**AGENDA**
**BIRCH HILLS COUNTY**
**REGULAR COUNCIL MEETING**
**TO BE HELD IN THE**
**WANHAM BIRCH HILLS COUNTY OFFICE**
**August 15, 2019**

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

**2. ADOPTION OF THE AGENDA**

**3. ADOPTION OF THE MINUTES**
a. July 11, 2019 Regular Council Meeting Minutes (Page 3)

**4. PUBLIC HEARING**
9:45 a.m.
a. Public Hearing Bylaw No. 2019-08 IDP Bylaw (Brian Austrom of Vicinia Planning & Engagement to attend by phone) (Page 16)

**5. DELEGATIONS** - None

**6. 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)

**7. CHIEF ADMINISTRATIVE OFFICER REPORT**
a. CAO Report (Page 25)
b. CAO Action Log (Page 58)

**8. BYLAWS**
a. Bylaw 2019-08 IDP Birch Hills County/MD of Smoky 130 (Page 70)

**9. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)** - Nil

**10. NEW BUSINESS**
a. **Council**
i. ISDAB re Appointment of Member (Karen Egge) (Page 93)
ii. GSF re Invitation Fundraiser (Page 97)
iii. Royal Canadian Legion Advertisement (Page 102)

b. **Administration**
i. Request For Proposal re Investment Management (Page 104)
ii. Reserve Bids for Tax Sale – INCOMPLETE (Page 120)

c. **Public Works** - Nil

**AGENDA**
**BIRCH HILLS COUNTY**
**REGULAR COUNCIL MEETING**
**TO BE HELD IN THE**
**WANHAM BIRCH HILLS COUNTY OFFICE**
**August 15, 2019**
**(CONTINUED)**

**11. FOR INFORMATION**

a. Bank Reconciliation July 31, 2019 (Page 122)
b. Budget Variance (Page 126)

**12. CORRESPONDENCE**

a. BHC Letter dated July 15, 2019 re Contribution to the Central Peace Seniors' Supportive Living Facility (Page 133)
b. Letter dated July 11, 2019 re Volunteer Day from Minister Aheer (Page 135)
c. BHC Letter dated July 23, 2019 re Lac Ste. Ann County Meeting Request (Page 136)
d. Letter dated July 26, 2019 re WNC Appreciation (Page 137)
e. Letter from ATCO re Invitation (Page 138)

**13. CLOSED SESSION**

a. Personnel

**NEXT REGULAR COUNCIL MEETING DATE – September 26, 2019**

| | | |
|---|---|---|
| **Present:** | **Reeve** | Gerald Manzulenko |
| | **Deputy Reeve** | Terry Carbone |
| | **Councillor** | Albert Poetker |
| | **Councillor** | Deanne Wendland |
| | **Councillor** | Paul Reum |
| | **Councillor** | Mel Duvall |
| | **Councillor** | Denise Joudrey |
| | **CAO** | Hermann Minderlein |
| | **Recorder** | Lucy Stevenson |

**CALL TO ORDER**

**Reeve Manzulenko** called the meeting to order at 9:01 a.m.

**ADOPTION OF AGENDA**

**RC19-207 Moved by Councillor Poetker** that Council adopt the agenda of the July 11, 2019 Regular Council Meeting with the following additions:
**New Business**
**9.a.iv** Fire Department Request re Use of Eaglesham Hall for Barrels & Buckles Event;
**9.a.v** Birch Hills County and County of Grande Prairie ICF and IDP; and
**Correspondence**
**11.e** Correspondence from Lac Ste. Anne County**.**

**CARRIED**

**ADOPTION OF MINUTES**

Regular Council Meeting June 13, 2019

**RC19-208 Moved by Deputy Reeve Carbone** that Council approve the minutes of the June 13, 2019 Regular Council Meeting as presented.

**CARRIED**

Special Council Meeting June 24, 2019

**RC19-209 Moved by Councillor Duvall** that Council approve the minutes of the June 24, 2019 Special Council Meeting as presented.

**CARRIED**

**DELEGATIONS**

None.

**COUNCILLOR REPORTS**

**Reeve Manzulenko**

Reeve Manzulenko provided a verbal update to Council on the Intermunicipal Development Plan (IDP) Public Meeting he attended in Watino on June 20, Rural Municipalities of Alberta (RMA) meeting in Tangent on June 24, and the G5 meeting in Rycroft on June 25, 2019.

**Deputy Reeve Carbone** — Deputy Reeve Carbone provided a verbal update to Council on the RMA meeting in Tangent on June 24, 2019.

**Councillor Poetker** — Councillor Poetker provided a verbal update to Council on the Intermunicipal Economic Development Advisory Committee meeting he attended in Spirit River on June 17, the Rural Municipalities of Alberta (RMA) meeting in Tangent on June 24, and the Peace Valley Conservation Recreation and Tourism Society meeting he attended in Fairview on June 26, 2019.

**Councillor Wendland** — No Report.

**Councillor Reum** — No Report.

**Councillor Duvall** — Councillor Duvall provided a verbal update to Council on the RMA meeting he attended in Tangent on June 24, and the Peace Valley Conservation Recreation and Tourism Society meeting he attended in Fairview on June 26, 2019.

**Councillor Joudrey** — Councillor Joudrey provided a verbal update to Council on the Grande Spirit Foundation Union Negotiations Meetings June 24 and 25, the G5 meeting in Rycroft on June 25, the Meet and Greet of Dr. Danae Wolfarrdt in Spirit River on June 27, the Grande Spirit Foundation in Clairmont on June 28, and the Central Peace Professional Attraction and Retention meeting in Spirit River on July 10, 2019.

**RC19-210 Moved by Councillor Wendland** that Council accept the Councillor Reports for information.

**CARRIED**

**RC19-211 Moved by Deputy Reeve Carbone** that Councillor Duvall be appointed as the member and that Councillor Poetker be appointed as the alternative member of the Peace Valley Conservation Recreation and Tourism Society effective July 11, 2019.

**CARRIED**

**CHIEF ADMINISTRATIVE OFFICER'S REPORTS**

CAO Report

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

**RC19-212 Moved by Councillor Reum** that Council receive the CAO's written report and verbal updates for information.

**CARRIED**

CAO Action Log

Council reviewed the CAO Action Log updated to July 4, 2019 provided in the Agenda Package.

**RC19-213 Moved by Councillor Duvall** that Council receive the CAO Action Log for information.

**CARRIED**

Meeting was recessed at 10:03 a.m.

Meeting was resumed at 10:11 a.m.

**BYLAWS**

2019-06, Land Use Bylaw

Council was presented with Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw" (LUB), prepared for Birch Hills County by Mackenzie Municipal Services Agency, for first reading.

**RC19-214 Moved by Deputy Reeve Carbone** that Council provide 1st reading to Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw".

**CARRIED**

**RC19-215 Moved by Councillor Poetker** that Council direct Administration to make the appropriate arrangements for a Public Hearing for Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw", and if appropriate, Second and Third Reading of the "Birch Hills County Land Use Bylaw" at the September 26, 2019 Regular Council Meeting.

**CARRIED**

2019-07, Central Peace Regional Intermunicipal Sub-division and Development Appeal Board

Council was presented with Birch Hills County Bylaw 2019-07, the "Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw".

Bylaw

**RC19-216 Moved by Councillor Joudrey** that Council provide first reading to Birch Hills County Bylaw 2019-07, the "Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw".

**CARRIED**

**RC19-217 Moved by Councillor Duvall** that Council provide second reading to Birch Hills County Bylaw 2019-07, the "Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw".

**CARRIED**

**RC19-218 Moved by Councillor Reum** that Council present Birch Hills County Bylaw 2019-07, the "Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw" for third reading.

**CARRIED UNANIMOUSLY**

**RC19-219 Moved by Deputy Reeve Carbone** that Council provide third and final reading to Birch Hills County Bylaw 2019-07, the "Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw".

**CARRIED**

**RC19-220 Moved by Councillor Wendland** that Council direct Administration to update the County's website with a copy of 2019-07, the "Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw".

**CARRIED**

**RC19-221 Moved by Councillor Poetker** that Council appoint Director of Corporate Services Shelley Braun as a Clerk for the Intermunicipal Subdivision and Development Appeal Board.

**CARRIED**

**RC19-222 Moved by Councillor Poetker** that Council appoint Ms. Cindy Trudel and Mr. Herb Pfau as Members to the Intermunicipal Subdivision and Development Appeal Board for a term of office that will expire on December 31, 2021.

**CARRIED**

2019-03, Road Closure Bylaw

Council was presented with Bylaw 2019-03, a bylaw for a road closure for disposal of land that is described in the Bylaw as follows:
Plan 2001MC
Block 2

All of Lane lying west and south of Lot 1.

**RC19-223 Moved by Councillor Duvall** that Council provide 2nd reading to Bylaw 2019-03, a Road Closure Bylaw to close for disposal to public travel all that portion of road allowance described as such;
Plan 2001MC
Block 2
All of Lane lying west and south of Lot 1.

**CARRIED**

**RC19-224 Moved by Councillor Poetker** that Council provide 3rd reading to Bylaw 2019-03, a Road Closure Bylaw to close for disposal to public travel all that portion of road allowance described as such;
Plan 2001MC
Block 2
All of Lane lying west and south of Lot 1.

**CARRIED**

2019-08, IDP Bylaw

Council was presented with Bylaw No. 2019-08, the "IDP Bylaw" for first reading.

**RC19-225 Moved by Councillor Wendland** that Council provide 1st reading to Bylaw No. 2019-08, the Intermunicipal Development Plan (IDP) Bylaw.

**CARRIED**

**RC19-226 Moved by Deputy Reeve Carbone** that Council direct Administration to make the appropriate arrangements for a Public Hearing for Bylaw No. 2019-08, the Intermunicipal Development Plan (IDP) Bylaw, and if appropriate, Second and Third Reading of the IDP Bylaw" at the August 15, 2019 Regular Council Meeting.

**CARRIED**

**RC19-227 Moved by Councillor Reum** that Council direct Administration to make the appropriate arrangements for Brian Austrom or Liz Armitage of Vicinia Planning & Engagement Inc. to appear as a delegation to the September 26, 2019 Regular Council Meeting and brief Council on the ICF Bylaw, and to schedule 1st, 2nd, and 3rd Reading of the Bylaw at this meeting.

**CARRIED**

**UNFINISHED BUSINESS** None.

**NEW BUSINESS**

Proclamation – National Drowning Prevention Week

Council was requested to adopt a resolution proclaiming the week of July 21-27, 2019 as National Drowning Prevention Week in Birch Hills County.

**RC19-228 Moved by Councillor Joudrey** that

Whereas: the mission of the Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in Alberta is one too many;

And Whereas: most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we truly enjoy the beauty and recreation opportunities offered by these bodies of water;

And Whereas: the Lifesaving Society urges Canadians and residents of Birch Hills County to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to wear a Personal Flotation Device or lifejacket at all times when boating;

And Whereas: the Lifesaving Society Canada has declared July 21-27, 2019 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

Now Therefore: Reeve and Council for the County of Birch Hills join Lifesaving Society Canada in proclaiming the week of July 21st, 2019 to July 27th, 2019 as “NATIONAL DROWNING PREVENTION WEEK” in Birch Hills County and do commend its thoughtful recognition to all citizens of our County.

**CARRIED**

Shallow Gas Tax Relief Program

Council was presented with copies of media releases related to the Shallow Gas Tax Relief Program recently announced by the Province of Alberta.

**RC19-229 Moved by Deputy Reeve Carbone** that Council direct Administration to work with the Province of Alberta to forgive taxes to qualifying companies with shallow gas pipelines in Birch Hills County provided that the full cost of such relief is paid for by the Province.

**CARRIED**

RMA District 4 Meeting

Council was provided with information received from Tom Burton, Director for District 4, RMA regarding the August 9, 2019 RMA meeting.

Fire Department Request for Support – Barrels & Buckles

Council was presented with a request from the Birch Hills County Fire Department for the County to provide the Eaglesham Hall for July 20, 2019 for their Barrels and Buckles fundraiser event.

**RC19-230 Moved by Councillor Joudrey** that Council approve the provision of a Grant of $125.00 to the Birch Hills County Fire Department from Council Expense Account 2-11-10-00-735, Grants to Individual & Organization to cover July 20, 2019 Eaglesham Hall rental costs for the Barrels and Buckles fundraiser event, provided that the facilities and equipment are returned in good repair and an acceptable standard of cleanliness that will be inspected and approved by the County's representatives.

**CARRIED**

Agreement for Road Maintenance County of Grande Prairie

Council was provided with a draft agreement to enter into a five year agreement with the County of Grande Prairie for the County of Grande Prairie to provide snow removal and gravel road maintenance on a cost recoverable basis for 1.6 km on Twp Roads 750 and 752 from Sec Highway 733 and RR 32.

**RC19-231 Moved by Councillor Wendland** that Council Authorize Birch Hills County to enter into a five year agreement with the County of Grande Prairie for the County of Grande Prairie to provide snow removal and gravel road maintenance on a cost recoverable basis for 1.6 km on Twp Roads 750 and 752 from Sec Highway 733 and RR 32.

**CARRIED**

| | |
|---|---|
| IDP and ICF County of Grange Prairie | Council was provided with the draft IDP and ICF documents prepared for Birch Hills County and the County of Grande Prairie.<br><br>**RC19-232 Moved by Councillor Duvall** that Council accept the draft IDP and ICF documents prepared for Birch Hills County and the County of Grande Prairie as presented and authorize Administration to coordinate with the County of Grande Prairie Staff and the Birch Hills County Intermunicipal Committee a date and time in mid to late August for a Joint Open House to be held in Teepee Creek regarding these documents.<br><br>**CARRIED** |
| Terms & Conditions 2019 Tax Sale | Administration requested Council as required by Section 419 (b) of the Municipal Government Act, to set the terms and conditions that will apply to the sale of parcels of land shown on the County's 2018 Tax arrears List.<br><br>**RC19-233 Moved by Councillor Reum** that Council set the Terms and Conditions of the 2019 Tax Sale, scheduled for October 7, 2019, to be a 10% down, payment payable on the day of the sale and the remaining balance to be paid within 10 days.<br><br>**CARRIED** |
| Minutes of the MPC | Council was provided with copies of the Municipal Planning Commission (MPC) minutes that cover meetings held from August 14, 2018 to June 11, 2019.<br><br>**RC19-234 Moved by Councillor Duvall** that Council accept the Municipal Planning Commission minutes from the August 14, 2018, September 18, 2018, November 16, 2018, and June 11, 2019 for information.<br><br>**CARRIED** |
| 37-01-16, Drainage Works and Culverts Policy | Administration returned the matter of costs of unauthorized work in County's ditches and presented to Council a draft revised Policy 37-01-16 Drainage Works and Culverts Policy.<br><br>**RC19-235 Moved by Deputy Reeve Carbone** that Council approve amendments to Birch Hills County Policy 37-01-16, the Drainage Works and Culverts |

Policy, as presented and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw.

**CARRIED**

Road Repair Funding

Council was presented with a request from Administration to consider an increase to the 2019 road repair maintenance program by up to $100,000.

**RC19-236 Moved by Councillor Joudrey** that Council table the item related to Road Repair Funding until later in the meeting.

**CARRIED**

63-04-19, V.S.I. Policy

Council was presented with a Draft Policy for Veterinary Services Incorporated (V.S.I.).

**RC19-237 Moved by Councillor Wendland** that Council approve the changes to the Birch Hills County Policy 63-04-19 - Veterinary Services Incorporated (V.S.I.) as presented and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw.

**CARRIED**

**RC19-238 Moved by Deputy Reeve Carbone** that Council rescind Birch Hills County Policy Veterinary Services Insurance Policy #5 originally adopted on November 12, 1985 and any amendments here onto.

**CARRIED**

63-05-19, Roadside Spraying Policy

Council was presented with a Policy for Roadside Spraying Policy with an attached: Schedule “A” Roadside Spraying - No Spray Agreement.

**RC19-239 Moved by Councillor Poetker** that Council approve the changes to the Birch Hills County Policy 63-05-19 - Roadside Spraying as presented and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw.

**CARRIED**

**RC19-240 Moved by Councillor Duvall** that Council rescind Birch Hills County Roadside Spraying Policy originally adopted on March 9, 2011 and any amendments here onto.

**CARRIED**

63-06-19, Brushing Policy

Council was presented with a Policy for Brushing.

**RC19-241 Moved by Councillor Wendland** that Council approve the changes to the Birch Hills County Policy 63-06-19 - Brushing Policy as presented and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw.

**CARRIED**

**RC19-242 Moved by Councillor Joudrey** that Council rescind Birch Hills County Brushing Policy originally adopted on April 13, 2011 and any amendments here onto.

**CARRIED**

63-07-19, Fusarium Graminearum Testing Policy

Council was presented with a Policy for Fusarium Graminearum Testing.

**RC19-243 Moved by Deputy Reeve Carbone** that Council approve the changes to the Birch Hills County Policy 63-07-19 - Fusarium Graminearum Testing, as presented and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw.

**CARRIED**

**RC19-244 Moved by Councillor Reum** that Council rescind Birch Hills County Fusarium Graminearum Testing Policy originally adopted on March 9, 2011 and any amendments here onto.

**CARRIED**

Agricultural Plastics Recycling Program Update

Council was provided with an informational update about the Alberta Agricultural Plastics Recycling Pilot Program.

**RC19-245 Moved by Councillor Duvall** that Council receive the presentation related to Agricultural Plastics Recycling Program as information.

**CARRIED**

Minutes of the ASB

Council was provided with a copy of the Agriculture Service Board (ASB) signed minutes from February 14, 2019.

**RC19-246 Moved by Councillor Poetker** that Council accept the Agriculture Service Board (ASB) signed minutes from the February 14, 2019 ASB meeting for information.

**CARRIED**

**FOR INFORMATION**

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

1. Bank Reconciliation – May 31, 2019;
2. Bank Reconciliation – June 30, 2019;
3. Website Statistics from April 1 to June 30, 2019.

**RC19-247 Moved by Councillor Wendland** that Council accept the items presented for information.

**CARRIED**

**CORRESPONDENCE**

Council was provided with copies of the following documents:

a. Letter of Appreciation from the Town of Falher re Centennial dated June 11, 2019;
b. Letter of Appreciation from C.O.C.O. re Wanham Plowing Match dated June 28, 2019;
c. Letter of Appreciation from STARS re Funding for 2019 Contribution dated June 28, 2019;
d. Letter from Deputy Minister Municipal Affairs re Exemption for M.D. of Fairview IDP; and
e. Letter from Reeve of Lac Ste. Anne County dated June 27, 2019.

**RC19-248 Moved by Deputy Reeve Carbone** that Council accept the correspondence provided for information.

**CARRIED**

**RC19-249 Moved by Councillor Poetker** that Council direct Administration to write a letter for Reeve Manzulenko to sign thanking the County of Lac Ste. Anne for their letter and to decline their invitation to join them in helping our MLA's understand rural Alberta's position.

**CARRIED**

**CLOSED SESSION**

**RC19-250 Moved by Councillor Joudrey** that Council move into closed session at 12:00 p.m. to discuss Reject Gravel & Personnel per Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure, FOIP section 25(1).

**CARRIED**

**RC19-251 Moved by Councillor Wendland** that Council move out of closed session at 12:55 p.m.

**CARRIED**

Council was provided with information that Birch Hills County had been contacted with potential offers to purchase the reject gravel (sand) material from the 2018 gravel crush project at the County's Watino Pit.

**RC19-252 Moved by Councillor Poetker** that Council direct Administration to:

1. offer to sell up to 35,000 tonne of the reject gravel material from the County's Watino Pit to Mr. Ron Tardif from M.I.R.M. Enterprises for $2.50 per tonne based on Mr. Tardif being responsible for loading the material and providing acceptable evidence to the County of the quantity of material removed;
2. offer to sell the balance or a portion of the balance of the 35,000 tonne of reject gravel to the Shady Lane Colony at $2.50 per tonne based on Shady Lane Colony being responsible for loading the material and providing acceptable evidence to the County of the quantity of material removed; and
3. advertise and sell the balance of the 35,000 tonne of reject gravel;

and that the terms and conditions related to any resulting sales agreements be left to the CAO's discretion except that transactions must be concluded by the end of day, December 31, 2019.

**CARRIED**

**RC19-253 Moved by Councillor Joudrey** that Council remove from the table Item 9.c.ii, Road Repair Funding.

**CARRIED**

**RC19-254 Moved by Councillor Duval** that Council authorize a onetime increase of $100,000 to the 2019 Road Maintenance Budget with $80,000 to be allocated to expense code 2-32-30-00-534 Road and Gravel and $20,000 allocated to expense code 2-32-30-00-249 Road Repair Maintenance, with funding, if required at year end, to be taken from 6-00-00-00-711, the Rate Stabilization Reserve.

**CARRIED**

**ADJOURNMENT** Being that there was no further business, Reeve Manzulenko adjourned the meeting at 1:07 p.m.

*Original to be signed*
**GERALD MANZULENKO**
**REEVE**

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

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular Council Meeting | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | August 15, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Public Hearing re Bylaw 2019-08, the "MD of Smoky River IDP Bylaw" | **Presenter:** | CAO Minderlein |

## DESCRIPTION:

Birch Hills County is required to hold a Public Hearing regarding BHC Bylaw 2019-08, the Municipal District of Smoky River No. 130 Intermunicipal Development Plan (MD of Smoky River IDP) Bylaw. Bylaw 2019-08 will be presented for second and third reading later on as part of this Regular Council Meeting agenda.

As a point of order, Administration is reminding Council that as per Section 4.16 of Bylaw 2014-06, the Procedural Bylaw, "Recording of Public Hearings or quasi-judicial meetings (e.g. Subdivision Appeal Board) will not be permitted" and advising Council that the recorder will be turned off until the Public Hearing has been completed.

## BACKGROUND:

Bylaw 2019-08 was prepared for Birch Hills County and the M.D. of Smoky River No. 130 by Liz Armitage and Brian Austrom of Vicinia Planning & Engagement Inc. The Draft Plan was previously distributed to Council for review and input and was presented at a public presentation to residents of both municipalities in Watino on June 20, 2019. Bylaw 2019-08 received first reading from Council on July 11, 2019.

## RELEVANT LEGISLATION (Cite):

Section 631 of the Municipal Government Act provides for two or more municipalities to jointly prepare an Intermunicipal Development Plan for an area of common interest or concern.

In accordance with MGA, Section 692(1)(e) - before giving second reading to a proposed planning bylaw, a council must hold a public hearing with respect to the proposed planning bylaw in accordance with section 230 after giving notice of it in accordance with MGA, Section 606 - the bylaw is required to be advertised for two consecutive weeks before second reading takes place.

Legislation related to Public Hearings may be found in Section 230 of the Municipal Government Act, and a copy of that Legislation is included in this package.

Additional legislation regarding Public Hearings is included in Section 5 of Birch Hills County Bylaw 2014-06, the Procedural Bylaw, and a copy of that section has also been included in this package.

BHC Bylaw 2019-08, the “MD of Smoky River IDP Bylaw”, including proposed changes to the wording in the text of the Bylaw, and Schedule “A”, the intermunicipal Development Plan itself, may be found attached to the RFD prepared for item 8.a to this Agenda package.

## ATTACHMENT(S):

Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26
Sections 230(1) Public Hearings, 606(1) Requirements for advertising and 692(1) Planning bylaws.

Section 5 of Birch Hills County Bylaw 2014-06, the Procedural Bylaw

Agenda/schedule for Public Hearing re Bylaw 2019-08

## RECOMMENDED ACTION:

It is Administration’s recommendation that Council proceed with the Public Hearing as per the Agenda/schedule included with this RFD.

**Excerpt from Municipal Government Act (MGA)**

## Public Hearing

### When to hold public hearing

**230(1)** When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,

(a) before second reading of the bylaw, or

(b) before council votes on the resolution.

**(2)** If a public hearing is held on a proposed bylaw or resolution, council must conduct the public hearing during a regular or special council meeting.

**(3)** A council may by bylaw establish procedures for public hearings.

**(4)** In the public hearing, council

(a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and

(b) may hear any other person who wishes to make representations and whom the council agrees to hear.

**(5)** After considering the representations made to it about a proposed bylaw or resolution at a public hearing and after considering any other matter it considers appropriate, the council may

(a) pass the bylaw or resolution,

(b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or

(c) defeat the bylaw or resolution.

**(6)** The minutes of the council meeting during which a public hearing is held must record the public hearing to the extent directed by the council.

RSA 2000 cM-26 s230;2015 c8 s31

**Excerpt from Municipal Government Act (MGA)**

## Requirements for advertising

**606(1)** The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

**(2)** Notice of the bylaw, resolution, meeting, public hearing or other thing must be

(a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,

(b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or

(c) given by a method provided for in a bylaw under section 606.1.

**(3)** A notice of a proposed bylaw must be advertised under subsection (2) before second reading.

**(4)** A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.

**(5)** A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

**(6)** A notice must contain

(a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,

(b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,

(c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and

(d) in the case of a meeting or public hearing, the date, time and place where it will be held.

**(7)** A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.

**(8)** The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

RSA 2000 cM-26 s606;2015 c8 s56;2017 c13 s3

**Excerpt from Municipal Government Act (MGA)**

**Planning bylaws**

**692(1)** Before giving second reading to

(a) a proposed bylaw to adopt an intermunicipal development plan,

(b) a proposed bylaw to adopt a municipal development plan,

(c) a proposed bylaw to adopt an area structure plan,

(d) a proposed bylaw to adopt an area redevelopment plan,

(e) a proposed land use bylaw, or

(f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),

a council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with section 606.

**(2)** Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.

**(3)** Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,

(a) councils may hold a joint public hearing to which section 184 does not apply, and

(b) municipalities may act jointly to satisfy the advertising requirements of section 606.

**(4)** In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements of subsection (1),

(a) include in the notice described in section 606(2)

(i) the municipal address, if any, and the legal address of the parcel of land, and

(ii) a map showing the location of the parcel of land,

(b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown on the assessment roll of the municipality, and

(c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.

**(5)** If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.

**Excerpt from Municipal Government Act (MGA)**

**(6)** Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.

**(6.1)** Subsection (1)(f) does not apply in respect of a proposed bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.

**(7)** In this section,

(a) "adjacent land" means land that is contiguous to the parcel of land that is being redesignated and includes

(i) land that would be contiguous if not for a highway, road, river or stream, and

(ii) any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section;

(b) "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.

