AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
January 11, 2018

1. CALL THE MEETING TO ORDER

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
a. December 14, 2017 Regular Council Meeting Minutes (Page 3)

4. DELEGATIONS

5. COUNCILLOR REPORTS
a. Reeve Manzulenko (Ward 4)
b. Deputy Reeve Carbone (Ward 7)
c. Councillor Paradis (Ward 1)
d. Councillor Wendland (Ward 2)
e. Councillor Reum (Ward 3)
f. Councillor Bogdanek (Ward 5)
g. Councillor Joudrey (Ward 6) (Page 11)

6. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (Page 12)
b. CAO Action Log (Page 20)

7. BYLAWS

8. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)
a. Resolution RC17-430 - Cancellation of Bulk Water Usage (Page 25)
b. Appointment to Central Peace Medical Services Corporation (Page 26)

9. NEW BUSINESS
a. Request for funding - Watino River Boat Association (Page 27)
b. Upcoming Meetings (Page 33)
c. Request for Letter of Support – County of Grande Prairie (Page 35)
d. Request for Letter of Support – MD of Smokey (Page 38)
e. G5 Peace Regional Water Study (Page 40)

10. FOR INFORMATION
a. Municipal Affairs Information
Bulletin # 11/17 (2018 Key Municipal Dates) (Page 51)
b. Birch Hills County Website Statistics – Oct to Dec 2017 (Page 57)
c. AEMA NW Regional Newsletter – Winter Edition (Page 62)
d. Municipal Government Act Amendments – Legislative Checklist (Page 64)

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
January 11, 2018 (continued)

11. CORRESPONDENCE

a. Letter dated Dec 13, 2017 re MSI CAP-8644 (Page 80)
b. Letter dated Dec 20, 2017 re Investing in Canada Infrastructure Plan (ICIP) (Page 81)
c. Letter dated Dec 19, 2017 re MSI Acceptance (Page 84)
d. Letter dated Dec 19, 2017 re Future Highway Maintenance (Page 85)
e. Letter dated Dec 19, 2017 re Konowalyk Meeting (Page 86)
f. Letter dated Dec 20, 2017 re Peace River Country Land Database (Page 88)

12. IN-CAMERA

a. Legal – Related to Grande Spirit Foundation Contract with outside organization (To be distributed at meeting)

NEXT REGULAR COUNCIL MEETING DATE – January 25, 2018

Present:	**Reeve**	Gerald Manzulenko
	Deputy Reeve	Terry Carbone
	Councillor	Deanne Wendland
	Councillor	Paul Reum
	Councillor	Cheryl Bogdanek
	Councillor	Denise Joudrey
	CAO	Hermann Minderlein
	Legislative Officer	Shawna Schwerdt
Absent:	**Councillor**	Ginette Paradis

CALL TO ORDER: **Reeve Manzulenko** called the meeting to order at 9:00 a.m.

Danny Zahara from The Signal entered the meeting at 9:00 a.m.

Councillor Paradis had advised that she would be unavailable to attend due to health reasons.

ADDITIONS TO THE AGENDA

8. Unfinished Business
c. Transportation follow-up
9. New Business
e. ASB Fusarium and Clubroot
11. Correspondence
e. Letter from MLA Margaret McCuaig-Boyd Annual Holiday Open House

ADOPTION OF THE AGENDA

RC17-420 Moved by Deputy Reeve Carbone that Council adopt the agenda for December 14, 2017 Regular Council Meeting as amended.

CARRIED

ADOPTION OF THE MINUTES

Regular Council Meeting November 23, 2017

RC17-421 Moved by Councillor Joudrey that Council approve the minutes of the November 23, 2017 Regular Council Meeting with the following amendment:

Unapproved

Under RC17-401 add “third reading” before “at this meeting.”

CARRIED

COUNCILLOR REPORTS

Reeve Manzulenko

Reeve Manzulenko provided a verbal report on a meeting he and CAO Minderlein attended on November 29 with representatives from NextEra Energy, the Pre-Seniors Housing Study meeting on December 4, and the EOEP – MUNI 101 training in Manning on December 11 and 12, 2017.

Deputy Reeve Carbone

Deputy Reeve Carbone provided verbal updates to his written report. Highlights included that the Central Peace Medical Services Corporation where Councils were requested to consider appointing board members for terms of 4 years in order to provide continuity, and the G5 Seniors Housing Study Initiative meeting in Fairview on December 11th with the following ministers:

1. Honorable Margaret McCuaig-Boyd Minister of Energy and MLA for Dunvegan-Central Peace-Notley;
2. Honorable Sarah Hoffman, Minster of Health; and
3. Honorable Lori Sigurdson Minister of Seniors and Housing who attended the meeting by phone.

Councillor Wendland

Councillor Wendland provided verbal updates to her written report regarding the Northern Transportation Advocacy Bureau (NTAB) meeting she attended in Grande Prairie on November 30, 2017.

Councillor Paradis

Councillor Paradis was absent but had provided a written report on the Birch Hills County Municipal Library Board meeting at the Eaglesham School Library on November 28, 2017.

Councillor Reum

Councillor Reum provided a verbal report on the Central Peace Rural Waste Management Committee (CPRWMC) meeting he had attended on November 30 in Rycroft, the Central Peace Regional Emergency Management (CPREM) meeting in Saddle Hills County on December 7, and the EOEP – MUNI 101 training he had attended in Manning on December 11 and 12, 2017.

Councillor Bogdanek

No Reports.

Unapproved

Councillor Joudrey

Councillor Joudrey had provided a written report on the Peace Library System meeting she had attended on November 25 and the Grande Spirit Foundation meeting she attended in Grande Prairie on December 1. She also provided a verbal report on the Central Peace Professional Attraction and Retention Committee (CPPARC) meeting she attended in Spirit River on December 13, 2017.

RC17-422 Moved by Councillor Bogdanek that Council accept the Councillor Reports for information.

CARRIED

DELEGATIONS

No Delegation

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

CAO Report

CAO Minderlein provided Council with verbal updates to the written report that had been distributed to Council. Council discussed the Fire Department's report and requested that Administration research and provide clarification regarding what members need to be covered by insurance to drive Fire Department Vehicles.

CAO Action Log

Council reviewed the CAO Action Log provided in the Agenda Package that had been updated to December 14, 2017.

RC17-423 Moved by Councillor Wendland that Council receive the CAO's written report, updates and the CAO Action Log for information.

CARRIED

BYLAWS

None

Shelley Braun and Dion Hynes entered the meeting at 9:45 a.m.

UNFINISHED BUSINESS

2017 Amended Capital Budget

Council was presented with a request to approve an amendment to the 2017 Capital Budget that reflected the

Unapproved

actual capital expenditures made or still planned for

purchases and projects planned to be undertaken, continued or completed in 2017, 2018, and or 2019.

RC17-424 Moved by Councillor Bogdanek that Council approve an amended 2017 Capital Budget with:
Total Revenues of $3,176,400 comprised of:
Funding from Reserves totaling $420,000;
Funding from FGTF Grant totaling $192,500; and
Funding from MSI Grant totaling $2,238,900; and
Funding received from the disposal of Fixed Assets totaling $325,000; and
Total Expenses of $3,176,400 comprised of Departmental purchases and projects totaling:
$25,000 in Administration;
$2,414,500 in Public Works;
$215,900 Regional Water Supply & Distribution;
$121,000 in Agricultural Services; and
$400,000 in Public Health & Welfare.

CARRIED

2018 Capital Budget

Council was presented with a request to approve the Capital budget for 2018 that reflects those capital purchases and projects planned to be undertaken, continued or completed in 2018.

RC17-425 Moved by Councillor Reum that Council adopts the 2018 Capital Budget (with "Council Vehicle" and without the 2018 assumed MSI Capital BMTG funding) with:
Total revenues of 2,601,200 comprised of:
Funding from Reserves totaling $901,778.82;
Funding from Grant totaling 1,563,421.18; and
Funding received from the disposal of Fixed Assets totaling $136,000; and
Total Expenses of $2,601,200 comprised of Departmental purchases and projects totaling:
$70,000 in Council
$25,000 in Administration
$2,343,200 in Public Works
$163,000 in Agricultural Services

CARRIED

Dion Hynes and Shelley Braun left the meeting at

Unapproved

10:05 a.m.

Transportation Follow-up

Council discussed communication between Councillors, CAO, staff, and ratepayers with transportation complaints. It was reaffirmed that if Councillors receive a complaint, they should first check to confirm that the ratepayer had submitted the issue to the appropriate County department, and to the CAO if no action had been taken, before agreeing to pursue the matter themselves with the CAO.

It was discussed if additional follow-up was required regarding a complaint received regarding snow removal from AB Hwy 49 during the early part of November, 2017.

RC17-426 Moved by Deputy Reeve Carbone that Council direct Councillor Joudrey and CAO Minderlein to follow up with the ratepayer that had a complainant regarding snow removal from AB Hwy 49 during the early part of November, 2017.

CARRIED

NEW BUSINESS

2018 Cost of Living Allowance (COLA) Wage Increases

Council was presented with a request to provide Administration with direction regarding 2018 salary and pay increases.

Shelley Braun entered meeting at 10:35 a.m.

RC17-427 Moved by Councillor Bogdanek that Council approve an increase to employee salaries and wages for 2018 based on the Statistics Canada Consumer Price Index for Alberta for the one year ending October, 2017 of 1.3% plus any salary grid increases where performance has been assessed as “Satisfactory” or better.

CARRIED

RC17-428 Moved by Councillor Bogdanek that Council bring the policy - Personal Handbook back to a future governance meeting.

CARRIED

Danny Zahara exited the meeting at 10:45 a.m.

Break for ATB presentation and Christmas lunch at the Seniors Centre at 10:45 a.m.

Meeting was reconvened at

Unapproved

1:00 p.m.
Marvin Doran entered the meeting at 1:00 p.m.

Council presented Marvin Doran with a small token of appreciation, recognizing his past services as Reeve and as a Councillor for Birch Hills County.

Amanda Ouellet entered the meeting at 1:05 a.m.
Marvin Doran exited the meeting at 1:10 p.m.

Upcoming Council Meetings

Council was presented with the upcoming 2018 Calendar for meetings, statutory holidays, and dates potentially related to municipal training and was asked to provide direction with regards to the dates of Regular Council, Governance, Special and Agricultural Services Board (ASB) meetings.

RC17-429 Moved by Councillor Joudrey that Council accept the 2018 Calendar for information.

CARRIED

Write Off Bulk Water Account

Council was presented with a request to authorize the write off of a debt related to bulk water usage held by Birch Hills County that is deemed to be uncollectable.

RC17-430 Moved by Councillor Wendland that Council authorize the write-off of outstanding bulk water account in the amount of $603.68, and direct Administration to charge the expense for this to account 2-12-10-00-990, General Admin, Other and send the account to a collection agency for further action.

CARRIED

2018 VSI Agreement

Council was presented with a copy of the current 2017 V.S.I. Services (1980) Ltd. agreement. It is an annual agreement set to expire December 31, 2017. Council was also provided with an unsigned copy of the 2018 V.S.I. Services (1980) Ltd. agreement.

RC17-431 Moved by Councillor Bogdanek that Council authorize Administration to enter into an agreement on behalf of Birch Hills County for 2018 veterinary services with V.S.I. Services (1980) Ltd.

Unapproved

CARRIED

Fusarium and Clubroot

Council discussed the Fusarium that tested positive in Birch Hills County. Agricultural Fieldman Amanda Ouellet discussed that Birch Hills County has a Fusarium Graminarium Bylaw 2016-09 and Fusarium Graminarium Testing policy 10-09 (03-11) in place and they meet the Provincial laws. Council discussed Clubroot and the Ag. Fieldman discussed that Birch Hills County does have a Clubroot policy 07-09 (04-08) that is in place. There was additional discussion about creating a Clubroot Bylaw that would allow implementation of enforcement. Council gave direction to the Ag. Fieldman to bring to next ASB meeting the Fusarium Graminarium Bylaw 2016-09, the Fusarium Graminarium Testing policy 10-09 (03-11) and Clubroot policy 07-09 (04-08) to be reviewed.

RC17-432 Moved by Councillor Wendland that Council accept the Fusarium and Clubroot discussion as information.

CARRIED

Amanda Ouellet exited the meeting at 2:00 p.m.

FOR INFORMATION

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

1. CPRWMC Minutes from June 15, 2017 and November 22, 2017 and 2018 Budget.
2. PLS Minutes from September 16, 2017.
3. PLS Updates Highlights– Nov 25, 2017 Federal Gas Tax Funding Program.
4. PLS 2018 Budget.
5. Bank Reconciliation for Period ended November 30, 2017.

RC17-433 Moved by Councillor Bogdanek that Council accept the information items for information.

CARRIED

CORRESPONDENCE

Council was provided with a copy of the following correspondence that had been received by the County:

1. Letter from Minister of Municipal Affairs dated November 7, 2017.
2. Letter of Congratulations – PLS dated November 17, 2017.

INITIALS: Reeve: _____

CAO:

Unapproved

3. Letter of Congratulations – ASCHA dated November 28, 2017.
4. Letter from Office of Lieutenant Governor of AB – Alberta's Order of Excellence.
5. Letter from MLA – Margaret McCuaig-Boyd Annual Holiday Open House Invite.

RC17-434 Moved by Deputy Reeve Carbone that Council direct administration to send a thank-you letter to the Minister of Municipal Affairs for the acceptance of the projects submitted for funding under the MSI program.

CARRIED

RC17-435 Moved by Deputy Reeve Carbone that Council authorize Reeve Manzulenko and CAO Minderlein to attend MLA Margaret McCuaig-Boyd's Annual Holiday Open House on December 15, 2017 in Fairview with Reeve Manzulenko to receive remuneration.

CARRIED

RC17-436 Moved by Councillor Joudrey that Council accept the correspondence provided for information.

CARRIED

IN-CAMERA No in-camera items

ADJOURNMENT Being that there were no other items for discussion, Reeve Manzulenko adjourned the meeting at 2:07 p.m.

NEXT REGULAR COUNCIL MEETING DATE – January 11, 2018

Original to be signed by
GERALD MANZULENKO
REEVE

Original to be signed by
HERMANN MINDERLEIN
CAO

Unapproved

COUNCILLOR JOUDREY'S REPORT

From December 15, 2017 – January 5, 2017

Grande Spirit Foundation – Christmas Lunch & Party

December 20, 2017 at Centre 2000, 11330 106 Street, Grande Prairie, AB

- I was invited to and attended as a volunteer the Grande Spirit Foundation Christmas Lunch and Party for Lodge Managers, Administration Staff and Board Members. The event was a wonderful opportunity to meet Lodge Managers and Administration Staff for the first time. There was a Chinese Gift Exchange, Ugly Christmas Sweater Contest and a Catered Lunch. Two Employees were recognized and gifted for their 20 years of services with Grande Spirit Foundation.

Happy New Year to The Birch Hills County Council & Staff!

TO: Members of Council

FROM: Hermann Minderlein, CAO

RE: Report to Council – January 11, 2018 Regular Meeting of Council

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SUBJECT: CAO Report

RECOMMENDATION: That the CAO's written reports with verbal updates be received for information.

REPORT:

Happy New Year to all. The following is a brief update to Council on activity since the December 14, 2017 Regular Council Meeting. Reports to me from the Directors of Corporate Services, Public Works, as well as the Birch Hills County Fire Department Chief are attached to this report for Council's reference. The Agricultural Services report will be included in the ASB meeting package.

December 20 to 26, 2017

Off for Christmas.

December 26, 2017

There was a no heat alarm for the Administration Building, and this was handled at the time by staff.

December 27, 2017

Returned to work to find heat off again, and temperature down to 51C in front of building. Working with Michael Coy, we were able to determine that the problem was related to the gas supply, and we contacted the Co-op and the matter was resolved. Thank you to Paul Reum for looking after the matter.

The period from the 27th to the 29th was otherwise very uneventful, very few incoming calls, and even fewer visitors looking to conduct business during the holiday season. On a personal note, I found it frustrating that Provincial offices in Edmonton were closed, as were many of the municipal offices in the area that I tried to contact to obtain information regarding to local matters and issues related to the Agenda Package. I would like to discuss this with Council, either at this meeting, or at a future opportunity as I believe that the productivity suffers as a result of this and there may be other options that we can pursue.

January 3 to 5, 2018

Returned to work, and most of my efforts went into finalizing this Agenda package. There were several local issues that took me away from getting the package together, but these were resolved and the package was completed. During this period, I spoke with Sgt. Frost of the Spirit River Detachment, and he passed on an invitation from the

CO of K Division for any municipalities attending the March AAMDC Convention to meet with him in order to discuss problem areas requiring attention within their boundaries. Meetings will be confirmed when and if required.

I will be available at the meeting in the event that additional information is required.

MEMORANDUM

January 11, 2018

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of January 3, 2018

Financial Update – Local, Provincial and Federal Grant Programs

The **Atco Electric local conditional grant** funding of $3,440 for fire services training supplies remains unallocated and has been added to the 2018 Fire Services budget.

