AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
DECEMBER 13, 2018

1. CALL THE MEETING TO ORDER

2. ADOPTION OF THE AGENDA

Note: Meeting to be recessed at Noon for Council/Staff Lunch, and will resume at 1:00 p.m., or as soon as possible thereafter

3. ADOPTION OF THE MINUTES

a. November 8, 2018 Regular Council Meeting Minutes (Page 3)
b. November 8, 2018 Governance Meeting Minutes (Page 12)

4. PUBLIC HEARING

a. Public Hearing re Bylaw 2018-08, a bylaw to amend Land Use Bylaw 02-08 re Rezoning Ag. Restricted to Hamlet Watino (Page 14)Timing

5. DELEGATIONS

9:30 AM a. Mighty Peace Tourist Association - Tammy Brauer, Jenna Armstrong
11:30 AM b. Sgt. Ryan Frost, Detachment Commander, RCMP Spirit River Detachment

6. COUNCILLOR REPORTS

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

7. CHIEF ADMINISTRATIVE OFFICER REPORT

~~a.~~ CAO Report (Page 25)
b. CAO Action Log (Page 34)

8. BYLAWS

a. Bylaw 2018-08 - Amend LUB re Rezoning from Ag. Restricted to Hamlet Watino (Page 42)

9. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)

a. Central Peace Assessment Review Board (Subject to G5)
b. FCM Tax Exemptions brought forward from Nov. 8th Governance meeting (Page 49)

10. NEW BUSINESS

a. **Council**
   i. Councillor Absence (Page 58)
   ii. Upcoming meetings (Page 60)

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
DECEMBER 13, 2018
(Continued)

b. **Administration**
   i. 2019 Interim Operating Budget (Page 65)
   ii. 2019 Capital Budget (Page 67)
   iii. 2019 Cost of Living Adjustment (Page 83)
   iv. CIBC Closing Account (Page 87)
   v. December 2018 Early Payroll Cutoff (Page 88)

c. **Public Works**
   i. Road Inspector Contract (Page 89)

d. **Agricultural Services** - nil

11. FOR INFORMATION

a. Bank Reconciliation for period ending October 31, 2018 (Page 92)
b. Bank Reconciliation for period ending November 30, 2018 (Page 97)
c. SDAB Minutes – October 11, 2018 (Page 102)

12. CORRESPONDENCE

a. Squires Letter Dated September 20, 2018 re Oilfield Waste Management (Page 107)
b. Response Letter to Squires Dated November 9, 2018 (Page 109)

13. IN-CAMERA (If required)

NEXT REGULAR COUNCIL MEETING DATE – January 10, 2019

MINUTES OF A REGULAR COUNCIL MEETING
FOR BIRCH HILLS COUNTY HELD
IN THE COUNCIL CHAMBERS
NOVEMBER 8, 2018

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

CALL TO ORDER

Reeve Manzulenko called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA

RC18-395 Moved by Councillor Poetker that Council adopt the agenda of the November 8, 2018 Regular Council Meeting with additional item:

COUNCILLOR REPORTS
5.f Councillor Poetker
5.g Councillor Duvall
NEW BUSINESS
9.d 2019 Capital Budget
9.j Upcoming Regular Council Meeting
FOR INFORMATION
10.c 2018 Capital Budget Variance.

CARRIED

ADOPTION OF MINUTES

Organizational Council Meeting
October 25, 2018

RC18-396 Moved by Councillor Wendland that Council approve the minutes of the October 25, 2018 Organizational Council Meeting as presented.

CARRIED

Regular Council Meeting
October 25, 2018

RC18-397 Moved by Councillor Joudrey that Council approve the minutes of the October 25, 2018 Regular Council Meeting as presented.

CARRIED

COUNCILLOR REPORTS

Reeve Manzulenko No Report.

Deputy Reeve Carbone Absent.

Unapproved

Councillor Wendland

Councillor Wendland provided a verbal update to Council to her written report regarding the Peace Regional Agricultural Service Board meeting she attended in Clear Hills County at the David Thompson Hall on October 30, 2018, the Peace Region Economic Development Alliance (PREDA) on November 2, 2018 where she had been appointed to the board of directors, and the Peace Valley Conservation Recreation Tourism and Society (PVCRTS) meeting she attended on November 6, 2018.

Councillor Poetker

Councillor Poetker provided a verbal update to Council on the Peace Valley Conservation Recreation Tourism and Society (PVCRTS) meeting he attended on November 6, 2018 and the Peace Regional Agricultural Service Board meeting that he had attended on October 30, 2018.

Councillor Reum

No Report.

Councillor Duvall

Absent.

Councillor Joudrey

Councillor Joudrey provided a verbal update to Council on the written report she supplied regarding the Grande Spirit Foundation meeting she attended in Clairmont on October 26, 2018 and the October 30, 2018 Peace Regional Agricultural Service Board meeting.

RC18-398 Moved by Councillor Wendland that Council accept the Councillor Reports for information.

CARRIED

DELEGATIONS

None.

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

CAO Report

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

RC18-399 Moved by Councillor Reum that Council receive the CAO's written report and verbal updates as information.

Unapproved

CARRIED

CAO Action Log

Council reviewed the CAO Action Log updated to October 31, 2018 provided in the Agenda Package.

RC18-400 Moved by Councillor Poetker that Council receive the CAO Action Log for information.

CARRIED

BYLAWS

Central Peace Assessment Review Board Bylaw 2018-09

Council was presented with Bylaw 2018-09 a bylaw for the joint establishment of an assessment review board.

RC18-401 Moved by Councillor Wendland that Council provide 1st reading to Birch Hills County Bylaw 2018-09, the "Central Peace Assessment Review Board Bylaw".

CARRIED

RC18-402 Moved by Councillor Joudrey that Council provide 2nd reading to Birch Hills County Bylaw 2018-09, the "Central Peace Assessment Review Board Bylaw".

CARRIED

RC18-403 Moved by Councillor Reum that Council provide unanimous approval to Birch Hills County Bylaw 2018-09, the "Central Peace Assessment Review Board Bylaw".

CARRIED

RC18-404 Moved by Councillor Poetker that Council provide 3rd reading to Birch Hills County Bylaw 2018-09, the "Central Peace Assessment Review Board Bylaw".

CARRIED

RC18-405 Moved by Councillor Wendland that Council direct Administration to update the County's website with a copy of Bylaw 2018-09, the "Central Peace Assessment Review Board Bylaw".

CARRIED

UNFINISHED BUSINESS

2019 Land Fill Contract Tenders

Council was provided with information regarding the 2019 Land Fill Contract Tenders for landfill supervisor.

RC18-406 Moved by Councillor Joudrey that Council direct administration to accept the tender bid from

Unapproved

Steve Semeniuk Consulting for the 2-year landfill supervisor contract.

CARRIED

Meeting was recessed at 10:00 a.m.

Meeting was resumed at 10:12 a.m.

NEW BUSINESS

Authorization for Councillor Absence

Council was provided with information related to the absence of Councillors from Regular Council Meetings, and being requested to authorize the absence of Deputy Reeve Carbone and Councillor Duvall from the November 8, 2018 Regular Council Meeting.

Director of Corporate Services Shelley Braun entered meeting at 10:18 a.m.

RC18-407 Moved by Councillor Wendland that Council approve the absence of Deputy Reeve Carbone and Councillor Duvall from the November 8, 2018 Regular Council Meeting.

CARRIED

Appointment of Auditor

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

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

CARRIED

2019 FCSS Funding Agreement

Council was presented with the 2019 Family and Community Support Services (FCSS) Funding Agreement.

RC18-409 Moved by Councillor Wendland that Council authorize Administration to enter into an agreement on behalf of Birch Hills County for 2019 FCSS funding with the Human Services division of the Alberta Government.

CARRIED

Unapproved

2019 Capital Budget – Initial Draft

Council was provided with the initial draft of the 2019 Capital Budget in order to provide any clarification that may be deemed necessary and to obtain any input deemed appropriate.

RC18-410 Moved by Councillor Reum that Council direct Administration to take note of any observations raised by Council during the presentation regarding the 2019 Capital Budget, continue to revise the 2019 Capital Budget based on Council's observations and updated information that becomes available, and provide Council with the updated 2019 Capital Budget at the December 13, 2018 Council meeting for adoption, or direction for additional updates.

CARRIED

Director of Corporate Services Shelley Braun exited meeting at 10:52 a.m.

Offer to Purchase PT SE 15-76-1 W6

Council was presented with a request received by Birch Hills County from Burt & Cindy Barkman to purchase Part of the SE 15-76-1 W6, roll 060202 for $6,000.00.

RC18-411 Moved by Councillor Joudrey that Council Accept the Offer to Purchase submitted by Burt & Cindy Barkman to purchase Part of the SE 15-76-1 W6 for $6,000.00.

CARRIED

Director of Agriculture Amanda Ouellet and Assistant Agriculture Fieldman Kathrin Langlois entered meeting at 10:58 a.m.

2019 Provincial ASB Conference

Council was provided with information regarding the 2019 Provincial Agriculture Service Board Conference.

Unapproved

RC18-412 Moved by Councillor Poetker that Council Authorize six members of the Agriculture Service Board (ASB) exception will be Reeve Manzulenko who is unavailable to attend, and the following two Birch Hills County staff members Director of Agriculture Amanda Ouellet and Agriculture Assistant Fieldman Kathrin Langlois to attend the three day Provincial ASB Conference on January 21-23, 2019.

CARRIED

Councillor Denise Joudrey exited the meeting at 11:23 a.m.

VSI 50/50

Council was presented with a request to approve the 50/50 cost share for the Veterinary Services Insurance (VSI) program.

RC18-413 Moved by Councillor Wendland that Council direct Administration to forward a letter to Veterinary Services Insurance (V.S.I.) program stating that Birch Hills County approves the 50/50 cost share for the V.S.I. agreement.

CARRIED

Wild Boar Agreement

Council was presented with an agreement from Alberta Agriculture and Forestry. This agreement will be for the Implementation of Wild Boar Containment Standards under the Agricultural Pests Act and will be effective for 5 years starting January 1, 2019 and ending December 31, 2023.

RC18-414 Moved by Councillor Wendland that Council authorize the signing of a 5-year agreement with Alberta Agriculture and Forestry (AF) for the Implementation of Wild Boar Containment Standards under the Agricultural Pests Act on behalf of Birch Hills County.

CARRIED

County Office Closure

Council was presented with a request to authorize Administration to close the Birch Hills County Office from 12:00 p.m. to 1:00 p.m. on December 13, 2018.

RC18-415 Moved by Councillor Poetker that Council authorize the closure of the Birch Hills County Office

Unapproved

from 12:00 p.m. to 1:00 p.m. on December 13, 2018, and direct that Administration advertise the closure.

CARRIED

Director of Agriculture Amanda Ouellet and Agriculture Assistant Fieldman Kathrin Langlois exited the meeting at 10:56 a.m.

Meeting was recessed for Lunch at 11:55 a.m.

Meeting reconvened at 12:45 p.m.

Upcoming Meeting

Council discussed dates for a potential session necessary for council to discuss several matters with staff, to provide new councillors with background information on these matters as well as information regarding pecuniary interests, confidentiality, and other matters normally made available through Councillor training opportunities following municipal elections.

RC18-416 Moved by Councillor Wendland that Council approve a Councillor Workshop to be held in Birch Hills County Council Chambers for 1:00 p.m. on the 6th of December, 2018.

CARRIED

FOR INFORMATION

2018 Operating and Maintenance (O&M) Budget Variance Reports

Council was provided with a copy of the Budget Variance Reports.

RC18-417 Moved by Councillor Reum that Council receive the presentation regarding the 2018 Operating and Maintenance (O&M) Budget Variance Summary for information and direct Administration to bring the 2018 O&M Budget Variance Summary back to a future Council meeting.

CARRIED

Unapproved

2018 Capital Budget Variance Detail

RC18-418 Moved by Councillor Reum that Council receive the presentation regarding the 2018 Capital Budget Variance Detail for information and direct Administration to bring the 2018 Capital Budget Variance Detail back to a future Council meeting.

CARRIED

Director of Public Works Dion Hynes and Director of Corporate Services Shelley Braun entered meeting at 1:20 p.m.

Disaster Recovery Program

Council was provided with information regarding the Disaster Recovery Program (DRP) for 2018.

RC18-419 Moved by Councillor Poetker that Council accept the presentation related to the 2018 Spring Flooding Event for information.

CARRIED

Director of Public Works Dion Hynes and Director of Corporate Services Shelley Braun exited meeting at 2:15 p.m.

CORRESPONDENCE

Council was provided with a copy of the following letters:

a. letter received from Alberta Community and Social Services dated October 11, 2018 re Family Violence Prevention Month in Alberta
b. letter received from Alberta Municipal Affairs dated October 18, 2018 re Extension deadline permitted for Intermunicipal Collaboration Frame Work (ICF) and Intermunicipal Development (IDP).

RC18-420 Moved by Councillor Wendland that Council accept the correspondence provided for information.

CARRIED

IN-CAMERA

None.

Unapproved

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 2:17 p.m.

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

Unapproved

MINUTES OF A GOVERNANCE COUNCIL MEETING FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS NOVEMBER 8, 2018

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

CALL TO ORDER

Reeve Manzulenko called the meeting to order at 2:17 p.m.

ADOPTION OF AGENDA

GC18-01 Moved by Councillor Wendland that Council adopt the agenda of the November 8, 2018 Governance Council Meeting with deletion of item:

ADOPTION OF THE MINUTES
3.a – 3.g.

CARRIED

BYLAWS

Council was presented with a request from Administration regarding the "Governance Committee".

GC18-02 Moved by Councillor Wendland that Council discontinue holding Governance Committee Meetings subsequent to this November 8, 2018 meeting, and direct Administration to bring forward any outstanding Governance items, policies, and/or bylaws to Regular Council Meetings.

CARRIED

NEW BUSINESS

Tax Exemption for Elected and other Municipal Officials

Council was provided with information received from the Federation of Canadian Municipalities (FCM) regarding the loss of the "one-third" federal tax exemption for elected officials.

GC18-03 Moved by Councillor Poetker that Council direct Administration to bring the Federation of Canadian Municipalities (FCM), regarding the loss of the "one-third" federal tax exemption for elected officials to the December 13, 2018 Regular Council Meeting.

CARRIED

Unapproved

ADJOURNMENT Being that there was no further business, Reeve Manzulenko adjourned the meeting at 2:45 p.m.

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

Unapproved

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	December 13, 2018	**CAO:**	
Originated By:	Hermann Minderlein CAO	**Manager:**	
Item Title:	Public Hearing re Bylaw 2018-08 Amend LUB re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino	**Presenter:**	Lucy Stevenson Tax/Dev. Clerk and CAO/Development Officer Hermann Minderlein

DESCRIPTION:

Birch Hills County is required to hold a Public Hearing regarding Bylaw 2018-08, bylaw to amend the Birch Hills County Land Use Bylaw re to rezone Lot 2, Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino. Bylaw 2018-08 will be presented for second and third reading later on as part of this Regular Council Meeting agenda.

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

BACKGROUND:

Staff received a Land Use Bylaw Amendment application to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino. The owner is selling the property and believes that the zone change would help to market the land. The Land Use Bylaw 2018-08 received first reading from Council on October 25, 2018.

RELEVANT LEGISLATION (Cite):

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

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

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

Birch Hills County Land Use Bylaw No. 02-08 and Amendments thereof

Section 8.2: The Amendment Process

ATTACHMENT(S):

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

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

Agenda/schedule for Public Hearing re Bylaw 2018-08

Bylaw No. 2018-08, Amend LUB re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

RECOMMENDED ACTION:

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

Excerpt from Municipal Government Act (MGA)

Public Hearing

When to hold public hearing

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

(a) before second reading of the bylaw, or

(b) before council votes on the resolution.

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

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

(4) In the public hearing, council

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

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

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

(a) pass the bylaw or resolution,

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

(c) defeat the bylaw or resolution.

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

RSA 2000 cM-26 s230;2015 c8 s31

Excerpt from Municipal Government Act (MGA)

Requirements for advertising

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

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

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

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

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

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

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

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

(6) A notice must contain

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

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

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

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

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

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

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

Excerpt from Municipal Government Act (MGA)

Planning bylaws

692(1) Before giving second reading to

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

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

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

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

(e) a proposed land use bylaw, or

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

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

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

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

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

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

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

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

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

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

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

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

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

Excerpt from Municipal Government Act (MGA)

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

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

(7) In this section,

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

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

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

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

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

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

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

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

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

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

5.0 PUBLIC HEARINGS

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

5.2 The procedure for a Public Hearing is as follows:

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

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

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

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

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

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

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

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

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

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

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

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

6.0 COUNCIL REVIEW HEARING

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

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

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

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

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

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

BIRCH HILLS COUNTY
PUBLIC HEARING RE BYLAW 2018-08

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

RC18-___ Moved by _____ that Council go into Public Hearing related to Bylaw No. 2018-08, to Amend LUB 02-08 re rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

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

3. The Chair will outline the purpose of the Public Hearing, that being Bylaw No. 2018-08, to Amend LUB 02-08 re rezone Lot 2, Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino. The chair will outline the process to be followed, that being:

a. Hermann Minderlein, Development Officer, and Lucy Stevenson, Development Clerk, for Birch Hills County will present a report followed by questions for clarification by Council:

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

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

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

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

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

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

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

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

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

RC18-___ Moved by _____ _____ that Council adjourn the Public Hearing related to Bylaw No. 2018-08, to Amend LUB 02-08 re rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

BYLAW NO. 2018-08

BEING A BYLAW OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA TO AMEND THE BIRCH HILLS COUNTY LAND USE BYLAW NO. 02-08

WHEREAS Pursuant to the Municipal Government Act, Revised Statues of Alberta 2000, Chapter M-26, Council may amend a Land Use Bylaw, and;

WHEREAS The Council of Birch Hills County, in the Province of Alberta, has adopted Birch Hills County Land Use Bylaw No. 02-08, as amended, and;

WHEREAS The Council of Birch Hills County, in the Province of Alberta, has deemed it desirable to amend its Land Use Bylaw to provide for the rezoning of Lot 2 Block 3 Plan 1124394;

NOW THEREFORE Pursuant to Sections 230, 606 and 692 of the Province of Alberta Municipal Government Act, the Council of Birch Hills County, duly assembled, hereby enacts as follows:

1. The portion located in Lot 2 Block 3 Plan 1124394, as shown on attached Schedule "A", be re-designated from Agriculture Restricted (AR) District to Hamlet Watino (HW).

This Bylaw shall come into effect the date of the final passage thereof.

READ a first time this 25th day of October, 2018.

READ a second time this 13th day of December, 2018.

READ a third and final time this 13th day of December, 2018.

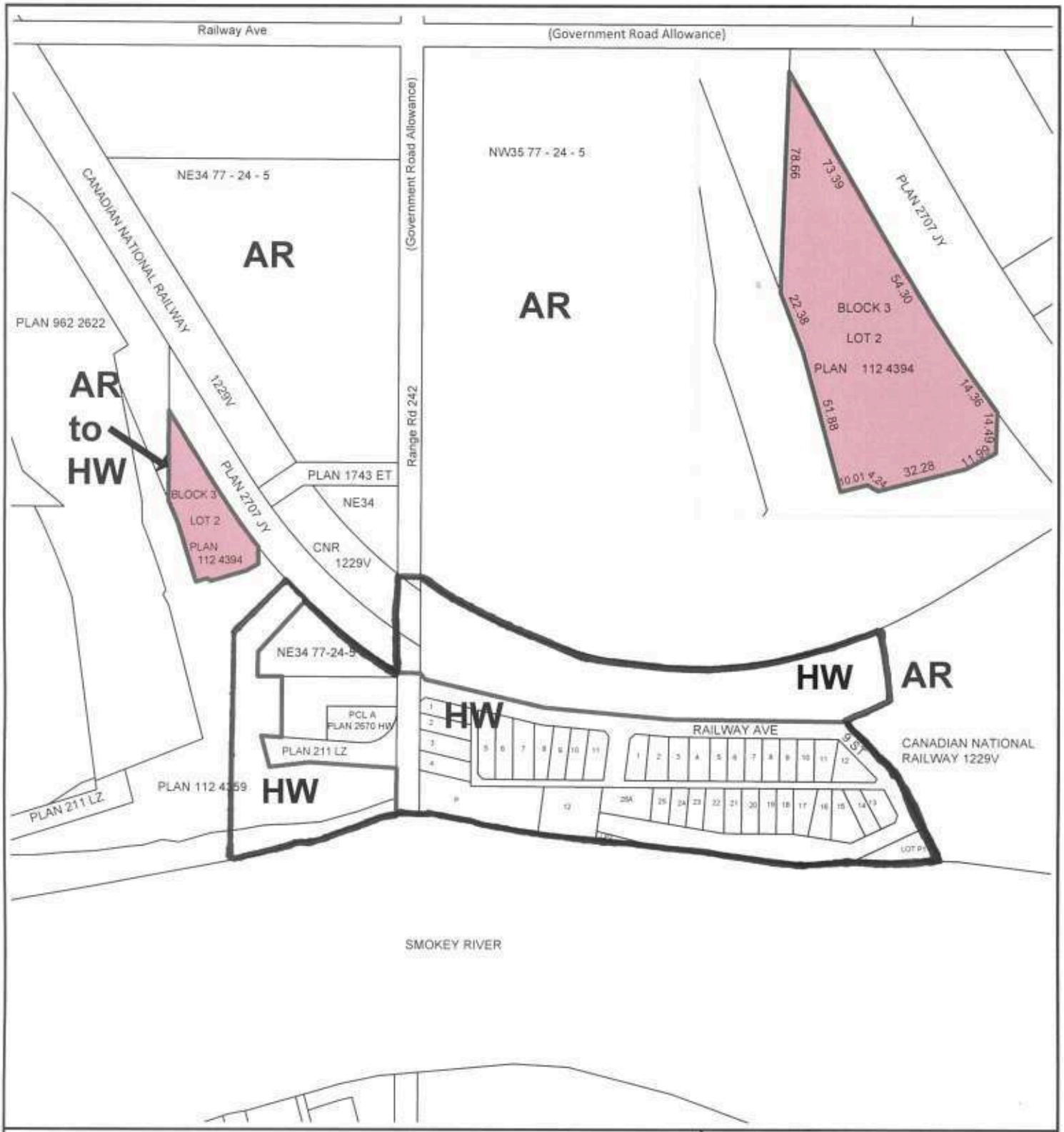
SIGNED this 13th day of December, 2018.

Original to be signed
Reeve
Gerald Manzulenko

Original to be signed
Chief Administrative Officer
Hermann Minderlein

DRAFT

Bylaw 2018-08 SCHEDULE A



Government of Alberta
Infrastructure

Proposed Rezoning

From: Agriculture Restricted (AR) District
To: Hamlet Watino (HW) District

Block 3 Lot 2 Plan No. 1124394

NE 34-77-24-W5M within Birch Hills County

LEGEND

Proposed Land to be Rezoned

AR Agriculture Restricted

HW Hamlet Watino

AREA SUMMARY OF PROPOSED REZONED LAND

TOTAL AREA 0.531 ha (1.31 ac.)

DATE	SCALE	BASE INFORMATION PROVIDED BY LAND TITLES
May 1, 2017	1:4500	

MEMORANDUM

December 13, 2018

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of December 7, 2018

The Wanham ATB Agency was one of the original six (6) ATB Agencies opened in the Province of Alberta (December 10, 1938). Administration staff helped wish ATB and Joan Wade, owner of the Wanham Agency Happy Anniversary December 7 at the Wanham Senior Centre. To commemorate the mile stone, Joan was presented with a framed engraved photo taken by Lucy Stevenson. The Wanham Agency is very important to weekly financial transactions for Birch Hills County administrative staff as well as local residents. Hamlets of Eaglesham and Tangent also have local ATB Agencies.

My staff & 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.

Financial Update – 2018-19 Application: Local, Provincial and Federal Grant Programs

2018-19 Gas Tax Funding (GTF) commitment plans remain outstanding. In order to receive our 2018-19 funding of $85,654, program plans must be submitted.

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

- Gas Tax Fund (GTF) – $85,654 (program plan remains outstanding)
- Grants in Place of Taxes (GIPOT) $18,899.74

Financial Update – 2018-19 Reporting: Local, Provincial and Federal Grant Programs

Provincial **2018 Statement of Funding & Expenditure (SFE) certification** is pending on the following grant programs:

- Canada Summer Jobs - $4,891
- Family and Community Support Services (FCSS) - $47,606
- Gas Tax Fund (GTF) – (2018 program plans remain outstanding) - $85,654
- Municipal Sustainability Initiative (MSI) Operating - $86,644
- Municipal Sustainability Initiative (MSI) Capital - $940,325
- MSI Basic Municipal Transportation Grant (BMTG) - $413,293
- Agriculture Service Board (ASB) - $115,946

Assessment and Property Tax Update

The total 2018 property tax levy was $5,673,957 with $257,198 outstanding (4.54%). Total previous years outstanding remains at $490,876. A large portion of the previous year's amount coming from properties that BHC did not acquire at tax sale and oil and gas. These properties represent 74.59% of our total outstanding balance of $748,074.

BHC has a residential and non-residential tax rate split of 1-1.75.

The **2019 Provincial Equalized Assessment** was received November 1. 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.

The **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. The Province has apologized for the delay in receiving this time-sensitive information and hopes to release the information as soon as they are able.

The **3rd and final tax deadline was November 15.** A 4% penalty was added to tax rolls that remain outstanding.

The **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 **4th Qtr Alberta School Foundation Fund (ASFF)** payment is due December 31.

The **Provincial Education Requisition Credit (PERC)** program for uncollectable education property taxes on oil and gas properties will not be applied for in 2019, 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.

Finance Update – Miscellaneous

UofA Certificate in Municipal Management & Leadership (CMML) Module 4 – Change Management scheduled for November 5 and 6 at Evergreen Park was postponed due to inclement weather. Dion and I will be attending the rescheduled days of February 26 and 27.

The annual volunteer **Firefighter & Medical First Responder (MRF)** points program reporting was submitted early November with payments made to volunteers November 9. 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 a total of $21,035 (Fire $16,995 and MFR $4,040).

Administration, Public Works and Agriculture Services staff enjoyed a meal and afternoon of **BHC team building** on November 14. Thank you to Council for approving the office closure in order that all staff could attend. Hermann once again organized a pool tournament which filled the afternoon with a lot of laughter and positive energy. This event continues to provide an opportunity for new and long term staff members to get to know each other on a more personal level.

Notice Demand Account (NDA) authorized transfer scheduled for November 20 was deemed unnecessary. The next Notice Demand Account (NDA) withdrawal transfer is scheduled for December 20. Administration will review cash flows mid-December and initialize the transfer if operating funds are required.

GST/HST Public Service Bodies' Rebate for October was submitted November 30 in the amount of $32,316.91 Birch Hills County is zero rated for GST, meaning we receive a 100% net rebate of our GST collected as revenue and paid as expenses.

RBC Dominion Securities (RBC DS) Guaranteed Investment Certificates (GIC) matured November 29 estimated at $422,415 and $1,317,488. **RBC Dominion Securities Coupon** matured December 3 estimated at $600,744. Funds were reinvested for five (5) years at 3.35%, maturing December 2023.