**(8)** If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must

(a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and

(b) decide whether or not to proceed with consultation.

**(9)** If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.

RSA 2000 cM-26 s692;2008 c37 s9;2009 cA-26.8 s83

4.19 Delegations or other persons may participate in a Council meeting or Public Hearing by electronic or other means if Council passes a resolution authorizing participation of a delegation or other persons in a Council meeting or Public Hearing by electronic or other means.

## 5.0 PUBLIC HEARINGS

5.1 Public Hearings will be held in conjunction with a Regular Council meeting. However, a special Council meeting for the purpose of holding a Public Hearing may be called.

5.2 The procedure for a Public Hearing is as follows:

a) The Chair will call for a motion to go into Public Hearing;
b) The Chair will introduce members of Council and staff, outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any preliminary matters;
c) If applicable,

   i. Birch Hills County staff will present their report followed by questions for clarification by Council; or
   ii. The proponent or their agent will be requested to present his/her application within a reasonable time period followed by questions for clarification by Council;

d) After identifying themselves, members of the public will be invited to make a verbal presentation followed by questions for clarification by Council;
e) Depending on the number of written submissions, Birch Hills County staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions;
f) Verbal or written representation from the federal governments or federal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
g) Verbal or written representation, representatives from the provincial government or provincial agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
h) After identifying themselves, representatives from municipal governments or municipal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
i) If applicable

   i. Birch Hills County planning staff will present a closing summary and respond to any questions that may have been raised in the presentations; and
   ii. The proponent or their agent will present a closing summary and respond to any questions that may have been raised in the presentations.

5.3 The use of slides, maps, videos and other similar materials is permitted and these along with written submissions become the property of Birch Hills County as exhibits to the hearing.

5.4 Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group, and address the Chair when responding to questions or providing information.

5.5 Individuals may speak for a maximum of five (5) minutes.

5.6 One spokesperson per petition or group may speak for a maximum of ten (10) minutes.

5.7 At the discretion of the Chair, the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.

5.8 At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time and providing new information, may be granted further opportunity to speak.

5.9 The Chair is hereby authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.

5.10 The minutes of a Council meeting during which a Public Hearing is held must contain the names of the speakers and a summary of the nature of representations made at the Public Hearing.

## 6.0 COUNCIL REVIEW HEARING

6.1 In this section, the following terms have the following meanings:

a) "Order to Remedy" means an order issued under 545 or 546 of the *Act;*
b) "Review Hearing" means a review by Council of an Order to Remedy in accordance with section 547 of the *Act;*
c) "Staff" means a designated officer of Birch Hills County or an employee of Birch Hills County that has been delegated the responsibility to issue an Order to Remedy.

6.2 A request for a Review Hearing must meet the requirements of section 547 of the *Act* and shall include:

a) the name of the appellant;
b) the address of the property to which the Order to Remedy relates;
c) the reasons for the request to review the Order to Remedy;
d) daytime contact telephone number of the appellant; and
e) any address to which documents relating to the Review Hearing may be delivered.

6.3 The Chief Administrative Officer will schedule the Review Hearing to be heard at a regular Council Meeting as soon as practicable following receipt of the request after ensuring that all parties have sufficient time to prepare for the Review Hearing.

6.4 Written submissions from the appellant and Staff must be submitted not less than seven (7) days prior to the Review Hearing and will be distributed as part of the Council Agenda.

**BIRCH HILLS COUNTY**
**PUBLIC HEARING RE BYLAW 2019-08**

**1.** The Chair to call for a motion to go into a Public Hearing

RC19-___ Moved by _____ that Council go into Public Hearing related to Bylaw 2019-08, the Municipal District of Smoky River No. 130 Intermunicipal Development Plan (MD of Smoky River IDP) Bylaw.

**2.** The Chair will introduce members of Council and staff.

**3.** The Chair will outline the purpose of the Public Hearing, that being Bylaw 2019-08, the MD of Smoky River IDP Bylaw.

The chair will outline the process to be followed, that being:

**a.** Hermann Minderlein, CAO/Development Officer, and Brian Austrom and Liz Armitage of Vicinia Planning and Engagement Inc. will present a verbal summations followed by questions for clarification by Council:

**b.** After identifying themselves, members of the public will be invited to make a verbal presentation followed by questions for clarification by Council. Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group and address the Chair when responding to questions or providing information.

i. Individuals may speak for a maximum of five (5) minutes;

ii. One spokesperson per group may speak for a maximum of ten (10) minutes;

iii. At the discretion of the Chair, the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views; and

iv. At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time and providing new information, may be granted further opportunity to speak.

**4.** Depending on the number of written submissions, Birch Hills County staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions**.**

**5.** If applicable, Birch Hills County staff will present a closing summary and respond to any questions that may have been raised in the presentations.

**6.** The Chair is authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.

**7.** The Chair to call for a motion to adjourn the Public Hearing

RC19-___ Moved by _____ _____ that Council adjourn the Public Hearing related to Bylaw 2019-08, the Municipal District of Smoky River No. 130 Intermunicipal Development Plan (MD of Smoky River IDP) Bylaw.

8. RC19-___ Moved by _____ _____ that Council convene the August 13, 2019, Regular Council Meeting.

**TO:** Members of Council

**FROM:** Hermann Minderlein, CAO

**RE:** Report to Council – August 15, 2019 Regular Meeting of Council

**SUBJECT:** CAO Report

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

**REPORT:**

This is my report of highlights of activity since the July 11, 2019 Regular Council Meeting.

Reeve Manzulenko and I met with Pat Carswell from Trace Water Solutions regarding the potential project in Birch Hills County and the current status WRT the AER. I will leave this to Reeve Manzulenko to brief Council on. One of the Items Pat did mention is that the will be opening their Fox Creek facility in the near future, and I will have additional information on this for the meeting.

Dion Hines, Deputy Director of Emergency Management and Director of Public Works, and I attended the Economic Disaster Resilience & Recovery Workshop in Saddle Hills County on July 22nd, 2019. The meeting was informative, with representatives from the Province and members of Saddle Hills Council and staff making up the rest of the attendees.

I stepped in and out of the Water North Coalition Meeting at Kaku Lake on July 25th, both to listen in on conversations, and to insure that the arrangements made met the needs of the organization. The facility did work for them for the most part, though we should look at limiting it use to groups of 30 or less attendees, and only where breakout sessions are not part of the agenda.

I accompanied Reeve Manzulenko and Councillors Poetker, Wendland, and Joudrey to the RMA District 4 Meeting hosted by Big Lakes County at Triangle Hall. The meeting went relatively well, but the absence of any members of the Provincial Government (except for local MLA's) was disappointing. I will leave it for the Council reps to brief on the discussions and presentations.

I believe we should be confirming our attendance at, and accommodations for, the RMA Convention scheduled from November 12th to 15th, 2019. In addition, we should be looking at booking a meeting (or meetings) with Provincial Ministers if deemed appropriate. One meeting that Council may wish to consider would be a meeting with Transportation, and possibly AEP, regarding the Burnt River Crossing.

For those that have read the Signal, there was an error regarding the August 27 Open House related to the IDP between BHC and County of Grande Prairie. The ad, and initial letters, referred to August 27th as being a Thursday, and this should have read Tuesday. Future ads will reflect the correct information, and letters referring to the corrections have been sent out.

For those that did not receive the update, Cary Merritt has been appointed the new CAO over in Saddle Hills County, and Dan Dibbelt will be taking over as CAO at the MD of Spirit River on September 1st.

A couple of other items to update Council on:

1. The reject gravel offers to Ron Tardiff and Shady Lane were not picked up on, so we will be advertising/accepting proposals for the 35,000 tonne of reject gravel; and

2. The County's Unsightly Property Bylaw is not as easy to work with as it should be, and I am looking at proposing that we update it. An initial review of other Bylaws in the area has shown that Saddle Hills County adopted an updated Bylaw that addresses unsightly properties in 2018. I have included copies of both bylaws with my report, and if acceptable would like to prepare an new bylaw for Birch Hills County base in large part on the Saddle Hills County bylaw. Please advise if this is acceptable, and I can work on this between now and the September meeting, and either have a draft or polished bylaw ready for either review or adoption, as deemed appropriate.

I will be at the meeting on the 15th to update Council on my report, or provide additional information that may be required.

**UPCOMING EVENTS**

| | |
|---|---|
| **Aug 21** | 7 to 9 PM - Kakut Lake – Open House re Saddle Hills County / Birch Hills County Intermunicipal Development Plan (IDP) and associated Bylaw. Attendance to be discussed? |
| **Aug 23** | 10 AM to 3 PM - NAEL Meeting, Hosted by Saddle Hills County in Bonanza. Reeve Manzulenko and I will be attending |
| **Aug 27** | 4:30 7:30 PM – Teepee Creek Hall– Open House re County of Grande Prairie / Birch Hills County Intermunicipal Development Plan (IDP) and associated Bylaw. Attendance to be discussed? |
| **Sept 2** | Labour Day – Offices Closed |
| **Sept 10 to 13** | 2019 ARMAA Conference – Olds, AB |
| **Sept 26** | Regular Council Meeting |

**MEMORANDUM**

August 15, 2019

TO: CAO, Birch Hills County

**Director of Corporate Services – Administrative Update as of August 12, 2019**

## Financial Update – Budget 2020

**Modified Municipal Government Act (MGA)** amendments include the **Municipal Corporate Planning Regulation** which requires BHC to adopt, as a minimum standard, a written three (3)-year financial plan and five (5)-year capital plan in addition to the annual budget.

The first financial plans will need to be prepared by the end of 2019 and cover the 2020-22 (financial) or 2020-24 (capital) periods depending when the budget is approved. Financial plans must include anticipated total revenues and total expenditures by major category; anticipated annual surplus or deficit; and anticipated accumulated surplus or deficit. Capital plans must include planned capital property additions; and allocated or anticipated funding sources.

As part of the **2020 O&M and Capital Budget preparation**, administration will be reviewing our budget processes being conscious there are only four Council meetings remaining in 2019.

## Finance Update – Miscellaneous

**Notice Demand Account (NDA)** authorized transfer of $1,000,000 scheduled for July 20 was **completed**. The next NDA withdrawal transfer is scheduled for September 26.

**GST/HST Public Service Bodies' Rebate** for June was submitted July 25 in the amount $22,429.25.

**Melody Mattson-Smith completed 80 hours of work experience** on July 29**.** Melody spent time with Lucy - taxation/assessment, Shawna - legislation, and Tracy – reception/utility billing/public works. She also took a morning county road tour with Mike and spent a day in the agriculture department. My goal was to provide a general overview of what Municipal Government does and how we are in the business of taking care of people.

**Investment Management Services Request for Proposal (RFP)** closed August 2 with eighteen submissions.

BHC has partnered with Moneris for our **electronic payment processing** since 2005. A point of sale transaction fee rate review was completed August 8 resulting in a loyalty discount of 28%.

The **1st Property Tax deadline** is August 15th. A 2% penaly will be added to tax rolls that remain outstanding after August 15, 2019.

**Canada Summer Jobs** program ends September 1. Administration will submit the Payment Claim and Activity Report within 30 days after the departure of the final CSJ summer participant. This document is used to request payment and report on Canada Summer Jobs activities.

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

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

| | | |
|---|---|---|
| - Basic Emergency Management (BEM) | October 25 | MD 133 (Brownlee) |
| - Scribe for Emergency Management | October 25 | MD 133 (Brownlee) |
| - Incident Command System (ICS) 300 | November 6-8 | Saddle Hills County |
| - Municipal Elected Officials (MEO) | November 25 | **Birch Hills County** |
| - Public Information Officer (PIO) | TBD 2019 | TBD |

**Live your life each day as you would climb a mountain. An occasional glance towards the summit keeps the goal in mind, but many beautiful scenes are to be observed from each new vantage point.**

Shelley Braun
Director of Corporate Services

**MEMORANDUM**

August 7th, 2019

TO: CAO, Birch Hills County

**Public Works Report (As of August 7th, 2019)**

**GovDeals**
Staff are researching the going rate for our loader type so we can put a minimum bid on our machine.
The loader was put on for a minimum bid of $91,000.00 based on past auction prices and net book value and depreciation value. Auction closes on July 11 2019.
Unless the minimum bid is met it will not be sold.

Loader is now set to close on August 15th at 1400 hours. The results will be available shortly there-after.

**Landfill Metal Recycling**
In the recent past we have had a couple of loads of steel recycling that was taken from our landfills rejected for containing radioactive material. These loads were sent back to the county at our costs.
Only recently was it that the recycling company installed Geiger Counter used to detect radioactive material on their machines which would eliminate this issue on the recycling processing side. It however doesn't remove or solve the issue for the County.

In an effort avoid potential issues with radioactive material that is expensive to deal with a change is needed. The County can restrict all material that would have the potential to be radioactive which we would need to test for or have documentation from the person(s) or company bringing it in that it is clean.
The radioactive material is in the Tangent Landfill at this time separated from the rest of the pile until we can isolate the source(s). CNRL has offered the use of its Geiger Counter to allow staff to isolate the material.
I have asked our neighbors to see if they are experiencing issues with such waste or if they have restrictions when dealing with potential sources of radioactive material.

Saddle Hills has had no issues with radioactive material in the past. They have no restrictions yet they see very little in terms of oil field construction waste.
County of GP had no restrictions that they impose. Still waiting for more information from the landfill supervisor.

**Road Graveling Program**

Started the first week of July 2019 and it finished up the 7th day of August. Some delays were encountered due to rain yet the program was a success. Thanks to the availability of the trucks ended and the dedicated loader operator Bill Evans and gravel checker Duncan Finlayson.

These two positions were really easy to manage as well in that when rain days occurred meaning no haul these employees stayed home at no cost to the County.

The additional manpower approved by Council added to the success of the program in that it allowed both equipment operators the ability to keep installing culverts, doing ditch cleans, pushing back garbage at the landfills on a regular basis, general clean up and many other projects that would have had to wait until the haul was completed.

**CPREM Meeting in BHC**

Thursday July 18th 2019 the County hosted the Central Peace Emergency Management meeting in the Council chambers. Councilor Reum, Shelley and I represented the County at the meeting. The meeting was well attended with approximately 26 people in total from throughout the Central Peace area.

The agenda included

Regional Emergency Management Bylaw – Presented to the committee were the revisions/changes to the existing bylaw. This bylaw will be presented to council following further correspondence with Brian Ballard and the acceptance of the bylaw from the council at Saddle Hills County. When the bylaw is presented to council, council will have the opportunity to suggest revisions they seem necessary or request clarification of items before it is signed off.

Regional exercise - a plan is being developed

Preparedness – 2019 EM plan update has been updated

Mutual Aid – AB Task Force 1 deployment to High Level

Mitigation Programs – Wildfire Risk Hazard Assessment plan for SHC

- BHC plan to conduct Risk Hazard Assessment in Fall 2019 with Brian leading
- Flood Mitigation Grant for Rycroft

Response – AB Task Force 1 response to Chuckegg Creek Fire in High Level

DRP – 2018 Disaster Recovery Program update. I informed the group we are awaiting an inspection from the provincial inspector which was originally scheduled for May. Was postponed by the province due to response to High Level Wildfire

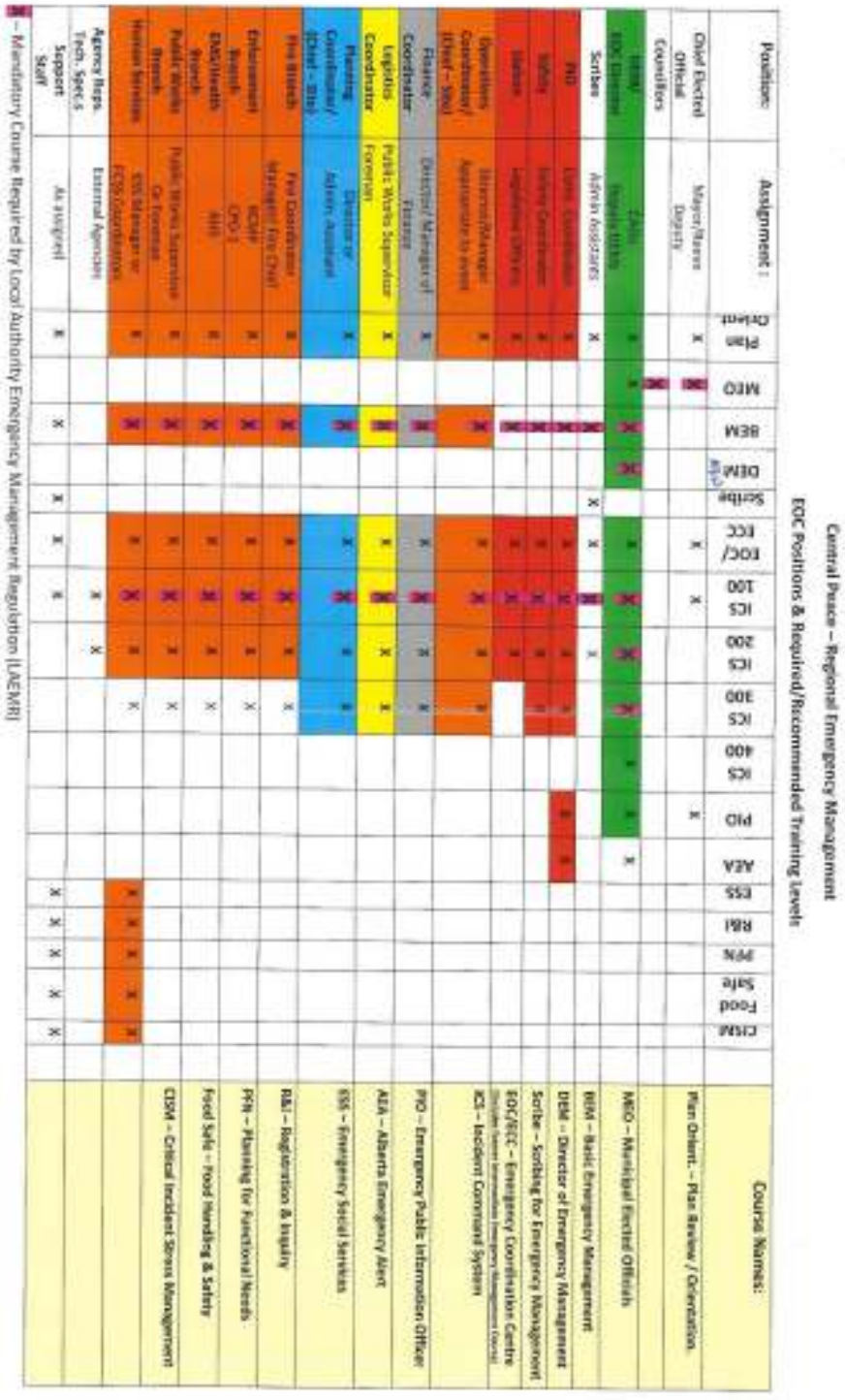
Partner Agency Update – AEMA

- Agricultural and Forestry
- AHS
  ASERT
- AER
- RCMP

Training – Brian handed out the training records for the entire group that is represented in the committee. Attached to my report. Please have a review of the course that are highlighted or recommended that members of Council take.

Municipal Elected Official training is the only one mandated by the Local Authorities Emergency Management Regulation (LAEMR) for councilors, while plan orientation is vital as well for councilors

Emergency Operation Center and Incident Command System training are additional training that would greatly benefit councilors in their roles during an incident. Please review the training sheets and let CAO Minderlein know of any errors or emissions as well as any training that you may be interested in that would benefit you and the County. The 2019 CPREM training schedule is also attached.



## Central Peace Region

Emergency Management Training Levels

### SUMMARY SHEET

Last Updated: July 10, 2019

| CATEGORY | COUNCIL | | STAFF - DESIGNATED | | | | | | | | EMERGENCY SOCIAL SERVICES | | | | | FIRST RESPONDER | | | | | | | | OTHER | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| COURSE NAME | Council Orientation | Municipal Elected Official | Basic Emergency Management | Director of Emergency Management (ADM) | Bottle Training | Intermediate Emergency Management | Emergency Operations Centre | Emergency Public Information | Alberta Emergency Alert | | Disaster Social Services | Registration & Inquiry | Food Safe | Planning for Functional Disabilities | | Risk Orientation | ICS-100 | ICS-200 | ICS-300 | Incident Management Team | ICS - 400 | Collapse Review | | Tabletop Exercise Design | | Critical Incident Stress Debriefing |
| BIRCH HILLS COUNTY | 1 | 1 | 8 | 3 | 8 | 2 | 5 | 2 | 1 | 1 | 8 | 7 | 1 | 1 | 1 | 1 | 4 | 3 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| MD OF SPIRIT RIVER | 4 | 5 | 6 | 0 | 3 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 13 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SADDLE HILLS COUNTY | 7 | 9 | 26 | 2 | 15 | 7 | 5 | 5 | 5 | 0 | 5 | 5 | 4 | 2 | 1 | 37 | 28 | 22 | 4 | 2 | 3 | 2 | 0 | 3 | 0 | 5 |
| TOWN OF SPIRIT RIVER | 3 | 5 | 4 | 2 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 11 | 2 | 1 | 0<br>0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| VILLAGE OF RYCROFT | 0 | 5 | 4 | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 7 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| EMERGENCY SOCIAL SERVICES | 4 | 0 | 2 | | 1 | 0 | 29 | 14 | 3 | 0 | 15 | 2 | 1 | 0 | 3 | 4 | 5 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 19 | 25 | 48 | 8 | 27 | 11 | 32 | 22 | 11 | 1 | 28 | 15 | 7 | 4 | 5 | 73 | 46 | 35 | 8 | 5 | 5 | 4 | 2 | 5 | 2 | 7 |

**Central Peace Regic** **BIRCH HILLS COUNTY** **Last Updated:**

**Emergency Management Training Levels**

| CATEGORY | COUNCIL/STAFF - DESIGNATED | | | | | | | EMERGENCY SOCIAL SERVICES | | | | | | FIRST RESPONDER | | | | | | OTHER | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| COURSE NAME | Council Orientation | Municipal Elected Official | Basic Emergency Management | Director of Emergency Management | Scribe Training | Intermediate Emergency Management | Emergency Operation Centre | Emergency Public Information | Alberta Emergency Alert | Disaster Social Services | Registration & Inquiry | Food Safe | Planning for Functional Disabilities | Plan Orientation | ICS-100 | ICS-200 | ICS-300 | Incident Management Team | ICS - 400 | Collapse Rescue | Tabletop Exercise Design | Critical Incident Stress Debriefing |
| **Birch Hills County** | | | | | | | | | | | | | | | | | | | | | | |
| Reeve - Gerald Mangulenko | x | x | | | | | | | | | | | | x | | | | | | | | |
| Councillor - Deanne Wendland | | x | | | | | | | | | | | | x | | | | | | | | |
| Councillor - Paul Raum | x | x | | | | | | | | | | | | x | | | | | | | | |
| Councillor - Albert Pootker | | | | | | | | | | | | | | x | | | | | | | | |
| Councillor - Denise Joudrey | | x | | | x | | x | | | x | x | | | x | | | | | | | | |
| Councillor - Mel Duval | x | | | | | | | | | | | | | x | | | | | | | | |
| Deputy Reeve - Terry Carbone | x | | | | | | | | | | | | | x | | | | | | | | |
| CAO / DEM - Hermann Miedema | x | x | | | | | | | | x | | | | x | x | x | x | | | | | |
| Staff - Shelley Braun (Finance) | | | x | x | | | | | | x | x | | | x | x | x | | x | | | | |
| Staff - Lucy Stevenson | | | x | | x | | x | | | | x | | | x | x | x | | | | | | |
| Staff- Lisa Price | | | | | | | | | | x | x | | | x | x | x | | | | | | |
| Staff - Marlene McLaughlin | | | | | | | x | | | | x | | | x | | | | | | | | |
| Staff - Amanda Ouellet | | | | | | | | | | | | | | x | | | | | | | | |
| Staff - Dion Hynes (Deputy DEM) | | | x | x | | x | | | X | | | | | x | x | x | x | x | X | | | X |

| | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Staff - Michael Coy | | | | | X | | | | | | | | | X | | | | | | | | |
| Staff - Alain Boivin | | | | | | | | | | | | | | X | | | | | | | | |
| Staff - Pete Moeller | | | | | | | X | | | | | | | | | | | | | | | |
| Staff - Jim Alexy | | | | | | | | | | | | | | X | | | | | | | | |
| Staff - Shawna Schwerdt | | | X | | X | | | | | X | X | | | X | X | | | | | | | |
| Staff - Tracy Casavant | | | | | | | | | | | | | | X | | | | | | | | |
| Staff - Kathrin Langlois | | | | | | | | | | | | | | X | | | | | | | | |
| % Complete | 67% | 67% | 21% | | 21% | 5% | 21% | 0% | 0% | 26% | 32% | 0% | 0% | 95% | 32% | 26% | #### | 11% | 0% | 0% | 0% | 0% |

**Central Peace - Regional Emergency Management**
**Emergency Management Training**

2019

| | | |
|---|---|---|
| **CP-REM Plan Orientation (2 hours)** | **Saddle Hills County** | **Jan 18, 2019 10:00 – 12:00** |
| **CP-REM Plan Orientation (2 hours)** | **Birch Hills County** | **Feb 1, 2019 1:00 – 3:00** |
| **Incident Command System 100 (1/2 day Course)** | **MD-133 Brownlee Building** | **Feb 8, 2019 8:30 – 12:00** |
| **Basic Emergency Management (1/2 day Course)** | **MD-133 Brownlee Building** | **Feb 8, 2019 1:00 – 5:00** |
| **Group Lodging (JIBC) (1 Day Course)** | **County of GP Community Services Building** | **Feb 25, 2019 8:30 – 5:00** |
| **CP-REM Plan Orientation (2 hours)** | **Rycroft Office** | **Feb 26, 2019 7:00 – 9:00 PM** |
| **Incident Command System 200 (2 day Course)** | **MD-133 Brownlee Building** | **Feb 27 & 28, 2019 8:30 – 5:00** |
| **Regional Tabletop Exercise (1/2 day Course)** | **MD-133 Brownlee Building** | **March 15, 2019 8:30 – 12:00** |
| **Emergency Social Services / Registration & Inquiry (2 day Course)** | **Saddle Hills County** | **April 6 & 7, 2019 8:30 – 5:00** |
| **72 Hr Prepardness** | **Brownlee Building** | **April 17 6:30 – 9:30 PM** |
| **Director Emergency Management (1 day Course)** Kelly, Hermann, + SHC New CAO | **Saddle Hills County** | **May 10, 2019 8:30 – 5:00** |
| **Scribe** 1/2 Day Postponed | **Brownlee Building** | **June 20, 2019 1:00 – 4:30 PM** |
| **Incident Command System 300 (2 day Course)** | **Saddle Hills County** | **Nov 6 - 8, 2019 8:30 – 5:00** |
| **MEO** | **Birch Hills County** | ✱ **Nov.25, 2019 6:30 – 9:30 PM** |
| **Public Information Officer (1 day Course)** | **(if available)** | **TBD - , 2019 8:30 – 5:00** |

Planning For Functional Needs — SHC — Oct 17 ✓ evening

BEM Course — MD133 Brownlee Building — Oct 25/2019 ✓ 8:30-12:00

½ Day

SCRIBE Course — MD133 Brownlee Building — Oct 25/2019 ✓ 1:00 - 4:30

Planning P Course — TBD Fall 2019

**Economic Disaster Resilience & Recovery Workshop**
Monday July 22th 2019 Hermann and I attended an Economic Disaster Resiliency & Recovery Workshop in Saddle Hills County lead by Economic Developers Alberta.
The workshop agenda entailed

- Intro to Community Resilience
- Phases of Disaster
- Government Roles and Responsibilities
- Business Assistance Before and After a Crisis
- Crisis Communications
- Community Recovery Opportunities

My biggest take away from this workshop would have to be the importance of effective communication to the community and businesses effected by the incident. All to often the rumors that develop and fester during and after an incident can crush the economy and community spirit. Creating and maintaining a clear effective communication plan and maintaining the open communication channels is very vital to recovery.
The website link www.edaalberta.ca provides some great information for council and residents.