The **Agriculture Service Board (ASB**) program operating funding of $115,946 has been fully allocated. Yearend reporting preparation is ongoing.

The **Family and Community Support Services (FCSS)** program funding of $5,085.50 and $59,507.50 has been fully allocated. Online reporting preparation is ongoing.

The 2016 federal **Gas Tax Fund (GTF)** funding of $77,612 and 2017 GTF funding of $85,569 (received December 5) have been partially allocated to the Eaglesham water plant backup generator project. Statement of Funding and Expenditure (SFE) preparation is ongoing.

The **Grants in Place of Taxes (GIPOT)** program funding of $18,647.01 was received December 5 and applied to applicable property tax rolls.

The **Municipal Sustainable Initiative (MSI) Capital** program funding of $488,031.02 and $679,280 has been partially allocated. Statement of Funding and Expenditure (SFE) preparation is ongoing.

The **MSI Capital - Basic Municipal Transportation Grant (BMTG)** program funding of $396,110.16 and $413,293 has been partially allocated to gravel haul trucking costs. SFE preparation is ongoing.

The **Municipal Sustainable Initiative (MSI) Operating** program funding of $87,706 has been fully allocated to the Eaglesham Contract Grader agreement. SFE preparation is ongoing.

The **Provincial Education Requisition Credit (PERC)** program application for $2,705.98 was submitted December 15. Our previously estimated claim amount has decreased due to program guidelines.

The **2018 Canada Summer Jobs** program application is being drafted in order to meet the application deadline of February 2.

Finance Update - Miscellaneous

The **GST/HST Public Service Bodies' Rebate** for November was submitted December 21. Rebates for January-November 2017 totaled $126,160.59. Birch Hills County is currently zero rated for GST, meaning we receive a 100% net rebate of our GST collected as revenue and paid as expenses.

Administration continues to prepare for the **December 31, 2017 yearend audit** scheduled for March 2-8. We received our audit package from Sylvain & Company December 15. Documentation has been signed, with letters requesting bank confirmation and legal history to be mailed early January

Residential utility and bulk water bills for November-December consumption were mailed the first week of January. Payments are required by January 31 to avoid a 2% penalty.

Dion and I are registered for the **UofA Certificate in Municipal Management & Leadership** course hosted by the County of Grande Prairie. Module 1 – Overcoming Challenges through Strategy and Leadership is scheduled for January 9&10 at Evergreen Park.

Administration is scheduled to meet January 12 to complete the **initial 2017 O&M Budget performance review** and complete preliminary plans for transfer to reserves for incomplete projects and unspent funding. Public Works and ASB staff is to have initial inventory reconciliations complete before this meeting.

Annual Road Allowance Lease billing will be completed mid-January.
BHC Recreation Board Grant Program application process and planning has been initiated.
Property Tax arrears letters will be mailed mid-January.
GP Dynamics/Diamond software modules year end procedures to be completed by January 15.

Administration is scheduled to meet January 15 to complete the **initial 2018 O&M Budget review**. Staff anticipates receiving the Provincial assessment information by January 31 and all other assessment by February 28. We also await the passing of the Provincial Budget and notification of continued grant funding by the Province.

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

The **Notice Demand Account (NDA) authorized** transfer scheduled for December 20 ~~was~~ initialized. Future authorized monthly transfers have been scheduled for January through May 2018. Administration will review cash flows mid-January and initialize the next available transfer January 20 if funding is required.

As directed by the **Local Authorities Election Act Section 101 – Disposition of Election Material,** the October 16 election documents are scheduled to be destroyed in the presence of two witnesses mid-January.

~~Payroll Update~~
With the passing of Bill 17: The Fair and Family-friendly Workplaces Act, the Alberta Government has implemented new **Employment Standard Code changes** taking effect January 1, 2018. Additional information is available at ~~www.alberta.ca/employment-standards-changes.aspx~~. Staff will ensure we comply with the new code requirements.

Payroll staff has scheduled our annual **GP Dynamics/Diamond software build and payroll module** upgrade January 11.

Informal **Performance Evaluations** are to be completed by January 20 in order to meet the payroll cutoff. The Performance Evaluation process will be reviewed in 2018 with standard forms setup.

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 and T4 preparation** are both due February 28 annually.

Emergency Management Planning
In a crisis, you don't rise to the occasion; you sink to your training.

The **2017 Central Peace Emergency Management plan revision** update remains outstanding. Updated plan documents have not yet been received.

On March 23 **Birch Hills County will be hosting the CPREMs Regional Exercise** including a Reception Centre component. Administration would like to have a table top planning meeting in mid February prior to hosting this event.

Keep your family, friends and neighbors safe. Make an emergency plan.
Do you have a 72 hour emergency kit? Visit www.aema.alberta.ca

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

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

Shelley Braun
Director of Corporate Services

MEMORANDUM

January 4th, 2018

TO: CAO, Birch Hills County

Public Works Report (As of January 4th, 2018)

Road Clearing
Equipment operators have been busy clearing the Hamlets, landfills, lagoons, fire hall entrances and parking lots, Tangent community hall, lift station entrances, bulk fill station in Wanham etc. Grader operators have been working. Staff have been working hard to maintain troubled areas.

NSC Training Update
From previous report:
In addition to the training requirements the audit set a condition on the County that we must have and fully implement a maintenance program that meets the minimum regulatory requirements as defined in the Commercial Vehicle Safety Regulation (AR121/2009). The maintenance plan has been accepted in terms of what we plan to do however now we must implement.
Currently there is a gap in reporting of issues or timely concerns when it comes to machinery or asset maintenance and the action to fix or resolve these issues. Paper work orders, reporting, tracking, closing and logging of concerns is not very fluent and accountable. There is a huge need to develop or adopt a program that will meet the needs of staff and get the maintenance reporting to the top level while satisfying audit requirement conditions.
Update:
RTA Fleet Maintenance software has been purchased to bridge the gap mentioned above. We expect big improvements for using this software allowing staff the ability to report, track and respond to concerns quicker and more efficient.
With all new software there will be a learning curve associated with. RTA will allow staff to keep inventory of fuel, culverts and tips/blades and other items with greater efficiency.
The RTA program is deep in financial asset costing, report generation, accountability and history collection.

AFRRCS Overview.
From previous report:
I will be providing council with an estimated cost of getting Emergency Services equipped with Alberta First Responders Radio Communications System (AFRRCS) devices. Contact has been made with Tom Morgan to provide me with a list needed radios to make this transition.

Birch Hills County first responders (fire and MFR) group would obviously be included in the first responder agency with PW being a secondary agency with a fee attached.
Update:
I am trying to piece together the needs of emergency services and get a quote for the needed equipment.

Water Line Break Eaglesham

During the Christmas break we experienced a water line break/leak in Eaglesham. On December 28th with the cold temperature. Staff acted very quickly hiring a local track hoe to break through the frost to gain access to the repair location. The leak was isolated to the curb cock into a residence currently not having water, the water is not turned on to the residence.
The line in this case has two valves, one directly off the main and the other at the property line. The valve off the main was closed thus isolating the leak with plans to repair the leak in the spring. Road repairs consisting of paving patch will have to be done after the repair is made. Staff will continue to monitor this location for the driving public to ensure it is safe.

Year End Inventory

By the end of the first week in January the water chemical, fuel, blade/tip and culvert inventories should be completed.

Dion Hynes, CET PMP
Director of Public Works

MEMORANDUM

January 4, 2018

TO: CAO, Birch Hills County

Birch Hills County Fire Chief – Update as of Date Prepared

December was for the most part, very quiet. The Tangent Department did a lift assist at a residence just off Highway 740 on the 10th.

Going into the 2018 training year, I will be setting focus on one of the biggest issues dogging the depts. while actioning rural fires whether it be structural or wildland, water supply. Actioning non-hydranted fires comes with its challenges so this year I am planning many trainings aimed at bettering our method of water delivery and these trainings will see all three depts. training together learning each other's trucks and appliances. I am also working on putting on a training mid-summer that hopefully will see our mutual aid partners bringing their apparatus as well as their tenders to train together with us so we can be familiarized with their resources.

2018 will also see many vehicle extrication trainings to better our delivery on scenes at a motor vehicle collision. In Feb I will be at the live burn center again making sure it is up to code and safe to conduct trainings in again, also I am looking into the addition of a couple more gas props to make the training experience better for firefighters.

Looking ahead to the fair in Eaglesham, I had put out a challenge to the neighbouring departments in both Smokey as well as Central Peace, to meet us at the fair in a firefighter combat challenge and thus far they have accepted, so I am also working on that. Each event in the challenge is a genuine firefighter skill and will be trying to work these skills into each training I deliver.

I wish to take this time to say "hello" to the new councilors with the promise to get in there to meet each of you. Happy New Years to all of you and here's to a great 2018!!

Tom Morgan
Birch Hills County Fire Department Chief

Motion #	Motion	By	Action	Status
MEETING	**APRIL 14, 2016 REGULAR COUNCIL MEETING**			
RC16-169	Trinus Technologies Inc. for $5,764.50 and proceed with the IT Security and PIPA/FOIP privacy Assessment and the FOIP Compliance Executive and Management Training.	HERMANN		ON GOING - CAO to respond to draft
MEETING	**DECEMBER 8, 2016 REGULAR COUNCIL MEETING**			
RC16-495	that Council direct administration to Contact Alberta Culture and Tourism to initiate action to have Birch Hills County take title of lots 16, 17, 18, 19, 20 and 21 Plan 1309KS, NW 35-77-24 W5 in Watino and to research liability implications and flood zone setbacks, and bring the matter back to a future Council meeting.	LUCY/ DION HERMANN	Email Muni. Affairs to point us in the right direction	ON GOING
MEETING	**APRIL 27, 2017 REGULAR COUNCIL MEETING**			
RC17-185	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 the future Governance Meeting.	HERMANN		ON GOING
MEETING	**SEPTEMBER 14, 2017 REGULAR COUNCIL MEETING**			
RC17-321	that Council direct Administration to draft a letter of support to the Provincial and Federal Government regarding the potential Rail Line from the Peace Country to Alaska that was discussed at the North to Alaska Conference.	HERMANN	Awaiting decision from PREDA re suggested letter contents (Feb. 2, 2018 meeting)	ON GOING
RC17-333	that Council direct Administration to complete a review of the County's utilities, including costs, rates, and a cost benefit analysis related to provision of untreated water for non-residential purposes, and to bring the information back to the next Council for consideration as part of their strategic planning process.	DION SHELLEY	Feb. 22 Regular/Governance Council Meeting	ON GOING

Motion #	Motion	By	Action	Status
MEETING	**OCTOBER 26, 2017 INAUGURAL COUNCIL MEETING**			
RC17-369	that Council reappoint Fiona Love, Maurice Lemay and Lorraine Frape to sit as the Municipal Planning Commission.	Hermann Lucy	Fiona Love resigned - Vacancy advertised	ONGOING
RC17-370	that Council reappoint the following members of the Recreation Board Ward — Member 1 — Rae-Ann Bolster 2 — Kara Wendland 3 — Betty Bohnke 4 — Lisa Pierog 5 — Andrea Farrell 6 — JoAnn Martin 7 — Lynne Laurin to a new three (3) year term on the Birch Hills County Recreation Board, and in the event that any of those members advise the County that they are unable to accept the appointment, direct Administration to advertise for new members and bring the names of the applicants back to Council for selection and appointment.		Received email re resignation from Kara Walter (Wendland) on Dec 27, 2017	Re-advertising vacancy in Ward 2
MEETING	**OCTOBER 26, 2017 REGULAR COUNCIL MEETING**			
RC17-379	that Council authorize Reeve Manzulenko (or his alternate) and CAO Minderlein (or his alternate) to sign on behalf of Birch Hills County the Central Peace Emergency Management Partnership Agreement renewal that will be in effect for a period of five (5) years, or until such time as the Parties mutually agree otherwise.	Hermann Reeve Manzulenko	Agreement signed	COMPLETED
RC17-382	that Council authorize Administration to award Codesa Construction a three (3) year grader contract based on their bid of $125.50 per hour and to fund this expenditure from expense account 2-32-00-01-249 .	Dion	Contract signed	COMPLETED

Motion #	Motion	By	Action	Status
MEETING	**NOVEMBER 23, 2017 REGULAR COUNCIL MEETING**			
RC17-396	that Council direct administration to prepare two letters for the Reeve's signature, one addressed to Mr. Ryan Konowalyk to follow up on the discussions that Council and CAO Minderlein had with him during the AAMDC Convention related to Alberta Transportation capital projects, our priorities for future projects, and the status of highway maintenance by Ledcor in Birch Hills County, and one addressed to the Minister of Transportation related to the meeting attended by Deputy Reeve Carbone and CAO Minderlein related to future highway maintenance contracts in the Province of Alberta.	Hermann	Letters prepared for Reeve's signature	COMPLETED
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 Update nomination/election packages. Add Bylaw to future Governance Meeting Agenda	 COMPLETED COMPLETED Incomplete
RC17-408	that Council direct Administration to continue to revise the 2018 Capital Budget based on Council's observations and updated information that becomes available, and provide Council with the updated Capital Budget at the December 14, 2017 Council meeting for adoption, or direction for additional updates.	Hermann Shelley Dion Amanda/ Amy		COMPLETED
RC17- 411	that Council appoint Councillor Paradis and Councillor Joudrey as the two Councillors to attend the FCM Convention in Halifax NS from May 31st to June 3rd, 2018.	Hermann/ Shawna	Work with Councillors Paradis and Joudrey for bookings	
RC17- 412	that Council approve CAO Minderlein to select the best option for him to attend, either the Canadian Association Municipal Administrators (CAMA) convention, in Fredericton, NB May 28th to 30th or the FCM Convention in Halifax NS from May 31st to June 3rd, based on Agenda and time availability.	Hermann	Research and book	

Motion #	Motion	By	Action	Status
MEETING	**DECEMBER 14, 2017 REGULAR COUNCIL MEETING**			
CAO Report	Council discussed the Fire Department's report and requested that Administration research and provide calcification regarding what members need to be covered by insurance to drive Fire Department Vehicles.	Hermann	Research and book	
RC17- 426	that Council direct Councillor Joudrey and CAO Minderlein to follow up with the ratepayer that had a complainant regarding snow removal from AB Hwy 49 during the early part of November, 2017.	Hermann	Research and contact Ratepayer.	ONGOING
RC17-427	that Council approve an increase to employee salaries and wages for 2018 based on the Statistics Canada Consumer Price Index for Alberta for the one year ending October, 2017 of 1.3% plus any salary grid increases where performance has been assessed as "Satisfactory" or better.	Shelley Directors	Have payroll system updated to reflect updated rates. Complete employee assessments	
RC17-428	that Council bring the policy - Personal Handbook back to a future governance meeting.	Hermann		
RC17-430	that Council authorize the write-off of outstanding bulk water account in the amount of $603.68, and direct Administration to charge the expense for this to account 2-12-10-00-990, General Admin, Other and send the account to a collection agency for further action.	Shelley	Prepare necessary accounting action and send account to collection agency.	Not sent to Collection Agency Yet
RC17-431	that Council authorize Administration to enter into an agreement on behalf of Birch Hills County for 2018 veterinary services with V.S.I. Services (1980) Ltd.			COMPLETED
Fusarium and Clubroot	That Council direct Ag. Fieldman to bring to next ASB meeting the Fusarium Graminarium Bylaw 2016-09, the Fusarium Graminarium Testing policy 10-09 (03-11) and Clubroot policy 07-09 (04-08) to be reviewed.	Amanda	Research Clubroot Bylaws and enforcement procedures	On Agenda for ASB Jan. 11
RC17-434	that Council direct administration to send a thank-you letter to the Minister of Municipal Affairs for the acceptance of the projects submitted for funding under the MSI program.	Hermann	Letter prepared for Reeve's signature	COMPLETED

Motion #	Motion	By	Action	Status
RC17-435	that Council authorize Reeve Manzulenko and CAO Minderlein to attend MLA Margaret McCuaig-Boyd's Annual Holiday Open House on December 15, 2017 in Fairview with Reeve Manzulenko to receive remuneration.	Hermann Gerald	Unable to attend due to illness attended	COMPLETED

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	January 11, 2018	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Resolution RC17-430 Cancellation of Bulk Water Usage	**Presenter:**	

DESCRIPTION:

Council is being requested to authorize a correction to the expense code quoted in Resolution RC17-430 regarding the write off of a bulk water account.

BACKGROUND:

Council passed the following resolution at the December 2017 Regular Council Meeting:

> ***"RC17-430 Moved by Councillor Wendland*** *that Council authorize the write-off of outstanding bulk water account in the amount of $603.68, and direct Administration to charge the expense for this to account 2-12-10-00-990, General Admin, Other and send the account to a collection agency for further action."*

The appropriate account that should have been used is:

2-41-10-45-990, Regional Water, Other

RECOMMENDED ACTION:

It is recommended that Council:

1. rescind Resolution RC17-430; and

2. authorize the write-off of outstanding bulk water account in the amount of $603.68, direct Administration to charge the expense for this to account 2-41-10-45-990, Regional Water, Other and send the account to a collection agency for further action.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**
Meeting Date:	January 11, 2018	**CAO:**
Originated By:	Shawna Schwerdt	**Prepared by: SLS**
Item Title:	CPMSC Board Member appointments	

DESCRIPTION:

Council is being requested to consider extending the appointment of board members to the Central Peace Medical Services Corporation (CPMSC) from a term of one year to terms of four years.

