AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
January 12, 2021

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

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
a. December 10, 2020, Regular Council Meeting Minutes (Page 3)

10:00 a.m. **4. DELEGATIONS**
a. Glen Moore, President, IWantWireless

5. COUNCILLOR REPORTS
a. Reeve Manzulenko (Ward 4)
b. Deputy Reeve Carbone (Ward 7)
c. Councillor Poetker (Ward 1)
d. Councillor Wendland (Ward 2)
e. Councillor Reum (Ward 3)
f. Councillor Duvall (Ward 5)
g. Councillor Joudrey (Ward 6) (Page 16)

6. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (Page 18)
b. CAO Action Log (Page 27)

7. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)
a. Dreamers Lake (Page 42)
b. Wanham Lagoon (Page 43)
c. Landfill Supervisor Contract (Page 44)
d. 2021 Central Peace FCSS Master Service Agreement (Page 46)

8. BYLAWS –
i. 2021-01 Fees, Rates and Charges Bylaw (Page 51)

9. NEW BUSINESS
a. **Council** –
i. Upcoming Regular Council Meetings (Page 60)
ii. Growing the North 2021 Virtual Conference (Page 62)

b. **Administration** –
i. Staff Performance Agreement (Page 63)
ii. 2021 Operating and Maintenance Budget (Page 67)
iii. 2022-2026 Capital Plan (Page 70)

c. **Emergency Services** - Nil

d. **Public Works** – Nil

e. **Agricultural Service -** (Nil)

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(CONTINUED)

10. FOR INFORMATION

a. Draft Minutes of CPRWMC Meeting held May 5, 2020 (Page 74)
b. Letter from City of Cold Lake re COVID-19 Alert mobile application dated December 3, 2020 (Page 77)
c. November 30, 2020 Bank Reconciliation (Page 79)
d. Website Stats October 1, 2020 to December 31, 2020 (Page 82)
e. Letter from Peace Regional Victim Services re Financial Request dated December 4, 2020 (Page 87)
f. Letter from Peace Library System re rate for 2021 dated December 15, 2020 (Page 88)
g. RMA Spring Convention Virtually March 16 to 17, 2021 (Page 90)
h. Email re Spring RMA Meet the Minister (Page 97)

11. CORRESPONDENCE

a. Letter to Dr. Vandekerhove re VSI 2021 signed Agreement dated December 21, 2020 (Page 98)
b. Email to MNP re Regional Water Utility email dated December 17, 2020 (Page 107)
c. Email re representation CPHAWC dated December 23, 2020 (Page 108)
d. Letter from AEMA re DRP Smoky River Flood dated December 17, 2020 (Page 109)
e. Letter from re Northern HEAT 2021 Cancellation dated December 14, 2020 (Page 110)
f. Email from Minister of Health re HEMS 2020 Air Ambulance Review Update dated December 10, 2020 (Page 111)
g. Letter to Minister Monsef re Broadband dated December 14, 2020 (Page 112)
h. Letter from Canadian Fiber Optics (Page 113)
i. Letter of Support Alberta UBF (Page 115)

12. CLOSED SESSION

a. 2021 Operations under FOIP section 17.

NEXT REGULAR COUNCIL MEETING DATE – January 26, 2021

Present:	**Reeve**	Gerald Manzulenko
	Councillor	Albert Poetker
	Councillor	Paul Reum
	Councillor	Mel Duvall
	CAO	Rick Bastow
	Recording Secretary	Lucy Stevenson
Attended virtually via "Go to Meeting"	**Deputy Reeve**	Terry Carbone
	Councillor	Deanne Wendland
	Councillor	Denise Joudrey
	Director of Corporate Services	Shelley Braun

CALL TO ORDER

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

Glenda Farnden, Delegation entered the meeting virtually at 9:00 a.m.

ADOPTION OF AGENDA

RC20-506 Moved by Councillor Poetker that Council adopt the agenda of the December 10, 2020 Regular Council meeting as amended by the addition of draft Bylaw 2020-12.

CARRIED

ADOPTION OF MINUTES

Special Council Meeting November 24, 2020

RC20-507 Moved by Councillor Reum that Council approve the minutes of the November 24, 2020 Special Council meeting as amended.

CARRIED

Regular Council Meeting November 26, 2020

RC20-508 Moved by Councillor Duvall that Council approve the minutes of the November 26, 2020 Regular Council meeting as amended.

CARRIED

COUNCILLORS REPORTS

Reeve Manzulenko

Reeve Manzulenko provided a verbal update to Council on the NEAL - unpaid taxes - economic development - 2021 funding-district meetings to be held virtually.

Deputy Reeve Carbone

No Report.

Councillor Poetker

No Report.

Councillor Wendland No Report.

Councillor Reum No Report.

Councillor Duvall Councillor Duvall provided a verbal update to Council on the letter he received from the Provincial ASB committee requesting funding on or before the third week in January.

Councillor Joudrey Councillor Joudrey provided a verbal update to Council on the November 26, 2020 meeting she attended for the ALTA Alberta Library Board; the board will go ahead with hiring a contractor to conduct a survey review. Councillor Joudrey attended the Peace Library System meeting on November 28th and the Birch Hills County Library Board meeting on December 1, 2020. That board welcomed 2 new members and said farewell to member Kylie Sommerville.

RC20-509 Moved by Councillor Joudrey that Council receive the Councilors' Reports for information.

CARRIED

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

RC20-510 Moved by Councillor Reum that Council receive CAO Bastow's written and verbal update for information.

CARRIED

CAO Action Log

RC20-511 Moved by Councillor Reum that Council receive the CAO Action Log for information.

CARRIED

DELEGATIONS

RC20-512 Moved by Councillor Joudrey that Council accept the presentation by Glenda Farnden of STARS Foundation for information.

CARRIED

Glenda Farnden Delegation exited the meeting virtually at 9:40 a.m.

Agenda item 7.a and 7.h later in the meeting.

UNFINISHED BUSINESS

MOST Funding

RC20-513 Moved by Deputy Reeve Carbone that Council direct Administration to utilize MOST funding

to compensate for uncollected 2020 property tax.

CARRIED

Paleontological Assessment

RC20-514 Moved by Councillor Poetker that Council provide Administration with approval to rescind RC20-242 to conduct paleontological assessment and viable alternatives, as outlined, in support of the Saddle (Burnt) River crossing.

CARRIED

Regional Water Utility

RC20-515 Moved by Councillor Poetker that Council direct Administration to contact MNP of Councils' decision that an entity that operates autonomously but has a reporting relationship back to the municipal partnership is preferred, Public Private partnership or Municipal Controlled Corporation appear to best fit, and generating profit and being a net contributor were also identified. Recognition exists that this project will need to explore the partners individual and collective financial capacity.

CARRIED

DELEGATIONS

Dianne Chiasson and Jodi Bloomer, Delegations entered the meeting virtually at 10:11 a.m.

RC20-516 Moved by Councillor Duvall that Council accept the presentation by Dianne Chiasson and Jodi Bloomer of the Regional Broadband Project for information and to sign a letter of support for the extension of the federal grant of the Regional Broadband Project program.

CARRIED

Dianne Chiasson and Jodi Bloomer, Delegations exited the meeting virtually at 10:43 a.m.

Julie Temple and Tammy Yaremko, Delegations entered the meeting virtually at 10:40 a.m.

RC20-517 Moved by Councillor Poetker that Council accept the presentation by Julie Temple and Tammy Yaremko of Central Peace FCSS for information.

CARRIED

Julie Temple and Tammy Yaremko, Delegations exited the meeting virtually at 11:05 a.m.

Recess 11:06 a.m. to 11:15 a.m.

Dion Hynes Director of Public Works entered the meeting at 11:15 a.m.

Councillor Reum exited meeting at 11:21 a.m. and returned to meeting at 11:36 a.m.

UNFINISHED BUSINESS

Contract Grader - Tender Results

RC20-518 Moved by Deputy Reeve Carbone that Council direct Administration to inform Codesa Construction that Council has accepted its tender bid of $122.50 per hour. To be budgeted in 2-32-00-01-249 for the next three years.

CARRIED

Dreamers Lake

RC20-519 Moved by Councillor Reum that Council direct Administration to accept the two proposals for information and inform both firms the County will not be awarding the contract at this time, and;
direct Administration to continue working with AEP on alternative solutions to managing Dreamers Lake water level.

CARRIED

Contract Tender for Landfill Site

RC20-520 Moved by Councillor Poetker that Council direct Administration to reissue tender for landfill operator with a new closing date of January 5, 2021, and; direct Administration to permit existing contractor to keep operating the landfill and transfer sites in the interim until a new landfill operator contract is signed.

CARRIED

Peoria Transfer Station Closed

RC20-521 Moved by Councillor Poetker that Council decided the Peoria transfer station be permanently closed, effective January 31, 2021.

CARRIED

Dion Hynes exited the meeting at 12:29 p.m.

Recess 12:29p.m. to 1:03p.m.

Council Advisory Committee - Road Network Bylaw 2020-12

RC20-522 Moved by Councillor Wendland that Council provide first reading to Birch Hills County Bylaw 2020-12 Council Advisory Committee - Road Network.

CARRIED

RC20-523 Moved by Councillor Duvall that Council provide second reading Birch Hills County Bylaw 2020-12 Council Advisory Committee - Road Network.

CARRIED

RC20-524 Moved by Deputy Reeve Carbone that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2020-12 Council Advisory Committee - Road Network.

CARRIED UNANIMOUSLY

RC20-525 Moved by Councillor Joudrey that Council provide third reading to Birch Hills County Bylaw 2020-12 Council Advisory Committee - Road Network.

CARRIED

RC20-526 Moved by Councillor Reum that Council direct Administration to advertise Bylaw 2020-12 Council Advisory Committee - Road Network on Birch Hills County Webpage.

CARRIED

Watino Geotechnical Assessment

RC20-527 Moved by Councillor Duvall that Council direct Administration to receive the Watino Geotechnical Assessment report as information and complete payment to consultant. Funds to initially come from Capital reserves and where possible be recouped as part of 2020 DRP submission.

CARRIED

Council Absence(s)

RC20-528 Moved by Councillor Reum that Council receive Council Absence(s) as information.

CARRIED

FCM 2021-2022 Membership

RC20-529 Moved by Deputy Reeve Carbone that Council direct Administration to renew 2021- 2022 FCM membership.

CARRIED

Procedural Bylaw Bylaw 2020-11

RC20-530 Moved by Councillor Poetker that Council provide first reading to Birch Hills County Bylaw 2020-11 Procedural Bylaw.

CARRIED

RC20-531 Moved by Councillor Duvall that Council provide second reading Birch Hills County Bylaw 2020-11 Procedural Bylaw.

CARRIED

RC20-532 Moved by Councillor Reum that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2020-11 Procedural Bylaw at this meeting.

CARRIED UNANIMOUSLY

RC20-533 Moved by Councillor Wendland that Council provide third reading to Birch Hills County Bylaw 2020-11 Procedural Bylaw.

CARRIED

RC20-534 Moved by Councillor Poetker that Council direct Administration to advertise Bylaw 2020-11 Procedural Bylaw on Birch Hills County Webpage.

CARRIED

Dion Hynes, DPW entered the meeting at 1:40 p.m.

Road Use Agreement

RC20-535 Moved by Councillor Duvall that Council direct Administration to engage legal services to assist in implementing a road use bond or security bond requirement. Expense not to exceed $1000.00.

CARRIED

Dion Hynes exited the meeting at 1:45 p.m.

Peace Regional Victims Assistance

RC20-536 Moved by Councillor Poetker that Council provide Administration with approval to fund the Peace Regional Victim Services request.

CARRIED

Central Peace Assessment Review Board Bylaw 2020-10

RC20-537 Moved by Councillor Wendland that Council provide first reading to Birch Hills County Bylaw 2020-10 Central Peace Assessment Review

Board Bylaw.

CARRIED

RC20-538 Moved by Deputy Reeve Carbone that Council provide second reading to Birch Hills County Bylaw 2020-10 Central Peace Assessment Review Board Bylaw.

CARRIED

RC20-539 Moved by Councillor Poetker that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2020-10 Central Peace Assessment Review Board Bylaw.

CARRIED UNANIMOUSLY

RC20-540 Moved by Councillor Duvall that Council provide third reading to Birch Hills County Bylaw 2020-10 Central Peace Assessment Review Board Bylaw.

CARRIED

RC20-541 Moved by Councillor Reum that Council direct Administration to advertise Bylaw 2020-10 Central Peace Assessment Review Board Bylaw on Birch Hills County Webpage.

CARRIED

2020 O&M Budget Variance

RC20-542 Moved by Councillor Wendland that Council receive the presentation regarding the 2020 O&M Budget Variance Summary for information.

CARRIED

2020 Capital Budget Variance

RC20-543 Moved by Councillor Joudrey that Council accept the presentation regarding the 2020 Capital Budget Variance for information.

CARRIED

Early Payroll Cutoff – December 2020

RC20-544 Moved by Deputy Reeve Carbone that Council accept the presentation regarding the December 2020 early payroll cutoff for information.

CARRIED

INFORMATION

RC20-545 Moved by Councillor Duvall that Council accept the FCSSAA 2020 Annual Report presented for information.

CARRIED

RC20-546 Moved by Councillor Poetker that Council accept the Peace Adult Learning Society presented for information.

CARRIED

RC20-547 Moved by Councillor Reum that Council accept the Canada Pharmacare Act presented for information.

CARRIED

RC20-548 Moved by Councillor Duvall that Council accept the Possibility of Redundant Water level Sensors Upstream of Watino presented for information.

CARRIED

RC20-549 Moved by Councillor Wendland that Council accept the CPHAWC presented for information.

CARRIED

CORRESPONDENCE

RC20-550 Moved by Councillor Poetker that Council accept the correspondence Letter to Minister, Municipal Affairs provided for information.

CARRIED

RC20-551 Moved by Councillor Joudrey that Council accept the correspondence 2021 Salary Freeze provided for information.

CARRIED

RC20-552 Moved by Councillor Reum that Council accept the correspondence to the Library Board provided for information.

CARRIED

RC20-553 Moved by Deputy Reeve Carbone that Council accept the correspondence to the Library Board and Recreation Board provided for information.

CARRIED

CLOSED SESSION

NONE

Tom Morgan, BHC Fire Chief entered the meeting at 1:52 p.m.

UNFINISHED BUSINESS

Regional Fire Services Bylaw 2020-09

RC20-554 Moved by Councillor Poetker that Council provide first reading to Birch Hills County Bylaw 2020-09 Regional Fire Services Bylaw; and direct Administration to implement amended Regional Fire Services Bylaw effective January 1, 2021.

Recess 2:01 to 2:09 p.m.

CARRIED

RC20-555 Moved by Councillor Reum that Council provide second reading Birch Hills County Bylaw 2020-09 Regional Fire Services Bylaw; and direct Administration to implement amended Regional Fire Services Bylaw effective January 1, 2021.

CARRIED

RC20-556 Moved by Councillor Wendland that

Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2020-09 Regional Fire Services Bylaw effective January 1, 2021.

CARRIED UNANIMOUSLY

RC20-557 Moved by Councillor Joudrey that Council provide third and final reading to Birch Hills County Bylaw 2020-09 Regional Fire Services Bylaw; and direct Administration to implement amended Regional Fire Services Bylaw effective January 1, 2021.

CARRIED

RC20-558 Moved by Councillor Wendland that Council direct Administration to advertise Bylaw 2020-09 Regional Fire Services Bylaw on Birch Hills County Webpage.

CARRIED

Break 3:04 to 3:14 p.m.

Tom Morgan, Fire Chief exited the meeting at 3:14 p.m.

Dion Hynes, DPW and Amanda Ouellet, Director of Agriculture entered the meeting at 3:22 p.m.

2021 Operating Budget

RC20-559 Moved by Councillor Poetker that Council adopt the 2021 Operating Budget with:

Total Revenues of $8,106,577.44 comprised of:
Operating Revenues (sales, grants, etc.) of $1,736,226.35;
Revenue Drawn from Operating Reserves of $425,408.42; and
Municipal Property Tax Revenue of $5,944,942.67; and
Total Expenses of $10,639,666.15 comprised of:
Operating Expenses of $8,106,577.44; plus
Amortization Expense of $2,533,088.71
Which results in a balanced budget before the amortization expense of $2,533,088.71

CARRIED

Move past 4:00 p.m.

RC20-560 Moved by Councillor Duvall that Council extend the December 10, 2020 Regular Council

Meeting past 4:00 p.m. as required by the Birch Hills County Procedural Bylaw.

CARRIED

Capital Budget

RC20-561 Moved by Deputy Reeve Carbone that Council:

1. Adopt the 2021 Capital Budget with total expenses of $1,033,604 by:

   a. Purchasing a Computer Server: $35,000;
   b. Purchasing two (2) Pickups: $84,000;
   c. Purchasing a Grader: $450,000;
   d. Purchasing a Tangent Landfill Pit $25,000;
   e. Purchasing a Chemical Containment Tank $5,000;
   f. Purchasing a Watino Road Upgrade $250,000;
   g. Purchasing Road Network Enhancements $184,604; and

   with total funding of $1,033,604 to be provided from;

   a. Reserves: $124,000;
   b. MSI Grant Funding: $422,000;
   c. Federal Gas Tax Funding (GTF): $250,000;
   d. Municipal Stimulus Program (MSP) $184,604; and
   e. Proceeds on Disposal: $103,000.

CARRIED

2022-2026 Capital Plan

RC20-562 Moved by Councillor Reum that Council accept the 2022-2026 Capital Plan for information with:

<u>Total 2022-2026 Revenue</u> of $6,173,787 comprised of:
2022 Capital Grant Revenue estimate of $558,000; plus
2023 Capital Grant Revenue estimate of $558,000; plus
2024 Capital Grant Revenue estimate of $558,000; plus
2025 Capital Grant Revenue estimate of $558,000; plus
2026 Capital Grant Revenue estimate of $558,000;
2022-2026 Capital Grant Revenue estimate total of

$2,790,000 and

2022 Revenue Drawn from Operating Reserves of $2,172,643; plus
2023 Revenue Drawn from Operating Reserves of $167,969; plus
2024 Revenue Drawn from Operating Reserves of $1,418,929; minus
2025 Revenue Contributed to Operating Reserves of $162,823; minus
2026 Revenue Contributed to Operating Reserves of $212,931;
2022-2026 Revenue Drawn from Operating Reserves total of $3,383,787.

Total 2022-2026 Expenses of $6,173,787 comprised of:
2022 Capital Machinery & Equipment Expenses of $1,847,503; plus
2023 Capital Machinery & Equipment Expenses of $590,529; plus
2024 Capital Machinery & Equipment Expenses of $1,060,274; plus
2025 Capital Machinery & Equipment Expenses of $29,534; plus
2026 Capital Machinery & Equipment Expenses of $77,994;
2022-26 Capital Machinery & Equipment Expense total of $3,605,835 and

2022 Capital Vehicle Expenses of $883,140; plus
2023 Capital Vehicle Expenses of $135,440; plus
2024 Capital Vehicle Expenses of $916,655; plus
2025 Capital Vehicle Expenses of $365,643; plus
2026 Capital Vehicle Expenses of $267,075;
2022-26 Capital Vehicle Expenses total of $2,567,952.

