AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
JANUARY 11,2022

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

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
a. December 14, 2021 Regular Council Meeting Minutes (pg 3)

4. DELEGATIONS
a. 9:05 am – PWPSD - Heather Putio – Eaglesham School Liaison Officer
b. 9:40 am - Andrew Christopher – Asset Management (pg 10)

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

5. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (pg 12)
b. CAO Action Log (pg 14)
c. Call Log (pg 19)

6. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)
a. Delegation – PWPSD – School Liaison Officer Funding
b. Delegation - Andrew Christopher

7. BYLAWS

8. NEW BUSINESS
a. Council – i) Public Participation (pg 21)
ii) Councillor Electronic Policy (pg 31)

b. Administration –i) RFD Transfer to the Tax roll (pg 38)
c. Emergency Services – NIL
d. Public Works – NIL
e. Agricultural Services – Ag Service Board Conference Update/ resolutions

9. FOR INFORMATION
a. December 2nd CPREM Minutes (pg 40)
b. AB Health Services – New Hospital Now Open (pg 46)
c. Rural VIP Flyer (pg 47)

10. CORRESPONDENCE - NIL

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12. CLOSED SESSION –

a. Legal – FOIP Sections 17,23,24
b. Personnel – FOIP Sections 17,23,24

NEXT REGULAR COUNCIL MEETING DATE – January 25th, 2022

PRESENT:	**Reeve**	Gerald Manzulenko	Ward 4
	Deputy Reeve	Albert Poetker	Ward 1
	Councillor	Deanne Wendland	Ward 2
	Councillor	Paul Reum	Ward 3
	Councillor	Mel Duvall	Ward 5
	Councillor	Denise Joudrey	Ward 6
	Councillor	Karen Portelance	Ward 7
STAFF:	**CAO**	Larry Davidson	
	Executive Assistant / Legislative Coordinator	Bailey Smith	

CALL TO ORDER

9:00 a.m.

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

ADOPTION OF AGENDA

RC21-519 Moved by Councillor Reum that Council adopts the agenda of the December 14, 2021 Regular Council meeting with the following additions: 9.a.v Regional Water Letter of Support, 9.a.vi Audit Engagement Letter, 9.b.vii Doubtful Accounts and an item for closed session, Lands.

CARRIED

ADOPTION OF MINUTES

Regular Council Meeting
November 30, 2021

RC21-520 Moved by Councillor Portelance that Council approves the minutes of the Regular Council Meeting November 30th.

CARRIED

DELEGATIONS

Ron Jonzon – *Unsightly Appeal (9:03a.m. – 9:18a.m.)*

Mr. Ron Jonzon appeals to an Unsightly Order issued November 3rd 2021. He is proposing an extension to August 15, 2022.

RC21-521 Moved by Deputy Reeve Poetker that Council accepts the delegation as information.

CARRIED

Eaglesham Ag Society
(9:19a.m.-9:52a.m.)

The Eaglesham Ag Society presents to Council their future projects.

RC21-522 Moved by Councillor Joudrey that Council accepts the delegation as information.

CARRIED

Break at 9:53am to 10:00am

COUNCILLOR REPORTS

Reeve Gerald Manzulenko

Attended the Central Peace Medical Corporation meeting and the Central Peace Water Supply System meeting on December 8th.

Deputy Reeve Poetker

Reported on information related to stabilization and the Free Alberta Strategy.

Councillor Wendland

No Report

Councillor Reum

Attended CPREM on December 2nd and the Regional Waste Commission.

Councillor Duvall

No Report

Councillor Joudrey

Councillor Portelance

No Report

RC21-523 Moved by Councillor Duvall that Council accepts the verbal reports as information.

CARRIED

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

CAO Report

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

RC21-524 Moved by Councillor Wendland that Council accepts the CAO's verbal update to accompany the written report provided to Council as information and directs administration to apply CNRL's 2019 reassessment adjustment of $3,953.53 to the Allowance for Doubtful Accounts 12-23-00-00-990 in 2021.

CARRIED

CAO Action Log	Council reviewed the CAO Action Log provided in the Agenda Package. **RC21-525 Moved by Councillor Reum** that Council receives the CAO Action Log for information. **CARRIED** **RC21-526 Moved by Deputy Reeve Poetker** that Council accepts the response from the government regarding the 2020 DRP appeal decision. **CARRIED**
BUSINESS ARISING OUT OF THE MINUTES	
Ron Jonzon – *Unsightly Appeal*	Ron Jonzon wishes to extend the deadline to his Unsightly Order to August 15, 2022. **RC21-527 Moved by Councillor Joudrey** that Council directs Bylaw Enforcement to enforce the current Unsightly Order against Mr. Ron Jonzon with a compliance date of December 15, 2021. **CARRIED**
Eaglesham Ag Society	**RC21-528 Moved by Councillor Portelance** that Council accepts the delegation as information and direct administration to draft a thank you letter and arrange for a future meeting to discuss the project further. **CARRIED**
BYLAWS	NIL
Council *RFD – Peace Wapiti Public School Board Funding Request*	Peace Wapiti Public School Board has requested $13,000 to support the Eaglesham School Liaison Officer program. **RC21-529 Moved by Councillor Wendland** that Council accepts the request as information and directs administration to invite a member of the Peace Wapiti Public School Board as a delegation in a future meeting. **CARRIED**

RFD- Eaglesham Playschool Funding Request

Council is being requested to donate $7,500 to support the Eaglesham Playschool Club.

RC21-530 Moved by Deputy Reeve Poetker that Council provides $7,500 to the Eaglesham Playschool Club program for the 2022 fiscal year using GL 2-51-00-00-770 Grants to Individuals & Organizations.

CARRIED

RFD – Peace Regional Victim Services Funding Request

Council is being requested to donate to the Peace Regional Victim Services.

RC21-531 Moved by Councillor Wendland that Council provide administration with approval to fund $1,553 to the Peace Regional Victim Services for the 2022 fiscal year.

CARRIED

Lunch at 11;59a.m.

Meeting rejoined at 12:30p.m.

RFD – Unsightly Order – Birch Hills County

Council is being presented with an Unsightly Order issued to Birch Hills County for a property in Wanham, AB.

RC21-532 Moved by Councillor Duvall that Council direct administration to remove the structures, register a caveat with Land Titles for the cleanup costs, apply the costs to the tax roll and further direct administration to follow the required procedures defined by the RCMP to remove the vehicles.

CARRIED

RFD – Regional Water Letter of Support

Council is being requested to provide a letter of support for a Regional Water treatment plant (hub).

RC21-533 Moved by Deputy Reeve Poetker that Birch Hills County Council supports an application to Alberta Transportation for Water for Life- New Regional Water System grant program for the design and construction of a new regional water treatment plant (hub) for the Central Peace Regional Water System.

