,551,210 | -12.31% | 17.483 | 0.00% | 52,038,660 | -8.10% | 17.483 | 0.00% | 201,589,870 | -11.26% | 307,842,480 | -7.15% |
| 2018 | 59,859,850 | 5.57% | 10.376 | 1.50% | 49,605,850 | 0.11% | 14.3894 | 4.00% | 109,465,700 | 3.02% | 143,077,650 | -4.33% | 18.182 | 4.00% | 48,226,140 | -7.33% | 18.182 | 4.00% | 191,303,790 | -5.10% | 300,769,490 | -2.30% |
| **Since 2009** | | **76.15%** | | **10.99%** | | **1.16%** | | **14.95%** | | **34.77%** | | **-34.84%** | | **13.64%** | | **-48.31%** | | **13.64%** | | **-38.86%** | | **-23.68%** |
| 2019 | 63,817,450 | 6.61% | 10.3763 | 0.00% | 49,631,430 | 0.05% | 14.8211 | 3.00% | 113,448,880 | 3.64% | 144,979,830 | 1.33% | 18.4550 | 1.50% | 44,482,910 | -7.76% | 18.4550 | 1.50% | 189,462,740 | -0.96% | 302,911,620 | 0.71% |
| | | | | 0.00% | | | | 3.00% | | | | | | 1.50% | | | | 1.50% | | | | |

| | Residential | | | Farmland | | | Sub Total | | Non Residential | | | Machinery & Equipment | | | Sub Total | | TOTAL | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Taxes | Change - $ | % | Taxes | Change - $ | % | Taxes | Change | Taxes | Change - $ | % | Taxes | Change - $ | % | Taxes | Change | Taxes | Change |
| 2009 | 296,495.00 | | | 613,835.00 | | | 910,330.00 | | 3,513,168.00 | | | 1,492,759.00 | | | 5,005,927.00 | | 5,916,257.00 | |
| 2010 | 318,145.00 | 21,650.00 | 7.30% | 613,715.00 | (120.00) | -0.02% | 931,860.00 | 2.37% | 3,159,261.00 | (353,907.00) | -10.07% | 1,244,078.00 | (248,681.00) | -16.66% | 4,403,339.00 | -12.04% | 5,335,199.00 | -9.82% |
| 2011 | 334,986.00 | 16,841.00 | 5.29% | 621,063.00 | 7,348.00 | 1.20% | 956,049.00 | 2.60% | 3,029,506.00 | (129,755.00) | -4.11% | 1,176,952.00 | (67,126.00) | -5.40% | 4,206,458.00 | -4.47% | 5,162,507.00 | -3.24% |
| 2012 | 350,050.00 | 15,064.00 | 4.50% | 639,808.00 | 18,745.00 | 3.02% | 989,858.00 | 3.54% | 3,133,099.00 | 103,593.00 | 3.42% | 1,089,854.00 | (87,098.00) | -7.40% | 4,222,953.00 | 0.39% | 5,212,811.00 | 0.97% |
| 2013 | 364,483.33 | 14,433.33 | 4.12% | 639,383.79 | (424.21) | -0.07% | 1,003,867.12 | 1.42% | 3,115,651.49 | (17,447.51) | -0.56% | 992,755.30 | (97,098.70) | -8.91% | 4,108,406.79 | -2.71% | 5,112,273.91 | -1.93% |
| 2014 | 456,253.32 | 91,769.99 | 25.18% | 664,796.10 | 25,412.31 | 3.97% | 1,121,049.42 | 11.67% | 2,891,666.73 | (223,984.76) | -7.19% | 1,479,726.04 | 486,970.74 | 49.05% | 4,371,392.77 | 6.40% | 5,492,442.19 | 7.44% |
| 2015 | 538,984.67 | 82,731.35 | 18.13% | 685,798.53 | 21,002.43 | 3.16% | 1,224,783.20 | 9.25% | 3,292,760.89 | 401,094.16 | 13.87% | 1,088,733.89 | (390,992.15) | -26.42% | 4,381,494.78 | 0.23% | 5,606,277.98 | 2.07% |
| 2016 | 561,162.63 | 22,177.96 | 4.11% | 682,927.94 | (2,870.59) | -0.42% | 1,244,090.57 | 1.58% | 2,981,510.22 | (311,250.67) | -9.45% | 990,010.54 | (98,723.35) | -9.07% | 3,971,520.76 | -9.36% | 5,215,611.33 | -6.97% |
| 2017 | 582,367.68 | 21,205.05 | 3.78% | 689,094.76 | 6,166.82 | 0.90% | 1,271,462.44 | 2.20% | 2,612,555.55 | (368,954.67) | -12.37% | 912,076.39 | (77,934.15) | -7.87% | 3,524,631.94 | -11.25% | 4,796,094.38 | -8.04% |
| 2018 | 623,791.01 | 41,423.33 | 7.11% | 717,123.87 | 28,029.11 | 4.07% | 1,340,914.88 | 5.46% | 2,600,327.03 | (12,228.52) | -0.47% | 876,862.15 | (35,214.24) | -3.86% | 3,477,189.18 | -1.35% | 4,818,104.06 | 0.46% |
| **Since 2009** | | **327,296.01** | **110.39%** | | **103,288.87** | **16.83%** | **361,132.44** | **39.67%** | | **(912,840.97)** | **-25.98%** | | **(615,896.85)** | **-41.26%** | **(1,528,737.82)** | **-30.54%** | **(1,098,152.94)** | **-18.56%** |
| 2019 | 662,189.01 | 38,398.00 | 6.16% | 735,592.39 | 18,468.52 | 2.68% | 1,397,781.40 | 4.24% | 2,675,602.76 | 75,275.73 | 2.89% | 820,932.10 | (55,930.05) | -6.38% | 3,496,534.86 | 0.56% | 4,894,316.26 | 1.58% |

$ 76,212.20

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Regular Council Meeting | **Reviewed/ Approved For Submission:** |
| **Meeting Date:** | April 4, 2019 | **CAO:** |
| **Originated By**: | Kathrin Langlois<br>Asst. Ag. Fieldman | **Director:**<br>**Presenter:** |
| **Item Title:** | CN Rail Initiative | |

## DESCRIPTION:

Administration is bringing an email that the Peace Region Association of Agricultural Fieldmen received from Sheila Kaus, Agricultural Fieldman from Big Lakes County. Council support was being sought in that email for a renewed effort to lobby the federal government to have the CN rail line reinstalled from the Peace Region to the Port of Prince Rupert.

## BACKGROUND:

Big Lakes County has looked into the railway issue and learned that the federal government had recently put $50 million on the table to have the line reinstalled and CN said no deal. While discouraging at first glance, this means it is something that has been on federal radar in the not so distant past.

Should Birch Hills County be interested in pursuing this, the initial plan currently is to bring all Peace Region municipalities into the initiative through existing partnerships with Peace Region Economic Development Alliance and Northern Transportation Advocacy Bureau. This is a big project and our voice will be louder if we are all working together. Working as a region may also maximize the leverage we can create through in-kind and possible financial contributions if a grant application is made through the Trade Corridors Fund.

## ATTACHMENT(s):

Email from Sheila Kaus, CCA, Agricultural Fieldman, Big Lakes County

## OPTIONS:

Council should discuss the matter to determine the actions to be taken, and choose to:

1. Direct Administration to draft a letter for the Reeve's signature indicating support from Birch Hills County for Big Lakes County's CN Rail Initiative;

2. Direct Administration to look into other options as they deem appropriate; or

3. Accept the presentation regarding an email received from Sheila Kaus, Agricultural Fieldman, Big Lakes County seeking support for their County's CN Rail Initiative for information.