Our investment ladder is efficiently organized with an estimated $2,000,000 maturing for each year 2019-2023. Administration reinvests funds in a prudent manner that will provide optimum investment returns with maximum security while meeting the cash flow requirements of Birch Hill County and conforming with Section 250 of the Municipal Government Act (MGA).

RBC DS does not charge management fees on this investment renewal. RBC DS acquires GICs from various issuers at a lower price (wholesale) and can sell them at a higher price (retail) to provide the rate BHC earns. The difference between wholesale and retail prices provides the revenue to RBC DS and is the same regardless of what issuer is chosen. BHC receives two reports in January; the annual Charges and Compensation Report providing a detailed list of account fees and the Investment Performance Report providing details on how the account is performing using a "money-weighted" rate of return.

As directed by the **Local Authorities Election Act Section 101 – Disposition of Election Material**, the October 15 election documents are scheduled to be destroyed in the presence of two witnesses' mid-December.

BHC staff will pick up the **FCSS Christmas hampers** in Rycroft and deliver to our respective Hamlets the afternoon of December 20.

Cost of Living Adjustment (COLA) information including the October 20 Consumer Price Index (CPI) is included with this agenda.

As per **Section 638.2 of the Municipal Government Act (MGA),** January 1, 2019 is the deadline Municipalities must list, publish and keep updated the list of all planning policy documents, and describe how they relate to each other and to the municipality's statutory plans.

Lane Quinn is conducting a mini-market review on the **BHC Council and Staff benefit plan**.

Residential utility and bulk water invoices for November-December consumption will be mailed early January. New meters have been installed at the BHC office and fire halls, and several community buildings.

Administration will be scheduling our annual **GP Dynamics/Diamond software build and payroll module** upgrade for early January.

The **2019 Canada Summer Jobs** program and **Summer Temporary Employment Program (STEP)** applications are being drafted in order to meet the early February deadline.

Administration continues to prepare for the **December 31 yearend annual audit** scheduled for early March. Administration has tentatively scheduled Jean Sylvain of Sylvain and Company to present the December 31 yearend Financial Statement to Council on March 21/28 depending on meeting scheduling. It is anticipated we will receive our audit package from Sylvain & Company in early January.

This space left blank intentionally.

Finance Update – Budget 2019

Municipal Government Act (MGA) Amendments include the **Municipal Corporate Planning Regulation** which requires BHC to adopt, as a minimum standard, a written three (3)-year financial plan and five (5)-year capital plan in addition to the annual budget. The first financial plans will need to be prepared by the end of 2019 and cover the 2020-22 (financial) or 2020-24 (capital) periods depending when the budget is approved. Financial plans must include anticipated total revenues and total expenditures by major category; anticipated annual surplus or deficit; and anticipated accumulated surplus or deficit. Capital plans must include planned capital property additions; and allocated or anticipated funding sources.

As a result, administration has included with this agenda a RFD requesting Council approve the 2018 Operating and Maintenance Budget as the Interim 2019 Operating and Maintenance Budget.
A three (3) year Operating and Maintenance Budget/Financial Plan will be presented to Council mid 2019.

The **2019 Capital Budget** is included with this agenda. Administration anticipates Council's adoption of the 2019 Capital Budget and will move forward with approved projects in early January. A five (5) year Capital Budget/Finance Plan will be presented to Council mid 2019.

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

The new **Emergency Management Amendment Act** and **Local Authority Emergency Management Regulation** received royal assent in November. Brian Ballard with CP-REM will ensure BHC and G5 members meet requirements by January 1, 2020.

Lucy and Shawna attended the **Central Peace Regional Emergency Management (CP-REM) Emergency Social Services (ESS)** meeting November 8 at Saddle Hills County. Registration and Inquiry forms were reviewed with electronic registration being considered for the future. Upcoming courses include Public Information Officer (PIO) December 12-13, Plan Orientation January 25, and Director of Emergency Management (DEM) February 15. There is a Regional Tabletop Exercise March 15 hosted by MD133 at the Brownlee Building and a spring 2020 full activation exercise hosted by Saddle Hills County. The next CP-REM ESS meeting is scheduled for February 28.

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

Our character is often most evident in our highs and lows.
Be humble at the mountain tops, be strong in the valleys and be faithful in between.

Shelley Braun
Director of Corporate Services

MEMORANDUM

December 13th, 2018

TO: CAO, Birch Hills County

Public Works Report (As of December 6th, 2018)

Christmas Public Work's Schedule
Staff work schedule has been organized for the holiday season to help ensure that there are some limited services covered.
1 supervisor, 1 shop employee, 2 grader operators and 1 equipment operator will be at work on December 20, 21 and 24.
1 supervisor, 1 shop employee, 2 grader operators and 1 equipment operator will be at work on December 27, 28 and 31.

In the event of a heavy snow fall additional staff may be available if necessary. If conditions are as such, staff will be doing a one lane, one pass grading.

Medical First Responders (MFR) Update
The MFR program operates under the County's insurance and funding guidelines. Medical direction and protocol are set by the health professional under the Alberta Health Services.
Currently, there are 8 active members that we are fortunate to have spread throughout our County that offer us great coverage when needed. A reminder that all 8 responders are volunteers and have no legal obligation to attend calls. There are some calls that have are no responders however, we usually try to attend calls in pairs and this is for responder safety and then there are more responders needed on other calls. Currently, the MFR team responds to all calls for medical and trauma situations, they are often, but not necessarily in conjunction with fire services.

The following is a summary of calls for the past years:

2009 total of 25 reports. Of the 25, 4 training sessions and 21 calls	5 responders
2010 total of 21 reports. Of the 21, 3 training sessions and 18 calls	4 responders
2011 total of 23 reports. Of the 23, 1 training session and 22 calls	6 responders
2012 total of 24 reports. Of the 24, 1 training sessions and 23 calls	9 responders
2013 total of 25 reports. Of the 25, 0 training sessions and 25 calls	9 responders
2014 total of 36 reports. Of the 36, 4 training sessions and 32 calls	9 responders
2015 total of 45 reports. Of the 45, 1 training sessions and 44 calls	10 responders
2016 total of 25 reports. Of the 41, 1 training sessions and 40 calls	10 responders
2017 total of 73 reports. Of the 73, 8 training sessions and 65 calls	10 responders
2018 total of 65 reports. Of the 65, 8 training sessions and 57 calls	8 responders

(Note: Calendar year is from November 1st 201? To October 31st the following year.)

From 2009 to 2013 the statistics showed we had little call volume change with an average of 23.6 annually.
From 2014 to 2016 the statistics showed we had call volume change with an average of 40.6 annually.
From 2017 to 2018 the statistics show we had call volume change with an average of 69.0 annually.

In the next couple weeks, we are hoping to have an additional MFR trained and ready to be of service to the County.

Disaster Recovery Program (DRP)
After a great amount of data gathering and input from myself and from other staff, we have finished the final costing to be submitted to the DRP. Following the Alberta Disaster Assistance Guidelines from 2015 developed by the Alberta Emergency Management Agency (AEMA) which include but not limited to General Eligibility criteria, road restoration, public sector equipment, public sector personnel and administration costs.
DRP breakdown:
Claim for Material $70,215.54
Claim for Contractors $95,953.51
County Labor $24,936.28
County Equipment $51,365.80
Total $242,471.13

Staff finished three binders of DRP information along with a smaller binder that Reeve Manzulenko, Deputy Reeve Carbone and CAO Minderlein used to present to the Minister on November 20, 2018.

Meeting with Saddle Hills County (SHC)
Tuesday October 30th, 2018 Hermann and I met with the CAO and Director of Public Works for Saddle Hills regarding Range Road 50 south of Secondary Hwy 677. SHC has received some unofficial reports that this particular stretch of road is in poor condition with wash outs and ruts. The director of PW for SHC and myself will continue to monitor the road and conduct and direct maintenance as needed.

County House
Staff have been trying to keep the entrance walkway and decks shoveled so the people viewing the County house have a safe and clean way to enter.

Disposition meeting with Alberta Environment and Parks (AEP)
December 4th at 9:30 a.m. Michael and I met with Stacey Boeyenga, Land Management Specialist with Alberta Environment and Parks at the County office regarding dispositions.
Dispositions are the titles given on behalf of the Her Majesty the Queen to groups, individuals or organizations that want to use public land for a particular reason. The County has different dispositions registered with the province which are used to help it conduct everyday business and planning for the future.
-Surface Mineral Lease (SML's) deal with gravel pits

-Department License of Occupation (DLO's) allow us to access our gravel pits, used to be named License of Occupation (LOC)
-Right of Way (ROW) typically pipelines
-Temporary Field Authorization (TFA)
With each disposition that is held by the County there are conditions that need to be met to be in good standing and to maintain each including but not limited to
-Conservation Business Reclamation Plan
-Signed agreement in place
-Administration Fees paid in full
I will continue to work on having a strong working relationship with Stacey to help ensure that the dispositions the County hold are necessary, viable and in good standing.
We have committed to conducting site visits to sign off on certain dispositions that are not of interest anymore to the County as discussed at previous Council meetings.
We will also be doing site inspections on each disposition to identify possible areas of concerns from both sides.
Stacey and Jack McNaughton also from AEP have been a huge asset to the County and myself when dealing with dispositions and public lands and I look forward to working with them in the future.

Transfer Sites and Landfill
Some progress is being made at the landfills trying to keep everything contained within its specific areas. It is an ongoing process to residents from dumping in any spot they feel like which I attribute to knowledge being passed on by the County. In the future I hope to bring better signage and pass on more information to the users of the landfills that results in changes for the good.
Staff have installed a couple permanent lights on the rail at the Wanham transfer site and on the stairs at the Peoria transfer site to help keep the sites safe.
I am still working on trying to find a company or program that would take the grain bags from the landfills which I might add this is a very slow progress. If news regarding recycling becomes available, I will present it to Council at the next meeting.

The following is an analysis of the cost to operate the landfill in Tangent, the transfer station in Wanham and the Peoria Site for 2017 and 2018 as of October 2018.
Statistical data supplied by the contracted land operator.
2017 stats:

Wanham averaged 17.5 loads a day at a cost of $10.29 per load.
Peoria averaged 5.0 loads a day at a cost of $36.00 per load.
Tangent averaged 32.0 loads a day at a cost of $5.63 per load
*January through April, November and December being the slower months with May through October being the busier ones.

2018 stats:

Wanham averaged 18.0 loads a day at a cost of $10.00 per load.
Peoria averaged 4.9 loads a day at a cost of $36.73 per load.
Tangent averaged 29.8 loads a day at a cost of $6.04 per load
*January through April, November and December being the slower months with May through October being the busier ones.

Council may approach this information in many different ways. I would be happy to address these concerns and ideas at a future meeting if necessary.

2018 Gravel Crush

The final numbers are in regarding the 2018 crush by Surmont Sand and Gravel Ltd.

*Tendered Amount	
4-40 crush aggregate	12,500 m^3
4-20 crush aggregate	80,000 m^3
	93,500m3
*Crushed	
4-40 crush aggregate	11,231 m^3
4-20 crush aggregate	67,532 m^3
	78,763m^3
Reject pile	20,619 m^3

Tendered bid of $10.58 m3 for 4-20 and 7.72m^3$ for 4-40
Tendered Total = $942,900.00

Crushed Total = $801,191.88
67,532m3 at $10.58 = $714,488.56
11,231m3 at $7.72 = $86,703.32

Difference of $141,708.12 from contracted tender.

I would like to get feedback from Council of course through the proper channels and by motion if they would like to see more particular information on something within the Public Works related operations.

Thank you

Dion Hynes, C. TECH PMP
Director of Public Works

December 10, 2018

CAO, Birch Hills County

FIRE SERVICE BOARD REPORT (as of date prepared)

November 6	Wanham Fire Department (WFD) and Eaglesham Fire Department (EFD) actioned an MVC on HWY 733 right at the Bad Heart Hill
November 7	Delivered training to EFD on driving skills
November 8	Attended a Partners in Protection Meeting in Saddle Hills
November 16	Attended Captain Martin Coopers funeral in Peace River, representing Birch Hills County Fire Department (BHCFD)
November 21	Delivered training to EFD on staging/accountability operations
November 24	BHCFD along with Central Peace Fire Rescue (CPFR) did physical pretests for firefighter recruits entering our joint recruit program
November 26	WFD responded to a vehicle fire on TWP 770. The pickup, as it turned out, it was stolen from Fairview and then it was burned on a backroad in Birch Hills County
December 5	Delivered training to EFD on SCBA as well as Personal Protective Equipment
December 6	Delivered training to the G5 firefighter recruit class on fire department orientation and fire department history, this class was held in Rycroft

November started with a Motor Vehicle Collision (MVC) on the Bad Heart Hill with an SUV vs the backend of a loaded Semi. One patient was taken by ambulance to hospital with undetermined injuries.

I had the honor of attending the service in Peace River for Captain Martin Cooper who was on the Peace River Fire Department.

The joint recruitment program between BHCFD and CPFR got underway on November 24th. Recruits performed a variety of physical drills designed to simulate certain tasks they could be asked to do on the fireground or any emergency scene. CPFR ended up with 6 new recruits. BHCFD ended up with none this time around, however, I have already heard from several people in this county to sign them up for next year's class. I will be helping instruct these new firefighter recruits until the end of March when hopefully they will all graduate. I am hopeful that this class grows every year and helps to serve all Departments in the G5.

November 26th WFD was called out to a motor vehicle fire off HWY 733 on TWP 770. Upon arrival, a burning pickup was discovered and quickly put out. Within a very short time, the RCMP discovered that the pickup had been reported as stolen the night before from a business in Fairview.

I would like to take this time to wish all of you, from all of us here at BHCFD and myself…a very happy and safe Christmas and New Year!!!

Tom Morgan
Birch Hills County Fire Chief

Motion #	Motion	By	Action	Status
MEETING	**November 23, 2017 Regular Council Meeting**			
RC17-404	that Council direct Administration to: 1. post a copy of Bylaw 2017-08, the Code of Conduct Bylaw on the County's website; 2. to include a copy of Bylaw 2017-08, the Code of Conduct Bylaw in future nomination/election packages; and 3. bring the Procedural Bylaw No. 2014-06 back to Council at a future Governance meeting regarding the review requirements for Bylaw 2017-08, the Code of Conduct Bylaw.	Bev/Lucy/ Shawna Shawna Hermann	Post Bylaw to website Updated the nomination /election packages. Add Bylaw to future Governance Meeting Agenda	COMPLETED COMPLETED Incomplete
MEETING	**December 14, 2017 Regular Council Meeting**			
RC17-428	that Council bring the policy - Personnel Handbook back to a future governance meeting.	Hermann		
MEETING	**February 15, 2018 Regular Council Meeting**			
RC18-062	that Council direct Administration not to proceed with the purchase of a County Vehicle and to conduct a review County's policies and bring back recommendations to Council at a future Governance Meeting as to changes that would encourage or require participants to conferences and meetings to travel together.	Shelley Hermann/ Shawna	Shelley updated 2018 Capital Budget	
MEETING	**April 12, 2018 Regular Council Meeting**			

Motion #	Motion	By	Action	Status
RC18-130	that Council direct Administration to research information related to the recognition of individuals and organizations, both voluntary and others, and bring their findings to a future Regular Council Meeting.	Hermann		
RC18-132	that Council provide 1st reading to Bylaw 2018-01, a Road Closure Bylaw and direct Administration to forward the bylaw to the Minister of Transportation for approval prior to bringing it back to Council for second reading.	Hermann		Sent to Minister awaiting response.
MEETING	**August 9, 2018 Regular Council Meeting**			
RC18-279	that Administration bring back Bylaw No. 2014-03 Birch Hills County Regional Fire Services Bylaw with Schedule of Fees and Charges to Council for review at a future Governance Meeting and/or Regular Council Meeting.	Hermann		
MEETING	**August 27, 2018 Special Council Meeting**			
RC18-295	that Council Direct Administration to bring the Payment of Honourarium Policy to a future Governance Meeting for review and discussion.	Hermann	Refer to motion from Nov. 8, 2018	
MEETING	**September 13, 2018 Regular Council Meeting**			
RC18-309	that Council have the 71-01-18 Recreation Operating Assistance Grant policy brought back to a future Governance meeting for review.	Hermann		

Motion #	Motion	By	Action	Status
RC18-312	that Council provide the Eaglesham Fire Fighter Society with approval to store and serve alcohol at the Eaglesham Hall for their Barrels and Buckles Dance fundraiser event for November 17, 2018 provided that they obtain the proper insurances, permits and/or licenses to do so.	Hermann	Official letter attached to email to Tom on Sept 17.	COMPLETED
RC18-313	that Council approve of the provision of a Grant of an amount up to $125.00 to the Eaglesham Fire Fighter Society to be utilized to cover Eaglesham Hall rental for the Barrels and Buckles Dance fundraiser event planned for November 17, 2018 provided that the facilities and equipment are returned in good repair and to standard of cleanliness that will be inspected and approved by the County's representatives.	Hermann	Official letter attached to email to Tom on Sept 17.	COMPLETED
RC18-316	**RC18-316 Moved by Councillor Reum** that Council direct Administration to advertise for tenancy the property located at 4802 (4806) 52nd Street in Eaglesham, Alberta with availability date to be November 1, 2018 at a lease rate of $1000.00 per month plus all utilities and direct Administration to draw up a draft lease and bring it back to next Regular Council Meeting for Council's review and approval and to include, but not limit to, clauses to address the following: a) no subletting; b) 90 days' written notice to end the tenancy to exit lease; and c) a damage deposit equivalent to one month's rent	Hermann	Prepare Ad Lease Drafted	Completed and posted to Signal, Website, and Facebook Property Leased effective Dec 15

Motion #	Motion	By	Action	Status
MEETING	**October 25, 2018 Organizational Council Meeting**			
RC18-372	that Council reappoint Dale Emerson and Gary Sanocki to sit on the Agricultural Appeal Board for the 2018-2019 term and direct Administration to advertise for one (1) additional member for the Board and bring the names of any applicants back to Council for selection and appointment.	Amanda/Tracy/ Shawna	Advertised starting week of October 29.	
RC18-373	that Council accept the presentation regarding the Birch Hills County Fire Department appointments for information and direct Administration to bring the Fire "Term of Fire Department Officers" and "Election Procedure/Quorum" to Council at a future Governance Meeting.	Hermann		
RC18-376	that Council accept the presentation related to the Recreation Board Members for information and direct Administration to continue advertising to find replacements for the vacancies in Wards five (5) and six (6) and bring the names of any applicants back to Council for selection and appointment.	Tracy/ Shawna	Advertised since the week of October 15.	
MEETING	**October 25, 2018 Regular Council Meeting**			
RC18-387	that Council set December 13, 2018 as the date for the Public Hearing on Land Use Bylaw Amendment Bylaw 2018-08.	Lucy/Tracy		On Dec. 13 Agenda
RC18-388	that Council direct Administration to bring back Land Use Bylaw Amendment Bylaw 2018-08 for 2nd and	Lucy		On Dec. 13 Agenda

Motion #	Motion	By	Action	Status
	3rd reading at the December 13, 2018 meeting.			
RC18-389	that Council direct Administration to tender for the two-year road inspector contract with a closing date of December 6th, 2018 at 2:00 p.m. with the results to be presented to Council at the December 13th, 2018 Regular Council Meeting.	Dion/Tracy	Closing	On Dec. 13 Agenda
RC18-391	that Council authorize support to Eaglesham School for their Remembrance Day activities by: 1. arranging for a portable toilet to be placed at the Agricultural Society Grounds near the announcing booth; 2. providing Eaglesham Hall and cleaning services free of charge; and 3. publishing notice of the activity in the Signal and on the Birch Hills County page.	Hermann/ Dion/ Lisa/ Tracy	Email sent to Mike McKay confirming BHC support. Advertised starting week of October 29. Unable to arrange portable toilet.	COMPLETED
RC18-392	authorize the attendance of CAO Minderlein and a member or members of Council to attend the Remembrance Day ceremony in Eaglesham to represent Birch Hills County and to place a wreath on behalf of the County.	Hermann		COMPLETED
MEETING	**November 8, 2018 Regular Council Meeting**			
RC18-405	that Council direct Administration to update the County's website with a copy of Bylaw 2018-09, the "Central Peace Assessment Review Board Bylaw".	Shawna/Hermann	Email to Joulia W. CAO SHC.	COMPLETED
RC18-406	that Council direct administration to accept the tender bid from Steve Semeniuk Consulting for the	Dion		COMPLETED

Motion #	Motion	By	Action	Status
	2-year landfill supervisor contract.			
RC18-407	that Council approve the absence of Deputy Reeve Carbone and Councillor Duvall from the November 8, 2018 Regular Council Meeting.	Hermann		COMPLETED
RC18-408	that Council appoint Sylvain & Company from Falher, AB to complete the financial audit for the year ending December 31, 2018.	Shelley		COMPLETED
RC18-409	that Council authorize Administration to enter into an agreement on behalf of Birch Hills County for 2019 FCSS funding with the Human Services division of the Alberta Government.	Hermann	Online	COMPLETED
RC18-410	that Council direct Administration to take note of any observations raised by Council during the presentation regarding the 2019 Capital Budget, continue to revise the 2019 Capital Budget based on Council's observations and updated information that becomes available, and provide Council with the updated 2019 Capital Budget at the December 13, 2018 Council meeting for adoption, or direction for additional updates.	Shelley		Dec. 13 Agenda
RC18-411	that Council Accept the Offer to Purchase submitted by Burt & Cindy Barkman to purchase Part of the SE 15-76-1 W6 for $6,000.00.	Lucy		COMPLETED
RC18-412	that Council Authorize six members of the Agriculture Service Board (ASB) exception will be Reeve Manzulenko who is unavailable to attend, and the following two Birch Hills County staff members	Amanda	Flights and Hotels have been booked.	COMPLETED

Motion #	Motion	By	Action	Status
	Director of Agriculture Amanda Ouellet and Agriculture Assistant Fieldman Kathrin Langlois to attend the three day Provincial ASB Conference on January 21-23, 2019.			
RC18-413	that Council direct Administration to forward a letter to Veterinary Services Insurance (V.S.I.) program stating that Birch Hills County approves the 50/50 cost share for the V.S.I. agreement.	Shawna	Mailed out Nov. 8/18 and Reeve Manzulenko received a copy.	COMPLETED
RC18-414	that Council authorize the signing of a 5-year agreement with Alberta Agriculture and Forestry (AF) for the Implementation of Wild Boar Containment Standards under the Agricultural Pests Act on behalf of Birch Hills County.	Shawna/ Amanda		Awaiting Minister signature
RC18-415	that Council authorize the closure of the Birch Hills County Office from 12:00 p.m. to 1:00 p.m. on December 13, 2018, and direct that Administration advertise the closure.	Tracy/Lucy	Advertised	COMPLETED
RC18-416	that Council approve a Councillor Workshop to be held in Birch Hills County Council Chambers for 1:00 pm the 6th of December, 2018.	Hermann		COMPLETED
RC18-417	that Council receive the presentation regarding the 2018 Operating and Maintenance (O&M) Budget Variance Summary for information and direct Administration to bring the 2018 O&M Budget Variance Summary back to a future Council meeting.	Shelley		COMPLETED
RC18-418	that Council receive the presentation regarding the 2018 Capital Budget Variance Detail for information	Shelley		COMPLETED

Motion #	Motion	By	Action	Status
	and direct Administration to bring the 2018 Capital Budget Variance Detail back to a future Council meeting.			
RC18-419	that Council accept the presentation related to the 2018 Spring Flooding Event for information.	Dion/Shawna	Create binders for DRP appeal	COMPLETED
MEETING	**November 8, 2018 Governance Council Meeting**			
GC18-02	that Council discontinue holding Governance Committee Meetings subsequent to this November 8th, 2018 meeting, and direct Administration to bring forward any outstanding Governance items, policies, and/or bylaws to Regular Council Meetings.			COMPLETED
GC18-03	that Council direct Administration to bring the Federation of Canadian Municipalities (FCM), regarding the loss of the “one-third” federal tax exemption for elected officials to the December 13, 2018 Regular Council Meeting.	Hermann		Dec. 13 Agenda

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	December 13, 2018	**CAO:**	
Originated By:	Lucy Stevenson Tax/Dev. Clerk	**Manager:**	
Item Title:	LUB Amendment Bylaw 2018-08	**Presenter:**	Lucy Stevenson

DESCRIPTION:

Administration is presenting Council with Bylaw 2018-08, a bylaw to amend Land Use Bylaw 02-08. Staff is requesting that Council provide second and third reading to this Bylaw.

BACKGROUND:

Staff received a Land Use Bylaw Amendment application to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino. The owner is selling the property and believes that the zone change would help to market the land. The Land Use Bylaw 2018-08 received first reading from Council on October 25, 2018.

RELEVANT LEGISLATION (Cite):

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

Sections 230(1) Public Hearings;
606(1) Requirements for advertising; and
692(1) Planning bylaws.

Birch Hills County Land Use Bylaw No. 02-08 and Amendments thereof
Section 8.2: The Amendment Process

ATTACHMENT(S):

October 25, 2018 RFD Bylaw 2018-08 LUB Amendment Bylaw 2018-08, 8.a

Land Use Bylaw Amendment Application

Draft Bylaw 2018-08

OPTIONS:

Council may choose to:

1. provide 2nd and 3rd reading to the Bylaw 2018-08, a bylaw to amend Bylaw 02-08, re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino, and direct Administration to Advertise the Land Use Bylaw on the Birch Hills County Webpage.

2. Provide 2nd reading to the Bylaw 2018-08, a bylaw to amend Bylaw 02-08, re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino, and bring back to the January 10, 2019 Regular Council Meeting;

3. table the Land Use Bylaw Amendment Bylaw 2018-08 as presented (or amended) to the January 10, 2019 Regular Council meeting.

RECOMMENDED ACTION:

It is Administration's recommendation that Council:

1. provide second reading to Amend Land Use Bylaw (LUB) 02-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino;

2. provide third and final reading to Amend Land Use Bylaw (LUB) 02-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino;

3. direct Administration to advertise the Amended Land Use Bylaw 02-08 on the Birch Hills County Webpage.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	October 25, 2018	**CAO:**	
Originated By:	Lucy Stevenson Tax/Dev. Clerk	**Manager:**	
Item Title:	LUB Amendment Bylaw 2018-08	**Presenter:**	Lucy Stevenson/ Shawna Schwerdt

DESCRIPTION:

Administration is presenting Council with Bylaw 2018-08, a bylaw to amend Land Use Bylaw 02-08. Staff is requesting that Council provide first reading to this Bylaw, and establish a date for a Public Hearing which is required before the Bylaw can be considered for subsequent reading.

BACKGROUND:

Staff has received a Land Use Bylaw Amendment application to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino. The owner is selling the property and believes that the zone change would help to market the land.

RELEVANT LEGISLATION (Cite):

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

Sections 230(1) Public Hearings;
606(1) Requirements for advertising; and
692(1) Planning bylaws.

Birch Hills County Land Use Bylaw No. 02-08 and Amendments thereof
Section 8.2: The Amendment Process

ATTACHMENT(S):

Land Use Bylaw Amendment Application
Draft Bylaw 2018-08

OPTIONS:

Council may choose to:

1. provide 1st reading to the Land Use Bylaw Amendment Bylaw 2018-08 at this meeting and direct Administration to bring back the bylaw for 2nd and 3rd reading at the December 13, 2018 meeting and set December 13, 2018 as the date for the public hearing on the proposed bylaw;

2. table the Land Use Bylaw Amendment Bylaw 2018-08 as presented (or amended) to the December 13, 2018 regular Council meeting.

