AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
January 10, 2019

1. CALL THE MEETING TO ORDER

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
a. December 13, 2018 Regular Council Meeting Minutes (Page 3)

4. DELEGATIONS
9:30 AM a. CAPP – Kelly McTaggart

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

6. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (Page 13)
b. CAO Action Log (Page 20)

7. BYLAWS - None

8. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)
a. Policy 71-01-18 - Recreation Operating Assistance Grant (Page 26)
b. Intermunicipal Economic Development Advisory Committee (Page 61)

9. NEW BUSINESS
a. **Council**
i. Councillors Absence (Page 65)
ii. Sponsorship Request – Misery Mountain Ski Area (Removed)
iii. Appointment to Recreation Board (Page 67)
iv. Appointment to Municipal Library Board (Page 69)
v. Growing the North Conference (Page 77)

b. **Administration**
i. Substance Abuse Policy (Page 86)

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
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January 10, 2019
(Continued)

10. FOR INFORMATION

a. Central Peace Regional Waste Management Commission Meeting Minutes from April 11, 2018 (Page 98)

11. CORRESPONDENCE

a. 2018 12 17 – AMISK Update (Page 101)
b. 2018 12 17 – Saddle Hills Request for ICF/IDP Extension (Page 102)
c. 2019 01 02 – Saddle Hills letter to Minister Sigurdson (Page 103)

12. IN-CAMERA (If required)

NEXT REGULAR COUNCIL MEETING DATE – FEBRUARY 14, 2019

MINUTES OF A REGULAR COUNCIL MEETING FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS DECEMBER 13, 2018

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

CALL TO ORDER

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

ADOPTION OF AGENDA

RC18-421 Moved by Councillor Joudrey that Council adopt the agenda of the December 13, 2018 Regular Council Meeting with additional change:

DELEGATION

Sgt. Ryan Frost will be at 11:15 a.m.

CARRIED

ADOPTION OF MINUTES

Regular Council Meeting November 8, 2018

RC18-422 Moved by Councillor Joudrey that Council approve the minutes of the November 8, 2018 Regular Council Meeting as presented.

CARRIED

Governance Council Meeting November 8, 2018

RC18-423 Moved by Councillor Poetker that Council approve the minutes of the November 8, 2018 Governance Council Meeting as presented.

CARRIED

RC18-424 Moved by Councillor Wendland that Council adjourn the December 13, 2018 Regular Council Meeting.

CARRIED

PUBLIC HEARING

Bylaw 2018-08 Amend LUB re to rezone Lot 2 Block 3 Plan 1124394

Birch Hills County was required to hold a Public Hearing regarding Bylaw 2018-08, bylaw to amend the Birch Hills County Land Use Bylaw 02-08 re to rezone

Unapproved

Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

RC18-425 Moved by Councillor Joudrey that Council open the Public Hearing related to Bylaw No. 2018-08, a bylaw to amend the Birch Hills County Land Use Bylaw (LUB) 02-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

CARRIED

Reeve Manzulenko outlined the purpose of the Public Hearing, and CAO Minderlein provided a verbal summary with clarification to Council on questions related to the Bylaw No. 2018-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

RC18-426 Moved by Councillor Reum that Council adjourn the Public Hearing related to Bylaw No. 2018-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

CARRIED

RC18-427 Moved by Councillor Poetker that Council convene the December 13, 2018, Regular Council Meeting.

CARRIED

Lucy Stevenson
Development Clerk exited meeting 9:03 a.m.

Jenna Armstrong &
Tammy Brauer – MPTA
entered meeting 9:03 a.m.

DELEGATIONS

Jenna Armstrong &
Tammy Brauer – Mighty Peace Tourism Association

Jenna Armstrong and Tammy Brauer with Mighty Peace Tourist Association (MPTA) delivered a presentation that focused on MPTA's core operations, tourism opportunities and member benefits.

Unapproved

Reeve Manzulenko thanked MPTA for their presentation.

Jenna Armstrong & Tammy Brauer – MPTA exited meeting 9:39 a.m.

RC18-428 Moved by Councillor Poetker that Council accept Jenna Armstrong and Tammy Brauer with Mighty Peace Tourist Association (MPTA) presentation for information.

CARRIED

COUNCILLOR REPORTS

Reeve Manzulenko

Reeve Manzulenko reported on the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 19 to 22, 2018 and the G5 Senior Housing presentation to Minister Sigurdson, Minister Marg McCuaig-Boyd and AHS Ministerial staff at the Alberta Legislature in Edmonton on December 3, 2018.

Deputy Reeve Carbone

Absent and away on Council business.

Councillor Poetker

Councillor Poetker provided a verbal update to Council regarding the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 19 to 22, 2018 and the G5 Meeting in Rycroft he attended on December 11, 2018.

Councillor Wendland

Councillor Wendland provided a verbal update to Council regarding Rural Municipalities of Alberta (RMA) Convention she attended in Edmonton from November 19 to 22, 2018 and the G5 Meeting she attended in Rycroft on December 11, 2018.

Councillor Reum

Councillor Reum provided a verbal update to Council regarding the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 19 to 22, 2018.

Councillor Duvall

Councillor Duvall provided a verbal update to Council regarding the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 19 to 22, 2018 and the G5 Meeting in Rycroft he attended on December 11, 2018.

Unapproved

Councillor Joudrey

Councillor Joudrey provided a verbal update to Council on the written report she supplied regarding the Central Peace Attraction and Retention Committee Meeting she attended in Spirit River on November 14, the Rural Municipalities of Alberta (RMA) Convention she attended in Edmonton from November 19 to 22, the Peace Library System (PLS) she attended in Grande Prairie on November 24, 2018, the Innovative Crop Production she attended as an ASB Member in Wanham on December 5, the Grande Spirit Foundation meeting she attended in Clairmont on December 7, the BHC Library Board Meeting she attended in Eaglesham on December 10, the G5 meeting she attended in Rycroft on December 11 and the Central Peace Attraction and Retention Committee Meeting she attended in Spirit River on December 12, 2018.

RC18-429 Moved by Councillor Duvall that Council accept the Councillor Reports for information.

CARRIED

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

CAO Report

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

RC18-430 Moved by Councillor Wendland that Council designate Karen Egge as the Chair of the Central Peace Assessment Review Board.

CARRIED

RC18-431 Moved by Councillor Joudrey that Council appoint Andrew Hicks from Saddle Hills County as the Designated Officer to act as the clerk of the Central Peace Assessment Review Board.

CARRIED

RC18-432 Moved by Councillor Reum that Council direct Administration to work with the Administration of Birch Hills County's G5 partners to draft a bylaw for the formation of a Regional Subdivision and Development Appeal Board (SDAB) and to bring the draft to Council for review at a future Regular Council Meeting.

CARRIED

Unapproved

RC18-433 Moved by Councillor Poetker that Council direct Administration to prepare an RFD related to a G5 Intermunicipal Economic Development Advisory Committee (IEDAC) introduced at the December 11, 2018 G5 Meeting for the January 10, 2019 Regular Council Meeting.

CARRIED

RC18-434 Moved by Councillor Poetker that Council table a decision related to the donation of funds to subsidize a public retirement function for Dr. Phillips currently planned to be held in Spirit River on the evening of Saturday, February the 23rd, 2019 until Council's next meeting, and direct Administration to liaise with our G5 partners to determine:

1. their financial support plan for the event;
2. if a committee is being formed to coordinate the event and what, if any, direction or guidance they will be provided; and
3. if there are any plans for retirement gifts for Dr. or Dr. and Mrs. Phillips.

CARRIED

RC18-435 Moved by Councillor Wendland that Council receive the CAO's written report and verbal updates as information.

CARRIED

Recessed meeting at 10:30 a.m.
Convened meeting at 10:41 a.m.

CAO Action Log

Council reviewed the CAO Action Log updated to December 10, 2018 provided in the Agenda Package.

RC18-436 Moved by Councillor Joudrey that Council receive the CAO Action Log for information.

CARRIED

RC18-437 Moved by Councillor Wendland that Council provide 2nd reading to Amend Land Use Bylaw (LUB) 02-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

CARRIED

Unapproved

RC18-438 Moved by Councillor Reum that Council provide 3rd reading to provide third and final reading to Amend Land Use Bylaw (LUB) 02-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

CARRIED

RC18-439 Moved by Councillor Duvall that Council direct Administration to advertise the Amended Land Use Bylaw 02-08 on the Birch Hills County Webpage.

CARRIED

UNFINISHED BUSINESS

Central Peace Assessment Review Board

Council was provided with information regarding the Central Peace Assessment Review Board earlier in CAO Minderlein Report.

FCM Tax Exemptions

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

Beverly from the Signal entered meeting 10:55 a.m.

RC18-440 Moved by Councillor Reum that Council direct Administration to research Birch Hills County's remuneration, benefits, and travel policies to determine the effect of the loss of the "one-third" federal tax exemption for elected officials and bring these and a comparison of actions taken by other municipalities to the February 14, 2019 Regular Council meeting.

CARRIED

NEW BUSINESS

Councillor Absence

Council was provided with information that related to the absence of a Councillor from Regular Council Meeting.

RC18-441 Moved by Councillor Duvall that Council approve the absence of Deputy Reeve Carbone from the December 13, 2018 Regular Council Meeting due to his attendance at the Northern Leader's Summit.

CARRIED

Unapproved

Director of Agriculture Amanda Ouellet entered meeting at 11:03 a.m.

Upcoming Meetings

Council was requested to review the upcoming 2019 Calendar as it relates to Council Meetings, Statutory Holidays, and provide Administration with direction as to what, if any, action should be taken.

RC18-442 Moved by Councillor Joudrey that Council cancel the Regular Council Meeting on January 24, 2019 as it conflicts with 2019 Provincial ASB Conference in Calgary.

CARRIED

RC18-443 Moved by Councillor Wendland that Council cancel the Regular Council Meeting on November 14, 2019 as it conflicts with the 2019 Fall RMA Conference.

CARRIED

RC18-444 Moved by Councillor Duvall that Council cancel the Regular Council Meeting on December 26th as it falls on the Boxing Day holiday.

CARRIED

RC18-445 Moved by Councillor Poetker that Council direct Administration to advertise the cancellation of the January 24, November 14, and December 26, 2019 Regular Council Meetings as per the County's Procedural Bylaw.

CARRIED

Director of Agriculture Amanda Ouellet exited meeting at 11:07 a.m.

2019 Interim Operating Budget

Council was presented with a request to approve an interim Operating and Maintenance Budget for 2019.

Sergeant, Ryan Frost entered meeting 11:10 a.m.

RC18-446 Moved by Councillor Poetker that Council adopt the 2018 Operating Budget as the 2019 Interim Operating Budget with:
Total Revenues of $7,570,233.80 comprised of:
Operating Revenues (sales, grants, etc.) of $1,693,400.95;

Unapproved

Revenue Drawn from Operating Reserves of $204,837.99; and
Municipal Property Tax Revenue of $5,671,994.86; and
Total Expenses of $10,246,563.80 comprised of:
Operating Expenses of $7,570,233.80;
plus Amortization Expense of $2,676,330.00
Which results in a balanced budget before the amortization expense of $2,676,330.00.

CARRIED

DELEGATIONS CON'T

Sergeant Ryan Frost
Detachment Commander -
Spirit River RCMP

Council was presented with a verbal report on policing activity from the past quarter, and Sergeant Ryan Frost explained to Council that this would be his last presentation to the County as he has accepted a new placement in South East Saskatchewan.

Reeve Manzulenko thanked Sergeant Frost for the past years' services, his quarterly presentations and all the work throughout the County and wished him the very best with his new placement in Saskatchewan. CAO Minderlein presented him a BHC travel mug as a parting gift.

Sergeant, Ryan Frost
Exited meeting 11:43 a.m.

RC18-447 Moved by Councillor Poetker that Council accept Sergeant Frost's report for information.

CARRIED

2019 Cost of Living
Adjustment

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

RC18-448 Moved by Councillor Wendland that Council authorize Administration to provide increases to employee salaries and wages for 2019 as per Section 4.2 of the Personnel Handbook, that being an across the board increase of 2.8% based on the Statistics Canada Consumer Price Index for Alberta for the one-year period ending October, 2018, plus any salary grid increases where performance has been assessed as "Satisfactory" or better.

CARRIED

Unapproved

Meeting was recessed for Lunch at 12:00 p.m.

Meeting was resumed at 1:20 p.m.

Staff closed Administration Office from 12:00 p.m. to 1:00 p.m. Council and Staff attended Staff Christmas lunch, at and catered by Wanham Senior Centre.

2019 Capital Budget

Council was provided with the current version of the 2019 Capital Budget.

Director of Public Works Dion Hynes entered meeting at 1:25 p.m.

RC18-449 Moved by Councillor Poetker that Council Adopt the 2019 Capital Budget with Expenditures totaling $1,420,000 funded as follows:

a. Grants - $672,000;
b. Proceeds on disposal - $238,000; and
c. Capital Reserves - $332,000.

CARRIED

CIBC Closing Account

Council was provided with information regarding closing the Canadian Imperial Bank of Commerce (CIBC) bank account.

RC18-450 Moved by Councillor Wendland that Council provide approval for Administration to transfer all remaining funds to the ATB Business account 829-00102433724 and close the Canadian Imperial Bank of Commerce (CIBC) Business Operating Account 00599 23-03213.

CARRIED

December 2018 Early Payroll Cutoff

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

RC18-451 Moved by Councillor Poetker that Council accepts the presentation regarding the December 2018 early payroll cutoff for information.

CARRIED

Road Inspector Contract

Council was provided with information regarding the closing of tenders for Road Inspectors Contract.

RC18-452 Moved by Councillor Joudrey that Council direct administration to accept the tender bid from Paul and Vicky Yaremko for the 2-year road

Unapproved

inspector contract for the term ending December 31, 2020.

CARRIED

Director of Public Works Dion Hynes exited the meeting at 1:51 p.m.

FOR INFORMATION

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

1. Bank Reconciliation for Period ended October 31, 2018; and
2. Bank Reconciliation for Period ended November 30, 2018; and
3. SDAB Minutes – October 11, 2018.

RC18-453 Moved by Councillor Joudrey that Council accept the items presented for information.

CARRIED

CORRESPONDENCE

Council was provided with a copy of the following letters:

a. Squires letter dated September 20, 2018 re Oilfield Waste Management
b. Response letter to Squires dated November 9, 2018.

RC18-454 Moved by Councillor Wendland that Council accept the correspondence provided for information.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 2:02 p.m.

Unapproved

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

TO: Members of Council

FROM: Hermann Minderlein, CAO

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

SUBJECT: CAO Report

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

REPORT:

Meetings and events since the December 13 2018 Regular Council Meeting were as follows:

December 14	Completed a walkthrough with new tenants for Eaglesham residence.
December 15 To 23	Away from County for early Christmas with family, returned to work on the 24th.
December 25 December 26 January 1	County Office closed for Christmas, Boxing, and New Year's Day
January 4	G5 CAO meeting. Items discussed
	Regional SDAB Bylaw – Birch Hills County will prepare draft bylaw and agreement and circulate for review
	Intermunicipal Economic Development Advisory Committee
	Dr Phillips retirement
	Kelly Hudson provided an update on CPMSC budget, 2019 deficit down to 5,880 – should be funded from old facility surplus
January 8	MPC Meeting to review progress on LUB rewrite – going good so far, will be meeting again on February 6.

It was fairly quiet since the last meeting, with the majority of efforts concentrated on Year End and Snow removal. I will be at the meeting and will update Council with additional information if required.

MEMORANDUM

January 10, 2019

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of January 7, 2019

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

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

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

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

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

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

- Canada Summer Jobs - $4,891 – submitted September 24, payment received October 22
- Family and Community Support Services (FCSS) - $47,606
- Municipal Sustainability Initiative (MSI) Operating - $86,644
- Municipal Sustainability Initiative (MSI) Capital - $940,325
- MSI Basic Municipal Transportation Grant (BMTG) - $413,293
- Agriculture Service Board (ASB) - $115,946

2019-20 Application: Local, Provincial and Federal Grant Programs

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

2019 Canada Summer Jobs (CSJ) application is due January 25. If approved, the CSJ program will provide a wage subsidy of $7.50 per hour (50% of Alberta minimum wage). Birch Hills County received $4,891 (2018) and $6,588 (2017) for the previous program years.

2019 Alberta Summer Temporary Employment Program (STEP) application is due February 8. Based on population, BHC is restricted to two STEP positions. If approved, the STEP program will provide a wage subsidy of $7.00 per hour. Birch Hills County declined this program in 2017 and 2018 as we receive Canada Summer Jobs program funding.

To qualify for either program, summer staff must have been a full time secondary or post-secondary student in the preceding year and returning to full time studies the following year. Although we have submitted applications for both programs; if approved, BHC may only accept either the CSJ or the STEP program.

2017-2019 Agriculture Service Board (ASB) grant agreement remains in effect until December 31, 2019. Funding of $115,946 is usually received July/August annually.

2007-2018 Municipal Sustainability Initiative (MSI) grant agreement remains in effect until December 31, 2018. Government of Alberta's most recent budget includes meeting the $11.3 billion MSI/BMTG commitment. As a result, municipalities should be receiving close to the same amounts of MSI and BMTG grant funds in the next three years as in the past years. Administration anticipates receiving the amending memorandum of agreement to extend the MSI program to 2022 and the spring 2019 Provincial budget confirmation for continued MSI funding.