**Addition to PW Team**
Tanner Vinck joined the County team as a laborer for the summer on July 8th. If you have a chance to meet him please welcome him to the team. Tanner recently graduated from high school and has returned for his third year of work with the County.

**WNC Meeting at Kakut Lake**
Thursday July 25th, I attended the Water North Coalition meeting at Kakut Lake.
It was my first meeting I attended in some time so it was great to see familiar faces and to get involved in the discussion.
The round table discussion involving recruitment and retention I really enjoyed being a part of. To me this is one of the most important topics of concern in the County and entire north region.

I look forward to the next meeting scheduled for October 3rd 2019 in Grande Prairie.

**Asset Management Planning**
Shelley and I started an 8-week 8 module Asset Management Planning Certificate program on May 1st, 2019. Offered out of the Institute of Public Works Engineering of Australasia and NAMS (National Asset Management System) Canada and also partially sponsored by NAMS Canada.
I am happy to have completed this program as it was a challenge with a great deal of learning about asset management left to do.
I received my certificate on July 24th, 2019

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

August 9, 2019

CAO, Birch Hills County

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

| | |
|---|---|
| July 9 | Delivered training on hydraulic rescue tools for vehicle extrication. |
| July 20 | Firefighters from the Eaglesham Station took part in a vehicle extrication demonstration in front of a crowd outside the Eaglesham Hall as part of the Barrels and Buckles event. |
| July 23 | Delivered training on fire streams and hoses. |
| July 28 | EFD responded to a single vehicle rollover just outside of Eaglesham, STARS was landed and patient taken to hospital. |
| July 29 | WFD responded to an Motor Vehicle Collision (MVC), a truck pulling a bobcat on a trailer had entered the ditch, there was not much damage to the vehicle and no injuries to the driver. |
| July 31 | Both TFD and EFD responded to a single vehicle rollover at the Tangent turnoff off Highway 49, there were no injuries. |

The beginning of July was quiet for the most part, and planning was going on for the fundraiser we held, which by all accounts was a great weekend. Towards the end of July, we were hit by three almost back to back motor vehicle accidents. These accidents drove home the reality that hard work in training mixed with a rescue team so local, makes for rapid response and far better patient care. The MVC on July 28th had several logistical issues that did arise and were dealt with both efficiently and effectively. I will be meeting with the Deputy Alberta Fire Commissioner on August 14th to discuss future trainings that I have been planning.

Tom Morgan
Birch Hills County Fire Chief

BIRCH HILLS COUNTY

# BIRCH HILLS COUNTY
# BY-LAW 2012-01
# UNSIGHTLY PROPERTY

## BY LAW # 2012-01

## BIRCH HILLS COUNTY UNSIGHTLY PROPERTY BY-LAW

**A By-law of Birch Hills County to provide for the abatement and control of Unsightly Property within Birch Hills County.**

Section 7 of the *Municipal Government Act,* 2000, Chapter M-26, and amendments thereto, provides that council may pass bylaws pertaining to unsightly property.

SECTION 1 - SHORT TITLE AND PURPOSE

1.01 This bylaw may be cited as the Unsightly Property Bylaw. The purpose of this bylaw is to provide for the abatement of unsightly conditions that affect the safety, health and welfare of persons and affect the amenity of a neighbourhood.

SECTION 2 - DEFINITIONS

2.01 In this Bylaw:

a. **"Adjacent"** means land that is contiguous to the land that is the subject of a complaint and includes land or a portion of land that would be contiguous if not for a public road, railway, river or stream.

b. "Chief Administrative Officer" means the individual appointed to that position by Council.

c. **"County"** means Birch Hills County duly established pursuant to the laws of Alberta.

d. "Investigator" means a Community Peace Officer employed by Birch Hills County.

e. "Occupant' means the person in possession of premises.

f. "Owner" means the registered owner on title at the Land Titles Office.

g. "Person" means an individual or any business entity including a firm, partnership, association, corporation, company, or society.

h. "Premises" means and includes land, buildings, excavations, stockpiles, structures and appurtenances thereto.

i. "Secretary" means the Secretary of the Unsightly Property Abatement Committee.

j. "Unsightly **Property Abatement Committee"** means the Committee, which shall consist of a quorum of the individuals appointed by Council as members of the Subdivision and Development Appeal Board.

k. **"Unsightly Property" or "Unsightly Condition"** means and includes any use of, or activity upon any premises which is offensive to any person acting reasonably, or has or may be expected to be detrimental to the surrounding area or other premises in the neighbourhood or is dangerous or an imminent danger to public health or safety, or materially depreciates the value of other land or improvements on adjacent land, and without limiting the generality of the foregoing, may include the following:

i) the failure to cut or control grass and vegetation on the premises;

ii) permitting a building or structure to deteriorate, become damaged or exist in a ruinous or dilapidated state:

iii) the growth of trees or shrubs in such a manner that they interfere with or endanger visibility to street signage or sidewalk or roadway clearance:

iv) failure to remove dead or hazardous trees or vegetation which is dangerous to the public safety or affecting public lands;

v) the generation of excessive dust, smoke, steam or other noxious emissions and permitting such dust, smoke, steam or noxious emission to escape from the premises:

vi) the storage or accumulation of dilapidated vehicles or the storage of vehicles on premises for which no development permit issued for that use;

vii) the storage, stockpile or accumulation of rubbish, garbage or other article or material including, but not restricted to, discarded or dilapidated furniture or household appliances, scrap metals, scrap lumber, tires, motor vehicle parts and other like objects;

viii) accumulated rubbish, garbage or other article or material and discarded or dilapidated furniture or household appliance, scrap metals, scrap lumber, tires, motor vehicle parts and other like objects in a wrecked, discarded, or abandoned condition upon any premises;

ix) allowing a hole, excavation or accumulation of material that may be dangerous to public safety or health, to exist on premises;

x) allowing conditions that result in an infestation of rodents, vermin or insects on the premises;

xi) the posting or exhibiting of any poster, sign, billboard, placard, writing, drawing or painting, or any signs or messages or pictures upon the premises, where the same is in a dilapidated and unsightly condition.

## SECTION 3 UNSIGHTLY PROPERTY ABATEMENT

3.01 Premises, or activities upon premises, shall not be permitted to be or become an unsightly premises or an unsightly condition.

3.02 An Unsightly Property shall be evaluated relative to adjacent lands and land uses or to other lands and land uses in the neighbourhood.

## SECTION 4 - COMPLAINT PROCESS

4.01 Unsightly property complaints shall be referred to Council or staff in written format.

4.02 If the investigator is of the opinion that a complaint is valid, and that the premises complained about is an unsightly property or in an unsightly condition, the investigator shall require the unsightly property or unsightly condition be remedied by serving a notice as set out in Schedule "A" to this bylaw. The notice may include but is not restricted to providing the following directions to the owner or occupant of the property:

a) cease the activity which causes the unsightly condition;
b) change the way in which such person is carrying out any activity:
c) direct any person to take any action or measure necessary to compel the elimination or abatement of the unsightly condition, including:
    (i) the removal of any thing or matter from the property, which constitutes the unsightly condition;
    (ii) the construction, installation or repair of a berm, screen or enclosure;
    (iii) and enter into an agreement in a form to the satisfaction of the Director of Public Works for the abatement of the unsightly condition.
d) specify the time within which such person must comply with the directions contained in the notice;
e) offer the owner or occupant of the property an opportunity to enter into any other voluntary agreement with the County to keep the premises clean, tidy and free of unsightly conditions; and
f) specify the time limits within which the actions must be completed.

4.03 If the unsightly condition is not remedied, as required by the notice issued by the investigator, the matter shall be referred to the Unsightly Property Abatement Committee.

4.04 An Unsightly Property Abatement owner or occupier of property to whom a notice is served may appeal a notice to the Committee by way of a written request to the Committee, received by the Secretary of the Committee not more than Fourteen (14) Days from the date the notice was served and by paying the fee prescribed in Schedule "B".

4.05 A notice issued under the provisions of Section 4.02 shall be deemed to be an Order issued under Section 545 of the *Municipal Government Act*, RSA 2000, c. M-26.

4.06 If the investigator determines a complaint to not be valid, the complainant shall be notified in writing of this finding. The complainant may appeal this finding, by way of written request to the Secretary of the Unsightly Property Abatement Committee not more than Ten (10) Days from the date the investigator's report is mailed to the complainant and by paying a fee prescribed in Schedule "B".

4.07 If a complaint is brought to the Unsightly Property Abatement Committee under Section 4.03, 4.04, or 4.06 the Secretary shall:

a) set a time and place to hear the complaint.

b) notify the complainant, the owner, and occupier of the property in question, and the owner of land that is adjacent to the land that is subject of the complaint, or a person acting on behalf of that person and the investigator of the said time and place that the committee will consider the complaint, and that those notified may appear before the Committee to give information regarding the complaint, including the results of the investigation.

4.08 The Committee hearing a complaint brought to it under Section 4.03, 4.04, or 4.06 is not required to hear from any persons other than the persons notified pursuant to 4.07 b).

4.09 If, upon hearing the information provided, the Committee determines that a property is an unsightly property or that an unsightly condition exists on the subject property, the Committee shall issue an order in writing requiring the owner, or occupant, or both of the subject property to remedy, in such manner as the Committee may direct, any unsightly condition.

4.10 Any order made by the Committee under this part shall require the owner or occupant or both, to remedy the unsightly condition within a period of 30 days, or such other time period that the Committee determines, from the date on which the order made by the Committee is provided to the person.

4.11 The County may cause such work to be done as directed or ordered by the Committee to abate an unsightly condition for which an order has been issued under Section 4.09 but not complied within the time period specified by the Committee.

4.12 In addition to the penalty prescribed by Section 7.01 and 8.01, any **owner** who fails, neglects or refuses to remedy the unsightly condition required by an order issued under Section 4.09, may be assessed the cost of the work undertaken pursuant to Section 4.11 and in default of payment, the County may:

a) recover the cost of work as a debt due to the municipality, or

b) charge the cost against the subject property concerned as taxes due and owing in respect of that land and recover provided for in Section 553 of the MGA.

4.13 Any notice or order required by this bylaw shall be deemed to have been duly given and served on the person to whom it is addressed:

a) by the notice or order being personally delivered to the person to whom it is addressed; or

b) by leaving it with a person apparently over the age of 16 years at the residence of the person to whom the notice or order is addressed; or

c) by sending it by registered mail in a prepaid cover addressed to the last known postal address of the person to whom the notice or order is addressed, or as shown in the assessment roll for the land which is the subject of the notice or Order, as the case may be; or

d) by posting the notice in a conspicuous place on the land referred to in the notice or order or on building or erection thereon when the peace officer or designated officer of the municipality has reason to believe:

(i) that the person to whom the notice or order is addressed is evading service thereof; or

(ii) for any reason it is improbable that the notice or order will be received by the person to whom it is addressed within ten clear days of the date of the notice if it is delivered in any of the other ways mentioned in this section.

## SECTION 5 - AUTHORITY TO ENTER PREMISES

5.01 A Community Peace Officer of the municipality may, as per Section 542(1) of the *Municipal Government Act,* after giving reasonable notice to the Owner or Occupant,

a) enter such land or structure (other than a residence) at any reasonable time, and carry out the inspection, enforcement or action authorized or required by this bylaw,

b) request anything be produced to assist in the inspection, remedy, enforcement or action, and,

c) make copies of anything related to the inspection, remedy, enforcement or action.

5.02 The Community Peace Officer must display or produce, on request, identification showing that the person is authorized to make the entry.

5.03 In an emergency or in extraordinary circumstances, the Community Peace Officer need not give reasonable notice to enter at a reasonable hour and may do the things in Section 5.01 (a) and (c) without the consent of the owner or occupant.

SECTION 6 - OFFENCE, PROCEDURE AND PROSECUTION

6.01 Breach of this bylaw or an order issued under Section 4.09 is an offence.

6.02 The conviction of a person under the provisions of this bylaw does not operate as a bar to further prosecution for the continued neglect or failure on the part of the person to comply with the provisions of this bylaw, or conditions, orders, or permits, issued in accordance with this bylaw.

6.03 A certificate purporting to be signed by the Chief Administrative Officer stipulating any particular relative to his power under this bylaw shall be admitted in evidence as prima facie proof of the facts stated in the certificate, without proof of the signature or authority of the person signing the certificate.

SECTION 7 - PENALTIES

7.01 A person convicted of an offence under this bylaw is liable to a fine of not less than One Hundred Dollars ($100.00) and not more than Ten Thousand Dollars ($10,000.00) or to imprisonment of not more than 12 months, or to both fine and imprisonment.

SECTION 8 - SPECIFIED PENALTY

8.01 Notwithstanding Section 7.01, a person who has been served a Birch Hills County Bylaw Tag or violation ticket as prescribed under the *Provincial Offences Procedures Act* is liable to a specified penalty of Two Hundred Dollars ($200.00).

8.02 If a person, charged with an offence under this bylaw has been convicted twice within a two year period, the specified penalty on the second offence shall be double the basic specified penalty amount provided for in Section 8.01.

8.03 If a Person, charged with an offence under this bylaw, has been convicted three times of that same offence within a two year period, the specified penalty on the third offence shall be quadruple the specified penalty amount provided for in Section 8.01.

SECTION 9 – SEVERABILITY

9.01 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a Court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

SECTION 10 – DELEGATION

10.01 The duty to decide appeals from Orders issued under Section 545 of the *Municipal Government Act*, including notices issued pursuant to Section 4.02 of this Bylaw, is delegated to the Unsightly Property Abatement Committee.

SECTION 11 - EFFECTIVE DATE

11.01. This Bylaw shall come into effect at such time as it has received third (3rd) reading and has been signed in accordance with the *Municipal Government Act*.

Bylaw 2012-01, passed by Council _____ ____, 2012 Bylaw No. 2012-01 Unsightly Property Bylaw

Bylaw No. 2012-01
Unsightly Property Bylaw
SCHEDULE "A"
BIRCH HILLS COUNTY
UNSIGHTLY PROPERTY ABATEMENT NOTICE

Dated:

To:

And to:

With respect to those premises located at:

Pursuant to the Unsightly Property Bylaw of Birch Hills County, the *Municipal Government Act* and the *Provincial Offences Procedure Act*, the above referenced persons as owner, agent, lessee or occupier of land or premises within Birch Hills County shall remedy the following condition(s) on the above-said land or premises on or before _____.

In the event the above conditions are not remedied within the deadline set out above, the County may thereafter immediately cause to be done any work necessary to remedy the condition, and the cost will be charged to you and other fines and penalties may result as permitted by the Unsightly Property Bylaw.

If you feel yourself aggrieved by this Notice, you may appeal the notice by delivering an appeal in person or sending an appeal by mail to the Reeve of Birch Hills County at P.O. Box 157, Wanham, AB T0H 3P0, within ten (10) days of the date of service of this Notice on you.

Thank you for your cooperation.

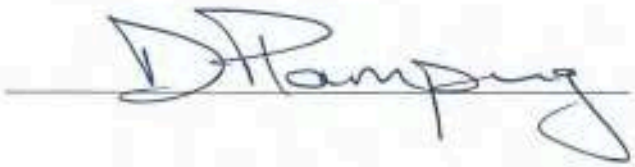
Reeve Birch Hills County

Bylaw No. 2012-01
Unsightly Property Bylaw
SCHEDULE "B"
FEE SCHEDULE

No fee shall be payable by Birch Hills County.
Any appeal made pursuant to Section 404 or 405 shall be accompanied by a fee of $225.00, which shall be refunded if the appeal is successful.

READ A FIRST TIME THIS 28th DAY OF FEBRUARY 2012

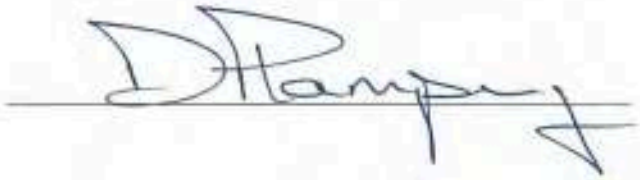
COUNTY REEVE



C.A.O

READ A SECOND TIME THIS 13th DAY OF March 2012

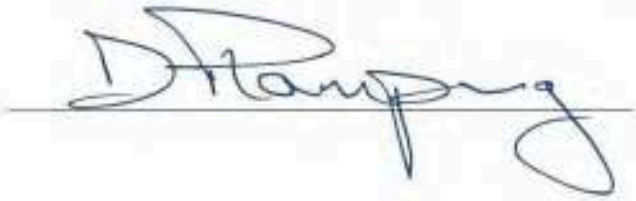
COUNTY REEVE



C.A.O

READ A THIRD AND FINAL TIME AND FINALLY PASSED THIS 27th DAY OF March 2012

COUNTY REEVE



C.A.O

# BYLAW 317-2018
# UNSIGHTLY PROPERTIES

**PURPOSE:** Being a Bylaw of Saddle Hills County – Hamlet of Woking in the Province of Alberta to regulate dangers and unsightly and untidy properties.

**WHEREAS** pursuant to the authority of the Municipal Government Act, RSA 2000, Chapter M-26, Council may pass bylaws regulating unsightly properties;

**WHEREAS** unsightly properties are a detriment to surrounding properties and the immediate neighborhood generally;

**WHEREAS** Council deems it advisable to pass a bylaw to regulate unsightly properties; and

**WHEREAS** the purpose of this Bylaw is to prevent the existence and proliferation of unsightly properties and to provide a mechanism for the remediation of a property which has become an unsightly property;

**NOW THEREFORE**, the Council for Saddle Hills County, duly assembled, enact as follows:

1. **DEFINITIONS**

   In this bylaw, unless the context otherwise requires, the term:

   a. **'Animal material'** means any animal excrement and may include material accumulated on premises from pet pens, yards, stables, kennels or veterinary businesses.
   b. **'Ashes'** means the powdery residue left after the combustion of any substance including partially burnt substances accumulated on premises.
   c. **'Building material'** means all construction and demolition material accumulated on premises including materials hauled in or accumulated as a result of constructing, renovating, repairing or demolishing any structure and includes, but is not limited to, earth, vegetation or rock displaced during such activity.
   d. **'Clean up order'** means an order issued under the bylaw by an Enforcement Officer with respect to an unsightly properties within the Hamlet of Woking.
   e. **'Council'** means the Council of Saddle Hills County.
   f. **'County'** means the municipal corporation of the Saddle Hills County.
   g. **'Enforcement Officer'** means any peace officer including a bylaw enforcement officer of Saddle Hills County, or any other person appointed by Council to enforce the provisions of this by-law, and includes a member of the Royal Canadian Mounted Police.
   h. **'Equipment'** and/or **'machinery'** means units which have been rendered inoperative by reason of its disassembly, age or mechanical condition and includes any household appliances and vehicles.
   i. **'Fence'** means a permanent enclosing material, maximum six foot height, of wood, steel or like materials designated to provide visual screening and not detract from surrounding neighborhood, as permitted by the County's land use bylaw.
   j. **'Garbage'** means household waste including material containing organic matter which is or may become decomposed, and materials and by-products resulting from the preparation, consumption and storage of food.
   k. **'Garbage container'** means a container that garbage may be placed in and that is capable of being closed and secured in such a way as to prevent animals and birds from gaining access to the contents.
   l. **'MGA'** means the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended or repealed and replaced from time to time.
   m. **'Nuisance'** means an offensive, annoying, unpleasant or obnoxious thing, object or practice which causes an intrusion or disturbance of a visual or sensory nature affecting another person's quiet enjoyment of his or her property.

n. **'Occupant'** means any person other than the registered owner who is in possession of the Property, including but not limited to, a lessee, licensee, tenant or agent of the owner.
o. **'Offence Notice'** means a ticket issued pursuant to Part 3 of the Provincial Offenses Procedure Act, RSA 2000, c.P-34, as amended, repealed or amended from time to time, and regulations there under.
p. **'Order'** means an Order as described in Section 545 or 546 of the Municipal Government Act, as applicable.
q. **'Owner'** means:
    i. a person who is registered under the Land Titles Act as the owner of the land;
    ii. a person who is recorded as the owner of the property on the assessment roll of the County;
    iii. a person holding himself out as the person having the powers and authority of ownership or who for the time being exercises the powers and authority of ownership;
    iv. a person controlling the property under construction; or
    v. a person who is the occupant of the property under a lease, license or permit.
r. **'Property'** means any land, building or property within the municipal boundaries of the Hamlet of Woking, Saddle Hills County.
s. **'Reasonable State of Repair'** means the condition of being:
    i. structurally sound; and
    ii. free from damage, free from rot or other deterioration and safe for its intended use: and
    iii. Does not show signs of serious disregard for maintenance or upkeep.
t. **'Right of access'** means the right of an Enforcement Officer to enter onto a property to inspect the property to determine whether to issue a Clean Up Order, or to allow work forces access to the property for the purposes of enforcing a Clean Up Order.
u. **'Trash'** means materials of every description or abandoned, discarded or rejected goods not disposable in a garbage can or receptacle, included but not limited to trailers, sheds, shacks.
v. **'Violation ticket'** means a ticket issued pursuant to Part 2 of the Provincial Offenses Procedure Act, RSA 2000, c.P-34, as amended, repealed or amended from time to time, and regulations there under.
w. **'Weeds'** means a plant that is not valued where it is growing and is usually of vigorous growth; especially one that tends to overgrow more desirable plans; or weeds as defined by the Weed Control Act.
x. **'Work forces'** means County employees or contract workers engaged by the County for the purposes of enforcing a Clean Up Order.
y. **'Yard material'** means organic matter formed as a result of gardening or horticultural pursuits and includes grass, tree and hedge cuttings and clippings.

2. **GENERAL**
    a. The provision of this Bylaw shall not be interpreted to prevent bona fide and permitted commercial, construction, demolition, renovation, landscaping, clean up, storage or other related activities from being carried out on, or in relation to a property.
    b. Regard shall be given to the use and location of the property (ie. residential, commercial, or located along major public roadway), as well as conditions of any public property which is adjacent to such property (for example slope of ditches, ditches filled with water or gravel), in determining what remedies should be taken and whether a property is an unsightly property.

3. **RESPONSIBILITIES OF OWNER**
    a. Property owners shall keep such property and any public property which abuts or flanks such property, in a presentable condition and shall:

i. remove garbage, yard material, animal material, building material and ashes as it accumulates;
ii. prune and remove trees or shrubs in deteriorating condition located on the premises;
iii. cut grass and control dandelions and other weeds;
iv. remove any vehicles, equipment, machinery, trash or parts thereof; and
v. not suffer or permit trees, or other vegetation growing on the property to interfere or endanger the lines, poles, conduits, pipes, sewers, public utility laneways or other works of the county.

b. Owner of a property in the hamlet of Woking shall:
   i. maintain all buildings, structures and improvements to their property so that:
      - the foundations;
      - exterior walls;
      - roof;
      - windows, including frames, shutters and awnings;
      - doors, including frames and awnings;
      - steps and sidewalks; and
      - fences

      are kept in a Reasonable State of Repair.
   ii. maintain all fixtures, improvements, renovations, or additions to any building, structure or improvement on their property, including but not limited to:
      - exterior stairs;
      - porches;
      - decks;
      - patios;
      - landings;
      - balconies; or
      - other similar structures

      shall be maintained in a Reasonable State of Repair.

