AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
April 9, 2020

9:00 a.m. **1. CALL THE MEETING TO ORDER**

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
a. March 26, 2020 Regular Council Meeting Minutes (Page 3)

4. DELEGATIONS - Nil

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

6. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (Page 9)
b. CAO Action Log (Page 15)

7. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)
a. Economic Assessment Report (Page 23)

8. BYLAWS –
a. Bylaw 2020-02 - Fees, Rates and Charges Bylaw (Page 99)
b. Bylaw 2020-03 – Regional Fire Services Bylaw (Page 108)

9. NEW BUSINESS

a. **Council** – Nil

b. **Administration** – Nil

c. **Emergency Services** – Nil

d. **Public Works** –
i. Watino Gravel Crush Tender (Page 123)
ii. Windy River Gravel Crush Tender (Page 127)

e. **Agricultural Service**
i. Resource Management Funding Stream(Page 130)

AGENDA
BIRCH HILLS COUNTY
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April 9, 2020
(CONTINUED)

10. FOR INFORMATION –

a. Website Stats January to March, 2020 (Page 134)
b. Bank Reconciliation March 31, 2020 (Page 140)

11. CORRESPONDENCE

a. Email dated April 3, 2020 re Gas Tax Fund (GTF) notifications (Page 144)

12. CLOSED SESSION

a. Matter related to CAO recruitment (FOIP Section 16(b))

NEXT REGULAR COUNCIL MEETING DATE – April 23, 2020

Present:	**Deputy Reeve**	Terry Carbone
	Councillor	Albert Poetker
	Councillor	Paul Reum
	Councillor	Mel Duvall
Attended online via	**Reeve**	Gerald Manzulenko
"Go to Meeting"	**Councillor**	Deanne Wendland
"	**Councillor**	Denise Joudrey
"		
	CAO	Hermann Minderlein
Present:	**Legislative Officer**	Shawna Schwerdt

Murray Redel entered meeting at 9:00 a.m.

CALL TO ORDER

Deputy Reeve Carbone called the meeting to order at 9:01 a.m.

ADOPTION OF AGENDA

RC20-119 Moved by Councillor Duvall that Council adopt the agenda of the March 26, 2020 Regular Council meeting as presented.

CARRIED

ADOPTION OF MINUTES

Regular Council Meeting March 12, 2020

RC20-120 Moved by Reeve Manzulenko that Council approve the minutes of the March 12, 2020 Regular Council meeting as presented.

CARRIED

DELEGATIONS

Murray Redel re Invoice for Fire Services

Mr. Murray Redel delivered a verbal presentation to Council regarding invoice number 10332 he received for Fire Services and requested that Council give consideration for an additional reduction.

Murray Redel exited meeting at 9:18 a.m.

RC20-121 Moved by Councillor Reum that Council accept Mr. Murray Redel verbal presentation to Council regarding invoice number 10332 for Fire Services for information and table discussion regarding the matter until later in this meeting.

CARRIED

COUNCILLOR REPORTS

Reeve Manzulenko

No report and updated Council that he has been self-isolating as per the Province's COVID 19 Pandemic recommendation and that Deputy Reeve Carbone has been filling in for him where needed and will continue

for the next couple weeks.

Deputy Reeve Carbone — Deputy Reeve Carbone provided a verbal report on the Central Peace Emergency Management meeting on March 19, the teleconference for Mayors and Reeves update with Minister Madu on March 20, and the Part 9 Medical Clinic Committee meeting he attended in Spirit River on March 20, 2020.

Councillor Poetker — No Report.

Councillor Wendland — Councillor Wendland provided a verbal report to the written report she had provided to Council on the Peace Region Economic Development Alliance meeting she attended in St. Isidore on March 13, 2020.

Councillor Reum — No Report.

Councillor Duvall — No Report.

Councillor Joudrey — No Report.

RC20-122 Moved by Councillor Joudrey that Council accept the Councillors' Reports for information.

CARRIED

RC20-123 Moved by Councillor Wendland that Council directs Administration to bring back the Hamlet Project report completed for the County by PREDA to a future Regular Council Meeting.

CARRIED

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

CAO Minderlein provided Council with a verbal report on activities and meetings he had attended since the March 12, 2020 Regular Council Meeting.

Beverly Lomosad/Central Peace Signal entered meeting at 9:30 a.m.

John Sinkwich entered meeting at 9:44 a.m.

RC20-124 Moved by Councillor Poetker that Council receive the CAO's verbal report updates for information.

CARRIED

DELEGATIONS CONTINUED

John Sinkwich re Road Use Agreement Policy 37-02-20

Mr. John Sinkwich delivered a verbal presentation to Council regarding the Birch Hills County draft policy "Road Use Agreement 37-02-20".

RC20-125 Moved by Councillor Duvall that Council accept Mr. John Sinkwich's verbal presentation regarding the Birch Hills County draft policy "Road Use Agreement 37-02-20" for information.

CARRIED

John Sinkwich and Beverly Lomosad exited meeting at 10:06 a.m.

Meeting was recessed at 10:06 a.m.

Meeting was resumed at 10:15 a.m. with no public present.

CHIEF ADMINISTRATIVE OFFICER'S REPORTS CONTINUED

CAO Action Log

Council reviewed the CAO Action Log updated to March 9, 2020.

RC20-126 Moved by Councillor Wendland that Council receive the CAO Action Log for information and direct Administration to bring back information regarding RC18-279.

CARRIED

DPW Dion Hynes entered meeting at 10:21 a.m.

UNFINISHED BUSINESS

Road Use Agreement Policy 37-02-20

Council was provided with information regarding an update to the County's Road Use Agreement Policy.
RC20-127 Moved by Councillor Poetker that Council table County's Road Use Agreement Policy to later in meeting.

CARRIED

Rose Sorgen entered meeting at 10:30 a.m.

DPW Dion Hynes exited meeting at 10:30 a.m.

DELEGATIONS CONTINUED

Rose Sorgen re Invoice for Fire Services

Rose Sorgen delivered a verbal presentation to Council regarding Birch Hill's County Invoice number 11074 sent to the Sorgen's for Fire Services.

Rose Sorgen exited meeting at 10:45 a.m.

DPW Dion Hynes entered meeting at 10:45 a.m.

RC20-128 Moved by Councillor Reum that Council accept Rose Sorgen verbal presentation to Council regarding Birch Hill's County Invoice number 11074 sent to the Sorgens for Fire Services for information and table discussion regarding the matter until later in this meeting.

CARRIED

RC20-129 Moved by Reeve Manzulenko that Council remove from table the County's Road Use Agreement Policy.

CARRIED

UNFINISHED BUSINESS

Road Use Agreement Policy 37-02-20

RC20-130 Moved by Councillor Poetker that Council direct Administration to modify the Birch Hills County Road Use Agreement Policy 37-02-20 based on Council's discussions and direction provided at the March 26, 2020 Regular Council Meeting, to advertise that modified policy for approximately a month for feedback from the public, and to bring back the modified policy for review and consideration at the April 23, 2020 Regular Council Meeting.

CARRIED

Dion Hynes DPW exited meeting 11:35 a.m.

Fire Services Billings

RC20-131 Moved by Reeve Manzulenko that Council bring back from table Mr. Murray Redel's presentation regarding invoice number 10332 for Fire Services Rates.

CARRIED

RC20-132 Moved by Reeve Manzulenko that Council decline to make any additional changes to Mr. Murray Redel's Invoice 10332 for fire services and direct Administration to advise him of Council's decision.

CARRIED

RC20-133 Moved by Councillor Poetker that Council bring back from table Mrs. Rose Sorgen's presentation regarding invoice 11074 for Fire Services.

CARRIED

RC20-134 Moved by Reeve Manzulenko that Council direct Administration to request additional information from parties involved including Mrs. Rose Sorgen regarding her Invoice number 11074 for Fire Services and to bring back this information to future a Council meeting.

CARRIED

BYLAWS

None.

NEW BUSINESS

2020 Capital Budget re Backup Water Pump

Council was provided with information regarding an addition to the capital budget for a backup water pump.

RC20-135 Moved by Reeve Manzulenko that Council authorize the addition of the overhaul of one backup water pump to the 2020 Capital Budget with $15,000.00 funding to come from MSI capital funding.

CARRIED

FOR INFORMATION

None.

CORRESPONDENCE

Council was provided with copies of the following documents:

a. Letter to BHC Library Board re Auditor dated March 18, 2020;
b. Letter to Ms. Doran re Community Enhancement Grant Hamlet of Watino dated March 18, 2020; and
c. Letter from Genesis re AGM dated March 13, 2020.

RC20-136 Moved by Councillor Poetker that Council

accept the correspondence provided for information.

CARRIED

Shawna Schwerdt exited meeting at 12:03 p.m.

Meeting was recessed at 12:03 p.m.

Meeting was resumed at 12:10 p.m. with no public present.

RC20-137 Moved by Councillor Duvall that Council add Agenda item 12.b Long Run Exploration to closed session as per section 16(a)(ii) Freedom of Information and Protection of Privacy Act (FOIP).

CARRIED

CLOSED SESSION

RC20-138 Moved by Councillor Duvall that Council move to closed session to continue to discuss the CAO Recruitment as per section 16(b) Freedom of Information and Protection of Privacy Act (FOIP) at 12:10 p.m.

CARRIED

RC20-139 Moved by Councillor Duvall that Council move out of closed session at 1:25 p.m.

CARRIED

Meeting was recessed at 1:25 p.m.

Meeting was resumed at 1:29 p.m. with no public present.

ADJOURNMENT

Being that there was no further business, Deputy Reeve Carbone adjourned the meeting at 1:30 p.m.

Original to be signed
TERRY CARBONE
DEPUTY REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

INITIALS: Deputy Reeve: _____

TO: Members of Council

FROM: Hermann Minderlein, CAO

RE: Report to Council – April 9, 2020 Regular Meeting of Council

SUBJECT: CAO Report

RECOMMENDATIONS: Administration is looking for the following Resolutions from Council:

1. That Council receive the CAO's written report and verbal updates for information;

REPORT:

At the March 26, 2020 Regular Council Meeting, Council included direction for Administration to bring back information regarding RC18-279. Resolution 18-279 was inadvertently removed from the CAO Action Log, and has since been added back. It was Administration's intent to include discussion regarding the matter as part of the 2020 budget discussions related to the Fees Bylaw.

The 2020 Operating and Maintenance Budget Workshop was rescheduled from April 1 to April 7, 2020. Actions required from that workshop will be addressed as part of this meeting, or addressed at an additional workshop scheduled to occur following this meeting.

I will be at the meeting to provide Council with additional information regarding my report as required, and will provide additional information on activity since the March 26, 2020 Regular Council Meeting.

UPCOMING EVENTS

April 9	Budget Workshop (following Regular Council Meeting)
April 10 – 13	Easter Weekend – Office Closed
April 23	Regular Council Meeting
May 14	Regular Council Meeting

MEMORANDUM

April 9, 2020

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of April 6, 2020

Since March 16, BHC's Senior Leadership Team has been very busy with Central Peace Region Emergency Management (CP-REM) virtual Emergency Operations Center (EOC) meetings along with a goal to maintain "business as usual" while striving to keep Residents, Council, and Staff safe using Government of Alberta COVID-19 guidelines. Business Continuity planning for the remainder of 2020 has been a priority in all areas.

2019-20 Application: Local and Provincial Grant Programs

The following 2019 grant program funding remains a receivable:

- 2018 Disaster Recovery Program (DRP) - $242,471

2019-20 Reporting: Local and Provincial Grant Programs

Provincial **2019 Statement of Funding & Expenditure (SFE)** reporting is being drafted for the following programs:

- Agriculture Service Board (ASB) Operating
- Family & Community Support Services (FCSS) Operating
- Municipal Sustainable Initiative (MSI) Operating **Submitted April 1**
- Gas Tax Funding (GTF) Capital
- Municipal Sustainable Initiative (MSI) Capital **Submitted April 1**
- MSI Basic Municipal Transportation Grant (BMTG) Capital **Submitted April 1**

2020-21 Application: Local and Provincial Grant Programs

2020 Agriculture Service Board (ASB) grant application has been received and is due April 24. Administration is uncertain what our funding level will be.

2014-2024 Gas Tax Funding (GTF) spending plans are required to receive our funding allocation.

- 2019 GTF - $90,368*
- 2019 GTF - $85,122 (one time top up)
- 2020 GTF - $88,834 (decrease of $1,534)

  $264,324

***BF76013 project plans** have been submitted and approved (repairs were completed in 2019). These plans may trigger a 50% 2019 allocation payment.

2020 MSI Capital project plans have been submitted. Current approved spending plans may trigger a 50% payment of the $1,016,717 allocation.

2020 MSI Operating project plans are no longer a requirement. $84,500 should be received by the end of June.

2020 Family and Community Support Service (FCSS) 1st Qtr payment of $11,906 was received January 30. Due to COVID-19, future payments will be received monthly.

Finance Update – 2020 Budget and Future Financial Plans

The **2020 O&M Budget Draft 1** is tentatively scheduled for either April 9 or 23 Council meeting.

Finance Update – Assessment and Property Tax Update

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 mailed to Alberta Land Titles April 2. Note: tax payment may be received at any time throughout this process.

Alberta School Foundation Fund (ASFF) 1st Qtr payment of $204,360.10 was made March 31.

Designated Industrial Property (DIP) requisition information was received April 1. Payment is due 30 days after the first property tax deadline.

Ministerial Order	2019 Designated Industrial Property Assessment	Tax Rate Per $1,000	2020 DIP Tax Requisition Amount	Balance Forward from 2019	Total Amount Due
MAG:011/20	$173,681,160	$0.0760	$13,199.77	$1,878.68	$15,078.45

The **Grande Spirit Foundation** approved a 6% total 2020 requisition increase over 2019. The requisition is based on the 2020 Provincial Equalized Assessment Report, so actual changes for an individual municipality will depend on the changes to these assessed values. Our invoice was received February 25 in the amount of $14,278 which is a .98% increase. The Foundation uses this funding to assist with offsetting the costs of operating the five Senior Citizen Lodges.

Combined property assessment/tax notice printing and mailing has historically been early to mid-May with the first tax deadline being August 15th. Administration is ensuring we are ready to process the estimated 4000 annual notices. Residents will be reminded that property tax payment receipts are only mailed upon request.

Finance Update – Miscellaneous

Jean with Sylvain & Company submitted our **2019 LAPP Audit report** to Alberta Pension Service Corporation (APSC) March 11.

Jean with Sylvain & Company also submitted the **2019 Financial Information Return (FIR), 2019 Financial Statement** including the **Auditor's Report** to Municipal Affairs March 11.

The **Municipal Government Act (MGA)** Section 276(3) states "Each Municipality must make its financial statements, or a summary of them, and the auditor's report of the financial statement available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared." The March 31st **CP Signal Community Update** page included notice that the 2019 Financial Statement is available by mail, email, and on the Birch Hills County website.

MD of Greenview Safety Advisor, Melanie Mezo postponed her April 2 onsite visit due to COVID-19. The BHC Safety Committee hopes to meet in the near future.

RMA Insurance RiskPro Seminar scheduled for April 27&28 has been postponed.

Municipal Affairs (MA) 2020 Municipal Accountability Program (MAP) onsite review is scheduled for June 2. Administration is waiting for an update from the Province.

The **Government Finance Officers Association (GFOA)** conference scheduled for June 7-10 has been cancelled.

I attended the **ATB Fraud webinar** March 25. It is beneficial to have a healthy dose of paranoia. The best defense is education – Test, Train, Share. Key points include:

- Cyber security must be included in Business Continuity Plans – ensure safe and secure remote working measures
- Fraudsters leverage fears and emotions
- Use proper password hygiene – a small amount of daily annoyance is better than a large amount of future annoyance
- Follow protocol – authenticate requests
- Be cautious – don't click on email or text links
- Watch for grammar, spelling, generic greetings, and "act now" scenarios
- Most common fraud scenarios - cheque, phishing, and business email compromise
- Be careful when sharing personal information

Emergency Management – **It makes "cents" to invest.**
In a crisis, you don't rise to the occasion; you sink to your training.

Due to the COVID-19 pandemic, all CP-REM training programs have been postponed at this time.

Central Peace Regional Emergency Management (CP-REM) upcoming training includes:

- Basic Emergency Management (BEM)	May 20 9:00-12:30	**Birch Hills County**
- Incident Command System (ICS) 100	May 20 1:00-4:30	**Birch Hills County**
- Scribe for Emergency Preparedness	May 21	**Birch Hills County**
- Incident Command System (ICS) 300	October 28-30	Brownlee Building

CPREM Upcoming meetings include:

Emergency Social Services (ESS)	June 4	**Birch Hills County**
CP-Regional Emergency Management	July 16	**Birch Hills County**

The **CP-REM Communicable Disease Pandemic Plan**, a Hazard Specific Annex of the CP-REM Emergency Plan which is an All Hazards Process to managing emergencies, was reviewed by G5 members March 19 by virtual meeting. Key objectives include:

- Provide municipal support to the Alberta Health Services Communicable Disease Pandemic Response Plan.
- Ensure continuity of essential municipal services.
- Ensure continuity of essential commerce.

In keeping with the stated Key Objectives, it is imperative that the Partner Municipalities develop and maintain current Business Continuity Plans.

The **CP-REM 2020 Regional Exercise** scheduled for Friday, March 20 was cancelled.

WOW Factor (chosen at random)

The secret to making anything work reliably is to plan ahead, anticipate what might be coming, provide contingencies for what you can't see, and then review it all on a regular basis.

Shelley Braun
Director of Corporate Services

April 6, 2020

CAO, Birch Hills County

FIRE SERVICE BOARD REPORT (as of date prepared)

Mar. 14	The CPFR/BHCFD recruit grad was held in Rycroft. One of the two BHC recruits was able to attend the graduation, as the other one was unable due to last minute needs at his place of employment.
Mar.17	I suspended all BHCFD training meetings for 3 weeks and possibly longer due to COVID 19.
Mar. 25	I have issued a roll call to the Wanham and Eaglesham stations to gain a clearer picture of which members are healthy and available should a call happen. This roll call will be done every 14 days to stay updated on the memberships during the pandemic.
Dec. 4	Delivered training to EFD on tanker operations and water supply.

We have been fortunate that there have been no calls that have come in as of yet. I am hopeful that with the restrictions placed on people right now, there will not be any. Right now, depending on how the COVID 19 situation evolves, I may be looking at platooning the crews at the station to minimize the risks to members. What this would mean is that I would speak to the District Chiefs and Deputy District Chiefs about having specific members of their stations answering all calls for a certain number of days then switching with the next group of members. Thus, far I have seen no need to go this route but I have a plan in place anyway. Also, looking ahead which again is dependent on many factors, if the County begins to experience dry conditions this spring, we may look at issuing a fire ban to remove the risk of a fire getting out of control during the pandemic.

I have reached out to our neighbouring Fire Departments and discussed mutual aid. In a possible event that our neighbouring departments may have some of, or most of, its members ill at a future time where we might require them, then we may try to minimize this risk and issue a fire ban depending on the situation.

We are ready for spring and the crews are ready to answer the call to duty should it happen. I think it goes without saying, given the media climate daily, but PPE, masks and medical gloves are of course in short supply.

Stay safe everyone and let’s hope this pandemic ends soon.

TOM MORGAN

BIRCH HILLS COUNTY FIRE CHIEF

Motion #	Motion	By	Action	Status
MEETING	**August 9, 2018 Regular Council Meeting**			
RC18-279	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	To be addressed through Fees Bylaw review required as part of 2020 budget discussions.	Pending
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 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.	Dion/CAO Minderlein	*Verbal request "Follow up again after April 16 election." this request was from the March 14 meeting.*	Letter mailed out Mar 11, 2019 Follow up emails from CAO to DM'S May 27, 19. AEP visited BHC Sept. 23 & info. in DOPW Oct 24/19 report. Advised by AB Environment and Parks that the County may apply for a Utility/Parks License of Occupation (PLC) info. in DOPW Feb 13, 2020 report. Appl for PLC for crossing submitted March 24 2020
MEETING	**April 4, 2019 Regular Council Meeting**			
RC19-122	that Council direct Administration to research information, including Birch Hills County's Bylaws and Policies, related to the attendance of staff and Agriculture Service Board (ASB) board members to	Amanda	June 24 ASB meeting- refer to 2020 budget deliberation.	

Motion #	Motion	By	Action	Status
	ASB related meetings and conventions, and to bring that information to Council at a future meeting			
MEETING	**April 25, 2019 Regular Council Meeting**			
RC19-165	that Council direct Administration to continue working with Alberta Environment and Parks on the removal of disposition DLO 860724 from Dreamers Lake and to update Council on the progress of this project at a future meeting.	Dion	As per direction. Awaiting clarification. Proposal submitted to AEP. Submitted TFA.	
MEETING	**June 13, 2019 Regular Council Meeting**			
RC19-200	that Council direct administration to dispose of the surplus 6” aluminum and pumps by means of public auction.	Dion	Relisted Govdeals.com Not sold	Relist in Spring 2020
MEETING	**October 24, 2019 Regular Council Meeting**			
RC19-342	that Council authorize Administration to offer and sell tax arrears properties that have gone unsold at public auction and where Birch Hills County has registered its name on title by registering a Tax Forfeiture Instrument (a “Notification of Municipal Acquisition” form), for sale on the GovDeals Auction Server, and establish the reserve bids for such properties at a price as close as reasonably possible to market value, that being deemed to be the value assessed on the properties for tax purposes.	CAO Minderlein	Coordinate listings - holding off until snow is gone	

Motion #	Motion	By	Action	Status
MEETING	**November 28, 2019 Regular Council Meeting**			
RC19-397	that Council rescind Resolution RC17-428, and direct Administration to develop a plan to dismantle both the Personnel Handbook and the Governance and Operational Policy and replace them (or portions of them) with policies that will permit them to be easily reviewed and updated when required, and to bring that plan back to a future Regular Council Meeting.	CAO Minderlein	Develop plan	
RC19-398	that Council rescind Resolution RC18-373, and direct Administration to develop a plan to review current polices and prepare updated replacement policies where deemed necessary, and to bring that plan back to a future Regular Council Meeting.	CAO Minderlein	Develop plan	
RC19-404	that Council direct Administration to continue to advertise for a representative for the Birch Hills County Recreation Board from Ward 2 and to update Council at the December 12, 2019 Regular Council Meeting.	Shawna/Tracy	Advertising in Signal until representative found - bring back to Council when found.	
MEETING	**December 12, 2019 Regular Council Meeting**			
RC19-436	that Council direct administration to partner with AEP to aid in clean-up of the old Wanham Ski Hill provided that the County's "additional expenses" are	DOPW Hynes	Coordinate clean-up with AEP	

Motion #	Motion	By	Action	Status
	limited to fuel costs required to operate the equipment.		Update Council on status	
RC19-437	Council direct administration to install the Geotab devices in all County Graders including the Contract Grader funded by G/L code 2-32-10-00-517" and other County vehicles deemed appropriate by the CAO and Directors.	DOPW Hynes	Coordinate installation Update Council on status	
RC19-438	that Council direct Administration to research and develop policies related to the operation of County vehicles and to the installation of Geotab devices.	DOPW Hynes with assistance from Shawna Schwerdt	Currently developing policy.	Researching legislative req with the possibility of a Privacy Impact Assessment review by the Office of the Information and AB Privacy Commissioner
RC19-439	that Council accept this Fleet Management Light Duty Trucks for information at this time and refer to the 5-year vehicle budget sheet during capital budgeting.	DOPW Hynes DCS Braun	Include in 5-year vehicle budget sheet during capital budgeting.	
MEETING	**February 13, 2020 Regular Council Meeting**			
RC20-041	that Council authorize 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	Dion/Amanda		

Motion #	Motion	By	Action	Status
	equipment by a volunteer staff member in support of the truck pull event.			
RC20-047	that Council authorize Councillor Joudrey to attend the Alberta Library Conference as a representative of the PLS with honourarium ($782.32 based on $195.58 x 4) paid and coded to 2-11-10-00-151 plus any employer expenses that may be appropriate in Jasper from April 23 to 26, 2020.		Denise explained via email on April 2 “The Alberta Library Conference is cancelled - there is a little bit of talk about rescheduling but nothing is confirmed at this time”.	Notified by Councillor Joudrey that event cancelled with confirmation of rescheduling
RC20-052	that Council direct Administration to include 75% of the 2020/2021 Policing Costs estimate as an expense in the Operating and Maintenance Budget for 2020, and to keep Council updated on new information received related to Policing Costs.	Shelley	Line set up in 2020 Expense Budget	COMPLETED
RC20-055	that Council direct Administration to accept the bid from Finning of $472,600 for a 2019 CAT 140M3 and to seek a consignment deal with a minimum sell price of $195,000.00 for unit G34, a 2014 CAT 140M2 and accept the URMA offer of $6.94/hr including buyback value of $172,832.00.	Dion	Awaiting final paperwork and delivery. (ETA end April). Grader delivery delayed due to COVID 19.	