The **2014-2024 Gas Tax Funding (GTF**) agreement remains in effect until March 31, 2024. 2018 program guidelines are available at http://www.municipalaffairs.alberta.ca.

The **Provincial Education Requisition Credit (PERC)** program for 2018 uncollectable education property taxes on oil and gas properties will not be applied for in 2019, deadline January 15.

Assessment and Property Tax Update

The Provincial **Assessment Year Modifiers (AYM)** were received December 19.
Property tax arrears letters will be mailed mid-January.
The **Province of Alberta** is to provide the linear assessment by January 31.
Northern Sunrise County (contract assessor) is to provide all other assessment by February 28.

Finance Update – Miscellaneous

As directed by the **Local Authorities Election Act Section 101 – Disposition of Election Material**, the October 15 election documents were destroyed in the presence of two witnesses' December 19.

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

Alberta Transportation annual permits for Empty Special Haul Equipment, General Commodities, and Blanket Overweight were renewed for 2019.

GST/HST Public Service Bodies' Rebate for November was submitted December 20 in the amount of $9,718.11 Birch Hills County is zero rated for GST, meaning we receive a 100% net rebate of our GST collected as revenue and paid as expenses. Rebates for December 2017 – November 2018 were $277,351.57.

The **Sylvain and Company audit package** was received December 21. Audit actions items were completed the week of January 7-11. Administration continues to prepare for the **December 31 yearend annual audit** scheduled for March 4-8. Administration has tentatively scheduled Jean Sylvain with Sylvain and Company to present the December 31 Financial Statement to Council March 28.

The **One-third Federal Tax Exemption** for elected municipal office holders expired January 1.

Hamlet residential utility and bulk water invoices for November-December consumption were mailed January 7. Payments are required by January 31 to avoid a 2% penalty.

Annual Road Allowance Lease billing will be completed mid-January.
BHC Recreation Board Grant Program application process and planning has been initiated.
GP Dynamics/Diamond software module year end procedures are to be completed by February 1.

The **December 21-31 payroll accrual and vacation, management-in-lieu, and overtime accruals** will be finalized once the January 20 timesheets are submitted.

The **Local Authorities Pension Plan (LAPP)** reconciliation and reporting is due January 31 annually. The **Worker's Compensation Board, T4, and AGR1** preparation are due February 28 annually.

Finance Update – Budget 2019

Director's **2018 department performance analysis** (numbers and story behind 2018**)** is scheduled for the week of January 28-February 1.

Director's **2019 O&M Budget projection analysis** is scheduled for the week of February 11-15.

Administration's **2018 performance analysis and 2019 O&M Budget projection reviews** are scheduled for the week of February 4-8.

2019 O&M Budget Draft 1 agenda submission is tentatively scheduled for February 28 Council meeting.

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

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

Central Peace Regional Emergency Management (CP-REM) training schedule as follows:

- CP-REM Plan Orientation	January 18	Saddle Hills County
- CP-REM Plan Orientation	February 1	Birch Hills County
- Incident Command System (ICS) 100	February 8	MD-133 Brownlee Building
- Basic Emergency Management (BEM)	February 8	MD-133 Brownlee Building
- Director of Emergency Management (DEM)	February 15	Saddle Hills County
- Group Lodging – (Justice Institute of BC)	February 25	County of GP
- CP-REM Plan Orientation	February 26	Rycroft Office
- Incident Command System (ICS) 200	February 27&28	MD-133 Brownlee Building
- Regional Tabletop Exercise (1/2 day)	March 15	MD-133 Brownlee Building
- Emergency Social Services		
o Registration & Inquiry	April 6&7	Saddle Hills County
- Incident Command System (ICS) 300	November 6-8	Saddle Hills County

Shelley Braun
Director of Corporate Services

MEMORANDUM

January 7th, 2019

TO: CAO, Birch Hills County

Public Works Report (As of January 7th, 2019)

Christmas PW work Schedule
Staff covered the days as per my last report. Grader Operators and Equipment Operators worked the majority of the days including weekends from December 20th to December 31st due to the weather.

Gravel Roads Maintenance
This time of year, all County roads need timely maintenance and they will need a great deal more work during and after harvest. Road maintenance is unfortunately for the most part very weather driven and as well as resource and operator dependant. Staff is committed of course to all maintenance aspects so it is our intent to provide what we can when we can.
Staff will be generating gravel mapping plans for 2019 to include roads that need gravel based on rotation, policy and need.

Upcoming plans
In the next week
-final inventory numbers will be done including gravel and fuel.
-2019 operation budget will be addressed to ensure that it includes all accurate costs per departments.

Thank you

Dion Hynes, C. TECH PMP
Director of Public Works

MEMORANDUM

January 7, 2019

TO: CAO, Birch Hills County

Director of Agriculture - Report - December 11, 2018 - January 4, 2019

We are currently working on a full day workshop on Clubroot to be held at the Tangent hall in February/March. All Municipal ASB's in the Peace Region are working with SARDA on the planning, workshop intent, and speakers for these workshops.

The 2019 ASB Conference is January 21-23, 2019. We have 6 Councillors along with Kathrin and myself attending. 7 flights are booked, Terry will be driving. All rooms are booked at the hosting hotel the Hyett in Calgary. All flight and hotel information has been emailed to all members attending. If you have not received your information please let us know. A paper copy of the agenda will be available at the Council meeting. We will also send out an email copy as well.

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

Amanda Ouellet
Director of Agriculture

MEMORANDUM

January 7, 2019

TO: CAO, Birch Hills County

FIRE SERVICE BOARD REPORT (as of date prepared)

Dec 12	WFD responded to an outdoor fire on Hwy 49 and RR 40, this fire turned out to be a permitted brush pile burn that a passing motorist phoned in
Dec 12	WFD responded to a Haz Mat call at the post office in Wanham, a package with an unknown powder leaching from it was the concern, this was later identified as organic fertilizer
Dec 15	Members of the BHCFD attend the annual Candy cane Check stop in Rycroft
Dec 23	TFD responded to monitored alarms at 792049
Jan 09	Scheduled training to EFD on vehicle extrication tactics and tool use

December was a slow month which is a good thing from this office. The Candy cane Check stop was a chilly day on the hi-way and I do believe we gave away several hundred candy canes. On Jan 11th I will be having a meeting with the District Chiefs and their Deputies to talk about trainings coming up. I hope to see a bit more snow than we have had, if not it could make for a dry spring and high fire risk. I have completed the training schedules for the departments for the 2019 calendar year and will be distributing these shortly.

TOM MORGAN
Birch Hills County Fire Chief

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

Motion #	Motion	By	Action	Status
MEETING	**April 12, 2018 Regular Council Meeting**			
RC18-130	that Council direct Administration to research information related to the recognition of individuals and organizations, both voluntary and others, and bring their findings to a future Regular Council Meeting.	Hermann		
RC18-132	that Council provide 1st reading to Bylaw 2018-01, a Road Closure Bylaw and direct Administration to forward the bylaw to the Minister of Transportation for approval prior to bringing it back to Council for second reading.	Hermann		Sent to Minister awaiting response.
MEETING	**August 9, 2018 Regular Council Meeting**			
RC18-279	that Administration bring back Bylaw No. 2014-03 Birch Hills County Regional Fire Services Bylaw with Schedule of Fees and Charges to Council for review at a future Governance Meeting and/or Regular Council Meeting.	Hermann		
MEETING	**September 13, 2018 Regular Council Meeting**			
RC18-309	that Council have the 71-01-18 Recreation Operating Assistance Grant policy brought back to a future Governance meeting for review.	Hermann/Shelley/ Amanda		On Jan. 10 Agenda
MEETING	**October 25, 2018 Organizational Council Meeting**			
RC18-372	that Council reappoint Dale Emerson and Gary Sanocki to sit on the Agricultural Appeal Board for	Amanda/Tracy/ Shawna	Advertised starting week of October	

Motion #	Motion	By	Action	Status
	the 2018-2019 term and direct Administration to advertise for one (1) additional member for the Board and bring the names of any applicants back to Council for selection and appointment.		29.	
RC18-373	that Council accept the presentation regarding the Birch Hills County Fire Department appointments for information and direct Administration to bring the Fire "Term of Fire Department Officers" and "Election Procedure/Quorum" to Council at a future Governance Meeting.	Hermann		
RC18-376	that Council accept the presentation related to the Recreation Board Members for information and direct Administration to continue advertising to find replacements for the vacancies in Wards five (5) and six (6) and bring the names of any applicants back to Council for selection and appointment.	Tracy/ Shawna	Advertised since the week of October 15.	On Jan. 10 Agenda
RC18-414	that Council authorize the signing of a 5-year agreement with Alberta Agriculture and Forestry (AF) for the Implementation of Wild Boar Containment Standards under the Agricultural Pests Act on behalf of Birch Hills County.	Shawna/ Amanda		Awaiting Minister signature
MEETING	**December 13, 2018 Regular Council Meeting**			
RC18-430	that Council designate Karen Egge as the Chair of the Central Peace Assessment Review Board.	Lucy	Draft letters of notification	COMPLETED
RC18-431	that Council appoint Andrew Hicks from Saddle Hills County as the Designated Officer to act as the clerk	Lucy	Draft letters of notification	COMPLETED

Motion #	Motion	By	Action	Status
	of the Central Peace Assessment Review Board.			
RC18-432	that Council direct Administration to work with the Administration of Birch Hills County's G5 partners to draft a bylaw for the formation of a Regional Subdivision and Development Appeal Board (SDAB) and to bring the draft to Council for review at a future Regular Council Meeting.	CAO	Coordinate with other G5 CAO's BHC to draft Bylaw and agreement for G5	
RC18-433	that Council direct Administration to prepare an RFD related to a G5 Intermunicipal Economic Development Advisory Committee (IEDAC) introduced at the December 11, 2018 G5 Meeting for the January 10, 2019 Regular Council Meeting.	CAO	COMPLETED	On Jan. 10 Agenda
RC18-434	that Council table a decision related to the donation funds to subsidize a public retirement function for Dr. Phillips currently planned to be held in Spirit River on the evening of Saturday, February the 23rd, 2019 until Council's next meeting, and direct Administration to liaise with our G5 partners to determine: 1. their financial support plan for the event; 2. if a committee is being formed to coordinate the event and what, if any, direction or guidance they will be provided; and 3. if there are any plans for retirement gifts for Dr. or Dr. and Mrs. Phillips.	CAO Councillor Duval	Matter discussed at G5 CAO meeting Council update by email 4 Jan on this To update Council and CAO on January 9, 2019 CPARC meeting	
RC18-438	that Council provide 3rd reading to provide third and	Shawna/Lucy		COMPLETED

Motion #	Motion	By	Action	Status
	final reading to Amend Land Use Bylaw (LUB) 02-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.			
RC18-439	that Council direct Administration to advertise the Amended Land Use Bylaw 02-08 on the Birch Hills County Webpage.	Shawna/Lucy		COMPLETED
RC18-440	that Council direct Administration to research Birch Hills County's remuneration, benefits, and travel policies to determine the effect of the loss of the "one-third" federal tax exemption for elected officials and bring these and a comparison of actions taken by other municipalities to the February 14, 2019 Regular Council meeting.	CAO		
RC18-445	that Council direct Administration to advertise the cancellation of the January 24, November 14, and December 26, 2019 Council Meetings as per the County's Procedural Bylaw.	Shawna		COMPLETED
RC18-446	that Council adopt the 2018 Operating Budget as the 2019 Interim Operating Budget with: **Total Revenues** of $7,570,233.80 comprised of: Operating Revenues (sales, grants, etc.) of $1,693,400.95; Revenue Drawn from Operating Reserves of $204,837.99; and Municipal Property Tax Revenue of $5,671,994.86; and **Total Expenses** of $10,246,563.80 comprised of:	Shelley	As required	COMPLETED

Motion #	Motion	By	Action	Status
	Operating Expenses of $7,570,233.80; plus Amortization Expense of $2,676,330.00 Which results in a balanced budget before the amortization expense of $2,676,330.00.			
RC18-448	that Council authorize Administration to provide increases to employee salaries and wages for 2019 as per Section 4.2 of the Personnel Handbook, that being an across the board increase of 2.8% based on the Statistics Canada Consumer Price Index for Alberta for the one-year period ending October, 2018, plus any salary grid increases where performance has been assessed as “Satisfactory” or better.	Shelley	Adjust pay grids and pass to Marlene	COMPLETED
RC18-449	that Council Adopt the 2019 Capital Budget with Expenditures totaling $1,420,000 funded as follows: a. Grants - $672,000; b. Proceeds on disposal - $238,000; and c. Capital Reserves - $332,000.	Shelley Hermann/Dion	Set up 2019 Budget Tenders	COMPLETED
RC18-450	that Council provide approval for Administration to transfer all remaining funds to the ATB Business account 829-00102433724 and close the Canadian Imperial Bank of Commerce (CIBC) Business Operating Account 00599 23-03213.	Shelley	Transfer funds and close account	Waiting for signed minutes
RC18-452	that Council direct administration to accept the tender bid from Paul and Vicky Yaremko for the 2-year road inspector contract for the term ending December 31, 2020.	Dion	Arrange for contract	

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	January 10, 2019	**CAO:**	
Originated By:	Hermann Minderlein	**Manager:**	
Item Title:	Policy 71-01-18 - Recreation Operating Assistance Grant	**Presenter:** CAO Minderlein	

DESCRIPTION:

Administration is bringing Policy 71-01-18, the Recreation Operating Assistance Grant policy to Council based on direction provided by Council.

BACKGROUND:

Administration had provided Council two (2) resignations received from members of the Recreation Board at the September 13, 2018 Regular Council Meeting. A copy of the RFD from that meeting is attached for Council's reference.

Resolutions RC18-308 and RC18-309 were passed by Council following presentation of the RFD, and read as follows:

> **RC18-308 Moved by Councillor Joudrey** that Council direct Administration to advertise for two representatives (one from Ward 5 and one from Ward 6) to serve on the Birch Hills County Recreation Board for a three (3) year term and to bring the results back to the October 2018 Organizational Meeting.
>
> **RC18-309 Moved by Councillor Joudrey** that Council have the 71-01-18 Recreation Operating Assistance Grant policy be brought back to a future Governance meeting for review.

Council was advised at the October 25th Organizational Meeting of the lack of applicants for the Recreation Board, and passed the following resolution:

> **RC18-376** Moved by Councillor Poetker that Council accept the presentation related to the Recreation Board Members for information and direct Administration to continue advertising to find replacements for the vacancies in Wards five (5) and six (6) and bring the names of any applicants back to Council for selection and appointment.

The purpose of this presentation is to bring back Policy 71-01-18 to Council as per Resolution RC18-309. This policy was approved by Council at the February 15, 2018 Regular Council Meeting, and a copy of the RFD and supporting documentation from that meeting is attached for Council's reference. Resolution RC18-054 adopted the policy, and was worded as follows:

> **RC18-054** Moved by Councillor Wendland that Council approve Policy Number 71-01-18, the Recreation Operating Assistance Grant Policy

including Schedules A and B as presented and direct Administration to seek feedback from the Recreation Board at the end of their 2018 meeting.

The Recreation Board did discuss the Policy at their June 12, 2018 meeting, and the wording from the "draft" minutes of that meeting regarding the discussion and listed "FOR INFORMATION" is as follows:

a. Bylaw 2016-10, the "Recreation Board Bylaw".
b. Policy Number 71-01-18, the Recreation Operating Assistance Grant Policy.

Discussion about having the total amount of funds that the Recreation Board could distribute before scoring and CAO Minderlein clarified that Council had not approved budget when the packages had been distributed to the Recreation Board to score.

Discussion about Policy Number 71-01-18, the "Recreation Operating Assistance Grant Policy" Schedule A:

Section 1 Question 1. Add current so it reads:
Please provide current proof of your organizations non-profit status (Societies Act Number).

Section 1 Question 4 & 5: question about if there is a standardized template for organization's audits. Add a separate question that asked specifically what expenses they are applying for listing examples like utilities, rent, etc.

Section 2 Question 1. For levels of any facilities add include map pictures example google maps, maybe word it like "In detail describe your operations and provide maps of locations and facilities that you operate".

Section 2 Question 3. Clarification on frequent revenue for example Casino frequency.

Administration has taken the initiative to include some of the changes suggested into a revised Schedule A that addresses most of the requests.

With regard to Section 1 Question 4 & 5, Administration does not feel that the County should be dictating how the organizations should be presenting their audited financial statements as these are overseen by the province to support the organization's non-profit status. Additionally, a definition for an operating budget that was originally sourced online from Wikipedia is included in question 5, and Administration believes that the total budget should be considered by the Board, and not specific costs such as utilities, fuel, food, etc.

COST / SOURCE OF FUNDING:

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted January 12, 2011.

RELEVANT LEGISLATION (Cite):

- Birch Hills County Bylaw 2016-10, the "Recreation Board Bylaw"
- Birch Hills County Policy 73-01-18, the "Recreation Operating Assistance Policy"

ATTACHMENT(S):

RFD and supporting documentation from the February 15, 2018 Regular Council Meeting regarding Policy 71-01-18

RFD and supporting documentation from the September 13, 2018 Regular Council Meeting related to two (2) resignations received from members of the Recreation Board

Suggested changes to Schedule A of Birch Hills County Policy 73-01-18

OPTIONS

Council may choose to:

1. Approve the changes to Schedule A of Birch Hills County Policy 73-01-18, the "Recreation Operating Assistance Policy" as recommended by Administration; or

2. provide Administration with other direction regarding changes to Birch Hills County Policy 73-01-18, the "Recreation Operating Assistance Policy", and direct Administration to bring an amendment to Policy 73-01-18 to the February 14, 2019 Regular Council Meeting;

3. choose not to make any changes to Birch Hills County Policy 73-01-18, the "Recreation Operating Assistance Policy" and receive this presentation for information.

