AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
December 12, 2019

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

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
a. November 28, 2019, 2019 Regular Council Meeting Minutes (Page 3)

4. DELEGATIONS (if required)

10:00 a.m. a. D. Bruce Malcolm - Ravenhill Smith Search Inc. (Closed Session) (Page 14)

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

6. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (Page 30) (Directors Only)
b. CAO Action Log (Page 41)

7. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS) – Nil

8. BYLAWS - nil

9. NEW BUSINESS

a. **Council** –
i. Upcoming Meetings Council Calendar (Page 48)
ii. 2020 Growing the North Conference (Page 53)
iii. 2020 FCM Conference (Page 57)

b. **Administration**
i. December Early Payroll Cut off (Page 63)
ii. 2020 Interim Operating Budget (Page 64)
iii. 2020 Capital Budget (Page 66)
iv. 2020-2023 Operating Financial Plan (Page 71)
v. 2021-2025 Capital Plan (Page 75)
vi. ISDAB appointment re Karen Egge (Page 86)

c. **Emergency Services** - Nil

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
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WANHAM BIRCH HILLS COUNTY OFFICE
December 12, 2019
(CONTINUED)

d. **Public Works**
   i. Wanham Ski Hill (Page 90)
   ii. GPS Units (Page 92)
   iii. Fleet Management re Light Duty Trucks (Page 95)
   iv. Gravel Purchase (Page 105)
   v. Policy 37-02-19 “Road Use Agreement” (Page 107)

e. **Agricultural Service**
   i. V.S.I. 2020 Agreement (Page 123)

10. FOR INFORMATION
a. Bank Reconciliation November 30, 2019 (Page 127)

11. CORRESPONDENCE
a. Letter dated December 3, 2019 re RMA Rebate (Page 131)
b. Letter dated December 3, 2019 re Recreation Board Appt (Page 132)
c. Letter dated December 3, 2019 re Recreation Board Appt ((Page 133)
d. Letter received December 6, 2019 re Skills Canada Alberta (Page 135)
e. Letter received December 10, 2019 re Opportunity to Meet with Minister of Municipal Affairs at Spring RMA Convention (Page 138)

12. CLOSED SESSION
a. Related to item 4.a - Personnel (Page 14)

NEXT REGULAR COUNCIL MEETING DATE – January 9, 2020 (TBC)

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
	Legislative Officer	Shawna Schwerdt

CALL TO ORDER

Reeve Manzulenko called the meeting to order at 9:02 a.m.

ADOPTION OF AGENDA

RC19-372 Moved by Councillor Poetker that Council adopt the agenda of the November 28, 2019 Regular Council Meeting with the amended Agenda which included the following amendments:
5.d Councillor Wendland Report;
8.c Outstanding Policy and Bylaw Matters – CAO Action Log;
8.e Governance and Operational Policy Section 4.7. Council Remuneration;
8.f Policy 71-01(2)-19 Recreation Operating Grant Policy;
9.c.i BHC Fire Chiefs and Deputy Fire Chiefs Appointments;
9.d.i Fleet Management re Light Duty Trucks removed brought to next Council meeting;
11.e Correspondence re ICF/IDP changes.

CARRIED

ADOPTION OF MINUTES

Organizational Council Meeting October 24, 2019

RC19-373 Moved by Councillor Wendland that Council approve the minutes of the October 24, 2019 Organizational Council Meeting as presented.

CARRIED

Regular Council Meeting October 24, 2019

RC19-374 Moved by Councillor Reum that Council approve the minutes of the October 24, 2019 Regular Council Meeting as amended with the addition of the word “CARRIED” to resolution RC19-345.

CARRIED

Special Council Meeting

November 8, 2019

RC19-375 Moved by Councillor Duvall that Council approve the minutes of the November 8, 2019 Special Council Meeting as presented.

CARRIED

Reeve Manzulenko adjourned the Regular Council meeting for a scheduled ASB meeting at 9:04 a.m.

Reeve Manzulenko called the Regular Council meeting back to order at 10:45 a.m.

COUNCILLOR REPORTS

Reeve Manzulenko

Reeve Manzulenko provided verbal reports on a teleconference he sat in on with Municipal Affairs and on the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 12 to 15 and referred to his verbal report provided during the ASB meeting on the V.S.I. AGM on November 8 in Peace River.

Deputy Reeve Carbone

Deputy Reeve Carbone provided a verbal report on the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 12 to 15 and on the Eaglesham Seed Cleaning Plant meeting held on November 5, 2019.

Councillor Poetker

Councillor Poetker provided a verbal report on the Peace Regional Agriculture meeting in Saint Isadore on October 29, and on the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 12 to 15, 2019.

Councillor Wendland

Councillor Wendland provided a verbal update to her written report that she provided to Council on the Peace Regional Agriculture meeting she attended in Saint Isadore on October 29, and on the PREDA meeting she attended on November 8, 2019.

Councillor Reum

No Report.

Councillor Duvall

Councillor Duvall provided a verbal report on the Munis 101 Course that Councillor Poetker and himself attended on November 5 and 6 in Peace River, on the PVCRTS River Study - Additional Public Engagement Opportunity Open House meeting he attended on November 20, on the Peace Regional Agriculture

meeting in Saint Isadore on October 29, and on the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 12 to 15, 2019.

Councillor Joudrey

Councillor Joudrey provided a verbal report on portions of the Rural Municipalities of Alberta (RMA) Convention she had been able to attend in Edmonton on November 12 and 13, 2019.

RC19-376 Moved by Councillor Duvall that Council accept the Councillor Reports for information.

CARRIED

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

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

Sergeant Mark Hall and Sergeant Bryce Tarzwell, entered meeting 11:36 a.m.

DELEGATIONS

Sergeant Mark Hall, McLennan RCMP Detachment Commander and Sergeant Bryce Tarzwell, Spirit River RCMP Detachment Commander

Council was introduced and presented with a verbal report to the written report that was presented to Council on policing activity.

RC19-377 Moved by Councillor Poetker that Council accept Sergeant Mark Hall and Sergeant Bryce Tarzwell's policing activity report for information.

CARRIED

Meeting was recessed for lunch at 12:35 p.m.

Sergeant Hall and Tarzwell exited meeting 1:15 p.m.

Meeting was resumed at 1:20 p.m.

CHIEF ADMINISTRATIVE OFFICER'S REPORTS CONTINUED

CAO Minderlein continued to provide Council with a verbal update to the rest of his written report that had been distributed.

RC19-378 Moved by Councillor Poetker 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 November 25, 2019 provided in the Agenda Package.

RC19-379 Moved by Councillor Joudrey that Council receive the CAO Action Log for information.

CARRIED

BYLAWS

Bylaw 2019-13 ICF BHC/County of Grande

Council was presented with Birch Hills County (BHC) Bylaw No. 2019-13, the "County of Grande Prairie No. 1/Birch Hills County ICF Bylaw" for first, second, and third reading.

RC19-380 Moved by Councillor Poetker that Council provide first reading to Birch Hills County Bylaw 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw".

CARRIED

RC19-381 Moved by Councillor Wendland that Council provide second reading to Birch Hills County Bylaw 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw".

CARRIED

RC19-382 Moved by Deputy Reeve Carbone that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw" at this meeting.

CARRIED UNANIMOUSLY

RC19-383 Moved by Councillor Reum that Council provide third and final reading to Birch Hills County Bylaw 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw".

CARRIED

RC19-384 Moved by Councillor Duvall that Council direct Administration to update the County's website with a copy of 2019-13 the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw", as per the Procedural Bylaw 2014-06.

CARRIED

Bylaw 2019-14 ICF BHC/Saddle Hills County

Council was presented with Birch Hills County (BHC) Bylaw No. 2019-14, the "Saddle Hills County Intermunicipal Collaboration Framework Bylaw" for first, second, and third reading.

RC19-385 Moved by Councillor Joudrey that Council provide first reading to Birch Hills County Bylaw 2019-14, the "Saddle Hills County Intermunicipal Collaboration Framework Bylaw".

CARRIED

RC19-386 Moved by Councillor Poetker that Council provide second reading to Birch Hills County Bylaw 2019-14, the "Saddle Hills County Intermunicipal Collaboration Framework Bylaw".

CARRIED

RC19-387 Moved by Councillor Wendland that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-14, the "Saddle Hills County Intermunicipal Collaboration Framework Bylaw" at this meeting.

CARRIED UNANIMOUSLY

RC19-388 Moved by Deputy Reeve Carbone that Council provide third and final reading to Birch Hills County Bylaw 2019-14, the "Saddle Hills County Intermunicipal Collaboration Framework Bylaw".

CARRIED

RC19-389 Moved by Councillor Reum that Council direct Administration to update the County's website with a copy of 2019-14, "Saddle Hills County Intermunicipal Collaboration Framework Bylaw" as per the Procedural Bylaw 2014-06.

CARRIED

Bylaw No. 2019-15, the "Procedural Bylaw"

Council was presented with Bylaw No. 2019-15, the "Procedural Bylaw".

RC19-390 Moved by Councillor Duvall that Council

provide first reading to Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw".

CARRIED

RC19-391 Moved by Councillor Joudrey that Council provide second reading to Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw".

CARRIED

RC19-392 Moved by Councillor Poetker that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw" at this meeting.

CARRIED UNANIMOUSLY

RC19-393 Moved by Councillor Wendland that Council provide third and final reading to Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw".

CARRIED

RC19-394 Moved by Deputy Reeve Carbone that Council direct Administration to update the County's website with a copy of Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw".

CARRIED

UNFINISHED BUSINESS

Correction of the Minutes of the September 26, 2019 Regular Council Meeting

Council was requested to correct an address recorded in the minutes of the September 26, 2019 Regular Council Meeting during the Public Hearing related to Bylaw 2019-06, and in resolution RC19-284 that relates to "Lot 8 Block 1 Plan 406ET" that was incorrectly recorded in the minutes as "Lot 8 Block 1 Plan 604ET".

RC19-395 Moved by Deputy Reeve Carbone that Council authorize the correction of the minutes of the Regular Council Meeting held September 26, 2019 by correcting the wording "Lot 8 Block 1 Plan 604ET" found on both pages 4 and 6 to read "Lot 8 Block 1 Plan 406ET", by recording the number of this resolution in the left hand margin of those minutes where the corrections are made, and by having the changes initialed by Reeve Manzulenko and CAO Minderlein.

CARRIED

Policy 11-05-19 Travel Expense Remuneration	Council was presented with the draft Policy 11-05-19 Travel Expense Remuneration Policy. **RC19-396 Moved by Councillor Reum** that Council adopt Policy 11-05-19, the Birch Hills County "Travel Expense Remuneration Policy" and rescind the Travel Expense Remuneration Policy adopted by resolution 05-12-01-11. **CARRIED**
Outstanding Policy and Bylaw Matters – CAO Action Log	Council was presented with information from the CAO Action Log that related to incomplete actions related to policies or bylaws in order to recap them and have Council provide updated direction for Administration to follow up on. **RC19-397 Moved by Deputy Reeve Carbone** that Council rescind Resolution RC17-428, and direct Administration to develop a plan to dismantle both the Personnel Handbook and the Governance and Operational Policy and replace them (or portions of them) with policies that will permit them to be easily reviewed and updated when required, and to bring that plan back to a future Regular Council Meeting. **CARRIED** **RC19-398 Moved by Councillor Wendland** that Council rescind Resolution RC18-373, and direct Administration to develop a plan to review current polices and prepare updated replacement policies where deemed necessary, and to bring that plan back to a future Regular Council Meeting. **CARRIED**
Request for Proposal re CAO Recruitment (Closed Session)	Item 8.d to be addressed under item 12.a - Closed Session.
Governance and Operational Policy Section 4.7 Council Remuneration	Administration returned this item to Council as directed by resolutions RC19-039 and RC19-041 made at the Regular Council Meeting on February 14, 2019.

RC19-399 Moved by Councillor Poetker that Council approve an amendment to the Birch Hills County "Governance and Operational Policies" by adding sub-section 4.7.9 to Section 4.7 that reads as: "4.7.9 Effective January 1, 2020, honourarium rates listed in sections 4.7.1 and 4.7.2 of this policy will be increased by the annual cost of living allowance (COLA) provided to employees under Section 4.2 of the Personnel Handbook, a policy that was adopted by Council by Resolution RC15-436.

CARRIED

Policy 71-01(2)-19 Recreation Operating Grant Policy

Administration brought Policy 71-01-19 - Recreation Operating Assistance Grant policy to Council based on direction provided by Council.

RC19-400 Moved by Councillor Poetker that Council approve Birch Hills County Policy 73-01(2)-19, the "Recreation Operating Assistance Grant Policy" as presented.

CARRIED

RC19-401 Moved by Councillor Wendland that Council rescind Birch Hills County Policy 73-01-19, the "Recreation Operating Assistance Grant Policy".

CARRIED

NEW BUSINESS

Appointment of Auditor

Council was requested to appoint an auditor as required by Section 280(1) of the Municipal Government Act.

RC19-402 Moved by Councillor Duvall that Council appoint Sylvain & Company from Falher, AB to complete the financial audit for the year ending December 31, 2019.

CARRIED

BHC Recreation Board Appointment

Council was requested to appoint a member-at-large to sit on the Birch Hills County Recreation Board as the representative from Ward 1.

RC19-403 Moved by Councillor Poetker that Council appoint Celeste Emerson as a member representing Ward 1 to the Birch Hills County Recreation Board for

a three (3) year term ending in 2022.

CARRIED

RC19-404 Moved by Councillor Wendland that Council direct Administration to continue to advertise for a representative for the Birch Hills County Recreation Board from Ward 2 and to update Council at the December 12, 2019 Regular Council Meeting.

CARRIED

RMA Patronage Rebate

Council was provided with information on this year's Rural Municipalities of Alberta (RMA) patronage rebate.

RC19-405 Moved by Deputy Reeve Carbone that Council receive the letter from the Rural Municipalities of Alberta (RMA) dated November 8, 2019 regarding the RMA Rebate for information, and direct Administration to advise the RMA to continue writing cheques to Birch Hills County for the County's patronage rebate.

CARRIED

2020 Cost of Living Increases

Council was requested to provide Administration with direction regarding 2020 honourarium, salary and pay increases.

Meeting was recessed at 3:00 p.m.

Meeting was resumed at 3:08 p.m.

RC19-406 Moved by Councillor Wendland that Council authorize Administration to provide increases to employee salaries and wages for 2020 as per Section 4.2 of the Personnel Handbook, that being an across the board increase of 1.6% based on the Statistics Canada Consumer Price Index for Alberta for the one-year period ending October, 2019, plus any salary grid increases where performance has been assessed as "Satisfactory" or better.

CARRIED

BHC Fire Chiefs and Deputy Fire Chiefs Appointments

Council was requested to appoint the specified number of BHC Fire Chiefs and Deputy Fire Chiefs.

RC19-407 Moved by Councillor Joudrey that Council appoint the following personnel to the

positions listed for the period 1 December, 2019 to November 30, 2022:
Eaglesham Fire Department:
Fire Chief Tom Morgan; and
Deputy Fire Chief Mark Wurz;
Wanham Fire Department:
Fire Chief Darcy Parlee; and
Deputy Fire Chief Alan Connell; and
Tangent Fire Department:
Fire Chief Jim Alexy; and
Deputy Fire Chief Terry Carbone.

CARRIED

Water Report

Council was provided with a report on the County's water utility which included usage, revenues and expenses.

RC19-408 Moved by Councillor Duvall that Council accept Public Work's report related to water usage, expenses, and revenues for information and direct Administration to summarize and publicize the report information as deemed appropriate.

CARRIED

FOR INFORMATION

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

1. Bank Reconciliation – October 31, 2019.

RC19-409 Moved by Councillor Poetker that Council accept the items presented for information.

CARRIED

CORRESPONDENCE

Council was provided with copies of the following documents:

a. Letter dated October 29, 2019 response to Ervin Murray re Road Extension request;
b. Letter dated October 28 from SHC re Appointments;
c. Letter dated November 7, 2019 from re Alberta Capital Finance Authority;
d. Letter dated November 14 from Minister of Municipal Affairs re Grant Funding; and
e. Email correspondence dated November 26, 2019 from Minister of Municipal Affairs regarding IDP/ICF changes.

RC19-410 Moved by Councillor Joudrey that Council accept the correspondence provided for information.

CARRIED

Shawna Schwerdt L.O./E.A. exited meeting at 3:32 p.m.

CLOSED SESSION

Request for Proposal re CAO Recruitment

RC19-411 Moved by Councillor Duvall that Council move into closed session at 3:35 p.m. to discuss item 8.d the Request for Proposal related to CAO Recruitment per Freedom of Information and Protection of Privacy Act (FOIP) Division 2, section 27.

CARRIED

RC19-412 Moved by Councillor Joudrey that Council move out of closed session at 3:50 p.m.

CARRIED

RC19-413 Moved by Deputy Reeve Carbone that Council extend meeting past 4:00 p.m.

CARRIED

RC19-414 Moved by Councillor Wendland that Council move back into closed session to continue item 8.d at 3:51 p.m.

CARRIED

RC19-415 Moved by Councillor Joudrey that Council move out of closed session at 4:30 p.m.

CARRIED

RC19-416 Moved by Councillor Poetker that Council retain Ravenhill, Smith Search Inc. to assist Council with the recruitment of a Chief Administrative Officer under the terms spelled out in their submission to Request for Proposal (RFP) - 2019-12-02.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 4:31 p.m.

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

INITIALS: **Reeve:** _____

November 20, 2019

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

RFP #2019-12-02 Chief Administrative Officer Search

Ravenhill Smith Search Inc. specializes in municipal search- we work with candidates from all sources, but with the understanding of what it takes to be a municipal professional in the 21st century.

Clients appreciate our singlemindedness and focus. It is this same focus that has been behind dozens of successful municipal executive searches across Alberta and throughout Canada over the past 14 years – for a wide variety of municipalities in terms of size and scope… but all with the same careful attention to 'Fit'.

During this past year, successful City Manager/CEO/CAO searches were conducted for Moose Jaw, Chestermere, St Albert, Corner Brook Brantford, Windsor and we are just finishing a CAO search for the Village of Acme.

In the attached pages we will outline our plan to assist Birch Hills County in the very important assignment of identifying a Chief Administrative Officer.

We believe that this can best be accomplished as we work with you to develop a profile of the 'right' candidate… the goal being to identify the best person for the job … **… Not just the best available person**

4 QUICK FACTS THAT MAKE THIS SEARCH CHALLENGING

- Many municipalities all over Alberta and across Canada are searching for 'Top Talent'.
- A Canadian turns 60 every 75 seconds and will for the next 12 years, age **57** is the average retirement age for municipal employees.
- 89% of Hiring Failures are the result of poor corporate-culture 'FIT'.
- Without an *extraordinary* recruiting and selection plan Birch Hills could easily attract someone …

"who made the last municipality miserable"

In the five appendices attached, we demonstrate the distinct advantages of our approach. We illustrate how Ravenhill Smith will effectively meet your schedule – outline the methods we use to professionally profile, identify and recruit candidates, receive and review applications, screen and present them so that you can confidently choose your new CAO.

OUR UNDERSTANDING OF THE COUNTY'S NEEDS

Set against the background of the County's **MISSION:** … **"Birch Hills County will provide dedicated quality services to enhance communities and ensure growth"** - plus – the County's **VISION: "Birch Hills County – Home of Rivers, Heritage and Opportunity"** the need for a CAO who can work well with Reeve Manzulenko and council to achieve … effective governance and public service delivery, a CAO is needed…

- **WHO WILL do the job with the County's best interest in mind and not their own.**
- **WHO WILL be first and foremost a person of integrity … and be accountable.**
- **WHO WILL see him/herself as a guardian of public funds … and**
- **WHO WILL recognize the job as a public service – supported by taxpayer dollars.**

CHIEF ADMINISTRATIVE OFFICERS ARE IN GREAT DEMAND

In fact, senior managers in every department at all levels of municipal leadership are in great demand throughout Alberta and across Canada. Even greater is the demand for Chief Administrative Officers. Today, municipalities are losing key leadership at a furious rate, making this a challenging market for finding 'Top Talent', as 1000 Canadians reach retirement age every day. This phenomenon will continue to put pressure on human resources for the next 12 years and beyond, until the last baby boomer turns 65.

Adding to this serious shortage of 'Top Talent' generally, 57 is the average retirement age for municipal employees*. Others, even younger, are being lost, as key staff leave senior positions - drawn to opportunities created by this same wave of retiring and hiring. *OMERS Research

WHAT RAVENHILL SMITH CAN DO FOR THE BIRCH HILLS COUNTY

Because you want to make certain that your County hires the 'right' CAO we would encourage you to retain Ravenhill Smith to perform your search. The number one thing that sets us apart is our proven ability to find and recruit outstanding passive candidates ...those are **the people not actively** looking for a job.

Marketing vs Advertising

At Ravenhill Smith, we recognize that an advertising plan and budget are important, however we focus our energies on the marketing or *selling* of your opportunity. We act as ambassadors for Birch Hills well above and beyond what simply posting jobs on job boards can achieve. We connect with those who are qualified – the very people you seek!

Advertising Efforts*

- Job posting on municipal specific job boards
- Advertise on municipal websites and publications
- Job posting on appropriate professional websites
- Utilize social media outlets to highlight job opportunity

*Primarily to let those who know us that we are handling your search

Marketing Efforts

We are Canada's municipal recruitment specialists and have touch points with all the various municipal administrators as we are:

- Corporate Sponsors/members of CAMA for over 10 years
- Sponsors of AUMA and LGAA
- Not to mention OMAA, OMHRA, UBCM, AMANS et al.

We publish a monthly newsletter *"The Alberta Municipal Recruiting Report"* that is seen by over 7,000 subscribers in the municipal sector all across Canada.

Utilizing our network of municipal administrators and government leaders we have connected with over the past 14 years, we are able to:

1. Sell your unique city's unique opportunity to a wide audience of potential candidates.
2. Connect with Top Municipal Talent via:
    a. Referrals
    b. Direct Contact
    c. Municipal staff suggestions
    d. Database of previous candidates
    e. Extensive reference checking

We go a step further… we find people with the right stuff …the right resume, the right background and the right education, but then since 'FIT' is likely the single most important factor in recruiting we ask candidates to qualify through our selection/screening process.

A.S.K™. Screening/Selection CCQ™ Corporate Culture

To identify the 'right' candidate for you, we utilize our Corporate Culture Questionnaire **CCQ™** to help us gain a better understanding of the work environment by surveying select council and staff.

When screening candidates we look for those who will be good working match for Birch Hills. Additionally, we put candidates through **A.S.K™** profiling questionnaire, giving your Selection Team a clearer understanding of each candidate's **A**ttitudes, **S**kills and **K**nowledge. When combined - these proprietary tools - **CCQ™ & A.S.K™** will help to identify 'FIT' for Birch Hills - as outlined below.

A Five Step Approach
A.S.K. ™ RECRUITING TOOLS

TOOL #1 Recruiting: We are a Canada-wide search firm. We are recruiters and do not rely on advertising. Because we specialize, we know literally thousands of municipal employees, at every level of municipal work - many of them on a first name basis. You can rely our unparalleled knowledge of the 'key' players in Canada's municipalities - the men and women you want to hire.

TOOL #2 Selection/Screening: We begin each search with our proprietary Corporate Culture Questionnaire **CCQ™** to help gain a better understanding of your work environment. It is a customized survey of key council and staff- armed with this information we look for candidates who will be a good working match. Additionally, perhaps even more importantly, we put candidates through our **A.S.K ™** selection process. It is professionally produced questionnaire that will give everyone involved a clearer understanding of each candidate's **A**ttitudes, **S**kills and **K**nowledge. When combined - these tools will help to identify 'FIT' for Birch Hills.

TOOL #3 Interviewing: Through our non-traditional approach to interview questions we custom create a variety of questions to keep the interview moving, with subjects that get to the heart of the job requirements. Called the ***A.S.K. ™*Interviewer Advantage,** we Include is a formula for easier evaluation to help the panel score each candidates' answers. We most often facilitate.

TOOL #4 Psychometric Testing: an aptitude test designed for municipal administration. It will provide an overview of an individual's management style and assesses strengths and weaknesses. The Our ***A.S.K. ™* psychometric** evaluation will answer questions such as *"what is this person's natural approach to following instructions, cost cutting, dealing with staff, customer service attitude, communication style and problem-solving ability".*

T00L #5 Reference and Background Checking: Since past performance is often **the** best indicator of future performance, only checking references will establish what a candidate *has done*. We always follow the ***A.S.K. ™* 360** reference format … someone a candidate has worked for, someone a candidate has worked with and someone who has worked for the candidate. Additionally, we also facilitate any required **Criminal Background Check**.

"To the man who only has a hammer, everything he encounters begins to look like a nail"

We have included in the following pages:

Appendix 1 **Corporate Backgrounder** of Ravenhill Smith's key people**.**

Appendix 2 **Recruiting Experience** It's important for you to have the confidence that we know what we are doing, that we will be effective on Birch Hills's behalf. You need to know that we have a history of successful recruiting. See list of searches/ references.

Appendix 3 **A Schedule and Time Frame** it begins the day you approve our contract at week one and ends with the successful negotiations and on-boarding of your CAO*****

Appendix 4 **Commitment to Satisfaction** Doing the job right the first time is always better than utilizing our **ONE-YEAR QUALITY GUARANTEE**. Details included.

Appendix 5 **Financial Arrangement** Fees, expenses, advertising as well as professional liability insurance are detailed.

We would be glad to work with any members of your organization, designated as part of the county's Selection Team. We anticipate that both staff and council will participate in our *Corporate Culture™* Questionnaire … a proven effective survey which will help us establish criteria for "FIT".

We urge you to move forward on the search for a Chief Administrative Officer as soon as possible. As an Alberta community in a very competitive market … the Birch Hills County must take advantage of every opportunity to recruit 'Top Talent'. We can help you do exactly that!

Respectfully,
RAVENHILL SMITH SEARCH INC

D. Bruce Malcolm
Managing Partner

Western Canada Team
Managing Partner

Bruce is the consummate people person and professional networker. Over the past decade, he has built a solid reputation as an ethical Executive Search Consultant who specializes in municipal recruiting. In a career that has been highlighted by service to others, his focus has always been on finding the 'right person' for the job, whether for one of his many clients or for one of his own businesses.