**RECOMMENDED ACTION:**

Administration recommends:

> *"That Council* direct Administration to draft *a letter for the Reeve's* signature indicating support from Birch Hills County *for Big Lakes County's* CN Rail Initiative*"*

**From:** Sheila Kaus <SKaus@BigLakesCounty.ca>
**Sent:** Friday, March 22, 2019 4:17 PM
**Subject:** CN Rail Initiative

Hello Everyone ☺

About a month or so ago, I sent out a short little report that detailed the rail gap that exists in the Peace Region, preventing a direct line to the Port of Prince Rupert. Since that time, BLC has done a bit of digging and discovered through Dan with PREDA that the federal govt had at one time in the not so distant past put $50 million on the table to have the line reinstalled and CN said no deal. While discouraging at first glance, to me this means it is something that has been on federal radar in the not so distant past.

I have been directed by my CAO to see if there is intermunicipal interest for a renewed effort to lobby to have the line reinstated. There is a possible funding opportunity with the National Trade Corridors Fund that could be leveraged to make this rail reality. After looking at the project, I thought it best to approach Saddle Hills County, MD of Spirit River, MD of Smoky River and Birch Hills County first as the rail runs through your back yards and if your municipalities do not support attempting this, the initiative dies on the table, so to speak.

Should your municipalities be interested in pursuing this, the loose plan currently is to bring all Peace Region municipalities into the initiative through existing partnerships with PREDA and NTAB. This is a big project and our voice will be louder if we are all working together. Working as a region may also maximize the leverage we can create through in-kind and possible financial contributions if a grant application is made through the Trade Corridors Fund.

Completion of a Transportation Logistics Study utilizing the expertise of Carlo Dade with the Canada West Foundation would be a first step and moving from there would be advocacy and lobbying of Provincial Government, CN, and the Federal Government. All of the loose details listed here are just what we saw as being necessary to move the initiative forward. BLC does not have the line running through our County and would be eager to support the efforts of your municipalities, as would many other municipalities in the region, I believe.

Please get back to me for further details, or just to discuss how we could possibly go about this.

Warm Regards,

**Sheila Kaus, CCA**
Agricultural Fieldman, Big Lakes County

**A** 5305-56 Street, High Prairie, AB T0G 1E0
**P** (780) 523-5955 ext. 2362 **C** (780) 523-8249
**E** Skaus@BigLakesCounty.ca **W** www.BigLakesCounty.ca

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | April 4, 2019 | **CAO:** | |
| **Originated By:** | Shelley Braun/Dir. Corp Services | **Director:** | **SDB** |
| **Item Title:** | 2018 Capital Procurement Report | **Presenter:** | Shelley Braun |

**DESCRIPTION:**

Administration is providing Council with the final update related to Capital Procurement in 2018.

**BACKGROUND:**

**RC17-425 Moved by Councillor Reum** that Council adopts the 2018 Capital Budget (with "Council Vehicle" and without the 2018 assumed MSI Capital BMTG funding) with:

Total revenues of 2,601,200 comprised of:
- Funding from Reserves totaling $901,778.82;
- Funding from Grant totaling 1,563,421.18; and
- Funding received from the disposal of Fixed Assets totaling $136,000; and

Total Expenses of $2,601,200 comprised of Departmental purchases and projects totaling:
- $70,000 in Council
- $25,000 in Administration
- $2,343,200 in Public Works
- $163,000 in Agricultural Services

**RC18-062 Moved by Deputy Reeve Carbone** that Council direct Administration not to proceed with the purchase of a County Vehicle and to conduct a review of County's policies and bring back recommendations to Council at a future Governance Meeting as to changes that would encourage or require participants to conferences and meetings to travel TOGETHER.

2018 Gravel Transfer Budget and Actual revenue and expense included in 2018 Capital Budget.

**ATTACHMENT(S):**

2018 Capital Budget Actual

**RECOMMENDED ACTION:**

It is Administration's recommendation "that Council accept the presentation regarding the 2018 Capital Budget Actual for information."

# Birch Hills County
## 2018 Capital Budget Variance Actual

| Description | 2018 Budget | 2018 Actual | Variance | % of Budget | Notes |
|---|---|---|---|---|---|
| **General Admin** | | | | | |
| Gen Admin - Proceeds on Sale | 5,000.00 | - | (5,000.00) | | Photocopier - carry forward to 2019 |
| Gen Admin Contributed from Cap Reserve | 20,000.00 | - | (20,000.00) | | Photocopier - carry forward to 2019 |
| **Sub-Total** | **25,000.00** | **-** | | | |
| **Public Works** | | | | | |
| Grader - Proceeds on Sale | 100,000.00 | 64,791.89 | (35,208.11) | 65% | |
| Backhoe - Proceeds on Sale | 20,000.00 | 31,491.89 | 11,491.89 | 157% | |
| Mower - Proceeds on Sale | | 5,841.89 | | | |
| Mower - Proceeds on Sale | 8,000.00 | 8,091.89 | 91.89 | 101% | |
| Mower - Proceeds on Sale | | 1,491.88 | | | |
| PW - Provincial Conditional Grants | 1,285,354.18 | 1,521,052.10 | 235,697.92 | 118% | MSI-Grader, Backhoe, Canopy, Gravel Crush/Trans |
| PW - Contributed from Capital Reserve | 868,145.82 | 973,810.23 | 105,664.41 | 112% | Reserve-Gravel Crushing |
| Truck - Proceeds on Sale | 1,000.00 | 4,876.89 | 3,876.89 | 488% | |
| Truck - Proceeds on Sale | 1,000.00 | 5,326.89 | 4,326.89 | 533% | |
| Truck - Proceeds on Sale | 1,000.00 | 6,226.89 | 5,226.89 | 623% | |
| **Sub-Total** | **2,284,500.00** | **2,623,002.44** | **338,502.44** | 115% | |
| **Airport** | | | | | |
| Airport - Sale of Land Held for Muni Use | | 207,000.00 | **207,000.00** | | Eaglesham Airport |
| **Sub-Total** | - | 207,000.00 | **207,000.00** | | |
| **Regional Water** | | | | | |
| Truck - Proceeds on Sale | | 5,101.89 | 5,101.89 | | |
| Reg Water - Prov Conditional Grant | 69,700.00 | 33,487.91 | (36,212.09) | 48% | MSI-Hydrant, Water Pumps, Turbidimeter |
| **Sub-Total** | **69,700.00** | **38,589.80** | **(31,110.20)** | 55% | |
| **Public Works Sub-Total** | **2,354,200.00** | | | | |
| **Agriculture Services Board** | | | | | |
| ASB - Prov Conditional Grant | 152,000.00 | 46,678.68 | (105,321.32) | 31% | MSI-Truck |
| **Sub-Total** | **152,000.00** | **46,678.68** | **(105,321.32)** | 31% | |
| **Revenue Total** | **2,531,200.00** | **2,915,270.92** | **384,070.92** | 115% | |
| **Funding from Reserve Total** | **888,145.82** | **973,810.23** | **85,664.41** | 110% | Gravel Transfer from O&M Budget |
| **Funding from Grant Total** | **1,507,054.18** | **1,601,218.69** | **94,164.51** | 106% | Gravel Transfer from O&M Budget |
| **Funding from Disposal of Assets Total** | **136,000.00** | **340,242.00** | **204,242.00** | 250% | Eaglesham Airport Sale |