4. **UNSIGHTLY PROPERTY**
   a. **Unsightly and/or untidy property'** means any property, whether land, buildings, improvements to lands or buildings, personal property, or any other combination of the above , located on land within the Hamlet of Woking that, in the opinion of an Enforcement Officer is unsightly to such extent as to detrimentally affect the repose, amenities, use, value or enjoyment of the surrounding properties in reasonable proximity to the unsightly property, or is otherwise detrimental to the surrounding area or in an unsightly condition as defined by the Municipal Government Act.; including, but not limited to, the excessive accumulation on the property of:
      i. any rubbish, refuse, garbage, papers, packages, containers, bottles, cans, human excrement or sewage, or the whole or part of an animal carcass, dirt, soil, sand, gravel, rocks, sod, petroleum products, hazardous materials, disassembled equipment or machinery, broken or discarded household goods;
      ii. the whole or part of any motor vehicle as defined in the *Traffic Safety Act*, RSA 2000, as amended or repealed and replaced from time to time, as well as any tractor or implement of husbandry:
         1. that has no current license plate attached to it and in respect of which, no registration certificate has been issued for the current year; or
         2. that is inoperative by reason of disassembly, age or mechanical condition;
      iii. equipment or machinery as defined in this bylaw;
      iv. animal material, yard material, ashes, building material, and garbage as defined in this bylaw;
      v. any building, erection or structure that is unsightly or has become ruinous or dilapidated;

vi. any structure, excavation or hole that is unsafe, unprotected or dangerous to public health or safety;
vii. any combination of materials that is deemed by an Enforcement Officer to be unsightly or offensive;
viii. in respect of land, includes land that shows signs of serious disregard for general maintenance or upkeep.

b. An Enforcement Officer may, for the purposes of ensuring that this bylaw is complied with, enter in or upon the property in accordance with Section 542 of the *Municipal Government Act* to carry out an inspection, enforcement or other action required or authorized by this bylaw.
c. In determining whether a property is an unsightly prroperty, an Enforcement Officer shall use the following criteria:
    i. a property or part of it is unsightly when it is characterized by visual evidence of a lack of general maintenance and upkeep by the excessive accumulation on the premises, or any other hazard or condition which poses a danger to public safety;
    ii. any garbage, trash, building material, ashes, manure, human excrement or sewage, animal material or the whole or a part of an animal carcass, dirt, soil, gravel, rocks, sod, petroleum products, hazardous materials, disassembled equipment or machinery;
    iii. uncontrolled grass and weeds on premises;
    iv. the whole or part of any motor vehicle or vehicles which has no current license plate attached to it and in respect of which, no registration certificate has been issued for the current year, and which is inoperative by reason of removed parts, or equipment;
    v. the lack of repair or maintenance of buildings, structures or property including but not limited to:
        1. the significant deterioration of buildings, structures or improvements, or portions of buildings, structures or improvements;
        2. broken or missing windows, siding, shingles, shutters, eaves or other building material; or
        3. significant fading, chipping or peeling of painted areas of buildings, structures or improvements on property.

5. **VIOLATIONS**

a. No owner or occupant of a premise shall cause, allow, permit or maintain his or her premises in an unsightly, untidy or nuisance condition as defined in this bylaw.
b. No owner or occupant shall cause, permit, or allow to exist, a structure, excavation or hole that in the opinion of an Enforcement Officer may be a danger to public safety or property.
c. No owner or occupant shall cause, allow, or permit his or her property to become overgrown with dandelions or other weeds and vegetation.
d. No owner shall cause, allow or permit trees or shrubs on his or her property to interfere in any way with adjacent property owned by another person or operated by a municipal or public utility.

6. **ISSUING AN UNSIGHTLY PROPERTY ORDER**

a. If an Enforcement Officer determines that a nuisance exists, or that the inspected property has become unsightly or untidy, or that a danger to the public safety exists the Enforcement Officer may direct the owner or occupant of the property upon which a nuisance or unsightly or untidy condition exists as follows:
    i. issue a verbal or written warning to remedy the problem;
    ii. issue an Order under Section 545 or 546 of the *Municipal Government Act* to remedy the nuisance or unsightly condition;
    iii. issue an offence notice specifying a voluntary penalty to be paid;
    iv. issue a violation ticket specifying a voluntary penalty to be paid;
    v. any combination of the above.

b. Each order shall:
    i. describe the property by:
        1. name, if any; and
        2. the municipal address and/or legal description;
    ii. state that the property contravenes the provisions of this Bylaw;
    iii. give reasonable particulars of the extent of the clean up, removal, clearing or other actions required to be made;
    iv. state the time that the clean-up, removal, clearing or other actions must be completed within from the order date. The timeline will vary due to how the order can be served and which provision of the *Municipal Government Act* is being enforced;
    v. state that if the required actions are not done within the time specified, the County may carry out the actions required pursuant to the *Municipal Government Act* and charge the cost thereof against the person to whom the Order is directed and if such person does not pay the costs, the costs shall be charged against the property concerned as taxes due and owing in respect of that property, and recovered as such;
    vi. state that a person receiving a written Order may request that Council review the Order;
    vii. state that a request for Council to review the Order must be written including the reasons for requesting a review, dated, and signed by the appellant and delivered to the Saddle Hills County Chief Administrative Officer within fourteen (14) days after the Order issued pursuant to Section 545 of the *Municipal Government Act* is received by the person, or seven (7) days after which the Order issued pursuant to Section 546 of the *Municipal Government Act* is received by the person.

c. An enforcement officer may utilize the Unsightly Property Order form attached as appendix A of this bylaw or may substitute another form that meets the requirements of Section 6 b. of this bylaw.

d. The Order shall be served upon the owner of the property and a copy may be served on any person shown by the records of the Land Titles Office or any person deemed to have an interest in the property, or responsible for the contravention.

e. An Order may be served:
    i. by being delivered personally to the person who is intended to be served;
    ii. by being left with a person apparently over the age of eighteen (18) years at the dwelling place or place of business of the person who is intended to be served; or
    iii. where a premises is not occupied, by being sent by registered mail to the last known address of the person who is intended to be served as shown on the assessment roll of the County and the Order shall be deemed to be served upon expiry of fifteen (15) days after the mailing of the Order.

f. If, in the opinion of the Enforcement Officer, service under Section 6.d. cannot reasonably be effected, the Enforcement Officer may post the Clean-Up Order or a copy of the Order in a conspicuous place on the land or property to which the Order relates, or on the private dwelling place of the person who is intended to be served and Such Order is deemed to be served upon the expiry of five (5) calendar days after such Clean –Up Order is posted.

g. The Enforcement Officer may, at his discretion, extend the time for doing anything directed in the Order considering the circumstances involved.

**7. APPEALING A CLEAN-UP ORDER**

a. An owner or Occupant who receives a written Order under this Bylaw may request a review of the Order by written notice to Council within fourteen (14) days of the day on which the Order is received. Upon reviewing the Order Council may confirm, vary, substitute or cancel the Order.

b. Within thirty (30) days of receiving a request, Council will review the Order and may vary, revoke, or uphold the Order and the time stipulated by the Order to remedy the nuisance or unsightly condition.

c. An Owner or Occupant or other person affected by the decision of Council under Section 6.b. may appeal to the Court of Queen's Bench, within the time period set out in the *Municipal Government Act*, Section 548.

**8. EXPENSES INCURRED IN CARRYING OUT AN UNSIGHTLY PROPERTY ORDER**

a. The expenses incurred to process and execute an Order constitute a debt owed to the County from the person to whom the Order is directed.
b. The Chief Administrative Officer shall send a demand for payment of these expenses by regular mail to the person to whom the Order was directed.
c. If the person to whom the Order was directed fails to pay, the expenses incurred by the County will become an amount owing to the County and may be added to the tax roll pursuant to the *Municipal Government Act*.
d. Any moneys collected from the disposition of materials, vehicles, buildings, erections or structures may be applied against the costs incurred by the County to execute the Order.
e. The following rates shall apply:
    i. if a third party was engaged in carrying out the Order under direction of an Enforcement Officer, the Owner shall be invoiced the actual expense;
    ii. if the County's work forces were used in carrying out the Order under direction of an Enforcement Officer, the Owner shall be invoiced if a rate is specified in the County's Master Rates Bylaw in place at the time of clean-up.

**9. MATERIALS COLLECTED IN CARRYING OUT AN UNSIGHTLY PROPERTY ORDER**

a. Where the County carries out an Order, the workers shall deposit any materials, vehicles, buildings, erections or structures at a location as designated by an Enforcement Officer and said property shall be disposed of in a manner determined by an Enforcement Officer or Chief Administrative Officer.
b. Notwithstanding Section 9.a. where an Enforcement Officer is of the opinion the material removed under Section 9.a has no value he may direct that the materials be disposed of at the time of cleanup.
c. When material removed from an unsightly premise is removed to a location specified by the Chief Administrative Officer, the Chief Administrative Officer may direct that the property be disposed of if the person to whom an Order has been issued does not remove the property within fourteen (14) days of being requested in writing to do so by the Chief Administrative Officer.
d. If the County sells all or part of a building, structure or improvement that has been removed under this Bylaw, the proceeds of the sale must be used to pay the expenses and costs or the removal and any excess proceeds must be paid to the Owner.

**10. OFFENCES & PENALTIES**

a. A person who contravenes Section 5.c., or 5.d. of this bylaw is guilty of an offence and liable, upon summary conviction before a Provincial Court Judge to fines as listed in Appendix B - Schedule 1.1 of this bylaw.
b. A person who contravenes Section 5.a. or 5.b. of this bylaw is guilty of an offense and liable, upon summary conviction before a Provincial Court Judge to fines as listed in Appendix B - Schedule 1.2 of this bylaw.
c. In addition to the fines stipulated in Sections 10.a. and 10.b. of this bylaw, a Provincial Court Judge may make any other order deemed appropriate concerning a breach of this bylaw.
d. Notwithstanding Sections 10.a. and 10.b. of this bylaw, an Enforcement Officer may issue an offence notice to a person who the Enforcement officer has reasonable and probable grounds to believe has contravened any provision of this bylaw:
    i. specifying a voluntary payment as described in Appendix B - Schedule 1.3 of this bylaw; and
    ii. the person to whom the offence notice is issued may, in lieu of being prosecuted for the offence, may make voluntary payment of the penalty specified within the time period indicated on the offence notice.

e. In those cases where a written warning has been issued and the violation on the written warning has not been corrected within the prescribed time, then an Enforcement Officer may issue an offence notice or violation ticket specifying that a voluntary payment be made as described in Schedule 1.3 of this bylaw.
f. Notwithstanding Section 10.d. of this bylaw, an Enforcement Officer may immediately issue a violation ticket to any person who the Enforcement Officer has reasonable grounds to believe has contravened any provisions of this bylaw, specifying that a voluntary payment be made as described in Schedule 1.3 of this bylaw.
g. The levying and payment of any fines shall not relieve a person from the necessity of remedying the situation that created the violation of any section of this bylaw

**11. ADDING AMOUNTS OWING TO A TAX ROLL**

a. Within thirty (30) days of ascertaining the amount of the expenses incurred by the County in carrying out the Order to the Owner or issued as a fine per Section 10, a demand for payment shall be sent of these expenses to the person to whom the Order was directed.
b. Where the person to whom the Order is directed and a fine is issued per Section 10 fails, within thirty (30) days after a demand for payment, to pay the fines and expenses incurred by the County, the total outstanding amount shall be placed on the tax roll as an additional tax against the land concerned and that amount:
    i. forms a lien on the land in favor of the County; and
    ii. shall, for all purposes, be deemed to be taxes imposed and assessed on the land and delinquent under the Municipal Government Act from the date the expenses were incurred.

**12. SEVERABILITY PROVISION**

a. Should any provision of this bylaw be invalid, then such provision shall be severed and the remaining bylaw shall be maintained.

**13. REPEAL**

a. The Unsightly Premises Bylaw No. 168-2008 is repealed upon Bylaw 317-2018 coming into effect.

**14. ATTACHMENTS**

a. "Schedule A" – Clean-Up Order
b. "Schedule B" – Specified Penalties for Non-Compliance with this Bylaw

FIRST READING **8** DAY OF **MAY**, 2018

SECOND READING **8** DAY OF **MAY**, 2018

THIRD READING **22** DAY OF **MAY**, 2018

REEVE: Alvin Hubert _____

CHIEF ADMINISTRATIVE OFFICER: Joulia Whittleton _____

**SCHEDULE A**

**UNSIGHTLY PROPERTY ORDER**

**SADDLE HILLS COUNTY**
**BY-LAW ENFORCEMENT SERVICES**
**TELEPHONE (780) 864-3760**

| | | | |
|---|---|---|---|
| **DATE** | **TIME** | | |
| **NAME** | | | |
| **ADDRESS** | **CITY** | **PROVINCE** | **POSTAL CODE** |
| **METHOD OF SERVICE** | **DELIVERED PRESONALLY** | **LEFT WITH A PERSON APPARENTLY OVER THE AGE OF 18** | **REGISTERED OR CERTIFIED MAIL** |

## TAKE NOTICE THAT

Pursuant to the provisions of the **Unsightly Property Bylaw, and s. _____** of the **Municipal Government Act, as amended.**

The property located at: _____, Woking, Alberta is in contravention of the following section(s) of the Unsightly Property By-Law.

_____
_____
_____

You are hereby ordered to remedy the nuisance, unsightly or untidy condition of the above property within _____days from this date and time by:

_____
_____
_____
_____
_____
_____

**Enforcement Officer's Signature**

**IMPORTANT**
1. If the required actions are not taken by the time specified, the County may carry out the work required and charge all costs thereof against the person to whom the Order is directed. If such person does not pay the costs, the costs may be charged against the property concerned as taxes due and owing in respect of that property, and recovered as such.
2. Failure to comply with this Order is an offense punishable by a fine of up to $2500, and may include additional orders a Provincial Court Judge deems appropriate.

A review of this Order may be made to the Council of Saddle Hills County. Appellants must submit written notice of their appeal to: CAO**, Saddle Hills County, Spirit River, Alberta** , within ____ **days** of the date of the issuance of an Order. The request for review shall state with reasonable exactness the grounds of the appeal and be dated and signed by the appellant or on his behalf by his agent and, if signed by an agent, shall state the name, address and telephone number of the agent.

**SCHEDULE B**

**SPECIFIED PENALTIES FOR NON-COMPLIANCE WITH THIS BYLAW**

A person is guilty of an offence and liable for non-compliance with this Bylaw

| | SCHEDULE 1.1 | SCHEDULE 1.2 | SCHEDULE 1.3 |
|---|---|---|---|
| First Offence | $ 300. Fine | $ 1,000. Fine | $ 75. Fine |
| Second Offence | $ 600. Fine | $ 1,500. Fine | $ 150. Fine |
| Third and subsequent Offence | $ 1,000. Fine | $ 2,500. Fine | $ 300. Fine |

Where a discrepancy occurs between Specified Penalties in this By-Law and those established in the Master Rates By-Law, the Master Rates By-Law shall be deemed correct

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

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| **MEETING** | **August 9, 2018 Regular Council Meeting** | | | |
| **RC18-279** | that Administration bring back Bylaw No. 2014-03 Birch Hills County Regional Fire Services Bylaw with Schedule of Fees and Charges to Council for review at a future Governance Meeting and/or Regular Council Meeting. | CAO Minderlein/ Shawna | | |
| **MEETING** | **October 25, 2018 Organizational Council Meeting** | | | |
| **RC18-373** | that Council accept the presentation regarding the Birch Hills County Fire Department appointments for information and direct Administration to bring the Fire “Term of Fire Department Officers” and “Election Procedure/Quorum” to Council at a future Governance Meeting. | CAO Minderlein/ Shawna | | |
| **MEETING** | **February 14, 2019 Regular Council Meeting** | | | |
| **RC19-039** | that Council authorize a 10% increase to Honourarium rates for Elected Municipal Officials and Members at Large effective January 1, 2019, and direct Administration to bring back to Council the amendments to bylaws and policies required to support such an increase. | Marlene Shawna | Emailed new remuneration sheet out with changes. | Bylaws and Policies being reviewed |
| **RC19-040** | that Council authorize an increase to the amounts paid by Birch Hills County for breakfast from $12.60 to $15.75 per meal effective March 1, 2019, and direct Administration to bring back to Council the | Shawna | Emailed new remuneration sheet out with changes. | Bylaws and Policies being reviewed |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | amendments to bylaws and/or policies required to support such an increase. | | | |
| **RC19-041** | that Council direct Administration to bring back to Council such bylaws and/or policies that would require amendment to support the expansion of the annual increase for the Cost of Living Assistance (COLA) currently provided to staff to include Council to a future Regular Council meeting. | CAO Minderlein/ Shawna | | |
| **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 signed by Deputy Reeve Carbone & mailed out on March 11, 2019<br><br>CAO sent follow up emails to DM'S May 27. |
| **MEETING** | **March 14, 2019 Regular Council Meeting** | | | |
| **RC19-095** | that Council direct Administration to accept the bid from Finning for $356,400.00 for the 2018 CAT 950GC with bucket, snow blade, and pallet forks and to dispose of the 2008 John Deere 644J with bucket, snow blade and pallet forks at auction at a | Dion | Delivered April 30<br><br>Awaiting sale, is on Govdeals.com and Auction Ends | On Agenda |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | time that would be convenient and estimated to provide the best return. | | July 11, 2019 at 4:30 p.m. Eastern Time | |
| **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 ASB related meetings and conventions, and to bring that information to Council at a future meeting. | Amanda | June 24 ASB meeting. | |
| **MEETING** | **April 25, 2019 Regular Council Meeting** | | | |
| **RC19-152** | that Council direct Administration to research information regarding the potential installation of the GPS Pro monitoring package on all Birch Hills County fleet vehicles and bring it to a future Regular Council Meeting. | Dion | GPS in 3 trucks and 1 grader for trial. | |
| **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 for clarification. Proposal being submitted to AEP. | |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| **MEETING** | **May 23, 2019 Regular Council Meeting** | | | |
| **RC19-177** | that Council direct Administration to review Policy Number 71-01-19, the Recreation Operating Assistance Grant Policy and develop methodology to include past financial performance of applicants in developing recommendations for funding allocation and bring the updated policy back to Council for review and comment before the end of September, 2019. | | | |
| **MEETING** | **June 13, 2019 Regular Council Meeting** | | | |
| **RC19-196** | that Birch Hills County Council cap the County's monetary contribution to the Central Peace Seniors' Supportive Living Facility to the $250,000 approved by resolution RC19-088 and the $100,000 approved by resolution RC19-195, and directs Administration to prepare a letter for Reeve Manzulenko's signature advising the County's G5 partners of Council's decision. | | Email advised G5 CAO's Jul 8, 2019 - Letter signed July 15, 2019 and mailed with cheque for $100,000 made out to MD of Spirit River. | COMPLETE |
| **RC19-199** | that Council accept the draft Birch Hills County and Saddle Hills County Intermunicipal Development Plan as presented and direct that an Open House be scheduled for August 21st , 2019, to be held in Kakut Lake at the Community Hall there at 7:00 p.m. | Hermann | Saddle Hills also scheduled. Open House confirmed email from Jenn Webber. | |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| **RC19-200** | that Council direct administration to dispose of the surplus 6" aluminum and pumps by means of public auction. | Dion | On Govdeals. com auction ended July 15 | |
| **MEETING** | **July 11, 2019 Regular Council Meeting** | | | |
| **RC19-211** | that Councillor Duvall be appointed as the member and that Councillor Poetker be appointed as the alternative member of the Peace Valley Conservation Recreation and Tourism Society effective July 11, 2019. | Hermann | CAO Fox (MD of Fairview) advised by email of new appointments | COMPLETE |
| **RC19-215** | that Council direct Administration to make the appropriate arrangements for a Public Hearing for Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw", and if appropriate, Second and Third Reading of the "Birch Hills County Land Use Bylaw" at the September 26, 2019 Regular Council Meeting. | Shawna and Lucy | | ONGOING |
| **RC19-219** | that Council provide third and final reading to Birch Hills County Bylaw 2019-07, the "Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw". | Hermann | Arrange G5 CEO's & CAO's signatures as Bylaws adopted | ONGOING |
| **RC19-220** | that Council direct Administration to update the County's website with a copy of 2019-07, the "Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw". | Shawna | Bylaw on Webpage | COMPLETED |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| **RC19-221** | that Council appoint Director of Corporate Services Shelley Braun as a Clerk for the Intermunicipal Subdivision and Development Appeal Board. | Hermann | Advise G5 partners | COMPLETED |
| **RC19-222** | that Council appoint Ms. Cindy Trudel and Mr. Herb Pfau as Members to the Intermunicipal Subdivision and Development Appeal Board for a term of office that will expire on December 31, 2021. | Hermann<br><br>Shelley | Advise G5 partners<br><br>Notify Members | COMPLETED<br><br>INCOMPLETE |
| **RC19-224** | that Council provide 3rd reading to Bylaw 2019-03, a Road Closure Bylaw to close for disposal to public travel all that portion of road allowance described as such;<br>*Plan 2001MC*<br>*Block 2*<br>*All of Lane lying west and south of Lot 1.* | Shawna | Bylaw posted to County's Webpage. | COMPLETED |
| **RC19-226** | that Council direct Administration to make the appropriate arrangements for a Public Hearing for Bylaw No. 2019-08, the Intermunicipal Development Plan (IDP) Bylaw, and if appropriate, Second and Third Reading of the IDP Bylaw" at the August 15, 2019 Regular Council Meeting. | Hermann | Advertised Week of July 30 in Signal and in BHC part of Signal for week of August 6 | On Agenda |
| **RC19-227** | that Council direct Administration to make the appropriate arrangements for Brian Austrom or Liz Armitage of Vicinia Planning & Engagement Inc. to appear as a delegation to the September 26, 2019 | Hermann/Shawna | | |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | Regular Council Meeting and brief Council on the ICF Bylaw, and to schedule 1st, 2nd, and 3rd Reading of the Bylaw at this meeting. | | | |
| **RC19-229** | that Council direct Administration to work with the Province of Alberta to forgive taxes to qualifying companies with shallow gas pipelines in Birch Hills County provided that the full cost of such relief is paid for by the Province. | Shelley & Lucy | As directed | Awaiting for info from Province |
| **RC19-230** | that Council approve the provision of a Grant of $125.00 to the Birch Hills County Fire Department from Council Expense Account 2-11-10-00-735, Grants to Individual & Organization to cover July 20, 2019 Eaglesham Hall rental costs for the Barrels and Buckles fundraiser event, provided that the facilities and equipment are returned in good repair and to an acceptable standard of cleanliness that will be inspected and approved by the County's representatives. | Hermann<br><br>Lisa<br><br><br><br><br>Shelley | Advise Fire Dept<br><br>Confirm with cleaners that Hall returned in acceptable condition<br><br>Arrange for accounting action | COMPLETED<br><br>COMPLETED<br><br><br><br><br>COMPLETED |
| **RC19-231** | that Council Authorize Birch Hills County to enter into a five year agreement with the County of Grande Prairie for the County of Grande Prairie to provide snow removal and gravel road maintenance on a cost recoverable basis for 1.6 km on Twp Roads 750 and 752 from Sec Highway 733 and RR 32. | Hermann | Arrange for signing of agreement | COMPLETED |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| **RC19-232** | that Council accept the draft IDP and ICF documents prepared for Birch Hills County and the County of Grande Prairie as presented and authorize Administration to coordinate with the County of Grande Prairie Staff and the Birch Hills County Intermunicipal Committee a date and time in mid to late August for a Joint Open House to be held in Teepee Creek regarding these documents. | Hermann | Arrange for date for Open House | Open House scheduled for August 27, 2019 |
| **RC19-233** | that Council set the Terms and Conditions of the 2019 Tax Sale, scheduled for October 7, 2019, to be a 10% down, payment payable on the day of the sale and the remaining balance to be paid within 10 days. | Lucy | Include terms for sale with sale advertisement and notices. | |
| **RC19-235** | that Council approve amendments to Birch Hills County Policy 37-01-16, the Drainage Works and Culverts Policy, as presented and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw. | Shawna | Update website and provide notice as required | COMPLETED |
| **RC19-237** | that Council approve the changes to the Birch Hills County Policy 63-04-19 - Veterinary Services Incorporated (V.S.I.) as presented and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw. | Shawna | Update website, policy binder and shared directory and provide notice as required | COMPLETED |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| **RC19-238** | that Council rescind Birch Hills County Policy Veterinary Services Insurance Policy #5 originally adopted on November 12, 1985 and any amendments here onto. | Shawna | Remove Policy 5 from website, policy binder and shared directory | COMPLETED |
| **RC19-239** | that Council approve the changes to the Birch Hills County Policy 63-05-19 - Roadside Spraying as presented and direct Administration to provide notice of these changes in accordance with the requirements of the Procedures Bylaw 2014-06. | Shawna | Update website, policy binder and shared directory and provide notice as required | COMPLETED |
| **RC19-240** | that Council rescind Birch Hills County Roadside Spraying Policy originally adopted on March 9, 2011 and any amendments here onto. | Shawna | Remove Policy from website, policy binder and shared directory | COMPLETED |
| **RC19-241** | that Council approve the changes to the Birch Hills County Policy 63-06-19 - Brushing Policy as presented and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw. | Shawna | Update website, policy binder and shared directory and provide notice as required | COMPLETED |
| **RC19-242** | that Council rescind Birch Hills County Brushing Policy originally adopted on April 13, 2011 and any amendments here onto. | Shawna | Remove Policy 5 from website, policy binder and shared directory | COMPLETED |
| **RC19-243** | that Council approve the changes to the Birch Hills County Policy 63-07-19 - *Fusarium Graminearum* | Shawna | Update website, policy binder and | COMPLETED |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | Testing, as presented and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw. | | shared directory and provide notice as required | |
| **RC19-244** | that Council rescind Birch Hills County *Fusarium Graminearum* Testing Policy originally adopted on March 9, 2011 and any amendments here onto. | Shawna | Remove Policy 5 from website, policy binder and shared directory | COMPLETED |
| **RC19-249** | that Council direct Administration to write a letter for Reeve Manzulenko to sign thanking the County of Lac Ste. Anne for their letter and to decline their invitation to join them in helping our MLA's understand rural Alberta's position. | Hermann | Letter sent July 23, 2019 | COMPLETED |
| **RC19-252** | that Council direct Administration to:<br>1. offer to sell up to 35,000 tonne of the reject gravel material from the County's Watino Pit to Mr. Ron Tardif for $2.50 per tonne based on Mr. Tardif being responsible for loading the material and providing acceptable evidence to the County of the quantity of material removed;<br>2. offer to sell the balance or a portion of the balance of the 35,000 tonne of reject gravel to the Shady Lane Colony at $2.50 per tonne based on Shady Lane Colony being responsible for loading the | Hermann | 35,000 tonne offered to Mr. Tardiff, to confirm by July 22nd. | DECLINED<br>Awaiting Response |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | material and providing acceptable evidence to the County of the quantity of material removed; and<br><br>3. advertise and sell the balance of the 35,000 tonne of reject gravel;<br><br>and that the terms and conditions related to and resulting sales agreements be left to the CAO's discretion except that transactions must be concluded by the end of day, December 31, 2019. | | | |
| **RC19-254** | that Council authorize a onetime increase of $100,000 to the 2019 Road Maintenance Budget with $80,000 to be allocated to expense code 2-32-30-00-534 Road and Gravel and $20,000 allocated to expense code 2-32-30-00-249 Road Repair Maintenance, with funding, if required at year end, to be taken from 6-00-00-00-711, the Rate Stabilization Reserve. | Shelley | Update Budget | COMPLETE |

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular Council Meeting | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | August 15, 2019 | **CAO:** | |
| **Originated By**: | Hermann Minderlein | **Manager:** | |
| **Item Title:** | Bylaw No. 2019-08, the "IDP Bylaw" | **Presenter:** | CAO Minderlein |

**DESCRIPTION:**

Council is being presented with Bylaw No. 2019-08, the "IDP Bylaw" for second and third reading.

