AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
FEBRUARY 27, 2020

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

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES

a. February 13, 2020, 2019 Regular Council Meeting Minutes (Page 3)

4. DELEGATIONS

9:30 a.m. a. Kevin Chrenek, Chrenek Dion & Associates of RBC Dominion Securities

10:30 a.m. b. Phil Smith Ravenhill - Closed Session see item 12.a
(Documentation to be provided at meeting) FOIP section 24(1)(b)(i)

5. COUNCILLOR REPORTS

a. Reeve Manzulenko (Ward 4)
b. Deputy Reeve Carbone (Ward 7)
c. Councillor Poetker (Ward 1)
d. Councillor Wendland (Ward 2)
e. Councillor Reum (Ward 3)
f. Councillor Duvall (Ward 5)
g. Councillor Joudrey (Ward 6) (Page 19)

6. CHIEF ADMINISTRATIVE OFFICER REPORT

a. CAO Report (Verbal)
b. CAO Action Log (Page 20)

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

a. Westvale Well (Page 34)
b. Snow Removal from Driveways for Medical Reasons (Page 36)

8. BYLAWS - Nil

9. NEW BUSINESS

a. **Council** –
   i. ICF Agreement - MD Greenview (Page 40)
   ii. Central Peace Attraction and Retention Committee TOR (Page 55)

b. **Administration** –
   i. 2020 Capital Budget – Addition of Chlorine Analyzer (Page 59)

c. **Emergency Services** - Nil

d. **Public Works** - Nil

e. **Agricultural Service -** Nil

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FEBRUARY 27, 2020
(CONTINUED)

10. FOR INFORMATION

11. CORRESPONDENCE

a. Letter received February 13, 2020 re Rycroft Merry Pioneers (Page 60)
b. Letter received February 18, 2019 re Big Lakes County Charity Golf Tournament (Page 61)
c. GSF revised Invitation (Page 64)

12. CLOSED SESSION

a. CAO Recruitment

NEXT REGULAR COUNCIL MEETING DATE – March 12, 2020

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

Absent

John MacArthur entered meeting at 9:00 a.m.

CALL TO ORDER

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

ADOPTION OF AGENDA

RC20-016 Moved by Councillor Poetker that Council adopt the agenda of the February 13, 2020 Regular Council meeting with the following addition:
6.a CAO Report Complete;
8.a Land Use Bylaw Amendment;
9.x Revised Terms of Reference IEDAC;
9.xi NAEL re Alberta Council moved to item 12.d;
9.xii Offer to Purchase Land in Eaglesham;
9.xiii Declaration of February 26th as “Pink Shirt Day”;
11.h GSF Invitation;
11.i Letter dated January 6, 2020 from Canadian Red Cross;
12.d Closed Session re NAEL Alberta Council FOIP section 16(1)(b); and
12.e Closed Session re Intermunicipal Collaboration FOIP16 (1)(b); and
12.f Closed Session Land FOIP 17(1).

CARRIED

ADOPTION OF MINUTES

Regular Council Meeting
January 9, 2020

RC20-017 Moved by Councillor Wendland that Council approve the minutes of the January 9, 2020 Regular Council Meeting as presented.

CARRIED

COUNCILLOR REPORTS

Reeve Manzulenko — No Report.

John Sinkwich entered meeting at 9:02 a.m.

Deputy Reeve Carbone — Deputy Reeve Carbone provided a verbal report to Council on the Water North Coalition meeting he attended via telephone conference in Wanham on January 16, 2020, the Northern Alberta's Elected Leaders meeting in Sexsmith on January 28, 2020 and the Senior Housing G5 announcement he attended in Edmonton on February 6, 2020.

DELEGATIONS

John MacArthur — John MacArthur delivered a verbal presentation to Council that focused on grading of access roads that run through the MD of Sprit River to his grazing leases and also presented on the potential benefits of a FireSmart program.

John MacArthur exited meeting at 9:34 a.m.

RC20-018 Moved by Deputy Reeve Carbone that Council accept the verbal presentation by John MacArthur on grading access and FireSmart program for information.

CARRIED

COUNCILLOR REPORTS CONTINUED

Councillor Poetker — No report.

Councillor Wendland — No report.

Councillor Reum — Councillor Reum provided a verbal report regarding the Central Peace Regional Waste Management Commission (CPRWMC) meeting he attended on January 13, 2020 in Rycroft and the Provincial Agriculture Service Board Conference he attended in Banff from January 21 to 24, 2020.

Councillor Duvall — Councillor Duvall provided a verbal report regarding the Provincial Agriculture Service Board Conference he attended in Banff from January 21 to 24, 2020 and an update from the M.D. Fairview about the possibility of the Peace Valley Conservation, Recreation and

Tourism Society's upcoming summer canoeing trip down the Peace River.

Councillor Joudrey

Councillor Joudrey provided a verbal report regarding the Grande Spirit Foundation meeting she attended in Grande Prairie on January 24, 2020.

Orvis Sorgen and Dimitri Boychuck entered meeting at 9:44 a.m.

RC20-019 Moved by Councillor Reum that Council accept the Councillors' Reports for information.

CARRIED

Meeting was recessed at 9:50 a.m.

Meeting was resumed at 10:00 a.m.

Dave Burake, Jenn Webber, Daryl Webber, Dale Murphy, Ag Parlee, Linda Murray, and Ervin Murray entered meeting at 10:00 a.m.

DELEGATIONS CONTINUED

Orvis Sorgen

Orvis Sorgen delivered a verbal presentation to Council that focused on the Westvale Well and the need for its water.

Dion Hynes Director of Public Works entered meeting at 10:04 a.m.

Dimitri Boychuck

Dimitri Boychuck delivered a verbal presentation to Council that focused on the Westvale Well and the need for its water.

Meeting was recessed at 10:35 a.m.

Dion Hynes DOPW, Orvis Sorgen, Dimitri Boychuck, Dave Burake, Jenn Webber, Daryl Webber,

Dale Murphy, Ag Parlee, Linda Murray, and Ervin Murray exited meeting at 10:35 a.m.

Meeting was resumed at 10:40 a.m.

RC20-020 Moved by Councillor Duvall that Council accept the verbal presentation by Orvis Sorgen on the Westvale Well for information.

CARRIED

RC20-021 Moved by Councillor Reum that Council accept the verbal presentation by Dimitri Boychuck on the Westvale Well for information.

CARRIED

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

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

RC20-022 Moved by Councillor Joudrey that Council receive the CAO's written report and verbal updates for information.

CARRIED

CAO Action Log

Council reviewed the CAO Action Log updated to February 10, 2020 provided in the Agenda Package.

RC20-023 Moved by Councillor Wendland that Council receive the CAO Action Log for information.

CARRIED

RC20-024 Moved by Deputy Reeve Carbone that Council table the matter related to Westvale Well item 7.b from the February 13, 2020 Regular Council meeting until later in the meeting.

CARRIED

UNFINISHED BUSINESS

Dion Hynes Director of Public Works entered meeting at 11:07 a.m.

Policy 37-02-20, the "Road Use Agreement Policy"

Council was presented with the draft Policy 37-02-19, a policy related to Road Use Agreements, that was originally presented to Council at the December 12, 2019 Regular Council Meeting.

Delegation John Sinkwich

RC20-025 Moved by Deputy Reeve Carbone that Council add to Agenda 4.c delegation John Sinkwich.

CARRIED

John Sinkwich delivered a verbal presentation to Council that focused on the draft Birch Hills County Policy 37-02-20, the "Road Use Agreement Policy".

RC20-026 Moved by Deputy Reeve Carbone that Council accept the verbal presentation by John Sinkwich on the Policy 37-02-20, the "Road Use Agreement Policy" as information.

CARRIED

John Sinkwich and Dion Hynes DOPW exited meeting at 12:05 p.m.

Meeting was recessed at 12:05 p.m. for lunch.

Meeting was resumed at 12:45 p.m. with no public present.

Dion Hynes Director of Public Works entered meeting at 12:45 p.m.

RC20-027 Moved by Councillor Poetker that Council Direct Administration to amend Policy 37-02-20, the "Road Use Agreement Policy" to change all four (4) trips per day to ten (10) trips per day as discussed.

CARRIED

RC20-028 Moved by Councillor Poetker that Council Direct Administration to amend Policy 37-02-20, the "Road Use Agreement Policy" to include the change that it would apply to arterial roads not main haul roads (routes).

DEFEATED

RC20-029 Moved by Councillor Poetker that Council Direct Administration to make the "Draft Road Use Agreement Policy" Policy 37-02-20 available to the public, and advertise that Council is seeking input and feedback from the public regarding that Policy.

CARRIED

RC20-030 Moved by Councillor Wendland that Council Direct Administration to bring the Policy 37-02-20, the "Road Use Agreement Policy" and input and feedback received from the public to the Regular Council Meeting on March 26, 2020.

CARRIED

RC20-031 Moved by Councillor Poetker that Council remove from the table the matter related to Westvale Well.

CARRIED

Westvale Well

Council was provided with information regarding the operating conditions of the Westvale Well originally presented to Council on January 9th, 2020.

RC20-032 Moved by Deputy Reeve Carbone that Council direct Administration to make temporary repairs to the Westvale Well required to make it operational.

CARRIED

RC20-033 Moved by Deputy Reeve Carbone that Council direct Administration to bring back estimates for economically feasible options to permanently resolve the aging Westvale Well situation to the February 27, 2020 Regular Council Meeting.

CARRIED

RC20-034 Moved by Deputy Reeve Carbone that Council direct Administration to bring back recommendations for fees and possible low-cost options for ways to charge for the cubes or gallons of non-potable water drawn from the Westvale Well to the February 27, 2020 Regular Council Meeting.

CARRIED

Dion Hynes DPW exited meeting at 1:17 p.m.