RECOMMENDED ACTION:

It is Administration's recommendation that Council:

1. provide 1st reading to the Land Use Bylaw Amendment Bylaw 2018-08;

2. set December 13, 2018 as the date for the public hearing on Land Use Bylaw Amendment Bylaw 2018-08; and

3. direct Administration to bring back Land Use Bylaw Amendment Bylaw 2018-08 for 2nd and 3rd reading at the December 13, 2018 meeting.

Application No. LUB-04-18-1

BIRCH HILLS COUNTY

Application For Land Use Bylaw Amendment

NAME OF APPLICANT: Her Majesty the Queen in the Right of Alberta by Minister of Infrastructure c/o Properties Division TELEPHONE: 780-415-1385

ADDRESS OF APPLICANT: 3rd Floor 6950 113 Street, Edmonton AB. T6H 5V7

NAME OF REGISTERED LANDOWNER (if different from applicant): _____

ADDRESS: _____ TELEPHONE: _____

LEGAL DESCRIPTION OF PROPERTY AFFECTED BY AMENDMENT:

Quarter _____ Section _____ Township _____ Range _____ Meridian _____

or

Lot 2 Block 3 Plan 1124394

DETAILS OF PROPOSED AMENDMENT:

From: Agriculture Restricted (AR) To: Hamlet Watino (HW)

If not reclassifying land, please specify the nature of the amendment: to allow for improved building placement of a single detached dwelling

REASONS SUPPORTING THE PROPOSED AMENDMENT:

Adjacent parcels are currently zoned under the Hamlet Watino (HW) District. The proposed HW District will allow for improved building siting for a single detached dwelling.

I/We enclose the required application fee of **$100.00.**

Brian DeJong — October 1, 2018.

Signature of Applicant — Date

Signature of Registered Landowner (If different from the Above) — Date

BYLAW NO. 2018-08

BEING A BYLAW OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA TO AMEND THE BIRCH HILLS COUNTY LAND USE BYLAW NO. 02-08

WHEREAS Pursuant to the Municipal Government Act, Revised Statues of Alberta 2000, Chapter M-26, Council may amend a Land Use Bylaw, and;

WHEREAS The Council of Birch Hills County, in the Province of Alberta, has adopted Birch Hills County Land Use Bylaw No. 02-08, as amended, and;

WHEREAS The Council of Birch Hills County, in the Province of Alberta, has deemed it desirable to amend its Land Use Bylaw to provide for the rezoning of Lot 2 Block 3 Plan 1124394;

NOW THEREFORE Pursuant to Sections 230, 606 and 692 of the Province of Alberta Municipal Government Act, the Council of Birch Hills County, duly assembled, hereby enacts as follows:

1. The portion located in Lot 2 Block 3 Plan 1124394, as shown on attached Schedule "A", be re-designated from Agriculture Restricted (AR) District to Hamlet Watino (HW).

This Bylaw shall come into effect the date of the final passage thereof.

READ a first time this 25th day of October, 2018.

READ a second time this 13th day of December, 2018.

READ a third and final time this 13th day of December, 2018.

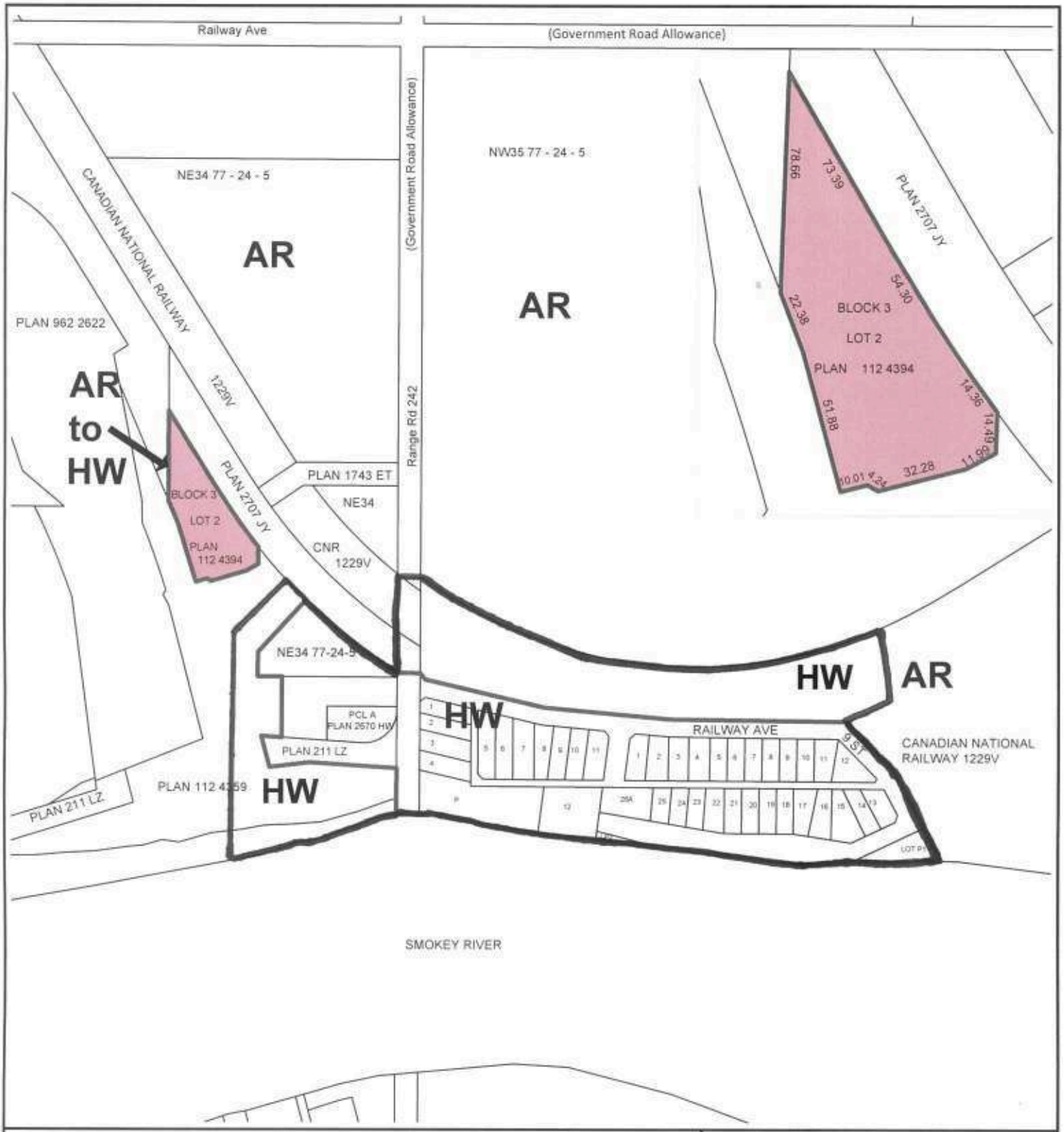
SIGNED this 13th day of December, 2018.

Original to be signed
Reeve
Gerald Manzulenko

Original to be signed
Chief Administrative Officer
Hermann Minderlein

DRAFT

Bylaw 2018-08 SCHEDULE A



Government of Alberta
Infrastructure

Proposed Rezoning

From: Agriculture Restricted (AR) District
To: Hamlet Watino (HW) District

Block 3 Lot 2 Plan No. 1124394

NE 34-77-24-W5M within Birch Hills County

LEGEND

Proposed Land to be Rezoned

AR Agriculture Restricted

HW Hamlet Watino

AREA SUMMARY OF PROPOSED REZONED LAND

TOTAL AREA 0.531 ha (1.31 ac.)

DATE	SCALE	BASE INFORMATION PROVIDED BY LAND TITLES
May 1, 2017	1:4500	

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	December 13, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Tax Exemption for Elected And Other Municipal Officials	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is returning this item to Council as directed by Resolution GC18-03 made at the Governance Council Meeting in response to information received from the Federation of Canadian Municipalities (FCM) and provided to Council regarding the loss of the "one-third" federal tax exemption for elected officials.

BACKGROUND:

The FCM document explains the change including background, timeline, implications, and outlines options that municipal governments may wish to consider. Currently Council members receive a monthly "reading fee" of $500 per month plus honouraria of $175 per day for meetings, conferences, and workshops attended. Changes considered to the Council remuneration rates may also impact the honouraria paid to members at large. The lost exemption will also increase the incomes subject to deductions for CPP in 2019, and this will require matching contributions by the employer (Birch Hills County).

COST / SOURCE OF FUNDING:

Any changes considered to the Council remuneration rates will impact the 2019 Operating Budgets. Details related to remuneration budgets and reported to Council on November 8, 2018 were as follows:

	2017 Budget	2017 Actual	2018 Budget	2018 Actual (YTD)
Council				
Payments	$95,000	$87,888	$90,000	$60,700
CPP	$0	$1,859	$1,950	$1,243
Others				
Payments	$13,300	$9,263	$11,300	$8,650
CPP	$0	$0	$0	$0

Although not mentioned in the FCM handout, Administration does want to remind Council that other changes to rates related to income tax and other deductions, exemptions, etc. have not been factored into changes to compensation rates, and that this may set a precedence that others may look to.

RELEVANT LEGISLATION (Cite):

Acts and Regulations enacted by Canada Revenue Agency

Birch Hills County Governance Operational Policy

ATTACHMENT(S):

Document prepared and distributed by FCM

OPTIONS:

Council may choose to:

1. fully compensate payment losses (those incurred by funds lost due to income tax and CPP deductions) and authorize increases to affected budgets for 2019;

2. partially compensate payment losses (those incurred by funds lost due to income tax and CPP deductions) and authorize increases to affected budgets for 2019;

3. consider expanding reimbursements for expenses and authorize increases to affected budgets for 2019; or

4. not take any action, and accept this presentation for information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council provide Administration with direction related to the loss of tax exemptions for Elected Municipal Officials and Members at Large.

FEDERATION OF CANADIAN MUNICIPALITIES | FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Change in "one-third" federal tax exemption for elected officials

A guide for Canadian municipalities

Updated: Fall 2018

A long-standing federal tax exemption for elected municipal office holders will expire on January 1, 2019—reducing their after-tax compensation. This document explains the change and outlines options for municipal governments to consider.

Contents

The issue 3

Timeline 3

Implications 4

Options for municipalities 5

What are municipalities doing? 7

Acknowledgements

Thank you to the Nova Scotia Federation of Municipalities for information from the 2016 AMANS survey as well as for material from their summer 2018 newsletter, *Municipal Voice*, which provided valuable context. *Brooke, Will: One-Third Tax Exemption - NSFM Summer Newsletter Municipal Voice p. 10.*

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Federation of Canadian Municipalities
24 Clarence Street
Ottawa, ON K1N 5P3
www.fcm.ca

The issue

A municipal or provincial elected official may be paid a non-accountable allowance for work-related expenses. Under current federal tax law, such an allowance amounting to no more than one-third of the official's salary-plus-allowances qualifies for a federal tax exemption. Effectively, for many elected officials, up to one-third of their total compensation is currently tax exempt.

Federal legislation passed in 2017 eliminates this tax exemption effective January 1, 2019. This will result in substantive changes to after-tax compensation for provincial and municipal elected officials.

It is up to each individual municipality to decide if and how they will act to counteract the effects of this change for elected officials. Surveys by various provincial and territorial municipal associations have found that many municipalities are opting to fully compensate elected officials for the loss. Other municipalities have not yet made any changes and have told FCM they are not clear on what options exist. This brief guide was developed to assist municipalities in this process.

Timeline

This tax exemption was introduced under the *Federal Income Tax Act* in 1946 to recognize the value of the work of elected officials. It sought to compensate officials who were incurring expenses without being adequately reimbursed. Initially, the exemption applied only to provincial MLAs. In 1953, it was extended to municipal elected officials.

Over the last 15 years, some larger municipalities have opted out of the tax exemption with the stated objective of bringing more transparency to government. For example, Ontario amended its *Municipal Act* in 2001 to provide flexibility to municipalities wishing to do this. Calgary's city council eliminated its exemption in 2006.

In March 2017, the federal government passed Bill C-44, eliminating the one-third exemption for elected officials, effective January 1, 2019. The change applies to all elected provincial and municipal officials in Canada and will result in substantive changes to their after-tax compensation.

The government justified this change on the basis that it "provides an advantage that other Canadians do not enjoy." Reimbursements for specific expenses, accompanied by receipts, are not taxable—and this will remain so. In the government's view, however, a special allowance that does not require receipt accounting *substitutes for salary,* and is therefore a taxable benefit.

In September 2017, FCM adopted a resolution to press the federal government to retain the exemption. FCM engaged with staff in the Department of Finance, and formalized municipal concerns in an October 2017 letter to Finance Minister Morneau, with a follow-up in June 2018. The Minister's response reiterated the government's rationale for the change:

> *… [The] government took steps to bring the tax treatment of non-accountable allowances to municipal office holders in line with that afforded to other employees. An employer may reimburse work-related expenses on a tax-free basis, but non-accountable allowances may substitute for salary and are thus taxable.*

Minister Morneau's letter underlined that the government will not reverse its decision in this matter.

Implications

Elected officials who are currently paying income tax on only two-thirds of their total compensation (salary plus allowances) will lose that benefit. As of January 1, 2019, all compensation will be taxed as full income and be subject to deductions for Canada Pension Plan (CPP) contributions. This will decrease after-tax compensation for elected municipal officials.

In a July 2018 news release, Nova Scotia Federation of Municipalities (NSFM) President Geoff Stewart said: "Under the 2019 tax laws, a councillor in a small-to-mid-sized Nova Scotian town … could see about 10.5 per cent less in their pockets, and 12.9 per cent less for a rural councillor."

In responding to this change, some communities have decided that an overall increase in total remuneration for elected officials is necessary to fully or partially replace lost compensation. To balance their budgets, muncipalities may need to increase property taxes or find off-setting cost savings. The net impact on municipal budgets, will, in many cases, be significant, especially in smaller, less well-resourced communities. Municipalities with limited property tax bases will be disadvantaged as they seek to maintain appropriate levels of compensation, and some may be unable to achieve this.

The FCM letter to the Minister in June 2018 included cost implication data from various PTA surveys:

> Municipalities have undertaken efforts to quantify the financial implications of the elimination of the 1/3 non-accountable allowance. The Associations of Municipalities of Ontario (AMO) estimates that the cost increase for a central Ontario municipality with a council of nine and a population of 30,000 will be at least $28,000, whereas the cost increase for an eastern Ontario county council of seventeen and a population of 77,000 will be at least $74,000. AMO also estimates that for almost half of Ontario's municipal governments, a one per cent property tax increase raises only $50,000 in additional revenues.

Sample calculations from data collected from the 2016 AMANS (Association of Municipal Administrators Nova Scotia) survey showed that for an average Nova Scotia municipal councillor, annual pay would have to be increased by $3,605.

Options for municipalities

It is up to each individual municipality to decide how they will address this change in federal tax law, and its reduction of after-tax compensation for elected officials. Options to consider include the following.

Option 1: Compensating salary increase (full)

Municipalities could adjust *pre-tax compensation* for 2019 to maintain elected officials' *after-tax* compensation at 2018 levels. Many municipalities have already taken this action. For example, this was the approach recommended by the Nova Scotia Federation of Municipalities.

The **benefits** of this approach are significant. It recognizes the increasing time commitments of complex and varied municipal duties. In doing so, it helps attract a diversity of candidates to municipal level participation (a growing concern). The **costs** of this approach are also significant, requiring offsetting cost-savings and/or increases in property taxes. This is difficult in an environment where municipal budgets are increasingly under pressure from rising expectations and increasing costs for products and services. Many municipalities are already struggling to provide appropriate compensation levels.

To publicly **communicate** the need for pay raises or property tax increases, effective strategies will emphasize the positive aspects of change. *This is about the community protecting hardworking local officials from an arbitrary pay cut imposed by federal legislation without consultation. We would have preferred to see the federal government reverse this change and its impact on local government—but they did not, and so we had to act.*

This complex issue requires special and perhaps direct messaging. Town hall events could be an opportunity to openly share details and answer questions. Elected officials could reach out to constituents on social media platforms and even face-to-face meetings. Early PR briefings for journalists can help get the right messages communicated from the outset.

Option 2: Compensating salary increase (partial)

Municipalities could increase salaries for 2019 to ease, but not negate, the decrease in elected officials' after-tax compensation. As an alternative to a fully-compensating increase, this means **fewer benefits** but also **lower financial costs.**

The reality here is that elected officials will face some personal loss of after-tax income. For municipalities, this will also compound the challenge of attracting many and diverse candidates for elected office. However, if a municipality decides it cannot find savings or revenues to support a fully-compensating salary increase, a partial increase can deliver some of the benefits.

To publicly **communicate** the change, the same logic applies as for Option 1: emphasize the positives of protecting hardworking local leaders from an arbitrary pay cut imposed by federal legislation without consultation.

Option 3: Expanded expense policies

As an alternative—or supplement—to increasing pre-tax salaries, municipalities can develop more comprehensive reimbursement plans for expenses incurred. This could include both the types of expenses and the total amounts of reimbursement available.

Before changing expense policies, municipalities should determine which expenses council members can claim as non-taxable through the Canada Revenue Agency (CRA). For example, expenses that are currently being covered by the income tax exemption could be addressed as an expense to be reimbursed by administrative policy, as are other non-taxable expenses.

According to the CRA, whether or not a benefit is taxable "depends on whether an individual [elected official] receives an economic advantage that can be measured in money, and whether the individual is the primary beneficiary" (as opposed to the municipality as their employer). This CRA resource outlines both taxable and non-taxable benefits.[1]

Option 4: No action

Taking no action effectively decreases take-home compensation for affected officials, with no immediate effect on municipal budgets. This option avoids the immediate need to find cost-savings, contemplate property tax increases, or communicate changes to the public.

Elected officials will face a loss of income, however. This, in turn may discourage participation in municipal administration, especially among youth. This is a real threat for the smaller municipalities that may struggle most to boost salaries—and where even current compensation rates can be a barrier to more inclusive participation.

[1] https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4044/employment-expenses-2016.html

What are municipalities doing?

The Nova Scotia Federation of Municipalities (NSFM) Board passed a resolution in June 2018 recognizing the need to support elected officials in avoiding abrupt changes in remuneration. It recommends that pre-tax compensation for elected officials be adjusted to allow them to maintain the same levels of post-tax compensation after the law takes effect in 2019. Many other municipalities in Canada (including in Ontario and British Columbia) are opting for this solution.

To help in their decision-making some municipalities are retaining consultants or conducting in-house assessments to study their financial situation. As well, some are creating citizens' committees or committees of council to conduct reviews before making final decisions to move forward.

The federal finance department does recommend that municipalities find out which expenses their council members can claim as non-taxable through the Canada Revenue Agency (CRA), before the changes take effect. For example, certain expenses that are currently being covered by the income tax exemption could be addressed administratively, as are other non-taxable expenses.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	December 13, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Authorization for Councillor Absence	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being provided with information related to the absence of a Councillor from Regular Council Meeting, and being requested to authorize the absence of Deputy Reeve Carbone from December 13, 2018 Regular Council Meeting.

BACKGROUND:

At Council's November 8, 2018 Regular Council Meeting Administration requested that Council begin considering authorization for absences by resolution when prior notice is provided by the member of Council.

Deputy Reeve Carbone had advised that he would be unable to attend December 13, 2018 Regular Council as he will be attending the Northern Leaders' Summit that day.

RELEVANT LEGISLATION (Cite):

Municipal Government Act (MGA) Division 7 – Disqualification of Councillors per section 174(1)(d)

ATTACHMENTS:
Registration Confirmation from "eventbrite" for Northern Leaders' Summit

OPTIONS:

Council may choose to:

1. approve the absence of Deputy Reeve Carbone from the December 13, 2018 Regular Council Meeting due to his attendance at the Northern Leaders' Summit;

2. Accept the presentation related to authorization for Council absences for information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council
"approve the absence of Deputy Reeve Carbone from the December 13, 2018 Regular Council Meeting due to his attendance at the Northern Leaders' Summit".

eventbrite

Order #866364476

Northern Leaders' Summit

RSVP

Slave Lake Inn & Conference Center, 1200 Main Street Southeast, Slave Lake, AB T0G 2A3, Canada

Thursday, 13 December 2018 from 7:30 AM to 4:30 PM (MST)

Free Order

Order Information

Order #866364476. Ordered by Hermann Minderlein on 29 November 2018 2:41 PM

Name

Terry Carbone

866364476107921005600 1

Registration Information:

Are there any dietary restrictions we should be aware of?
No

Which area of northern Alberta is your community located in?
North West

Do you organize events?

Start selling in minutes with Eventbrite!
www.eventbrite.ca

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**
Meeting Date:	December 13, 2018	**CAO:**
Originated By:	Shawna Schwerdt L.O./E.A.	**Director:**
Item Title:	Upcoming Council Meetings	**Presenter:**

DESCRIPTION:

Council is being requested to review the upcoming 2019 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.

DISCUSSION / BENEFITS / DISADVANTAGES:

Regular Council Meeting on January 24 conflicts because not all Councillors will be back from ASB Conference in Calgary.

Regular Council Meeting on November 14 conflicts because it falls on Fall RMA dates of November 12-15, 2019.

Lastly Regular Council Meeting on December 26th falls on a holiday which is Boxing day.

COST / SOURCE OF FUNDING:

There is adequate funding in the budget to hold the meetings as scheduled. Reduced meetings do result in reduced costs related to meetings.

RELEVANT LEGISLATION (Cite):

Bylaw 2014-06, the Procedures Bylaw.

ATTACHMENT(s):

2019 Birch Hills County Council Calendar

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

Date(s)	Event	Location	Participants
December 25 & 26	Christmas/Boxing Day	County Office	CLOSED
January 1	New Year's Day	County Office	CLOSED

January 10	Regular Council Meeting	Council Chamber	Council & CAO
January 21 to 24	Provincial ASB Conference	Calgary	ASB
January 24	**Regular Council Meeting**	**Council Chamber**	**Council & CAO**
February 1	Regional Emergency Manage.	? Council Chamber	New Council Members/CAO/Staff
February 14	Regular Council Meeting ASB Meeting	Council Chamber Council Chamber	Council & CAO ASB
February 18	Stat. Holiday – Family Day	County Office	CLOSED
February 20 and 21	Growing the North	Grande Prairie	Council & CAO
February 28	Regular Council Meeting	Council Chamber	Council & CAO
March 4 – 8	2018 Year End Audit	Council Chamber	Auditor & Staff
March 14	Regular Council Meeting	Council Chamber	Council & CAO
March 18 to 20	RMA Convention	Edmonton	Council & CAO
March 28	Regular Council Meeting *Auditor to Present to Council -*	Council Chamber *Tentative*	Council & CAO
April 11	Regular Council Meeting	Council Chamber	Council & CAO
April 19 April 22	Stat Holiday – Good Friday Stat Holiday – Easter Monday	County Office County Office	CLOSED CLOSED
April 25	Regular Council Meeting	Council Chamber	Council & CAO
May 9	Regular Council Meeting ASB Meeting	Council Chamber Council Chamber	Council & CAO ASB
May 20	Stat Holiday – Victoria Day	County Office	CLOSED
May 23	Regular Council Meeting	Council Chamber	Council & CAO
June 13	Regular Council Meeting	Council Chamber	Council & CAO
June 27	Regular Council Meeting	Council Chamber	Council & CAO
July 1	Stat Holiday – Canada Day	County Office	CLOSED
July 11	Regular Council Meeting	Council Chamber	Council & CAO

July 25	Regular Council Meeting	Council Chamber	Council & CAO
August 5	Stat Holiday – Civic Holiday	County Office	CLOSED
August 8	Regular Council Meeting ASB Meeting	Council Chamber Council Chamber	Council & CAO ASB
August 22	Regular Council Meeting	Council Chamber	Council & CAO
Sept. 2	Stat Holiday – Labour Day	County Office	CLOSED
Sept. 12	Regular Council Meeting	Council Chamber	Council & CAO
Sept. 26	Regular Council Meeting	Council Chamber	Council & CAO
Oct. 10	Regular Council Meeting	Council Chamber	Council & CAO
Oct. 14	Stat Holiday – Thanksgiving	County Office	CLOSED
Oct. 24	Organizational Council Meeting Regular Council Meeting	Council Chamber Council Chamber	Council & CAO Council & CAO
Nov. 11	Stat Holiday – Remembrance Day	County Office	CLOSED
Nov. 12 to 15	RMA Convention	Edmonton	Council & CAO
Nov. 14	**Regular Council Meeting**	**Council Chamber**	**Council & CAO**
Nov. 28	Regular Council Meeting	Council Chamber	Council & CAO
Dec. 12	Regular Council Meeting	Council Chamber	Council & CAO
Dec. 26	**Regular Council Meeting**	**Council Chamber**	**Council & CAO**
December 25 & 26	Christmas/Boxing Day	County Office	CLOSED
January 1	New Year's Day	County Office	CLOSED

Council was provided with a copy of Birch Hills County Bylaw No. 2014-06, "The Procedural Bylaw" in the Agenda package for the Inaugural Meeting under Item 5, Seating Arrangements.

The following is taken from that Bylaw and relates 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 4:00p.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 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.

With regards to Council Packages, it has been the past goal of Administration to have those packages prepared and distributed by noon of the Friday prior to the meetings. The current schedule will make it impossible to have Agenda's prepared to meet all of the scheduled dates.

OPTIONS:

Council may choose to:

1. Make the following changes to the meeting calendar:
   a. Cancel Regular Council Meeting on January 24 because it conflicts with ASB Conference in Calgary;
   b. Cancel Regular Council Meeting on November 14 because it falls during Fall RMA dates of November 12-15, 2019;
   c. Cancel Regular Council Meeting on December 26th because it falls on the Boxing Day holiday;
   d. And direct Administration to advertise the changes as per the County's Procedural Bylaw.

2. Or Council may choose to not make changes to the meeting calendar and accept as information.

RECOMMENDED ACTION:

It is recommended that Council review the upcoming Schedule and make resolutions for adjustments as deemed appropriate and that Council make the following changes to the meeting calendar:

1. Cancel Regular Council Meeting on January 24 because it conflicts with ASB Conference in Calgary;
2. Cancel Regular Council Meeting on November 14 because it falls during Fall RMA dates of November 12-15, 2019;
3. Cancel Regular Council Meeting on December 26th because it falls on the Boxing Day holiday;
4. And direct Administration to advertise the changes as per the County's Procedural Bylaw.

2019

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	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		

March

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

April

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				

May

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	

June

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

July

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			

August

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

September

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					

October

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		

November

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

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

Agenda Items Due By Noon

Payroll Cutoff - 20th of each Month

Stat Holiday/Office closed

New Years Day Jan. 1	Civic Holiday - Aug. 5
Family Day Feb. 18	Labour Day - Sep. 2
Good Friday Apr. 19	Thanksgiving - Oct. 14
Easter Monday Apr. 22	Remembrance - Nov. 11
Victoria Day May 20	Christmas Day - Dec. 25
Canada Day Jul. 1	Boxing Day - Dec. 26

Organizational - October 24

Cancelled/Reschdeuled Dates:

January 24 Regular Council falls on ASB Conference

November 14 Regular Council falls on RMA

December 26 Regular Council falls on Boxing day

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	December 13, 2018	**CAO:**	
Originated By:	Shelley Braun, DCS	**Manager:**	**SDB**
Item Title:	2019 Interim Operating Budget	**Presenter:**	

DESCRIPTION:

Council is being requested to approve an interim Operating and Maintenance Budget for 2019.