**BACKGROUND / PROPOSAL:**

Bylaw 2019-08 was prepared for Birch Hills County and the MD of Smoky River No. 130 by Liz Armitage and Brian Austrom of Vicinia Planning & Engagement Inc.

The Draft Plan was previously distributed to Council for review and input and was presented at a public presentation to residents of both municipalities in Watino on June 20, 2019.

Birch Hills County provided first reading of the Bylaw on July 11, 2019. A Public Hearing regarding the Bylaw would have been held earlier at this meeting.

Smoky River will have had first reading of their IDP Bylaw on August 14 and Public Hearing/2nd/3rd on September 11. Brian will be there in-person for their Public Hearing.

The Intermunicipal Collaboration Framework (ICF) Bylaw cannot be approved until AFTER both municipalities pass third reading of the IDP. A Public Hearing is not required for the ICF Bylaw.

Smoky River will hold first reading of their ICF Bylaw on September 11 with Brian available in-person. Second and third reading of the bylaw is scheduled for October 9th.

Birch Hills County has opted for all three readings of the ICF Bylaw on September 26, with Brian or Liz on the phone.

With regard to the IDP Bylaw, Administration would like to suggest that Council consider amending the title of the bylaw from:

"INTERMUNICIPAL DEVELOPMENT PLAN BYLAW"

To

"MUNICIPAL DISTRICT OF SMOKY RIVER NO. 130
INTERMUNICIPAL DEVELOPMENT PLAN BYLAW"

Administration also wishes to suggest to Council that consideration be given to amending section 1. of Bylaw No. 2019-08 from:

> "This Bylaw may be cited as the "IDP Bylaw""

To

> This Bylaw may be cited as the "MD of Smoky River IDP Bylaw"

The purpose for the above amendments would be to differentiate this Bylaw from other IDP Bylaws that will be developed and presented to Council.

Council is also being advised of the following change that was required in Schedule A:

Section N 4) c) located on Page 11 previously read:

> "The Committee shall consist of two members, being one Councillor from each Municipality"

Was changed to:

> "The Committee shall consist of four members, being two Councillors from each Municipality"

**DISCUSSION / BENEFITS / DISDVANTAGES:**

The following is the time frames for IDP and ICF Bylaws with the MD of Smoky River;

| | |
|---|---|
| July 11, 2019 | First Reading of the IDB Bylaw was provided by Council; |
| Jul 30 – Aug 13, 2019 | The August 15, 2019 public hearing, as well as second and third reading, related to the IDP Bylaw was advertised in newspaper; |
| August 15, 2019 | Brian Austrom of Vicinia Planning & Engagement Inc attends Birch Hills County Public Hearing re IDP via phone; and<br><br>Birch Hills County to provides 2nd and 3rd reading to IDP Bylaw; |
| September 26, 2019 | Brian Austrom or Liz Armitage of Vicinia Planning & Engagement Inc appear as delegation to Council Meeting and brief Council on the ICF; and<br><br>Council provides 1st, 2nd, and 3rd Third Reading to the ICF Bylaw. |

## COST / SOURCE OF FUNDING:

Costs for MD of Smoky River/Birch Hills County IDP & ICF covered by grant obtained by MD. Birch Hills County did pay for the 1/8 page advertisement in the July 29 issue of the Central Peace Signal as there was insufficient space on the County's page. The cost for this was $107.50 including GST.

## RELEVANT LEGISLATION (Cite):

Section 631 of the Municipal Government Act provides for two or more municipalities to jointly prepare an Intermunicipal Development Plan for an area of common interest or concern.

In accordance with MGA, Section 692(1)(e) - before giving second reading to a proposed planning bylaw, a council must hold a public hearing with respect to the proposed planning bylaw in accordance with section 230 after giving notice of it in accordance with MGA, Section 606 - the bylaw is required to be advertised for two consecutive weeks before second reading takes place.

The Public Hearing related to this Bylaw was advertised as required and should have been held earlier at this meeting.

## ATTACHMENT(s):

Bylaw No. 2019-08 including Schedule A - Intermunicipal Development Plan, Birch Hills County / Municipal District of Smoky River No. 130

## OPTIONS:

Council May choose to:

1. Provide second reading to Bylaw No. 2019-08, the MD of Smoky River IDP Bylaw;

2. Amend Bylaw No. 2019-08, the Intermunicipal Development Plan (IDP) by changing the title of the bylaw from "INTERMUNICIPAL DEVELOPMENT PLAN BYLAW" To "MUNICIPAL DISTRICT OF SMOKY RIVER NO. 130 INTERMUNICIPAL DEVELOPMENT PLAN BYLAW ";

3. Amend Bylaw No. 2019-08, the Intermunicipal Development Plan (IDP) by changing Section 1 from "This Bylaw may be cited as the "IDP Bylaw"" to "This Bylaw may be cited as the "MD of Smoky River IDP Bylaw"";

4. Amend Bylaw No. 2019-08, the MD of Smoky River IDP Bylaw by changing Schedule A Section N 4) c) from "The Committee shall consist of two members, being one Councillor from each Municipality" to "The Committee shall consist of four members, being two Councillors from each Municipality";

5. Provide third reading to Bylaw No. 2019-08, the MD of Smoky River IDP Bylaw; or

6. Receive this item for information and direct Administration to bring the bylaw back at a future Council meeting if there are additional changes that are deemed necessary prior to proceeding second reading.

**RECOMMENDED ACTION:**

It is Administrations recommendation that Council

1. Provide second reading to Bylaw No. 2019-08, the MD of Smoky River IDP Bylaw;

2. Amend Bylaw No. 2019-08, the Intermunicipal Development Plan (IDP) by changing the title of the bylaw from “INTERMUNICIPAL DEVELOPMENT PLAN BYLAW" To “MUNICIPAL DISTRICT OF SMOKY RIVER NO. 130 INTERMUNICIPAL DEVELOPMENT PLAN BYLAW ";

3. Amend Bylaw No. 2019-08, the Intermunicipal Development Plan (IDP) by changing Section 1 from “This Bylaw may be cited as the “IDP Bylaw"” to “This Bylaw may be cited as the “MD of Smoky River IDP Bylaw"”;

4. Amend Bylaw No. 2019-08, the MD of Smoky River IDP Bylaw by changing Schedule A Section N 4) c) from “The Committee shall consist of two members, being one Councillor from each Municipality” to “The Committee shall consist of four members, being two Councillors from each Municipality”;

5. Provide third reading to Bylaw No. 2019-08, the MD of Smoky River IDP Bylaw.

# BYLAW NO. 2019-08

## MUNICIPAL DISTRICT OF SMOKY RIVER NO. 130
## INTERMUNICIPAL DEVELOPMENT PLAN BYLAW

**PURPOSE:** Being a Bylaw of Birch Hills County in the Province of Alberta, to adopt an Intermunicipal Development Plan.

**WHEREAS** A Bylaw of Birch Hills County, in the Province of Alberta, for the purpose of adopting the Intermunicipal Development Plan of Birch Hills County and the Municipal District of Smoky River No. 130, pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto.

**WHERAS** The Councils of the Birch Hills County and the Municipal District of Smoky River No. 130 have recognized the need to cooperate in the planning of future land use and development along the shared common municipal boundary;

**AND WHEREAS** Section 631 of the Municipal Government Act provides for two or more municipalities to jointly prepare an Intermunicipal Development Plan for an area of common interest or concern.

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

1. This Bylaw may be cited as the “MD of Smoky River IDP Bylaw ".

2. The Intermunicipal Development Plan of Birch Hills County and the Municipal District of Smoky River No. 130, attached to this bylaw as Schedule "A", is hereby adopted.

3. This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act, as amended.

4. This Bylaw shall come into effect on the date of the third and final reading.

READ a first time this 11th day of July, 2019

READ a second time this 15th day of August, 2019

As presented for 2nd reading

READ a third time this 15th day of August, 2019

Signed this 15th day of August, 2019

*Original to be signed*
Reeve
Gerald Manzulenko

*Original to be signed*
Chief Administrative Officer
Hermann Minderlein

As presented for 2nd reading

## Schedule “A”

# Intermunicipal Development Plan

## Birch Hills County / Municipal District of Smoky River No. 130

As presented for 2nd reading

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As presented for 2nd reading

## A. INTRODUCTION

1) The Birch Hills County (Birch Hills) and Municipal District of Smoky River No. 130 (Smoky River) have agreed to undertake the process for preparing and adopting an Intermunicipal Development Plan (IDP).

2) The Municipalities recognize that all municipalities are equals and have the right to growth and development.

3) The purpose of the IDP is to accomplish the following within the Plan Area:

   a) Ensure orderly development.

   b) Establish a framework for attracting economic opportunities;

   c) Improve opportunities to secure a long-term economic base for the region;

   d) Ensure the municipalities are development ready and future oriented in their efforts to attract economic activity;

   e) Ensure that the municipalities are developed in a manner that is equitable and fair to the residents of the municipalities; and

   f) To identify areas for Municipal District growth and development.

## B. MUNICIPAL PROFILES

**Birch Hills County**

Birch Hills County covers an area of approximately 290,597hectares (718,080 acres), with a population of 1,553. Birch Hills County also contains the five hamlets, including Eaglesham, Peoria, Tangent, Wanham, Watino. Birch Hills County is bordered by seven rural municipalities. The economy of Birch Hills County has traditionally centered on agriculture, oil and gas developments, and recreation developments.

**Municipal District of Smoky River No. 130**

Municipal District of Smoky River No. 130 covers an area of approximately 288,279 hectares (712,353 acres), with a population of 2,023 (Federal Census, 2016). The Municipal District surrounds four urban municipalities – the towns of Falher and McLennan and the Villages of Donnelly and Girouxville. The Municipal District also contains the Hamlets of Guy and Jean Cote, and is bordered by four rural municipalities. The economy of Municipal District of Smoky River No. 130 has traditionally centered on agriculture, with some oil and gas developments, and recreation developments around the lakes.

As presented for 2nd reading

## C. LEGISLATIVE REQUIREMENTS

1) The MGA identifies the following as matters to be addressed for lands within the boundary of the IDP:

   a) Future land use;

   b) Proposals for and the manner of future development;

   c) Conflict resolution procedures;

   d) Procedures to amend or repeal the plan; and

   e) Provisions relating to the administration of the plan.

## D. PLAN AREA

1) The Intermunicipal Development Plan Area (the Plan Area) is a 1.6 kilometer (1 mile) boundary on either side of the intermunicipal border that separates the County and the Municipal District as shown on Map 1 in Section Q.

2) Both municipalities acknowledge that a significant amount of land in the Plan Area is Crown Land under the jurisdiction of the Provincial Government.

## E. GOALS

1) The following are goals that have been identified by the Municipalities for the Plan Area. Some of the goals are of an on-going nature while some may be seen as more time specific.

   a) Development of land use policies to protect prime agricultural lands from premature re-designation, subdivision, and non-farm development.

   b) Effective coordination of transportation systems and protection of required land for future road network developments.

   c) Development of land use policies to ensure that future sites for recreation areas are considered.

   d) Development of a plan for the provision of utility corridors within the Plan Area to provide for future growth and development within the IDP area and to ensure oil and gas development/pipelines do not inhibit or restrict the future development of the region.

   e) Development of a plan for the provision of future broadband and water lines in the Plan Area to provide for future growth and development within the IDP area.

As presented for 2nd reading

f) Identification and protection of physical features and environmentally sensitive areas.

g) Effective referral mechanisms and dispute resolution mechanisms.

h) Effective plan administration and implementation.

## F. FUTURE GROWTH & ECONOMIC DEVELOPMENT

1) The municipalities have agreed to work together to promote and support economic development that benefits both municipalities.

2) The municipalities shall continue to encourage agricultural activity as the primary economic driver in the local area.

## G. LAND USE POLICIES

1) Birch Hills County and the Municipal District of Smoky River No. 130 agree that the long term land use planning concept for the Plan Area is consistent with the future land use designations depicted on Map 1. For up-to-date Land Use Designations please see the respective Land Use Bylaws.

   a) The predominate land use shall remain Agricultural (A) as permitted by the Birch Hills County and Agricultural (A) as permitted by the Municipal District of Smoky River No. 130's Land Use Bylaws as outlined on Map 1.

   b) First Parcel out farmstead / residential development may be allowed throughout the Plan Area in accordance with the respective requirements of the Municipal District's Municipal Development Plan and Land Use Bylaw.

   a) No amendments to this IDP are required for land use bylaw amendments or first parcel out farmstead/residential developments which meet the criteria of Section G(1)(a) and Section G(1)(b), that both municipalities agree are consistent with the provisions contained within the IDP, as amended from time to time.

2) Both Municipalities shall strive to engage in effective dialogue when considering land use in the Plan Area, while maintaining complete jurisdiction on lands within their own boundaries.

3) All subdivision applications, Land Use Bylaw redesignations, and Area Structure Plans within the Plan Area will be referred to the other Municipality for comment. All development permit applications approved by the either Municipality's Development Authority shall be in accordance with the provisions of this Plan. Any disputes shall be dealt with through the procedure outlined within Section O of this document.

As presented for 2nd reading

4) All new or expanding Confined Feeding Operations within the Plan Area requiring registrations or approvals and manure storage facilities requiring authorization under the Agricultural Operations Practices Act shall be referred to the other Municipality for comment.

5) Both Municipalities agree to jointly discuss ways to cooperate with provincial and federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.

6) Both Municipalities shall support watershed management and protection best practices.

7) The Municipalities agree that development of lands that are within the Plan Area may contain a historically significant site. Should an area be deemed to have some historical significance, the developer may be required to conduct a Historical Resource Impact Assessment (HRIA) and should contact the appropriate Provincial Government Department regarding the development.

8) The following land use provisions will apply to all new agricultural development within the Plan Area:

   a) Both Municipalities agree that agriculture and grazing will continue to be the primary use of land in the Plan Area, and non-agricultural uses should be considered only in such areas where they will not negatively impact agriculture and grazing.

   b) Both Municipalities will work cooperatively to encourage good neighbour farming practices, such as dust, weed and insect control adjacent to developed areas, through best management practices and Alberta Agricultural guidelines.

   c) Both municipalities will endeavour to limit and where possible reduce the spread of noxious weeds and pests.

   d) If disputes or complaints in either Municipality arise between ratepayers and agricultural operators, the Municipality receiving the complaint shall strive to direct the affected parties to the appropriate agency, government department or Municipality for consultation or resolution wherever necessary.

9) The following land use provisions will apply to all new recreation development within the Plan Area:

   a) The Municipalities may collaborate to develop existing informal recreational areas or create new recreational opportunities related to camping, fishing, boat launches, and historic trail.

   b) In accordance with the Intermunicipal Collaboration Framework, prior to any joint municipal recreation developments proceeding the Municipalities will enter into a cost sharing agreement to share the costs associated with the proposed development based on the prorated benefit to each Municipality.

As presented for 2nd reading

10) All appeals of developments and subdivisions within the Plan Area will be considered by the governing Municipality's Subdivision and Development Appeal Board, excepting those where there is a Provincial requirement for the appeal to be referred to the Municipal Government Board.

11) All development permit applications approved by the Municipality's Development Authority shall be in accordance with the respective Municipal Development Plan and Land Use Bylaw and applicable Area Structure Plans. Any disputes shall be dealt with through the procedure outlined within Section O of this document.

12) Buffers or similar mechanisms to mitigate potential conflict between non-compatible uses shall be required by the Municipal District where appropriate.

13) Existing developments that were approved through a subdivision or development process prior to the approval of this Intermunicipal Development Plan shall remain in place.

14) An Area Structure Plan will be required for any multi-lot subdivisions in the Plan Area. Multi-lot subdivisions shall be considered to be any subdivision which will create four or more lots in addition to the remnant parcel, on a quarter section, excluding quarter sections containing both a farmstead/undeveloped country residential site and fragmented parcel.

15) Multi-lot subdivisions located within 1.6km of the centre line of a provincial highway must be developed in accordance with Section 14, 15 and 16 of the Subdivision and Development Regulations. As such, Area Structure Plans may be required by Alberta Transportation for multi-lot subdivisions within this area.

16) All Municipal Development Plan amendments, subdivision applications, Land Use Bylaw amendments, and Area Structure Plans within the Plan Area will be referred to the other municipality for comment. All development permit applications approved by the Municipal District Development Authority shall be in accordance with the provisions of this Plan. Any disputes shall be dealt with through the procedure outlined within Section O of this document.

17) In considering subdivision and development permit applications in the Plan Area, the respective Municipality Subdivision and Development Authorities will ensure the proposed project is compatible with the adjacent uses and conforms to the intent of Map 1 and the land use policies contained herein.

18) Within the Plan Area, Environmental Reserve shall be dedicated when lands along water bodies and water courses are subdivided in accordance with the appropriate Environmental Impact Assessment or alternate study prepared by a qualified professional.

19) All future Area Structure Plans should contemplate:

    a) Environmental Reserve locations along water bodies and water courses

    b) Municipal Reserve locations to ensure future provision of schools and community amenities.

As presented for 2nd reading

c) Requirements as outlined by Alberta Transportation including, but not limited to:

i) Impacts on the transportation system.
ii) Pedestrian accommodation.
iii) Access management requirements for the provincial highways.
iv) Future road right-of-way requirements.

20) Essential public and private utilities services may be allowed throughout the Plan Area to provide the desired level of service in the Plan Area. An Area Structure Plan is not required for the development of essential public service or private utility services.

## H. ENVIRONMENTAL MATTERS

1) All agricultural operators and other users are encouraged to continue best efforts to maintain high standards of water quality.

2) Land use and development in flood prone areas are generally discouraged, but where it is considered by the host municipality, it shall be carefully regulated such that there is no negative effect on the adjacent municipality.

3) Landowners and residents are encouraged to follow water conservation practices, as established by their respective municipality.

4) Both municipalities will endeavour to protect tributaries that flow through the Plan Area.

5) Both municipalities will endeavour to ensure all sources of potable water supplies within their respective jurisdictions are protected and meet provincial guidelines for water quality.

6) Development of lands within the Plan Area may impact environmentally significant sites. Development in these areas may be required to:

a) conduct an environmental impact assessment (EIA); and,

b) contact Alberta Environment and Parks regarding the development.

7) Development setbacks from waterbodies and watercourses shall be enforced as per each municipalities Land Use Bylaw and applicable policies.

As presented for 2nd reading

## I. INFRASTRUCTURE SERVICES

1) The Municipalities agree to work together to support the development of municipal infrastructure, including but not limited to, broadband, water and wastewater required to service future developments within the Plan Area.

2) In accordance with the Intermunicipal Collaboration Framework, prior to any joint municipal infrastructure developments proceeding the Municipalities will enter into a cost sharing agreement to share the costs associated with the proposed development based on the prorated benefit to each Municipality.

## J. TRANSPORTATION SYSTEMS

1) The Municipalities will work together to ensure an efficient transportation network is developed and maintained to service the residents and businesses within the IDP area.

2) The Municipalities will work together with the Province to develop a plan for the upgrading of the Old High Prairie Road bridge / Alder Ridge bridge.

3) When subdivisions are approved in the Plan Area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.

4) Each Municipality shall be notified of any subdivision or development proposal in the other Municipality that will result in access being required from a road under its control or management.

5) Prior to subdivision and/or development Alberta Transportation may require the preparation of an Area Structure Plan and/or Traffic Impact Assessment for developments located 1.6 km of the centre line of a highway and within the Plan Area.

## K. RESOURCE DEVELOPMENT & UTILITY CORRIDORS

1) The municipalities will work with representatives from industry including, but not limited to oil and gas and telecommunication industries to promote resource infrastructure development which does not negatively impact existing and/or future development within the Plan Area.

2) Both municipalities agree to refer all oil and gas infrastructure and telecommunication infrastructure related applications in the Plan Area to the neighbouring municipality for review and comment.

3) The municipalities support the development or broadband and communications infrastructure in the Plan Area and region. As such, the municipalities will work collaboratively to promote and encourage broadband and communications infrastructure.

As presented for 2nd reading

## L. INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

1) All appeals of developments and subdivisions within the Plan Area will be considered by the Birch Hills County or Municipal District of Smoky River No. 130 Subdivision and Development Appeal Board.

## M. COMMUNICATION AND REFERRAL PROCESS

1) The Municipalities agree to refer the following planning proposals within the Plan Area as per the following chart:

| Planning Proposal Type | Maximum Response Period |
|---|---|
| a) Municipal Development Plans and Municipal Development Plan amendments | 21 days |
| b) Area Structure Plans, Area Redevelopment Plans and amendments | 21 days |
| c) Land Use Redesignations | 21 days |
| d) Subdivisions | 21 days |
| e) Road Access/Use | 14 days |

2) The response period indicated in Section M(1), may be extended upon written notice from the responding municipality.

3) Notwithstanding Section M(1), either municipality may elect to circulate additional items to the neighbouring municipality for comment.

4) The Municipalities shall offer comments from the perspective of specific implications that have a high likelihood of impacting their own efforts around land use planning and provisions of municipal services and infrastructure. General observations on issues that have no bearing on the planning or service delivery efforts of the other Municipality shall be avoided.

5) Both municipalities shall strive, to the best of their ability and knowledge, to refer all notices of government projects within the Plan Area to the other municipality.

6) Within the Plan Area, both municipalities are encouraged to share with the other the results of all publicly available technical analysis, submitted as part of development applications.

As presented for 2nd reading

## N. PLAN ADMINISTRATION AND IMPLEMENTATION

1) Adoption Process:

   a) This IDP and any amendments shall be adopted by bylaw by the Municipalities in accordance with the Municipal Government Act, R.S.A., c M-26, as amended.

   b) Any amendments to the Municipal Development Plans and Land Use Bylaws of the Municipalities required to implement the policies of the Intermunicipal Development Plan should occur as soon as practical following adoption of this IDP.

2) Approving Authorities:

   a) In the hierarchy of statutory plans, the Intermunicipal Development Plan shall take precedence over the other municipal statutory plans.

   b) Each Municipality shall be responsible for the administration and decisions on all statutory plans, land use bylaws, and amendments thereto within their boundaries.

3) Plan Amendments & Repeal:

   a) An amendment to this Plan may be proposed by either municipality. An amendment to the Plan proposed by a landowner shall be made to the municipality in which the subject land is located.

   b) An amendment to this Plan has no effect unless adopted by both municipalities by bylaw in accordance with the Municipal Government Act, R.S.A., c M-26, as amended.

   c) In the event that either the Birch Hills County or the Municipal District of Smoky River No. 130 determines this Plan is no longer acceptable, either municipality may initiate the process to repeal this Plan. The following shall be followed to repeal the Plan:

      i) Either municipality may give the other municipality written notice of its intention to repeal the plan.
      ii) Within thirty days of the written notice, an Intermunicipal Committee meeting shall be convened.
      iii) Following the Intermunicipal Committee meeting, the municipality initiating the repeal procedure may either withdraw its intention to repeal the Plan by giving written notice to the other municipality or proceed to consider a bylaw in accordance with the Municipal Government Act to repeal the plan.
      iv) Once one municipality has passed a bylaw to repeal the Plan the other municipality shall also proceed to pass a bylaw repealing the plan.

   d) In accordance with the Municipal Government Act, should this Plan be repealed, the Municipal Districts shall initiate the development of a subsequent Intermunicipal Development Plan.

As presented for 2nd reading

4) Intermunicipal Cooperation

a) The Municipalities agree to create a recommending body known as the Intermunicipal Committee (hereinafter referred to as the Committee).

b) The Committee will meet on an as required basis and will develop recommendations to the Municipalities Councils on all matters of strategic direction and cooperation affecting residents, except matters where other current operating structures and mechanisms are operating successfully. The topics to be discussed will include:

i) Long-term strategic growth plans for the Municipalities as may be reflected in the Intermunicipal Development Plan, Municipal Development Plans, Area Structure Plans and other strategic studies.

ii) Intermunicipal and regional transportation issues including the Transportation and Utility Corridors and truck routes.

iii) Prompt circulation of major land use, subdivision and development proposals in either municipality which may impact the other municipality; and

iv) The discussion of intermunicipal or multi-jurisdictional issues in lieu of a regional planning system.

c) The Committee shall consist of four members, being two Councillors from each Municipality.

d) The Chief Administrative Officers, or designate(s), will be advisory staff to the Committee, responsible to develop agendas and recommendations on all matters, and for forwarding all recommendations from the Committee to their respective Councils.

5) Plan Review

a) Annually, the Municipalities CAOs, or designates shall determine the advisability of any amendments to the Plan. If an amendment is deemed necessary by both municipalities then the results of the review shall be presented to the Committee; within one month of the anniversary of the adoption of this Plan. The Committee shall determine if any amendments are to be proceeded with and direct municipal administration to commence with a public plan amendment process. If the Committee does not agree that a particular amendment shall proceed then neither municipality shall proceed with that amendment.

b) Once every five years, commencing no later than 2024, the IDP will be formally reviewed by the Committee in conjunction with the Intermunicipal Collaboration Framework in order to confirm or recommend amendment of any particular policy contained herein. The Committee will prepare recommendations for consideration by the municipal councils.

As presented for 2nd reading

## O. DISPUTE RESOLUTION

1) The Municipalities agree that the following process shall be used to resolve or attempt to resolve disputes between the Municipalities arising from the following:

   a) Lack of agreement on proposed amendments to the Plan;

   b) Lack of agreement on any proposed statutory plan, land use bylaw or amendment thereto for lands located within or affecting the Plan Area; or

   c) Lack of agreement on an interpretation of this plan.

2) Lack of agreement pursuant to Section O(1)(a) or (b) is defined as a statutory plan, land use bylaw or amendment to either which is given first reading by a Council which the other Council deems to be inconsistent with the policies of this Plan or detrimental to their planning interests as a municipality.