D. Bruce Malcolm

"… No client has ever asked us to find them an 'ordinary' Chief Administrative Officer"
dbm50

Bruce created and developed the ***A.S.K.*** **Selection™** assessment process. It is a proprietary, comprehensive selection tool that help clients better ensure 'FIT' when hiring. The process seeks to eliminate the dangers of 'gut-level' decision-making when choosing the 'right' candidate.

For most of his working life, Bruce has been involved with the development of 'human capital'. A known Talent Management expert, Bruce recognized early in his career that -

"… Getting the right people on the bus, the wrong people off the bus is the key to success"
Jim Collins

Some Areas of Expertise

- Responsible for recruiting hundreds of successful senior managers including: City Manager, General Manager, Commissioner, Fire Chief, Police Chief, Director of Corporate Services, CFO, Director of Engineering, Director of Planning, Director of HR, and more
- Author/Editor of the award winning, **Alberta Municipal Recruiting Report**.
- Writer- Developer of valuable selection, pre-screening and interview processes tools.
- Skilled contract negotiator… works with the Selection Committee.
- Coaches municipal staff/councils to maximize human capital potential.

Resume: D. Bruce Malcolm

Bruce began his recruiting career in the 1970s with Prudential Assurance Company, recruiting, training and mentoring junior executives. He followed this with five years in his own business in southwestern Ontario and Dallas Texas. Bruce returned to Canada in 1984 to head up Executive Recruiting at Keith Bagg & Associates a Toronto based search/personnel firm. He launched Ravenhill in 2002 where he recruited for a variety of senior roles such as General Manger, CFO, CEO, Director and Executive Director. Since 2006 he has been a municipal recruiting specialists.

Managing Partner Ravenhill Group Inc 2002 - present

CEO Local Government Jobs List Inc. - **L0G0J0** 2017 -present

Board Experience in Canada

- Numerous not-for-profits, including church and mission boards.
- Chairman SCA International (formerly Shantymen Christian Association) 2012 -present

Education and Qualifications

- B. Law, Economics, Psychology, University of Toronto 1973
- OSC and Studies in Securities - 1975.
- Business School of HK 2002
- Xerox Selling Skills I, II & III

Awards and Recognition

- Doctor of Commercial Science, London Institute of Applied Research, London England 1973

Matt Noble, CPM, CMA

Team Lead

Matt has 18 years of municipal government experience, 17 years as a City Manager, in Swift Current, SK., Moose Jaw, SK., and Merritt, BC. His other experience includes over 20 years in senior finance. He performed these services as a consultant with private industry, crown corporations and private owned facilities in AB, B.C., NWT and The Turks and Caicos Islands

Matt qualified as a CPA, CMA and completed an executive program at the University of Western Ontario followed by courses in contracts and negotiating at Queens University and other continual professional development elsewhere.

Glen Smith

Deputy Team Lead

A senior member of the Ravenhill Group since 2017, Glen Smith previously worked for Wood Buffalo, a large Regional Municipality in Alberta, where as a Director, he headed up Public Works and was part of the senior management group ... a key component of this work included recruiting and selecting skilled people.
A talented researcher/recruiter, Glen has over 20 years' experience in a number of senior municipal roles, leading successful teams in various disciplines in Alberta

Gary Sawatzky

Gary is a great networker with a wealth of Municipal experience. He has a solid understanding what a council needs in senior staff. He has served as a Mayor of the Town of Preeceville, chair of the Timberline School Division Board, as well as serving the East Central area on the SUMA board of Directors. He has gone through the Municipal Justice program to serve on a LARB for the Town of Cochrane. He has also engaged in working with councils on developing 5-year strategic plans.

Philip J.W. Smith

Deputy Team Lead

Phil has spent the past 22 years, in search and recruitment, building and developing his skills in sourcing and securing the strongest and most effective fit for each of the many organizations he has served. His work has seen him specialize in search in the IT, General Management , Sales and most recently a ***specialist*** in the **Public and Not for Profit sectors**.

His strong desire is to make impact on those organizations, and to see them flourish through the integral part that he, and his team, have played in their development and continued success. His strengths in direct recruitment, negotiation, contract development, and offer presentation mean that both clients and candidates benefit from his proven professionalism.

Philip has honed his craft through learning alongside some of the strongest and most recognized names in the industry, and through the building and development of his own successful teams over the past 15+ years. Throughout his career, he has also applied his strengths in communication and tactical coaching to efforts that strengthen professionals in both the search profession."

Education and Qualifications

1992, Bachelor of Theology , Masters College & Seminary , Peterborough , ON

Lyndie Sneath, A.S.K Consultant

Fluent in both of Canada's official languages Lyndie works with her staff to manage the evaluation and selection process of municipal management for our clients. Lyndie's specialized training in the *A.S.K. Selection Process™* and education (University of Toronto, Languages) together with her business career experience combine to make her a valuable team member.

Lesley Prestwich, Researcher

Educated at St Lawrence College (ECE, 1998). Lesley brings many years of investigative experience to the company and our clients. Lesley and her staff use the tried and true methods she learned while working with Forzani Group and TDL Inc., and as a medical database developer. She and her staff have been able to perform reference checks utilizing the 'Ravenhill 360o Referencing™' tool with an effectiveness that goes well beyond the scope of a typical HR Department.

APPENDIX 2:

Municipal Sector Experience

City of St Albert
Search for **Deputy Chief Administrative officer**,
Contact: Ryan Stovall Dir. HR 780-459-1514
rstovall@stalbert.ca

City of Moose Jaw SK
Search for **City Manager**
Contact: Al Bromley Dir. HR 306- 694-4464
ABromley@moosejaw.ca

City of Chestermere AB
Search for **Chief Administrative Officer**
Contact: Mayor Marshall Chalmers, 403-207-7073
mchalmers@chestermere.ca

City of North Battleford SK
Search for **City Manager**
Contact: Mayor Ryan Bater, 306-445-1700
rbater@cityofnb.ca

Recent Searches completed by Ravenhill Group

- GM Richmond BC
- HR Manager Richmond BC
- Dir. Corp/Ser. Drumheller, AB
- Dir. Corp. Services Hinton, AB
- Dir. Finance Three Hills, AB
- Dir. Finance Hawkesbury, ON
- Dir. Recreation Kindersley, SK
- Dir. Comm. Serv. Hinton, AB
- Dir. Cult/Rec. Opportunity, AB
- Mgr. Engineering Hinton, AB
- Dir. PW Foothills, AB
- Dir. PW Cardston County, AB
- Dir. PW Georgian Bluffs, ON
- Dir. Roadway Ops Regina SK
- Fire Chief, Innisfil, ON
- Commissioner Waterloo, ON
- Dir. Finance Inuvik NT
- Traff/ Eng. Grande Prairie AB.
- Dir. Plan Dist. West Van BC
- Mgr. Perm/ Dist. West Van BC
- Dir. Eng. & PW Moose Jaw, SK
- Dir. P.W. Wawa ON.
- Sup. of Roads West Van BC
- Mgr. By-law Enf. Richmond BC
- Dir PW Trail BC
- Dir PW Ear Falls Twp. ON
- Dir Planning Stouffville ON

:

- **CAO Three Hills, AB**
- **CAO High Level AB**
- **CAO Ramara, ON**
- **CAO Cypress County AB**
- **CAO Loyalist Twp.**
- **City Mgr. Moose Jaw SK**
- **City Mgr. Estevan SK**
- **CEO Innisfil, ON.**
- **CAO Merritt, BC**
- **CAO Cty. Frontenac ON.**
- **CAO S Glengarry ON.**
- **CAO N Stormont ON.**
- **CAO Seguin Twp. ON.**
- **CAO Provost, AB**
- **CAO Didsbury AB**
- **CAO Acme AB**
- **CAO Birch Hills AB**
- **CAO Viking AB**
- **CAO Irricana AB**
- **CEO Loyalist Twp.**
- **CAO Grey Highlands ON.**
- **CAO Carleton Place ON.**
- **CAO Moosonee, ON.**
- **CAO N Glengarry, ON.**
- **CEO Peterborough, ON**
- **CAO Chestermere AB**
- **City Mgr. Corner Brook NF**
- **City Mgr. N Battleford SK**

APPENDIX 3: SCHEDULE AND TIME-FRAME*

Week 1: Approval

- Approval Reeve Manzulenko and Council

Weeks 1 – 3: Initial Meeting and Interviews

- Contact with county - determine Birch Hills council/staff to be interviewed.
- Completion of the ***CCQ™*** Corporate Culture Questionnaire**.** Designate key staff to complete. We review and assess to base-line Birch Hill's corporate culture.

Weeks 1 - Week 4: Research and Outline Plan and Target Lists

- Post position on appropriate web sites.
- Prepare *'Benefits of Birch Hills County"*
- Identify target towns/municipalities and municipal leaders.
- Develop Ravenhill Smith selected target list of contacts.
- Identify key selling points for both opportunity and Birch Hills County to attract the 'right' candidates.
- Prepare brochure.

Week 2 - Week 8: Target Recruiting/Networking

- If required, Ravenhill Smith will conduct a confidential search and will not release the county's name until appropriate.
- Sourcing by direct contact, referrals, and staff suggestions.
- Broadcast mailing or emailing.

Week 5 - Week 8: Preliminary Candidate Interviews/References

- Customize '*A.S.K. Full Search Process*™' tools. Including corporate culture questions.
- Screen, interview and evaluate candidates for 'fit' with client using *CCQ™*.
- Develop candidate long-list and perform preliminary reference checks.

Week 9 - Week 10: Present Long-list to Client

- Discuss with the county, the job vs. person, matching skills to job issues.
- Select those who become our 'ideal candidate' benchmarks.
- On-going communication with all candidates.

Week 10 - Week 12: Client Interviews

- Finalize short-list of 'ideal candidates' and present to client.
- Select method and venue for client interviews.
- Client interviews 'ideal candidate short-list' and identifies the 'right person'.

Week 12 - Week 16: Final Selection, Negotiations, A.S.K. 360° Referencing™

- Follow-up with short-list candidates and Birch Hills County staff after each interview to ensure effective communication is maintained and potential mistrust issues are eliminated, that misunderstandings are minimized, and the county's positive reputation is reinforced.
- Client selects the preliminary 'right person'.
- Psychometric testing of short-list candidates**
- Carry out '*A.S.K. 360° Referencing™*' of the client-selected 'right person'.
- Client confirms selection of the 'right person'.
- Ravenhill Smith assists with final negotiations and offer.
- The 'right person' for client's unique team, county, corporate culture, and taxpayer group accepts position.

Weeks Mid-April to Mid-May 2020: Successful Candidate on Board

*This schedule may be condensed or expanded somewhat, depending on the needs of the Birch Hills County the time of year the search is launched and taking into a number of other factors including the degree of difficulty for the search.

APPENDIX 4:

COMMITMENT TO SATISFACTION

Ravenhill Smith's Performance Guarantee

We will provide a minimum of 3 short-listed candidates within 60 business days.

Ravenhill Smith's Replacement Guarantee

Because our unique *ASK™* Full Search Process™ is so successful, we can, and do, guarantee that we will help you select the 'right person', not just the 'best person available' for your Open positions. Our replacement guarantee extends *for a full year* … 365 days from the date of employment of the successful candidate. If, during that time, the candidate leaves the employ of the Birch Hills County (other than for downsizing or layoff), Ravenhill Smith Search Inc. will find a suitable replacement candidate at no cost to the county in a reasonable time frame. *

Ravenhill Smith's Unique Hands-off Guarantee

We guarantee that, when Birch Hills County engages us for a recruiting assignment, we will not, under any circumstances, attempt to recruit from the county for our future assignments, ever, unless and until you make it clear that we are no longer your recruiter of choice. We pledge to work with you and not against you.

*Expenses incurred while fulfilling the guarantee will be submitted for reimbursement

APPENDIX 5:

FINANCIAL ARRANGEMENT

Core Pricing

Ravenhill Smith Search Inc. is retained on a fee-for-service arrangement that reflects the level and the specific difficulty of each search assignment. Ravenhill Smith Search Inc. will provide recruitment search services for the position Chief Administrative Officer for a flat fee of TWENTY-ONE THOUSAND DOLLARS ($21,000.00) plus GST*

Fees are payable in three installments:

- 1/3 upon our commencement of the search,
- 1/3 at 30 days, and
- Final balance when a workable job offer is extended by Birch Hills County and accepted by the successful candidate.

Additional Pricing

All out of pocket expenses associated with the search, including any required consultant travel, courier services and local meeting expenses, will be billed monthly throughout the search process Any additional major expenses will be submitted for prior approval.

We propose that the search be posted on the appropriate professional web sites … primarily as a way of notifying our contacts that we are representing the search. As an example, Logojo.ca Canada's premier municipal job board at a cost of $399.00 and the CAMA Job Scene, which automatically includes a posting on the CivicJobs.ca web site. This provides a Canada-wide public audience of municipal professionals, at a cost of $250.00. We often recommend the use of Municipal World on-line posting. Additional major expenses, such as county-mandated advertising or candidate travel, will be invoiced at cost, and will be submitted for prior approval. All fees and expenses are payable upon receipt, as billed during the assignment.

SIGNATURE PAGE

Birch Hills County agrees that all current leads pertaining to this search, including any internal candidates and sources, will be turned over to Ravenhill Smith Search Inc. at the beginning of the contract. The county also agrees and that all future contacts and referrals, regarding this assignment, whether internal or external, regardless of source, will be forwarded to Ravenhill Smith as received.

Professional Liability Insurance

Ravenhill Smith Search Inc. carries $2,000,000.00 Professional liability Insurance through Staffguard Insurance, Policy# **BSP0014156**. If we are awarded this search, we will provide a certificate of insurance naming Birch Hills County.

Termination

This agreement can be terminated for cause by either party with 30 days prior written notice. If this agreement is terminated for any reason by Birch Hills County, 50% of the remaining fee will be due and payable.

Time Commitment

Managing Partner, Bruce Malcolm and his team have the quality time to devote to this search to ensure excellent results for Birch Hills County.

November 20, 2019

D. Bruce Malcolm
RAVENHILL SMITH SEARCH Inc.

Hermann Minderlein, CAO
Approved: Birch Hills County

December 6, 2019

MEMORANDUM

December 12, 2019

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of December 6, 2019

My staff and I want to thank Council for annual days off during the Christmas holiday season to spend time with family and friends, and wishes Council a Happy Holiday Season.

2019-20 Application: Local and Provincial Grant Programs

The following 2019-20 grant program funding remains a receivable:

- 2018 Disaster Recovery Program (DRP) - $242,471
- 2019-20 GTF - $90,368 (increase $4,799) *
- 2019-20 GTF - one time top up $85,122 *
- Grants in Place of Taxes (GIPOT) - $19,384.12 (increase $484)
- Municipal Sustainable Initiative (MSI) Capital - $351,951 (decrease $27,428)
- MSI BMTG - $365,702 **(Partial payment $358,826) ** Received October 31**
- GST/HST Public Service Bodies Rebate (zero rated) **Received $161,927.37**
    - October GST rebate submitted November 29 - $9,213.25

*GTF spending plans required
**MSI spending plans on hold for Provincial approval

2017-2019 Agriculture Service Board (ASB) grant agreement expires December 31, 2019. Administration is waiting to hear an update from the Province.

~~**2020 Alberta Summer Temporary Employment Program (STEP)** application is due early February. Based on population, BHC is restricted to two STEP positions. If approved, the STEP program will provide a wage subsidy of $7.00 per hour for full time secondary or post-secondary students the previous year returning to full time studies the following year. BHC declined this program in 2017-2019 as we received Canada Summer Jobs program funding~~.

2020 Canada Summer Jobs (CSJ) application is due late January. If approved, the CSJ program will provide a wage subsidy of 50% of the current Alberta minimum wage ($7.50) for youth age 18-30. Birch Hills County received $6,588 (2017), $4,891 (2018), $12,600 (2019).

2020 Family and Community Support Services (FCSS) program agreement was signed and submitted November 15. Total 2019 funding was $59,508 ($47,606 Provincial and $11,902 Municipal). Since 1966, the Government of Alberta has partnered with participating municipalities to provide preventive social programming needs of local communities. Birch Hills County has agreements with MD of Smoky River and Central Peace FCSS to provide joint FCSS programs.

Finance Update – 2020 Budget and Future Financial Plans

2019 Operating & Maintenance (O&M) budget is included with this agenda for approval as the **2020 Interim O&M Budget**. The 2020 Interim Budget will be published on the BHC website.

Administration has the **2020 O&M Budget** prepared and will continue to review/plan for the upcoming year. The 2020 O&M Budget will be brought to a future Council meeting for approval once we receive assessment and grant funding confirmation.

2020 Capital Budget is included with this agenda. Administration anticipates Council's adoption of the 2020 Capital Budget and will move forward with approved projects in early January. The 2020 Capital Budget will be published on the BHC website.

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 (5)-year capital plan in addition to the annual budget.

Depending when the 2020 Budgets are adopted, the first financial plans will need to be prepared by the end of 2019 and cover the 2020-23 (financial) and 2020-25 (capital) periods.

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.

Financial Operating Plans for 2020-23 are included with this agenda**,**
Financial Capital Plans for 2021-25 are included with this agenda.

Budget season includes my review of the 2014-2018 Strategic Plan, 2014 Council Goals and Objectives, Municipal Affairs Key Municipal Dates (KMD) list, BHC KMDs agreement and monthly reminders lists.

Finance Update – Assessment and Property Tax Update

The total **2019 property tax levy** was $5,789,558.45 with $779,743 outstanding (13%). Total previous years outstanding remains at $608,141. A large portion of the previous year's amount coming from properties that BHC did not acquire at tax sale and oil and gas. An allowance for doubtful accounts has been setup in previous years accumulating to $507,127 with an additional allowance budgeted in 2019 of $100,000.

BHC has a **residential and non-residential tax rate** split of 1-1.56.

The **3rd and final tax deadline was November 15**. A 4% penalty was added to tax rolls that remain outstanding. The 2019 tax penalty revenue budget is $50,000 with current revenue at $80,160. A portion of this revenue may be uncollectable.

The **2020 Provincial Equalized Assessment** was received early November. Equalized Assessment is a process that levels the playing field for municipalities so that property tax requisitions and grants can be fairly allocated. Just as property owners pay taxes in proportion to the value of the property they own, municipalities are required to contribute to the provincial education and other requisitions based on the proportion of assessment within their jurisdictions. Equalized assessments are used to determine the specific contributions to be made by each municipality, and they are also used in formulas for provincial grants to municipalities.

Assessment Year Modifiers (AYM) should be received in the near future. In a typical year, draft AYMs are sent to stakeholders in mid to late September. After consideration by the Minister of Municipal Affairs in mid to late October, approval is usually received in early December, AYMs are confirmed and stakeholders are notified.

Alberta School Foundation Fund (ASFF) 4th quarter payment is due December 31. The 2019 equalized assessment has been formalized; therefore, the December 2019 invoice is based on the 2019 ASFF requisition amount.

Provincial Education Requisition Credit (PERC) program for uncollectable education property taxes on oil and gas properties will not be applied for in 2020, deadline January 15. A motion to cancel outstanding balances on overdue properties is a requirement of the program. Administration is waiting for completion of court hearings in order to bring outstanding tax balances to council for consideration of cancellation.

Community Organization Property Exemption Regulation 281/1998 (COPTER) remains in force as is until December 31, 2023. The Province has agreed to delay implementation of proposed MGA changes and carry out further engagement with stakeholders. Amendments will take effect no earlier than the 2020 property tax year. The COPTER sets out the conditions and qualifications for property tax exemptions provided to non-profit organizations that carry out a charitable or benevolent purpose for the benefit of the general public.

The **Designated Industrial Property Tax Requisition (DIP**) was paid in September. The amount of $2,006 was short paid due to non-payment of taxes on certain accounts. Administration will review these accounts and remit the remaining DIP owing if payment has been received.

The **2020 Tax Payment Plan** letters were mailed December 6.

Finance Update – Miscellaneous

The annual volunteer **Firefighter & Medical First Responder (MRF)** points program reporting was submitted mid-November with payments made to volunteers November 15. Volunteers earn 3 points for the first hour and 1 point each additional hour of training/meeting/response attendance, with points being worth $10.00. Volunteers received payments of:

2019 - $16,855 (Fire $14,495 and MFR $2,360)
2018 - $21,035 (Fire $16,995 and MFR $4,040)
2017 - $18,305 (Fire $15,170 and MFR $3,135).

BHC will participate in the mandatory quarterly **Statistics Canada Job Vacancy and Wage Survey** early December. This survey requests information regarding average pay and hourly wages, distribution of job vacancies by level of education and experience sought, and the competitiveness of particular jobs.

Administration has a facility assessment walk through planned for December 16 as the renters are moving out of the CAO house in Eaglesham. All utilities will be final billed.

BHC staff will pick up the **FCSS Christmas hampers** in Rycroft and deliver to our respective Hamlets the afternoon of December 19.

Alberta Transportation annual permits for Empty Special Haul Equipment, General Commodities, and Blanket Overweight expire December 31 and will be renewed for 2020.

Community Aggregate Payment Levy (CAPL) By-Law 01-08 states all sand and gravel operators shall report all shipments for private use from any pit in the County, on a semi-annual basis, within fourteen (14) days after June 1st and December 1st of each year. The uniform levy rate for all shipments of aggregate for public use is set at $0.25 per tonne as per Provincial Regulation. Reporting and payments are due December 14.

The annual **Alberta Employment Standards Director's Variance to Extend the Consecutive Daily Hours of Work** expires December 31. Renewal information has been submitted.

Annual **Road Allowance Lease** billing will be completed mid-January.
Annual **GP Dynamics/Diamond Software build and payroll module** upgrade is scheduled for January 9.

Administration is preparing for the **December 31 yearend annual audit** scheduled for early March. A copy of Resolution RC19-402 to appoint auditors for the December 31, 2019 audit has been forwarded to Sylvain and Company. Administration has tentatively scheduled Jean Sylvain of Sylvain and Company to present the yearend Financial Statement to Council on March 26 depending on meeting scheduling. It is anticipated we will receive our audit package in early January.

RMA Insurance Riskpro Risk Management Account funding will be used to cover a portion of the chainsaw safety course held October 1-3. Public Works and Ag Services staff participated in this course to ensure efficient and safe operation of equipment while maintaining county roads and other areas.

<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 2020 training schedule includes:

- Incident Command System (ICS) 300	January 6-8	Saddle Hills County
- Basic Emergency Management (BEM)	January 17	Saddle Hills County
- Incident Command System (ICS) 100	January 17	Saddle Hills County
- CP-REM Emergency Exercise	March 20	Saddle Hills County
- Incident Command System (ICS) 200	March 30&31	Birch Hills County
- Incident Command System (ICS) 300	October 28-30	Saddle Hills County

The new **Emergency Management Amendment Act** and **Local Authority Emergency Management Regulation** received royal assent November 2018 and take effect January 1, 2020. Brian Ballard and staff have been busy updating our CP-REM emergency plans and organizing required training for members.

The next **Emergency Social Services (ESS) meeting** is February 20 at Brownlee Building.
The next **CP-REM meeting** is March 5 at Brownlee Building.

Manage by observation, review/evaluate-is this working, "Stay the Course".

Efficient and cost effective audits are the result of year round preparation.

Shelley Braun
Director of Corporate Services

MEMORANDUM

December 9th, 2019

TO: CAO, Birch Hills County

Public Works Report (As of December 9th, 2019)

Staffing during the Christmas break
-On the public works and utilities side we will have the following employees working during the Christmas break.
Pre-Christmas (up to and including Dec 24th)
1 Manager or Director
1 Shop Person
2 Grader Operators
1 Equipment Operator
1 Water Plan Operator

Post-Christmas (after Dec 26th up to and including Dec 31)
1 Manager or Director
1 Shop Person
2 Grader Operators
1 Equipment Operator
1 Water Plan Operator

Public Works Call Log
This log will continue to be used and maintained by staff.
Due to FOIP I will not share the specific call details.
The log we capture:

*the person's name and contact number who called in;
*where and what the concern is typically that being a township and range road;
*which member of staff recorded the call;
*the staff member where that call was directed to if applicable;
*any correspondence between the caller after the initial call in. If a staff member called them back to update them and the issue still remain open;
*date which call or issue was closed and by whom.

Road Flooding on RR263 South of Twp. Rd 772
Staff is working with the land owner of SW10.77-26-5, AEP and Fish and Wildlife to resolve the flooding issue on RR263. As of December 4th, 2019, the water remains high on this section of road. As of December 4th, there has been beavers removed from this area and at least three dams located in the area with the possibility there are more. The landowner plans to deal with the dam removal once he is finished trapping.

AMSA Conference
November 12th to 15th both Jim and Michael attended the AMSA conference in Edmonton which is the Alberta Municipal Supervisors Association.
Tuesday Jim was at the executive meeting discussing membership growth, training ideas, member engagement.
Wednesday the conference started with the welcome and open remarks from the president, Speaker Todd Hirsch with ATB gave the group an update on economic outlook for Alberta. Nelson Scott a speaker gave a presentation on employee appreciation.
Thursday Tour of Weldco Beales Fabrication facility, and speakers presenting on Engineers and their code of ethics among others topics. AMSA AGM followed
Friday was a speaker from Municipal Affairs on funding reductions and gas tax.
Fort Vermillion River did a municipal spot light presentation of their County.

Inventory
Staff will be busy doing year-end inventory for blades/tip, culverts and fuel.
We have to conduct one more inventory on or before December 31st to obtain year end numbers. Staff have changed from the once a year inventory to 4 times a year which is less stressful than in late December.

Thank you

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

December 8, 2019

CAO, Birch Hills County

FIRE SERVICE BOARD REPORT (as of date prepared)

Nov. 19	Delivered training to EFD on SCBA use and air management.
Nov. 21	Instructed firefighter recruit class in Wanham on fire behavior.
Nov. 22	Attended a course on Incident Command in Grande Prairie.
Dec. 4	Delivered training to EFD on tanker operations and water supply.

The latter part of November and beginning of December, have been good with no calls as of yet.

The recruit class of 2019-20 are doing great and look forward to instructing them after the new year.

I am working on the training schedules for the county stations for 2020 and hope to have that done before the new year.

I would like to take a moment to wish all of you and your families a very Merry Christmas and may 2020 be a great one.