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 2019 prior to the end of 2018 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 2018 Operating Budget was approved by Council on April 26, 2018 by Resolution RC18-146 that read as follows:

"Moved by Councillor Bogdanek that Council adopt the 2018 Operating Budget with:

Total Revenues of $7,570,233.80 comprised of:

Operating Revenues (sales, grants, etc.) of	$1,693,400.95;
Revenue Drawn from Operating Reserves of	$ 204,837.99; and
Municipal Property Tax Revenue of	$5,671,994.86; and

Total Expenses of $10,246563.80 comprised of:

Operating Expenses of	$7,570,233.80; plus
Amortization Expense of	$2,676,330.00

Which results in a balanced budget before the amortization expense of $2,676,330.00."

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 2019 mill rates for municipal taxes and any amount to be drawn down from reserves will be determined at such time as the final 2019 O&M budget is passed in the spring of 2019.

RELEVANT LEGISLATION (Cite):

Section 242 of the Municipal Government Act (quoted above)

ATTACHMENT(s): NA

OPTIONS:

Council may choose to:

1. adopt the 2018 Operating Budget as the Interim 2019 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, 2018.

RECOMMENDED ACTION:

It is Administration's recommendation that Council adopt the 2018 Operating Budget as the 2019 Interim Operating Budget with:

Total Revenues of $7,570,233.80 comprised of:

Operating Revenues (sales, grants, etc.) of	$1,693,400.95;
Revenue Drawn from Operating Reserves of	$ 204,837.99; and
Municipal Property Tax Revenue of	$5,671,994.86; and

Total Expenses of $10,246,563.80 comprised of:

Operating Expenses of	$7,570,233.80; plus
Amortization Expense of	$2,676,330.00

Which results in a balanced budget before the amortization expense of $2,676,330.00.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**
Meeting Date:	December 13, 2018	**CAO:**
Originated By:	Shelley Braun, DCS	**Director:**
Item Title:	2019 Capital Budget	**Presenter:** DCS Braun

DESCRIPTION:

Administration is providing Council with the current version of the 2019 Capital Budget.

BACKGROUND:

The majority of the items are from the County's Capital replacement plan, with the exception of item 3, which is for a dozer that public works believes is required to optimize their departmental efficiency and reduce contracted equipment costs. Information sheets have been attached for this, and other items.

Items 1, 7, and 8 were approved in the 2018 Capital Budget, but were not procured during 2018. They will be purchased in 2019.

It should be noted that the Federal Gas Tax Funding (FGTF) of $137,346.39 is unallocated at this time, and that 2018 FGTF plans must be submitted in order to receive the $85,569 2018 provincial funding. Those funding sources listed in the budget as Grants will be first considered for FGTF eligibility, and those ineligible under FGTF will utilize MSI Capital funding.

Administration will be available to provide additional information if required and to answer any questions or observations.

ATTACHMENT(s):

1. 2019 Capital Expenditure and Funding Source Summary;

2. Reserve Summary;

3. Information sheets related to 2019 Capital Purchases; and

4. Medium Size Dozer Cost Analysis

OPTIONS

Council may choose to:

1. Adopt the 2019 Capital Budget with Expenditures totaling $1,467,000 funded as follows:
    a. Grants $672,000;

b. Proceeds on disposal $238,000; and
c. Capital Reserves: $557,000

2. Adopt the Capital Budget for 2019 with changes directed by Council;

3. Adopt an interim Capital Budget for 2019 with changes directed by Council, and direct staff to provided additional information related to specific items and to bring that information to a future Council Meeting;

4. Accept the presentation regarding the 2019 Capital Budget for information and direct staff to provided additional information related to specific items and to bring that information to a future Council Meeting

RECOMMENDED ACTION:

It is recommended that Council provide a decision or direction related to the 2019 Capital Budget.

2019 Capital Funding Source Summary - Draft 2

	Page #	Capital Project Description	Project Cost	Grant Program	Grants	Reserves	Work in Progress	Proceeds on Disposal
C/F	1	**Photocopier**	25,000.00			(20,000.00)		(5,000.00)
	2	Grader (replace G??)	485,000.00	MSI	(385,000.00)			(100,000.00)
	3	Dozer (new)	225,000.00	MSI	0.00	(225,000.00)		
	4	PW Tractor (E59)	160,000.00	MSI	0.00	(132,000.00)		(28,000.00)
	5	Loader	300,000.00	MSI	(225,000.00)			(75,000.00)
	6	PW Pickup	50,000.00	MSI	0.00	(48,000.00)		(2,000.00)
C/F	7	**Wanham Water Backup Pump**	18,000.00	MSI	(18,000.00)			
C/F	8	**Water Plant Aerator**	25,000.00	MSI	(25,000.00)			
	9	Eaglesham Water Backup Pump	19,000.00	MSI	(19,000.00)			
	10	ASB Tractor (E58)	160,000.00	MSI	0.00	(132,000.00)		(28,000.00)
		Capital Total	**1,467,000.00**		**(672,000.00)**	**(557,000.00)**		**(238,000.00)**

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

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

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

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

Account	Description	2018 YTD	2017 Actual	
	Reserves			
6-00-00-00-131	Tax Sale Surplus Trust	(221,375.75)	(18,202.18)	Pg 1, 5-00-00-00-131
6-00-00-00-710	Tax Rate Stabilization	-	-	Pg 1, 5-00-00-00-130
6-00-00-00-711	Tax Rate Stabilization	(7,700,728.28)	(7,905,566.27)	*Received from Province when MD was formed (1995 estimate) as per Jean-Sylvain & Company
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	(7,275,442.43)	(7,275,442.43)	(Market Road Development)
6-33-00-00-760	**Restricted Surplus - Airport**	**(207,000.00)**	**-**	**Eaglesham Airport Sale Proceeds (10 years)**
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)	
		(20,109,853.33)	(19,904,517.75)	

BIRCH HILLS COUNTY CAPITAL PROJECT FORM

Department: Admin **Project #:**

Year: 2019 **Project Name:** Photocopier

Project Description & Benefits

The Lexmark Xsp55dhe Color Photocopier was purchased 2012 for $22,800. The Tangible Capital Assets Policy No. 02-09 indicates a 5 year useful life and a 25% residual value. The current copier has been retained several years past the TCA policy guidelines and is due for replacement.

Council Goal

Project Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Reserves	(20,000.00)
Grants:	
Levies:	
General Revenue:	(5,000.00)
Total Funding:	**(25,000.00)**

Costs:

Type of Cost:		*Dollar Amount:*
Construction	4-12-10-00-630	25,000.00
Engineering		-
Useful Life		
Residual Value	**Total Cost:**	**25,000.00**
Yearly Amortization		

Schedule

Design Start: **Design End:**

Project Start: **Project End:**

BIRCH HILLS COUNTY CAPITAL PROJECT FORM

Department: Public Works **Project #:**

Year: 2019 **Project Name:** Motor Grader

Project Description & Benefits

Unit G33 was purchased in 2014 for $375,000. The Tangible Capital Assets Policy No. 02-09 indicates a 5 year useful life and 50% residual value. The 2014 John Deere 772GP Motor Grader serves as the Tangent Grader and is up for replacement. Unit G33 is nearing 7500 hours at which point warranty runs out. New unit is to be purchased with Snow wing, Front Lift Group, and Rear Ripper.

Council Goal

Project Funding/Costs

Funding Source:

Types of Funding:		*Dollar Amount:*
Grants:	MSI Capital	(385,000.00)
Grants:		
Levies:		
General Revenue:	Sale of unit?	(100,000.00)
	Total Funding:	**(485,000.00)**

Costs:

Type of Cost:		*Dollar Amount:*
Construction	4-32-30-00-630	485,000.00
Engineering		-
Useful Life		
Residual Value	**Total Cost:**	**485,000.00**
Yearly Amortization		

Schedule

Design Start: **Design End:**

Project Start: **Project End:**

BIRCH HILLS COUNTY CAPITAL PROJECT FORM

Department: Public Works **Project #:**

Year: 2019 **Project Name:** Dozer

Project Description & Benefits

A dozer owned by the county would be used on many different project throughout the year. It would allow operations to push in landfills, clear snow from ditches, clean ditches for drainage, brush trees on intersections, level gravel stockpiles and reclaimation sites and many other purposes. This machine should be low ground pressure and have a cab with heat & A/C. Attached is a cost analysis for medium size dozer. This would be a BHC fleet increase.

Council Goal

Project Funding/Costs

Funding Source:

Types of Funding:		*Dollar Amount:*
Grants:	**MSI Capital**	
Grants:		
Reserves:		($225,000.00)
General Revenue:		
	Total Funding:	**($225,000.00)**

Costs:

Type of Cost:		*Dollar Amount:*
Equipment	**4-32-30-00-630**	225,000.00
Engineering		
Useful Life		
Residual Value	**Total Cost:**	**225,000.00**
Yearly Amortization		

Schedule

Design Start: **Design End:**

Project Start: **Project End:**

BIRCH HILLS COUNTY CAPITAL PROJECT FORM

Department: Public Works **Project #:**

Year: 2019 **Project Name:** E59 Tractor

Project Description & Benefits

Unit E59 was purchased in 2009 for $115,461. The Tangible Capital Asset Policy No. 02-09 indicates a 5 year useful life and 70% residual value. The 2009 New Holland T6070 Elite FWA was up for replacement in 2014. Similar tractors in the 140 horse-power range are between an estimated $85,000.00-$190,000.00 to purchase. This unit has been used for both summer time mowing and winter snow clearing in the Hamlet streets and alleys. Both E58 and E59 have had electrical and transmission component issues since they were purchased with more problems arising in the past two years.

Council Goal

Goal F: Maintain the viability of our communities

Project Funding/Costs

Funding Source:

Types of Funding:		*Dollar Amount:*
Grant	**MSI Capital**	
Reserves:		(132,000.00)
Proceeds On Disposal:		(28,000.00)
General Revenue:		
	Total Funding:	**(160,000.00)**

Costs:

Type of Cost:		*Dollar Amount:*
	4-32-30-00-630	160,000.00
Useful Life		
Residual Value	**Total Cost:**	**160,000.00**
Yearly Amortization		

Schedule

Design Start:	**Design End:**
Project Start:	**Project End:**

BIRCH HILLS COUNTY CAPITAL PROJECT FORM

Department: Public Works **Project #:**

Year: 2019 **Project Name:** Loader

Project Description & Benefits

Unit E57 was purchased in 2008 for $235,735. The Tangible Capital Asset Policy 02-09 indicates a 10 year useful life and a 20% residual value. The 2008 John Deere 644J wheel loader has 5600 hours as of December 1, 2018. There has been driveline and gear box issues with this machine in the past couple years. Vital to our road gravel program, snow plowing, general loading of clay and other contruction material the County can't afford for this machine to be down for extented periods of time. The new machine should be purchased with an angle snow blade in addition to a bucket and scale.

Council Goal

Goal F: Maintain the viability of our communities

Project Funding/Costs

Funding Source:

Types of Funding:		*Dollar Amount:*
Grant	**MSI Capital**	(225,000.00)
Reserves:		
Proceeds On Disposal:		(75,000.00)
General Revenue:		
	Total Funding:	**(300,000.00)**

Costs:

Type of Cost:		*Dollar Amount:*
	4-32-30-00-630	300,000.00
Useful Life		
Residual Value	**Total Cost:**	**300,000.00**
Yearly Amortization		

Schedule

Design Start:	**Design End:**
Project Start:	**Project End:**

BIRCH HILLS COUNTY CAPITAL PROJECT FORM

Department: Public Works **Project #:**

Year: 2019 **Project Name:** PW Pick Up

Project Description & Benefits

Unit 144 - 2010 Ford F150 4x4 that is currently in the public works fleet will become the BHC Fire Chief pickup replacing F128. Unit 153 - Road Maintenance Supervisors truck will become a public works fleet pickup replacing unit 144. The Road Maintenance Supervisor will receive the new truck (unit 159) purchased in 2019. Units 125 and F128 will be sold. This will result in a decrease of one truck to the overall fleet.

Council Goal

Goal F: Maintain the viability of our communities

Project Funding/Costs

Funding Source:

Types of Funding:		*Dollar Amount:*
Grant	**MSI Capital**	
Reserves:		(48,000.00)
Proceeds On Disposal:		(2,000.00)
General Revenue:		
	Total Funding:	**(50,000.00)**

Costs:

Type of Cost:		*Dollar Amount:*
	4-32-30-00-650	50,000.00
Useful Life		
Residual Value	**Total Cost:**	**50,000.00**
Yearly Amortization		

Schedule

Design Start:	**Design End:**
Project Start:	**Project End:**

BIRCH HILLS COUNTY CAPITAL PROJECT FORM

Department: Water **Project #:**

Year: 2019 **Project Name:** Pump

Project Description & Benefits

Having a spare pump in Wanham will decrease the risk of not being able to supply water in event of a break down. Typically it takes about 9 - 10 weeks to get a pump rebuilt and in that time the plant operates on only one pump which increases the odds. Being in somewhat of a remote area, parts and service usually having to come from Edmonton or further, redundancy is always good planning.

Council Goal

Goal F: Maintain the viability of our communities

Project Funding/Costs

Funding Source:

Types of Funding:		*Dollar Amount:*
Grants:	**MSI Capital**	($18,000.00)
Grants:		
Utilities:		
General Revenue:		
	Total Funding:	**($18,000.00)**

Costs:

Type of Cost:	use this code	*Dollar Amount:*
Equipment	**4-41-10-45-630**	18,000.00
Engineering		
Useful Life		
Residual Value	**Total Cost:**	**18,000.00**
Yearly Amortization		

Schedule

Design Start: **Design End:**

Project Start: **Project End:**

BIRCH HILLS COUNTY CAPITAL PROJECT FORM

Department: Water **Project #:**

Year: 2019 **Project Name:** Plant Aerator

Project Description & Benefits

The clarifier mounted aerator will help control the THM levels in water treatement. Characteristically on the high side the setup will increase the oxygen level in the water thus help lower the THM levels in the water. When THM levels get above the threshold set by Alberta Environment we are bound to report such levels to the governing body. To avoid this and all things putting the County in contravention of our water license is our goal.

Council Goal

Goal F: Maintain the viability of our communities

Project Funding/Costs

Funding Source:

Types of Funding:		*Dollar Amount:*
Grants:	**MSI Capital**	(25,000.00)
Grants:		
Levies:		
General Revenue:		
	Total Funding:	**(25,000.00)**

Costs:

Type of Cost:		*Dollar Amount:*
Genset	**4-41-10-45-630**	25,000.00
Concrete Pad/Shelater		
Gas Hookup		
Useful Life		
Residual Value	**Total Cost:**	**25,000.00**
Yearly Amortization		

Schedule

Design Start: **Design End:**

Project Start: **Project End:**

BIRCH HILLS COUNTY CAPITAL PROJECT FORM

Department: Water **Project #:**

Year: 2019 **Project Name:** Eaglesham Backup Pump

Project Description & Benefits

Having a spare pump in Eaglesham will decrease the risk of not being able to supply water in event of a break down. Typically it takes about 9 - 10 weeks to get a pump rebuilt and in that time the plant operates on only one pump which increases the odds. Being in somewhat of a remote area, parts and service usually having to come from Edmonton or further, redundancy is always good planning. For the pipeline.

Council Goal

Goal F: Maintain the viability of our communities

Project Funding/Costs

Funding Source:

Types of Funding:		*Dollar Amount:*
Grants:	**MSI Capital**	(19,000.00)
Grants:		
Levies:		
General Revenue:		
	Total Funding:	**(19,000.00)**

Costs:

Type of Cost:		*Dollar Amount:*
Genset	**4-41-10-45-630**	19,000.00
Concrete Pad/Shelater		
Gas Hookup		
Useful Life		
Residual Value	**Total Cost:**	**19,000.00**
Yearly Amortization		

Schedule

Design Start: **Design End:**

Project Start: **Project End:**

BIRCH HILLS COUNTY CAPITAL PROJECT FORM

Department: Agriculture **Project #:**

Year: 2018 **Project Name:** E58 Tractor

Project Description & Benefits

Unit E58 was purchased in 2009 for $115,460. The Tangible Capital Assets Policy 02-09 indicates a 5 year useful life and 70% residual value. The 2009 New Holland T6070 Elite FWA was up for replacement in 2014. Similar tractors in the 140 horse-power range are between an estimated $85,000.00-$190,000.00 to purchase. This unit has been used for both summer time mowing and winter snow clearing in the Hamlet streets and alleys. Both E58 and E59 have had electrical and transmission component issues since they were purchased with more problems arising in the past two years.

Council Goal

Project Funding/Costs

Funding Source:

Types of Funding:		*Dollar Amount:*
Grants:		
Restricted Reserves:		(132,000.00)
Proceeds on Disposa		(28,000.00)
General Revenue:	sale of Roadside mowers (replaced in 2017)	
	Total Funding:	**(160,000.00)**

Costs:

Type of Cost:		*Dollar Amount:*
	4-63-10-00-630	160,000.00
Useful Life		
Residual Value	**Total Cost:**	**160,000.00**
Yearly Amortization		

Schedule

Design Start: **Design End:**

Project Start: **Project End:**

Medium Size Dozer Cost Analysis

Requirements

Largest size possible under 20,000kg so it can be transported with our Gravel truck with EZ-load trailer.

Low Ground Pressure (LGP) for use on landfill and snow clearing.

6-way Blade

Cab with Heat & A/C

Current Spending Estimates

A D6 size machine and challengers have been hired for $125-150/hr to do work around the county

$20,000 - $30,000 Landfill – Used to push in dumped garbage at tangent and also push in wood/metal at all landfills to eliminate punctures to the tires on backhoes.

$10,00 - $50,000 Winter Snow Clearing – Pushing back snow drifts and opening roads that graders have difficulty with.

$20,000 – $50,000 Projects – Dirt moving for large projects such as culvert installs, gravel crushing

$20,000 Stockpile Program – levelling gravel for trucks to unload

$1000 - $1500 – Repair & replacement tires on back hoes damaged when pushing back landfill sites

Total = approximately $71,000 - $151,500/year

Purchase Options

CAT D4K2 - $227,000 LGP, 6-way Blade

CAT D5K2 - $259,000 LGP 6-way Blade

Used Price

2008 CAT D4 – 4483hrs: $79,000.00

2010 CAT D5 – 2200hrs: $160,000

Caterpillar units were quoted but tender would be released to CAT, Deere, Komatsu, Case for the same size machines.

Running Costs (Based on 500hr per year)

Fuel Consumption – roughly 20L per hour on average = $12,500 @ $1.25/L

Insurance – Fleet insurance $350/yr

Depreciation – Public Works would keep this machine to about 10,000hrs which is 20years at 500hrs per year. Approximately $12,500/year using a purchase price of approximately $250,000

Regular Maintenance – Done in house, $1000/yr

Repairs – In house, plan for $1500/year on average over the 20 years

Total = approximately $27,850/year

Request for Decision (RFD)

Meeting:	Regular Council	**Reviewed/ Approved For Submission**	
Meeting Date:	December 13, 2018	**CAO**	
Originated By:	Shelley Braun, DCS	**Director**	SB
Item Title:	2019 Cost of Living Adjustment	**Presenter**	CAO Minderlein

DESCRIPTION:

Council is being requested to provide Administration with direction regarding 2019 salary and pay increases.

BACKGROUND:

Historically employees' wages have been increased based on a Cost of Living Allowance (COLA) that has been based on the Consumer Price Index published for the one-year period ending in October of the previous year, plus salary grid increases where applicable, but only where the employee's job performance has been found to be at least satisfactory.

This is based on Section 4.2 of the Personnel Handbook, a policy adopted by Council by Resolution RC15-436, and which has been copied and attached for Council's reference. The wording within Section 4.2 that is most appropriate to this discussion have been highlighted for easy reference, and read as follows:

> *At a minimum, the annual cost of Living allowance (COLA) is provided to all employees*; and
>
> *The approved paygrid applies to all temporary and permanent employees of Birch Hills County, except those with employment contracts approved by Council or the Chief Administrative Officer.*
>
> *Performance assessed as "Satisfactory" or better shall be recognized by increasing the annual salary or hourly wage rate of the employee to the next Step in the paygrid range*

CARRIED

The historical Birch Hills County (BHC) COLA increases have been as follows:

2018 – 1.3%
2017 – 0.5%
2016 – 1.5%
2015 – 2.5%
2014 – 2.0%

The COLA for Alberta published by Statistics Canada for the one-year period ending October 2018 was 2.8%.

COST / SOURCE OF FUNDING:

Any increase(s) provided to employees would need to be funded in the final 2019 Operating and Maintenance Budget.

RELEVANT LEGISLATION (Cite):

The references to BHC's Personnel Handbook is provided above.

ATTACHMENT(S):

Statistics Canada Consumer Price Index, by province (monthly) Alberta for October, 2018

Section 4.2 of the Personnel Handbook

OPTIONS

Council may choose to:

1. authorize Administration to provide increases to employee salaries and wages for 2019 as per Section 4.2 of the Personnel Handbook, that being an across the board increase of 2.8% based on the Statistics Canada Consumer Price Index for Alberta for the one year period ending October, 2018, plus any salary grid increases where performance has been assessed as "Satisfactory" or better; or

2. Provide Administration with other direction as deemed appropriate.

RECOMMENDED ACTION:

It is recommended that Council authorize Administration to provide increases to employee salaries and wages for 2019 as per Section 4.2 of the Personnel Handbook, that being an across the board increase of 2.8% based on the Statistics Canada Consumer Price Index for Alberta for the one-year period ending October, 2018, plus any salary grid increases where performance has been assessed as "Satisfactory" or better.

Personnel Handbook

4.2 Wage and Salary Increases

Employees shall be entitled to the wages or salary for work done or services rendered at the rate(s) specified by the Employer.

Our organization conducts ongoing market analyses to ensure that wages and salaries remain competitive with similar organizations. The Council determines the total Budget allocation for wages and salaries on an annual basis as part of the budgeting process. The paygrid is reviewed annually and revised, at the discretion of the Council, using the National Consumer Price Index (CPI) as a guideline. *At a minimum, the annual cost of Living allowance (COLA) is provided to all employees*

Increases in an employee's current wage or salary must adhere to the approved paygrid. Increases are determined by the direct supervisor, based on the employee's annual performance evaluation (i.e. how well duties are performed). Chief Administrative Officer salary increases are determined by the Council.

The approved paygrid applies to all temporary and permanent employees of Birch Hills County, except those with employment contracts approved by Council or the Chief Administrative Officer. The paygrid is based on an entry position (10% below Step 2), Step 2 for a fully qualified individual, and Steps 3 to 6 (3% even steps) for performance recognition. At Step 6, an annual performance recognition of 3% will recognize "Satisfactory" or better performance. (The 3% is not compounded)

For all employees, merit adjustments are based on approved performance assessments, conducted and documented by the employee and the direct supervisor. Performance assessed as "Satisfactory" or better shall be recognized by increasing the annual salary or hourly wage rate of the employee to the next Step in the paygrid range, except where the employee is at Step 1. Subject to direct supervisor recommendation and Chief Administrative Officer approval, a special merit adjustment (for exceptional performance on job duties or a special project) may be given to a maximum of two additional steps in the range, or the equivalent as a performance recognition payment.

Statistics Canada Statistique Canada

Consumer Price Index by product group, monthly, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit[1] [2]

Save my selections

How to use the data tables

Tips on data tables for CANSIM users

Help

Frequency: Monthly

Table: 18-10-0004-13

Geography: Canada, Census metropolitan area, Census metropolitan area part, Census subdivision, Province or territory

Geography

Alberta Apply

Add/Remove reference period Add/Remove data Download options

	Alberta (map)				
Products and product groups[3]	**October 2017**	**September 2018**	**October 2018**	**September 2018 to October 2018**	**October 2017 to October 2018**
	2002=100			Percentage change	
All-items	137.6	141.1	141.4	0.2	2.8
Food [4]	141.3	144.4	144.5	0.1	2.3
Shelter [5]	164.9	168.6	169.5	0.5	2.8
Household operations, furnishings and equipment	122.4	122.3	123.2	0.7	0.7
Clothing and footwear	97.7	98.3	98.1	-0.2	0.4
Transportation	135.1	143.3	144.0	0.5	6.6
Health and personal care	135.9	136.5	136.4	-0.1	0.4
Recreation, education and reading	112.4	114.8	113.9	-0.8	1.3
Alcoholic beverages and tobacco products	165.6	171.3	171.2	-0.1	3.4
	1992=100			Percentage change	
All-items (1992=100)	170.9	175.2	175.6	0.2	2.8
	2002=100			Percentage change	
All-items excluding food	137.0	140.5	140.9	0.3	2.8
All-items excluding food and energy [6]	135.4	136.9	137.6	0.5	1.6
All-items excluding alcoholic beverages, tobacco products and smokers' supplies	136.7	140.1	140.5	0.3	2.8
All-items excluding energy [6]	136.4	138.1	138.8	0.5	1.8
All-items excluding gasoline	137.1	139.3	140.0	0.5	2.1
All-items excluding shelter, insurance and financial services	125.8	129.1	129.2	0.1	2.7
Energy [6]	149.4	180.0	175.3	-2.6	17.3
Goods [7]	117.1	121.4	121.0	-0.3	3.3
Durable goods [7]	90.0	90.1	91.2	1.2	1.3
Semi-durable goods [7]	100.2	101.1	100.9	-0.2	0.7
Non-durable goods [7]	139.3	148.6	147.0	-1.1	5.5
Services [8]	160.3	162.9	163.9	0.6	2.2

How to cite: Statistics Canada. Table 18-10-0004-13 Consumer Price Index by product group, monthly, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	December 13, 2018	**CAO:**	
Originated By:	Shelley Braun/Dir. Corp Services	**Manager:**	
Item Title:	CIBC – Close Account	**Presenter:**	Shelley Braun

DESCRIPTION:

Administration is providing Council with information regarding closing the Canadian Imperial Bank of Commerce (CIBC) bank account.

BACKGROUND:

Historically, the Minister of Finance has processed the quarterly Alberta School Foundation Fund (ASFF) installment direct withdrawal payment the last banking day March, June, September, and December from the CIBC account. Administration usually transfers several times a year to maintain sufficient funding.

The ASFF payment has been the only banking transaction utilizing the CIBC account. Administration has requested the Minister of Finance process quarterly ASFF payments from our ATB Business account which removes the requirement to transfer to CIBC several times a year.

COST / SOURCE OF FUNDING:

No cost – transfer funds only (estimate $1,512.52 plus interest earned)

RELEVANT LEGISLATION (Cite):

n/a

OPTIONS:

Council may choose to:

1. direct Administration to transfer all remaining funds to the ATB Business account 829-00102433724 and close the Canadian Imperial Bank of Commerce (CIBC) Business Operating account 00599 23-03213.
2. Accept this information as information

RECOMMENDED ACTION:

It is Administration's recommendation

> "that Council provide approval for Administration to transfer all remaining funds to the ATB Business account 829-00102433724 and close the Canadian Imperial Bank of Commerce (CIBC) Business Operating Account 00599 23-03213."