3) A dispute shall be limited to the decisions on the matters listed in Section O(1). Any other appeal shall be made to the appropriate approving authority or appeal board that deals with that issue.

4) The dispute resolution process may only be initiated by either Municipalities Councils.

5) Identification of a dispute and the desire to go through the dispute resolution process may occur at any time regarding a Section O(1)(c) dispute matter and may only occur within 30 calendar days of a decision made pursuant to Section P(2). Once either municipality has received written notice of a dispute, the dispute resolution process must be started within 15 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.

6) In the event that the dispute resolution process is initiated, the municipality having authority over the matter shall not give any further approval in any way until the dispute has been resolved or the mediation process has been concluded.

7) In the event that mediation does not resolve the dispute, the Municipality may proceed to adopt the bylaw and, in accordance with the Municipal Government Act, the other municipality will have the right to appeal to the Municipal Government Board.

8) The Intermunicipal Committee will be the forum used in relation to any disputes.

As presented for 2nd reading

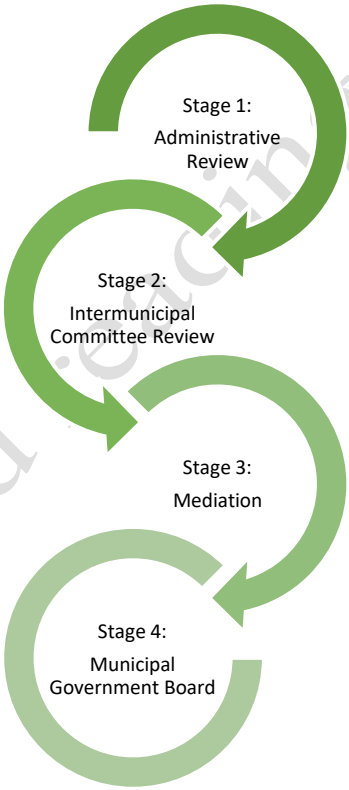
**Dispute Resolution Process**

Stage 1 Administrative Review - The Chief Administrative Officers of both municipalities will meet in an attempt to resolve the issue first. Failing resolution, the dispute will then be referred to the Intermunicipal Committee. In the event that a resolution is not achieved by the 30th day following the first meeting of the Chief Administrative Officer of both Municipalities, either municipality may refer the dispute to the Intermunicipal Committee.

Stage 2 Intermunicipal Committee Review – The Committee will convene to consider and attempt to resolve the dispute. In the event that a resolution is not achieved by the 30th day following the first meeting of the Intermunicipal Committee, either municipality may refer the dispute to mediation.

Stage 3 Mediation – The services of an independent mediator will be retained, with the mediator to present a written recommendation to both Councils. The costs of mediation shall be shared equally between the Municipalities.

Stage 4 Municipal Government Board – In the event that the mediation process does not resolve the dispute, the Municipality may proceed to adopt the bylaw and, in accordance with the Municipal Government Act, the other municipality will have the right to appeal to the Municipal Government Board.




As presented for 2nd reading

## P. CORRESPONDENCE

1) Written notice under this Plan shall be addressed as follows:

   a. In the case of the Municipal District of Smoky River No. 130 to:

      **Municipal District of Smoky River No. 130**
      **c/o Chief Administrative Officer**
      **PO Box 210**
      **Falher, Alberta T0H 1M0**

   b. In the case of Birch Hills County to:

      **Birch Hills County**
      **c/o Chief Administrative Officer**
      **PO Box 157**
      **Wanham, AB T0H 3P0**

2) In addition to Section P(1), notices may be sent by electronic mail to the Chief Administrative Officer.

IN WITNESS WHEREOF the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties as of the first day above written.

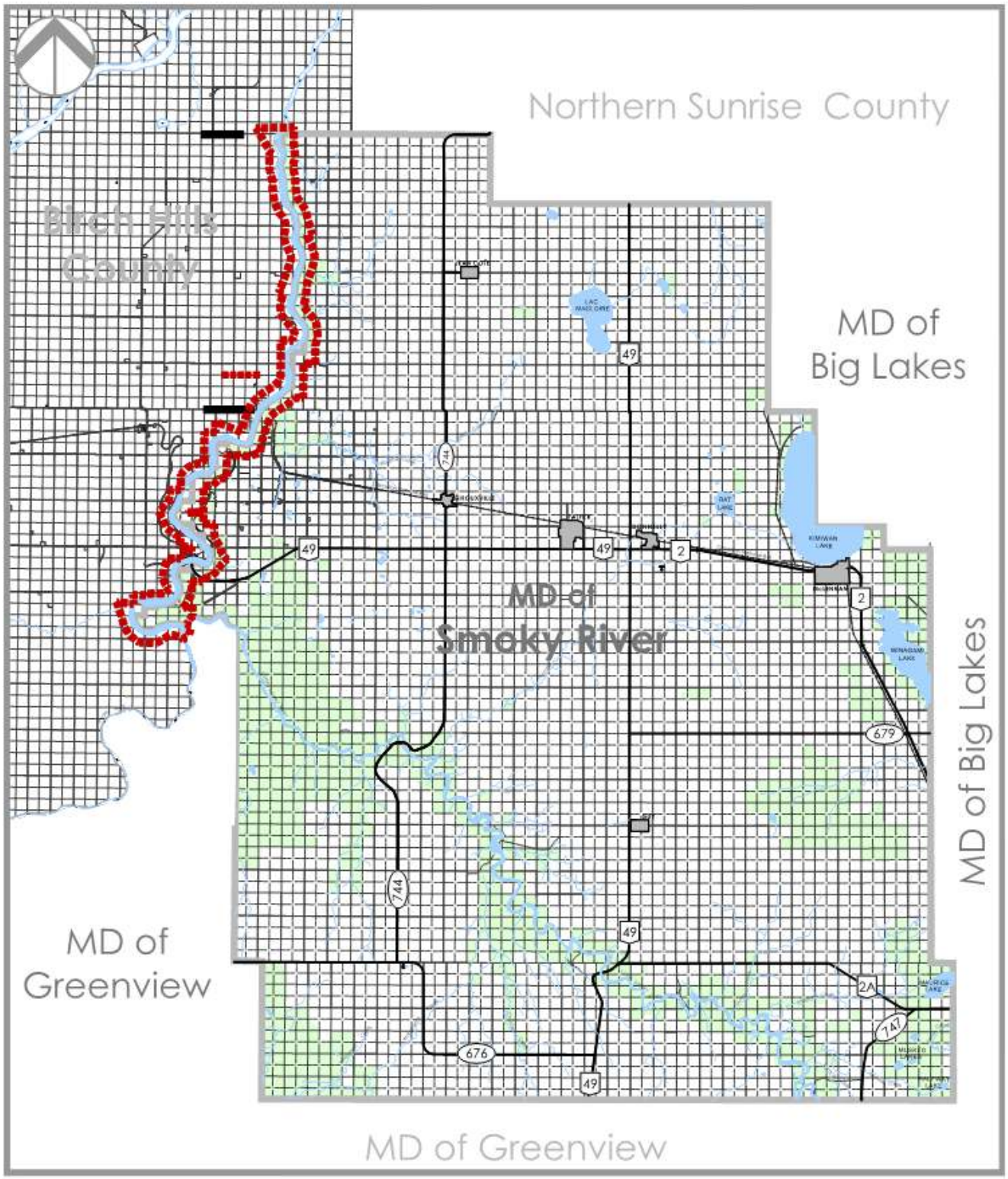
| | |
|---|---|
| MUNICIPAL DISTRICT OF SMOKY RIVER NO. 130 | BIRCH HILLS COUNTY |
| _____ | _____ |
| Reeve | Reeve |
| _____ | _____ |
| Chief Administrative Officer | Chief Administrative Officer |
| Bylaw No. 19-915 | Bylaw No. 2019-08 |

As presented for 2nd reading

## Q. MAPS

Map 1: Plan Area Boundaries & Land Use Concept (for up-to-date Land Use Designations please see the respective Municipalities Land Use Bylaw)

As presented for 2nd reading




wsp

Legend
- Intermunicipal Development Plan Area
- Crown Land
- Water Bodies

MD of Smoky River & Birch Hills County Intermunicipal Development Plan
Map 1: Plan Area & Land Use Concept

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Regular Council Meeting | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | August 15, 2019 | **CAO:** |
| **Originated By:** | Shawna Schwerdt L.O./E.A. | **Manager:** |
| **Item Title:** | Appointment of Central Peace Regional Intermunicipal Subdivision and Development Appeal Board | **Presenter:** CAO Minderlein |

## DESCRIPTION:

Council is being requested to appoint a Member for the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board.

## BACKGROUND:

At July 11, 2019 Regular Council meeting Council passed the following resolution:

**RC19-219** that Council provide third and final reading to Birch Hills County Bylaw 2019-07, the "Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw";

**RC19-221** that Council appoint Director of Corporate Services Shelley Braun as a Clerk for the Intermunicipal Subdivision and Development Appeal Board; and

**RC19-222** that Council appoint Ms. Cindy Trudel and Mr. Herb Pfau as Members to the Intermunicipal Subdivision and Development Appeal Board for a term of office that will expire on December 31, 2021.

Subsequent to this action, it was discovered that one of the G5 municipalities did have an issue with wording in the agreement that had been previously reviewed and verbally accepted, and tabled their Bylaw and agreement until their September 10, 2019 meeting.

The remaining 4 CAO's collaborated to find wording for the agreement that will make it acceptable to all, without requiring any changes to the original Bylaws. Copies of the revised agreement are being distributed and signed by four of the G5 members enabling us to proceed should an appeal be received prior to September 10th.

Birch Hills County does need to appoint one additional member to the ISDAB, that being Karen Egge who was a member of our previous board, and who cannot be appointed by her sponsoring municipality until such time as they adopt the bylaw and approve the agreement. Administration has reached out to Ms. Egge, and she has confirmed her willingness to be appointed.

## RELEVANT LEGISLATION (Cite):

Bylaw 2019-07 Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw.

## ATTACHMENT(s):

Email from Karen Egge

## OPTIONS:

Council may choose to:

1. Appoint Ms. Karen Egge as a Member to the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board; or

2. Not appoint Ms. Karen Egge as a Member to the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board.

## RECOMMENDED ACTION:

It is Administration's recommendation that Council:

> "Appoint Ms. Karen Egge as a Member to the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board"

**Shawna Schwerdt**

**From:** Shelley Braun
**Sent:** Saturday, August 10, 2019 8:43 AM
**To:** Hermann Minderlein
**Cc:** Shawna Schwerdt
**Subject:** Fwd: Appoint to ISDAB

FYI.

Sent from my iPhone

Begin forwarded message:

> **From:** Karen Egge <karenegge17@gmail.com>
> **Date:** August 8, 2019 at 4:39:16 PM MDT
> **To:** Shelley Braun <shelleyb@birchhillscounty.com>
> **Subject: Re: Appoint to ISDAB**
>
> Yes I am willing to be appointed. Thank you.
>
> Sent from my iPad
>
> On Aug 8, 2019, at 3:35 PM, Shelley Braun <shelleyb@birchhillscounty.com> wrote:
>
> > <image001.jpg>
> > Hi Karen
> > Hermann requested I speak to you regarding appointing you to our ISDAB.
> >
> > If you provide approval, we would appoint you at our August 15 Council meeting. Please note agenda day is Monday in order to submit an RFD.
> >
> > Please let me know ASAP.
> > Thank you
> >
> > Shelley Braun
> > Director of Corporate Services
> >
> > **Birch Hills County**
> > 4601 50 Street
> > PO Box 157
> > Wanham, AB T0H 3P0
> >
> > Web | www.birchhillscounty.com
> > Office | 780-694-3793
> > Fax | 780-694-3788
> >
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# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Regular Council Meeting | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | August 15, 2019 | **CAO:** |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Director:** |
| **Item Title:** | Friends of the Grande Spirit Foundation Harvest Dinner Fundraiser | **Presenter: CAO Minderlein** |

**DESCRIPTION:**

Council is being provided with a request for support received from the Friends of the Grande Spirit Foundation regarding their Harvest Dinner Fundraiser being held on October 5, 2019

**BACKGROUND:**

Past Council decisions regarding this request were as follows:

In 2018:

**RC18-267 ...** "that Council spend up to $200 to be coded to account 2-11-10-00-735 Grants to Individuals or Organizations for silent auction items for the Grande Spirit Foundation Harvest Dinner on October 20, 2018"

and in 2017:

**RC17-341 …** "that Council authorize Administration to purchase two (2) tickets for the Friends of Grande Spirit Foundation Harvest Dinner being held in Grande Prairie on October 14, 2017 and to spend up to $200 for items to be donated for silent auction donations for that event"

**COST / SOURCE OF FUNDING:**

The amount to be spent on a donation should be coded to Account 2-11-10-00-735 – Grants to Individuals or Organizations. There is $5,000 budgeted in the account in 2019, with $2,628.86 having been spent to date, leaving a free balance of $2,371.14. Historically, other expenditures from this account that have not been authorized in 2019 to date include exemption for rental fees for Eaglesham Hall, BHC Library Board, Sorrentino's Compassion House, and Lakeside Golf & Country Club.

**ATTACHMENT(s):**

Letter request from Grande Spirit Foundation dated July 23, 2019

**OPTIONS:**

1. Regarding the donation of an item for the event's Silent or Live Auctions, Council may wish authorize Administration to spend an amount to be decided upon to procure items from local artisans for donation as silent auction items.

2. WRT to the actual event, should Council decide to purchase a table or individual tickets for the event, selections of individuals to provide the tickets to could include:

   Member(s) of Birch Hills County Council and possibly their spouses/partners;

   Member(s) of Birch Hills County Staff and possibly their spouses/partners; or

   Other Birch Hills County residents and possibly their spouses/partners.

3. Another option available to Council would be to make a monetary donation in lieu of providing an item for either of the auctions or purchasing a table or tickets for County representatives.

4. The last option that is always available to Council would be to decide not to do anything, and receive the request for information.

**RECOMMENDED ACTION:**

It is recommended that Council discuss this matter and determine the level of support to provide in response to the request.

July 23, 2019

We invite you to participate in our annual fundraiser. The Friends of the Grande Spirit Foundation are hosting their Harvest Dinner on October 5th, 2019 at the Stonebridge Hotel. Doors will open at 5:00 pm. There will be a dance with live music by Night Ryders following dinner, as well as a silent and live auction.

Through fundraisers, such as this dinner, we are able to raise money for our lodges and senior apartments that are not accounted for in the day to day operations. Our mission is to purchase items that improve the quality of life and in the past have included: outdoor glider swings, exercise equipment, updated furniture and TVs for common areas, sound systems, a new bus and more…with much more left to do.

Here's how you can help:

1. Please mark your calendar now and plan to attend the fundraiser on October 5th. We encourage you to bring a friend or colleague and your checkbook! Corporate tables are $550 which includes 8 dinner tickets, 2 bottles of wine, signage and advertising. Individual tickets are also available at $60 each.

2. Please consider contributing an item to the silent auction. All donations are greatly appreciated. Your donation can be a gift certificate to your business, merchandise or services.

We will gladly pick up your donation, or it can be mailed or dropped off to the address listed below. Please fill out the attached Donation Form and return it to sstuart@grandespirit.org or you can drop it off with your donation. We must receive all donations by Friday, September 27th.

We very much appreciate any support that your organization can provide. If you have any questions or would like to purchase tickets, please contact me at sstuart@grandespirit.org or Wendy at 780-978-3310 or wdoucet@hotmail.ca.

On behalf of the Friends of the Foundation,

Samantha Stuart

# Silent Auction Donation Form

**Donor Representatives Name: _____**

**Donor Company Name: _____**

**Address: _____**

**Email: _____**

**Phone Number: _____**

**Description of item or service being donated:**

**_____**
**_____**
**_____**
**_____**

**Approximate Retail Value: _____**

*Thank you for your support!*

*Please return this form by September 27th.*

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

FRIENDS OF THE GRANDE SPIRIT FOUNDATION

Our mission is to purchase items that improve the quality of life and to help make our seniors feel more at home.

# HARVEST DINE & DANCE

## SATURDAY, OCTOBER 5, 2019

DOORS OPEN 5:00 PM

STONEBRIDGE HOTEL

GRANDE PRAIRIE, AB

To purchase tickets or make a donation contact:
Wendy at 780-978-3310 / wdoucet@hotmail.ca
Samantha at 780-532-2905 ext 155 / sstuart@grandespirit.org

$60 PER PERSON

$550 CORPORATE TABLE

DINNER, LIVE & SILENT AUCTION

ENTERTAINMENT BY NIGHT RYDERS

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | August 15, 2019 | **CAO:** | |
| **Originated By:** | Hermann Minderlein, CAO | **Manager:** | |
| **Item Title:** | Request from Royal Canadian Legion | **Prepared by:** | Hermann Minderlein |

## DESCRIPTION:

Council is being informed of a request received by CAO Minderlein from the Alberta-Northwest Territories Command of The Royal Canadian Legion for Birch Hills County to purchase advertisement in their annual Military Service Recognition Book.

## BACKGROUND:

The Alberta-NWT Command will be printing another 10,000 copies of their annual "Military Service Recognition Book" that helps recognize and honour many Veterans who served Canada during times of conflict and peace. The annual publication goes a long way to help the Legion in their job as the "Keepers of Remembrance", so no one forgets the selfless contributions made by Veterans.

## DISCUSSION / BENEFITS / DISDVANTAGES:

Birch Hills County has advertised in this book for at least ten years. The link that points to past copies of the book is https://abnwtlegion.com/in-the-community/military-service-recognition-books/

## COST / SOURCE OF FUNDING:

The cost of a 1/10th page ad for 2019 is $340.00 ($323.81 plus GST), the same as in 2019. The cost of a 1/10th page ad for 2017 was $323.00 plus GST, up from $309.52 in 2016. A quick review has found that the $309.25 rate had been in place since at least 2013.

This would be considered a prepaid expense from Council Expense Account 2-11-10-00-221, Advertising. There was $1,000 budgeted for this account in for 2019.

**RELEVANT LEGISLATION (Cite):** NA

## OPTIONS:

Council may choose to:

1. Authorize the expenditure from Council Expense Account 2-11-10-00-221, Advertising of $323.81 excluding GST in 2020 for the purchase of a 1/10th page (business card size) full color advertisement in the Royal Canadian Legion's annual Military Service Recognition Book; or

2. Accept the request from the Royal Canadian Legion for Birch Hills County to purchase a 1/10th page (business card size) full color advertisement in the annual Military Service Recognition Book for information.

**RECOMMENDED ACTION:**

It is Administration's recommendation that Council authorize the expenditure in 2020 from Council Expense Account 2-11-10-00-221, Advertising of $323.81 excluding GST for the purchase of a 1/10th page (business card size) full color advertisement in the Royal Canadian Legion's annual Military Service Recognition Book.

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular Council | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | August 15, 2019 | **CAO** | |
| **Originated By:** | CAO Minderlein | **Manager** | |
| **Item Title:** | Request For Proposal re Investment Management | **Presenter** | **CAO Minderlein** |

## DESCRIPTION:

Council is being provided with information related to a cost that will be incurred by the County to have an outside firm complete an evaluation of the Request for Proposals (RFP) issued for Investment Management Services.

## BACKGROUND / PROPOSAL:

Council was advised of the RFP at their July 11, 2019 Regular Council Meeting. The RFP was issued on June 26, 2019 and closed at 12:00 p.m. local time on August 2, 2019. In addition to positing the RFP on the County's website, it was also listed on the Provinces website, "Alberta Purchasing Connection" and that flowed through to the federal site, MERX.

Birch Hills County invests in the range of $20M in varying funds, and receives approximately $500,000 per year through these investments.

The County received 18 submissions, 17 of which were received on time and that qualify for evaluation. The qualified submissions average 36 pages each, ranging in size from 15 to 117 pages. These do not include additional documents submitted by some of the interested firms.

The firms that submitted proposals that were received on time were:

ATB Investment Management Inc.;

Cash Management Group - Canaccord Genuity;

CIBC Wood Gundy- Hobson Chahal Advisory Group;

CIBC Wood Gundy - Miller Curley Investment Partners;

Cidel Asset Management Inc.;

CWB Wealth Management;

Fiera Capital;

Foyston, Gordon & Payne Inc.

Jarislowsky, Fraser Limited - Global Investment Management;

Leith Wheeler - Investment Counsel Ltd.;

Raymond James Ltd.

RBC Dominion Securities - Chrenek Dion & Associates;

RBC Dominion Securities - Wade Wealth Management Group;

Scotia Wealth Management;

TD Greystone Asset Management;

Vanguard Investments Canada Inc; and

Zelos Capital Ltd.

The fees to manage these investments “appear to” average in the range of $45,633 per year, with a low of $13,000 and a high of $100,000. I use the words “appear to” as I do not consider myself qualified to fully verify the applicants’ numbers.

In addition, it would not be advisable to only utilize the fees as a measurement in evaluating the proposals, as each of these firms have varying investment portfolios that would affect their access to investment opportunities and this would result in their success records, and all have varying expertise levels.

Birch Hills County was approached by a firm out of Vancouver that specializes in evaluating such proposals. They had worked with Saddle Hills County (SHC) last year to work through their RFP process, and assisted them in selecting one of their 12 qualifying applicants to manage their portfolio. I checked with Saddle Hills, and they were very satisfied with their work, and admitted that their cost for this service was $10K.

I have spoken with the rep from the firm, and impressed upon them that even though the number of applications we received for our RFP exceeds those of SHC, the funds that we invest are considerably lower, as are the funds that we have available to spend on an appraisal. They agreed to complete a review of our submissions and provide us with their recommendations for the top proposals. The fee would be $8,000, though this could be less if the time required to complete the review is less than their estimate. If the time required exceeds the time estimated, the fee would be capped at $8,000.

They required a quick response in order to be able to complete the work as soon as possible, and provide their evaluation in time for the September Council Meeting at which time the contract will be awarded. In light of this, I had distributed this information by email to Council last week, and received authorization to move ahead with the agreement.

## COST / SOURCE OF FUNDING:

The cost for the evaluation of the RFP's (up to $8,000) will be coded to expense account number 2-12-10-00-239 - Other Professional Services. There was $995,766 budgeted for General Administration in the 2019 Operating and Maintenance Expense budget, but there no funds allocated for this Account.

## ATTACHMENT(s):

RFP 2019-12-01 (Investment Management)

Proposal from Morneau Shepell Ltd. (to be distributed separately from Agenda Package)

## RECOMMENDED ACTION:

Administration recommends that Council:

1. authorize an expenditure of no more than $8,000 (excluding GST) payable Morneau Shepell Ltd. from General Administration expense account number 2-12-10-00-239 - Other Professional Services to cover the costs of delivering an Investment Manager Recommendation Report for Birch Hills County related to Request for Proposal (RFP) number 2019-12-01 and direct Administration to track the 2019 Budget performance and bring a request for an additional draw from the rate stabilization reserve at year end if required;

2. authorize the delay of the services commencement date related to Request for Proposal (RFP) - 2019-12-01 from September 10, 2019 to October 1, 2019.

# Request for Proposal (RFP) - 2019-12-01

# Investment Management Services

for

Birch Hills County

Name of Firm Submitting Expression of Interest

Issue Date: June 26, 2019
Closing Date: August 2, 2019

# PROPOSAL SUBMISSION FORM

**RFP NO.:** 2019-12-01
**PROJECT:** INVESTMENT MANAGEMENT SERVICES
**CLOSING:** August 2, 2019

**1. PROPOSAL SUBMISSION**

The enclosed proposal is submitted in response to the Request for Proposal 2019-12-01 - Investment Management Services. Through submission of this proposal the undersigned agrees, on behalf of the company named below, to all of the terms and conditions as identified in the Request for Proposal 2019-12-01 - Investment Management Services. This Proposal is valid and enforceable for at least ninety (90) days following the closing date.

The undersigned further agrees that they have read this request in its entirety, understand its meaning and effect on their Proposal, agree to the terms and conditions, and comply with all requirements.

| | | |
|---|---|---|
| Company Name: | | |
| Address: | City: | |
| Postal Code: | Phone: | Fax: |
| Email: | Date: | |
| Signature of Proponent: | Print Name: | |
| Title of Proponent: | | |

**2. ADDENDA**

The Proponent acknowledges the receipt and understanding of the following addenda and has included all factors stated in the addenda in their response to this request.

| | |
|---|---|
| Addendum Number: | Date Received: |
| | |
| | |
| | |
| | |
| Signature of Proponent: | Print Name: |
| Title of Proponent: | |

## DECLARATION OF DISCLOSURE

To: BIRCH HILLS COUNTY

Name of Firm/Advisor: _____

I/WE DECLARE that no person, firm, or corporation, other than the one whose proper officers is or are attached below, has any interest in this Proposal or in the Contract.

I/WE FURTHER DECLARE that this Proposal is made without any connection, knowledge, comparison of figures or arrangement with any other Proponent, firm, or person making a similar Proposal and is in all respects fair and without collusion or fraud.

I/WE FURTHER DECLARE that no BIRCH HILLS COUNTY employee, or member of Council (or their families) is, or will become interested directly or indirectly as a contracting party or otherwise in the performance of the Contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.

I/WE FURTHER DECLARE that the statements contained in the Proposal are in all respect true.

I/WE hereby propose and offer to enter into the Contract on the terms and conditions and under the provisions set forth in the Proposal, and to accept in full payment therefore, the sums calculated in accordance with the actual measured quantities and unit prices attached to this Proposal.

Name of Proponent: _____

Position: _____

Name of Firm/Advisor: _____

Signature of Proponent: _____

Date: _____

## SUBMISSION DETAILS

This completed Request for Proposal must be received in the office of Birch Hills County **not later than 12:00 pm local time, August 2, 2019**, to the attention of:

DIRECTOR OF CORPORATE SERVICE

**Note: Office Hours 8:15am to 4:30pm**

Paper proposal submissions must have 3 copies and be delivered to the address above in a sealed envelope and labelled "Request for Proposal 2019-12-01 - Investment Management Services."

Alternatively, proposals may be submitted by email with the subject line "Request for Proposal 2019-12-01 - Investment Management Services."

Enquires about this request shall be directed only to Shelley Braun.