# Birch Hills County
## 2018 Capital Budget Variance Actual

| Description | 2018 Budget | 2018 Actual | Variance | % of Budget | Notes |
|---|---|---|---|---|---|
| **General Administration** | | | | | |
| Photocopier | 25,000.00 | - | 25,000.00 | | **Photocopier - carry forward to 2019** |
| **Sub-Total** | **25,000.00** | **-** | **25,000.00** | | |
| **Public Works** | | | | | |
| Grader | 485,000.00 | 495,600.00 | (10,600.00) | 102% | MSI and Sale proceeds |
| Backhoe | 180,000.00 | 163,861.00 | 16,139.00 | 91% | MSI and Sale proceeds |
| Truck Canopy | 8,500.00 | 6,216.75 | 2,283.25 | 73% | MSI and Sale proceeds |
| Truck | | 40,648.85 | (40,648.85) | | MSI and Sale proceeds (see Ag Services) |
| Truck | | 40,648.85 | (40,648.85) | | MSI and Sale proceeds (see Ag Services) |
| Gravel Crushing | 1,600,000.00 | 1,876,026.99 | (276,026.99) | 117% | MSI Capital & BMTG and Reserves |
| **Sub-Total** | **2,273,500.00** | **2,623,002.44** | **(349,502.44)** | 115% | |
| **Airport** | | | | | |
| Airport - Add to Capital Reserve | | **207,000.00** | (207,000.00) | | Add to Capital Reserve |
| **Sub-Total** | **-** | **207,000.00** | (207,000.00) | | |
| **Regional Water Supply & Distribution** | | | | | |
| Wanham Hydrant Replacement | 7,700.00 | 4,305.00 | 3,395.00 | 56% | MSI |
| Aerator | 25,000.00 | - | 25,000.00 | | **MSI (Aerator carry forward to 2019)** |
| Turbidimeter | 12,000.00 | 5,123.80 | 6,876.20 | 43% | MSI |
| Backup Pumps | 25,000.00 | 29,161.00 | (4,161.00) | 117% | MSI |
| **Sub-Total** | **69,700.00** | **38,589.80** | **31,110.20** | 55% | |
| **Public Works Sub-Total** | **2,343,200.00** | **2,868,592.24** | **(525,392.24)** | 122% | Gravel Transfer from O&M Budget |
| **Agriculture Services** | | | | | |
| Trailer | 8,000.00 | 5,970.00 | 2,030.00 | 75% | MSI |
| Truck | 50,000.00 | | 50,000.00 | | MSI and Sale proceeds (see Public Works) |
| Truck | 50,000.00 | | 50,000.00 | | MSI and Sale proceeds (see Public Works) |
| Truck | 55,000.00 | 40,708.68 | 14,291.32 | 74% | MSI |
| **Sub-Total** | **163,000.00** | **46,678.68** | **116,321.32** | 29% | |
| **Expense Total** | **2,531,200.00** | **2,915,270.92** | **(384,070.92)** | 115% | |

| Security Number | Investment | Purchase Date | Maturity Date | Original Cost | Interest added to Princ | Adjusted Cost Base | Annual Interest Rate | Interest on Maturity | Market Value | Years Invested |
|---|---|---|---|---|---|---|---|---|---|---|
| | **RBC Dominion** | | | **Original Cost** | **to Princ** | **Adjusted Cost Base** | | **C/Y acc'd interest A/R** | **Mkt Value** | |
| GIC-5A04843 | Bank of Nova Scotia | 27-Jun-14 | 27-Jun-2019 | 1,146,022.00 | 118,971.85 | 1,264,993.85 | 2.50% | **16,202.32** | 1,281,184.98 | 5 |
| GIC-5VFFCD5 | Bank of Nova Scotia | 17-Nov-14 | 17-Nov-2019 | 628,340.00 | 65,771.28 | 694,111.28 | 2.52% | **2,060.65** | 696,244.08 | 5 |
| 161129-B0C86E | Nat'l Bank of Canada | 29-Nov-16 | 29-Nov-2019 | 411,123.00 | 12,843.59 | 423,966.59 | 1.55% | **576.13** | 424,538.77 | 3 |
| GIC 5VFQYY7 | Nat'l Bank of Canada | 24-Jun-15 | 24-Jun-2020 | 1,198,324.00 | 84,976.94 | 1,283,300.94 | 2.31% | **15,350.04** | 1,298,729.17 | 5 |
| GIC-5VGDJG9 | Nat'l Bank of Canada | 16-Nov-2015 | 16-Nov-2020 | 654,465.00 | 45,383.11 | 699,848.11 | 2.26% | 1,906.65 | 701,822.09 | 5 |
| 161129-BO0C95[ | Natcan Trust Company | 29-Nov-2016 | 30-Nov-2020 | 411,123.00 | 14,515.21 | 425,638.21 | 1.75% | 653.03 | 426,286.04 | 4 |
| GIC-5VGGVW1 | Montreal Trust CDN | 13-Jan-2016 | 13-Jan-2021 | 703,944.00 | 32,033.85 | 735,977.85 | 2.25% | 15,969.71 | 751,986.77 | 5 |
| CPN-7147142 | Prov of British Columbia | 21-Nov-12 | 18-Jun-2021 | 591,132.75 | 92,796.43 | 683,929.18 | 2.46% | **2,028.18** | 687,897.98 | 9.6 |
| CPN-7148348 | Province of Quebec | 11-Jul-11 | 1-Dec-2021 | 604,817.51 | 202,403.94 | 807,221.45 | 3.98% | 2,640.61 | 846,481.40 | 10 |
| GIC-5VJSJZ8 | Equiitable Bank | 30-Nov-17 | 30-Nov-2022 | 87,000.00 | 2,401.20 | 89,401.20 | 2.76% | 216.33 | 89,608.17 | 5 |
| GIC-5VJSKD1 | ICICI BANK CANADA | 30-Nov-17 | 30-Nov-2022 | 87,000.00 | 2,392.50 | 89,392.50 | 2.75% | 215.52 | 89,598.69 | 5 |
| GIC-5VJSKH7 | LBC TRUST | 30-Nov-17 | 30-Nov-2022 | 87,000.00 | 2,366.40 | 89,366.40 | 2.72% | 213.11 | 89,570.33 | 5 |
| GIC-5VJSKK2 | Nat'l Bank of Canada | 30-Nov-17 | 30-Nov-2022 | 1,000,000.00 | 23,500.00 | 1,023,500.00 | 2.35% | 2,108.69 | 1,025,521.00 | 5 |
| GIC-5VJSKR9 | B2B Bank | 1-Dec-17 | 1-Dec-2022 | 87,000.00 | 2,366.40 | 89,366.40 | 2.72% | 206.45 | 89,563.72 | 5 |
| GIC-5VJSKS6 | Canadian Tire Bank | 1-Dec-17 | 1-Dec-2022 | 87,000.00 | 2,218.50 | 89,218.50 | 2.55% | 193.23 | 89,403.38 | 5 |
| GIC-5VJSKV1 | CDN Western Bank | 1-Dec-17 | 1-Dec-2022 | 87,000.00 | 2,366.40 | 89,366.40 | 2.72% | 206.45 | 89,563.72 | 5 |
| GIC-5VJSKW2 | CND Western Trust | 1-Dec-17 | 1-Dec-2022 | 87,000.00 | 2,366.40 | 89,366.40 | 2.72% | 206.45 | 89,563.72 | 5 |
| GIC-5VJSKY8 | General Bank of Canada | 1-Dec-17 | 1-Dec-2022 | 87,000.00 | 2,270.70 | 89,270.70 | 2.61% | 197.89 | 89,459.93 | 5 |
| GIC-5VJSLD7 | Laurentian Bank | 1-Dec-17 | 1-Dec-2022 | 87,000.00 | 2,366.40 | 89,366.40 | 2.72% | 206.45 | 89,563.72 | 5 |
| GIC-5VJSLH4 | Manulife Trust Co. | 1-Dec-17 | 1-Dec-2022 | 62,935.00 | 1,573.38 | 64,508.38 | 2.50% | 136.97 | 64,639.41 | 5 |
| GIC-5VJSLJ8 | Versabank | 1-Dec-17 | 1-Dec-2022 | 87,000.00 | 2,183.70 | 89,183.70 | 2.51% | 190.12 | 89,365.62 | 5 |
| GIC-B19979 | Bank of Nova Scotia | 4-Dec-18 | 4-Dec-2023 | 2,345,352.00 | - | 2,345,352.00 | 3.35% | 5,811.98 | 2,351,163.78 | 5 |
| | | **31-Dec-18** | **G/L 5-00-330** | **10,627,578.26** | **718,068.18** | **11,345,646.44** | | **67,496.96** | **11,451,756.47** | |
| | **ATB Fixed Income Account** | | | | | | | | | |
| | CSGIC | | 12-Sep-2019 | | | 335,682.49 | 2.59% | | | |
| | CPD | | 21-Sep-2019 | | | 410,927.81 | 2.13% | | | |
| | CIBC Reg Dep | | 14-Jul-2020 | | | 169,485.82 | 1.85% | | | |
| | NC | | 12-Sep-2020 | | | 706,476.44 | 3.07% | | | |
| | Ont Prov | | 2-Jun-2021 | | | 256,184.76 | 4.00% | | | |
| | BNS | | 4-Jun-2021 | | | 241,069.26 | 2.873% | | | |
| | NTL BK CDA | | 18-Mar-2022 | | | 240,552.22 | 2.105% | | | |
| | QUE Prov MTN | | 1-Sep-2023 | | | 248,178.77 | 3.000% | | | |
| | RBC SNR DEP | | 5-Dec-2023 | | | 243,305.22 | 2.333% | | | |
| | TD BK DEP NT | | 24-Jul-2024 | | | 242,358.63 | 3.226% | | | |
| | BMO | | 9-Dec-2026 | | | 243,279.60 | 2.700% | | | |
| | Alta Prov | | 1-Jun-2027 | | | 234,882.69 | 2.550% | | | |
| | Term Deposit Account | **31-Dec-18** | **G/L 5-00-351** | Balance Per Bank Statemenr December 31, 2018 | | **3,572,383.71** | | Institute | % of Portfolio | |
| | | | | GL Balance as at December 31, 2018 | | **(10,743.58)** | | RBC | 52.4% | |
| | | | | Adjusted GL Balance as at December 31, 2018 | | **3,583,127.29** | | ATB | 47.5% | |
| | **ATB Cash Management Account** | | | | | | | | 100.0% | |
| | **Cash Management Account** | **31-Dec-18** | **G/L 5-00-352** | | | **2,577,146.82** | 1.00% | | | |
| | **CIBC Cash Account** | | **5-00-315** | | | - | | | | |
| | **RBC Cash Account** | | **5-00-340** | | **31-Dec-18** | 13.30 | | | | |
| | **ATB Cash Management Account** | | **5-00-353** | | **31-Dec-18** | 17,508.75 | | | | |
| | **ATB Notice Demand Account** | | **5-00-355** | | **31-Dec-18** | 4,125,074.78 | | | | |
| | | | **2018 Total** | | | **21,648,517.38** | | | | |