Motion #	Motion	By	Action	Status
MEETING	**February 27, 2020 Regular Council Meeting**			
RC20-078	that Council directs Administration to set up Economic Development as a function in the 2020 O&M expense budget with initial allocation of $1,000.	Shelley	Lines set up in 2020 Expense Budget	COMPLETED
RC20-083	that Council direct Administration to include the Westvale Well into future water cost analysis and to bring this information to the 2021 Budget discussions.	CAO DPW	Advertise Capture costs	COMPLETED Ongoing
MEETING	**March 12, 2020 Regular Council Meeting**			
RC20-111	that Council provide third and final reading to Land Use Bylaw Amendment Bylaw 2020-01 to add “Agriculture, industry” and “Agriculture, sales and service” as discretionary uses in the Hamlet Industrial District in Section 10.9, and to reflect these additions in Section 10 Land Use Districts Land Use Matrix.	Shawna/Lucy	Awaiting return of Reeve for signature.	COMPLETED
RC20-112	that Council direct Administration to advertise the Land Use Bylaw Amendment Bylaw 2020-01 on the Birch Hills County Webpage.	Shawna/Lucy	Awaiting return of Reeve for signature.	COMPLETED
RC20-115	that Council approve the reimbursement, or the payment of invoices, of an amount not exceeding $389.34 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.	CAO Minderlein	Letter sent Awaiting notification that plants received before issuing payment	

Motion #	Motion	By	Action	Status
MEETING	**March 26, 2020 Regular Council Meeting**			
RC20-123	that Council directs Administration to bring back the Hamlet Project report completed for the County by PREDA to a future Regular Council Meeting.	CAO Minderlein	RFD prepared for April 9 Regular Council Meeting	COMPLETED
RC20-126	that Council receive the CAO Action Log for information and direct Administration to bring back information regarding RC18-279.	CAO Minderlein	Information to be included in CAO Report	COMPLETED
RC20-130	RC20-130 Moved by Councillor Poetker that Council direct Administration to modify the Birch Hills County Road Use Agreement Policy 37-02-20 based on Council's discussions and direction provided at the March 26, 2020 Regular Council Meeting, to advertise that modified policy for approximately a month for feedback from the public, and to bring back the modified policy for review and consideration at the April 23, 2020 Regular Council Meeting.	DPW Hynes	As per Council's direction	Advertisement to go out week of April 12 with responses by April 21
RC20-132	that Council decline to make any additional changes to Mr. Murray Redel's Invoice 10332 for fire services and direct Administration to advise him of Council's decision.	CAO Minderlein	Send letter to Mr. Reidel to advise him of Council's decision.	
RC20-134	that Council direct Administration to request additional information from parties involved including Mrs. Rose Sorgen regarding her Invoice number	CAO Minderlein	Send letter to Mrs.Sorgen to request additional information required.	

Motion #	Motion	By	Action	Status
	11074 for Fire Services and to bring back this information to future a Council meeting.			
RC20-135	that Council authorize the addition of the overhaul of one backup water pump to the 2020 Capital Budget with $15,000.00 funding to come from MSI capital funding.	DCS Braun DPW Hynes	Adjust budget Coordinate work	

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	April 9, 2020	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Economic Assessment Report	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Administration is providing Council with information regarding the Economic Assessment Report prepared by Peace Region Economic Development Alliance (PREDA) for Birch Hills County in June of 2013.

BACKGROUND:

Resolution 20-123 was adopted at Councils March 26, 2020 Regular Council Meeting and read as follows:

> *"that Council directs Administration to bring back the Hamlet Project report completed* for the County by PREDA to a future Regular Council *Meeting."*

Administration reviewed our files, and believe that the report referred to by Councillor Wendland was the report prepared by PREDA and listed above.

DISCUSSION / BENEFITS / DISADVANTAGES:

This is a dated report, but there may be matters referred to in it that Council may wish to follow up on. I did not find any record of direction provided in 2013.

OPTIONS:

Council may wish to discuss the matter and determine the action that they wish taken. Actions include, but are not limited to:

1. Table this matter to a future meeting to deal with the matter;

2. Receive the presentation related to the Economic Assessment Report prepared by Peace Region Economic Development Alliance (PREDA) for Birch Hills County in June of 2013 for information;

3. Provide administration with specific direction as to additional information required, and have it brought back to a future Council meeting for review.

ATTACHMENT:

Economic Assessment Report prepared by Peace Region Economic Development Alliance (PREDA) for Birch Hills County in June of 2013

RECOMMENDED ACTION:

It is Administration's recommendation Council determine the appropriate action to take.

PREPARED BY : PREDA	ECONOMIC ASSESSMENT REPORT

June 2013

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A Community Survey Template

B Community Engagement Committee – Terms of Reference Draft

C Community Engagement Director – Job Profile Draft

D Photography Contest – Clear Hills Sample

E Community Newsletter – Sample

F Municipal Services Offered – PREDA

G Resource Links

Executive Summary

Background: The Peace Region Economic Development Alliance (PREDA) was contracted by Birch Hills County in March of 2013 to prepare a preliminary economic development strategy to better inform the County Council of economic opportunities that aligned with ratepayer priorities and identified quality of life preferences of ratepayers. Birch Hills County has to date not actively engaged in economic development, nor have they had an economic development position; this work was largely left to the County's Chief Operating Officer.

Process: The agreed upon process for the development of the strategy included a few key components:

1. A preliminary meeting was held with County Council to achieve consensus on outcomes they were hoping to see from the process.
2. A SWOT (Strengths, Weaknesses, Opportunities and Threats) workshop along with a Mission and Vision statement workshop was held with County Council and key administration staff.
3. Three open houses were held to solicit community engagement and to keep ratepayers abreast of the work being undertaken by the County. The open houses were held in Wanham (March 27, 2013), Eaglesham (April 10, 2013) and Tangent (April 11, 2013). All were well attended and saw considerable community input.
4. A County Newsletter was initiated and distributed to ratepayers to inform them of the project and alert them to the open houses (see Appendix)
5. A ratepayer survey was developed and distributed to 400 households within the County to solicit feedback on everything from tourism, municipal services satisfaction and economic development opportunities. 147 completed surveys were returned and analyzed to provide a statistical review of those who responded.
6. A small sample of businesses interviews were done to assess challenges, issues and opportunities of doing business and attracting business to Birch Hills County.
7. PREDA met with Birch Hills County Council to provide an overview of the analysis of the survey.
8. All collected data was collated and developed into a final report which was presented to County Council.
9. An open house allowed PREDA to present their findings and recommendations to the County ratepayers.

Mission

"*Birch* Hills County will provide dedicated quality services to enhance

communities and ensure growth"

Vision

"Birch* Hills County – *Home of Rivers, Heritage and Opportunity"

County Priorities: The information gathered from the open houses and the community surveys identified three key areas the County could pursue with regard to community economic development. These areas are divided into three categories as set out below.

1. Economic Opportunities – External
    a. A number of opportunities were identified that would require additional work to negotiate development of. These opportunities are beyond the direct control of municipality. These included:
        i. Internet Service providers
        ii. Retail fuel
        iii. Value-added agriculture and,
        iv. Commercial tourism opportunities
2. Municipal opportunities – Internal
    a. The surveys identified areas that Municipal administration could strengthen community relations and create an environment for future development. These areas are within the municipal administration's control and included:
        i. Continue Municipal Open Houses
        ii. Community beautification
        iii. Tourism
        iv. Promotion – signage, incentives and branding
3. Community Opportunities – Community
    a. There was also considerable feedback from ratepayers on engagement of ratepayers in community development including:
        i. Farmer's markets
        ii. Tourism opportunities
        iii. Branding
        iv. Community events
        v. Community beautification

Recommendations Summary

External

1. Develop a contact list for external stakeholders in the County (i.e.: CN Rail, Devon, Alberta Government) and open the lines of communication between parties.

Internal

1. Create a Community Engagement Committee (See Appendix)

2. Hire a Community Engagement Director (See Appendix)

    a. Research opportunities to develop or partner with neighboring FCSS offices

        i. Identify services required by County ratepayers
        ii. Research value of offering services within the County or through partnership with neighboring FCSS offices or other organizations.

    b. Develop a tourism community attraction strategy

        i. Develop opportunity plan for artist/outdoor recreation community
        ii. Research opportunities for Bed and Breakfasts
        iii. Research opportunities for County vacation packages – farmers markets, art market, outdoor recreation etc…

    c. Engage participation of cultural groups in economic development opportunities

        i. Research and pursue opportunities such as that of the Pine Haven Hutterite Colony's farm based market. (See Appendix)

3. Review Land Use Bylaws

    a. Create Business License (See Appendix)

    b. Grandmother suites and multifamily dwellings

4. Promote communication, community, county businesses and business opportunities

    a. Develop material for economic development department:

        i. Complete branding exercise to review perception of County residents
        ii. Creation of promotional material for economic opportunities
        iii. Creation of tourism promotional material

iv. Creation of County photography contest to build community pride and County photo library (see Appendix)
v. Creation of business development package and process to simplify development permit process
vi. Build on existing County website to encourage ratepayer use
vii. Coordinate County Newsletter with the existing Eaglesham and District Agricultural Society Newsletter
viii. Request presentation from ThinkLocal Market and consider value for County Businesses (see Appendix)

b. Continue to engage community through open houses

i. Host annual community open house to update on County business plan

5. Hamlet beautification and farm beautification awards

6. Consider the one-day elected officials economic development course through the Economic Developers Association of Alberta.

Community

1. School (programs, housing, promotion)

a. Engage youth in volunteer opportunities in community
b. Continue to pursue Outdoor Pursuits Program
c. Explore opportunities for student exchange with other schools

2. Internet Coop

a. With the support of County administration, research and explore the opportunity to set up an internet coop that is community own and managed. (see Appendix for information on establishing coops in Alberta)
b. Alternately, the County could pursue opportunities to set-up a water coop.

Birch Hills County Council has made a decisive move in listening to their ratepayers and analyzing the information for recommendations on where the county needs to go. With a municipal election just months away the next step for the County will be whether to move ahead with the recommendations contained in this report or wait for the new council to be in place in October and provide them this information to move forward on if they choose.

Part 1 – Introduction

Background to the Report: The Peace Region Economic Development Alliance (PREDA) was retained by Birch Hills County in March of 2013 to conduct an economic assessment. The assessment would consist of facilitating a visioning session with the County Council, a review of the County's governance model and financial status, the creation and distribution of a community survey, and the facilitation of community meetings. This report presents the finding of this economic assessment and is intended to provide direction for the County's next steps.

Descriptive: Birch Hills County is located in the Central Peace Region, bordered by the Peace River to the north and the Smoky River to the east. Located within the County are the hamlets of Eaglesham, Peoria, Tangent, Wanham and Watino. The County is located east of Highway 2 and Highway 49 runs through the county. While the County has four hamlets of various sizes within its boundaries, there are no major centres in the County. Birch Hills County is a short distance from a number of towns including; Rycroft and Spirit River to the west, Peace River to the north, Falher to the east and the City of Grande Prairie, approximately 45 minutes to the south.

A major rail line, CN Rail used to run east-west through the County from Watino to points west of Wanham. The rail line is no longer there; however a spurline does run into the NuPro building on the County's east border. The building presently sits empty and the spur line no longer operates. There is one airport located in Eaglesham; however no commercial flights utilize the airport. There are no commercial bus carriers servicing the County.

Figure 1 shows the location of Birch Hills County relative to the province of Alberta.

Birch Hills County Council is comprised of seven elected members, a reeve and six councillors representing the seven wards. There are normally 14 fulltime municipal positions including the Chief Administrative Officer. The County, according to Alberta Municipal Affairs 2011 statistics, maintains 1,368 kilometers of roads, 51.42 kilometers of water mains, 6.62kilometers of wastewater mains and has 635 dwelling units.

Population: The 2011 Census found Birch Hills County had a population of 1,582 living in 519 of its 596 total dwellings, a +7.6% change from its 2006 population of 1,470; a -10.6% decrease from 2001. With a land area of 2,856.69 km2 (1,102.97 sq mi), it has a population density of 0.55379/km2 (1.4343/sq mi) in 2011. Figure 2 shows the breakdown of the population of Birch Hills County by age and gender.

School Enrollments: As indicated in Figure 2, Birch Hills County has a population of 310 school aged children between the ages of five and 17. There are potentially a few extra students that falls in the immediate younger or older category. However as shown in Figure 3, school enrollments in the five registered schools in the County total just 167 students. Statistics on the Heart Valley Christian School are unavailable. This shows a shortfall of 143 students. While some students may be home schooled, it does suggest that approximately 140 students live in Birch Hills County but do not attend school within the County.

Figure 2: Birch Hills County Population – By Age and Gender

		BHC	M	F	Div 19	M	F
Total Population	**%**	**1580**	**840**	**745**	**109710**	**55815**	**53900**
0 to 4 years		110	55	55	8805	4475	4325
5 to 9 years		110	60	50	7515	3845	3665
10 to 14 years		130	70	55	7210	3680	3525
15 to 17 years		70	30	35	4620	2350	2275
Cluster -Children	**27%**	**420**	**215**	**195**	**28150**	**14350**	**13790**
18 to 24 years		115	65	50	11335	5795	5540
25 to 29 years		65	40	25	10020	5210	4815
Cluster -Young Adult	**11%**	**180**	**105**	**75**	**21355**	**11005**	**10355**
30 to 34 years		85	50	40	8785	4590	4195
35 to 39 years		95	60	35	7950	4155	3805
40 to 44 years		85	45	45	7180	3610	3565
Cluster - Mid Adult	**17%**	**265**	**155**	**120**	**23915**	**12355**	**11565**
45 to 49 years		135	75	55	8145	4150	3990
50 to 54 years		130	50	80	7755	3965	3790
55 to 59 years		115	65	55	6260	3200	3060
60 to 64 years		115	60	50	4365	2230	2140
Cluster - Older Adult	**31%**	**495**	**250**	**240**	**26525**	**13545**	**12980**
65 to 69 years		75	40	35	2995	1495	1500
70 to 74 years		70	35	35	2335	1155	1180
75 to 79 years		35	20	15	1825	855	970
Cluster - Senior 1	**11%**	**180**	**95**	**85**	**7155**	**3505**	**3650**
80 to 84 years		25	10	10	1360	610	745
85 years +		15	15	5	1260	450	810
Cluster - Senior 2	**3%**	**40**	**25**	**15**	**2620**	**1060**	**1555**
Total		**1580**			**109720**		

Source: Statistics Canada - Census 2011

Figure 3: Birch Hills County - School Enrollments 2013

	Area	Primary	Elementary	Junior	High	Total
0591 - Codesa Hutterite Colony	Eaglesham	2	8	2	2	14
1303 - Eaglesham School	Eaglesham	19	29	30	19	97
1468 - Birch Meadows Colony	Eaglesham	9	6	2	0	17
1245 - Shady Lane Colony	Wanham	11	6	4	3	24
1311 - Birch Hills Hutterite	Wanham	4	4	7	0	15
Heart Valley Christian School	Wanham	Information not available				
Total		**45**	**53**	**45**	**24**	**167**

There was discussion at the open houses with regard to students on the fringes of the County attending schools in other municipalities. This issue is predominately a bussing issue relative to services provided by different school districts. Eaglesham School, the primary school for the County has seen enrollments drop through the years and presently has approximately 100 students. The school has recognized the need to be innovative and have started an Outdoor Pursuits Program to try and attract students from other regions and even other countries. (http://www.eagleshamoutdoorpursuits.ca/EagleshamMap/index.html).

A unique aspect of Birch Hills County is the large number of Hutterite colonies in the County. There are presently four colonies including; Codesa, Birch Meadows, Shady Lane and Birch Hills Colony. Traditionally Hutterite Colonies run independent from the municipality in which they are located. However there are many examples of Hutterite Colonies pursuing economic ventures. Of not in Alberta is the Pine Haven Colony located just outside of Wetaskiwin, Alberta. This colony runs an online shop that sells produce, meats and other products. As well they are open for business three days of the week for on-site sales and provides on-line shopping. (see http://www.phmeatshop.ca).

Businesses: While Birch Hills County is predominately agriculture based. Figure 4 shows that there are 248 businesses identified in the County.

Figure 4: Number of Business Establishments - Birch Hills County (2011)

Business Category	Total	Business Category	Total
All Industries	248	Agri., Forestry, Fishing, Hunting	155
Professional, Scientific, and Technical	5	Mining, Quarrying, Oil & Gas	16
Management of Companies and Enterprises	1	Utilities	2
Administrative and Support, Waste	2	Construction	14
Educational Services	1	Manufacturing	3
Healthcare and Social Assistance	0	Wholesale Trade	7
Arts, Entertainment, and Recreation	2	Retail Trade	6
Accommodation and Food Services	2	Transportation / Warehouse	13
Other Services (except Public Administration)	12	Public Administration	1
Real Estate and Rental and Leasing	6		
Finance and Insurance	0		
Information and Cultural Industries	0		

Source: Canadian Business Patterns, Statistics Canada

According to the above table, agriculture, forestry, fishing and hunting are the primary industries within the County. Sixteen businesses are listed as mining, quarrying and oil and gas extraction, 14 as construction and 13 as transportation and warehousing. Other interesting categories include six retail trade, seven manufacturing and seven as wholesale trade. The majority of the businesses listed are most likely home-based businesses. There is limited or no apparent highway development, no industrial park and the hamlets have basic services. There is no fuel service available in the County.

Agriculture: Birch Hills County is largely an agricultural based County and considers good agricultural land as a priority. The following two tables provide statistics showing the primary agricultural crops grown in the County as well as the primary livestock.

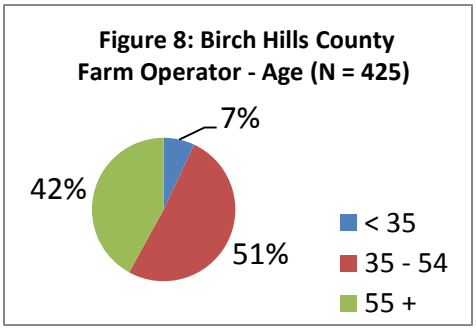
Figure 6: Birch Hills County - Agricultural Lands (Hectares)

Wheat		Oats		Barley		Canola		Flaxseed		Dry field peas		Alfalfa	
# Farms	# HCs	# Farms	# HCs	# Farms	# HCs	# Farms	# HCs	# Farms	# HCs	# Farms	# HCs	# Farms	# HCs
140	45,213	56	4,343	54	12,613	146	60,250	3	342	30	4,724	133	14,056
% of Peace Country	12%	% of Peace Country	5%	% of Peace Country	12%	% of Peace Country	12%	% of Peace Country	22%	% of Peace Country	8%	% of Peace Country	6%

Figure 7: Birch Hills County - Livestock (Number of Animals)

Cattle		Sheep		Pigs		Horses		Goats	
# Farms	#	# Farms	#	# Farms	#	# Farms	#	# Farms	#
99	20432	10	2523	8	23621	85	606	4	87
% of Peace Country	7%	% of Peace Country	12%	% of Peace Country	37%	% of Peace Country	4%	% of Peace Country	2%

A few items worth mentioning include: Canola and wheat are the primary crops, and flax seed production in the County comprises 22% of flaxseed grown in the Peace country. The majority of producers in Birch Hills County fall in the age range of 35 – 54 with the average age being 52, slightly younger than the provincial average.



Assessment and Development: In recent years oil and gas extraction has become the main employer in the County, however it should be noted, as shown in Figure 4, agricultural production remains a primary industry and home-based business is a growing trend. Birch Hills County has identified the desire to begin the long term planning process to ensure municipal sustainability as oil and gas revenues decline. The Birch Hills County Municipal Development Plan (BHCMDP) is a guiding force that speaks to developments within the County. The BHCMDP states:

> The goals of Birch Hills County Municipal Development Plan are:
>
> a) Provide a framework for the future growth and development of the County;
>
> b) Maintain the long term viability of the County's agricultural land base;
>
> c) Identify appropriate non-agricultural development in the rural area to facilitate diversification of the County's economic base;

d) Minimize the possibility of conflicts between potentially incompatible land uses;

e) Facilitate inter-municipal and inter-jurisdictional cooperation in matters affecting development in the region; and

f) Ensure that the natural environment is protected and that significant environmental features are preserved.

The Birch Hills County Municipal Development Plan clearly states that the preservation of "better agricultural land" is a priority of the County.

> Agriculture is the main economic activity in the County. The promotion and protection of agricultural land uses is a high priority.

Section 2.2.2 The County shall discourage the development of non-agricultural uses on better agricultural land, unless no suitable alternative location is available or it is an industrial use with unique site requirement. The types of uses that may be permitted on better agricultural land include public uses, agricultural industries, site-dependent rural industry, resource extraction, extensive recreational uses, and equipment storage.

Birch Hills County has recognized that it is historically an agricultural community. However, the County has benefitted from industrial development and the Birch Hills County Municipal Development Plan identifies the need to occasionally allow developments on better agricultural land. Figure 9 shows the major industrial projects happening outside of Birch Hills County. The developments are diverse and include everything from pipeline expansion and road building to supportive housing and even the development of an Imax theatre in conjunction with the County of Grande Prairie's Pipestone Dinosaur Museum.

Figure 9: Major Developments – Peace Country 2013			
Description	**Municipality**	**$M**	**Status**
'Carmon Creek' VSD Bitumen Project	Peace River	$ 3,450	Proposed
Two pipelines,natural gas , other for condensate	Saddle Hills County	$ 900	Proposed
Grande Prairie Regional Hospital	Grande Prairie	$ 620	Under Construction
Phase 2 expansion on the Peace / Northern NGL System	Saddle Hills County	$ 415	Proposed
Low vapour pressure expansion on pipeline	Greenview M.D.	$ 250	Proposed
'Resthaven' Plant Capacity Expansion	Grande Cache	$ 230	Under Construction
Capacity Increase on Peace and Northern Pipelines	Clear Hills County	$ 100	Under Construction
Twinning final section of Highway 43	Greenview M.D.	$ 78	Under Construction
Aquatera Wastewater Treatment Plant Upgrades Phase 2	Grande Prairie	$ 58	Under Construction
Two New High Schools (Grades 9 to 12)	Grande Prairie	$ 54	Under Construction
New High School	Grande Prairie	$ 54	Announced
Shallow - Cut Gas Plant	Fox Creek	$ 40	Proposed
Parkade to be built adjacent to Regional Hospital site	Grande Prairie	$ 39	Proposed
Arena Repairs, Second Ice Surface and Sporting Complex	Peace River	$ 32	Proposed
2013 Gravel Road Paving / Surface Road Overlay Program	County of Grande Prairie	$ 31	Announced
Crude Oil and Condensate Capacity Expansion	Smoky River M.D.	$ 30	Under Construction
Philip J. Currie Dinosaur Museum	Wembley	$ 25	Announced
Supportive Housing Project	Grimshaw	$ 15	Under Construction
'Cairn on the Boulevard' Affordable Housing Project	Grande Prairie	$ 11	Under Construction
SH 743 Realignment	Peace River	$ 11	Proposed
SH 688 Realignment	Northern Sunrise County	$ 10	Proposed
Administration Complex and Public Works Building	Spirit River	$ 10	Under Construction
Seniors Affordable Housing Project, West Hill	Peace River	$ 9	Under Construction
HIghway 2 Pave and Fog Coat Application	M.D. of Spirit River	$ 9	Proposed
Chinchaga Road Grading and Bridge Construction	Northern Lights	$ 9	Announced
Replacement for Hwy 2 Bridge over Heart River	Northern Sunrise County	$ 8	Proposed
New Administration Building plus Shop Building Expansion	County of Grande Prairie	$ 8	Proposed
IMAX Wide Screen Theatre	Wembley	$ 7	Proposed
Township Road 700 Base and Pave (W of Hwy 43)	Greenview M.D.	$ 7	Announced
Twp Rd 700 and Hwy 43 Base and Pave	Grimshaw	$ 7	Announced
Highway 43 East Industrial Park Local Road Improvements	County of Grande Prairie	$ 6	Announced
Booster Pump Station Building and Reservoir Fill Building	Peace River	$ 6	Under Construction
Downtown Transit Terminal	Grande Prairie	$ 5	Proposed
Little Smoky Road (Rge Rd 214) Phase 3 Base and Pave	Greenview M.D.	$ 5	Announced
New Roof Structure, Peace Wapiti Academy	Grande Prairie	$ 5	Announced

It should be noted that there has been a recent surge and interest in northwest Alberta for the development of transload facilities to facilitate the shipment of crude on rail. There are presently proposals for a number of facilities in the region including Northern Sunrise County, M.D. of Big lakes, Falher, and the M.D. of Spirit River.