TOM MORGAN

BIRCH HILLS COUNTY FIRE CHIEF

Working together for safer communities in the wildland/urban interface

Partners in Protection Meeting

November 7, 2019

Host: Birch Hills County
10:11 – Call to Order

Minutes prepared by: Mike Kingsbury

Attendees

Agriculture and Forestry:
Gavin Hojka – Wildfire Technologist
Kelly Burke – Wildfire Information Officer
Mike Kingsbury – Wildfire Prevention Officer
Valerie Orich – Wildfire Ranger
Daniel Martin – Wildfire Management Specialist
Cassie Corbin – Wildfire Ranger Edson Forest Area

Ken Atamanchuk – County of Grande Prairie No. 1 – Fire Marshall
Trevor Schwabe – Grande Prairie Fire Department – Fire Prevention Officer
Tom Morgan – Birch Hills County – Fire Chief
Lorne Johnson – ASERT – Emergency Response Officer

Regrets

Marcel Maure – MD Smoky River No. 130 – Fire Chief,
Albert Goodswimmer – Sturgeon Lake Cree Nation – Public Works Director
Brian Kroes – Central Peace Fire & Rescue Commission – Fire Chief
Ken Macfarlane – Saddle Hills County – Fire Services Coordinator
Brian Ballard – Saddle Hills County – Manager of Protective Services
Wayne Brown - MD of Greenview No. 16 – Fire Services Coordinator
Brice Daly – AEMA – North West Field Officer

Introductions

- All Participants introduced. Reviewed Minutes from March 18, 2019 meeting. No changes. Gavin passed around contact/membership list for update.
- ACTION ITEM: Only one action item to follow-up on from the March 18 meeting. Mike K. did receive a rough draft report of the lessons learned from the mock exercise in Hinton on Feb 6, 7 and 8. Mike to share with the group.

2019 Wildfire Season Review

- Mike K. – Locally very wet and quiet in GP area but all staff busy all season with the four major complexes in Alberta this season. Budget reductions are in place for 2020/21. Reduction of one tanker group, reductions to the detection program and elimination of the RAP fire fighting program. Details to be determined hopefully before Christmas. AF's ability to assist with mutual-aid will be less. AF could be asking for more assistance than usual. Lorne gave an E and P update and they are so far waiting to hear but it looks like a significant re-organization is in the works. He hopes to hear more by December. How this will affect monitoring equipment funding is unknown at this time.
- Unified Command Experience (Chuckegg Fire) – Deferred until next meeting.

FireSmart Community Protection Updates

- Gavin - GP area FireSmart contracts are not yet approved so work will be started late this year.
- County of GP currently reviewing ideas for future FireSmart activities. Once some ideas are.agreed upon Ken A. will contact Mike K. and Gavin to discuss further. Wes Nimco is the new FRIAA representative for the GP area so if you have any questions regarding an EOI submission feel free to contact Wes.
- Trevor – the city of GP has started their WF Mitigation Strategy. Dr. Sonja Leverkus is leading the project. Trevor was wondering about indigenous consultation on the project. Mike and Gavin encourage the city to continue with the indigenous consultation as it will ad value to the end product.
- Kelly B. – Applications for wildfire preparedness day funding are now open. Kelly encouraged any community to apply for a $500 grant to host a community FireSmart activity. Ken A. will be applying. Kelly has FireSmart Day posters if anyone would like to post them.

Fire Advisories

- No issues noted this season. All advisories seemed to go pretty smoothly. Winter burning is expected to cause some problems in Birch Hills County but Tom will keep an eye on it.

Mutual Aid Plans

- Gavin handed out the new plan format for review. The group reviewed the new format and agreed to use for 2020 fire season.

- The group agreed to put in place for another 3 year term – 2020-2022/23. Daniel reminded the group to review the data sharing agreement section of the mutual-aid plan. Data sharing very important for updating the Grande Prairie wildfire management plan values-at-risk map.

Wildfire and Fire Permit Notification

- No issues this season – program ran very smooth. Shorter season for AF fire guardians due to budget but ranger staff was able to fill in at beginning and end of season.

Training Available

- No training to update at this time. Will provide updates at the spring meeting.

Wildfire Management Plan

- Daniel Martin gave a power point presentation to the group on the status of GP area WMP. Partners were then given the opportunity to provide input to the current values-at-risk map.

Partner Updates

- **Tom Morgan –** Quiet - low fire workload. Issued between 25 and 30 permits this season. Operations normal at this time.

- **Cassie Corbin –** Busy winter ahead - Edson working on their WMP – it is focusing on the major corridors and is expected to direct a lot of wildfire management business in the Edson management area.. The AWN received FRIAA funding for FireSmart activities so GP will have some invovlement in this. Edson proposing a prescribed burn on the old Forestry Trunk Road air strip.

- **Ken Atamanchuk –** Good season, had a lot of Fire Guardian returnee's busy issuing fire permits. Did one chipping event at Mystic Ridge – was very successful. Looking at doing more next year to the east. A lot of sprinklers were deployed to High level this spring.

- **Trevor Schwabe –** Pretty quiet year. Did have the one fire in Muskoseepi. Not a lot of Fire permits this year. Just working on the Wildfire mitigation Strategy right now.

- **Lorne Johnson –** No updates to report. One question, - if a train derailed and started a wildfire who would action it? Explained the mutual-aid process – HAZMAT/county/AF once safe to action the forest fire. Gave example of the 3 major blowouts on the NOVA pipeline in the last 25 years.

- **Mike Kingsbury/Valerie Orich/Kelly Burke/Gavin Hojka –** Nothing to add at this time.

- **Daniel Martin –** Just an observation that all 4 complexes this season burned in the Boreal fuel type. This landscape also shows up as an area of concern on the GPWMP risk map. Probably not a coincidence.

NEXT MEETING: March 12th, 2019 @ 10:00 am
HOSTED BY: The City of Grande Prairie
Pete Egar Fire Station 8111 Resources Road Grande Prairie, Alberta
Meeting Adjourned at 12:13

Motion #	Motion	By	Action	Status
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 CAO sent follow up emails to DM'S May 27, 2019. AEP visited BHC Sept. 23, 2019 & in DOPW report for Oct. 24 Agenda
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- refer to 2020 budget deliberation.	

Motion #	Motion	By	Action	Status
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.	On December Agenda.
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 submitted to AEP.	
MEETING	**June 13, 2019 Regular Council Meeting**			
RC19-200	that Council direct administration to dispose of the surplus 6” aluminum and pumps by means of public auction.	Dion	Relisted Govdeals.com Not sold	Relist in Spring 2020
MEETING	**October 24, 2019 Regular Council Meeting**			
RC19-342	that Council authorize Administration to offer and sell tax arrears properties that have gone unsold at public auction and where Birch Hills County has registered its name on title by registering a Tax Forfeiture Instrument (a “Notification of Municipal Acquisition” form), for sale on the GovDeals Auction Server, and establish the reserve bids for such properties at a		Coordinate listings	

Motion #	Motion	By	Action	Status
	price as close as reasonably possible to market value, that being deemed to be the value assessed on the properties for tax purposes.			
RC19-362	that Council authorize the addition of the road repair projects, estimated to have costed at least $63,708.89, that were completed in Eaglesham and Tangent in 2019 using the product “Tough Cell” to the 2019 Capital Budget with funding to be provided from either Gas Tax Funding (if approved) or Capital Reserves if required.	Shelley/Dion	Coordinate GTF if approved and prepare appropriate accounting action	Project approved for GTF
MEETING	**November 28, 2019 Regular Council Meeting**			
RC19-384	that Council direct Administration to update the County’s website with a copy of 2019-13 the “County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw”, as per the Procedural Bylaw 2014-06.		Awaiting for signature from County of Gr. Pr.	
RC19-389	that Council direct Administration to update the County’s website with a copy of 2019-14, “Saddle Hills County Intermunicipal Collaboration Framework Bylaw” as per the Procedural Bylaw 2014-06.		Awaiting for signature from County of SHC..	
RC19-394	that Council direct Administration to update the County’s website with a copy of Birch Hills County Bylaw 2019-15, the Birch Hills County “Procedural Bylaw”.	Shawna		COMPLETED

Motion #	Motion	By	Action	Status
RC19-396	that Council adopt Policy 11-05-19, the Birch Hills County “Travel Expense Remuneration Policy” and rescind the Travel Expense Remuneration Policy adopted by resolution 05-12-01-11.	Shawna	On Webpage, updated Master Policy binder and F:drive	COMPLETED
RC19-397	that Council rescind Resolution RC17-428, and direct Administration to develop a plan to dismantle both the Personnel Handbook and the Governance and Operational Policy and replace them (or portions of them) with policies that will permit them to be easily reviewed and updated when required, and to bring that plan back to a future Regular Council Meeting.	CAO Minderlein	Develop plan	
RC19-398	that Council rescind Resolution RC18-373, and direct Administration to develop a plan to review current polices and prepare updated replacement policies where deemed necessary, and to bring that plan back to a future Regular Council Meeting.	CAO Minderlein	Develop plan	
RC19-399	that Council approve an amendment to the Birch Hills County “Governance and Operational Policies” by adding sub-section 4.7.9 to Section 4.7 that reads as: “4.7.9 Effective January 1, 2020, honourarium rates listed in sections 4.7.1 and 4.7.2 of this policy will be increased by the annual cost of living allowance (COLA) provided to employees under Section 4.2 of the Personnel Handbook, a policy that was adopted by Council by Resolution RC15-436.	CAO Minderlein		COMPLETE

Motion #	Motion	By	Action	Status
RC19-400	that Council approve Birch Hills County Policy 73-01(2)-19, the “Recreation Operating Assistance Grant Policy” as presented.	Shawna	On Webpage, updated Bylaw binder and F:drive	COMPLETED
RC19-401	that Council rescind Birch Hills County Policy 73-01-19, the “Recreation Operating Assistance Grant Policy”.	Shawna	Removed from Webpage, added to Rescinded Bylaw binder and F:drive	COMPLETED
RC19-403	that Council appoint Celeste Emerson as a member representing Ward 1 to the Recreation Board for a three (3) year term ending in 2022.	Hermann	Letter mailed to C.E. & R.B. Dec. 3, 2019	COMPLETED
RC19-402	that Council appoint Sylvain & Company from Falher, AB to complete the financial audit for the year ending December 31, 2019.	Shelley	Let Sylvain & Company know they have been appointed.	COMPLETED
RC19-403	that Council appoint Celeste Emerson as a member representing Ward 1 to the Birch Hills County Recreation Board for a three (3) year term ending in 2022.	Hermann	Letters mailed December 3, 2019 to C.E. and also to Rae-Ann Bolster.	COMPLETED
RC19-404	that Council direct Administration to continue to advertise for a representative for the Birch Hills County Recreation Board from Ward 2 and to update Council at the December 12, 2019 Regular Council Meeting.	Shawna/Tracy	In Signal for Dec. 10, 2019.	

Motion #	Motion	By	Action	Status
RC19-405	that Council receive the letter from the Rural Municipalities of Alberta (RMA) dated November 8, 2019 regarding the RMA Rebate for information, and direct Administration to advise the RMA to continue writing cheques to Birch Hills County for the County's patronage rebate.	Hermann	Letter mailed Dec. 3, 2019	COMPLETED
RC19-406	that Council authorize Administration to provide increases to employee salaries and wages for 2020 as per Section 4.2 of the Personnel Handbook, that being an across the board increase of 1.6% based on the Statistics Canada Consumer Price Index for Alberta for the one-year period ending October, 2019, plus any salary grid increases where performance has been assessed as "Satisfactory" or better.			
RC19-407	that Council appoint the following personnel to the positions listed for the period 1 December, 2019 to November 30, 2022: Eaglesham Fire Department: Fire Chief Tom Morgan; and Deputy Fire Chief Mark Wurz; Wanham Fire Department: Fire Chief Darcy Parlee; and Deputy Fire Chief Alan Connell; and Tangent Fire Department: Fire Chief Jim Alexy; and	Shawna	Updated Committee and Boards 2019-2020 spreadsheet.	COMPLETE

Motion #	Motion	By	Action	Status
	Deputy Fire Chief Terry Carbone.			
RC19-408	that Council accept Public Work's report related to water usage, expenses, and revenues for information and direct Administration to summarize and publicize the report information as deemed appropriate.	DION		
RC19-416	that Council retain Ravenhill, Smith Search Inc. to assist Council with the recruitment of a Chief Administrative Officer under the terms spelled out in their submission to Request for Proposal (RFP) - 2019-12-02.	CAO Minderlein	Ravenhill advised and on Dec 12 Agenda	COMPLETED

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	December 12, 2019	**CAO:**	
Originated By:	Shawna Schwerdt L.O./E.A.	**Director:**	
Item Title:	Upcoming Meetings Council	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Council is being requested to review the upcoming 2020 Calendar as it relates to Council Meetings, Statutory Holidays, and provide Administration with direction as to what, if any action should be taken to reschedule meetings.

BACKGROUND:

Administration would like to review the upcoming yearly meeting schedule with Council to determine if Council deems it necessary to make any changes. To remind Council, Hermann Minderlein will be with the County for meetings as CAO up to and including the at least the April 23, 2020 Regular Council Meeting. With the exception of the December 24, 2020 meeting, Council may wish to defer making a decision on meetings after April 24th until the new CAO is in place.

The Regular Council Meeting on January 23 may be a problem as not all Councillors will be back from ASB Conference in Banff that goes Jan. 21-24, 2020.

Regular Council Meeting on December 24, 2020 is Christmas Eve and the Christmas holidays that follow may not allow the time necessary for Administration to complete time sensitive items.

The current schedule related to Council and staff (and potential changes) includes:

Date(s)	Event	Location	Participants
Jan 1	New Year's Day	County Office	CLOSED
Jan 9	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Jan 21 to 24	Prov ASB Conference	BANFF	ASB (Duvall, Reum, Ouellet & Langlois)
Jan 23	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Feb 13	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Feb 17	Holiday – Family Day	County Office	CLOSED
Feb 19 & 20	Growing the North	Grande Prairie	Council & CAO
Feb 21	RMA Northern Dist Mtg	Grande Prairie	Council & CAO
Feb 27	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Mar 4 to 8	2019 Year End Audit	Council Chamber	Auditor & Staff
Mar 12	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Mar 16 to 18	RMA Conference	Edmonton	Council & CAO
Mar 26	Regular Council Meeting Audit debrief (tentative)	Council Chamber	Council, CAO, & staff

Date(s)	**Event**	**Location**	**Participants**
Apr 9	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Apr 10 to 13	Good Friday/Easter Monday	County Office	CLOSED
Apr 23	Regular Council Meeting	Council Chamber	Council, CAO, & staff
May 14	Regular Council Meeting	Council Chamber	Council, CAO, & staff
May 18	Holiday – Victoria Day	County Office	CLOSED
May 28	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Jun 4 to 7	FCM 2020 Conference	Toronto	Councillor(s)
Jun 11	Regular Council Meeting	Council Chamber	Council, CAO, & staff
	ASB Meeting	Council Chamber	ASB
Jun 25	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Jul 1	Holiday – Canada Day	County Office	CLOSED
Jul 11	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Jul 5	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Aug 3	Holiday – Civic Holiday	County Office	CLOSED
Aug 13	Regular Council Meeting	Council Chamber	Council, CAO, & staff
	ASB Meeting	Council Chamber	ASB
Aug 27	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Sep 7	Holiday – Labour Day	County Office	CLOSED
Sep 10	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Sep 24	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Oct 8	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Oct 12	Holiday – Thanksgiving	County Office	CLOSED
Oct 22	Organizational Council Meeting	Council Chamber	Council, CAO, & staff
	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Nov 2 to 5	RMA Conference	Edmonton	Council & CAO
Nov 11	Holiday – Remembrance Day	County Office	CLOSED
Nov 12	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Nov 26	Regular Council Meeting	Council Chamber	Council, CAO, & staff
	ASB Meeting	Council Chamber	ASB
Dec 10	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Dec 24	Regular Council Meeting	Council Chamber	Council, CAO, & staff
Dec 25 & 26	Holiday – Christmas & Boxing Day	County Office	CLOSED
Jan 1, 2020	New Year's Day	County Office	CLOSED

COST / SOURCE OF FUNDING:

There will be adequate funding allocated in the budget to hold the meetings scheduled. Reduced meetings do result in reduced costs related to meetings.

RELEVANT LEGISLATION (Cite):

From the MGA Section 193 explains that only when Council is in a meeting, then can they make a resolution, that is needed for Council to change the date of any regularly scheduled meeting. If Council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change.

From BHC Bylaw No. 2019-15, the "Procedural Bylaw" the following sections relate to Regular Council Meetings:

4.5 Regular Council meetings are held every second and fourth Thursday of each month in the Council Chambers at the Birch Hills County Administration Office from 9:00a.m. to 4:00p.m.

4.6 Council may, by Resolution, extend a meeting past 4:00 p.m.

4.7 Council may, by Resolution, establish other Regular Council meeting dates as may be required from time to time.

4.8 Council may change the date, time or place of a regularly scheduled meeting by a Two Thirds (2/3) Vote.

4.9 Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to the meeting to Councillors in accordance with the Act and to the public by:
a) posting a notice in the Birch Hills County Administration Office; and
b) posting a notice on the Birch Hills County website.

4.10 Council may cancel any meeting if notice is given in accordance with section 4.9.

ATTACHMENT(s):

2020 Birch Hills County Council Calendar

OPTIONS:

Council may choose to:

1. Make the following changes to the meeting calendar:

   a. Cancel the Regular Council Meeting on January 23, 2020 due to a conflict with the ASB Conference in Banff; and/or

   b. Cancel Regular Council Meeting on December 24, 2020; and

   c. Direct Administration to advertise the changes as per the County's Procedural Bylaw; or

2. Provide Administration with other direction related to the Regular Council Meeting schedule.

RECOMMENDED ACTION:

It is recommended that Council

> "cancel the Regular Council Meetings scheduled for January 23, 2020 and December 24, 2020, and direct Administration to advertise the changes as per the County's Procedural Bylaw."

2020

BIRCH HILLS COUNTY
COUNCIL CALENDAR

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
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29	30	31				

April						
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26	27	28	29	30		

May						
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					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

September						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Regular Council Meeting

Council & ASB Meetings

RMA Convention

ASB Provincial Convention

FCM Convention Toronto 2020

Agenda Items Due By Noon

Payroll Cutoff - 20th of each Month

Stat Holiday/Office closed

New Years Day Jan. 1	Civic Holiday - Aug.3
Family Day Feb. 17	Labour Day - Sep.7
Good Friday Apr. 10	Thanksgiving - Oct. 12
Easter Monday Apr. 13	Remembrance - Nov. 11
Victoria Day May 18	Christmas Day - Dec. 25
Canada Day Jul. 1	Boxing Day - Dec. 26

Organizational - October 22

Cancelled Dates:

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	December 12, 2019	**CAO:**	
Originated By:	Shawna Schwerdt L.O./E.A.	**Director:**	
Item Title:	2020 Growing the North Conference	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is providing Council with information regarding the 2020 Growing the North Conference and requesting confirmation on attendance and travel arrangements.

BACKGROUND:

This year the Growing the North (GTN) Conference will be held on February 19th and 20th, 2020 in Grande Prairie, at Evergreen Park. There is a Northern Hospitality Night evening of February 18th 5:00-8:00 p.m. and a Networking event evening of February 19th from 4:30 p.m.-6:30 p.m. at the TARA Centre at Evergreen Park. As well, there is a RMA Northern District meeting on Friday February 21, 2020.

The GTN conference is a two-day event and would require accommodations, and dependent on attendee's travel arrangements there is the possibility of up to three nights stay for those who also attend the RMA Northern District meeting which follows the conference.

Administration has emailed GTN requesting an Agenda and per email attached, a draft agenda is still being finalized. Last year, Council passed Resolution RC19-017 that read:

> *"*that Council authorize the attendance, with remuneration and reimbursement of expenses as appropriate, of Reeve Gerald Manzulenko and Councillors Deanne Wendland and Albert Poetker, to the Growing the North Conference in Grande Prairie on February 20 and 21, 2019, and direct Administration to make reservations for *accommodations for them on the evening of February 20, 2019."*

In addition to the GTN Conference, Birch Hills County approved a partnership for hospitality suites in conjunction with the Growing the North Conference on February 19-20, 2020. This was approved by resolution RC19-322 that read:

> *"*that Council approve a maximum of $3,000.00 in funding from account 2-11-10-00-219 – Council – Hospitality towards an anticipated partnership with the County of Grande Prairie, the Municipal District of Greenview, and Saddle Hills County for hospitality suites from 5 p.m. to 8 p.m. on February 18, 2020 and on February 20, 2020 at the TARA Centre in conjunction with the Growing the North Conference on February 19-20, 2020 in Grande Prairie.*"*

COST / SOURCE OF FUNDING:

The cost of registration for the Growing the North Conference is $399.00 plus GST.

Honourarium costs would be $195.58 per day.

Accommodation have been tentatively booked at the Stonebridge Hotel with check in on February 18th, and check out on February 21st at a cost of $115.37 per night plus Taxes.

Total cost will be dependent on how many Council members are booked, for which events, and travel arrangements. Costs for meals not included in registration, travel, and incidentals will be as per County policies.

These costs would be from the budget set up for Council for such events.

RELEVANT LEGISLATION (Cite):

Travel Expense Remuneration Policy
Attendance at Conferences Policy
Governance & Operational Policies

OPTIONS:

Council may choose to:

1. that Council authorize the attendance, with remuneration and reimbursement of expenses as appropriate, of _____ to host visitors to the Hospitality Suite on February 18, 2020 from 5 p.m. to 8 p.m. at the TARA Centre in partnership with the County of Grande Prairie, the Municipal District of Greenview, and Saddle Hills County and direct administration to make reservations for them on the evening of February 18, 2020; and/or

2. that Council authorize the attendance, with remuneration and reimbursement of expenses as appropriate, of _____ to the Growing the North Conference in Grande Prairie on February 19, 2020, and direct administration to make reservations for them on the evenings of February _____, 2020; and/or

3. that Council authorize the attendance, with remuneration and reimbursement of expenses as appropriate, of _____ to host visitors to the Hospitality Suite on February 20, 2020 from 5 p.m. to 8 p.m. at the TARA Centre in partnership with the County of Grande Prairie, the Municipal District of Greenview, and Saddle Hills County and the "RMA Northern District" Meeting on Friday, February 21, 2020 and direct administration to make reservations for them on the evening of February 20, 2020; or

4. Receive the presentation related to the "Growing the North Conference" and the "RMA Northern District meeting" in Grande Prairie for information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council discuss this and provide Administration with direction as deemed appropriate.

Shawna Schwerdt

From: Janice Chomik <Janice@gpchamber.com>
Sent: Thursday, December 5, 2019 11:50 AM
To: Shawna Schwerdt
Subject: Re: Agenda for Growing the North 2020 Conference

Hi Shawna
Thanks for the email. The committee has a meeting on Friday December 13 and they should have a draft agenda as they are still finalizing speakers.
I will send you something as soon as I can. Will this work for you?

Janice Chomik, Office Manager
#127, 11330-106 Street
Grande Prairie, AB T8V 7X9
780.532.5340

e janice@gpchamber.com

Chamber of Commerce

From: Shawna Schwerdt <Shawnas@birchhillscounty.com>
Date: Thursday, December 5, 2019 at 11:10 AM
To: Janice Chomik <Janice@gpchamber.com>
Subject: Agenda for Growing the North 2020 Conference

Hi Janice
Please find attached what I usually put together for Council for an agenda more specifically page 3 of attachment.
I am looking for anything you have for the 2020 conference agenda to date?
If you could get back to me as soon as possible I would greatly appreciate it.

Thanks,

Shawna Schwerdt
Executive Assistant/Legislative Officer
Birch Hills County
4601–50th Street (Box 157)
Wanham, Alberta T0H 3P0
Ph: 780.694.3793
Fax: 780.694.3788
www.birchhillscounty.com

Birch Hills County

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**
Meeting Date:	December 12, 2019	**CAO**
Originated By:	Shawna Schwerdt L.O./E.A.	**Director**
Item Title:	2020 FCM Conference	**Presenter** CAO Minderlein

DESCRIPTION:

Council is being requested to provide Administration direction regarding arrangements required for the 2020 Federation of Canadian Municipalities (FCM) Conference to be held in Toronto, ON from June 4 to 7, 2020.

BACKGROUND:

The FCM Conference is held annually, and the 2020 will be held in Toronto, ON. The 2019 Conference was held in Quebec City, and attended by Councillor Joudrey. FCM's plans for future conferences are as follows:

2020	June 4 to 7	Toronto, ON
2021	June 3 to 6 or June 10-13	Montreal, QC
2022	June 2 to 5	Regina SK

Registration will open on Monday, January 20, 2020 at 1 p.m. ET. The FCM Conference registration is open to municipal/provincial/federal and territorial government elected officials and staff, affiliate members, FCM partners, event sponsors, registered Trade Show exhibitors, students, speakers, panelists and other approved guests.

Registration type	Early Bird* (April 10, 2020)	Regular*
Full conference • Municipal member / Affiliate member	$890	$1,050
Full conference • Municipal non-member or Provincial / Federal / Territorial government representative	$1,050	$1,245

Your registration gets you access to:

- all sessions, workshops and plenaries
- two study tours and the trade show
- daily breakfasts, refreshment breaks and lunches
- the Trade show opening reception, the Mayor's welcome reception and the closing dinner event
- networking opportunities and more

FCM has arranged hotel accommodations for delegates at various hotels in downtown Toronto. The list of hotels, rates and booking instructions will be available when registration for the conference opens in January. Hotels have been instructed to decline reservations for FCM delegates until that time. Any reservations made in an FCM conference hotel prior to the official opening in January will be cancelled. A specific attendee name must be attached to each reservation. Any reservations with duplicate names may be cancelled at the hotel's discretion. All reservations at FCM conference hotels are subject to a non-refundable deposit equal to the first night's room and tax at the time of reservation. If you need to cancel your reservation at any time, this deposit will be forfeited. This policy is enforced regardless of the individual hotel's standard cancellation policies. For more information or if you have any questions, please contact us at hotels@fcm.ca.

FCM has arranged discount fares for delegates who travel to and from Toronto for the conference using Air Canada, WestJet, Porter Airlines, Air North, and VIA Rail. However, one can also research any available seat sales outside of the FCM promotions. For travel by air, the Toronto Pearson Airport (YYZ) is located 28 km from the Metro Toronto Convention Centre with service from major airlines with daily non-stop flights from Vancouver, Calgary, Edmonton, Ottawa, Montreal, Winnipeg, and more. From the airport, you can take a taxi or the UP Express shuttle to Union Station in downtown Toronto. The Billy Bishop Toronto City Airport (YTZ) is located 2 km from the Metro Toronto Convention Centre with service from Porter and Air Canada with daily non-stop flights from Ottawa, Montreal, Moncton, Halifax, Quebec City, St. John's, and more. From the airport, you can take the complimentary shuttle bus to Union Station, or the ferry to the terminal on Bathurst Street (free for pedestrians).