RECOMMENDED ACTION:

It is recommended that Council approve the following changes to Schedule A of Birch Hills County Policy 73-01-18, the "Recreation Operating Assistance Policy":

1. Replace the wording "Please provide proof of your organizations non-profit status (Societies Act Number)." in question 1 of Section 1 with "Please provide current proof of your organizations non-profit status (Societies Act Number)."

2. Replace the wording "Please provide details regarding the purpose of your organization, usage levels for any facilities that it may operate, and describe how the group serves the residents of the County." in question 1 of Section 2 with "Please provide details regarding the purpose of your organization, describe how the group serves the residents of the County, and provide a listing of facilities operated by the organization supported by descriptions and a map showing location(s), plus information related to the usage of those facilities."; and

3. Replace the wording “Please provide an outline of your organization’s fund-raising activities planned for the year this grant is being requested for.” in question 3 of Section 2 with “Please provide an outline of your organization’s fund-raising activities planned for the year this grant is being requested for. Where revenues are anticipated in the budgeted year, or have been received in past years, from sources that do occur on an annual basis (casinos, etc.) please detail how such funds are allocated and/or spent in each of the affected timeframes by the organization.”

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	February 15, 2018	**CAO:**	
Originated By:	CAO	**Manager:**	
Item Title:	Recreation Operating Assistance Grant Policy	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is providing Council with the Policy Number 71-01-18, the Recreation Operating Assistance Grant Policy, that has been prepared as per the direction provided in Resolution RC18-031.

BACKGROUND:

The Recreation Board made the following motion at their meeting on April 12th, 2017:

> **Moved by Board Member Betty Bohnke** that CAO Hermann Minderlein be requested to prepare and/or update Policies relative to the Recreation Board and Grant Application process with the following recommendations;
>
> 1. Financials to show a list of operational costs;
> 2. Amend the application to list only (1) question per page;
> 3. Reword question one (1) to clearly state that all applicants must show proof of valid, current, non-profit status;
> 4. Reverse the order for questions eight (8) and ten (10);
> 5. Clarify the definition of "operational budget" in question five (5) and to "a list of operational costs" and explain what expenses and revenue are with better wording;
> 6. Have the applicants further explain meeting their last year's objectives #10;
> 7. Clarify question seven (7) to explain what accounts hold the reserve funding and the purpose of the reserves; and
> 8. Add question eleven (11); "Is your organization partnering with other group(s) in Birch Hills County? Explain in what way?"

Council followed up on this request with Resolution RC17-185 that read:

> **Moved by Councillor Carbone** that Council direct Administration to draft a policy spelling out the purpose, composition, appointments and procedures related to the Birch Hills County Recreation Board, and bring the Policy back to Council for review at a future Governance Meeting.

Administration began the work on this project, and found that the "purpose, composition, and appointments related to the Birch Hills County Recreation Board were in fact spelled out in Bylaw 2016-10, the "Recreation Board Bylaw" that had been adopted on November 10, 2016, but that there was no policy that covered procedures for the Board. Administration did find various documents used by the Board in the past to spell out some "guidelines" and versions of applications that had been developed and utilized over the years, but no policy was approved by Council to cover these.

Administration began to search out policies from other municipalities to utilize as a template for the new document, but failed to find anything, and allowed the project to stall out.

This was relayed to Council at the January 25, 2018 Regular Council Meeting, and Council passed the Resolution 18-031 that read as follows:

> "that Council direct CAO Minderlein to work with Council (via emails) and staff to prepare a draft Recreation Board policy for presentation to Council at the February 15, 2018 Regular Council Meeting."

Administration has, with input from Council, prepared a draft that is loosely based on the original local documents, and is ready to provide this for Council's consideration and approval. Many of the Recreation Boards requests were taken into consideration when preparing this draft, though the request to "Amend the application to list only (1) question per page" was not actioned in order to keep the size of the application down to a "manageable" size.

During the draft process, the document was distributed to Council and staff for input on January 31st, February 7th, and February 8th.

The final version is presented for Council's approval. If approved, and once signed, it will be published and distributed to the Recreation Board members and Recreation Operating Assistance Grant applicants for use in 2018.

The Recreation Board will be asked for their feedback at their 2018 meeting, and this will be brought back to Council, if necessary.

COST / SOURCE OF FUNDING:

2018 Operating Budgets, to be discussed later at this meeting.

RELEVANT LEGISLATION (Cite):

Bylaw 2016-10, the "Recreation Board Bylaw"

ATTACHMENT(S):

Bylaw 2016-10, the “Recreation Board Bylaw”

Policy Number 71-01-18, the Recreation Operating Assistance Grant Policy including Schedules A and B

OPTIONS:

Council may choose to:

1. approve Policy Number 71-01-18, the Recreation Operating Assistance Grant Policy including Schedules A and B as presented and direct Administration to seek feedback from the Recreation Board at their 2018 meeting;

2. not approve Policy Number 71-01-18, the Recreation Operating Assistance Grant Policy including Schedules A and B as presented, and provide direction for changes to include in the document prior to being returned to Council for consideration.

RECOMMENDED ACTION:

It is Administration’s recommendation that Council approve Policy Number 71-01-18, the Recreation Operating Assistance Grant Policy including Schedules A and B as presented and direct Administration to seek feedback from the Recreation Board at their 2018 meeting.

BIRCH HILLS COUNTY
BY-LAW 2016-10
RECREATION BOARD BYLAW

BY-LAW # 2016-10

BIRCH HILLS COUNTY
RECREATION BOARD

Bylaw No. 2016-10

A BYLAW OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA, TO ESTABLISH A RECREATION BOARD AND TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THAT BOARD.

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorize Council to pass Bylaws relating to the establishment and function of Council Committees and other bodies;

AND WHEREAS, the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any of its executive and administrative duties and powers and functions;

NOW THEREFORE THE MUNICIPAL COUNCIL OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA DULY ASSEMBLED ENACT AS FOLLOWS:

PART I: BYLAW TITLE

1.1. This Bylaw shall be known as the "Recreation Board Bylaw".

PART II: DEFINITIONS

2.1. *Act* means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments.

2.2. *Chief Administrative Officer or CAO* means the person appointed to the position of Chief Administrative Officer by Council.

2.3. *Council* means the Council of Birch Hills County.

2.4 The *County* means "Birch Hills County".

PART III: APPOINTMENT, TERMS AND CONDITIONS

3.1. Council hereby establishes the Recreation Board.

3.2. Council shall, by resolution, at the annual Organizational meeting appoint Ward specific members-at-large to the position of Board Member for each Ward of the County.

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

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

PART IV: RESPONSIBILITIES

4.1 The Recreation Board shall:

4.1.1. Appoint a Chair, and Vice Chair;

4.1.2. Rotate the Vice Chair to fill the Position of Chair, the following year;

4.1.3. Meet at least once per year;

4.1.4. Distribute in a fair manner, any monies budgeted by Council to the *Recreation Board.*

PART V: ADMINISTRATIVE DUTIES

5.1 In order to carry out the responsibilities of the Recreation Board, the CAO must entrust administration to:

5.1.1 Ensure each position of the *Recreation Board* is filled;

5.1.2 Provide a Recording Secretary for each meeting;

5.1.3 Ensure legislation, including this Bylaw, for the *Recreation Board* be visited and updated as often as needed;

5.1.4 Ensure all financial aspects pertaining to the *Recreation Board*, including but not limited to, expense claims, mileage and distributing of funds is administered as per County Policy.

PART VI: SEVERABILITY

6.1 If at any time any provision of this Bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of this Bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

PART VII: REPEAL

7.1 Bylaw No. 2-96, the Inter-municipal Recreation Board Bylaw, is repealed.

PART VIII: ENACTMENT

8.1 This Bylaw shall come into force and effect when it receives third reading and is duly signed.

READ a first time this 10th day of November, 2016

READ a second time this 10th day of November, 2016

READ a third time this 10th day of November, 2016

Signed this 10th day of November, 2016

Reeve
Marvin Doran

Chief Administrative Officer
Hermann Minderlein

Department **Council**	Policy No. **71-01-18**	Page **1 of 5**
Policy Title **Recreation Operating Assistance Grant Policy**	Date: **February 15, 2018**	Resolution No. **RC18-___**

PURPOSE

The purpose of this policy is to define the process by which the Birch Hills County provides Recreation Operating Assistance Grant funding to local organizations that provide recreational facilities, programs, and opportunities on a not-for-profit basis.

DEFINITIONS:

Capital:

Any tangible asset with an estimated useful life expectancy that exceeds one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

County:

The municipal corporation of Birch Hills County having jurisdiction under the Municipal Government Act and other applicable legislation.

Culture:

The arts and other manifestations of human intellectual achievement regarded collectively.

Freedom of Information and Protection of Privacy Act:

Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended thereto, also known as FOIP.

Major Recreation Facilities:

Facilities including, but not limited to, ice arenas, curling rinks, and community halls which are eligible to receive a funding allocation on an annual basis under this policy.

Municipal Government Act:

Municipal Government Act, RSA 2000, c. M-26 and amendments thereto also known as the MGA.

Operating:

Funding or projects related to maintaining or enhancing operations that are not directly related to capital.

Recreation:

Any play, activity, amusement, exercise, competition, etc. used for the refreshment, relaxation and fitness of body or mind.

Recreation Board:

A Board of ward specific members-at-large appointed by the Council of Birch Hills County in accordance with Bylaw 2016-10, the "Recreation Board Bylaw".

POLICY

Birch Hills County may provide grants to community groups, service clubs, or organizations and will establish a system for evaluating applications and requests. All requests for Recreation Operating Assistance Grants will be completed utilizing the form listed as Schedule A to this policy and will be reviewed by Birch Hills County as provided for in this policy.

1. GENERAL PROVISIONS

1.1 Birch Hills County Council shall annually, in the interim and final budget, allocate Recreation Operating Assistance Grant funding for the County.

1.2 Birch Hills County Council will be responsible for the development and maintenance of a system to be used for the submission, review, and recommendation for, Recreation Operating Assistance Grants by the County Recreation Board.

1.3 Recreation Operating Assistance Grants will only be provided to community groups, service clubs, or organizations operating within the boundaries of Birch Hills County.

1.4 Recreation Operating Assistance Grants will only be provided for operational expenses (no wages or honouriariums) and will not be made for any expenses that are of a Capital nature.

1.5 The final approval for the distribution of the Recreation Operating Assistance Grant will be Birch Hills County Council.

2. GUIDING PRINCIPLES AND CRITERIA/ELIGIBILITY

2.1 Recreation Operating Assistance Grant must align with the County's vision and goals that build the community and support community organizations, neighbors, and volunteerism.

2.2 Recreation Operating Assistance Grant must directly benefit the community group, service club, or organization submitting the application.

2.3 The applicant must be an established (two complete years of operation), responsible, and reputable community group, service club, or organization whose name and identity are in good standing in the community. The applicant's past performance in achieving program objectives shall be considered.

3. EXCLUSION FROM FUNDING

3.1 Funding provided under this grant program must not provide primarily for the recreational needs or leisure time pursuits of individuals, offer direct assistance (including money, food, clothing or shelter) to sustain an individual or family, or duplicate services that are ordinarily provided by a government or government agency.

3.2 Recreation Operating Assistance Grants are not provided to applicants for cultural purposes.

3.3 Successful applicants for a Recreation Operating Assistance Grant will not be eligible to apply for a General Grant in the same year that funding from the Recreation Operating Assistance Grant program is provided.

4. APPLICATION PROCESS

4.1 Only one (1) application will be accepted per registered community group, service club, or organization.

4.2 All applications must be fully completed (in English, or be accompanied with an English translation) utilizing the form provided as Schedule A to this Policy, submitted by email, mail, fax, or hand delivered to the County Office, and **must be received at the Birch Hills County Office no later than 4:30 p.m on the date specified in the advertisement(s) circulated announcing that applications are being sought for the current year's funding**.

4.3 All applications must show proof of current non-profit status, be accompanied by an audited financial statement for the previous year's operation (audited by a non-associated individual), a current income

and expense statement, **and** the approved budget for the period of operation in which the grant is being requested for.

4.4 Each request must clearly demonstrate the need for the amount being requested, identify specific benefit(s) and outcome(s), and provide alternate plans should the application not be funded, in whole, or in part.

5. APPLICATION REVIEW (CAO)

5.1 All applications will be reviewed following receipt by the CAO (or a Birch Hills County employee appointed by the CAO) to ensure that they have been correctly completed, that they do not include a request for funding for expense items that are expressly disallowed by this policy, and are accompanied by required documentation. Applications will not be submitted to the Recreation Board for funding consideration if:

5.1.1 The application was not received at the Birch Hills County Office by 4:30 p.m. on the date specified in the advertisement(s) circulated announcing that applications are being sought for the current year's funding;

5.1.2 The application is not a community group, service club, or organization operating within the boundaries of Birch Hills County;

5.1.3 The application would provide primarily for the recreational needs or leisure time pursuits of individuals, or offer direct assistance (including money, food, clothing or shelter) to sustain an individual or family, or duplicate services that are ordinarily provided by a government or government agency;

5.1.4 The applicant failed to include proof of current non-profit status;

5.1.5 The applicant does not have two complete years of operation;

5.1.6 The applicant failed to include an audited financial statement for the previous year's operation (audited by a non-associated individual), a current income and expense statement, **and** the approved budget for the period of operation in which the grant is being requested for;

5.1.7 The application includes funding for cultural purposes;

5.1.8 The funding being requested includes sums for wages or honouraríums; or

5.1.9 The funding being requested includes sums for expenses that are of a Capital nature;

5.2 Where more than one (1) application has been received from a registered community group, service club, or organization, County staff will contact the applicant to advise them that they are only able to submit one application, and request direction as to which application to proceed with.

6. APPLICATION REVIEW (RECREATION BOARD)

6.1 Applications that have been received and accepted will be forwarded for evaluation and recommendation for funding by the Recreation Board at a Meeting to be organized by the Chief Administrative Officer.

6.2 Members of the Recreation Board will evaluate each accepted application as per the guidelines detailed in Schedule B, and the Board as a whole shall make their recommendations as to the distribution of the funding allocated by Council for Recreation Operating Assistance Grants.

6.3 Members of the Recreation Board will only be advised of the details related to rejected applications after the Recreation Board has made their recommendations for Grant distribution.

7. Conditions of Approval

7.1 Council will approve the distribution of the Recreation Operating Assistance Grants following the receipt of the recommendation of the Recreation Board. Council may question the recommendation of the Recreation Board, but should only make changes as to the distribution of the grant funds under extenuating circumstances, and then only following communication with the Recreation Board members.

7.2 Administration will notify applicants in writing (regular mail or email) of the outcome of their submission.

_____	_____
Hermann Minderlein Chief Administrative Officer	Gerald Manzulenko Reeve or Delegate

Adopted by Council:	June 22, 2017
Updated:	

_____ RECREATION OPERATING ASSISTANCE GRANT APPLICATION

(YYYY)

PLEASE COMPLETE AND FORWARD TO:

BIRCH HILLS COUNTY RECREATION BOARD
4601 50th STREET BOX 157
WANHAM, ALBERTA T0H 3P0

ORGANIZATION NAME:	
ADDRESS:	
PRESIDENT:	
PHONE #:	
SECRETARY TREASURER:	
PHONE #:	

AMOUNT OF GRANT APPLIED FOR: $_____

IF THE GRANT APPLIED FOR IS APPROVED IN WHOLE OR IN PART, WE UNDERSTAND THAT:

A. The grant shall be used for those purposes for which the proposal was approved by the Recreation Board or for the purposes subsequently approved by the Recreation Board in consultation with the applicant.

B. Grant funds not expended for the purposes for which they were provided shall be returned to the Recreation Board.

C. The grant recipient will be required upon request, to produce evidence satisfactory to the Recreation Board of the manner in which the grant funds were used.

D. The Recreation Board may require that an evaluation or audit of the project related to the grant be undertaken.

APPLICANTS NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

CAO's APPLICATION REVIEW

1. When was the application received at the Birch Hills County Office

   Date: _____

   Time: _____

   By: _____

   Was this within the timeframe specified in the advertisement(s) circulated announcing that applications were being sought for the current year's funding? _____ Yes or No

2. Did the applicant provide proof of their organization's non-profit status? _____ Yes or No

3. Is the applicant a community group, service club, or organization operating within the boundaries of Birch Hills County? _____ Yes or No

4. Does the applicant have two complete years of operation? _____ Yes or No

5. Did the applicant include an audited financial statement for the previous year's operation (audited by a non-associated individual)? _____ Yes or No

6. Did the applicant include the approved budget for the period of operation in which the grant is being requested for? _____ Yes or No

7. Did the applicant include a current income and expense statement? _____ Yes or No

If the answer to any of the above questions is a no, the application will not be submitted to the Recreation Board for funding consideration.