These developments require rail access which present a challenge for Birch Hills County as the rail no longer runs through the County. The developments create start-up jobs but also will require numerous (25 – 50) fulltime positions once established. As expressed a number of times through the County's open houses, Birch Hills County is in the middle of everything, in particular the Peace region. This provides the County a strategic location for the "crude on rail" developments. In order to benefit from this type of development, Birch Hills County needs to initiate discussion with both CN Rail and the crude transportation companies to assess opportunities in the County.

One of the goals of the County, and a comment mentioned frequently throughout the open houses and the survey, was the need to attract and retain people. Naturally, attracting new developments in the County would require sufficient housing. Similarly there was discussion about the opportunity to develop the hamlets into suburbs for neighboring municipalities such as Grande Prairie. Birch Hills County hamlets can offer a more rural, quiet and safe environment for people not wanting to live in larger centres. However, one issue repeated many times throughout the research and already identified by Birch Hills County Council and administration, was the need to beautify the hamlets. Demolition of old abandoned buildings and the cleaning up of yards is essential to attracting new residents and business.

With regard to hamlet development the Birch Hills County Municipal Development Plan states:

> The Hamlets of Eaglesham, Peoria, Tangent, Wanham and Watino play important roles in the provision of services to the residents of the County. Eaglesham and Wanham, the two largest hamlets, were formerly villages within the County but have dissolved. Although they are primarily residential in nature, these centres provide commercial and instructional facilities and services to area residents. The long term sustainability of these hamlets is of utmost importance to the County.
>
> **6.1 Objectives**
>
> a) To ensure that future hamlet development occurs in an orderly and efficient manner.
>
> b) To retain hamlets as viable communities within the County.
>
> **6.2 Policies**
>
> 6.2.1 The County shall encourage commercial, industrial and institutional uses that are intended to serve the rural area to locate in or near hamlets and settlements wherever possible.
>
> 6.2.2 In order to ensure that future hamlet development is compatible with existing uses, the County shall ensure that adequate distance separations or buffers are provided, between residential and non-residential uses.
>
> 6.2.3 The removal of abandoned buildings, or renovation of dilapidated structures, is encouraged to improve the aesthetic character of the hamlets and settlements.
>
> 6.2.4 The types of industrial uses permitted in hamlets shall be limited to small scale industries which are compatible with adjacent or nearby residential areas.
>
> 6.2.5 With the exception of those developments accessing municipal water and sewage systems, hamlet developments are required to utilize private systems in accordance with Provincial Standards.

Birch Hills County has begun the process of cleaning up the hamlets and should continue down this road. Opportunities were identified to develop the hamlets as francophone communities, artist and writers communities, and summer vacation getaways. All options need to be considered.

Definitions for Economic Development: The first step in creating an economic development strategy is coming up with a consensus on what Birch Hills County considers economic development. To do this there needs to be a clear understanding of how economic development is defined and what projects or programs fall under the definition.

First council needs to determine whether they will focus on community economic development or economic development. Economic development focuses more on specific economic projects while community economic development can focus on social programs, recreational facilities, art projects, quality of life issues and projects such as recycling and homelessness. Economic development tends to focus more specifically on creating tax revenue, infrastructure development and job creation. It is important to decide which route the County wishes to pursue in order for it to develop achievable deliverables. In doing this the council needs to look at its vision statement as a guide as to where the council wishes to take the County.

Below you will find a variety of options that could fall under economic development. Consider these when defining Birch Hills County's definition.

- Allows community residents to make a better living over a longer period of time, with ample opportunities available for career change and part time workers.
- Recommendations on wise use of land – preserve quality agricultural land.
- Assist existing area business to expand
- Attract new industry.
- Agricultural industry.
- Research value-added opportunities.
- Facilitate development of municipal infrastructure to encourage development such as resource roads or utility corridors.
- Assist in the development of recreational facilities.

- Work to provide the everyday goods and services that people need within a short distance of all residents and allows shopping for less routine purchases within a reasonable distance.
- Cultivates a safe environment – policing initiatives.
- Makes the community accessible to all – assisted living.
- Gives the young and old alike ample opportunity for recreation and exposure to nature.
- Enhance the visual and sensory appeal of the community.
- Development of industrial parks.
- Development of area structure plans for hamlets.
- Grant applications.
- Symposiums, workshops, seminars to educate ratepayers and attract others to the County.
- Develop tourism infrastructure.
- Promote tourism opportunities.
- Regional partnerships and participation.
- Retain youth.
- Attract commuters to live in the County.
- Urban visitation of industry working in the County.

All of the above examples can be an element of a definition for economic development. What is important in developing a County definition is coming to an agreement on what results the county would like to see. For some rural municipalities that may be to create an environment that allows the County to preserve its existing state and carry on its existing path. For others it may be to see growth and expansion of its commercial/industrial sector. And yet others would define success as a diversification of its existing business climate. Ideally a combination of the above is achievable.

Strategic Planning Session - March 12, 2013

Birch Hills County Councilors and senior administration met with (Peace Region Economic Development Alliance (PREDA) representatives, Mary Joan Aylward and Dan Dibbelt to begin the process of developing an economic development strategy. The purpose of the day was to develop a vision and mission statement for the County, complete a strengths, weaknesses, opportunities, and threats (SWOT) analysis and discuss economic development models, budgets, memberships and opportunities.

In attendance were: Reeve Warren Smith, Councilor Marvin Doran, Councilor Al Farkash, Councilor Dale Janzen, CAO Harold Northcott, Agricultural Fieldman Amanda Ouellet, Manager Infrastructure Projects Mike Coy, Finance Director Dwight Crouse, PREDA rep Mary Joan Aylward, PREDA rep Dan Dibbelt

The discussion began with a review of what a SWOT analysis was. Those in attendance then brainstormed on what they felt the County's strengths, weaknesses, opportunities and threats were. The results are listed below.

Strengths

- Landscape – beauty of the region
- Job opportunities – superior wages and opportunities for advancement
- Wildlife – photography, viewing, hunting, fishing
- Affordable living
- Eaglesham School – outdoor pursuits Heart Valley School
- Oil and Gas (though reserves are depleting)
- Agriculture – honey
- Guiding

- Gravel
- Transportation – road grid (accessible by a number of routes)
- Trails (rails to trails)
- Market gardens
- Safe and quiet
- Sense of community
- Recreational facilities
- Outdoor activities (golf course, sledding, ferry)
- Location – central
- Council and administration – passionate, hardworking, passionate

Weaknesses

- Oil and gas reserves depleting – loss of tax base
    - Loss of employment opportunities
- Limited retail service industry
- No gas service
- Population declining and aging – loss of volunteer sector
- Geographically limited by rivers
- Potable water – mostly dugouts and cisterns
    - Eaglesham and Wanham serviced by treated water
    - Mortgage lenders won't mortgage property without potable water
- People have long memories
- Accommodation – affects ability to host events
- Hamlet attractiveness
- Maintaining smaller family farms

Opportunities

- Board Plant
    - Modular/manufactured homes, travel trailers
    - Containers
    - Wanham professional bull riding
    - Community groups
- Recreational opportunities
- Rivers – jet boat races
- Peas and soybeans
- Engaging cultures
- Firefighting training center
- Tourism
    - Alexander Mackenzie Site
    - Ski Hill – Birch Hills
    - Lakes – Dreamers, Kakut
    - Kehoe Park
    - Tangent Park – challenge with ferry grade for trailers
    - Archeology
- Hamlets
    - Watino – summer resort
    - Tangent – francophone culture
    - Eaglesham and Wanham – available and affordable properties/retail
    - Safe and convenient home for transient (shadow) population
    - Wanham – seniors

Threats

- Rural depopulation
- CN Rail service
- Municipal competition
- Government of Alberta rural funding cuts
- Four-year plan cycle – need long term planning
- Territorial communities
- Status Quo mentality
- Centralization of government services

After reviewing and brainstorming on the SWOT analysis, the group turned to developing a vision and mission for the County. It was agreed that the vision was an external statement of what the County wanted people to think of when they thought of Birch Hills County. The mission statement was an internal statement that stated how council and administration will deliver services and programs to support the vision.

Vision Statement: The group started by providing words or phrases that they felt reflected what Birch Hills County stood for or meant to them.

- Connected
- Heritage
- Land of opportunity
- Best kept secret in the world
- Peace – quality of life
- Traditional
- Balanced/sustainable growth

- Progressive
- Safe
- Encourages local business and entrepreneurs
- Middle of everything

With these thoughts the group turned to formulating a vision statement. Some suggestions included:

- A progressive County that strives to preserve traditional values with balanced and sustainable growth.
- A land of heritage, balanced growth that is the best kept secret/ yours to be discovered/open to discovery.
- A land of heritage, progress and balanced growth.
- A County of rivers, heritage and opportunities.
- After much discussion the group agreed upon the following vision statement:

Birch Hills County: Home of rivers, heritage and opportunity

Mission Statement

With a vision statement in place the group turned to a mission statement, an internal guiding statement on how Council and administration will deliver services and programs to fulfill the County's vision. Discussion revolved around words such as quality, innovative, passionate, promotes, enhances, ensures and dedicated. After more discussion the group decided on the following mission statement:

Birch Hills County will provide dedicated quality services to enhance communities and ensure growth

With a vision and a mission in place, the group had a short discussion on economic development options for the County. Discussion revolved around training options for staff and elected officials, costs of hiring an economic development officer and a department and what other alternatives where available to the county.

The group then discussed next steps which include the upcoming open houses slated for March 27 in Tangent, April 10 in Eaglesham and April 11 in Wanham; all meetings will run from 6 pm until 8 pm.

Part 2 – Community Feedback

Purpose: The solicitation of feedback from residents of Birch Hills County was a component of a larger Economic Assessment project that was commissioned by the Council of Birch Hills County. Feedback was collected through community meetings, a community survey, and in-depth interviews with a small group of business owners.

Methodology

Meetings: There were three community meetings held during the month of April 2013 – one in Eaglesham, one in Wanham, and one in Tangent. The meetings were advertised in the Rycroft Signal and on the County's website. Each meeting was held in the evening at a community venue. Council members of Birch Hills County hosted a mingling session which was followed by a discussion (facilitated by Dan Dibbelt – PREDA Executive Director) about the Economic Assessment project. Comments were transcribed for each meeting.

Survey: The Community Survey was designed in partnership with Harold Northcott (CAO of Birch Hills County). A copy of the Community Survey is located in Appendix A. Surveys were mailed to 400 households and were also available during the community meetings. Survey responses were entered into a web-based survey service (Vovici) and analysis reports were generated. Comments from the survey were clustered into categories.

Interviews: Business owners were interviewed through in-person discussions during the community meetings.

Community Meetings: There were three community meetings held in April 2013. The following summary table highlights the feedback provided by the residents of Birch Hills County during these meetings.

Figure 10: Community Meeting Highlights – Eaglesham		
Location	**Attendees**	**Discussion Highlights**
Eaglesham	27	First time residents have been asked to contribute to the vision for the county – thank-you Access to water is a concern – perhaps a water pipeline or Water Co-op Shouldn't battle between other hamlets and cultures. We need to embrace all and leverage from what each offers. Access to Keyhoe park – just make it safe does not need to be fancy. People from outside call for information about tourism resources. Give residents access to Stone Cabin Need road signed welcoming to hamlet – perhaps each community could fundraise for signage? Communication is difficult within the county – bad phone and internet services. Some areas in County have no service. Revisit the wind power idea. Can more be done to advertise tourism – perhaps a tourist chalet in the county? Reinstate local committee that takes care of parks? RV lots in town where all the services are. Set up an Economic Development Committee for the county to get people involved. We have good ideas! Sidewalks should be shovelled for children walking to school. Save our school! Semis and trucks running all night. We need a parking place for them away from residential. Give seniors red flags they can put on their walkways to have shovelled. If not county, community could organize volunteers, good project for our youth. How can we be home of rivers when we can't access the water for recreation? Like that Council is tearing down old buildings. There are contamination issues with some lots that have been abandoned and County can't afford to clean up. Create a development by-law requiring 36 months to be developed or lose it. Or provide incentives to build in time-frame like 15% returned Enforce by-laws requiring clean properties. Move county offices to Eaglesham to be more centralized.

Figure 11: Community Meeting Highlights – Wanham		
Location	**Attendees**	**Discussion Highlights**
Wanham	25	BHC needs to advocate more at the provincial level for foreign workers in agriculture. More promotion to attract during peak season. Should leverage from membership in PREDA to get regional recruitment strategy. Maybe a northern incentive like living allowances to attract foreign workers? Peoria lost school bus route. Big impact on Eaglesham school - lost 13 students to Rycroft. We need to put pressure on the school board; new parents are not being told about Eaglesham School as an option. Reinstate rural crime-watch. Can BHC partner with Falher transportation for senior bus services. Francophone culture in county is an advantage. We should develop it more like St. Isadore. We should attract low tech demand new residents – like artists, writers, garden markets. Internet is awful along the Smokey valley. Many times have to drive into town to use library services to do business! Very inconvenient. BHC should advocate to the government to get rail back. Lack of it is hurting BHC to compete for new developments. First open house from county in 10 years – really appreciate it! Share gym equipment that is available. Could coordinate open hours and public access. Council should have meetings at nights to allow more residents to attend. We have no FCSS services. We should partner with other MD's to provide services in our county. No transportation, impacts youth mobility – dependent on parents. Why can't we use the school buses after hours? Create a transportation circle to events in and out of the county. There is an opportunity to use the senior's center for arts programming, dance, and service business like spa, retreat center. County owns building. Would county help with developing ideas? BHC should promote itself as "get your experience here " to new graduates. Old buildings being taken down – makes the area look better. Good job! Old buildings could be used for community gathering halls for seniors, youth; they are convenient and next to other services such as post-office. We should build on ag-tourism.

Figure 12: Community Meeting Highlights – Tangent		
Location	**Attendees**	**Discussion Highlights**
Tangent	33	CEDA attended to provide information on funding opportunities for francophone communities and businesses. Reliable ferry very important. Could be a tourist attraction. It is only one of two such ferries in the province. Promoting it as tourist will increase traffic through Tangent. Internet and cell service very bad. Lots of dead zones in the county. Phone lines are aging and not worth fixing. Internet is very expensive here... (150 per month)! There many sections in the county where you can't get a signal, and cell reception is unreliable. BHC should research college / government programs to get interns for municipal, social, trades, and economic development. French culture is not thriving... we need to invest in uniqueness. Our agriculture is the best... we should brand and market the region for superiority. Motorcycle tour groups drive through Tangent. We need to build tourism services to get them to stop and stay awhile. We need a tourist chalet, promote the ferry experience. Build French culture. We have acreages / land we can develop. Maybe give away lots with 2 year development limitation. Development should match vision for the county. Partner with local colleges to rent out the industrial arts lab, let local trades people use it, and/or open school at night to allow for access to lab, training programs. It is good that the county is building a vision … getting input from residents is an excellent idea. People need to get involved; it's not just the county staff job to make this a good place. There is not a lot of interaction among the hamlets. Need county wide events hosted by council and staff to bring all together. All residents of county need to pull together to get ideas, brainstorm. We are ultimately responsible for our quality of life. There is no gas station in our county! We need gas for us and for tourists. Need a general corner store … traveling to Falher / Spirit River for goods, groceries. How about a fish farm in the county?

Community Survey Results: A total of 147 surveys (N) were completed. The following tables show the response rates within each question (n). The results of the Community Survey are presented. Section 1 presents a profile of the survey respondents. Section 2 presents the results from questions related to quality of life. Section 3 presents the results from questions dealing with tourism and recreation. Section 4 presents the results from questions related to municipal Services. And Section 5 presents the results related to technology and communications. Questions on the survey related to business ideas and opportunities are reported in the economic outcomes section of this report.

Section 1: Profile of Respondents: Figures 13 to 17 present a profile of the respondents to the survey. An interesting cross comparison is to show if the profile is representative of the overall population in Birch Hills County.

Figure13: How Long Living in Birch Hills County (n= 142)

Response	Count	Percent
Less 1 YR	0	0.0%
1 - 3	5	3.5%
3 - 5	6	4.2%
5- 9	16	11.3%
10	3	2.1%
11-15	7	4.9%
16-20	10	7.0%
20+	10	7.0%
25+	85	59.9%

Figure14: Area Living (n = 141)

Response	Count	Percent
Eaglesham	48	34.0%
Wanham	50	35.5%
Watino	11	7.8%
Tangent	32	22.7%

Figure15: Age of Respondents (n = 141)

Response	Count	Percent
18 – 29	1	0.7%
30 – 44	23	16.3%
45 – 64	87	61.7%
65 – 79	27	19.1%
80 or older	3	2.1%

Figure16: Number of Persons Living in Household (n = 144)		
Response	**Count**	**Percent**
1	13	9%
2	92	63%
3	15	10%
4	16	11%
5	3	2%
6	4	3%
7	0	0%
8	1	1%

Figure17: Number of Persons Living in Household Under 18 Years (n = 112)		
Response	**Count**	**Percent**
0	76	68%
1	14	13%
2	15	13%
3	5	4%
4	2	2%

Note that in Figure13 the majority of the survey respondents have lived in Birch Hills County for 25+ years or more (60%). These survey respondents are knowledgeable in the history, the people, and the leadership within the region; hence their collective feedback and suggestions should be viewed with high credibility and value.

Statistics Canada population data, clustered below in Figure 18, shows the percentage of population by age grouping. Note that the percentage of survey respondents from the 45 to 64 age group is significantly higher than their percentage of the whole population (1580 persons). Because of this the feedback from the community survey largely reflects the needs and opinions of this age group. This age group, in general, can be described as mid-life, with no children living at home (see Figure17), knowledgeable and experienced, getting ready for retirement or down-sizing work responsibilities in favor of quality of life priorities, looking for meaningful involvement within a community social circle, has leadership potential, increasing pleasure travel, and perhaps even looking at moving out of the region.

Figure18: Birch Hills County Population – By Age N = 1580		Percentage of Survey Respondents
Cluster -18 to 29	11%	.7%
Cluster - 30 to 44	17%	16.3%
Cluster - 45 to 64	31%	61.7%
Cluster - 65 to 79	11%	19.1%
Cluster - 80+	3%	2.1%

Section 2: Quality of Life

There were four questions related to quality of life in the survey. The majority of the survey respondents indicated a positive quality of life experience in Birch Hills County (97%). Note that the top descriptives on what makes Birch Hills County a good place to live in are quiet, peaceful, natural beauty, and friendliness.

Figure19: Quality of Life (n= 141)

Response	Count	Percent
Excellent	11	7.8%
Very Good	47	33.3%
Good	79	56.0%
Poor	4	2.8%
Very Poor	0	0.0%

Figure 21: What makes Birch Hills County a good place to live?

Response	Count
Quiet / Peaceful	43
Nature / Rivers / Beauty	42
Friendly / People	30

Figure 20: What would make Birch Hills a better place to live

Response	Count
Demolish Old Buildings	43
Road maintenance / snow removal	41
Internet / Cell Service	38
Clean Up Hamlets / Ditches	30
Animal Control	25

Figure 22: Safety in the community? (n = 145)

Response	Count	Percent
Excellent	13	9.0%
Very Good	63	43.4%
Good	65	44.8%
Poor	4	2.8%
Very Poor	0	0.0%

Interestingly, a further analysis of the 4 respondents that indicated an overall poor quality of life experience also had children under 18 years of age living in their home. This outcome may be a reflection of the needs of parents and young children not being met – i.e.. accessible transportation, extra-curricular activities, day-care, social supports and gatherings for young families.

Section 3: Tourism and Recreation

A high number of the survey respondents noted "natural beauty and rivers" as their top descriptive of what they liked about living in Birch Hills County. Figures 23 to 25 present the level of importance and satisfaction related to tourism and recreational opportunities in Birch Hills County. The survey also allowed for comments from the respondents with regards to tourism development. These comments are incorporated into the economic section of this report. As shown in Figure 23, 79.9% of the respondents indicated that tourism and recreation opportunities were important+ in Birch Hills County. An analysis of the 24 respondents that indicated not important did not reveal any common respondent profile factors (eg. age, region, length of time living in Birch Hills County).

Further details, shown in Figures 24 and 25, indicate importance and satisfaction by the type of tourism and recreational opportunities available. A number of the respondents recommended improvements / development of camping and RV parks in Birch Hills County.

Figure 23: Overall importance of tourism and recreation (n = 144)

Response	Count	Percent
Very Important	43	29.9%
Important	72	50.0%
Not important	24	16.7%
Don't Know	5	3.5%

Figure 24: Importance of tourism and recreation – by item			
Tourism and Recreation	**Very**	**Important**	**Not**
Camping / RV'ing	30.8% (36)	46.2% (54)	17.9% (21)
Skiing / Tobogganing	19.5% (22)	36.3% (41)	30.1% (34)
Hunting / Fishing	28.2% (31)	41.8% (46)	20.0% (22)
Jet Boat Racing / Boating / Canoeing	21.6% (24)	39.6% (44)	24.3% (27)
Trails for ATVS, Quads, Snowmobiling	24.8% (28)	38.1% (43)	26.5% (30)
Horseback Riding	14.2% (16)	36.3% (41)	30.1% (34)
Other: Golfing	28.6% (8)	21.4% (6)	25.0% (7)
Other: Walking / Biking	29.2% (7)	16.7% (4)	29.2% (7)

Figure 25: Satisfaction with tourism and recreation				
Tourism and Recreation	**Very Satisfied**	**Satisfied**	**Dissatisfied**	**Very Dissatisfied**
Camping / RV'ing	8.1% (11)	64.4% (87)	15.6% (21)	3.7% (5)
Skiing / Tobogganing	1.6% (2)	52.0% (65)	12.8% (16)	5.6% (7)
Hunting / Fishing	12.9% (16)	64.5% (80)	7.3% (9)	1.6% (2)
Jet Boat Racing / Boating / Canoeing	12.1% (15)	49.2% (61)	8.1% (10)	0.8% (1)
Trails for ATVS, Quads, Snowmobiling	14.8% (18)	52.5% (64)	7.4% (9)	4.1% (5)
Horseback Riding	5.6% (7)	48.4% (60)	4.0% (5)	4.8% (6)
Other: Golfing	16.7% (4)	41.7% (10)	16.7% (4)	0.0% (0)
Other: Walking Biking	15.8% (3)	36.8% (7)	10.5% (2)	0.0% (0)

Section 4: Municipal Services

There were three questions related to municipal services in the Community Survey. Figure 26 shows the overall level of satisfaction with municipal services. Note that 76.4% of the survey respondents indicated they were satisfied+ with the services provided by the municipality.

Figure 26: Overall satisfaction with municipal services (n = 141)		
Response	**Count**	**Percent**
Very Satisfied	13	9.0%
Satisfied	97	67.4%
Dissatisfied	27	18.8%
Very Dissatisfied	4	2.8%

Figures 27 and 28 show a breakdown of the types of municipal services provided and how they were each rated for level of importance and level of satisfaction. Cross referencing importance vs. satisfaction can reveal a number of opportunities for improvement. For example, 97 of the respondents indicated that "By-Law Enforcement" was important+, yet 49 respondents indicated they were dissatisfied with the level of service provided. Addressing this concern can be accomplished by a number of proactive activities. An example would be informing the residents of the by-laws through a mail-out of quick fact sheets to all residents.