Telephone: (780) 694-3793
Fax: (780) 694-3788
E-mail: shelleyb@birchhillscounty.com

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# SECTION I – GENERAL

## 1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Birch Hills County is requesting proposals from Financial Institutions that are interested in providing Birch Hills County with Investment Management Services. Birch Hills County is committed to providing its citizens with quality customer service, and we expect this same quality of service from our financial institution. The administrative requirements, terms and conditions stated in this Request for Proposal are as envisioned by Birch Hills County at the time of writing, but these may change or be refined in the course of the evaluation and negotiation process.

Birch Hills County has undertaken this Request for Proposal with the intention to possibly enter into an agreement with one of the proponents. This Request for Proposal does not constitute an offer, and Birch Hills County will not have any liability or obligation to anyone in connection with this Request for Proposal unless an agreement is approved by Council, and executed and delivered in writing.

Birch Hills County may, among the submissions received, deal or negotiate with any party as Birch Hills County sees fit, and with more than one such party concurrently. In no event will Birch Hills County be required to offer any modified terms to any other party. Birch Hills County shall incur no liability to any person as a result of such negotiations or modifications.

## 1.2 OBJECTIVES OF THE REQUEST FOR PROPOSAL

Financial Institutions are invited to expand their response to this RFP to cover more features or extra performance provided that they meet the minimum specifications.

Birch Hills County reserves the right to use and include any ideas, concepts, alternate solutions, extra features, enhancements and performance concepts presented in any proposal, whether or not that proposal is selected by Birch Hills County.

The evaluation of responses will be based on a number of factors, weighted according to the needs and judgment of Birch Hills County. The highest return or any Proposal will not necessarily be selected. Any implication that the highest return or any Proposal will be accepted is hereby expressly negated. Birch Hills County reserves the right to accept the Proposal which it deems most advantageous, and the right to reject any or all Proposals, in each case without giving any notice. In no event will Birch Hills County be responsible for the costs of preparation or submission of any Preliminary Submission or Proposal.

## 1.3 RFP DISTRIBUTION AND ENQUIRIES

This RFP document has been distributed to preselected financial institutions.

Proponents must ensure that they have received all addenda and the complete Request for Proposal. The complete document consists of eighteen (18) pages including the Cover Page and Appendix A - Investment Policy.

All enquiries related to this Request for Proposal are to be directed in writing, only to Shelley Braun (or designate) at the contact address below:

Birch Hills County
Box 157
4601 - 50th Street
Wanham  AB  T0H 3P0

Email: shelleyb@birchhillscounty.com

Phone: (780) 694-3793

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be distributed to all Proponents who have registered with Shelley Braun as having received a copy of this Request for Proposal.

**1.4 RFP TERMINOLOGY**

Throughout this RFP terminology is used as follows:

- "must", "mandatory", "required" means a requirement that must be met in order for the proposal to receive consideration;
- "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this "Request for Proposal";
- "Proposal" means any proposal made or submitted by anyone in connection with this Request for Proposal or the subject matter hereof;
- "Contract" means the written agreement resulting from this Request for Proposal executed by Birch Hills County and the Contractor, it being understood that it may be the case that no contract will result;
- "City", "Birch Hills County," "we" all mean Birch Hills County;
- " Director of Corporate Services " means the person acting as the Director of Corporate Services for Birch Hills County or designate;
- "Financial Institution", "Bank" all mean Chartered Bank, Investment Management Firm, or Credit Union.

# SECTION II – TERMS & CONDITIONS

### 2.1 ESTIMATED TIME FRAME

The following timetable outlines the anticipated schedule for the Request for Proposal and contract process. The timing and the sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by Birch Hills County.

| EVENT | ANTICIPATED DATE |
|---|---|
| Request for Proposal is issued | June 26, 2019 |
| Deadline for receipt of questions | July 26, 2019 |
| Addenda issued (if required) | Date |
| Request for Proposal closes | 12:00 p.m. local time on August 2, 2019 |
| Services commencement date | September 10, 2019 |

### 2.2 RESPONSIBILITY OF PROPONENT

Proponents shall be responsible for informing themselves as to the contents and requirements of this RFP. Each proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of this RFP and to prepare and submit their proposal. Birch Hills County will not be responsible for any loss, damage or expense incurred by a proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of the RFP on the part of any proponent.

### 2.3 EVOLUTION OF CRITERIA

Birch Hills County has not exhaustively identified the considerations and criteria that may influence its decision. Birch Hills County reserves the right to take into account factors and considerations, and to give varying weights to various factors, as it sees fit in its judgment as being in the best interests of Birch Hills County, in the course of its decision-making process.

### 2.4 EVALUATION

An evaluation committee made up of Birch Hills County staff will be reviewing proposal submissions. Birch Hills County reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value and not necessarily the lowest cost.

### 2.5 PROPOSAL SUBMISSION/CONDITIONS

#### 2.5.1 Proposal Submission

Proposal submissions must include a completed Proposal Submission Form, with all addenda acknowledged.

The Proponent's Submission Form must be fully and properly completed and conform to these Instructions for Submission. Submissions which are incomplete, conditional or obscure may be rejected. Late proposals will not be accepted.

Proposal submissions must be received **no later than 12:00 p.m. local time on August 2, 2019** in order to be considered.

Proposals on paper must be submitted (3 copies) in a sealed envelope, clearly marked "Request for Proposal 2019-12-01 - Investment Management Services", and directed to the person identified under the Submission Details of this Request for Proposal.

Alternatively, Proposals may be submitted by email with the subject line "Request for Proposal 2019-12-01 - Investment Management Services" to the person identified under the Submission Details of this Request for Proposal.

Proponents mailing proposals, or sending by courier, should allow sufficient delivery time to ensure the timely receipt by Shelley Braun. Proposals submitted by facsimile will not be considered.

**2.5.2 Enquiries, Errors, Omissions and Addenda**

All communications regarding the submission must be directed to the person(s) identified under the Submission Details of this Request for Proposal.

Proponents must obtain their own information on all matters and things that may in any way influence them in making their submissions.

Proponents must satisfy themselves in all respects as to the risks and obligations to be undertaken by them in order to fulfil their obligations.

Communications to Birch Hills County may be made only by Proponents and not by prospective subcontractors, material suppliers or others.

If a Proponent discovers any inconsistency, discrepancy, ambiguity, or omission in the Proposal Documents, it must notify the Shelley Braun immediately in writing.

Birch Hills County may provide additional information, clarification or modification by written addenda. All such addenda shall be incorporated into and become part of the Proposal Documents. Birch Hills County shall not be bound by verbal or other information explanations or clarifications not contained in such addenda.

Proponents should note that the Proposal Submission Form requires an acknowledgement of receipt of all addenda. Parties submitting proposals are responsible to ensure that they are aware and have received all addenda, and are advised to check immediately prior to submitting their Proposal Submission Form.

Birch Hills County will assume that all statements, verbal or in writing, made by persons submitting Proposals are true, accurate, complete and not misleading. All such statements will constitute representations and warranties made to Birch Hills County.

Requirements outlined in the Request for Proposals shall not be interpreted in a way that would exclude warranties as to fitness for the purpose, suitability, or any other implied warranties.

**2.5.3 Conditions**

Proponents are advised that after receipt of proposals they may be required to provide to Birch Hills County additional information concerning themselves or their Proposal including further details or breakdowns.

Proposals which contain qualifying conditions or otherwise fail to conform to these Instructions for Submissions may be disqualified or rejected. Anything to the contrary herein notwithstanding, Birch Hills County may at its sole discretion elect to retain for consideration proposals which are non-conforming, and may waive irregularity, failure to comply or time stipulations required by these Instructions for Submission. The stipulations herein are for the sole benefit of Birch Hills County and may be waived by Birch Hills County unilaterally.

**2.5.4 Withdrawal of Proposal**

By submission of a clear and detailed written notice, the proponent may amend or withdraw its proposal prior to the closing date and time. No proponent may withdraw their proposal for a period of ninety (90) days after the actual closing date and time.

**2.5.5 No Claim for Compensation**

Except as expressly and specifically permitted in these instructions to proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

**2.6 CONTRACT ASSIGNABILITY**

This contract is not assignable by the Financial Institution without the prior written consent of Birch Hills County.

**2.7 OFFER ACCEPTANCE**

This offer is irrevocable and open for acceptance for a period of ninety (90) days after the closing date for receipt of proposals. Birch Hills County reserves the right to accept the offer which it deems most advantageous, based units evaluation criteria.

### 2.8 CANCELLATION & TERMINATION OF SERVICES

Birch Hills County reserves the right to cancel this Request for Proposal at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any proponent as a result of that cancellation.

Birch Hills County reserves the right to terminate any contract resulting from this Request for Proposal with thirty (30) days written notice of termination. In the event of termination, the Contractor will have no right of action against Birch Hills County for damages; however, termination would not, in any manner, limit Birch Hills County right to bring action against the Contractor for damages for breach of contract.

## SECTION III – REQUIREMENTS

Birch Hills County will not be limited as to its criteria for evaluation of Proposals. The following items should be included in the proposal submissions and may be used as a basis for evaluation:

### 3.1 CAPABILITY OF PROPONENT

1. Provide information pertaining to the length of time in business, years of relevant experience, date founded, ownership, and any affiliations or relationships with other providers of similar services;
2. Provide the address of the head office and local office, if different and if applicable;
3. Provide the number of current employees;
4. Describe your experience dealing with clients of a similar nature to Birch Hills County;
5. Outline any past, present, pending, or threatened legal, civil, governmental, or regulatory proceedings or investigations within the past five years that the firm or any proposed contact is/was a party to;
6. Provide details of your Code of Ethics (ie. Does your firm have a unique Code of Ethics or do you subscribe to the Code of Ethics of a professional body);
7. Provide details, including qualifications, of key personnel that will be Birch Hills County's contact(s);
8. Provide the estimated total, in Canadian dollars, of the investments you currently manage;
9. Describe whether your clients' assets are held with a third party custodian;
10. Describe any service offerings or capabilities that you feel would differentiate yourself from competitors.

### 3.2 PROPOSED INVESTMENT STRATEGY

1. Discuss your investment philosophy/strategy;
2. Outline the types of research you use and the methodology utilized for making recommendations on investment decisions;
3. Outline the products and services you are able to offer;
4. Discuss your commitment to socially responsible investing;

5. Discuss your assessment of the current market outlook and how you plan to provide superior performance for clients in the upcoming years;
6. Describe the process and timing required for new deposits and for client initiated withdrawals to be exercised;
7. Provide sample reports and describe the frequency that you propose to provide them;
8. Provide details of client initiated reporting available (such as online reporting);
9. Describe your conversion strategy if you are the successful Proponent;

### 3.3 FEES

1. Provide the investment management fee, exclusive of GST, that would apply to this account. Include any annual fee escalations that may apply;
2. Describe how often fees will be charged;
3. Describe any other fees that may apply to this account (for example, if brokerage commission on trades is not included in the management fee, provide details).

### 3.4 REFERENCES

Proponents shall include three (3) references of other municipal organizations for which their company has provided similar services. With each reference, proponents shall include the organization's name, address, phone number, as well as the name and position of a person Birch Hills County may contact at the organization. Birch Hills County reserves the right to contact references without prior notification to the proponent.

## SECTION IV – SPECIFICATIONS

### 4.1 TERM OF AGREEMENT

The Contract term, upon acceptance of proposal(s), shall be September 10, 2019 and continue uninterrupted until September 9, 2022, subject to the terms outlined in the Investment Policy Statement.

### 4.2 DESCRIPTION OF BIRCH HILLS COUNTY'S BASIC REQUIREMENTS

A copy of the Investment Policy is attached for your reference as Appendix A.

# SECTION V – APPENDICES

**APPENDIX A – INVESTMENT POLICY**

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Regular Council Meeting | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | August 15, 2019 | **CAO:** |
| **Originated By:** | Lucy Stevenson Tax/Dev Clerk | **Director:** |
| **Item Title:** | Reserve Bid for 2019 Tax Sale | **Presenter:** Lucy Stevenson |

## DESCRIPTION:

Council for Birch Hills County is being requested as required by Section 419 (a) of the Municipal Government Act, to establish reserve selling prices for properties that may be up for sale by auction on the October 7, 2019 Public Auction.

## BACKGROUND:

The reserve bid is set at a level that is as close as reasonably possible to the market value of the parcel. The municipality may utilize the services of an independent, professional appraiser to provide it with a written report that establishes market value for setting the reserve price. The Chief Assessor of Birch Hills County has been recommending the reserve price for properties being offered for tax sale since 2013, and has carried out the task at no additional cost to the County.

The County has not yet received the recommendations from the Chief Assessor of Birch Hills County, but we hope to have the numbers for the Council Meeting, and will distribute them upon receipt.

Administration wishes to remind Council that these properties listed as being up for tax sale may be removed from the list if sufficient payment is received anytime up to the start of the Auction.

## RELEVANT LEGISLATION (Cite):

**Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26**

Section 419 The council must set

(a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and

(b) any conditions that apply to the sale.

## ATTACHMENT(S):

To be distributed prior to the meeting

## RECOMMENDED ACTION:

It is Administrations recommendation that Council establish the reserve bids for properties that may be up for sale by auction on October 7, 2019 as follows;

1. The reserve bid for roll 061854 is to be set at $0.0;
2. The reserve bid for roll 061855 is to be set at $;
3. The reserve bid for roll 061856 is to be set at $;
4. The reserve bid for roll 315230 is to be set at $;
5. The reserve bid for roll 315344 is to be set at $;
6. The reserve bid for roll 315378 is to be set at $;
7. The reserve bid for roll 315604 is to be set at $;
8. The reserve bid for roll 316123 is to be set at $; and
9. The reserve bid for roll 316468 is to be set at $.

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | **Council Meeting** | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | August 15, 2019 | **CAO:** | |
| **Originated By:** | Shelley Braun, DCS | **Director:** | **SDB** |
| **Item Title:** | Bank Reconciliation, Cheque Register | **Presenter:** | |

## BACKGROUND / PROPOSAL:

Council is being provided with the July 31, 2019 Bank Reconciliation and July 31, 2019 Register Report for cheques issued.

## DISCUSSION / BENEFITS / DISADVANTAGES:

July 31, 2019 Bank Reconciliation adjustment details are as follows:

| | | |
|---|---|---|
| 31-July-19 | Interest | $2229.67 |
| 01-July-19 | GST | $(1.75) |
| 01-July-19 | June Service Charges | $(137.15) |
| 01-July-19 | Deposit Date Error June/July | $(322.93) |
| | | $1767.84 |

Originator: Marlene McLaughlin

July 31, 2019 Pre-authorized Payments were as follows:

| | | |
|---|---|---|
| 09-Jul-19 | Local Authorities Pension Plan | $32,205.09 |
| 09-Jul-19 | Receiver General | $68,369.86 |
| 10-Jul-19 | Manulife | $11,340.93 |
| 15-Jul-19 | Manulife | $275.62 |
| 15-Jul-19 | Telus | $1,257.92 |
| 19-Jul-19 | Campus Energy (buildings) | $5,175.30 |
| 19-Jul-19 | Campus Energy (streetlights) | $3,866.53 |
| 25-Jul-19 | Access Gas | $419.80 |
| | | $122,911.05 |

Originator: Lisa Price

## ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending July 31, 2019.
July 31, 2019 Vendor Cheque Register – Total cheques issued $731,463.07
Note: ***** cheques have been voided.

## RECOMMENDED ACTION:

That Council accept the July 31, 2019 Bank Reconciliation and July 31, 2019 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000265
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $1,784,256.30
Bank Statement Ending Date: 7/31/2019
Cutoff Date: 7/31/2019

| | |
|---|---|
| Statement Ending Balance | $1,784,256.30 |
| Outstanding Cheques (-) | $83,284.07 |
| Deposits in Transit (+) | $85,151.45 |
| Adjusted Bank Balance | $1,786,123.68 |
| Chequebook Balance as of Cutoff | $1,784,355.84 |
| Adjustments | $1,767.84 |
| Adjusted Book Balance | $1,786,123.68 |
| Difference | $0.00 |

| Ranges: | From: | To: | | From: | To: |
|---|---|---|---|---|---|
| Cheque Number | First | Last | Cheque Date | 7/01/19 | 7/31/19 |
| 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 |
|---|---|---|---|---|---|---|
| 0030876 | ACEINILIFE01 | CHUBB LIFE INSURANCE OF CANADA | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $352.46 |
| 0030877 | ALTALIS01 | ALTALIS LTD. | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $1,332.45 |
| 0030878 | ARCTEC01 | ARCTEC ALLOYS LIMITED | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $2,302.68 |
| 0030879 | ATCOELEC02 | ATCO ELECTRIC | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $333.90 |
| 0030880 | AWARE360 | AWARE360 LTD. | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $882.00 |
| 0030881 | BHILLGAS01 | BIRCH HILLS GAS CO-OP LTD. | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $351.70 |
| 0030882 | BJORNSOND01 | BJORNSON, DENAY | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $60.00 |
| 0030883 | BOLSTERE01 | BOLSTER, ERNEST | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $156.00 |
| 0030884 | CANADAREVENUE01 | RECEIVER GENERAL | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $504.26 |
| 0030885 | CDROULEAU01 | CD ROULEAU CONSTRUCTION LTD | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $23,079.00 |
| 0030886 | CIBCVISA01 | CIBC Credit Card Services | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $4,714.65 |
| 0030887 | CO-OPGIROUX01 | GIROUXVILLE GENERAL CO-OP | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $17,670.26 |
| 0030888 | CODESACONST01 | CODESA CONSTRUCTION LTD | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $17,987.29 |
| 0030889 | COLLIE01 | MIKE & JANET COLLIE | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $220.00 |
| 0030890 | COTTON01 | COTTON TRUCKING | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $15,159.38 |
| 0030891 | CUDAENT01 | CUDA ENTERPRISES INC. | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $595.52 |
| 0030892 | DANOE01 | DANOE VACUUM & POTABLE WATER S | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $9,536.62 |
| 0030893 | EAGLEPARTS01 | EAGLESHAM PARTS & SERVICE CORP | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $277.54 |
| 0030894 | EDWARDS01 | EDWARD'S FACTORY OUTLET | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $325.40 |
| 0030895 | ENTERFLEET01 | ENTERPRISE FLEET MANAGEMENT CA | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $229.65 |
| 0030896 | GREGG01 | GREGG DISTRIBUTORS S.R. LTD. | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $451.39 |
| 0030897 | HITECH01 | HITECH BUSINESS SYSTEMS LTD | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $75.08 |
| 0030898 | INTERSELEC01 | INTERSTELLER ELECTRIC LTD | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $474.60 |
| 0030899 | JDFINANCIAL01 | JOHN DEERE FINANCIAL | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $174.11 |
| 0030900 | JOHNBROOKS01 | JOHN BROOKS COMPANY LIMITED | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $828.57 |
| 0030901 | LEMAYM01 | LEMAY, MAURICE | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $267.50 |
| 0030902 | LIGHTHOUSE02 | LIGHTHOUSE PROMOTIONS | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $252.00 |
| 0030903 | MANBEN01 | MANULIFE FINANCIAL GROUP BENEF | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $57.76 |
| 0030904 | MD13301 | MD OF SPIRIT RIVER #133 | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $100,000.00 |
| 0030905 | NMETALIC01 | NORTHERN METALIC SALES (GP) L | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $712.28 |
| 0030906 | PARADISD01 | PARADIS, DANNY PARADIS VALLEY | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $78.00 |
| 0030907 | POETKERP01 | POETKER, PAM | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $234.50 |
| 0030908 | PRDISPOSAL01 | PRAIRIE DISPOSAL LTD | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $136.50 |
| 0030909 | SARGEANT01 | SARGEANT, DELBERT | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $18,900.00 |
| 0030910 | SCOTTJ01 | SCOTT, JOANNE | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $156.00 |
| 0030911 | SIGNAL01 | LOMOSAD MEDIA INC. | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $243.63 |
| 0030912 | SSEMENIUK01 | STEVE SEMENIUK CONSULTING | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $3,780.00 |
| 0030913 | TRINUS01 | TRINUS TECHNOLOGIES INC. | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $436.80 |
| 0030914 | TSPRV01 | TOWN OF SPIRIT RIVER | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $500.00 |
| 0030915 | VECTOR01 | BEARCOM CANADA CORP | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $581.47 |
| 0030916 | VICSCAR01 | VIC'S CAR CARE (FALHER) LTD. | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $148.05 |
| 0030917 | W&SPURCHA01 | W&S PURCHA FARMS LTD | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $1,800.00 |
| 0030918 | XYLEM01 | XYLEM CANADA COMPANY | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $1,583.40 |
| 0030919 | YAREMK01 | YAREMKO, PAUL & VICKY | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $2,683.80 |
| 0030920 | YAREMSE01 | TANGENT YAREMKO SOCIAL CLUB | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $50.00 |
| 0030921 | MORGAN01 | MORGAN, TOM | 7/10/19 | ATB PRIMARY | PMCHQ00001285 | $120.00 |
| 0030922 | AAMDC01 | RURAL MUNICIPALITIES OF ALBERT | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $24,521.31 |
| 0030923 | ALSLAB01 | ALS CANADA LTD | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $723.45 |
| 0030924 | ARMTEC01 | ARMTEC INC. | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $8,934.45 |
| 0030925 | ATCOELEC02 | ATCO ELECTRIC | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $333.90 |
| 0030926 | BRADWI01 | BRADVIN TRAILER SALES | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $145.89 |
| 0030927 | BRANDT01 | BRANDT TRACTOR LTD | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $340,830.00 |
| 0030928 | CODESACONST01 | CODESA CONSTRUCTION LTD | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $13,572.83 |
| 0030929 | COTTON01 | COTTON TRUCKING | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $15,802.50 |
| 0030930 | CUDAENT01 | CUDA ENTERPRISES INC. | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $308.76 |
| 0030931 | DNI01 | DNI CLEANING SUPPLY | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $132.39 |

* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name | Cheque Date | Chequebook ID | Audit Trail Code | Amount |
|---|---|---|---|---|---|---|
| 0030932 | DUVALLM01 | DUVALL, MEL | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $235.00 |
| 0030933 | GFLENVI01 | GFL ENVIRONMENTAL INC. | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $5,685.94 |
| 0030934 | JOUDRY01 | JOUDREY, DENISE | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $40.00 |
| 0030935 | LINDE01 | MESSER CANADA INC., 15687 | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $426.80 |
| 0030936 | MANZULG01 | MANZULENKO, GERALD | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $167.00 |
| 0030937 | SARGEANT01 | SARGEANT, DELBERT | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $18,900.00 |
| 0030938 | SMITH01 | MATTSON-SMITH, MELODY | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $500.00 |
| 0030939 | VECTOR01 | BEARCOM CANADA CORP | 7/23/19 | ATB PRIMARY | PMCHQ00001286 | $204.75 |
| 0030940 | CDROULEAU01 | CD ROULEAU CONSTRUCTION LTD | 7/31/19 | ATB PRIMARY | PMCHQ00001287 | $4,575.27 |
| 0030941 | GODARD01 | 2021557 ALBERTA LTD | 7/31/19 | ATB PRIMARY | PMCHQ00001287 | $6,022.75 |
| 0030942 | IZOK01 | IZOK MECHANICAL | 7/31/19 | ATB PRIMARY | PMCHQ00001287 | $8,587.19 |
| 0030943 | MACAULEY J01 | MACAULEY, JACK | 7/31/19 | ATB PRIMARY | PMCHQ00001287 | $6,145.82 |
| 0030944 | MATKOWSK01 | 1731256 AB LTD. | 7/31/19 | ATB PRIMARY | PMCHQ00001287 | $5,087.69 |
| 0030945 | MITCHELLD01 | GOSHAWK FARMS | 7/31/19 | ATB PRIMARY | PMCHQ00001287 | $14,062.17 |
| 0030946 | SOLARIS01 | SOLARIS TRUCKING | 7/31/19 | ATB PRIMARY | PMCHQ00001287 | $4,951.62 |
| 0030947 | TRIPLET01 | 904972 AB LTD. | 7/31/19 | ATB PRIMARY | PMCHQ00001287 | $4,814.69 |
| 0030948 | WANTRUK01 | WANHAM TRUCKING LTD | 7/31/19 | ATB PRIMARY | PMCHQ00001287 | $10,987.66 |
| 0030949 | WILD01 | WILD HORIZON VENTURES LTD | 7/31/19 | ATB PRIMARY | PMCHQ00001287 | $3,967.04 |
| REMIT000000000000789 | ACCESS | ACCESS GAS SERVICES INC | 7/10/19 | | PMCHQ00001285 | $0.00 |
| REMIT000000000000790 | CAMPUSENERGY01 | CAMPUS ENERGY PARTNERS LP | 7/10/19 | | PMCHQ00001285 | $0.00 |
| REMIT000000000000791 | IWANTWIR01 | IWANTWIRELESS | 7/10/19 | | PMCHQ00001285 | $0.00 |
| REMIT000000000000792 | LAPP01 | LOCAL AUTHORITIES PENSION PLAN | 7/10/19 | | PMCHQ00001285 | $0.00 |
| REMIT000000000000793 | RECGEN01 | RECEIVER GENERAL | 7/10/19 | | PMCHQ00001285 | $0.00 |
| REMIT000000000000794 | TELUSCO01 | TELUS COMMUNICATIONS INC | 7/10/19 | | PMCHQ00001285 | $0.00 |
| REMIT000000000000795 | ABEDU01 | GOVERNMENT OF ALBERTA EDUCATIO | 7/23/19 | | PMCHQ00001286 | $0.00 |
| REMIT000000000000796 | MANBEN01 | MANULIFE FINANCIAL GROUP BENEF | 7/23/19 | | PMCHQ00001286 | $0.00 |
| REMIT000000000000797 | MANHCSA01 | MANULIFE FINANCIAL GROUP BENEF | 7/23/19 | | PMCHQ00001286 | $0.00 |
| REMIT000000000000798 | TELUSCO01 | TELUS COMMUNICATIONS INC | 7/23/19 | | PMCHQ00001286 | $0.00 |

Total Cheques: 84 Total Amount of Cheques: $731,463.07

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | August 15, 2019 | **CAO:** | |
| **Originated By**: | Shelley Braun, DCS | **Manager:** | |
| **Item Title:** | 2019 O&M Budget Variance | **Presenter:** | Shelley Braun |

## DESCRIPTION:

Administration is providing Council with information regarding the 2019 O&M Budget Variance Actual.