# Performance of your CDN Cash Account #109217 for 2018

BIRCH HILLS COUNTY
PO BOX 157
WANHAM, AB T0H3P0

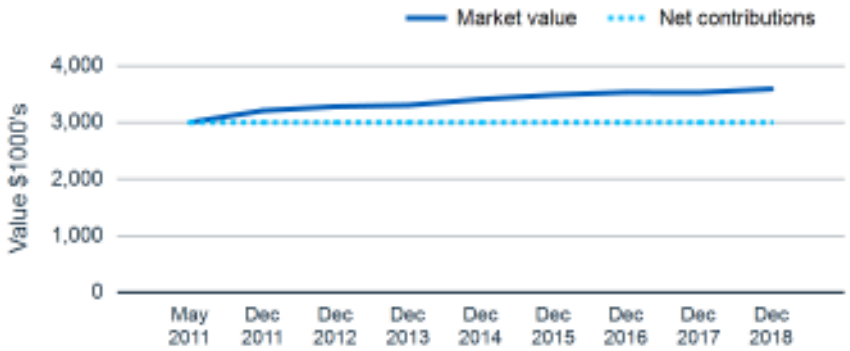

**Your investment team**

**Cory Boddy**
Director and Investment Counselor
(780) 442-5203
cboddy@atb.com

**Portfolio Associate**
Erin Stouffer
(780) 944-6302
estouffer@atb.com


## Changes to the market value of your account

| | Since Jan 1, 2018 | Since inception on May 4, 2011 |
|---|---|---|
| **Starting market value** | **$3,529,035.98** | **$3,000,948.82** |
| **Net contributions** | | |
| Your contributions | 0.00 | 456,200.00 |
| Minus your withdrawals | 0.00 | (456,200.00) |
| **Subtotal for net contributions** | **0.00** | **0.00** |
| **Change in market value of investments** | **64,233.70** | **592,320.85** |
| **Ending market value on Dec 31, 2018** | **$3,593,269.67** | **$3,593,269.67** |




## Your personal rates of return

| | |
|---|---|
| **Past year** | 1.82% per year |
| **Past 3 years** | 1.02% per year |
| **Past 5 years** | 1.69% per year |
| **Since inception on May 3, 2011** | **2.40% per year** |

## Account for: BIRCH HILLS COUNTY

These reports tell you how your account has performed and what fees you have paid for the last calendar year.

**Any questions?**

If you have any questions about these reports, or if your personal financial circumstances have changed, please contact your Investment Counselor. Your Investment Counselor will work with you to ensure that your investments are aligned with your goals, and will help you assess your progress toward meeting them.

**Market value and net contributions**

This graph shows the market value of your account from its inception date to December 31 for each full year it has been open, compared to your net contributions (the amount you have put in less the amount you have taken out).

Your account has grown by **$592,320.85** since May 4, 2011

**Understanding your personal rates of return**

These rates of return are personal to you because they reflect your contributions and withdrawals, and are calculated after fees have been deducted. They are calculated using a money-weighted method (see page 2).

The since inception date is the date of the first transaction in your account.

# Fees for your CDN Cash Account #109217 for 2018

## Direct fees you paid in the past year

| | |
|---|---|
| **Operating fees** | |
| Management fee | 12,791.57 |
| **Total operating fees** | **12,791.57** |
| GST | 639.57 |
| **Total direct fees you paid** | **$13,431.14** |

**Direct fees**

Direct fees are fees that were paid out of your account.

**Operating fees** are for the administration of your account. They vary depending on the type of account, the investments and activities in your account.

The **management fee** covers the cost of our investment counseling and portfolio management services.

**Additional Notes:**

Your personal rates of return (on page 1) were calculated using a money-weighted method. They represent realized and unrealized gains and losses on your investments, plus income from the investments, over a period of time, expressed as a percentage.

If the market value for one of your investments could not be determined, it was assigned a zero value for purposes of the performance calculations on page 1.

For debt securities purchased or sold for you during the period covered by this report, dealer remuneration was added to the price you paid (in the case of a purchase) or deducted from the price you received (in the case of a sale). This amount was in addition to any commissions you were charged.

If the fees generated by this account were designated/charged to another of your related accounts, please note the annual performance information on page 1 has been prepared on a gross basis without deducting those account related fees/charges. Furthermore, the specific fee information has been included in the statement of the designated account only and will subsequently impact the performance of that account.

ATB Wealth consists of a range of financial services provided by ATB Financial and certain of its subsidiaries. ATB Investment Management Inc., ATB Securities Inc., and ATB Insurance Advisors Inc. are individually licensed users of the registered trade name ATB Wealth. ATB Securities Inc. is a member of the Canadian Investor Protection Fund and Investment Industry Regulatory Organization of Canada.