BYLAWS

Land Use Bylaw Amendment 2020-01

Council was presented with Bylaw 2020-01, a bylaw to amend Land Use Bylaw 2019-06.

RC20-035 Moved by Councillor Duvall that Council provide 1st reading to the Land Use Bylaw Amendment Bylaw 2020-01.

CARRIED

RC20-036 Moved by Councillor Poetker that Council set March 12, 2020 as the date for the public hearing on Land Use Bylaw Amendment Bylaw 2020-01.

CARRIED

RC20-037 Moved by Councillor Joudrey that Council direct Administration to bring back Land Use Bylaw Amendment Bylaw 2020-01 for 2nd and 3rd reading at the March 12, 2020 meeting.

CARRIED

NEW BUSINESS

Request for Forgiveness of Tax Arrears Penalty

Council was presented with a letter delivered by Andrew & Michaela Harnish requesting that Council waive the penalties that were allocated in 2019 to rolls 315615 and 315616 in the amount of $75.17.

RC20-038 Moved by Councillor Duvall that Council decline the request to waive the penalties assessed in 2019 for Rolls 315615 and 315616 and direct Administration to send a letter to the property owners advising them of Council's decision.

CARRIED

Municipal Office Location

Council was provided with a request to name a place as the Municipal Office location per MGA requirement 204.

RC20-039 Moved by Councillor Reum that Council name the standardized municipal address for Birch Hills County, Box 157 Wanham, Alberta T0H 3P0, Lot 3 Plan 9523066, 4601-50th Street Wanham, Alberta is hereby designated as the place for the Municipal Office for Birch Hills County as per MGA section 204.

CARRIED

Sponsorship Request Wanham Plowing Match

Council was provided with a Sponsorship Request Application received from the Wanham Plowing Match and Ag. Society requesting support for their 50th year event on June 19-21, 2020.

RC20-040 Moved by Councillor Wendland that Council provide Wanham Plowing Match a grant of $750.00 from expense account 2-11-10-00-73-5, Council - Grants – Individuals & Organizations to support the Children's Program, Horseshoe Event and

Exhibits, and $250.00 to support the 50th year celebration Activities.

CARRIED

RC20-041 Moved by Councillor Joudrey that Council authorize Administration to provide mowing for the campsite and the plowing competition location utilizing the roadside mower and staff time prior to the event and permit the use of heavy equipment by a volunteer staff member in support of the truck pull event.

CARRIED

Request for Letter of Support – Broadband Funding Xplornet 5G Rollout in Rural Alberta

Council was provided with a request to authorize a letter of support being requested by Xplornet related to their application for Broadband Funding for 5G Rollout in Rural Alberta.

RC20-042 Moved by Councillor Poetker that Council direct Administration to draft a letter for the Reeve's signature indicating support from Birch Hills County for *Xplornet's* application for Broadband Funding for 5G Rollout in Rural Alberta.

CARRIED

ICF Agreement – M.D. of Fairview No. 136

Council was provided with the ICF Agreement prepared for Birch Hills County and the M.D. of Fairview 136.

RC20-043 Moved by Deputy Reeve Carbone that Council direct that the Reeve and Chief Administrative Officer are authorized to sign the Intermunicipal Collaboration Agreement between Birch Hills County and the Municipal District of Fairview No. 136.

CARRIED

ICF Agreement Northern Sunrise County

Council was provided with the ICF Agreement prepared for Birch Hills County and Northern Sunrise County.

RC20-044 Moved by Councillor Poetker that Council direct that the Reeve and Chief Administrative Officer are authorized to sign the Intermunicipal Collaboration Agreement between Birch Hills County and Northern Sunrise County.

CARRIED

IDP Exemption M.D. of Peace No. 135

Council was requested to consider opting out of an Intermunicipal Development Plan with the M.D. of Peace No. 135.

RC20-045 Moved by Councillor Poetker that Birch Hills County Council mutually agrees with Council for the M.D. of Peace No. 135 that an intermunicipal development plan between the two municipalities is not required at this time due to the limited amount of titled land and development along the common border.

CARRIED

ICF Agreement – M.D. of Peace

Council was provided with the with the ICF Agreement prepared for Birch Hills County and the M.D. of Peace No. 135.

RC20-046 Moved by Councillor Wendland that Council direct that the Reeve and Chief Administrative Officer are authorized to sign the Intermunicipal Collaboration Agreement between Birch Hills County and the Municipal District of Peace No. 135.

CARRIED

Alberta Library Conference

Council was provided with a request for Councillor Joudrey to attend the Alberta Library Conference in Jasper AB during the period April 23 to 26, 2020 as a representative of the Peace Library System (PLS).

RC20-047 Moved by Councillor Poetker that Council authorize Councillor Joudrey to attend the Alberta Library Conference as a representative of the PLS with honourarium ($782.32 based on $195.58 x 4) paid and coded to 2-11-10-00-151 plus any employer expenses that may be appropriate in Jasper from April 23 to 26, 2020.

CARRIED

Revised Terms of Reference IEDAC

Council was provided with a request to approve changes to the Terms of Reference (TOR) for the Intermunicipal (G5) Economic Development Advisory Committee (IEDAC).

RC20-048 Moved by Councillor Duvall that Council approve the amended Terms of Reference for the (G5) Intermunicipal Economic Development Advisory Committee with the change of quorum to read "Representation from all five (5) municipalities with four (4) voting members present.

CARRIED

NAEL re Alberta Council

RC20-049 Moved by Councillor Reum that Council table item 9.xi NAEL re Alberta Council until the Closed Session item 12.d.

CARRIED

Offer to Purchase Land in Eaglesham

CAO MInderlein provided Council with a verbal update regarding an offer to purchase that he anticipates receiving for lands described as Lots 1 and 2, Block 4, Plan 3732KS in Eaglesham, AB.

RC20-050 Moved by Councillor Duvall that Council authorize Administration to accept any qualifying offer received for the properties described as Lots 1 and 2, Block 4, Plan 3732KS in Eaglesham, AB provided that the offer is for the appraised value of the properties.

CARRIED

Pink Shirt Day

Council was presented with a request for Council to declare February 26th as Pink Shirt Day in honor of anti-bullying.

RC20-051 Moved by Councillor Joudrey that Council Proclaim February 26th as Pink Shirt Day in Birch Hills County and authorize Reeve Manzulenko to sign a proclamation worded as follows:

WHEREAS Bullying is defined as "a deliberate and repeated hostile activity marked by an imbalance of power, intent to harm, and/or a threat of aggression"; and
WHEREAS Bullying is a major problem in schools, workplaces, homes, and over the Internet; and
WHEREAS Bullying happens once every seven minutes on the playground and once every 25 minutes in the classroom (Pepler et al., 1997); and
WHEREAS In the workplace, one person in six has been bullied and one in five has witnessed a co-worker being bullied (Canada Safety Council);

NOW THEREFORE BE IT RESOLVED THAT we as a society will not tolerate bullying anywhere, and that Reeve and Council for Birch Hills County officially declares February 26th 2020 as Pink Shirt Day in Birch Hills County and call upon all citizens of Birch Hills County to make a difference by creating a culture of support for those impacted by bullying.

CARRIED

Policing Cost

Council was provided with an update on Policing Costs, including budget implications for 2020 through to 2024 based on information received to date.

RC20-052 Moved by Councillor Poetker that Council direct Administration to include 75% of the 2020/2021 Policing Costs estimate as an expense in the Operating and Maintenance Budget for 2020, and to keep Council updated on new information received related to Policing Costs.

CARRIED

FRIAA – FireSmart Grant

Council was requested to authorize Administration to proceed with an Expression of Interest for the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Grant to conduct Wildfire Hazard & Risk Assessments in Birch Hills County.

RC20-053 Moved by Councillor Reum that Council direct Administration to proceed with the application process for the current Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program to conduct Wildfire Hazard & Risk Assessments in Birch Hills County.

CARRIED

Meeting was recessed at 2:05 p.m.

Meeting was resumed at 2:09 p.m.

Dion Hynes DOPW entered meeting at 2:09 p.m.

Snow Removal from Driveways

Council was provided with information regarding snow

clearing of private driveways.

RC20-054 Moved by Councillor Reum that Council direct Administration to draft a revised policy governing the "Use of County Graders on Private Land" based on discussions at this meeting, to bring the new policy back to Council for review and/or approval at a future meeting, and to address the following items in the revised policy:

1. the expansion to include Hamlet driveways;
2. the continued requirement for a doctor's note;
3. the addition of a charges for the removal of snow from driveways based on the rates from the Alberta Road Builders for grader and loader operation;
4. methodology for notification that snow clearing is requested, including the possible use of flags;
5. explanation in both the policy and application documents of the priority placed on clearing of snow from driveways as it relates to clearing snow from County roadways;
6. a clause explaining that the County has the right to cancel individual agreements at any time.

CARRIED

Reeve Manzulenko exited meeting at 2:33 p.m.

Deputy Reeve Carbone assumed Chair.

Reeve Manzulenko entered meeting at 2:37 p.m.

Reeve Manzulenko resumed Chair.

Michael Coy Manager of Infrastructure Project entered meeting at 2:37 p.m.

Grader Tender

Council was provided with information regarding the tender bids for a motor grader.

RC20-055 Moved by Councillor Poetker that Council direct Administration to accept the bid from Finning of $472,600 for a 2019 CAT 140M3 and to seek a consignment deal with a minimum sell price of $195,000.00 for unit G34, a 2014 CAT 140M2 and accept the URMA offer of $6.94/hr including buyback

value of $172,832.00.

CARRIED

Dion Hynes DOPW and
Michael Coy M. of I. P.
exited meeting at 2:47 p.m.