CARRIED

2021-2024 Operating Financial Plan

RC20-563 Moved by Councillor Joudrey that Council adopt the 2021-2024 Financial Plan with:
Total 2021 Revenues of $7,586,558 comprised of:
Operating Revenues (sales, grants, etc.) of $1,641,615;
Revenue Drawn from Operating Reserves of $0.00; and

Municipal Property Tax Revenue of $5,944,943;
and
Total 2021 Expenses of $10,273,144 comprised of:
Operating Expenses of $7,740,055; plus
Amortization Expense of $2,533,089;
Which results in a deficit before amortization of $153,497."

Total 2022 Revenues of $7,566,558 comprised of:
Operating Revenue (sales, grants, etc.) of $1,621,615;
Revenue Drawn from Operating Reserves of $0.00;
Municipal Property Tax Revenue of $5,944,943;
and
Total 2022 Expenses of $10,392,317 comprised of:
Operating Expenses of $7,833,777; plus
Amortization Expense of $2,558,540
Which results in a deficit before amortization of $267,219.

Total 2023 Revenues of $7,546,558 comprised of;
Operating Revenue (sales, grants, etc.) of $1,601,615;
Revenue Drawn from Operating Reserves of $0.00;
Municipal Property Tax Revenue of $5,944,943;
and
Total 2023 Expenses of $10,529,057 comprised of;
Operating Expenses of $7,944,799; plus
Amortization Expense of $2,584,259
Which results in a deficit before amortization expense of $398,241.

Total 2024 Revenues of $7,526,558 comprised of;
Operating Revenue (sales, grants, etc.) of $1,581,615;
Revenue Drawn from Operating Reserves of $0.00;
Municipal Property Tax Revenue of $5,944,943;
and
Total 2024 Expenses of $10,646,659 comprised of;
Operating Expenses of $8,036,412; plus
Amortization Expense of $2,610,247
Which results in a deficit before amortization expense of $509,853.

CARRIED

Dion Hynes, DPW and
Amanda Ouellet, DOA exited

the meeting at
4:29 p.m.

ADJOURNMENT Being that there was no further business, Reeve Manzulenko adjourned the meeting at 4:29 p.m.

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
RICK BASTOW
CAO

Shawna Schwerdt

From: Denise Joudrey
Sent: Wednesday, January 6, 2021 11:07 AM
To: cao
Cc: Shawna Schwerdt
Subject: Re: Spirit River Project Updates

Hi Rick - I don't have a report, you are welcome to share it in the package.
Tks,
Denise

From: cao
Sent: Tuesday, January 5, 2021 2:49 PM
To: Denise Joudrey
Subject: RE: Spirit River Project Updates

Confirming you wanted this included in the package as part of your Councillor report.

Thanks

Subject: RE: Spirit River Project Updates

GSF board members - some good news updates from the project

1) the province has provided a letter of intent for Pre-contract works. Basically means that parties will work on preliminary project items (drawings) to try to confirm project costs before the province enters into final contract for the build. Unclear whether the province has told the rest of the bidders, so will hold names for now.

2) We had our first official meetings. The consultants are proposing public consultation to start in late-January, providing three different sessions over three weeks, that will completed be online. The consultants are hoping to have dates/times confirmed right after the holiday break.

3) We posted our project manager position to assist us with this project – hoping for start late January or into February (depending on availability), perfect timing as this project ramps up.

4) We have made the consultants are aware of the proposed walkway/pedway between the existing condo developments and the new build

5) Communication - info sent to Spirit River signal week of Dec 7th (looked like they were hoping to publish Dec 29). As soon as the province gets around internal communication issues we will have greater access to info for the public via a webpage and the Signal. The Province had also committed to a sign to be set up on the lands.

6) If all goes well, the consultants currently estimating a 20 month build.

That's all I have for now, hope to have more in the first week of January for everyone,

Happy Holidays,

S

TO: Members of Council

FROM: Rick Bastow, CAO

RE: Report to Council – January 12, 2021 Regular Meeting of Council

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 December 7, 2020 to January 5, 2021. Directors' Reports have been included separately for Council's information.

December 8 – PAZA Board Meeting

- Overview of priorities and status updates.

December 8 - COVID-19 Update for Alberta Municipalities

- COVID-19 briefing with Dr. Deena Hinshaw, Chief Medical Officer of Health for the Province of Alberta.

December 9 - Supplemental Briefing for Alberta Municipalities

- COVID-19 briefing with Dr. Deena Hinshaw, Chief Medical Officer of Health for the Province of Alberta.

December 15 - Central Peace Regional Waste Management Commission

- Overview of priorities and status updates.

December 15 - COVID-19 Update for Alberta Municipalities

- COVID-19 briefing with Dr. Deena Hinshaw, Chief Medical Officer of Health for the Province of Alberta.

December 18 - Economic Development

- Ministry of Jobs, Economy and Innovation meeting.

December 21 - DRP Status Birch Hills County

- Review AEMA status update.

January 5 – Unpaid Oil/Gas Taxes

- Discuss repayment plan.

UPCOMING EVENTS

Date	**Event**
January 12	ASB Meeting
January 26	Regular Council meeting

MEMORANDUM

January 5, 2021

TO: Council

Call Log

This log will continue to be used and maintained by staff. Description observes related FOIP requirements.

Current to January 5, 2021:

Ward	Action Request	Notes
1	3 - culvert	
	6 - drainage	
	6 - grading	
	2 - gravel	
	1 - sign	
	1 - snow removal	
	1 - street lights	
	11 - miscellaneous	in-progress (#136)
2	1 - brushing	
	1 - culvert	
	1 - drainage	
	2 - grading	
	2 - gravel	
	4 - miscellaneous	in-progress (#210)
3	5 - culvert	
	2 - drainage	
	1 - drp	

Ward	Action Request	Notes
	1 - emergency services	
	6 - grading	
	4 - gravel	
	2 - road use	
	1 - signage	
	3 - snow removal	
4	4 - culvert	in-progress (#51) in-progress (#224)
	4 - drainage	
	3 - gravel	
	1 - grading	
	13- miscellaneous	in-progress (#37) in-progress (#43)
	4 - road use	
	3 - signage	
	2 - snow removal	
	1 - water	
5	1 - bridge	
	4 - culvert	
	5 - drainage	
	6 - grading	
	2 - gravel	
	1 - road use	
	1 - signage	
	2 - snow removal	
6	2 - culvert	
	3 - drainage	in-progress (#99)
	1 - drp	
	1 - grader	
	2 - gravel	

Ward	Action Request	Notes
	3 - miscellaneous	
	1 - rocks	
	1 - tree removal	
	1 - snow removal	
7	4 - culvert	
	8 - grading	
	5 - gravel	
	8 - road use	
	1 - signage	
	2 - snow removal	

Action Request	N = 165 **Percentage %**
Bridge	0.60
Brushing	0.60
Culvert	12.7
Drainage	17.6
DRP	1.20
Emergency services	0.60
Grading	14.5
Gravel	10.9
Miscellaneous	18.8
Road Use	9.09
Rocks	0.60
Sign	4.24
Snow Removal	6.67
Street Lights	0.60
Tree Removal	0.60
Water	0.60

Thank you

Rick Bastow, Chief Administrative Officer

Weekly Update January 5, 2021
Corporate Services Department Priorities:

Provincial / Federal Grant Program Receivables
Analysis: grant funding receivable as follows:

- 2018 Disaster Recovery Program (DRP) - $242,471
- 2020 Disaster Recovery Program (DRP) – spring overland flooding, **awaiting update**
- 2020 Disaster Recovery Program (DRP) – Watino high water event, **awaiting update**
- 2019 Gas Tax Funding (FGTF) - $175,490 **plans to be submitted**
- 2020 Gas Tax Funding (FGTF) - $88,834 **plans to be submitted**
- 2020 Canadian Agriculture Program (CAP) - $5,971 **submitted December 14**
- 2020 Grants in Place of Taxes (GIPOT) - $21,237 **may receive 50% March**
- 2020 Municipal Stimulus Program (MSP) - $184,604 **submitted September 2020**

2020 Provincial / Federal Grant Program Reporting
Analysis: Statement of Funding & Expenditure (SFE) update as follows:

- Agriculture Service Board (ASB) Operating
- Canada Summer Jobs (CSJ) **submitted mid-September, received $16,800**
- Family and Community Support Services (FCSS)
- Forest Resource Improvement Association (FRIAA)
- Gas Tax Funding (GTF)
- Municipal Sustainability Initiative (MSI) Operating **drafted early December**
- MSI Capital **drafted early December**

2021 Provincial / Federal Grant Program Application
Analysis: 2021 Agreements/Applications as follows:

- Agriculture Service Board (ASB) **2020-2024 agreement**
- Canada Summer Jobs (CSF) **application due January 29**
- FCSS **2020-2022 agreement**
- 2019 Gas Tax Funding (FGTF) - $175,490 plans to be submitted
- 2020 Gas Tax Funding (FGTF) - $88,834 plans to be submitted
- MSI Operating (expires March 2022) plans no longer required
- MSI Capital (expires March 2022) plans to be submitted

2021 Provincial / Federal Grant Program Reporting
Analysis: Reporting Guidelines

- Municipal Stimulus Program (MSP) **Red Tape Report due February 1**

CIBC Visa Application (close old account/open new account)
Analysis: Account application submitted, old CIBC Visa card cancelled
Action: waiting to receive new visa cards

Five (5) year Capital Plan
Analysis: 2022-2026 Capital Plan approved December 10, 2020
Action: Included with this agenda - RFD to rescind and approve the 2022-2026 Capital Plan correction

2021 Operating Budget
Analysis: 2021 Operating Budget approved December 10, 2020
Action: Included in this agenda - RFD to rescind and approve 2021 Operating Budget correction, publish 2021 Operating and Capital Budget on BHC website once approved

2021 Municipal Election Planning
Analysis: Local Authority Election Act (LAEA) changes
Action: Advertise and have Candidates package ready for January 11. Need to review LAEA Module 2 recording. Returning Officer oath signed and commissioned. Deputy Returning Office oath signed.

Cash Flow Strategy / Investment Management
Analysis: ATB Short Term Cash activity
Action: ATB Wealth investment accounts closed mid-December and transferred to ATB Business account. As a result, transferred $3,000,000 to the 90 Notice Demand account and submitted $1,000,000 withdrawal requests for April/May/June 2021. Plan to transfer Business account funds to the ATB High Interest Savings account once opened.

Audit Preparation for the year ending December 31, 2020
Analysis: JDP Wasserman interim audit planning list received December 8, Audit Information Request letter received January 4.
Action: assist staff with information requests, plan for DRAFT Financial Statement presentation to Council March 23 or April 13

Financial Year End Analysis (year-over-year and budget-to-actuals)
Analysis: initial Balance Sheet review completed, Revenue/Expense Budget Variance completed, final payable/receivable information late January, all inventories to be reconciled
Action: plan Budget Variance review with Directors and CAO week of February 1-5. If required, draft an RFD requesting a transfer to reserves for projects planned but not completed.

Payroll Year End Analysis
Analysis: ongoing reconciliation throughout the year
Action: LAPP reconciliation due January 29, T4 & WCB reporting due February 26, December 21-31 payroll accrual and vacation, management-in-lieu, and overtime accruals finalized once January 20 timesheets are submitted

GP Dynamics / Diamond Software upgrade
Analysis: Version/Build and Payroll Table upgrade
Action: all batches posted, review sub-ledgers before and after upgrade

GP Dynamics / Diamond Module Yearend Close / Rollover
Analysis: efficient module close as per Central Square guidelines
Action: close applicable modules in a timely manner

Shelley Braun, Director of Corporate Services

Weekly Update: (Dec 12th to January 5th, 2021)

Department: (Public Works Department)

Priorities:

1. Dreamers Lake

   Status: RFD included in January 12, 2021 Regular Council meeting

1. Damage to BF 77831

   Status: Underway

   a. unplanned

   - Staff were notified by a resident of damage done to BF 77831 which is on rr 20 South of twp rd 790. Damage caused by a combine during farming operations. Guard rails on both the east and west side of the bridge have been significantly damaged by the incident. The bridge deck remains ok for vehicle traffic at this point.
   - WSP completed an assessment and estimate of damage on the structure.
   - The County's insurance provider has been notified of the incident. At this time the County is still awaiting the police report from resident.

   Budget: Unbudgeted. The insurance agent representing the party who damaged the bridge is waiting for final word from their principals to allow work to proceed.

2. Watino Pit Audit

   Status: Awaiting response from AEP

   a. Unplanned

   - The County submitted required paperwork regarding the audit process for SML 100102. The email notification from the Regulatory Programs Branch of AEP had a deadline of November 3rd, 2020.
   - The audit dealt with the amount of surface material, records keeping of usage, volumetric measurements, reporting of usage on pit, sales of product if any and who in the organization reports on the annual returns.
   - Staff completed the audit requirements and submitted the paper work back to AEP on October 28, 2020.

   Budget: N/A

3. Year End Inventory

   Status: Underway with some completed

   a. Planned
      - Staff is continuing to work on inventory reporting for fuel, culverts, tips and blades and water plant chemicals.

   Budget: Budget allocations across all departments with no foreseeable issues to the overall budget.

4. 2020 Spring DRP

   Status: Underway

   a. Planned
      - Information provided to the DRP case manager as requested. Awaiting update regrading DRP file. As of January 5th, 2021, this DRP is being reviewed by case manager.

5. Windy Creek SML 960058 CRBP

   Status: Planned
      - Staff have been developing the Conservation Business Reclamation Plan (CRBP) as required by AEP and the renewal process for all dispositions. The plan will be done in house and submitted when completed.
      - The plan has not been submitted as of January 5th, 2021, awaiting information from AEP on designation of land.

   Budget: No effect on budget at this time

   Dion Hynes, Director of Public Works

January 5, 2021

CAO, Birch Hills County

FIRE SERVICE BOARD REPORT (as of date prepared)

TO: CAO, Birch Hills County

Dec. 08 BHCFD received a request for manpower to help the City of GP with the COVID-19 crisis. One FD member go in to help for 7 days.

Dec. 10 WFD were paged to a reported fire that was actually a controlled burn and stood down.

Dec. 17 EFD were paged out to a structure fire that was also a controlled burn just off HWY 49.

Dec. 29 EFD were paged to alarms at 262066 TWP 790 but immediately stood down.

Jan. 01 EFD were paged out to an aircraft emergency at RR12 and TWP 770.

Jan. 04 EFD conducted a CISM debriefing in the Eaglesham Fire Station.

Overview

The month of December went by with no incidents. The aircraft emergency crash occurred on January 1, 2021. I have stayed in contact with the members that were on the scene at the incident, checking on them and being available to talk if needed. Since this aviation accident I have been talking to other agencies about protocols and procedures for fire departments at such an incident. Being an aviation accident, the scene was deemed a Federal investigation with the RCMP being in command.

The Fire Department is working on an Aircraft Emergency Response which will outline the role the Department performs in such a situation.

Birch Hills County Fire Chief

Tom Morgan

Motion #	Motion	By	Action	Status
MEETING	**June 13, 2019 Regular Council Meeting**			
RC19-200	that Council direct administration to dispose of the surplus **6" aluminum and pumps** by means of public auction.	DPW	Listing with Govdeals.com	Ongoing
MEETING	**November 28, 2019 Regular Council Meeting**			
RC19-397	that Council rescind Resolution RC17-428, and direct Administration to develop a plan to dismantle both the **Personnel Handbook and the Governance and Operational Policy** and replace them (or portions of them) with policies that will permit them to be easily reviewed and updated when required, and to bring that plan back to a future Regular Council Meeting.	CAO	Researching comparable replacement policy.	To be presented at a future Regular Council meeting.
RC19-398	that Council rescind Resolution RC18-373, and direct Administration to develop a plan to review current **policies** and prepare updated replacement policies where deemed necessary, and to bring that plan back to a future Regular Council Meeting.	CAO	Researching comparable replacement policy.	To be presented at a future Regular Council meeting.
MEETING	**December 12, 2019 Regular Council Meeting**			
RC19-436	that Council direct administration to partner with AEP to aid in clean-up of the old **Wanham Ski**	DPW	Coordinate clean-up with AEP	DPW working with AEP to coordinate

Motion #	Motion	By	Action	Status
	Hill provided that the County's "additional expenses" are limited to fuel costs required to operate the equipment.		Update Council on status	fall-winter clean up. Awaiting GOA response.
MEETING	April 9, 2020 Regular Council Meeting			
RC20-160	that Council accept the lowest bid from Wapiti Gravel Suppliers, a Division of N.P.A. Ltd., for the 2020 **Watino gravel** crushing for the bid amount of $745,200.00, with funding to maximize Municipal Sustainability Initiative Capital Grant and Basic Municipal Transportation Grant funding available from 2020 and prior allocations, and the balance to be taken from appropriate capital reserve funds.	DPW DCS	Contract is executed and payment was made, 10% holdback yet to be paid. Arrange for payment schedule utilizing approved funding.	Ongoing.
RC20-161	that Council accept the lowest bid from Wapiti Gravel Suppliers, a Division of N.P.A. Ltd., for the 2020 **Windy Creek gravel** crushing for the bid amount of $844,950.00, with funding to maximize Municipal Sustainability Initiative Capital Grant and Basic Municipal Transportation Grant funding available from 2020 and prior allocations, and the balance to be taken from appropriate capital reserve funds.	DPW DCS	Contract is executed and payment made, 10% holdback yet to be paid. Arrange for payment schedule utilizing approved funding.	Ongoing.

Motion #	Motion	By	Action	Status
MEETING	June 25, 2020 Regular Council Meeting			
RC20-258	that Council cancel all the monies owed as set out by the trial balances for the 2017 to 2020 tax years totaling $405,590.83.	CAO/DCS,Lucy	PERC application submitted December 18, 2020	Ongoing
MEETING	July 16, 2020 Smoky River Flood After Action Review Meeting			
Admin-01	Alerts are able for Dion, Shelley and CPREM to send out. Need to address the issue of “Alert uses” and have more staff go to Edmonton for the **training**.	CAO/DOA DCS	Take Course AEA. Finish practice and become a user. Practice Information Alert drafted and canceled Nov 19	Ongoing.
Admin-02	Need more people trained in different job aspects (emergency position). Cross staff training. Practice with a scenario where cell services are down, use radios.	All departments.		Ongoing.
MEETING	**August 13, 2020 Regular Council Meeting**			

Motion #	Motion	By	Action	Status
RC20-309	that Council accept the **Municipal Accountability Program (MAP)** report dated June 24, 2020 for information, direct Administration to put the report on Birch Hills County webpage and add Response Action Plan to the CAO action log; and "that Council reviewed **Section 3.2 Meetings** from the 2020 Municipal Accountability Program Report dated June 24, 2020 from Municipal Affairs regarding Public Presence at Meetings – that Council was informed that all Council and Council committees must conduct all meetings in public in accordance with section 197 of the *MGA;* and" "that Council review **Section 3.3 Meeting Procedures** from the 2020 Municipal Accountability Program Report dated June 24, 2020 from Municipal Affairs including the Pecuniary Interest for Municipal Councillors document dated January 2017 provided from Municipal Affairs regarding Pecuniary Interest – that all Councillors were reminded if they reasonably believe they have a Pecuniary Interest in a matter before Council or a Council Committee, as per section 172 of the *MGA* Councillor(s) must declare and disclose their	CAO	Went on Webpage August 25, 2020 and submitted for advertisement in Signal. Response Action plan added to Action Log below this resolution.	Ongoing.

Motion #	Motion	By	Action	Status
	Pecuniary Interest and required by section 172(5) of the *MGA* for inclusion in the meeting minutes".			