8. Does the application provide primarily for the recreational needs or leisure time pursuits of individuals, or offer direct assistance (including money, food, clothing, or shelter) to sustain an individual or family, or duplicate services that are ordinarily provided by a government or government agency? _____ Yes or No

9. Does the application include funding for cultural purposes, expenses that are of a Capital nature, or sums for wages or honourariums? _____ Yes or No

If the answer to any of the above questions is a yes, the application will not be submitted to the Recreation Board for funding consideration.

PLEASE USE THE SPACE PROVIDED OR INCLUDE ATTACHMENTS WITH THE GRANT APPLICATION FORM.

All applications and supporting documentation must be submitted to the Board in English or include an English translation.

SECTION 1 (Failure to provide the information or document listed will result in the application not being considered for a grant)

1. Please provide proof of your organizations non-profit status (Societies Act Number).	/ **5 points**
2. Please provide details regarding the location of your organization and those of any facilities that it may own or operate.	/ **10 points**
3. Please provide details as to: a. the date (mm/yy) your organization was initially formed; _____ b. the date (mm/yy) your organization was approved for its current non-profit status: _____	/ **5 points**
4. Please provide a copy of your organization's audited (audited by a non-associated individual) annual financial statements including detailed revenue and expense information for the previous year.	/ **10 points**
5. Please include a copy of your organization's proposed or approved operational revenue and expense budget for the year that the grant application covers. An operating budget is the annual budget of an activity stated in terms of Budget Classification Code, functional/sub functional categories and cost accounts. It contains estimates of the total value of resources required for the performance of the operation. The operating budget is used to keep track of things like; maintenance operations, utility bills and interest payments. (Reference: http://en.wikipedia.org/wiki/Operating_budget)	/**15 points**
6. Please provide a copy of your organization's current income and expense statement.	/ **5 points**

Total of Section 1 **/50 points**

SECTION 2

1. Please provide details regarding the purpose of your organization, usage levels for any facilities that it may operate, and describe how the group serves the residents of the County.	/ **15 points**
2. Please provide details regarding your organization's membership numbers, listing the number of County residents and the number for those that reside outside of the County.	/ **10 points**
3. Please provide an outline of your organization's fund-raising activities planned for the year this grant is being requested for.	/**15 points**

4. Will your organization be partnering with other group(s) in or outside of Birch Hills County? Explain in what way.	/**10 points**
5. Please provide details regarding any Reserve Funds your organization has placed on deposit or into investments, and the purpose for those reserves.	/ **5 points**
6. Please provide information regarding alternate plans should your application not be funded, in whole, or in part.	/ **5 points**
7. What were your organization's goals and objectives for the previous year, and were you able to meet them? Explain.	/**10 points**

8. Please provide the Vision for your organization. Where do you see yourselves in five (5) years. I.E Where do you see your organization, has it grown or become smaller, have activity levels increased, remained the same, or decreased, have facilities remained the same, increased, declined? Please Explain.	/10 points

Total of Section 2 **/80 points**

SECTION 3

Overall grant application evaluation (for use by Recreation Board use only)	/20 points

Total of Sections 1, 2, & 3 = **/150 points**

ADDITIONAL INFORMATION

Please provide dates and times for any events planned by your organization. Birch Hills County will develop a yearly calendar and share with all organizations to ensure events are not scheduled on the same date.

Event	**Date**	**Time**

If you encounter any problems completing the form, please contact the County Office at (780) 694 – 3793 and request to speak with either the Chief Administrative Officer or the Director of Corporate Services.

It is imperative that all the requested information be included with the Grant Application Form. **ANY INCOMPLETE APPLICATIONS RECEIVED WILL NOT BE CONSIDERED FOR FUNDING.**

ALL APPLICANTS MUST SHOW PROOF OF CURRENT NON-PROFIT STATUS.

This grant is not for the use of Wages or Capital Expenditures.

Your Organization must reside in Birch Hills County in order to receive funds from this grant.

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED TO THE BIRCH HILLS COUNTY OFFICE BY 4:30 pm on _____, _____ _____, ____.
Day Month Date Year

RECREATION OPERATING ASSISTANCE GRANT APPLICATION EVALUATION – RECREATION BOARD

1. At least three weeks prior to the date set for the Recreation Board meeting, Recreation Board Members will be provided with copies of each application for the Recreation Operating Assistance Grant received by Birch Hills County and subsequently approved (as per Section 5 of this Policy) for submission to the Recreation Board.

2. All applications distributed to the Recreation Board will be reviewed and evaluated by each member of the Recreation Board prior to the Recreation Board Meeting. Recreation Board members that sit as a member of the Executive, Board of Directors, or any Committee of an Organization submitting an application will not review and evaluate the application submitted by that Organization.

3. Recreation Board Members will be responsible for:

    a. Annotating any application that they are unable to evaluate due to their position as a member of the Executive, Board of Directors, or any Committee of an Organization submitting an application;

    b. Evaluating each remaining application provided to the Recreation Board member, and initialing each page of those applications;

    c. Recording their scoring for each application on the Scoring Recap Sheet also provided; and

    d. Returning all applications and the Scoring Recap Sheet to the County Office by the date requested.

4. There is no defined method to determine the scoring for applications, but Board Members may wish to consider the following:

    a. For each question on the application, review all of the answers to that question on all of the applications under review, and choose the one that provided the most complete answer, and then provide a score for that application's question. If the answer was complete and provided all of the information requested, give it full marks. If it did not, scale back the score based on the answer provided;

b. Assess each of the remaining applications, and provide scores based on how well those answers compare to your selection for the high score. Providing similar scores to applications that provided answers comparable to others is fully acceptable, and if the answers provided for all applications fully provides the information requested, then full marks on each of the applications would be warranted;

c. A score of zero would only be warranted if the applicant failed to provide any of the information requested by a question; and

d. Scoring for a question does not need to be a whole number, (e.g. A score of 7.3 out of 10 would be acceptable if the board member reviewing the application felt that the answer was not as good as an answer that was scored an 8, but was better than an answer that was scored as a 7).

5. County Staff will prepare a recap (see Appendix 1 to this Schedule) of scoring for each of the questions in order to calculate average scoring for each application, then record those average scores on the recap (see Appendix 2 to this Schedule). Copies of these recaps will be provided to the Recreation Board at their meeting to assist them in determining how best to distribute available funding.

Appendix 1
Scoring Report

Applicant: _____

Question	Score	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Average
Section 1									
1	5								
2	10								
3	5								
4	10								
5	15								
6	5								
Sub Total	**50**								
Section 2									
1	15								
2	10								
3	15								
4	10								
5	5								
6	5								
7	10								
8	10								
Sub Total	**80**								
Section 3									
1	20								
Sub Total	**20**								
TOTAL	**150**								

Appendix 2
Application Average Scoring Report

Question	Score	Organization 1	Organization 2	Organization 3	Organization 4	Organization 5	Organization 6	Organization 7	Organization 8
Section 1									
1	5								
2	10								
3	5								
4	10								
5	15								
6	5								
Sub Total	**50**								
Section 2									
1	15								
2	10								
3	15								
4	10								
5	5								
6	5								
7	10								
8	10								
Sub Total	**80**								
Section 3									
1	20								
Sub Total	**20**								
TOTAL	**150**								

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	September 13, 2018	**CAO:**	
Originated By:	Hermann Minderlein	**Manager:**	
Item Title:	Recreation Board Resignations	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is seeking direction from Council regarding two resignations received from members of the Birch Hills County Recreation Board.

BACKGROUND:

I received an email on June 22, 2018 from Doris Mazurek advising me that she was resigning from her position on the Birch Hills County Recreation Board.

I sent an email to the remaining board members on July 6th to thank them for sitting on the board for the 2018 grants, to advise them of the resignation received, and to check with the remaining members if they would be staying on with the board for 2019.

I received one response, that from Andrea Farrell, advising me that she would also be stepping down from the Board.

COST / SOURCE OF FUNDING:

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted January 12, 2011.

RELEVANT LEGISLATION (Cite):

- Birch Hills County Bylaw 2016-10, the "Recreation Board Bylaw"
- Birch Hills County Procedural Bylaw #2014-06, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015
- Birch Hills County "*Travel Expense remuneration*" Policy adopted January 12, 2011
- Birch Hills County "*Appointment of the Public to Council Committees and Boards*" Policy adopted April 27, 1995

ATTACHMENT(S):

Email received from Doris Mazurek dated June 22, 2018

Email received from Andrea Farrell dated July 6, 2018

OPTIONS

Council may choose to:

1. direct Administration to advertise for two representatives (one from Ward 5 and one from Ward 6) to serve on the Birch Hills County Recreation Board for a three (3) year term and to bring the results back to the October 2018 Organizational Meeting; or

2. provide Administration with other direction regarding the vacancies on the Birch Hills County Recreation Board for Ward 5 and Ward 6.

RECOMMENDED ACTION:

It is recommended that Council direct Administration to advertise for two representatives (one from Ward 5 and one from Ward 6) to serve on the Birch Hills County Recreation Board for a three (3) year term and to bring the results back to the October 2018 Organizational Meeting.

Hermann Minderlein

From: Doris Mazurek <dorismazurek@hotmail.com>
Sent: Friday, June 22, 2018 9:59 AM
To: Hermann Minderlein
Subject: Recreation Board

Hermann
Please accept the email, as a resignation of me position on the Recreation Board.
I am very Thankful that this board is recognized as an important group with our County.
All the groups in our County are in need of funding, and all work very hard to make their organization active.
I would like to suggest that next year, maybe a workshop with all the groups be held as to what is expected of them. As well as a general budget sheet to be filled out by all groups.
Hoping that the County could go back to $150,000.00 Recreation grant.
Doris Mazurek

Sent from my iPad

Hermann Minderlein

From: Hermann Minderlein
Sent: Friday, July 6, 2018 7:24 PM
To: Andrea Farrell
Subject: Re: 2018/2019 Recreation Board Positions

Thanks for your prompt response, your commitment over the years, not just to the board, but to all of your other contributions to the community.

Hermann

Get Outlook for Android

On Fri, Jul 6, 2018 at 4:40 PM -0600, "Andrea Farrell" <andrea.n.farrell@gmail.com> wrote:

> Hi Hermann,
>
> That was my 5th year serving on the board. I will be resigning from the board.
>
> To be honest, I was extremely frustrated with the process this year. That was painful to get a meeting date on the calendar.
>
> I currently am over committed in the volunteering department. Although the Rec board meeting is a very important matter, it is also a very time consuming process. If something has to go, I will let the Rec Board commitment go at this time.
>
> I will spread the word on my travels that there are positions open on the Rec Board Committee.
>
> Sincerely,
>
> Andrea Farrell
> Maple Rock Farms Ltd.
> H: 780 359 2709
> C: 780 864 8418
> E: andrea.n.farrell@gmail.com
>
> Maple Rock Farms Ltd.

From: Hermann Minderlein <cao@birchhillscounty.com>
Sent: Friday, July 06, 2018 3:40 PM
To: Rae-Ann Bolster <raejboivin@hotmail.com>; rhonda@spiritriverflooring.com; darcyparlee@hotmail.com; slpierog@gmail.com; 'andrea.n.farrell@gmail.com' <andrea.n.farrell@gmail.com>; ameliagies07@gmail.com
Cc: Shawna Schwerdt <Shawnas@birchhillscounty.com>
Subject: 2018/2019 Recreation Board Positions

Good Afternoon All

Let begin by once again thanking each of you for sitting on the Board this year, and for all of the work you did.

Council had appointed/reappointed the 2018 board last year for a 3 year term, so I thought I was good, until I received Doris Mazurek's resignation. I will be taking this to Council next week, but thought it prudent to check with each of you to make sure that you were staying on.

Please let me know if you can/will be staying on for 2019, or if there is any reason you are unable to serve out your term, and I will add your name to the RFD being prepared. I am not looking to scare anyone off, but thought best to ask in case someone already had mad a decision.

Once again, Thank You, and I do look forward to working with all of you on next year's grants.

Hermann

Hermann Minderlein
Chief Administrative Officer
Birch Hills County
4601 – 50th Street (Box 157)
Wanham, Alberta
T0H 3P0
Ph: 780.694.3793
Fax: 780.694.3788
www.birchhillscounty.com

PLEASE USE THE SPACE PROVIDED OR INCLUDE ATTACHMENTS WITH THE GRANT APPLICATION FORM.

All applications and supporting documentation must be submitted to the Board in English or include an English translation.

SECTION 1 (Failure to provide the information or document listed will result in the application not being considered for a grant)

1. Please provide **current** proof of your organizations non-profit status (Societies Act Number).	/ **5 points**
2. Please provide details regarding the location of your organization and those of any facilities that it may own or operate.	/ **10 points**
3. Please provide details as to: a. the date (mm/yy) your organization was initially formed; _____ b. the date (mm/yy) your organization was approved for its current non-profit status: _____	/ **5 points**
4. Please provide a copy of your organization's audited (audited by a non-associated individual) annual financial statements including detailed revenue and expense information for the previous year.	/ **10 points**
5. Please include a copy of your organization's proposed or approved operational revenue and expense budget for the year that the grant application covers. An operating budget is the annual budget of an activity stated in terms of Budget Classification Code, functional/sub functional categories and cost accounts. It contains estimates of the total value of resources required for the performance of the operation. The operating budget is used to keep track of things like; maintenance operations, utility bills and interest payments. (Reference: http://en.wikipedia.org/wiki/Operating_budget)	/**15 points**
6. Please provide a copy of your organization's current income and expense statement.	/ **5 points**

Total of Section 1 **/50 points**

SECTION 2

Replace 1. Please provide details regarding the purpose of your organization, usage levels for any facilities that it may operate, and describe how the group serves the residents of the County. With 1. Please provide details regarding the purpose of your organization, describe how the group serves the residents of the County, and provide a listing of facilities operated by the organization supported by descriptions and a map showing location(s), plus information related to the usage of those facilities.	/ **15 points**
2. Please provide details regarding your organization's membership numbers, listing the number of County residents and the number for those that reside outside of the County.	/ **10 points**
Replace 3. Please provide an outline of your organization's fund-raising activities planned for the year this grant is being requested for. With 3. Please provide an outline of your organization's fund-raising activities planned for the year this grant is being requested for. Where revenues are anticipated in the budgeted year, or have been received in past years, from sources that do occur on an annual basis (casinos, etc.) please detail how such funds are allocated and/or spent in each of the affected timeframes by the organization.	/**15 points**

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	January 10, 2019	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Intermunicipal Economic Development Advisory Committee (IEDAC)	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is bringing back the matter of the Intermunicipal Economic Development Advisory Committee (IEDAC) to Council as directed.

BACKGROUND:

The IEDAC was brought forward by Saddle Hills at the December 11, 2018 G5 meeting, and a draft Terms of Reference was distributed at that time. I had reported on this at the December 13, 2018 Regular Council Meeting at which time Council passed the recommended resolution number RC18-433 that was worded as follows:

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

A copy of the draft Terms of Reference (TOR) presented have been included for Council's reference.

As this is a new committee, Council would need to consider if they wish to have it added to the list of authorized boards and committees, and if so, that appoint a member and alternate to sit on the board.

In addition, should it be decided to add the IEDAC to the list of authorized boards and committees, Council should review the TOR to provide their appointees with input for a first meeting. This could include the matter of "quorum".

COST / SOURCE OF FUNDING:

The cost of honourarium would be $175.00 per meeting, plus there would be costs for travel for those attending meetings.

These costs would need to be included in the budget set up for Council.

RELEVANT LEGISLATION (Cite):

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

ATTACHMENTS:

G5 Intermunicipal Economic Development Advisory Committee (IEDAC) draft Terms of Reference (TOR).

OPTIONS:

Council may choose to:

1. add the Intermunicipal Economic Development Advisory Committee (IEDAC) to the list of Birch Hills County authorized boards and committees, and if so, appoint a member and alternate to sit on the IEADC, and authorize the member or alternate and the Chief Administrative Officer to attend any meetings of the IEDAC; and

2. if it is decided to join the IEDAC, discuss the TOR for the committee as presented, and provide the representative and alternate with a list of Council's concerns regarding the IEDAC; or

3. Accept the presentation related to the Intermunicipal Economic Development Advisory Committee (IEDAC) for information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council provide Administration with direction as how to proceed with the IEDAC.

(G5) INTERMUNICIPAL ECONOMIC DEVELOPMENT

ADVISORY COMMITTEE (IEDAC)

Terms of Reference (TOR)

Purpose:

To provide a forum for the G5 Member Municipalities to discuss potential and real economic development opportunities to benefit the G5 area.

Committee Structure (voting members):

An elected official from each of the member municipalities and an alternate:

- Saddle Hills County
- M.D. Spirit River #133
- Town of Spirit River
- Village of Rycroft
- Birch Hills County

The Committee shall annually appoint a Chair and Vice Chair at the first meeting following the annual Organizational Meetings of the member municipalities.

Administrative resources (non-voting members):

- CAOs from G5 municipalities;
- Through Saddle Hills County's CAO or Designate, Saddle Hills County's Economic Development Coordinator may assist the Committee as per mandate and action list endorsed by G5 municipalities;
- Saddle Hills County will be the "Managing Partner" and will prepare agendas and maintain records of the meetings and correspondence as required;
- Other resources as required.

Quorum:

DRAFT

Five elected officials, one from each member municipality. The Council appointed member or alternate must be present to constitute a quorum.