COST / SOURCE OF FUNDING: N/A

BACKGROUND:

Deputy Reeve Carbone provided a written report at the December 14, 2017 Regular Council Meeting which included highlights from the CPMSC meeting he attended at where it was requested that "member municipalities to consider appointing board members for terms of 4 years in order to promote continuity."

RELEVANT LEGISLATION (Cite):
Birch Hills County 2014-06 Procedural By-law

ATTACHMENT(s) – Nil

OPTIONS:

Council may choose to:

1. Extend the appointments of Reeve Manzulenko as a board member and Deputy Reeve Carbone as an alternate board member to the Central Peace Medical Services Corporation from terms of one year each to terms of four years each; or

2. Not change the appointments of board members to the Central Peace Medical Services Corporation.

RECOMMENDED ACTION:

It is Administration's recommendation that Council extend the appointments of Reeve Manzulenko as a board member and Deputy Reeve Carbone as the alternate board member to the Central Peace Medical Services Corporation from terms of one year each to terms of four years each.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	January 11, 2018	**CAO:**	
Originated By:	Hermann Minderlein, CAO	**Manager:**	
Item Title:	Request for Funding Watino River Boat Association	**Prepared by:**	Hermann Minderlein

DESCRIPTION:

Council is being provided with a letter from the Watino River Boat Association dated December 22,2017 requesting financial assistance from the county for their Boat Launch Project Phase 1.

BACKGROUND:

Birch Hills County's General Grants Policy number 11-03-17 was passed by Council on June 22, 2017, and is "used to provide guidance on how to process requests received by the County from community organizations for monetary assistance."

This request would not qualify under the Community Enhancement Grant program (Policy Number 62/01/16) as "Projects must be undertaken within the geographic boundaries of Birch Hills County" and based on information available, this facility would be located in the MD of Smoky River, across the river from Watino.

Administration feels this request would best fall under policy, 11-03-17, and that if Council wishes to consider providing funds to the Watino River Boat Association, that the Watino River Boat Association should be requested to submit an application for funding as per the policy.

COST / SOURCE OF FUNDING:

Funding, if approved, would come from Council Account 2-11-10-00-735 (Grants To Individual & Organizations). There was a budget of $7,000 set up for this account in 2017, and based on the Interim budget, that same amount would currently be available for 2018. Current records indicate that there was $1,200 spent from this account in 2017.

RELEVANT LEGISLATION (Cite):

Birch Hills County General Grants Policy 11-03-17

Birch Hills County Community Enhancement Grant Policy 62-01-16

ATTACHMENT(s):

Letter dated December 22,2017 from the Watino River Boat Association

Birch Hills County General Grants Policy 11-03-17

OPTIONS:

Council may choose to:

1. Direct Administration to contact the Watino River Boat Association, provide them with a copy of Birch Hills County General Grants Policy 11-03-17, and advise them that they should submit a completed application for a grant if they wish Council to consider providing their organization with a donation;

2. Decline the request from the Watino River Boat Association for a donation of funds and direct Administration to advise the Watino River Boat Association of Council's decision.

RECOMMENDED ACTION:

It is Administration's recommendation that Council direct Administration to contact the Watino River Boat Association, provide them with a copy of Birch Hills County General Grants Policy 11-03-17, and advise them that they should submit a completed application for a grant if they wish Council to consider providing their organization with a donation.

WATINO RIVERBOAT ASSOCIATION

PO BOX 12
WATINO, ALBERTA
TOH 3R0

December 22, 2017

Birch Hills County
PO Box 157
Wanham, Alberta
T0H 3P0

To Council:

We are writing to the Council of the Birch Hills County for financial assistance for our Boat Launch Project Phase 1.

Alberta Environment and Parks has given approval to do the construction of this project. An application was submitted to Community Initiative Program, which we were approved. The MD of Smoky River has approved 11% toward the project.

Project Budget for Phase 1:

$60,000	Contractor
20,000	Donation in Kind
$80,000	Project Cost
$40,000	CIP Grant received
$8,800	MD of Smoky River Recreational Grant
$31,200	Watino River Boat Association

Our Society does not qualify for Casino Fundraising and Raffles. Therefore, we need to get donation and help from our neighboring municipalities.

Birch Hills County financial contribution would be greatly appreciated. If you have questions please contact us at the telephone number below.

Sincerely,

Garry Skrepnek
President
780-625-5005

Norm Benoit
Treasurer
780-618-9399

Department **Council**	Policy No. **11-03-17**	Page **1 of 3**
Policy Title **General Grants**	Date: **June 22, 2017**	Resolution No. **RC17-251**

PURPOSE

Birch Hills County's General Grants Policy is used to provide guidance on how to process requests received by the County from community organizations for monetary assistance.

POLICY

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

1. GENERAL PROVISIONS

1.1 Council may annually during budget deliberations, establish a budget for general grants.

1.2 Council may maintain a reserve to assist community organizations.

2. GUIDING PRINCIPLES AND CRITERIA/ELIGIBILITY

2.1 General Grants must align with the County's vision and goals that build the community and support community organizations, neighbors, and volunteerism.

2.2 General Grants must directly benefit the community group, service club, or organization submitting the application.

2.3 The applicant must be a responsible and reputable community group, service club, or organization whose name and identity is in good standing in the community. The applicant's past performance in achieving program objectives shall be considered.

2.4 Applicant must be able to supply budget information.

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 Applications will not be accepted from a community group, service club, or organization that has received, or has applied for and may receive, funding from the Recreation Grant Program.

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

4. APPLICATION PROCESS

4.1 Request for a grant may be made year-round with priority given to early applicants. Requests must be submitted yearly for review.

4.2 All requests must be made utilizing the form provided at Schedule A, submitted by email, mail, fax, or hand delivered to the County Office, and **must be received by no later than ninety (90) days before the event**.

4.3 Requests will be presented to Council within 45 days of receipt at the County office of the properly completed application.

4.4 Each request must demonstrate the need for the specific request and identify a specific benefit and outcome.

4.5 The following criteria will be used to determine eligibility of funding:

a. Fund Raising Efforts;

b. Other Potential Funding Sources; and

c. Contribution to County Residents Quality of Life.

4.6 The County Council will have final approval authority and the decision cannot be appealed.

4.7 Priority will be given annually to new applicants for purposes or events not previously funded.

4.8 Applications will only be considered if funding is still available.

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

5. Conditions of Approval

5.1 Council may attach conditions to the approval of funding under this policy which will require the recipient to perform certain activities or provide additional information in connection with the project of activity receiving civic support.

Original signed by

Hermann Minderlein
Chief Administrative Officer

Original signed by

Reeve or Delegate

Adopted by Council:	2017
Updated:	

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	January 11, 2018	**CAO:**	
Originated By:	Hermann Minderlein	**Director:**	
Item Title:	Upcoming Meetings	**Presenter:**	

DESCRIPTION:
Administration is seeking Council's input regarding upcoming meetings and training sessions.

BACKGROUND:

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

Date(s)	Event	Location	Participants
January 9 to 12	Provincial ASB Conference	Grande Prairie	Council & Ag Svc
January 25	Regular Council Meeting	Council Chamber	Council & CAO
	Governance Meeting	Council Chamber	Council & CAO
February 8	Regular Council Meeting	Council Chamber	Council & CAO
February 19	Stat Holiday – Family Day		Office Closed
February 21 and 22	**Growing the North**	Grande Prairie	Council & CAO
February 22	**Regular Council Meeting**	Council Chamber	Council & CAO
(**March 1?**)	**Governance Meeting**	Council Chamber	Council & CAO
March 2 – 8	2017 Year End Audit	**Council Chamber**	Auditor & staff
March 8 (**15?**)	Regular Council Meeting	**NEW LOCATION?**	Council & CAO
March 19 to 21	AAMD&C Convention	Edmonton	Council & CAO
March 22	Regular Council Meeting	Council Chamber	Council & CAO
(**29 or cancel**)	Governance Meeting	Council Chamber	Council & CAO
March 23	CPREM Regional Exercise		CAO & staff
March 30	Stat Holiday – Good Friday		Office Closed
April 2	Stat Holiday – Easter Monday		Office Closed

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

The following is taken from that Bylaw and relates to Regular Council Meetings:

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

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

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

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

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

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

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

COST / SOURCE OF FUNDING: NA

ATTACHMENT(s): Nil

RECOMMENDED ACTION:
It is recommended that Council review the upcoming Schedule and make resolutions for adjustments as deemed appropriate.

Request for Decision (RFD)

Meeting:	Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	January 11, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Request for Motion for Support County of Grande Prairie	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being provided with a request received from the County of Grande Prairie for support for their application for grant funding through the Intermunicipal Collaboration (IC) Component of the Alberta Community Partnership Grant program. If successful, they intend to use the grant funding to contract the services of an individual or firm to assist them in coordinating / facilitating the various meetings they will need to participate in with neighboring communities, including Birch Hills County, to ensure the timelines established by the Province for passing an Intermunicipal Collaboration Frameworks (ICF) Bylaw by the respective communities is met.

BACKGROUND:

ICF's are a requirement of the changes enacted to the Municipal Government Act.

COST / SOURCE OF FUNDING:

No funding requested.

RELEVANT LEGISLATION (Cite): Nil

OPTIONS:

Council may choose to:

1. Pass a resolution confirming support of the County of Grande Prairie's application to the Alberta Community Partnership Grant Program Intermunicipal Collaboration Component for assistance in developing an Intermunicipal Collaboration Framework and Intermunicipal Collaboration Bylaw as required by the Province of Alberta within the modernized Municipal Government Act;
2. Decline to pass a resolution confirming support of the County of Grande Prairie's application to the Alberta Community Partnership Grant Program Intermunicipal Collaboration Component for assistance in developing an Intermunicipal Collaboration Framework and Intermunicipal Collaboration Bylaw as required by the Province of Alberta within the modernized Municipal Government Act; or
3. Provide Administration with alternate direction regarding this matter.

ATTACHMENT(s):

Letter from County of Grande Prairie dated January 4, 2018 requesting support.

RECOMMENDED ACTION:

It is recommended that Council for Birch Hills support the County of Grande Prairie's application to the Alberta Community Partnership Grant Program Intermunicipal Collaboration Component for assistance in developing an Intermunicipal Collaboration Framework and Intermunicipal Collaboration Bylaw as required by the Province of Alberta within the modernized Municipal Government Act.

January 4, 2018

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

Dear Reeve Manzulenko,

Re: Alberta Community Partnership Grant Application

The County is proposing to apply to the Alberta Community Partnership Grant this year with your Communities support.

The Grant has two streams this year and we propose applying to the Intermunicipal Collaboration (IC) Component.

It would be the County's intent, if we are successful, to use the grant funding to contract the services of an individual or firm to assist us in coordinating / facilitating the various meetings the County will need to participate in with our neighboring communities, including Birch Hills County to ensure the timelines established by the Province for passing an ICF Bylaw by our respective communities is met.

We expect the position will:

- Ensure all background material is gathered and agendas prepared in advance of ICF meetings.
- Facilitate the meeting to allow our respective Reeve and/or Mayor to actively participate in ICF discussion without the burden of chairing the meeting(s).
- Ensure draft minutes are prepared in a timely fashion at the conclusion of each meeting.
- Assist our respective staffs in the preparation of the ICF Bylaw.

The expectations of your Community would be:

- Have your staff assist in the selection of the Coordinator/Facilitator should you choose too.
- Commit staff and/or Council time in advance of all meetings to ensure your Communities input is captured in advance of scheduled meetings.
- Commit staff time to reviewing "*draft minutes*" prepared after each meeting.
- Your staff assistance in preparing an ICF Bylaw for your Community.

We hope we can count on your Municipalities support for our application and have prepared a draft motion for your consideration.

> *That Birch Hills County support the County of Grande Prairie's application to the Alberta Community Partnership Grant Program Intermunicipal Collaboration Component for assistance in developing an Intermunicipal Collaboration Framework and Intermunicipal Collaboration Bylaw as required by the Province of Alberta within the modernized Municipal Government Act*.

There is no expectation of funding assistance from your Municipality for this project just a commitment of staff and Council's time.

The motions/letters of support for the project must be into Alberta Municipal Affairs by February 2, 2018, so we ask if you support the project, you have the letters to our C.A.O. in advance of that date.

Thank you in advance for your anticipated support.

Respectively,

Leanne Beaupre, Reeve
County of Grande Prairie No. 1

Request for Decision (RFD)

Meeting:	Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	January 11, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Request for Letter of Support MD of Smoky River No. 130	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being provided with a request received from the Municipal District of Smoky River No. 130 for support for their application for grant funding of $200,000.00 through the Alberta Community Partnership program that would be used to facilitate discussions that will be required for the development of both Intermunicipal Collaboration Frameworks (ICF's) and Intermunicipal Development Plans (IDP's) with all of their bordering rural municipalities.

BACKGROUND:

ICF's and IDP's between bordering municipalities are requirements of the changes enacted to the Municipal Government Act.

COST / SOURCE OF FUNDING:

No funding requested.

RELEVANT LEGISLATION (Cite): Nil

OPTIONS:

Council may choose to:

1. Pass a resolution confirming the support of, and involvement by, Birch Hills County in the Alberta Community Partnership Grant for the development of both Intermunicipal Collaboration Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) with the Municipal District of Smoky River No.130, and designates the Municipal District of Smoky River as the managing partner for the project;
2. Decline to pass a resolution confirming the support of, and involvement by, Birch Hills County in the Alberta Community Partnership Grant for the development of both ICFs and IDPs with the Municipal District of Smoky River No.130, and designates the Municipal District of Smoky River as the managing partner for the project; or
3. Provide Administration with alternate direction regarding this matter.

ATTACHMENT(s):

Letter from MD of Smoky River No. 130 dated December 13, 2017 requesting support.

RECOMMENDED ACTION:

It is recommended that Council confirm the support of, and involvement by, Birch Hills County in the Alberta Community Partnership Grant for the development of both Intermunicipal Collaboration Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) with the Municipal District of Smoky River No.130, and designates the Municipal District of Smoky River as the managing partner for the project.

Municipal District of Smoky River No. 130

P.O. Box 210 FALHER, ALBERTA T0H 1M0
Phone: (780) 837-2221
Fax: (780) 837-2453

December 13th, 2017

Birch Hills County
P.O. Box 157
Wanham, Alberta T0H 3P0

Reeve and Councillors;

RE: Alberta Community Partnership Grant – For Intermunicipal Collaboration Framework and Intermunicipal Development Plan

As you all know the changes to the *Municipal Government Act* are quickly approaching. In preparation of the work that is to come, the Municipal District of Smoky River No.130 is applying for $200,000, the maximum allowed grant funding through the Alberta Community Partnership Grant. The grant funding will be used to discuss and develop both Intermunicipal Collaboration Framework and Intermunicipal Development Plan with all of our bordering rural municipalities; the Municipal District of Smoky River No.130, the Municipal District of Greenview No.16, Big Lakes County, Northern Sunrise County and Birch Hills County.

Collaboration is one of the main criteria to access the grant, therefore, the motion made must confirm support for your involvement in the project and you must designate the Municipal District of Smoky River No.130 as managing partner. We feel that, if successful, this grant will contribute to the Intermunicipal Collaboration Framework and Intermunicipal Development Plan with your municipality.

Please note that we would need your motion of Council by February 2nd, 2018.

Thank you for your consideration in this matter.

Sincerely

Rita Therriault
Chief Administrative Officer
Municipal District of Smoky River No.130

Request for Decision (RFD)

Meeting:	Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	January 11, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Request for Confirmation G5 Peace Regional Water Study	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being provided with the unapproved minutes of the G5 Peace Regional Water Study Committee Meeting held Friday December 15, 2017. Within those minutes are requests from the member Councils for:

1. Support for Motion 02.12.15.17 for a recommendation that Option 1A (a new raw water intake near the Dunvegan Bridge) be the preferred option for the Committee to pursue; and

2. Support for the Terms of Reference for the G5 Peace Regional Water Study Committee drafted as per Motion 03.12.15.17.

Additionally, a review of Council minutes confirmed that there had been no appointment to this committee at the inaugural meeting, and it was determined that this was as a result of no Terms of Reference having been presented for the group at the G5 meeting. This appointment is required.

BACKGROUND:

Jeff Fetter of Associated Engineering had provided a presentation (September 2017 Progress Report) to the G5 committee at their meeting in October 2017 that detailed the work completed and offered several options that could be considered. This work was completed as per the Project Overview and Description of Work from the original Project Request for Proposals (copy attached).

The Progress Report will be included in the electronic version of this agenda for Council's reference.

The Terms of Reference drafted as per the direction provided in Motion 03.12.15.17 had been distributed to those present, and no errors or omissions were provided.