Request for Decision (RFD)

Meeting:	Regular Council	**Reviewed / Approved For Submission**	
Meeting Date:	December 13, 2018	**CAO**	
Originated By:	Shelley Braun, DCS	**Director**	
Item Title:	Early Payroll Cutoff – December 2018	**Presenter**	

DESCRIPTION:

Council is being advised that there will be an early payroll cutoff date used for December, 2018.

BACKGROUND:

The last few years' staff has processed the December payroll early with the direct deposit completed midnight December 24. 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 2018, administration has established Saturday, December 15 as the adjusted payroll cutoff for staff. Dates being assumed are December 16-20. Payroll direct deposit will be completed midnight December 20.

Council is reminded to submit all 2018 approved remuneration documents at the December 13, 2018 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, 2018 early payroll cutoff for information.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	December 13th, 2018	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Manager:**	
Item Title:	Road Inspectors Contract	**Presenter:**	Dion Hynes

DESCRIPTION:

Administration is providing Council with information regarding the closing of tenders for Road Inspectors Contract.

BACKGROUND:

The current road inspector contract is set to expire on December 31st, 2018. The County road inspector is responsible for handling all of the rig move permits and subsequent inspections for the County to ensure that the movers are held accountable for road related damage that they may cause.

A pre and post trip inspection is needed for each permit issued and the paperwork documenting the vital information of the company(s) involved.

Attached is the expenditure and revenues related to the road inspection and permits from 2009 to present.

DISCUSSION / BENEFITS / DISADVANTAGES:

The current agreement does not have an automatic renewal clause so to adhere to the procurement process the contract for industrial road inspectors must be tendered to the public.

Avoiding the situation where we do not have a road inspector on contract we could have the current contractor hired on an hourly or per inspection basis.

Hiring a contractor to inspect roads as needed takes the onus off of staff to do so more so during after-hours thus avoiding having to pay staff overtime to deal with rig moves and the scheduling of staff to ensure someone is available.

The County charges $465.00 for a rig move permit into the County and $465.00 for a permit out of the County.

The last contract results were $349.00 per inspection for all inspections west of the 6th meridian, $249.00 for all inspections east of the 6th meridian and a $40.00 permit issue fee.

Tender bid closed on December 6th, 2018 with the following results of the tender: Paul and Vicky Yaremko - $325.00 for all inspections west of the 6th meridian, $249.00 for all inspections east of the 6th meridian and a $40.00 permit issue fee.

COST / SOURCE OF FUNDING:

2019 Unapproved Operating Budget
Revenue 1-32-10-00-421
Expenditure 2-32-10-00-248

RELEVANT LEGISLATION (Cite):

Procurement Policy 12-01-16

Fees, Rates and Charges Bylaw 2018-02

ATTACHMENT(S):

Expenditure and Revenues Spreadsheet

OPTIONS:

Council may choose to:

1. Direct administration to accept the tender bid from Paul and Vicky Yaremko for the 2-year road inspector contract for the term ending December 31, 2020; or

2. Direct administration to look into other options as they deem appropriate.

RECOMMENDED ACTION:

It is Administration's recommendation

> "that Council direct administration to accept the tender bid from Paul and Vicky Yaremko for the 2-year road inspector contract for the term ending December 31, 2020."

Expenditures and Revenues for Industrial Road Inspectors 2018

Year	Paid to Contractor Expenditure	Paid to County Revenue	Net Difference	# of Inspections
2009	$ 27,200.00	$ 37,800.00	$ 10,600.00	88
2010	$ 46,200.00	$ 71,300.00	$ 25,100.00	158
2011	$ 38,600.00	$ 49,000.00	$ 10,400.00	108
2012	$ 12,000.00	$ 22,000.00	$ 10,000.00	41
2013	$ 26,000.00	$ 51,300.00	$ 25,300.00	101
2014	$ 32,200.00	$ 50,700.00	$ 18,500.00	99
2015	$ 18,200.00	$ 27,830.25	$ 9,630.25	56
2016	$ 18,017.00	$ 24,087.00	$ 6,070.00	
2017	$ 13,738.00	$ 21,080.00	$ 7,342.00	
2018	$ 5,924.00	$ 7,425.00	$ 1,501.00	
	$ 238,079.00	**$ 362,522.25**	**$ 124,443.25**	**651**

2009 Rig moved cost $472.50 tax incl
2012 Rig moved cost $488.25 tax incl
2015 Rig moved cost $488.25 tax incl

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	December 13, 2018	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Bank Reconciliation, Cheque Register	**Presenter:**	

BACKGROUND / PROPOSAL:

Council is being provided with the October 31, 2018 Bank Reconciliation and October 31, 2018 Register Report for cheques issued.

DISCUSSION / BENEFITS / DISADVANTAGES:

October 31, 2018 Bank Reconciliation adjustment details are as follows:

31-Oct-18	Interest	$1564.77
01-Sept-18	GST	$(1.75)
01-Sept-18	September Service Charges	$(179.70)
31-Aug-18	Split Deposits	1510.35
		$2893.67

Originator: Marlene McLaughlin

October 31, 2018 Pre-authorized Payments were as follows:

01-Oct-18	I Want Wireless	$62.85
09-Oct-18	Local Authorities Pension Plan	$32,315.58
09-Oct-18	Worker's Compensation Board	$5,262.40
09-Oct-18	Receiver General	$44,845.49
10-Oct-18	Manulife	$10,960.29
15-Oct-18	Telus	$1,260.87
16-Oct-18	Manulife	$59.83
19-Oct-18	Altagas	$5,588.40
19-Oct-18	Altagas	$3,717.03
25-Oct-18	Access Gas	$341.49
		$104,414.23

Originator: Lisa Price

ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending October 31, 2018
October 31, 2018 Vendor Cheque Register – Total cheques issued $1,130,927.14
Note: * cheques have been voided

RECOMMENDED ACTION:

That Council accept the October 31, 2018 Bank Reconciliation and October 31, 2018 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000256
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $1,167,143.05
Bank Statement Ending Date: 10/31/2018
Cutoff Date: 10/31/2018

Statement Ending Balance	$1,167,143.05
Outstanding Cheques (-)	$117,787.33
Deposits in Transit (+)	$7,732.76
Adjusted Bank Balance	$1,057,088.48
Chequebook Balance as of Cutoff	$1,054,194.81
Adjustments	$2,893.67
Adjusted Book Balance	$1,057,088.48
Difference	$0.00

Ranges: From: To: From: To:
Cheque Number First Last Cheque Date 10/01/18 10/31/18
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
*	0030480	1STOPSE01	SPIRIT RIVER REGISTRIES INC.	10/11/18	ATB PRIMARY	PMCHQ00001243	$63.00
*	0030481	AAAF01	AAAF	10/11/18	ATB PRIMARY	PMCHQ00001243	$250.00
*	0030482	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	10/11/18	ATB PRIMARY	PMCHQ00001243	$1,166.43
*	0030483	ABHSERV01	ALBERTA HEALTH SERVICES	10/11/18	ATB PRIMARY	PMCHQ00001243	$140.00
*	0030484	ACEINILIFE01	CHUBB LIFE INSURANCE OF CANADA	10/11/18	ATB PRIMARY	PMCHQ00001243	$361.23
*	0030485	AQUATERA01	AQUATERA WATER EARTH INNOVATIO	10/11/18	ATB PRIMARY	PMCHQ00001243	$2,205.00
*	0030486	ATCOELEC02	ATCO ELECTRIC	10/11/18	ATB PRIMARY	PMCHQ00001243	$333.90
*	0030487	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	10/11/18	ATB PRIMARY	PMCHQ00001243	$582.55
*	0030488	BIOVISION01	SGS BIO VISION	10/11/18	ATB PRIMARY	PMCHQ00001243	$2,222.33
*	0030489	CANADAREVENUE01	RECEIVER GENERAL	10/11/18	ATB PRIMARY	PMCHQ00001243	$407.85
*	0030490	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	10/11/18	ATB PRIMARY	PMCHQ00001243	$19,582.50
*	0030491	CIBCVISA01	CIBC Credit Card Services	10/11/18	ATB PRIMARY	PMCHQ00001243	$3,140.61
*	0030492	CLEARCUT01	CLEAR CUT ELECTRIC	10/11/18	ATB PRIMARY	PMCHQ00001243	$302.47
*	0030493	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	10/11/18	ATB PRIMARY	PMCHQ00001243	$11,980.47
*	0030494	CODESACONST01	CODESA CONSTRUCTION LTD	10/11/18	ATB PRIMARY	PMCHQ00001243	$22,335.86
*	0030495	COLLIE01	MIKE & JANET COLLIE	10/11/18	ATB PRIMARY	PMCHQ00001243	$260.00
*	0030496	DLEQUIPMENT01	DOUGLAS LAKE EQUIPMENT	10/11/18	ATB PRIMARY	PMCHQ00001243	$1,196.47
*	0030497	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	10/11/18	ATB PRIMARY	PMCHQ00001243	$2,403.20
*	0030498	FLOWPOINT01	FLOWPOINT ENVIRONMENTAL SYSTEM	10/11/18	ATB PRIMARY	PMCHQ00001243	$834.75
*	0030499	GFLENVI01	GFL ENVIRONMENTAL INC.	10/11/18	ATB PRIMARY	PMCHQ00001243	$9,654.28
*	0030500	GPVICTIMS01	GR. PR & DISTRICT VICTIMS SERV	10/11/18	ATB PRIMARY	PMCHQ00001243	$1,553.00
*	0030501	GREENFIELDM01	GREENFIELD, MAGGIE	10/11/18	ATB PRIMARY	PMCHQ00001243	$500.00
*	0030502	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	10/11/18	ATB PRIMARY	PMCHQ00001243	$1,360.32
*	0030503	HITECH01	HITECH BUSINESS SYSTEMS LTD	10/11/18	ATB PRIMARY	PMCHQ00001243	$764.42
*	0030504	JDFINANCIAL01	JOHN DEERE FINANCIAL	10/11/18	ATB PRIMARY	PMCHQ00001243	$585.46
*	0030505	KONSHAKW01	KONSHAK, WENDY	10/11/18	ATB PRIMARY	PMCHQ00001243	$500.00
*	0030506	LIGHTHOUSE02	LIGHTHOUSE PROMOTIONS	10/11/18	ATB PRIMARY	PMCHQ00001243	$253.05
*	0030507	MACAULEY J01	MACAULEY, JACK	10/11/18	ATB PRIMARY	PMCHQ00001243	$6,300.00
*	0030508	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	10/11/18	ATB PRIMARY	PMCHQ00001243	$45.93
*	0030509	NEWHARVEST01	NEW HARVEST MEDIA INC	10/11/18	ATB PRIMARY	PMCHQ00001243	$892.50
*	0030510	NMETALIC01	NORTHERN METALIC SALES (GP) L	10/11/18	ATB PRIMARY	PMCHQ00001243	$1,515.66
*	0030511	PARADISD01	PARADIS, DANNY PARADIS VALLEY	10/11/18	ATB PRIMARY	PMCHQ00001243	$74.50
*	0030512	PATSAU01	PAT'S AUTO SUPPLY GP LTD	10/11/18	ATB PRIMARY	PMCHQ00001243	$2,565.21
*	0030513	REYMI01	REYNOLDS MIRTH RICHARDS	10/11/18	ATB PRIMARY	PMCHQ00001243	$1,774.40
*	0030514	SCOTTJ01	SCOTT, JOANNE	10/11/18	ATB PRIMARY	PMCHQ00001243	$74.75
*	0030515	SIGNAL01	LOMOSAD MEDIA INC.	10/11/18	ATB PRIMARY	PMCHQ00001243	$4,375.35
*	0030516	SRHMHW01	SPIRIT RIVER HARDWARE	10/11/18	ATB PRIMARY	PMCHQ00001243	$902.88
*	0030517	SSEMENIUK01	STEVE SEMENIUK CONSULTING	10/11/18	ATB PRIMARY	PMCHQ00001243	$4,347.00
*	0030518	SURMONT01	SURMONT SAND & GRAVEL LTD.	10/11/18	ATB PRIMARY	PMCHQ00001243	$552,974.16
*	0030519	TRILINE01	TRI-LINE CONTRACTING SERVICES	10/11/18	ATB PRIMARY	PMCHQ00001243	$4,520.25
*	0030520	TRINUS01	TRINUS TECHNOLOGIES INC.	10/11/18	ATB PRIMARY	PMCHQ00001243	$436.80
*	0030521	UFAFALHER01	UFA FALHER FARM SUPPLY	10/11/18	ATB PRIMARY	PMCHQ00001243	$155.36
*	0030522	VICSCAR01	VIC'S CAR CARE (FALHER) LTD.	10/11/18	ATB PRIMARY	PMCHQ00001243	$173.25
*	0030523	WANHAMW01	WANHAM WAREHOUSE LTD	10/11/18	ATB PRIMARY	PMCHQ00001243	$68.80
*	0030524	WANTRUK01	WANHAM TRUCKING LTD	10/11/18	ATB PRIMARY	PMCHQ00001243	$24,492.92
*	0030525	WINDFORD01	WINDSOR FORD	10/11/18	ATB PRIMARY	PMCHQ00001243	$968.58
*	0030526	WSP01	WSP CANADA	10/11/18	ATB PRIMARY	PMCHQ00001243	$13,007.93
*	0030527	YAREMK01	YAREMKO, PAUL & VICKY	10/11/18	ATB PRIMARY	PMCHQ00001243	$1,633.80
	0031001	1STOPSE01	SPIRIT RIVER REGISTRIES INC.	10/11/18	ATB PRIMARY	PMCHQ00001244	$63.00
	0031002	AAAF01	AAAF	10/11/18	ATB PRIMARY	PMCHQ00001244	$250.00
	0031003	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	10/11/18	ATB PRIMARY	PMCHQ00001244	$1,166.43
	0031004	ABHSERV01	ALBERTA HEALTH SERVICES	10/11/18	ATB PRIMARY	PMCHQ00001244	$140.00
	0031005	ACEINILIFE01	CHUBB LIFE INSURANCE OF CANADA	10/11/18	ATB PRIMARY	PMCHQ00001244	$361.23
	0031006	AQUATERA01	AQUATERA WATER EARTH INNOVATIO	10/11/18	ATB PRIMARY	PMCHQ00001244	$2,205.00
	0031007	ATCOELEC02	ATCO ELECTRIC	10/11/18	ATB PRIMARY	PMCHQ00001244	$333.90
	0031008	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	10/11/18	ATB PRIMARY	PMCHQ00001244	$582.55

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0031009	BIOVISION01	SGS BIO VISION	10/11/18	ATB PRIMARY	PMCHQ00001244	$2,222.33
0031010	CANADAREVENUE01	RECEIVER GENERAL	10/11/18	ATB PRIMARY	PMCHQ00001244	$407.85
0031011	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	10/11/18	ATB PRIMARY	PMCHQ00001244	$19,582.50
0031012	CIBCVISA01	CIBC Credit Card Services	10/11/18	ATB PRIMARY	PMCHQ00001244	$3,140.61
0031013	CLEARCUT01	CLEAR CUT ELECTRIC	10/11/18	ATB PRIMARY	PMCHQ00001244	$302.47
0031014	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	10/11/18	ATB PRIMARY	PMCHQ00001244	$11,980.47
0031015	CODESACONST01	CODESA CONSTRUCTION LTD	10/11/18	ATB PRIMARY	PMCHQ00001244	$22,335.86
0031016	COLLIE01	MIKE & JANET COLLIE	10/11/18	ATB PRIMARY	PMCHQ00001244	$260.00
0031017	DLEQUIPMENT01	DOUGLAS LAKE EQUIPMENT	10/11/18	ATB PRIMARY	PMCHQ00001244	$1,196.47
0031018	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	10/11/18	ATB PRIMARY	PMCHQ00001244	$2,403.20
0031019	FLOWPOINT01	FLOWPOINT ENVIRONMENTAL SYSTEM	10/11/18	ATB PRIMARY	PMCHQ00001244	$834.75
0031020	GFLENVI01	GFL ENVIRONMENTAL INC.	10/11/18	ATB PRIMARY	PMCHQ00001244	$9,654.28
0031021	GPVICTIMS01	GR. PR & DISTRICT VICTIMS SERV	10/11/18	ATB PRIMARY	PMCHQ00001244	$1,553.00
0031022	GREENFIELDM01	GREENFIELD, MAGGIE	10/11/18	ATB PRIMARY	PMCHQ00001244	$500.00
0031023	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	10/11/18	ATB PRIMARY	PMCHQ00001244	$1,360.32
0031024	HITECH01	HITECH BUSINESS SYSTEMS LTD	10/11/18	ATB PRIMARY	PMCHQ00001244	$764.42
0031025	JDFINANCIAL01	JOHN DEERE FINANCIAL	10/11/18	ATB PRIMARY	PMCHQ00001244	$585.46
0031026	KONSHAKW01	KONSHAK, WENDY	10/11/18	ATB PRIMARY	PMCHQ00001244	$500.00
0031027	LIGHTHOUSE02	LIGHTHOUSE PROMOTIONS	10/11/18	ATB PRIMARY	PMCHQ00001244	$253.05
0031028	MACAULEY J01	MACAULEY, JACK	10/11/18	ATB PRIMARY	PMCHQ00001244	$6,300.00
0031029	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	10/11/18	ATB PRIMARY	PMCHQ00001244	$45.93
0031030	NEWHARVEST01	NEW HARVEST MEDIA INC	10/11/18	ATB PRIMARY	PMCHQ00001244	$892.50
0031031	NMETALIC01	NORTHERN METALIC SALES (GP) L	10/11/18	ATB PRIMARY	PMCHQ00001244	$1,515.66
0031032	PARADISD01	PARADIS, DANNY PARADIS VALLEY	10/11/18	ATB PRIMARY	PMCHQ00001244	$74.50
0031033	PATSAU01	PAT'S AUTO SUPPLY GP LTD	10/11/18	ATB PRIMARY	PMCHQ00001244	$2,565.21
0031034	REYMI01	REYNOLDS MIRTH RICHARDS	10/11/18	ATB PRIMARY	PMCHQ00001244	$1,774.40
0031035	SCOTTJ01	SCOTT, JOANNE	10/11/18	ATB PRIMARY	PMCHQ00001244	$74.75
0031036	SIGNAL01	LOMOSAD MEDIA INC.	10/11/18	ATB PRIMARY	PMCHQ00001244	$4,375.35
0031037	SRHMHW01	SPIRIT RIVER HARDWARE	10/11/18	ATB PRIMARY	PMCHQ00001244	$902.88
0031038	SSEMENIUK01	STEVE SEMENIUK CONSULTING	10/11/18	ATB PRIMARY	PMCHQ00001244	$4,347.00
0031039	SURMONT01	SURMONT SAND & GRAVEL LTD.	10/11/18	ATB PRIMARY	PMCHQ00001244	$552,974.16
0031040	TRILINE01	TRI-LINE CONTRACTING SERVICES	10/11/18	ATB PRIMARY	PMCHQ00001244	$4,520.25
0031041	TRINUS01	TRINUS TECHNOLOGIES INC.	10/11/18	ATB PRIMARY	PMCHQ00001244	$436.80
0031042	UFAFALHER01	UFA FALHER FARM SUPPLY	10/11/18	ATB PRIMARY	PMCHQ00001244	$155.36
0031043	VICSCAR01	VIC'S CAR CARE (FALHER) LTD.	10/11/18	ATB PRIMARY	PMCHQ00001244	$173.25
0031044	WANHAMW01	WANHAM WAREHOUSE LTD	10/11/18	ATB PRIMARY	PMCHQ00001244	$68.80
0031045	WANTRUK01	WANHAM TRUCKING LTD	10/11/18	ATB PRIMARY	PMCHQ00001244	$24,492.92
0031046	WINDFORD01	WINDSOR FORD	10/11/18	ATB PRIMARY	PMCHQ00001244	$968.58
0031047	WSP01	WSP CANADA	10/11/18	ATB PRIMARY	PMCHQ00001244	$13,007.93
0031048	YAREMK01	YAREMKO, PAUL & VICKY	10/11/18	ATB PRIMARY	PMCHQ00001244	$1,633.80
0031049	CONEYT01	CONEY, TREENA	10/18/18	ATB PRIMARY	PMCHQ00001245	$162,536.94
0031050	BLAKE01	BLAKE'S TRUCKING LTD.	10/19/18	ATB PRIMARY	PMCHQ00001246	$2,588.55
0031051	COTTON01	COTTON TRUCKING	10/19/18	ATB PRIMARY	PMCHQ00001246	$9,386.23
0031052	GODARD01	2021557 ALBERTA LTD	10/19/18	ATB PRIMARY	PMCHQ00001246	$8,379.82
0031053	JMACAULEY01	JACK MACAULEY	10/19/18	ATB PRIMARY	PMCHQ00001246	$14,923.35
0031054	MATKOWSK01	1731256 AB LTD.	10/19/18	ATB PRIMARY	PMCHQ00001246	$8,800.30
0031055	SAUDER01	1375816 AB LTD.	10/19/18	ATB PRIMARY	PMCHQ00001246	$21,979.44
0031056	TRIPLET01	904972 AB LTD.	10/19/18	ATB PRIMARY	PMCHQ00001246	$16,286.53
0031057	WANTRUK01	WANHAM TRUCKING LTD	10/19/18	ATB PRIMARY	PMCHQ00001246	$8,916.58
0031058	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	10/24/18	ATB PRIMARY	PMCHQ00001247	$2,950.40
0031059	AGRICARD01	AGRICARD	10/24/18	ATB PRIMARY	PMCHQ00001247	$2,620.51
0031060	ALLPEACEPETRO01	ALL PEACE A DIVISION OF BAR W	10/24/18	ATB PRIMARY	PMCHQ00001247	$73.50
0031061	ASKVIGS01	ASKVIG SETH	10/24/18	ATB PRIMARY	PMCHQ00001247	$224.25
0031062	BHISENC01	BIRCH HILLS SENIOR CENTRE	10/24/18	ATB PRIMARY	PMCHQ00001247	$75.00
0031063	BIGCOUNTRY01	CJXX-FM A DIV OF JIM PATTISON	10/24/18	ATB PRIMARY	PMCHQ00001247	$525.00
0031064	BROGAN01	BROGAN SAFETY SUPPLY LTD.	10/24/18	ATB PRIMARY	PMCHQ00001247	$170.90
0031065	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	10/24/18	ATB PRIMARY	PMCHQ00001247	$66,480.75
0031066	CIBCVISA01	CIBC Credit Card Services	10/24/18	ATB PRIMARY	PMCHQ00001247	$2,002.40
0031067	CODESACONST01	CODESA CONSTRUCTION LTD	10/24/18	ATB PRIMARY	PMCHQ00001247	$15,878.89
0031068	DMREUMCONS01	DM REUM CONSULTING LTD	10/24/18	ATB PRIMARY	PMCHQ00001247	$8,347.50
0031069	EAGLE01	EAGLE ALLOYS LTD	10/24/18	ATB PRIMARY	PMCHQ00001247	$2,034.87
0031070	EGGEK01	EGGE, KAREN	10/24/18	ATB PRIMARY	PMCHQ00001247	$261.25
0031071	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	10/24/18	ATB PRIMARY	PMCHQ00001247	$846.34

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0031072	GRIMSHAWT01	GRIMSHAW TRUCKING L.P.	10/24/18	ATB PRIMARY	PMCHQ00001247	$133.62
0031073	GSFOUND01	GRANDE SPIRIT FOUNDATION	10/24/18	ATB PRIMARY	PMCHQ00001247	$200.00
0031074	HITECH01	HITECH BUSINESS SYSTEMS LTD	10/24/18	ATB PRIMARY	PMCHQ00001247	$491.12
0031075	JDFINANCIAL01	JOHN DEERE FINANCIAL	10/24/18	ATB PRIMARY	PMCHQ00001247	$385.93
0031076	JOUDRY01	JOUDREY, DENISE	10/24/18	ATB PRIMARY	PMCHQ00001247	$274.00
0031077	KITCHENN01	KITCHEN NELSON	10/24/18	ATB PRIMARY	PMCHQ00001247	$74.75
0031078	LANGLOISK01	LANGLOIS, KATHRIN	10/24/18	ATB PRIMARY	PMCHQ00001247	$188.25
0031079	MACAULEY J01	MACAULEY, JACK	10/24/18	ATB PRIMARY	PMCHQ00001247	$6,804.00
0031080	MINDERLEINH01	MINDERLEIN, HERMANN	10/24/18	ATB PRIMARY	PMCHQ00001247	$310.75
0031081	NEWHARVEST01	NEW HARVEST MEDIA INC	10/24/18	ATB PRIMARY	PMCHQ00001247	$892.50
0031082	NMETALIC01	NORTHERN METALIC SALES (GP) L	10/24/18	ATB PRIMARY	PMCHQ00001247	$289.70
0031083	NORTPEAGAS01	NORTH PEACE GAS CO-OP LTD	10/24/18	ATB PRIMARY	PMCHQ00001247	$3,624.10
0031084	PATSAU01	PAT'S AUTO SUPPLY GP LTD	10/24/18	ATB PRIMARY	PMCHQ00001247	$808.49
0031085	PFAU01	PFAU, HERB	10/24/18	ATB PRIMARY	PMCHQ00001247	$269.00
0031086	Q9901	Q99 CIKT-FM A DIVISION OF JIM	10/24/18	ATB PRIMARY	PMCHQ00001247	$315.00
0031087	SRHMHW01	SPIRIT RIVER HARDWARE	10/24/18	ATB PRIMARY	PMCHQ00001247	$38.24
0031088	SSEMENIUK01	STEVE SEMENIUK CONSULTING	10/24/18	ATB PRIMARY	PMCHQ00001247	$3,780.00
0031089	TEMP0126	NORTH ACENT	10/24/18	ATB PRIMARY	PMCHQ00001247	$100.00
0031090	TIGER01	TIGER CALCIUM SERVICES INC	10/24/18	ATB PRIMARY	PMCHQ00001247	$35,389.21
0031091	TRINUS01	TRINUS TECHNOLOGIES INC.	10/24/18	ATB PRIMARY	PMCHQ00001247	$436.80
0031092	TRUDEL01	TRUDEL, CINDY	10/24/18	ATB PRIMARY	PMCHQ00001247	$552.50
0031093	WANTRUK01	WANHAM TRUCKING LTD	10/24/18	ATB PRIMARY	PMCHQ00001247	$12,418.70
0031094	WENDLAND01	WENDLAND, DEANNE	10/24/18	ATB PRIMARY	PMCHQ00001247	$254.50
0031095	CLEARHILC01	CLEAR HILLS COUNTY	10/24/18	ATB PRIMARY	PMCHQ00001247	$367.50

Total Cheques: 143 Total Amount of Cheques: $1,130,927.14

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	December 13, 2018	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Bank Reconciliation, Cheque Register	**Presenter:**	

BACKGROUND / PROPOSAL:

Council is being provided with the November 30th, 2018 Bank Reconciliation and November 30th, 2018 Register Report for cheques issued.