FOR INFORMATION

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

1. Signed Minutes of Central Peace Regional Waste Management Commission (CPRWMC) meeting held December 6, 2019;
2. Draft Minutes of CPRWMC meeting held January 13, 2020;
3. Minutes of V.S.I. AGM held November 8, 2019;
4. Minutes of V.S.I. Board of Directors Meeting held November 8, 2019
5. Birch Hills County Library Board Minutes – September 11, 2019;
6. Bank Reconciliation – January 31, 2020; and
7. Notice from Minister of Municipal Affairs re Grants in Place of Taxes (GIPOT) see item 11.e.

RC20-056 Moved by Councillor Wendland that Council accept the items presented for information.

CARRIED

CORRESPONDENCE

Council was provided with copies of the following documents:

a. Letter to M.D. of Smoky River re Purchase of 1.5 inch Gravel dated, January 6 ,2020;
b. Letter to Contracts and Programs Supports Children's Services Northwest Region (CSNR) re Letter of Support dated January 10, 2020;
c. Letter to Joy McKay re BHC MPC Appointment dated January 10, 2020;
d. Letter to Northern Alberta Elected Leaders (NAEL) re Appointment of Representatives dated January 10, 2020;
e. Undated letter received via email February 4, 2020 from Minister Madu of Municipal Affairs re soliciting nominations for Minister's Awards for Municipal Excellence;
f. Email from MLA Cici re Growing the North dated
g. Email from Minister Madu re Minister's Awards for Municipal Excellence received February 4, 2020;

h. Grande Spirit Foundation Invitation email dated February 11, 2020; and
i. Letter from Canadian Red Cross dated January 6, 2020.

RC20-057 Moved by Councillor Poetker that Council authorize the honourariums and remuneration for attendance of any Councillors who attend the GSF invitation dated February 28, 2020 at the Pleasantview Lodge in Spirit River.

CARRIED

RC20-058 Moved by Councillor Duvall that Council accept the correspondence provided for information.

CARRIED

Shawna Schwerdt
Legislative Officer exited meeting at 3:00 p.m.

CLOSED SESSION

RC20-059 Moved by Deputy Reeve Carbone that Council move to closed session to discuss advice from officials related to items about Fire Department Billings, as per section 17(1) Freedom of Information and Protection of Privacy Act (FOIP), Sale of land as per section 16(3)(c) FOIP, Personnel matter as per section 17(4)(d) FOIP and Northern Alberta Elected Leaders as per section 16(1)(b) FOIP, Legal matter related to intermunicipal collaboration as per section 16(1)(b) and Land matter as per section 17(1) FOIP at 3:00 p.m.

CARRIED

RC20-060 Moved by Councillor Joudrey that Council move out of closed session at 3:54 p.m.

CARRIED

RC20-061 Moved by Councillor Poetker that Council extend the February 13, 2020 Regular Council Meeting past 4:00 p.m. as required by 4.6 of the Procedural Bylaw No. 2019-15.

CARRIED

RC20-062 Moved by Deputy Reeve Carbone that Council move to closed session to discuss advice from officials related to items about Fire Department Billings, as per section 17(1) Freedom of Information and Protection of Privacy Act, (FOIP), Sale of land as per section 16(3)(c) FOIP, Personnel matter as per section

17(4)(d) FOIP and Northern Alberta Elected Leaders as per section 16(1)(b) FOIP, Legal matter related to intermunicipal collaboration as per section 16(1)(b) and Land matter as per section 17(1) FOIP at 3:54 p.m.

CARRIED

RC20-063 Moved by Deputy Reeve Carbone that Council move out of closed session at 4:35 p.m.

CARRIED

Meeting was recessed at 4:35 p.m. to allow return of the public.

Meeting was resumed at 4:38 p.m. with no public present.

Fire Billings

RC20-064 Moved by Councillor Wendland that Council for Birch Hills County authorize Administration not to prepare an invoice for the response by the Birch Hills County Fire Department on May 17, 2019 to a fatality accident involving a motorized vehicle on property other than a public roadway.

CARRIED

Sale of Land re Seniors Housing Committee

RC20-065 Moved by Councillor Poetker that Council for Birch Hills County authorize Reeve Manzulenko and Chief Administrative Officer Minderlein to sign the agreement related to the sale of land located in the Town of Spirit River owned by the G5 to the Grande Spirit Foundation for the development and construction of a Supportive Living Facility, but only after confirmation has been received from the other G5 municipalities that they are aware that, and are agreeable to, Birch Hills County not be financially responsible or liable for any of the costs that could be incurred by the G5 should section 8 of that agreement is exercised.

CARRIED

Northern Alberta Elected Leaders

RC20-066 Moved by Councillor Joudrey that Council for Birch Hills County vote in favour of the following motion that came from the January 27, 2020 Northern Alberta Elected Leaders meeting:

"MOVED by Vern Lymburner THAT NAEL review

and accept the Alberta Counsel proposal, as written, including the payment of $10,000 plus GST from the NAEL account".

CARRIED

RC20-067 Moved by Councillor Reum that Council for Birch Hills County vote in favour of the following motion that came from the January 27, 2020 Northern Alberta Elected Leaders meeting:

"MOVED by Jim Rennie THAT the Secretariat survey NAEL members with the following two questions:

- Will your community pay increases for municipal staff in its 2020 budget?
- Will your community pay COLAS (cost of living) increases in its 2020 budget?".

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 4:45 p.m.

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

Councillor Joudrey's Report – February 14 – Feb 27, 2020

Growing the North Conference
February 18-20, 2020 @ Grande Prairie Evergreen Park

RMA Zone Meeting
February 21, 2020 @ Grande Prairie Evergreen Park

Peace Library Systems Meeting
February 22, 2020 @ PLS Administration Office, GP

Birch Hills County Library Board Meeting
February 26, 2020 @ Eaglesham School Library

Motion #	Motion	By	Action	Status
MEETING	**February 28, 2019 Regular Council Meeting**			
RC19-070	that Council direct Administration to send a letter to Alberta Environment and Parks with a copy to Alberta Transportation that provides the background information related to the Saddle (Burnt) River crossing and details Council's request for cooperation and actions that would be needed to construct a Low Level Crossing on the Burnt River that would provide a safe and accessible crossing and also direct Administration to bring back responses to a future Council meeting.	Dion/CAO Minderlein	*Verbal request "Follow up again after April 16 election." this request was from the March 14 meeting.*	Letter mailed out Mar 11, 2019 Follow up emails from CAO to DM'S May 27, 19. AEP visited BHC Sept. 23 & info in DOPW Oct 24 report Advised by AB Parks that County may apply for PLC, info in DOPW Feb 13, 2019 report.
MEETING	**April 4, 2019 Regular Council Meeting**			
RC19-122	that Council direct Administration to research information, including Birch Hills County's Bylaws and Policies, related to the attendance of staff and Agriculture Service Board (ASB) board members to ASB related meetings and conventions, and to bring that information to Council at a future meeting	Amanda	June 24 ASB meeting- refer to 2020 budget deliberation.	
MEETING	**April 25, 2019 Regular Council Meeting**			
RC19-165	that Council direct Administration to continue working with Alberta Environment and Parks on the removal	Dion	As per direction. Awaiting	

Motion #	Motion	By	Action	Status
	of disposition DLO 860724 from Dreamers Lake and to update Council on the progress of this project at a future meeting.		clarification. Proposal submitted to AEP. Submitted TFA.	
MEETING	**June 13, 2019 Regular Council Meeting**			
RC19-200	that Council direct administration to dispose of the surplus 6” aluminum and pumps by means of public auction.	Dion	Relisted Govdeals.com Not sold	Relist in Spring 2020
MEETING	**October 24, 2019 Regular Council Meeting**			
RC19-342	that Council authorize Administration to offer and sell tax arrears properties that have gone unsold at public auction and where Birch Hills County has registered its name on title by registering a Tax Forfeiture Instrument (a “Notification of Municipal Acquisition” form), for sale on the GovDeals Auction Server, and establish the reserve bids for such properties at a price as close as reasonably possible to market value, that being deemed to be the value assessed on the properties for tax purposes.	CAO Minderlein	Coordinate listings	
MEETING	**November 28, 2019 Regular Council Meeting**			
RC19-397	that Council rescind Resolution RC17-428, and direct Administration to develop a plan to dismantle both the Personnel Handbook and the Governance	CAO Minderlein	Develop plan	

Motion #	Motion	By	Action	Status
	and Operational Policy and replace them (or portions of them) with policies that will permit them to be easily reviewed and updated when required, and to bring that plan back to a future Regular Council Meeting.			
RC19-398	that Council rescind Resolution RC18-373, and direct Administration to develop a plan to review current polices and prepare updated replacement policies where deemed necessary, and to bring that plan back to a future Regular Council Meeting.	CAO Minderlein	Develop plan	
RC19-404	that Council direct Administration to continue to advertise for a representative for the Birch Hills County Recreation Board from Ward 2 and to update Council at the December 12, 2019 Regular Council Meeting.	Shawna/Tracy	Advertising In Signal etc until representative found - bring back to Council when found	
RC19-408	that Council accept Public Work's report related to water usage, expenses, and revenues for information and direct Administration to summarize and publicize the report information as deemed appropriate.	DOPW Hynes/Tracy/ Shawna	Ad in Signal regarding report on Website.	
MEETING	**December 12, 2019 Regular Council Meeting**			
RC19-428	that Council authorize the attendance, with remuneration and reimbursement of expenses as	CAO Minderlein	Rooms booked at Stonebridge Hotel Grande Prairie.	COMPLETED