Administration

RFD – Bank Reconciliation

Council is being presented with the November Bank Reconciliation.

CARRIED

RC21-534 Moved by Councillor Reum that Council accepts the bank reconciliation as information.

CARRIED

INITIALS: **Reeve:** _____

CAO: _____

RFD – Audit Engagement Letter

Administration has received the audit engagement letter and supporting documents form our auditor JDP Wasserman & Associates.

RC21-535 Moved by Councillor Joudrey that Council directs the Reeve to sign the audit engagement letter on behalf of Council.

CARRIED

Director Of Corporate Services, Shelley Braun, enters at 12:40p.m.

RFD 2022 Capital Budget & 2023-2027 Capital Plan Summary

Council is being presented with the 2022 Capital Budget and the 2023-2027 Capital Plan Summary.

RC21-536 Moved by Deputy Reeve Poetker that Council approves the 2022 Capital Budget and the 2023-2027 Capital Plan Summary as presented.

CARRIED

2022 Operating Budget

Council is being presented with the 2022 Operating Budget.

RC21-537 Moved by Councillor Wendland that Council adopts the 2022 Operating Budget as presented.

CARRIED

2023-2025 Operating Financial Plan

Council is being presented with the 2023-2025 Operating Financial Plan

RC21-538 Moved by Councillor Portelance that Council accepts the 2023-2025 Operating Financial Plan as information.

CARRIED

RFD – Doubtful Accounts

Council is being requested to authorize the write off some aged fire service invoices, a bulk water charge as well as transfers of outstanding utility accounts to the tax roll.

RC21-539 Moved by Deputy Reeve Poetker that Council authorize the write-off of outstanding Fire Services on public land accounts in the amount of $4,300.92 and direct administration to charge the expenses to account 2-23-00-00-990 - Fire Services Bad Debt Other; and the outstanding Bulk Water debt of $74.78 to account 2-41-10-45-990 Regional Water – Other; the miscellaneous charges of $218.90 applied to 2-12-10-00-990 General Admin – Other and direct administration to continue efforts to recover the outstanding amounts.

Director Of Corporate Services, Shelley Braun, exits at 12:58p.m.

CARRIED

Public Works
RFD – Peoria Landfill Rental

Administration is providing Council with information regarding an alternate proposal to rent the land that was used for the Peoria Landfill within the NW 3-77-2-W6M.

RC21-540 Moved by Councillor Portelance that Council tables the decision till later on in the meeting.

CARRIED

Agriculture
RFD – VSI Agreement

Council received a contract extension for the 2022 calendar year; January 1, 2022 to December 31, 2022 for Veterinary Services Inc. (VSI).

RC21-541 Moved by Councillor Duvall that Council direct administration to sign the one-year V.S.I contract extension at a cost of $16,000.

CARRIED

ASB Conference Attendance

Council is being requested to determine which members of Council will attend the upcoming ASB conference.

RC21-542 Moved by Councillor Reum that Council sends Councillor Duvall and Deputy Reeve Poetker to the upcoming ASB conference.

CARRIED

FOR INFORMATION

Council is provided with a verbal summery of each item of information.

RC21-543 Moved by Councillor Portelance that Council accepts the documentation provided as information.

CARRIED

CORRESPONDENCE

NIL

CLOSED SESSION

RC21-544 Moved by Councillor Reum that Council goes into Closed Session at 1:13 p.m. to discuss the following;

a. Land 16,17,24
b. Performance Review 17,19
c. Land 16,17,24

CAO Davidson Left the meeting @ 1:47pm. and returned at 2:54pm.

CARRIED

INITIALS: **Reeve:** _____

CAO: _____

RC21-546 Moved by Councillor Portelance that Council directs administration to deny the Hutterian Brethren Church of Birch Hills's proposal for the waiving of the rental fees for the 11.93 acres of land formerly used for landfill purposes and reaffirm the motion of August 24, 2021, with the rates as per the 2021-01 Fees Rates and Charges Bylaw.

CARRIED

RC21-547 Moved by Reeve Manzulenko that the letter of Troy Bouchard requesting an extension of the unsightly order be denied.

CARRIED

RC21-548 Moved by Councillor Wendland that Council approves the probationary period of the CAO, and make him the permanent Chief Administrative Officer.

CARRIED

ADJOURNMENT

Being that there is no further business, Reeve Manzulenko adjourned the meeting at 3:12 p.m.

Original to be Signed
Gerald Manzulenko
Reeve

Original to be Signed
Larry Davidson
CAO

Date: January 11, 2022 **Name (s) of Presenter(s):Andrew Christopher & Sean Nicoll**

(COUNCIL MEETS EVERY 2nd AND 4TH THURSDAY OF THE MONTH)

REASON FOR PRESENTATION: (Give outline of what item(s) you wish to discuss with Council)

Asset Management presentation and live demonstration. FCM Grant Funding opportunities.

LENGTH OF TIME REQUIRED: (MAXIMUM OF 5 MINUTES)30 minutes.

WHAT SUGGESTIONS DO YOU HAVE TO PROVIDE A SOLUTION TO RECTIFY THE ISSUE?

SIGNATURE: Andrew Christopher **PHONE NUMBER:** 780-619-9636

PLEASE RETURN THIS FORM ON OR BEFORE 12 NOON THE THURSDAY PRIOR TO THE MEETING.

FOR OFFICE USE ONLY

Approved: Yes ☐ No ☐

Meeting Date:_____

Notes:

CAO Signature:

TO: Members of Council

FROM: Larry Davidson, CAO

RE: Report to Council January 11, 2022 Regular Meeting of Council

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SUBJECT: CAO Report

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

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

REPORT:

Highlights of activity from December 9 to January 3rd.

December 9, 2021

- SLT meeting
- Review of Financial Impacts resulting from CNRL appeal decision

December 10th

- Central Peace Regional Waste Management Commission meeting
- Draft Cell phone policy
- Met with Birch Hills Gas Coop staff

December 13th

- Met with Asst. Ag Fieldman to discuss Development matters

December 14th

- Regular Council meeting

December 15th

- Council Orientation 12pm - 4:30pm
- G5 meeting

December 17th

- Followed up on Unsightly Properties to determine progress
- Met with MD of Spirit River to discuss shared service delivery options & Ec. Dev. Initiatives

December 20th

- Researched some Ec. Dev. Opportunities/grant funding such as biomass, solar farms etc.
- Signed documents for Dreamer's Lake with Reeve

December 21st

- Met with Ag Director/OH&S coordinator re: update on safety program
- Met with Director of Public Works
- Reviewed Drafted policies
- Reviewed CPREM Emergency Management Plan
- Met with G5 CAOs & Spirit River CAO leaving
- Applied for & received approval of Employee Covid testing – for business continuity
- Watched the Premier's & Dr. Hinshaw Covid-19 Address.