Flights availability and pricing vary based on timings, airlines, travel arrangements and final hotel costs. Last year for one Councillor to attend FCM, which was in Quebec City the costs broken down were approximately the following: registration $1000, flight $1400, hotel $750 and renumeration and with the approximate total being about $4800.00.

If Council is going to send delegates to the conference, then Administration needs names in order to finalize travel arrangements and other bookings/registrations. Traditionally, there have been 2 members of Council and the CAO attend.

In May of 2019 CAO Minderlein attended the Ontario Municipal Administrators Association (OMAA) instead of attending FCM in Quebec City. In 2018 CAO Minderlein attended the Canadian Association Municipal Administrators (CAMA) convention, which is usually held in the same location as the FCM conference, but it was in Fredericton, NB instead of Halifax, NS from May 28 to 30, 2018 instead of attending FCM.

COST / SOURCE OF FUNDING:

$10,500 to $11,400 - Operating and Maintenance Budget

RELEVANT LEGISLATION (Cite):

Travel Expense Remuneration Policy
Attendance at Conferences Policy
Governance & Operational Policies

ATTACHMENT:

Tentative FCM 2020 program

OPTIONS

Council may choose to make one or more motions, including the following options:

1. Select 1 or more Councillors to attend the FCM Convention in Toronto, ON from June 4 to 7, 2020; and

2. Defer any decision on CAO attendance until more information is available.

3. Decide not to send any delegates to the 2020 FCM Conference.

RECOMMENDED ACTION:

It is recommended that Council provide Administration with direction related to the 2020 Federation of Canadian Municipalities (FCM) Conference.

FCM 2020 Program subject to change without notice.

Thursday, June 4

8 a.m. – 3:00 p.m.	Exhibitor registration and move in	
8 a.m. – 7 p.m.	Delegate registration	
8:30 a.m. – 5:30 p.m.	Big City Mayor's Caucus meeting (BCMC) Closed meeting for committee members only	
1 – 4 p.m.	Blanket exercise: reconciliation through learning	
1 – 3:30 p.m.	Study tours	
3 – 3:45 p.m.	Orientation session for first-timers (S/I)	
4 – 5 p.m.	Regional networking	
5 – 7 p.m.	Official trade show opening and reception	

Friday, June 5

7 a.m. – 2:30 p.m.	Exhibitor registration	
7 a.m. – 6 p.m.	Delegate registration	
7 – 8 a.m.	Breakfast on the trade show floor	
7 a.m. – 2:30 p.m.	Tech bar	
7 a.m. – 2:30 p.m.	Trade show	
8 – 9 a.m.	Opening ceremony (S/I)	
9 – 9:30 a.m.	Political keynote (S/I)	
9:30 – 10:30 a.m.	President's Forum (S/I)	
10:30 – 11:00 a.m.	Coffee break	
10:45 a.m. – 1:15 p.m.	Study tours	
11 a.m. – 12:30 p.m.	Workshops	
12:30 – 1:45 p.m.	Lunch on the trade show floor	

2 – 2:30 p.m.	3rd VP candidate presentations (S/I)	
2:30 – 3 p.m.	Political keynote (S/I)	
3:15 – 5:45 p.m.	Study tours	
3:15 – 3:45 p.m.	Coffee break in workshop rooms	
3:15 - 4:45 p.m.	Workshops	
6:30 – 8:30 p.m.	Mayor’s welcome reception	

Saturday, June 6

7:30 a.m. – 2 p.m.	Exhibitor registration	
7:30 a.m. – 2:30 p.m.	Trade show	
7:30 a.m. – 2:30 p.m.	Tech bar	
7:30 a.m. – 6 p.m.	Delegate registration	
7:30 – 8:30 a.m.	Breakfast	
8 a.m. – 2:30 p.m.	Connected Lab	
8 – 9 a.m.	Resolutions plenary (S/I)	
9 – 10 a.m.	Rural plenary (S/I)	
10 – 10:30 a.m.	Political keynote (S/I)	
10:30 – 11 a.m.	Coffee break	
10:45 a.m. – 1:15 p.m.	Study tours	
11 a.m. – 12:30 p.m.	Workshops	
12:30 – 2 p.m.	Lunch on the trade show floor	
1:45 – 2:15 p.m.	Trade show prize draw	
2:15 – 2:45 p.m.	Coffee break with workshops	
2:30 – 4 p.m.	Workshops	
2:30 – 6 p.m.	Study tours	

Sunday, June 7

7 a.m. – 4 p.m.	Delegate registration	
7 – 8:15 a.m.	Women in Local Government Scholarship breakfast fundraiser	
7:30 – 8:30 a.m.	Breakfast	
8:30 – 10:45 a.m.	AGM & elections (S/I)	
10:45 – 11:15 a.m.	Political keynote (S/I)	
11:15 – 11:45 a.m.	Coffee break served with boxed lunches	
11:45 a.m. – 2:15 p.m.	Selection of candidates for Board of Directors, Regional Chairs and PTA Executive Representative	
2 – 2:45 p.m.	Coffee break	
2:45 – 3:15 p.m.	FCM 2019-2020 Board Member – Election results (S/I)	
3:15 – 4:30 p.m.	Closing plenary and final remarks (S/I)	
6 – 11:30 p.m.	Host City reception & closing dinner	

Request for Decision (RFD)

Meeting:	Regular Council	**Reviewed / Approved For Submission**
Meeting Date:	December 12, 2019	**CAO**
Originated By:	Shelley Braun, DCS	**Director**
Item Title:	Early Payroll Cutoff – Dec 2019	**Presenter**

DESCRIPTION:

Council is being advised that there will be an early payroll cutoff date used for December, 2019.

BACKGROUND:

The last few years' staff has processed the December payroll early with the direct deposit completed midnight December 24 or earlier. An early payroll cutoff is setup and base hours are assumed for the third week of December with the actuals processed/paid in January.

The 20th of each month is the standard payroll cutoff. For December 2019, administration has established Saturday, December 14 as the adjusted payroll cutoff. Dates being assumed are December 15-20. Payroll direct deposit will be completed 12:01 a.m. December 20.

Council is reminded to submit all 2019 approved remuneration documents at the December 12, 2019 Council meeting by 4:00 pm.

COST / SOURCE OF FUNDING:

n/a

ATTACHMENT(S):

Nil

RECOMMENDED ACTION:

Motion: That Council accepts the presentation regarding the December, 2019 early payroll cutoff for information.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	December 12, 2019	**CAO:**	
Originated By:	Shelley Braun, DCS	**Manager:**	**SDB**
Item Title:	2020 Interim Operating Budget	**Presenter:**	

DESCRIPTION:

Council is being requested to approve an interim Operating and Maintenance (O&M) Budget for 2020.

BACKGROUND:

The requirement for Council to adopt an operating budget is spelled out in Section 242 of the Municipal Government Act and reads as follows:

> **Adoption of operating budget**
>
> **242(1)** Each council must adopt an operating budget for each calendar year.
>
> **(2)** A council may adopt an interim operating budget for part of a calendar year.
>
> **(3)** An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

Administration had previously discussed this matter with this Council, and provided information related to our inability to prepare an actual operating budget for 2020 prior to the end of 2019 due to various unconfirmed factors including the release of actual values for assessments in the County until the end of February, and the uncertainty of Provincial Grant programs until such time as a Provincial Budget is passed, usually in the spring of the year.

The current 2019 Operating Budget was approved by Council on April 25, 2019 by Resolution RC19-158 that read as follows:

"Moved by Councillor Joudrey that Council adopts the 2019 Operating Budget with:

Total Revenues of $8,215,857.45 comprised of:

Operating Revenues (sales, grants, etc.) of	$1,858,454.35;
Revenue Drawn from Operating Reserves of	$ 568,307.15; and
Municipal Property Tax Revenue of	$5,789,095.95; and

Total Expenses of $10,825,437.45 comprised of:

Operating Expenses of	$8,215,857.45; plus
Amortization Expense of	$2,609,580.00

Which results in a balanced budget before the amortization expense of $2,609,580.00."

COST / SOURCE OF FUNDING:

Revenues to cover the expenses in the budget are comprised of mainly the sales of goods and services, grants, and Municipal taxes. The 2020 mill rates for municipal taxes and any amount to be drawn down from reserves will be determined at such time as the final 2020 O&M budget is passed in the spring of 2020.

RELEVANT LEGISLATION (Cite):

Section 242 of the Municipal Government Act (quoted above)

ATTACHMENT(s): NA

OPTIONS:

Council may choose to:

1. adopt the 2019 Operating Budget as the Interim 2020 Operating Budget; or

2. direct Administration to make changes to the budget and bring it back to a future Special Meeting of Council that will need to be scheduled and held on or before December 31, 2019.

RECOMMENDED ACTION:

It is Administration's recommendation that Council adopt the 2019 Operating Budget as the 2020 Interim Operating Budget with:

Total Revenues of $8,215,857.45 comprised of:

Operating Revenues (sales, grants, etc.) of	$1,858,454.35;
Revenue Drawn from Operating Reserves of	$ 568,307.15; and
Municipal Property Tax Revenue of	$5,789,095.95; and

Total Expenses of $10,825,437.45 comprised of:

Operating Expenses of	$8,215,857.45; plus
Amortization Expense of	$2,609,580.00

Which results in a balanced budget before the amortization expense of $2,609,580.00."

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	December 12, 2019	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	2020 Capital Budget - Initial Draft	**Presenter:**	

DESCRIPTION:

Administration is providing Council with the initial draft of the 2020 Capital Budget in order to provide any clarification that may be deemed necessary and to obtain any input deemed appropriate.

BACKGROUND:

Although this presentation is primarily to provide Council with a preview of the direction that the Capital Budget is taking, Administration would appreciate any questions or observations that are major in nature or where it is deemed that additional information is required to explain variances from previous year numbers.

It should be noted that the Federal Gas Tax Funding (FGTF) of $175,490 is unallocated at this time, and that FGTF plans must be submitted in order to receive both the $90,368 2019 provincial funding and the $85,122 2019 one-time top up.

ATTACHMENT(s):

1. 2020 Interim Capital Funding Source Summary
2. 2019-2020 Municipal Sustainable Initiative (MSI) Funding Allocation Estimate
3. Reserves Summary

RECOMMENDED ACTION:

It is recommended that Council:

1. adopt the 2020 Capital Budget.
2. receive the presentation regarding the 2020 Capital Budget for information;
3. direct Administration to take note of any observations raised by Council during the presentation; and
4. direct Administration to continue to revise the 2020 Capital Budget based on Council's observations and updated information that becomes available, and provide Council with the updated Capital Budget at the January 9, 2020 Council meeting for adoption, or direction for additional updates.

2020 Capital Funding Source Summary - Initial Draft

Capital Project Description	Project Cost	Grant Program	Grants	Reserves	Work in Progress	Proceeds on Disposal
Motor Grader	485,000.00	MSI	(385,000.00)			(100,000.00)
PW Pickup	45,000.00	MSI	(44,000.00)			(1,000.00)
Gravel Crushing*	2,900,000.00		0.00	(2,900,000.00)		
PW Pickup	45,000.00	MSI	(44,000.00)			(1,000.00)
Westvale Well Building	12,000.00	MSI	(12,000.00)			
			0.00			
*Roads, Streets reserve $6,301,632.20						
Capital Total	**3,487,000.00**		**(485,000.00)**	**(2,900,000.00)**		**(102,000.00)**

***MSI funding may be carried forward 5 subsequent year with an approved spending plan. 2020 must be spent by December 31, 2024.**

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

***Gas Tax Funding may be carried forward 5 years with an approved spending plan. 2020 must be spent by December 31, 2024.**

Alberta

2020 MSI Estimate -

Municipality	Capital Funding			Operating Funding	Total MSI Funding
	MSI Capital Component	BMTG Component	Sub-Total		
ROSS HAVEN	$87,878	$13,333	$101,211	$9,219	$110,430
SANDY BEACH	$91,628	$17,266	$108,894	$9,390	$118,284
SEBA BEACH	$122,464	$13,633	$136,097	$10,790	$146,888
SILVER BEACH	$86,606	$10,166	$96,772	$7,332	$104,104
SILVER SANDS	$86,865	$13,333	$100,198	$9,173	$109,371
SOUTH BAPTISTE	$67,064	$10,200	$77,264	$6,496	$83,760
SOUTH VIEW	$66,890	$10,233	$77,123	$6,541	$83,664
SUNBREAKER COVE	$107,656	$10,700	$118,356	$9,125	$127,481
SUNDANCE BEACH	$79,958	$10,433	$90,391	$7,448	$97,840
SUNRISE BEACH	$73,046	$12,500	$85,546	$8,545	$94,092
SUNSET BEACH	$70,532	$9,633	$80,165	$5,765	$85,931
SUNSET POINT	$90,598	$13,633	$104,231	$9,343	$113,574
VAL QUENTIN	$91,469	$16,399	$107,868	$9,382	$117,250
WAIPAROUS	$70,506	$9,633	$80,139	$5,764	$85,904
WEST BAPTISTE	$71,150	$9,267	$80,417	$5,219	$85,635
WEST COVE	$84,053	$12,966	$97,019	$9,046	$106,065
WHISPERING HILLS	$81,789	$12,733	$94,522	$8,943	$103,465
WHITE SANDS	$103,494	$12,000	$115,494	$9,929	$125,423
YELLOWSTONE	$77,018	$12,566	$89,584	$8,726	$98,310
Municipal Districts and Counties					
ACADIA NO. 34, M.D. OF	$279,838	$153,223	$433,058	$40,516	$473,573
ATHABASCA COUNTY	$1,936,565	$786,632	$2,725,197	$170,513	$2,895,710
BARRHEAD NO. 11, COUNTY OF	$1,252,980	$531,226	$1,784,206	$172,356	$1,956,560
BEAVER COUNTY	$1,548,886	$598,558	$2,147,444	$204,835	$2,352,278
BIG LAKES COUNTY	$1,371,845	$375,146	$1,746,991	$72,774	$1,819,765
BIGHORN NO. 8, M.D. OF	$550,181	$77,840	$628,021	$35,448	$663,469
BIRCH HILLS COUNTY	$600,337	$413,293	$1,013,630	$84,596	$1,098,225
BONNYVILLE NO. 87, M.D. OF	$3,415,852	$547,842	$3,963,694	$165,630	$4,129,324
BRAZEAU COUNTY	$2,297,899	$289,858	$2,587,757	$114,843	$2,702,601
CAMROSE COUNTY	$2,032,629	$699,914	$2,732,543	$179,036	$2,911,579
CARDSTON COUNTY	$947,524	$405,446	$1,352,970	$134,170	$1,487,140
CLEAR HILLS COUNTY	$1,105,563	$419,003	$1,524,566	$135,810	$1,660,376
CLEARWATER COUNTY	$3,972,204	$580,023	$4,552,227	$190,904	$4,743,131
CYPRESS COUNTY	$3,125,691	$661,319	$3,787,010	$152,448	$3,939,458
FAIRVIEW NO. 136, M.D. OF	$522,866	$284,676	$807,552	$71,595	$879,147
FLAGSTAFF COUNTY	$1,658,205	$668,820	$2,327,025	$234,072	$2,561,097
FOOTHILLS COUNTY	$5,314,123	$609,160	$5,923,283	$251,864	$6,175,147
FORTY MILE NO. 8, COUNTY OF	$1,250,915	$999,088	$2,250,003	$170,516	$2,420,520
GRANDE PRAIRIE NO. 1, COUNTY OF	$5,753,363	$1,020,976	$6,774,339	$271,818	$7,046,157
GREENVIEW NO. 16, M.D. OF	$4,764,814	$722,398	$5,487,212	$313,258	$5,800,470
KNEEHILL COUNTY	$1,715,767	$539,220	$2,254,987	$142,980	$2,397,968
LACOMBE COUNTY	$2,965,042	$523,566	$3,488,608	$145,150	$3,633,759
LAC STE. ANNE COUNTY	$2,087,852	$689,580	$2,777,432	$105,301	$2,882,733
LAMONT COUNTY	$1,290,623	$500,192	$1,790,815	$159,129	$1,949,943
LEDUC COUNTY	$5,169,832	$528,974	$5,698,806	$245,310	$5,944,116
LESSER SLAVE RIVER NO. 124, M.D. OF	$998,656	$226,804	$1,225,460	$55,823	$1,281,312
LETHBRIDGE COUNTY	$2,071,735	$613,181	$2,684,916	$104,569	$2,789,485
MINBURN NO. 27, COUNTY OF	$1,241,880	$543,778	$1,785,658	$172,985	$1,958,643
MOUNTAIN VIEW COUNTY	$3,432,147	$520,723	$3,952,870	$166,370	$4,119,240
NEWELL, COUNTY OF	$2,805,769	$521,723	$3,327,492	$137,915	$3,465,407
NORTHERN LIGHTS, COUNTY OF	$1,234,318	$468,628	$1,702,946	$149,868	$1,852,814
NORTHERN SUNRISE COUNTY	$1,250,136	$292,348	$1,542,484	$67,246	$1,608,730
OPPORTUNITY NO. 17, M.D. OF	$1,645,306	$348,893	$1,994,199	$85,197	$2,079,396
PAINTEARTH NO. 18, COUNTY OF	$1,010,721	$365,076	$1,375,797	$130,559	$1,506,356
PARKLAND COUNTY	$6,711,163	$750,776	$7,461,939	$315,329	$7,777,268
PEACE NO. 135, M.D. OF	$470,408	$156,643	$627,051	$63,997	$691,048
PINCHER CREEK NO. 9, M.D. OF	$955,218	$251,524	$1,206,742	$53,848	$1,260,590
PONOKA COUNTY	$2,365,018	$521,702	$2,886,720	$117,892	$3,004,613
PROVOST NO. 52, M.D. OF	$1,400,112	$470,655	$1,870,767	$92,556	$1,963,322
RANCHLAND NO. 66, M.D. OF	$230,969	$66,270	$297,239	$22,768	$320,007
RED DEER COUNTY	$4,877,547	$793,863	$5,671,410	$232,032	$5,903,442
ROCKY VIEW COUNTY	$10,579,824	$1,041,154	$11,620,978	$491,076	$12,112,053
SADDLE HILLS COUNTY	$1,402,298	$378,443	$1,780,741	$74,158	$1,854,899

Birch Hills County Consolidated Statement of Financial Position (Balance Sheet)

Account	Description	2019 YTD	2018 Actual
	Reserves		
6-00-00-00-131	Tax Sale Surplus Trust	(14,965.39)	(13,606.43)
6-00-00-00-710	Tax Rate Stabilization	-	-
6-00-00-00-711	Tax Rate Stabilization	(7,171,251.15)	(7,769,643.28)
6-11-00-00-760	Restricted Surplus - Council	(13,633.00)	(13,633.00)
6-12-00-00-760	Restricted Surplus - Gen Admin	(23,303.07)	(23,303.07)
6-23-00-00-760	Restricted Surplus - Fire Services	(317,619.68)	(317,619.68)
6-32-00-00-763	Restricted Surplus - Roads, Streets etc	(6,301,632.20)	(6,301,632.20)
6-33-00-00-760	Restricted Surplus - Airport Property Sale	(207,000.00)	(207,000.00)
6-41-00-00-760	Restricted Surplus - Regional Water/Wastewate	(897,719.03)	(897,719.03)
6-43-00-00-760	Restricted Surplus - Solid Waste Management	(887,392.92)	(887,392.92)
6-53-00-00-760	Restricted Surplus - Other Public Health & Welfa	(99,999.99)	(99,999.99)
6-63-00-00-760	Restricted Surplus - Agriculture Services	(25,803.13)	(25,803.13)
6-66-00-00-760	Restricted Surplus - Land Subdivision	-	-
6-74-00-00-760	Restricted Surplus - Recreation & Halls	(198,134.50)	(198,134.50)
6-97-00-00-760	Contingency (Capital Assets - all purpose)	(2,241,701.55)	(2,241,701.55)
		(18,400,155.61)	(18,997,188.78)

Birch Hills County Consolidated Statement of Financial Position (Balance Sheet)

Pg 1, 5-00-00-00-131
Pg 1, 5-00-00-00-130
*Received from Province when MD was formed (1995 estimate) as per Jean-Sylvain & Company
(Market Road Development)
Eaglesham Airport Sale Proceeds (2018 - 10 years)

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	December 12, 2019	**CAO:**	
Originated By:	Shelley Braun, DCS	**Manager:**	**SDB**
Item Title:	2020-23 Operating Financial Plan	**Presenter:**	

DESCRIPTION:

Council is being requested to approve the 2020 – 2023 Operating Financial Plan for information.

BACKGROUND:

The new requirement for Council to adopt Financial and Capital Plans by the end of 2019 and review this plans annually is spelled out in Section 283 of the Municipal Government Act and reads as follows:

Adoption of Financial Plans and Capital Plans

283.1(1) In this section,

a) "capital plan" means a plan referred to in subsection (3);

b) "financial plan" means a plan referred to in subsection (2).

(2) Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

(3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

(4) The 3 financial years referred to in subsection (2) and 5 financial years referred to in subsection (3) do not include the financial year I which the financial plan or capital plan is prepared.

(5) Council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.

(6) Council must annually review and update its financial plan and capital plan.

(7) The Minister may make regulations respecting financial plans and capital plans, including, without limitation, regulations

a) respecting the form and contents of financial plans and capital plans;

b) specifying the first financial year required to be reflected in a financial plan;

c) specifying the first financial year required to be reflected in a capital plan.

COST / SOURCE OF FUNDING:

Revenues to cover the expenses in the budget are comprised of mainly the sales of goods and services, grants, and Municipal taxes. The 2020-2023 mill rates for municipal taxes and any amount to be drawn down from reserves will be determined at such time as the final 2020-2023 O&M budget is passed in the spring of the appropriate year.

RELEVANT LEGISLATION (Cite):

Section 283.1 of the Municipal Government Act (quoted above)

ATTACHMENT(s):

Birch Hills County 3 Year Operating Budget/Forecast Summary

OPTIONS:

Council may choose to:

1. adopt the 2020 - 2023 Operating Financial Plan; or

2. direct Administration to make changes to the financial plan and bring it back to a future Special Meeting of Council that will need to be scheduled and held on or before December 31, 2019.

RECOMMENDED ACTION:

It is Administration's recommendation that Council

"adopt the 2020-2023 Financial Plan for information with:

Total 2020 Revenues of $7,511,560 comprised of:
Operating Revenues (sales, grants, etc.) of $1,673,964;
Revenue Drawn from Operating Reserves of $ 48,500; and
Municipal Property Tax Revenue of $5,789,096; and
Total 2020 Expenses of $10,495,893 comprised of:
Operating Expenses of $7,886,313; plus
Amortization Expense of $2,609,580
Which results in a deficit before the amortization expense of $374,753."

Total 2021 Revenues of $7,462,560 comprised of:

Operating Revenue (sales, grants, etc.) of	$1,673,964;
Revenue Drawn from Operating Reserves of	$ 0;
Municipal Property Tax Revenue of	$7,789,096; and

Total 2021 Expenses of $10,421,101 comprised of:

Operating Expenses of	$7,959,440; plus
Amortization Expense of	$2,461,661

Which results in a deficit before the amortization expense of $496,880.

Total 2022 Revenues of $7,462,560 comprised of;

Operating Revenue (sales, grants, etc.) of	$1,673,964;
Revenue Drawn from Operating Reserves of	$ 000;
Municipal Property Tax Revenue of	$5,789,096; and

Total 2022 Expenses of $10,526,800 comprised of;

Operating Expenses of	$8,039,735; plus
Amortization Expense of	$2,487,064

Which results in a deficit before amortization expense of $577,175.

Total 2023 Revenues of $7,462,560 comprised of;

Operating Revenue (sales, grants, etc.) of	$1,673,964;
Revenue Drawn from Operating Reserves of	$ 000;
Municipal Property Tax Revenue of	$5,789,096; and

Total 2022 Expenses of $10,635,649 comprised of;

Operating Expenses of	$8,122,848; plus
Amortization Expense of	$2,512,801

Which results in a deficit before amortization expense of $660,287.

Birch Hills County 3 Year Operating Budget/Forcast Summary

			3 Year Forcast		
	2019 Approved	2020 Recommended	2021	2022	2023
Operating & Maintenance Revenue (Sales etc)	(1,858,454)	(1,673,964)	(1,673,464)	(1,673,464)	(1,673,464)
Drawn from Operating Reserve	(567,307)	(48,500)	(0)	(0)	(0)
Property Tax Revenue (Including Requisitions)	(5,789,096)	(5,789,096)	(5,789,096)	(5,789,096)	(5,789,096)
Total O&M Revenue	(8,214,857)	(7,511,560)	(7,462,560)	(7,462,560)	(7,462,560)
Operating & Maintenance Expense	8,314,857	7,886,313	7,959,440	8,039,735	8,122,848
Amortization	2,609,580	2,609,580	2,461,661	2,487,065	2,512,801
Total O&M Expense	10,924,437	10,495,893	10,421,101	10,526,800	10,635,649
Net Revenue & Expense (Inc amortization & Capital Grants	2,709,580	2,984,333	2,958,541	3,064,240	3,173,089
Amortization	2,609,580	2,609,580	2,461,661	2,487,065	2,512,801
Government Transfer for Capital	797,193	-	-	-	-
Net Revenue before amortization and Gov't transfers for capital	897,193	374,753	496,880	577,175	660,287

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	December 12, 2019	**CAO:**	
Originated By:	Shelley Braun, DCS	**Manager:**	**SDB**
Item Title:	2021-25 Capital Plan	**Presenter:**	

DESCRIPTION:

Council is being requested to approve the 2021 – 2025 Capital Plan for information.

BACKGROUND:

The new requirement for Council to adopt Financial and Capital Plans by the end of 2019 and review these plans annually is spelled out in Section 283 of the Municipal Government Act and reads as follows:

Adoption of Financial Plans and Capital Plans

283.1(1) In this section,

a) "capital plan" means a plan referred to in subsection (3);

b) "financial plan" means a plan referred to in subsection (2).

(2) Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

(3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

(4) The 3 financial years referred to in subsection (2) and 5 financial years referred to in subsection (3) do not include the financial year I which the financial plan or capital plan is prepared.

(5) Council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.

(6) Council must annually review and update its financial plan and capital plan.