DISCUSSION / BENEFITS / DISADVANTAGES:

November 30, 2018 Bank Reconciliation adjustment details are as follows:

30-Nov-18	Interest	$2070.54
01-Nov-18	GST	$(3.00)
01-Nov-18	October Service Charges	$(203.21)
Nov-10-18	Manulife Credit	106.00
		$1970.33

Originator: Marlene McLaughlin

November 30th, 2018 Pre-authorized Payments were as follows:

09-Nov-18	Local Authorities Pension Plan	$27,766.25
09-Nov-18	Receiver General	$37,523.28
13-Nov-18	Manulife	$10,874.25
13-Nov-18	Telus	$1,246.49
20-Nov-18	Altagas - buildings	$6,053.83
20-Nov-18	Altagas - streetlights	$3,907.90
23-Nov-18	Access Gas	$620.03
		$88,907.03

Originator: Lisa Price

ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending November 30th, 2018
November 30th, 2018 Vendor Cheque Register – Total cheques issued $609,214.20
Note: * cheques have been voided

RECOMMENDED ACTION:

That Council accept the November 30th, 2018 Bank Reconciliation and November 30th, 2018 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000257
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $959,808.10
Bank Statement Ending Date: 11/30/2018
Cutoff Date: 11/30/2018

Statement Ending Balance	$959,808.10
Outstanding Cheques (-)	$238,191.32
Deposits in Transit (+)	$450.90
Adjusted Bank Balance	$722,067.68
Chequebook Balance as of Cutoff	$720,097.35
Adjustments	$1,970.33
Adjusted Book Balance	$722,067.68
Difference	$0.00

Ranges:	From:	To:		From:	To:
Cheque Number	First	Last	Cheque Date	11/01/18	11/30/18
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
0031096	AAAF01	2018 AAAF SOUTH REGION IST	11/05/18	ATB PRIMARY	PMCHQ00001248	$1,102.50
0031097	MORGAN01	MORGAN, TOM	11/05/18	ATB PRIMARY	PMCHQ00001248	$115.00
0031136	AAAF01	2018 AAAF SOUTH REGION IST	11/08/18	ATB PRIMARY	PMCHQ00001249	$400.00
0031137	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	11/08/18	ATB PRIMARY	PMCHQ00001249	$3,348.76
0031138	ABHSERV01	ALBERTA HEALTH SERVICES	11/08/18	ATB PRIMARY	PMCHQ00001249	$120.00
0031139	ACEINILIFE01	CHUBB LIFE INSURANCE OF CANADA	11/08/18	ATB PRIMARY	PMCHQ00001249	$324.48
0031140	ALSLAB01	ALS CANADA LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$868.14
0031141	ARCTEC01	ARCTEC ALLOYS LIMITED	11/08/18	ATB PRIMARY	PMCHQ00001249	$1,332.76
0031142	ATCOELEC02	ATCO ELECTRIC	11/08/18	ATB PRIMARY	PMCHQ00001249	$333.90
0031143	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	11/08/18	ATB PRIMARY	PMCHQ00001249	$857.63
0031144	BLAKETRU01	BLAKE'S TRUCKING LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$485.63
0031145	CANADACULVERT01	CANADA CULVERT	11/08/18	ATB PRIMARY	PMCHQ00001249	$5,077.38
0031146	CANADAREVENUE01	RECEIVER GENERAL	11/08/18	ATB PRIMARY	PMCHQ00001249	$407.85
0031147	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$31,872.75
0031148	CODESACONST01	CODESA CONSTRUCTION LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$592.98
0031149	COLLIE01	MIKE & JANET COLLIE	11/08/18	ATB PRIMARY	PMCHQ00001249	$160.00
0031150	COTTON01	COTTON TRUCKING	11/08/18	ATB PRIMARY	PMCHQ00001249	$367.50
0031151	COUNTRY01	COUNTRY PUMP OUT LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$829.50
0031152	COUNTY01	COUNTY OF GRANDE PRAIRIE NO 1	11/08/18	ATB PRIMARY	PMCHQ00001249	$1,000.00
0031153	CRSRODS01	CROSSROADS COLLISION	11/08/18	ATB PRIMARY	PMCHQ00001249	$313.95
0031154	CUDAENT01	CUDA ENTERPRISES INC.	11/08/18	ATB PRIMARY	PMCHQ00001249	$249.38
0031155	DELEEUWF01	DELEEUW, FRANK	11/08/18	ATB PRIMARY	PMCHQ00001249	$157.50
0031156	DMREUMCONS01	DM REUM CONSULTING LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$3,150.00
0031157	DUVALLM01	DUVALL, MEL	11/08/18	ATB PRIMARY	PMCHQ00001249	$50.00
0031158	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	11/08/18	ATB PRIMARY	PMCHQ00001249	$2,404.30
0031159	EFROC01	EFROC INDUSTRIES LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$6,494.46
0031160	H2001	H20 LOGICS INC.	11/08/18	ATB PRIMARY	PMCHQ00001249	$1,044.75
0031161	HITECH01	HITECH BUSINESS SYSTEMS LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$502.96
0031162	INTERSELEC01	INTERSTELLER ELECTRIC LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$149.63
0031163	INVENTA01	INVENTA SALES & PROMOTIONS	11/08/18	ATB PRIMARY	PMCHQ00001249	$210.00
0031164	KNELSON01	KNELSON SAND & GRAVEL LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$3,465.00
0031165	LANDTIT01	THE GOVERNMENT OF ALBERTA	11/08/18	ATB PRIMARY	PMCHQ00001249	$42.00
0031166	LANGLOIS01	LANGLOIS, ANDRE	11/08/18	ATB PRIMARY	PMCHQ00001249	$149.50
0031167	LIGHTHOUSE02	LIGHTHOUSE PROMOTIONS	11/08/18	ATB PRIMARY	PMCHQ00001249	$267.75
0031168	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	11/08/18	ATB PRIMARY	PMCHQ00001249	$43.65
0031169	NMETALIC01	NORTHERN METALIC SALES (GP) L	11/08/18	ATB PRIMARY	PMCHQ00001249	$175.41
0031170	OUELLETA01	OUELLET, AMANDA	11/08/18	ATB PRIMARY	PMCHQ00001249	$63.00
0031171	PARLEEDARCY01	PARLEE, DARCY	11/08/18	ATB PRIMARY	PMCHQ00001249	$109.28
0031172	PATSAU01	PAT'S AUTO SUPPLY GP LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$519.73
0031173	PETTY01	MCLAUGHLIN, MARLENE	11/08/18	ATB PRIMARY	PMCHQ00001249	$371.90
0031174	PRDISPOSAL01	PRAIRIE DISPOSAL LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$136.50
0031175	ROCKY01	ROCKY MOUNTAIN PHOENIX	11/08/18	ATB PRIMARY	PMCHQ00001249	$113.40
0031176	RYCBLDG01	RYCROFT BUILDING SUPPLIES	11/08/18	ATB PRIMARY	PMCHQ00001249	$694.19
0031177	SRHMHW01	SPIRIT RIVER HARDWARE	11/08/18	ATB PRIMARY	PMCHQ00001249	$593.20
0031178	STRONGHEART01	STRONG HEART HOLDINGS LTD	11/08/18	ATB PRIMARY	PMCHQ00001249	$800.00
0031179	TEMP0127	NOWICKI, LUKASZ	11/08/18	ATB PRIMARY	PMCHQ00001249	$75.38
0031180	TRINUS01	TRINUS TECHNOLOGIES INC.	11/08/18	ATB PRIMARY	PMCHQ00001249	$487.20
0031181	WSP01	WSP CANADA	11/08/18	ATB PRIMARY	PMCHQ00001249	$15,249.41
0031182	AQUATERA01	AQUATERA WATER EARTH INNOVATIO	11/08/18	ATB PRIMARY	PMCHQ00001249	$367.50
0031183	BLAKE01	BLAKE'S TRUCKING LTD.	11/14/18	ATB PRIMARY	PMCHQ00001250	$35,290.62
0031184	DEFINITE01	DEFINITE OILFIELD SERVICES	11/14/18	ATB PRIMARY	PMCHQ00001250	$14,567.77
0031185	GODARD01	2021557 ALBERTA LTD	11/14/18	ATB PRIMARY	PMCHQ00001250	$19,627.40
0031186	JMACAULEY01	JACK MACAULEY	11/14/18	ATB PRIMARY	PMCHQ00001250	$26,580.65
0031187	MATKOWSK01	1731256 AB LTD.	11/14/18	ATB PRIMARY	PMCHQ00001250	$20,282.54
0031188	SAUDER01	1375816 AB LTD.	11/14/18	ATB PRIMARY	PMCHQ00001250	$62,804.77
0031189	SOLARIS01	SOLARIS TRUCKING	11/14/18	ATB PRIMARY	PMCHQ00001250	$18,019.62

* Voided Cheques

	Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
	0031190	TRIPLET01	904972 AB LTD.	11/14/18	ATB PRIMARY	PMCHQ00001250	$44,946.50
	0031191	WANTRUK01	WANHAM TRUCKING LTD	11/14/18	ATB PRIMARY	PMCHQ00001250	$25,942.52
	0031192	COTTON01	COTTON TRUCKING	11/14/18	ATB PRIMARY	PMCHQ00001250	$9,120.44
	0031193	A&BINDUSTRIAL01	A & B INDUSTRIAL RENTALS LTD	11/14/18	ATB PRIMARY	PMCHQ00001251	$332.85
	0031194	CIBCVISA01	CIBC Credit Card Services	11/14/18	ATB PRIMARY	PMCHQ00001251	$2,387.13
	0031195	CODESACONST01	CODESA CONSTRUCTION LTD	11/14/18	ATB PRIMARY	PMCHQ00001251	$16,537.76
	0031196	GFLENVI01	GFL ENVIRONMENTAL INC.	11/14/18	ATB PRIMARY	PMCHQ00001251	$3,291.21
	0031197	JOUDRY01	JOUDREY, DENISE	11/14/18	ATB PRIMARY	PMCHQ00001251	$188.00
	0031198	PATSAU01	PAT'S AUTO SUPPLY GP LTD	11/14/18	ATB PRIMARY	PMCHQ00001251	$102.80
	0031199	REYMI01	REYNOLDS MIRTH RICHARDS	11/14/18	ATB PRIMARY	PMCHQ00001251	$1,315.26
	0031200	SIGNAL01	LOMOSAD MEDIA INC.	11/14/18	ATB PRIMARY	PMCHQ00001251	$24.15
	0031201	SRGLAND01	SRG LAND LTD	11/14/18	ATB PRIMARY	PMCHQ00001251	$63.00
	0031202	SSEMENIUK01	STEVE SEMENIUK CONSULTING	11/14/18	ATB PRIMARY	PMCHQ00001251	$4,347.00
	0031203	WANHAMW01	WANHAM WAREHOUSE LTD	11/14/18	ATB PRIMARY	PMCHQ00001251	$89.69
	0031204	YAREMK01	YAREMKO, PAUL & VICKY	11/14/18	ATB PRIMARY	PMCHQ00001251	$504.00
	0031205	GFLENVI01	GFL ENVIRONMENTAL INC.	11/15/18	ATB PRIMARY	PMCHQ00001252	$2,880.96
	0031206	AAAF01	SOUTH REGION PROVINCIAL ASB CO	11/28/18	ATB PRIMARY	PMCHQ00001253	$4,830.00
	0031207	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	11/28/18	ATB PRIMARY	PMCHQ00001253	$1,942.41
	0031208	AAMDCMEM01	RURAL MUNICIPALITIES OF ALBERT	11/28/18	ATB PRIMARY	PMCHQ00001253	$78.75
	0031209	ALEXY01	ALEXY, JAMES	11/28/18	ATB PRIMARY	PMCHQ00001253	$417.50
	0031210	ALSLAB01	ALS CANADA LTD	11/28/18	ATB PRIMARY	PMCHQ00001253	$82.95
	0031211	ATCOELEC02	ATCO ELECTRIC	11/28/18	ATB PRIMARY	PMCHQ00001253	$333.90
	0031212	BCI01	BEAR COUNTRY INN	11/28/18	ATB PRIMARY	PMCHQ00001253	$63.00
	0031213	BLAKE01	BLAKE'S TRUCKING LTD.	11/28/18	ATB PRIMARY	PMCHQ00001253	$2,708.39
	0031214	BOIVIN01	BOIVIN, ALAIN	11/28/18	ATB PRIMARY	PMCHQ00001253	$120.76
	0031215	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	11/28/18	ATB PRIMARY	PMCHQ00001253	$2,052.75
	0031216	CIBCVISA01	CIBC Credit Card Services	11/28/18	ATB PRIMARY	PMCHQ00001253	$9,709.72
*	0031217	CLEARTECH01	CLEARTECH INDUSTRIES INC	11/28/18	ATB PRIMARY	PMCHQ00001253	$1,678.08
	0031218	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	11/28/18	ATB PRIMARY	PMCHQ00001253	$29,543.01
	0031219	CODESACONST01	CODESA CONSTRUCTION LTD	11/28/18	ATB PRIMARY	PMCHQ00001253	$9,487.80
	0031220	COTTON01	COTTON TRUCKING	11/28/18	ATB PRIMARY	PMCHQ00001253	$791.76
	0031221	COYM01	COY, MICHAEL	11/28/18	ATB PRIMARY	PMCHQ00001253	$157.50
	0031222	DEFINITE01	DEFINITE OILFIELD SERVICES	11/28/18	ATB PRIMARY	PMCHQ00001253	$3,363.69
	0031223	DOLLY'S01	DOLLY'S	11/28/18	ATB PRIMARY	PMCHQ00001253	$364.55
	0031224	DUHAMEL01	DUHAMEL, ANDRE	11/28/18	ATB PRIMARY	PMCHQ00001253	$183.73
	0031225	EFROC01	EFROC INDUSTRIES LTD	11/28/18	ATB PRIMARY	PMCHQ00001253	$385.88
	0031226	GODARD01	2021557 ALBERTA LTD	11/28/18	ATB PRIMARY	PMCHQ00001253	$1,178.66
	0031227	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	11/28/18	ATB PRIMARY	PMCHQ00001253	$1,101.34
	0031228	HITECH01	HITECH BUSINESS SYSTEMS LTD	11/28/18	ATB PRIMARY	PMCHQ00001253	$245.40
	0031229	JDFINANCIAL01	JOHN DEERE FINANCIAL	11/28/18	ATB PRIMARY	PMCHQ00001253	$77.96
	0031230	JMACAULEY01	JACK MACAULEY	11/28/18	ATB PRIMARY	PMCHQ00001253	$3,540.39
	0031231	JUBILEE01	RMA INSURANCE LTD	11/28/18	ATB PRIMARY	PMCHQ00001253	$94,557.09
	0031232	LANGLOISK01	LANGLOIS, KATHRIN	11/28/18	ATB PRIMARY	PMCHQ00001253	$701.83
	0031233	LANGNESFARM01	LANGNES FARM LTD	11/28/18	ATB PRIMARY	PMCHQ00001253	$2,349.47
	0031234	LEMAYM01	LEMAY, MAURICE	11/28/18	ATB PRIMARY	PMCHQ00001253	$425.00
	0031235	MACKEN01	MACKENZIE MUNICIPAL SERVICES	11/28/18	ATB PRIMARY	PMCHQ00001253	$8,122.50
	0031236	MINDERLEINH01	MINDERLEIN, HERMANN	11/28/18	ATB PRIMARY	PMCHQ00001253	$506.00
	0031237	MORGAN01	MORGAN, TOM	11/28/18	ATB PRIMARY	PMCHQ00001253	$6,766.00
	0031238	NEWHARVEST01	NEW HARVEST MEDIA INC	11/28/18	ATB PRIMARY	PMCHQ00001253	$892.50
	0031239	NMETALIC01	NORTHERN METALIC SALES (GP) L	11/28/18	ATB PRIMARY	PMCHQ00001253	$205.62
	0031240	OUELLETA01	OUELLET, AMANDA	11/28/18	ATB PRIMARY	PMCHQ00001253	$315.00
	0031241	PETTY01	MCLAUGHLIN, MARLENE	11/28/18	ATB PRIMARY	PMCHQ00001253	$313.96
	0031242	PIEBIAKM01	PIEBIAK, MARTINE	11/28/18	ATB PRIMARY	PMCHQ00001253	$377.00
	0031243	PITNEYWORKS01	PITNEYWORKS	11/28/18	ATB PRIMARY	PMCHQ00001253	$2,100.00
	0031244	POETKERP01	POETKER, PAM	11/28/18	ATB PRIMARY	PMCHQ00001253	$217.00
	0031245	SAUDER01	1375816 AB LTD.	11/28/18	ATB PRIMARY	PMCHQ00001253	$6,952.49
	0031246	SCHWERDTS01	SCHWERDT, SHAWNA	11/28/18	ATB PRIMARY	PMCHQ00001253	$40.00
	0031247	SCOTTJ01	SCOTT, JOANNE	11/28/18	ATB PRIMARY	PMCHQ00001253	$74.75
	0031248	SOLARIS01	SOLARIS TRUCKING	11/28/18	ATB PRIMARY	PMCHQ00001253	$392.13
	0031249	SQUIRES01	SQUIRES, BARBARA	11/28/18	ATB PRIMARY	PMCHQ00001253	$502.75
	0031250	SRFLOORING	SPIRIT RIVER FLOORING LTD.	11/28/18	ATB PRIMARY	PMCHQ00001253	$122.01
	0031251	SRHMHW01	SPIRIT RIVER HARDWARE	11/28/18	ATB PRIMARY	PMCHQ00001253	$90.20
	0031252	TRIPLET01	904972 AB LTD.	11/28/18	ATB PRIMARY	PMCHQ00001253	$5,160.87

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0031253	WANTRUK01	WANHAM TRUCKING LTD	11/28/18	ATB PRIMARY	PMCHQ00001253	$3,575.30
0031254	WATINOL01	WATINO LADIES COMMUNITY CENTRE	11/28/18	ATB PRIMARY	PMCHQ00001253	$100.00
0031255	WENDLAND01	WENDLAND, DEANNE	11/28/18	ATB PRIMARY	PMCHQ00001253	$115.00
0031256	WINDFORD01	WINDSOR FORD	11/28/18	ATB PRIMARY	PMCHQ00001253	$5.65
0031257	YAREMK01	YAREMKO, PAUL & VICKY	11/28/18	ATB PRIMARY	PMCHQ00001253	$4,177.95

Total Cheques: 124 Total Amount of Cheques: $609,214.20

MINUTES OF A SUBDIVISION AND DEVELOPMENT APPEAL BOARD MEETING FOR BIRCH HILLS COUNTY HELD IN THE BIRCH HILLS SENIORS October 11, 2018

Present:	**Chairperson**	Steve McLaughlin
	Vice Chairperson	Cindy Trudel
	Member	Karen Egge
	Member	Herb Pfau
	Development Officer	Hermann Minderlein
		Alisha Mody
	Clerk	Shelley Braun
	Staff	Lucy Stevenson
	Appellant	Judy Hamilton
		Ervin Murray
		Ryan Squires
		Danialle Squires
		Dmitri Boychuk
		Marianne Boychuk
		B4 Farms Ltd
		George S. Albert
		Georgina H. Albert
	Developers	Trace Water Solutions Ltd
		Pat Carswell
		Errol White
Absent:		Steve McLaughlin

CALL TO ORDER: **Vice Chairperson Cindy Trudel** called the meeting to order at 1:32 p.m.

Moved by Vice Chairperson Trudel to amend the agenda by adding Election of a Chairperson due to her inability to preside at the meeting of the Board.

Carried

Moved by Member Trudel to appoint Karen Egge as chairperson.

Carried

Moved by Cindy Trudel to approve the amended agenda.

Carried

NEW BUSINESS

SDAB-02-18-19
Appeal of Development Application DP-22-18-19

Appeal of Development Permit Application No. DP-22-18-19 as applied for by Trace Water Solutions Ltd.

Chairperson Egge asked the clerk if the Notice of Appeal had been provided to all parties. Shelley Braun confirmed all appellants received the Notice of Appeal.

Chairperson Egge asked the appellants if they had any objection to any board members hearing the appeal. Judy Hamilton, Ervin Murray, Ryan Squires, Danialle Squires, Dmitri Boychuk, Marianne Boychuk, George S. Albert and Georgina H Albert advised they had no objection to any member of the Subdivision and Development Appeal Board.

Introduction of the Appeal

Hermann Minderlein, Development Officer (DO) presented his October 11, 2018 letter **(Exhibit 2)** which refers to MGA Section 619(2). Advice received from both Municipal Affairs and Reynolds Mirth Richards & Farmer LLP was to request the board adjourn this hearing until such time as a decision regarding this project is made by the Alberta Energy Regulator (AER). It is the County's position that the appellants would be best served by participating in the AER process, and that once a decision is made by the AER, the SDAB be reconvened to consider those matters that are within their jurisdiction.

Alisha Mody, Manager of Planning from Mackenzie Municipal Services Agency elaborated on the DO Exhibit 2 letter regarding the SDAB options. Any AER decisions trump municipal decisions made today.

Developer Pat Carswell confirmed the permit completion deadline is 100 days with a full public consultation process included. The current permit will be resubmitted October 12 with some requested reformatted information.

SDAB hearing took a 15 minute recess at 1:56 p.m. SDAB hearing reconvened at 2:15 p.m.

Member Trudel motioned to adjourn to a date no

later than 30 calendar days from notification of AER decision to the applicate or earlier if determined by the County.

Defeated

Appellants indicated unanimous opposition to the motion.

Mr. Larry Horseman spoke as an affected party.

Presentation of anyone who wishes to speak in favour of the appeal

Development Officer Minderlein clarified the adjournment process.

Alisha Mody clarified the SDAB decision options regarding today's hearing.

Presentation of anyone who wishes to speak in opposition of the appeal

Appellant Boychuk wishes to speak today.
Appellant Horseman wishes to speak today.

SDAB hearing took a 15 minute recess at 2:28 p.m.
SDAB hearing reconvened at 2:45 p.m.

Chairperson Egge discussed the following items:
- AER is reviewing the Trace Water Solutions proposal
- Reiterated the motion to adjourn
- Entertained audience feedback
- The Board may consider/hear Appellants appeals today
- If Appellants present today, the Board may make a decision or adjourn
- If the Board adjourns, presentations would not be reheard, summary or final comments only

Alisha Mody clarified that development must comply with Land Use Bylaw, Municipal Development Plan and Subdivision and Development Regulation.

Judy Hamilton spoke regarding her concerns in opposition of the Development.

Ervin Murray spoke regarding his concerns in opposition of the Development.

INITIALS: Chairperson:

Development Officer:

Ryan Squires spoke regarding his concerns in opposition of the Development.

Presentation of Appellant

Dimitri and Marianne Boychuk spoke on behalf of personal concerns as well as B4 Farms Ltd concerns in opposition of the Development and presented **Exhibit 3 and 4.**

SDAB hearing took a 10 minute recess at 4:50 p.m.
SDAB hearing reconvened at 5:00 p.m.

George and Georgina Albert spoke regarding their concerns in opposition of the Development.

Larry Horseman spoke regarding his concerns in opposition of the Development.

Presentation of Developer

Pat Carswell with Trace Water Solutions spoke regarding areas of concern indicated by the Appellants.

SDAB hearing took a 10 minute recess at 7:00 p.m.
SDAB hearing reconvened at 7:10 p.m.

Chairperson Egge reintroduced the previous motion.

Member Pfau motioned to adjourn to a date no later than 30 calendar days from notification of AER decision to the applicate or earlier if determined by the County.

Carried

The following exhibits were presented during the hearing and form part of the record:

- Exhibit 1 - Rycroft Alternative Water Hub Facility – D58 Waste Management Facility Application
- Exhibit 2 – Letter advising Board adjourn this hearing
- Exhibit 3 – MGA Division 12 Bylaws, Regulations Section (4)(c)
- Exhibit 4 – Photograph of subject property view from B4 Farms Ltd

INITIALS: Chairperson: KE

ADJOURNMENT

Being that there was no further business, Chairperson Karen Egge recessed the meeting at 7:15 p.m.

Karen Egge
Karen Egge
Chairperson

Hermann Minderlein
Development Officer

INITIALS: Chairperson: KE.

Development Officer:

September 20, 2018

Ryan Squires
RR1, Woking, AB
T0H 3V0

CAO of Birch Hills County
4601 - 50th Street
Wanham, AB T0H 3P0

To the CAO and Council of Birch Hills County,
I am writing to express my concern with an action that the council took early this summer.
As you may know, my wife and I and several of our neighbours have concerns over a proposed Oilfield Waste Management Facility that has been planned within a mile of our home and farm. While many of our concerns have been outlined both in our appeal of the development permit and our statement of concern submitted to the AER, there is one further concern that I have been instructed by the office of Alberta Ombudsman to direct to specifically to the CAO, and I have chosen also to include the council. I am concerned about the actions of council back in June to amend Land Use Bylaw No. 02-08 to include under "agricultural use" projects that fall under "waste management facility-major and minor."

As I understand, Trace Water Solutions made their application in May 2018, and council amended the bylaw in June 2018 to allow for their specific type of project to be allowed on agricultural lands. When the information was posted regarding this amendment, we, and concerned others, took no notice, as we didn't understand the context for such an amendment. I never would have imagined that a county would change the definition of "agricultural" to include an "Oilfield Waste Management and Alternative Water Hub Facility." Such a amendment is at best disingenuous and, at worst, simply deceitful. The proposed project has absolutely nothing to do with agriculture. No aspect of it is agricultural. The traffic volume created by it is not comparable to any agricultural operation that I know of. The toxins and gasses in the produced water are in no way agriculture related. Even the name of the project on the development permit specifies "oilfield."

I believe that the motivation for this amendment was to bypass Division 12-692-4 of the Municipal Government Act, which requires the municipality to:
(a) include in the notice described in section 606(2)
 i) the municipal address and the legal address of the parcel of land, and
 ii) a map showing the location of the parcel of land
(c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land

It is my conviction that the board bypassed proper rezoning or repurposing of land under the municipal government act by making an illogical and disingenuous amendment to the Land Use Bylaw with the specific intent to benefit a specific development project instead of following reasonable procedure.

The analogy that I have developed for understanding what happened here is that this is similar to if I wanted to open a restaurant on my agricultural land. If, instead of having to apply for rezoning as commercial land use and follow all the requirements as stated above, all I had to do was appeal to the county to amend the Land Use Bylaw to include a "food upgrading facility" that would be unfair and misleading to my neighbours. The facility would clearly not be agricultural in nature and would bring with it all kinds of activity (traffic, increased number of people in the area, food waste, certain types of pollution, etc) that should not be classified under "agricultural."

The same has happened in this instance. We have been reassured by council and by Trace Water Solutions that everything will be done by proper standards and requirements but have certain doubts about these reassurances. When we investigate the process that they have followed and find this kind of apparent changing of the rules it certainly undermines our trust in our council or in the system. It doesn't help that while these bylaws were being amended, we were asking for information about Trace's project from the county, and were being told that the county had no knowledge of this project and were not involved with Trace's activities. The timeline of events seems to contradict that claim.

In the end, we are left with many questions about how this has transpired. How does "agricultural" land use designation in this case effect taxes, environmental issues, traffic or road conditions, or other factors. There may or may not actually be any impact on these areas by the amendment, but in my eyes, it bypassed what should have been due process and undermined my faith in council to act honestly and in the best interest of citizens. We continue to have concerns about the impact that this development will have on our property and way of life here in the Kakut Valley, concerns that are shared by many of our neighbours. While I am excited about the opportunity for development in our county, the technologies being developed by Trace, and the potential for water recycling, I am convinced that this location of this project is the wrong one.

If I have misunderstood any part of this issue, I would be happy to be corrected, as I am interested in finding out the truth in this matter, and sincerely want what is best for my family, the land, the Kakut Lake area, and the County of Birch Hills.