December 22-24

- Off (3 days Christmas policy – Director of Finance will be acting CAO)

December 29th

- Reviewed/amended policies for January 11 council meeting
- Reviewed contracts coming up for renewal. Ie. Fire Chief, Mutual Aid Agreement, Garbage Collection Services.
- Informed of CNRL appeal of Assessment Appeal Decision to the Courts. Province acting on behalf of municipalities as they are the Industrial assessor.
- Worked on Organizational Review

December 30th

- Worked on Organizational Review
- Reviewed RMA Engagement Guide for Provincial Policing Transition

December 31st

- Met with Ag Director to discuss Org review
- Worked on Organizational Review
- Watched COVID-19 update

January 4th

- SLT meeting
- Policy Review
- Birch Hills Library zoom meeting

UPCOMING EVENTS

Date	Event
January 6	RMA Virtual Session re: Policing Study
January 7	CPREM Orientation & Emergency Management for Elected Officials
January 11	Regular Council meeting
January 25	Regular Council meeting

Motion #	Motion	By	Action	Status
MEETING	**October 20, 2020 Regular Council Meeting**			
	that Council direct Administration to monitor Alberta Provincial **Police Service Transition Study** developments and provide Council with an updated situation report at a future Regular Meeting of Council.	CAO	Update was provided February 23,Reg. Council meeting.	Council and CAO spots booked for Grande Prairie Input Session.
MEETING	January 26, 2021 Regular Council Meeting			
RC21-051	that Council direct Administration to revisit updating the **Road Network Agreement** in consultation with the Council Advisory Committee **(upon Committee commencement), and bring back additional analysis** to a future Regular Council Meeting.	CAO/DPW	Cross listed with RC20-535 “bond”. Reviewed on March 31, 2021 CAC-RN reviewed on July 7, 2021. CAC-RN reviewed on August 11, 2021	Next Meeting of Committee scheduled for Jan 19, 2022, 9:00am

CAO Action Log - Regular Council- Updated September 29, 2021 Agenda Item 6.b

Motion #	Motion	By	Action	Status
	March 9, 2021 Regular Council Meeting			
RC21-137	that Council table the request for decision regarding **Saddle Hills County's Proposed Water** Intake and Pump Station Land Agreement and present at a future regularly scheduled Council meeting.	CAO	Awaiting on additional details from Saddle Hills CAO	Saddle Hills is negotiating the purchase.
MEETING	May 25, 2021 Regular Council Meeting			
RC211-252	that Council direct Administration to implement the Drainage System Network enhancement, further direct Administration to, as necessary, draft and issue request for proposal(s) for the project up to a maximum of $237,667.			Finished for the season. Continue in 2022
MEETING	June 22, 2021 Regular Council Meeting			
RC21-294	that Council direct Administration to award up to $720 (estimated at $520.00 for barbed wire, $100.00 for posts and $50.00 for staples) to pay for the cost of materials required to fix damaged sections along the 600m of fence, with repairs to be done by the landowner. Cost of materials to be reimbursed upon receipt of approval, no labor costs to be paid.			Discussed with Council Oct 26th, Directed to comply with resolution RC21-294

CAO Action Log - Regular Council- Updated September 29, 2021 Agenda Item 6.b

Motion #	Motion	By	Action	Status
RC21-295	that Council direct Administration to proceed with the Federal Gas Tax Fund application of $250,000.00, and further grant Administration authorization to draw upon reserves, not to exceed $15,000.00, for legal and other project costs that are not eligible Federal Gas tax Fund expenses.		Received $174,490	Smoky River Road Replacement Project on hold pending review of options.
MEETING	August 24, 2021 Regular Council Meeting			
RC21-360	that Council directs administration to accept this proposal in principle from Hutterian Brethren Church of Birch Hills for the rental of 11.93 acres of land formerly used for landfill purposes with no land rental fees for the remainder of 2021 however, standard land rental fees will apply thereafter.			New Agreement drafted as per resolution on December 14th 2021, forwarded to the colony for approval.
MEETING	September 28, 2021, Regular Council			

CAO Action Log - Regular Council- Updated September 29, 2021 Agenda Item 6.b

Motion #	Motion	By	Action	Status
RC21-394	Moved by Councillor Poetker that Council accepts the report as information and directs administration to send a letter to the Red Tape Reduction Group.	Oct 11,2021	Need To: 1) Assign the rights from the former Town of Wanham to Birch Hills County. 2) Amend original application for the additional area 3) Apply for a water license for this structure	Filing appropriate paperwork to transfer ownership from Wanham to Birch Hills County and obtain a water license
MEETING	**November 9 - REGULAR COUNCIL**			
RC21-484	Moved by Deputy Reeve Poetker that Council direct administration to apply for funding under the Strategic Transportation Infrastructure Program (STIP) to repair bridge file #77831 at a cost of $142,000.			Waiting on approval

CAO Action Log - Regular Council- Updated September 29, 2021 Agenda Item 6.b

Motion #	Motion	By	Action	Status
RC21-489	Moved by Councillor Joudrey that Council directs administration to seek legal advice pertaining to a bridge.			Waiting on response from insurrance
RC21-490	Moved by Deputy Reeve Poetker that Council directs administration to seek legal advice pertaining to HR.			In Progress
MEETING	December 13 - REGULAR COUNCIL			

Birch Hills County Call Log

	Location	Concern
29-Nov-21	**Hamlets (behind post office)**	**2 Complaints about road conditions**
26-Nov-21	**Hamlets**	**3 Complaints about road conditions**
7-Oct-21	RR 240 Hwy 740	Sign down
8-Oct-21	SE 27-77-4 W6	Fenceline placement in relation to new subdivision application
13-Oct-21	Watino	Question about development permit application for existing gravel pit
18-Oct-21	SW 3-78-2 W6	Question about moving a house back on a piece of property and the requirements of the LUB
13-Oct-21	770 and 21	Asking about doing ditch clean, I will meet him on site and on call is done.
19-Oct-21	792a and 240	concerned about water flow in area around 250 and 792, been going on for years. Staff has looked at this location from some time now with the only way to address everyones concerns is to look at historical maps of water runs and drainage as staff can't or worn't divert water from one field to the next. needs to be a bigger picture look. more work needed from staff. Brent would like someone to come out during run off which we will as in years past
18-Oct-21	4906 50 St Wanham	Question about home based busines in residence
21-Oct-21	Wanham	[redacted] has been inquiring about ditch cleaning
22-Oct-21	RR 13 north 49	[redacted] putting fence on county road.
21-Oct-21	790 and 10	called about work and rock we placed in washout area, would like us to do more if possible
22-Oct-21	Watino	called about birght light in the area that shines directly at her cabin, informed her that it wasn't our light plant maybe a gravel operation however I don't know if anyone is crushing or not. She stated its been like that for about 2 months
25-Oct-21	Tangent	Clarification of Crop Disease Rotations
26-Oct-21	RR 40	Please add RR 40, South of Twp 677 as a bus route for plowing
26-Oct-21	Eaglesham	Looking for Info on becoming a new MFR member with the County , she will forward appropiate paper work.
26-Oct-21	Fox Creek Cemetary	Spoke to [redacted] about possible damage to approach of cemetary by rig truck parking there during rig moves. He went and looked and said the approach is ok but the culvert may be damaged. Dion will go inspect.