Motion #	Motion	By	Action	Status
	<u>Birch Hills County Municipal Accountability</u> **Section 3.4 Mandatory Bylaws** 4. Assessment Review Board – (Page 30 of Report) Action to be taken: The County will address the establishment of local and composite assessment review boards in accordance with section 454 of the *MGA* in a bylaw to replace Bylaw 2018-09 Central Peace Assessment Review Board Bylaw coming forward and passed prior to _____, 2020. Date of Approval _____ Resolution of Council _____ Bylaw Number _____ Status _____ _____ 5. Bylaw Enforcement Officers – (Page 32 of Report) Action to be taken: Birch Hills County will adopt a bylaw officer bylaw prior to _____, 2020 that will establish powers and duties of bylaw enforcement officers, including establishment of disciplinary procedures, penalties and appeal processes for bylaw enforcement officers accused of misuse of power.			

Motion #	Motion	By	Action	Status
	Date of Approval _____ Resolution of Council _____ Bylaw Number _____ Status _____ _____ __ **Section 3.5 Discretionary Bylaws** 1. Procedural Bylaw – (Page 33 of Report) The new Procedure Bylaw will ensure that the procedural bylaw cannot be overridden by a resolution of Council, that Council committees are created by a bylaw, and that Councillors are not prevented from exercising their duty to participate in Council meetings, coming forward and passed prior to _____, 2020. Date of Approval _____ Resolution of Council _____ Bylaw Number _____ Status _____ 7. Salary and Benefits – (Page 45 of Report) Action to be taken: Birch Hills County will ensure that the salary and benefits for all designated officers are disclosed			

Motion #	Motion	By	Action	Status
	in the financial statements for the year ending December 31, 2020, and subsequent years. Date of Approval _____ Resolution of Council _____ Status _____ _____ ___ **Section 3.9 Assessment and Taxation** 5. Content of Tax Notices - (Page 52 of Report) Action to be taken: Birch Hills County will ensure that the combined assessment and tax notices must contain the date the invoice is sent in accordance with section 334 of the *MGA.* Date of Approval _____ Resolution of Council _____ Status _____.			
MEETING	**September 10, 2020 Regular Council Meeting**			
RC20-328	that Council direct Administration to continue with the temporary closure of the **Wanham Lagoon**. Council is to revisit after six (6) months. Council	CAO/L.O./E.A./E.A.P.W./DPW	Advertised on Webpage Sept. 25 and Signal	RFD on January 12, 2021

Motion #	Motion	By	Action	Status
	direct Administration to advertise regarding the possible closure of the Lagoon inviting public to email or mail a letter if they do or do not support the closure and direct Administration to bring the public input information to a future Regular Council meeting.		starting week of October 6, 2020 awaiting feedback until Dec. 31, 2020 before 4:00 p.m.	
RC20-359	that Council accept the Offer to Purchase submitted by Janice & Rod Peters to **purchase** Lots 1, 2 & 3 Block 1 Plan 2967ET and part of the SW 15-78-2 W6 in **Belloy** for its combined assessed property value of $3,740.00.	Tax/Development Clerk & L.O./E.A.	Letter mailed September 22, 2020. They have paid for the lands in December and are awaiting registration from Land titles.	In progress.

Motion #	Motion	By	Action	Status
MEETING	**October 8, 2020 Regular Council Meeting**			
RC20-407	that Council receive this item for information and direct Administration to bring the current **Fees, Rates and Charges Bylaw 2020-02 bylaw** back at a future Council meeting.	CAO/L.O./E.A.	Will be revisited at a future regularly scheduled Council meeting.	RFD item for January 12, 2021.
RC20-412	that Council direct Administration to advertise the possible closure of the **Peoria Landfill/Transfer Station** and bring public feedback to the November 12th, 2020 Regular Council meeting and release the tender for contract supervisor for landfills/transfer site with two options as discussed with the closing date to be decided by the Director of Public Works with the results presented to Council at a future Regular Council meeting.	CAO/DPW	Advertising for possible closure started Oct. 9, 2020 and are awaiting the public feedback. Tentative tender closing date Dec. 1, 2020 at 11:00 a.m. with results scheduled to be brought back to Dec. 10, 2020 Reg. Council meeting.	RFD item for January 12, 2021.
MEETING	**October 20, 2020 Organizational Council Meeting**			
OC-20-34	that Council accept the presentation related to the **Recreation Board Members** for information and direct Administration to continue advertising for		Advertising in Signal week of October 20, 2020.	Ongoing.

Motion #	Motion	By	Action	Status
	the required 4 weeks per Bylaw 2020-01 for Ward 1 and continue advertising to find a replacement for Ward 2 and bring the names of any applicants back to a future Regular Council meeting for selection and appointment for the remainder of the 2020-2021 term.			
MEETING	**October 20, 2020 Regular Council Meeting**			
RC20-432	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.			Ongoing
MEETING	November 12, 2020 Regular Council Meeting			
RC20-457	that Council authorize Administration to open **ATB MUSH (Municipal / Utility / School / Healthcare)** High Interest Savings account and authorize online access by Rick Bastow, CAO, and Shelley Braun, DCS.	DCS	January 6, 2021 Signed documents to be delivered to ATB in Spirit River	Ongoing
RC20-465	that Council reschedule the **meeting with the County of Grande** until 2021 when they can meet face to face.			Reschedule in January 2021

Motion #	Motion	By	Action	Status
MEETING	November 26, 2020 Regular Council Meeting			
RC20-482	Administration to contact the owner of the NW 22-78-24 W5 and answer any follow-up questions, and assist with information surrounding registering an easement caveat upon the **rail line Land Titles Certificate** that is held by the County and that passes through said lands.			Ongoing
RC20-483	rescind RC20-399 **Saddle (Burnt) River crossing** and revisit at a later time issuing a request for proposal (RFP) outlining deliverables and timeline for successful completion of river crossing options.			Ongoing
RC20-487	Administration to initiate the LUB amendment to accommodate the use of a **Recreational Vehicles as temporary structures** on site during the construction of the principal building to section 9.1 of the Land Use Bylaw.			Ongoing
RC20-492	Fund the **Grande Prairie & District Victim Services** request for $1,553.00.			Ongoing
RC20-496	Administration to contact the Service Providers in the area to determine if there is a need to access the Universal Broadband fund.			Ongoing

Motion #	Motion	By	Action	Status
MEETING	December 10, 2020 Regular Council Meeting			
RC20-516	that Council accept the presentation by Dianne Chiasson and Jodi Bloomer of the **Regional Broadband Project** for information and to sign a letter of support for the extension of the federal grant of the Regional Broadband Project program.			Ongoing
RC20-519	that Council direct Administration to accept the two proposals for information and inform both firms the County will not be awarding the contract at this time, and; direct Administration to continue working with AEP on alternative solutions to managing **Dreamers Lake** water level.			Ongoing
RC20-520	that Council direct Administration to reissue tender for **landfill operator** with a new closing date of January 5, 2021, and; direct Administration to permit existing contractor to keep operating the landfill and transfer sites in the interim until a new landfill operator contract is signed.			Ongoing
RC20-521	that Council decided the **Peoria transfer station** be permanently closed, effective January 31, 2021.		January 6, 2021 Notified Tracy for advertising	Ongoing
RC20-526	that Council direct Administration to advertise Bylaw 2020-12 **Council Advisory Committee - Road Network** on Birch Hills County Webpage.			Ongoing

Motion #	Motion	By	Action	Status
RC20-527	that Council direct Administration to receive the **Watino Geotechnical Assessment report** as information and complete payment to consultant. Funds to initially come from Capital reserves and where possible be recouped as part of 2020 DRP submission.			Ongoing
RC20-529	that Council direct Administration to renew **2021-2022 FCM membership.**			Ongoing
RC20-534	that Council direct Administration to advertise Bylaw **2020-11 Procedural Bylaw** on Birch Hills County Webpage.			Ongoing
RC20-535	that Council direct Administration to engage legal services to assist in implementing a **road use** bond or security bond requirement not to exceed $1000.00.			Ongoing
RC20-536	that Council provide Administration with approval to fund the **Peace Regional Victim Services** request.			Ongoing
RC20-541	that Council direct Administration to advertise Bylaw **2020-10 Central Peace Assessment Review** Board Bylaw on Birch Hills County Webpage.			Ongoing

Motion #	Motion	By	Action	Status
RC20-558	that Council direct Administration to advertise Bylaw 2020-09 Regional Fire Services Bylaw on Birch Hills County Webpage.			Ongoing

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved for Submission**	
Meeting Date:	January 12, 2021	**CAO:** RB	
Originated By:	Dion Hynes, DPW	**Director:**	
Item Title:	Dreamers Lake	**Presenter:** DPW	

DESCRIPTION:

Administration is providing Council with information regarding an update on Dreamers Lake.

BACKGROUND:

- The County does not possess an Alberta Environment and Parks (AEP) issued disposition that permits use of the intake structure.

- Department of Public Works (DPW) is seeking AEP permission for Temporary Field Access to undertake reclamation.

DISCUSSION / BENEFITS / DISDVANTAGES:

As presented to council at the December 10, 2020 regular council meeting which resulted in council motion:

RC 20-519 *"that Council direct Administration to accept the two proposals for information and inform both firms the County will not be awarding the contract at this time; and Direct Administration to continue working with AEP on alternative solutions to managing Dreamers Lake water level."*

Staff have developed a public consultation feedback form that will allow landowners to address any potential impact or issue they may foresee with the planned release of water from Dreamers Lake. The form was shared with AEP for input. The form will be distributed to the landowners along the water drainage system path from Dreamers Lake.

COST / SOURCE OF FUNDING:

No budget impact at this stage.

OPTIONS:

Council may choose to:

1. Direct administration to accept this as information.

RECOMMENDED ACTION:

It is Administration's recommendation:

1. Direct administration to accept this as information.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved for Submission**	
Meeting Date:	January 12, 2020	**CAO:** RB	
Originated By:	Dion Hynes, DPW	**Director:**	
Item Title:	Wanham Lagoon	**Presenter:** DPW	

DESCRIPTION:

Administration is providing Council with updated information regarding operation of the Wanham Lagoon.

BACKGROUND:

As presented to council at the September 10, 2020 regular council meeting which resulted in council motion:

RC 20-238 *"that Council direct Administration to continue with the temporary closure of the Wanham Lagoon. Council is to revisit after six (6) months. Council direct Administration to advertise regarding the possible closure of the Lagoon inviting public to email or mail a letter if they do or do not support the closure and direct Administration to bring the public information to a future regular council meeting."*

DISCUSSION / BENEFITS / DISADVANTAGES:

The advertising of the lagoon being temporarily closed will continue.

As of January 5th, 2021, there has been one written submission received expressing concerns about the closure and the negative affect on their business.

The six-month temporary closure is up at the middle of March which at that time Council will be presented with an RFD regarding the future of the lagoon.

OPTIONS:

Council may choose to:

1. Direct Administration to accept this RFD regarding the Wanham Lagoon operation as information.

RECOMMENDED ACTION:

1. It is Administration's recommendation Council direct Administration to accept this RFD regarding the Wanham Lagoon operation as information.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved for Submission**
Meeting Date:	January 12, 2021	**CAO:** RB
Originated By:	DPW	**Manager:**
Item Title:	Contract Tender for Landfill Site	**Presenter:** DPW

DESCRIPTION:

Administration is providing Council with information regarding the contract tender for landfill operator.

BACKGROUND:

The two-year contract for landfill supervisor expired on December 31, 2020. This multi-year contract tender encompasses supervision at all landfill and transfer sites. This includes, but not limited to, operational supervision, recycling and site maintenance.

As presented to council at the December 10, 2020 regular council meeting which resulted in council motion:

1. ***RC 20-520*** *"that Council direct Administration to reissue tender for landfill operator with a new closing date of January 5th, 2021. And*

   Direct administration to permit existing contractor keep operating the landfill and transfer sites in the interim until a new landfill operator contract is signed."

DISCUSSION / BENEFITS / DISDVANTAGES:

- Tender bids closed on January 5th, 2021 with three (3) bids being received.
  - Steve Semeniuk Consulting $30.00/hour
  - Cotton Trucking $50.00/hour
  - FMC Contracting Ltd $122.50/hour

- All tender bids remained the same per hour regardless if operations were based on 4 or 5 days.
- With the closing of the Peoria transfer site on January 31, 2021
  the hours of operation for the landfill and transfer site need be decided on.

  Based on 6 hours a day from 2pm – 8pm
  From the bid of $30.00/hour,
  Daily cost to operate is $180.00
  Yearly cost to operate is $9,360.00 (i.e., 52 Mondays in a year x $180.00)
  Closing for one day would be a $9,360.00 difference to budget, based on 6 hours a day.

COST / SOURCE OF FUNDING:

$60,000.00. Budget code 2-43-10-45-249

RELEVANT LEGISLATION (Cite):

Workers' Compensation Act and *Occupational Health and Safety Act;*
Environmental Protection and Enhancement Act
Code of Practice for Pits
County Operations Plan

OPTIONS:

Council may choose to:

1. Direct administration to accept the bid from Steve Semeniuk Consulting for $30.00/hour for the Landfill Supervisors Contract based on a four-day operating week.
2. Direct administration to accept the bid from _____ for $_____/hour for the Landfill Supervisors Contract.
3. Direct administration to reject all bids and to retender the contract for the Landfill Supervisor
4. Direct administration to make arrangements to take over daily operations of the landfill supervisor contract within daily operations of the County.

RECOMMENDED ACTION:

It is Administration's recommendation Council:

1. Direct administration to accept the bid from Steve Semeniuk Consulting for $30.00/hour for the Landfill Supervisors Contract based on a four-day operating week.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved for Submission**
Meeting Date:	January 12, 2021	**CAO:** RB
Originated By:	CAO Bastow	**Director:**
Item Title:	2021 CP FCSS Master Service Agreement	**Presenter:** CAO Bastow

DESCRIPTION:
Council is being presented with the proposed two-year Master Service Agreement between Central Peace Family and Community Support Services (FCSS) and Birch Hills County.

BACKGROUND:
The most recent Master Service Agreement expired in November 2020.

The Master Agreement governs how Central Peace FCSS will be providing preventative services to individuals and families in the municipality of Birch Hills County.

Central Peace FCSS has a mandate to provide services which must be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity

COST / SOURCE OF FUNDING:
- $2,500 Annually

ATTACHMENT(s):
FCSS 2021 Funding Agreement

OPTIONS:
Council may choose to:

1. Direct Administration to enter into a Master Service Agreement on behalf of Birch Hills County with Central Peace FCSS.

2. Accept the agreement as presented for information and provide direction on how to proceed.

RECOMMENDED ACTION:
Administration Recommends:

that Council Direct Administration to enter into an agreement on behalf of Birch Hills County with Central Peace FCSS.

Master Service Agreement

Between

Birch Hills County and

Central Peace Family and Community Support Services

1. Recitals

Whereas Central Peace Family & Community Support Services has a mandate to provide services which must be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity

Whereas Birch Hills County serves their ratepayers by providing services they may otherwise not be able to acquire.

Therefore Central Peace Family & Community Support Services and Birch Hills County agree to enter into a Master Agreement that will govern how Central Peace Family & Community Support Services will be providing preventative services to individuals and families in the municipality of Birch Hills County.

2. Commencement and Duration

This agreement is set to commence on January 1, 2021.

The agreement will be for a two (2) year term. Once the term is concluded the agreement is up for review by both parties. An annual review will take place by both parties to ensure it is within their means.

3. Purpose and Objectives

This agreement is meant to extend services offered by Central Peace Family & Community Services into the Birch Hills County area residents. This will allow residents access to various services provided by Central Peace Family & Community Support Services. The agreement is also in place to prevent Central Peace Family & Community Support Services from over-extending their staff members without compensation.

Central Peace Family & Community Support Services will also be working in conjunction with Smoky River Family & Community Support Services to offer services to the residents of Birch Hills County.

4. Scope

The following services shall be extended to Birch Hills County:

- Information referral

- Assistance with applications to government programs
- Camp WaNaGo
- Christmas Hampers
- Seniors Gifts

Other services can be added to this agreement via written permission throughout the agreement period. A formal motion within the Central Peace Family & Community Support Services Board of Directors will allow for the added service to come into effect.

5. Relative Roles and Responsibilities / Governance

CAO of Birch Hills County – Representative

Director of Corporate Services of Birch Hills County – Fiscal Agent

FCSS Coordinator – Representative and Fiscal Agent

6. Performance Targets and Reporting

Central Peace Family and Community Support Services will provide all necessary reporting needed for Family & Community Support Services Association of Alberta. This includes information on financial reporting and outcome reports. This information will be given to Birch Hills County upon request. Birch Hills County is responsible for yearly reporting of all funds.

7. Financial Arrangements

For the above mentioned programs or policies that are run within or include Birch Hills County, Central Peace Family & Community Support Services shall receive a payment of $2,500 annually from Birch Hills County for administrative and program services.

8. Amendment

No amendments at this time.

9. Security and Access to Information and Privacy

All information shared between Birch Hills County and Central Peace Family & Community Support Services shall follow FOIP regulations. Any case-sensitive information must be secured

10. Dispute Management

I. Once this document is signed any dispute must be addressed by Central Peace Board of Directors or by the CAO of Birch Hills County in written form.

II. Each party must provide two options on how to resolve the dispute.

III. A representative from each party must meet in person to discuss the dispute and carry out their parties' decision.

IV. The representatives will let their respective party know what was discussed during the dispute resolution process.

V. A vote will take place to resolve the dispute.

VI. Once the dispute is resolved, it shall be included in the Master Services Agreement as an amendment.

11. Termination

A letter of intent to terminate this agreement must be submitted to the opposite party. A six (6) month notice must be given with this letter of intent. The letter of intent must include the majority vote of either Birch Hills County Council, Municipal District of Spirit River #133 Council, Village of Rycroft Council, Town of Spirit River Council, or the majority vote from the Board of Directors of Central Peace Family & Community Support Services.

12. Signatories

By signing below, Approvers indicate their acceptance of all terms and conditions outlined in this Agreement.

Signature	Name Title	Approval Date
	CAO of Birch Hills County	
	Municipal District of Spirit River #133 Representative	
	Village of Rycroft Representative	
	Town of Spirit River Representative	

13. Agreement Termination Signatories

Signature	Name Title	Approval Date
	CAO of Birch Hills County	
	Municipal District of Spirit River #133 Representative	

Village of Rycroft Representative

Town of Spirit River Representative

Request for Decision (RFD)

Meeting:	Council Meeting	**Reviewed/ Approved For Submission**
Meeting Date:	January 12, 2021	**CAO:** RB
Originated By:	CAO Bastow	**Director:**
Item Title:	Bylaw 2021-01 Fees, Rates and Charges Bylaw	**Presenter:** CAO Bastow

DESCRIPTION:

Council is being presented with a draft 2021-01 Fees, Rates and Charges Bylaw that includes rates attached as “Schedule A”.

BACKGROUND:

Administration is seeking Council for direction on any changes they would like brought forward.

COST / SOURCE OF FUNDING:

O&M Revenue Budget – Various Departments

OPTIONS:

Council May choose to:

1. provide 1st, 2nd, and 3rd reading to the bylaw provided that the unanimous consent of all Councillors present is provided prior to the 3rd reading; or

2. provide 1st or 1st and 2nd reading to the bylaw at this meeting and direct Administration to bring back the bylaw for 2nd and 3rd, or 3rd reading at a future Meeting of Council; or

3. provide 1st reading to the Bylaw, and make amendments to the bylaw before proceeding to 2nd reading; or

4. receive this item for information and direct Administration to bring the bylaw back at a future Council meeting; or

5. receive this item for information and direct Administration to bring the bylaw back at a future Regular Council meeting.