COST / SOURCE OF FUNDING:

There has been no funding requested to date. There will be costs associated with the attendance of the appointee or alternate and the CAO to future meetings.

RELEVANT LEGISLATION (Cite): Nil

OPTIONS:

Council may choose to:

1. WRT the committee members, appoint a member and an alternate to the G5 Peace Regional Water Study Committee;
2. WRT the preferred option for the Committee to pursue:
    a. Affirm the committee's selection of Option 1A (a new raw water intake near the Dunvegan Bridge) as the preferred option for the Committee to pursue; or
    b. Select another Option as the preferred option for the Committee to pursue; and
3. WRT to Terms of Reference for the G5 Peace Regional Water Study Committee:
    a. Support for the Terms of Reference for the G5 Peace Regional Water Study Committee drafted as per Motion 03.12.15.17; or
    b. Provide recommendations for changes to be taken back for consideration by the Committee and member municipalities.

ATTACHMENT(s):

Copy of unapproved minutes of the G5 Peace Regional Water Study Committee Meeting held Friday December 15, 2017

Project Overview and Description of Work

Terms of Reference drafted as per the direction provided in Motion 03.12.15.17

RECOMMENDED ACTION:

It is recommended that Council:

1. Appoint a member and an alternate to the G5 Peace Regional Water Study Committee;
2. Select an Option as the preferred option for the G5 Peace Regional Water Study Committee to pursue; and
3. Support for the Terms of Reference for the G5 Peace Regional Water Study Committee drafted as per Motion 03.12.15.17 with or without recommendations for changes to be taken back for consideration by the Committee and member municipalities.

CENTRAL PEACE REGION (G5) MUNICIPALITIES
(Saddle Hills County, Town of Spirit River, Village of Rycroft, Birch Hills County, MD of Spirit River)

PEACE REGIONAL WATER STUDY - COMMITTEE MEETING

Friday, December 15, 2017
9:00 a.m.
Brownlee Building, MD of Spirit River

PRESENT:	Alvin Hubert	Reeve, Saddle Hills County
	Ken Titford (alternate)	Councillor, Saddle Hills County
	Herman Sellin	Councillor, Town of Spirit River
	Brenda Stanich (alternate)	Councillor, Town of Spirit River
	Tony Van Rootselaar	Reeve, MD of Spirit River
ABSENT:		
PERSONNEL:	Joulia Whittleton	CAO, Saddle Hills County
	Dee Deveau	CAO, Town of Spirit River

Minutes of the G5 Seniors' Housing Committee held on August 10, 2017 in the Brownlee Building, MD of Spirit River.

CALL TO ORDER: **1.a) Call to Order**

Joulia Whittleton, CAO Saddle Hills County called the meeting to order at 9:30 a.m.

AGENDA: **2.a) Adoption of Agenda**

MOTION 01.12.15.17 **MOVED** by Reeve Hubert

That the agenda for the December 15, 2017 be approved as amended by changing the order of items – 5. b) Project Progress Report to be presented/discussed ahead of 5. a) Committee's Terms of Reference.

Carried Unanimously

ELECTION OF CHAIR AND VICE-CHAIR: **3.a) Election of Chair & Vice Chair**

Election of Chair

Reeve Hubert nominated Councillor Sellin (declined)
Reeve Van Rootselaar nominated Reeve Hubert (accepted)

No other nominations received for the Chair. Nominations declared closed.

Reeve Hubert acclaimed as the Chair.

UNAPPROVED

Election of Vice-Chair

Reeve Van Rootselaar nominated Councillor Sellin (accepted)

No other nominations received for the Chair. Nominations declared closed.

Councillor Sellin acclaimed as the Vice-Chair.

CAO Whittleton turned over the Chair to Reeve Hubert.

ADOPTION OF PREVIOUS MINUTES: **4.a) None**

BUSINESS: **5.b) Project Progress Report (Jeff Fetter, Associated Engineering)**

Jeff Fetter provided an overview and discussed the presentation that was made to the G5 committee at their meeting in October 2017.

MOTION 02.12.15.17 **MOVED** by Councillor Sellin

That a recombination be taken by the individual committee member to their respective Councils to support the regional option 1A (a new raw water intake near the Dunvegan Bridge) as the preferred option.

Carried Unanimously

5.a) Committee Terms of Reference

MOTION 03.12.15.17 **MOVED** by Reeve Van Rootselaar

That a draft Term of Reference for the G5 Peace Regional Water Study Committee be prepared as discussed and distributed by CAOs to their respective Councils for approval.

Carried Unanimously

NEXT MEETING DATE: **6.a)** At the call of the Chair

ADJOURNMENT: **7.a) Adjournment**

Chair/Reeve Hubert adjourned the meeting at 10:17 a.m.

These minutes will be presented to the Committee for approval on _____ 2018.

Alvin Hubert
Chair/Reeve

Joulia Whittleton
CAO/Recording Secretary

UNAPPROVED

Schedule “A”

Request for Proposals
Central Peace Region - Regional Water Study

PROJECT OVERVIEW

AND

DESCRIPTION OF WORK

Request for Proposals – Central Peace Region – Peace Regional Water Study

Overview

The Central Peace Region is comprised of five municipalities: Saddle Hills County, Town of Spirit River, Municipal District of Spirit River No. 133, Birch Hills County and the Village of Rycroft.

Saddle Hills County is taking the administrative lead on behalf of the Central Peace Region Municipalities for this engineering study. The purpose of the engineering study is to identify areas of collaboration for the group of municipalities for supplying water to their residents. The engineering study will first compile an overview of the existing assets, personnel, and long terms goals of each municipality, and then develop a list of potential synergies and long term water connections to create a better functioning system than would exist with each municipality operating independently.

The focus of the Study is; a comprehensive review of the existing water sources; the long term future supply option from the Peace River; and, a potential new regional potable water system. The Consultant is expected to:

1. Identify and assess the existing Municipal water infrastructure assets;
2. Identify and assess the existing and future raw and potable water needs for the Municipalities;
3. Identify and assess the ideal location(s) for a raw water intake from Peace River; *this is a critical part of the study and should be conducted to a completed preliminary design level, while the remainder of the study will be at a conceptual level*;
4. Identify and assess all potential options for a *Regional Potable Water System* with the best utilization of the existing raw and potable water infrastructure, and the new raw water source from the Peace River with the main purpose of fulfilling long-term potable water demand in the Municipalities.

Existing Assets

The successful engineering consultant will compile a list of existing potable water assets of each of the Municipalities. The consultant will include assessing the remaining useful life, replacement value, and cost estimates for any short and long term improvements to continue service. This existing asset inventory will be used as a basis for the following phases of the study.

Water Demands

The engineering study will evaluate the current and future water demands of each of the Municipalities to get a full understanding of the needs of a future system. This part of the Study will carefully determine and separate the water needs into residential, commercial, and industrial needs. The future demands will be based on assumed linear growth and meeting with each

member municipality to determine other potential sources, which may affect water demands. In rural areas, the growth model should consider rural water service lines to rural residences.

Water Source

The engineering study will assess the long-term source of raw water from the Peace River. **This is a critical part of the study and should be conducted to a completed preliminary design level, while the remainder of the study will be at a conceptual level.** This part of the engineering study will include a complete hydro-technical assessment to determine the best possible location(s) to construct future water intake(s) along Peace River. This work will include cost estimates of the intake(s), pumping systems, and raw water line construction. The ultimate purpose of this phase is to determine the best possible intake locations for a future regional potable water system supplying the Municipalities.

Regional Potable Water System & Governance System

The Study shall include options of establishing a *Regional Potable Water System*. All potential options should include a plan for optimal utilization of the existing raw and potable water infrastructure within the Municipalities. The Study shall include a summary of the different governance models for the Regional Potable Water System options. The report should include advantages and disadvantages of each governance model. Through working with the municipalities and consulting with the stakeholders in the area, the final report should include recommendations to the Municipalities on the best model that should be pursued.

Given the need to supply all the residents of the Municipalities with potable water, the engineering report will develop a long-term, 25-year model for the municipalities to work towards. The plan should provide estimated capital costs and estimated annual operating and maintenance costs, as well as estimated life cycle costs based on a 25-year amortization period. The proposed system should include a phasing plan, that best leverages existing infrastructure, and minimizes overall cost. It is envisioned that in the short-term the municipalities will continue to work with their individual systems, but should be working towards a common master water infrastructure plan for a *Regional Potable Water System*. This Master Plan will include current and future raw water sources, potential location(s) for raw water storage, location of current and future water treatment facilities, and future connections between existing systems.

Stakeholder Consultation (municipal & public)

The success of the study is dependant upon working closely with all five municipalities, individually and collectively. The engineering consultant should plan a meeting with each municipal partner's Council twice (at a minimum) during the preparation of the study. These meetings are in addition to any meetings that will be required with the Committee or administration of each municipality to acquire the information needed to complete the study. The engineering proposal should clearly state the number of meetings and public consultations that will be

conducted within each municipality. The engineering study shall include a public consultation plan and an executive summary.

Deliverables

The Municipalities would like the Study to:

- Provide an overview of the different raw water supplies currently used; the limitations of the said sources; what their benefits and drawbacks are; and, serviceable population limit of each;
- Provide an overview of the different treatment systems currently used by the Municipalities, and the serviceable population limit of each;
- Review and recommend the long term supply options from the Peace River, including assessment of costs and elevations - *this is a critical part of the study and should be conducted to a completed preliminary design level, while the remainder of the study will be at a conceptual level;*
- Assess and forecast the potential water needs for the Municipalities and identify how the projected population in the Municipalities could be serviced;
- Review and recommend future water treatment systems and assess whether the Municipalities should pursue a Regional Water System for water treatment or to remain as separate systems, or a combination of both, and the most beneficial locations for new treatment infrastructure within the Municipalities;
- For each *Regional Water System* alternative, provide design basis; conceptual drawings; staged expansion; implementation schedules; full cost analysis; etc., to ensure completeness, and as a basis for costing and making recommendations to implementation of each phase and alternative (estimated capital cost, operations, purchase, maintenance, and engineering costs);
- For each *Regional Water System* alternative, describe how the existing infrastructure will be utilized for the best benefits of the municipalities;
- Assess and provide options to allow rural residents easier access to potable water (direct delivery vs. rural cardlock systems, as may be desired by each individual municipality); the Consultant is expected to identify and recommend corridors and methods of servicing the various rural areas within the Municipalities;
- In order to utilize the existing infrastructure to the best benefit of the Municipalities, the Consultant is expected to assess potential “blending” of potable waters whereby different water sources may be used, if applicable for any *Regional Water System* options;
- The *Life Cycle Cost Analysis* (= present net worth analysis) that compares capital, operations, and maintenance costs over the life span of the different options shall be used to provide a clear understanding of alternatives and any treatment strategies, assessment of the project costs (used design horizon of 25- years for water equipment and civic structures, and 50 years for pipelines), to make the best decisions;
- Identify sources and amounts of potential funding and financing strategies;

- Prepare a pre-design report setting the parameters and methods on which to base the detailed design;
- Include a public consultation plan and an executive summary.

Central Peace Region (G5) – Peace Regional Water Study

PEACE REGIONAL WATER STUDY COMMITTEE - TERMS OF REFERENCE

APPROVED AT _____ MEETING BY MOTION_____ (SADDLE HILLS COUNTY)

APPROVED AT _____ MEETING BY MOTION_____ (TOWN OF SPIRIT RIVER)

APPROVED AT _____ MEETING BY MOTION_____ (VILLAGE OF RYCROFT)

APPROVED AT _____ MEETING BY MOTION_____ (MD OF SPIRIT RIVER)

APPROVED AT _____ MEETING BY MOTION_____ (BIRCH HILLS COUNTY

Purpose:

To determine G5 regional water supply options with a goal to secure water license from the Peace River.

Membership:

- Saddle Hills County
- Birch Hills County
- Village of Rycroft
- Town of Spirit River
- MD of Spirit River

Committee Structure:

One councillor from each member municipality (voting members). Each municipality shall appoint one alternate member (voting member in absence of the main appointee councillor).

The Chair and Vice-Chair to be elected among the appointed members annually at the first committee meeting after the annual organizational meetings, with the administrative support provided by the CAO of the elected Chair's municipality**.**

Quorum:

The majority of voting members present (three out of five voting members).

Term:

For the duration of the study completion with deliverables as per the attached *Project Overview and Description of Work*.

Authority:

The individual members represent their municipality and formulate recommendations for presentation to their respective Councils. The committee is an advisory committee to G5 Councils.

Meeting:

As required.

General Responsibilities:

To oversee the Peace Regional Water Study to completion within the scope of work as described in the attached *Project Overview and Description of Work*.

Approved External Activities:

As may be recommended and approved by municipal members.

Attachments:

Project Overview and Description of Work

Municipal Affairs

Information Bulletin

Number: 11/17 Date: December 2017

2018 KEY MUNICIPAL DATES

January 1	Listing and publishing of policies comes into force. Municipalities **must** list, publish and keep updated the list of all planning policy documents, and describe how they relate to each other and to the municipality's statutory plans. All planning policy documents must be listed and published by January 1, 2019. See section 638.2 of the MGA.
January 1	Impartiality of Appeal Boards comes into force. Municipal councillors are no longer able to form the majority of any legislated appeal board hearing panel. Municipalities must ensure that no more than one councillor participates as a member on any Assessment Review Board (ARB) or Subdivision & Development Appeal Board (SDAB) panel regardless of the municipality they represent. See sections 1(f), 454, 454, 454.1, 454.11, 454.2, 454.21, 454.3, 527, 627 and 628 of the MGA.
January 1	Access to Information for Assessors and Property Owners comes into force. The existing scope of information requirements for both property assessors and property owners has been clarified within the Act, by enhancing the regulation-making authority, and by providing detailed direction in The Access to Information Guide. Municipalities may request information regarding designated industrial property within their jurisdiction, subject to confidentiality restrictions that do not preclude use of the information in an appeal. See sections 295, 296, 299, 300, 301, 304, 322, 464, 484, and 525 of the MGA and the Matters Relating to Assessment and Taxation Regulation AR 203/2017.
January 1	Corrections to Assessment under Complaint comes into force. Assessor will be able to make corrections to assessments under complaint without needing ratification from the ARB or having the complaint withdrawn first. See sections 460, and 470 of the MGA and the Matters Relating to Assessment Complaints Regulation AR 201/2017. Section 305(5)(6) of the MGA is repealed.
January 1	Splitting the Non-Residential Property Classes comes into force. Municipalities are enabled to split the municipal non-residential class into subclasses that are specifically defined in the Matters Relating to Assessment Sub-Classes Regulation (AR 202/2017). See sections 297, and 354(3.1) of the MGA.

Alberta

Municipal Services & Legislation Division Municipal Capacity and Sustainability Branch
Phone: 780-427-2225 Fax: 780-420-1016 E-mail: ma.lgsmail@gov.ab.ca
17TH FLOOR COMMERCE PLACE 10155 – 102 STREET EDMONTON ALBERTA T5J 4L4 WEBSITE: www.municipalaffairs.alberta.ca
ISSN 2292-4574

January 1	Centralization of Industrial Property Assessment comes into force. Designated industrial property will be defined as major plants, properties regulated by provincial and federal regulators, linear property, and rail property. See sections 289, 292, 293, 302, 303.1(a) to 303.1(g), 304(3)(a), 308(2), 311(3), 326(1)(a)(vi), 326(1)(vi)(a)(b), 359.3, 359.3(2), 359.3(3), 359.4, 369(2.01), 493(2), 499(1)(d) of the MGA and Matters Relating to Assessment and Taxation Regulation AR 201/2017
January 1	Assessment and Taxation of Farm Buildings (Improvements) and Assessment of Farmland Intended for Development come into force. All farm buildings in urban and rural municipalities will not be assessed or charged municipal or education property taxes. Provisions were put in place to phase in farm building exemptions in urban municipalities over five (5) years. Farmland will continue to be assessed as farmland until it is no longer used for farming operations. The definition of farmland and farming operations in the Matters Relating to Assessment and Taxation Regulation 2018 AR 203/2017 has been clarified.
January 1	Brownfields tax incentives, comes into force. Municipalities may grant multi-year tax exemptions, deferrals or reductions as a means of prompting cleanup and redevelopment of brownfields. Councils may pass bylaws encouraging remediation and redevelopment of brownfield properties by developers through full or partial tax exemptions or tax collection deferrals. See Section 364.1 of the MGA.
January 1	Notice of Assessment Date comes into force. Municipalities and the provincial assessor will be required to set a “notice of assessment date” between January 1 and July 1; and mail the assessment notices seven (7) days prior to the “notice of assessment date”. See section 308(1) of the MGA.
January 1	Tax Receipts comes into force. Municipalities are not required to provide property tax receipts unless requested by the taxpayer. See section 342 of the MGA.
January 1	Taxes are deemed to be imposed on January 1, except for supplementary property tax and supplementary business tax. See section 332 of the MGA.
January 1	Earliest date a penalty can be imposed for non-payment of taxes from other years. See section 345(3) of the MGA.
January 2	Application submission deadline for the Alberta Community Partnership – Intermunicipal Collaboration component. Program guidelines and application form are at the following link: http://municipalaffairs.alberta.ca/alberta-community-partnership

January 15	Application deadline for the Provincial Education Requisition Credit program. Program guidelines and application form are at the following link: http://www.municipalaffairs.alberta.ca/mc_property_assessment_and_taxation
January 31	The current COPTER will be extended until December 31, 2018, and it is expected the revised COPTER will come into force on January 1, 2019. See sections 362(1)(n)(i) to (v) *Municipal Government Act (MGA)*.
February 28	Last day for each municipality's appointed assessor to provide the Minister with an annual return declaration. See section 2.3 of the Assessment Quality Minister's Guidelines.
February 28	Last day for municipalities to prepare an assessment roll for assessed property. See section 302 of the MGA.
February 28	Last day for municipalities with supplementary assessment bylaws to remit the Alberta School Foundation Fund (ASFF) portion of their supplementary tax levy from the previous year. See section 174 of the *School Act*.
February 28	Last day to submit invoices for the Tank Site Remediation Program before the program closes.
March 31	Municipalities must submit the 1st quarterly installment to a school board or the ASFF. See section 168 of the *School Act*.
March 31	Last day to prepare and submit a tax arrears list to the Land Titles Office. See section 412 of the *MGA*. For the tax arrears list on designated manufactured homes, see section 436.03 of the MGA.
April	Municipally Controlled Corporations is expected to come into force. Municipalities may establish these for-profit corporations **without** the requirement for ministerial approval. New procedural and consultative requirements focused on accountability and transparency will be put in place to ensure the public has a meaningful opportunity to review new proposals for the corporations, and to provide input before final decisions are made.
April	Off-site Levies (Provincial Transportation) is expected to come into force. Municipalities may, by bylaw, charge off-site levies for municipal road projects that connect to or improve the connection to provincial highways. The updates to the Off-site Levy Regulation (AR 187/2017) that align with this change are currently being developed. See sections 616,648, 648.01, 648.1, 688(1)(b)(ii) and 694(4) of the MGA.
April	Joint Use and Planning Agreements expected to come into force. Municipalities **must** develop joint use and planning agreements with school boards, through amendments to the MGA and the *School Act*. The updates to the *School Act* and accompanying regulations are currently being developed. See section 670.1 of the MGA.