Motion #	Motion	By	Action	Status
	appropriate, of: **1.** Reeve Manzulenko, Councillors Poetker, Wendland, Duvall, and Joudrey, and CAO Minderlein to the: **a.** Hospitality Suites being jointly hosted by Birch Hills County, the County of Grande Prairie, the MD of Greenview, and Saddle Hills County on February 18 and 20, 2020 from 5 p.m. to 8 p.m. at the TARA Centre in partnership with the County of Grande Prairie, the Municipal District of Greenview, and Saddle Hills County; and **b.** Growing the North Conference in Grande Prairie on February 19 and 20, 2020; and **c.** the "RMA Northern District" Meeting in Grande Prairie on Friday, February 21, 2020; and **2.** Councillor Reum to one of the Hospitality Suites being jointly hosted by Birch Hills County, the County of Grande Prairie, the MD of Greenview, and Saddle Hills County on either February 18 or 20, 2020; and **3.** Deputy Reeve Carbone to the "RMA Northern District" Meeting in Grande Prairie on Friday, February 21, 2020; and directs administration to register attendees and make hotel reservations, as required, for each of the attendees.	Shawna Schwerdt	Growing the North booked and emailed confirmation.	
RC19-436	that Council direct administration to partner with AEP	DOPW Hynes	Coordinate clean-up with	

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

Motion #	Motion	By	Action	Status
RC19-443	that Council adopt the 2020 Capital Budget with the following expenses: 1. Purchase of 1 Grader: $485,000; 2. Purchase of two ½ ton Pickups $90,000; and 3. Gravel Crushing $2,900,000, with funding to be provided from: 1. Reserves: $2,900,000; 2. Grants: $473,000; and 3. Proceeds on Disposal: $102,000.	DOPW Hynes	Finalize order for two (2) ½ tons with Enterprise. Issue tenders for grader and gravel crushing and bring the results back to Council.	
MEETING	**January 9, 2020 Regular Council Meeting**			
RC20-008	that Administration organize a workshop to begin at 9:00 a.m. on February 25, 2020 at Birch Hills County Council Chambers to update members of Council on "Levels of Services" and how they relate to the Operating and Maintenance (O&M) Budget, and to tentatively schedule a workshop to begin at 9:00 a.m. on April 1, 2020 at Birch Hills County Council Chambers to update members of Council on the status of the 2020 Operating and Maintenance (O&M) Budget.	CAO Minderlein DCS Braun DOPW Hynes DOA Ouellet FC Morgan	Prepare presentations related to areas of responsibility and coordinate packages	COMPLETED
MEETING	**February 13, 2020 Regular Council Meeting**			
RC20-027	that Council Direct Administration to amend Policy 37-02-20, the "Road Use Agreement Policy" to change all four (4) trips per day to ten (10) trips per day as discussed.	CAO		COMPLETED

Motion #	Motion	By	Action	Status
RC20-029	that Council Direct Administration to make the "Draft Road Use Agreement Policy" Policy 37-02-20 available to the public, and advertise that Council is seeking input and feedback from the public regarding that Policy.	Dion/Shawna		
RC20-030	that Council Direct Administration to bring the Policy 37-02-20, the "Road Use Agreement Policy" and input and feedback received from the public to the Regular Council Meeting on March 26, 2020.	Hermann Dion/Tracy/Shawna	Added to Agenda Ad in the Signal and on Webpage	COMPLETED Incomplete
RC20-032	that Council direct Administration to make temporary repairs to the Westvale Well required to make it operational.	Dion		COMPLETED
RC20-033	that Council direct Administration to bring back estimates for economically feasible options to permanently resolve the aging Westvale Well situation to the February 27, 2020 Regular Council Meeting.	Dion	On Agenda for February 27, 2020.	COMPLETED
RC20-034	that Council direct Administration to bring back recommendations for fees and possible low-cost options for ways to charge for the cubes or gallons of non-potable water drawn from the Westvale Well to the February 27, 2020 Regular Council Meeting.	Dion	On Agenda for February 27, 2020.	COMPLETED
RC20-036	that Council set March 12, 2020 as the date for the public hearing on Land Use Bylaw Amendment Bylaw 2020-01.	Lucy/Shawna	Advertised in Signal & Webpage.	COMPLETED

Motion #	Motion	By	Action	Status
RC20-037	that Council direct Administration to bring back Land Use Bylaw Amendment Bylaw 2020-01 for 2nd and 3rd reading at the March 12, 2020 meeting.	CAO	Added to Agenda	COMPLETED
RC20-038	that Council decline the request to waive the penalties assessed in 2019 for Rolls 315615 and 315616 and direct Administration to advise the property owners of Council's decision	Hermann	Letter prepared for Reeve's signature	COMPLETED
RC20-039	that Council name the standardized municipal address for Birch Hills County, Box 157 Wanham, Alberta T0H 3P0, Lot 3 Plan 9523066, 4601-50th Street Wanham, Alberta is hereby designated as the place for the Municipal Office for Birch Hills County as per MGA section 204.			COMPLETED
RC20-040	that Council provide Wanham Plowing Match a grant of $750.00 from expense account 2-11-10-00-73-5, Council - Grants – Individuals & Organizations to support the Children's Program, Horseshoe Event and Exhibits, and $250.00 to support the 50th year celebration Activities.	Hermann		
RC20-041	that Council authorize Administration to provide mowing for the campsite and the plowing competition location utilizing the roadside mower and staff time prior to the event and permit the use of heavy equipment by a volunteer staff member in support of the truck pull event.	Dion/Amanda		
RC20-042	that Council direct Administration to draft a letter for the Reeve's signature indicating support from Birch	Hermann		COMPLETED

Motion #	Motion	By	Action	Status
	Hills County *for Xplornet's* application for Broadband Funding for 5G Rollout in Rural Alberta.			
RC20-043	that Council direct that the Reeve and Chief Administrative Officer are authorized to sign the Intermunicipal Collaboration Agreement between Birch Hills County and the Municipal District of Fairview No. 136.	Hermann		COMPLETED
RC20-044	that Council direct that the Reeve and Chief Administrative Officer are authorized to sign the Intermunicipal Collaboration Agreement between Birch Hills County and Northern Sunrise County.	Hermann		
RC20-045	that Birch Hills County Council mutually agrees with Council for the M.D. of Peace No. 135 that an intermunicipal development plan between the two municipalities is not required at this time due to the limited amount of titled land and development along the common border.	Hermann		COMPLETED
RC20-046	that Council direct that the Reeve and Chief Administrative Officer are authorized to sign the Intermunicipal Collaboration Agreement between Birch Hills County and the Municipal District of Peace No. 135.	Hermann		COMPLETED
RC20-047	that Council authorize Councillor Joudrey to attend the Alberta Library Conference as a representative of the PLS with honourarium ($782.32 based on $195.58 x 4) paid and coded to 2-11-10-00-151 plus			

Motion #	Motion	By	Action	Status
	any employer expenses that may be appropriate in Jasper from April 23 to 26, 2020.			
RC20-048	that Council approve the amended Terms of Reference for the (G5) Intermunicipal Economic Development Advisory Committee with the change of quorum to read “Representation from all five (5) municipalities with four (4) voting members present.	Hermann	Email to advise G5.	COMPLETED
RC20-050	that Council authorize Administration to accept any qualifying offer received for the properties described as Lots 1 and 2, Block 4, Plan 3732KS in Eaglesham, AB provided that the offer is for the appraised value of the properties.	CAO		Update to be provided to Council Feb 27, 2020
RC20-051	that Council Proclaim February 26th as Pink Shirt Day in Birch Hills County and authorize Reeve Manzulenko to sign a proclamation worded as follows: WHEREAS Bullying is defined as “a deliberate and repeated hostile activity marked by an imbalance of power, intent to harm, and/or a threat of aggression”; and WHEREAS Bullying is a major problem in schools, workplaces, homes, and over the Internet; and WHEREAS Bullying happens once every seven minutes on the playground and once every 25 minutes in the classroom (Pepler et al., 1997); and	Tracy	Advertise in Signal and on Webpage.	COMPLETED

Motion #	Motion	By	Action	Status
	WHEREAS In the workplace, one person in six has been bullied and one in five has witnessed a co-worker being bullied (Canada Safety Council); NOW THEREFORE BE IT RESOLVED THAT we as a society will not tolerate bullying anywhere, and that Reeve and Council for Birch Hills County officially declares February 26th 2020 as Pink Shirt Day in Birch Hills County and call upon all citizens of Birch Hills County to make a difference by creating a culture of support for those impacted by bullying.			
RC20-052	that Council direct Administration to include 75% of the 2020/2021 Policing Costs estimate as an expense in the Operating and Maintenance Budget for 2020, and to keep Council updated on new information received related to Policing Costs.	Shelley		
RC20-053	that Council direct Administration to proceed with the application process for the current Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program to conduct Wildfire Hazard & Risk Assessments in Birch Hills County.	Hermann	Email to Brian Ballard.	COMPLETED
RC20-054	that Council direct Administration to draft a revised policy governing the "Use of County Graders on Private Land" based on discussions at this meeting, to bring the new policy back to Council for review and/or	Hermann/Dion/ Shawna		On Agenda for Feb. 27, 2020. Status subject to that decision

Motion #	Motion	By	Action	Status
	approval at a future meeting, and to address the following items in the revised policy: 1. the expansion to include Hamlet driveways; 2. the continued requirement for a doctor's note; 3. the addition of a charges for the removal of snow from driveways based on the rates from the Alberta Road Builders for grader and loader operation; 4. methodology for notification that snow clearing is requested, including the possible use of flags; 5. explanation in both the policy and application documents of the priority placed on clearing of snow from driveways as it relates to clearing snow from County roadways; 6. a clause explaining that the County has the right to cancel individual agreements at any time.			
RC20-055	that Council direct Administration to accept the bid from Finning of $472,600 for a 2019 CAT 140M3 and to seek a consignment deal with a minimum sell price of $195,000.00 for unit G34, a 2014 CAT 140M2 and accept the URMA offer of $6.94/hr including buyback value of $172,832.00.	Dion	Awaiting final paperwork and delivery. (ETA end April).	