# Performance of your CDN Cash Account #109221 for 2018

BIRCH HILLS COUNTY
PO BOX 157
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**Your investment team**

**Cory Boddy**
Director and Investment Counselor
(780) 442-5203
cboddy@atb.com

**Portfolio Associate**
Erin Stouffer
(780) 944-6302
estouffer@atb.com


## Changes to the market value of your account

| | Since Jan 1, 2018 | Since inception on May 4, 2011 |
|---|---|---|
| **Starting market value** | **$321,704.73** | **$2,485,000.00** |
| **Net contributions** | | |
| Your contributions | 6,617,300.00 | 44,264,450.72 |
| Minus your withdrawals | (4,387,825.00) | (44,447,661.44) |
| **Subtotal for net contributions** | **2,229,475.00** | **(183,210.72)** |
| **Change in market value of investments** | **43,464.00** | **292,854.45** |
| **Ending market value on Dec 31, 2018** | **$2,594,643.73** | **$2,594,643.73** |

## Your personal rates of return

| | |
|---|---|
| **Past year** | 2.09% per year |
| **Past 3 years** | 1.55% per year |
| **Past 5 years** | 1.50% per year |
| **Since inception on May 4, 2011** | **1.47% per year** |

## Account for: BIRCH HILLS COUNTY

These reports tell you how your account has performed and what fees you have paid for the last calendar year.

**Any questions?**

If you have any questions about these reports, or if your personal financial circumstances have changed, please contact your Investment Counselor. Your Investment Counselor will work with you to ensure that your investments are aligned with your goals, and will help you assess your progress toward meeting them.

**Market value and net contributions**

This graph shows the market value of your account from its inception date to December 31 for each full year it has been open, compared to your net contributions (the amount you have put in less the amount you have taken out).

Your account has grown by **$292,854.45** since May 4, 2011

**Understanding your personal rates of return**

These rates of return are personal to you because they reflect your contributions and withdrawals, and are calculated after fees have been deducted. They are calculated using a money-weighted method (see page 2).

The since inception date is the date of the first transaction in your account.

# Fees for your CDN Cash Account #109221 for 2018

## Direct fees you paid in the past year

| | |
|---|---|
| **Operating fees** | |
| Management fee | 1,155.75 |
| **Total operating fees** | **1,155.75** |
| GST | 57.78 |
| **Total direct fees you paid** | **$1,213.54** |

**Direct fees**

Direct fees are fees that were paid out of your account.

**Operating fees** are for the administration of your account. They vary depending on the type of account, the investments and activities in your account.

The **management fee** covers the cost of our investment counseling and portfolio management services.

**Additional Notes:**

Your personal rates of return (on page 1) were calculated using a money-weighted method. They represent realized and unrealized gains and losses on your investments, plus income from the investments, over a period of time, expressed as a percentage.

If the market value for one of your investments could not be determined, it was assigned a zero value for purposes of the performance calculations on page 1.

For debt securities purchased or sold for you during the period covered by this report, dealer remuneration was added to the price you paid (in the case of a purchase) or deducted from the price you received (in the case of a sale). This amount was in addition to any commissions you were charged.

If the fees generated by this account were designated/charged to another of your related accounts, please note the annual performance information on page 1 has been prepared on a gross basis without deducting those account related fees/charges. Furthermore, the specific fee information has been included in the statement of the designated account only and will subsequently impact the performance of that account.

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Wealth Management
Dominion Securities

**BIRCH HILLS COUNTY**
**Investment Account**
734-01953

**Chrenek Dion & Associates**
**Investment advisor(s):**
Kevin Chrenek 780-538-6572
Kathy Dion 780-538-6572
**Team member(s):**
Alexa Gillespie 780-538-6532
Allison Yurko 780-538-6522

BIRCH HILLS COUNTY
BOX 157
WANHAM AB T0H 3P0

**RBC Dominion Securities Inc.**

# Annual investment performance report

For the period from January 1, 2018 to December 31, 2018

This report shows how your account has performed using a money-weighted rate of return net of charges and taxes where applicable. It can help you assess your progress toward meeting your investment goals.

## Your Canadian dollar account

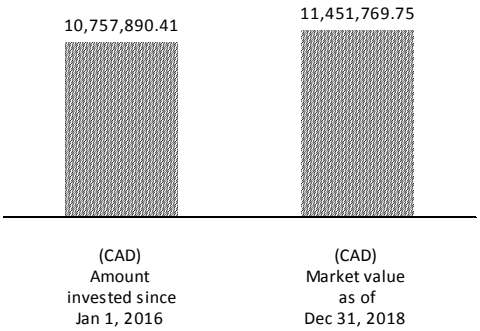
### Change in account value

This table is a summary of the activity in your account. It shows how the value of your account has changed based on the type of activity.

| | Past 1 year | Since Jan 1, 2016 |
|---|---|---|
| Beginning market value | 11,199,134.85 | 10,757,890.41 |
| Deposits and transfers-in | 0.00 | 0.00 |
| Withdrawals and transfers-out | 0.00 | 0.00 |
| Net investment return | 252,634.90 | 693,879.34 |
| **Ending market value at December 31, 2018 (CAD)** | **11,451,769.75** | **11,451,769.75** |

*Ending market value includes accrued adjustments and may differ from the value reported on your December month-end account statement.*

# Summary of amount invested compared to market value




*Amount invested includes the market value of your account as of Jan 1, 2016 plus subsequent deposits and transfers in less withdrawals and transfers out.*

# Money-weighted rate of return

| Past 1 year | Past 3 years | Past 5 years | Past 10 years | Since Jan 1, 2016 |
|---|---|---|---|---|
| 2.26% | 2.10% | - | - | 2.10% |

**Additional notes:**

Returns were calculated net of any charges deducted from this account for advice, transaction and operating charges.

The information in this report is based on trade date whereas your custody statement is based on settlement date. As such, there may be differences in market value. In addition, the annual report on charges and compensation is reported on a settlement date and as a result there may be differences between the total amount of charges used to calculate net returns and the total amount of charges reported in your report on charges and compensation.

Money-weighted rate of return calculation methodology is used to calculate the total percentage return. The total percentage return means the cumulative realized and unrealized capital gains and losses of an investment, plus income from the investment, over a specified period of time, expressed as a percentage, and annualized for periods greater than one year. The method takes into account changes in the value of your investments, dividends and interest you earned, fees that you paid, and the amount and timing of your contributions and withdrawals. This type of calculation is also sometimes referred to as an internal rate of return.

Money-weighted rates of return are only calculated from January 1, 2016 onwards.

In addition to this Annual Investment Performance Report, you may also receive an Annual Charges and Compensation Report. Contact your Investment Advisor / Portfolio Manager, as applicable, for details.

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Wealth Management
Dominion Securities

**BIRCH HILLS COUNTY**
**Investment Account**
734-01953

**Chrenek Dion & Associates**
**Investment advisor(s):**
Kevin Chrenek 780-538-6572
Kathy Dion 780-538-6572
**Team member(s):**
Alexa Gillespie 780-538-6532
Allison Yurko 780-538-6522

BIRCH HILLS COUNTY
BOX 157
WANHAM AB T0H 3P0

**RBC Dominion Securities Inc.**

# Annual charges and compensation report

For the period from January 1, 2018 to December 31, 2018

**THIS REPORT IS NOT TO BE USED FOR TAX REPORTING PURPOSES.**

This report summarizes the charges you paid directly to our firm and compensation our firm received from third parties related to this account over the past year. Costs reported include applicable sales taxes or goods and services taxes, unless otherwise explicitly disclosed.

## Compensation our firm received from third parties (CAD)*

| | |
|---|---|
| GIC remuneration | 29,316.90 |
| **Total compensation our firm received from third parties (CAD)** | **29,316.90** |

** Compensation our firm receives in connection with some of the investment products you have purchased in your account.*

**Additional notes:**

The information contained in this report should not be used for tax reporting purposes.