(7) The Minister may make regulations respecting financial plans and capital plans, including, without limitation, regulations

a) respecting the form and contents of financial plans and capital plans;

b) specifying the first financial year required to be reflected in a financial plan;

c) specifying the first financial year required to be reflected in a capital plan.

Assets included in the initial Capital Plan include Machinery & Equipment and Vehicles. Roads, Hamlet roads, bridge files, Hamlet regional water, wastewater, and buildings will be added to a subsequent annual review.

COST / SOURCE OF FUNDING:

Revenues to cover the expenses in the Capital Plan are comprised of mainly provincial grants, reserves and disposal of assets. The 2021 Municipal Sustainability Initiative (MSI) allocation estimate has been received from the Province and is being used as an estimate for 2022-2025.

Depending on condition when assets are sold, disposal proceeds will be a factor in net spending. For this initial Capital Plan, disposals have not been included in the revenue estimates.

RELEVANT LEGISLATION (Cite):

Section 283.1 of the Municipal Government Act (quoted above)

The Tangible Capital Asset Policy No. 02-09 adopted by Resolution 06-10 (03-10) has been used to manage assets since 2009. This policy addresses asset classification (major and minor), capitalization threshold for each asset classification, amortization method to be used (useful life, residual value) and policy review schedule.

ATTACHMENT(s):

1. Tangible Capital Assets Policy No. 02-09
2. Capital Plan Summary 2021-2025
3. Multi Year Capital Plan Detail – Machinery & Equipment
4. Multi Year Capital Plan Detail - Vehicles

OPTIONS:

Council may choose to:

1. adopt the 2021 - 2025 Capital Plan for information; or
2. direct Administration to make changes to the Capital Plan and bring it back to a future Special Meeting of Council that will need to be scheduled and held on or before December 31, 2019.

RECOMMENDED ACTION:

It is Administration's recommendation that Council accept the 2021-2025 Capital Plan for information with:

Total 2021-2025 Revenue of $5,317,251 comprised of:

2021 Capital Grant Revenue estimate of	$ 554,595; plus
2022 Capital Grant Revenue estimate of	$ 554,595; plus
2023 Capital Grant Revenue estimate of	$ 554,595; plus
2024 Capital Grant Revenue estimate of	$ 554,595; plus
2025 Capital Grant Revenue estimate of	$ 554,595;
2021-2025 Capital Grant Revenue estimate total of	$2,772,975 and

2021 Revenue Drawn from Operating Reserves of	$2,196,576; plus
2022 Revenue Contributed to Operating Reserves of	$ 534,605; minus
2023 Revenue Drawn from Operating Reserves of	$ 171,374; plus
2024 Revenue Drawn from Operating Reserves of	$ 899,883; plus
2025 Revenue Contributed to Operating Reserves of	$ 188,952; minus
2021-25 Revenue Drawn from Operating Reserves total of	$2,544,276.

Total 2021-2025 Expenses of $5,317,251 comprised of:

2021 Capital Machinery & Equipment Expenses of	$1,868,031; plus
2022 Capital Machinery & Equipment Expenses of	$ 19,990; plus
2023 Capital Machinery & Equipment Expenses of	$ 590,529; plus
2024 Capital Machinery & Equipment Expenses of	$ 537,823; plus
2025 Capital Machinery & Equipment Expenses of	$ 0;
2021-25 Capital Machinery & Equipment Expense total of	$3,016,373 and

2021 Capital Vehicle Expenses of	$ 883,140; plus
2022 Capital Vehicle Expenses of	$ 0; plus
2023 Capital Vehicle Expenses of	$ 135,440; plus
2024 Capital Vehicle Expenses of	$ 916,655; plus
2025 Capital Vehicle Expenses of	$ 365,643;
2021-25 Capital Vehicle Expenses total of	$2,300,878.

March 10, 2010
TCA Policy
Resolution
06-10 (03-10)

BIRCH HILLS COUNTY

TANGIBLE CAPITAL ASSETS POLICY
POLICY NO. 02-09

PURPOSE

The purpose of this policy is to provide direction for recognizing and recording Tangible Capital Assets (TCA) on a consistent basis and in accordance with Public Sector Accounting Board (PSAB) 3150.

A number of recommendations for TCA have been established by Alberta Municipal Affairs. These recommendations will be adopted by Birch Hills County.

TANGIBLE CAPITAL ASSET:

Tangible Capital Assets are non-financial assets having physical substance that:

- Are used on a continuous basis by Birch Hills County
- Have useful economic lives extending beyond one year
- Are not for resale in the ordinary course of operations.

Subsequent expenditures on a recorded Tangible Capital Assets that:

- Increase output or service capacity
- Increase the service life
- Lower associated operating costs
- Improve the quality of the output

Should be classified as betterments and capitalized accordingly. Any other expenditure should be considered a repair or maintenance and should be expensed in the period.

AMORTIZATION:

The cost, less any residual value of a Tangible Capital Asset with a limited life should be amortized over its useful life in a rational and systematic manner. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis (as outlined in the table below or more frequently if needed) and revised when the appropriateness of a change can be clearly demonstrated.

The Asset will be amortized for a full year the first year of purchase regardless of the month in which it is purchased and will not be amortized the year in which it is sold.

SCOPE:

This policy addresses the following:

- Asset classification (Major & Minor)
- Capitalization threshold for each asset classification
- Amortization method to be used
- Review Schedule

The following table * shows where the classes, capitalization thresholds and amortization method to be used:

MAJOR ASSET CLASS	MINOR ASSET CLASS	CAPITALIZATION THRESHOLD	AMORTIZATION METHOD	REVIEW SCHEDULE
Land		All land will be recorded	N/A	N/A
Land Improvements		$2,000.00	Straight Line	Every 3 years
Buildings		$10,000.00	Straight Line	Every 5 years
Engineered Structures	Roadway System	$10,000.00	Straight Line	Every 5 years
	Water System	$10,000.00	Straight Line	Every 5 years
	Wastewater System	$10,000.00	Straight Line	Every 5 years
Machinery & Equipment		$5,000.00	Straight Line	Every 3 years
Vehicles		$5,000.00	Straight Line	Every 3 years

*Where the above table cannot be used, the auditor for Birch Hills County will be consulted to assist in establishing the correct accounting procedure for a Tangible Capital Asset.

APPROVED BY COUNCIL:

RESOLUTION NO. 04-10(06-09) DATE: JUNE 10, 2009

DATE AMENDED: MARCH 10, 2010 RESOLUTION NO. 06-16(03-10)

Shirley Emerson
REEVE, SHIRLEY EMERSON

I. Cooper
COUNTY MANAGER I. COOPER

ASSET CLASSES Major Minor Sub-Class One Sub-Class Two Sub-Class Three	Useful Life	Residual Value
LAND IMPROVEMENTS		
Landfill		
Pits	Volume	
Transfer Stations	25 Years	
Buildings		
Permanent Structures		
Frame	50 Years	
Metal	50 Years	
Concrete	50 Years	
Portable Structures		
Metal	25 Years	
Frame	25 Years	
Leasehold Improvements	Variable	
Engineered Structures		
Roadway Stem		
Bridges	Variable	
Curb & Gutter	20 Years	
Roads & Streets		
Lanes/Alleys		
APC-hot mix	20 Years	
Gravel	15 Years	
Nonconforming	20 Years	
Local/Collector/Arterial/Major Alterial		
APC - Mix	20 Years	
Oil	25 Years	
Gravel	40 Years	
Road Signs		
Information	30 Years	
Guard Rails	30 Years	
Sidewalks & para-ramps	20 Years	

ASSET CLASSES Major Minor Sub-Class One Sub-Class Two Sub-Class Three	Useful Life	Residual Value
Water System		
Distribution System		
Mains	40 Years	
Services	40 Years	
Pump, lift and transfer stations	40 Years	
Plant and facilities		
Structures	40 Years	
Treatment Equipment		
Mechanical	40 Years	
Electrical	40 Years	
General	40 Years	
Pumping Equipment	40 Years	
Lagoons	40 Years	
Machinery & Equipment		
Heavy Construction Equipment		
Motorized		
Graders	5 Years	50%
Tractors	5 Years	70%
Backhoes & Loaders	10 Years	20%
Non-motorized		
Mowers	7 Years	25%
Misc. Other	15 Years	
Control Systems		
SCADA System	10 Years	
Communications		
Radios	10 Years	
Telephone Systems	10 Years	
Bins	15 Years	
Meters		
Water	40 Years	
Office Furnature & Equipment		
Photocopiers	5 Years	25%
Computer Systems		
Hardware	5 Years	
Software	10 Years	
Vehicles		
Light Duty 1/2 Tons Excluding Fire Pickup	7 Years	10%
Medium Duty 3/4 & 1 Ton	10 Years	10%
Heavy Duty Over 1 Ton	10 Years	10%
Fire Trucks Pick ups & Van	10 Years	10%
Fire Equipment		
Pumpers	15 Years	20%

Birch Hills County Capital Plan Summary 2021 - 2025

By Asset Group

Five Year Capital Plan Summary

Asset Group	2021	2022	2023	2024	2025	Total
Machinery and Equipment						
Administration	22,915	-	-	9,884	-	32,799
Fire	64,705	-	-	-	-	64,705
Public Works	1,629,205	-	590,529	159,902	-	2,379,636
Regional Water	52,322	1,137	-	-	-	53,460
Solid Waste	39,730	-	-	-	-	39,730
Agriculture Service Board	59,153	18,853	-	368,038	-	446,043
Total Machinery & Equipment	**1,868,031**	**19,990**	**590,529**	**537,823**	**-**	**3,016,373**
Vehicles						
Fire	231,322	-	-	752,165	-	983,488
Public Works	448,427	-	90,218	164,489	318,882	1,022,016
Regional Water	43,764	-	45,222	-	-	88,986
Agriculture Service Board	159,626	-	-	-	46,761	206,388
Total Vehicles	**883,140**	**-**	**135,440**	**916,655**	**365,643**	**2,300,877**
Final Expense Total	**2,751,171**	**19,990**	**725,969**	**1,454,478**	**365,643**	**5,317,251**

Funding Sources	2021	2022	2023	2024	2025	Total
MSI Capital estimate (not incl BMTG)	(554,595)	(554,595)	(554,595)	(554,595)	(554,595)	(2,772,975)
Disposal Proceeds						-
Unrestriced Reserves (Tax Rate Stabilization)	(2,196,576)	534,605	(171,374)	(899,883)	188,952	(2,544,276)
Total Revenue	**(2,751,171)**	**(19,990)**	**(725,969)**	**(1,454,478)**	**(365,643)**	**(5,317,251)**
Net Revenue/Expenses	**(0)**	**0**	**(0)**	**0**	**0**	**(0)**

Asset Groupings to be included at a later date

Roads, Hamlet Roads and Bridge Files

Hamlet Water, Wastewater

Buildings

Note: Capital plans must include:

***planned capital property additions**

***allocated and anticipated funding sources**

Assumptions

2009 Tangible Capital Asset Policy 02-09

2% Annual Inflation Factor

Birch Hills County - MYCP: Machinery & Equipment (over $5,000) 630

Dept#	Unit#	Machinery & Equipment (630)	Acq Year	Beg. Cost	Useful Life	Replacement Year	Up to… 2021	Inflation 2022	2% 2023	2024	2025
12		Hewlett Packard Pro Business Ser	2014	20,754.90	5	2019	22,915.09				
12		**Kyocera Taskalfa 5053CI 50PPM A3**	**2019**	**8,952.00**	**5**	**2024**				**9,883.73**	
12		**Totals**		**29,706.90**			**22,915.09**	**0.00**	**0.00**	**9,883.73**	**0.00**
23		Tower & Base Station	2000	20,565.62	10	2010	25,069.38				
23	F07	Portable Fire Pump	2000	6,591.70	10	2010	8,035.25				
23		Used set of Holmatro Rescue Equi	2008	15,000.00	12	2020	19,023.63				
23		Amkus Rescue Set	2008	9,917.00	12	2020	12,577.15				
23	F12	Husky ALF 3000 Gal. Tank	2011	1,967.73	15	2026					
23		SCBA Air Compressor System	2012	27,073.69	15	2027					
23		Cylinder Fill Station	2012	5,550.00	15	2027					
23		**Totals**		**86,665.74**			**64,705.40**	**0.00**	**0.00**	**0.00**	**0.00**
32		Shop Hoist & Install	2000	13,459.83	15	2015	18,115.16				
32		Backhoe Angle Blade	2008	10,905.00	10	2018	13,293.13				
32		900 Gal ULC Fuel Vault	2008	5,450.00	15	2023			7,334.98		
32		900 Gal ULC Fuel Vault	2008	5,450.00	15	2023			7,334.98		
32		900 Gal ULC Fuel Vault	2008	5,450.00	15	2023			7,334.98		
32		900 Gal ULC Fuel Vault	2008	5,450.00	15	2023			7,334.98		
32		1000 Gal S601 Fuel Vault	2014	7,566.68	15	2029					
32		Grader site Fuel Vaults (Tanks)	2015	28,232.85	15	2030					
32		Hunter Swing Arm Tire Changer	2011	6,472.51	15	2026					
32	131	Outriggers	2008	7,500.00	15	2023			10,094.01		
32	131	Hyd Impact Wrench	2008	2,907.18	15	2023			3,912.68		
32	E53	Caterpillar C5563E Compactor (Pa	2005	142,500.00	10	2015	173,706.70				
32	E55	Hotsy 1260SS Steamer	2006	13,670.00	15	2021	18,398.02				
32	E58	10 ft. Snow Blade	2011	5,800.00	5	2016	6,403.67				
32	E62	2014 John Deere 30SK Backhoe	2014	131,175.00	10	2024				159,901.59	
32	E63	2015 Hotsy Steamer	2015	11,384.01	15	2030					
32	E57	Loader Pallet Forks	2017	11,495.00	15	2032					
32	E59	Tractor Angle Blade	2017	14,495.00	15	2032					
32	E62	Backhoe Chuck Blade	2017	7,550.00	15	2032					
32	E64	Handy Hitch	2015	28,400.00	15	2030					
32	E65	Gravel Sloper/Reclaimer 109-0101	2016	62,042.00	5	2021	68,499.38				
32	E73/E74	Backhoe JD 310SL & NPK C4C Compa	2018	163,861.00	10	2028					
32	G32	2014 JD 772GP Grader	2013	355,065.00	5	2018	392,020.45				
32	G34	2014 Cat 140M2 Grader	2015	362,000.00	5	2020	399,677.25				
32	G35	2016 Caterpillar 140M Grader	2015	442,622.94	5	2020	488,691.49				
32	G36	2018 Cat 140M3 Motor Grader Unit	2018	495,600.00	5	2023			547,182.45		
32	E66	Grader Wobbly Packer	2017	27,181.43	15	2032					
32	E67	Grader Wobbly Packer	2017	27,181.43	15	2032					
32	E68	Grader Wobbly Packer	2017	27,181.44	15	2032					
32	T31	BWS 25 Ton ART Tilt Deck	2006	37,448.00	15	2021	50,400.08				
32	T37	Carhauler Trailer	2015	5,670.00	15	2030					
32	T36	Norbert Gooseneck Trailer 30ft	2014	17,932.00	15	2029					
32	E76	**Hotsy Steamer 1260SS**	**2019**	**11,900.00**	**15**	**2034**					
32	E77	**Wheel Loader Cat 950GC**	**2019**	**360,157.30**	**10**	**2029**					
32	G37	**2019 Motor Grader JD 772GP**	**2019**	**499,600.00**	**5**	**2024**					
32		**Totals**		**3,360,755.60**			**1,629,205.34**	**0.00**	**590,529.07**	**159,901.59**	**0.00**

Birch Hills County - MYCP: Machinery & Equipment (over $5,000) 630

Dept#	Unit#	Machinery & Equipment (630)	Acq Year	Beg. Cost	Useful Life	Replacement Year	Up to… 2021	Inflation 2022	2% 2023	2024	2025
41		Airshore Single Wall Panel Syste	2007	13,661.00	15	2022		1,137.20			
41	E60	2009 JD 3320 Tractor w/attachmer	2009	46,360.00	5	2014	51,185.19				
41	E60	2010 Frontier Pallet Forks	2011	1,030.00	5	2016	1,137.20				
41	T33	2011 Rainbow L270-16' Trailer (E	2011	10,095.24	15	2026					
41		2 - SolarBee SB10000 V18	2012	105,999.33	15	2027					
41		Bulk Water Truck Fill Facility -	2013	71,774.88	15	2028					
41		Wanham Pump House (2 new pumps)	2016	26,783.54	15	2031					
41		Water Plant Backup Generator	2017	112,300.48	15	2032					
41		Eaglesham (2 new pumps)	2018	29,161.00	15	2033					
41		Eaglesham Turbidimeter	2018	5,123.80	15	2033					
41		**Aerator**	**2019**	**31,992.11**	**15**	**2034**					
41		**Totals**		**454,281.38**			**52,322.39**	**1,137.20**	**0.00**	**0.00**	**0.00**
42		P340 Flexiprobe Sewer Camera	2011	10,634.00	15	2026					
42		**Totals**		**10,634.00**			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
43		Tire bunkers - Eaglesham (to be	2004	17,398.86	15	2019	23,416.57				
43		Tire bunkers - Wanham (waste cor	2004	12,121.14	15	2019	16,313.46				
43		**Totals**		**29,520.00**			**39,730.03**	**0.00**	**0.00**	**0.00**	**0.00**
63	132	Sprayer Attachments	2006	56,678.09	15	2021	76,281.25				
63	132	Radion Tank Mix Spray Truck Attachme	2017	37,571.00	15	2032					
63		Intelli-spray Model 9SDE w/800L	2011	10,925.00	15	2026					
63	E69	Incinerator	2017	19,441.05	15	2032					
63	M41	JD 1445 Front Mount Mower	2005	21,900.00	7	2012	25,156.22				
63	M44	JD 970R Commercial Ztrak Mower	2014	13,373.14	7	2021	15,361.53				
63	M45	2017 JD CX15 Rotary Cut Mowers	2017	29,000.00	7	2024				33,311.88	
63	M46	2017 JD CX15 Rotary Cut Mowers	2017	29,000.00	7	2024				33,311.88	
63	Q202	John Deere Utility Vehicle	2012	15,466.00	10	2022		18,852.97			
63	Q202	Protec 350L Sprayer w/Honda 3.0H	2012	5,695.00	15	2027					
63	T28	Norberts 30" Tandem Trailer	2004	13,846.00	15	2019	18,634.89				
63	T35	BZTR6438 Wallenstein Chipper	2014	19,400.00	15	2029					
63	T39	Load Trail 20ft Utility Trailer	2018	5,970.00	15	2033					
63	E81/E82	**Kubota Tractor with Loader**	**2019**	**136,500.00**	**5**	**2024**				**150,707.03**	
63	E83/E84	**Kubota Tractor with Loader**	**2019**	**136,500.00**	**5**	**2024**				**150,707.03**	
63		**Totals**		**551,265.28**			**59,152.64**	**18,852.97**	**0.00**	**368,037.83**	**0.00**
		TOTALS		**4,522,828.90**			**1,868,030.89**	**19,990.17**	**590,529.07**	**537,823.15**	**0.00**

Birch Hills County - MYCP: Vehicles (over $5,000) 650

									Light Duty 7 Yrs	Med/Heavy Duty&Fire Pickups 10 Yrs	Fire Pumpers 15 Yrs
				Acq	Useful	Replacement	Up to…		Inflation	2%	
Dept#	Unit#	Vehicles (650)	Beg. Cost	Year	Life	Year	2021	2022	2023	2024	2025
23	F05	1997 Ford F350 w/mobile, tank, and topp	46,208.68	1999	10	2009	56,328.12				
23	F08	2004 Ford F550	123,181.00	2004	10	2014	150,156.95				
23	F09	2005 GMC HD Crewcab & Attachments	20,375.15	2008	10	2018	24,837.19	Devon donated this truck in 2008 (actual Yr			
23	F10	2009 International Fire pumper	279,435.00	2009	15	2024				376,082.72	
23	F11	2009 International Fire pumper	279,435.00	2009	15	2024				376,082.72	
23	F12	2012 Freightliner water truck w/tank&LE	133,558.52	2011	15	2026		missing original purchase invoice			
23	F13	2014 International Workstar Water Truck	197,252.78	2014	15	2029		adding spray attachment			
23	F14	**1990 Ford (Village of Rycroft)**	3,000.00	2014	15	2029		donated to the fire training centre (dedicat			
23		**Totals**	**1,082,446.13**				**231,322.27**	**0.00**	**0.00**	**752,165.44**	**0.00**
		2002 Ford 4x4 w/acc.	27,499.40	2002	7	2009	31,588.17				
32	131	2005 Sterling ST011 picker	132,808.77	2005	10	2015	161,893.15				
32	136	2007 Dodge 1500 4x4 SLT white	30,087.00	2007	7	2014	34,560.51				
32	141	2009 Dodge 1500	29,993.15	2009	7	2016	34,452.70				
32	142	2009 Dodge 2500	31,306.00	2009	10	2019	38,161.84				
32	143	2010 Ford F150 4x4	27,944.00	2010	7	2017	32,098.87				
32	144	2010 Ford F150 4x4	27,944.00	2010	7	2017	32,098.87				
32	146	2012 Dodge RAM 4x4	35,401.00	2012	7	2019	40,664.62				
32	147	2012 Dodge RAM 4x4 w/air compressor	37,353.99	2012	7	2019	42,907.99				
32	149	2014 Dodge RAM 5500	55,801.07	2014	10	2024				68,021.19	
32	150	2014 Dodge RAM 2500	39,613.77	2014	10	2024				48,288.96	
32	151	2014 Dodge RAM 2500	39,523.77	2014	10	2024				48,179.26	
32	152	2016 Kenworth	179,127.25	2015	10	2025					218,355.12
32	153	2016 Ford F150	39,270.05	2016	7	2023			45,108.94		
32	154	2016 Ford F150	39,270.05	2016	7	2023			45,108.94		
32	T38	Tandem Pony Pup Unit	35,039.00	2016	10	2026					
32	157	2018 Ford F150 Crew Cab 4x4 c/w Canopy	46,865.60	2018	7	2025					53,833.84
32	158	2018 Ford F150 Crew Cab 4x4	40,648.85	2018	7	2025					46,692.75
32	159	**2019 Ford F150 (Light grey)**	**38,836.04**	**2019**	**7**	**2026**					
32		**Totals**	**934,332.76**				**448,426.72**	**0.00**	**90,217.89**	**164,489.41**	**318,881.71**
41	148	2014 GMC Savana Cargo Van	38,099.62	2014	7	2021	43,764.49				
41	155	2016 Ford F150	39,368.43	2016	7	2023			45,221.95		
41		**Totals**	**77,468.05**				**43,764.49**	**0.00**	**45,221.95**	**0.00**	**0.00**
63	132	2004 Sterling ST012	89,087.03	2005	10	2015	108,596.59				
63	137	2007 Dodge 2500 4x4 SLT	41,862.00	2007	10	2017	51,029.54				
63	156	2018 Ford F150 Crew Cab 4x4 - 156	40,708.68	2018	7	2025					46,761.48
		Totals	**171,657.71**				**159,626.14**	**0.00**	**0.00**	**0.00**	**46,761.48**
		TOTALS	**2,265,904.65**				**883,139.61**	**0.00**	**135,439.84**	**916,654.85**	**365,643.19**

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	December 12, 2019	**CAO:**	
Originated By:	Lucy Stevenson	**Director:**	
Item Title:	Appointment to Central Peace Regional SDAB	**Presenter:**	

DESCRIPTION:

Council is being requested to appoint a member-at-large to sit on the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board.

BACKGROUND:

Part of the agreement for the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board (ISDAB) is that each municipality appoints members at large to sit on the board. At the time of the Bylaw, Saddle Hills County (SHC) was part of the intermunicipal board, since then they have chosen not to be part. This leaves Karen Egge to become available for Birch Hills County to appoint. Ms. Egge was appointed to this board in August of 2019 but her name was not brought forward to the October organizational meeting because of her SHC appointment. Now that circumstances have changed, she is once again available for appointment.

Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Agreement section 4, "Term of Office" states Member shall be appointed for four (4) years regardless of the date of the appointment, the expiry of the Term of office for all Members will be December 31 in the year of the general municipal elections.

COST / SOURCE OF FUNDING:

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

RELEVANT LEGISLATION (Cite):

- Birch Hills County Bylaw 2019-07, the "Central Peace Regional Intermunicipal Subdivision and Development Appeal Board"
- Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Agreement
- Birch Hills County Procedural Bylaw #2014-06, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "Travel Expense remuneration" passed November 28, 2019
- Birch Hills County "Appointment of the Public to Council Committees and Boards" Policy adopted April 27, 1995

ATTACHMENTS

- Email from Karen Egge
- Appointment Letter

OPTIONS

Council may choose to:

1. appoint Karen Egge to Central Peace Regional Intermunicipal Subdivision and Development Appeal Board for the remainder of the four (4) year term ending December 31 2021; or

2. reject Karen Egge's submission

RECOMMENDED ACTION:

It is recommended that Council:

> "appoint Karen Egge to Central Peace Regional Intermunicipal Subdivision and Development Appeal Board for the remainder of the four (4) year term ending December 31 2021."

Lucy Stevenson

From: Karen Egge <karenegge17@gmail.com>
Sent: Monday, November 25, 2019 9:45 AM
To: Lucy Stevenson
Subject: Re: SDAB for Birch Hills County

Yes, I would be pleased to serve in this capacity for Birch Hills County.

Sent from my iPad

On Nov 25, 2019, at 8:31 AM, Lucy Stevenson <lucys@birchhillscounty.com> wrote:

> <image001.gif>
> Hi Karen,
>
> I trust all is well with you.
>
> I am writing today to ask if you would sit on the board of the Central Peace Regional Intermunicipal SDAB as a member for Birch Hills County.
> Saddle Hills County is not part of the regional board so there wouldn't be a conflict of being appointed by two municipalities.
> I have attached the agreement for your information.
>
> Kindly,
> Lucy
>
> Development and Tax Clerk
> Birch Hills County
> 4601 50 Street Box 166
> Wanham, AB T0H 3P0
> 780 694 3793 Main Line
> 780 694 3788 Fax
> lucys@birchhillscounty.com
>
> <doc00514420191122163956.pdf>

August 19, 2019

Ms. Karen Egge
RR # 1
Woking, AB T0H 3V0

Dear Ms. Egge,

Re: Intermunicipal Subdivision and Development Appeal Board Appointment

Birch Hills County Council passed the following resolution at the August 15, 2019 Special Council Meeting:

> *"**RC19-268** that Council appoint Ms. Karen Egge as a Member to the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board."*

On behalf of Birch Hills County, Council, and myself, I thank-you for permitting us to name you to our Central Peace Regional Intermunicipal Subdivision and Development Appeal Board as a member. CAO Hermann Minderlein, or someone from the County's staff, will be in contact with you to confirm your availability should we require you to sit on a specific Board in the future.