Motion #	Motion	By	Action	Status
RC20-057	that Council authorize the honourariums and remuneration for attendance of any Councillors who attend the GSF invitation dated February 28, 2020 at the Pleasantview Lodge in Spirit River.		Rescheduled to March 6 at 3pm in Spirit River at Pleasantview Lodge.	
RC20-064	that Council for Birch Hills County authorize Administration not to prepare an invoice for the response by the Birch Hills County Fire Department on May 17, 2019 to a fatality accident involving a motorized vehicle on property other than a public roadway.	Shelley/Lisa	Noted.	COMPLETED
RC20-065	that Council for Birch Hills County authorize Reeve Manzulenko and Chief Administrative Officer Minderlein to sign the agreement related to the sale of land located in the Town of Spirit River owned by the G5 to the Grande Spirit Foundation for the development and construction of a Supportive Living Facility , but only after confirmation has been received from the other G5 municipalities that they are aware that, and are agreeable to, Birch Hills County not be financially responsible or liable for any of the costs that could be incurred by the G5 should section 8 of that agreement is exercised.	Hermann	Document signed and G5 advised.	COMPLETED
RC20-066	that Council for Birch Hills County vote in favour of the following motion that came from the January 27, 2020 Northern Alberta Elected Leaders meeting:	Hermann	Notify NAEL	COMPLETED

Motion #	Motion	By	Action	Status
	"MOVED by Vern Lymburner THAT NAEL review and accept the Alberta Counsel proposal, as written, including the payment of $10,000 plus GST from the NAEL account".			
RC20-067	that Council for Birch Hills County vote in favour of the following motion that came from the January 27, 2020 Northern Alberta Elected Leaders meeting: *"MOVED by Jim Rennie THAT the Secretariat survey NAEL members with the following two questions:* *• Will your community pay increases for municipal staff in its 2020 budget?* *• Will your community pay COLAS (cost of living) increases in its 2020 budget?".*	Hermann	Notify NAEL	COMPLETED

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	February 27, 2020	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Director:**	
Item Title:	Westvale Well	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Administration is bringing back information regarding the Westvale Well as directed by Council in Resolutions RC20-033 and RC20-034 on January 9th, 2020.

BACKGROUND:

From the February 13th meeting on the Westvale Well Council requested staff to bring back possible alternatives to make the structure more economical and energy efficient and to also research ways to start the process of charging for raw water supply.

$1,600.00/O&M costs annually for power/gas

Approx. 550 m3 of water pumped a year.

DISCUSSION / BENEFITS / DISADVANTAGES:

Ensure the system works and that it allows residents to get raw water at the current pumping rate.

A new electric heater would be installed to replace the old natural gas heater now not operational due to lack of natural gas to the building

The old concrete floor should be removed regardless of what option is deemed more feasible.

Building Alternatives:

1. Repurpose an existing building previously used at a grader site as an alternative to buying a new building. With some work it can be insulated and retro fit for this use at a cost of $2,500.00;

2. Replace the existing building with an 8 foot by 8 foot metal insulated building wired and plumbed for $12,000.00;

3. Continue using the existing building as is with no upgrades; or

4. Direct Administration to decommission the Westvale well site.

Options for Raw Water Billing:

1. Charge a flat annual fee for unlimited personal water usage. , pay the user fee, and be issued a key to the well. Keys will not be able to be copied. (The cost for registered keys is approximately $20.00 per key.);

2. Charge a cost per unit for water drawn. The fee for water would be based on O&M costs/# of cubes. O&M costs estimate to be $1,600.00divided by 550 m3 equates to $2.91/m3. A charge of $.015 per gallon, or $3.30 per cubic meter could potentially raise $1,815 in revenues.

   As in the first option, users would sign an agreement regarding safeguarding of the key and the personal usage, be issued a key to the well that would not be able to be copied.

   Registers would be place on an inside wall of the building near the meter, residents would record their usage utilizing their beginning and ending meters readings.

   Staff would collect the sheet(s) at the end of each month (or more frequently if inspecting the facility) and invoice users based on their recorded usage at the end of each month. This option would be on the honor system and would involve staff time to collect papers and generate invoices that is not included in O&M costs.

3. Not charge for raw water and subsidize the operating cost.

The current system does not allow staff to identify whom and when the water is being taken so billing of the water is impossible. To capture the particular users of the system it would cost upwards of $20,000.00 in capital costs plus additional funds in operating and maintenance to have the reporting system linked via internet to our current system.

COST / SOURCE OF FUNDING:

2020 Unapproved Capital Budget and 2020 O&M Budget

OPTIONS:

The options Council could choose are listed above, or Council may choose to provide Administration with other direction.

RECOMMENDED ACTION:

1. It is Administration's recommendation that Council discuss this matter and choose the actions to be taken.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**
Meeting Date:	February 27, 2020	**CAO:**
Originated By:	Dion Hynes/Dir. Public Works	**Director:**
Item Title:	Snow Clearing Driveways.	**Presenter:** Dion Hynes

DESCRIPTION:

Administration is providing Council with additional information discovered regarding the removal of snow from private driveways that was presented to, and discussed by, Council at their meeting on February 13th, 2020.

BACKGROUND:

From the February 13th Council meeting staff was given direction from Council on revisions of the current Graders on Private Land policy.

Motion: RC 20-054

"that Council direct Administration to draft a revised policy governing the "Use of County Graders on Private Land" based on discussions at this meeting, to bring the new policy back to Council for review and/or approval at a future meeting, and to address the following items in the revised policy:

1. the expansion to include Hamlet driveways;
2. *the continued requirement for a doctor's note;*
3. the addition of a charges for the removal of snow from driveways based on the rates from the Alberta Road Builders for grader and loader operation;
4. methodology for notification that snow clearing is requested, including the possible use of flags;
5. explanation in both the policy and application documents of the priority placed on clearing of snow from driveways as it relates to clearing snow from County roadways;
6. a clause explaining that the County has the right to cancel individual agreements at any time.

DISCUSSION / BENEFITS / DISADVANTAGES

Council was emailed a copy of an announcement "Private Driveway Plowing – service discontinued" for their review and to use as additional information. This is new information obtained from staff that should be discussed in order for council to make the best decision possible.

If challenged in court the snow removal consent form that everyone that requires this service has to sign may not be provide the level of protection to the County. The County could be seen as liable regardless of signed documents.

RELEVANT LEGISLATION (Cite):

"Use of County Graders on Private Land" Policy adopted August 13, 2013

ATTACHMENT(S):

"Use of County Graders on Private Land" Policy adopted August 13, 2013

Not Attached "Private Driveway Plowing – service discontinued" to be handed out prior to the agenda item.

OPTIONS:

Council may choose to:

1. rescind the policy "Use of County Graders on Private Land" and any other associated policies that have not been previously rescinded; or

2. accepted the update presented for information and direct administration to proceed with the direction given by RC20-054.

RECOMMENDED ACTION:

It is Administration's recommendation that Council rescind the policy "Use of County Graders on Private Land" and any other associated policies that have not been previously rescinded.

BIRCH HILLS COUNTY
POLICY & PROCEDURES MANUAL
GRADERS ON PRIVATE LAND

POLICY TITLE: Use of County Graders on Private Land — Page 1 of 1

Date Adopted by Council / Motion Number: Aug. 13, 2013 — RC13-~~100~~ 262

PURPOSE:

The purpose of this Policy is to develop guidelines and procedures for snow removal on Private land.

POLICY

Birch Hills County will only undertake the removal of snow on Private land (Driveways only) where the following criteria is met. The Director of Public Works or designate needs authorize the use of County owned graders and/or contracted graders. The County or Contracted grader shall not provide grading or snowplowing services for private landowners, community groups or schools. The Director of Public Works or designate has the authority to deny any services based on safety. The cost of the service will be included in the operational budget for that given year with no cost to the resident or landowner.

CRITERIA:

1. There is an "Emergency" Incident: The incident Command, Fire Chief or EMS crew leader may request help in order to mitigate the incident.
2. Medical Reason (Long Term) A copy of a Doctor's note must be provided to the County, a snow removal consent form (Appendix A) must be completed and the Director of Public Works or Designate must have approved the request upon a site visit. A new Doctor's note is required every year. Access to residence only, no other situations apply.
3. Roads will be plowed as per County road grading policy. Private driveways will not be given priority over bus route and collector roads.

PROCEDURE:

1.0 The County owned or Contracted grader will provide snow clearing service adequate to help mitigate the emergency incident.
2.0 The County or Contracted grader will provide grading and/or snowplowing of a private driveway with a grader only, no other piece of equipment will be used, with the exception of an emergency situation as directed.
3.0 The plowing of a private driveway will consist of one pass in and one pass out.

This Policy repeals all previous Birch Hills County policy and resolutions regarding the provision Re: Use of County Graders on Private Land Policy #10.

REEVE
Warren Smith

C.A.O
Harold Northcott

Box 157, Wanham, AB T0H 3P0 Telephone: (780) 694-3793 Fax: (780) 694-3788

APPENDIX A

Snow Removal Consent Form

File No. _____

I, _____ of _____

_____
(Address)

In the Province of Alberta, as registered owner, hereby grant permission to Birch Hills County, his agents or servants, contractors or workmen, the right to enter upon the following land for the purpose of snow removal at specific area(s) as prior staked by Birch Hills County and approved by myself.

_____ Section _____ Township _____ Range _____ West of _____ Meridian

or

_____ Lot _____ Block _____ Plan _____ Hamlet _____

I further understand that Birch Hills County will not be responsible for any damage attributed to the removal of snow on the said lands.

SPECIFIC INSTRUCTIONS:

_____
_____
_____
_____
_____

THIS CONSENT EXPIRES ON _____ **, 20** _____

IN WITNESS WHEREOF the Landowner and Birch Hills County have hereunto subscribed their names this _____day of _____, 20_____.