The information in this report is based on settlement date for any trades. Investment management fees and other charges represent fees accrued by the account in the calendar year specified as the reportable period of this report.

Adjustments processed in this calendar year specified as the reportable period of this report are captured in this report and include any adjustments made during this period that pertained to a prior reporting period. For details, please contact your Investment Advisor and refer to your custody statement.

Charges and compensation are reported in the same currency in which they were paid.

The amount(s) set out in this report include(s) any applicable sales tax.



**Branch manager:** Jim Smyrl 780-493-7766 1-800-660-8172 **Branch address:** 303 9906 106 Street Grande Prairie, Alberta T8V 6L6 1-780-538-6593

CIPF MEMBER

**Additional notes - continued:**

Operating charges are charges associated with the administration and investment management of your account and will vary dependent upon the account type, investments, and type of activities in your account.

If you have an A+ or Access account, a portion of the investment management cost collected by RBC Dominion Securities was paid to a third party(s).

Transaction charges are expenses incurred when you buy or sell an investment and include charges such as commissions, foreign exchange, spread and other processing fees.

Spread based revenue for performing foreign exchange transactions is not included on this report. For further details, please refer to our Client Account Agreements and Disclosure Documents.

For further information regarding the operating charges and transaction charges applicable to this account, please refer to the respective section in the RBC Dominion Securities Client Account Agreement.

This report contains a summary of charges and compensation attributed to this account.

In addition to this Annual Charges and Compensation Report, you may also receive an Annual Investment Performance Report. Contact your Investment Advisor / Portfolio Manager, as applicable, for details.

You may have also paid charges to a third party in connection with account activity. We have not reported these charges as they are not considered remuneration to our firm.

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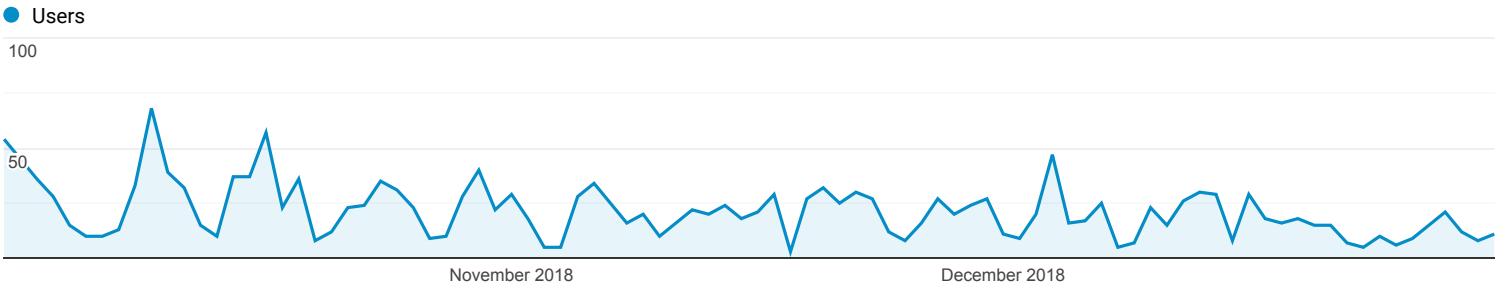
## Audience Overview

All Users
100.00% Users

Oct 1, 2018 - Dec 31, 2018

Overview




Users
1,443

New Users
1,283

Sessions
2,259

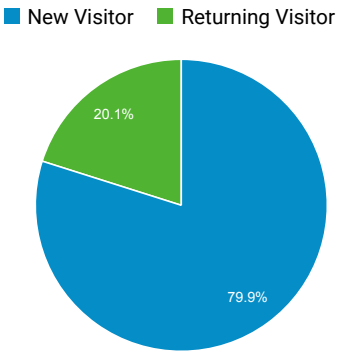
Number of Sessions per User
1.57

Pageviews
5,321

Pages / Session
2.36

Avg. Session Duration
00:01:54

Bounce Rate
51.97%




| | Language | Users | % Users |
|---|---|---|---|
| 1. | en-us | 864 | 59.63% |
| 2. | en-ca | 417 | 28.78% |
| 3. | en-gb | 78 | 5.38% |
| 4. | fr-fr | 21 | 1.45% |
| 5. | ko | 20 | 1.38% |
| 6. | pt-br | 17 | 1.17% |
| 7. | c | 8 | 0.55% |
| 8. | it-it | 7 | 0.48% |
| 9. | (not set) | 2 | 0.14% |
| 10. | en | 2 | 0.14% |

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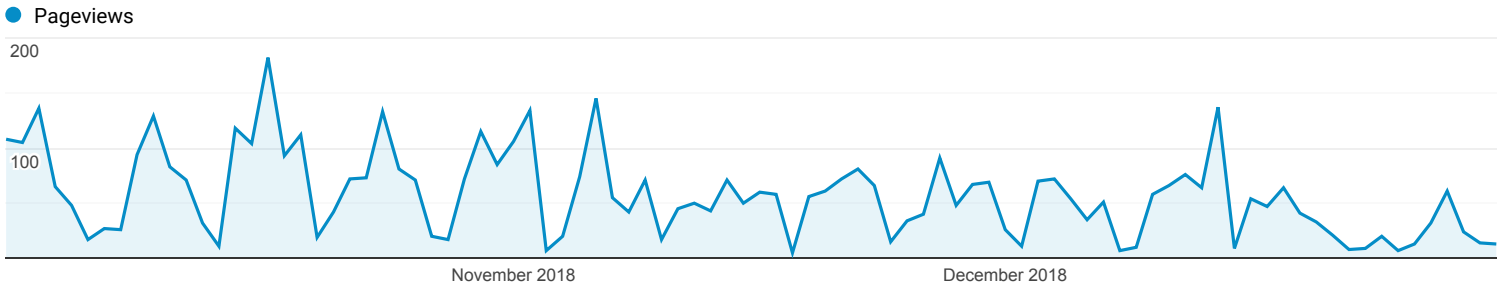
## Pages