27-Oct-21	[redacted]	[redacted] [redacted] [redacted]
		talked to [redacted] about this at 240pm on oct 27. most of the dirt is being placed on the back slope and the field. Dirt in front of the house and some from further south is being trucked to the wanham landfill that is by [redacted] land however it is in the land fill area not his field
1-Nov-21	Wanham	[redacted] concerned about a tree leaning towards her home, [redacted] Wanham, Ave Side
29-Nov-21	N. Belloy Road	d a complaint regarding the burning of an old hall. Resident concerned about the smoke and potential for asbestos.
1-Dec-21	Eaglesham	3 trees on RR 260, blocking the road
1-Dec-21	Twp 792	[redacted] asked if we could have a grader on Twp 792 for Friday? Want to haul grain
20-12-21	W. Peoria	lack of ditching along their property (W. of Peoria)and responding to enquiries. Asked Michael to follow up and provide me a report

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**
Meeting Date:	January 11, 2022	**CAO:** *Larry Davidson*
Originated By:	Bailey Smith	**Manager:**
Item Title:	Public Participation Policy	**Presenter: Bailey Smith**

BACKGROUND / PROPOSAL:

Council is required to establish a Public Participation Policy as per section 216.1(1) of the MGA. Council's current policy 11-04-18 is attached for reference and was adopted June 14, 2018. While the current policy meets the requirements of the act, it is vague as to the type of public engagement for each event/action within the policy.

DISCUSSION / BENEFITS / DISDVANTAGES:

Having a clearly defined policy will assist administration and Council in determining the type of public engagement required.

COST / SOURCE OF FUNDING:

N/A

RELEVANT LEGISLATION (Cite): MGA section 216.1(1)

ATTACHMENT(s): Current policy #11-04-18 and the DRAFT Policy #01-11-22.

OPTIONS:

1. Council may rescind policy #11-04-18 and approve Policy #01-11-22 known as the Public Participation Policy.
2. Council may amend the policy to address any concerns.
3. Council may choose to maintain policy #11-04-18 Public Participation Policy in its current form.

RECOMMENDED ACTION:

That Council rescind policy #11-04-18 and approve policy #01-11-22 known as the Public Participation Policy.

Department **Council**	Policy No. **11-04-18**	Page **1 of 3**
Policy Title **Public Participation**	Date: **June 14, 2018**	Resolution No. **RC18-195**

PURPOSE

To ensure accountability, transparency and to recognize the value of public participation by identifying the method, level and type of public participation in decisions that directly impact the public.

GUIDELINES

1. Council shall;

    a. be cognizant of the public service commitment to engage with citizens;

    b. be proactive and anticipate community concerns; and

    c. consider democratic tools such as plebiscites if necessary once the proper engagement and dialog takes place.

2. The Chief Administrative Officer or Designate shall:

    a. ensure Council determines the citizen engagement necessary as per Schedule A and B or as otherwise determined by Council;

    b. commit to proper planning for the engagement process;

    c. ensure all public participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation.

3. All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.

4. All Public Participation will be undertaken in accordance with all existing municipal policies.

5. This Policy shall be available for public inspection and may be posted to the Municipality's website.

6. This Policy will be reviewed at least once every four years.

Department **Council**	Policy No. **11-04-18**	Page **2 of 3**
Policy Title **Public Participation**	Date: **June 14, 2018**	Resolution No. **RC18-195**

ATTACHMENTS

Schedule A - Birch Hills County Events/Actions

Schedule B - Birch Hills County Spectrum of Engagement

Hermann Minderlein
Chief Administrative Officer

Gerald Manzulenko
Reeve

Adopted by Council: RC18-195	Date: June 14, 2018
Updated:	

Birch Hills County Events/Actions

	Event/Action
Council	Annual Budget
	Annual Report
	Strategic Plan
	Bylaw Review & Development
	Policy Review & Development
	Activities Report
	Capital Projects
	Regular/Special/Committee Meetings
Finance	Audited Financial Statements
Planning & Development	New or Amended Municipal Development Plan, Area Structure Plans,
	New or Amended Area Redevelopment Plans
	Planning Documents
	New or Amended Community Sustainability Plan
Agricultural Service Board/Rural Development	Agricultural Service Board Business Plan
	Agricultural Acts; Enforcements & Methods; Policies & Programs
	Agricultural Service Board Annual Report
Public Works	Public Works Affecting Adjacent Landowners
	Construction of Infrastructure
	Traffic Management/Studies
Protective Services	Change in Service Level for Fire Department or Bylaw Enforcement
	Municipal Emergency Plan
Recreation Service Area	Development of Trail, Park or Green Space
	Public Facility Development or Closure
	Facility or Recreation Master Plan
Economic/Community Development	As directed by Council

Birch Hills County Spectrum of Engagement

Type of Engagement	Inform	Consult	Involve
Goal	Provide public with balanced, objective information to assist them in understanding Council decisions within the context of the alternatives available.	To obtain feedback throughout the decision-making process, listen and respond to public concerns and incorporate public concerns into the decision-making process.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
Description	Decision is routine and part of normal operations Disclosure is required by law An urgent need exists to respond to the public An employee is acting within their legal authority	Public notification and input is required The decision is a known concern to other parties The decision will affect the lifestyle or habits of citizens There is perceived risk associated with the decision Council or Administration request public input	Council is at an impasse on a strategically important decisions An issue is considered important enough for the future of the County and beyond the mandate of the current Council Council wishes more community involvement
Process/Tools	Newspaper Website Social Media Radio Letters Flyers Signs Tax Notice Stuffers Direct Mail	Telephone Survey Online Survey Mailed/Published Survey Workshop Open House Public Hearing Council Meeting	Newspapers Website Social Media Community Workshops Open Houses

Department **Council**	Policy No. **01-04-22**	Page **1 of 4**
Policy Title **Councillor Electronic Policy**	Date: **January 11, 2022**	Resolution No.