In the presence of:

LANDOWNER

_____
(Witness)

_____
Signature

_____
Signature

BIRCH HILLS COUNTY

_____
Dion Hynes
Director of Public Works

Box 157, Wanham, AB T0H 3P0 Telephone: (780) 694-3793 Fax: (780) 694-3788

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	February 27, 2020	**CAO:**	
Originated By:	CAO Minderlein	**Director:**	
Item Title:	ICF Agreement MD of Greenview	**Presenter:** CAO Minderlein	

DESCRIPTION:

Administration is presenting Council with the ICF Agreement prepared for Birch Hills County and the MD of Greenview No. 16.

BACKGROUND:

The Chief Administrative Officers for of Birch Hills County and the MD of Greenview No. 16 have worked to develop an Intermunicipal Collaboration Framework (ICF) Agreement in accordance with the Municipal Government Act. The Intermunicipal Committee for the MD of Greenview No. 16 are receptive to both Councils adopting the agreement without a meeting of the Intermunicipal Committees.

Following the passage of Bill 25: Red Tape Reduction Implementation Act, 2019, the requirements for ICF agreements have been changed to allow agreements to be passed by a resolution.

The MD of Greenview No. 16 hope to bring the Intermunicipal Collaboration Framework Agreement with Birch Hills County to an upcoming regular Council meeting.

ATTACHMENT(S):

Birch Hills County & Municipal District of Greenview No. 16 Intermunicipal Collaboration Framework Agreement

RECOMMENDED ACTION:

It is Administration's recommendation

> "That the Reeve and Chief Administrative Officer are authorized to sign the Intermunicipal Collaboration Agreement between Birch Hills County and the Municipal District of Greenview No. 16."

Birch Hills County & Municipal District of Greenview No. 16 Intermunicipal Collaboration Framework Agreement

February 2020

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1. Introduction

1.1 It is recognized that Birch Hills County and Greenview share a common border, share common interests and are desirous of collaborating to provide services to their residents and ratepayers.

1.2 The MGA requires that municipalities that have a common boundary must create a framework with one another that identifies the services that the municipalities agree benefit more than one municipality that is party to the ICF and are provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of those services provided on an intermunicipal basis.

1.3 In this respect, the Parties agree as follows:

2. Definitions

In this Agreement:

2.1 "CAO" – means Chief Administrative Officer.

2.2 "Committee" – means ICF Committee as defined in Section 4 of the Agreement.

2.3 "Service Agreement" – means a legally binding agreement that is signed by both municipalities. E.g. an agreement, contract, memorandum of agreement or memorandum of understanding.

2.4 "Expiry Date" – means the date that this Agreement expires which is five years from the date of adoption of this agreement by resolution of both councils.

2.5 "Greenview" – means the MD of Greenview No. 16.

2.6 "Parties" – means the Birch Hills County and Greenview.

2.7 "Term of the Agreement" – means five year from adoption of this agreement.

2.8 "ICF" – means the Intermunicipal Collaboration Framework

3 Term of Review

3.1 In accordance with the *Municipal Government Act,* this ICF shall constitute an agreement between the parties and shall come into force and effect on the adoption of this agreement by resolution of both councils.

3.2 This ICF agreement may be amended by mutual consent of both Parties. Amendments to this Agreement shall come into force on the passing of matching resolutions by both Parties and shall be added as an Addendum to this Agreement.

3.3 It is agreed by the Parties they shall meet at least once during the Term of the Agreement commencing no later than 180 days before the Expiry date of this Agreement.

3.4 It is further agreed that upon request by either Party, the Committee shall also meet.

4 Intermunicipal Cooperation

4.1 The Parties agree to create a recommending body known as the ICF committee.

4.2 The Committee shall meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both Parties.

4.3 The Committee shall consist of 4 elected officials, two from each Party.

4.4 The CAO's will be responsible to develop agendas and recommendations on all matters. CAO's will be responsible for forwarding all recommendations from the Committee to their respective councils.

4.5 Further to Article 3.4, either Party may trigger the requirement for the Committee to hold a meeting upon giving at least 30 days notice. Meeting request shall be directed by the CAO for the respective municipality.

5 Service Delivery

5.1 When one Party desires to enter into a new joint servicing arrangement, a Service Agreement shall be required to be developed on that specific service.

5.2 When developing Service Agreements for each Council's consideration, the Committee shall discuss and clearly identify which municipality will lead service delivery for the services(s) and determine the appropriate funding model for the service(s) being discussed.

5.3 All future Service Agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue in the service delivery.

5.4 All future Service Agreements shall set out a timeframe for the delivery of the service(s) being discussed including the start and end date for the agreement.

6 Services

6.1 The Parties will have collaborative agreements in place for all services that the Parties have determined are mutually beneficial to their citizens.

6.2 Both parties acknowledge and agree that they may from time to time provide financial assistance to not for profit organizations functioning outside their jurisdictional boundaries.

6.3 Both parties acknowledge they are members of agencies, boards, commissions and not for profit organizations delivering services for the benefit of their residents and ratepayers.

7 Intermunicipal Service Agreements

7.1 Birch Hills County and Greenview have agreed to provide emergency services assistance and resources when requested by the other Party as outlined in the Mutual Aid Fire Agreement, 2016. There is no term on this agreement.

7.2 The Mutual Aid Fire Agreement, 2016, is attached as Appendix B.

8 Land Use

8.1 Section 631 (1.1) of the Municipal Government Act, R.S.A. 2000, Chapter M-26, states "the Minister may, by order, exempt one or more councils from the requirement to adopt an Intermunicipal Development Plan". Pursuant to the provisions of Ministerial Order MSL:047/18 and a letter dated June 7, 2019 from the Deputy Minister stating that both parties have met the requirements for an IDP exemption, the Parties hereto are no longer required to complete an IDP.

8.2 Matters of a land use and development nature impacting either party shall be guided by policies set out in their respective Municipal Development Plans and/or other statutory plans.

8 Collaboration Process

8.1 Either Party may initiate the development of a new capital project and/or new service it deems to be critical or essential and that may be beneficial to both Parties. Prior to submitting a formal written notice for a new cost-sharing agreement, the initiating Party's CAO will consult and seek informal support from the other Party's CAO.

8.2 Once either municipality has received written notice of a new capital project or new service, an ICF Committee meeting must be held within 30 days of the date the written notice was received, unless both CAO's agree otherwise.

8.3 The ICF Committee will be the forum used to address and develop future Service Agreements and/or cost sharing arrangements.

8.4 Both Parties recognize that the decision to participate or not to participate in a project/arrangement ultimately lies with the respective municipal councils.

9 Indemnity

9.1 The Birch Hills County shall indemnify and hold harmless Greenview, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Birch Hills County, its employees or agents in the performance of this Agreement.

9.2 Greenview shall indemnify and hold harmless Birch Hills County, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Greenview, its employees or agents in the performance of this Agreement.

10 Binding Dispute Resolution Process

10.1 Both Parties agree to adopt the model dispute resolution provisions as set out in the schedule attached to the ICF Regulations (copy attached as Appendix "A" to this agreement).

10.2 Both Parties agree to abide by the Duty to Act in Good Faith provisions contained in the ICF Regulations.

11 General

11.1 Headings in this Agreement are for reference purposes only.

11.2 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.

11.3 Words in the singular shall include the plural or vice versa whenever the content requires.

11.4 Should any provisions of this Agreement become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the agreement and the remainder shall remain in force and be binding as though such provisions had not been invalid.

12 Correspondence

12.1 Written notice under this agreement shall be addressed as follows:

a. In the case of Birch Hills County to:

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

b. In the case of Greenview to:

MD of Greenview No. 16
c/o Chief Administrative Officer
Box 1079
Valleyview, AB T0H 3N0

13 Authorizations

Signed and dated on:

_____	_____
Dale Smith, Reeve MD of Greenview No. 16	Gerald Manzulenko, Reeve Birch Hills County
_____	_____
Denise Thompson, CAO MD of Greenview No. 16	Hermann Minderlein, CAO Birch Hills County
_____	_____
Date	Date

Appendix "A" - Model Dispute Resolution Provisions Schedule

1. Definitions

1.1 In this Schedule.

a. "initiating Party" means a party who gives notice under section 2 of this Schedule;

b. "Mediation" means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;

c. "Mediator" means the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties

2. Notice of Dispute

2.1 When a party believes there is a dispute under a framework and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other parties.

3. Negotiation

3.1 Within 14 days after the notice is given under section 2 of this schedule, each party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.

4. Mediation

4.1 If the dispute cannot be resolved through negotiations, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.

4.2 The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.

4.3 The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.

4.4 The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.

4.5 All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.

5. Report

5.1 If the dispute has not been resolved within 6 months after the notice is given under section 2 of this Schedule, the initiating party must, within 21 days, prepare and provide to the other parties a report.

5.2 Without limiting the generality of subsection 5.1, the report must contain a list of the matters agreed on and those on which there is no agreement between the parties.

5.3 Despite subsection 5.1, the initiating party may prepare a report under subsection 5.1 before the 6 months have elapsed if;
   a. The parties agree or
   b. The parties are not able to appoint a mediator under section 4 of this schedule.

6. Appointment of arbitrator

6.1 Within 14 days of a report being provided under section 5 of this Schedule, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report.

6.2 If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report referred to in section 5 of this Schedule to the Minister with a request to the Minister to appoint an arbitrator.

6.3 In appointing an arbitrator under subsection 6.2, the Minister may place any conditions on the arbitration process as the Minister deems necessary.

7. Arbitration Process

7.1 Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in Division 3 of Part 17.2 of the Municipal Government Act and Part 1 of the Intermunicipal Collaboration Framework Regulation (AR 191/2017).

7.2 In addition to the arbitrator's powers under subsection 7.1, the arbitrator may do the following:
   a. Require an amendment to a framework;
   b. Require a party to cease any activity that is inconsistent with the framework;
   c. Provide for how a party's bylaws must be amended to be consistent with the framework;
   d. Award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

8. Deadline for resolving dispute

8.1 The arbitrator must resolve the dispute within one year from the date the notice of dispute is given under section 2 of this Schedule.