If you have any questions or concerns, please address them through CAO Hermann Minderlein at the County Office, during normal business hours, at the number listed below.

Sincerely,

Gerald Manzulenko, Reeve
Birch Hills County

Cc: CAO Hermann Minderlein
Birch Hills County Council

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	December 12th, 2019	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Director:**	
Item Title:	Wanham Ski Hill	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Administration is providing Council with information regarding a proposal for support to help Alberta Environment and Parks (AEP) at the Wanham Ski Hill.

BACKGROUND:

Alberta Environment and Parks (AEP) is dealing with the removal of all the structures located at the Wanham Ski Hill including but not limited to the old ski chalet, out buildings, metal railing and tow rope motor. Removal of all the structures is being done to return this portion of crown land back to its original state as possible before this disposition was taken out. For years this disposition has been expired and it has been a huge safety concern for AEP.

AEP has been working with an interested party, Mr. Orval Sorken in the removal of most of the wood material for the chalet. Anything that is not removed from the area by an agreed upon date AEP plans to burn.

After the burn is complete then the items remaining would need to be hauled away so a final clean up can take place.

DISCUSSION / BENEFITS / DISADVANTAGES:

AEP has asked if we, the County would be able to assist them in the removal of the items that remain on site such as steel railings and metal related items that have not been burnt. The approach including culvert would be removed as well thus leaving no vehicle access to the site.

I estimate this would take a couple of days with a backhoe or two and a gravel truck and trailer and man power.

The cost estimate for this assistance based on 2019 road builders rates and including an operator are as follows:

1 – backhoe for 10 hours a day at $120/hour for 2 days =	$2,400.00
1 – Gravel truck and trailer 10 hours at $179.00/hour for 2 days =	$3,580.00
1 – 2 ton with goose neck trailer at 10 hours at $125.00/hour =	$1,250.00
	$7,230.00

These would be “sunk” costs, as we would be utilizing existing staff and equipment, and there would be no out of pocket expenses with the exception of fuel. This is a good opportunity to partner with AEP and clean up this safety concern that affects the County and our ratepayers.

COST / SOURCE OF FUNDING:

2020 Unapproved Operating Budget of Public Works

ATTACHMENT(S): - Nil

OPTIONS:

Council may choose to:

1. Direct administration to partner with AEP to aid in clean-up of the old Wanham Ski Hill provided that the County’s “additional expenses” are limited to fuel to with costs to be limited to the fuel required to operate the equipment.

2. Direct administration to partner with AEP to aid in clean-up of this site with no limit of spending.

3. Direct administration to advise AEP that the County will not support the clean-up of this site.

RECOMMENDED ACTION:

It is Administration’s recommendation

> “that Council direct administration to partner with AEP to aid in clean-up of the old Wanham Ski Hill provided that the County’s “additional expenses” are limited to fuel to with costs to be limited to the fuel required to operate the equipment.”

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	December 12th, 2019	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Director:**	
Item Title:	GPS Units	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Administration is providing Council with information regarding GPS units in County fleet vehicles.

BACKGROUND:

For the past few years the County has paid for GPS or vehicle tracking services from CAMS. CAMS was installed in our graders at the time to track and verify where are graders were at any given time during the work week. If road issues arose, we would be able to inform and prove grader locations during an event if necessary.

The start of 2019 we changed path with the current provider and installed 4 vehicle tracking units from Geotab. Similar to CAMS in terms of data provided regarding location these units allow us to capture vehicle specific data like fuel mileage, idling time and vehicle speeds to name a few. Geotab offers a much friendlier interface than the older CAMS units.
Geotab costs are a little cheaper to subscribe to and the installation process is very quick and the unit itself remains hidden leaving no indication that one exists.

DISCUSSION / BENEFITS / DISADVANTAGES:

I have inquired with Saddle Hills and they are seeking alternative solutions from their present CAMS units to vehicle tracking. They use vehicle tracking for the same reasons we do regarding graders.

Geotab can provide us with the following parameters such as idling times and durations, seat belt use and speeds of our small vehicles, it also provides a great out of County and after hour use notification ability.

The after-hour usage and out of County notification are probably the two most beneficial attributes to this system outside of the physical GPS location of the vehicle itself. These features allow almost real time reporting of a vehicle being used outside of work hours or a vehicle that has left the boundaries of the County which could mean it has been stolen. Having this ability to report so quickly allows staff to validate that vehicles movement is by an authorized user such as an employee.

Section 8.16 of the personal handbook re Employer-Owned Vehicle Accidents addresses operating responsibilities of each employee when driving a County owned vehicle as it is a violation of the Traffic Safety Act monitored by the RCMP.

Idling time, duration and driving behavior is something that will have to be monitored by the County if so desired. This monitoring and reporting will be very time consuming. A clear policy outlining what is expected of employees is needed at this point. Vehicle usage has been addressed in many meetings with staff.

Monitoring of fleet vehicles has to be a County wide endeavor for it to become applicable to all employees and if Council deems necessary a means of changing driving habits. If a policy is adopted which includes idling and driving expectations it has to be applicable to all.
Until the time it is installed throughout the fleet it will remain to be a great tool to help deter theft and a tracking if stolen.

As mentioned G36 has a Geotab device installed as a test unit to compare to our existing CAMS software.

Unit 159, Director of Public Works truck, Unit 157, Manager of Infrastructure Maintenance truck; and Unit 153, County Fire Chief truck have a Geotab devices.

The cost estimate per installed fleet vehicle:

Small vehicle fleet Geotab:

$69.00 one-time purchase price of the unit with a $27.00/month pro data subscription for a total of $324.00 a year.

Large Machinery Go Rugged Geotab

$139.00 one-time purchase price of the unit with a $27.00/month pro data subscription for a total of $324.00 a year.

Aware 360 is the company that supplies the CAMS data and devices which costs $2,409.00/year.

The Wanham grader G36 currently has the Geotab device so the additional 4 units (incl contract grader) would cost $556.00 for the device itself and $1,296.00 per year in subscription fees.

The cost of the new Geotab devices including installation will be funded by the current G/L with for 2020 would cost ($556.00 plus $1,296.00 = $1852.00) for a savings of $557.00 in the first year and savings of $1,113.00/year on graders devices alone.

The CAMS subscription will not be renewed at the end of 2019 due to its poor reliability and the consent struggle to retrieve and view data.

COST / SOURCE OF FUNDING:

2020 Unapproved Operating Budget

OPTIONS:

Council may choose to:

1. Direct administration to install the Geotab devices in all County Graders including the Contract Grader funded by G/L code 2-32-10-00-517; and/or

2. Provide Administration with direction related to the installation of Geotab devices in County vehicles and the development of policies related to the operation of County vehicles; or

3. Accept the presentation related to Geotab devices for information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council:

1. "direct administration to install the Geotab devices in all County Graders including the Contract Grader funded by G/L code 2-32-10-00-517"; and/or

2. "provide Administration with direction related to the installation of Geotab devices in County vehicles and the development of policies related to the operation of County vehicles".

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved for Submission**	
Meeting Date:	December 12th, 2019	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Manager:**	
Item Title:	Fleet Management Light Duty Trucks	**Presenter:**	Dion Hynes

DESCRIPTION:

Administration is providing Council with information regarding the County light duty (Pick-up Truck) fleet planning.

BACKGROUND:

2018/19 was the first year for the County to use Enterprise Fleet Management as a vendor and management agency for light duty fleet.
Unit 159 a 2019 F150 was purchased or self-funded through this program as an alternative to purchasing via the tendering process.

DISCUSSION / BENEFITS / DISADVANTAGES:

There are many scenarios available when it comes to fleet options and following our current TCA policy 06-10(03-10).

From Appendix A: Recommended Useful Life and Residual Value Approved March 10, 2010
Machinery & Equipment
Vehicles
Light Duty ½ Tons Excluding Fire Pickup 7 Years 10% Residual Value
Medium Duty ¾ & 1 Ton 10 Years 10% Residual Value
Heavy Duty over 1 Ton 10 Years 10% Residual Value
Fire Trucks Pickups & Van 10 Years 10 % Residual Value

Enterprise Fleet Management as Council is aware of offers a fleet management service where they track vehicle mileage, age and resell markets to help achieve the maximum return.

Enterprise Fleet Management is able to offer clients lower purchase prices through their buying power with dealerships and on the disposal of the asset they have access to larger markets throughout.

RMA offers great buying power very similar to that of Enterprise Fleet Management so the up-front of purchase is very comparable.

Typically, the County has based light duty fleet disposal on the number of kilometers, year, damage, past issues, future potential issues and maintenance condition.

For 2019/20 the proposed Enterprise Fleet Management plan was to:

i.) dispose of 10 units including the unit purchased in 2018/19 being Unit 159 for an estimated resale value of $100,500.00;

ii.) The 10 vehicles include the disposal of the agricultural fleet 4 units with the anticipate plan to rent not purchase which are units 136, 141, 142 and 143;

iii.) Based on the Enterprise projections 7 new units would cost $285,095.00 plus $1680.00 management fees for a total of $286,775.00

1. Unit 144 replaced with ½ ton
2. Unit 159 replaced with ½ ton as part of the original cycle
3. Unit 137 replaced with 1 ton
4. Unit 148 replaced with another van
5. Unit 146 replaced with ½ ton
6. Unit 151 replace with ½
7. Unit 153 replace with ½ ton

iv.) Subtracting the $100,500.00 revenue from selling older units from the $286,775.00 for a net spend of $186,275.00 again for 7 new vehicles.

The rental option:

As discussed before would work out to be $895.00/month per vehicle with unlimited kilometers with very little too maintenance on them. Warranty on the rented vehicles would be in place as part of the monthly fee. The County would have to conduct oil changes if needed based on usage.

Typically, it would be a 4-month rental @$895.00/month x 4 vehicles = $14,320.00

Moving ahead:

Without the Enterprise Fleet option, the plan from the vehicle asset management side it would be for Unit 136 and 141 to be disposed of based on upcoming and foreseeable operating issues. Two of the older units would be shuffled down the line from the PW side into the agricultural side to replace unit 136 and 141 and two new vehicles purchased to replace them on the PW side.

Other Counties are seeing significant savings using Enterprise Fleet, so I think the County needs to stay in partnership to hopefully reap these savings as well. Vehicles would be still purchased out right from Enterprise to take advantage of the capital grants and keeping in mind the agricultural department operates all its light duty trucks with operating money in the O&M budget so there would be no change there.

The County has time to make the best decision they can so there is no rushing any of this. Just a reminder that the County is in control of these assets so final decisions is ours on the direction taken however, we should remain open to all options available. It would be too early to pull the plug on this program with only one year of data and experience.

COST / SOURCE OF FUNDING:

2020 Budget Consideration

RELEVANT LEGISLATION (Cite):

12-01-16 Procurement Policy

ATTACHMENT(S):

Enterprise 5-year budget sheet pdf

2020 F150 Self-Funded cost pdf

OPTIONS:

Council may choose to:

1. Accept this as information at this time and refer to the 5-year vehicle budget sheet during capital budgeting.

2. Accepted this information as reported.

RECOMMENDED ACTION:

It is Administration's recommendation

> "that Council accept this as information at this time and refer to the 5-year vehicle budget sheet during capital budgeting."

Year	2020	2021	2022	2023	2024	2025
Anticipated Yearly Budget	$ 120,000.00	$ 122,000.00	$ 124,000.00	$ 126,000.00	$ 128,000.00	$ 130,000.00
County-Owned Resales	$ 67,000.00	$ 23,000.00	$ 20,000.00	$ 42,000.00	$ -	$ -
Enterprise Self-Funded Unit Resales	$ 33,500.00	$ 167,500.00	$ 238,017.50	$ 342,612.86	$ 432,362.76	$ 426,668.16
Total Budget + Resales	$ 220,500.00	$ 312,500.00	$ 382,017.50	$ 510,612.86	$ 560,362.76	$ 556,668.16
Total # of Self-Funded Units	7	9	11	14	14	14
EFM Management Fee	$ 1,680.00	$ 2,520.00	$ 3,000.00	$ 4,200.00	$ 4,680.00	$ 4,440.00
Total # of Self-Funded Half Tons	5	7	9	12	12	12
1/2 Ton Pick Up	$ 197,855.00	$ 281,151.99	$ 366,903.27	$ 496,542.48	$ 503,990.64	$ 511,550.52
Total # of Self-Funded 1 tons	1	1	1	1	1	1
1 Ton Pick Up	$ 50,519.00			$ 52,826.00		
Total Number of Self-Funded Cargo Vans	1	1	1	1	1	1
1/2 Ton Cargo Van	$ 36,721.00				$ 38,974.33	
Vehicle Self-Funded Payment Total	$ 285,095.00	$ 281,151.99	$ 366,903.27	$ 549,368.48	$ 542,964.97	$ 511,550.52
Seasonal Rental Use (4 Trucks for 4 Months)	$ -	$ 14,320.00	$ 14,320.00	$ 14,320.00	$ 14,320.00	$ 14,320.00
Surplus/Owing (Total Budget + Resales)	$ 64,595.00	$ (17,028.01)	$ (794.23)	$ 53,075.62	$ (3,077.79)	$ (30,797.64)
Net Spend	$ 186,275.00	$ 107,491.99	$ 126,205.77	$ 183,275.62	$ 129,602.21	$ 103,642.36
Anticipated Operational Savings						
Fuel Savings	$ 2,500.00	$ 3,500.00	$ 4,500.00	$ 6,000.00	$ 6,000.00	$ 6,000.00
Maintenance Savings	$ 15,000.00	$ 21,000.00	$ 27,000.00	$ 36,000.00	$ 36,000.00	$ 36,000.00

Open-End (Equity) Lease Rate Quote

Quote No: 4429513

Prepared For: Birch Hills County
Hynes, Dion

Date 10/16/2019
AE/AM BC0/KSE

Unit #
Year 2020 **Make** Ford **Model** F-150
Series XLT 4x4 SuperCrew Cab Styleside 5.5 ft. box 145 in. WB
Vehicle Order Type Ordered **Term** 12 **Province/State** AB **Customer#** 586722

$ 39,571.00		Capitalized Price of Vehicle[1]
$ 0.00	*	Sales Tax 0.0000% **Prov.** AB
$ 0.00	*	Initial License Fee
$ 0.00	*	Registration Fee
$ 275.00		Other: (See Page 2)
$ 39,845.00	*	Capitalized Price Reduction
$ 1,992.25	*	Tax on Capitalized Price Reduction
$ 0.00		Gain Applied From Prior Unit
$ 0.00	*	Tax on Gain On Prior
$ 0.00	*	Security Deposit
$ 0.00	*	Tax on Incentive (Taxable Incentive Total : $0.00)
$ 1.00		Total Capitalized Amount (Delivered Price)
$ 0.01		Depreciation Reserve @ 1.0000%
$ 30.00		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)[2]
$ 30.01		**Total Monthly Rental Excluding Additional Services**
		Additional Fleet Management
$ 0.00		Commercial Automobile Liability
		Liability Limit $0.00
$ 0.00		Physical Damage Management Comp/Coll Responsibility 0 / 0
$ 0.00		Full Maintenance Program[3] Contract Kilometres 0 Excess Use Charge $ 0.00 Per Km
		Incl: # Brake Sets (1 set = 1 Axle) 0 # Tires 0 Loaner Vehicle Not Included
$ 0.00		**Additional Services SubTotal**
$ 1.50		GST 5.0000% **Province/State** AB
$ 31.51		**Total Monthly Rental Including Additional Services**
$ 0.88		Reduced Book Value at 12 Months
$ 375.00		Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Iconic Silver
Interior Color	(0 I) Medium Earth Grey w/Cloth 40/20/40 Fron
Lic. Plate Type	FLEET
GVWR	0

Quote based on estimated annual kilometres of 20,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise Fleet Management Canada, Inc., is the owner of the vehicle covered by this Quote.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle.
Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Birch Hills County

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

[1] Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

[2] Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

[3] The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management Canada, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management Canada, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management Canada, Inc.

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	$ 275.00
AMVIC Fee	B	$ 6.25
PPSA Fee	B	$ 40.00
Courtesy Delivery Fee	B	$ 0.00
Total Other Charges Billed		$ 46.25
Total Other Charges Capitalized		$ 275.00
Other Charges Total		$ 321.25

enterprise | FLEET MANAGEMENT

Open-End (Equity) Lease Rate Quote

Quote No: 4429513

VEHICLE INFORMATION:

2020 Ford F-150 XLT 4x4 SuperCrew Cab Styleside 5.5 ft. box 145 in. WB - CA
Series ID: W1E

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$ 42,027.00	$ 46,719.00
Total Options	$ 6,144.00	$ 6,815.00
Destination Charge	$ 1,900.00	$ 1,900.00
Total Price	**$ 50,071.00**	**$ 55,434.00**

SELECTED COLOR:

Exterior: JS - (0 P) Iconic Silver
Interior: MG - (0 I) Medium Earth Grey w/Cloth 40/20/40 Front Seat or Cloth 40/20/40 Front Seat

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
145WB	145" Wheelbase	STD	STD
300A	Equipment Group 300A Base	NC	NC
413	Skid Plates	$ 108.00	$ 120.00
44G	Transmission: Electronic 10-Speed Automatic	NC	NC
47E	Pro Trailer Backup Assist	Included	Included
47ELCD	4.2" LCD Productivity Screen in Instrument Cluster	Included	Included
47R	Tray Style Floor Liner	$ 225.00	$ 250.00
53A	Trailer Tow Package	$ 833.00	$ 925.00
53ABAR	Upgraded Front Stabilizer Bar	Included	Included
53B	Class IV Trailer Hitch Receiver	Included	Included
57Q	Rear Window Defrost	$ 270.00	$ 300.00
59R	Remote Start System	$ 315.00	$ 350.00
64F	Wheels: 17" Silver Painted Aluminum	Included	Included
67T	Integrated Trailer Brake Controller	$ 315.00	$ 350.00
91P	8-Way Power Driver's Seat w/Power Lumbar (Fleet)	$ 603.00	$ 670.00
924	Rear Window Fixed Privacy Glass	$ 90.00	$ 100.00
96W	Tough Bed Spray-In Bedliner	$ 540.00	$ 600.00
995	Engine: 5.0L V8	$ 2,745.00	$ 3,050.00
JS_03	(0 P) Iconic Silver	NC	NC
M	Cloth 40/20/40 Front Seat	Included	Included
MG_01	(0 I) Medium Earth Grey w/Cloth 40/20/40 Front Seat or Cloth 40/20/40 Front Seat	NC	NC
NNGV6	GVWR: 3,175 kg (7,000 lb) Payload Package	Included	Included
PAINT	Monotone Paint Application	STD	STD
PNTTBL01	Paint Table : Monotone Paint Application	$ 0.00	$ 0.00
STDRD	Radio: AM/FM SiriusXM Satellite	Included	Included
SYNC3	SYNC 3	Included	Included
T74	Tires: P265/70R17 OWL A/T	Included	Included
Tax	Excise Tax	$ 100.00	$ 100.00
X27	3.31 Axle Ratio	Included	Included

STANDARD EQUIPMENT:

Body Exterior Features:
- Number Of Doors 4
- Rear Cargo Door Type: tailgate
- Driver And Passenger Mirror: power remote manual folding side-view door mirrors
- Convex Driver Mirror: convex driver and passenger mirror
- Skid Plates: skid plates
- Door Handles: black
- Front And Rear Bumpers: chrome front and rear bumpers with body-coloured rub strip
- Rear Step Bumper: rear step bumper
- Front Tow Hooks: 2 front tow hooks
- Bed Liner: bed liner
- Box Style: regular
- Body Material: aluminum body material
- : class IV trailering with harness, hitch, brake controller
- Grille: chrome grille

Convenience Features:
- Air Conditioning manual air conditioning
- Cruise Control: cruise control with steering wheel controls
- Power Windows: power windows with driver and passenger 1-touch down
- Remote Keyless Entry: keyfob (all doors) remote keyless entry
- Illuminated Entry: illuminated entry
- Key Pad: keypad locking
- Integrated Key Remote: integrated key/remote
- Auto Locking: auto-locking doors
- Remote Engine Start: remote engine start
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors
- Emergency SOS: SYNC 3 911 Assist emergency communication system
- Front Cupholder: front and rear cupholders
- Glove Box: glove box
- Driver Door Bin: driver and passenger door bins
- Rear Door Bins: rear door bins
- Seatback Storage Pockets: 2 seatback storage pockets
- Dashboard Storage: dashboard storage
- IP Storage: bin instrument-panel storage
- Front Underseat Storage Tray: front underseat storage tray
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 3 12V DC power outlets
- Lighter Elements: front lighter element(s) location

Entertainment Features:
- radio AM/FM/Satellite with seek-scan
- Radio Data System: radio data system
- Voice Activated Radio: voice activated radio
- Speed Sensitive Volume: speed-sensitive volume
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 14 speakers
- Internet Access: FordPass Connect 4G LTE WiFi internet access
- 1st Row LCD: 2 1st row LCD monitor
- Wireless Connectivity: wireless phone connectivity
- Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:
- Headlamp Type delay-off aero-composite halogen headlamps
- Auto-Dimming Headlights: auto high-beam headlights
- Front Fog Lights: front fog lights
- Cab Clearance Lights: cargo bed light
- Front Wipers: variable intermittent wipers
- Rear Window Defroster: rear window defroster
- Tinted Windows: deep-tinted windows
- Dome Light: dome light with fade

Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: analog display
Tachometer: tachometer
Voltometer: voltmeter
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Trip Computer: trip computer
Trip Odometer: trip odometer
Forward Collision Alert: forward collision
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Inclinometer: inclinometer
Transmission Oil Temp Gauge: transmission oil temp. gauge
Clock: in-radio display clock
Systems Monitor: systems monitor
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Bulb Failure Warning: bulb-failure warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: SecuriLock immobilizer
Security System: security system
Panic Alarm: panic alarm
Electronic Stability: electronic stability stability control with anti-roll
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints with tilt
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
Reclining Driver Seat: power reclining driver and manual reclining passenger seats
Driver Lumbar: manual driver and passenger lumbar support

Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Driver Cushion Tilt: power driver and passenger cushion tilt
Front Centre Armrest Storage: front centre armrest with storage
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: cloth front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full carpet floor covering
Cabback Insulator: cabback insulator
Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert
Shift Knob Trim: urethane shift knob
Floor Mats: rubber front and rear floor mats
Interior Accents: chrome interior accents

Standard Engine:

Engine 395-hp, 5.0-liter V-8 (regular gas)

Standard Transmission:

Transmission 10-speed automatic w/ OD and PowerShift automatic

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	December 12th, 2019	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Director:**	
Item Title:	Gravel Purchase	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Administration is providing Council with information regarding an opportunity to purchase gravel from the Municipal District of Smoky River No.130.

BACKGROUND:

MD of Smoky River No.130 has offered to sell the County an estimated 5,000 tonnes of 4-40 gravel (1.5 inch) for $10.00/tonne in the pit. The County would have to scale load and haul all the purchased gravel at an additional cost.

This cost per tonne is very attractive with the cost of 1.5-inch gravel taken from our Watino Pit being $10.66/tonne.

The County currently has an estimated 1,200 tonne of 1.5 inch at our Wanham stockpile.

DISCUSSION / BENEFITS / DISADVANTAGES:

Gravel prices and its overall value will continue to rise as we go forward so having the opportunity to purchase at this reasonable price is a feasible idea.

The County will always need gravel. It has been like that way for years and the future will be no different.

Council should be aware that there would also be trucking associated with the move of this gravel, and that would need to come from amounts budgeted for G/L 2-32-30-00-534 if the gravel is used as part of our 2020 maintenance program, or be added to the value of the gravel if it is relocated to Birch Hills County and added to the County's inventory for future use, much as it is when we relocate from ourt own crushed stock.

COST / SOURCE OF FUNDING:

Purchase of gravel if used for our maintenance program would be coded to funds allocated to operating budget under account 2-32-30-00-534, and the trucking of such gravel would be coded to expense code 2-32-30-00-534.

As mentioned previously, if the gravel is procured and stored for inventory purposes, the cost of purchase and trucking would be added to the County's inventory, and costed to maintenance at that value at time of usage.

OPTIONS:

Council may choose to:

1. Direct administration to make a formal request to the Council of MD of Smoky River No.130 for the purchase of up to 5,000 tonne of 1.5 inch gravel at a cost of $10.00/tonne plus GST;

2. Receive administration's presentation regarding the potential to purchase gravel from the MD of Smoky River for information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council

> "direct administration to make a formal request to the Council of MD of Smoky River No.130 for the purchase of up to 5,000 tonne of 1.5 inch gravel at a cost of $10.00/tonne plus GST".

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	December 12th, 2019	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Director:**	
Item Title:	Road Use Agreement Policy	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Administration is providing Council with Policy 37-02-19, a policy related to Road Use Agreements that also includes an updated road use agreement template for use by the County.

BACKGROUND:

For years the County's road use agreement form has not changed or been updated and it is past due for a change. Additionally, the County has not had a policy related to Road Use.

There has been an increase in the amount of product moving throughout the County's road infrastructure. More companies are moving bigger volumes of goods over longer haul periods and have been playing havoc on our road system.

DISCUSSION / BENEFITS / DISADVANTAGES:

Roads are the most expensive, labor intensive, time consuming and talked about asset the County has, having tools such as this agreement to protect it is vital.

A road use agreement is meant to provide a company that wants to use the County's road system to move goods with a "guide" or "outline" on what the County expects in terms of maintenance and general usage.

Staff has read many different agreements from neighboring Counties and MD's in search for a solid agreement to mirror and use as a basis to the what is needed for the County.
Council is being presented with a new version of the agreement one that hopefully covers all aspects of road use.

Council should be well aware, that which I am sure they are, the County has no bylaw enforcement. Keeping that in mind, the agreement needs to be all covering of road related issues yet remain feasible and viable for staff use every day.