POLICY STATEMENT: To provide Councillor's with Electronic Devices to view digital data with respect to municipal business. Birch Hills County views technology as being supportive of municipal governance and a resource to improve communication with the public, fellow Councillors, organizations, and the County Office.

PURPOSE: To establish guidelines for the use of electronic devices for Council members during the term of their office.

DEFINITIONS:

a) **"Councillors"** means the duly elected officers of Birch Hills County including the Reeve.

b) **"Council Approved Activity"** means any conference, seminar, course, training or event with content or subject matter directly related to Council business.

c) **"Electronic Device"** means iPad's, computers, cell phones or any other electronic device provided to Councillors.

d) **"County"** means Birch Hills County

PROCEDURES:

Provision of Electronic Devices

1. Administration will facilitate the provision of an Electronic Device to Councillors in order to maintain communications with regard to municipal business and will provide training for the use of the relevant software and device.
2. Each Councillor will receive an Electronic Device for the duration of their term of office and Administration will make provision in the budget for the same.
3. Each Councillor must sign an Electronic Device Use Agreement. This agreement is attached as Schedule "A" and shall form part of this policy.
4. Councillors shall be assigned an Electronic Device for the purpose of Council Approved Activity, including:
    a. Receiving and reviewing municipal government correspondence electronically i.e., agendas, minutes, daily correspondence, e-mails, bylaws and policies;

b. Attending Council meetings, Committee meetings, appointed Board and Commission meetings, government related meetings and other meetings as may be required.

5. The style, design, specifications and cost of Electronic Devices shall be determined by Administration.
6. All Electronic Devices shall be the property of Birch Hills County.
7. All applications and software purchased and installed on Electronic Devices shall be the property of Birch Hills County. No other software other than software installed by Birch Hills County shall be permitted.
8. Birch Hills County shall be responsible for downloading software, maintenance and troubleshooting issues for Electronic Devices assigned to Councillor's during their term of office.

Disposition of Electronic Devices

1. Members of Council assigned Electronic Devices shall have the option of returning the devices or retaining at the end of their term of office:
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   b. Electronic Devices returned to Administration shall be restored to its original settings. Upon restoration, the Electronic Device shall become part of the County's electronic equipment inventory and Administration shall determine its future allocation.
2. If a Councillor's term ends prior to the four-year term of office the Councillor will have the option of purchasing the Electronic Device at a cost that has been depreciated based on ¼ of the original cost in each of the first four years with a residual balance of zero.
3. Councillors are entitled to only one iPad every two (2) terms. Should one become damaged before their term ends, it will be replaced at Council's discretion by way of a Council motion.
4. It is the responsibility of Councillor's to maintain good physical condition and physical safety of the Electronic Device and to ensure they are the only person that uses it.

FOIP

Councillors will conduct electronic communications in accordance with the Freedom of Information and Protection of Privacy Act, RSA 2000 and amendments thereto.

Parameters for Electronic Device Usage

Electronic Devices are provided to Councillor's for municipal business use only and Councillor's are required to adhere to the following restrictions:

- do not store personal documents on the hard drive;

• do not play or install games on the hard drive;

• do not download or install any software;

• Electronic Devices and related software and equipment are Birch Hills County property. To prevent problems and protect the County from liability, Birch Hills County reserves the right to examine all files, e-mail directories and other information stored on our Electronic Devices, tapes and disks;

• Software is subject to licensing agreements. To prevent liability, do not remove copy or install company software on a personal computer. Should a Councillor need access to particular software at home, the Chief Administration Officer will determine if such access is necessary and may obtain a valid copy; and

• To prevent viruses, only open business-related e-mail attachments when they come from a known and reputable source. Avoid opening e-mail attachments that contain wave files, video files or executable files as they may contain viruses.

Email and Use of County Office Internet

1. Birch Hills County may set up Internet and e-mail access to enable Councillor's to perform their job effectively. Birch Hills County expects Internet and e-mail use to be restricted to work-related activities.
2. Internet and e-mail are effective business tools, but they can also be misused or abused. To prevent problems and protect the County from liability, Birch Hills County reserves the right to monitor Councillor Internet use, including any web sites visited, and reading e-mail messages, and any attachment.
3. E-mail or Internet access may not be used to:
    a. engage in any illegal or unethical activities;
    b. distribute a virus or other harmful component;
    c. violate copyright laws by unlawfully downloading or using information or software that is protected by copyright;
    d. indiscriminately copy e-mail messages to individuals or send irrelevant messages (e.g., jokes, pictures, junk mail, "chain letters", inappropriate e-mail or pictures);
    e. disclose confidential information about the County or its taxpayers;
    f. express opinions that appear to be on behalf of or representing Birch Hills County.
4. E-mail is a form of business communication and should be treated as such. Councilors are required to be professional in all e-mail communications. Councillors should identify themselves properly and professionally, using proper etiquette.
5. Birch Hills County may discontinue a Councillor's Internet or e-mail access at its sole discretion. The County reserves the right to block any websites deemed inappropriate.
6. Birch Hills County will be held harmless in cases where there is violation of computer software copyright laws by a Councillor. Council Members shall be

responsible for any fines, imprisonment, etc. that are related to computer software copyright infringement.

7. Birch Hills County will not reimburse Council Members for any costs related to personal or at home internet service installations or provisions unless a County bylaw is approved.
2. 8. Use of fee-for-service providers on the Internet is not allowed unless there has been proper authorization from the Chief Administrative Officer or his/her designate, e.g., Upgraded Cloud storage

Security

1. In order to prevent unauthorized access, devices must be password protected using the features of the Electronic Device.
2. The device must lock itself with a password or PIN if it's idle for five minutes.
3. An Electronic Device may, where possible, be remotely wiped by the County if
    a. The device is lost,
    b. A data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.
4. It is the responsibility of the device owner to take additional back up precautions for their Electronic Device.
5. Lost or stolen Electronic Devices must be reported to the Chief Administration Officer within 24 hours.
6. Should Council become aware of any Council Member failing to follow this policy, the matter will be reviewed and discussed at a Regular Council meeting; Council's decision will be final.

Faulty/ Damaged Equipment

1. Replacement of damaged/ageing devices is assessed on a case-by-case basis.
2. In the event a device becomes faulty or damaged, the Councillor is to notify the Chief Administration Officer as soon as possible. They will determine an appropriate solution to the fault/ damage including repair, return under warranty or replacement of the item.
3. Damage to devices and accessories are subject to cost recovery and are at the discretion of the Chief Administration Officer.