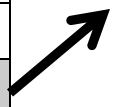
Figure 27: Importance of municipal services – by type			
Municipal Service	**Very Important**	**Important**	**Not important**
By-law Enforcement (traffic, animal control)	46.9% (53)	38.9% (44)	8.8% (10)
Public Works (roads & snow removal)	72.9% (86)	24.6% (29)	0.0% (0)
Parks and Pathways	26.2% (28)	50.5% (54)	13.1% (14)
Town Website	22.2% (22)	26.3% (26)	16.2% (16)
Development Services (building permits, etc)	18.6% (19)	44.1% (45)	9.8% (10)
Outdoor Recreation Facilities	30.4% (34)	53.6% (60)	7.1% (8)
Indoor Recreation Facilities	31.8% (34)	53.3% (57)	5.6% (6)
Cultural and Historical Services	22.5% (25)	39.6% (44)	21.6% (24)
Social Services	30.6% (33)	45.4% (49)	6.5% (7)
RCMP	53.0% (62)	38.5% (45)	1.7% (2)
Fire Services	64.3% (74)	32.2% (37)	1.7% (2)
Ambulance	65.0% (76)	27.4% (32)	1.7% (2)
Water / Sewer Services	50.0% (56)	26.8% (30)	3.6% (4)
Garbage Pick-up, Land-fill / Transfer Stations	46.2% (54)	41.9% (49)	3.4% (4)

Also, keep in mind that the rating given any particular municipal service is also impacted by whether or not the resident receives or uses the service. Also the quality of the service varies across the County; hence overall satisfaction in one area of the County is not necessarily reflective of the whole County. An example extracted from the survey responses was water and sewer services in which a number of respondents indicated “not applicable”.

Figure 28: Satisfaction with municipal services – by type				
Municipal Service	**Very Satisfied**	**Satisfied**	**Dissatisfied**	**Very Dissatisfied**
By-law Enforcement (traffic safety, animal control)	6.2%(8)	44.2% (57)	24.0% (31)	14.0% (18)
Public Works (roads& snow removal)	10.5% (14)	42.9% (57)	29.3% (39)	14.3% (19)
Parks and Pathways	3.2%(4)	44.8% (56)	24.8% (31)	5.6%(7)
Town Website	1.7%(2)	37.4% (43)	6.1% (7)	1.7% (2)
Development Services (building permits, etc)	7.4%(9)	56.2% (68)	0.8% (1)	0.8% (1)
Outdoor Recreation Facilities	0.8%(1)	59.5% (75)	21.4% (27)	1.6%(2)
Indoor Recreation Facilities	1.7%(2)	61.3% (73)	12.6% (15)	5.9%(7)
Cultural and Historical Services	2.5%(3)	57.4% (70)	6.6% (8)	2.5% (3)
Social Services	1.7%(2)	39.7% (48)	17.4% (21)	7.4%(9)
RCMP	5.3%(7)	70.5% (93)	12.1% (16)	3.0%(4)
Fire Services	19.2%(25)	66.2% (86)	8.5% (11)	2.3%(3)
Ambulance	15.0% (20)	62.4% (83)	9.0% (12)	1.5%(2)
Water /Sewer Services	10.3%(13)	49.2% (62)	8.7% (11)	2.4%(3)
Garbage Pick-up, Land-fill /Transfer Stations	16.7% (22)	63.6% (84)	9.8% (13)	3.0%(4)

Respondents were given the opportunity to provide feedback on municipal services in the Community Survey. Figure 29 shows the number of respondents providing feedback, along with a clustering of the top five recommendations (most frequently noted).

Figure 29: Suggestions to improve municipal services (n = 127)		
Response	**Count**	**Percent**
Yes	69	54.3%
No	58	45.7%



Don't Over Grade Roads

Enforce By-Laws

Incentives – e.g beautification awards

Host County-wide Community Events

Plant Trees and Flowers

Section 5: Communication and Technology

There were two questions in the Community Survey related to communication and technology. These questions were included to discern the most common method of how respondents acquired information about what is happening in the County, and how they use technology in their daily lives. Note that of the survey respondents 81.6% indicated the local newspaper as a key source of information. Birch Hills County provides a subscription for the local newspaper to all households at no charge; hence disseminating information through the local newspaper has proven to be very effective. Note that the second most common method of information sourcing is through "word of mouth".

Figure 30: Sources of information regarding Birch Hills County (n = 147)

Response	Count	Percent
Rycroft Signal	120	81.6%
Mail Outs	46	31.3%
County Website	24	16.3%
County Newsletter	48	32.7%
Word of mouth	69	46.9%
Community signs	29	19.7%
Other – Ag. Society, computer, phone	6	4.1%

Figure 31: Access to the Internet (n = 147)

Response	Count	Percent
No	23	15.6%
Have Internet	88	59.9%
Use for business purposes	72	49.0%
Upgrade software regularly	38	25.9%
Use social media	56	38.1%

In Figure 31 15.6% of the respondents indicated that they **do not** have access the internet. Further analysis indicated the majority of these respondents were 65+ years of age. A large number of the respondents who indicated they do access / use the internet indicated they were frustrated with the reliability and strength of their signals. This is especially noted for respondents that use the internet to conduct business. Frustration with connectivity was also frequently noted with regards to cell phone signals.

Section 6: Closing Comments

Residents of Birch Hills County embraced the opportunity to provide feedback through the Community Survey. There were a number of comments from respondents thanking the Council for the opportunity to provide input, acknowledgement of the overall good job the Council and County staff are doing, and a willingness to get involved and volunteer for initiatives that the County needed help with. Samples of comments from the survey respondents are listed below:

"Really appreciate efforts, lots of forums is good, keep up good work, need community spirit *efforts, long term planning is necessary…*

"I would help plant the flowers if they provided them"

*"Like the blend of councilors and issues are being addressed I have become more informed than before … a*dvertising in the signal is good. Doing a *great job …* really appreciate your volunteer hours on our behalf.

We all need to help … act as a whole county

Thanks to county for initiating the survey looking forward to results

For council and staff .. Continue to make this county the best place to live.

Like to see staff and council taking part community events and volunteering where they can hear and see what is happening

"I believe the county is actively looking for ways to attract people and businesses.. that is the most important thing they can do for our county. All of us are responsible for making Birch Hills a great place to live and to enhance our quality of life"

"I feel council is doing excellent. Survey is excellent for letting us voice our opinions"

Part 3 – Recommendations

Recommendations

External

1. **Develop a contact list for external stakeholders in the County (i.e.: CN Rail, Devon, Alberta Government) and open the lines of communication between parties.**

External recommendations usually fall outside the realm or capabilities of a municipality to address. These are usually threats or opportunities that the municipality has little influence on. That being said there are occasionally things the municipality can do to better prepare to do deal with them. Birch Hills County has identified a concern that oil and gas revenue will decline in future years which will result in reduced revenue for the municipality. Birch Hills County has decided to invest in a strategy to look at ways of diversifying and offsetting revenue shortfall in the future. This report is the first step in that direction and an example of what a municipality does have control over when dealing with external issues.

It is recommended that Birch Hills County Elected leaders and senior staff develop a contact list of any oil, gas, mining, forestry, etc companies, operating, harvesting or exploring in the County and begin regular communication with senior officials of the companies. Additionally, while CN rail, no longer runs in Birch Hills County, the recent developments of" oil on rail" may open up new opportunities for the County to pursue. Inviting senior officials from CN Rail to discuss CN expansion in the northwest would be the first step in engaging CN Rail.

"Bring in Starbucks and Super Shell." Community Survey Respondent.

Internal

1. **Create a Community Engagement Committee**

Throughout the course of the gathering of information through the open houses and the surveys, numerous ratepayers expressed an interest in a willingness to participate in the unification and rejuvenation of the County as a whole. Birch Hills County Council has been adamant throughout the process of this work that they wanted ratepayer input and involvement.

In order to encourage that involvement and in order to benefit from the innovative and knowledgeable ratepayers within the County, the County should develop a Community Engagement Committee. The committee would consist of one County Council member, one representative each from the hamlets of Watino, Tangent, Eaglesham and Wanham and one rural resident. The make-up of the committee will encourage regional projects and initiatives.

i. Committee Terms of Reference attached (see Appendix B)

The purpose of the Community Engagement Committee is to guide advice and support the Community Engagement Director who will report to the Chief Administrative Officer in providing advice to Birch Hills County Council on community engagement opportunities.

2. **Hire a Community Engagement Director**

A large number of comments in both the community open houses and the ratepayer survey focused on community engagement and involvement in developing community projects. Comments ranged from more community festivals, farmers' markets, artist

communities, County and business promotion, and increased services through organizations like Family and Community Support Services (FCSS). Overall response to the survey was positive with a number of respondents applauding the County for its recent moves to communicating more with ratepayers. While there was a broad range of suggestions for the County to pursue, the common denominator among the majority was that it would take a County staff person to undertake the coordination or provide assistance to a volunteer group to move forward with the recommendations. There were also numerous responses from respondents that they would willingly participate in the development, organization and hosting of events, but there needs to be someone to coordinate the volunteers.

i. Job description attached (see Appendix C)

The Community Engagement Director's role will be to stimulate and organize resident involvement across a geographical area and will involve working to build strong relationships with local communities, neighbors, schools, community groups, youth groups and local businesses through face to face activities including organizing, attending and running events, and developing educational activities. The CED will also have skills in community fundraising, membership recruitment, volunteer management and will be involved in economic development and tourism for the County. The CED will develop alternative methods of engagement to reach a wider section of the community than traditional methods.

The Community Engagement Director, with support from the Community Engagement Committee, will also:

a. **Research opportunities to develop or partner with neighboring FCSS offices**
    i. Identify services required by County ratepayers
    ii. Research value of offering services within the County or through partnership with neighboring FCSS offices or other organizations.

b. **Develop a Tourism community attraction strategy**
    ii. Develop opportunity plan for artist/outdoor recreation community
    iii. Research opportunities for Bed and Breakfasts
    iv. Research opportunities for County vacation packages – farmers markets, art market, outdoor recreation etc…

> *"Create a tourism department."* Community Survey Respondent

b. **Engage participation of cultural groups in economic development opportunities**
    i. Research and pursue opportunities such as that of the Pine Haven Hutterite Colony's farm based market.

3. **Review Land Use Bylaws**

Birch Hills County has a comprehensive and relatively updated Land Use Bylaw. The community survey identified opportunities to attract new residents to the region. There is also a growing retiring population that may choose to move into Birch Hill County hamlets. In preparation for that opportunity County Council may want to revisit the bylaw with regard to Hamlet General, to include provisions for:

a. Grandmother suites
b. Multi-family dwellings

Additionally the County Council and administration may wish to pursue the option of introducing a business license to allow the County to better track businesses located in the County to simplify the process of promoting County businesses.

c. Introduce a business license to develop a comprehensive business directory and the opportunity to promote County businesses.

> *"Offer free registration to all home businesses with incentives to advertise on the community website …"* Community Survey Respondent

4. Promote communication, Community, County Businesses and Business Opportunities

a. Develop material for economic development department:
   i. Complete Branding exercise to review if perception of County is what the County wants
   ii. Creation of promotional material for economic opportunities
   iii. Creation of tourism promotional material
   iv. Creation of County Photography contest to build community pride and County photo library (see Appendix D)
   v. Creation of business development package and process to simplify development permit process
   vi. Build on existing County website to encourage ratepayer use
   vii. Coordinate County Newsletter with the existing Eaglesham and District Agricultural Society Newsletter
   viii. Request presentation from ThinkLocal Market and consider value for County Businesses (http://thinklocalmarket.com/)

"Better support services for business and community…" Community Survey Respondent

b. Continue to engage community through open houses
   i. Host annual community open house to update on County business plan

> *"Happy you are asking community for input."* Community Survey Respondent

5. Hamlet beautification and Farm beautification awards

The number one comment heard through the County open houses and community survey was the need to beautify the County's hamlets. Residents were pleased to see the

demolition of dilapidated buildings and encouraged the County Council and Administration to continue with their efforts.

> *"I would really like to see a beautiful little community we live in. The ones that* make an effort have gratification in seeing the whole town look the *same."*
> Community Survey Respondent

6. **Consider the one-day elected officials economic development course through the Economic Developers Association of Alberta**

The Elected Officials Course gives this unique group of community leaders specialized information on the strategies, tools and resources needed to help their communities thrive. It delivers information on issues such as: (see https://aeda.alberta.ca/)

- The role and function of community economic development
- Issues and best practice examples in areas like: business investment, tourism development, industrial development, and leveraging public and private partnerships.
- How to manage the process: bringing the whole community to the table.
- How to create effective outcomes for your community.

Community

7. **School (programs, housing, promotion)**

a. Engage youth in volunteer opportunities in community
b. Continue to pursue Outdoor Pursuits Program
c. Explore opportunities for student exchange with other schools

> *"County Support for local schools" &" Please do anyth*ing and *everything to keep school"* Many Community Survey Respondents

8. Internet Coop

One of the most common concerns or issues, and definitely a deterrent to home based business, was the lack of high quality and fast internet service. One resident has resolved this issue by purchasing a booster and installing an additional tower to improve service. The reality is, this was a common concern among ratepayers from across the County. Traditionally this issue would fall under the external recommendations as normally this is a utility issue. The County could assign a staff member to approach service providers to look at opportunities to increase towers and service to the County to the benefit of all residents.

a. With the support of County administration, research and explore the opportunity to set up an internet coop that is community own and managed.
b. Alternately, the County could pursue opportunities to set a water coop.

"High speed internet for all residents" Many Community Survey Respondents

Part 4 – Closing Comments

Closing Comments: As of the end of June 2013, Birch Hills County completed the development of a community economic development strategy, reviewed governance models for a community engagement and economic development department, budgeting for a department, reviewed the option of establishing a Community Engagement Committee and the hiring of a Community Engagement Director and now must decide on next steps.

It is clear that Council has decided community engagement and economic development is a priority and should move forward. It also appears from the responses at the three community open houses and the submission of 147 survey responses, the ratepayers of Birch Hills County agree. It, however, appears there is not yet consensus on what "next steps" they should pursue. It is not that uncommon for a council to have some difficulty in coming to a consensus on what they should be doing with regard to community engagement and economic development; Birch Hills County Council appears to agree they have to do something.

Council needs to continue discussion on community engagement and economic development and they need to agree to make small steps that will lead to something much bigger. It is the opinion of PREDA that the following reccomendations should be implemented in order to carry forward.

Two of the primary recommendations of this report for Birch Hills County are that they pursue the development of a Community Engagement Committee and hire a Community Engagement Director. Response from the Community survey has indicated a great desire within the County to develop a sense of community, support and promote community events, increase some services to the community residents and start the process to move toward economic development.

Two issues that need to be addressed to ensure economic development are, 1) improved internet services and 2) improved potable water access. Both items are crucial to increased migration of people and business to the County. While Birch Hills County elected officials and senior administration debate the financial and logistical requirements of adopting the primary recommendations, there are steps the County can take to move ahead.

External

- Meet with Canadian National Railway to discuss new developments in northwest Alberta.
- Determine who the primary oil and gas, mining and forestry companies operating in the county are, and develop a strategy to meet with key executives to determine future potential.
- Establish contact with industry proposing developments in the northwest (Savage and Altex) to determine opportunities within the County

Internal

- Continue with a yearly open house to provide an open format for ratepayers to meet with elected officials and senior administration.
- Create a Community Engagement Committee to engage local ratepayers to develop a stronger sense of community and create an avenue for open communication between ratepayers and elected officials and senior administration.
- Creation of a business development package for new businesses and proposed developments to simplify the process and to include:
    - County development forms,
    - Information on building inspectors and inspection process
    - Information on building permits
    - Website address for County land use bylaws
    - Information on lenders, ie: community futures
    - Information on chambers of commerce including benefit packages

    - Business license application – to be created and implemented.

- Creation of promotional material
    - Website – update to include community engagement and development department information
    - Brochure
    - Display banners
    - Marketing strategy
- Review Land Use Bylaw, in particular with regard to Hamlet General
    - Potential for Grandmother Suites
    - Potential for Multi-family dwellings
- Join the Alberta Economic Developers Association
    - Review website for information relevant to County
- Consider the one-day, elected officials economic development course through the Economic Developers Association of Alberta

Community

- Engage regular discussion with Schools in the County to help identify what role the County may be able to play in supporting the schools future in the County.
- Research potential for an internet coop (alternately water)
    - Information on coops included in strategy.
    - Research possible grants.
    - May need to set up or utilize an existing association in County to apply for grant (agricultural association, community association)

Ultimately the County has a major decision to make. In his book 13 Ways to Kill Your Community, Doug Griffiths, Minister of Municipal Affairs and MLA for Wainwright, Alberta and Kelly Clemmer state;

> *"The first way to ensure that you will kill your community is to neglect the quality and quantity of water. … However, assuming that your goal is to kill your community then* you must ensure there are no plans in place or efforts made to build on the quality and quantity of the water that your community has access to. Work hard to oppose every initiative, every discussion and every idea about improving the quality or quantity of *water that your community has access to."*

The other recommendations cited in this strategy will be easier to implement should the County choose to hire a Community Engagement Director: a draft job description is located in the Appendix section. The County can look at various opportunities to fund this position including the Municipal Internship program offered through Alberta Municipal Affairs. (see http://municipalaffairs.alberta.ca/). The deadline for this program has passed but background work can be done to prepare for an application for 2014.

- Creation of a comprehensive business directory including home based businesses, complete with email addresses (should include any tourism based business as well)
- Research potential Grants to advance strategy and economic development

Birch Hills County needs to look at options to improve both internet and water quality and quantity for the County and its residents. This is essential for both residential and commercial development and attraction.

A viable option for the County is to consider the development of an internet and/or water coop. The Appendix section contains information on coops and water coops in particular. Information

on the Alberta Federation of Rural Water Cooperatives Ltd. (AFRWC), Alberta Agriculture and Rural Development Rural Water Program and information on how to create a water coop. Included in the Appendix section is a copy of the Cooperative Development Initiative 2009 – 2013 a Government of Canada initiative delivered in partnership with the cooperative sector designed to help people develop co-ops and to research and test innovate ways of using the cooperative model. The maximum amount of funding for Innovate Cooperative Projects is $75,000 per year per project and the minimum proponent contribution is 25% per project.

Eligible recipients are not-for-profit organizations, universities and colleges, cooperatives as individual researchers and co-operative developers who are working in collaboration with an established co-op sector or research entity. As the County does not have an existing water coop they could apply through an existing society organization such as an agricultural society or a community hall association. The County can continue to work on the other recommendations of this strategy and still see improvement in the development of the County; however, to see a dramatic change, the County must invest in the internet and water quantity and quality within its boundaries.

Also in the Appendix section is information on the Government of Canada's Community Development Program, Building Rural and Northern Partnerships. This program offers up to two thirds of total project costs to a maximum of $75,000 per project for regional projects for the north. The program is open to local governments and projects that may receive funding include projects under the categories of Partnerships, knowledge building and workshops.

Areas the County may wish to pursue this funding include:

- Workshops where participants develop an action plan to address barriers and challenges to community development
- Natural resource-based regional partnerships developing economic opportunities around community led bio-economy projects such as alternative energy and bio-technology initiatives
- Multi community partnerships seeking a regional strategy to add economic value to an amenity – tourism
- Knowledge building project related the development and dissemination of a guide and the mapping tools needed to tap into amenities
-

The Community Development Program, Building Rural and Northern Partnerships program will require regional partnerships. The Appendix section also includes information on the Prairie Farm Rehabilitation program. Further investigation is required to determine any projects the County may wish to pursue and whether the funding programs are still available. Any and all grants can be completed by administration of Birch Hills County or by a grant writer/consultant services such as that offered by PREDA (see Appendix F).

By following the strategy and accessing funding opportunities, Birch Hills County will be able to achieve its goal of creating an environment that nurtures and creates community engagement and economic development opportunities. The closing matrix provides a guideline for the County as it pursues its next steps.

Figure 32: Birch Hills County – Project Matrix		
Strategy	**Key Steps**	**Deliverables**
External		
Meet with Canadian National Railway to discuss new developments in northwest Alberta.	• Contact Mike Cory VP Western Canada CN Rail	Open doors for future communication
Determine who the primary oil and gas, mining and forestry companies operating in the county are, and develop a strategy to meet with key executives to determine future potential.	• Utilize tax and assessment records to identify industry • Research key contacts and arrange introductory meetings	Create a relationship between industry and County's elected officials and senior administration staff.
Establish contact with industry proposing developments in the northwest (Savage and Altex) to determine opportunities within the County	• Attend open houses held by similar industry in neighboring municipalities monitor developments	Create a relationship between industry and County's elected officials and senior administration staff to open doors for discussion.
Internal		
Continue with yearly open house	• Follow up from present open houses on a yearly basis.	Open lines of communication established between ratepayers, elected officials and County staff.
Create a Community Engagement Committee	• Identify County ratepayers from each hamlet and the rural region willing to participate and provide input and leadership in community engagement. • Create committee council and adopt terms of reference • Appoint council member to committee	Engage local ratepayers to develop a stronger sense of community and create an avenue for open communication between ratepayers and elected officials and senior administration.
Creation of a business development package	• County development forms, • Information on building inspectors and inspection process	Development package created to assist new and existing businesses develop in County

	• Information on building permits • Website address for County land use bylaws • Information on lenders, ie: community futures • Information on chambers of commerce including benefit packages • Business license application – to be created and implemented.	
Birch Hills County Promotional Material developed	• Website – update to include community engagement and development department information • Brochure • Display banners • Marketing strategy	Increase public awareness of opportunities in Birch Hills County
Review Land Use Bylaw	• Potential for Grandmother Suites • Potential for Multi-family dwellings	County proactive should opportunity arise for new residents.
Research Water and internet options including Coops	• Review options for bringing potable water to county • Review coop potential • Identify potential coop members or existing organization to pursue funding • Review potential grants for development • Allocate funds for grant leveraging • Budget for water line and potential water plant development	
Join Economic Development Agencies	• Join Alberta Economic Developers Association • Attend yearly conferences	Increased awareness provincially of Birch Hills County

		Access information relevant to economic development
Enroll in one-day elected officials course through Economic Developers Association of Alberta	• Contact Community Futures of Peace River to identify next course • Enroll County Council and Economic Development Council	Increase County Council's understanding of economic development and develop cohesive expectations
Engage regular discussion with Schools in the County	• Invite regular School presentations to Council	Identify what role the County may be able to play in supporting the schools future in the County
Creation of a comprehensive business directory including home based businesses, complete with email addresses (should include any tourism based business as well)	• Review assessment documents to identify businesses in County • Advertise through website, newsletter and Rycroft Signal opportunity for local business to be included in directory	Comprehensive business directory Identify potential development opportunities Establish network with area business Create tool for local use to increase utilization of area businesses
Research Water and internet options including Coops	• Review options for bringing potable water to county • Review coop potential • Identify potential coop members or existing organization to pursue funding • Review potential grants for development • Allocate funds for grant leveraging • Budget for water line and potential water plant development	
Newsletter coordination with Eaglesham Agricultural Society	• Arrange meeting Eaglesham Agricultural Society to establish relationship and opportunity	Increase communication with ratepayers

Research potential Grants to advance strategy and economic development	• Review grant opportunities included in strategy • Review provincial and federal grant opportunities • Identify nonprofit associations in community to utilize for application • Create engagement/ community economic development society to utilize for applications • Apply for grants or hire grant writer/consultant	Additional funds to move strategy forward

Birch Hills County has made a proactive step in creating an environment for Community engagement and economic development. Engaging ratepayers through the development of this strategy which included open houses and a comprehensive survey, has allowed the County to hear from its ratepayers on what they believe are strengths, weaknesses, opportunities and threats facing the County.

At this point the County may choose to allocate resources, both financial and administrative to move ahead with this strategy, allocate resources and develop a Request for Proposal (RFP) to solicit consultants to help move them forward, or postpone aggressive implementation of the strategy until after a municipal election in the fall of 2013 and forward the recommendations to the incoming council.

Appendices

A **Community Survey Template**

B **Community Engagement Committee – Terms of Reference Draft**

C **Community Engagement Director – Job Profile Draft**

D **Photography Contest – Clear Hills Sample**

E **Community Newsletter - Sample**

F **Municipal Services Offered – PREDA**

G **Resource Links**

Community Survey 2013

If needed please feel free to copy this survey. Printable version also available at http://www.birchhillscounty.com/. Return survey using enclosed envelope, or drop-off at County office, or fax to 780-694-3788.