ATTACHMENT(s):

2021-01 Fees, Rates and Charges Bylaw

RECOMMENDED ACTION:

It is Administrations recommendation that Council

1. provide first reading to Birch Hills County Bylaw 2021-01 Fees, Rates and Charges Bylaw;

2. provide second reading Birch Hills County Bylaw 2021-01 Fees, Rates and Charges Bylaw;

3. provide unanimous approval to a resolution to present Birch Hills County Bylaw 2021-01 Fees, Rates and Charges Bylaw at this meeting;

4. if unanimous approval has been provided, provide third reading to Birch Hills County Bylaw 2021-01 Fees, Rates and Charges Bylaw; and

5. direct Administration to advertise Bylaw 2021-01 Fees, Rates and Charges Bylaw on Birch Hills County Webpage.

A Bylaw of Birch Hills County, in the Province of Alberta for the purpose of adopting a revised Schedule of Fees, Rates and Charges.

WHEREAS: The Municipal Government Act, R.S.A. 2000, c. M-26 (hereinafter referred to as "the Act") and amendments thereto, provides that Council may pass bylaws to establish fees on behalf of the municipality; and;

WHEREAS: The Act provides for the establishment of fees for licenses, permits and approvals by bylaw; and

WHEREAS: The Act provides for the provision of municipal utility services subject to the terms, costs or charges established by Council; and

WHEREAS: The Act provides that certain information may be released upon payment of a reasonable fee established by Bylaw, and Council deems it appropriate to charge a reasonable fee for the release of certain information;

NOW THEREFORE, the Council of Birch Hills County, in the Province of Alberta, duly assembled hereby enacts as follows:

1. **TITLE**
    a. That this Bylaw shall be known as the Birch Hills County “Fees Bylaw”

2. **DEFINITIONS**
    b. That definitions, for the purpose of this bylaw, include:

    a) “*Act”* means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments.

    b) “*Arable”* shall mean capable of producing crops; suitable for farming; suited to the plow and for tillage.

    c) “*Chief Administrative Officer”* or *“CAO”* means the person appointed to the position of Chief Administrative Officer by Council.

    d) “*Council”* means the Council of Birch Hills County.

    e) “*The County”* means “Birch Hills County”.

    f) “*Drilling Rig”* shall mean the machine used to drill a wellbore. In onshore operations, the rig includes virtually everything except living quarters. Major components of the rig include mud tanks, mud pumps, derrick or mast, drawworks, rotary table or topdrive, drillstring, power generation equipment and auxiliary equipment.

    g) “*Goods and Services Tax”* or *“GST”* is the tax that is paid on most goods and services sold or provided in Canada and that Municipalities, as a GST/HST registrant, are required to and are responsible for charging and collecting.

h) "*Service Rig"* shall mean a piece of apparatus that can be driven long spans within the well sites for servicing and maintenance purposes. Usage of service rigs becomes extremely important in productive wells when it comes to ensuing periodic maintenance. Apart from cleaning a well or replacing its components, a service rig is also required when a well shuts down.

i) "*Taxable Supplies"* are goods and services that are made in the course of a commercial activity and are subject to the GST/HST (including zero-rated supplies).

1. That the fees, rates, and charges for Municipal licenses, permits, goods, and services are hereby established as identified in Schedule "A" which is attached to, and forming of, this Bylaw, and any applicable taxes shall be added to those rates at the point of sale.

2. That all previous fees, rates, and charges for goods and services as delivered to the Community and NOT noted in this Bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those goods and services as delivered to the Community.

3. That the method of payment for fees, rates, or charges to be at the discretion of Birch Hills County.

4. That if any provision of this Bylaw is deemed invalid, then such provision shall be severed and the remaining Bylaw shall be maintained.

5. That this Bylaw shall have force and take effect upon January 12, 2021, and Bylaw 2020-02 shall remain in effect and use until January 12, 2020, at which time it shall be rescinded.

READ a first time this 12th day of January, 2020.

READ a second time this 12th day of January, 2020.

READ a third and final time this 12th day of January, 2020.

Original to be Signed By:

Reeve
Gerald Manzulenko

Original to be Signed By:

Chief Administrative Officer
Rick Bastow

ATTACHMENTS:

Schedule "A" – Fees, Rates, and Charges

DESCRIPTION	RATE	GST	UNITS
A. Assessment and Property Taxes			
1. Tax Certificate	$ 25.00	E	Per Certificate
~~**2. Tax Notification Change**~~ Land Titles Fee's	$ ~~50.00~~ Cost Recovery	E	~~Per Parcel~~ Per Registration document
3. Land Title Certificate	$ 15.00	E	Per Title
B. Subdivision & Development			
1. Development Permit Application			
i) For the first $50,000.00 in construction value	$ 100.00	E	Per Application
ii) For each additional $50,000.00 in construction value to a maximum of $2,000.00	$ 20.00	E	Per Application
2. Development Permit Appeal (refunded if successful)	$ 100.00	E	Per Appeal
3. Land Use Bylaw Amendment Application	$ 150.00	E	Per Application
4. Subdivision Application	$ 150.00	E	Per Application
5. Subdivision Parcels – processing fee for each title created including the balance of the quarter	$ 100.00	E	Per Title
6. Subdivision Endorsement Fee, per title created	$ 55.00	E	Per Title
7. Certificate of Compliance	$ 40.00	E	Per Certificate
C. Photocopying and Faxes, Single Sided			
1. Photocopying – 5 copies or less	No Charge		
2. Photocopying over 5 copies, all copies charged			
i) First 10 pages (Black and White)	$ 0.25	T	Per Page
ii) First 10 pages (Colour)	$ 0.45	T	Per Page
3. Each additional copy (Black and White)	$ 0.15	T	Per Page
4. Each additional copy (Colour)	$ 0.20	T	Per Page
D. Access to Information under the Freedom of Information and Protection of Privacy Act			
1. Fees will be charged as specified in Alberta Regulation 186/2008, Freedom of Information and Protection of Privacy Regulation			
E. Maps			
1. County Map, paper	$ 25.00	T	Per Map
2. Shipping Tubes	$ 2.00	T	Per Tube
3. Shipping and Handling	Cost Recovery	T	Per Shipment

DESCRIPTION	RATE	GST	UNITS
F. Miscellaneous			
1. Non-Sufficient Funds (NSF) or Dishonoured Cheques	$ 40.00	E	Per Cheque
G. Accounts Receivable			
1. Penalty on Overdue Accounts, per month (With the exception of Law Firms and Oil & Gas Companies)	2%	E	Per Account
H. Road Closure or Lease			
1. Application Fee	$ 100.00		Per Application
2. Approval	Cost Recovery		Per non-County cost incurred ~~Approval~~
3. Lease, annual fee per acre (1/2 mile of 66 foot wide road allowance = 4 acres)	As per Section **I.**		
I. Cash Lease Agreements			
1. Pasture land	$ 25.00	T	Per Acre
2. Arable land Final rating 30 or above NPR*	$ 40.00	T	Per Acre
3. Arable land Final rating 29 or below NPR*	$ 30.00	T	Per Acre
*Net Productivity Rating			
4. Eaglesham Fire Hall – (Bank - 2 Rooms)	~~$ 350.00~~	~~T~~	~~per month~~
Move I. 4. Eaglesham Fire Hall – (Bank - 2 Rooms) to G. 2.	$ 400.00	T	per month eff 1 Jan 2021
J. Cemetery Plots			
1. County Owned Cemeteries	$ 100.00	T	Per Plot
K. Industrial Approvals			
1. Drilling Rig Moves			
i.) Pre-Inspection of Roads (rig in)	$ 465.00	T	Per Inspection
ii.) Post-Inspection of Roads (rig out)	$ 465.00	T	Per Inspection
2. Service Rig Moves & Well Completions			
i.) Pre-Inspection of Roads (rig in)	$ 465.00	T	Per Inspection
ii.) Post-Inspection of Roads (rig out)	$ 465.00	T	Per Inspection
iii.) Well Site Lease Approvals	$ 155.00	T	Per Approval
iv.) Pipeline Crossing/Tie in Approvals	$ 155.00	T	Per Approval
v.) Pipeline Crossing Road Inspection	$ 465.00	T	Per Inspection
vi.) Seismic Survey Notification Approval	$ 155.00	T	Per Approval

DESCRIPTION	RATE	GST	UNITS
3. Seismic Surveys			
i.) Pre-Inspection of Roads	$ 465.00	T	Per Inspection
ii.) Post-Inspection of Roads	$ 465.00	T	Per Inspection
4. Agreement Application	$ 155.00	T	Per Agreement
5. All non-permitted moves will be charged double the regular cost.			
6. Permits with less than 24 hours notice may be charged double the regular cost.			
L. **Water, Wastewater and Solid Waste (Monthly)**			
1. Residential and Bulk Water			
i.) Bulk Water			
1.1 Residential and Agricultural	$ 6.25	E	Per Cubic Meter
1.2 Commercial/Industrial	$ 12.50	E	Per Cubic Meter
ii.) Hamlet Residential and Commercial	$ 6.25	E	Per Cubic Meter
iii.) Seniors Apartments	$ 150.00	E	Per Location per Month
iv.) Municipal Water Line Fee	$ 9.00	E	Per Line per Month
v.) Connection/Reconnection Fee for All Accounts	$ 50.00	E	Per Connection
vi.) Renters Deposit Fee	$ 500.00	E	One Time Charge
2. Wastewater			
i.) Residential	$ 24.00	E	Per Line per Month
ii.) Seniors Apartments	$ 175.00	E	Per Location per Month
iii.) Schools/Motels/Hotels	$ 85.00	E	Flat Rate per Month
iv.) Sewer Line Inspection	$ 500.00	T	Flat Rate
v.) Thawing of Frozen Lines	Cost Recovery	T	Per Line
vi.) Sewage Lagoon Dumping (Wanham only)	$ 5.00	~~E~~ T	Per Cubic Meter
3. Solid Waste			
i.) Hamlet Collection			
1.1 Residential	$13.25	E	Flat Rate per Month
1.2 Seniors Apartments	$13.25	E	Per Four (4) Unit Structure per Month

DESCRIPTION	RATE	GST	UNITS
ii.) Garbage Cans			
1.1 Purchase	$ 65.00	T	Per Can
1.2 Rental	$ 3.00	E	Flat Rate
4. Shut Off/Door Notices			
i.) First Notice	$ 25.00	E	Per Notice
ii.) Second Notice	$ 25.00	E	Per Notice
iii.) Over Two Notices	$ 25.00	E	Per Notice
M. Eaglesham Hall			
1. Full Hall Rental	$ 125.00	T	Per Day
2. Rotunda & Kitchen Rental	$ 60.00	T	Per Day
3. Rotunda Only Rental	$ 40.00	T	Per Day
4. Damage Deposit	$ 125.00	T	Per Deposit
5. Key Deposit	$ 50.00	T	Per Deposit
6. Cleaning	$ 30.00	T	Per Hour
Both the damage deposit and key deposit are required, however if there are no damages and the keys are returned within the time specified by the office administration, both deposits will be paid back in full, within 30 days of host function.			
N. Wanham Camping Fees (Open May 1st - October 31st)			
1. Per Stall - Daily	$ 25.00	T	Per Day
2. Per Stall - Monthly	$ 400.00	T	Per Month
O. Informational Signs			
1. Signage / Rural Address	Cost Recovery	T	Per Account
2. Installation	$ 150.00	T	Per Installation
P. Fire Services			
1. From Section 8.3.2.a Bylaw 2020-09 Regional Fire Services	$ 630.00	E	Per Hour for Ladder & Pumper Trucks and Light & Medium Rescue Vehicles
2. From Section 8.3.2.b Bylaw 2020-09 Regional Fire Services	$ 185.00	E	Per Hour Tender – Water tanker Truck
3. From Section 8.3.2.c Bylaw 2020-09 Regional Fire Services	$ 185.00	E	Per Hour Command Vehicles (Only Contracted Fire Chief Unit)
4. Open Air Fire Pit Permit/Inspection	No Fee	E	

DESCRIPTION	RATE	GST	UNITS
Q. <u>GST Applicable</u>			
Those fees or charges listed above that are beside the GST column marked by a (E) are Exempt from Tax and those that are beside a (T) are subject to GST.			

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved for Submission**
Meeting Date:	January 12, 2021	**CAO:** RB
Originated By:	Shawna Schwerdt L.O./E.A.	**Director:**
Item Title:	Upcoming Meetings Council	**Presenter:** CAO Bastow

DESCRIPTION:

Council is being requested to review the upcoming 2021 Calendar as it relates to Council Meetings, Statutory Holidays, and provide Administration with direction as to what, if any action should be taken to reschedule meetings.

BACKGROUND:

Administration would like to review the upcoming yearly meeting schedule with Council to determine if Council deems it necessary to make any changes.

The Regular Council meeting scheduled for July 13 and August 10, Administration is requesting these be cancelled as supported in the past by Council to go down to one meeting for each of these months due to attendance as such over the summer holidays.

The Regular Council Meeting on December 28, 2021 will be unavailable the Admin. County Office will be closed in lieu of Christmas and Boxing day (fall on the weekend). Council has usually cancelled the second Council meeting in December as there usually is not the staff or the time necessary for Administration to complete time sensitive items.

COST / SOURCE OF FUNDING:

There will be adequate funding allocated in the budget to hold the meetings scheduled. Reduced meetings do result in reduced costs related to meetings.

ATTACHMENT(s):

2021 Birch Hills County Council Calendar

OPTIONS:

Council may choose to:

1. That Council cancel the Regular Council Meeting on July 13, August 10 and December 28, 2021 and direct Administration to advertise the changes as per the County's Procedural Bylaw; or

2. Provide Administration with other direction related to the Regular Council Meeting schedule.

RECOMMENDED ACTION:

It is recommended that Council

"cancel the Regular Council Meeting on July 13, August 10 and December 28, 2021 and direct Administration to advertise the changes as per the County's Procedural Bylaw".

2021

BIRCH HILLS COUNTY COUNCIL CALENDAR

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	

Regular Council Meeting

Council & ASB Meetings

RMA Convention

Agenda Items Due By Noon

Payroll Cutoff - 20th of each Month

Stat Holiday/Office closed

New Years Day Jan. 1	Civic Holiday - Aug. 2
Family Day Feb. 15	Labour Day - Sep. 6
Good Friday Apr. 2	Thanksgiving - Oct. 11
Easter Monday Apr. 5	Remembrance - Nov. 11
Victoria Day May 24	Christmas Day - Dec. 25
Canada Day Jul. 1	Boxing Day - Dec. 26

Election - October 18

Inaugual - October 26

Growing the North Convention Feb. 16-18

Cancelled Dates:

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved for Submission**	
Meeting Date:	January 12, 2021	**CAO:** RB	
Originated By:	Shawna Schwerdt L.O./E.A.	**Director:**	
Item Title:	2021 Growing the North Conference	**Presenter:** CAO Bastow	

DESCRIPTION:
Administration is providing Council with information regarding the 2021 Growing the North Conference and requesting confirmation on virtual attendance.

BACKGROUND:
This year the Growing the North (GTN) Conference is virtual and will be held on February 16, 17, & 18, 2021. Tentative GTN Event schedule is attached and schedule is subject to change, please visit https://growingthenorth.com/event-schedule for latest updates.

Last year, Council passed Resolution RC19-017 that read:
"that Council authorize the attendance, with remuneration and reimbursement of expenses as appropriate, of Reeve Gerald Manzulenko and Councillors Deanne Wendland and Albert Poetker, to the Growing the North Conference in Grande Prairie on February 20 and 21, 2019, and direct Administration to make reservations for accommodations for them on the evening of February 20, 2019."

In addition to the GTN Conference, Birch Hills County approved a partnership for hospitality suites in conjunction with the Growing the North Conference on February 19-20, 2020. This was approved by resolution RC19-322 that read:
"that Council approve a maximum of $3,000.00 in funding from account 2-11-10-00-219 – Council – Hospitality towards an anticipated partnership with the County of Grande Prairie, the Municipal District of Greenview, and Saddle Hills County for hospitality suites from 5 p.m. to 8 p.m. on February 18, 2020 and on February 20, 2020 at the TARA Centre in conjunction with the Growing the North Conference on February 19-20, 2020 in Grande Prairie."

COST / SOURCE OF FUNDING:
The cost of registration for the 2021 Growing the North Conference is $199.00 plus GST.

RELEVANT LEGISLATION (Cite):
11-06-20 Attendance at Conferences Policy RC20-240
Governance & Operational Policies

OPTIONS:
Council may choose to:

1. that Council authorize the virtual attendance, with remuneration and reimbursement of expenses as appropriate, of the following Councillor(s)_____ to the virtual 3 day Growing the North Conference from February 16-18, 2021, and direct Administration to make reservations.

2. Receive the presentation related to the "2021 virtual Growing the North Conference" for information.

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

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Overviewed/ Approved for Submission**
Meeting Date:	January 12, 2021	**CAO:** RB
Originated By:	CAO Bastow	**Director:**
Item Title:	Staff Performance Agreement	**Presenter:** CAO Bastow

DESCRIPTION:
Administration is providing Council with an update on 2021 outcome monitoring.

BACKGROUND:

Birch Hills County does not currently employ an annual staff performance agreement. Documentation provides chronological and a precise description of the employee's actions, the manager's actions, and events as they occur.

Documentation provides evidence that supports management decisions to reward exemplary performance or to take action such as discipline or termination with an employee.

ATTACHMENT:
- Draft: Staff Performance Agreement

OPTIONS:

Council may choose to:

1) Direct Administration to accept this RFD regarding the Staff Performance Agreement as information.

RECOMMENDED ACTION:

Direct Administration to accept this RFD regarding the Staff Performance Agreement as information.

Employee ID - **Category - PERF**

Staff 2021 Performance Agreement

	to	
Performance Cycle Date From		**Performance Cycle Date To**
Last Name		**First Name**
Department		**Supervisor**

Instructions:

- The completed performance agreement should be succinct (i.e., 3 - 4 pages) and should highlight your main goals and targets at the beginning of the performance cycle and results achieved throughout the cycle.
- Metrics/performance measures should be incorporated wherever possible to indicate progress on goals.
- Results should address both *what* was achieved and *how* it was achieved.
- This document should be updated throughout the year to reflect results achieved and any emerging areas of focus.

Common Employee Commitments

- I will demonstrate values of Respect, Accountability, Integrity, and Excellence in my interactions with others and contribute to a positive work environment in my day-to-day work.
- I will contribute to my organization's success and fulfil my job expectations as identified in the goals and actions in my performance agreement.
- I will actively support my team and collaborate with others to achieve department and/or administration wide goals.

Performance

Goals, Actions and Results Achieved

Employees should identify at least three work-related priority goals aligned with department and business operational plans.