8.2 If an arbitrator does not resolve the dispute within the time described in subsection 8.1, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions that the Minister considers appropriate.

9. Arbitrator's order

9.1 Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.

9.2 The arbitrator's order must:
   a. Be in writing,
   b. Be signed and dated,
   c. State the reasons on which it is based,
   d. Include the timelines for the implementation of the order, and

e. Specify all expenditures incurred in the arbitration process for payment under MGA s.708.41.

9.3 The arbitrator must provide a copy of the order to each party.

9.4 If an order of the arbitrator under section 9.2 is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.

10. Cost of arbitrator

10.1 Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Schedule must be equally shared by the municipalities.

AG-35-16
0685-#26

MUTUAL AID FIRE AGREEMENT

THIS AGREEMENT made this 28 day of April A.D. 20 16

BETWEEN:

MD of Greenview No. 16
4806 36th Avenue
Valleyview, AB T0H 3N0 OF THE FIRST PART

Birch Hills County
4601 50th Avenue
Wanham, AB T0H 3P0 OF THE SECOND PART

WHEREAS the parties to this Agreement are both Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, M-26*, as amended;

AND WHEREAS each party to this Agreement provides fire protection services within their respective boundaries;

AND WHEREAS each of the parties hereto acknowledges and agrees that it is desirable and to the parties mutual benefit that from time to time, each be able to provide fire protection assistance to any or all of the other parties to this Agreement;

AND WHEREAS the parties hereto wish to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request mutual aid and assistance from the other party to this Agreement and to respond to such requests;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants, agreements and premises set out herein, the parties hereto hereby agree as follows:

1. In this Agreement, the following words and terms shall have the following meanings:

   a) "Assistance" shall mean firefighting or fire protection services available pursuant to this Agreement. Assistance may relate to incidents which the Requesting Party does not attend or does not believe it will attend, or incidents which the Requesting Party does attend, but believes it would be prudent to require further or other forces for firefighting/protection purposes.

b) "Claims" shall mean any and all manner of action or actions, cause or cause of action, suits, proceedings, demands, debts, dues, sums of money, costs, expenses and damages of every nature and kind arising at law, equity, statute or otherwise which any party has, had, or may have.

c) "Dispatch Centre" shall mean the dispatch centre taking and transferring 911 emergency fire calls related to fires within the geographic boundaries of the parties to this Agreement.

d) "Effective Date" shall mean _____, 2016.

e) "Equipment" shall mean firefighting vehicles, apparatus and equipment.

f) "Requesting Party" shall mean a party to this Agreement which requests Assistance from another party to this Agreement.

g) "Responding Party" shall mean a party to this Agreement which responds to the request for Assistance made by a Requesting Party.

2. Subject to the terms and conditions of this Agreement, any party to this Agreement may request the Assistance of another party to this Agreement.

3. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide Assistance to the other party to this Agreement, upon request. However, the parties hereto acknowledge and agree that there are and will be times and circumstances in which Assistance cannot be provided. Without restricting the generality of the forgoing, Assistance may be refused when the Responding Party or its designate or fire chief, or his or her designate, deems it imprudent or unsafe to provide such Assistance. At all times, whether or not Assistance will be provided, and the nature of the Assistance to be provided, if any, will be in the unfettered discretion of the Responding Party.

4. This Agreement shall come into force and effect upon the Effective Date, and shall remain in full force and effect until each of the parties hereto withdraws from this Agreement in accordance with the provisions of this Agreement.

5. Any one of the parties to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.

6. All requests for Assistance pursuant to this Agreement, unless dispatched by or through the Dispatch Centre, shall be directed to the authorized representative of the Responding Party. In the event that the authorized representative of the Responding Party is someone other than the Responding Party's fire chief, the authorized representative will confirm the request with the Responding Party's fire chief, or his or her designate as soon as reasonably possible. If the Responding Party's fire chief or designate cannot be contacted, the Responding Party may, but will not be required to, respond.

7. A Responding Party may, after responding to a request for Assistance, withdraw their Assistance in the event that the Responding Party, the Responding Party's fire chief, or the designate of either of them, deems it prudent or desirable to withdraw Assistance. Without restricting the generality of the forgoing, Assistance may be withdrawn if the Responding Party's Equipment or services are required elsewhere, or it is deemed to be unsafe to provide or continue providing Assistance.

8. When providing Assistance, the following command and control structure will apply:

   a. The first fire department of a Party to arrive at the scene of an incident shall assume incident command;

   b. In the event that a Responding Party is the first fire department to arrive at the scene of an incident, the Responding Party will assume incident command until such time as the Requesting Party's fire department arrives and is ready to assume incident command;

   c. The Requesting Party shall have incident command over all incidents which occur within it's geographic boundaries, provided that the Requesting Party's fire department is in attendance and does not relinquish incident command;

   d. Commands and requests of an incident commander shall be communicated in accordance with the command structure of the department to whom the commands or requests are directed;

9. In providing Assistance, a Responding Party shall not be required to provide Equipment which is not owned by the Responding Party, or employees or volunteers who are not employed or usually utilized by the Responding Party.

10. It is acknowledged and agreed by the parties hereto that a Responding Party providing Assistance pursuant to this Agreement shall not be entitled to bill or charge the Requesting Party for Equipment or services, or for the Assistance, being provided. However, each party to this Agreement agrees that they will, and hereby does, indemnify and save harmless any Responding Party from which they request Assistance, in accordance with the terms and provisions of this Agreement.

11. The responding party reserves the privilege to bill the requesting party for staff costs incurred and consumables used at any event on a cost recovery basis.

12. A Requesting Party to this Agreement shall and hereby does indemnify and save harmless a Responding Party who provides Assistance to that Requesting Party from and against all Claims, of every nature and kind whatsoever including Claims arising from damaged property, or injury to persons, which arise out of, or are in anyway attributable to the provision of Assistance, except those Claims which are due to the gross negligence of any employee, volunteer or representative of the Responding Party.

13. A Requesting Party shall, and hereby does, indemnify and save harmless a Responding Party from and against all Claims relating to the injury or death to persons responding to a request for Assistance from that Requesting Party, except where caused by the gross negligence of the Responding Party.

14. Notwithstanding paragraph 10, 11 and 12 of this Agreement, the parties to this Agreement covenant and agree that a Responding Party will not in any way be liable to a Requesting Party for:

    a. Failure to respond to a request for Assistance, or failure to provide Assistance;

    b. Failure to respond to a request for Assistance within a certain period of time, or in a timely fashion;

    c. Consequential, indirect, exemplary or punitive damages;

    d. Economic loss;

    e. Any Claims that arise as a result of a party's refusal or inability to provide Assistance;

    f. Any Claim that arises or results from the manner in which a Responding Party provides or does not provide Assistance, save and except Claims directly arising from the gross negligence of the Responding Party while providing Assistance.

15. The Parties hereto shall, at their own respective cost and expense, maintain in full force and effect during the term of this Agreement, general liability insurance in an amount not less than $5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.

16. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the parties hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.

17. No party may assign this Agreement without the written consent of the other parties hereto.

18. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.

19. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vise versa, as the context of this Agreement may require.

20. This Agreement may be executed in counterparts each of which when so executed shall be deemed to be an original and such counterparts shall constitute one in the same instrument, notwithstanding their date of execution.

21. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the parties to any such dispute.

22. The parties hereto will notify their fire department officers of this Agreement so that they may become familiar with this Agreement, and its terms.

23. The parties hereto further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of firefighting services within the Province of Alberta.

IN WITNESS WHEREOF the parties hereto have set their seals and hand of their proper officials in that behalf on the day herein first above written.

MD of GREENVIEW

Per: _____

Per: _____

BIRCH HILLS COUNTY

Per: _____

Per: _____

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	February 27, 2020	**CAO:**	
Originated By:	CAO Minderlein	**Director:**	
Item Title:	Terms of Reference - CPARC	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Administration is providing Council with a letter from the Central Peace Attraction and Retention Committee (CPARC) dated April 23, 2019 requesting approval for changes to their Terms of Reference (TOR).

BACKGROUND:

I was provided this by Councillor Joudrey (Council's representative to the CPARC) as it was still outstanding with the committee. This item had not been provided to Council previously.

COST / SOURCE OF FUNDING:

There is no request for funding associated with this request.

OPTIONS:

Council may choose to:

1. Authorize the updated Terms of Reference provided by the Central Peace Attraction and Retention Committee as presented; or

2. Provide a list of questions and/or a request for additional information for the Central Peace Attraction and Retention Committee.

RECOMMENDED ACTION:

It is Administration's recommendation that Council authorize the updated Terms of Reference provided by the Central Peace Attraction and Retention Committee as presented.

April 23, 2019

G5 Municipalities,

Please find enclosed a letter of request changes to the terms of reference form the Central Peace Attraction and Retention Committee.

Since the Central Peace Attraction and Retention Committee evolved in the spring of 2016 we have had involvement from our local Doctors, Rural Health Professions Action Planning- RhPAP, Alberta Health Services, Central Peace Health Advisory.

So to better reflect the attraction and retention committees role more clearly, we support recruitment we do not actively recruit. Our focus is more on Attraction and Retention.

In revisiting the terms of reference we have updated this to define our roles and also to add to our committee membership.

If I could ask all CAO's forward this to your G5 members for your approval or direction.

If you have any question please do not hesitate to contact me.

Sincerely,

Lynne Phillips
Chair
Central Peace Attraction and Retention Committee.
780-864-1122
eonlynne@gmail.com

CENTRAL PEACE ATTRACTION AND RETENTION COMMITTEE (CPARC)
TERMS OF REFERENCE

Committee Name:

Central Peace Attraction and Retention Committee (CPARC)

A committee of the G5 Municipalities: Birch Hills County, MD of Spirit River, Saddle Hills County, Town of Spirit River, and the Village of Rycroft.