COST / SOURCE OF FUNDING:

NA

RELEVANT LEGISLATION (Cite):

Municipal Government Act

ATTACHMENT(S):

Draft Policy 37-02-19, the “Road Use Agreement Policy”

Existing Road Use Agreement application

OPTIONS:

Council may choose to:

1. Approve Policy 37-02-19, the “Road Use Agreement Policy” as presented and direct Administration to advertise Policy 37-02-19, the “Road Use Agreement Policy” on the Birch Hills County Webpage.

2. Direct administration to revise the current draft policy to include the changes discussed and bring it back to a future/next Council meeting for additional review and approval.

RECOMMENDED ACTION:

It is Administration’s recommendation

> “Approve Policy 37-02-19, the “Road Use Agreement Policy” as presented and direct Administration to advertise Policy 37-02-19, the “Road Use Agreement Policy” on the Birch Hills County Webpage”.

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Public Works	**37-02-19**	**1 of 13**
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ROAD USE AGREEMENT	**December 12, 2019**	

Purpose:

To enable the continued public use and movement of products and equipment on the Birch Hills County roads while maintaining the integrity of roads and minimizing publicly funded maintenance costs during extensive, intensive or heavy hauls.

Definitions:

"County" means Birch Hills County.

"County Road Maintenance Program" is the activity performed by Birch Hills County on the maintenance of all municipal roads and right of ways.

"Designated Contractor" means an entity hired by the Primary Company as a sub-contractor to perform work on behalf of the Primary Company.

"Chief Administrative Officer or Designate" means the County's CAO or a County representative(s) appointed by the Chief Administrative Officer with the authority in approving and enforcing Road Use Agreements.

"Haul Road" is any municipal road included within the approved Company's Haul Route plan as specified in the Road Use Agreement.

"Hauling" shall mean"

a. Intensive – a frequent truck hauling activity that exceeds four (4) trips per day;

b. Extensive – a truck hauling activity by a Company that exceeds four (4) trips per day and extends beyond a 6 month period;

c. Heavy – an overweight and/or over dimensional truck hauling activity and typically requires a Provincial Government Permit; and

d. Normal – means a truck hauling activity less than four (4) trips per day.

"Primary Company" (further referred to as "Company") means the Company or individual which moves the goods, materials or equipment by use of its own force or through utilizing a Designated Contractor, and/or an owner of a resource (ie gravel, sand) that is being moved.

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"Road Ban" means restrictions placed on County Roads restricting axle weights to protect the structural integrity of the County's Road system for limited time periods during certain seasonal conditions when Roads are subject to damage.

"Road Use Agreement" forms part of this policy as "Schedule 1" and is an agreement between the Birch Hills County and the Primary Company that authorizes the Company, subject to conditions, to use the road.

"Security Deposit" is a measure of security for the County to cover expenses for damages caused by the Company as it relates to the Road Use Agreement terms.

"Trip" means one use of a road from point A to point B.

Guidelines:

1. Birch Hills County roads are an integral part of the County's transportation network:
   a. under control, direction and management of Birch Hills County;
   b. maintained for public use and movement of marketable goods and provision of services;
   c. to be used in a manner which minimizes and prevents damage; and
   d. may be used for intensive, extensive or heavy hauling, subject to conditions of this Policy.

2. The Chief Administrative Officer or Designate shall:

   a. ensure Road Use Agreements are in place for intensive, extensive and heavy hauling with the Company which moves its products or equipment, or for which the products or equipment are being moved, and/or an owner of a resource that is being moved, pursuant to this Policy;
   b. ensure that if a Company is in default of the Road Use Agreement, the Agreement is either suspended or terminated or other corrective actions are pursued;
   c. ensure the Company's Haul Route(s) Plan included within the Road Use Agreements are inspected before, during and after the haul and the inspections are recorded (Schedule 1, Road Use Agreement, Section "C" Birch Hills Inspection Report);
   d. ensure all haul roads approved within the Road Use Agreement continue to be included in the regular County Road Maintenance Program;
   e. ensure County Road Bans are maintained and enforced;
   f. request a Security Deposit from a Company with an unsatisfactory performance with our Road Use Agreement;

g. ensure permits are in place for heavy hauling on County roads; and
h. consider the following when establishing a Road Use Agreement:
   i. haul route – total distance;
   ii. road bans (Schedule 1, Road Use Agreement, Section "B" Restrictions and Relaxations Notice to be used if any restrictions or relaxations are granted by the County)
   iii. type of vehicles, weight/size of haul;
   iv. road classification;
   v. road conditions including evidence of frost;
   vi. residential properties along Haul Route;
   vii. weather conditions;
   viii. type and amount of product or equipment being hauled;
   ix. extensive hauling over extended periods of time;
   x. intensive hauling of significant nature such as high frequency of hauling, excessive weight and over-dimensional transporting; and
   xi. the Company's previous record with the Road Use Agreements compliance.
i. cost share road repairs and re-gravelling with Companies that have commercial properties within Birch Hills County and have a current Road Use Agreement.

3. The Company shall:

a. obtain Road Use Agreements with the County, when required as per this Policy;
b. provide a Security Deposit when required in a form of an irrevocable letter of credit or certified cheque with the security information recorded (Schedule 1, Road Use Agreement, Section "B" Restrictions and Relaxations Form);
c. obtain any required permits, including heavy haul permits and comply with requirements of the Province of Alberta Commercial Vehicle Dimensions and Weight Regulations while utilizing any Roads;
d. adhere to any Road Bans and /or Road Ban exemptions issued by the County;
e. confirm that the subject Haul Roads have been visited and be familiar with the site conditions;
f. initiate pre and post-haul inspections;
g. provide a minimum of 2 business days' notice to the County prior to the haul commencing;
h. ensure that all its employees/ representatives and/or its Designated Contractor(s) follow the conditions of the Road Use Agreement;
i. comply with all terms and conditions of the Road Use Agreement; and

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j. be responsible for all road repairs and maintenance, in accordance with Road Maintenance Use Agreements and with the County's engineering and road standards as directed by the authorized Birch Hills County representative.

Attachments:

Schedule 1 – Road Use Agreement

REEVE **C.A.O**

Adopted by Council:	December 12, 2019	RC19-____
Updated:		

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Schedule 1
Road Use Agreement

Between

Birch Hills County 4601 50 Street Wanham, Alberta T0H 3P0 (herein referred to as the County)	AND	Company Name Address Address Postal Code (herein referred to as the Company)

Expiry Date of the Road Use Agreement is on _____.

1. **Purpose of Agreement:**
While the County has overall responsibility for the roads within its jurisdiction, the County will work in partnership with the Company requiring use of the County's road(s) for movement of its goods and equipment, and therefore this Agreement is to address the Company's responsibility of Road repairs and maintenance under which the two parties agree:
    a. That in the event there is damage from the use of Roads within the Haul Route for the purpose of hauling or moving of goods, equipment, materials, the Company responsible for damage will be held responsible for repairs; and
    b. The Company will provide dust control within residential communities/areas;
    c. Establishing a routing for the movement of heavy vehicles and equipment for the following purposes:
        i. Extensive Hauling;
        ii. Intensive Hauling;
        iii. Hauling during County road bans;
        iv. Heavy Hauling as it relates to Road Use Permit system;

THEREFORE, in consideration of these premises and the mutual terms, covenants and conditions to be observed and performed, the County and the Company agree as follows:

2. **Definitions**
    a. "Business Days" means Monday to Friday, during normal business hours, excluding statutory holidays;

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b. "Chief Administrative Officer or Designate" means the County's CAO or a County representative(s) appointed by Chief Administrative Officer with the authority in approving and enforcing Road Use Agreements;
c. "County" mean Birch Hills County;
d. "County Road Maintenance Program" is the activities performed by the Birch Hills County on the maintenance of all municipal roads and road right of ways;
e. "Designated Contractor" means the entity hired by the Company as a sub-contractor to perform work on behalf to the Company;
f. "Haul Road" is any municipal road included within the approved Company's Haul Route plan as specified in the Maintenance Agreement;
g. "Hauling" shall mean:
    i. intensive - a frequent truck hauling activity that exceeds four (4) trips per day;
    ii. extensive - a truck hauling activity by a Company that exceeds four (4) trips per day and extends beyond a 6 month period;
    iii. heavy - an overweight and/or over-dimensional truck hauling activity and typically requires a Provincial Government Permit;
    iv. normal - means a truck hauling activity less than 4 trips per day;
h. "Company" means the Primary Company of this agreement;
i. "Road" means any street, road or highway under the management and control of Birch Hills County used as a public roadway including bridges and culverts incidental to the road;
j. "Road Ban" means restrictions placed on County Roads restricting axle weights to protect the structural integrity of the County's Road system for limited time periods during certain seasonal conditions when Roads are subject to damage;
k. "Road Use Agreement" means this agreement between the Birch Hills County and a Company;
l. "Security Deposit" is a measure of security for the County to cover expenses for damages caused by the Company as it relates to the Maintenance Agreement terms.

3. Terms & Conditions:

In consideration of the operating rights and privileges herein granted the Company covenants and agrees with the County as follows:

a. Provide a minimum of 2 business days' notice to the County prior to the haul commencing;
b. Where a Haul Road is defined as any County Road included within the Company's approved Haul Route plan. The Company will maintain the

portions of Roads to allow access for all public traffic including commercial, passenger, and recreational vehicles to acceptable County standards by:

i. requesting and attending inspections of the Road(s) prior to hauling, at the completion of the Haul, and at other times requested by the County. The costs for inspections will be paid for by the company at the current rates set in the County's Master Rate Bylaw. The Inspections will be documented by the County completing the Inspection Report - in Section "C";

ii. maintaining dust control, as required, in front of all residences alongside the Haul Route;

iii. Providing a grader on a Haul Road as required by the County for Haul Road maintenance, which may include, but is not limited to, snow plowing, ice blading, grading and shoulder/slope reshaping;

iv. Not allowing any loading or storing of vehicles, trucks or equipment within the Road right-of-way of the designated Haul Route, without County approval;

v. All trucks will adhere to loads not over 100% legal weight or other posted weight restrictions, unless otherwise detailed on the Restriction and Relaxations Notice Form in Section "B";

vi. All regulatory sign installations, repairs, and maintenance must be approved by the CAO. Any informational type signs to be installed on Road right-of-way and/or private property will require the approval of the Development Officer;

vii. The Company may be required to supply a security deposit. The requirement of the Security Deposit will be at the discretion of the CAO and be based on the past performance and proposed use of the road;

viii. Repairing any Roads, signs, ditches, barricades, guard rails, culverts, bridge structure damages identified through Road inspections, will be required to be completed within 5 working days. Identified safety issues must be addressed within 3 hours unless otherwise agreed upon;

c. Upon the completion of haul(s), the Company will leave the Haul Road's in the same or better condition than when haul was commenced. Failure to do so will result in the County completing the necessary repair/restoration work and invoicing the Company for all costs associated with the repair/restoration work;

d. The Company, its employees, agents and Designated Contractor will operate all vehicles on the Roads per Provincial Acts and

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Regulations applicable to public highways. Carriers must hold valid permits for over-weight and over dimensional vehicles.

e. The Company will indemnify and hold harmless the County, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise directly or indirectly.

4. Duration:

The County hereby grants permission to the Company to use the Roads as described under the Haul Route Plan in "Section "A" for the period commencing _____ to _____.

5. County Covenant:

In consideration of the Company performing the terms and conditions contained herein, the County covenants and agrees with the Company as follows:

a. The County will allow the Company, its employees, agents or Designated Contractors to use the Roads according to the terms and conditions set out in this agreement hereto.
b. The County will respond to written notices within two business days.
c. The County will indemnify and save harmless the Company, its directors, officers, agents and servants or any one or more of them, of and from all actions, causes of action, pleadings, claims, demands, losses, costs, damages, personal injury or death, expenses or charges, which may at any time occur to any person or to the property of any person traveling or otherwise using the Road's, or which may be brought or made against the Company, its directors, officers, agents or servants, where the Company's performance is pursuant to this agreement and where the Company is not in contravention of its obligations under the terms of this agreement.
d. The County will cost share road repairs and re-gravelling with Companies that have commercial properties within Birch Hills County and have a current Road Use Agreement.

6. The parties hereto mutually agree as follows:

a. The Haul Route Road's remain a public roadway available for public use;
b. Special consideration and care should be taken by the truck drivers when hauling during the hours that school buses are travelling on County Roads;
c. The Company will stop hauling during inclement weather or poor visibility conditions;
d. If a Security is held, the County may draw upon all or part of any Security required by this Agreement to complete repairs and to recover all costs

(including legal) incurred by the County in the event of any one of the following:

i. The Company fails to complete required repairs within 5 Business Days of being notified by the County;
ii. the damage attributable to the Company has been rectified by the County in accordance with the provisions of this Agreement and the Company has failed to pay the costs of such rectification within 15 Business Days after receipt of an invoice for the work from the County;
iii. Emergency repair work has been completed by the County to rectify damage attributable to the Company in accordance with the provisions of this Agreement and the Company has failed to pay the cost of such emergency repairs within 15 Business Days after receipt of an invoice for the work from the County;

e. haul roads approved within this agreement will receive regular maintenance by the County at a rate equal to ones of the same classification:

7. Notices:

Any notice, demand or other document required or permitted to be given under the terms of this Agreement will be sufficiently given to the party to whom it is addressed if delivered or forwarded by registered mail to the County:

Attention: CAO
Birch Hills County
4601 50 Street,
Wanham, AB T0H 3G0

And to the Company address within agreement:

Attention _____
_____
_____

Phone Number: _____

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8. Execution of Agreement

This agreement will ensure to be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

The preamble paragraphs are hereby incorporated as an integral part of this agreement.

The County hereby grants to the Company operating rights and privileges hereinafter described relating to the Company's operations on the Road(s). The Company agrees to use the Road(s) at its own risk

_____ _____

For: Birch Hills County DATE

_____ _____

For: Company Name DATE

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SECTION "A"

NOTIFICATION FORM

(to be completed by the Company's Designated Contractor)

Contacts:

County: Birch Hills County

Company Name: _____

Company contact name: _____ Phone: _____

Cell: _____ Fax: _____

Designated Contractor name: _____ Phone: _____

Cell: _____ Fax: _____

Hauling Details

Estimate of number of daily loads, total loads, material being hauled, type of vehicles and/or equipment used for hauling, dates of hauling, weight and/or dimensions of loads, (estimate of the maximum number of loads and estimate of maximum weights and dimensions of the loads, dates on which loads will be moved). Also list proposed Haul Roads or attach a map with the identified roads.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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SECTION "B"

RESTRICTIONS AND RELAXATIONS NOTICE

This Notice when completed, forms part of the Road Use Agreement executed by

County: Birch Hills County

Company Name: _____

Limitation Details

Details of prohibitions, limitations, conditions or restrictions such as however not limited to the following examples: Road Ban restrictions, Bridge structure limits, speed zones, residential zones requirement of dust controlling measures, maximum speed limitations, temporary detour routes established by the County: construction site restriction:

_____
_____
_____

Relaxation Details

Details that reflect if and any relaxations required on any prohibitions, limitations, conditions or restrictions deemed acceptable by the Director of Public Works, are to be described within this section"

_____
_____
_____

Security Required

Pursuant to this policy, amount and type of security to be listed within this section of the Agreement:
Security will be as follows: _____

Contacts

Designated Contractor name: _____ Phone: _____
Cell: _____ Fax: _____ Email: _____

SIGNATURES

ACCEPTED AND AGREED TO this _____ day of _____, 20_____

Company: _____

Company name contact: _____ Signed: _____

Phone: _____ Cell: _____
Fax: _____ Email: _____

ACCEPTED AND APPROVED this _____ day of _____, 20_____

Signed: _____
Authorized County Representative

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SECTION "C"
BIRCH HILLS INSPECTION REPORT

(NOTE: If the Company elects not to participate in an Inspection, this form, once signed by the authorized representative of the Municipality, will be considered a valid "Inspection Form" for the purposes of this Agreement.)

Date of Inspection: _____

Security: In Place: _____ Required: _____ Amount: $ _____

Inspection: Pre: _____ Post: _____ Interim: _____ Number: _____

Roads Bans: Yes _____ No _____ % Axle _____

Weather (At the time of Inspection): _____

Current Local Conditions; (i.e. Wet/Frozen) _____

Inspection Details

1. Road(s) to be used: _____
2. Roads surface type: _____

	Good	Bad	NA	Location/Comments
3. Surface conditions	_____	_____	_____	_____
4. Signs	_____	_____	_____	_____
5. Culverts	_____	_____	_____	_____
6. Approaches	_____	_____	_____	_____

7. Dust control Not required _____ Required _____ Type _____

8. Other requirements: (ie grading, gravel, signage, time restrictions)
   _____

9. Remedial work if required (If Interim or Post:
   _____

Comments

Company representative:
_____
_____

County representative:
_____
_____

Company representative name _____

County representative name _____

Copy provided to Company via email Yes _____ No_____

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ROAD USE AGREEMENT

BETWEEN

BIRCH HILLS COUNTY

- AND –

(Company Name)

ADDRESS: (address of company)

CONTACT PERSON: _____

TELEPHONE #: _____ FAX #:_____

MOBILE #:_____

LOCATION: (land location)

FILE #:

1. Goods and materials to be hauled _____
2. Proposed period of haulage_____
3. Designated haulage route (see map attached if applicable)
4. Maximum speed for haulage vehicles (except where lower speeds are posted). 80 km/h
5. A permit is required on all Rig Moves within Birch Hills County Yes
6. Road maintenance requirements during haulage shall be to the satisfaction of the County Public Works Supervisor and shall include, but are not limited to the following:

   (a) Roads to be maintained with a Grader as required or at the discretion of the County Public Works Supervisor;

   (b) Dust shall be controlled at all times;

   (c) Soft spots and holes that develop shall be filled with gravel immediately. If the road is oil surfaced, coldmix, approved by the County Public Works Supervisor, shall be used;

   (d) Upon completion of haulage, the road shall be restored to a condition, which, in the opinion of the County Public Works Supervisor, is equal to or better than before commencement of haulage;

   (e) If weather or road conditions are not favorable, the moving of equipment or materials shall be at the discretion of Birch Hills County.

7. Photos Taken: _____ YES _____X_____ NO
8. Restoration shall include but is not limited to the following. Restore oil surface breaks and damage, restore any failures and rutting in gravel surfaces, grading and regravelling if required. Restore any dust-controlled areas to prior condition; reshape any shoulders or road slopes that may have been pushed out by the hauling.
9. In the event that the well is put into production, this road use agreement remains in affect and must be passed on to the area production office and or successor.

This agreement grants no privileges to **(company name)** employees, agents, and contractors. In the event of any claims due to this project, the aforementioned parties shall be liable.

ACCEPTED this _____ day of _____, AD 20_____

COMPANY REPRESENTATIVE (Print Name & Title)	COMPANY REPRESENTATIVE'S SIGNATURE
Dion Hynes, Director of Public Works	
BIRCH HILLS COUNTY REPRESENTATIVE	BIRCH HILLS COUNTY OFFICIAL'S SIGNATURE

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved for Submission**	
Meeting Date:	December 12, 2019	**CAO:**	
Originated By:	Kathrin Langlois/ Asst Ag Fieldman	**Director:**	
Item Title:	2020 V.S.I. Services Agreement	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Council is being provided a copy of the an unsigned copy of the 2020 V.S.I. Services (1980) Ltd. agreement.

BACKGROUND:

V.S.I. actual historical costs include:

2012	2013	2014	2015	2016	2017	2018	2019
$13,600	$14,900	$14,200	$17,000	$11,100	$13,700	$14,800	$13,000

The 2020 VSI contract amount is $21,500 which includes a 10% contingency to ensure that participating jurisdictions don't have to deal with additional requests for funds after their budgets have been finalized. VSI actual costs are based on annual user claims. As a result, there may be surplus and deficit funds at year end that are carried forward to the following year.

DISCUSSION / BENEFITS / DISADVANTAGES:

The VSI Board of Directors approved a maximum basic 2.8% increase in fees to stay in line with the Alberta Veterinary Medical Association (AB.VMA) recommended fees. The AB VMA final fee decision for 2019 is still pending, and will be item dependent. Once notified we will re-adjust our draft fee schedule to follow their fees, up to a maximum increase of 2.8%. At that time an updated fee schedule will be forwarded.

COST / SOURCE OF FUNDING:

2019 O&M Budget $17,000 (agreement $13,000)
2020 Agreement $21,500 - O&M Budget not finalized

RELEVANT LEGISLATION (Cite):

Birch Hills County 63-04-19 V.S.I. Policy

ATTACHMENT(S):

2020 V.S.I. Services (1980) Ltd Agreement (including Schedule A & B).

RECOMMENDED ACTION:

Administration recommends that Council authorize Administration to enter into an agreement on behalf of Birch Hills County in the amount of $21,500 for 2020 veterinary services with V.S.I. Services (1980) Ltd.

V.S.I. SERVICES (1980) LTD
A nonprofit organization providing veterinary care in Alberta

BOX 137
FAIRVIEW, AB T0H 1L0
PH 780 835 5440

November 24, 2019

Mr. Hermann Minderlein, CAO
Birch Hills County
Box 157
Wanham, AB T0H 3P0

Dear Hermann,
Enclosed are two (2) copies of the 2020 VSI contract extension for Birch Hills County. The copy with the attached schedules is yours to keep. Please sign and return the other copy to me.

The VSI Board of Directors approved a maximum basic 2.8 % increase in fees to stay in line with the Alberta Veterinary Medical Association (AB.VMA) recommended fees. In addition, the VSI Board of Directors recommended the addition of a 10% contingency fee to guard against the need to requisition further funding later in the year.

The $21,500 figure in your contract was reached as follows:

a) The cost of your claims, for the period October 1, 2018 to September 30, 2019, was increased by 12.8% to cover the maximum fee increase & 10% contingency

b) Estimated net administration costs of $1,400, were added to the above total.
   Note: Your estimated net administrative costs, including GST, are based on 2.4% of estimated total administrative costs of $37,510. Estimated total administrative cost include a 3% increase to cover raise in manager salary and increase in AGM meeting cost.

c) Finally, you contract figure was rounded off to the nearest $500.00

Please **do not remit any funds at this time**. Your requisition will be determined in late January or early February, after all your 2019 claims have been processed. Your requisition will consist of your actual claims for 2019 increased by 12.8% maximum along with an estimate of net administrative costs.

Appropriate adjustments will be made to your requisition statement to account for any deficits, or surpluses, in your VSI account as of December 31, 2019.

Please feel free to call me if there are any questions or if you see any errors in my estimates.

Thank you

Rik Vandekerkhove, Manager

Encl.
Cc Shelley Braun, Amanda Ouellet

BIRCH HILLS COUNTY
RECEIVED
NOV 28 2019
WANHAM

This agreement made effective as of January 1, 2020.

Between

V.S.I. SERVICES (1980) LTD.
A body corporate under the laws of the Province of Alberta (hereinafter called "V.S.I.")

and

BIRCH HILLS COUNTY in the Province of Alberta, representing the district ratepayers (hereinafter called the "Municipal Jurisdiction").

Whereas the parties hereto are parties to an agreement in writing dated January 1, 2019 (hereinafter referred to as the "agreement"); and

Whereas the agreement, by its terms, is deemed to terminate on December 31, 2019; and

Whereas the parties hereto desire to continue the agreement in full force and effect for the period from January 1, 2020 to December 31, 2020.

Now therefore this agreement witnesses that in consideration of the premises and the covenants hereafter contained:

1. The agreement shall be deemed to continue in full force and effect for the period from January 1, 2020 to December 31, 2020 and all references to any date or dates in the agreement and the term of its termination shall be amended accordingly.

2. Schedule "A" **50/50** and Schedule "B" to the agreement shall be dated effective January 1, 2020

3. The Municipal Jurisdiction agrees to provide V.S.I. with the funds necessary to implement, administer and carry out the Veterinary Health Program until this agreement is terminated. The Municipal Jurisdiction agrees to advance the sum of

   TWENTY-ONE THOUSAND AND FIVE HUNDRED ($21,500.00) DOLLARS

   to establish the Veterinary Health Program in the Jurisdiction for the 2020 calendar year.

...2

The parties agree to observe and perform all other terms, covenants, conditions and provisions on the part of each of them respectively contained in the agreement subject only to the amendments contained herein.

V.S.I. SERVICES (1980) LTD.

Per _____
Rik Vandekerkhove

Signed, sealed and delivered
in the presence of:

_____
Witness

_____
Birch Hills County

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	December 12, 2019	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Bank Reconciliation, Cheque Register	**Presenter:**	

BACKGROUND / PROPOSAL:

Council is being provided with the November 30, 2019 Bank Reconciliation and November 30, 2019 Register Report for cheques issued.

DISCUSSION / BENEFITS / DISADVANTAGES:

November 30, 2019 Bank Reconciliation adjustment details are as follows:

30-Nov-19	Interest	$2244.37	
01-Nov-19	GST	$(2.75)	
01-Nov-19	September Service Charges	$(351.79)	
		$1889.83	Originator: Marlene McLaughlin

November 30, 2019 Pre-authorized Payments were as follows:

07-Nov-19	Local Authorities Pension Plan	$26.04	
08-Nov-19	Local Authorities Pension Plan	$27,141.74	
08-Nov-19	Receiver General	$36,361.58	
12-Nov-19	Manulife	$11,289.02	
12-Nov-19	Telus	$1,241.89	
18-Nov-19	Campus Energy	$4,060.78	
18-Nov-19	Campus Energy	$6,092.27	
20-Nov-19	Enterprise Fleet Management	$157.79	
25-Nov-19	Access Gas	$704.48	
		$87,075.59	Originator: Lisa Price

ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending November 30, 2019.
November 30, 2019 Vendor Cheque Register – Total cheques issued $ 337,011.92
Note: * cheques have been voided.