Goals/Actions	Targets/Milestones	Results

Employee Engagement in an Inclusive Workplace Supporting initiatives to build a positive workplace culture.		
Goals/Actions	Targets/Milestones	Results
Professional Development Identify key needs to support your learning and professional development (specific skills, competencies, knowledge and experience required to develop in current and future roles)		
Goals/Actions	Targets/Milestones	Results
If unforeseen circumstances or issues arise that could affect my ability to deliver on these accountabilities, I will initiate the process of redefining them with my supervisor.		
Date	**Employee Signature**	
Date	**Supervisor Signature**	

Year in Review	
Summarize performance highlights over the past year below.	
Employee's Comments	
Supervisor's Comments	
Date	Employee Signature
Date	Supervisor Signature

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved for Submission**	
Meeting Date:	January 12, 2021	**CAO: RB**	
Originated By:	Rick Bastow, CAO	**Director:**	**SDB**
Item Title:	2021 O&M Budget	**Presenter:**	**SDB**

DESCRIPTION:

Council is being presented with the revised 2021 Operating and Maintenance (O&M) Budget for approval.

BACKGROUND:

The 2021 Operating Budget was approved on December 10, 2020 with the following Resolution:

RC20-559 Moved by Councillor Poetker that Council adopt the 2021 Operating Budget with:

Total Revenues of $7,893,515.69 comprised of:
Operating Revenue (sales, grants, etc.) of $1,631,431.22:
Revenue Drawn from Operating Reserves of $517,141.79; and
Municipal Property Tax Revenue of ($5,944,942.67-$200,000 allowance) $5,744,942.68

Total Expenses of $10,426,604.40 comprised of:
Operating Expenses of $7,893,515.69
Amortization Expense of $2,533,088.71
That result in a balanced budget before the amortization expense of $2,533,088.71.

DISCUSSION / BENEFITS / DISADVANTAGES:

Council is being presented with the revised 2021 Operating and Maintenance Budget for approval with the understanding there will likely be amendments to the budget in spring 2021.

COST / SOURCE OF FUNDING:

Revenues to cover the expenses in the budget are comprised of mainly the sales of goods and services, grants, and Municipal taxes.

The 2021 mill rates for municipal property taxes are currently based on the 2020 mill rates with no change at this time and may be revisited spring 2021.

Municipal Sustainable Initiative (MSI) Operating funding has been assumed at 75% of projected allocations from the Province. MSI Operating allowance of $21,184 has been included.

The budget also calls for a draw down from Rate Stabilization Reserve of $527,041.79.

RELEVANT LEGISLATION (Cite):

Section 242 of the Municipal Government Act (quoted above)

ATTACHMENT(s):

2021 O&M Budget Projection

OPTIONS:

Council may choose to:

1. Rescind resolution RC20-559 Moved by Councillor Poetker that Council adopt the 2021 Operating Budget:

2. adopt the revised 2021 Operating Budget with:

Total Revenues of $7,903,415.69 comprised of:
Operating Revenues (sales, grants, etc.) of $1,631,431.22;
Revenue Drawn from Operating Reserves of $527,041.79; and Municipal Property Tax Revenue of $5,744,942.68; and

Total Expenses of $10,436,504.40 comprised of
Operating Expenses of $7,903,415.69; plus
Amortization Expense of $$2,533,088.71

Which results in a balance budget before the Amortization expense of $2,533,088.71.

RECOMMENDED ACTION:

It is Administration's recommendation that Council adopts the 2021 Operating and Maintenance Budget with

Total Revenues of $7,903,415.69 comprised of:
Operating Revenues (sales, grants, etc.) of $1,631,431.22;
Revenue Drawn from Operating Reserves of $527,041.79; and Municipal Property Tax Revenue of $5,744,942.68; and

Total Expenses of $10,436,504.40 comprised of
Operating Expenses of $7,903,415.69; plus
Amortization Expense of $$2,533,088.71

Birch Hills County
Operating Budget Projection

Revenue	2020 Budget	2021 Budget
Operating & Maintenance Revenue (Sales etc)	(2,495,519.35)	(2,488,035.22)
Less Capital Grants	759,293.00	856,604.00
Net O&M Revenue	(1,736,226.35)	(1,631,431.22)
Drawn from Operating Reserves	(425,408.42)	(527,041.79)
Property Tax Revenue (Including Requisitions)	(5,944,942.67)	(5,744,942.68)
Total O&M Revenue (not incl capital grants)	(8,106,577.44)	(7,903,415.69)
Expense		
Operating & Maintenance Expense	8,106,577.44	7,903,415.69
Amortization	2,533,088.71	2,533,088.71
Total O&M Expense	10,639,666.15	10,436,504.40
Net Revenue & Expense (Inc amortization & Capital Grants)	**1,773,795.71**	**1,676,484.71**
Amortization	**2,533,088.71**	**2,533,088.71**
Government Transfers for Capital	**(759,293.00)**	**(856,604.00)**
Net Revenue before amortization and government transfers for capital	**0.00**	**0.00**

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved for Submission**	
Meeting Date:	January 12, 2021	**CAO: RB**	
Originated By:	Shelley Braun, DCS	**Manager:**	**SDB**
Item Title:	2022-2026 Capital Plan	**Presenter:**	**DCS**

DESCRIPTION:

Council is being requested to accept the revised 2022 – 2026 Capital Plan for information.

BACKGROUND:

The 2022-2026 Capital Plan was accepted as information on December 10, 2020 with the following Resolution:

RC20-562 Moved by Councillor Reum that Council accept the 2022-2026 Capital Plan for information with:

Total 2022-2026 Revenue of $6,173,787 comprised of:

2022 Capital Grant Revenue estimate of	$ 558,000; plus
2023 Capital Grant Revenue estimate of	$ 558,000; plus
2024 Capital Grant Revenue estimate of	$ 558,000; plus
2025 Capital Grant Revenue estimate of	$ 558,000; plus
2026 Capital Grant Revenue estimate of	$ 558,000;
2022-2026 Capital Grant Revenue estimate total of	$2,790,000 and
2022 Revenue Drawn from Operating Reserves of	$2,172,643; plus
2023 Revenue Drawn from Operating Reserves of	$ 167,969; plus
2024 Revenue Drawn from Operating Reserves of	$1,418,929; minus
2025 Revenue Contributed to Operating Reserves of	$ 162,823; minus
2026 Revenue Contributed to Operating Reserves of	$ 212,931;
2022-2026 Revenue Drawn from Operating Reserves total of	$3,383,787.

Total 2022-2026 Expenses of $6,173,787 comprised of:

2022 Capital Machinery & Equipment Expenses of	$1,847,503; plus
2023 Capital Machinery & Equipment Expenses of	$ 590,529; plus
2024 Capital Machinery & Equipment Expenses of	$1,060,274; plus
2025 Capital Machinery & Equipment Expenses of	$ 29,534; plus
2026 Capital Machinery & Equipment Expenses of	$ 77,994;
2022-26 Capital Machinery & Equipment Expense total of	$3,605,835 and
2022 Capital Vehicle Expenses of	$ 883,140; plus
2023 Capital Vehicle Expenses of	$ 135,440; plus
2024 Capital Vehicle Expenses of	$ 916,655; plus
2025 Capital Vehicle Expenses of	$ 365,643; plus

2026 Capital Vehicle Expenses of $ 267,075;
2022-26 Capital Vehicle Expenses total of $2,567,952.

DISCUSSION / BENEFITS / DISADVANTAGES:

Council is being presented with the revised 2022 – 2026 Capital Plan to be accepted as information.

COST / SOURCE OF FUNDING:

RELEVANT LEGISLATION (Cite):

Section 283.1 of the Municipal Government Act (quoted above)

The Tangible Capital Asset Policy No. 02-09 adopted by Resolution 06-10 (03-10) has been used to manage assets since 2009. This policy addresses asset classification (major and minor), capitalization threshold for each asset classification, amortization method to be used (useful life, residual value) and policy review schedule.

ATTACHMENT(s):

Capital Plan Summary 2022-2026

OPTIONS:

Council may choose to:

1. Rescind Resolution RC20-562 Moved by Councillor Reum that Council accept the 2022-2026 Capital Plan as information; and

2. Accept the revised 2022-2026 Capital Plan with:

Total 2022-2026 Revenue of $5,774,110 comprised of:

2022 Capital Grant Revenue estimate of $ 558,000; plus
2023 Capital Grant Revenue estimate of $ 558,000; plus
2024 Capital Grant Revenue estimate of $ 558,000; plus
2025 Capital Grant Revenue estimate of $ 558,000; plus
2026 Capital Grant Revenue estimate of $ 558,000;
2022-2026 Capital Grant Revenue estimate total of $2,790,000 and

2022 Revenue Drawn from Operating Reserves of $1,772,966; plus
2023 Revenue Drawn from Operating Reserves of $ 167,969; plus
2024 Revenue Drawn from Operating Reserves of $1,418,929; minus
2025 Revenue Contributed to Operating Reserves of $ 162,823; minus
2026 Revenue Contributed to Operating Reserves of $ 212,931;
2022-2026 Revenue Drawn from Operating Reserves total of $2,984,110.

Total 2022-2026 Expenses of $6,173,787 comprised of:

2022 Capital Machinery & Equipment Expenses of	$1,447,826; plus
2023 Capital Machinery & Equipment Expenses of	$ 590,529; plus
2024 Capital Machinery & Equipment Expenses of	$1,060,274; plus
2025 Capital Machinery & Equipment Expenses of	$ 29,534; plus
2026 Capital Machinery & Equipment Expenses of	$ 77,994;
2022-26 Capital Machinery & Equipment Expense total of	$3,206,157 and

2022 Capital Vehicle Expenses of	$ 883,140; plus
2023 Capital Vehicle Expenses of	$ 135,440; plus
2024 Capital Vehicle Expenses of	$ 916,655; plus
2025 Capital Vehicle Expenses of	$ 365,643; plus
2026 Capital Vehicle Expenses of	$ 267,075;
2022-26 Capital Vehicle Expenses total of	$2,567,952.

RECOMMENDED ACTION:

It is Administration's recommendation that Council accept the 2022-2026 Capital Plan for information with:

Total 2022-2026 Revenue of $5,774,110 comprised of:

2022 Capital Grant Revenue estimate of	$ 558,000; plus
2023 Capital Grant Revenue estimate of	$ 558,000; plus
2024 Capital Grant Revenue estimate of	$ 558,000; plus
2025 Capital Grant Revenue estimate of	$ 558,000; plus
2026 Capital Grant Revenue estimate of	$ 558,000;
2022-2026 Capital Grant Revenue estimate total of	$2,790,000 and

2022 Revenue Drawn from Operating Reserves of	$1,772,966; plus
2023 Revenue Drawn from Operating Reserves of	$ 167,969; plus
2024 Revenue Drawn from Operating Reserves of	$1,418,929; minus
2025 Revenue Contributed to Operating Reserves of	$ 162,823; minus
2026 Revenue Contributed to Operating Reserves of	$ 212,931;
2022-2026 Revenue Drawn from Operating Reserves total of	$2,984,110.

Total 2022-2026 Expenses of $6,173,787 comprised of:

2022 Capital Machinery & Equipment Expenses of	$1,447,826; plus
2023 Capital Machinery & Equipment Expenses of	$ 590,529; plus
2024 Capital Machinery & Equipment Expenses of	$1,060,274; plus
2025 Capital Machinery & Equipment Expenses of	$ 29,534; plus
2026 Capital Machinery & Equipment Expenses of	$ 77,994;
2022-26 Capital Machinery & Equipment Expense total of	$3,206,157 and

2022 Capital Vehicle Expenses of	$ 883,140; plus
2023 Capital Vehicle Expenses of	$ 135,440; plus
2024 Capital Vehicle Expenses of	$ 916,655; plus
2025 Capital Vehicle Expenses of	$ 365,643; plus
2026 Capital Vehicle Expenses of	$ 267,075;
2022-26 Capital Vehicle Expenses total of	$2,567,952.

Birch Hills County Capital Plan Summary 2022 - 2026

By Asset Group - Five Year Capital Plan Summary

Asset Group	2022	2023	2024	2025	2026	Total
Machinery and Equipment						
Administration	22,915	-	9,884	-	-	32,799
Fire	64,705	-	-	-	2,648	67,354
Public Works	1,229,528	590,529	682,353	-	8,711	2,511,121
Regional Water	53,460	-	-	-	52,322	105,782
Wastewater	-	-	-	-	14,312	14,312
Solid Waste	39,730	-	-	-	-	39,730
Agriculture Service Board	37,488	-	368,038	29,534	-	435,060
Total Machinery & Equipment	**1,447,826**	**590,529**	**1,060,274**	**29,534**	**77,994**	**3,206,157**
Vehicles						
Fire	231,322	-	752,165	-	179,752	1,163,240
Public Works	448,427	90,218	164,489	318,882	87,323	1,109,338
Regional Water	43,764	45,222	-	-	-	88,986
Agriculture Service Board	159,626	-	-	46,761	-	206,388
Total Vehicles	**883,140**	**135,440**	**916,655**	**365,643**	**267,075**	**2,567,952**
Final Expense Total	**2,330,966**	**725,969**	**1,976,929**	**395,177**	**345,069**	**5,774,110**

Funding Sources	2022	2023	2024	2025	2026	Total
MSI Capital estimate (not incl BMTG)	(558,000)	(558,000)	(558,000)	(558,000)	(558,000)	(2,790,000)
Disposal Proceeds						-
Unrestriced Reserves (Tax Rate Stabilization)	(1,772,966)	(167,969)	(1,418,929)	162,823	212,931	(2,984,110)
Total Revenue	**(2,330,966)**	**(725,969)**	**(1,976,929)**	**(395,177)**	**(345,069)**	**(5,774,110)**
Net Revenue/Expenses	**(0)**	**(0)**	**0**	**0**	**(0)**	**(0)**

Asset Groupings to be included at a later date

Roads, Hamlet Roads and Bridge Files

Hamlet Water, Wastewater

Buildings

Note: Capital plans must include:

***planned capital property additions**

***allocated and anticipated funding sources**

Assumptions

2009 Tangible Capital Asset Policy 02-09

2% Annual Inflation Factor

2020 Capital update estimated (unaudited data)

CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION

Meeting Minutes
Tuesday, May 5, 2020
9:30 AM
Members and Administration met electronically

PRESENT: Paul Reum, Member, Birch Hills County
Lawrence Andruchiw, Member, Saddle Hills County
Herman Sellin, Member, Town of Spirit River

ADMINISTRATION: Ron Pelensky, Director of Operations, Saddle Hills County
Donna Anderson, Director of Corporate Services, Saddle Hills County
Tracy Lapping, Legislative Officer, Saddle Hills County
Dee Deveau, CAO, Town of Spirit River
Peter Thomas, CAO, Village of Rycroft (arrived at 10:00 a.m.)

ABSENT: Diahann Potrebenko, Member, Village of Rycroft

ALSO PRESENT: Scott Mockford, Doyle & Company

1. CALL TO ORDER:

a) Call to Order

Chair Reum called the meeting to order at 9:41 a.m.

2. AGENDA:

a) Adoption of Agenda

MOTION 01.05.05.20

MOVED by Member Sellin

That the agenda for the May 5, 2020 Central Peace Regional Waste Management Commission meeting be adopted as presented.

Carried

3. ADOPTION OF PREVIOUS MINUTES:

a) Minutes of the January 13, 2020 Central Peace Regional Waste Management Meeting

MOTION 02.05.05.20

MOVED by Member Sellin

That the minutes of the January 13, 2020 Central Peace Regional Waste Management Meeting be adopted as presented.

Carried

4. NEW BUSINESS

a) 2019 CPRWMC Audited Financial Statements

Scott Mockford from Doyle & Company presented the 2019 Central Peace Regional Waste Management Commission audited financial statements.

MOTION 03.05.05.20

MOVED by Member Andruchiw

That Saddle Hills County research capital expenses that have been included in the 2019 Central Peace Regional Waste Management Commission audited financial statements.

Carried

MOTION 04.05.05.20

MOVED by Member Andruchiw

That the 2019 Central Peace Regional Waste Management Commission audited financial statements be accepted as presented.

Carried

5. NEXT MEETING AND ADJOURNMENT:

The next meeting will be held in the fall of 2020.

There being no further business, Chair Reum declared the meeting adjourned at 10:04 a.m.

Paul Reum, Chair

Ron Pelensky, Manager

City of Cold Lake

OFFICE OF THE MAYOR

December 3, 2020

Government of Alberta

Attention: Honourable Tyler Shandro, Minister of Health

Dear Minister Shandro:

At the City of Cold Lake's regular Council meeting, held on November 24, 2020, City Council debated concerns being raised by our residents relating to access to the Government of Canada's "COVID-19 Alert" mobile application.

In the Cold Lake context, these concerns are exacerbated due to our proximity to the Province of Saskatchewan, the City of Cold Lake's position as an economic hub in the northeast, and the presence of CFB Cold Lake. Many Saskatchewan residents are using the federal COVID-19 contact/exposure alert application and come to our community to shop and access healthcare services. It is our hope that a solution may be found that would allow the Government of Alberta to enable the federal government's application, or to harmonize the Alberta tracing application with the federal one.

We understand that the "ABTraceTogether" was launched in May 2020 and the Government of Canada developed its "COVID-19 Alert" at a later date, and that this has caused concerns relating to provincial coordination and potential confusion between different applications.

Our Council feels that the Government of Alberta deserves much credit in its quick response, development, and deployment of its tracing application. Since inter-provincial travel and trade is critical to our economy and will be a large factor in our post COVID recovery, however, it is our hope that a Canada-wide solution can be implemented as soon as reasonably possible.

Although the federal government's application may have been late, it has the unique advantage of being able to trace contacts across the country. Our residents feel there are significant benefits a Canada-wide approach can bring to help safely strengthen interprovincial travel and trade.

In response to our residents' concerns, Council passed the following resolution:

> *Moved by Councillor Vining that Council consider a letter to the Government of Alberta urging it to open access to the federal COVID-19 mobile app in Alberta.*
>
> ***WHEREAS** Canada is in the midst of a global pandemic relating to the COVID-19 virus, during which health experts have expressed the need to be able to trace people who may have been exposed to the virus in an effort to break the cycle of infection; and*

.../2

WHEREAS *the Government of Canada has developed a nation-wide mobile application to assist with tracing efforts in response to the COVID-19 pandemic; and*

WHEREAS *as on November 4, 2020, eight (8) provinces and territories have opened the app for access within their jurisdictions and over 5 million Canadians have now downloaded the application.*

NOW THEREFORE BE IT RESOLVED *that the Council of the City of Cold Lake urges the Government of Alberta to enable the Government of Canada "COVID-19 Alert" application for Albertans.*

And that a copy of this resolution be sent to the Honourable Jason Kenny Premier of Alberta, MLA David Hansen, opposition health critic MLA David Shepherd, the Alberta Urban Municipalities Association, and all municipalities within the Province of Alberta.

The City feels that the more Albertans who voluntarily download and use a tracing application capable of operating across all provinces, the quicker Albertans can react to information and assist with curbing the spread of the COVID-19 virus, which will assist in quicker economic recovery efforts.

The City of Cold Lake appreciates your leadership in these uncertain times and stands ready to assist in any way called upon.

And we remain,

Respectfully yours,

Craig Copeland,
Mayor

cc: Council
Chief Administrative Officer K. Nagoya
The Honourable Jason Kenny, Premier of Alberta
The Honourable David Hanson, MLA Bonnyville-ColdLake-St. Paul Constituency
The Honourable David Shepherd, MLA Opposition Health Critic
Alberta Urban Municipalities Association (AUMA)
and all Municipalities within the Province of Alberta

BIRCH HILLS COUNTY
RECEIVED
DEC 07 2020
WANHAM

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	January 12, 2021	**CAO:** RB	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Bank Reconciliation, Cheque Register	**Presenter:**	

BACKGROUND / PROPOSAL:

Council is being provided with the November 30, 2020, 2020 Bank Reconciliation and November 30, 2020 Register Report for cheques issued.