Participation in Birch Hill County's *Community Survey* is voluntary. Information gathered will be reviewed by the Council of Birch Hills County as a component of a larger economic development assessment. Individual respondents will not be identified; however summary outcomes and feedback will be made available in a final report to the Council of Birch Hills County. The final report will also be available to all residents of Birch Hills County.

Thank-you for input!

1. How long have you lived in Birch Hills County? _____ # of years

2. What region of the County do you live in? _____

3. Which age group do you fit in? (Please circle)

   18 – 29 **30 – 44** **45 – 64** **65 – 79** **80 or older**

4. Number of persons living in your house? _____ # of persons

5. How many persons living in your house are under 18 years of age? _____ # under 18

6. Overall how would you rate the quality of life in Birch Hills County?
   Excellent Very Good Good Poor Very Poor

7. What three things make Birch Hills County a good place to live?
   a. _____
   b. _____
   c. _____

8. What three things would make Birch Hills County a better place to live?
   a. _____
   b. _____
   c. _____

9. Overall how would you rate safety in the community?
   Excellent Very Good Good Poor Very Poor

10. Overall how satisfied are you with the County municipal services?
    Very Satisfied Satisfied Dissatisfied Very Dissatisfied Don't Know

Community Survey 2013

11. How important are tourism or recreation opportunities to you?

Very Important Important Not important Don't Know

12. Please indicate your level of satisfaction **AND** rate how important you feel each recreational opportunity is to the residents of Birch Hills County. Put an (X) in the appropriate space that indicates your ratings for both Satisfaction and Importance.

Recreational Opportunities	Level of Satisfaction					Level of Importance			
	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Don't Know	Very Important	Important	Not Important	Don't Know/
Camping / RV'ing									
Skiing / Tobogganing									
Hunting / Fishing									
Jet Boat Racing / Boating / Canoeing									
Trails for ATVS, Quads, Snowmobiling									
Horseback Riding									
Other:									
Other:									

13. Do you have any ideas on business, value added agriculture, or tourism opportunities you feel would be valuable to Birch Hills County? Yes No

IF Yes, please briefly describe your idea(s):

_____

_____

_____

_____

Community Survey 2013

14. If you live in or near one of Birch Hills County Hamlets, do you have any ideas on what could be done to improve the character, beauty or quality of these hamlets? Yes No

    IF YES: please briefly describe your ideas(s):

    _____

    _____

    _____

15. Please indicate your level of satisfaction **AND** rate how important you feel each service is to the residents of Birch Hills County. Put an (X) in the appropriate space that indicates your ratings for both Satisfaction and Importance for each specific service.

Services	Satisfaction					Importance			
	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Don't Know	Very Important	Important	Not Important	Don't Know/
By-law Enforcement (traffic safety, animal control, etc)									
Public Works (road maintenance & snow removal)									
Parks and Pathways									
Town Website									
Development Services (building permits, etc)									
Outdoor Recreation Facilities (ball diamonds, soccer fields, playgrounds)									
Indoor Recreation Facilities (arenas, gym)									
Cultural and Historical Services (museums, etc.)									
Social Services (Family & Community Support Services)									
RCMP									
Fire Services									
Ambulance									
Water / Sewer Services									
Garbage Pick-up, Land-fill / Transfer Stations									

Community Survey 2013

16. Is there anything the County administration could do to improve services? Yes No
If Yes; please briefly describe your suggestions for improvement:

_____
_____
_____

17. Which of the methods listed below are your major sources of information regarding Birch Hills County: (Check all that apply)

___ Rycroft Signal (newspaper) ___ Mail Outs ___ County Website
___ County Newsletter ___ Word of mouth ___ Community signs
Other [Please Specify]: _____

18. Thinking about the services provided by Birch Hills County which of the following tax strategies do you support most over the next 5 years? (Select only one.)

___ Enhance the level of services, which may require a tax increase above inflation.

___ Maintain the current level of services, which may require a tax increase to offset inflation.

___ Reduce services to maintain current tax levels. ___ Don't Know / Unsure.

19. Do you have a computer with internet access in your home? Yes No

IF Yes; do you: (check all the apply) ___have high speed internet ___use for business purposes

___upgrade software regularly (e.g. Microsoft 2010) ___use social media (e.g. twitter, facebook)

20. Please feel free to provide any more comments or suggestions that you think would be of benefit for Birch Hills County to know:

_____
_____
_____
_____

Thank-you for your input!

Birch Hills County Community Engagement Committee

Terms of Reference

Purpose

* The purpose of the Community Engagement Committee is to guide, advise and support the Community Engagement Director who will report to the Chief Administrative Officer in providing advise to Birch Hills County Council on community engagement opportunities.

Mandate

* The mandate of the Community Engagement Committee is to explore short and long term engagement opportunities and strategies; to share with the committee and the Community Engagement Director to determine abilities and opportunities for the County to pursue.

Objectives

* The Community Engagement Committee will assist the Community Engagement Director with establishing an organizational strategy for community engagement activities.

* The Community Engagement Committee will assist in developing an environment for planning community engagement within the municipality and region of Birch Hills County.

* The Community Engagement Committee will work with the Community Engagement Director to establish a communication system for the promotion and celebrating of the County's engagement achievements.

* The Community Engagement Committee will additionally assist the Community Engagement Director and County Council to ensure there are adequate resources to complete activity plans that are established.

* The Community Engagement Committee will work with the Community Engagement Director to identify economic and tourism opportunities in the County..

Administration

* The Community Engagement Committee shall work within the policies and mandate established and provided by Birch Hills County.

Membership

* The Community Engagement Committee shall be comprised of a six member committee and will consist of one member Birch Hills County Council.

* The five remaining members shall be made up of one members at large from each of the County's hamlets of Watino, Eaglesham, Tangent and Wanham and one rural resident.

* The Chief Administrative Officer will sit as an ex-officio.

Meetings

1. At the inaugural meeting and subsequently on a yearly basis, the Committee shall select a chairperson and a vice-chairperson.

2. Meetings of the Committee shall be on a regular basis at such a time to be set by resolution of the Committee.

3. Quroum shall be four members plus the Community Engagement Director or the Chief Administrative Officer.

3. Meeting procedures shall be conducted in accordance with good meeting practices and decisions will be made by consensus.

TERM OF OFFICE

1. Each citizen-at-large shall be appointed to the Committee for a term of one, two or a three (3) year term commencing upon the date of their appointment by resolution of Council.

2. Members of the Committee may serve for up to two consecutive three year terms. Members having served two consecutive terms shall not be reappointed without the absence from the Committee for at least one year. Council shall have the right to waive the required absence by special resolution;

3. Any member may resign from the Committee at any time upon sending written notice to the Council to that effect.

4. Council may terminate a member's appointment to the Committee at any time, and particularly when the member fails to attend three consecutive meetings of the Committee

5. The Council representative shall be appointed by the council annually at the Organizational meeting.

Community Engagement Director

The role will be to stimulate and organize resident involvement across a geographical area and will involve working to build strong relationships with local communities, neighbours, schools, community groups, youth groups and local businesses through face to face activities including organising, attending and running events, and developing educational activities. You will also have skills in community fundraising, membership recruitment, volunteer management and will be involved in economic development and tourism for the County. The candidate will develop alternative methods of engagement to reach a wider section of the community than traditional methods.

The successful candidate will have knowledge of a range of engagement and consultation approaches. This will include running meetings, coordinating events and activities, establishing ways of engaging people through multiple communication media including through the use of social media, and actively organising and supporting a volunteer team.

You will be required to work flexibly with changing and conflicting priorities, regular attendance at evening consultation meetings and on occasion weekend working. This role requires the development of ways to engage and consult with residents, community groups, business and regional stakeholders and organizations. The consultation and engagement process will incorporate best practices and reflect the Councils tenant and resident participation and community strategies

Core Responsibilities

The candidate will be responsible for creating, coordinating and delivering, effectively and efficiently a resident involvement strategy. To stimulate and assist in organise resident involvement across a geographical area, organising municipal resident events, provide support to the committees and resident associations to ensure effective involvement of ratepayers in all aspects of each organisations' activities.

Develop community development activities within our communities for projects which are identified and are responding to need. Representing resident involvement and community development across the organisation to ensure it embedded throughout the organisation. Fundraising for community development projects. Coordinating with neighboring FCSS offices to ensure delivery of services to ratepayers.

Essential Criteria

Experience in delivering effective resident involvement services to ratepayers which effect service improvement and business change and whose impact can be clearly assessed. Experience of managing programmes and projects. Excellent interpersonal (including written and oral) skills to support work with customers across a diverse range of circumstances. Have a clear understanding of resident involvement, and why we put residents at the heart of the service improvement. A proven record in fundraising and grant applications as well as a history in community engagement and involvement.

▶ Birch Hills County holds ratepayer open houses for your input 1

▶ Wanham Plowing Match June 14, 15 & 16, 2013 2

▶ Birch Hills County Village beutification project considered.... 2

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Birch Hills County

courier

BIRCH HILLS COUNTY UPDATE
ON WHAT'S HAPPENING

Birch Hills County

Home of rivers, heritage and opportunity

County looks at economic opportunities

Birch Hills County is looking at opportunities for the County and wants your input. County Council has begun the process of looking at what community economic opportunities are out there that the County can benefit from.

"As a council we wanted to ensure that our ratepayers can retain the quality of life we have come to enjoy, but also look at opportunities to ensure we retain our communities and our youth" said County Reeve Warren Smith.

County Council agreed that input from the County's ratepayers was a priority and so they are hosting three community open houses to bring in ratepayers and get feedback on what people enjoy about the County and where they feel improvements or opportunities are out there.

The open houses are planned for:

Wanham—April 10, Eaglesham—April 11 and Tangent April 15. All open houses are at the community hall and run from 6pm until 8pm. Snacks will be available as will administration and council members to answer questions and get your input.

Other initiatives to open the communication with ratepayers include the new newsletter and a ratepayer survey included with this newsletter.

County office building update

Renovations to the County office are well underway and projected to be completed by May1, 2013 The renovation will help improve service delivery to ratepayers of Birch Hills as well as create a friendlier work environment for County staff. The renovations include new flooring, painting, and a stair lift .

The renovations to the County office, make the building more accessible and bring the building up-to-date.

Beautification of hamlets builds community pride

A pleasant community appearance adds to community pride and attracts business

Simple community beautification projects such as planting flowers, new park benches, and tidying up yards can generate community spirit and pride. You want your neighborhood to look good, don't you?

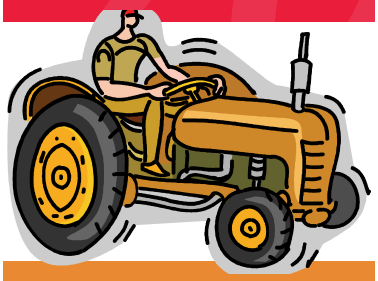
A pleasant community appearance adds to home values, helps attract business investment, and improves a communities reputation. And it makes community members proud to call it home.

"I moved to Birch Hills County because I saw a community filled with beauty, opportunity and potential," said Harold Northcott, Birch Hills County CAO and Rocky Mountain House transplant. "I live in Eaglesham and can see great opportunity to spruce up the community and build community pride," added Northcott.

And now Birch Hills County Council are asking you what you think. As the County enters into the process of developing a community economic strategy, they are looking at what ratepayers would like to see happen in the County's hamlets. While they are looking at economic opportunities they are also looking at what can be done to revitalize and energize the hamlets. Plan to attend an open house and let council know what you think.

"Studies show that an attractive community builds community pride, attracts newcomers and increases property values."
Harold Northcott, CAO

WANHAM PROVINCIAL PLOWING MATCH



Mark your calendars for June 14, 15 & 16 for the Wanham Provincial Plowing Match at the Alberta Leriger Community Sportsground in Wanham. Tractor plowing, Bull riding, children's activities, trade show and beer gardens and entertainment are all on the menu.
For more information go to www.wanham.org

Mark your calendar for Birch Hills County Open Houses

April 10, 2013 Wanham Community Hall
April 11, 2013 Eaglesham Community Hall
April 15, 2013 Tangent—Big Buck Meeting Room
All meetings are from 6:00 pm—8:00 pm

Come on out and tell us about your vision for Birch Hills County

Birch Hills County

Box 157
Wanham, Alberta
T0H 3P0

Plan to be in Eaglesham for the **Eaglesham Fair** **July 27, 2013 at the** Eaglesham Agricultural Grounds

Watch the Rycroft Signal and check the County website for updates.

Welcome to the first edition of the Birch Hills County Courier, a County newsletter to help keep our ratepayers informed.
We have also included in this mail out a community questionnaire, complete with a return envelope. We hope you will take the time to fill it out and let us know what you think.

PREDA
PEACE REGION ECONOMIC DEVELOPMENT ALLIANCE

Note: The following list is founded upon membership feedback collected through one-on-one discussions and surveys with members and stakeholders conducted during the summer of 2012.

Membership Contract Services

Item	Services and Approach	Fee
Section A: Economic Development		
A1	**Basic Economic Development Review** PREDA meets with municipal council/administration to review what has been done with regard to economic and community development, what is presently in place and what potential opportunities and threats or issues exists. Includes review of existing land-use bylaws, regional and inter-municipal agreements and any community development work that has already been done. The client receives a summary of what is lacking, with recommendations on options to pursue economic development based on available municipal funding, as well as a summary of next steps options available to the municipality and possible grant applications.	**$50/hour** **(average 80 hours)**
A2	**Industry Survey and Analysis** PREDA meets with municipal council/administration to determine what information needs to be gathered and why. A SWOT analysis is completed with council and administration. PREDA works with existing industry contacts from the municipality and develops new lists with assistance from municipal administration. A unique survey that will identify the regions needs and opportunities is developed and approved by the municipality. Following approval from the municipality, PREDA completes the survey through industry one-on-one meetings, telephone calls and electronically. The results are collated to produce a report that creates a new complete industry list and contact information, and a summary of recommendations that includes opportunities and threats that the municipality can use in moving forward in economic development including recommendations on possible industry/business opportunities based on survey and analysis.	**$50/hour** **(Hours are greatly dependant on existing development and previous work done by municipality. Average 200-400 hours)**

A3	**Economic Development Strategy** This includes both of the above (1 & 2)plus a report that details what strategies the municipality may wish to undertake. Additional consideration is given to issues such as transportation corridors, post-secondary, labor, housing, water and other economic issues and opportunities. Also includes summary and recommendations of various regional economic development organizations.	**In consultation with client**
A4	**Economic Development Department/Committee Development** **Option 1:** This process includes all of the above and culminates in the development of an economic development department for a municipality or region. The process additionally includes the process to establish an economic development committee (if desired), terms of reference and the process of hiring an economic development practitioner complete with advertising, interviews, recommendations and assisting in the hiring process. **Option 2:** This process includes meeting with municipal council and administration to evaluate the role and purpose of creating an economic development committee, both with and without an on-staff economic development practitioner. The process includes background information on the value of a committee, committee selection, training and reporting structure. The process can include establishing a committee.	**In consultation with client** **(average 50 - 100 hours)**
A5	**Economic Development Practitioner Hiring Process** PREDA will assist in the entire hiring process for an economic development practitioner hiring process including job description, advertising recommendations, application review, interview questions, interviewing and hiring process. May also include follow up and consultation with new employee in implementing economic development strategy.	**(average 60 – 100 hours)**
Section B: Regional Services		
B1	**Facilitation of Multi-municipal Initiatives**	
	PREDA can act in a neutral capacity to facilitate multi-municipal meetings on regional topics or projects. Services can include prep work, administrative services, and facilitation and follow up reports.	**$50/hour including preparation work**

Grant Search and Proposal writing		
B2	**Grant Research and Recommendations** Utilizing Metasoft software PREDA will search for grants to facilitate your identified project. PREDA will compile its findings and prepare a document with recommendations on grants that are applicable to the project.	**$50/hour**
B3	**Grant writing** In addition to researching potential grants, PREDA also has the expertise to prepare your grant applications.	**15 % of grant request**
B4	**Grant reviews** PREDA can review your grant application for clarity, punctuation, spelling etc, as well as ensuring it meets the grant criteria. PREDA will provide follow up recommendations.	**$50/hour**
Section C: Other Services		
C1	**Mission and Vision Statement** PREDA will facilitate the process of developing a vision and mission visioning session and the development of a vision and mission statement. Includes background review.	**$50/hour (average 10 – 20 hours)**
C2	**Translation Services** PREDA is contracting with translation services to provide translation of material to a variety of languages. PREDA will do the research to find accurate and reliable translation services.	**$50/hour plus translation consultant costs**
C3	**Branding (service being developed)**	
C4	**Media releases** **Writing:** PREDA will work with freelance writers to prepare your media release in a media friendly format and according to media specifications. **Distribution:** PREDA can distribute your media releases to various groups depending on your message **News Articles:** PREDA will work with freelance writers to prepare your news story for targeted media. Includes submission to media.	**$100 - $200 average** **$50** **$200+**

All fees are independent of costs including mileage and accommodation. Final costs are dependent on a number of considerations and are determined in consultation with the client.

Resource Links

Community Beautification

http://www.useful-community-development.org/

Useful Community Development – Urban to rural

This site is devoted to community revitalization and beautification.

www.revitalizingdowntowns.net

Site devoted to revitalizing downtowns.

www.communitiesinbloom.ca

Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program, with focus on enhancing green spaces in communities.

Community Economic Development

http://www.edaalberta.ca

The Economic Developers Association Alberta, is the provinces professional network.

http://www.edac.ca

The Economic Developers Association Canada, is the national professional network.

www.seda.sk.ca

The Saskatchewan Economic Developers Association, is Saskatchewan's professional network.

http://ccednet-rcdec.ca/en

The Canadian Community Economic Development Network (CCEDNet) is a national member-led organization committed to strengthening Canadian communities by creating economic opportunities that enhance social and environmental conditions

http://www.albertacanada.com/business/statistics/inventory-of-major-projects.aspx

Government of Alberta listing of major projects across the province.

Peace Region Economic Development Alliance (PREDA)

Cultural engagement

http://www.phmeatshop.ca

Pine Haven Hutterite Community - This site takes you to the Pine Haven Hutterite Colonies on-line shopping site

Research

Northern Alberta Development Council (NADC)

Canada West Foundation

Pembina Institute

Request for Decision (RFD)

Meeting:	Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	April 9, 2020	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Bylaw 2020-02 Fees, Rates and Charges Bylaw	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Council is being presented with the draft Fees, Rates and Charges Bylaw 2020-02 that includes the updated and new rates attached as "Schedule A".

BACKGROUND:

Fees and charges were reviewed as part of the Council Budget Workshop held on April 7, 2020. Administration has included the changes discussed at that workshop in a revised Fees, Rates and Charges Bylaw. The changes to the bylaw are highlighted for easy reference.

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):

Draft BHC Bylaw 2020-02, the Fees, Rates and Charges Bylaw

RECOMMENDED ACTION:

It is Administrations recommendation that Council

1. provide first reading to Birch Hills County Bylaw 2020-02, the Fees, Rates and Charges Bylaw;

2. provide second reading Birch Hills County Bylaw 2020-02, the Fees, Rates and Charges Bylaw;

3. provide unanimous approval to a resolution to present Birch Hills County Bylaw 2020-02, the Fees, Rates and Charges Bylaw at this meeting; and if approved unanimously;

4. provide third reading to Birch Hills County Bylaw 2020-02, the Fees, Rates and Charges Bylaw.

5. That Council direct Administration to advertise Bylaw 2020-02 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.

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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, 20~~19~~20, and Bylaw 2019-02 ~~2018-02~~ shall remain in effect and use until May 1, 20~~19~~20, at which time it shall be rescinded.

READ a first time this 9th day of April, 2020.

READ a second time this 9th day of April, 2020.

READ a third and final time this 9th day of April, 2020.

SIGNED this 9th day of April, 2020.

Original to be signed by
Reeve
Gerald Manzulenko

Original to be signed by
Chief Administrative Officer
Hermann Minderlein

ATTACHMENTS:

Schedule "A" – Fees, Rates, and Charges

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Schedule A
Bylaw 2020-02
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
~~**3.** County Map, electronic in PDF format~~	~~$ 20.00~~	~~T~~	~~Per CD~~

draft

Schedule A
Bylaw 2020-02
Fees, Rates, and Charges

DESCRIPTION	RATE	GST	UNITS
3. 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			
4. Eaglesham Fire Hall – (Bank - 2 Rooms)	$ 400.00	T	per month eff 1 Aug 2020
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
vi.) Seismic Survey Notification Approval	$ 155.00	T	Per Approval

draft

Schedule A
Bylaw 2020-02
Fees, Rates, and Charges

DESCRIPTION	RATE	GST	UNITS
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	$ 6.2500	E	Per Cubic Meter
1.2 Commercial/Industrial	$ 12.5000	E	Per Cubic Meter
ii.) Hamlet Residential and Commercial	$ 6.2500	E	Per Cubic Meter
~~iii.) Seniors Apartments~~	~~$ 140.00~~	~~E~~	~~Flat Rate~~
iii.) Municipal Water Line Fee	$ 9.008.75	E	Per Water Line
iv.) Multi Unit Dwelling (Duplex, Triplex, Fourplex, Apartment Building, etc) Fee	$ 9.00	E	Per Dwelling or Line if More Than 1 Line per Dwelling
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	$24.0023.25	E	Flat Rate
~~ii.) Seniors Apartments~~	~~$165.00~~	~~E~~	~~Flat Rate~~
ii.) Multi Unit Dwelling (Duplex, Triplex, Fourplex, Apartment Building, etc)	$24.00	E	Flat Rate per Dwelling
iii.) Schools/Motels/Hotels	$ 8085.00	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~~ 5.00	E	Per Cubic Meter
3. Solid Waste			
i.) Hamlet Collection	~~$ 12.60~~	~~E~~	~~Flat Rate~~

Draft

Schedule A
Bylaw 2020-02
Fees, Rates, and Charges

DESCRIPTION	RATE	GST	UNITS
1.1 Residential	$13.25	E	Flat Rate
1.2 Multi Unit Dwelling (Duplex, Triplex, Fourplex, Apartment Building, etc)	$13.25	E	Flat Rate per Dwelling
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	$ 25~~20~~.00	T	Per Day
2. Per Stall - Monthly	$ ~~3~~400.00	T	Per Month
O. Informational Signs			
1. Signage	Cost Recovery	T	Per Account
2. Installation	$ 150.00	T	Per Installation
P. Fire Services			
Costs for responses by Fire Services to incidents will be calculated utilizing the Rates Schedule contained in the Northwest Alberta Emergency Resource Agreement.		E	

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Schedule A
Bylaw 2020-02
Fees, Rates, and Charges

DESCRIPTION	RATE	GST	UNITS
Open Air Fire Pit Permit/Inspection	$ 25.00	E	
Q. 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.			

draft

Request for Decision (RFD)

Meeting:	Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	April 9, 2020	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Bylaw 2020-03 Regional Fire Services Bylaw	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Council is being presented with the draft Regional Fire Services Bylaw 2020-03.

BACKGROUND:

Bylaw 2020-03 was prepared to remove Schedule "A" and to refer all costs to Bylaw 2020-02, the Fees, Rates and Charges Bylaw.

This action stems from Resolution 18-279 that directed Administration to bring back Bylaw 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.

The matter was brought to Council at the April 7. 2020 Budget Workshop, where the concept of tying rates for Fire Services to the Rates Schedule contained in the Northwest Alberta Emergency Resource Agreement was introduced. The basis for this was that the rates would be reviewed on a regular basis by the signatories to the agreement, and that would be utilized by the signatories when billing BHC for services to the County or its residents.

It was also noted during the review of Bylaw 2014-03 that there was a reference to a permit fee in section 7.3.

The updated Bylaw includes the following changes:

Replace
"7.5 There is no permit fee."
With
"7.5 The costs for Open Air Fire Permits shall be as per the Birch Hills County Fees, Rates and Charges Bylaw."
AND
Replace
"8.3 The schedule of fees and charges by Fire Services for services rendered pursuant to this Bylaw shall be as set in the annual budget, as approved by Council."
With
"8.3 Costs to be charged will be calculated based on:

8.3.1 the time that Fire Services equipment and personnel have been involved with the

incident beginning from the time that the call is first received until, and including, the time that personnel and/or equipment have returned to the hall and equipment has been cleaned and made ready for its next use; and

8.3.2 the rates as laid out in the Birch Hills County Fees, Rates and Charges Bylaw."