April 1	The mandate of the Alberta Ombudsman has been expanded to include municipalities under Section 12(1) of the *Ombudsman Act*. The Ombudsman will investigate complaints to determine whether a municipality acted fairly and reasonably, and whether its actions and decisions were consistent with relevant legislation, policies and procedures. See sections 1, 12, 16, 18, 21, 21.1, 26, and 28 of the *Ombudsman Act.*
April 1	A municipal authority that wishes to conduct an official census must do so in the period starting on April 1 and ending on June 30 of the same year. See AR 63/2001, as amended by AR 10/2013 (regulation expires Jan 31, 2018). The census must be done in accordance to the Municipal Census Training Manual with the link located on Alberta Municipal Affairs website at: www.municipalaffairs.alberta.ca/mc_official_populations.cfm.
April 1	The Subdivision and Development Appeal Board Regulation (AR 195/2017), **requiring** mandatory training for SDAB members and clerks comes into force. Training must be completed by April 1, 2019. See sections 627.1, 627.2 and 627.3 of the MGA.
April 1	Part 17.2 of the MGA, Intermunicipal Collaborative Frameworks (ICFs) comes into force. All municipalities **must** adopt ICFs with each municipality they share a common border with. The ICFs must align with the requirements outlined in the act and the Intermunicipal Collaboration Framework Regulation (AR 191/2017). ICFs must be in place by April 1, 2020 (within two years of coming into force), or a mandatory arbitration process will be initiated. See sections 631, 708.27, 708.28, 708.29, 708.3, 708.31, 708.32, 708.321, 708.33, and 708.45 of the MGA.
April 1	The requirement for Municipal Development Plans (MDPs) comes into force. All municipalities, no matter their population, **must** create a MDP. MDPs must be in place by April 1, 2021 (within three (3) years of it coming into force). Section 632 of the MGA.
April 30	Last day for municipalities to pass a supplementary assessment bylaw or any amendment to it. See section 313 of the MGA.
April 30	Last day for municipalities to pass a business tax bylaw or any amendment to it. See section 371 of the MGA.
April 30	Last day for municipalities to pass a business improvement area tax bylaw or an amendment to it. See sections 380 of the MGA and AR 93/2016.
April 30	Last day for assessors to report and declare assessment roll corrections and changes from the previous tax year. See section 2.4 of the 2014 Alberta Assessment Quality Minister's Guidelines and Matters Relating to Assessment and Taxation Regulation (Section 15).

May 1	Each municipality must make its financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate. See section 276 of the MGA.
May 1	Last day for municipalities to submit the audited financial statement, audited financial information return, and the auditor's report to the Minister. See section 278 of the MGA.
May 1	Last day for a Regional Services Commission to submit the audited financial information return and audited financial statements to the Minister and each member of the commission. See section 602.34 of the MGA.
May 1	Statement of Funding and Expenditures (SFE) submission due date for Municipal Sustainability Initiative (MSI) capital program, MSI operating program and the Gas Tax Fund program.
June 30	Municipalities must submit the 2nd quarterly installment to a board or the Alberta School Foundation Fund. See section 168 of the *School Act*.
July 1	Last day for municipalities to send assessment notices. See section 310 of the MGA.
July 23	Last day for municipalities to adopt a public participation policy as per the requirements in the Public Participation Policy Regulation (AR 193/2017). See section 216.1 of the MGA.
July 23	Last day for municipalities to establish a code of conduct bylaw as per the Code of Conduct for Elected Officials Regulation (AR 200/2017) that governs the conduct of councillors and is applied to all councillors equally. See sections 146.1 and 153 of the MGA.
August 1	Last day for the Registrar to send a notice to an owner of a parcel of land shown on the tax arrears list. See section 417 of the MGA.
August 1	Last day for a municipality to send notice to the owner of a designated manufactured home, the manufactured home community, and all lien holders for each designated manufactured home shown on the tax arrears list. See section 436.08 of the MGA.
August 31	Last day for a council of a summer village to hold an organizational meeting. See section 192(2) of the MGA.
September 1	Last day for municipalities to submit their 2016 census results in the forms set out in the Determination of Population Regulation AR 63/2001 to the Minister.
September 30	Municipalities must submit the 3rd quarterly installment to a board or the Alberta School Foundation Fund. See section 168 of the *School Act.*
October 29	Last day to hold an organizational meeting. See section 192 of the MGA.

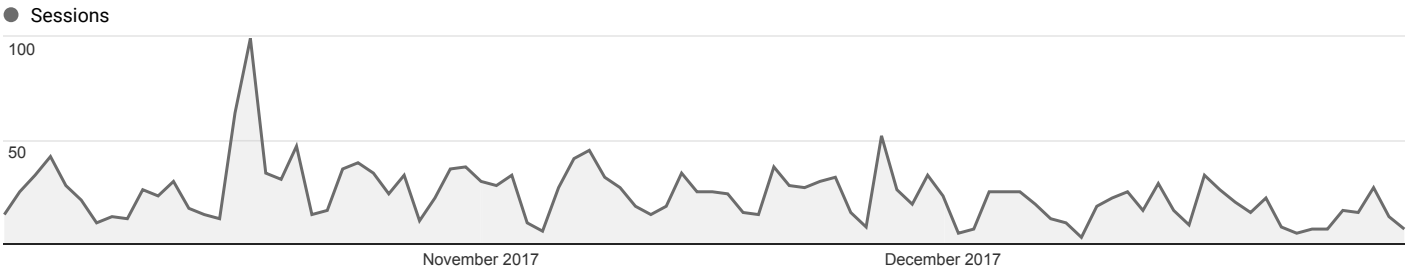
December 1	Last day for a municipality to appeal the amount of an equalized assessment to the Municipal Government Board in the year in which the equalized assessment is prepared, if the Minister has sent the report by November 1. See section 320 of the MGA. Otherwise, 30 days from the date the Minister sends the report. See section 321 of the MGA.
December 31	Municipalities must submit the 4th quarterly installment to the Alberta School Foundation Fund or to a board. See section 168 of the *School Act.*

Audience Overview

All Users
100.00% Sessions

Oct 1, 2017 - Dec 31, 2017

Overview



Sessions	Users	Pageviews
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Pages / Session	Avg. Session Duration	Bounce Rate
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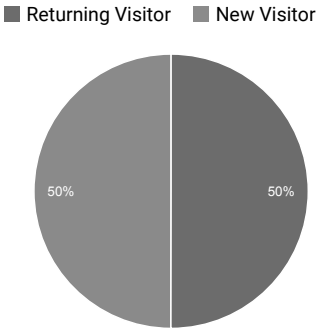
% New Sessions
49.98%



	Language	Sessions	% Sessions
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2.	en-ca	804	36.90%
3.	en-gb	271	12.44%
4.	ko	13	0.60%
5.	zh-cn	6	0.28%
6.	c	3	0.14%
7.	fr	3	0.14%
8.	(not set)	2	0.09%
9.	da	1	0.05%
10.	da-dk	1	0.05%

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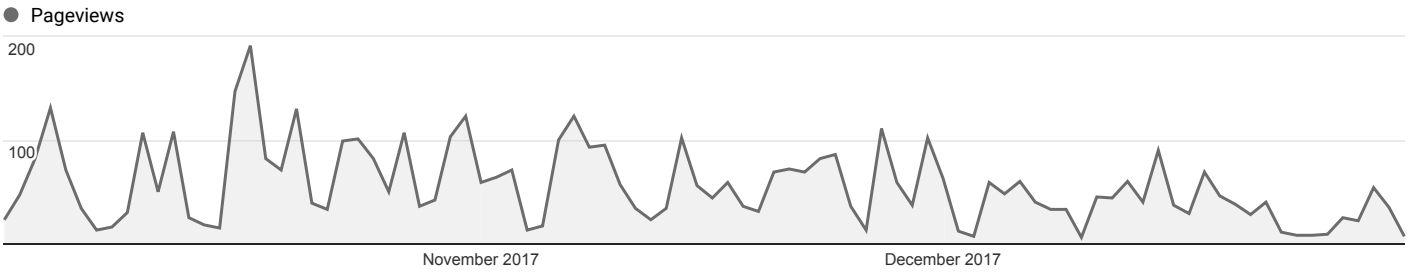
Pages

All Users
100.00% Pageviews

Oct 1, 2017 - Dec 31, 2017

Explorer



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	5,159 % of Total: 100.00% (5,159)	3,978 % of Total: 100.00% (3,978)	00:01:40 Avg for View: 00:01:40 (0.00%)	2,179 % of Total: 100.00% (2,179)	50.76% Avg for View: 50.76% (0.00%)	42.24% Avg for View: 42.24% (0.00%)	$0.00 % of Total: 0.00% ($0.00)
1. /	**2,122** **(41.13%)**	1,675 (42.11%)	00:01:54	1,611 (73.93%)	46.62%	47.17%	$0.00 (0.00%)
2. /council.php	**440** **(8.53%)**	314 (7.89%)	00:01:27	47 (2.16%)	40.43%	27.05%	$0.00 (0.00%)
3. /contact_us.php	**411** **(7.97%)**	348 (8.75%)	00:02:30	85 (3.90%)	76.47%	57.18%	$0.00 (0.00%)
4. /staff.php	**261** **(5.06%)**	208 (5.23%)	00:01:18	24 (1.10%)	50.00%	38.31%	$0.00 (0.00%)
5. /bylaws/index.php	**195** **(3.78%)**	104 (2.61%)	00:01:55	10 (0.46%)	70.00%	29.74%	$0.00 (0.00%)
6. /about/employment_opportunities.php	**153** **(2.97%)**	136 (3.42%)	00:00:56	47 (2.16%)	89.36%	64.05%	$0.00 (0.00%)
7. /index.php	**147** **(2.85%)**	74 (1.86%)	00:01:30	65 (2.98%)	21.54%	27.89%	$0.00 (0.00%)
8. /community/	**129** **(2.50%)**	89 (2.24%)	00:01:06	4 (0.18%)	50.00%	24.81%	$0.00 (0.00%)
9. /departments/public_works/landfill_and_recycling.php	**120** **(2.33%)**	109 (2.74%)	00:03:14	53 (2.43%)	88.68%	76.67%	$0.00 (0.00%)
10. /departments/tenders_items_for_sale.php	**102** **(1.98%)**	91 (2.29%)	00:01:21	20 (0.92%)	85.00%	44.12%	$0.00 (0.00%)
11. /departments/development/index.php	**92** **(1.78%)**	46 (1.16%)	00:02:34	2 (0.09%)	0.00%	29.35%	$0.00 (0.00%)
12. /minutes/index.php	**87** **(1.69%)**	56 (1.41%)	00:03:05	0 (0.00%)	0.00%	41.38%	$0.00 (0.00%)
13. /calendar/	**73** **(1.42%)**	68 (1.71%)	00:01:23	52 (2.39%)	86.54%	72.60%	$0.00 (0.00%)
14. /CouncilMeetingAgendas.php	**70** **(1.36%)**	55 (1.38%)	00:04:14	15 (0.69%)	66.67%	55.71%	$0.00 (0.00%)
15. /about/	**66** **(1.28%)**	56 (1.41%)	00:00:47	6 (0.28%)	16.67%	13.64%	$0.00 (0.00%)
16. /photogallery/	**54** **(1.05%)**	39 (0.98%)	00:01:05	7 (0.32%)	42.86%	33.33%	$0.00 (0.00%)
17. /departments/taxes_assessment/index.php	**50** **(0.97%)**	36 (0.90%)	00:01:20	2 (0.09%)	100.00%	34.00%	$0.00 (0.00%)
18. /links.php	**46** **(0.89%)**	37 (0.93%)	00:00:51	2 (0.09%)	0.00%	23.91%	$0.00 (0.00%)
19. /departments/public_works/index.php	**45** **(0.87%)**	31 (0.78%)	00:00:26	4 (0.18%)	25.00%	15.56%	$0.00 (0.00%)
20. /departments/emergency_services/index.php	**42** **(0.81%)**	27 (0.68%)	00:00:41	3 (0.14%)	66.67%	7.14%	$0.00 (0.00%)

21. /about/map.php	**39** **(0.76%)**	34 (0.85%)	00:01:01	26 (1.19%)	23.08%	23.08%	$0.00 (0.00%)
22. /departments/economic_development/index.php	**33** **(0.64%)**	29 (0.73%)	00:00:32	1 (0.05%)	0.00%	12.12%	$0.00 (0.00%)
23. /departments/emergency_services/fire_services.php	**31** **(0.60%)**	21 (0.53%)	00:01:10	9 (0.41%)	66.67%	35.48%	$0.00 (0.00%)
24. /departments/transportation/road_maintenance/index.php	**24** **(0.47%)**	20 (0.50%)	00:00:06	6 (0.28%)	66.67%	16.67%	$0.00 (0.00%)
25. /departments/public_works/utilities.php	**23** **(0.45%)**	19 (0.48%)	00:01:08	1 (0.05%)	0.00%	30.43%	$0.00 (0.00%)

Rows 1 - 25 of 102

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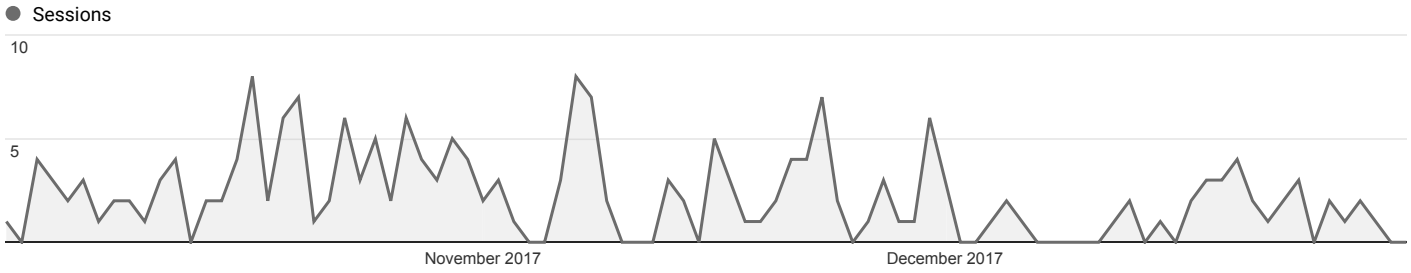
Referral Traffic