DISCUSSION / BENEFITS / DISADVANTAGES:

November 30, 2020, 2020 Bank Reconciliation adjustment details are as follows:

30-Nov-20	Interest	$1097.95	
1-Nov-20	GST	($5.27)	
1-Nov-20	September Service Charges	($196.95)	
1-Nov-20	Split Deposit	609.07	
		1504.80	Originator: Marlene McLaughlin

November 30, 2020 Pre-authorized Payments were as follows:

02-Nov-20	I Want Wireless	$52.45	
02-Nov-20	I Want Wireless	$104.85	
03-Nov-20	Trinus	$464.10	
09-Nov-20	Local Authorities Pension Plan	$30,388.20	
09-Nov-20	Receiver General	$39,456.48	
10-Nov-20	Manulife	$11,770.50	
12-Nov-20	Telus	$1,256.94	
16-Nov-20	Manulife	$8.48	
18-Nov-20	Campus Energy Buildings	$3,219.48	
18-Nov-20	Campus Energy Streetlights	$6,633.71	
25-Nov-20	Access gas	$785.20	
		$94,140.39	Originator: Lisa Price

ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending November 30, 2020.
November 30, 2020 Vendor Cheque Register – Total cheques issued $833,476.52
Note: * cheques have been voided.

RECOMMENDED ACTION:

That Council accept the November 30, 2020 Bank Reconciliation and November 30, 2020 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000282
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $1,714,326.38
Bank Statement Ending Date: 11/30/2020
Cutoff Date: 11/30/2020

Statement Ending Balance	$1,714,326.38
Outstanding Cheques (-)	$75,510.15
Deposits in Transit (+)	$12,492.43
Adjusted Bank Balance	$1,651,308.66
Chequebook Balance as of Cutoff	$1,649,803.86
Adjustments	$1,504.80
Adjusted Book Balance	$1,651,308.66
Difference	$0.00

Ranges:	From:	To:		From:	To:
Cheque Number	First	Last	Cheque Date	11/01/20	11/30/20
Vendor ID	First	Last	Chequebook ID	First	Last
Vendor Name	First	Last			

Sorted By: Chequebook ID

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0032539	ABHSERV01	ALBERTA HEALTH SERVICES	11/12/20	ATB PRIMARY	PMCHQ00001355	$310.00
0032540	ALSLAB01	ALS CANADA LTD	11/12/20	ATB PRIMARY	PMCHQ00001355	$868.14
0032541	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	11/12/20	ATB PRIMARY	PMCHQ00001355	$1,079.03
0032542	CARBONET01	CARBONE, TERRY	11/12/20	ATB PRIMARY	PMCHQ00001355	$360.00
0032543	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	11/12/20	ATB PRIMARY	PMCHQ00001355	$5,869.50
0032544	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	11/12/20	ATB PRIMARY	PMCHQ00001355	$22,698.15
0032545	COLLIE01	MIKE & JANET COLLIE	11/12/20	ATB PRIMARY	PMCHQ00001355	$320.00
0032546	DAMEA01	DAME, ANDY	11/12/20	ATB PRIMARY	PMCHQ00001355	$146.99
0032547	EFROC01	EFROC INDUSTRIES LTD	11/12/20	ATB PRIMARY	PMCHQ00001355	$1,477.77
0032548	FOUNTAIN01	FOUNTAIN TIRE	11/12/20	ATB PRIMARY	PMCHQ00001355	$2,146.20
0032549	GHOSTKEEPERC01	GHOSTKEEPER, COLIN	11/12/20	ATB PRIMARY	PMCHQ00001355	$208.93
0032550	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	11/12/20	ATB PRIMARY	PMCHQ00001355	$741.09
0032551	HITECH01	HITECH BUSINESS SYSTEMS LTD	11/12/20	ATB PRIMARY	PMCHQ00001355	$816.65
0032552	LANDTIT01	THE GOVERNMENT OF ALBERTA	11/12/20	ATB PRIMARY	PMCHQ00001355	$50.00
0032553	LEMOINEG01	LEMOINE, GILBERT	11/12/20	ATB PRIMARY	PMCHQ00001355	$243.75
0032554	MORGAN01	MORGAN, TOM	11/12/20	ATB PRIMARY	PMCHQ00001355	$6,782.50
0032555	NMETALIC01	NORTHERN METALIC SALES (GP) L	11/12/20	ATB PRIMARY	PMCHQ00001355	$849.40
0032556	PATSAU01	PAT'S AUTO SUPPLY GP LTD	11/12/20	ATB PRIMARY	PMCHQ00001355	$419.56
0032557	PETTY01	BRAUN, SHELLEY	11/12/20	ATB PRIMARY	PMCHQ00001355	$100.00
0032558	PRDISPOSAL01	PRAIRIE DISPOSAL LTD	11/12/20	ATB PRIMARY	PMCHQ00001355	$136.50
0032559	SCOTTJ01	SCOTT, JOANNE	11/12/20	ATB PRIMARY	PMCHQ00001355	$81.25
0032560	SIGNAL01	LOMOSAD MEDIA INC.	11/12/20	ATB PRIMARY	PMCHQ00001355	$515.82
0032561	SRHMHW01	SPIRIT RIVER HOME HARDWARE	11/12/20	ATB PRIMARY	PMCHQ00001355	$334.65
0032562	SSEMENIUK01	STEVE SEMENIUK CONSULTING	11/12/20	ATB PRIMARY	PMCHQ00001355	$4,158.00
0032563	TINYTOTS01	EAGLESHAM PLAY SCHOOL CLUB	11/12/20	ATB PRIMARY	PMCHQ00001355	$7,500.00
0032564	UAVIMAGING01	UAV IMAGING INC.	11/12/20	ATB PRIMARY	PMCHQ00001355	$7,313.25
0032565	WANHAMW01	WANHAM WAREHOUSE LTD	11/12/20	ATB PRIMARY	PMCHQ00001355	$180.40
0032566	WAPGRV01	WAPITI GRAVEL SUPPLIERS	11/12/20	ATB PRIMARY	PMCHQ00001355	$746,193.59
0032567	WSP01	WSP CANADA	11/12/20	ATB PRIMARY	PMCHQ00001355	$21,575.40

Total Cheques:	29				Total Amount of Cheques:	$833,476.52
						==========

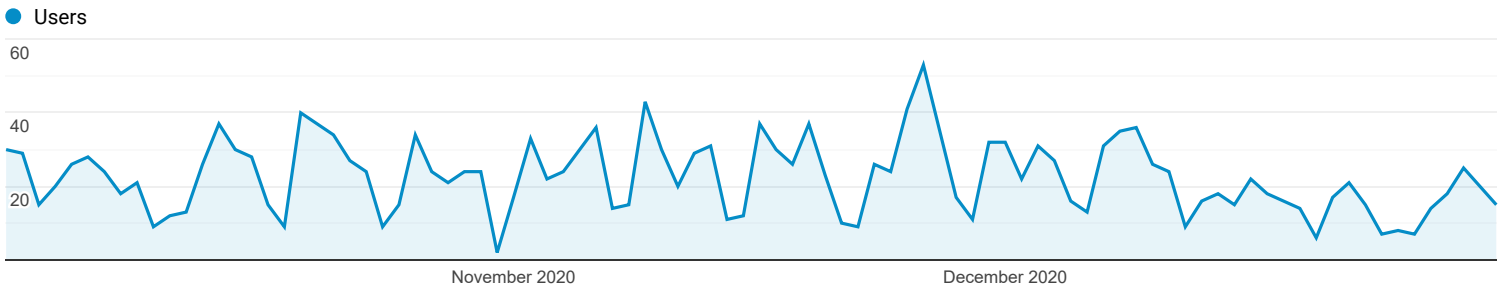
All Traffic

All Users
100.00% Users

Oct 1, 2020 - Dec 31, 2020

Explorer

Summary



Source / Medium	Acquisition			Behavior			Conversions		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value
	1,506 % of Total: 100.00% (1,506)	**1,397** % of Total: 100.07% (1,396)	**2,352** % of Total: 100.00% (2,352)	**70.45%** Avg for View: 70.45% (0.00%)	**1.74** Avg for View: 1.74 (0.00%)	**00:01:39** Avg for View: 00:01:39 (0.00%)	**0.00%** Avg for View: 0.00% (0.00%)	**0** % of Total: 0.00% (0)	**$0.00** % of Total: 0.00% ($0.00)
1. google / organic	**830** (54.14%)	742 (53.11%)	1,264 (53.74%)	72.47%	1.55	00:01:34	0.00%	0 (0.00%)	$0.00 (0.00%)
2. (direct) / (none)	**589** (38.42%)	565 (40.44%)	914 (38.86%)	71.66%	1.84	00:01:36	0.00%	0 (0.00%)	$0.00 (0.00%)
3. bing / organic	**51** (3.33%)	39 (2.79%)	68 (2.89%)	44.12%	2.82	00:03:12	0.00%	0 (0.00%)	$0.00 (0.00%)
4. yahoo / organic	**11** (0.72%)	11 (0.79%)	12 (0.51%)	66.67%	2.25	00:00:29	0.00%	0 (0.00%)	$0.00 (0.00%)
5. birchhillscounty.com / referral	**8** (0.52%)	0 (0.00%)	38 (1.62%)	52.63%	2.11	00:04:02	0.00%	0 (0.00%)	$0.00 (0.00%)
6. en.m.wikipedia.org / referral	**7** (0.46%)	7 (0.50%)	8 (0.34%)	25.00%	4.12	00:01:03	0.00%	0 (0.00%)	$0.00 (0.00%)
7. en.wikipedia.org / referral	**7** (0.46%)	6 (0.43%)	8 (0.34%)	25.00%	3.12	00:01:20	0.00%	0 (0.00%)	$0.00 (0.00%)
8. ca.search.yahoo.com / referral	**5** (0.33%)	5 (0.36%)	7 (0.30%)	0.00%	4.00	00:03:54	0.00%	0 (0.00%)	$0.00 (0.00%)
9. com.google.android.googlequicksearchbox / referral	**4** (0.26%)	1 (0.07%)	9 (0.38%)	66.67%	2.22	00:02:33	0.00%	0 (0.00%)	$0.00 (0.00%)
10. baidu.com / referral	**3** (0.20%)	3 (0.21%)	3 (0.13%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)

Rows 1 - 10 of 22

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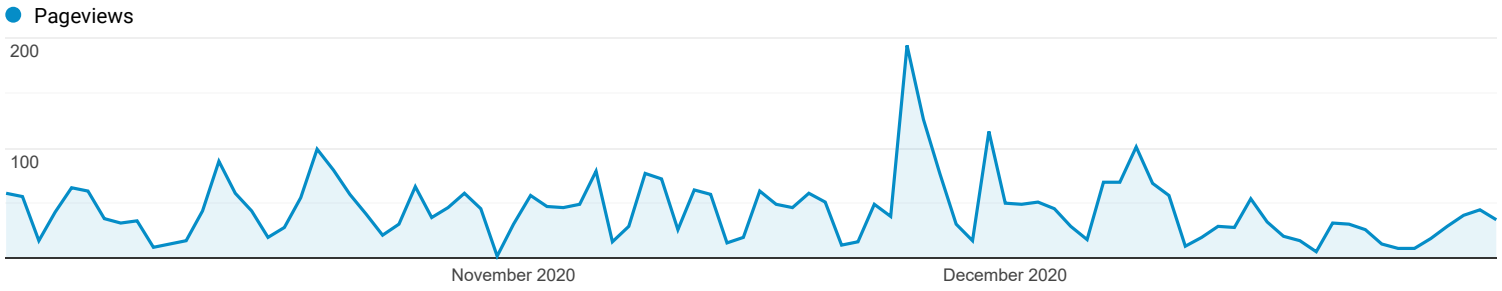
Pages

All Users
100.00% Pageviews

Oct 1, 2020 - Dec 31, 2020

Explorer



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	4,082 % of Total: 100.00% (4,082)	**3,029** % of Total: 100.00% (3,029)	**00:02:15** Avg for View: 00:02:15 (0.00%)	**2,352** % of Total: 100.00% (2,352)	**70.45%** Avg for View: 70.45% (0.00%)	**57.62%** Avg for View: 57.62% (0.00%)	**$0.00** % of Total: 0.00% ($0.00)
1. /	**2,500** (61.24%)	1,884 (62.20%)	00:02:57	1,853 (78.78%)	70.37%	66.84%	$0.00 (0.00%)
2. /index.php	**268** (6.57%)	99 (3.27%)	00:02:35	81 (3.44%)	25.93%	24.25%	$0.00 (0.00%)
3. /CouncilMeetingAgendas.php	**182** (4.46%)	133 (4.39%)	00:02:47	67 (2.85%)	89.55%	63.19%	$0.00 (0.00%)
4. /council.php	**166** (4.07%)	122 (4.03%)	00:00:24	3 (0.13%)	33.33%	10.24%	$0.00 (0.00%)
5. /contact_us.php	**125** (3.06%)	115 (3.80%)	00:01:53	51 (2.17%)	82.35%	68.80%	$0.00 (0.00%)
6. /minutes/index.php	**113** (2.77%)	88 (2.91%)	00:02:19	56 (2.38%)	98.21%	63.72%	$0.00 (0.00%)
7. /calendar/	**85** (2.08%)	82 (2.71%)	00:01:31	74 (3.15%)	90.54%	83.53%	$0.00 (0.00%)
8. /about/employment_opportunities.php	**65** (1.59%)	51 (1.68%)	00:00:49	35 (1.49%)	71.43%	53.85%	$0.00 (0.00%)
9. /staff.php	**62** (1.52%)	53 (1.75%)	00:01:17	9 (0.38%)	55.56%	40.32%	$0.00 (0.00%)
10. /community/	**53** (1.30%)	40 (1.32%)	00:00:32	4 (0.17%)	25.00%	30.19%	$0.00 (0.00%)
11. /bylaws/index.php	**50** (1.22%)	26 (0.86%)	00:03:37	0 (0.00%)	0.00%	38.00%	$0.00 (0.00%)
12. /about/	**41** (1.00%)	38 (1.25%)	00:00:15	20 (0.85%)	25.00%	19.51%	$0.00 (0.00%)
13. /links.php	**35** (0.86%)	24 (0.79%)	00:01:50	1 (0.04%)	100.00%	31.43%	$0.00 (0.00%)
14. /departments/public_works/landfill_and_recycling.php	**33** (0.81%)	27 (0.89%)	00:01:44	12 (0.51%)	83.33%	72.73%	$0.00 (0.00%)
15. /covid-19/	**28** (0.69%)	22 (0.73%)	00:03:19	17 (0.72%)	58.82%	64.29%	$0.00 (0.00%)
16. /departments/emergency_services/fire_services.php	**22** (0.54%)	19 (0.63%)	00:01:11	13 (0.55%)	69.23%	63.64%	$0.00 (0.00%)
17. /departments/development/index.php	**20** (0.49%)	14 (0.46%)	00:01:53	3 (0.13%)	100.00%	45.00%	$0.00 (0.00%)
18. /thankyou.php	**17** (0.42%)	14 (0.46%)	00:00:37	3 (0.13%)	100.00%	64.71%	$0.00 (0.00%)
19. /departments/public_works/utilities.php	**16** (0.39%)	14 (0.46%)	00:00:52	1 (0.04%)	0.00%	25.00%	$0.00 (0.00%)
20. /departments/tenders_items_for_sale.php	**15** (0.37%)	15 (0.50%)	00:00:37	2 (0.09%)	100.00%	26.67%	$0.00 (0.00%)
21. /departments/transportation/road_bans.php	**15**	15	00:00:00	15	100.00%	100.00%	$0.00

	(0.37%)	(0.50%)		(0.64%)			(0.00%)
22. /photogallery/	**15** (0.37%)	14 (0.46%)	00:00:29	1 (0.04%)	100.00%	20.00%	$0.00 (0.00%)
23. /calendar/?mc_id=843	**13** (0.32%)	6 (0.20%)	00:03:38	1 (0.04%)	0.00%	15.38%	$0.00 (0.00%)
24. /departments/public_works/index.php	**12** (0.29%)	9 (0.30%)	00:00:12	2 (0.09%)	100.00%	25.00%	$0.00 (0.00%)
25. /departments/taxes_assessment/index.php	**11** (0.27%)	10 (0.33%)	00:01:14	4 (0.17%)	50.00%	36.36%	$0.00 (0.00%)

Rows 1 - 25 of 67

© 2021 Google

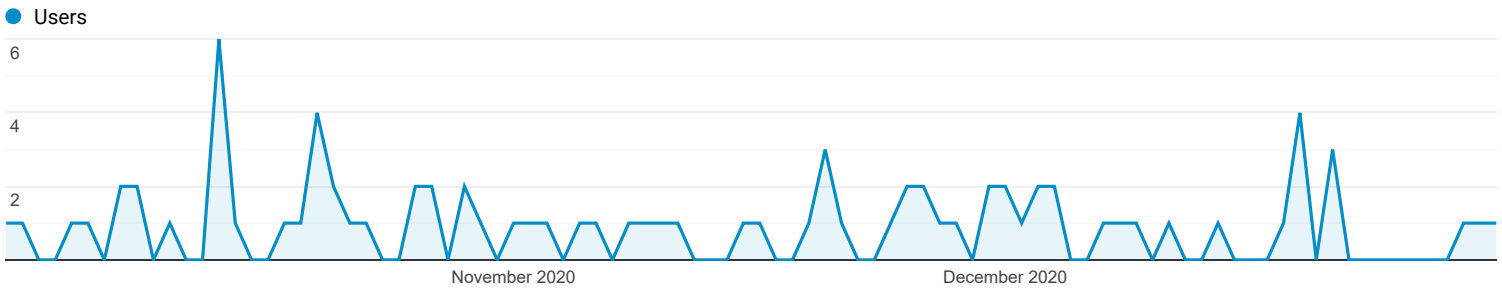
Referral Traffic

All Users
3.39% Users

Oct 1, 2020 - Dec 31, 2020

Explorer

Summary



Source	Acquisition			Behavior			Conversions		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value
	51 % of Total: 3.39% (1,506)	39 % of Total: 2.79% (1,396)	93 % of Total: 3.95% (2,352)	50.54% Avg for View: 70.45% (-28.27%)	2.41 Avg for View: 1.74 (38.78%)	00:02:34 Avg for View: 00:01:39 (54.61%)	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	8 (15.69%)	0 (0.00%)	38 (40.86%)	52.63%	2.11	00:04:02	0.00%	0 (0.00%)	$0.00 (0.00%)
2. en.m.wikipedia.org	7 (13.73%)	7 (17.95%)	8 (8.60%)	25.00%	4.12	00:01:03	0.00%	0 (0.00%)	$0.00 (0.00%)
3. en.wikipedia.org	7 (13.73%)	6 (15.38%)	8 (8.60%)	25.00%	3.12	00:01:20	0.00%	0 (0.00%)	$0.00 (0.00%)
4. ca.search.yahoo.com	5 (9.80%)	5 (12.82%)	7 (7.53%)	0.00%	4.00	00:03:54	0.00%	0 (0.00%)	$0.00 (0.00%)
5. com.google.android.googlequicksearchbox	4 (7.84%)	1 (2.56%)	9 (9.68%)	66.67%	2.22	00:02:33	0.00%	0 (0.00%)	$0.00 (0.00%)
6. baidu.com	3 (5.88%)	3 (7.69%)	3 (3.23%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
7. duckduckgo.com	3 (5.88%)	3 (7.69%)	3 (3.23%)	33.33%	2.00	00:02:17	0.00%	0 (0.00%)	$0.00 (0.00%)
8. facebook.com	3 (5.88%)	3 (7.69%)	3 (3.23%)	66.67%	1.67	00:00:19	0.00%	0 (0.00%)	$0.00 (0.00%)
9. fcssaa.org	2 (3.92%)	2 (5.13%)	3 (3.23%)	66.67%	3.67	00:02:27	0.00%	0 (0.00%)	$0.00 (0.00%)
10. m.facebook.com	2 (3.92%)	2 (5.13%)	3 (3.23%)	66.67%	1.33	00:00:11	0.00%	0 (0.00%)	$0.00 (0.00%)
11. dorset.wpcloud.ca:2087	1 (1.96%)	1 (2.56%)	1 (1.08%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
12. linkedin.com	1 (1.96%)	1 (2.56%)	1 (1.08%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
13. lm.facebook.com	1 (1.96%)	1 (2.56%)	1 (1.08%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
14. michellblog.online	1 (1.96%)	1 (2.56%)	1 (1.08%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
15. ops.picrights.com	1 (1.96%)	1 (2.56%)	1 (1.08%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
16. townofspiritriver.ca	1 (1.96%)	1 (2.56%)	1 (1.08%)	0.00%	2.00	00:00:05	0.00%	0 (0.00%)	$0.00 (0.00%)
17. visualping.io	1 (1.96%)	1 (2.56%)	2 (2.15%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)