AND
Remove
"Schedule of Fees and Charges"

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):

Draft Birch Hills County Bylaw 2020-03, the Regional Fire Services Bylaw

RECOMMENDED ACTION:

It is Administrations recommendation that Council

1. provide first reading to Birch Hills County Bylaw 2020-03, the Regional Fire Services Bylaw;

2. provide second reading Birch Hills County Bylaw 2020-03, the Regional Fire Services Bylaw;

3. provide unanimous approval to a resolution to present Birch Hills County Bylaw 2020-03, the Regional Fire Services Bylaw at this meeting; and if approved unanimously;

4. provide third reading to Birch Hills County Bylaw 2020-03, the Regional Fire Services Bylaw.

5. That Council direct Administration to advertise Bylaw 2020-03 as per the Procedural Bylaw 2019-15.

BEING A BYLAW OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING FIRE SERVICES IN, AND FOR BIRCH HILLS COUNTY.

WHEREAS Pursuant to the Municipal Government Act, Revised Statues of Alberta 2000, Chapter M-26, provides that a Council of a Municipality may pass Bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and for ~~series~~ services provided by or on behalf of the municipality;

AND WHEREAS The Council of Birch Hills County, in the Province of Alberta, wishes to establish the Birch Hills County Regional Fire Services within the Birch Hills County and to provide for efficient operation of such Emergency Services;

AND WHEREAS The Council of Birch Hills County, in the Province of Alberta, wishes to operate and manage the Birch Hills County Regional Fire Services;

AND WHEREAS The Council of Birch Hills County, in the Province of Alberta, agrees that the provision of medical, fire and emergency response services is dependent upon a number of factors including the infrastructure and resources which may be available for such services, completing demands upon such resources, and the large geographic size of the County, and that in the result, the County is unable to provide medical, fire, and emergency response services in the same manner or to the same standards which may be available in other jurisdictions, or to provide such services in the same manner or to the same standards in all areas of the County or to all people with in the County.

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

1. **TITLE**

1.1 This Bylaw will be cited as the “Birch Hills County Regional Fire Services Bylaw.”

2. **DEFINITIONS**

2.1 “Acceptable Fire Pit” means an outdoor receptacle for cooking purposes only that meets the following specifications:

2.1.1 a minimum of 3 meter clearance, measured from the nearest fire pit

draft

edge shall be maintained from buildings, property lines or any combustible material;

2.1.2 the fire pit height shall not exceed 0.6 meter when measured from the surrounding grade to the top of the pit opening;

2.1.3 the outside width, length or diameter of the fire pit opening shall not exceed 1 meter when measured between the widest outside edges;

2.1.4 the fire pit installation shall have enclosed sides made from bricks, concrete blocks, heavy gauge metal, or other noncombustible materials acceptable to the Fire Chief; and

2.1.5 a Regulation Screen shall be used to cover the fire pit opening in a manner sufficient to contain and reduce the hazards of airborne sparks.

2.2 “Acceptable Fireplace” means an outdoor receptacle for cooking purposes only that meets the following specifications:

2.2.1 a minimum of 3 meter clearance measured from the nearest fireplace edge shall be maintained from buildings, property lines or any combustible material;

2.2.2 the fireplace shall be constructed of materials such as bricks or rocks that are heat and flame resistant;

2.2.3 the fireplace shall be equipped with a chimney that is not less than 2.5 meters in height when measured from the base of the fire burning area;

2.2.4 the fireplace chimney shall be equipped with a Regulation Screen designed to contain and reduce the hazards of airborne sparks;

2.2.5 the base of the fire burning area shall be not less than 0.3 meters above the surrounding grade: and

2.2.6 the fire chamber shall not exceed 1.25 meters in width, and shall be at least 0.4 meters but not more than 0.6 meters in depth.

2.3 “Burnable Debris” means those materials permitted to be burned in accordance with applicable statutes and regulations and this Bylaw and shall include but is not limited to materials described as:

2.3.1 wood material from the construction or demolition of buildings which does not contain wood preservatives;

2.3.2 wood material which does not contain wood preservatives or laminates;

draft

2.3.3 solid waste from sawmills or planing mills with an annual production of less than 6500 cubic meters of lumber;

2.3.4 solid waste from post and pole operations that does not contain wood preservatives or;

2.3.5 solid waste from tree harvesting operations.

2.4 “Chattel Fire” means a fire in which an article or articles of personal property are being burned out-of-doors.

2.5 “Chief Administrative Officer” means that person appointed to the position and title by the Council and includes a person appointed by the Chief Administrative Officer to act as such Officer’s delegate for purposes of this Bylaw.

2.6 “Council” means the Council of the Birch Hills County.

2.7 “County” means Birch Hills County.

2.8 “Dangerous Goods” means a product, substance or organism included by its nature or by the regulations in any of the classes listed in the Schedule to the Dangerous Goods Transportation and Handling Act, R.S.A. 2000, c. D-4.

2.9 “Emergency Services Coordinator” (E.S.C.) means a person designated by Council for the purposes of this Bylaw.

2.10 “Emergency Unit” means a fire truck, pumper truck, rescue truck, rescue boat, mobile command unit, bush truck, auxiliary truck, dangerous goods unit, tender, or any vehicle provided with machinery, devices, equipment or materials including vehicles used to transport any member or supplies for firefighting or any Incident to which Fire Services has responded.

2.11 “Equipment” means any tools, contrivances, devices or materials used by Fire Services to combat an incident or other emergency.

2.12 “False Alarm” means any fire alarm that is set off needlessly, through willful or accidental, human or mechanical error, and to which Fire Services responds.

2.13 “Fire Guardian” means any member of Council, Chief Administrative Officer, Emergency Services Coordinator, Fire Chiefs, Deputy Fire Chiefs and Incident Commander.

2.14 “Fire Chief” means the person designated as such by the Council for purposes of this Bylaw.

2.15 “Fire Services” means the firefighting and emergency response service as established and organized for the County pursuant to the provisions of this

Bylaw consisting of, inter alia, all persons appointed to the various positions described herein, all equipment, apparatus, materials and supplies used in the operation, maintenance and administration of the firefighting services, I including fire stations.

2.16 “Incident” means a fire or a situation where a fire or an explosion is or may be imminent, or any other situation presenting a danger or possible danger to life or property and to which Fire Services has responded.

2.17 “Incinerator” means a non-combustible structure or container that has the draft and smoke vents thereof covered with a Regulation Screen which is ventilated in such a manner as to preclude the escape of combustible materials including ash and is used for the purpose of burning burnable debris.

2.18 “Incinerator Fire” means a fire that is confined within an incinerator.

2.19 “Member” means any person who is a duly appointed member of Birch Hills County Regional Fire Services.

2.20 “Officer in Charge or Incident Commander” means the Member who, according to the Fire Services command structure established by the Fire Chief, is in command at an Incident in the absence or other inability of the Fire Chief to perform his duties.

2.21 “Open Air Fire” means any fire which is not an Incinerator Fire, Pit Fire or Public Park Site Fire and, without limiting the generality of the foregoing, includes grass fires, forest and brush fires, running fires, structure fires, building fires, wood scrap fires, ground thawing fires and Chattel Fires.

2.22 “Open Air Fire Permit” means a permit issued pursuant to section 7 of this Bylaw.

2.23 “Pit Fire” means a fire contained within an Acceptable Fire Pit or an Acceptable Fireplace.

2.24 “Peace Officer” means a person referred to in Section 7 (1) of the Peace Officer Act, Statues of Alberta, 2006, Chapter P-3.5, or, any other person appointed as a peace officer under another enactment who is designated by the regulations as a peace officer to whom all or part of this Action and the regulations apply.

2.25 “Portable Appliance” means any appliance constructed or used for the purpose of cooking food in the out-of-doors.

2.26 “Prohibited Debris” means any material that when burned, will result in the release to the atmosphere of dense smoke, offensive odors or a substance, the release of which is regulated, prohibited or controlled by the Environmental

Protection and Enhancement Act, R.S.A. 2000, c.E-12 or regulations there under, and includes but is not limited to:

2.26.1 animal cadavers;

2.26.2 animal manure;

2.26.3 chemicals and chemical containers;

2.26.4 combustible material in automobile bodies;

2.26.5 combustible material in automobiles;

2.26.6 household refuse;

2.26.7 non-wooden material;

2.26.8 paints and painting materials;

2.26.9 pathological waste;

2.26.10 rubber or plastic, or anything containing or coated with rubber or plastic or similar substances;

2.26.11 solid waste from sawmills or planing mills with an annual production in excess of 6500 cubic meters of lumber, unless an authorized Fire Permit has been approved;

2.26.12 tires;

2.26.13 used oil; or

2.26.14 wood or wood products containing substances for the purposes of preserving wood.

2.27 “Public Park Site Fire” means a fire on land owned or leased by the County for recreational purposes that is confined to a non-combustible container supplied by the County, as approved by the Fire Chief, or a Portable Appliance, which is set for the purpose of cooking food. Such fire may only be fueled with seasoned wood, charcoal, natural gas or propane.

2.28 “Regulation Screen” means a spark arrestor mesh screen with openings no larger than 1.25 cm at their widest dimension and constructed of expanded metal or equivalent non-combustible material.

2.29 “Running Fire” means a fire burning without being under the proper control of

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any person.

2.30 "Violation Ticket" means a violation ticket under part 2 or part 3 of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34.

2.31 For words not defined in the above noted definitions reference should be made to the Canadian Oxford Dictionary (Second Edition), published by Oxford University Press.

3. FIRE SERVICES

3.1 The Council does hereby establish Birch Hills County Regional Fire Services, for the purpose of:

3.1.1 preventing and extinguishing fires;

3.1.2 preserving life and property and protecting persons and property from injury or destruction by fire;

3.1.3 providing rescue services;

3.1.4 preventing, combating and controlling Incidents;

3.1.5 carrying out agreements made by the County with other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment;

3.1.6 advising the Council on the purchase of operating apparatus and equipment for extinguishing fires or preserving life and property; and

3.1.7 enforcing the provisions of the Safety Codes Act and its regulations.

4. THE FIRE CHIEF

4.1 The office of the Emergency Services Coordinator is hereby created. The Fire Chief shall ultimately be responsible to the E.S.C. who in turn is responsible to the Chief Administrative Officer and will be appointed to the position by resolution of Council.

4.2 The Fire Chief shall perform such functions and have such powers and responsibilities as this Bylaw and the Chief Administrative Officer may from time to time prescribe.

4.3 The Fire Chief is hereby authorized to take such action as may be necessary for the development of rules, regulations and policies for the ongoing

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organization and administration of Fire Services.

4.4 The Fire Chief, or Incident Commander as the case maybe:

4.4.1 is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he/she deems it necessary to prevent the spread of fire to other buildings, structures or things;

4.4.2 is empowered to cause Fire Services to enter on any land or premises, including adjacent land or premises, to combat, control or deal with the Incident in whatever manner, he/she deems necessary; and

4.4.3 may at his/her discretion establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits.

4.5 No person shall enter the boundaries or limits of an area prescribed in accordance with Section unless he/she has been authorized to enter by the Fire Chief or Incident Commander.

4.6 The Fire Chief or Incident Commander may request Peace Officers to enforce restrictions on persons entering within the boundaries or limits referred to in Section (4.4.~~c~~ 3) of this bylaw.

4.7 Upon approval of the Chief Administrative Officer, the Emergency Services Coordinator or Fire Chief may negotiate on behalf of the County with the Provincial Government of Alberta and other municipalities and persons for the purpose of establishing mutual aid agreements and fire control agreements including renewals and amendments thereof. Any such agreements, renewals or amendments must be approved by the Council.

4.8 For the purpose of fire investigations and inspections, the Fire Chief or Incident Commander may obtain assistance from other officials of the County, or direct staff, as deemed necessary, in order to discharge the duties and responsibilities under this Bylaw.

4.9 No person at an Incident shall impede, obstruct or hinder a member of Fire Services, or other person assisting or acting under the direction or at the request of the Fire Chief or Incident Commander.

4.10 No personal shall willfully damage or destroy Fire Services apparatus or equipment.

4.11 No person at an Incident shall drive a vehicle over any equipment without permission of the Fire Chief or Incident Commander.

4.12 No person shall obstruct a Member from carrying out duties imposed by this Bylaw.

4.13 No person shall falsely represent himself or herself as a Fire Services member or wear or display any Fire Services badge, cap, button, insignia or other paraphernalia for the purpose of such representation.

4.14 No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for firefighting purposes or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern or other body of water designated for firefighting purposes.

4.15 The Fire Chief or Incident Commander may request persons who are not Members to assist in extinguishing a fire, removing furniture, goods and merchandise from any building on fire or in danger thereof and in guarding and securing same and in demolishing a building or structure at or near the Incident.

4.16 The Fire Chief or Incident Commander is empowered to commandeer such privately owned equipment as he/she considers necessary to deal with an Incident.

5. REQUIREMENT TO REPORT

5.1 The owner or authorized agent of the owner of any property damaged by fire shall immediately report to Fire Services particulars of the fire, in a form and to the extent required by the Fire Chief or designate.

5.2 The owner or authorized agent of the owner of any property within or upon which an accidental or unplanned release of Dangerous Goods occurs, shall immediately report the release to the proper regulatory authorities and provide the Fire Chief with a copy of such report.

6. OPEN AIR FIRES

6.1 No person shall permit an Open Air Fire upon land owned, occupied or under his or her control within the County, unless an Open Air Permit has been obtained, the provisions and conditions of the Open Air Permit are compiled with, and Burnable Debris only is burned.

6.2 Any fire permitted or allowed under this Bylaw shall be contained to a reasonable size so that the fire, or any embers, sparks or smoke emanating there from do not endanger any person or property or cause any objectionable effect on nearby property.

6.3 Notwithstanding Section 6.1 an Open Air Permit shall not be required under this Bylaw to conduct:

6.3.1 the cooking of food using a Portable Appliance;

6.3.2 recreational burning or the cooking of food in Acceptable Fire Pits or Acceptable Fireplaces, provided:

6.3.2.1 only clean fuel is used such as natural gas, dry wood or charcoal in amounts which will be contained within the burning area of such pit or fireplace below the Regulation Screen;

6.3.2.2 the pit or fireplace is not used to burn Prohibited Debris;

6.3.2.3 a means, acceptable to the Fire Chief, of controlling or extinguishing the fire is available at the site of the fire or within a reasonable distance thereof; and

6.3.2.4 a responsible, sober adult is present at the site of the fire when the fire is burning;

6.3.3 burning in fireplaces in or attached to dwellings and constructed in accordance with applicable safety codes;

6.3.4 burning of a Public Park Site Fire;

6.3.5 burning in an Incinerator;

6.3.6 burning by Fire Services for the purpose of training its Members.

6.4 If, in the sole opinion of the Fire Chief or Officer in Charge, Peace Officer, Emergency Coordinator or Fire Guardians (includes Council) a fire or fire receptacle does not comply with this Bylaw, the Fire Chief, Officer in Charge, Peace Officer or Fire Guardian may extinguish or have extinguished the said fire and order the property owner or person responsible for the fire or fire receptacle to relocate the receptacle on the property or remove the receptacle or the burning materials from the property.

7. PROCEDURE TO OBTAIN OPEN AIR FIRE PERMIT

7.1 Any person wishing to obtain an Open Air Fire Permit must apply to the Fire Chief or designate during the normal business hours of the Fire Services.

7.2 Each application for an Open Air Fire Permit must contain the following information:

7.2.1 the name and address of the applicant, and the name and address of the owner of the land on which the applicant proposes to set a fire;

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7.2.2 the legal and municipal description of the land on which the applicant proposes to set a fire;

7.2.3 the period of time for which the fire permit is required;

7.2.4 the precautions that will be taken by the applicant to ensure that the proposed fire remains under his or her control;

7.2.5 the signature of the applicant; and

7.2.6 the written consent to the proposed fire by the owner of the land (if different than the applicant).

7.3 Upon receipt of an application for an Open Air Fire Permit, the Fire Chief or designate shall consider the application, and may, pursuant to the provisions of this Bylaw and the Alberta Fire Code:

7.3.1 refuse the application if it does not comply with this Bylaw and the Alberta Fire Code;

7.3.2 approve the application with or without conditions, or

7.3.3 determine that a permit is not required.

7.4 If a fire pit is not an Acceptable Fire Pit or if a fireplace is not an Acceptable Fireplace, the Fire Chief or designate may issue an Open Air Fire Permit if satisfied that the non-conforming fire pit or fireplace meets appropriate safety standards.

7.5 ~~There is no permit fee.~~ The costs for Open Air Fire Permits shall be as the Birch Hills County Fees, Rates and Charges Bylaw.

7.6 An Open Air Fire Permit shall not be transferable.

7.7 An Open Air Fire Permit issued pursuant to this Bylaw is valid for such period of time as shall be determined and set by the Fire Chief or designate and shall have endorsed thereon the period of time for which the permit is valid.

7.8 The Fire Chief or designate may extend in writing the period of time that an Open Air Fire Permit is valid provided such permit has not expired.

7.9 Provincial Fire Bans automatically means a Fire Ban in Birch Hills County.

8. RECOVERY OF COSTS

8.1 Where Fire Services has taken any action for which a fee is payable under this Bylaw, such fee shall be paid upon the taking of such action or within a

reasonable time thereafter if, in the circumstances, it is impractical to pay or receive the fee at the time such action is taken.

8.2 Where Fire Services has extinguished a fire or responded to an Incident within or outside the County for the purpose of preserving life or property from injury or destruction by such Incident, including any such action taken by Fire Services on a False Alarm, the Fire Chief, will charge costs incurred by Fire Services in taking such action, charge any costs so incurred by Fire Services to:

8.2.1 the person who caused the incident;

8.2.2 the owner of the land or the person in possession where the Incident occurred; or

8.2.3 the owner of the property involved where the Incident does not occur on privately owned land.

~~8.3 The schedule of fees and charges by Fire Services for services rendered pursuant to this Bylaw shall be as set in the annual budget, as approved by Council.~~

8.3 Costs to be charged will be calculated based on:

8.3.1 the time that Fire Services equipment and personnel have been involved with the incident beginning from the time that the call is first received until, and including, the time that personnel and/or equipment have returned to the fire hall and equipment has been cleaned and made ready for its next use; and

8.3.2 the rates as laid out in the Birch Hills County Fees, Rates and Charges Bylaw.

8.4 In respect of the fees or charges described above:

8.4.1 the County may recover such fees or charges as a debt due and owing to the County; or

8.4.2 In the case of action taken by Fire Services in respect of land within the County, where the fees or charges are not paid upon demand by the County, then in default of payment, such fees or charges may be charged against the land as taxes due and owing in respect of that land.

8.4.3 In the event that the owner or occupant of any land within or outside the County shall feel aggrieved by the fees described in Section 9, such owner or occupant shall have a period of thirty (30) days from the date of the mailing of the fee assessment to appeal the fees to the Birch Hills County Council. The decision of the Council on any such appeal shall be final and binding upon the owner or occupant of the land and is not

subject to further appeal.

9. OFFENCES AND PENALTIES

9.1 The Fire Chief or designate may terminate, suspend or cancel an Open Air Fire Permit upon contravention of any provision of this Bylaw, the Alberta Fire Code or any terms and conditions included in the permit.

9.2 A person, who contravenes any provision of this Bylaw, or any terms or conditions is guilty of an offence and upon a conviction, is liable to a fine of not less than $500.00 and not more than $5000.00, plus court costs.

9.3 Where a person:

9.3.1 fails to obtain an Open Air Fire Permit as required under this Bylaw; or

9.3.2 obtains an Open Air Fire Permit but fails to follow the provisions of this Bylaw or the conditions included in such Permit; and

9.3.3 a fire beyond the control of the person or other emergency to which Fire Services responds results wherefrom, then such person shall be liable to pay all costs of all emergency response services incurred by Fire Services calculated in accordance with the current fee schedule, as established in the annual budget, approved by Council, and the County may recover from such person all such costs as a debt owing to the municipality.

9.4 A Peace Officer is hereby authorized and empowered to issue a Violation Ticket to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

9.5 A Violation Ticket shall be served upon the person named therein in accordance with the provisions of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34.

9.6 Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets may be issued by a Peace Officer, provided that no more than one Violation Ticket shall be issued for each calendar day that the contravention continues.

9.7 Where a Safety Codes Officer in the Fire Discipline, holding a Designation of Powers to the Birch Hills County, or a Peace Officer, has reasonable grounds to believe that a person has violated any provision of the Alberta Fire Code, they may commence court proceedings under the Safety Codes Act against such person by filing an Information pursuant to the provisions of the Provincial Offenses Procedure Act.

9.8 Specified penalties for breaches or fees of the provisions of this Bylaw are as

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set in the annual budget, as approved by Council.

9.9 Nothing in this Bylaw shall prevent a Peace Officer from issuing a Violation Ticket for the mandatory Court appearance of any Person who contravenes any provision of this Bylaw.

10. **GENERAL**

10.1 Bylaw 2014-03 is hereby rescinded.

10.2 This Bylaw shall come into force and effect on the date of the third and final reading and signing thereof.

READ a first time this __day of_____, 2020.

READ a second time this __day of_____, 2020.

READ a third and final time this __day of_____, 2020.

SIGNED this __day of_____, 2020.

Original to be signed
Reeve
Gerald Manzulenko

Original to be signed
Chief Administrative Officer
Hermann Minderlein

draft

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	April 9th, 2020	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Director:**	
Item Title:	Watino Gravel Crush Tender	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Administration is providing Council with information regarding the results of the Watino gravel crushing tender.

BACKGROUND:

Attached document are the results of the tender that closed March 26th, 2020 regarding the crushing of an estimated 90,000 cubic meters (45 ¾" & 45 1 ½") (146,880 tonne) of gravel.

The Watino Pit is located NW 27-77-24-W5M and SW 27-77-24-W5M.

County procurement policy high value threshold spending limit over $10,000.00 requires a competitive bidding and tender process. WSP the consulting engineers conducted the tendering process on behalf of the County. WSP will be conducting engineering services not limited to tender preparation, advertising, tender posting, quality control and site inspection.

DISCUSSION / BENEFITS / DISADVANTAGES:

WSP has provided the County with contact information of references from the lowest bidder. I contacted all the references with both having great references for the lowest bidder.

The 2020 crush would be stockpiled in the pit for use in further years. The crush would provide a gravel material for an estimated 3-4 years.

The County would use day labor rates to strip the existing site of overburden to be used for reclamation after the pit is depleted.

Due to the location and Alberta Environment requirements of removing all potential raw material dewatering is needed. The contractor is responsible for dewatering the site as needed.

COST / SOURCE OF FUNDING:

Approved 2020 Capital Budget G/L 5-32-00-01-599 of $1,400,000.00.
$1,400,000.00 from MSI Capital (BMTG) Component

ATTACHMENT(S):

Tender Results from March 26th, 2020

OPTIONS:

Council may choose to:

1. Direct administration to accept the lowest bid from Wapiti Gravel Suppliers, a Division of N.P.A. Ltd. for the 2020 Watino gravel crushing for the bid amount of $745,200.00 with funding from the capital budget GL code 5-32-00-01-599

2. Direct administration to accept the bid from _____for the 2020 Watino gravel crushing for the bid amount of $_____ with funding from the capital budget GL code 5-32-00-01-599

3. Reject all bids for the 2020 Watino gravel crushing and direct staff to explore other options of a gravel source.

RECOMMENDED ACTION:

1. It is Administration's recommendation that Council accept the lowest bid from Wapiti Gravel Suppliers, a Division of N.P.A. Ltd. for the 2020 Watino gravel crushing for the bid amount of $745,200.00 with funding from the capital budget GL code 5-32-00-01-599

UNOFFICIAL

WSP Canada Inc.	
Unofficial Tender Results	
Birch Hills County	Project: **Watino Pit**
Crushing, Stockpiling and Other Work	Contract No. **201-00309-00**
	Date: **3/26/2020 2:00 P.M.**
Contractor	
Hopkins Construction Ltd	$ 817,200.00
Wapiti Gravel Suppliers	$ 745,200.00
RBEE Aggregate Consulting	$ 827,100.00
Knelsen Sand & Gravel	$ 850,500.00
DRay Construction	$ 845,100.00
Low Tender Received From:	
Wapiti Gravel Suppliers	$ 745,200.00

wsp

Contract # - 201-00309-00
Watino Pit - 2020 Crushing, Stockpiling and Other Work
Birch Hills County
Attendee List - March 26, 2020 @ 2 pm Birch Hills County Office

Representative	Company	Phone Number	Fax Number	Cell Number
Doug Bayne	WSP	780-832-5071	538-2951	
Dion Hynes	Birch Hills	780 694 3793	694 3788	
Tracy Casavant	Birch Hills	780-694-3793	780-694-3788	

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	April 9th, 2020	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Director:**	
Item Title:	Windy Creek Gravel Tender	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Administration is providing Council with information regarding the results of the Windy Creek gravel crushing tender.