Term:

All elected officials of the Committee will hold office for a term as designated by their respective Council.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

Authority:

The Committee is an advisory committee to G5 Councils.

Meeting Schedule:

Meetings to be held as required, no more than four times per year. Each member municipality shall be responsible for honorariums, travel, subsistence, etc. for their respective appointees.

General Responsibilities:

The Committee shall:

- Provide information and reporting on Economic Development initiatives within the G5 to the member municipalities.
- Ensure members report back to their respective Councils information about potential business and investment opportunities that economically benefit either directly or indirectly any or all G5 municipalities.
- Provide recommendations to the G5 Councils in developing and updating a regional economic strategic plan.
- Request decisions from their respective Councils for approval of items requiring ratification by the member municipalities.
- Ensure that correspondence regarding the committee initiatives is directed through the Chief Administrative Officers and the “Managing Partner”.

DRAFT

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	January 10, 2019	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Councillor Absences	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being provided with information related to the absences from this Meeting, and are requested to authorize the absence of Reeve Manzulenko and Councillor Joudrey.

BACKGROUND:

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

Councillor Joudrey had provided an email to CAO Minderlein (copy attached) on November 28, 2018 advising of her absence, and Reeve Manzulenko had advised Council at the December 10, 2018 Regular Council Meeting that he would be on Holidays for a month beginning on or about January 5, 2019 and unable to attend any meetings during that time period,

RELEVANT LEGISLATION (Cite):

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

ATTACHMENTS:
Email from Councillor Joudrey dated November 28, 2018.

OPTIONS:

Council may choose to:

1. approve the absence of Reeve Manzulenko and/or Councillor Joudrey from the January 10, 2019 Regular Council Meeting due to being away from the County for personal reasons; or

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

RECOMMENDED ACTION:

It is Administration's recommendation that Council

"approve the absence of Reeve Manzulenko and/or Councillor Joudrey from the January 10, 2019 Regular Council Meeting due to being away from the County for personal reasons".

Hermann Minderlein

From: Denise Joudrey
Sent: Wednesday, November 28, 2018 10:02 AM
To: Hermann Minderlein
Subject: Absence Request from January 10th's Council Meeting

Dear Birch Hills County Council,

Please accept this as my written request to be dismissed from the January 10th's Council Meeting. I have a family vacation planned during that time and will be unable to attend.

Thank you in advance for your consideration,

Denise Joudrey
Councillor - Ward 6
Birch Hills County

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	January 10, 2019	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Appointment to Recreation Board	**Presenter:** CAO Minderlein	

DESCRIPTION:

Council is being requested to appoint Colleen Notenbomer to sit on the Birch Hills County Recreation Board as the representative for Ward 5.

BACKGROUND:

Administration had provided Council two (2) resignations received from members of the Recreation Board at the September 13, 2018 Regular Council Meeting. A copy of the RFD from that meeting was attached to an RFD prepared for item 8.a on this agenda and provided for Council's reference.

Resolutions RC18-308 was passed by Council following presentation of the RFD, and read as follows:

> **RC18-308 Moved by Councillor Joudrey** that Council direct Administration to advertise for two representatives (one from Ward 5 and one from Ward 6) to serve on the Birch Hills County Recreation Board for a three (3) year term and to bring the results back to the October 2018 Organizational Meeting.

Council was advised at the October 25th Organizational Meeting of the lack of applicants for the Recreation Board, and passed the following resolution:

> **RC18-376** Moved by Councillor Poetker that Council accept the presentation related to the Recreation Board Members for information and direct Administration to continue advertising to find replacements for the vacancies in Wards five (5) and six (6) and bring the names of any applicants back to Council for selection and appointment.

Colleen Notenbomer had communicated previously communicated with Councillor Wendland when the County had been attempting to fill a similar vacancy for Ward 2, had been willing to volunteer, but it was discovered that she resided in Ward 5 and was ineligible to fill a vacancy for Ward 2. Administration has contacted Colleen to determine if she would still be interested in sitting on the board, and she has responded by text to advise that she was.

The text read as follows:

> "*Herman,*
>
> *As per our conversation, I am willing to let my name stand for Ward 5 Rec board member.*
>
> *Colleen Notenbomer"*

Administration has not received an expression of interest from Ward 6 for that vacancy.

COST / SOURCE OF FUNDING:

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted January 12, 2011.

RELEVANT LEGISLATION (Cite):

- Birch Hills County Bylaw 2016-10, the "Recreation Board Bylaw"
- Birch Hills County Procedural Bylaw #2014-06, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015
- Birch Hills County "*Travel Expense remuneration*" Policy adopted January 12, 2011
- Birch Hills County "*Appointment of the Public to Council Committees and Boards*" Policy adopted April 27, 1995

OPTIONS

Council may choose to:

1. appoint Colleen Notenbomer as the member representing Ward 5 of the Recreation Board to a three (3) year term on the Birch Hills County Recreation Board, and

   direct Administration to continue advertising to find replacements for the vacancies in Ward and six (6) and bring the names of any applicants back to Council for selection and appointment; or

2. receive this presentation for information and direct Administration direct Administration to continue advertising to find replacements for the vacancies in Wards five (5) and six (6) and bring the names of any applicants back to Council for selection and appointment.

RECOMMENDED ACTION:

It is recommended:

1. "that Council appoint Colleen Notenbomer as the member representing Ward 5 of the Recreation Board to a three (3) year term on the Birch Hills County Recreation Board", and
2. "that Council direct Administration to continue advertising to find replacements for the vacancies in Ward and six (6) and bring the names of any applicants back to Council for selection and appointment".

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	January 10, 2019	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Appointments to Municipal Library Board Members at Large	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is providing Council with a request received from Kylie Sommerville regarding an appointment to Municipal Library Board.

BACKGROUND:

Ms. Somerville had originally contacted Administration regarding the Municipal Library Board in November of 2018.

The current members-at-large for the Municipal Library Board are Denise Doran, Marnia Gagne, Sally Howard, Amanda Leblanc, Margret Mesher, and Gale Skogen. Bylaw 2016-11 permits the appointment of *"no less than five (5) and no more than ten (10) members-at-large to the position of Board Member"*.

I have checked with Denise Doran, chair of the board and confirmed that there does not seem to be any problem with this appointment, and that Ms. Somerville had actually already attended a Board Meeting and permitted herself to be appointed as Secretary for the Board.

RELEVANT LEGISLATION (Cite):

Birch Hills County Bylaw No, 2016-11, the "Municipal Library Board Bylaw"

ATTACHMENT(S):

Birch Hills County Bylaw No, 2016-11, the "Municipal Library Board Bylaw"

Emails received from, and sent to, Kylie Sommerville regarding appointment to Municipal Library Board.

OPTIONS

Council may choose to:

1. appoint Kylie Sommerville for term of less than three (3) years ending in October of 2021 to the Birch Hills County Municipal Library; or
2. receive the request from Kylie Sommerville to be appointed to the Birch Hills County Municipal Library Board for information.

RECOMMENDED ACTION:

It is Administrations recommendation

> "that Council appoint Ms. Kylie Sommerville for a term of less than three (3) years ending in October of 2021 to the Birch Hills County Municipal Library."

BIRCH HILLS COUNTY
BY-LAW 2016-11
MUNICIPAL LIBRARY BOARD BYLAW

BY-LAW # 2016-11

BIRCH HILLS COUNTY
MUNICIPAL LIBRARY BOARD

Bylaw No. 2016-11

A BYLAW OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA, TO ESTABLISH A MUNICIPAL LIBRARY BOARD AND TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THAT BOARD.

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorize Council to pass Bylaws relating to the establishment and function of Council Committees and other bodies;

AND WHEREAS, the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any of its executive and administrative duties and powers and functions;

NOW THEREFORE WITH THE AUTHORITY AND UNDER THE PROVISION OF "THE LIBRARIES ACT", BEING CHAPTER L-11, 2000, THE MUNICIPAL COUNCIL OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA DULY ASSEMBLED ENACTS AS FOLLOWS:

PART I: BYLAW TITLE

1.1. This Bylaw shall be known as the "Municipal Library Board Bylaw".

PART II: DEFINITIONS

2.1. *Act* means the *Libraries Act*, Revised Statutes of Alberta 2000, Chapter L-11 and amendments.

2.2. *Chief Administrative Officer or CAO* means the person appointed to the position of Chief Administrative Officer by Council.

2.3. *Council* means the Council of Birch Hills County.

2.4 The *County* means "Birch Hills County".

PART III: APPOINTMENT, TERMS AND CONDITIONS

3.1. Council hereby establishes the Municipal Library Board.

3.2. Council shall, by resolution, at the annual Organizational meeting appoint no less than five (5) and no more than ten (10) members-at-large to the position of Board Member to the Municipal Library Board.

3.3. Not more than two (2) members of Council may be members of the Municipal Library Board.

3.4. A term shall be no more than three (3) years.

3.5. Appointment, terms and conditions must be in accordance with Section 4 of *the Act*.

PART IV: RESPONSIBILITIES

4.1 The Municipal Library Board shall:

4.1.1. Appoint a Chair, and Vice Chair;

4.1.2. Manage, regulate and control the Municipal Libraries;

4.1.3. Meet at least every four (4) months;

4.1.4. All Bylaws, policies and operations must be in accordance with the *Libraries Act*.

PART V: ADMINISTRATIVE DUTIES

5.1 In order to carry out the responsibilities of the Municipal Library Board, administration must:

5.1.1 Ensure each position of the *Municipal Library Board* is filled at the earliest possibility;

5.1.2 Record and keep minutes for every meeting in accordance with Section 34 of the *Act*;

5.1.3 Ensure operations are in accordance with the *Libraries Act*;

5.1.4 Ensure all financial aspects pertaining to the *Municipal Library Board*, including but not limited to, expense claims, mileage, fundraising and budgeting is administered as per County Policy and the *Libraries Act*.

PART VI: SEVERABILITY

6.1 Ultimately the *Libraries Act* shall supersede this Bylaw and this Bylaw shall be used generally as provision for the establishment and guide for the Municipal Library Board, using the *Libraries Act* as the main source of governance.

6.2 If at any time any provision of this Bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of this Bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

PART VII: REPEAL

7.1 Bylaw No. 2-97, the Municipal Library Board Bylaw, is repealed.

PART VIII: ENACTMENT

8.1 This Bylaw shall come into force and effect when it receives third reading and is duly signed.

READ a first time this 10th day of November, 2016

READ a second time this 10th day of November, 2016

READ a third time this 10th day of November, 2016

Signed this 10th day of November, 2016

Reeve
Marvin Doran

Chief Administrative Officer
Hermann Minderlein

Hermann Minderlein

From: Kylie Sommerville <write-me-here@msn.com>
Sent: Sunday, January 6, 2019 5:17 PM
To: Hermann Minderlein
Cc: Denise Joudrey
Subject: Re: Library Board

Hi there,

My family and I moved up to Eaglesham 3-4 years ago this spring. We had been living in Airdrie previously and were looking at acreages there, when our friends Scott and Vanessa Day told us about Eaglesham. It was a good fit, so up we moved!

I recently heard about the library board needing new members and wanted to see if I could help out. Our family uses the Eaglesham library regularly, and started using the the Tangent one over the summer. Our family is one of voracious readers, and understand how important reading is.

I have been a stay-at-home-mom for the past 9 or so years, and was in the administrative field for the 8 or so years before that. I'm personable, easy going, but still understand what hard work is and how to finish a task.

I hope to be an asset you can use!

Thank you,
Kylie Sommerville

Get Outlook for iOS

From: Kylie Sommerville <write-me-here@msn.com>
Sent: Friday, January 4, 2019 4:31 PM
To: Hermann Minderlein
Cc: Denise Joudrey
Subject: Re: Library Board

I will, absolutely. Sorry about that! Holiday chaos 😊

Get Outlook for iOS

From: Hermann Minderlein <cao@birchhillscounty.com>
Sent: Friday, January 4, 2019 4:18 PM
To: Kylie Sommerville
Cc: Denise Joudrey
Subject: RE: Library Board

Good Afternoon Kylie

I have yet to receive a response to my previous request. Please respond by Noon Monday if still interested and I will add to Thursday's Council agenda for appointment.

Hermann

Chief Administrative Officer

Birch Hills County

From: Hermann Minderlein
Sent: Wednesday, December 12, 2018 11:13 AM
To: Kylie Sommerville <write-me-here@msn.com>
Subject: RE: Library Board

Good Morning Kylie

Sorry for not having responded sooner. I had hoped to respond to you upon my return from Edmonton last week, but other matters came up, and to be honest, had forgot to follow up.

Bylaw 2016-11, the "Municipal Library Board Bylaw" states that council shall appoint no less than 5 and no more than 10 members at large to the board at their annual Organizational meeting. As of the Organizational Meeting that was held on October 25th, there are 5 members-at-large that have been appointed by Council to the Board. I have included a copy of the Bylaw for your reference.

If you are still interested, I will bring your name to Council for their consideration, but would appreciate a little additional information that may aid them in their decision. This could include, but is not limited to:

1. where you reside; and how long you have been a resident of the county;
2. your interest in the library;
3. any skills, training, etc. that you have that Council should be aware of to assist them in their decision.

I look forward to your response, and once again, please accept my apologies for not having responded sooner.

Hermann

Hermann Minderlein
Chief Administrative Officer
Birch Hills County
4601 – 50th Street (Box 157)
Wanham, Alberta
T0H 3P0
Ph: 780.694.3793
Fax: 780.694.3788
www.birchhillscounty.com

From: Kylie Sommerville <write-me-here@msn.com>
Sent: Tuesday, December 11, 2018 9:13 PM
To: Hermann Minderlein <cao@birchhillscounty.com>
Subject: Re: Library Board

Hi there,
I haven't received a reply on this, and was wondering what the status might be.

Thanks again!
Kylie

Get Outlook for iOS

From: Kylie Sommerville <write-me-here@msn.com>
Sent: Wednesday, November 28, 2018 1:09 PM
To: cao@birchhillscounty.com
Subject: Library Board

Hi Hermann!

I hear you're the person to email if I'm interested in joining the library board? 😊

Kylie Sommerville

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	January 10, 2019	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Growing the North Conference	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is providing Council with information regarding the 2019 Growing the North Conference and requesting confirmation on attendance and travel arrangements.

BACKGROUND:

This year the Growing the North Conference will be held on February 20th and 21st, 2019 in Grande Prairie, at the ENTREC Centre. This is a two-day conference that begins at 8:30 on both days, and would require at least one night's accommodations, dependent on attendees travel arrangements.

Administration has attached the Agenda as available to date and information regarding the presenters for Council's information.

Last year, Council passed Resolution RC18-011 related to the 2018 Conference:

> that Council authorize the attendance, with remuneration and reimbursement of expenses as appropriate, of Reeve Manzulenko and Councillors' Joudrey and Wendland to the Growing the North Conference in Grande Prairie on February 21 and 22, 2018, and direct administration to make reservations for them on the evenings of February 20 and 21, 2018.

There was a "Taste of the North" held in conjunction with the 2018 Conference on the evening prior to the conference. There has been no indication of such an event this year.

An "Economic Development for Elected Officials Training Course" is also available on Friday, February 22 at Evergreen Park. The cost is $100.00, and this includes breaks and lunch.

COST / SOURCE OF FUNDING:

The cost of registration for the Growing the North Conference is $299.00 plus GST. Honourarium costs would be $175.00 per member attending, Accommodation costs would be dependent on where the members are booked, plus there would be costs for meals not included in registration, travel, and incidentals as per County policies.

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

RELEVANT LEGISLATION (Cite):

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

OPTIONS:

Council may choose to:

1. that Council authorize the attendance, with remuneration and reimbursement of expenses as appropriate, of _____ to the Growing the North Conference in Grande Prairie on February 20 and 21, 2019, and direct administration to make reservations for them on the evenings of February _____, 2019; and/or

2. that Council authorize the attendance, with remuneration and reimbursement of expenses as appropriate, of _____ to the "Economic Development for Elected Officials Training Course" on Friday, February 22 at Evergreen Park and direct administration to make reservations for them on the evenings of February 21, 2019; or

3. Receive the presentation related to the "Growing the North Conference" and the "Economic Development for Elected Officials Training Course" in Grande for information.

RECOMMENDED ACTION:

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

Growing the North Conference
2019 Schedule (subject to change)

Day One **Wednesday, February 20, 2019 Evergreen Park ENTREC Centre**	**Day Two** **Thursday, February 21, 2019 Evergreen Park ENTREC Centre**
7:30 AM - Registration 8:30 AM - Welcome Remarks and Opening Prayer 8:45 AM - Jon Montgomery 9:45 AM - Networking Break 10:00 AM - Dan McDonald 11:00 AM - Pierre Cleroux 11:45 AM - Lunch and Networking 12:15PM - Joanne Leskow 1:00 PM - Chief Clarence Louie 2:00 PM - Kristof Van Assche 2:45 PM - Networking Break 3:00 PM - TBA 4:30 PM - Networking Event in Grand Hallway	7:30 AM - Doors Open 8:30 AM - Welcome Remarks 8:45 AM - Jay Baer 9:45 AM - Networking Break 10:00 AM - Hugh Evans 11:00 AM - Peter Gredig 12:00 PM - Lunch and Networking 12:30 PM - Doc Pow AKA Jim Barr 1:15 PM - Curtis Weber 2:00 PM - Shawn Kanungo 2:45 PM - Networking Break 3:00 PM - Graham Sherman 4:00 PM - Closing Prayer and Networking Challenge Draw

2019 CONFERENCE PRESENTERS AND PRESENTATIONS
(Subject to Change...More to Come)

JAY BAER
Entrepreneur

Jay Baer helps businesses clone their customers.