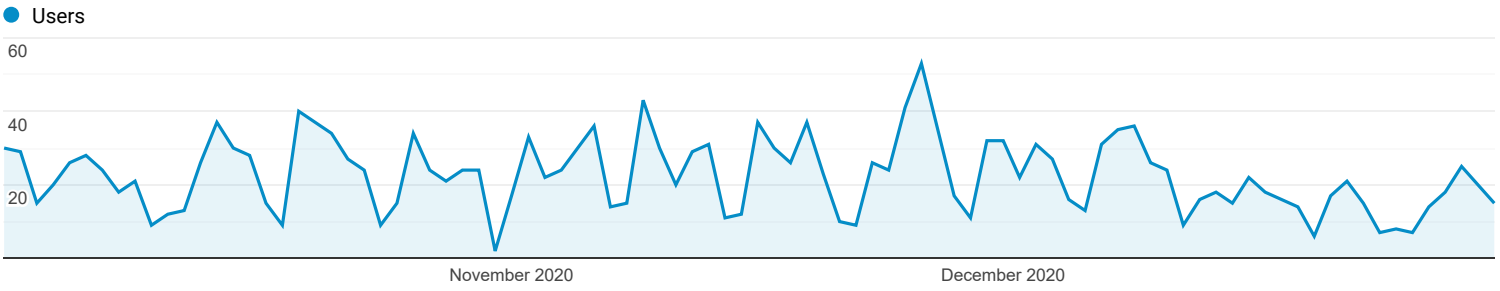
Rows 1 - 17 of 17

Audience Overview

All Users
100.00% Users

Oct 1, 2020 - Dec 31, 2020

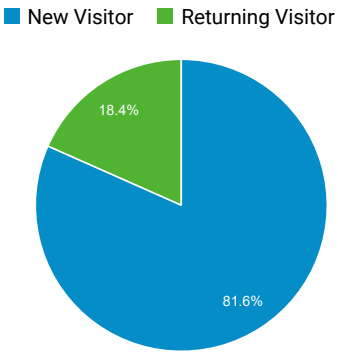
Overview



Users	New Users	Sessions
1,506	1,396	2,352

Number of Sessions per User	Pageviews	Pages / Session
1.56	4,082	1.74

Avg. Session Duration	Bounce Rate
00:01:39	70.45%



	Language	Users	% Users
1.	en-us	675	44.23%
2.	en-ca	417	27.33%
3.	en	187	12.25%
4.	c	116	7.60%
5.	en-gb	106	6.95%
6.	ko-kr	13	0.85%
7.	zh-cn	3	0.20%
8.	en-au	2	0.13%
9.	fr	2	0.13%
10.	es-419	1	0.07%

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PEACE REGIONAL victim SERVICES
Bag 500, 9200 – 99 Street
Peace River, Alberta T8S 2A4
Tel: 780.624.6626
Fax: 780.624.6650

Dec. 4, 2020

Birch Hills County
4601-50st
Wanham, AB
T0H 3P0

Attn: **CAO Hermann Minderlein**

Dear Mr. Minderlein,

Re: Annual Request for Financial Support

On behalf of Peace Regional Victim Services, I am once again requesting financial support in the amount of $2.00 per capita for 2021. We request this yearly commitment from all municipal councils within the RCMP catchment areas and are extremely appreciative for years of past support.

The Victim Services program assists victims of crime and trauma in partnership with the RCMP and is a valuable resource for citizens in your region.

Continued financial support from all municipal councils is vital for the continued stability of the program and to ensure that the needs of the people residing in Birch Hills County are met.

Thank you for considering our request again this year. Your continued support is greatly appreciated.

If you have any questions or would like more information, please feel free to contact me at the Peace River RCMP detachment

Sincerely,

Brian Turpin
Regional Coordinator

BIRCH HILLS COUNTY RECEIVED DEC 14 2020 WANHAM

Assisting Victims of Crime & Trauma in Partnership with the RCMP

Peace Library System

December 15, 2020

Gerald Manzulenko, Reeve
Birch Hills County
P.O. Box 157
WANHAM AB T0H 3P0

Dear Reeve Manzulenko:

In support of your membership in the Peace Library System, and the services provided to your residents through your local library, I have enclosed an invoice covering the period of January 1 to June 30, 2021.

Please note the municipal local appropriation rate for 2021 is $6.37 per capita. The population count for this invoice is based on Alberta Municipal Affairs 2019 Official Population List. Adjustments may be necessary once the 2020 Official Population List is available and will be reflected in the July to December invoice.

Should you have any questions regarding the above-mentioned billing, please do not hesitate to contact me at 780-538-4656 or 1-800-422-6875.

Thank you for your continued support of Peace Library System and libraries in your community.

Sincerely,

Louisa Robison
CEO

Enclosure

BIRCH HILLS COUNTY RECEIVED DEC 2' 2020 WANHAM

Peace Library System

Bill To: Gerald Manzulenko, Reeve
Birch Hills County
P.O. Box 157
Wanham, AB T0H 3P0

Invoice Date:	02-Jan-2021
Invoice Number:	2021051
Billing Period:	January 1 to June 30
Billing Year:	2021

Semi - Annual Billing		
2019 Population Count	1,553	
		Extended Amount
Full Year Local Appropriation Rate	$6.37	
Half Year Local Appropriation Rate	$3.185	$4,946.31

Sub-total	$4,946.31
5% GST	$0.00
Invoice Total	$4,946.31

GST Registration # 10782 8469 RT ***

BIRCH HILLS COUNTY RECEIVED DEC 2 . 2020 WANHAM

Please make cheque payable to Peace Library System, quoting the above invoice number.

All Payments are due within 30 days of the date of this invoice. Late charges of 2% per month applied after 90 days for each month that payment is past due.

Shawna Schwerdt

From: cao
Sent: Wednesday, January 6, 2021 8:35 AM
To: Shawna Schwerdt
Subject: FW: Contact Newsletter: Resolution Deadline for 2021 Spring Convention

December 17, 2020 | Volume 2020 Issue 50 | Download as PDF View this email in your browser

FEATURED:

Resolution Deadline for 2021 Spring Convention

March 16 & 17 Virtually

With district meetings approaching, RMA is reminding members of the important role resolutions play in guiding the association's advocacy efforts. To maximize these efforts, having well-written resolutions that are clear, concise, and include pertinent information is essential.

Learn more...

Please note, due to the upcoming holidays, this will be the last issue of Contact for 2020. Have a very Merry Christmas and we will see you all in the new year!

MEMBER BULLETINS

Member bulletins are posted to RMAlberta.com regularly each week. Below is a list of all the member bulletins compiled from the past week.

Ministerial Order Approved to Support COVID-19-Safe Municipal Nomination Process

The Honourable Tracy Allard, Minister of Municipal Affairs, has approved Ministerial Order No. MSD:103/20, which amends section 30(1) of the *Local Authorities Election Act* to allow municipalities to accept candidate nomination deposits by debit or credit card when the municipal election nomination period opens on January 1, 2021.

Learn more...

Universal Broadband Fund Application Deadline Approaching

In November, the Government of Canada launched its Universal Broadband Fund (UBF) - a major win for rural, remote, and northern communities. In response to the urgent need for broadband expansion, the intake and selection process for the two project streams are on accelerated deadlines to early 2021.

FOLLOW US ON TWITTER!

@RuralMA

LIKE US ON FACEBOOK!

/RMAlberta

AGRICULTURE UPDATE

Moisture Situation Update as of November 8, 2020

Learn more...

Implementing the Water Conservation Policy for Upstream Oil and Gas Operations

Alberta Environment and Parks (AEP) released the Water Conservation Policy for Upstream Oil and Gas Operations (WCP), replacing the Water Conservation and Allocation Policy for Oilfield Injection (2006). The WCP provides direction on water use and emphasizes the use of alternative water sources.

Learn more...

Information on Dutch Elm Disease for Municipalities

Dutch Elm Disease (DED) is caused by a fungal pathogen that affects American Elm trees. Alberta is home to the largest stand of DED-free American Elms in North America. The pathogens that cause DED are regulated in Alberta under the *Agricultural Pests Act* (APA).

Learn more...

Consumer Investigations Unit Information

The Consumer Investigations Unit (CIU) is a department within Service Alberta that provides consumer protections to Albertans. The CIU can investigate complaints and transactions on a variety of issues. CIU officers are appointed under the Criminal Code of Canada for sections such as fraud, theft, and forgery in related to the above listed legislation.

JOB POSTINGS

RMA, Nisku
Insurance Coordinator

Athabasca County
Assistant Agricultural Fieldman

Town of Bonnyville
General Manager of Operations and Engineering

Parkland County
Crop Inspector

Horticulture Assistant

Sturgeon County
Heavy Equipment Technician

City of Red Deer
Safe & Healthy Communities Manager

VIEW OUR JOB BOARD

LOOKING FOR INFORMATION FROM A PREVIOUS ISSUE?

View our **Contact newsletter archive** or our **member bulletin archive.**

Learn more...

REMINDERS

Provide Your Feedback on Draft Reports and Flood Maps

The Government of Alberta has released draft flood maps meant to improve public safety, support emergency management, and help build safer and more resilient communities. Engagement opportunities are open for Albertans to provide feedback on new flood maps. The deadline to provide feedback is January 15, 2021.

Learn more...

ANNOUNCEMENTS

Announcing RMA Trade Webinars

The RMA will be hosting a series of short webinars to give members and stakeholders an overview of developments and services available from the association. The first webinar is scheduled for January 13, 2021, featuring one of our approved suppliers who will be providing educational content. Registration is now open.

Learn more...

Learn more about the key issues facing rural Alberta by reading our **position statements**.

Click the link above to check out our launch video for the Rural Municipalities of Alberta!

Forward to friend

Share on Twitter

Share on Facebook

AEMA: How Does Knowing Your Community Help You Become More Prepared

Neighbours are often the first to lend a hand when an unexpected situation occurs. Knowing your neighbours makes it easier to ask for help when you need it most. The upcoming holidays are a great time to make connections, safely and virtually. Watch the video to learn more!

Learn more...

ASCHA: Our Front-line "Superheroes" Need All Albertans To Be Their Sidekicks

This is an open letter to Albertans. Since the initial measures that were implemented back in March at the onset of the pandemic, our frontline workers in seniors housing and care have implemented rigorous measures to keep our most vulnerable safe, in the settings they choose to call home.

Learn more...

MCCAC: Recreation Centres are the Heart of Alberta Communities - Take Care of Them

- Local arenas, aquatic centres, and curling rinks are core gathering places that unite communities through sport, recreation, and other local events. From hockey tournaments, curling bonspiels, tradeshows, concerts, and everything in between, these facilities are the heart of Alberta communities. See how Okotoks, Westlock and

Foothills County are taking care of their recreation centres with energy-efficient upgrades.

- The Town of Whitecourt hosted and participated in the **Municipal Energy Champions Program's** Energy Management Basics training session. MCCAC provided education on global trends in energy and GHG emissions, energy basics, and energy management. Municipalities can apply to the upcoming **Municipal Energy Champions** cohort until **December 18, 2020**. Get 2021 off to the right start with energy management support like the Town of Whitecourt.

IN THE NEWS

- **Alberta expands rapid COVID-19 testing pilot program**
- **All Canadians who want a shot will be vaccinated by September 2021, public health agency says**
- **Minister O'Regan Launches Hydrogen Strategy for Canada**
- **Hailstorms, floods and 'snowmageddon' make Environment Canada's top 10 weather stories of 2020**
- **Province launches online tool that lets Albertans see how municipal governments spend money**
- **Government of Canada announces approval of first Universal Broadband Fund project**

- The carbon tax is going up. Here's how much more you could pay at the pumps
- Cenovus merger with Husky goes to a vote today
- Ottawa reveals $3.16 billion to plant 2 billion trees over the next decade
- Wildfires take over from industry as major source of cancer-causing air toxins: study
- John Ivison: Rising carbon tax is part of 'death by a thousand cuts' for Canada's farmers
- Winter road between Fort Smith and Fort Chipewyan closed this year amid COVID-19
- Federal health minister asked to review Alberta's use of strychnine as wolf control
- Alberta cities offer to pay for service in order to keep EMS dispatch local

Website Twitter Facebook LinkedIn YouTube

Our mailing address is:
2510 Sparrow Drive
Nisku, AB T9E 8N5

You are receiving this email because you are subscribed to the RMA Contact newsletter.
Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list

cao

From: Mike Decker

Sent: Tuesday, December 15, 2020 9:14 AM
To: Mike Decker
Subject: Meeting with the Minister - RMA Spring 2021

Dear Chief Administrative Officers:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Tracy Allard, Minister of Municipal Affairs, at the 2021 RMA Spring Convention, scheduled for March 16-17, 2021. Given the ongoing COVID-19 pandemic, these meetings are expected to be virtual.

Should your elected officials wish to meet with Minister Allard during the convention, please submit a request by email to MA.MSLEngagementGroup@gov.ab.ca no later than January 15, 2021.

In your meeting request, please be sure to include two specific policy items or issues you would like to discuss with the Minister, as well as a list of those who will be in attendance on behalf of your municipality.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with which Minister Allard has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention, but may be considered for future meeting opportunities.

Meeting times with the Minister are scheduled for approximately 30 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipalities as possible. All municipalities submitting meeting requests will be notified two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Sincerely,

Stakeholder Relations Team
Municipal Affairs

December 21, 2020

Rik Vandekerkhove, DVM
V.S.I. Services (1980) Ltd
Box 137
Fairview, AB T0H 1L0

Dear Doctor Vandekerkhove,

Re: V.S.I Services (1980) Ltd. 2021 Agreement

Thank you for submitting your letter dated December 3, 2020 in regards to renewal of our municipality's implementation of V.S.I. Services (1980) Ltd. agreement which is set to expire on December 31, 2020.

You will find enclosed a signed agreement for your records.

If you have any questions or concerns please feel free to contact me.

Sincerely,

Rick Bastow, CAO
Birch Hills County

Encl
Cc: Birch Hills County Council
Shelley Braun DCS
Amanda Ouellet DAS

/ss

V.S.I. SERVICES (1980) LTD
A nonprofit organization providing veterinary care in Alberta

BOX 137
FAIRVIEW, AB T0H 1L0
PH 780 835 5440

December 3, 2020

Mr. Rick Bastow, CAO
Birch Hills County
Box 157
Wanham, AB T0H 3P0

Dear Hermann,
Enclosed are two (2) copies of the 2021 VSI contract extension for Birch Hills County. The copy with the attached schedules is yours to keep. Please sign and return the other copy to me.

The VSI Board of Directors approved a maximum basic 0.0 % increase in fees to stay in line with the Alberta Veterinary Medical Association (AB.VMA) recommended fees. In addition, the VSI Board of Directors recommended the addition of a 10% contingency fee to guard against the need to requisition further funding later in the year.

The $18,500 figure in your contract was reached as follows:

a) The cost of your claims, for the period October 1, 2019 to September 30, 2020, increased by 10.0% to cover the 10% contingency. (note: the portion of October 1 to December 31, 2019 was increased by 2.8% to reflect 2020 price increase.)

b) Estimated net administration costs of $1,200, were added to the above total.
   Note: Your estimated net administrative costs, including GST, are based on 2.1% of estimated total administrative costs of $37,510. Estimated total administrative cost include a 0% increase.

c) Finally, you contract figure was rounded off to the nearest $500.00

Please **do not remit any funds at this time**. Your requisition will be determined in late January or early February, after all your 2020 claims have been processed. Your requisition will consist of your actual claims for 2020 increased by 10.0% maximum along with an updated estimate of net administrative costs.

Appropriate adjustments will be made to your requisition statement to account for any deficits, or surpluses, in your VSI account as of December 31, 2020.

Please feel free to call me if there are any questions or if you see any errors in my estimates.

Thank you

Rik Vandekerkhove, Manager

Encl.
Cc Shelley Braun, Amanda Ouellet

BIRCH HILLS COUNTY
RECEIVED
DEC 09 2020
WANHAM

This agreement made effective as of January 1, 2021.

Between

V.S.I. SERVICES (1980) LTD.
A body corporate under the laws of the Province of Alberta (hereinafter called "V.S.I.")

and

BIRCH HILLS COUNTY in the Province of Alberta, representing the district ratepayers (hereinafter called the "Municipal Jurisdiction").

Whereas the parties hereto are parties to an agreement in writing dated January 1, 2020 (hereinafter referred to as the "agreement"); and

Whereas the agreement, by its terms, is deemed to terminate on December 31, 2020; and

Whereas the parties hereto desire to continue the agreement in full force and effect for the period from January 1, 2021 to December 31, 2021.

Now therefore this agreement witnesses that in consideration of the premises and the covenants hereafter contained:

1. The agreement shall be deemed to continue in full force and effect for the period from January 1, 2021 to December 31, 2021 and all references to any date or dates in the agreement and the term of its termination shall be amended accordingly.

2. Schedule "A" **50/50** and Schedule "B" to the agreement shall be dated effective January 1, 2021

3. The Municipal Jurisdiction agrees to provide V.S.I. with the funds necessary to implement, administer and carry out the Veterinary Health Program until this agreement is terminated. The Municipal Jurisdiction agrees to advance the sum of

   EIGHTEEN THOUSAND AND FIVE HUNDRED ($18,500.00) DOLLARS

   to establish the Veterinary Health Program in the Jurisdiction for the 2021 calendar year.

...2

The parties agree to observe and perform all other terms, covenants, conditions and provisions on the part of each of them respectively contained in the agreement subject only to the amendments contained herein.

V.S.I. SERVICES (1980) LTD.