BACKGROUND:

Attached document are the results of the tender that closed March 26th, 2020 regarding the crushing of an estimated 100,000 cubic meters (65,000 ¾" & 35,000 1 ½") (163,200 tonne) of gravel.

The Windy Creek Pit SML 960058 is located NW 03, NE 04 & SE 09-76-26-W5M.

County procurement policy high value threshold spending limit over $10,000.00 requires a competitive bidding and tender process. WSP the consulting engineers conducted the tendering process on behalf of the County. WSP will be conducting engineering services not limited to tender preparation, advertising, tender posting, quality control and site inspection.

DISCUSSION / BENEFITS / DISADVANTAGES:

WSP has provided the County with contact information of references from the lowest bidder. I contacted all the references with both having great references for the lowest bidder.

The 2020 crush would be stockpiled in the pit for use in further years. The crush would provide a gravel material for an estimated 3-4 years.

The County would use day labor rates to strip the existing site of overburden to be used for reclamation after the pit is depleted. Tolko Industries out of High Prairie have been contacted to remove the salvable timber from the site prior to overburden stripping.

Due to the location and Alberta Environment requirements of removing all potential raw material dewatering is needed. The contractor is responsible for dewatering the site as needed. There is also an ungulate zone restriction on this pit so no activity is permitted until May 1 of each year.

COST / SOURCE OF FUNDING:

Approved 2020 Capital Budget G/L 5-32-00-01-599 of $1,500,000.00.
$1,500,000.00 from MSI Capital (BMTG) Component

ATTACHMENT(S):

Tender Results from March 26th, 2020
See note on attachment !

OPTIONS:

Council may choose to:

1. Direct administration to accept the lowest bid from Wapiti Gravel Suppliers, a Division of N.P.A. Ltd. for the 2020 Windy Creek gravel crushing for the bid amount of $844,950.00 with funding from the capital budget GL code 5-32-00-01-599

2. Direct administration to accept the lowest bid from _____for the 2020 Windy Creek gravel crushing for the bid amount of $_____ with funding from the capital budget GL code 5-32-00-01-599

3. Reject all bids for the 2020 Windy Creek gravel crushing and direct staff to explore other options of a gravel source.

RECOMMENDED ACTION:

1. It is Administration's recommendation that Council accept the lowest bid from Wapiti Gravel Suppliers, a Division of N.P.A. Ltd. for the 2020 Windy Creek gravel crushing for the bid amount of $844,950.00 with funding from the capital budget GL code 5-32-00-01-599

UNOFFICIAL

WSP Canada Inc.	
Unofficial Tender Results	
Birch Hills County	Project: **Windy Creek Pit**
Crushing, Stockpiling and Other Work	Contract No. **201-00311-00** Date: **3/26/2020 2:00 P.M.**
Contractor	
Knelsen Sand & Gravel	$901,000.00
Hopkins Construction Ltd	$908,000.00
Wapiti Gravel Suppliers	$924,050.00
RBEE Aggregate Consulting	$924,950.00
D Ray Construction	$894,750.00
NOTE: WAPITI MADE A CALCULATION ERROR IN BID PACKAGE. WSP FOUND THIS ERROR DURING THEIR NORMAL TENDER CHECKING PROCESS.	
$924,050.00 − $79,100.00 (CALCULATION ERROR) = $844,950.00	
LOWEST BID BY WAPITI	
$844,950.00 — DION HAYES	
Low Tender Received From:	
~~D Ray Construction~~	~~$894,750.00~~
WAPITI GRAVEL SUPPLIERS $844,950.00	

Request for Decision (RFD)

Meeting:	Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	April 9, 2020	**CAO:**	
Originated By:	Direct of Agriculture	**Manager:**	
Item Title:	Resource Management Funding Stream	**Presenter:**	Amanda Ouellet

DESCRIPTION:

Council is being provided information related to Terms of Reference that will be signed by CAO Minderlein related to Birch Hills County's participation in a partnership related to the Peace Country Beef and Forage Association.

BACKGROUND:

The Application process for the Resource Management Funding Stream (Formally Environmental Funding Stream) is to be signed and sent in by April 24, 2020. The application has been completed by Peace Country Beef and Forage and is ready to be submitted to Alberta Agriculture and Forestry. All that is remaining on the municipal end is the signatures of the 6 CAO's of the partnering municipalities (MD Fairview #136, MD of Peace #135, MD Spirit River 133, Birch Hills County, Saddle Hills County and Clear Hills County). On the municipal side we have left the amount of the cost share commitments of each municipality the same as the previous years application to simplify the process with the limited time for applying and the additional limitations of having in person meetings. Birch Hills County's cost share commitment for this grant is $3,000. The additional $4,000 we provide is for the additional extension activities PCBF provides that are not covered by this grant. PCBF not only provides workshops for our producers they are also who we send all our producers to help with developing environmental farm plans and applying for CAP funding. Clear Hills County will act as the administrative municipality, applying for the funds and distributing them towards extension activities for the six partnering municipalities.

The Resource Management Funding Stream Grant (RMFS) is a merit-based process, without base level of funding. The RMFS supports ASB's in the development and delivery of resource management extension programming to increase awareness, understanding and implementation of sustainable agricultural practices with an emphasis on meeting industry standards that support consumer expectations. The municipalities provide their extension priorities based on producer's input to the PCBFA each year. PCBF provides expertise and knowledge, develop demonstration sites, and deliver extension services to all six partnering municipalities. They will also provide yearly progress updates to the Municipalities. This partnership will ensure that key information will reach a larger audience within the partnering municipalities borders.

COST / SOURCE OF FUNDING:

$7,000
2-63-10-01-735 Grants to Individual & Organization

OPTIONS:

Council may choose to:

1. authorize CAO Minderlein to sign the Terms of Reference related to Birch Hills County's participation in a partnership related to the Peace Country Beef and Forage Association with a commitment to provide a minimum of $3,000 for the Resource Management Funding Stream for 2020-2024 for Peace County Beef and Forage; or

2. provide other direction related to this matter.

ATTACHMENT(s):

Terms of Reference for Partnering Municipalities Supporting Peace Country Beef and Forage Association.

RECOMMENDED ACTION:

That Council authorize CAO Minderlein to sign the Terms of Reference related to Birch Hills County's participation in a partnership related to the Peace Country Beef and Forage Association with a commitment to provide a minimum of $3,000 for the Resource Management Funding Stream for 2020-2024 for Peace County Beef and Forage.

TERMS OF REFERENCE

FOR

PARTNERING MUNICIPALITIES SUPPORTING

PEACE COUNTRY BEEF AND FORAGE ASSOCIATION

Project Background:

Six municipalities including Saddle Hills County, M.D. of Spirit River, M.D. of Birch Hills, M.D. Peace, Clear Hills County and M.D. of Fairview partnered in applying for the Environmental Stream of the provincial funding through Ministry of Agriculture and Forestry for the last term 2017-2019. For the term covering the 2020-2024, the six municipalities have decided once again to partner with the Peace Country Beef and Forage Association (PCBFA). On their behalf, PCBFA will complete the application to provide enhanced extension services to rate payers throughout the six municipalities and satisfy all reporting requirements to the province.

Project Objectives:

All six municipalities border or are adjacent to the Peace River and its watershed, agriculture is practiced in a similar manner throughout the six municipalities and soils are very similar. Continuing to combine efforts will ensure that key messages reach a large audience by being held in central locations. Reporting will be combined making it easier for municipalities, the Peace Country Beef and Forage Association and the Province.

Budget:

The budget will be managed by Clear Hills County.

Each municipality will commit to funding for 2020 to 2024 as listed below:

Municipality	Annual Contribution
Birch Hills County	$3,000.00
Clear Hills County	$7,500.00
M.D. Fairview	$7,500.00
M.D. Peace	$7,500.00
M.D. Spirit River	$3,500.00
Saddle Hills County	$4,400.00

Work plan:

The six municipalities will submit their requirements to the Peace Country Beef and Forage Association in the fall of each year. Early in the New Year, the Association will present their work plan and schedule of events to the municipalities for approval.

TERMS OF REFERENCE

FOR

PARTNERING MUNICIPALITIES SUPPORTING
PEACE COUNTRY BEEF AND FORAGE ASSOCIATION

Municipalities and the Peace Country Beef and Forage Association hereby agree to these Terms of Reference for the 2020-2024 term.

C.A.O. Birch Hills County

C.A.O. Clear Hills County

C.A.O. M.D. Peace

C.A.O. M.D. Spirit River

C.A.O. Saddle Hills County

C.A.O. M.D. Fairview

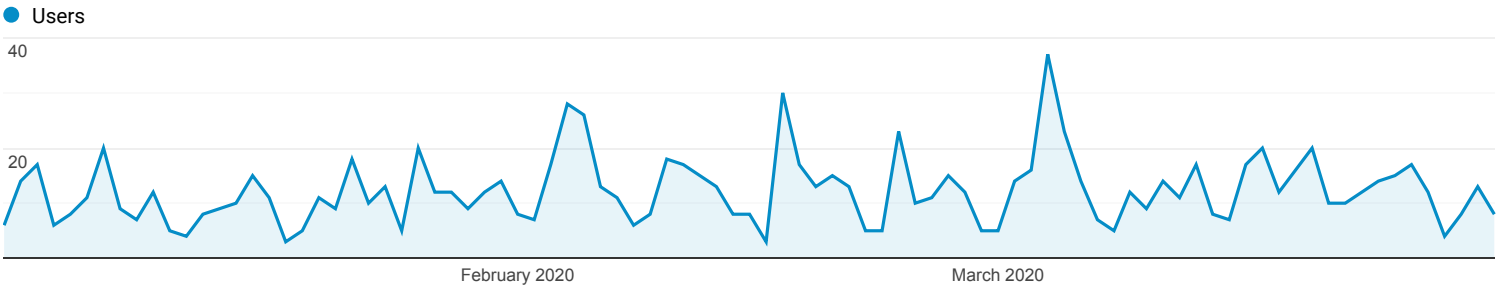
Authorized Representative of the Peace Country Beef and Forage Association

Audience Overview

All Users
100.00% Users

Jan 1, 2020 - Mar 31, 2020

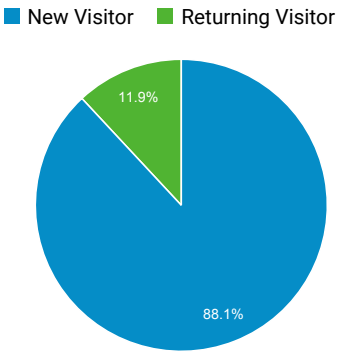
Overview



Users	New Users	Sessions
824	790	1,281

Number of Sessions per User	Pageviews	Pages / Session
1.55	2,664	2.08

Avg. Session Duration	Bounce Rate
00:01:26	69.56%



	Language	Users	% Users
1.	en-us	512	61.91%
2.	en-ca	267	32.29%
3.	en-gb	23	2.78%
4.	ko	12	1.45%
5.	c	5	0.60%
6.	de-de	3	0.36%
7.	en	1	0.12%
8.	en-au	1	0.12%
9.	fr-fr	1	0.12%
10.	hu-hu	1	0.12%

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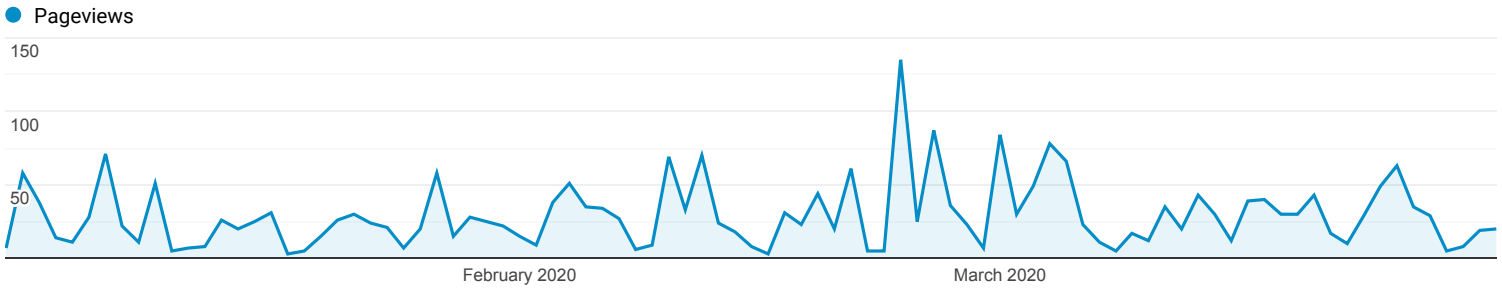
Pages

All Users
100.00% Pageviews

Jan 1, 2020 - Mar 31, 2020

Explorer



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	2,664 % of Total: 100.00% (2,664)	**2,160** % of Total: 100.00% (2,160)	**00:01:20** Avg for View: 00:01:20 (0.00%)	**1,281** % of Total: 100.00% (1,281)	**69.56%** Avg for View: 69.56% (0.00%)	**48.09%** Avg for View: 48.09% (0.00%)	**$0.00** % of Total: 0.00% ($0.00)
1. /	**964** (36.19%)	778 (36.02%)	00:01:42	766 (59.80%)	62.40%	58.30%	$0.00 (0.00%)
2. /calendar/	**183** (6.87%)	183 (8.47%)	00:01:12	174 (13.58%)	99.43%	95.63%	$0.00 (0.00%)
3. /council.php	**126** (4.73%)	97 (4.49%)	00:00:37	9 (0.70%)	66.67%	15.08%	$0.00 (0.00%)
4. /contact_us.php	**112** (4.20%)	96 (4.44%)	00:01:31	28 (2.19%)	89.29%	62.50%	$0.00 (0.00%)
5. /index.php	**105** (3.94%)	73 (3.38%)	00:01:51	63 (4.92%)	41.27%	40.95%	$0.00 (0.00%)
6. /about/employment_opportunities.php	**83** (3.12%)	67 (3.10%)	00:02:10	28 (2.19%)	78.57%	49.40%	$0.00 (0.00%)
7. /bylaws/index.php	**74** (2.78%)	54 (2.50%)	00:02:05	10 (0.78%)	80.00%	54.05%	$0.00 (0.00%)
8. /departments/tenders_items_for_sale.php	**70** (2.63%)	64 (2.96%)	00:00:24	41 (3.20%)	100.00%	64.29%	$0.00 (0.00%)
9. /staff.php	**69** (2.59%)	56 (2.59%)	00:01:38	4 (0.31%)	25.00%	36.23%	$0.00 (0.00%)
10. /CouncilMeetingAgendas.php	**61** (2.29%)	50 (2.31%)	00:01:26	4 (0.31%)	75.00%	70.49%	$0.00 (0.00%)
11. /links.php	**51** (1.91%)	28 (1.30%)	00:01:18	7 (0.55%)	100.00%	21.57%	$0.00 (0.00%)
12. /about/	**43** (1.61%)	35 (1.62%)	00:00:16	11 (0.86%)	72.73%	25.58%	$0.00 (0.00%)
13. /departments/public_works/landfill_and_recycling.php	**37** (1.39%)	34 (1.57%)	00:01:58	9 (0.70%)	100.00%	78.38%	$0.00 (0.00%)
14. /community/	**36** (1.35%)	26 (1.20%)	00:00:58	3 (0.23%)	100.00%	27.78%	$0.00 (0.00%)
15. /departments/transportation/road_maintenance/index.php	**35** (1.31%)	16 (0.74%)	00:00:07	3 (0.23%)	33.33%	8.57%	$0.00 (0.00%)
16. /departments/emergency_services/index.php	**34** (1.28%)	22 (1.02%)	00:00:23	6 (0.47%)	33.33%	23.53%	$0.00 (0.00%)
17. /departments/transportation/road_bans.php	**32** (1.20%)	30 (1.39%)	00:00:07	20 (1.56%)	100.00%	65.62%	$0.00 (0.00%)
18. /minutes/index.php	**31** (1.16%)	19 (0.88%)	00:03:11	2 (0.16%)	50.00%	29.03%	$0.00 (0.00%)
19. /departments/agriculture/index.php	**27** (1.01%)	20 (0.93%)	00:02:13	9 (0.70%)	100.00%	40.74%	$0.00 (0.00%)
20. /departments/public_works/index.php	**25** (0.94%)	16 (0.74%)	00:00:20	3 (0.23%)			$0.00 (0.00%)
21. /departments/transportation/oilfield_activity.php	**24**	18	00:00:07	2	50.00%	4.17%	$0.00

	(0.90%)	(0.83%)		(0.16%)			(0.00%)
22. /bylaws/upcoming/index.php	**21** (0.79%)	17 (0.79%)	00:01:42	2 (0.16%)	50.00%	19.05%	$0.00 (0.00%)
23. /photogallery/	**21** (0.79%)	19 (0.88%)	00:00:38	3 (0.23%)	100.00%	19.05%	$0.00 (0.00%)
24. /departments/public_works/utilities.php	**19** (0.71%)	14 (0.65%)	00:01:51	7 (0.55%)	14.29%	21.05%	$0.00 (0.00%)
25. /departments/finance/index.php	**18** (0.68%)	13 (0.60%)	00:01:10	3 (0.23%)	100.00%	44.44%	$0.00 (0.00%)

Rows 1 - 25 of 133

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Referral Traffic

All Users
8.01% Users

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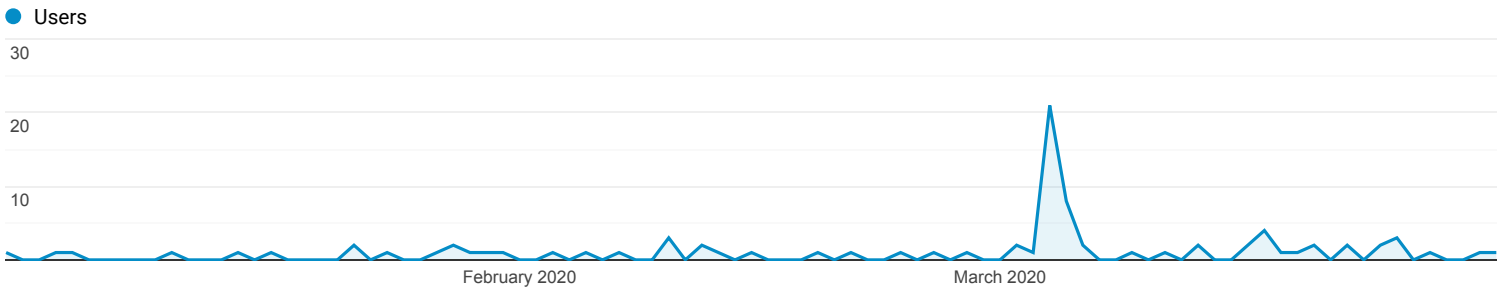
Explorer

Summary



Source	Acquisition			Behavior			Conversions		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value
	66 % of Total: 8.01% (824)	**61** % of Total: 7.72% (790)	**103** % of Total: 8.04% (1,281)	**40.78%** Avg for View: 69.56% (-41.37%)	**4.02** Avg for View: 2.08 (93.28%)	**00:03:13** Avg for View: 00:01:26 (124.63%)	**0.00%** Avg for View: 0.00% (0.00%)	**0** % of Total: 0.00% (0)	**$0.00** % of Total: 0.00% ($0.00)
1. m.facebook.com	**33** (49.25%)	33 (54.10%)	36 (34.95%)	58.33%	1.72	00:00:20	0.00%	0 (0.00%)	$0.00 (0.00%)
2. ca.search.yahoo.com	**6** (8.96%)	6 (9.84%)	6 (5.83%)	50.00%	2.17	00:01:02	0.00%	0 (0.00%)	$0.00 (0.00%)
3. facebook.com	**4** (5.97%)	4 (6.56%)	4 (3.88%)	50.00%	6.25	00:01:30	0.00%	0 (0.00%)	$0.00 (0.00%)
4. birchhillscounty.com	**3** (4.48%)	0 (0.00%)	30 (29.13%)	13.33%	7.27	00:06:38	0.00%	0 (0.00%)	$0.00 (0.00%)
5. l.facebook.com	**3** (4.48%)	1 (1.64%)	4 (3.88%)	50.00%	1.75	00:00:20	0.00%	0 (0.00%)	$0.00 (0.00%)
6. en.m.wikipedia.org	**2** (2.99%)	2 (3.28%)	2 (1.94%)	0.00%	12.00	00:07:20	0.00%	0 (0.00%)	$0.00 (0.00%)
7. r.duckduckgo.com	**2** (2.99%)	2 (3.28%)	2 (1.94%)	0.00%	8.50	00:27:40	0.00%	0 (0.00%)	$0.00 (0.00%)
8. com.google.android.googlequicksearchbox	**1** (1.49%)	1 (1.64%)	3 (2.91%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
9. com.linkedin.android	**1** (1.49%)	1 (1.64%)	1 (0.97%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
10. duckduckgo.com	**1** (1.49%)	1 (1.64%)	3 (2.91%)	33.33%	3.33	00:00:41	0.00%	0 (0.00%)	$0.00 (0.00%)
11. eaglesham.biz	**1** (1.49%)	0 (0.00%)	1 (0.97%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
12. elizabethbruno.top	**1** (1.49%)	1 (1.64%)	1 (0.97%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
13. en.wikipedia.org	**1** (1.49%)	1 (1.64%)	1 (0.97%)	0.00%	6.00	00:01:25	0.00%	0 (0.00%)	$0.00 (0.00%)
14. google.com	**1** (1.49%)	1 (1.64%)	1 (0.97%)	0.00%	2.00	00:00:38	0.00%	0 (0.00%)	$0.00 (0.00%)
15. linkedin.com	**1** (1.49%)	1 (1.64%)	1 (0.97%)	0.00%	2.00	00:00:16	0.00%	0 (0.00%)	$0.00 (0.00%)
16. lm.facebook.com	**1** (1.49%)	1 (1.64%)	2 (1.94%)	0.00%	2.50	00:01:23	0.00%	0 (0.00%)	$0.00 (0.00%)
17. na71.salesforce.com	**1** (1.49%)	1 (1.64%)	1 (0.97%)	0.00%	3.00	00:02:26	0.00%	0 (0.00%)	$0.00 (0.00%)
18. reginablog.top	**1** (1.49%)	1 (1.64%)	1 (0.97%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)

19.	reginanahum.top	**1** (1.49%)	1 (1.64%)	1 (0.97%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
20.	veramichael.top	**1** (1.49%)	1 (1.64%)	1 (0.97%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
21.	wikidata.org	**1** (1.49%)	1 (1.64%)	1 (0.97%)	0.00%	11.00	00:27:13	0.00%	0 (0.00%)	$0.00 (0.00%)

Rows 1 - 21 of 21

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All Traffic

All Users
100.00% Users

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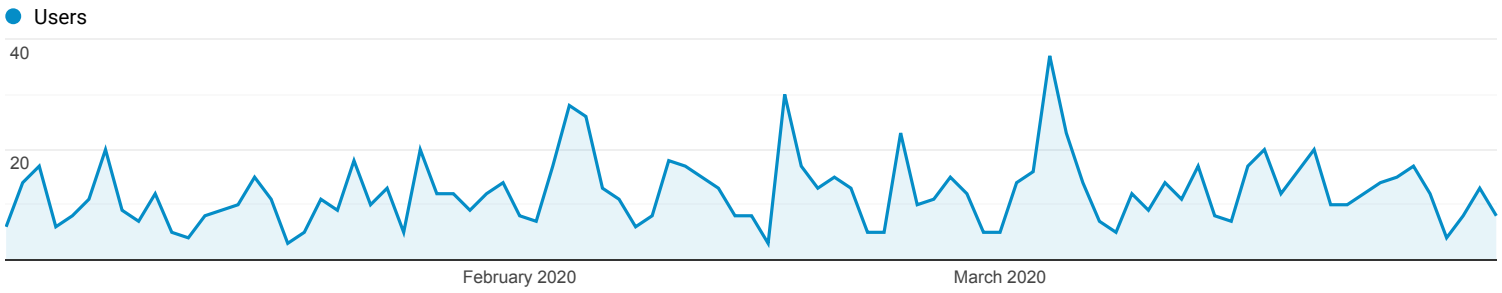
Explorer

Summary



Source / Medium	Acquisition			Behavior			Conversions		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value
	824 % of Total: 100.00% (824)	**790** % of Total: 100.00% (790)	**1,281** % of Total: 100.00% (1,281)	**69.56%** Avg for View: 69.56% (0.00%)	**2.08** Avg for View: 2.08 (0.00%)	**00:01:26** Avg for View: 00:01:26 (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. (direct) / (none)	**715** (86.04%)	686 (86.84%)	1,116 (87.12%)	73.75%	1.87	00:01:15	0.00%	0 (0.00%)	$0.00 (0.00%)
2. google / organic	**39** (4.69%)	34 (4.30%)	51 (3.98%)	47.06%	2.25	00:01:05	0.00%	0 (0.00%)	$0.00 (0.00%)
3. m.facebook.com / referral	**33** (3.97%)	33 (4.18%)	36 (2.81%)	58.33%	1.72	00:00:20	0.00%	0 (0.00%)	$0.00 (0.00%)
4. bing / organic	**6** (0.72%)	5 (0.63%)	7 (0.55%)	28.57%	3.57	00:06:11	0.00%	0 (0.00%)	$0.00 (0.00%)
5. ca.search.yahoo.com / referral	**6** (0.72%)	6 (0.76%)	6 (0.47%)	50.00%	2.17	00:01:02	0.00%	0 (0.00%)	$0.00 (0.00%)
6. facebook.com / referral	**4** (0.48%)	4 (0.51%)	4 (0.31%)	50.00%	6.25	00:01:30	0.00%	0 (0.00%)	$0.00 (0.00%)
7. yahoo / organic	**4** (0.48%)	4 (0.51%)	4 (0.31%)	0.00%	4.75	00:02:43	0.00%	0 (0.00%)	$0.00 (0.00%)
8. birchhillscounty.com / referral	**3** (0.36%)	0 (0.00%)	30 (2.34%)	13.33%	7.27	00:06:38	0.00%	0 (0.00%)	$0.00 (0.00%)
9. l.facebook.com / referral	**3** (0.36%)	1 (0.13%)	4 (0.31%)	50.00%	1.75	00:00:20	0.00%	0 (0.00%)	$0.00 (0.00%)
10. en.m.wikipedia.org / referral	**2** (0.24%)	2 (0.25%)	2 (0.16%)	0.00%	12.00	00:07:20	0.00%	0 (0.00%)	$0.00 (0.00%)

Rows 1 - 10 of 25

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Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	April 09, 2020	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Bank Reconciliation, Cheque Register	**Presenter:**	

BACKGROUND / PROPOSAL:

Council is being provided with the March 31, 2020 Bank Reconciliation and March 31, 2020 Register Report for cheques issued.