All Users
100.00% Pageviews

Oct 1, 2018 - Dec 31, 2018

Explorer




| Page | Pageviews | Unique Pageviews | Avg. Time on Page | Entrances | Bounce Rate | % Exit | Page Value |
|---|---|---|---|---|---|---|---|
| | **5,321** % of Total: 100.00% (5,321) | **4,253** % of Total: 100.00% (4,253) | **00:01:24** Avg for View: 00:01:24 (0.00%) | **2,259** % of Total: 100.00% (2,259) | **51.97%** Avg for View: 51.97% (0.00%) | **42.45%** Avg for View: 42.45% (0.00%) | **$0.00** % of Total: 0.00% ($0.00) |
| 1. / | **2,157** (40.54%) | 1,755 (41.26%) | 00:01:30 | 1,709 (75.65%) | 44.29% | 45.57% | $0.00 (0.00%) |
| 2. /council.php | **411** (7.72%) | 321 (7.55%) | 00:00:50 | 16 (0.71%) | 43.75% | 19.22% | $0.00 (0.00%) |
| 3. /contact_us.php | **399** (7.50%) | 342 (8.04%) | 00:02:50 | 40 (1.77%) | 77.50% | 60.90% | $0.00 (0.00%) |
| 4. /calendar/ | **196** (3.68%) | 185 (4.35%) | 00:01:47 | 170 (7.53%) | 94.71% | 87.76% | $0.00 (0.00%) |
| 5. /staff.php | **180** (3.38%) | 149 (3.50%) | 00:01:07 | 2 (0.09%) | 100.00% | 37.22% | $0.00 (0.00%) |
| 6. /CouncilMeetingAgendas.php | **166** (3.12%) | 133 (3.13%) | 00:02:18 | 2 (0.09%) | 0.00% | 52.41% | $0.00 (0.00%) |
| 7. /index.php | **145** (2.73%) | 68 (1.60%) | 00:02:10 | 56 (2.48%) | 17.86% | 19.31% | $0.00 (0.00%) |
| 8. /minutes/index.php | **140** (2.63%) | 100 (2.35%) | 00:01:53 | 10 (0.44%) | 60.00% | 42.86% | $0.00 (0.00%) |
| 9. /bylaws/index.php | **129** (2.42%) | 78 (1.83%) | 00:02:29 | 15 (0.66%) | 73.33% | 41.09% | $0.00 (0.00%) |
| 10. /community/ | **122** (2.29%) | 86 (2.02%) | 00:01:01 | 6 (0.27%) | 50.00% | 19.67% | $0.00 (0.00%) |
| 11. /about/employment_opportunities.php | **114** (2.14%) | 103 (2.42%) | 00:00:23 | 32 (1.42%) | 93.75% | 50.00% | $0.00 (0.00%) |
| 12. /departments/public_works/landfill_and_recycling.php | **104** (1.95%) | 94 (2.21%) | 00:02:36 | 19 (0.84%) | 89.47% | 75.00% | $0.00 (0.00%) |
| 13. /departments/development/index.php | **102** (1.92%) | 54 (1.27%) | 00:00:58 | 3 (0.13%) | 66.67% | 22.55% | $0.00 (0.00%) |
| 14. /departments/tenders_items_for_sale.php | **90** (1.69%) | 75 (1.76%) | 00:01:33 | 7 (0.31%) | 71.43% | 42.22% | $0.00 (0.00%) |
| 15. /about/ | **81** (1.52%) | 66 (1.55%) | 00:00:29 | 3 (0.13%) | 66.67% | 12.35% | $0.00 (0.00%) |
| 16. /departments/taxes_assessment/index.php | **65** (1.22%) | 43 (1.01%) | 00:00:35 | 2 (0.09%) | 0.00% | 21.54% | $0.00 (0.00%) |
| 17. /departments/emergency_services/index.php | **41** (0.77%) | 35 (0.82%) | 00:00:16 | 3 (0.13%) | 33.33% | 9.76% | $0.00 (0.00%) |
| 18. /links.php | **41** (0.77%) | 38 (0.89%) | 00:01:18 | 1 (0.04%) | 100.00% | 26.83% | $0.00 (0.00%) |
| 19. /departments/transportation/road_maintenance/index.php | **40** (0.75%) | 21 (0.49%) | 00:00:08 | 1 (0.04%) | 0.00% | 2.50% | $0.00 (0.00%) |
| 20. /photogallery/ | **40** (0.75%) | 35 (0.82%) | 00:01:38 | 4 (0.18%) | 100.00% | 22.50% | $0.00 (0.00%) |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 21. | /departments/economic_development/index.php | **36** (0.68%) | 28 (0.66%) | 00:01:48 | 1 (0.04%) | 100.00% | 13.89% | $0.00 (0.00%) |
| 22. | /departments/transportation/road_bans.php | **36** (0.68%) | 31 (0.73%) | 00:02:37 | 24 (1.06%) | 100.00% | 72.22% | $0.00 (0.00%) |
| 23. | /h/4447393.html | **31** (0.58%) | 31 (0.73%) | 00:00:00 | 31 (1.37%) | 100.00% | 100.00% | $0.00 (0.00%) |
| 24. | /departments/public_works/index.php | **29** (0.55%) | 24 (0.56%) | 00:00:18 | 4 (0.18%) | 25.00% | 10.34% | $0.00 (0.00%) |
| 25. | /departments/transportation/oilfield_activity.php | **29** (0.55%) | 18 (0.42%) | 00:00:07 | 0 (0.00%) | 0.00% | 6.90% | $0.00 (0.00%) |
| 26. | /departments/agriculture/index.php | **28** (0.53%) | 22 (0.52%) | 00:01:30 | 2 (0.09%) | 100.00% | 32.14% | $0.00 (0.00%) |
| 27. | /departments/public_works/utilities.php | **27** (0.51%) | 22 (0.52%) | 00:00:46 | 1 (0.04%) | 100.00% | 18.52% | $0.00 (0.00%) |
| 28. | /calendar.php | **24** (0.45%) | 22 (0.52%) | 00:01:36 | 0 (0.00%) | 0.00% | 41.67% | $0.00 (0.00%) |
| 29. | /departments/emergency_services/fire_services.php | **24** (0.45%) | 22 (0.52%) | 00:00:47 | 5 (0.22%) | 100.00% | 66.67% | $0.00 (0.00%) |
| 30. | /departments/tourism_recreation/ | **23** (0.43%) | 17 (0.40%) | 00:00:11 | 0 (0.00%) | 0.00% | 26.09% | $0.00 (0.00%) |
| 31. | /thankyou.php | **23** (0.43%) | 23 (0.54%) | 00:01:20 | 2 (0.09%) | 100.00% | 56.52% | $0.00 (0.00%) |
| 32. | /departments/finance/index.php | **21** (0.39%) | 19 (0.45%) | 00:02:13 | 6 (0.27%) | 100.00% | 47.62% | $0.00 (0.00%) |
| 33. | /calendar/?mc_id=774 | **19** (0.36%) | 9 (0.21%) | 00:00:16 | 8 (0.35%) | 37.50% | 21.05% | $0.00 (0.00%) |
| 34. | /index.php?option=com_content&view=frontpage&Itemid=72 | **15** (0.28%) | 12 (0.28%) | 00:01:02 | 8 (0.35%) | 62.50% | 46.67% | $0.00 (0.00%) |
| 35. | /departments/transportation/construction_projects.php | **12** (0.23%) | 9 (0.21%) | 00:00:32 | 0 (0.00%) | 0.00% | 16.67% | $0.00 (0.00%) |
| 36. | /about/county_facts.php | **8** (0.15%) | 7 (0.16%) | 00:03:35 | 1 (0.04%) | 0.00% | 25.00% | $0.00 (0.00%) |
| 37. | /departments/finance/grants.php | **8** (0.15%) | 7 (0.16%) | 00:00:28 | 1 (0.04%) | 100.00% | 25.00% | $0.00 (0.00%) |
| 38. | /departments/transportation/rig_moves.php | **8** (0.15%) | 7 (0.16%) | 00:01:26 | 0 (0.00%) | 0.00% | 25.00% | $0.00 (0.00%) |
| 39. | /about/map.php | **7** (0.13%) | 7 (0.16%) | 00:00:11 | 0 (0.00%) | 0.00% | 28.57% | $0.00 (0.00%) |
| 40. | /departments/agriculture/spraying.php | **7** (0.13%) | 7 (0.16%) | 00:07:39 | 1 (0.04%) | 100.00% | 42.86% | $0.00 (0.00%) |
| 41. | /departments/finance/education_property_tax.php | **7** (0.13%) | 6 (0.14%) | 00:00:30 | 1 (0.04%) | 100.00% | 28.57% | $0.00 (0.00%) |
| 42. | /departments/transportation/road_maintenance/SnowRemoval.php | **7** (0.13%) | 4 (0.09%) | 00:00:45 | 0 (0.00%) | 0.00% | 0.00% | $0.00 (0.00%) |
| 43. | /departments/transportation/road_maintenance/grader_routes.php | **6** (0.11%) | 5 (0.12%) | 00:00:39 | 0 (0.00%) | 0.00% | 0.00% | $0.00 (0.00%) |
| 44. | /departments/transportation/wellsites_pipelines.php | **6** (0.11%) | 6 (0.14%) | 00:00:20 | 0 (0.00%) | 0.00% | 16.67% | $0.00 (0.00%) |
| 45. | /bylaws/ | **5** (0.09%) | 4 (0.09%) | 00:01:21 | 3 (0.13%) | 66.67% | 80.00% | $0.00 (0.00%) |
| 46. | /calendar/?mc_id=747 | **5** (0.09%) | 4 (0.09%) | 00:00:52 | 4 (0.18%) | 50.00% | 60.00% | $0.00 (0.00%) |
| 47. | /departments/transportation/bridges.php | **5** (0.09%) | 4 (0.09%) | 00:00:15 | 0 (0.00%) | 0.00% | 20.00% | $0.00 (0.00%) |
| 48. | /about/business_directory.php | **4** (0.08%) | 4 (0.09%) | 00:00:21 | 0 (0.00%) | 0.00% | 25.00% | $0.00 (0.00%) |
| 49. | /calendar/?mc_id=12 | **4** (0.08%) | 3 (0.07%) | 00:00:14 | 3 (0.13%) | 66.67% | 75.00% | $0.00 (0.00%) |
| 50. | /calendar/?mc_id=732 | **4** (0.08%) | 4 (0.09%) | 00:00:06 | 4 (0.18%) | 75.00% | 75.00% | $0.00 (0.00%) |