Original to be signed

Larry Davidson
Chief Administrative Officer

Original to be signed

Gerald Manzulenko
Reeve

Adopted by Council:	Date:
Updated:	

Schedule A

Birch Hills County
Electronic Device Use Agreement

Electronic devices are valuable, fragile and desirable commodities. The following safeguards should be observed and implemented to protect them:

- Do not leave the device unsecured in your vehicle or public area.
- Do keep your device close to you and know where it is at all times.
- Do not eat or drink near the device.
- Do follow the district's acceptable use policy at all times while using the device.

The device listed below is issued to you as a Birch Hills County Councillor and should be used onlyby you and only for county related business. You are responsible for your device; if it is lost, stolen or damaged by misuse, it may not be replaced and you may be held financially responsible. Birch Hills County has the right to inspect county issued electronic devices on request.

I have read and agree to adhere to the county's acceptable use policy.
Initial:_____

I hereby accept responsibility for the loss, theft or damage to the device listed below. I further agree to hold Birch Hills County harmless of any and all liability arising from any injury or loss resulting from the condition of this device. I agree to return this device to Birch Hills County upon separation from the County.

Name:_____
Signature_____
Date:_____

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**
Meeting Date:	January 11, 2022	**CAO:** *Larry Davidson*
Originated By:	Bailey Smith, Legislative Coordinator	**Manager:**
Item Title:	RFD- Councillor Electronic Devices	**Presenter: Bailey Smith**

BACKGROUND / PROPOSAL:

Council has agreed to utilize electronic devices such as an iPad to conduct meetings and emails. A policy has been developed to govern the use and replacement of these devices.

DISCUSSION / BENEFITS / DISDVANTAGES:

Conducting meetings using software such as All-Net and Ipads will save time and money. The legislative Coordinator will no longer have to print agenda packages for each member of Council, resulting in significant savings for photocopying and actual time spent. Agenda packages will also be more secure as permissions will be provided for Council and staff. The public will have better access to documents as well. Councillor email accounts will also be transitioned to the Ipads.

COST / SOURCE OF FUNDING:

Council budgeted $9,000 for Ipads and software, which was included in the 2022 Interim Operating budget.

RELEVANT LEGISLATION (Cite): N/A

ATTACHMENT(s): Councillor Electronic Device Policy

OPTIONS:

1. Council may choose to adopt the policy as presented.
2. Council may choose to direct administration to amend the policy as required.

RECOMMENDED ACTION:

That Council approve the Councillor Electronic Device policy as presented.

Department **Council**	Policy No. **01-04-22**	Page **1 of 4**
Policy Title **Councillor Electronic Policy**	Date: **January 11, 2022**	Resolution No.

POLICY STATEMENT: To provide Councillor's with Electronic Devices to view digital data with respect to municipal business. Birch Hills County views technology as being supportive of municipal governance and a resource to improve communication with the public, fellow Councillors, organizations, and the County Office.

PURPOSE: To establish guidelines for the use of electronic devices for Council members during the term of their office.

DEFINITIONS:

a) **"Councillors"** means the duly elected officers of Birch Hills County including the Reeve.

b) **"Council Approved Activity"** means any conference, seminar, course, training or event with content or subject matter directly related to Council business.

c) **"Electronic Device"** means iPad's, computers, cell phones or any other electronic device provided to Councillors.

d) **"County"** means Birch Hills County

PROCEDURES:

Provision of Electronic Devices

1. Administration will facilitate the provision of an Electronic Device to Councillors in order to maintain communications with regard to municipal business and will provide training for the use of the relevant software and device.
2. Each Councillor will receive an Electronic Device for the duration of their term of office and Administration will make provision in the budget for the same.
3. Each Councillor must sign an Electronic Device Use Agreement. This agreement is attached as Schedule "A" and shall form part of this policy.
4. Councillors shall be assigned an Electronic Device for the purpose of Council Approved Activity, including:
    a. Receiving and reviewing municipal government correspondence electronically i.e., agendas, minutes, daily correspondence, e-mails, bylaws and policies;

b. Attending Council meetings, Committee meetings, appointed Board and Commission meetings, government related meetings and other meetings as may be required.

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3. E-mail or Internet access may not be used to:
    a. engage in any illegal or unethical activities;
    b. distribute a virus or other harmful component;
    c. violate copyright laws by unlawfully downloading or using information or software that is protected by copyright;
    d. indiscriminately copy e-mail messages to individuals or send irrelevant messages (e.g., jokes, pictures, junk mail, "chain letters", inappropriate e-mail or pictures);
    e. disclose confidential information about the County or its taxpayers;
    f. express opinions that appear to be on behalf of or representing Birch Hills County.
4. E-mail is a form of business communication and should be treated as such. Councilors are required to be professional in all e-mail communications. Councillors should identify themselves properly and professionally, using proper etiquette.
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Larry Davidson
Chief Administrative Officer

Original to be signed

Gerald Manzulenko
Reeve

Adopted by Council:	Date:
Updated:	

Schedule A

Birch Hills County
Electronic Device Use Agreement

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Name:_____
Signature_____
Date:_____

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	January 25, 2022	**CAO:**	*larry davidson*
Originated By:	Shelley Braun, DCS	**Manager:**	
Item Title:	Doubtful Accounts	**Presenter: SDB**	

BACKGROUND / PROPOSAL:

Council is being requested to authorize the transfer of fire services and wastewater/solid waste charges to the tax roll.

DISCUSSION / BENEFITS / DISDVANTAGES:

Account #	Incident Date	Details	Private/	Invoice Total	Finance Charges	Balance to Taxes
195XX0	MAY 06, 2020	Grass Fire	Private	$550	$132	$682
195XX0	October 04, 2020	Combine Fire	Private	$1,300	$312	$1,612
9006XX.02	December 15, 2021	Wastewater/Solid Waste	Private	$665.91	$81.75	$747.66
	Total	**Roll to taxes**		**$2,515.91**	**$525.75**	**$3,041.66**

COST / SOURCE OF FUNDING:

The roll to taxes of $3,041.66 may be charged against the land as taxes due and owing in respect of that land.

RELEVANT LEGISLATION (Cite):

Regional Fire Services Bylaw 2020-09

8.2 Where Fire Services has extinguished a fire or responded to an Incident within the County for the purpose of preserving life or property from injury or destruction by such Incident, including any such action taken by Fire Services on:

8.2.1 the Fire Chief, will charge costs incurred by Fire Services in taking such action, charge any costs so incurred by Fire Services to:

8.2.2 the person who caused the incident;

8.2.3 the owner of the land or the person in possession where the Incident occurred; or

8.2.4 the owner of the property involved where the Incident does not occur on privately owned land.