He is a 7th generation entrepreneur, has written 6 best-selling books, and has founded five multi-million dollar companies.

He is the President of Convince & Convert, a consulting firm that works with the world's most iconic brands like The United Nations, 3M, and Hilton gain and keep more customers. A recent inductee into the Professional Speaking Hall of Fame, he's also an avid tequila collector, and a certified barbecue judge. Hang on to your seats....here comes Jay Baer!

DOC POW (AKA JIM BARR)
CEO Seekers Media; New Media Producer

Jim Barr has made his life's work inspiring people to get outside and enjoy the world's best destinations right here in Western Canada! Jim is at the helm of a team that have become one of Canada's most successful digital media networks, with three thriving online communities, SnowSeekers, ZenSeekers and FestivalSeekers.com

The award-winning multi-media brands use social media, media events and online storytelling to inspire people to seek new experiences in all seasons.

The search for a stellar experience has taken Barr to the summit of Kilimanjaro, the base of Mount Everest and onto ski slopes and the festival scene across Europe, the U.S. but especially here in Alberta and B.C.

As a 20-year content and event producer, first as a writer for leading newspapers and magazines and then into multi-media, Barr and his Seekers Media team have forged partnerships across Western Canada who use Seekers' content production and content marketing know-how to reach the audiences they covet to connect and convert.

Seekers Media is a legacy company of the 2010 Vancouver Winter Olympics. Understanding the opportunity to evolve an economy and welcome the world, Jim was at the heart of welcoming the Winter Olympics back to Western Canada in #Calgary2026.

PIERRE CLEROUX
Vice President, Research and Chief Economist, BDC

Pierre Cléroux was appointed Vice President, Research and Chief Economist at BDC in 2012.

Pierre leads a team of experts who analyze economic data to identify business and sector trends impacting Canadian entrepreneurs. A seasoned speaker, he regularly travels across the country to help business owners understand the risks and opportunities presented by the economic environment.

Mr. Cléroux is also responsible for providing economic analysis and advice to the Bank's senior management team, and supervises all marketing and industry research activities. Over his 25-year career as an economist, he has held several influential positions that had a direct impact on entrepreneurs in Canada and abroad.

Before joining BDC, Pierre worked for the Government of Saudi Arabia as Vice President, Business Analysis in the National Industry Clusters Development Program. His role was to create program strategies, define sector policies and conduct financial and economic analyses of industrial projects.

Previously, Mr. Cléroux was the Quebec Assistant Deputy Minister for Economic Development, Innovation and Export Trade, responsible for the implementation of economic policies and programs to support small and medium-sized businesses and encourage entrepreneurship. He was also a strategic advisor for Montreal International, where he was responsible for attracting foreign investment from India and the Middle East, and developing international relationships and partnerships. He worked for 12 years at the Canadian Federation of Independent Business in various roles, including economist and Quebec Vice President.

He holds a Bachelor of Arts and a master's degree in Economics from Laval University, as well as an MBA from the MIT Sloan School of Management.

HUGH EVANS

Hugh Evans is co-founder and Managing Partner of Cultural Dynamics Inc, a values and culture research firm that measures 'what makes people tick'.

He is also a Master Practitioner for BIG Associates (Business, Improvement, Growth) who are passionate about supporting ambitious business owners and leaders with personal and organizational improvement and growth.

Born in East Africa, brought up in South America and then the UK, Hugh has accumulated a huge diversity of work experience from global businesses (IBM, Xerox, CSC) to post secondary education (Henley Business School, University of Calgary) across Europe, Middle East, North America and Asia. He considers himself a global citizen.

He has a Master of Arts in Business Leadership from the University of the West of England, UK and a Bachelor of Science in Management Sciences from Loughborough University, UK.

Hugh lives in Calgary with his wife and son. Outside of his professional work he is a English Cricket Board Level 2 Coach, CSIA Level 1 Ski instructor and a rugby coach for Western Canada HS Seniors.

PETER GREDIG

Peter Gredig is a corn, soybean and wheat producer based near London, Ontario. As a partner in AgNition Inc., Peter is involved in developing mobile products and strategies for agribusinesses, producer organizations and farmers across North America.

SHAWN KANUNGO
Strategy in a World of Disruption

Shawn Kanungo is a strategist who operates at the intersection of creativity, business, and technology. He has been recognized nationally and globally for his work in the innovation space after 12 years of working at Deloitte — as an innovation strategist, he shows organizations how to disrupt before they are disrupted.

At Deloitte, Shawn's mandate was to help corporate executives to better understand and plan for the opportunities and threats associated with disruptive innovation. Now, as General Partner of Queen & Rook Capital, he is focused on applying exponential technologies and new business models to mature businesses.

Shawn has worked hand-to-hand with hundreds of organizations on their journey to digital transformation, and he has adopted the concepts of behavioural economics, user-centered design, crowd-sourcing, artificial intelligence, drones, and film to help leaders and teams best position themselves to keep up, and keep ahead, with the rapid state of change.

Shawn's work and interviews have been featured in Forbes, The Globe and Mail, The Guardian, CBC and CTV. In 2016, he was recognized as Avenue Magazine's "Top 40 Under 40". He spoke at TEDx in 2017, and was named to Inc's "100 Most Innovative Leadership Speakers" in 2018. His podcast, The Remix with Shawn & Wang, can be currently found on iTunes, Google Play and Stitcher.

JOANNE LESKOW
Speaker, Consultant, Teacher

Joanne Leskow is an award-winning speaker, thought-leader and teacher specializing in corporate culture, transformational change, and impactful leadership. More than ever, organizations must be nimble and ready to transform with strong and deliberate corporate culture to enable success.

As a successful entrepreneur, Joanne pioneered innovative law enforcement training and trial advocacy. Her career spans diverse sectors across North America and ranges from testifying as an Expert videographer in Court of Queen's Bench to collaboration with WestJet Airlines' founders and executives to develop and nurture their unique culture for performance.

Joanne was recently honored with a Distinguished Teaching Award from Mount Royal University for her contributions in Leadership, Change, Strategy, and Corporate Culture. Currently enrolled in an MBA, Joanne is exploring the intersection of her experience with best-practice and rigorous research. She looks forward to sharing both information and inspiration with Growing The North delegates.

CHIEF CLARENCE LOUIE
Osoyoos Indian Band

Graduated from high school 1978. Attended the University of Regina, (Saskatchewan Indian Federated College) Native American Studies Program. Continued Native American Studies at the University of Lethbridge, from 1979 to 1982.

Since December 1984 when first elected as Chief of the Osoyoos Indian Band, part of the Okanagan Nation in south central British Columbia, Clarence Joseph Louie has consistently emphasized economic development as a means to improve his people's standard of living. Under his direction (30+ years), the Band has become a multi-faceted corporation that owns and manages nine businesses and employs hundreds of people. In 1998 the Osoyoos Indian Band Development Corporation was formed to manage and provide strategic direction to the existing businesses and as well as seek out new economic opportunities. Clarence was appointed C.E.O.

Other achievements under Chief Louie's tenure include the negotiated settlement of three Specific Land Claims, the successful negotiation of over 1,000 acres of lease developments, the acquisition of hundreds of acres of land to add to the reserve, the purchase of a viable off-reserve business, the financing of a major golf course development, the initiation of the Osoyoos Indian Taxation By-law, the financing and building of a new pre-school/daycare and grade school/gymnasium, construction of a new Health Center/Social Services building and in 2008 the building of a 1st class Youth Centre.

The Osoyoos Indian Band has modeled not only sustainable business development, but also socio-economic development, whereby the community's social needs are improved. Chief Louie's constant message is, "Socio-economic development is the foundation for First Nation self-reliance, our communities need to become business minded and begin to create their own jobs and revenue sources, not just administer underfunded government programs. Each of our First Nations must take back their inherent and rightful place in the economy of their territory. Native people must change their mindset from; Spending Money To Making Money".

As confirmation of the Osoyoos Indian Band's commitment to business, the Band owns and operates nine businesses on the reserve, including: vineyards, retail stores, a construction company, a Readi-Mix company, a championship golf course, eco-tourism businesses and activities in the Forest Division. In 2002 the Band opened the first Aboriginal winery in North America-Nk'Mip Cellars. The winery is a joint venture with Vincor International.

Although economic development is the means to achieving self-sufficiency, Chief and Council continues to emphasize the importance of maintaining the Okanagan language and culture in all aspects of the band's activities including business. The establishment of the Nk'Mip Desert& Cultural Center is a testament to this commitment of balancing business while investing time and money in culture. This eco-cultural center provides visitors an opportunity to experience the Okanagan culture

and explore the desert lands that are a part of their traditional territory. The Nk'Mip Desert & Cultural Center is also an example of the continued growth of the band's businesses.

Chief Louie believes that job creation and increasing business revenue in a responsible manner will bring back what he describes as, "our working culture, the self-supporting lifestyle of our ancestors." And further, First Nation leaders have a responsibility to incorporate First Nation's language and culture in all socio-economic initiatives as the means to improve and protect your First Nation's heritage. In 2002, Chief Louie played a key role in the successful negotiations to return a sacred cultural site, "Spotted Lake," to the Okanagan Nation.

Chief Louie's efforts have been widely recognized in Canada and the United States.

In 1999, he received the Aboriginal Business Leader Award from All Nations Trust and Development Corporation.
In 2000, the Advancement of Native Development officers (CANDO) named Chief Louie the "Economic Developer of the Year"
In the same year Clarence was chosen to join the Governor General of Canada in the 2000 leadership tour.
In 2001 Chief Louie was appointed to the National Aboriginal Economic Development Board and in 2007 was appointed as Chair of the Board. Reappointed as Chair in 2017
In 2002- Aboriginal Tourism B.C. awarded Chief Louie the "Inspirational Leadership Award."
Maclean's Magazine listed Chief Clarence Louie as one of the "Top 50 Canadians to Watch" in their January 2003 issue.
More recognition came in 2003 as the U.S. Department of State selected Clarence as 1 of 6 First Nation representatives to participate in a 2-week tour of successful American Indian Tribes.
In April 2004 the Aboriginal Achievement Foundation presented Clarence with the award for "Business and Community Development." The National Achievement Awards represent the highest honour the Aboriginal Community bestows upon its own achievers.
Past committee member B.C. Region Indian Affairs (Forestry and Economic Development)
First Nation Boards – Denendeh Investments (Yellowknife – 2007), Stsailes Dev. Corp. (Chilliwack – 2009)
2006 –received the "Order of British Columbia"
2008 – Ernst & Young Entrepreneur of the Year
2011 –Canadian Council for Aboriginal Business - Aboriginal Business Hall of Fame
2015 –Destination B.C. Board of Directors
2015 – B.C. Provincial Health Services Authority Board of Directors
2016 – Order of Canada

A lifelong student of "Native American Studies", Clarence shares his experiences (Key Note Speaking) and best lessons learned to Native people, Government and Corporate agencies across the U.S and Canada as well as overseas – Australia, New Zealand, Germany and France, in a simple direct business smarts approach, "Every First Nation comes from a working culture. Our ancestors worked hard for a living. Today life is as complicated or messed up as you make it. To improve your quality of life, you either go to school or get a job. Words without action, excuses and blame, leads towards more welfare dependency and poverty. It's hard work and making money that improves one's standard of living and provides for First Nation social needs.

"Chief Louie believes that "Aboriginal people and government must make Economic Development - self-sustaining job creation and business growth an everyday priority. A real decent paying job that provides real opportunity is the very best social program on any Rez!"

The Osoyoos Indian Band's corporate motto is "In Business To Preserve Our Past By Strengthening Our Future."

DAN MACDONALD
Vice-President, Business Sales - Eastlink

Dan MacDonald joined Eastlink in 2010 as Vice President of Marketing. In March 2018, Dan was asked by Eastlink to take over Eastlink's rapidly growing B2B business.

Dan has over 25 years of experience in the information technology industry, he has held senior management positions within engineering, customer service, product management, mergers & acquisitions, marketing and sales - within leading companies including Mitel, Vienna Systems, Nokia and Eastlink.

His career has taken him all over the world, including a 5 year stint in Silicon Valley California.

Dan makes it his business to closely follow consumer trends and technology innovations, so as to continually innovate customer engagement.

JON MONTGOMERY
Olympic Champion / Host, The Amazing Race Canada

Jon Montgomery captured the hearts of Canadians–and the attention of everyone–during the 2010 Vancouver Winter Games. After years of hard work, training and perseverance, Montgomery won a gold medal in the skeleton, securing his place in history as one of the best. His celebratory walk through Whistler showcased his passion, spirit, and sense of humour–traits that he brings to every platform, whether in front of a live audience or acting as the host of The Amazing Race Canada.

A casual trip to Canada Olympic Park left an indelible mark on Montgomery when he witnessed a skeleton race and immediately fell in love with the sport. Shortly thereafter, he began competing competitively and enjoying quick success.

Montgomery's start to his rookie season on the World Cup could not have been drawn more perfectly, and he kicked off his World Cup campaign with a bronze-medal finish on his home track in Calgary. He went on to finish in the top ten three more times during the season, finishing sixth overall in the World Cup standings. His sophomore season was equally remarkable where he enjoyed a breakout season by achieving five podium finishes, including his first World Cup victory and a silver medal at the World Championships. He placed second overall on the World Cup, and from there he went on to win his first Olympic gold medal at the Vancouver 2010 Winter Olympics.

Since 2013, Montgomery has acted as the host of the hit television program, The Amazing Race Canada, which sees teams of contestants competing with one other as they race to travel the country.

GRAHAM SHERMAN
Co-Owner, Tool Shed Brewing Company

Graham Sherman is a self-professed "high level geek" who has used his love of technology to help him master the craft of brewing artisan beer. Together with his partner, Graham launched the Tool Shed Brewery four years ago, and has never looked back. Speaking on what it takes to be a successful entrepreneur, Graham's passion comes through in every talk.

Prior to starting Tool Shed, Graham and his Tool Shed partner worked on contracts for the Canadian and US governments and military forces, installing encrypted, tactical communication networks. By day, they rolled around Afghanistan in armoured vehicles, "geeking out" in the world of satellite communications. By night, they aimed their obsessive, high-level thinking at mastering everyday tasks such as coffee, learning to control their homes in Canada remotely with their iPhones....and finally, perfecting batches of beer.

Now sold in over 1000 locations in Western Canada, Tool Shed has its 15,000 square foot headquarters in Calgary, and the team behind the brand has also been nominated as Canadian Entrepreneur of the year, the world's most prestigious business award for entrepreneurs, with programs in 145 cities in 60 countries. They were also named as two co-winners of the "40 Under 40" recognition from Avenue magazine.

KRISTOF VAN ASSCHE
University of Alberta; Faculties of Science and Extension

Kristof Van Assche is professor at the University of the Alberta, affiliated with the Faculties of Science and Extension.

He is interested in evolution and innovation in governance, with focus areas in spatial planning and design, economic development and environmental policy. He worked in various countries, and often combines fieldwork with theoretical reflection: systems theories, interpretive policy analysis, institutional economics, post- structuralism. He held visiting positions at McGill University, Krakov Agricultural University, Wageningen University, Bonn University, Groningen University. Geographically, his work spans Europe, the America's, Central Asia and the Caucasus, and recently Africa. He published widely on these topics.

In Canada, he has worked over the last 5 years on issue of community development, reinvention, strategy, with a focus on northern, rural and resource communities.

Kristof is also associated with Bonn University, where he is Senior Research Fellow at ZEF/ Institute for Development Research.

CURTIS WEBER

Curtis Weber comes from Battleford, Sask., where he has been inspiring and influencing change in safety behaviours across Canada and the U.S. for over 10 years. Working as a trainer, consultant, safety officer and speaker following his near-fatal workplace incident, he's developed a unique way of challenging audiences to change the way they perceive safety. Curtis believes that before we can develop or change a safety culture, first we must understand and influence human behaviour.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	December 13, 2018	**CAO:**	
Originated By:	Kathrin Langlois Assistant Agriculture Fieldman	**Manager:**	Agriculture Fieldman Ouellet
Item Title:	Substance Abuse Policy	**Presenter:**	

DESCRIPTION:

Administration is providing Council with a draft of Policy Number 12/03/19, the "Substance Abuse Policy", for review and approval if deemed appropriate.

BACKGROUND:

The purpose of this Policy is to establish the County's expectations towards Drugs and Alcohol in the workplace. It defines appropriate behavior, establishes the consequences for non-compliance, provides consistent guidelines for all employees and clearly communicates to employees suffering from drug or alcohol dependency the accommodation and supports available.

DISCUSSION / BENEFITS / DISDVANTAGES:

The employees of Birch Hills County are our most valuable resource, and for that reason their health and safety is of paramount concern. Birch Hills County has drawn up this policy to communicate its expectations and guidelines surrounding Cannabis, Alcohol and any other medications or recreational drug use, misuses and abuse.

The current policy in the Employee Handbook (see below) is short and nondescript and the attached draft policy will be a more in-depth, all-encompassing policy.