Purpose:

The purpose of CPARC is to build a sustainable system for health professional ~~recruitment~~ attraction and retention in collaboration with local health professionals that will ensure ongoing ~~physician~~ health care services to the community.

Objectives:

1. To coordinate attraction and ~~recruitment~~ retention of needed health professionals amongst the existing health professionals, AHS~~/Covenant Health~~ and the community.

2. To reduce the need for recruitment through retention efforts.
   Efforts should focus on three areas:
   - ~~Integration~~ Introduction into the medical ~~practice~~ community
   - Family integration into the community
   - Family quality of life issues

3. To facilitate community involvement in the attraction~~, recruitment~~ and retention process together with health professionals and AHS~~/Covenant Health~~.

Membership:

1. CPARC will consist of 11 members, eight of which are voting members and three of which are non-voting members:
   - 1 member each from the five participating municipalities appointed by their respective councils
   - 1 ~~administrator~~ recording clerk - an employee of one of the participating municipalities (non-voting)
   - 1 physician representative
   - 1 AHS representative (non-voting) ie: Physician Resource Planner
   - 1 RhPAP representative (non-voting)
   - 2 community representatives who are residents of the participating municipalities
   - 1 hospital site manager (non-voting)

   The community representatives will be recruited by two (2) weeks advertisement to submit a letter of interest to the recording clerk. The recording clerk will submit the letters to the committee and the appointment(s) will be made from the submitted letters of interest by the remaining voting members.

   Invited guests, when required, will be scheduled by a motion of the committee.

2. CPARC will appoint from within its members, through consensus, the following positions:
    - Chair
    - Vice-Chair

    These appointments should be revisited yearly at the beginning of November after municipal appointments.

Term:

Members of CPARC will commit to involvement on a year to year basis. This term can be reviewed and amended at any time by CPARC if needed.

Meetings:

1. Meetings will be held on the second Wednesday of each month when required. Evening scheduling will be preferred.
2. Quorum will be considered. Five voting members is the minimum attendance required for a meeting. Phone conference would be considered acceptable for meeting minimum attendance for motions when needed.
3. Motions will be moved by one voting member and carried by the majority of voting members present.
4. Draft minutes should not be made public until approved by CPARC at a subsequent meeting. Members that are a representative may share these Draft minutes with their organization.
5. The agenda and package information including the draft minutes will be distributed by email to the members of CPARC at least two days prior to the next meeting.
6. Honorariums will be paid quarterly by submission to the administrating municipality at $100.00 per meeting/approved event and $0.52/km mileage when applicable.

Communication:

The Chair will act as the spokesperson for the Committee, unless there is an alternative designate.

Approved by Motion #2016-008 on September 14, 2016.
Amended by Motion #_____ on _____, 2019.

_____ _____

Chairperson Administrator

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	February 27, 2020	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Director:**	
Item Title:	Chlorine Analyzer	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Administration is providing Council with information regarding an addition to the capital budget for a chlorine analyzer.

BACKGROUND:

With the addition of Aqueous Ammonia to the water treatment at our Eaglesham plant an addition piece of equipment is needed for in house testing and dosage confirmation.

DISCUSSION / BENEFITS / DISADVANTAGES:

To test and confirm the level of total chlorine this piece of equipment is needed to verify dosage parameters are being obtained and that levels of total chlorine are within the acceptable guidelines of our operating license issued by Alberta Environment Parks Regulatory Excellence Division.

COST / SOURCE OF FUNDING:

Estimated cost based on the latest quote is $5,921.09 plus GST, and would need to be added to the 2020 Capital Budget.

OPTIONS:

Council may choose to:

1. Direct administration to add $6,000 for the purchase of a chlorine analyzer to the 2020 capital budget, with funding to be provided from available grants or Capital reserves if the item does not qualify for grant funding, and to proceed with the purchase of this equipment; or

2. Receive this presentation for information only.

RECOMMENDED ACTION:

It is Administration's recommendation that Council direct administration add $6,000 for the purchase of a chlorine analyzer to the 2020 capital budget, with funding to be provided from available grants or Capital reserves if the item does not qualify for grant funding, and to proceed with the purchase of this equipment.

January 16, 2020

Rycroft Merry Pioneers
Drop in Centre
4717 – 50th Street
Rycroft, Alberta
T0H 3A0

To whom it may concern;

We are a group of senior citizens that have formed this club to prevent isolation and social limitations in our village. We are seeking donations or grants that could be put towards a new facility as the one we have now is in very poor condition and has become a risk to our users. The building we are in belongs to the village and they want to destroy it because of its age and condition. We use this facility daily in the afternoons from 1:00 p.m. to 5:00 p.m. our coffee is always on for anyone to come and enjoy and perhaps sit and play a game of crib or cards. We have events going on all the time such as:

- Footcare the 2nd Tuesday of every month
- Potluck the last Thursday of every month
- Cribbage Tournaments
- Military Whist Tournaments
- Shuffleboard Tournaments
- Birthday Parties (Rental by Donation)
- Toastmasters International once a week
- Entertainment shows like Richard & Deborah Popovich
- Rycroft Community Quilters weekly
- Rycroft Community Christmas Party yearly

We hold casino every three years which the funds are used to operate the building. As of December 7, 2019 we had $8501.75 in our casino account and $47, 606.78 in our general account.

We have already received donations towards this project. But we are in need of more secured funding before we feel confident in moving forward with this project. The village of Rycroft is committed to working with us on this project they have said they are willing to remove the old building and replace with a new one level building without a basement by cost plus sharing with our group.

If you able to help us with our project please do not hesitate to contact Dave Burke at 780-765-2221 or 780-505-2179 for any information or to make arrangements to come and see the current facility.

Thank you for your time and consideration,

Rycroft Merry Pioneers

BIG LAKES COUNTY
5305-56 Street Box 239, High Prairie, AB T0G 1E0
T / (780) 523-5955 F/ (780) 523-4227

February 12, 2020

Birch Hills County
Box 157
Wanham AB T0H 3P0

Dear ~~Mr. Minderlein~~ Hermann,

Re: 7th Annual Big Lakes Invitational Charity Golf Tournament

Our 7th Annual Big Lakes Invitational Charity Golf Tournament will take place on Thursday, August 6, 2020 at the High Prairie & District Golf Course. Our goal is to raise funding that will be donated to the Heart & Stroke Foundation, the Stollery Children's Hospital Foundation, the High Prairie Health Foundation, and the Swan Hills Hospital Foundation. In order to meet our goal, we are asking for sponsorship and participation from businesses and individuals.

By supporting this annual event you'll be supporting very worthy charities and helping us provide assistance to local organizations within our community. We ask that you consider sponsoring or registering a team. A copy of our registration/sponsorship form has been attached. As a sponsor, your name will be placed on signage that is posted at the event.

We hope that we can count on you to help support our charities. If you have any questions, please feel free to contact Jessica Martinson at 780-523-5955 or jmartinson@biglakescounty.ca.

Thanks in advance for your consideration!

Sincerely,

Jordan Panasiuk
CAO

Enclosure

BIRCH HILLS COUNTY RECEIVED FEB 18 2020 WANHAM

BIG LAKES COUNTY

7TH ANNUAL BIG LAKES CHARITY GOLF TOURNAMENT

Thursday, August 6, 2020
High Prairie & District Golf Course

TITLE SPONSOR AVAILABLE
CONTACT FOR MORE INFORMATION

PROUDLY SUPPORTING:
High Prairie Health Foundation
& Swan Hills Hospital Foundation

Heart&Stroke™

™The heart and / Icon and the Heart&Stroke word mark are trademarks of the Heart and Stroke Foundation of Canada used under license.

STOLLERY CHILDREN'S HOSPITAL FOUNDATION

In Support of the Stollery Children's Hospital Foundation

SPONSORSHIP PACKAGES:
(includes one complimentary entry)

*PLATINUM — $5000
**GOLD — $3000
SILVER — $2000
BRONZE — $1000
HOLE #1 — $2500
HOLE IN ONE — $1500
GOLF CARTS — $2000
REGULAR HOLE — $1500
*BBQ — $3000
BREAKFAST — $2000
PEROGIES & SAUSAGE — $1500
WINGS & BEER — $1500
SHRIMP & CAESARS — $1500
BEVERAGE CART — $1500
SHOOTER HOLE — $1500

*four complimentary entries
**two complimentary entries

REGISTRATION FORM

Deadline: July 10, 2020

ENTRY FEE $150 PER PERSON

Includes green fee for 18 holes, cart, continental breakfast, food holes & BBQ

Contact Name: _____

Company Name: _____

Mailing Address: _____

_____

_____

Phone #: (___) ___ - _____ Fax #: (___) ___ - _____

Email: _____

Please check one: All Players on the same team All Players on different teams

Players: _____

_____

Registration Fee: _____ x $150 = _____

Complimentary Golfer(s): _____

Sponsorship Amount: $_____

Total: $_____

METHOD OF PAYMENT *(please make cheques payable to: Big Lakes Charity Golf)*

Visa Mastercard Cheque Cash Invoice

Cardholder Name: _____

Credit Card #: _____

Expiry Date: _____ /_____ (MM/YYYY)

Authorized Signature: _____

SCHEDULE:

7:30 a.m.	Breakfast & Registration
8:45 a.m.	Welcome & Group Photo
9:00 a.m.	Texas Scramble Shotgun start
3:30 p.m.	BBQ & Live / Silent Auction

You are invited

to join with the Grande Spirit Foundation
and MLA Todd Loewen for the announcement
of a new seniors' facility in Spirit River

Pleasantview Lodge
Spirit River, AB

Friday, March 6, 2020
starting at 3:00 pm