All Users
9.50% Sessions

Oct 1, 2017 - Dec 31, 2017

Explorer

Summary



Source	Acquisition			Behavior			Conversions		
	Sessions	% New Sessions	New Users	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value
	207 % of Total: 9.50% (2,179)	38.16% Avg for View: 49.98% (-23.64%)	79 % of Total: 7.25% (1,089)	43.00% Avg for View: 50.76% (-15.29%)	2.48 Avg for View: 2.37 (4.88%)	00:02:44 Avg for View: 00:02:17 (19.78%)	0.00% Avg for View: 0.00% (0.00%)	0 % of Total: 0.00% (0)	$0.00 % of Total: 0.00% ($0.00)
1. birchhillscounty.com	**43** (20.77%)	0.00%	0 (0.00%)	18.60%	3.26	00:05:23	0.00%	0 (0.00%)	$0.00 (0.00%)
2. l.facebook.com	**32** (15.46%)	9.38%	3 (3.80%)	40.62%	2.44	00:03:01	0.00%	0 (0.00%)	$0.00 (0.00%)
3. govjobs.ca	**20** (9.66%)	65.00%	13 (16.46%)	80.00%	1.20	00:00:05	0.00%	0 (0.00%)	$0.00 (0.00%)
4. com.google.android.googlequicksearchbox	**17** (8.21%)	47.06%	8 (10.13%)	47.06%	2.18	00:02:13	0.00%	0 (0.00%)	$0.00 (0.00%)
5. birchhillscounty.com.70-32-99-182.newharvestmedia.net	**16** (7.73%)	0.00%	0 (0.00%)	37.50%	2.88	00:04:01	0.00%	0 (0.00%)	$0.00 (0.00%)
6. aamdc.com	**10** (4.83%)	90.00%	9 (11.39%)	40.00%	2.70	00:01:13	0.00%	0 (0.00%)	$0.00 (0.00%)
7. libguides.ucalgary.ca	**9** (4.35%)	44.44%	4 (5.06%)	33.33%	4.11	00:05:07	0.00%	0 (0.00%)	$0.00 (0.00%)
8. ca.search.yahoo.com	**8** (3.86%)	62.50%	5 (6.33%)	12.50%	2.62	00:03:41	0.00%	0 (0.00%)	$0.00 (0.00%)
9. m.facebook.com	**6** (2.90%)	66.67%	4 (5.06%)	50.00%	2.00	00:01:45	0.00%	0 (0.00%)	$0.00 (0.00%)
10. en.wikipedia.org	**5** (2.42%)	100.00%	5 (6.33%)	0.00%	2.80	00:02:08	0.00%	0 (0.00%)	$0.00 (0.00%)
11. facebook.com	**4** (1.93%)	0.00%	0 (0.00%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
12. eaglesham.biz	**3** (1.45%)	100.00%	3 (3.80%)	66.67%	1.67	00:01:38	0.00%	0 (0.00%)	$0.00 (0.00%)
13. foxweber.com	**3** (1.45%)	100.00%	3 (3.80%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
14. javaspider14.prime-vendor.com:8080	**3** (1.45%)	66.67%	2 (2.53%)	66.67%	2.00	00:00:18	0.00%	0 (0.00%)	$0.00 (0.00%)
15. job-link.ca	**3** (1.45%)	100.00%	3 (3.80%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
16. eaglesham.org	**2** (0.97%)	50.00%	1 (1.27%)	0.00%	4.50	00:01:30	0.00%	0 (0.00%)	$0.00 (0.00%)
17. fcssaa.org	**2** (0.97%)	100.00%	2 (2.53%)	50.00%	3.50	00:00:51	0.00%	0 (0.00%)	$0.00 (0.00%)
18. library.ucalgary.ca	**2**	100.00%	2	0.00%	3.50	00:02:03	0.00%	0	$0.00

	(0.97%)		(2.53%)					(0.00%)	(0.00%)
19. mozenda.prod.mediagrif.com	**2** **(0.97%)**	0.00%	0 (0.00%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
20. outlook.live.com	**2** **(0.97%)**	0.00%	0 (0.00%)	50.00%	1.50	00:00:04	0.00%	0 (0.00%)	$0.00 (0.00%)
21. timer4web.com	**2** **(0.97%)**	100.00%	2 (2.53%)	0.00%	3.50	00:00:14	0.00%	0 (0.00%)	$0.00 (0.00%)
22. townofspiritriver.ca	**2** **(0.97%)**	100.00%	2 (2.53%)	50.00%	2.00	00:02:13	0.00%	0 (0.00%)	$0.00 (0.00%)
23. yellowstonevisitortours.com	**2** **(0.97%)**	100.00%	2 (2.53%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
24. cloudsendchef.com	**1** **(0.48%)**	100.00%	1 (1.27%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
25. duckduckgo.com	**1** **(0.48%)**	0.00%	0 (0.00%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)

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Government of Alberta

Alberta Emergency Management Agency

Northwest Region Newsletter

Winter Edition / December 2017

AEMA -10320-99 Street, Grande Prairie, AB. T8V 6J4 Ph. 780 538-5295
www.aema.alberta.ca

Welcome to Winter 2018

With 2017 behind us we now look forward to what the New Year brings. That said a quick update of this past fall. We were busy observing or facilitating Exercises in the Region as well as continuing with our mandate of visiting communities in the North West. Also, with the Fall Municipal Elections over, Brice and I conducted a few Municipal Elected Officials (MEO) Courses and we continue to advocate this course throughout the NW Region.

Summit - our Annual AEMA Summit held at The Westin in Edmonton on December 5th & 6th was a huge success with over 500 people in attendance. The Theme this year was: Working together to Build Resilience. Ryan Jesperson from 630 CHED Radio did a great job as Master of Ceremonies. Go to the AEMA website and click on the Summit Agenda where you will be able to view Presenters Bio's and a bit about their presentations. Work continues on access to the Presentations so stay tuned.

CEMP Training - we recently offered 2 Training sessions – one in Fairview and one in Grande Prairie. Both were well attended and facilitated by our CEMP Coordinator from Edmonton. In the New Year we are planning more sessions with an emphasis on different aspects within CEMP, specifically the Emergency Plan component.

REST Support Team Updates – Block 3 Training for the NW **R**egional **E**OC **S**upport **T**eam concluded the first week of November in Grande Prairie. The Block 3 component had over 40 people in attendance which included the Team members, AEMA Staff, Mentors and Instructors. Work now continues into 2018 to determine additional objectives and Training initiatives for the Team.

MEO Course – The Municipal Elected Officials Course is picking up traction with many communities signing up. This is a 3 hour course that we bring to you - good for newly elected Councillors or as a refresher for Councillors returning for another term.

ICS 300 – **In 2018, The Smoky River EM Regional Partnership will be hosting the 3 day course on March 13, 14, 15 in Falher! If you are interested in attending, contact Marcel Maure at firechief@mdsmokyriver.com or your NW Region Field Officers. The prerequisite is ICS 200 with at least 5 months between ICS 200 and 300.**

IN THIS ISSUE:

SUMMIT RECAP
CEMP TRAINING
REST TEAM UPDATE
MEO COURSE
ICS 300

CEMP Login Problems?

Contact Lori @
Lori.e.thompson@gov.ab.ca

For AEA USERS!

Logon at:

www.activatealert.alberta.ca

A friendly reminder to get your practice Alerts and Login Completed!

NW Region Field Officer

Contact Information:

Ken.hawrylenko@gov.ab.ca

Cell: 780 292 1155

Brice.daly@gov.ab.ca

Cell: 780 876-2930

GP Office: 780 538-5295

Future Training and Emergency courses now available

!!! 2018 AEA Training !!!

We are looking at Training in the First Quarter of 2018, so if you have interested candidates let us know and we can tentatively put names on the list! The exact dates and locations will follow at a later date.

IMPORTANT NUMBERS:

POC: 1-866 618 2362

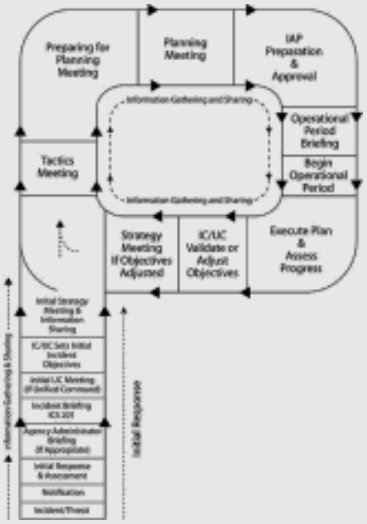
POC FAX: 780 644 7962

For Training – go to:

http://apsts.alberta.ca/online-courses

Next issue: MAR 2018

The Planning P:



More about it in 2018!

Important Alberta Health Services (AHS) Announcement!

AHS has created a province wide, single point of contact for all external stakeholders to alert the Health Authority in the event of a Municipal or Industrial emergency incident. Emergency Incident Examples are:

- **Mass Casualty Incidents – transportation accident, terrorist attack, earthquake**
- **Severe Weather - e.g. tornado touchdown, ice storm**
- **Disruption to Municipal Utility**
- **Oil and Gas Incident - e.g. well blow out, sour gas release**
- **Infectious disease outbreak**
- **Significant flood or fire**
- **Hazardous Materials Incident**
- **Activation of a municipal Reception Center due to a significant incident**

Effective immediately the new 24/7 phone number is 1-844-755-1788 and the new 24/7 email address is edp@ahs.ca Please substitute existing contacts in current Response Plans with the contact information provided above.

PLEASE NOTE!

- **These contacts are NOT to be used for non-emergency, routine business for which established local processes and contacts remain**
- **nor do they replace the 911 process for contacting EMS in event of a Health Emergency**
- **Does not change the existing process used by some Government Ministries and Agencies to forward Situational Awareness Reports to the AHS Emergency / Disaster Management On call email Address**

Questions? Please contact:

Chris McKiernan

AHS Emergency/Disaster Management

Chris.mckiernan@ahs.ca

403-943-1275

Thought of the Day - "*Do what you can, with what you have, where you are.*"

Theodore Roosevelt

Seasons Greetings to All!

Ken Hawrylenko and Brice Daly

***Municipal Government Act* Amendments – Legislative Checklist**

The following tables capture all of the changes to the *Municipal Government Act* (*MGA*), as well as when new requirements under the Act need to be completed. For more information, or to access tools and templates, please go to the Municipal Affairs website section for Municipal Administrators (CAOs) (http://www.municipalaffairs.alberta.ca/1912).

Subject Matter	Description of the Change	When Does This Come Into Force/When is it Due By
Orientation Training	Municipalities **must** offer orientation training within 90 days after each councillor takes the oath of office. The training must address key topics outlined in the act. **What Does A Municipality Need to Do** Ensure that orientation training is offered to all councillors following a municipal election within 90 days of the councillors taking the oath of office. • The municipality may use internal and/or external resources to deliver the training. Each municipality may include additional topics in its curriculum to reflect local circumstances as it considers appropriate.	Came into force July 1, 2017. Training must be offered within 90 days after councillor takes the oath of office.
Public Participation Policy	Municipalities **must** adopt a public participation policy as per the requirements in the Public Participation Policy Regulation. **What Does A Municipality Need to Do** Each municipality must ensure that any existing or newly created public participation policy meets the new requirements: • the policy must identify the types or categories of approaches the municipality will use to engage municipal stakeholders, and the types or categories of circumstances in which the municipality will engage municipal stakeholders; • make the policy available for public inspection, which may include posting it on the municipality's website; and • review the policy at least once every four (4) years.	The related sections of legislation and the regulation came into force on October 26, 2017. The policy must be in place by July 23, 2018 (270 days (9 months) from it coming into force).
Code of Conduct for Elected Officials	Municipalities **must** establish a code of conduct bylaw as per the Code of Conduct for Elected Officials Regulation that governs the conduct of councillors and is applied to all councillors equally. **What Does A Municipality Need to Do** Ensure the municipality's existing/newly established code of conduct bylaws meet the minimum standards established by the Code of Conduct for Elected Officials Regulation; which includes addressing the following items: • representing the municipality; • communicating on behalf of the municipality;	The related sections of legislation and the regulation came into force on October 26, 2017. The Code of Conduct must be in place by July 23, 2018 (270

	• respecting the decision-making process; • adherence to policies, procedures and bylaws; • respectful interactions with councillors, staff, the public and others; • confidential information; • conflicts of interest; • improper use of influence; • use of municipal assets and services; • orientation another training attendance; and • set out a complaint process and sanctions for breach of Code of Conduct. Municipalities must review/update the code of conduct bylaw at least once every four (4) years.	days (9 months) from it coming into force).
Subdivision and Development Appeal Board (SDAB) Training Requirements	As per the Subdivision and Development Appeal Board Regulation, SDAB members and clerks **must** undergo mandatory training based on a standard training program to be approved by the Minister of Municipal Affairs. Training may be delivered locally or regionally. All SDAB members and clerks must successfully complete the SDAB training as approved by the Minister. **What Does A Municipality Need to Do** Municipalities must: • ensure the municipality's SDAB clerks and members complete the required training before the April 1, 2019 deadline; • submit an annual report containing information on the number of SDAB clerks and members they have appointed, and those who have completed and enrolled in the required SDAB training; and • ensure SDAB clerks and members take the required refresher on the SDAB training every three (3) years to stay current with the roles and responsibilities of the position.	The regulation will come into force April 1, 2018. Training must be completed by April 1, 2019 (within one year of the regulation coming into force).
Transparency of Non-Statutory Planning Documents	Municipalities **must** list, publish and keep updated the list of all planning policy documents, and describe how they relate to each other and to the municipality's statutory plans. **What Does A Municipality Need to Do** Municipalities must publish this information on their websites.	The related sections of legislation will come into force January 1, 2018. All planning policy documents must be listed and published by January 1, 2019.

Municipal Corporate Planning	As per the Municipal Corporate Planning Regulation, municipalities **must** adopt, as a minimum standard, a written three (3)-year financial plan and five (5)-year capital plan in addition to the annual budget. **What Does A Municipality Need to Do** Municipalities must, for the 2020 budget year, prepare financial plans that include: • anticipated total revenues and total expenditures by major category; • anticipated annual surplus or deficit; and • anticipated accumulated surplus or deficit. Capital plans must include: • planned capital property additions; and • allocated or anticipated funding sources. These financial/capital plans must be reviewed by council annually.	The related sections of legislation and the regulation came into force on October 26, 2017. The first financial plans will need to be prepared by the end of 2019 and cover the 2020-22 (financial) or 2020-24 (capital) period.
Intermunicipal Collaborative Frameworks	All municipalities **must** adopt intermunicipal collaboration frameworks (ICFs) with each municipality they share a common border with. The ICFs must align with the requirements outlined in the act and the Intermunicipal Collaboration Framework Regulation. **What Does A Municipality Need to Do** Municipalities must work with neighbouring municipalities, and negotiate in good faith, to develop an ICF that addresses at minimum: transportation; water and wastewater; solid waste; emergency services; and recreation. Municipalities who already have existing agreements that cover off the minimum requirements of an ICF do not need to recreate the framework, so long as it meets the requirements set out in the Act and regulation. ICFs also need to address intermunicipal land-use planning and how servicing will support development, as well as regional service delivery and funding. An ICF is not complete unless municipalities have also adopted an Intermunicipal Development Plan (IDP). Where multiple municipalities with common boundaries exist in a given area, nothing in these provisions would prevent those municipalities from entering into one ICF for the area, if the participating municipalities deem it appropriate (e.g. a rural municipality with all of the urban municipalities with which it shares common boundaries). Municipalities that do not have common boundaries may voluntarily be parties to a framework. Municipalities that are members of a Growth Management Board (GMB) are required to create a framework with other members of the same GMB only in respect of those matters that are not addressed in the growth management plan.	The related sections of legislation and the regulation will come into force on April 1, 2018. ICFs must be in place by April 1, 2020 (within two years of coming into force), or a mandatory arbitration process will be initiated.