## BACKGROUND:

Please be aware of the following reference notes regarding the 2019 O&M Budget Variance report.

**Revenue (all functions) - 84% of budget (before capital grants)**

- Monthly accruals – investment interest earned and draw from reserve

**Expenses (all functions) – 59% of budget (including amortization)**

- Payroll Burden - 57% of budget
- Monthly accruals –
  - Insurance (all functions)
  - Amortization (all functions)
  - Contract Assessor (all functions)
  - Contract Director of Community and Emergency Services
  - Alberta School Foundation Fund requisition

## ATTACHMENT(S):

1. 2019 O&M Budget Variance Actual

## OPTIONS:

Council may choose to:

**1.** receive the presentation regarding the 2019 O&M Budget Variance for information; and/or

**2.** direct Administration to take note of any observations raised by Council during the presentation.

## RECOMMENDED ACTION:

It is Administration's recommendation

> "that Council receive the presentation regarding the 2019 O&M Budget Variance Actual for information."

# Birch Hills County
## Budget Variance Summary Report by Function Printed 8/12/201911:06 AM

| Description | 2018 Actual | 2019 Budget | 2019 YTD | Variance | % of Budget | Notes |
|---|---|---|---|---|---|---|
| General Revenue | ( 5,744,040.28) | ( 5,839,095.95) | ( 5,790,293.45) | ( 48,802.50) | 99% | |
| Requisitions | 853,912.30 | 860,384.95 | 569,899.28 | 290,485.67 | 66% | |
| **Net General Revenue** | **( 4,890,127.98)** | **( 4,978,711.00)** | **( 5,220,394.17)** | **241,683.17** | | |
| **11 - Council** | | | | | | |
| Council Revenue | ( 139.26) | ( 248,392.15) | ( 165,863.14) | ( 82,529.01) | 67% | Draw from Operating Reserve |
| Council Expense | 141,119.85 | 169,006.00 | 88,766.18 | 80,239.82 | 53% | |
| **Net Council** | **140,980.59** | **( 79,386.15)** | **( 77,096.96)** | **( 2,289.19)** | | |
| **11 - Election** | | | | | | |
| **Election Expense** | **2,064.72** | **-** | **-** | **-** | | |
| **12-10 - General Administration** | | | | | | |
| General Admin Revenue | ( 560,013.11) | ( 553,085.00) | ( 330,527.17) | ( 222,557.83) | 60% | Interest earned on investments incr $59,000 |
| General Admin Expense | 901,570.13 | 995,766.00 | 513,087.14 | 482,678.86 | 52% | Allowance for doubtful accounts |
| **Net General Administration** | **341,557.02** | **442,681.00** | **182,559.97** | **260,121.03** | | |
| **12-30 - Assessment** | | | | | | |
| Assessment Revenue | - | - | - | - | | |
| Assessment Expense | 125,033.14 | 129,822.00 | 84,593.73 | 45,228.27 | 65% | DIP to province |
| **Net Assessment** | **125,033.14** | **129,822.00** | **84,593.73** | **45,228.27** | | |
| **23 - Fire Preventive Services** | | | | | | |
| Fire Services Revenue | ( 55,491.60) | ( 20,000.00) | ( 6,821.00) | ( 13,179.00) | 34% | no draw from reserves |
| Fire Services Expense | 179,370.89 | 211,398.00 | 114,213.26 | 97,184.74 | 54% | decrease due to historical usage |
| **Net Fire Protection** | **123,879.29** | **191,398.00** | **107,392.26** | **84,005.74** | | |
| **24 - Disaster Services** | | | | | | |
| Disaster Services Revenue | ( 3,089.50) | - | - | ( 4,363.17) | | no draw from reserves |
| Disaster Services Expense | 11,307.24 | 17,270.00 | 8,669.11 | 8,600.89 | 50% | decrease training, increase generator maintenance |
| **Net Disaster Services** | **8,217.74** | **17,270.00** | **8,669.11** | **8,600.89** | | |
| **25 - Medical Services** | | | | | | |
| Medical Services Revenue | - | - | - | - | | |
| Medical Services Expense | 40,524.59 | 43,260.00 | 32,616.83 | 10,643.17 | 75% | Incr points, decrease training & general supplies |
| **Net Medical Services** | **40,524.59** | **43,260.00** | **32,616.83** | **10,643.17** | | |

# Birch Hills County
## Budget Variance Summary Report by Function Printed 8/12/201911:06 AM

| Description | 2018 Actual | 2019 Budget | 2019 YTD | Variance | % of Budget | Notes |
|---|---|---|---|---|---|---|
| **26 - Safety & By-Law Enforcement** | | | | | | |
| Safety Revenue | ( 84,761.95) | ( 59,130.00) | - | ( 59,130.00) | | no WCB rebate |
| Safety Expense | 60,710.00 | 50,500.00 | - | 50,500.00 | | Decrease payroll burden |
| **Net Safety** | **( 24,051.95)** | **( 8,630.00)** | **-** | **( 8,630.00)** | | |
| **32 - Public Works** | | | | | | |
| 32-01 PW - Grader Services Revenue | ( 95,644.00) | ( 86,644.00) | - | 86,644.00 | | MSI 100%, no draw frm reserve |
| 32-01 PW - Grader Services Expense | 1,116,879.50 | 1,124,635.00 | 656,224.23 | ( 468,410.77) | 58% | increase fuel, 4 used seacans |
| **Net Grader Services** | **1,021,235.50** | **1,037,991.00** | **656,224.23** | **( 381,766.77)** | | |
| 32-10 PW - Administration Revenue | ( 1,797,175.45) | ( 812,598.00) | ( 18,434.16) | ( 794,163.84) | 2% | Capital grants, gain on disposal |
| 32-10 PW - Administration Expense | 704,154.89 | 615,042.00 | 283,039.49 | 332,002.51 | 46% | Payroll increase, loss on disposal |
| **Net PW General Administration** | **( 1,093,020.56)** | **( 197,556.00)** | **264,605.33** | **( 462,161.33)** | | |
| **32-20 PW - Street Lights Expenses** | **43,730.11** | **46,000.00** | **22,636.65** | **23,363.35** | 49% | |
| 32-30 PW- Gen Maintenance Revenue | ( 48,109.78) | ( 24,500.00) | ( 7,686.07) | ( 16,813.93) | 31% | no draw from reserve |
| 32-30 PW- Gen Maintenance Expense | 2,351,360.13 | 2,530,650.00 | 1,587,133.20 | 943,516.80 | 63% | |
| **Net PW General Maintenance** | **2,303,250.35** | **2,506,150.00** | **1,579,447.13** | **926,702.87** | | |
| 32-40 PW - Gravel Services Revenue | ( 303,677.87) | ( 300,000.00) | - | 300,000.00 | | decrease MSI capital, move to capital budget |
| 32-40 PW - Gravel Services Expense | 1,008,245.27 | 982,710.00 | 507,617.50 | 475,092.50 | 52% | decrease reclamation & other prof services |
| **Net Gravel Services** | **704,567.40** | **682,710.00** | **507,617.50** | **775,092.50** | | |
| 32-60 PW- Project Services Revenue | ( 13,658.74) | ( 10,000.00) | ( 1,250.89) | ( 8,749.11) | 13% | |
| 32-60 PW- Project Services Expense | 121,297.50 | 208,000.00 | 34,350.90 | 173,649.10 | 17% | Increase street improvement |
| **Net PW Project Services** | **107,638.76** | **198,000.00** | **33,100.01** | **164,899.99** | | |
| 32-70-38 PW - Contingency Revenue | ( 242,471.13) | - | - | - | | Disaster Recovery Program (DRP) 100% Receivable |
| 32-70-38 PW- Contingency Expense | 208,047.21 | 2,560.00 | 2,888.08 | ( 328.08) | 113% | |
| | **( 34,423.92)** | **2,560.00** | **2,888.08** | **( 328.08)** | | |
| **32-70 PW - Dust Control Revenue** | ( 56,800.00) | ( 55,000.00) | ( 32,760.00) | ( 22,240.00) | 60% | increase due to historical |
| 32-70 PW - Dust Control Expense | 67,364.25 | 61,000.00 | 60,933.40 | 66.60 | 100% | contract grader |
| **Net PW Dust Control** | **10,564.25** | **6,000.00** | **28,173.40** | **( 22,173.40)** | | |

# Birch Hills County
## Budget Variance Summary Report by Function Printed 8/12/201911:06 AM

| Description | 2018 Actual | 2019 Budget | 2019 YTD | Variance | % of Budget | Notes |
|---|---|---|---|---|---|---|
| **32-80 PW - Bridge File Expense** | **389,685.00** | **422,600.00** | **253,066.64** | **169,533.36** | 60% | net change in maintenance |
| **Net Public Works** | **3,453,226.89** | **4,704,455.00** | **3,347,758.97** | **1,356,696.03** | 71% | |
| **33 - Airport** | | | | | | |
| Airport Revenue | ( 26,040.00) | - | - | - | | no rent (sold airport) |
| Airport Expense | 219,827.04 | 500.00 | 500.00 | - | 100% | Town of Spirit River grant |
| **Net Airport Services** | **193,787.04** | **500.00** | **500.00** | **-** | | |
| **37 - Drainage Ditches** | | | | | | |
| Drainage Ditches Revenue | - | - | - | - | | |
| Drainage Ditches Expense | 11,860.00 | 10,000.00 | - | 10,000.00 | | Increase maintenance |
| **Net Drainage Ditches** | **11,860.00** | **10,000.00** | **-** | **10,000.00** | | |
| **41 - Regional Water Services** | | | | | | |
| Regional Water Services Revenue | ( 271,506.79) | ( 307,210.00) | ( 128,355.40) | ( 178,854.60) | 42% | Capital grant, Increase water and bulk water |
| Regional Water Services Expense | 654,566.77 | 695,703.00 | 418,821.81 | 276,881.19 | 60% | increase payroll burden |
| **Net Regional Water Services** | **383,059.98** | **388,493.00** | **290,466.41** | **98,026.59** | | |
| **42 - Wastewater Services** | | | | | | |
| Wastewater Services Revenue | ( 61,508.10) | ( 53,000.00) | ( 30,092.43) | ( 22,907.57) | 57% | Incr due to historical, no draw frm Rsv, Cap Grant |
| Wastewater Services Expense | 108,986.09 | 107,770.00 | 59,831.88 | 47,938.12 | 56% | increase payroll burden |
| **Net Reg Wastewater Treatment** | **47,477.99** | **54,770.00** | **29,739.45** | **25,030.55** | | |
| **43 - Solid Waste Services** | 430,537.97 | | | | | |
| Solid Waste Services Revenue | ( 42,514.61) | ( 28,400.00) | ( 14,082.15) | ( 14,317.85) | 50% | no draw from reserve |
| Solid Waste Services Expense | 125,457.74 | 144,300.00 | 69,037.27 | 75,262.73 | 48% | increase OPS, new shed Tangent |
| **Net Solid Waste Collection** | **82,943.13** | **115,900.00** | **54,955.12** | **60,944.88** | | |
| **51 - Family & Community Support Services** | | | | | | |
| FCSS - Revenue | ( 47,606.00) | ( 47,606.00) | ( 36,696.00) | ( 10,910.00) | 77% | |
| FCSS- Expense | 63,135.76 | 63,217.50 | 25,055.27 | 38,162.23 | 40% | |
| **Net FCSS** | **15,529.76** | **15,611.50** | **( 11,640.73)** | **27,252.23** | | |

# Birch Hills County
## Budget Variance Summary Report by Function Printed 8/12/201911:06 AM

| Description | 2018 Actual | 2019 Budget | 2019 YTD | Variance | % of Budget | Notes |
|---|---|---|---|---|---|---|
| **53 - Medical Clinic** | | | | | | |
| Medical Clinic - Revenue | ( 1,800.00) | - | - | - | | |
| Medical Clinic - Expense | 14,262.52 | 38,056.00 | 38,056.06 | ( 0.06) | 100% | |
| **Net Medical Clinic** | **12,462.52** | **38,056.00** | **38,056.06** | **( 0.06)** | | |
| **56 - Cemeteries** | | | | | | |
| Cemetery Revenue | ( 230.00) | - | - | - | | |
| Cemetery Expense | - | 900.00 | 3,104.56 | ( 2,204.56) | 345% | New payroll burden from ASB |
| **Net Cemeteries** | **( 230.00)** | **900.00** | **3,104.56** | **( 2,204.56)** | | |
| **61-10 MPC Planning, Zoning & Development** | | | | | | |
| Planning & Development Revenue | ( 50,519.74) | ( 24,785.00) | ( 8,210.32) | ( 16,574.68) | 33% | decrease draw from reserve |
| Planning & Development Expense | 40,509.30 | 28,030.00 | 8,512.99 | 19,517.01 | 30% | decrease Other Professional Services |
| **Net Planning & Development** | **( 10,010.44)** | **3,245.00** | **302.67** | **2,942.33** | | |
| **61-20 - Development Appeal Board Planning & Development Expense** | **10,435.99** | **7,400.00** | **701.31** | **6,698.69** | 9% | SDAB hearings |
| **61-30 - Development Administration Planning & Development Expense** | **45,941.33** | **51,525.00** | **29,273.66** | **22,251.34** | 57% | Payroll burden increase |
| **62 - Community Services** | | | | | | |
| Community Services Revenue | - | ( 250,000.00) | ( 350,000.00) | | | |
| Community Services Expense | - | 250,000.00 | 350,000.00 | ( 100,000.00) | 140% | |
| | **-** | **-** | **-** | | | |

# Birch Hills County
## Budget Variance Summary Report by Function Printed 8/12/201911:06 AM

| Description | 2018 Actual | 2019 Budget | 2019 YTD | Variance | % of Budget | Notes |
|---|---|---|---|---|---|---|
| **63 - Agriculture Services** | | | | | | |
| 63-10 ASB Administration Revenue | ( 209,660.68) | ( 123,821.35) | ( 365.53) | ( 123,455.82) | 0% | no draw from reserve |
| 63-10 ASB Administration Expense | 42,609.29 | 67,323.00 | 38,382.48 | 28,940.52 | 57% | payroll burden to 2-63-20 |
| 63-10-01 ASB Board Expense | 39,209.55 | 39,100.00 | 37,741.11 | 1,358.89 | 97% | |
| 63-20 ASB Fieldman Expense | 182,093.03 | 220,385.00 | 115,750.72 | 104,634.28 | 53% | payroll burden from 2-63-10 |
| 63-60 ASB Extensions Expense | 2,498.70 | 6,500.00 | - | 6,500.00 | | |
| 63-70-20 ASB Weed Control Expense | 178,083.11 | 224,425.00 | 78,456.55 | 145,968.45 | 35% | payroll burden decrease, increase chemicals |
| ASB Roadside Spraying Expense | - | - | - | - | | |
| 63-70-22 ASB Roadside Mowing Expense | 123,500.42 | 123,200.00 | 70,787.41 | 52,412.59 | 57% | New payroll burden increase, increase repairs |
| 63-70-27 ASB Brushing Expense | 15,880.00 | 25,000.00 | 1,714.29 | | | |
| 63-70-28 ASB Hamlet Maintenance Expense | 46,433.53 | 52,200.00 | 30,686.87 | 21,513.13 | 59% | New payroll burden increase, increase fuel |
| **Net ASB Services** | **420,646.95** | **634,311.65** | **373,153.90** | **261,157.75** | 59% | |
| **64 - Natural Resources Development** | | | | | | |
| **Natural Resources Expense** | **-** | **-** | **-** | **-** | | |
| **66 - Subdivision Land & Developments** | | | | | | |
| Sale of Lots Revenue | ( 19,250.65) | - | - | - | | |
| Cost of Land Sold Expense | - | - | - | - | | |
| **Net Subdivision** | **( 19,250.65)** | **-** | **-** | **-** | | |
| **69 - Tourism** | | | | | | |
| **Tourism Expense** | **2,500.00** | **4,500.00** | **-** | **4,500.00** | | PV Conservation Recreation & Tourism |
| **71- Recreation Board & Services** | | | | | | |
| **Recreation Board Expense** | **131,331.55** | **134,740.00** | **128,230.12** | **6,509.88** | 95% | community water, bulk water accounts |
| **72-10 - Recreation/Parks Facilities & Programs** | | | | | | |
| Parks Revenue | ( 500.00) | ( 500.00) | ( 920.00) | 420.00 | 184% | Wanham Campsite |
| Parks Expense | 1,093.64 | 1,200.00 | 547.31 | 652.69 | 46% | Wanham Campsite |
| **Net Recreation Board** | **593.64** | **700.00** | **( 372.69)** | **1,072.69** | | |
| **72-11 - Community Beautification** | | | | | | |
| **Beautification Expense** | **874.30** | **5,000.00** | **1,229.40** | **3,770.60** | 25% | |

# Birch Hills County
## Budget Variance Summary Report by Function Printed 8/12/201911:06 AM

| Description | 2018 Actual | 2019 Budget | 2019 YTD | Variance | % of Budget | Notes |
|---|---|---|---|---|---|---|
| **74-10 - Library Board Services** | | | | | | |
| Library Revenue | ( 8,042.12) | ( 9,205.00) | ( 5,518.19) | ( 9,205.00) | 60% | |
| Library Expense | 36,500.05 | 38,165.00 | 34,499.17 | 3,665.83 | 90% | |
| **Net Library Board** | **28,457.93** | **28,960.00** | **28,980.98** | **( 20.98)** | | |
| **74-10-45 - Cultural Facilities** | | | | | | |
| Cultural Facilities Revenue | ( 6,198.60) | ( 5,250.00) | ( 4,525.75) | ( 724.25) | 86% | decrease franchise fee |
| Cultural Facilities Expense | 10,017.92 | 14,694.00 | 5,014.03 | 9,679.97 | 34% | Eaglesham Hall, decrease other prof services |
| **Net Cultural Facilities** | **3,819.32** | **9,444.00** | **488.28** | **8,955.72** | | |
| **97 - Contingencies** | | | | | | |
| ACC Surplus Appropriation | 204,837.99 | 643,365.00 | - | 643,365.00 | | |
| Contributed To Operating Reserve | ( 275,915.00) | - | - | - | | |
| **Net Contingencies** | **( 71,077.01)** | **643,365.00** | **-** | **643,365.00** | | |
| **Total Revenues** | ( 9,545,611.97) | ( 8,214,857.45) | ( 6,932,401.65) | | 84% | |
| **Total Expenses** | 10,158,069.35 | 10,824,437.45 | 6,365,669.89 | | 59% | |
| **Net Rev & Exp (Inc. amortization)** | **612,457.38** | **2,609,580.00** | **( 566,731.76)** | **3,176,311.76** | | |
| **Amortization** | **2,579,312.93** | **2,674,000.00** | **1,739,720.00** | | | |
| **Government Transfers for Capital** | **(1,601,218.69)** | **(797,193.00)** | **-** | | | |
| **Net Revenue before Amortization and Gov't transfers for Capital** | **(365,636.86)** | **732,773.00** | **(2,306,451.76)** | | | |

July 15, 2019

**Tony Van Rootselaar, Reeve**
c/o Kelly Hudson, CAO Municipal District of Spirit River No. 133
Box 389
Spirit River, AB T0H 3G0

Dear Reeve Van Rootselaar,

**Re: Contribution to the Central Peace Seniors' Supportive Living Facility**

The purpose of this letter is to follow up on the June 11th, 2019 G5 Seniors' Housing Committee Meeting. Birch Hills County Council voted in favor of providing an additional $100,000.00 in support of the Central Peace Seniors' Supportive Living Facility for the required lands at our June 13th, 2019 Regular Council Meeting, and I am pleased to provide Municipal District of Spirit River No. 133 with that cheque.

There were four (4) resolutions that were adopted at the meeting that relate to the lands and our contribution to the project, and they were as follows:

***RC19-195*** ***"that Council authorizes Birch Hills County to commit to a maximum contribution of $100,000.00, to be funded from the Tax Rate Stabilization Reserve Account number 6-00-00-00-711, towards the cost-sharing for the land acquisition/preparation for the seniors' supportive living facility based on contributions of funds or assets by each of the partner municipalities as follows:***

- ***MD of Spirit River - $350,000***
- ***Birch Hills County - $100,000***
- ***Saddle Hills County - $150,000***
- ***Village of Rycroft - $100,000***
- ***Town of Spirit River - $100,000; and***

***on the condition that the land title be transferred into the names of the five municipalities.";***

***RC19-196*** ***"that Birch Hills County Council cap the County's monetary contribution to the Central Peace Seniors' Supportive Living Facility to the $250,000 approved by resolution RC19-088 and the $100,000 approved by resolution RC19-195, and directs Administration to prepare a letter for Reeve Manzulenko's signature advising the County's G5 partners of Council's decision.";***

***RC19-197*** ***"that Birch Hills County Council authorizes that the lands in the Town of Spirit River that will be in the names of the five municipalities for the Seniors' Housing Committee project be transferred to the Grande Spirit Foundation for $1.00 prior to commencement of construction for the seniors' supportive living***

*facility that was approved and announced by the Alberta provincial government on March 11, 2019.";* and

*RC19-198* *"that Birch Hills County Council appoints the MD of Spirit River as the managing partner municipality for the land preparation work, Environmental Assessments, and handling the approved land title transfers related to the seniors' supportive living facility."*

Council appreciate the efforts that have been undertaken by our G5 partners, and especially by those of your municipality and staff in securing a suitable location for the project. Please feel free to contact me directly should you have any questions or concerns, or forward them to CAO Hermann Minderlein at the County Office during regular business hours at the number listed below.

Sincerely,

Gerald Manzulenko, Reeve
Birch Hills County

Cc: CAO Hermann Minderlein
Birch Hills County Council
Reeve and Council, Saddle Hills County;
Mayor and Council, Town of Spirit River; and
Mayor and Council ,Village of Rycroft.

/ss

ALBERTA
CULTURE, MULTICULTURALISM AND STATUS OF WOMEN
*Office of the Minister*

BIRCH HILLS COUNTY
RECEIVED
JUL 19
WANHAM

July 11, 2019

Reeve Gerald Manzulenko
Reeve
Birch Hills County
PO Box 157
Wanham, AB T0H 3P0

Dear Reeve Manzulenko:

Our communities are made stronger, more welcoming places to live, work and raise a family thanks to selfless contributions of Alberta's volunteers. Each day, these remarkable Albertans give freely of their time and talents to make a difference in the lives of neighbours, friends and people they may never meet. They are the driving force that builds a vibrant civil society in our province.

The Government of Alberta is proud to honour the contributions of Alberta's amazing volunteers and celebrate their achievements through the presentation of the Stars of Alberta Volunteer Awards. The 2019 awards nominations are now open and you can help recognize the remarkable volunteers in your community by submitting a nomination and by encouraging local organizations and individuals to do the same. Share the stories of how volunteers are making your community a better place, one good deed at a time.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their communities are eligible to be nominated.

Full information, including a nomination form and a downloadable promotional poster suitable for printing or placement on your community website, can be found on the Stars of Alberta website at www.alberta.ca/stars-awards. The deadline for nominations is September 20, 2019.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Sincerely,

Leela Sharon Aheer
Minister

cc: Honourable Kaycee Madu
Minister of Municipal Affairs

Room 227 Legislature Building, 10800-97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-422-3559

*Printed on recycled paper*

July 23, 2019

Reeve Joe Blakeman
Lac Ste. Anne County
Box 219
Sangudo, AB T0E 2A0

Dear Reeve Blakeman

**Re: Meeting Request**

Thank you for your invitation to attend a meeting to discuss the roles of rural MLA's, specifically those related to rural municipal issues. Your letter was presented to Council as part of our July 11, 2019 Regular Council Meeting, and it was the decision of Council to decline the invitation.

I would support discussions on the matter, but feel that such conversations should be coordinated by the Rural Municipalities of Alberta. This could possibly be part of the Mayors and Reeves Meeting at this fall's convention, with preliminary discussions being held at District meetings to permit input from an even wider group of municipally elected representatives.

If you require any clarification or additional information, please free to contact me via email at geraldm@birchhillscounty.com, or through our CAO, Hermann Minderlein, at the number listed below.

Sincerely,

Gerald Manzulenko, Reeve
Birch Hills County

Cc: Tom Burton, Director, RMA District 4
Birch Hills County Council
Hermann Minderlein, CAO

/ss

**Water North Coalition**
206-9621-96 Avenue, Bag 900-14
Peace River AB T8S 1T4
**Phone:** 780.624.6274 | **Fax:** 780.624.6184

July 26, 2019

Hermann Minderlein
Chief Administrative Officer
Birch Hills County
4601 – 50th Street (Box 157)
Wanham, Alberta
T0H 3P0

Re: Water North Coalition Meeting

Dear Mr. Minderlein:

The Water North Coalition would like to express its sincerest gratitude for the hospitality extended for the July 25, 2019 meeting in Kakut Lake.

Appreciation to you, and all of the people who assisted in coordination and set-up to ensure that the meeting was a great success. Please also pass our gratitude to the caterer for the delicious lunch.

Thank you as well, to Reeve Gerald Manzulenko for delivering welcome remarks to the members.

We appreciate the support of Birch Hills County to the Coalition and its efforts. We look forward to continuing to work with you.

Warmest regards,

Bob Marshall
Chair, Water North Coalition
Councillor, County of Grande Prairie No. 1

CC: Terry Carbone
Albert Poetker
Dion Hynes
Shawna Schewerdt

Dear Mr. Hermann Minderlein,

**George Lidgett,**
Executive Vice President & General Manager, Utilities

and

**Melanie Bayley,**
Senior Vice President & General Manager, Electricity

together with their leadership teams, cordially invite you and a guest to participate in an interactive ATCO project showcase:

***'Energization and Beyond'***

We also invite you to enjoy the **ATCO Solutions** competition at the Spruce Meadows 'Masters' Tournament taking place throughout the day.

**Event Time: 9:00 AM - 5:00 PM***
**Location: CP Canada House, Spruce Meadows**

**Click here to accept or decline by August 21, 2019**

*Invitation is non-transferrable.*
*Dress Code: Business Attire*
*Age 14+*

**Timing subject to change based on Spruce Meadows Tournament schedule.*

**Spruce Meadows, CP Canada House**
18011 Spruce Meadows Way S.W.
Calgary, Alberta

ATCO