> ***8.15 Alcohol and Drugs***
> *Employees must not drink alcohol or take illegal drugs when working or when on-call. Impairment caused by using alcohol or illegal drugs can affect the health and safety of others and will not be tolerated. Failure to comply with these terms may result in termination of employment for just cause. Employees are required to use the Employee Assistance Program.*
>
> *Employees should alert their supervisor if taking prescription or over-the-counter medication whose side effects (e.g. drowsiness, etc.) could affect work performance.*

COST / SOURCE OF FUNDING:

No funding required.

RELEVANT LEGISLATION (Cite):

Alberta OH&S Act, Regulation and Code

ATTACHMENT(S):

Draft Policy 12/03/19, the "Substance Abuse Policy"

OPTIONS:

Council may choose to:

1. Approve Policy 12/03/19, the "Substance Abuse Policy" as presented and rescind 8.15 Alcohol and Drugs of the Personnel Handbook November 12, 2015 and direct Administration to advertise Policy 12/03/19, the "Substance Abuse Policy" on the Birch Hills County Webpage.

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

RECOMMENDED ACTION:

It is Administration's recommendation

> "Approve Policy 12/03/19, the "Substance Abuse Policy" as presented and rescind 8.15 of the Personnel Handbook November 12, 2015 and direct Administration to Policy 12/03/19, the "Substance Abuse Policy" on the Birch Hills County Webpage".

Department **Administration**	Policy No. **12/03/19**	Page **1 of 10**
Policy Title **Substance Abuse Policy**	Date: **Jan. 10, 2019**	Resolution No. **RC19-**

PURPOSE

The purpose of this policy is to establish the Employer's expectations for appropriate behavior, to establish the consequences for non-compliance, to provide consistent guidelines for all employees and to clearly communicate to employees suffering from Drug or Alcohol dependency the accommodation and supports available.

POLICY STATEMENT

Birch Hills County the "Employer" or the "County" is committed to the health and safety of its employees, and will not tolerate the use of illicit substances or the abuse of Alcohol, Medications, or other substances by its employees where such abuse affects job performance, worker safety, or County property or equipment.

1. **DEFINITIONS**

1.1 **Drug:** means any substance, inclusive of Illicit Drugs, Restricted Drugs, and Medication, as defined by this Policy, the use of which has the potential to cause impairment or intoxication, changing or affecting the way a person thinks, feels, or acts. For the purposes of this Policy, drugs of concern are those that inhibit a worker's ability to perform his or her job safely and productively.

1.1.1 "Illicit Drug" means any Drug of substance that is not legally obtainable and whose use, sale, possession, purchase or transfer is prohibited by law (for example, street Drugs such a heroin and cocaine).

1.1.2 "Restricted Drug" means any Drug or substance capable of causing intoxication or impairment which is legally obtainable for recreational use and whose sale, purchase, possession, or transfer are restricted by law (such as cannabis).

1.1.3 "Medication" refers to a Drug obtained legally by an employee and used as indicated or directed, including but not limited to those obtained by the employee with a doctor's prescription or medical document, as contemplated by the access to cannabis for *Medical Purposes Regulation* (as amended, repealed and replaced from time to time), and non-prescription or over-the-counter products.

1.2 **Alcohol:** means the intoxicating agent in beverage Alcohol, which includes beer, wine, and distilled spirits.

1.3 **Employee:** means a person who is on the payroll, including all persons designated as casual, long-term seasonal, seasonal, part time

permanent or permanent employees, members of the fire department or medical first responders.

1.4 **Under the Influence:** of Drugs (including Medication), Alcohol, or controlled substance for the purpose of this Policy is defined as the use of one or more of these substances to an extent that an Employee is:

1.4.1 unable to perform in a productive manner;

1.4.2 in a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, the public or Employer property; or

1.4.3 displaying signs or symptoms of substance abuse such as the smell of Alcohol on the breath, slurred speech, and/or atypical behavior.

1.5 **Drug or Alcohol Dependency:** means a mental, physical, or psychological dependence on Drugs, Alcohol, or other impairing substances which are considered by a physician to be a medical condition/disability as determined by Human Rights law.

1.6 **Recreational Drug/Alcohol or Other Substance Use:** With recreational use of Drugs, Alcohol or other impairing substances, there is no mental, physical or psychological dependence; therefore, this is not considered a medical condition or mental, physical or psychological disability as determined by Human Rights law.

2. POLICY STANDARDS

To minimize the risk of unsafe and unsatisfactory performance due to the use of Alcohol, Drugs or other impairing substances, the following standards have been set out and apply to everyone when on Employer business and worksites, including when operating a motor vehicle. The only exception to the prohibition on possession of Alcohol, Illicit Drugs, or Restricted Drugs outlined below is by Employees when performing their duties (for example, removing from the workplace and/or storing evidence). Everyone is expected to report for work, and remain fit throughout their work day or shift, including when scheduled to be on call.

During an Employee's working hours, whether on the Employer's premises or while conducting employment-related activities of the Employer's premises, including during meal periods, scheduled and on-call shifts, the following are prohibited:

2.1 **Illicit Drugs:**

2.1.1 Use, possession, distribution, offering or sale of Illicit Drugs or Illicit Drug paraphernalia;

2.1.2 Possession or prescribed Medications without a legally obtained prescription, and distribution, offering or sale of prescription Medications (trafficking);

2.1.3 Being under the influence of Illicit Drugs; and

2.1.4 Presence in the body of Illicit Drugs as determined through the testing program.

2.2 **Alcohol and Restricted Drugs:**

2.2.1 Use, possession, distribution, offering or sale of Alcohol and/or Restricted Drugs; and

2.2.2 Being under the influence of Alcohol and/or Restricted Drugs.

2.3 **Medications:**

2.3.1 The intentional misuse of Medications (for example, using the Medication not as it has been prescribed, using someone else's prescription Medication, use of Prescription Medication without a valid prescription or medical document, combining Medication and Alcohol use against direction) while on Employer business, premises or worksite is prohibited.

2.3.2 Everyone is expected to use prescribed and over-the-counter Medications responsibly and in accordance with directions. The use of Medications is permitted at work only if it does not impair the Employee's ability to perform their job effectively and in a safe manner. Medications of concern are those that cause impairment or that inhibit, or may inhibit, an Employee's ability to perform their job safely and productively, even when used as directed.

2.3.3 Employees are expected to investigate (through their doctor or pharmacist) whether a Medication can affect safe performance of their duties and take appropriate steps to minimize associated risk. They are required to report any risk of impairment associated with prescribed Medication or any other threat to the safe performance of

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their duties to their supervisor and follow any recommended course of action to minimize safety risk.

2.3.4 The Employer is committed to accommodating an Employee's necessary use of Medication to the extent reasonably possible without undue hardship.

2.4 **Call-in Situations:**

Employees receiving standby pay for on-call situations are expected to be fit for work and in compliance with these standards. If circumstances arise where an individual is requested to perform either call-out services while on standby or unscheduled services while impaired by Alcohol or Drugs, including Medications, it is the responsibility of that individual to decline the call and notify a supervisor immediately. Under no circumstances shall an Employee operate a motor vehicle or Employer equipment while impaired by Drugs or Alcohol.

3. TREATMENT AND ACCOMMODATION

3.1 Any Employee suffering from a Drug or Alcohol dependency is **required** to disclose the dependency to the Employee's immediate supervisor. The Employer recognizes its responsibility to assist and accommodate Employees suffering from a Drug or Alcohol dependency to the extent reasonably possible, including providing access to sick leave as with any other illness, without suffering undue hardship. The Employer will take reasonable precautions to protect the Employee's confidentially given the sensitive nature of the issue.

3.2 Employees who are concerned that a fellow employee may be suffering from a Drug or Alcohol dependency are strongly encouraged to report their concerns to the Employee's immediate supervisor. While the Employer will make its best efforts to protect Employees' confidentially when a concern is reported, it may be necessary for the Employer to disclose certain information, including but not limited to the identity of the reporting Employee, to the Employee in question in order to properly investigate concerns.

3.3 If there is suspicion of Drug or Alcohol dependency, the Chief Administration Officer shall arrange a meeting with the Employee and his/her immediate Supervisor. At the meeting, if in the opinion of the Chief Administrative Officer it is determined the Employee may have a Drug or Alcohol dependency, the Employee shall be required to undergo an assessment conducted by an approved agency, at the expense of the Employer. If the Employee refuses to undergo an assessment, the Employee may be disciplined, up to and including termination for cause.

3.4 If the County's benefit plan does not provide insurance for evaluation and treatment for Drug or Alcohol dependency, the County will provide time off with pay for the Employee to attend and undergo assessment and treatment for a period of up to one month, or as mutually agreed to by the Employee and the Chief Administration Officer.

4. EMPLOYEE RESPONSIBILITY

4.1 All existing and new Employees will be provided with a copy of this policy and they shall acknowledge by signing that they have read the Policy.

4.2 All Employees of Birch Hills County agree to report to work free from the impairments of Alcohol, Illicit Drugs, and Restricted Drugs.

4.3 At any time an Employee identifies himself or herself as having a Drug or Alcohol dependency, the Employee may approach the Employer and request assistance for the problem.

5. EMPLOYER'S RESPONSIBILITY

5.1 At all times, Employees will be treated fairly, confidently, and with respect.

5.2 Management and Supervisors are responsible for ensuring that all Employees are aware of the Substance Abuse Policy.

5.3 Birch Hills County shall assist, encourage, and financially support the Employee to deal with Drug or Alcohol dependency as stated herein. Specifically, if the assessment is completed and determines that the treatment is appropriate, the County will financially support treatment as outlined in the Treatment and Accommodation provisions above.

5.4 Supervisors must immediately notify the Chief Administrative Officer if they suspect an Employee is influenced by and/or job performance is affected by, Drug or Alcohol dependency.

6. TESTING PROGRAM

6.1 *Reasonable Cause Testing*

6.1.1 The County reserves the right to conduct testing for the presence of Alcohol or Drugs when it has reasonable cause to believe that the actions, appearance or conduct of an Employee while on duty (including while on-call) is indicative of the use of Drugs or Alcohol. While the County reserves this right for all of its Employees,

Employees should understand that the necessary threshold to establish reasonable cause in the eyes of the County will be lower for Employees in safety-sensitive positions given the potential consequences involved.

6.1.2 The basis for the decision to test will be documented as soon as possible after the action has taken place. The referral for the test will be based on specific, personal observations resulting from, but not limited to:

6.1.2.1 observed use or evidence of the use of Drugs or Alcohol (e.g. smell of alcohol or cannabis);

6.1.2.2 erratic or atypical behavior of the Employee;

6.1.2.3 changes in the physical appearance of the Employee;

6.1.2.4 changes in speech patterns of the Employee;

6.1.2.5 discovery of Drugs, inclusive of Medication capable of causing impairment, Alcohol, intoxicants or related paraphernalia found in locations to which an Employee has sole or primary access, including Employees' lockers, desks, or any County vehicles or equipment of any kind.

6.1.2.6 following a serious incident or accident where the possibility of Drug or Alcohol impairment cannot be easily ruled out from review of the circumstances, including a "serious incident" as defined by Occupational Health & Safety legislation, and a situation which created significant potential or risk for an incident or accident, even if an incident or accident did not ultimately result (a "near miss").

6.1.3 In addition, the County may conduct reasonable cause testing upon receipt of a complaint or concern by a co-worker or third party that an Employee may be using Drugs, Alcohol or other substances contrary to this Policy. In such circumstances, the County shall record the name and contact information of the complainant as well as the details of the concern or complaint. The County shall provide the details of the concern or complaint to the accused Employee and, in appropriate circumstances, shall also provide the complainant's identity to the accused Employee to allow him/her the opportunity to provide a full and complete response to the allegations.

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6.1.4 The CAO will have the final decision with respect to whether Drug or Alcohol testing is required.

6.1.5 Following an incident, accident or near miss, Alcohol and Restricted Drugs are not to be utilized for eight (8) hours, or until tested or advised by the Employer that a test is not required.

6.1.6 In all situations where the County believes an Employee is unfit to be at the workplace, a responsible escort will be used to escort the Employee home.

6.2 *Volunteer Testing*

6.2.1 Existing Employees may voluntarily enter into an agreement that will have the Employee participate in a Drug and Alcohol testing program. The Employer will only test Employees when it is suspected a Drug or Alcohol dependency exists and when the Employee is in an affiliated situation or job that will impair their responsibilities.

6.2.2 If the volunteer testing reveals a potential Drug or Alcohol dependency, the Employee shall participate in an assessment and recognized treatment program.

6.2.3 The Chief Administrative Officer shall be provided with a copy of the assessment.

6.2.4 The Employee will be required to follow through with any recommendations for treatment.

6.3 *Testing Procedures*

6.3.1 Any testing undertaken pursuant to this Policy, including analysis of results shall be performed by a qualified professional. Where appropriate, results shall be confirmed by laboratory testing, which shall be performed at an accredited laboratory.

6.3.2 Where reasonably possible, tests shall be conducted respectfully and, in a manner, to minimize the intrusive nature of the tests. The Supervisor/Manager will contact the Alcohol and Drug testing provider to schedule a test. The process is to be completed as soon as possible after the incident or observation which is deemed within the guidelines of this Policy. The testing will be performed in compliance with the testing procedures as defined by the Drug and/or Alcohol testing facility. Positive test results shall be reviewed

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and verified by a physician to confirm if a Drug or Alcohol dependency exists.

6.3.3 The County will store test results in a secure location with access restricted to the County's managerial or supervisory employees with a demonstrable need for access to test results, in order to preserve employee privacy. Test results will not be disclosed to third parties without prior written consent of the Employee, subject only to a legal requirement for the County to produce Employee test results.

7. **DISCIPLINE**

7.1 The Employer views the rules contained in this Policy to be of the utmost importance. This is a zero-tolerance policy; any deviation from the above terms will result in disciplinary action that may include immediate termination. All Employees will be provided with a copy of the Policy as notification that any resulting dismissal will be considered as "dismissal for just cause" and not subject to notice or pay in lieu of notice.

7.2 As indicated above, any Employee suffering from a Drug or Alcohol dependency is required to disclose the dependency, and the Employer recognizes its responsibility to assist and accommodate employees suffering from such a condition.

7.3 However, if an Employee neglects or refuses to disclose a Drug or Alcohol dependency to the Employer in violation of this Policy, the Employer will be forced to deal with breaches of this Policy based on the understanding that the Employee is not suffering from a Drug or Alcohol dependency, but has simply disregarded this Policy, in which case immediate and strict disciplinary action will be taken. Further, failure to disclose a Drug or Alcohol dependency is a violation of the Policy.

8. **RESCIND**

8.1 Rescind 8.15 of the Employee Handbook

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I, _____ , acknowledge that I have received a copy of the **County of Birch Hills Substance Abuse Policy**. I further acknowledge that I have read the Substance Abuse Policy and understand that it is my responsibility to adhere to it.

_____ _____

Name Date

_____ _____

Signature Witness

Gerald Manzulenko
Reeve

Hermann Minderlein
Chief Administrative Officer

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Adopted by Council:	January 10, 2019
Updated:	

CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION
MEETING MINUTES
WEDNESDAY, APRIL 11, 2018

PRESENT **DIAHANN POTREBENKO, CHAIR, VILLAGE OF RYCROFT**
PAUL REUM, VICE-CHAIR, BIRCH HILLS COUNTY
ED ARMAGOST, MEMBER, SADDLE HILLS COUNTY
HERMAN SELLIN, MEMBER, TOWN OF SPIRIT RIVER

RON PELENSKY, MANAGER,
CHERYL DWERNYCHUK, RECORDING SECRETARY

1.0 CALL TO ORDER

Chair Potrebenko called the meeting to order at 12:04 p.m.

2.0 ADOPTION OF AGENDA

MOTION
01.04.11.18 MOVED BY MEMBER ARMAGOST THAT THE AGENDA BE ADOPTED AS PRESENTED.

CARRIED.

3.0 ADOPTION OF MINUTES

a) NOVEMBER 30, 2017

The minutes from the November 30, 2017 meeting of the Central Peace Regional Waste Management Commission were presented for adoption.

MOTION
02.04.11.18 MOVED BY MEMBER SELLIN THAT THE MINUTES FROM THE NOVEMBER 30, 2017 MEETING OF THE CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION MEETING BE ADOPTED AS PRESENTED.

CARRIED.

4.0 OLD BUSINESS - NONE

5.0 NEW BUSINESS

5.A) 2017 AUDITED FINANCIAL STATEMENTS

The Audited 2018 Financial Statements for the Central Peace Regional Waste Management Commission were presented for approval.

Mr. Pelensky reviewed the documents for the Commission members.

MOTION
03.04.11.18 MOVED BY VICE-CHAIR REUM THAT THE 2018 AUDITED FINANCIAL STATEMENTS OF THE CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION MEETING BE ADOPTED AS PRESENTED.

CARRIED.

5.B) FUTURE OF THE COMMISSION

It was noted that the Commissions obligations under the Alberta Environment agreement have been met. At this time the Commission has the option of turning the assets of the Commission over to the respective municipalities or maintaining the assets and continuing to insure the assets.

Member Sellin stated that the Town would prefer to keep the assets with the Commission and that the Commission continue to operate as it has been.

Member Armagost stated that Saddle Hills County Council has stated that they would also like to have the Commission remain in place and continue to operate as it has been.

Chair Potrebenko stated the Village of Rycroft would like to see the Commission continue on, however, things may change after May 26, 2018, when the dissolution vote is held.