8.4.2 In the case of action taken by Fire Services in respect of land within the county, where the fees or charges are not paid upon demand by the County, then in default of payment, such fees or charges may be charged against the land as taxes due and owing in respect of that land.

Bylaw 2017-02 Water & Wastewater

10.4. That in the case of default of payment of the combined water and wastewater charges, or each in any of them, Birch Hills County may enforce payment by action in a court of competent jurisdiction or alternatively by distress upon seizure of goods and chattels of the owner or occupant, or alternately by making the water and wastewater charges in default, a charge against the tax roll for the property, and such charges shall be subject to the same penalties and shall be collectible by the same procedures as taxes levied by Birch Hills County.

ATTACHMENT(s):

OPTIONS:

Council may choose to:

1. Authorize administration to apply $682 and $1,612 for fire services and $747.66 for wastewater/solid waste for a total of $3,041.66 to the corresponding tax roll accounts.

2. Accept the request as information and continue to process finance charges and make attempts to collect.

RECOMMENDED ACTION:

1. Authorize administration to apply $682 and $1,612 for fire services and $673.16 for wastewater/solid waste for a total of $3,041.66 to the corresponding tax roll accounts.

Central Peace
Regional Emergency Management Committee
Meeting Minutes

Thursday December 2nd, 2021 Supper: 6:00 p.m.
at Birch Hills County ECC (and GoTo link) Meeting: 6:30 p.m.

Attendance:

In Person:	GoTo:
Brice Daly – SHC	Dee Deveau – SR
Larry Davidson – BHC	Monica Randell - SHC
Jo Chelick – Rycroft	Cary Merritt – SHC
Paul Reum – BHC	Chris Graham – AEMA
Peter Thomas – Rycroft	Darryl Martin – AHS
Wayne Meyer – SR	Mike Archer – SHC
Tom Morgan – BHC Fire Department	Phil Sauder – ATCO Electric
Jenna-lee Natrasony - AER	Dianne Nellis – MD#133
Lorne Johnson - AEP	Nick van Rootselaar – MD#133
Dion Hines - BHC	Shelley Abram – ATCO
Brian Kroes - CPFR	Brenda Stanich – SR
Gerry Richard - SHC	Gavin Hoika – AB Ag & Forestry
Emily Bolch - SHC	

1. **Call to Order/Introductions**

Meeting called to order at 6:34 p.m.

2. **Adoption of Agenda**

Moved by Paul Reum to accept the agenda as presented.

Carried Unanimously

3. **Minutes**

Moved by Paul Reum to adopt the June 17th, 2021 minutes as presented.

Carried Unanimously

4. Administration

a) Regional EM Plan updates

Council, staff, and agency partners have had some changes. A new, updated copy of the EM plan will be distributed in paper, electronic format, or both.

a) ESS plan

A copy of the ESS plan can be distributed to those who require them. There is a new electronic reception registration tool available.

b) 2021 CP-REM Budget

$4000 that was budgeted for training has been removed from expenses. Funding for the live training exercise has been deferred to March 2022. Brice reviewed the budget and explained how the money has been spent, what the budget lines are for, and why costs have been slightly lower this year. The equal share per partner for 2021 is $8368.20. Brice also reviewed the sources of revenue.

Moved by Nick van Rootselaar to approve the 2021 CP-REM Budget as presented

Carried Unanimously

5. Response Operations

a) COVID 19 (ongoing)

Peter Thomas reported that Rycroft has had staff missing for tests or illness, but business as normal with the office being open to the public. Observing social distancing. No major challenges to report.

Larry Davidson reported that Birch Hills County is functioning similar to Rycroft. The public is getting impatient with masking and new variant.

Council explored implementing a vaccination policy but didn't approve it. They are not experiencing supply issues, but there are delays for grader supplies.

Dee Deveau reported nothing unusual for the Town of Spirit River – staff stays home if they're sick. Public has been masking, and no issues with acquiring supplies as far as sanitation, masks etc.

Cary Merritt said all well at Saddle Hills County. Some cases of COVID-19 here and there among staff, but overall things are going well.

Dianne Nellis reported that all is well at MD #133. If staff are sick, they stay home.

Brice discussed the supply chain issues that existed at the beginning of the pandemic. CP-REM will continue to monitor the COVID-19 situation and share strengths and experiences.

Darryl Martin reported that there are 750 active cases in north zones, 10 of those in the Central Peace. Provincially there are 4,619 active cases, 424 hospitalizations, 79 in ICU, and the R value is below 1. Cases are trending downwards in North zone, but Provincially it is unclear is cases are plateauing or slightly increasing. Alberta Health services is preparing for the possibility of a 5th wave. Darryl discussed the characteristics of the new Omnicron variant. Darryl discussed staffing and the challenges that have existed in the North zone.

6. Recovery Programs

a. Active DRP's

No recent major recovery operations.

The impact of the 10% DRP funding threshold on small municipalities was discussed.

Dianne Nellis advised that the next program application will be in January.

Peter Thomas advised that Rycroft has submitted final paperwork for 2020 DRP – water intake and Weir. Rycroft was provided with an advance

of just under $200,000. They submitted their final paper a couple weeks ago.

7. Mitigation Programs

Mitigation for fire risk for communities in forests.

8. Training & Preparedness

Chris Graham discussed AEMA training and timelines. Currently still under restrictions about in person training, but online training is available for BEM, ICS100, MEO, DEM, ICS 200 & 300 courses. Anticipating that in-person training will resume next year.

As of January 1, 2020, new regulation states that elected officials must complete the MEO Workshop within 90 days of taking office. Chris advised that every effort should be made by municipalities to meet the 90-day requirement unless special circumstances are arranged.

There are 5 AEA Authorized Users within CP-REM – 2 at Saddle Hills County, 2 at Birch Hills County, and Bill Mortland at MD133. Brice asked those who were interested in taking the course to let him know.

a. Training Priorities for 2022
   b. MEO course –will hopefully be offered by the end of January
   c. AEA Authorized User Training – 2-3 new users in the Central Peace would be ideal
   d. DEM course – Have held 2 online. If offering the DEM course in person is not possible in the near future, the course will be offered online
   e. ICS 100/200/300 - Will offer ICS 200 & ICS 300 in person

9. Exercises

a) Tabletop Exercise – Feb, 2022 (TBA)
b) Live Exercise - March, 2022 (TBA)
c)

The date of the live exercise will be coordinated via email in the coming weeks, with a tabletop exercise prior to the live exercise. The live exercise is to be held a Thursday or a Friday in the Woking area of Saddle Hills County and will involve partner agencies.