Rows 1 - 50 of 99

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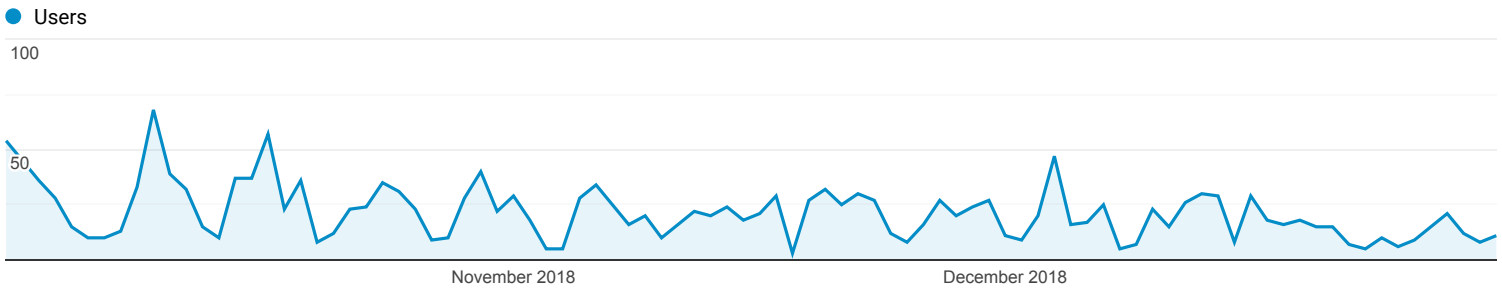
# All Traffic

All Users
100.00% Users

Oct 1, 2018 - Dec 31, 2018

Explorer

Summary




| Source / Medium | Acquisition | | | Behavior | | | Conversions | | |
|---|---|---|---|---|---|---|---|---|---|
| | Users | New Users | Sessions | Bounce Rate | Pages / Session | Avg. Session Duration | Goal Conversion Rate | Goal Completions | Goal Value |
| | **1,443** % of Total: 100.00% (1,443) | **1,284** % of Total: 100.08% (1,283) | **2,259** % of Total: 100.00% (2,259) | **51.97%** Avg for View: 51.97% (0.00%) | **2.36** Avg for View: 2.36 (0.00%) | **00:01:54** Avg for View: 00:01:54 (0.00%) | **0.00%** Avg for View: 0.00% (0.00%) | **0** % of Total: 0.00% (0) | **$0.00** % of Total: 0.00% ($0.00) |
| 1. google / organic | **745** (50.51%) | 619 (48.21%) | 1,195 (52.90%) | 40.75% | 2.64 | 00:02:04 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 2. (direct) / (none) | **477** (32.34%) | 444 (34.58%) | 634 (28.07%) | 67.19% | 1.97 | 00:01:06 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 3. 99-reasons-for-seo.com / referral | **27** (1.83%) | 27 (2.10%) | 27 (1.20%) | 100.00% | 1.00 | 00:00:00 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 4. krumble-adsen.info / referral | **20** (1.36%) | 20 (1.56%) | 20 (0.89%) | 60.00% | 1.40 | 00:01:32 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 5. oyzmlvyigujyiuk.com / referral | **20** (1.36%) | 20 (1.56%) | 20 (0.89%) | 50.00% | 1.50 | 00:07:10 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 6. birchhillscounty.com / referral | **19** (1.29%) | 0 (0.00%) | 136 (6.02%) | 44.12% | 3.04 | 00:04:11 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 7. originalism-paintings.info / referral | **19** (1.29%) | 19 (1.48%) | 19 (0.84%) | 63.16% | 1.37 | 00:05:40 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 8. omega-sys.com / referral | **18** (1.22%) | 18 (1.40%) | 18 (0.80%) | 44.44% | 1.56 | 00:04:42 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 9. bing / organic | **16** (1.08%) | 12 (0.93%) | 54 (2.39%) | 66.67% | 1.61 | 00:00:48 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 10. perform-like-alibabaity.info / referral | **12** (0.81%) | 12 (0.93%) | 12 (0.53%) | 100.00% | 1.00 | 00:00:00 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 11. display-your-ads-hereor.info / referral | **10** (0.68%) | 10 (0.78%) | 10 (0.44%) | 100.00% | 1.00 | 00:00:00 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 12. get-clickpy.info / referral | **10** (0.68%) | 10 (0.78%) | 10 (0.44%) | 100.00% | 1.00 | 00:00:00 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 13. growth-hackingy.info / referral | **10** (0.68%) | 10 (0.78%) | 10 (0.44%) | 100.00% | 1.00 | 00:00:00 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 14. krumblea-advertising.info / referral | **8** (0.54%) | 8 (0.62%) | 8 (0.35%) | 100.00% | 1.00 | 00:00:00 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 15. krumblez-ads.info / referral | **7** (0.47%) | 7 (0.55%) | 7 (0.31%) | 100.00% | 1.00 | 00:00:00 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 16. facebook.com / referral | **6** (0.41%) | 6 (0.47%) | 6 (0.27%) | 83.33% | 1.17 | 00:00:18 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 17. ca.search.yahoo.com / referral | **5** (0.34%) | 5 (0.39%) | 5 (0.22%) | 20.00% | 7.00 | 00:05:37 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 18. job-link.ca / referral | **4** (0.27%) | 3 (0.23%) | 4 (0.18%) | 100.00% | 1.00 | 00:00:00 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 19. | yahoo / organic | **4** (0.27%) | 4 (0.31%) | 5 (0.22%) | 20.00% | 2.20 | 00:04:02 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 20. | howblog.top / referral | **3** (0.20%) | 3 (0.23%) | 3 (0.13%) | 100.00% | 1.00 | 00:00:00 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 21. | l.facebook.com / referral | **3** (0.20%) | 1 (0.08%) | 7 (0.31%) | 28.57% | 3.29 | 00:01:22 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 22. | worldwide-seo-services.com / referral | **3** (0.20%) | 3 (0.23%) | 3 (0.13%) | 100.00% | 1.00 | 00:00:00 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 23. | birchhillsgas.ca / referral | **2** (0.14%) | 1 (0.08%) | 3 (0.13%) | 0.00% | 3.33 | 00:01:01 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 24. | duckduckgo.com / referral | **2** (0.14%) | 2 (0.16%) | 2 (0.09%) | 0.00% | 5.50 | 00:03:12 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |
| 25. | en.m.wikipedia.org / referral | **2** (0.14%) | 1 (0.08%) | 2 (0.09%) | 0.00% | 2.50 | 00:04:51 | 0.00% | 0 (0.00%) | $0.00 (0.00%) |

Rows 1 - 25 of 45

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