Vice-Chair Reum stated that Birch Hills County would also like to see the Commission continue as it has been.

MOTION
04.04.11.18 MOVED BY MEMBER SELLIN THAT THE CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION CONTINUE TO OPERATE AS A COMMISSION.

CARRIED.

Mr. Pelensky inquired if there was any interest from the Commission members in looking into the viability of setting up and operation of a regional recycling sorting facility. We could look into setting up a facility to sort and

bale recycling here and then shipping it out to market. We could look into doing up a proposed business plan to see if it is feasible for our area. If the Commission members were in agreement then Administration could prepare a report and potential business plan and present it at the November Commission meeting. Mr. Pelensky noted that there are not huge volumes of recycling in the area but the members are paying huge dollars in having it shipped out.

MOTION

05.04.11.18 MOVED BY MEMBER ARMAGOST THAT THE CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION DIRECT ADMINISTRATION TO PURSUE THE INFORMATION ON A RECYCLING PLANT FOR THE MEMBER MUNICIPALITIES AS AN INTERNAL REPORT AND PRESENT THE REPORT AT THE NOVEMBER COMMISSION MEETING.

CARRIED.

Mr. Pelensky updated on the progress of the landfill for Saddle Hills County. The First Nations consultation for the lease agreement have been completed and the consultants are still working on the site plans and design. Once these have been completed they will be presented to Saddle Hills County Council for approval. At this time things are still in the preliminary stages.

6.0 ADJOURNMENT

There being no further business, Chair Potrebenko declared the meeting adjourned at 12:25 p.m.

CHAIR **RON PELENSKY, MANAGER**

AMISK
HYDROELECTRIC PROJECT

December 17, 2018

BIRCH HILLS COUNTY
WARD 1-REEVE
MARVIN DORAN
BOX 157
WANHAM, AB T0H 3P0

Re: AHP Development Corp. — Amisk Hydroelectric Project – Schedule Update Environmental Work

Good day

In November, 2017, we provided an update that AHP Development Corporation (AHP) continued to monitor the progress of the Renewable Electricity Program (REP) implemented and administered through the Alberta Electricity System Operator (AESO). AHP Development Corp. (AHP) was hoping that a future round of the REP would be suitable for the Amisk Hydroelectric Project. To date, this has not been the case.

As a result, AHP confirms that they will not re-start environmental data collection during the winter of 2018/2019 and cannot forecast a commencement date at this time. AHP plans to provide a more detailed update in the second or third quarter of 2019 after more information is available from the AESO and the Government of Alberta about the timing and criteria for subsequent renewable electricity procurements. AHP is exploring opportunities for a long-term power purchase contract, through government procurements and other means, and the timing of a restart of environmental work will be dependent on our ability to secure such a long-term offtake agreement.

AHP remains confident that Amisk can be a positive Project for the Province, providing reliable, low cost, long-term, baseload renewable energy for years to come.

AHP and its consultation team continues to be available for your questions and encourages you to contact David Berrade, at 1-844-455-8624, or info@amiskhydro.com with any inquiries.

Sincerely,

David Berrade, M. Dev.
Stakeholder Engagement Lead
AHP Development Corporation
Email: info@amiskhydro.com

BIRCH HILLS COUNTY
RECEIVED
Dec 7 2018
WANHAM

December 17, 2018

Honourable Shaye Anderson, Minister of Municipal Affairs
Municipal Affairs
132 Legislature Building
10800 - 97 Avenue
Edmonton, ABT5K 2B6

Dear Minister,

Re: Intermunicipal Collaboration Framework Extension Request

Please accept this letter as a joint request from Saddle Hills County and Birch Hills County Councils to be granted an extension under Ministerial Order No. MSL:047/18 for a deadline of April 1, 2021 to create an Intermunicipal Collaboration Framework and Intermunicipal Development Plan.

Saddle Hills County Council made the following motion in support of the extension request at their September 11, 2018 meeting:

> *"That Saddle Hills County support the application for a Ministerial extension under Ministerial Order No. MSL:047/18 for a deadline of April 1, 2021 to create an Intermunicipal Collaboration Framework and Intermunicipal development Plan, with Birch Hills County."*

Birch Hills County Council made a motion in support of the extension request at their August 9, 2018 meeting and a copy of their letter sent to you on August 16, 2018 is attached.

We are looking forward to receiving your response to our requests. For additional information, please contact Joulia Whittleton, CAO, Saddle Hills County at (780) 864-3760, or by email jwhittleton@saddlehills.ab.ca; and/or Herman Minderlein, CAO, Birch Hills County at (780) 694-3793 or by email cao@birchhillscounty.com.

Sincerely,

Alvin Hubert, Reeve
Saddle Hills County

Gerald Manzulenko, Reeve
Birch Hills County

January 2, 2019

Honourable Lori Sigurdson, Minister of Seniors and Housing
404 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister,

Re: Supportive Living in the Central Peace Region

On behalf of the Central Peace municipalities, I would like to express our sincere appreciation for meeting with us on December 3, 2018 regarding the Spirit River Supportive Living facility. This project will address the most urgent need in our Region.

We also would like to thank you for your commitment to a timely response regarding the Spirit River Supportive Living Facility and we look forward to it in the near future.

I can be reached on my cell (780) 864-0554; or alternatively, Joulia Whittleton, CAO, Saddle Hills County is also available to provide additional information if required and can be reached at (780) 864-0784 or by email jwhittleton@saddlehills.ab.ca.

Sincerely,

Alvin Hubert, Reeve, Saddle Hills County
On behalf of Central Peace Municipalities

c: Honourable Margaret McCuaig-Boyd, Minister of Energy, MLA for Dunvegan-Central Peace-Notley
Chair Judy Kokotilo-Bekkerus, Grande Spirit Foundation
Diahann Potrebenko, Mayor, Village of Rycroft
Gerald Manzulenko, Reeve, Birch Hills County
Tony Van Rootselaar, Reeve, MD of Spirit River
Alan Georget, Mayor, Town of Spirit River

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**
Meeting Date:	January 10, 2019	**CAO:**
Originated By:	Shelley Braun/Dir. Corp Services	**Manager:**
Item Title:	Asset Management Capacity-building Cohort	**Presenter:** SDB

DESCRIPTION:

Council is being provided with a copy of the Request for Expression of Interest regarding the Rural Municipalities of Alberta (RMA), Alberta Urban Municipalities of Alberta (AUMA) and Infrastructure Asset Management Alberta (IAMA) Asset Management Capacity-building Cohort program.

BACKGROUND:

RMA is seeking six to ten municipalities to participate in an asset management group-learning program. The successful applicants will be given access to a wide range of tools and supports to improve their overall asset management capacity. Asset management is growing in importance for municipalities across Alberta and Canada. To support small municipalities in embracing asset management, RMA, AUMA and IAMA are organizing an asset management capacity-building cohort.

The cohort, funded through the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program (MAMP), will support a small group of six to ten municipalities in collaboratively improving their asset management capacity, and sharing lessons learned with other municipalities. Targeted cohort completion is summer 2019. Depending on cohort preferences, the process may be extended to fall 2019.

DISCUSSION / BENEFITS / DISADVANTAGES:

Birch Hills County's application was submitted December 21 with the understanding that Council approval is a requirement. If chosen, participation in the cohort is free aside from travel expenses. A regional cohort is not mandatory, but is preferred to minimize costs. Three to four 1-2 day workshops will be held, with cohort member municipalities hosting and all team members attending. Administration plans to have two members on our Asset Management team.

At a minimum, by the end of this process each municipality will have achieved the following:

- Establishment and development of an internal Asset Management Team
- Development of an Asset Management Policy
- Development of an Asset Management Strategy

COST / SOURCE OF FUNDING:

Participation is free, meals and refreshments are provided for in-person meetings
Accommodation estimate - Administration $700 - $1,200, Public Works $700 - $1,200
Travel together - BHC vehicle usage a priority or $.50 per kilometer for personal mileage

RELEVANT LEGISLATION (Cite):

ATTACHMENT(S):

1. RMA, AUMA and IAMA request for expression of interest

OPTIONS:

Council may choose to:

1. Approve the commitment of staff and financial resources to participate in the RMA, AUMA, and IAMA led asset management cohort program for which an application had been submitted December 21, 2018; or

2. Not approve the asset management cohort application, including staff participation and financial commitment, directing staff to notify RMA that Birch Hills County is revoking our 2019 cohort application.

RECOMMENDED ACTION:

It is Administration's recommendation

> "that Council approve the commitment of staff and financial resources to participate in the RMA, AUMA, and IAMA led asset management cohort program for which an application had been submitted December 21, 2018."

Request for Expression of Interest – Municipalities to participate in asset management capacity-building cohort

Asset management is growing in importance for municipalities across Alberta and Canada, but the costs and work associated with integrating asset management into municipal decision-making and operations is often too great for small municipalities. To support small municipalities in embracing asset management, the Rural Municipalities of Alberta (RMA), Alberta Urban Municipalities Association (AUMA), and Infrastructure Asset Management Alberta (IAMA) are organizing an asset management capacity-building cohort.

The cohort, funded through the FCM's Municipal Asset Management Program (MAMP), will support a small group of six to ten municipalities in collaboratively improving their asset management capacity, and sharing lessons learned with other municipalities.

Using a "group learning" approach, this asset management capacity-building initiative has been developed with the following objectives in mind:

OBJECTIVES	OUTCOMES
Educational	Building greater awareness of asset management
Collaborative	Leveraging collective skills and resources
Suitable	Approach and solutions tailored toward smaller communities
Partnering	Building on regional knowledge and building our network
Capacity Building	Strengthening capacity internally and collectively
Timely and Efficient	Creating meaningful progress in a short period of time
Forward-Looking	Providing tools for updating and improving asset management over time, with a focus on implementation

It is expected that there will be varying levels of asset management maturity and capacity within the cohort. Group learning content will be designed for all participants to advance their asset management knowledge and capacity, regardless of their starting point. At a minimum, by the end of this process each municipality will have achieved the following:

- Establishment and development of an internal Asset Management Team
- Development of an Asset Management Policy
- Development of an Asset Management Strategy

Participation in the cohort is free aside from travel expenses and is a great opportunity for municipalities to learn the basics of asset management and receive support from asset management experts in developing the tools to get started on their asset management journeys! Read on for more details and how to apply.

AUMA

RMA RURAL MUNICIPALITIES of ALBERTA

IAMA

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Canada

Project Timeline

Cohort applications will be accepted until December 21, 2018, with the cohort selected in early January 2019. In-person group learning activities will likely commence in late January or February 2019. Participants will be required to complete some individual tasks in January 2019, such as the completion of a municipal self-assessment on the MAMP Asset Management Readiness Scale. Targeted cohort completion is summer 2019, though depending on the progress being made and the preferences of the cohort, the process **may** be extended to fall 2019.

Participant Commitments

This project will include periodic in-person workshops, to be hosted on a rotational basis by participating municipalities, as well as more frequent conference calls. Participants will operationalize learnings within their municipality throughout the project period by engaging others in their municipality in the development of asset management policies, internal teams, etc.

Participants will be expected to report on their progress through completion of an asset management self-assessment using the MAMP Asset Management Readiness Scale prior to the project's commencement and upon completion of the project, as well as (potentially) at other points throughout the project. Participants are also expected to engage with the project team and one another through phone, email, and/or other means as needed to share challenges, ideas, concerns, etc., as such regular engagement supports an effective group learning process.

Participants will be asked to sign an acknowledgement of the participant commitment expectations, and council will be required to pass a motion endorsing the municipality's participation. This will ensure that participants are well-supported in their time commitment and have organizational support to implement the learnings from the cohort.

Participant Characteristics

This project seeks municipalities with little to no current asset management uptake, but with an interest in developing asset management processes and capacity. Any type of municipality (town, village, municipal district, etc.) may apply. Preference will be given to the following:

- Population of 10,000 or below
- Little to no asset management processes in place, but a willingness to develop them
- A willingness to commit two to three representatives (ideally from different departments within the municipality) to participating throughout the project term
- Demonstrated council support for participation in the cohort, ideally through a formal council motion (see attachment for optional motion template)
- Preference will be given to municipalities within a common region of the province (see following section)

Municipalities who do not meet all the above characteristics are still encouraged to apply.

AUMA RMA RURAL MUNICIPALITIES of ALBERTA IAMA

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS Canada

Cohort Characteristics

This project will prioritize the development of a cohort within a specific region of the province. A regional cohort is preferred for the following reasons:

- Intermunicipal collaboration (through the development of ICFs and IDPs) is a priority for many municipalities in Alberta. Extending a regional focus to asset management will strengthen regional relationships for participants and support the consideration of asset management processes into intermunicipal or regional decision-making.
- Municipalities within a region are more likely to have similar infrastructure and service delivery priorities and challenges than those from different areas of the province.
- Project logistics are much simpler with a regional approach. Travel distances are shorter, and travel costs are lower, both for the participants and for the project team.

A regional cohort **is not** mandatory, but is preferred. The attached application form provides the option for multiple municipalities to apply as a group. Individual applications will be considered, and depending on the applications received, a regional cohort may not be possible.

Regional partners could include municipalities with a shared boundary, or municipalities from a similar area of the province (example southwest, Foothills, Peace region, capital region, etc.).

Participant Costs

There is no fee to participate in the cohort. Group learning activities and support from the project team and asset management experts are provided free of charge for the duration of the project.

For in-person meetings, food and refreshments will be provided free of charge, though travel and accommodation costs **will not be reimbursed**.

Participants will be expected to work with the project team to provide at least one meeting space to hold a meeting or workshop at some point during the project. Ideally, participants will alternate hosting duties to allow for a similar cost and travel commitment among all cohort members.

Application Process

To apply, complete the application form and provide the attachments referenced in the application form. Applications must be submitted no later than **December 21, 2018.**

Questions

Any questions about the application process or project may be directed to Ryan Osterburg, Policy Analyst, AUMA, by email at rosterburg@auma.ca or by phone at 780-989-7426, or Wyatt Skovron, Policy Analyst, RMA, by email at wyatt@RMAlberta.com or by phone at 780-955-4096.

AUMA RMA RURAL MUNICIPALITIES of ALBERTA IAMA

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS Canada

ALBERTA
SENIORS AND HOUSING

Office of the Minister
MLA, Edmonton-Riverview

AR 46366

January 3, 2019

Dear Stakeholder:

The Minister's Seniors Service Awards recognize the important volunteer work that individuals and organizations provide to assist seniors and our communities in Alberta each year. To date, the awards program has honoured 145 recipients.

Enclosed is a poster and nomination booklet for the 2019 Minister's Seniors Service Awards. Please consider nominating volunteers in your community and help promote the awards by displaying the poster and spreading the word. The deadline for nominations is February 28, 2019.

Nominees will be recognized at community celebrations taking place across Alberta in the summer, and award recipients will be recognized at a ceremony in the fall. Additional information will be provided closer to the event date.

Please visit my ministry's website at www.alberta.ca/ministry-seniors-housing.aspx or email seniorsinformation@gov.ab.ca for more information.

Thank you for supporting seniors in Alberta.

Sincerely,

Lori Sigurdson

Lori Sigurdson
Minister of Seniors and Housing

Enclosure

404 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550 Fax 780-415-9411
9202B - 149 Street, Edmonton, Alberta T5R 1C3 Canada Telephone 780-414-0719 Fax 780-414-0721

Printed on recycled paper

Hermann Minderlein

From: Mel Duval
Sent: Thursday, January 10, 2019 12:06 AM
To: Hermann Minderlein; Deanne Wendland; Denise Joudrey; Albert Poetker; Terry Carbone; Birchhills geraldm; Paul Reum
Subject: Councillor Duvall report Jan 9 2019

I attended the CPARC meeting Jan 9 in spirit river, couple of points from old business.
The committee is looking for some amendments to their code of conduct, want the cao of each of the G5 to have meeting to come up with resolutions. Committee reps will be drafting letter soon to outline what changes they are looking for.

They also wish to make changes to Terms of Reference but after much discussion was decided they will draw up the changes and go over at next meeting before they bring it to the cao level

The new doctor will be arriving at the end of January to begin the evaluation process which will take three months, possibly working out of hythe , not sure on the accommodations for that term, there is a house available for her in spirit river at no charge for term of 6 months only paying the utilities.
Was some discussion about welcoming gift, was decided on a gift basket and $300 of gift cards to local businesses.
Looking like May1 starting at clinic in spirit river if all goes well with evaluation process according to Susan Smith with AHS.

Dr. Phillips retirement supper feb 23
Committee is looking for up to but not beyond $2500 form all of the G5 members to help pay for the supper, the hall rent will be donated by town of spirit river.
There was talk of of more formal style sit down meal but restricted to approximately 360 people in that type setting, so decided to go with a more casual style with beef on bun and salad type meal to accommodate closer to 600 people, in a stand up causal seating arrangement. Will be approximately 500 tickets printed for the public at no charge evenly distributed amongst the G5 available for pick up at county office. There will be a head table set up at the hall for dr. Phillips and distinguished guests.
Planned start time 5:00 with speeches and presentations at 6:30.
Tammy, Michelle and Denise if she is willing will form a sub committee to finish up the details.
There was no talk of any gifts, but donations to a charity of dr. Phillips choice will be accepted.
Unsure of the charity at this time but committee will be contacting dr. Phillips for input.

Mel Duvall

Sent from my iPad