DISCUSSION / BENEFITS / DISADVANTAGES:

March 31, 2020 Bank Reconciliation adjustment details are as follows:

31-Mar-20	Interest	$1,434.73	
1-Mar-20	GST	-$1.50	
1-Mar-20	February Service Charges	-$237.53	
31-Mar-20	Split deposit	$439.01	
		$1,634.71	Originator: Shelley Braun

March 31, 2020 Pre-authorized Payments were as follows:

04-Mar-20	I Want Wireless	$52.45	
09-Mar-20	Receiver General	$59,188.46	
09-Mar-20	Local Authorities Pension Plan	$34,477.98	
10-Mar-20	Manulife	$11,340.80	
16-Mar-20	Telus	$1,254.06	
18-Mar-20	Campus Energy Buildings	$7,089.12	
18-Mar-20	Campus Energy Street Lights	$3,593.59	
20-Mar-20	Enterprise Fleet Management	$150.30	
25-Mar-20	Access Gas	$2,170.45	
31-Mar-20	Alberta Education	$204,360.10	
		$323,677.31	Originator: Lisa Price

ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending March 31, 2020.
March 31, 2020 Vendor Cheque Register – Total cheques issued $ 212,079.16
Note: ***** cheques have been voided.

RECOMMENDED ACTION:

That Council accept the March 31, 2020 Bank Reconciliation and March 31, 2020 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000274
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $1,074,647.79
Bank Statement Ending Date: 3/31/2020
Cutoff Date: 3/31/2020

Statement Ending Balance	$1,074,647.79
Outstanding Cheques (-)	$137,177.46
Deposits in Transit (+)	$5,476.07
Adjusted Bank Balance	$942,946.40
Chequebook Balance as of Cutoff	$941,311.69
Adjustments	$1,634.71
Adjusted Book Balance	$942,946.40
Difference	$0.00

Ranges: From: To: From: To:
Cheque Number First Last Cheque Date 3/01/20 3/31/20
Vendor ID First Last Chequebook ID First Last
Vendor Name First Last

Sorted By: Chequebook ID

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0032009	ABHSERV01	ALBERTA HEALTH SERVICES	3/05/20	ATB PRIMARY	PMCHQ00001313	$130.00
0032010	ALSLAB01	ALS CANADA LTD	3/05/20	ATB PRIMARY	PMCHQ00001313	$3,763.90
0032011	ATCOELEC02	ATCO ELECTRIC	3/05/20	ATB PRIMARY	PMCHQ00001313	$333.90
0032012	BCI01	BEAR COUNTRY ENTERPRISES	3/05/20	ATB PRIMARY	PMCHQ00001313	$364.15
0032013	BEARCOM01	BEARCOM CANADA CORP	3/05/20	ATB PRIMARY	PMCHQ00001313	$2,204.01
0032014	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	3/05/20	ATB PRIMARY	PMCHQ00001313	$1,427.70
0032015	CARBONET01	CARBONE, TERRY	3/05/20	ATB PRIMARY	PMCHQ00001313	$390.50
0032016	DUVALLM01	DUVALL, MEL	3/05/20	ATB PRIMARY	PMCHQ00001313	$607.75
0032017	LANDTIT01	THE GOVERNMENT OF ALBERTA	3/05/20	ATB PRIMARY	PMCHQ00001313	$28.00
0032018	MANZULG01	MANZULENKO, GERALD	3/05/20	ATB PRIMARY	PMCHQ00001313	$235.00
0032019	POETKERA01	POETKER, ALBERT	3/05/20	ATB PRIMARY	PMCHQ00001313	$72.50
0032020	REUMP01	REUM, PAUL	3/05/20	ATB PRIMARY	PMCHQ00001313	$663.75
0032021	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	3/06/20	ATB PRIMARY	PMCHQ00001314	$5,175.70
0032022	BLACKROCK01	BLACKROCK AUTOMATION LTD.	3/06/20	ATB PRIMARY	PMCHQ00001314	$2,067.05
0032023	BOLSTERE01	BOLSTER, ERNEST	3/06/20	ATB PRIMARY	PMCHQ00001314	$78.00
0032024	CHAMCO01	CHAMCO INDUSTRIES LTD.	3/06/20	ATB PRIMARY	PMCHQ00001314	$528.32
0032025	CIBCVISA01	CIBC Credit Card Services	3/06/20	ATB PRIMARY	PMCHQ00001314	$7,906.76
0032026	COCOPL02	WANHAM PLOWING MATCH	3/06/20	ATB PRIMARY	PMCHQ00001314	$1,000.00
0032027	CODESACONST01	CODESA CONSTRUCTION LTD	3/06/20	ATB PRIMARY	PMCHQ00001314	$30,505.91
0032028	DNI01	DNI CLEANING SUPPLY	3/06/20	ATB PRIMARY	PMCHQ00001314	$106.11
0032029	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	3/06/20	ATB PRIMARY	PMCHQ00001314	$814.10
0032030	INFOR01	INFOR (CANADA), LTD	3/06/20	ATB PRIMARY	PMCHQ00001314	$1,257.70
0032031	LANGLOIS01	LANGLOIS, ANDRE	3/06/20	ATB PRIMARY	PMCHQ00001314	$156.00
0032032	LEMAYM01	LEMAY, MAURICE	3/06/20	ATB PRIMARY	PMCHQ00001314	$270.58
0032033	MCKAYJ01	MCKAY, JOY	3/06/20	ATB PRIMARY	PMCHQ00001314	$233.58
0032034	MICROCOMP01	MICRO COMPUTERS PLUS	3/06/20	ATB PRIMARY	PMCHQ00001314	$363.01
0032035	NEWHARVEST01	NEW HARVEST MEDIA INC	3/06/20	ATB PRIMARY	PMCHQ00001314	$892.50
0032036	PATSAU01	PAT'S AUTO SUPPLY GP LTD	3/06/20	ATB PRIMARY	PMCHQ00001314	$393.79
0032037	POETKERP01	POETKER, PAM	3/06/20	ATB PRIMARY	PMCHQ00001314	$238.58
0032038	REYNOLDS01	REYNOLDS PLUMBING & HEATING	3/06/20	ATB PRIMARY	PMCHQ00001314	$1,455.31
0032039	SSEMENIUK01	STEVE SEMENIUK CONSULTING	3/06/20	ATB PRIMARY	PMCHQ00001314	$3,780.00
0032040	WANHAMW01	WANHAM WAREHOUSE LTD	3/06/20	ATB PRIMARY	PMCHQ00001314	$171.73
0032041	MORGAN01	MORGAN, TOM	3/06/20	ATB PRIMARY	PMCHQ00001314	$321.35
0032042	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	3/24/20	ATB PRIMARY	PMCHQ00001315	$2,075.76
0032043	ACEINILIFE01	CHUBB LIFE INSURANCE OF CANADA	3/24/20	ATB PRIMARY	PMCHQ00001315	$1,449.24
0032044	ATCOELEC02	ATCO ELECTRIC	3/24/20	ATB PRIMARY	PMCHQ00001315	$333.90
0032045	BEARCOM01	BEARCOM CANADA CORP	3/24/20	ATB PRIMARY	PMCHQ00001315	$131.25
0032046	BHCCOMMUNITY01	Birch Hills County	3/24/20	ATB PRIMARY	PMCHQ00001315	$1,130.00
0032047	BHCOUNTYINT01	BIRCH HILLS COUNTY	3/24/20	ATB PRIMARY	PMCHQ00001315	$640.37
0032048	CLEARCUT01	CLEAR CUT ELECTRIC	3/24/20	ATB PRIMARY	PMCHQ00001315	$986.29
0032049	COLLIE01	MIKE & JANET COLLIE	3/24/20	ATB PRIMARY	PMCHQ00001315	$180.00
0032050	CRSRODS01	CROSSROADS COLLISION	3/24/20	ATB PRIMARY	PMCHQ00001315	$1,291.52
0032051	DIAMOND01	CENTRAL SQUARE CANADA SOFTWARE	3/24/20	ATB PRIMARY	PMCHQ00001315	$13,387.47
0032052	DNI01	DNI CLEANING SUPPLY	3/24/20	ATB PRIMARY	PMCHQ00001315	$125.55
0032053	GFLENVI01	GFL ENVIRONMENTAL INC.	3/24/20	ATB PRIMARY	PMCHQ00001315	$4,118.37
0032054	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	3/24/20	ATB PRIMARY	PMCHQ00001315	$641.57
0032055	HANDY01	HANDY HITCH MFG INC	3/24/20	ATB PRIMARY	PMCHQ00001315	$1,103.74
0032056	HOTSYP01	HOTSY WATER BLAST MANUFACTURIN	3/24/20	ATB PRIMARY	PMCHQ00001315	$333.80
0032057	INDUSTRY01	RECEIVER GENERAL FOR CANADA	3/24/20	ATB PRIMARY	PMCHQ00001315	$3,306.10
0032058	INTERSELEC01	INTERSTELLER ELECTRIC LTD	3/24/20	ATB PRIMARY	PMCHQ00001315	$860.06
0032059	JOUDRY01	JOUDREY, DENISE	3/24/20	ATB PRIMARY	PMCHQ00001315	$382.25
0032060	LEMAYM01	LEMAY, MAURICE	3/24/20	ATB PRIMARY	PMCHQ00001315	$270.58
0032061	LINDE01	MESSER CANADA INC., 15687	3/24/20	ATB PRIMARY	PMCHQ00001315	$99.38
0032062	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	3/24/20	ATB PRIMARY	PMCHQ00001315	
0032063	MCKAYJ01	MCKAY, JOY	3/24/20	ATB PRIMARY	PMCHQ00001315	$233.58
0032064	NEWHARVEST01	NEW HARVEST MEDIA INC	3/24/20	ATB PRIMARY	PMCHQ00001315	$892.50

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name		Cheque Date	Chequebook ID	Audit Trail Code	Amount
0032065	NMETALIC01	NORTHERN METALIC SALES (GP)	L	3/24/20	ATB PRIMARY	PMCHQ00001315	$3,600.91
0032066	PATSAU01	PAT'S AUTO SUPPLY GP LTD		3/24/20	ATB PRIMARY	PMCHQ00001315	$152.58
0032067	PETTY01	BRAUN, SHELLEY		3/24/20	ATB PRIMARY	PMCHQ00001315	$325.70
0032068	POETKERP01	POETKER, PAM		3/24/20	ATB PRIMARY	PMCHQ00001315	$238.58
0032069	PRDISPOSAL01	PRAIRIE DISPOSAL LTD		3/24/20	ATB PRIMARY	PMCHQ00001315	$136.50
0032070	PRINCESS01	PRINCESS AUTO		3/24/20	ATB PRIMARY	PMCHQ00001315	$226.69
0032071	SCOTTJ01	SCOTT, JOANNE		3/24/20	ATB PRIMARY	PMCHQ00001315	$156.00
0032072	SRHMHW01	SPIRIT RIVER HARDWARE		3/24/20	ATB PRIMARY	PMCHQ00001315	$51.49
0032073	SRINSURANCE01	SPIRIT RIVER INSURANCE & REGIS		3/24/20	ATB PRIMARY	PMCHQ00001315	$28.00
0032074	SYLVAIN01	SYLVAIN & COMPANY		3/24/20	ATB PRIMARY	PMCHQ00001315	$29,963.85
0032075	TRINUS01	TRINUS TECHNOLOGIES INC.		3/24/20	ATB PRIMARY	PMCHQ00001315	$481.95
0032076	WCOORF	THE UNIVERSITY OF ALBERTA		3/24/20	ATB PRIMARY	PMCHQ00001315	$100.00
0032077	WEIBEP01	WEIBE, PETE		3/24/20	ATB PRIMARY	PMCHQ00001315	$156.00
0032078	WENDLAND01	WENDLAND, DEANNE		3/24/20	ATB PRIMARY	PMCHQ00001315	$375.00
0032079	YAREMK01	YAREMKO, PAUL & VICKY		3/24/20	ATB PRIMARY	PMCHQ00001315	$1,622.25
0032080	CANADAREVENUE01	RECEIVER GENERAL		3/24/20	ATB PRIMARY	PMCHQ00001316	$1,817.07
0032081	MORGAN01	MORGAN, TOM		3/24/20	ATB PRIMARY	PMCHQ00001316	$60.00
0032082	BHILLSFARM01	B HILLS FARMING CO LTD		3/25/20	ATB PRIMARY	PMCHQ00001317	$577.50
0032083	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD		3/25/20	ATB PRIMARY	PMCHQ00001317	$750.75
0032084	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP		3/25/20	ATB PRIMARY	PMCHQ00001317	$31,416.17
0032085	CODESACONST01	CODESA CONSTRUCTION LTD		3/25/20	ATB PRIMARY	PMCHQ00001317	$18,382.61
0032086	GSFOUND01	GRANDE SPIRIT FOUNDATION		3/25/20	ATB PRIMARY	PMCHQ00001317	$14,278.00
0032087	MORGAN01	MORGAN, TOM		3/25/20	ATB PRIMARY	PMCHQ00001317	$5,040.00
REMIT000000000000849	ACCESS	ACCESS GAS SERVICES INC		3/06/20		PMCHQ00001314	$0.00
REMIT000000000000850	CAMPUSENERGY01	CAMPUS ENERGY PARTNERS LP		3/06/20		PMCHQ00001314	$0.00
REMIT000000000000851	CHAMBER01	CHAMBER OF COMMERCE GRANDE PRA		3/06/20		PMCHQ00001314	$0.00
REMIT000000000000852	CLEARTECH01	CLEARTECH INDUSTRIES INC		3/06/20		PMCHQ00001314	$0.00
REMIT000000000000853	ENTERFLEET01	ENTERPRISE FM CANADA INC		3/06/20		PMCHQ00001314	$0.00
REMIT000000000000854	IWANTWIR01	IWANTWIRELESS		3/06/20		PMCHQ00001314	$0.00
REMIT000000000000855	LAPP01	LOCAL AUTHORITIES PENSION PLAN		3/06/20		PMCHQ00001314	$0.00
REMIT000000000000856	MANBEN01	MANULIFE FINANCIAL GROUP BENEF		3/06/20		PMCHQ00001314	$0.00
REMIT000000000000857	MANHCSA01	MANULIFE FINANCIAL GROUP BENEF		3/06/20		PMCHQ00001314	$0.00
REMIT000000000000858	RECGEN01	RECEIVER GENERAL		3/06/20		PMCHQ00001314	$0.00
REMIT000000000000859	TELUSCO01	TELUS COMMUNICATIONS INC		3/06/20		PMCHQ00001314	$0.00

Total Cheques: 90 Total Amount of Cheques: $212,079.16

Hermann Minderlein

From: Gas Tax Fund <ma.gtfgrants@gov.ab.ca>
Sent: Friday, April 3, 2020 11:35 AM
To: Gas Tax Fund
Subject: Federal Gas Tax Fund - Project Applications Notification

Dear CAOs/Administrators,

This message includes an important update regarding your municipality's federal Gas Tax Fund (GTF) submissions. In the past, your chief elected officials received a letter from the Minister of Municipal Affairs advising of your project acceptance. As part of red tape reduction, we have streamlined the GTF and Municipal Sustainability Initiative program notification processes, and project acceptance will now be sent to municipal chief administrative officers via email.

One or more of your project applications for the GTF program has recently been accepted. Details of the recently accepted project(s), as well as the status of all current project submissions, can be viewed on MA Connect in the GTF Online system.

Please note project acceptance confirms the ability to fund project costs through the municipality's GTF allocation and is not a commitment to fund all potential project costs should GTF funding be exhausted. The municipality is responsible for ensuring suitable financing for the project is in place.

If you require further information concerning the GTF program, your may email questions to ma.gtfgrants@gov.ab.ca or call toll-free at 310-0000, then 780-422-7125, and ask for a GTF grant advisor.

Thank you.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

MEMORANDUM

April 8th, 2020

TO: CAO, Birch Hills County

Public Works Report (As of April 8th, 2020)

Last Week of March Drifting
Due to the heavy snow during this time County roads experienced a great deal of heavy accumulation and drifting which made many roads tricky to navigate and some impassible.
County crews along with hired contractors were out on the Saturday to start opening roads.
Throughout the week this work continued making progress everyday ensuring the roads were open and pushed back.
Most of the roads had been in really good shape in terms of having the snow pushed back until that point. Some main ditches that see a lot of snow melt had been cleaned in preparation for runoff however they were drifted back in and now need to be cleared again before the big snow melt.

Joint Safety Meeting
Melanie from the MD of Greenview was scheduled to be here on April 2nd however due to the COVID 19 response it has been postponed.
Melanie and staff have set time lines for work to be done so we anticipate progress.

CPREM Central Peace Regional Emergency Management
Staff has been working with members of the CPREM team on the COIVD 19 response since March 17th, 2020.
At the start for the first two weeks the virtual online meetings would day place on a daily basis at 0900. Hermann, Shelley and I would sign in and give a County update concerning staffing numbers and concerns regarding COVID 19. I was assigned the Logistics Section Chief from the start of week two and I will continue in that role for the next few weeks if I don't have to take over as Incident Command to give Brian Ballard a rest form that duty.

The AEMA (Alberta Emergency Management Agency) is also been in action from the start of the COVD 19 provincial response and they usually hold meetings to provide updates to MD's and Counties twice a week at 1300 hours.

There is an AHS (Alberta Health Services) MFR (Medical First Responders) update meeting on Wednesdays at 1500 to give MFR administration the latest news regarding

COVID 19. The major news out of one of these meetings has a huge effect on the MFR group in the County in that AHS limited the response of our group to
Alpha and Delta calls. Those calls deal with immediate life-threatening situations. This change to call response comes from AHS attempting to limit person to person contact thus helping the responders remain healthy.

Wanham Ski Hill
I have made contact with AEP (Alberta Environment and Parks) about the ski hill project. Before the COVID 19 situation I was informed they are going through a reorganization and they are still planning to follow through with that work. With COVD 19 all that planning has been put on hold until a future time.

Dreamers Lake Project
The counties proposal that had been accepted in terms of getting the green light to proceed has hit a snag. AEP has since stated to me that other departments (water and wetlands divisions) now want to have a second look at the impact project. AEP is also suggesting that the County conduct a survey with possibly affected land owners that are down stream of the lake along the drainage path. That survey has yet to be done. I will be talking to AEP reps to keep this project moving along and I will update council when I have more information.

Thank you

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

MEMORANDUM

April 9, 2020
TO: CAO, Birch Hills County

Director of Agriculture Report (As of April 9, 2020)

On April 2, Kathrin and I completed our self-isolation working at home.

We have been attending online meetings with Alberta Agriculture and Forestry and the Provincial ASB Department with updates of COVID-19 and how our departments are being affected. We are also discussing how we are going to ensure that essential services in agriculture are able to be maintained in a safe and effective manner.

I sat in a meeting yesterday with the Provincial ASB Department for direction on the ASB Grant application that is due on April 24, 2020. There were updates on CAP funding and how to follow the Alberta Legislation. Our direction is to continue to follow the legislation as closely as possible, understanding that there are obviously some challenges during this time.

This afternoon there is an online Peace Region AAAF meeting. We will be discussing what other county's ASB's are doing and how they are planning on maintaining services this summer.

Along with budget we will be working on our ASB Grant next week, and continue to sit in on important conference call meetings.

If there are any questions on any of this information don't hesitate to ask.

Regards,

Amanda Ouellet
Director of Agriculture

That Council direct Administration to reduce the amounts budgeted under accounts 2-72-11-00-01-519 to 2-72-11-00-05-519 for Beautification to zero for 2020.

That Council rescind resolution RC20-115 and direct Administration to advise Mrs. Doran of Council's decision.

That Council cancel the requirement for the Recreation Board to review applications for Recreation Board grants in 2020 and directs Administration to:

1. advise affected groups and individuals of Council's decision; and
2. reduce the amounts budgeted under accounts 2-71-10-151 through 2-71-10-00-515 to zero for 2020.

That Council authorizes the allocation of Recreation Board Grants for 2020 based on ___% of the 2019 allocations, or 2018 allocations for the one organization that did not submit an allocation in 2019, and directs Administration to:

1. advise affected groups and individuals of Council's decision; and
2. reduce the amount budgeted under account 2-71-10-735 for 2020 to reflect this decision.

That Council authorizes the increase for minimum municipal taxes in 2020 from $50.00 per assessed parcel to $100.00 per assessed parcel and directs Administration to reflect this decision in the 2020 Operating and Maintenance Budget and 2020 Mil Rate Bylaw.

That Council authorizes the transfer of $_____ from the Rate Stabilization Reserve, account number 6-00-00-00-711, in the 2020 Operating and Maintenance Budget for expenses related to allowance for bad debt, CAO recruitment, and the Diamond Accounting System upgrades.

That Council table the remainder of discussions related to the 2020 Operating and Maintenance Budget until after item 12.a

(When we come back in Camera) That Council Bring back item 9.b.i from the table.