Municipal Development Plans	All municipalities, no matter their population, **must** create a Municipal Development Plan (MDP). **What Does A Municipality Need to Do** An MDP must address matters such as: • the future land use within the municipality; • the manner of and the proposals for future development in the municipality; • the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities; and • the provision of municipal services and facilities either generally or specifically. They must also contain policies that: • are compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities; • respect the provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school boards; and • respect the protection of agricultural operations. An MDP must also be consistent with any IDP that may be in effect for lands identified in both of these plans.	The related sections of legislation will come into force April 1, 2018. MDPs must be in place by April 1, 2021 (within three (3) years of it coming into force).
Collaboration with Indigenous Communities	Municipalities **must** notify neighbouring Indigenous communities of any new municipal development plans or area structure plans. Municipalities **may** invite neighbouring Indigenous communities to collaborate on future regional service delivery and enter into agreements with them. **What Does A Municipality Need to Do** Municipalities must, when preparing a municipal development plan or area structure plan, notify the Indian band of any adjacent Indian reserve, or any adjacent Métis settlement of the plan preparation and provide opportunities to that Indian band or Métis settlement to make suggestions and representations. These requirements do not apply if a municipality is only making amendments to a statutory plan.	The related sections of legislation came into force on October 26, 2017.
Council Meetings	The Minister of Municipal Affairs was provided the authority to make regulations defining "meeting" for purposes of one or more provisions of the Act. The Council and Council Committee Meetings Regulation was established under this authority. Procedures around when a meeting is closed to the public as well as other	The related sections of legislation and the regulation came into force on October 26, 2017.

	existing councillor duties to support transparency of councils were clarified in the legislation. **<u>What Does A Municipality Need to Do</u>** Before holding part of a meeting that is to be closed to the public, a council must: • approve by resolution the part of the meeting that is to be closed; and • identify the basis for which the part of the meeting is to be closed (i.e. identifying the related section of FOIPPA). If council or a council committee allow one or more other persons to attend a closed meeting, the names of those persons and the reason for their attendance must be recorded in the minutes of the council meeting. Once the closed meeting discussions are completed municipalities must: • notify people outside the meeting room that the meeting is now open to the public, and • provide a reasonable amount of time for those members of the public to return before the meeting continues.	
Streamlining Bylaw Revisions	Council **<u>may</u>**, when a bylaw needs revision for non-substantive changes, pass a revised bylaw without the need for advertising it to the public. **<u>What Does A Municipality Need to Do</u>** In order to use the streamlined processes for bylaw revision a municipality must ensure those revisions meet the requirements outlined in Section 63 of the Act.	The related sections of legislation came into force on October 26, 2017.
Petitioning Process	Municipalities **<u>may</u>**, by bylaw, choose to decrease the required percentage of eligible signatories, accept online petitions, extend the time period for collecting signatures. The timeline for petition validation is extended to 45 days. The personal information on petitions must be protected from disclosure and petitions must include a confidentiality statement on each page. **<u>What Does A Municipality Need to Do</u>** A municipality must not disclose to anyone except the Chief Administrative Officer (CAO) and the CAO's delegates personal information contained in a petition. The municipality must not use this information for any other purpose than validating the petition. If the witness affidavit is not included in the filed petition, the municipality must exclude the associated signatures from the petition. The CAO must make a declaration to the council or Minister, if necessary, on whether the petition is sufficient or insufficient within 45 days.	The related sections of legislation came into force on October 26, 2017.

Public Notification Methods	Municipalities **may** choose alternative advertisement methods, including electronic advertising, by passing an advertisement bylaw. **What Does A Municipality Need to Do** If the municipality wishes to use alternate advertising methods, the municipality must establish a bylaw that meets the following requirements: • council must be satisfied that the method provided for in the bylaw is likely to bring the matter to the attention of substantially all residents in the relevant area; • a public hearing must be held on the bylaw; • the notice of the bylaw must be advertised by newspaper or residential mail or delivery; and • bylaws passed under this section must be made available for public inspection.	The related sections of legislation came into force on October 26, 2017.
Roles and Responsibilities of Council and Administration	The roles and responsibilities of council and the CAO have been clarified, including the CAO's ability to delegate. Some specific CAO duties have also been moved to specific sections in other divisions of the Act that deal with the specific type of activity. **What Does A Municipality Need to Do** Ensure elected officials are aware of the change; clarifying that the outlined responsibilities are clearly placed on administration.	The related sections of legislation came into force on October 26, 2017.
Parental Leave	Municipalities **may** provide for extended councillor parental leave by bylaw. Councillors will be exempt from disqualification when absent under the provisions of a local parental leave bylaw. **What Does A Municipality Need to Do** If a municipality wishes to establish a parental leave bylaw, the bylaw must contain: • provisions in respect to the length of the leave and other terms and conditions of the leave entitlement; and • provisions that address how the municipality will continue to be represented during periods of leave.	The related sections of legislation came into force on October 26, 2017.
Municipal Amalgamation (Notification Process)	An initiating municipality **must** notify all local authorities that operate or provide services in the affected municipalities when initiating an amalgamation. **What Does A Municipality Need to Do** A municipality initiating an amalgamation must give written notice to all local authorities that: • have jurisdiction to operate in the initiating municipality; • provide services in the initiating municipality; or • meet either of the above conditions in any of the municipalities proposed to be amalgamated.	The related sections of legislation came into force on October 26, 2017.

	The written notice must include proposals for consultation with all local authorities, and the public, about the proposed amalgamation. Municipalities may jointly initiate activities such as signing/certifying the report to the Minister and provide notice to affected local authorities.	
Municipal Amalgamation (Report of Negotiation)	To assist in forming the contents of an amalgamation order, municipalities **must** submit a report that should contain: • a list of the matters agreed on; • matters on which there is no agreement between the municipal authorities; and • relevant matters, if any, related to contents of any formation orders or amalgamation orders. **What Does A Municipality Need to Do** The initiating municipal authority must approve the report by passing a resolution of council, rather than delegating signing authority to another person or body. The other municipal authorities that propose to amalgamate with the initiating municipal authority must also pass a resolution of council to approve the report. • The report must include a certificate by the initiating municipal authority stating that the report accurately reflects the results of the negotiations. A municipal authority that does not pass a resolution of council to approve the report may include in the report its reasons for not approving.	The related sections of legislation came into force on October 26, 2017.
Voluntary Amalgamation (Summer Villages)	Summer villages with non-contiguous boundaries **may** now amalgamate if they share a common body of water, and retain their status as a summer village.	The related sections of legislation came into force on October 26, 2017.
Conservation Reserve	Municipalities **may** designate land for a new type of reserve, called Conservation Reserve (CR), in order to protect environmentally significant features such as wildlife corridors, significant tree stands, or other environmentally significant features a municipality chooses to conserve. **What Does A Municipality Need to Do** If the municipality wishes to designate land as CR it must include policies addressing conservation reserve in their municipal development plans and area structure plans. If the municipality designates land as CR it must pay compensation to the landowner in an amount equal to the market value of the land at the time the application for subdivision approval was received by the municipality's subdivision authority Within thirty (30) days after the Registrar issues a new certificate of title for a CR.	The related sections of legislation came into force on October 26, 2017.

	• If the municipality and landowner disagree on the market value, the matter must be determined by the Land Compensation Board. It must not sell, lease or otherwise dispose of conservation reserve and must ensure that the land remains in its natural state.	
Off-site Levies (Expanded Scope)	The scope of off-site levies was expanded so municipalities may use the funds to build community recreation facilities, fire halls, police stations and libraries. The Off-Site Levies Regulation was updated to align with these changes. Developers would contribute costs based on that proportional benefit, while municipalities will fund the rest through general revenue. **<u>What Does A Municipality Need to Do</u>** In determining the basis upon which the levy is calculated, a municipality must at a minimum consider and include or reference in the bylaw imposing the levy: • a description of the specific infrastructure and facilities; • a description of each of the benefitting areas and how those areas were determined; • supporting technical data and analysis; • estimated costs and mechanisms to address variations in cost over time; and • a requirement for a periodic review of the calculation of the levy in the bylaw imposing the levy. Municipalities must ensure the information used to calculate levies are kept current and that there is a correlation between the levy and the benefits of new development.	The related sections of legislation and the regulation came into force on October 26, 2017.
Off-site Levies (Intermunicipal)	Municipalities may jointly create off-site levy bylaws for projects that benefit portions of two or more municipalities, including the expanded uses (libraries, police stations, fire halls, community recreation facilities, connection of a municipal road to a provincial highway). The Off-Site Levies Regulation was updated to align with these changes. **<u>What Does A Municipality Need to Do</u>** If a municipality wishes to charge this levy the municipalities must enter into such agreements as are necessary to outline what capital costs are to be funded by the levy and establish bylaws that meet the requirements outlined in the related sections of the act and associated regulation.	The related sections of legislation and the regulation came into force on October 26, 2017.
Provincial Transportation Referrals	Require municipal statutory plans within 1.6 km of a provincial highway to be referred to Alberta Transportation for review. The Subdivision and Development Regulation was updated to align with this change.	The related sections of legislation came into force on October 26, 2017 and the regulation

	What Does A Municipality Need to Do Ensure statutory plans within 1.6 km of a provincial highway are referred to Alberta Transportation for review.	came into force on November 1, 2017.
Land-Use Policies	The current *MGA* land-use policies will continue to be phased out of force as new regional plans under the *Alberta Land Stewardship Act* come into force. The *MGA* will provide the authority, through regulation, to create land-use policies for municipal planning matters that are not included in a regional plan under the *Alberta Land Stewardship Act*. **What Does A Municipality Need to Do** Municipalities in an area where a regional plan is currently in place are encouraged to review the regional plan and contact Municipal Affairs if they feel a gap exists between the regional plan and the 1996 land-use policies.	The related sections of legislation came into force on October 26, 2017.
Hierarchy and Relationship of Plans	The hierarchy and relationship of statutory plans is identified, so that each plan will be consistent with the plans above it and, in the event of an inconsistency, which provisions in what plan will prevail. **What Does A Municipality Need to Do** A municipality must observe the hierarchy of statutory plans when reviewing an application for a subdivision. • Subdivision and development appeal boards (SDABs) are also bound by the hierarchy of statutory plans when hearing an appeal and rendering a decision. If a conflict or inconsistency between statutory plans is identified, then the municipality must observe the hierarchy and relationship of plans in the decision making process.	The related sections of legislation came into force on October 26, 2017.
Impartiality of Appeal Boards	Municipal councillors are no longer able to form the majority of any legislated appeal board hearing panel. **What Does A Municipality Need to Do** Municipalities must ensure that no more than one councillor participates as a member on any Assessment Review Board (ARB) or Subdivision & Development Appeal Board (SDAB) panel regardless of the municipality they represent. Municipalities that experience challenges in obtaining panel members who are not municipal councillors are encouraged to work with neighbouring municipalities to develop regional options. The Minister may by order exempt a municipality from the provisions restricting councillor participation in extenuating circumstances.	The related sections of legislation will come into force January 1, 2018.

Access to Information for Assessors and Property Owners	The existing scope of information requirements for both property assessors and property owners has been clarified within the Act, by enhancing the regulation-making authority, and by providing detailed direction in The Access to Information Guide. The Matters Relating to Assessment and Taxation Regulation 2018, Matters Relating to Assessment Complaints Regulation 2018 were updated to align with these changes. **<u>What Does A Municipality Need to Do</u>** Municipalities must provide to an assessed person, when requested in the manner required: • information that is in the municipal assessor's possession at the time of the request, showing how the municipal assessor prepared the assessment of that person's property; • a summary of the most recent assessment of any assessed property in the municipality of which the assessed person is not the owner, which must include the following information: o description of the parcel of land and any improvements; o the type and use of the property; o size and measurements of the parcel of land; o age and size or measurements of any improvements; o key attributes of any improvements to the parcel of land; and o assessed value and any adjustments. Municipalities are not obligated to respond to a request for information for a property after a complaint is made by the person assessed until the complaint has been heard and decided on by an ARB.	The related sections of legislation and the regulations will come into force January 1, 2018.
Corrections to Assessment under Complaint	Assessor will be able to make corrections to assessments under complaint without needing ratification from the ARB or having the complaint withdrawn first. If an assessment that is under complaint is amended the complaint will be cancelled and all taxpayer rights reset, unless the amended assessment has been agreed to by both parties (in which case no further appeal or amended assessment notice is required). **<u>What Does A Municipality Need to Do</u>** Assessors must follow the processes outlined in the Matters Related to Assessment Complaints Regulation in regard to making correction to assessments under complaint.	The related sections of legislation and the regulation will come into force January 1, 2018.
Linking Residential and Non-Residential Tax Rates	The highest non-residential tax rate can be no more than five (5) times the lowest residential tax rate. Within this 5:1 ratio, municipalities will continue to be able to set their own tax rates. **<u>What Does A Municipality Need to Do</u>** Municipalities must ensure their tax rate bylaws set rates that are within	The related sections of legislation came into force May 31, 2016.

	the legislated ratios. Non-conforming municipalities (municipalities whose ratio was greater than 5:1 prior to May 31, 2016) will be required to reduce their ratios over time in accordance with a regulation to be developed in consultation with affected municipalities.	
Splitting the Non-Residential Property Classes	Municipalities are enabled to split the municipal non-residential class into subclasses that are specifically defined in the Matters Related to Assessment Sub-Classes Regulation. **<u>What Does A Municipality Need to Do</u>** If a municipality wishes to split the municipal non-residential class into sub-classes they may update their tax rate bylaw to include the three prescribed sub-classes: • vacant non-residential property; • small business property; or • other non-residential property. If a municipality wishes to create a sub-class for “small business property” they must: • ensure the municipality’s bylaw makes reference to the number of full-time employees across Canada that will be employed by the business to identify whether a business qualifies as a “small business”; and • ensure the tax rate set for the "small business property" sub-class is not greater than the tax rate set for the "other non-residential property" sub-class or less than 75 per cent of the tax rate set for the "other non-residential property" sub-class.	The related sections of legislation and the regulation will come into force January 1, 2018.
Centralization of Industrial Property Assessment	Designated industrial property will be defined as major plants, properties regulated by provincial and federal regulators, linear property, and rail property. The assessment of all designated industrial property will be centralized within Municipal Affairs. Costs associated with centralizing assessment will be recovered from designated industrial property owners through a requisition and a separate tax rate shown on the notice for all designated industrial property. Supplementary assessment on linear properties will be allowed, and a standard assessment condition date of October 31 annually will be established for designated industrial properties. All appeals related to designated industrial property will be heard by the Municipal Government Board. The Matters Relating to Assessment and Taxation Regulation has been updated to align with these changes.	Designated industrial property assessment will be the responsibility of the province January 1, 2018.

	What Does A Municipality Need to Do The municipal assessor must, in accordance with the regulations, provide the Minister or the provincial assessor with information that the Minister or the provincial assessor requires about property in the municipality. The designated industrial property requisition tax rate (set by the Minister of Municipal Affairs) must be shown separately on designated industrial property tax notices.	
Centralization of Industrial Property Assessment (Access to Assessment Information)	Municipalities may request information regarding designated industrial property within their jurisdiction, subject to confidentiality restrictions that do not preclude use of the information in an appeal. The Matters Relating to Assessment and Taxation Regulation has been updated to align with this change. **What Does A Municipality Need to Do** A municipality may ask the provincial assessor, in the manner required by the provincial assessor, to let the municipality see or receive information in the provincial assessor's possession at the time of the request, showing how the provincial assessor prepared the assessment of designated industrial property in the municipality. Information obtained by a municipality under this section must be used only for assessment purposes and must not be disclosed except at the hearing of a complaint before the Municipal Government Board.	The related sections of legislation and the regulation will come into force January 1, 2018.
Assessment and Taxation of Farm Buildings (Improvements)	All farm buildings in urban and rural municipalities will not be assessed or charged municipal or education property taxes. Provisions were put in place to phase in farm building exemptions in urban municipalities over five (5) years. The Matters Relating to Assessment and Taxation Regulation 2018 has been updated to align with these changes. **What Does A Municipality Need to Do** The municipal assessor must assess farm buildings in urban using the schedule in the regulation. At the end of five years all farm buildings in urban and rural municipalities will not be assessed or charged municipal or education property taxes.	The related sections of legislation and the regulation will come into force January 1, 2018.
Assessment of Farmland Intended for Development	Farmland will continue to be assessed as farmland until it is no longer used for farming operations. The definition of farmland and farming operations in the Matters Relating to Assessment and Taxation Regulation 2018 has been clarified. **What Does A Municipality Need to Do** The municipal assessor must ensure that farmland with its top soil removed, or no longer being used for farming operations is assessed and taxed at market value, or where applicable according to the Minister's	The related sections of legislation and the regulation will come into force January 1, 2018.

	Guidelines.	
Brownfields	Municipalities may grant multi-year tax exemptions, deferrals or reductions as a means of incentivising cleanup and redevelopment of brownfields. Councils may pass bylaws encouraging remediation and redevelopment of brownfield properties by developers through full or partial tax exemptions or tax collection deferrals. **<u>What Does A Municipality Need to Do</u>** If a municipality wishes to use the above tax tools to incentivise cleanup and redevelopment of brownfields, they must establish a bylaw that: • must identify the brownfield properties in respect of which an application may be made for a full or partial exemption from taxation, or for a deferral of the collection of tax; o the bylaw may set criteria to be met for a brownfield property to qualify for an exemption or deferral; • must specify the taxation year or years for which the identified brownfield properties may qualify for an exemption or deferral; and • must specify any conditions the breach of which cancels an exemption or deferral, and the taxation year or years to which the condition applies. Hold a public hearing when identifying and setting criteria for brownfield properties.	The related sections of legislation will come into force January 1, 2018.
Notice of Assessment Date	Municipalities and the provincial assessor will be required to set a "notice of assessment date" between January 1 and July 1; and mail the assessment notices seven (7) days prior to the "notice of assessment date". Municipalities and the provincial assessor are enabled to establish additional notice of assessment dates for amended and supplementary assessment, which could occur at any time throughout the year. • The amended or supplementary assessment notice would state the deadline for filing a complaint regarding that assessment. **<u>What Does A Municipality Need to Do</u>** The municipal assessor must set a "notice of assessment date" between January 1 and July 1 and mail the assessment notices a minimum of seven days prior to the "notice of assessment date".	The related sections of legislation will come into force January 1, 2018.
Tax Receipts	Municipalities are not required to provide property tax receipts unless requested by the taxpayer. **<u>What Does A Municipality Need to Do</u>** Municipalities must notify taxpayers how to request a receipt.	The related sections of legislation will come into force January 1, 2018.