Sincerely,

Ryan Squires

November 9, 2018

Mr. Ryan Squires
RR # 1
Woking, AB T0H 3V0

Dear Mr. Squires:

RE: Your Letter dated September 20, 2018

Thank-you for your letter, and please accept my apologies for not having responded sooner.

With regard to your concerns related to the amendment of the Bylaw Number 02-08, the "Birch Hills County Land Use Bylaw", I would like to offer the following details.

Birch Hills County was initially approached to determine the process required for the development permit that was eventually submitted by Trace Water Solutions. Upon reviewing the land use Bylaw, it was discovered that there were no lands specifically classified as "Rural Industrial (RI) District" nor were there any "District Rules" included in Section 11 of the Bylaw for a "Rural Industrial (RI) District".

Staff were consulted, and it was determined there had never been a need to identify or designate a specific area or areas within the County as a "Rural Industrial (RI) District", and that many of the of uses usually listed as "Permitted" or "Discretionary" within such a district had been included and approved as "Discretionary" uses within the "Agriculture (A) District". These include uses such as, but not restricted to, "gas plant", "landfill (sanitary)", "natural resource extraction industry – open or covered storage of goods, equipment, vehicles or machinery", "planer mill", "public utility", and "removal of topsoil".

The initial information I had been provided is that projects such as the one proposed would normally have been considered as being included under "natural resource extraction industry", and been processed and approved.

I did not feel comfortable with this, and conducted my own research into other rural municipalities that did not have large tracts of rural lands dedicated to industrial use, but that had included use(s) for similar types of projects as the one being proposed by Trace Water Solutions. My research came up with similar uses including the following examples:

Kneehill County Land Use Bylaw # 1718

Waste Management Facility, Major: "means a site used primarily for the storage, processing, treatment and disposal of solid and/or liquid wastes, which may have adverse environmental impact on adjacent sites by virtue of potential emissions and/or appearance. Typical uses include sanitary landfills, garbage transfer and compacting stations, recycling facilities, incinerators, sewage lagoons, wrecking and scrap metal yards, and similar uses."

Waste Management Facility, Minor: "means a site used for the storage, recycling, disposal and filling of clean clay, waste concrete and paving materials, non-noxious scrap building materials, and similar non-hazardous wastes which normally do not generate any environmental pollution to the site and surrounding lands. This includes a dry waste site."

Permitted in Agricultural or Industrial Districts

Athabasca County Land Use Bylaw # 014-2016

Waste Management Facility: "means a site used primarily for the storage, processing, treatment and disposal of solid and/or liquid wastes, which may have adverse environmental impact on adjacent sites by virtue of potential emissions and/or appearance. Typical uses include sanitary landfills, garbage transfer and compacting stations, incinerators, sewage lagoons, wrecking and scrap metal yards, and similar uses. This use does not include recycling facilities."

Permitted in Rural Use, Light Industrial, and Heavy Industrial Districts

RM of Wood Buffalo – Land Use Bylaw # 99/059 as amended by Bylaw No. 17/014

Waste Management Facility: "means a sanitary landfill, modified sanitary landfill, hazardous waste management facility or dry waste site approved or registered pursuant to the Environmental Protection and Enhancement Act for the processing, treatment, storing, recycling or landfilling municipal, hazardous or industrial waste, but does not include an automobile wrecker."

Permitted in Business Industrial, Urban Expansion, and Rural Districts

Based on these findings, I determined that the definitions included by Kneehill County best met the requirements of the situation, and following consultation with others employed in similar positions in the province, drafted Bylaw Number 2018-06, presented it for first reading on July 12, 2018, and following advertisement and a public hearing

related to the Bylaw, it was provided to Council for second and third readings and signed on August 9, 2018.

There was never any intent to be "disingenuous" or "deceitful" during this process. County staff and I were attempting to work with a developer interested in pursuing an opportunity in the County, and provided the same level of support that would have been provided to other applicants for other developments.

Trace Water Solutions were being very upfront regarding their plans and held an Open House at Kakut Lake to provide information and address concerns regarding the project, and a presentation to Council to provide information to those members unable to attend the open house and answer any questions they may have had.

The application for a development permit submitted by Trace Water Solutions on July 10, 2018 for their project was provided to the Municipal Planning Commission for consideration on August 14, 2018, and was provided approval effective September 11, 2018 provided that no appeals were received. This information was advertised in "The Signal" on August 21, 28, and September 4, 2018, and as you are aware, appeals were submitted and that process is ongoing.

I trust this has provided you with the information you were looking for. Please feel free to contact me if you require any additional information, but please keep in mind that the matter is subject to a decision of the Subdivision and Development Appeal Board, and I will be restricted by this.

Sincerely,

Hermann Minderlein
Chief Administrative Officer
Birch Hills County

Cc: Birch Hills County Council

TO: Members of Council

FROM: Hermann Minderlein, CAO

RE: Report to Council – December 13, 2018 Regular Meeting of Council

SUBJECT: CAO Report

RECOMMENDATION: That Council designate Karen Egge as the Chair of the Central Peace Assessment Review Board.

That Council appoint Andrew Hicks from Saddle Hills County as the Designated Officer to act as the clerk of the Central Peace Assessment Review Board.

That Council direct Administration to work with the Administration of Birch Hills County's G5 partners to draft a bylaw for the formation of a Regional Subdivision and Development Appeal Board (SDAB) and to bring the draft to Council for review at a future Regular Council Meeting.

That Council direct Administration to prepare an RFD related to a G5 Intermunicipal Economic Development Advisory Committee (IEDAC) introduced at the December 11, 2018 G5 Meeting for the January 10, 2019 Regular Council Meeting.

That Council authorize the donation of $500 (or other amount) to subsidize a public retirement function for Dr Phillips currently planned to be held in Spirit River on the evening of Saturday, February the 23rd, 2019.

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

REPORT:

Some of the meetings and events I attended since the November 8, 2018Regular Council Meeting were as follows:

November 11 I attended the Remembrance Day event and Eaglesham, and placed a wreath at the Cenotaph on behalf of the County. As always, a very good services, well planned and attended. As a note, the County's wreath is showing its age and I will be arranging for a replacement with the Legion's Poppy Committee.

November 15 the G5 CAO's met to discuss some common concerns, and Council will have heard of some of these at the G5 meeting Tuesday evening. These included the requirement for each municipality to name a Clerk and Chairperson for the Regional Assessment Review Board, and the potential

for both a Regional Subdivision and Development Appeal Board (SDAB) and a G5 Intermunicipal Economic Development Advisory Committee (IEDAC).

November 19-22 I accompanied Council to the RMA Convention in Edmonton. Each of you will have your own report on the event, but my personal opinion was that the event was well laid out, but somewhat overshadowed by preparations and activities related to the Grey Cup. I believe our DRAP appeal presentation went very well, and that Reeve Manzulenko did an excellent job of presenting the County's case. I do not anticipate that we will hear anything on this until well into the new year.

December 2-3 I travelled to Edmonton to be part of the G5 and Grande Spirit Foundation presentation to Minister Sigurdson regarding the need for a new Seniors facility in the region. This was reported on at the G5, and I believe that it went very well and would hope that our efforts will be rewarded by a favourable announcement in the future.

December 4-5 I attended the Alberta Emergency Management Agency (AEMA) 2018 Stakeholder Summit in Edmonton. This was the events 10th anniversary, and it was the first time I had attended. It was well attended (sold out) and although the sessions I participated in were very informative, I will be registering early next year in order to get into the sessions that would have been more of a benefit to me. One of the hands-on demonstrations that I found very promising was an automated registration system being rolled out for emergency shelters and similar situations. This will be an easy to use system that will allow for quick and easy registration with fast access to information by those in need of the information.

December 11 as referred to earlier, I accompanied Council to the G5 meeting that was preceded by a Medical Centre Corporation meeting. I am including a request for several Resolutions that are related to information discussed at the meeting. One of the items brought up was Dr. Phillips' retirement function currently being planned for Saturday, February 23 in Spirit River. Discussion revolved around subsidizing event by about $500 per municipality, and this would allow tickets for the event to be approximately $10 per attendee which includes Supper. Council may wish to consider this request at this meeting in order to consider a commitment.

The team building event on November 14th was well attended, and appreciated by all. Staff have requested that I pass on their gratitude for not just this event, but for the jackets that were received and distributed.

Tenants have been found for the residence in Eaglesham. A lease has been prepared, and they will be moving in this weekend.

I will be leaving for Medicine Hat on December 15th, and will be returning to work on December 24th. Shelly will be the acting CAO in my absence, but as always, I will have my cell phone with me and access to my emails in the event of an emergency,

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

Councillor Joudrey's Report – November 8 – December 13, 2018

Central Peace Attraction and Retention Committee
November 14, 2018 at the Town Office in Spirit River

- Alberta Health Services reported that Dr. Wolfaardt's recruitment as the new doctor is looking very positive. Dr. Wolfaardt successfully passed her exams for Canada.
- Dr. Phillips attended the meeting to personally thank the committee for our recruitment efforts.
- Roxann Dreger reported that there is currently 3 vacancies for nursing staff at the hospital.
- Next meeting will be on December 12 at Spirit River Town Office at 7:00 p.m.

RMA Fall Conference
November 19 - 22, 2018 at The Shaw Conference Centre in Edmonton

- I will report verbally on this at the meeting with Council.

Peace Library Systems Meeting
November 24, 2018 at the PLS Administration Office in GP

- Please see attached for the Board Meeting Highlights

Innovative Crop Production Workshop - attended as a BHC Ag Service Board Member
December 5, 2018 at COCO Hall in Wanham

- Ag. Service Board Chair, Terry Carbone and myself attended this workshop.
- There was approximately 30 people in attendance
- Perennial Crops vs Annual Grains test plots from a Brenton Site and a Edmonton Site. The Perennial Rye stayed stronger and straighter for longer than the spring seeded annual. The stability of the crop was significantly more. The root study showed deeper and more abundant in the perennial. We are approximately 10 years down the road before we see this in the local fields. A seeded perennial field can expect to be productive for 3-5 years. The seed used in the test plots came from a research producer.
- Lana Shaw - SERF, Research Manager gave an informative talk on Intercropping - this is where companion crops are being seeded together with amazing results.
  For more information I recommend you follow her on Twitter at #intercropinnovators she can also be reached at 306-452-7253 and by email lshaw.serf@gmail.com

Grande Spirit Foundation - Full Board Meeting
December 7, 2018 at Lakeview in Clairmont

- The Board received $2000 in donations in memory of Claude Lagace. GSF made a motion to match donated funds and it has been decided to purchase benches with a plaque in his memory to be placed at Lakeview Senior Housing Complex.
- Judy Kokotilo-Bekkerus from the Town of Beaverlodge is the new GSF Chair and Alvin Hubert from Saddle Hills County is the Vice Chair.

- Minutes from June 22, 2018 Full Board Meeting attached.

- Next Management Meeting is January 25, 2018 at Pioneer Lodge

Councillor Joudrey's Report – November 8 – December 13, 2018

Birch Hills County Library Board AGM
December 10, 2018 at the Eaglesham School Library at 7 pm

- This was the BHC Annual General Meeting and they welcomed new board members Marina Gagne, Margaret Mesher and Denise Doran. Kylie Sommerville also attended and expressed her interest in being on the board. Lynne Laurin took the position as Chair, Marina Gagne as Vice Chair and Kylie Sommerville if approved as a member will be Treasurer.
- Lynne Laurin and Martine Piebiak are currently working on the Strategic Plan. The Thanksgiving Pie Fundraiser raised $1,000.00 after expenses. The Board will be hosting a Artisan Night on Wednesday, March 22, 2019 at the Tangent Hall and are looking for Artisans.

G5 Meeting
December 11, 2018 at the Rycroft Ag Plex

- I will report verbally on this at the meeting with the other Councillors.

Central Peace Attraction and Retention Committee Meeting
December 12, 2018 at the Spirit River Town Office at 7 pm

- I will report verbally on this meeting due to the fact it is tonight and I am submitting my report now.
- The next meeting will be held on January 9, 2019 - I am unable to attend.

Board Meeting Highlights
November 24, 2018

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

At the annual Organizational Meeting, elections were held for the Executive, Personnel, and Plan of Service Committees for 2018-2019. Carolyn Kolebaba (Northern Sunrise County) was elected Board Chair and Belinda Halabisky (County of Northern Lights) as Vice-Chair.

The Board reviewed the 2018 financial forecast. A surplus of about $105,000 is anticipated, which will all be transferred to capital reserves.

The Board approved the 2019 Operating Budget, which supports the new 2019-2021 Plan of Service. The budget includes an emphasis on technology training and marketing assistance for member libraries, support for library programming, more eBook purchases, and a number of strategies to extend library services to Indigenous communities.

The 2019 Capital Budget was approved. It includes the purchase of staff computers, Fortigate (SuperNet) equipment, a new phone system, and a vehicle for consultants, as well as the installation of barrier-free exterior and washroom doors.

The Board approved Future-Focused: Plan of Service 2019-2021. This three-year plan outlines goals and strategies in the following service areas: Training/Professional Development; Advocacy and Marketing; IT Support; Program Support; and Access to Resources. It was designed with the needs of member libraries and area residents in mind.

Revisions were approved to the following policies: Trustee Orientation; Meeting Room; Staff Recognition; Leave of Absence; and Public Access to the Internet Policy for Library Service Points.

The Board will nominate Beth Gillis (Town of High Level) as the Area 1 representative for the Alberta Library Trustees' Association, and Dianne Golob (Town of Fairview) as alternate. Elections will take place in early 2019.

The IT & Technical Services Manager reported that she has been assisting libraries in developing long range Technology Plans. Two staff members recently participated in Fortinet (firewall) training.

The Consulting Services Manager reported on a successful Rural Libraries Conference with 149 registered delegates, including 39 first time attendees. A new online resource for homework help called SOLARO is now available to library patrons throughout the region.

Quick Facts 2018

Population Served: 164,434
Members: 38 municipalities & 1 Métis Settlement
Member Public Libraries: 45
Contracting Schools: 50
Chair: Carolyn Kolebaba (Northern Sunrise County)
Director: Linda Duplessis

Present:

Carolyn Kolebaba, Chair	Northern Sunrise County
Lorrie Shelp	Big Lakes County
Denise Joudrey	Birch Hills County
Peter Frixel	Clear Hills County
Dianne Golob	Town of Fairview
Ray Skrepnek	MD of Fairview
Lindsay Brown	Town of Falher
Meesha Bainton	Town of Fox Creek
Tammy Brown	Grande Prairie Public Library
Linda Waddy	County of Grande Prairie
Tom Burton	MD of Greenview
Dennis Sukeroff	Town of Grimshaw
Beth Gillis	Town of High Level
Camille Zavisha	Village of Hines Creek
Sandra Miller	Village of Hythe
Brad Pearson	MD of Lesser Slave River
April Doll	Town of Manning
Philippa O'Mahony	Town of McLennan (Teleconference)
Cheryl Novak	Village of Nampa
Belinda Halabisky	County of Northern Lights
Brendan Powell	MD of Opportunity
Reta Nooskey	Paddle Prairie Métis Settlement
Sandra Eastman	MD of Peace
Roxann Dreger	Village of Rycroft
John Moen	Saddle Hills County
Isak Skjaveland	Town of Sexsmith
Harry Ezio	Town of Spirit River
Elaine Garrow	MD of Spirit River
Raoul Johnson	MD of Smoky River
Anna Underwood	Town of Wembley

Regrets:

Chris Thiessen	City of Grande Prairie
Elaine Manzer	Town of Peace River
Jessica Juneau	Town of Rainbow Lake
Joy McGregor	Town of Slave Lake
Tanya Boman	Town of Valleyview
Vacant	Village of Berwyn
Vacant	Village of Donnelly
Vacant	Village of Girouxville

Absent:

Gena Jones	Town of Beaverlodge
Marie Brulotte	Town of High Prairie

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

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

GRANDE SPIRIT FOUNDATION FULL BOARD MINUTES
Amisk Court, 1026 4 Ave, Beaverlodge AB
Friday June 22, 2018

Present:	Judy Kokotilo-Bekkerus	Town of Beaverlodge
	Denise Joudrey	Birch Hills County
	Elaine Garrow	MD of Spirit River
	Roxie Rutt	MD of Greenview
	Clyde Blackburn	City of Grande Prairie
	Alvin Hubert	Saddle Hills County
	Joanne Chelick	Village of Rycroft
	Denise Skoworodko	Town of Spirit River
	Corey Beck	County of Grande Prairie
Administration:	Steve Madden	General Manager
	Kelsey Edginton	Executive Assistant
	Nana Debrah	Finance Manager
Absent:	Claude Lagace	Town of Sexsmith
	Cory Gundersen	Town of Wembley
	Brian Peterson	Village of Hythe

1. CALL TO ORDER
J. Kokotilo-Bekkerus called meeting to order at 10:05 am

2. CHANGES AND OR ADDITIONS TO AGENDA
Add 6.3 Signing Authority for General Manager and 6.4 Flag Protocol

3. APPROVAL OF AGENDA
RESOLUTION # 1141 – Moved by J. Chelick to accept the agenda with additions. CARRIED

4. APPROVAL OF MINUTES – Full Board Meeting March 15, 2018
RESOLUTION # 1142 – Moved by D. Joudrey to approve the minutes of March 15, 2018 meeting. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS
6.1. RFD – Signing Authority
There has been a change to the Payroll/HR position, which has resulted in a change of signing authority. The temporary Finance Manager is also leaving, effective July 6, 2018, so that signing authority needs to change as well.
RESOLUTION # 1143 – Moved by A. Hubert to approve removing Raylene Lacroix, effective immediately, and Nana Debrah, effective July 6, 2018 from signing authority. CARRIED
RESOLUTION # 1144 – Moved by D. Skoworodko to approve adding Terril Olson, effective immediately, to signing authority. CARRIED

6.2. RFD - Lakeview Elevator Contract
The five elevators in Lakeview were installed by and have been monitored by Otis over the past year. A contract term us required to secure Otis's continued service. Otis has provided a cost of $2,750 per month to continue this service.
RESOLUTION # 1145 – Moved by J. Chelick to approve the five-year agreement, ending December 31, 2023, with Otis to provide elevator servicing for Lakeview. CARRIED

DRAFT

6.3. Signing Authority for General Manager

The board would like to see General Manager Madden with signing authority when it comes to matters on probate, when someone has the Grande Spirit Foundation in their will.

RESOLUTION # 1146 - Moved by C. Blackburn to approve General Manager Steve Madden to have signing authority. CARRIED

6.4. Flag Protocol

There has been some concern from residents regarding the flags throughout the Grande Spirit Foundation. Some research was done to determine that the flag poles do not need to be different heights. This information will be shared with the residents of Lakeview and more research will be done so consistency throughout the facilities can happen.

RESOLUTION # 1147 – Moved by C. Beck to approve administration to research more flag protocol for consistency within the Grande Spirit Foundation. CARRIED

7. UNFINISHED BUSINESS:

7.1 RFD – 2019-2021 Business Plan

The draft business plan was presented to the Management Committee at their regular meeting on May 25, 2018. The Major Capital Projects submission was also presented to the board for approval. The Major Capital Projects includes Amisk Court Expansion, Sexmsith Houses and the new seniors facility in Spirit River.

RESOLUTION # 1148 – Moved by R. Rutt to accept the 2019-2021 Business Plan as presented. CARRIED

RESOLUTION # 1149 – Moved by D. Skoworodko to accept the Major Capital Projects submission as presented. CARRIED

7.2 RFD – 2019 Budget

The 2019 budget was reviewed by the Management Committee at their May 25, 2018 meeting at which they approved recommendation for a 5% increase in municipal requisition to the operations budget and a $10 rental increase for lodge units effective July 1, 2019 and residents will be notified in advance of this increase.

RESOLUTION # 1150 – Moved by J Chelick to approve the 2019 Lodge Budget as presented, that includes a 5% Municipal Increase, a $10 rental increase for lodge units effective July 1, 2019 and to transfer $25, 117 from accumulated surplus to reserve transfers. CARRIED

RESOLUTION # 1151 – Moved by J. Chelick to approve the 2019 Provincial Budget as presented. CARRIED

RESOLUTION # 1152 – Moved by D. Joudrey to approve the 2019 Rate Sheet and Administration Rate Sheet as presented. CARRIED

RESOLUTION # 1153 – Moved by J. Chelick to approve the 2019 Seniors Apartment Rent Ceilings as presented. CARRIED

RESOLUTION # 1154 – Moved by R. Rutt to approve $317,427 to be transferred from reserve account to operating account for lakeview 2019 operating deficit. CARRIED

8. CORRESPONDENCE:

8.1 Seniors Income April 2018

At the Management Committee Meeting on May 25, 2018 there were a few questions regarding the breakdown of seniors' income. The attachment from the provincial website shows the breakdown of what they are paid each month.

8.2 Donation Letter

A Thank you letter to the Rotary Club of Grande Prairie for the donation they gave to Wild Rose Manor.

8.3 Affordable Housing Energy Savings Plan

This is a program to help reduce energy consumption which GSF is currently looking into for James Manor, Pioneer Lodge and Poplar Ridge Apartments for window and door replacements.

RESOLUTION # 1155 – Moved by D. Joudrey to accept all correspondence as presented. CARRIED

DRAFT

9. REPORTS
   9.1 General Manager Report
   Landscaping at Lakeview is almost complete with a few things left. Lakeview has had 39 move-ins so far in 2018. Telus has been working at Wild Rose Manor and Lakeview and will be starting at Heritage in mid-July. Lakeview is expected to be completed in August 2018.
   9.2 Portfolio Report
   Report provided in package prior to meeting, includes turnover statistics and current resident statistics.
   9.3 Finance Report
   Report provided in package prior to meeting. Everything is on budget for the end of May 2018.
   9.4 Maintenance Report
   The Fire Sprinkler System is almost complete, except for the bulkheads. Nurse Call system is being reviewed and a tender package is being created. Pleasantview Bathtub is being installed this week.
   RESOLUTION # 1156 – Moved by D. Skoworodko to accept all reports as presented. CARRIED

   Recessed at 11:03 am
   Returned at 11:30 am

10. ROUND TABLE
    Friends of the Foundation Golf Tournament raised $6,600 and the annual garage sale raised over $9,000. The annual Harvest Dinner will be held on October 20, 2018. The Hospital Foundation is wanting to coordinate with GSF for stockings for seniors at the Festival of Trees. This information will be passed along to the Friends of the Foundation Coordinator Wendy.

11. IN CAMERA – *no items*

12. NEXT MEETING:
    12.1 Management Committee Meeting – August 24, 2018 – Pleasantview Lodge

13. ADJOURNMENT:

_____ _____
Claude Lagace, Board Chair *Date*

_____
Steve Madden, General Manager

DRAFT

Annual General Manager's Report
Date: Annual Summary 2018

1. Clients
    a. Lakeview – Building construction was considered completed in May 2017 and warranty to May 2018. A few update items that were outside of the original planning were required and completed into 2018 including electrical, water pressure, landscaping, staffing and technology updates. A few items are being completed or ordered to accommodate the volume of residents and staff identify essentials for this number
    b. Telus – Telus has completed installation of their fiber and providing TV service in Lakeview, Wild Rose Manor/Villa, Heritage Lodge, and Pioneer Lodge. We will continue to work with Telus for future considerations for their fiber services at our locations
    c. Annual Resident Assessments –auditors from Alberta Seniors and Housing indicated GSF was required to complete Annual Resident Assessments to be compliant. In 2018 all resident assessments were completed.
    d. Medical Assistance in Dying (MAID) – a resident has completed the required application process and cared for through Alberta Health Services as part of their medical assistance program. In Canada, MAID was approved in 2016 to be completed for persons by qualified doctors under AHS within their homes. This is a medical procedure under AHS that is cared and completed under their guidelines
    e. Bequeath – GSF received funds from the estate of a person from our community. The request was to have the funds put into the needs of seniors under our finance planning and will be directed to Friends of the Foundation to plan future use.
    f. Smoking Policy – residents requested GSF develop a policy to discontinue smoking within apartments. This policy has been updated and submitted to full GSF board for approval.
    g. Resident/family council meetings with staff ongoing through all GSF locations. Review of findings to be provided at the January 2019 board meeting.

2. Capacity/Facilities
    a. Lakeview Vacancy - As of the submission of this report, Lakeview has reached 90% occupancy and continues to draw interest from candidate residents interested in this facility.
    b. Debolt – ASH has had ongoing discussion with the County of Greenview representatives regarding the future of the eight-plex seniors facility
    c. Hythe Pioneer Homes – in 2018 the board moved to end the agreement and pay HPH a onetime payment. The agreement has been canceled and the payment was sent in late winter 2018
    d. Sexsmith family housing project – submitted to ASH in 2018 for funding request.
    e. G5 project (Spirit River Seniors Facility) – business plan completed via consultant in 2018. This plan and 2017 Needs Assessment for this project were both submitted to the province in June 2018
    f. Clairmont Duplex – sold to Mountain Plains as per board motion
    g. GSF is working with the MD of Spirit River on an agreement for bus services for board review
    h. GSF insurance review nearing completion
    i. Amisk Court – Bennett Architects completed draft version of the expansion for this facility. Project items were submitted to the province requesting funding for this capital project in June 2018

Annual General Manager's Report
Date: Annual Summary 2018

j. Vision Concepts – ongoing meetings – interest in building two senior's apartment buildings in City of GP with GSF to manage in future. Ongoing meetings to support their effort

3. Human Resources/Training
    a. Safety Audit – in 2018 GSF hired an external safety auditor who completed an organization wide audit. GSF scored 96% on this audit. Also, during 2018, the board redirected the GSF WCB refund to staff in recognition of their commitment to our safety program.
    b. WCB – occupational injury service (OIS) program – added to our WCB program. This program provides expedited access for staff to doctors to receive treatment quickly assisting recovery
    c. OH&S health and safety committee(s) – as per the 2018 OH&S act changes, GSF now has a formal OH&S committee established and has updated all our safety materials to reflect changes by the Canadian Care Safety Association. Many thanks to staff for their hard works on this project
    d. Summer students (3) hired through the Canada Student Program assisted capacity.
    e. Employee Benefits plan review – continues into 2019 as we review different service providers

4. Communications/Technology
    a. Social Media and Webpage -the Friends of Foundation (FOF) have been working with a facebook page and having great success. The page allows FOF to work with events, source volunteers and highlight donations and successes. Our webpage had received various updates this year and will continue to see updates as we move through 2019
    b. Housing management software – staff continue to review internal software capabilities and news options such as Yardi, which is used by various HMB's throughout the province. Once review is completed staff will determine future needs/changes required

5. 2019 Considerations
    a. GSF Regional Needs Assessment - Over the year GSF recognized the need to pursue a Regional Needs Assessment that covers Seniors and Family needs. The scope of work is under development and we hope to have a consultant in place in late 2018. Completion of this will allow GSF to look closer at future business plans that match the need for different locations
    b. Changes to Carbon Tax - as per the 2017 ministerial order, GSF was required to apply a carbon levy to all residents (max was $5 per month – exception was direct to tenant supplement program). This levy was included within the resident assessments. The carbon levy collected by GSF is expected to increase to $8, subject to government changes
    c. Vacancies and large Capital Projects – GSF continues to see turnovers through the year. In 2018 the average age for apartment was 72 and the average age for lodge was 82. In 2018, the age of baby boomers reached 54-74 years. Vacancies are expected to be low, however will be continually monitored. Additional to this, GSF will need to continue to pursue funding for the G5 and Beaverlodge projects. GSF recognizes the need for extra SL2 and different levels of care for persons needing levels 3, 4 and 4D support
    d. Change in provincial government and policies. 2019 is an election year for provincial government. May require reconnections and new opportunities identified for GSF projects.