RECOMMENDED ACTION:

That Council accept the November 30, 2019 Bank Reconciliation and November 30, 2019 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000269
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $976,994.69
Bank Statement Ending Date: 11/30/2019
Cutoff Date: 11/30/2019

Statement Ending Balance	$976,994.69
Outstanding Cheques (-)	$47,085.99
Deposits in Transit (+)	$13,194.04
Adjusted Bank Balance	$943,102.74
Chequebook Balance as of Cutoff	$941,212.91
Adjustments	$1,889.83
Adjusted Book Balance	$943,102.74
Difference	$0.00

Ranges:	From:	To:		From:	To:
Cheque Number	First	Last	Cheque Date	11/01/19	11/30/19
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
	0031684	AAAF20191ST	AAAF 2019 1ST	11/08/19	ATB PRIMARY	PMCHQ00001300	$1,019.50
	0031685	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	11/08/19	ATB PRIMARY	PMCHQ00001300	$43,808.41
	0031686	ABHSERV01	ALBERTA HEALTH SERVICES	11/08/19	ATB PRIMARY	PMCHQ00001300	$60.00
	0031687	ACEINILIFE01	CHUBB LIFE INSURANCE OF CANADA	11/08/19	ATB PRIMARY	PMCHQ00001300	$358.51
*	0031688	ARMTEC01	ARMTEC INC.	11/08/19	ATB PRIMARY	PMCHQ00001300	$5,603.44
	0031689	ARTICRES01	ARTIC RESPONSE CANADA LTD	11/08/19	ATB PRIMARY	PMCHQ00001300	$9,555.20
	0031690	BJORNSOND01	BJORNSON, DENAY	11/08/19	ATB PRIMARY	PMCHQ00001300	$584.00
	0031691	CANADAREVENUE01	RECEIVER GENERAL	11/08/19	ATB PRIMARY	PMCHQ00001300	$504.26
	0031692	CHAMCO01	CHAMCO INDUSTRIES LTD.	11/08/19	ATB PRIMARY	PMCHQ00001300	$9,008.48
	0031693	CIBCVISA01	CIBC Credit Card Services	11/08/19	ATB PRIMARY	PMCHQ00001300	$7,716.72
	0031694	CLEARCUT01	CLEAR CUT ELECTRIC	11/08/19	ATB PRIMARY	PMCHQ00001300	$4,435.80
	0031695	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	11/08/19	ATB PRIMARY	PMCHQ00001300	$16,357.05
	0031696	CODESACONST01	CODESA CONSTRUCTION LTD	11/08/19	ATB PRIMARY	PMCHQ00001300	$13,441.05
	0031697	DESPINS01	DESPINS EXCAVATING	11/08/19	ATB PRIMARY	PMCHQ00001300	$2,362.50
	0031698	DMREUMCONS01	DM REUM CONSULTING LTD	11/08/19	ATB PRIMARY	PMCHQ00001300	$3,528.00
	0031699	EFROC01	EFROC INDUSTRIES LTD	11/08/19	ATB PRIMARY	PMCHQ00001300	$3,220.22
	0031700	EMERSOND01	EMERSON DALE	11/08/19	ATB PRIMARY	PMCHQ00001300	$152.38
	0031701	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	11/08/19	ATB PRIMARY	PMCHQ00001300	$2,270.62
	0031702	JDFINANCIAL01	JOHN DEERE FINANCIAL	11/08/19	ATB PRIMARY	PMCHQ00001300	$2,473.06
	0031703	KITCHENN01	KITCHEN NELSON	11/08/19	ATB PRIMARY	PMCHQ00001300	$78.00
	0031704	MACKEN01	MACKENZIE MUNICIPAL SERVICES A	11/08/19	ATB PRIMARY	PMCHQ00001300	$5,605.00
	0031705	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	11/08/19	ATB PRIMARY	PMCHQ00001300	$57.76
	0031706	MINDERLEINH01	MINDERLEIN, HERMANN	11/08/19	ATB PRIMARY	PMCHQ00001300	$524.50
	0031707	NMETALIC01	NORTHERN METALIC SALES (GP) L	11/08/19	ATB PRIMARY	PMCHQ00001300	$651.19
	0031708	OUELLETA01	OUELLET, AMANDA	11/08/19	ATB PRIMARY	PMCHQ00001300	$394.76
	0031709	PARADISD01	PARADIS, DANNY PARADIS VALLEY	11/08/19	ATB PRIMARY	PMCHQ00001300	$78.00
	0031710	PATSAU01	PAT'S AUTO SUPPLY GP LTD	11/08/19	ATB PRIMARY	PMCHQ00001300	$804.24
	0031711	POETKERA01	POETKER, ALBERT	11/08/19	ATB PRIMARY	PMCHQ00001300	$26.25
	0031712	SCOTTJ01	SCOTT, JOANNE	11/08/19	ATB PRIMARY	PMCHQ00001300	$78.00
	0031713	SQUIRES01	SQUIRES, BARBARA	11/08/19	ATB PRIMARY	PMCHQ00001300	$130.00
	0031714	SRHMHW01	SPIRIT RIVER HARDWARE	11/08/19	ATB PRIMARY	PMCHQ00001300	$885.40
	0031715	WANHAMW01	WANHAM WAREHOUSE LTD	11/08/19	ATB PRIMARY	PMCHQ00001300	$146.04
	0031716	WJFINSTRU01	WJF INSTRUMENTATION (1990) LTD	11/08/19	ATB PRIMARY	PMCHQ00001300	$703.50
	0031717	WSP01	WSP CANADA	11/08/19	ATB PRIMARY	PMCHQ00001300	$4,037.25
	0031757	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	11/21/19	ATB PRIMARY	PMCHQ00001301	$7,219.76
	0031758	ABHSERV01	ALBERTA HEALTH SERVICES	11/21/19	ATB PRIMARY	PMCHQ00001301	$120.00
	0031759	ALEXY01	ALEXY, JAMES	11/21/19	ATB PRIMARY	PMCHQ00001301	$395.75
	0031760	ALLPEACEPETRO01	ALL PEACE A DIVISION OF BAR W	11/21/19	ATB PRIMARY	PMCHQ00001301	$237.36
	0031761	AVERYWEI01	AVERY WEIGH-TRONIX CANADA ULC	11/21/19	ATB PRIMARY	PMCHQ00001301	$13,398.00
	0031762	BARKMANP01	BARKMAN, PETER	11/21/19	ATB PRIMARY	PMCHQ00001301	$101.46
	0031763	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	11/21/19	ATB PRIMARY	PMCHQ00001301	$795.34
	0031764	BHISENC01	BIRCH HILLS SENIOR CENTRE	11/21/19	ATB PRIMARY	PMCHQ00001301	$375.00
	0031765	BOIVIN01	BOIVIN, ALAIN	11/21/19	ATB PRIMARY	PMCHQ00001301	$111.32
	0031766	CARBONET01	CARBONE, TERRY	11/21/19	ATB PRIMARY	PMCHQ00001301	$185.00
	0031767	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	11/21/19	ATB PRIMARY	PMCHQ00001301	$26,276.25
	0031768	CLEARCUT01	CLEAR CUT ELECTRIC	11/21/19	ATB PRIMARY	PMCHQ00001301	$859.01
	0031769	CODESACONST01	CODESA CONSTRUCTION LTD	11/21/19	ATB PRIMARY	PMCHQ00001301	$21,611.10
	0031770	COLLIE01	MIKE & JANET COLLIE	11/21/19	ATB PRIMARY	PMCHQ00001301	$140.00
	0031771	COYM01	COY, MICHAEL	11/21/19	ATB PRIMARY	PMCHQ00001301	$824.46
	0031772	DIAMOND01	DIAMOND SOFTWARE INC.	11/21/19	ATB PRIMARY	PMCHQ00001301	$1,580.25
	0031773	DNI01	DNI CLEANING SUPPLY	11/21/19	ATB PRIMARY	PMCHQ00001301	$68.13
	0031774	DWGPROCESS01	DWG PROCESS SUPPLY LTD	11/21/19	ATB PRIMARY	PMCHQ00001301	$272.16
	0031775	GFLENVI01	GFL ENVIRONMENTAL INC.	11/21/19	ATB PRIMARY	PMCHQ00001301	$5,125.32
	0031776	GRIMSHAWT01	GRIMSHAW TRUCKING L.P.	11/21/19	ATB PRIMARY	PMCHQ00001301	$1,...
	0031777	GWKENWORTH01	GREATWEST KENWORTH LTD	11/21/19	ATB PRIMARY	PMCHQ00001301	$47.21
	0031778	LEMAYM01	LEMAY, MAURICE	11/21/19	ATB PRIMARY	PMCHQ00001301	$230.00

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0031779	MINDERLEINH01	MINDERLEIN, HERMANN	11/21/19	ATB PRIMARY	PMCHQ00001301	$659.75
0031780	MOELLER01	MOELLER, PETE & JOANNE	11/21/19	ATB PRIMARY	PMCHQ00001301	$213.75
0031781	NEWHARVEST01	NEW HARVEST MEDIA INC	11/21/19	ATB PRIMARY	PMCHQ00001301	$892.50
0031782	NMETALIC01	NORTHERN METALIC SALES (GP) L	11/21/19	ATB PRIMARY	PMCHQ00001301	$168.44
0031783	PIEBIAKM01	PIEBIAK, MARTINE	11/21/19	ATB PRIMARY	PMCHQ00001301	$219.50
0031784	POETKERP01	POETKER, PAM	11/21/19	ATB PRIMARY	PMCHQ00001301	$235.50
0031785	PRDISPOSAL01	PRAIRIE DISPOSAL LTD	11/21/19	ATB PRIMARY	PMCHQ00001301	$136.50
0031786	PURCHAJ01	PURCHA, JACKIE	11/21/19	ATB PRIMARY	PMCHQ00001301	$82.00
0031787	SCOTTJ01	SCOTT, JOANNE	11/21/19	ATB PRIMARY	PMCHQ00001301	$78.00
0031788	SIGNAL01	LOMOSAD MEDIA INC.	11/21/19	ATB PRIMARY	PMCHQ00001301	$31.50
0031789	SRINSURANCE01	SPIRIT RIVER INSURANCE & REGIS	11/21/19	ATB PRIMARY	PMCHQ00001301	$22.45
0031790	SSEMENIUK01	STEVE SEMENIUK CONSULTING	11/21/19	ATB PRIMARY	PMCHQ00001301	$4,347.00
0031791	UAVIMAGING01	UAV IMAGING INC.	11/21/19	ATB PRIMARY	PMCHQ00001301	$5,223.75
0031792	WANHAMW01	WANHAM WAREHOUSE LTD	11/21/19	ATB PRIMARY	PMCHQ00001301	$160.63
0031793	WENDLAND01	WENDLAND, DEANNE	11/21/19	ATB PRIMARY	PMCHQ00001301	$88.00
0031794	WINDFORD01	WINDSOR FORD	11/21/19	ATB PRIMARY	PMCHQ00001301	$524.49
0031795	WSP01	WSP CANADA	11/21/19	ATB PRIMARY	PMCHQ00001301	$630.00
0031796	YAREMK01	YAREMKO, PAUL & VICKY	11/21/19	ATB PRIMARY	PMCHQ00001301	$2,135.70
0031797	JUBILEE01	RMA INSURANCE LTD	11/22/19	ATB PRIMARY	PMCHQ00001302	$106,001.42
REMIT000000000000816	ACCESS	ACCESS GAS SERVICES INC	11/08/19		PMCHQ00001300	$0.00
REMIT000000000000817	CAMPUSENERGY01	CAMPUS ENERGY PARTNERS LP	11/08/19		PMCHQ00001300	$0.00
REMIT000000000000818	IWANTWIR01	IWANTWIRELESS	11/08/19		PMCHQ00001300	$0.00
REMIT000000000000819	LAPP01	LOCAL AUTHORITIES PENSION PLAN	11/08/19		PMCHQ00001300	$0.00
REMIT000000000000820	MANHCSA01	MANULIFE FINANCIAL GROUP BENEF	11/08/19		PMCHQ00001300	$0.00
REMIT000000000000821	RECGEN01	RECEIVER GENERAL	11/08/19		PMCHQ00001300	$0.00
REMIT000000000000822	TELUSCO01	TELUS COMMUNICATIONS INC	11/08/19		PMCHQ00001300	$0.00
REMIT000000000000823	WCB01	WORKER'S COMPENSATION BOARD	11/08/19		PMCHQ00001300	$0.00
REMIT000000000000824	ABEDU01	GOVERNMENT OF ALBERTA EDUCATIO	11/21/19		PMCHQ00001301	$0.00
REMIT000000000000825	LAPP01	LOCAL AUTHORITIES PENSION PLAN	11/21/19		PMCHQ00001301	$0.00
REMIT000000000000826	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	11/21/19		PMCHQ00001301	$0.00
REMIT000000000000827	RECGEN01	RECEIVER GENERAL	11/21/19		PMCHQ00001301	$0.00

Total Cheques: 87 Total Amount of Cheques: $337,011.92

December 3, 2019

Rural Municipalities of Alberta (RMA)
Attention Duane Gladden, Director of Business Services
2510 Sparrow Drive
Nisku, AB T9E 8N5

Dear Mr. Gladden,

Re: Patronage Rebate Suggestion

Thank you for your letter dated November 8, 2019 advising that Birch Hills County was eligible to a patronage rebate of $881.14. The rebate is traditionally recognized as revenue and your letter that offered several suggestions as to how the rebate could be used, however completely optional, was presented to Council as part of the November 28, 2019 Regular Council Meeting. It was the decision of Council to decline the suggestion of using the amount to sponsor and event in our community, and Council passed the following resolution:

RC19-405 *"that Council receive the letter from the Rural Municipalities of Alberta (RMA) dated November 8, 2019 regarding the RMA Rebate for information, and direct administration to advise the RMA to continue writing cheques to Birch Hills County for the County's patronage rebate."*

As per Council's direction, please write a cheque to Birch Hills County for the County's patronage rebate.

If you have any questions or concerns please feel free to contact me.

Sincerely,

Hermann Minderlein, CAO
Birch Hills County

Cc: Birch Hills County Council

/ss

December 3, 2019

Ms. Celeste Emerson
Box 181
Eaglesham, AB T0H 1H0

Dear Ms. Emerson,

Re: Appointment to the Birch Hills County Recreation Board

I would like to take this opportunity to thank you for putting your name forward for consideration to represent Ward 1 on the Birch Hills County Recreation Board. I am pleased to confirm that at their November 28th, 2019 Regular Council Meeting, Birch Hills County Council passed the following resolution:

> ***"RC19-403*** *"that Council appoint Celeste Emerson as the member representing Ward 1 to the Birch Hills County Recreation Board for a three (3) year term ending in 2022."*

On behalf of Birch Hills County, I congratulate you on your appointment. To familiarizes yourself with our Recreation Board Bylaws and Policies please visit our website at www.birchhillscounty.com.

You will receive remuneration in the form of an Honourarium. The rate for use in 2020 has been set at $195.58 per meeting attended plus one additional day of honorarium for the time required to review and evaluate the applications. As well as, travel expenses (mileage) at the rate of $0.50 per kilometer travelled to and from the meeting.

I will be in contact with you in the near future to update you on the meeting schedule, and if you have any questions or concerns, please feel free to contact me.

Sincerely,

Hermann Minderlein,
Chief Administrative Officer
Birch Hills County

Cc: Birch Hills County Council

December 3, 2019

Ms. Rae-Ann Bolster
Box 92
Tangent, AB T0H 3J0

Dear ~~Ms. Bolster~~, Rae-Ann,

Re: Service to the Birch Hills County Recreation Board

I would like to take this opportunity to thank you for putting your name forward for consideration for another three-year term to represent Ward 1 on the Birch Hills County Recreation Board. In consideration to this appointment Council referred to section 3. from the Birch Hills County Recreation Board Bylaw 2019-01 that reads as follows:

3.

c. Each member-at-large may serve a term of no more than three (3) years.

d. In the event of a vacancy, including at the end of term, each vacancy must be advertised, seeking a new member for a minimum of at least four (4) weeks, before the current member-at-large may be re-appointed.

Administration advertised as required by section 3.d in Bylaw 2019-01 and then presented to Council all applications, including yours, that Administration received. At Council's November 28th, 2019 Regular Council Meeting, Birch Hills County Council passed the following resolution:

"RC19-403 *"that Council appoint Celeste Emerson as the member representing Ward 1 to the Birch Hills County Recreation Board for a three (3) year term ending in 2022."*

On behalf of Birch Hills County and Council, I would like to take this opportunity to express our gratitude for your years of service as an active member on our Birch Hills County Recreation Board, and encourage you to consider re-applying for this position in three years' time, and to consider putting your name forward to serve our community in other capacities. I know your dedication in making it to meetings was not without personal expense.

Thank-you for your contribution, time, and efforts serving on this commitment to the Recreation Board.

I wish you all the very best for the future.

Sincerely,

Hermann Minderlein,
Chief Administrative Officer
Birch Hills County

Cc: Birch Hills County Council

SkillsCanada Alberta

November 27, 2019

Birch Hills County
Box 157
Wanham, AB T0H 3P0

Dear Sir/Madam,

Re: North West Regional Skills Canada Competition 2020

This year we are excited to host the 16th Annual North West Regional Skills Canada Competition here in Fairview in the Heart of the Peace Country. This excellent event showcases the talents of today's youth in trades and technology.

We would like to invite you to join us in celebrating the achievements of these students. With your sponsorship, in your choice of level, we can continue to offer them the high quality of competition they deserve. On April 23 & 24, 2020 more than 150 competitors will compete in 16 regional competitions including, Auto Service, Baking, Cabinet Making, Carpentry, Culinary, Fashion, Graphics, Hairstyling Jr. & Int., IT Network, Outdoor Power, Photography, Robotics, Video Production, Welding, Workplace Safety .Those who earn a gold medal at the event will have the opportunity to go on to compete in the Provincial Skills Canada Competition, one of Canada's largest Skills competitions. From there, students have a chance to compete nationally at the Skills Canada National Competition in Vancouver in May 2020.
We have enclosed a sponsorship package, as we are in partnership with the Grande Prairie Fairview Campus please make cheques out to GPRC Fairview.

Please advise us of your decision by February 15, 2020. We will be following up with your organization after this date if we have had no response.

For more information, or further exploration of the sponsorship opportunities available, please call Maureen Martin at 780-772-0607 or email skillsassistant@gprc.ab.ca . We look forward to seeing you at the North West Regional Skills Canada Competition.

Sincerely,

Maureen Martin

North West Skills Coordinator Asst.

North West Regional Skills Canada Competition
Grande Prairie Regional College
Box 3000, Fairview, AB, T0H1L0

Phone: 780.772.0607, Fax: 780.835.6788
Email: skillsassitant@GPRC.ab.ca

www.skillsalberta.com

NW Skills Regionals

April 23 & 24 2020

Sponsorship Registration Form

Sponsor Information			
Company			
Contact Name		Title	
Mailing Address		City	
Postal Code		Phone No.	
Email		Fax	

Sponsorship Level	Package	Commitment	Please Check ✔
TITLE	Title Sponsor	$15,000	
GOLD	Gold Sponsor	$5,000	
SILVER	Luncheon Sponsor	$3,000	
	Opening Night Competitor Entertainment Sponsor	$3,000	
	Opening	$3,000	
	NW Team Transportation Sponsor (Provincial Contenders)	$3,000	
	Closing Night Reception	$3000	
BRONZE*	Competitor Travel Subsidy	$2,000	
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SUPPORTING SPONSOR	Gift-In-Kind, Prize or Auction Items		
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Contact Maureen for any sponsorship inquires or to set up your gift-in-kind contribution!

Please return completed form to:

skillsassistant@gprc.ab.ca • 780.772.0607

NW Skills Regionals

April 23 & 24 2020

Sponsorship Registration Form

Payment Information (Payable to GPRC, Fairview Campus)					
❒ Cash	❒ Cheque	❒ Visa	❒ MasterCard	❒ Please Invoice Us	
Card #				Expiry	
Cardholder Name				CVS	
Signature:					
Payment Note:					

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ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR99391

Dear Chief Elected Officials and Chief Administrative Officers:

I am writing regarding a potential opportunity for municipal officials and representatives to meet with the Honourable Kaycee Madu, Minister of Municipal Affairs, at the 2020 spring Rural Municipalities of Alberta convention and trade show, scheduled from March 16 to 18, 2020, at the Edmonton Convention Centre.

Should the municipality you represent want to meet with Minister Madu at the 2020 spring convention, I invite you to submit a request to Heather Goralski, Stakeholder Relations Analyst, Municipal Affairs, at MA.MSLEngagementGroup@gov.ab.ca, on or before **Friday, January 17, 2020.**

In your meeting request, please be sure to include two to three specific policy items or issues you would like to discuss with the Minister, as well as an estimate of how many people will attend the meeting on behalf of your municipality. In order to plan effectively for the Minister's time at the convention, we will not be able to consider requests that arrive past January 17 or honour requests that do not specifically include agenda items for discussions, including a brief description of each item.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention; therefore, to ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- Municipalities we did not meet with at the November RMA convention will be given priority.
- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year; therefore, priority will be given to requests from municipalities at a distance from Edmonton.

Meeting times with the Minister are scheduled for approximately 20 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipalities as possible.

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132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

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All municipalities submitting meeting requests will be notified two to three weeks prior to the convention as to the status of their request.

Our ministry will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities we are unable to accommodate during the spring convention.

Sincerely yours,

Bill Bewick, Ph.D.
Chief of Staff
Office of Kaycee Madu, Minister of Municipal Affairs

TO: Members of Council

FROM: Hermann Minderlein, CAO

RE: Report to Council – December 12, 2019 Regular Meeting of Council

SUBJECT: CAO Report

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

1. That Council receives the information regarding the change to Quorum for the G5 Economic Development Advisory Committee resulting from the motion adopted at their December 9, 2019 meeting that reads "That the Intermunicipal (G5) Economic Development Advisory Committee (IEDAC) Terms of Reference be revised as follows: Quorum representation from all 5 municipalities with 4 voting members present and that the representatives from each municipality take back the proposed changes to their Councils for ratification."

2. That Council approves the attendance of Council and staff to attend a supper meeting held in Valleyview on December 9, 2019 with Council and staff from the MD of Greenview to discuss common concerns and explore potential solutions, and authorizes the payment of appropriate honourarium and travel expenses to those in attendance.

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

REPORT:

This is my report of highlights of activity since the November 28, 2019 Regular Council Meeting.

Deputy Reeve Carbone and I attended a meeting of the Medical Clinic Committee in Spirit River on December 3, 2019. There was a report on this meeting and the status of the project at the G5 Meeting.

I left the office early on December 6th to travel into Grande Prairie to pick up supplies for the G5 Meeting.

Councillor Wendland and I travelled to Spirit River on the afternoon of December 9th to attend a meeting of the G5 Economic Development Advisory Committee. As Council heard at the G5 meeting, there was a motion passed at that meeting that relates to Quorum in the Terms of Reference, and that motion read as follows:

> *"That the Intermunicipal (G5) Economic Development Advisory Committee (IEDAC) Terms of Reference be revised as follows: Quorum representation from all 5 municipalities with 4 voting members present and that the representatives from each municipality take back the proposed changes to their Councils for ratification."*

This was passed to address issues related to scheduling meetings that work for all appointees, or the problem when a member has to leave during the meeting, whether for a short period of time or the remainder of the meeting. Council is being requested to pass a resolution acknowledging this change to the Terms of Reference.

Following this meeting, Councillor Wendland and I continued on to Valleyview to join the remainder of Council for supper and a meeting with the MD of Greenview Council. This turned out to be a very beneficial meeting, with opportunities for Birch Hills County to work with their Council and staff on several matters. Even though the meeting has already occurred, Administration is seeking a resolution from Council to formalize the authorization for Council and staff to attend this meeting.

Shawna Schwerdt and I attended the G5 supper and meeting hosted by Birch Hills County in Eaglesham on December 10, 2019.

The tenants in the "CAO residence" have moved out, and staff will be inspecting the residence with them on December 16th.

UPCOMING EVENTS

December 14	CAO Minderlein travels to Medicine Hat for personal reasons, and will not return to the County until very early in the morning on December 23. Shelley Braun appointed acting CAO during my absence.
December 23	CAO Minderlein returns to work.
December 25	Christmas Day
December 26	Boxing Day
January 1	New Year's Day
January 9, 2020	Council Meeting (TBC)

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

BIRCH HILLS COUNTY
RECEIVED
DEC 11 2019
WANHAM
AR98902

December 4, 2019

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

Dear Reeve Manzulenko,

In August, our government provided $597 million in interim Municipal Sustainability Initiative (MSI) funding to help municipalities and Metis Settlements move forward with their local priorities.

I am pleased to confirm the additional $74 million in MSI capital funding announced as part of Budget 2019. Combined with the interim funding, municipalities and Metis Settlements will have access to $671 million in MSI funding, $641 million under the capital component and $30 million under the operating component.

For Birch Hills County, the additional MSI capital funding is $71,008; $23,417 under the MSI component and $47,591 under the Basic Municipal Transportation Grant (BMTG) component. When added to the MSI capital funding of $717,653 committed through the Interim Supply in August 2019, your municipality's total capital funding for program year 2019 is $788,661. Your municipality's MSI operating funding for 2019 remains unchanged at $86,678.

The Future of MSI

Our government committed to helping municipalities meet their infrastructure needs with predictable, long-term funding, and Budget 2019 fulfills this commitment.

In 2020, capital funding will be $963 million (including MSI Capital and BMTG). This represents a 9 per cent reduction from the previous provincial budget. In 2021, capital funding will be $897 million (including MSI Capital and BMTG). This represents a 14 per cent reduction from the previous provincial budget. In both years, MSI Operating will be $30 million.

Allocation estimates for 2020 and 2021 are now available online at open.alberta.ca/publications/municipal-sustainability-initiative-allocation-estimates-2020-2021.

In 2022 and beyond, funding amounts will be determined by the Local Government Fiscal Framework.

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Local Government Fiscal Framework

The Local Government Fiscal Framework replaces the MSI program (including BMTG) beginning in 2022. It includes new legislation passed as part of this year's budget, which determines how much capital funding the province must provide to municipalities every year. The framework also includes $30 million in annual operating funding, though this is not legislated.

In 2022, municipalities will receive $860 million in capital funding. Calgary and Edmonton will share $455 million, and other municipalities will share $405 million.

In following years capital funding will change depending on changes in provincial revenue, which means that municipalities will share in the success of the province. The funding amount will be published two years in advance. For example, the province is legally required to publish the funding amount for 2023 on or before September 30, 2021. Predictable funding will make it easier for municipalities to plan for the future and fulfill planning requirements.

Our government is proud to support municipalities through the Local Government Fiscal Framework, and I will be seeking municipal support in the next steps of this important work. This will include developing a formula to distribute the funding among municipalities, and determining the administrative elements of the program including project eligibility, and application and reporting requirements.

I understand that provincial support is critical for Albertans to receive the infrastructure and services they expect. Working together, as partners, we can ensure these needs are met and set the course for a prosperous future.

Yours very truly,

Kaycee Madu
Minister

cc: Hermann Minderlein, Chief Administrative Officer, Birch Hills County