Municipally Controlled Corporations	Municipalities may establish these for-profit corporations **without** the requirement for ministerial approval. New procedural and consultative requirements focused on accountability and transparency will be put in place to ensure the public has a meaningful opportunity to review new proposals for the corporations, and to provide input before final decisions are made. **What Does A Municipality Need to Do** A council resolution must be passed to establish a municipally controlled corporation (MCC) and indicate that prior to a resolution the council must consider a business plan that addresses: • the costs related to establishing the MCC; • the value of assets to be transferred; • a cash flow projection for three (3) years, or five (5) financial statements if taking control of an existing corporation; and • holding a public hearing.	These legislative provisions are NOT in force at this time. The related sections of legislation and the regulation are anticipated to come into force April 2018.
Off-site Levies (Provincial Transportation)	Municipalities may, by bylaw, charge off-site levies for municipal road projects that connect to or improve the connection to provincial highways. The updates to the Off-site Levy Regulation that align with this change are currently being developed. **What Does A Municipality Need to Do** If a municipality wishes to charge this levy it must meet the requirements outlined in the related sections of the act and associated regulation.	These legislative provisions are NOT in force at this time. The related sections of legislation and the regulation are anticipated to come into force April 2018.
Joint Use and Planning Agreements	Municipalities **must** develop joint use and planning agreements with school boards, through amendments to the *MGA* and the *School Act*. The updates to the *School Act* and accompanying regulations are currently being developed. **What Does A Municipality Need to Do** A municipality must, within three (3) years of the related sections of the Act coming into force, establish agreements with school boards operating within its boundaries that contain provisions: • Establishing a process for discussing matters relating to: o the planning, development and use of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality; o transfers under Section 672 or 673 of municipal reserves, school reserves and municipal and school reserves in the municipality; o disposal of school sites; o the servicing of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality; and	These legislative provisions are NOT in force at this time. The related sections of legislation and the regulation are anticipated to come into force April 2018. The agreements must be in place within three (3) years of the related sections coming into force.

	○ the use of school facilities, municipal facilities and playing fields on municipal reserves, school reserves and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them; • respecting how the municipality and the school board will work collaboratively; • establishing a process for resolving disputes; and • establishing a time frame for regular review of the agreement. The agreement must also, subject to this *MGA*, the regulations, the *School Act* and the regulations under that Act, contain any other provisions the parties consider necessary or advisable.	
Compliance with Linked Tax Rate Ratio	Authority was created for the Minister of Municipal Affairs to develop a regulation that will require non-complying municipalities to comply with the tax rate ratio of 5:1 over a period of time. This regulation is currently under development. **<u>What Does A Municipality Need to Do</u>** Non-complying municipalities will be required to come into compliance with the legislated tax rate ratios as per the process outlined in the associated regulation.	The related sections of legislation and the regulation coming into force dates have yet to be determined.
Community Organization Property Tax Exemptions	A new Community Organization Property Tax Exemption Regulation (COPTER) is being drafted that will replace the existing COPTER regulation. **<u>What Does A Municipality Need to Do</u>** Continue to use the current COPTER for the 2018 taxation year.	The current COPTER will be extended until December 31, 2018, and it is expected the revised COPTER will come into force on January 1, 2019.
Tax Exemptions for Community Organizations	The Minister of Municipal Affairs was provided regulation making authority to assist in clarifying terms such as “held by” and “used in connection with”. **<u>What Does A Municipality Need to Do</u>** The municipal assessor does not need to change approach until the new regulation comes in force.	The related sections of legislation and the regulation coming into force dates have yet to be determined.

***Municipal Government Act Amendments* – Regulatory Checklist**

Theme	Regulation	Coming into Force Date
Governance	Municipal Corporate Planning Regulation	October 26, 2017
	Public Participation Regulation	October 26, 2017
	Municipal Gas Systems Core Market Regulation	October 26, 2017
	Code of Conduct for Elected Officials Regulation	October 26, 2017
	Council and Council Committee Meetings Regulation	October 26, 2017
	Crown Land Area Designation Regulation	October 26, 2017
	Crowsnest Pass Regulation	November 1, 2017
	Determination of Population Regulation	November 1, 2017
	Municipally Controlled Corporations Regulation	*Anticipated April 2018
Planning and Development	Calgary Airport Vicinity Protection Area Regulation	October 26, 2017
	Edmonton International Airport Vicinity Protection Area Regulation	October 26, 2017
	Planning Exemption Regulation	October 26, 2017
	Subdivision and Development Appeal Board Regulation	October 26, 2017
	Community Aggregate Payment Levy Regulation *Maximum levy rate is $0.40 per tonne of sand and gravel effective January 1, 2018	October 26, 2017
	Off-Site Levy Regulation	October 26, 2017
	Subdivision and Development Regulation	November 1, 2017
	Subdivision and Development Forms Regulation	November 1, 2017
	Intermunicipal Collaboration Framework Regulation	April 1, 2018
	Inclusionary Housing	*Anticipated April 2018
	Reserve Land Assembly Area Regulation	*Anticipated April 2018
	Joint Use Planning Agreements	*Anticipated April 2018
	Edmonton Metropolitan Region Regulation	October 26, 2017
	Calgary Metropolitan Region Regulation	January 1, 2018
Assessment and Taxation	Qualifications of Assessors	June 2017
	Matters Relating to Assessment Complaints Regulation	January 1, 2018
	Matters Relating to Assessment and Taxation Regulation	January 1, 2018
	Matters Relating to Assessment Sub-Classing	January 1, 2018
	Business Improvement Area	*Anticipated April 2018
	Community Organization Property Tax Exemption Regulation	*Anticipated January 1, 2019

Document information:

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Alberta Municipal Affairs

Office of the Assistant Deputy Minister
Municipal Assessment and Grants
15th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-9660
Fax 780-427-0453

AR91823C

December 13, 2017

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

Dear Reeve Manzulenko,

On behalf of the Honourable Shaye Anderson, Minister of Municipal Affairs, I am pleased to inform you that the following amended capital project application submitted by your municipality has been accepted.

CAP-8644	Hamlet Fire Hydrant Replacement (amended)	$99,000

The provincial government looks forward to opportunities to celebrate your Municipal Sustainability Initiative funded projects with you, so please send invitations for these milestone events to the Minister's office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

I wish you continued success in strengthening Alberta's communities.

Yours truly,

sclarke

Stephanie Clarke
Assistant Deputy Minister
Municipal Assessment and Grants

cc: Brad Pickering, Deputy Minister
Hermann Minderlein, Chief Administrative Officer, Birch Hills County

ALBERTA
INFRASTRUCTURE

Office of the Minister
MLA, Calgary - Northwest

20 December 2017

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

Dear Reeve Manzulenko:

It was a pleasure to connect with municipal leaders in November at the Alberta Association of Municipal Districts and Counties and the Alberta Urban Municipalities Association conventions.

Many municipalities indicated they had questions about phase two of the federal government's Investing in Canada Infrastructure Plan (ICIP). I committed to providing a fact sheet to all municipalities on what the Government of Alberta currently knows about ICIP funding and related processes.

I am pleased to provide you with a fact sheet about the Investing in Canada Infrastructure Plan. It outlines the four funding streams and cost-sharing requirements and provides information on the Canada Infrastructure Bank and our understanding of next steps. If you have questions about the Investing in Canada Infrastructure Plan, please submit them by email to Alberta.ICIP@gov.ab.ca.

I look forward to continuing our work on issues that are of importance to your community and Alberta.

Sincerely,

Sandra Jansen
Minister

Attachment: The Investing in Canada Infrastructure Plan – What It Means for Alberta

cc: Hermann Minderlein Chief Administrative Officer

Room 127, Legislature Building 10800-97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-5041 Fax 780-644-1204

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The Investing In Canada Infrastructure Plan
What It Means For Alberta

Alberta Government

The $180+ billion Investing in Canada Infrastructure Plan will be delivered over 12 years. Of this, $33 billion will be made available through bilateral agreements between Infrastructure Canada and each of the provinces and territories.

The Governments of Alberta and Canada are currently negotiating this Phase 2 bilateral agreement, expected to be signed in March 2018. **Alberta's allocation is $3.4 billion for: Public Transit, Green Infrastructure, Community, Culture and Recreation and Rural and Northern Communities.**

COMMUNITY, CULTURE AND RECREATION

Funding will support new, expanded or renewed community centres and hubs, amateur sport, cultural and recreational installations and facilities.

RURAL AND NORTHERN COMMUNITIES

Funding will support projects that improve food security, local road or air infrastructure, broadband connectivity, efficient and reliable energy sources.

PUBLIC TRANSIT

Helping Canadian communities to improve and expand their existing public transit systems.

GREEN INFRASTRUCTURE

Consists of three separate sub-streams: Greenhouse Gas Mitigation; Adaptation, Resilience and Disaster Mitigation; and Environmental Quality.

Cost Sharing

The federal government will provide cost-sharing for eligible projects up to the following:

- *Provincial:* maximum of 50 per cent for each project;
- *Municipal:* maximum of 40 per cent for each project. Provinces are required to cost-share on municipal projects at a minimum of 33.33 per cent of eligible costs;
- *Not-for-profit sector:* maximum of 40 per cent for each project;
- *Indigenous communities:* maximum of 75 per cent;
- *Private sector, for-profit owned:* maximum of 25 per cent (not eligible for the Community, Culture and Recreation stream);
- Under the Rural and Northern Communities stream, Canada will invest up to 50 per cent for provincial, municipal and not-for-profit projects.

Next Steps on the Agreement

Alberta is responsible for identifying and submitting projects to the federal government, who will then determine approval. Alberta will work with municipalities and other partners to determine eligible projects to be submitted.

Projects will be prioritized based on the fiscal situation and provincial priorities and will be submitted after the agreement is signed in 2018.

Interested municipalities are encouraged to work with applicable Ministries to identify and prioritize projects.

The Canada Infrastructure Bank

The Canada Infrastructure Bank is a new tool that provincial, territorial, municipal and Indigenous government partners can use to access innovative financing for revenue-generating infrastructure projects. It aims to attract private and institutional investment to such projects in Canada, which will help public dollars go further by leveraging the capital and expertise of the private sector.

The Bank will invest $35 billion from the federal government towards revenue-generating infrastructure projects that are in the public interest, with a focus on projects such as public transit systems, trade and transportation corridors, and green infrastructure.

For more information on the Canada Infrastructure Bank, visit: http://canadainfrastructurebank.ca/

Questions?

Email us at alberta.icip@gov.ab.ca

December 19, 2017

Honorable Shaye Anderson
Minister of Municipal Affairs
Office of the Minister
Municipal Affairs
204 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Honorable Shaye Anderson:

RE: Acceptance of 2018 Capital Projects

Birch Hills County Council would like to take this opportunity thank you and your department for the acceptance of the following capital projects submitted under the Municipal Sustainability Initiative (MSI):

CAP-9449	Public Works Equipment Purchases	$ 974,000
CAP-9475	Gravel Haul	$1,300,000

The funding under this and other programs is critical to the ongoing operation of our municipality, especially in light of our continued shrinking tax revenues and increases to operating expenses. These pressures will financially impact our ratepayers, specifically in 2018 and future Operating and Maintenance budgets, and we cannot over emphasize the importance we feel there is in maintaining dialogue between municipal and provincial levels of government, whether through municipal organizations such as AAMDC or AUMA, or one on one.

Birch Hills County appreciates the time and energy you put to oversee your portfolio, and commend you on being able to do so while still representing the people of your riding. As always, our Council is open to meet with you should you be in our part of the province, and would appreciate nothing more than an opportunity to show off what the staff and residents of Birch Hills County have been working on to improve our quality of life.

Sincerely,

Original Signed By

Gerald Manzulenko,
Reeve
Birch Hills County

December 19, 2017

Honourable Brian Mason
Minister of Transportation
Office of the Minister
Transportation
320 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Honourable Brian Mason:

RE: Meeting re Future Highway Maintenance Contracts – November 16, 2017

Birch Hills County Council would like to take this opportunity to thank you for meeting with our representatives, and those of other municipalities, regarding future highway maintenance contracts during this fall's AAMDC Convention. As always, it is greatly appreciated when our Provincial Ministers take the time to seek our input regarding matters that are important to us all.

We do wish to recognize that the maintenance of our highways is strictly a provincial responsibility, but we believe it is important to restate that contract performance should be closely monitored, that poor performance needs to be documented, penalized if possible, and that these records should be provided with more weight when evaluating future tenders and awarding new contracts.

Birch Hills County appreciates the time and energy you put into overseeing your portfolio, and commend you on being able to do so while still representing the people of your riding. As always, our Council is open to meeting with you should you be in our part of the province, and would appreciate an opportunity to show off what the staff and residents of Birch Hills County have been working on to improve our quality of life.

Sincerely,

Original Signed By

Gerald Manzulenko,
Reeve
Birch Hills County

December 19, 2017

Mr. Ryan Konowalyk
Executive Director, Peace Region Transportation
3rd Floor Provincial Building
9621 - 96 Avenue
Peace River, AB T8S 1T4

Dear Mr. Konowalyk:

RE: Meeting with Birch Hills County Council – November 16, 2017

Birch Hills County Council would like to take this opportunity to thank you for meeting with us during this fall's AAMDC Convention. As always, it was a pleasure to speak with you, to provide you with a list of Birch Hills County Council's priorities and concerns, and to obtain an update on projects that your Department will be undertaking in the County.

We would like to confirm with you the details of our conversation that included:

1. Birch Hills County desperately needs some form of low level crossing to span the Saddle (Burnt) River and join Township Road 790 and Range Road 30 north of Wanham to replace the bridge that had been removed by the province. This is needed to provide access for fire protection, emergency medical responders, our own road maintenance crews, and to provide land owners access where farmlands are on the opposite side of the river from their home quarters. There had been a discussion at a AAMDC Zone meeting between Reeve Doran, CAO Minderlein, and other members of Council with Darcy Beach and Shahid Gill regarding potential solutions, but there was never any follow-up information provided to the County. We are looking to initiate discussions that could lead to a solution by either the Province or Birch Hills County if required;

2. Highway 739 from Highway 49 to Eaglesham needs new asphalt (either an overlay or rebuild), as there has been sinking in many areas and expanding pot holes, which includes a relatively new culvert that had been installed across the highway in the Hamlet of Eaglesham;

3. The issues noted regarding the quality of work of the Chip Seal project undertaken on Highway 49 between Highway 739 and Range Road 20. Material has, and is still, coming loose and this has caused, and is still causing damage to vehicles. I recently spoke with our MLA, Margaret

McCuaig-Boyd, at an event and she confirmed that she had similar concerns with this stretch of road. Could someone contact County Administrative staff and advise them if anything can or will be done to minimize future vehicle damage and of the process to be followed by those wishing to pursue claims against the crown for damages incurred;

4. The repairs to the damage caused by a landslide on Highway 740 just south of the Shaftesbury Ferry sight is still scheduled to be undertaken beginning in 2018; and

5. Concerns raised by Birch Hills County residents regarding the poor level of highway maintenance (snow removal) provided by Ledcor in Birch Hills County, most specifically in the region of Highway 43 between Range Road 23 and Highway 739 and Highway 739, which is very noticeable when compared to other local areas maintained by Ledcor and Laprairie Works Inc.

Birch Hills County does appreciate the time and energy you put in to overseeing Transportation related projects in our Region.

Sincerely,

Original Signed By

Gerald Manzulenko,
Reeve
Birch Hills County

South Peace Regional Archives

Box 687, Grande Prairie AB T8V 3A8 780-830-5105 spra@telusplanet.net

Reeve and Council,
Birch Hills County

20 December, 2017

Re: Peace River Country Land Settlement Database

In December 2014, Birch Hills County provided a generous grant of $2,500 to the South Peace Regional Archives in order that it might undertake a database on all of the 26,000 plus individuals who applied for Crown land in the Peace River Country of Alberta between 1915 and 1930. The project is based on information gleaned from the land files of the Department of the Interior held on microfilm in the Provincial Archives of Alberta.

To date, the project is approximately half way complete. In order that you might view the project as it currently stands, please enter "South Peace Regional Archives" on your computer. When the website comes up, go to "Research". Then scroll down to "Peace River Country Land Settlement Database."

When this web page appears, click onto "Project Explanation" for a detailed description of the overall project, including both the pre-1915 and the post-1914 parts.

You may then access information on any applicant for Crown land by entering his/her name on either the pre-1915 or the post-1914 fields – last name first – and clicking "search". Or, you may access the information on all individuals who applied for a particular piece of property – usually a quarter-section – by entering the legal description of the land on the fields indicated and clicking "search".

Please note, not all the post-1914 information has yet been recorded, and the project is only half-way complete. Full completion should occur in about two years. In the meantime, the database holds at least partial information on each of the 26,000 plus applicants for Crown land.

For more information, contact either David Leonard, project co-ordinator, at 780-482-2486 (dwlpeaceher@telus.net), or Mary Nutting, former Director of the South Peace Regional Archives at 780-532-4014 (mjnutting@gmail.com).

Thank you,

David W. Leonard