Annual General Manager's Report
Date: Annual Summary 2018

e. Ongoing support to Friends of the Foundation to assist with fundraising activities
f. Capital Suite Renewal = in 2018 ASH requested HMB's access their Suite Renewal program instead of utilizing operating funds. This will provide reductions in future provincial operating budgets.
g. 2019 Business Plan – completion required by June 30, 2019

GM Vacation Days

Christmas break – (3 days) – Maintenance Manager, Wes Jacobs, will be covering

Grande Spirit Foundation

Total Portfolio

November 30, 2018

Total Portfolio

	# Units	# Empty	Present Occ.	Move In	Move Out	Moves YTD
Seniors Lodge	427	30	456	168	111	279
Seniors Apartment	270	13	284	67	55	122
Fam Hsg Direct Rental	61	4	158	9	11	20
Rent Supplement	306	54	465	58	40	95
Direct Rent Supplement	142		336			
	1206	101	1699	302	217	519

Seniors Lodge

	Location	# Units	# Empty	Present Occ.	Move Ins	Move Outs	Moves YTD
Pioneer	Grande Prairie	48	2	50	13	12	25
Heritage	Grande Prairie	72	2	71	18	20	38
Wild Rose	Grande Prairie	74	1	80	24	23	47
Pleasantview	Spirit River	42	3	41	18	19	37
Wild Rose Villas	Grande Prairie	41	0	49	9	8	17
Lakeview Lodge	Clairmont	72	19	60	33	19	52
Lakeview Villa	Clairmont	78	3	105	53	10	63
		427	30	456	168	111	279

Seniors Apartment

	Location	# Units	# Empty	Present Occ.	Move Ins	Move Outs	Moves YTD
Aurora	Grande Prairie	30	0	30	11	10	21
James	Grande Prairie	21	0	21	8	6	14
Dieppe	Grande Prairie	71	3	72	16	15	31
Amisk	Beaverlodge	60	2	68	15	11	26
Martin Hein	Wembley	8	0	8	5	1	6
Sunset Homes	Sexsmith	18	0	22	1		1
Sunshine Plaza	LaGlace	12	0	17			0
Rose Haven	Spirit River	20	0	22	7	6	13
Potter Villa	Rycroft	8	1	9	2	2	4
Poplar Ridge	Wanham	8	2	6		1	1
Summerset	Eaglesham	8	5	3	1	3	4
Bezanson Senior Cottages	Bezanson	6	0	6	1		1
		270	13	284	67	55	122

Family Housing Direct Rental

Community	Location	# Units	# Empty	Present Occ.	Move Ins	Move Outs	Moves YTD
BFH (26)	Blodge/Wembley	10	1	25	1	2	3
GPFH (24)	Grande Prairie	21	2	52	6	8	14
GPFH (40)	Grande Prairie	19	1	51	1	1	2
SFH (27)	Sxmith/Clrmont	8	0	25			0
SRFH (29)	Spirit River	3	0	5	1		1
		61	4	158	9	11	20

Rent Supplement

	# Units	# Empty	Present Occ.	Move Ins	Move Outs	Moves YTD
Beaverlodge	5	1	5	3		
Grande Prairie	301	53	460	55	40	95
	306	54	465	58	40	95

Direct Rent Supplement Assistance

Currently Allocated (Units)	142	Currently Allocated (People)	336	Waitlist	41

Waitlist Information

	Seniors Lodges	Seniors Apts	Enhanced Apts	Family Housing
Total Households	37	84	32	383
Total People	45	97	43	852
Average Age	78	72	80	
Average Age Head of Household				41
Average Income	$33,234	$27,326	$41,840	$19,594
Average # Children				2.2
Having Employment Income				272
Single Parent Family				325
Some Disability				192

GRANDE SPIRIT FOUNDATION

Unaudited Statement of Income and Expenses
Department 2:7: Seniors Lodge Operations

10 Months Ended October 31, 2018

	Current Month	Current YTD	Budget YTD	Variance	Annual Budget	Remaining Balance	PerCent Expired
Revenue:							
Residential Revenue							
Rental Revenue - Apart	171,332.00	1,394,699.83	543,608.30	(851,091.53)	652,330.00	(742,369.83)	213.80
Rental Revenue	403,336.00	3,882,123.10	4,639,233.40	757,110.30	5,567,080.00	1,684,956.90	69.73
Laundry Services	4,400.00	42,744.72	41,666.70	(1,078.02)	50,000.00	7,255.28	85.49
Meal Services	9,941.85	93,999.80	67,083.40	(26,916.40)	80,500.00	(13,499.80)	116.77
Housekeeping Services	570.00	3,450.00	0.00	(3,450.00)	0.00	(3,450.00)	0.00
Transportation Service	150.00	1,717.00	1,666.70	(50.30)	2,000.00	283.00	85.85
	589,729.85	5,418,734.45	5,293,258.50	(125,475.95)	6,351,910.00	933,175.55	85.31
Donations & Fundraising							
Donations	897.00	71,164.12	0.00	(71,164.12)	0.00	(71,164.12)	0.00
Fundraising	0.00	9,504.43	0.00	(9,504.43)	0.00	(9,504.43)	0.00
	897.00	80,668.55	0.00	(80,668.55)	0.00	(80,668.55)	0.00
Recoveries							
Techncial Package Recove	4,673.00	36,732.83	0.00	(36,732.83)	0.00	(36,732.83)	0.00
Sundry Income	1,076.85	7,590.36	6,166.60	(1,423.76)	7,400.00	(190.36)	102.57
Carbon Levy Recovery	1,989.00	7,777.40	0.00	(7,777.40)	0.00	(7,777.40)	0.00
Cable Recovered	0.00	0.00	41,200.00	0.00	49,440.00	49,440.00	0.00
Parking	3,325.00	28,853.99	30,416.70	0.00	36,500.00	7,646.01	79.05
Maintenance Recovery	140.00	1,615.48	0.00	(1,615.48)	0.00	(1,615.48)	0.00
	11,203.85	82,570.06	77,783.30	(47,549.47)	93,340.00	10,769.94	88.46
Grants & Requisitions							
Operating Grants	314,383.75	1,554,460.00	1,297,940.00	(256,520.00)	1,557,528.00	3,068.00	99.80
Government Grants	0.00	18,000.00	12,500.00	(5,500.00)	15,000.00	(3,000.00)	120.00
Other Grants	0.00	83,800.00	0.00	(83,800.00)	0.00	(83,800.00)	0.00
Municipal Requisitions	0.00	1,115,058.00	929,213.20	(185,844.80)	1,115,055.90	(2.10)	100.00
	314,383.75	2,771,318.00	2,239,653.20	(531,664.80)	2,687,583.90	(83,734.10)	103.12
Administration							
Management Fees							
Total Revenue	916,214.45	8,353,291.06	7,610,695.00	(742,596.06)	9,132,833.90	779,542.84	91.46
Rent Subsidies:							
Expenses:							
Tax Expenses:							
Utilities:							
Electricity	30,458.01	290,165.35	275,500.00	(14,665.35)	330,600.00	40,434.65	87.77
Water and Sewer	1,233.94	114,874.09	175,333.40	60,459.31	210,400.00	95,525.91	54.60
Heating	14,300.28	167,206.15	258,333.40	91,127.25	310,000.00	142,793.85	53.94
Carbon Tax	3,302.67	44,296.22	44,416.70	120.48	53,300.00	9,003.78	83.11
Cablevision	(3,933.53)	45,411.33	107,416.60	62,005.27	128,900.00	83,488.67	35.23
Bundled Internet, Phone & Ca	369.85	54,196.80	0.00	(54,196.80)	0.00	(54,196.80)	0.00
Waste Removal	2,746.00	25,916.00	28,500.00	2,584.00	34,200.00	8,284.00	75.78
	48,477.22	742,065.94	889,500.10	147,434.16	1,067,400.00	325,334.06	69.52
Food, Housekeeping and Other Operating Expenses:							
Food Supplies	94,464.96	785,847.83	846,875.10	61,027.27	1,016,250.00	230,402.17	77.33
Non-Food Kitchen Supplies	4,749.01	43,205.82	37,916.70	(5,289.12)	45,500.00	2,294.18	94.96
Kitchen Housewares & Equip	1,163.34	11,631.55	11,550.10	(81.45)	13,860.00	2,228.45	83.92
Kitchen Equipment	433.35	9,019.24	14,675.00	5,655.76	17,610.00	8,590.76	51.22
Lifeline	714.00	10,589.00	11,666.70	1,077.70	14,000.00	3,411.00	75.64
Housekeeping Equipment	0.00	1,990.08	6,416.70	4,426.62	7,700.00	5,709.92	25.85
Housekeeping Supplies	6,783.81	62,475.03	75,000.00	12,524.97	90,000.00	27,524.97	69.42
Housekeeping Services	940.03	7,640.58	17,500.00	9,859.42	21,000.00	13,359.42	36.38
Safety Supplies	772.39	22,554.37	11,916.60	(10,637.77)	14,300.00	(8,254.37)	157.72
Linens	1,007.87	12,917.62	15,416.60	2,498.98	18,500.00	5,582.38	69.82
Resident Care Supplies	1,096.50	9,912.15	14,325.00	4,412.85	17,190.00	7,277.85	57.66
Van Operations	9.39	1,771.17	5,000.00	3,228.83	6,000.00	4,228.83	29.52
Resident Awards/Activities	1,023.50	9,396.78	13,825.00	4,428.22	16,590.00	7,193.22	56.64
Expended Fundraising	0.00	1,767.39	0.00	(1,767.39)	0.00	(1,767.39)	0.00
Expended Donations	0.00	6,853.14	0.00	(6,853.14)	0.00	(6,853.14)	0.00
	113,158.15	997,571.75	1,082,083.50	84,511.75	1,298,500.00	300,928.25	76.82
Maintenance Expenses:							
Security	4,564.15	31,770.90	24,983.40	(6,787.50)	29,980.00	(1,790.90)	105.97

GRANDE SPIRIT FOUNDATION

Unaudited Statement of Income and Expenses
Department 2:7: Seniors Lodge Operations

10 Months Ended October 31, 2018

	Current Month	Current YTD	Budget YTD	Variance	Annual Budget	Remaining Balance	PerCent Expired
Equipment Purchase	0.00	10,829.47	10,833.40	3.93	13,000.00	2,170.53	83.30
Maintenance Vehicles Operat	825.16	5,844.28	6,833.30	989.02	8,200.00	2,355.72	71.27
Maintenance Supplies	7,925.50	71,685.80	53,333.30	(18,352.50)	64,000.00	(7,685.80)	112.01
Building Service & Contracts	311.00	66,061.96	62,916.70	(3,145.26)	75,500.00	9,438.04	87.50
Heating Venting Plumbing Se	14,285.05	84,076.01	43,749.90	(40,326.11)	52,500.00	(31,576.01)	160.14
Appliance Repair	1,106.38	18,639.70	13,333.30	(5,306.40)	16,000.00	(2,639.70)	116.50
Electrical Systems	1,501.31	9,264.19	18,333.30	9,069.11	22,000.00	12,735.81	42.11
Elevators	921.03	14,460.45	15,750.00	1,289.55	18,900.00	4,439.55	76.51
Grounds Service & Contract	3,537.88	61,384.99	43,333.30	(18,051.69)	52,000.00	(9,384.99)	118.05
Painting Service & Contract	0.00	0.00	6,666.60	6,666.60	8,000.00	8,000.00	0.00
	34,977.46	374,017.75	300,066.50	(73,951.25)	360,080.00	(13,937.75)	103.87
Capital Expenses:							
Capital Modernization & Impr	0.00	33,800.00	83,333.20	49,533.20	100,000.00	66,200.00	33.80
Capital - Funded	46,780.00	734,077.14	0.00	(734,077.14)	0.00	(734,077.14)	0.00
Senior Development Project	0.00	930.00	0.00	(930.00)	0.00	(930.00)	0.00
Debenture	0.00	0.00	370,308.40	370,308.40	444,370.00	444,370.00	0.00
	46,780.00	768,807.14	453,641.60	(315,165.54)	544,370.00	(224,437.14)	141.23
Salaries and Benefits Expenses:							
Awards	171.96	2,132.65	8,454.20	6,321.55	10,145.00	8,012.35	21.02
Payroll Charges	90.17	13,469.70	51,683.30	38,213.60	62,020.00	48,550.30	21.72
Salaries-Administrative	28,837.88	317,711.03	306,767.50	(10,943.53)	368,121.00	50,409.97	86.31
Benefits-Administrative	4,152.23	51,779.53	53,900.00	2,120.47	64,680.00	12,900.47	80.05
Salaries-Food Services	80,104.40	853,408.31	806,116.60	(47,291.71)	967,340.00	113,931.69	88.22
Benefits-Food Services	8,854.16	90,321.59	107,204.30	16,882.71	128,645.00	38,323.41	70.21
Salaries-Resident Services	204,678.57	2,139,047.02	2,283,908.40	144,861.38	2,740,690.00	601,642.98	78.05
Benefits-Resident Services	29,545.88	293,088.14	332,695.80	39,607.66	399,235.00	106,146.86	73.41
Salaries-Maintenance Service	29,616.97	305,045.25	306,200.00	1,154.75	367,440.00	62,394.75	83.02
Benefits-Maintenance Service	2,986.84	37,351.79	38,416.60	1,064.81	46,100.00	8,748.21	81.02
	389,039.06	4,103,355.01	4,295,346.70	191,991.69	5,154,416.00	1,051,060.99	79.61
Administration Expenses:							
Long Term Interest	42,249.27	357,696.50	396,391.70	38,695.20	475,670.00	117,973.50	75.20
Communications/Advertising	4,383.04	21,182.98	14,916.60	(6,266.38)	17,900.00	(3,282.98)	118.34
Travel	711.05	6,326.34	7,916.80	1,590.46	9,500.00	3,173.66	66.59
Legal	0.00	3,016.60	0.00	(3,016.60)	0.00	(3,016.60)	0.00
Insurance	253.81	77,798.67	74,000.00	(3,798.67)	88,800.00	11,001.33	87.61
Conferences	0.00	0.00	8,333.50	8,333.50	10,000.00	10,000.00	0.00
Staff Training	2,430.00	12,136.08	10,833.30	(1,302.78)	13,000.00	863.92	93.35
Memberships	0.00	189.98	416.70	226.72	500.00	310.02	38.00
Equipment Purchase/Repair	224.97	8,439.71	7,500.10	(939.61)	9,000.00	560.29	93.77
Admin Deficit Share	0.00	187,539.24	297,366.20	109,826.96	356,839.45	169,300.21	52.56
Sundry	0.00	280.50	0.00	(280.50)	0.00	(280.50)	0.00
	50,252.14	674,606.60	817,674.90	143,068.30	981,209.45	306,602.85	68.75
Income	916,214.45	8,353,291.06	7,610,695.00	(742,596.06)	9,132,833.90	779,542.84	91.46
Expenses	682,684.03	7,660,424.19	7,838,313.30	177,889.11	9,405,975.45	1,745,551.26	81.44
Surplus / (Deficit)	233,530.42	692,866.87	(227,618.30)	(920,485.17)	(273,141.55)	(966,008.42)	253.67

GRANDE SPIRIT FOUNDATION

Unaudited Statement of Income and Expenses
Department 10:29;40: Provincial Departments

10 Months Ended October 31, 2018

	Current Month	Current YTD	Budget YTD	Variance	Annual Budget	Remaining Balance	PerCent Expired
Revenue:							
Residential Revenue							
Rental Revenue - Apart	15,041.00	149,130.00	0.00	(149,130.00)	0.00	(149,130.00)	0.00
Rental Revenue	163,704.00	1,570,964.04	1,671,583.40	100,619.36	2,005,900.00	434,935.96	78.32
Meal Services	8,238.00	72,546.00	75,833.30	3,287.30	91,000.00	18,454.00	79.72
Housekeeping Services	30.00	90.00	0.00	(90.00)	0.00	(90.00)	0.00
	187,013.00	1,792,730.04	1,747,416.70	(45,313.34)	2,096,900.00	304,169.96	85.49
Donations & Fundraising							
Donations	0.00	6,026.11	0.00	(6,026.11)	0.00	(6,026.11)	0.00
Fundraising	55.25	2,698.91	0.00	(2,698.91)	0.00	(2,698.91)	0.00
	55.25	8,725.02	0.00	(8,725.02)	0.00	(8,725.02)	0.00
Recoveries							
Sundry Income	150.00	1,112.10	0.00	(1,112.10)	0.00	(1,112.10)	0.00
Carbon Levy Recovery	1,691.00	5,996.14	0.00	(5,996.14)	0.00	(5,996.14)	0.00
Electricity Recovered	19,929.00	198,264.46	193,925.00	(4,339.46)	232,710.00	34,445.54	85.20
Parking	4,050.00	40,169.76	38,312.50	0.00	45,975.00	5,805.24	87.37
Maintenance Recovery	525.00	9,304.24	0.00	(9,304.24)	0.00	(9,304.24)	0.00
	26,345.00	254,846.70	232,237.50	(20,751.94)	278,685.00	23,838.30	91.45
Grants & Requisitions							
Administration							
Management Fees							
Total Revenue	213,413.25	2,056,301.76	1,979,654.20	(76,647.56)	2,375,585.00	319,283.24	86.56
Rent Subsidies:							
Expenses:							
Tax Expenses:							
Property Taxes and Leases	0.00	0.00	3,750.00	3,750.00	4,500.00	4,500.00	0.00
	0.00	0.00	3,750.00	3,750.00	4,500.00	4,500.00	0.00
Utilities:							
Electricity	26,741.47	269,495.03	267,916.70	(1,578.33)	321,500.00	52,004.97	83.82
Water and Sewer	2,552.76	138,558.83	154,166.70	15,607.87	185,000.00	46,441.17	74.90
Heating	12,885.08	137,554.15	191,583.10	54,028.95	229,900.00	92,345.85	59.83
Carbon Tax	2,303.79	25,320.39	29,750.10	4,429.71	35,700.00	10,379.61	70.93
Waste Removal	1,419.10	14,147.20	18,666.60	4,519.40	22,400.00	8,252.80	63.16
	45,902.20	585,075.60	662,083.20	77,007.60	794,500.00	209,424.40	73.64
Food, Housekeeping and Other Operating Expenses:							
Food Supplies	2,706.76	34,034.11	30,833.30	(3,200.81)	37,000.00	2,965.89	91.98
Non-Food Kitchen Supplies	277.72	2,431.86	2,500.00	68.14	3,000.00	568.14	81.06
Kitchen Housewares & Equip	0.00	74.17	416.70	342.53	500.00	425.83	14.83
Kitchen Equipment	144.45	1,278.40	2,500.00	1,221.60	3,000.00	1,721.60	42.61
Housekeeping Equipment	0.00	0.00	3,241.70	3,241.70	3,890.00	3,890.00	0.00
Housekeeping Supplies	277.94	4,390.57	5,041.50	650.93	6,050.00	1,659.43	72.57
Housekeeping Services	1,912.25	10,149.18	18,125.10	7,975.92	21,750.00	11,600.82	46.66
Safety Supplies	577.77	2,608.51	2,225.10	(383.41)	2,670.00	61.49	97.70
Linens	0.00	2,918.26	14,041.70	11,123.44	16,850.00	13,931.74	17.32
Resident Care Supplies	0.00	40.29	41.70	1.41	50.00	9.71	80.58
Van Operations	126.26	1,218.28	1,666.70	448.42	2,000.00	781.72	60.91
Resident Club Grants	0.00	780.00	1,275.00	495.00	1,530.00	750.00	50.98
Resident Awards/Activities	35.00	1,043.92	3,270.70	2,226.78	3,925.00	2,881.08	26.60
Expended Fundraising	0.00	481.94	0.00	(481.94)	0.00	(481.94)	0.00
Expended Donations	0.00	1,039.96	0.00	(1,039.96)	0.00	(1,039.96)	0.00
Bad Debts	400.00	2,764.36	4,166.60	1,402.24	5,000.00	2,235.64	55.29
	6,458.15	65,253.81	89,345.80	24,091.99	107,215.00	41,961.19	60.86
Maintenance Expenses:							
Security	2,760.63	24,336.13	19,537.10	(4,799.03)	23,444.48	(891.65)	103.80
Equipment Purchase	10,800.39	43,798.21	42,429.40	(1,368.81)	50,915.12	7,116.91	86.02
Maintenance Vehicles Operat	2,978.56	21,137.51	23,837.70	2,700.19	28,605.27	7,467.76	73.89
Maintenance Supplies	14,121.96	72,924.64	84,529.00	11,604.36	101,434.79	28,510.15	71.89
Building Service & Contracts	4,612.66	124,128.11	145,565.60	21,437.49	174,678.74	50,550.63	71.06
Heating Venting Plumbing Se	15,652.94	59,021.13	57,819.40	(1,201.73)	69,382.90	10,361.77	85.07
Appliance Repair	310.00	6,410.36	4,871.20	(1,539.16)	5,845.25	(565.11)	109.67
Electrical Systems	563.68	4,801.65	9,581.30	4,779.65	11,497.31	6,695.66	41.76

GRANDE SPIRIT FOUNDATION

Unaudited Statement of Income and Expenses
Department 10:29;40: Provincial Departments

10 Months Ended October 31, 2018

	Current Month	Current YTD	Budget YTD	Variance	Annual Budget	Remaining Balance	PerCent Expired
Elevators	0.00	8,224.07	12,626.30	4,402.23	15,151.56	6,927.49	54.28
Grounds Service & Contract	8,861.81	46,168.84	46,168.30	(0.54)	55,401.85	9,233.01	83.33
Painting Service & Contract	0.00	17,172.50	10,130.20	(7,042.30)	12,155.97	(5,016.53)	141.27
	60,662.63	428,123.15	457,095.50	28,972.35	548,513.24	120,390.09	78.05
Capital Expenses:							
Capital - Funded	0.00	28,700.00	0.00	(28,700.00)	0.00	(28,700.00)	0.00
Senior Development Project	0.00	4,980.00	0.00	(4,980.00)	0.00	(4,980.00)	0.00
	0.00	33,680.00	0.00	(33,680.00)	0.00	(33,680.00)	0.00
Salaries and Benefits Expenses:							
Awards	0.00	320.44	1,331.90	1,011.46	1,598.26	1,277.82	20.05
Payroll Charges	0.00	2,541.80	10,189.60	7,647.80	12,227.32	9,685.52	20.79
Salaries-Administrative	13,948.06	126,430.69	163,804.30	37,373.61	196,564.92	70,134.23	64.32
Benefits-Administrative	1,375.19	19,537.72	25,392.10	5,854.38	30,470.27	10,932.55	64.12
Salaries-Food Services	5,589.00	47,876.04	42,179.60	(5,696.44)	50,615.47	2,739.43	94.59
Benefits-Food Services	256.16	2,833.10	3,186.80	353.70	3,824.11	991.01	74.09
Salaries-Resident Services	12,726.51	154,788.27	166,524.30	11,736.03	199,829.16	45,040.89	77.46
Benefits-Resident Services	1,542.55	20,504.84	24,456.40	3,951.56	29,347.54	8,842.70	69.87
Salaries-Maintenance Service	33,859.00	364,086.28	358,550.90	(5,535.38)	430,260.97	66,174.69	84.62
Benefits-Maintenance Service	3,327.06	44,107.99	45,599.30	1,491.31	54,719.05	10,611.06	80.61
	72,623.53	783,027.17	841,215.20	58,188.03	1,009,457.07	226,429.90	77.57
Administration Expenses:							
Office Supplies	0.00	80.25	0.00	(80.25)	0.00	(80.25)	0.00
Communications/Advertising	1,650.86	16,126.37	16,583.50	457.13	19,900.00	3,773.63	81.04
Travel	1,214.62	10,686.02	13,224.90	2,538.88	15,870.00	5,183.98	67.33
Legal	0.00	50.00	1,250.00	1,200.00	1,500.00	1,450.00	3.33
Insurance	0.00	9,290.60	6,625.10	(2,665.50)	7,950.00	(1,340.60)	116.86
Conferences	0.00	0.00	2,500.00	2,500.00	3,000.00	3,000.00	0.00
Staff Training	0.00	2,423.10	3,058.30	635.20	3,670.00	1,246.90	66.02
Rent	0.00	0.00	53,666.70	53,666.70	64,400.00	64,400.00	0.00
Equipment Purchase/Repair	247.03	3,043.99	2,625.10	(418.89)	3,150.00	106.01	96.63
Admin Deficit Share	0.00	153,440.88	243,299.50	89,858.62	291,959.55	138,518.67	52.56
	3,112.51	195,141.21	342,833.10	147,691.89	411,399.55	216,258.34	47.43
Income	213,413.25	2,056,301.76	1,979,654.20	(76,647.56)	2,375,585.00	319,283.24	86.56
Expenses	188,759.02	2,090,300.94	2,396,322.80	306,021.86	2,875,584.86	785,283.92	72.69
Surplus / (Deficit)	24,654.23	(33,999.18)	(416,668.60)	(382,669.42)	(499,999.86)	(466,000.68)	6.80

Grande Spirit Foundation

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

November 30, 2018

Facilities Manager Report

- Nurse Call upgrades at WRV/Pioneer/Heritage are all well underway with completion scheduled for December 7, 2018
- Annunciator installation at Pioneer/WRM/PVL/Heritage was completed
- All old smoke and heat detectors have been replaced at PVL/Heritage/Pioneer/WRM
- Boilers at Heritage and Pioneer received high efficiency heating pumps
- Flag raising ceremony was held at Lakeview back in October, new garage has been put up, and landscaping was done back in August.
- Domestic water booster pump was installed at Lakeview
- Emergency call system has been installed at Lakeview
- Make up air furnaces were replaced at PVL
- Crawl space clean up and removal after last year's major floor at Dieppe Manor is completed.
- PVL Re-Roofing project is complete
- Switch over to Telus at Pioneer, Heritage, WRM, and Lakeview is complete
- Bulkhead project is underway. It is currently under review by our engineers and will be awarded in the next couple weeks. Interim acceptance date is still March 15/2019
- The HVAC upgrade has been awarded to G & M Plumbing. Some work has begun, all supplies needed have been ordered.
- Amisk Court (Beaverlodge): Lots of work on the go. Roof upgrade for the 3rd wing is completed, heat pump upgrade is finished, carpet replacement has been awarded to Nufloors, project is almost finished. A kick off meeting with SNC Lavalin for the Fire Panel upgrade is being arranged, with work getting underway shortly.
- 26-01 (Beaverlodge) house renovation has been awarded to Trend Home Improvements, work is around 50% completed.
- Poplar Ridge (Wanham) #03 suite renovation has been awarded to Tri-Blue Construction as of November 15, 2018.
- 24-52 (GPFH) house renovation was out for tender. Bid closed on November 22, 2018 and is currently under government review.

GPRS:

- All units had roofs were re-shingled
- New HWT and furnaces were installed into all 17 units
- Window replacements for some of the units is underway at both the 7-Plex and the duplexes
- There was a new central vacuum system installed by the maintenance team at the 7-Plex
- A major renovation took place at MEM in a barrier free suite to convert the tub to a walk-in shower

A huge number of turnovers have also been completed in 2018. There have been 35 in family housing and 142 in seniors housing so far this year.