10. Partner Agency Updates

- Alberta Emergency Management Agency

Chris Graham shared that AMA is providing support to BC with flood response. There have been some changes to office of fire commissioner as it has been merged into AMA. A formal announcement will be made once the merge is complete.

- Agriculture & Forestry

Gavin Hoika shared that the name of the Ministry has been changed to Agriculture, Forestry, and Rural Economic Development. Fire season ended October 31, 2021. There were 105 fires, which is a bit above average. Fire season was busy provincially as well, with resources being dispatched to BC, Manitoba, Ontario, and to the United States later in the year. Happy Valley Fire base is going to be downsized and most likely closed for 2022 fire season due to budget cuts. The lingering affects of the pine beetle are looking serious in Jasper and southern Alberta.

- Alberta Health Services

Daryl Martin advised that AHS will be facilitating moving into the new hospital in Grande Prairie this weekend

- Alberta Support & Emergency Response Team

Lorne Johnson advised that there has been an uptick in motor vehicle accidents due to winter conditions, and that they will begin helping with the BC floods.

- Alberta Energy Regulator – FIRST

Jenna-lee Natrasony can participate in live exercises. Oil and gas related emergencies have been minor over last 8 months.

- AHS/EMS
- RCMP
- Alberta Transportation/DG
- ATCO/BHNGC/CPNGC

Phil Sauder shared that offices are closed, and that there have been no operational issues throughout the pandemic.

11. Round Table

Peter Thomas inquired about GP911. Dispatch contract has been reviewed and SHC had a 70% reduction in dispatch fees due to cost calculations being population based. These cost savings can be re-directed to next generation 911 (NG911).

Next Meeting:

March 10, 2022	Supper at 6:00 p.m.
Location: MD#133	Meeting to begin at 6:30 p.m.

Meeting adjourned at 8:13 p.m.

Alberta Health Services

Healthy Albertans.
Healthy Communities.
Together.

Date: December 6, 2021

To: Community Stakeholders

From: Stacy Greening, Senior Operating Officer, Area 9
Dr. Tzeggai Berhe, Facility Medical Director

RE: Grande Prairie Regional Hospital now open

Alberta Health Services (AHS) has completed the move from the former Queen Elizabeth II (QEII) Hospital to the new Grande Prairie Regional Hospital (GPRH).

The QEII emergency department is now permanently closed. Anyone in need of emergency medical care should go to the new GPRH site, located at 11205 110 Street in Grande Prairie.

The emergency department at the new hospital opened at 6:00 a.m. Saturday, December 4. Throughout the day, a total of 99 patients were relocated from the QEII to the new hospital. There were 1,192 AHS staff members involved in the move, along with 24 physicians and 95 volunteers.

It took approximately 11 hours to shift care to the new site, with the first patient leaving the QEII at 6:45 a.m. and the last patient leaving at 4:50 p.m. Saturday. The move finished ahead of schedule thanks to a variety of factors including extensive preplanning, and enthusiastic cooperation and collaboration across the various teams involved.

Patients were transported to GPRH using a total of 17 different Emergency Medical Services (EMS) vehicles, including eight traditional ambulances, two critical care units, one neonatal intensive care (NICU) ambulance, a 40 foot multi-patient EMS bus, four non-urgent transport units, and a recreation therapy bus.

The first emergency department visit at the new hospital took place at approximately 6:45 a.m. The first surgery was completed at 2:00 p.m. on Saturday, while the first baby was born on site on December 5th at 7:35 a.m.

Thank you to our patients and their families for your patience and support during the move. We are also grateful for all of our dedicated teams and community partners who assisted with this monumental task. For more information on the new Grande Prairie Regional Hospital, visit ahs.ca/gprh.

Stacy Greening, Senior Operating Officer, Area 9
Dr. Tzeggai Berhe, Facility Medical Director

RhPAP Rural Voice Information Panel

“What is Rural VIP?”

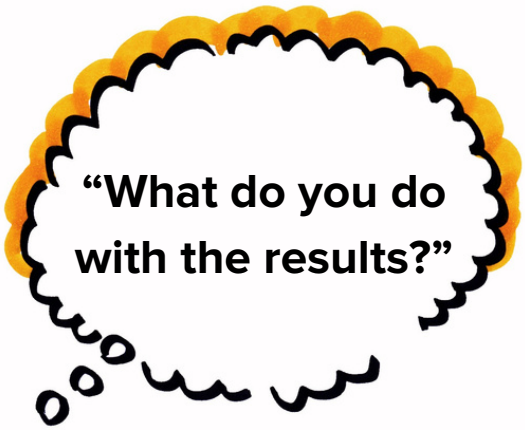
Rural VIP is a regular feedback process carried out through monthly online surveys.

RhPAP values hearing about rural health care from rural Albertans in their communities.

Over the years, RhPAP has had the privilege of sitting at rural community tables, gaining insight into what Albertans are most passionate about when it comes to rural health care and service delivery.

We have developed a provincial platform for rural Albertans to provide their voice to rural health-related matters — the Rural Voice Information Panel, or Rural VIP.

Topics have included mental health care, transportation for health services, health-care funding, attraction and retention strategies, COVID-19, and more!



"tell me more..."

- 23 surveys distributed as of December 2021
- Three minutes to complete most surveys
- Over 220 panel members across rural Alberta
- Surveys are sent on the first Thursday

RhPAP analyzes the input received and provides a summary of the results.

We share the panel’s feedback, ideas, and concerns with Alberta Health, the public through our website, and our Board of Directors, who represent the following organizations:

- Alberta Health Services
- Alberta Medical Association
- Rural Municipalities of Alberta
- College of Physicians and Surgeons of Alberta
- College and Association of Registered Nurses of Alberta

Your voice matters!

As an engaged citizen, you care about health care in your rural Alberta community.

The Rural VIP is an opportunity to provide your perspective and input to local health-related matters. RhPAP values your feedback!

Through the Rural VIP, RhPAP has:

- Shared the results of the mental health survey with the Canadian Mental Health Association (CMHA). RhPAP supports their Rural Mental Health Project to build mental health capacity across rural Alberta. The survey's feedback helped to inform discussions with CMHA about resources and access to mental health supports in rural Alberta.
- Compiled rural Alberta-specific information and resources on nurse practitioners, midwives, and licensed practical nurses on the RhPAP website.
- Included respondents' good news stories in our media coverage of rural Alberta during the COVID-19 pandemic.

"I'm in! How do I sign up?"

To join the Rural VIP, please register at rhpap.ca/ruralvipregister.

The page is password protected as the panel is by invitation only at this time. Enter the password: "RURALVIP" to access the webpage to register.
(Please note password is case sensitive)

Questions about RhPAP's Rural Voice Information Panel?
Email us at ruralVIP@rhpap.ca