Per _____
Rik Vandekerkhove

Signed, sealed and delivered
in the presence of:

_____
Witness

_____
Birch Hills County

V.S.I. Services (1980) LTD.
Schedule "A" 50/50- Effective Jan 1, 2021

BIRCH HILLS, MACKENZIE, and SADDLE HILLS COUNTIES

Until this Tariff is amended, and subject to the terms and conditions of the year 2021 contract, VSI Services (1980) Ltd. will pay the listed VSI fee charged by the veterinarian for the services stated herein. All other charges levied in association with the service(s) being claimed must be shown on the invoice.

Note: Unless otherwise noted all **flat rate and hourly fees** are fully **inclusive** which means the **fee includes local anaesthetic procedures** (including the drugs), **surgical packs, suture materials, stitch removal** and **all drug administration procedures**.

CATTLE

A. Ancillary (add-on) Services

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Clinic Outpatient Fee	9	46.40	23.20	23.20
Note: This fee can only be claimed in conjunction with another valid VSI claim. It can only be charged once per occurrence. It is not a per animal fee.				
Epidural	1	35.80	17.90	17.90
Note: Epidurals can only be claimed in conjunction with dystocias (code 31), embryotomies (code 44 & 45) & prolapse revisits under code 52.				
Intramuscular or Subcutaneous Injections	3	6.50	3.25	3.25
Intravenous Injections	4	13.00	6.50	6.50
Stall Fee (calves - per 24 hr.)	10	33.40	16.70	16.70
Stall Fee (older animals -per day)	11	50.80	25.40	25.40
Oral Drug Administration	5	36.10	18.05	18.05
Subconjunctival injection	7	13.00	6.50	6.50
Note: Codes 3, 4, 5 & 7 can only be claimed once per animal and only in conjunction with a code 26, 27, 50, 51, or 52 claim.				
X-ray (2 views)	2	148.30	74.15	74.15
X-ray (subsequent views - each)	21	30.80	15.40	15.40
X-ray – Digital Equipment Surcharge	8	41.50	20.75	20.75
Note: Please be judicious in taking x-rays in situations where the x-ray won't add to the diagnosis or alter the course of treatment (e.g. most cases of broken legs in calves).				

B. Flat Rate Inclusive Surgical Procedures

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Abscesses	28	190.90	95.45	95.45
Claw Amputation	17	273.60	136.80	136.80
Epididyectomy	20	293.50	146.75	146.75
Eye Enucleation	16	408.40	204.20	204.20
LDA (Left Displaced Abomasum)	22	475.20	237.60	237.60
Omphalitis – Intra-abdominal debridement	35	285.40	142.70	142.70
Note: For superficial procedures with minimal debridement use code 28				
RDA (Right Displaced Abomasum)	23	530.30	265.15	265.15
Rumen Fistula	24	192.00	96.00	96.00
Sole Abscess	29	147.30	73.65	73.65
Torsion (abomasal or intestinal – calves < 200#	14	302.10	151.05	151.05
Umbilical Hernia (eviscerated in newborn calves)	18	302.10	151.05	151.05
Urethrostomy	15	238.40	119.20	119.20
Vasectomy	19	322.10	161.05	161.05

C. Flat Rate Obstetrical and Reproductive Services

Note: **Oxytocin** and/or **uterine boluses** are **included** in **all obstetrical procedures**.

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee	
Caesarean Section	41	544.80	272.40	272.40	
Dystocia	31	247.10	123.55	123.55	
Embryotomy (1 or 2 cuts)	44	369.10	184.55	184.55	
Embryotomy (3 or more cuts)	45	435.90	217.95	217.95	

Note: Code #1 (epidural) can be added, as appropriate, with codes 31, 44, 45 & 52.

Scrotal Circumference Measurement	65	25.40	12.70	12.70	

Note: This fee **only** applies for **bulls eliminated** from further breeding soundness evaluations.

Semen Test (1st bull)	60	109.00	54.50	54.50	
Semen Test (2nd to 10th bull)	61	77.10	38.55	38.55	each
Semen Test (11th to 51st bull)	62	70.30	35.15	35.15	each
Semen Test (51st bull plus)	63	63.60	31.80	31.80	each
Pregnancy Testing (per head)	6	5.60	2.80	2.80	each

Note A higher fee can by charged for the first animal as per the AB.VMA fee schedule but VSI will only pay the VSI rate for the first animal.

Prolapses (includes epidural given)				
-Rectal	74	128.40	64.20	64.20
- Uterine	71	243.80	121.90	121.90
-Vaginal	81	166.70	83.35	83.35
-Vaginal & Rectal	84	192.00	96.00	96.00
Uterine Torsion (manual correction)	46	269.20	134.60	134.60

D. Hourly Rates for Surgical & Professional Services

Note: **Rates** are quoted for **1/4 hour** (15 minute) **intervals**. -- **All** of the **services in this section** are **fully inclusive** and an hourly rate can't be used for services for which a flat rate fee has been established.
Code **12A/12B** or **13A/13B** claims **CAN'T EXCEED 1½ hours** (parts A & B combined)

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Surgery (major)	12A	96.00	48.00	48.00
Non Surgical Professional time	12B	57.80	28.90	28.90
Surgery (minor)	13A	64.80	32.40	32.40
Non Surgical Professional time	13B	57.80	28.90	28.90

Note: Only the actual surgical time should be claimed under codes 12 & 13. Time required for related services, e.g. examination, surgical preparation, immediate post surgical treatments, etc. should be claimed under codes 12B or 13B.

Professional Services (general)	25	57.80	28.90	28.90

Note: This fee is used:
a) For **herd** health visitations and/or **problems** **(max. 2 units for set-up Veterinary-client-Patient Relation)**
b) In place of codes 50, 51, 52 & 55 **as specified in section "E"**
c) When **more than two postmortems** are conducted
d) When a single animal is examined, euthanized then subjected to a postmortem
e) Other instances as agreed to or recommended by the VSI Manager
Time claimed for codes 12, 13 & 25 should be consistent with time required by a veterinarian of **average competence.**

E. Flat Rate Non-Surgical Professional Services

SERVICE	VSI Code	Maximum fee	50% VSI fee	50% CLIENT fee
Cast Application (closed reduction)	26	134.90	67.45	67.45
Cast Removal	27	63.60	31.80	31.80
Examination	50	109.00	54.50	54.50
Examination (2"" animal)	51	74.40	37.20	37.20
Examination (re-visit)	52	74.40	37.20	37.20
Next 24 hr IV hook-up + monitor (NEW)	53	74.40	37.20	37.20
I.V. Hook - up (1" & 2"" no monitor)	55	121.90	60.95	60.95

Note: **This code includes the examination** and is for situations where the animal is not hospitalized for follow-up care.

I.V. Hook - up + 24 hour monitor	56	190.90	95.45	95.45

Note: **Only** for calves up to **two months old**. It **includes** the **exam** and **professional services** for the **first 24 hours**. **Code 53** should be **used** to cover professional services in **subsequent 24 hour periods**.

Services normally covered by codes 50, 51, 52 & 55 will be claimed under code 25 when more than two (2) claims are made using any combination of codes 50, 51, 52 & 55

Services normally covered under 50, in combination with flat fee(s) of equal or greater value, automatically become code 51 - second animal

Postmortem - Brain Removal	99	72.30	36.15	36.15
Postmortem - 300 pounds or less / telemedicine	90	114.40	57.20	57.20
Postmortem - 300 to 800 pounds	91	123.10	61.55	61.55
Postmortem - over 800 pounds	92	185.20	92.60	92.60

Note: For **more than 2** postmortems at the **same time** make a **single code 25 claim**.

Technovit Block - Application of	30	95.50	47.75	47.75

Note: **Materials** are **included** in this service

PIGS

All Services

Note: With the exception of the following pig services are to be billed by the hour under codes 12, 13, or 25, as appropriate:

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Examination	50	109.00	54.50	54.50
Examination (2"" animal)	51	74.40	37.20	37.20
Examination (re-visit)	52	74.40	37.20	37.20

Note: Codes 3, 4 & 5 can be claimed with codes 50, 51 & 52, as appropriate

Postmortem - 20 pounds or less / telemedice	93	77.10	38.55	38.55
Postmortem - 20 to 100 pounds	94	82.50	41.25	41.25
Postmortem - over 100 pounds	95	100.80	50.40	50.40

Note: For **more than 2** postmortems at the **same time** make a **single code 25 claim**.

SHEEP & GOATS

All Services

Note: Most sheep and goat services can be billed by the hour under codes 12, 13, or 25, as appropriate, with the exception of the specific flat rate codes in this section:

All of the sheep codes are inclusive with the exception of codes 33, 50, 51 & 52 where the same conditions apply as for cattle.

Oxytocin and/or uterine boluses are included in all obstetrical procedures.

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Caesarean	43	345.70	172.85	172.85
Dystocia	33	153.80	76.90	76.90
Examination	50	109.00	54.50	54.50
Examination (2nd animal)	51	74.40	37.20	37.20
Examination (re-visit)	52	74.40	37.20	37.20

Note: Codes 3, 4 & 5 can be claimed with codes 26, 27, 50, 51 & 52, as appropriate.

Semen Test (1st animal)	66	92.30	46.15	46.15
Semen Test (subsequent animals)	67	70.10	35.05	35.05
Postmortem - 20 pounds or less / telemedicine	96	77.10	38.55	38.55
Postmortem - 20 to 100 pounds	97	82.50	41.25	41.25
Postmortem - over 100 pounds	98	100.80	50.40	50.40

Note: For **more than 2** postmortems at the **same time** make a **single code 25 claim**.

Prolapse - Rectal	76	109.00	54.50	54.50
Prolapse - Uterine	73	159.10	79.55	79.55
Prolapse - Vaginal	83	109.00	54.50	54.50

V.S.I. SERVICES (1980) LTD.

SCHEDULE "B"

Annexed to and forming a part of the agreement dated **effective <u>January 1, 2021</u>**

Following are some of the services not payable by V.S.I. Services (1980) Ltd

a) castrations
b) dehorning
c) dockings
d) spaying heifers
e) embryo transplants, artificial insemination
f) routine trimming of feet
g) meat inspection
h) scrotal hernias - all species
i) umbilical hernias - all species
   Note: With the exception of eviscerated hernias in newborn calves
j) cryptorchid surgery- all species
k) insurance examinations (including mortality, loss of use exams & reports)
l) listed herd and dispersal sales
m) shows & sales
n) endorsement fees
o) export testing
p) parentage sampling
q) routine vaccinations
r) all drugs and medicines
s) all laboratory fees
t) waiting time
u) after hours or holiday fees
v) mileage
w) services relating to quality assurance programs such as CQA & QSH.
x) internal fracture fixation procedures
y) hospitalization for any **service <u>not</u> listed** in **Schedule "A"**
z) Services under codes 12A/B & 13A/B over & above 1½ hours
aa) Exams for non-conventional treatments and those treatments. (Examples: adjustments, acupuncture etc)
ab) **VCPR consultations for a period longer than 2 units of code #25**
ac) Blood transfusions (collection portion)

All "Schedule A" services for species not specifically identified on "Schedule A"

Note: All jurisdictions cover "Schedule A" services for the bovine, porcine, caprine and ovine species. Some jurisdictions cover some, or all, "Schedule A" services for alternative livestock species (e.g. elk, bison, deer, etc.). The specific species and services covered will be identified on the "Schedule A" that was approved by that particular jurisdiction.

Any other veterinary services not specifically listed in Schedule "A" as amended from time to time.

cao

From: Stephen Rogers
Sent: Thursday, December 17, 2020 3:55 PM
To: cao
Subject: RE: Regional Water Utility

This is really helpful context. Thanks Rick!

Stephen Rogers, PhD, CMC
Senior Manager, Advisory Services

MNP
Member of Praxity, AISBL
Global Alliance of Independent Firms

KINCENTRIC
Best Employer
CANADA 2019

*Please be advised that our **MNP office is open to the public** under safety protocols. Due to the City of Edmonton bylaw, effective August 1, 2020, **masks are required** on our floor that is open to the public, and during in-person meetings at the MNP office. We have taken social distancing measures to ensure the health and safety of our team members and our clients. Many on our team are continuing to work remotely. We continue to accept electronic delivery of files and documents via the Client Upload or Client Portal links on our website. Please contact your MNP advisor for assistance if required.*

*For relevant and up-to-date information, visit our **COVID-19 Business Advice Centre** on our website. You will find timely updates on Government regulations, tax information, advice for employers and our continued response to this evolving circumstance.*

From: cao
Sent: December 17, 2020 8:45 AM
To: Stephen Rogers
Subject: Re: Regional Water Utility

CAUTION: This email originated from outside of the MNP network. Be cautious of any embedded links and/or attachments.
MISE EN GARDE: Ce courriel ne provient pas du réseau de MNP. Méfiez-vous des liens ou pièces jointes qu'il pourrait contenir.

Morning Stephen,

Council reviewed the options. In general they envision a entity that operates autonomously but has a reporting relationship back to the municipal partnership is preferred.

Consensus was this type of operation requires industry specific knowledge and that expertise needs to operate independently in order to yield best results.

Generating profit and being a net contributor were also identified. Public Private partnership or Municipal Controlled Corporation appear to best fit that criteria.

cao

From: Denise Skoworodko
Sent: Wednesday, December 23, 2020 9:41 AM
To: cao
Subject: Re: CPHAWC Terms of Reference

Thank you for responding to our invitation

Get Outlook for iOS

From: cao
Sent: Wednesday, December 23, 2020 9:40:46 AM
To: Denise Skoworodko
Subject: RE: CPHAWC Terms of Reference

Good Morning Denise,

Thank you for reaching out regarding the CPHAWC. The County appreciates the offer to provide representation. At this time the County will forgo the invitation. We look forward to CPHAWC's continued success and welcome your updates.

Happy holidays.

/

Chief Administrative Officer

Birch Hills County

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

Alberta Municipal Affairs

Alberta Emergency Management Agency

AR102625

December 17, 2020

Mr. Rick Bastow
Chief Administrative Officer
Birch Hills County
PO Box 157
Wanham, AB T0H 3P0

Dear Mr. Bastow,

Thank you for your Disaster Recovery Program (DRP) application of July 28, 2020, for financial assistance for the Birch Hills County (Hamlet of Watino) July 2 – July 7, 2020 flooding event. I appreciate your patience while we have conducted our review.

The Disaster Assistance Guidelines sets out the following specific criteria that must be met before an application for program assistance can be approved:

1. The cause of the disaster must be extraordinary and cause widespread damage.
2. The disaster has threatened the economic viability of the community.
3. The damages are not insurable.

After careful review we have determined that this event was not extraordinary or widespread in nature as the streamflow flood event had water levels lower than the 1 in 100 year requirement. There is no evidence to support that the economic viability of the community has been threatened by the event.

Having carefully reviewed all the available information, I regret to inform you that your DRP application does not meet the program eligibility criteria and is therefore denied.

Thank you once again for your efforts on behalf of Birch Hills County. If you require further information regarding the program, please contact Brenda Fioretti, Acting Director of Community Recovery Services, toll-free by dialing 310-0000, then 780-718-5101 or email at brenda.fioretti@gov.ab.ca.

Sincerely,

Scott Long
Acting Managing Director

December 14, 2020

Re: 2021 Northern HEAT Conference

Dear Chiefs

On Thursday, December 10th, the Peace Region Fire Chiefs met for their regular December meeting. On the agenda was the discussion in regards to the future of the 2021 Northern HEAT Conference.

The Pandemic that hit us in the spring causing the cancellation of the 2020 conference has not subsided. Vaccine distribution, while starting is not expected to be fully implemented until late in 2021. This means that in May of this year, when our conference is scheduled, likely not much will have changed in terms of the effects of this Pandemic.

The organizing committee had set a hard date for decision for February 1st, 2021 to make a decision on the conference. At the meeting, the attendees felt that the information presenting us now is enough to make the decision immediately and prevent any cost to the PRFC in cancelling speakers and venues. It is for this reason that the PRFC has decided to cancel the 2021 Northern HEAT conference. The funding required and the practical elements around our conference also made us conclude that a virtual conference would not be a possibility.

It is the hope that 2021 will finally see an end to the concerns that come along with hosting large conferences with essential staff such as yours. In the meantime, the PRFC must continue to be leaders in our communities when it comes to the preservation of health. The committee will begin plans for the 2022 conference with hopes that we will be in a much better place at that time to ensure the success of everyone involved.

Sincerely,

Chief Rodney Schmidt

cao

From: GERALD MANZULENKO
Sent: Thursday, December 10, 2020 11:13 AM
To: cao
Subject: FW: HEMS Review/2020 Air Ambulance Review Update

Sent from my Galaxy

-------- Original message --------
From: Health Minister
Date: 2020-12-10 10:33 a.m. (GMT-07:00)
To:
Subject: HEMS Review/2020 Air Ambulance Review Update

AR 179938

I appreciate the opportunity to provide you with an update regarding the Helicopter Emergency Medical Services (HEMS) Review carried out by Alberta Health Services (AHS).

AHS has submitted a first draft report for the HEMS Review that contains, at this time, limited findings, broad recommendations, and basic analysis and criteria for guidelines and standards. It does not yet provide sufficient detail or clarity regarding the optimal model of HEMS in Alberta compared to patient need.

As a result, my department, Alberta Health, is working with AHS to undertake further analysis to include in the Review and to develop recommendations. I expect this revised Review to be complete in early 2021.

In the meantime, please know that Alberta's government is committed to ensuring all Albertans are able to receive appropriate and efficient health services through integrated ground and air ambulance emergency medical services, including the provision of HEMS.

Please contact me or my office if you have any questions.

Sincerely,

Tyler Shandro, Q.C.
Minister of Health

Classification: Protected A

Birch Hills County

December 14, 2020

Honourable Maryam Monsef
Minister for Women and Gender Equality and Rural Economic Development

Dear Minister Monsef,

I am writing to you regarding the digital divide that affects millions of Canadians every day. Thank you for your efforts regarding the recent funding increase and opening up of the Universal Broadband Fund (UBF) to applications, which will go a long way solving this problem. However, Birch Hills County has serious concerns that the short application timelines make it extremely difficult for good projects, including those in our region, to access funding.

We are a primarily rural County located in the northwest of Alberta. Agriculture and oil and gas represent two of the largest sectors of employment. Our northern location coupled with the region's smaller population density means we are especially challenged by the growing need to rely on daily internet connectivity.

From open to close there are less than 100 days to complete a UBF application. The application window also coincides with the holiday season, a time of rest and relaxation for many Canadians. Now they will be forced to work on applications to meet the tight UBF deadlines. It is great that the new maps are more detailed, however we strongly believe that there are errors in our region. Remedying this is possible but the tight UBF timelines make it more difficult to resolve mapping issues. In addition, the second wave of the COVID-19 pandemic has further complicated things. In-person meetings and collaborations have to be cancelled, and like many we are primarily focused on the health and safety of our residents.

The second wave of shutdowns and closures has only reinforced the importance of rural connectivity. I am sure you want to see the UBF funds used efficiently and effectively and that is why I am asking that the existing February 15th application deadline be extended or a second UBF intake opened. Not doing so will prevent many communities from achieving the intended results of this program.

Thank you again for your government's commitment to address the connectivity challenges facing rural Canadians and businesses. We look forward to working with you and would be happy to answer any questions you or your office may have.

Sincerely

Gerald Marczuk
Reeve, Birch Hills County

Cc: Kendra Wilcox, Policy Advisor Office of the Minister for Women and Gender Equality and Rural Economic Development

CANADIAN FIBER OPTICS

Canadian Fiber Optics

Integrated builder, owner, and operator of fiber optic networks servicing the Western Canadian rural market, operating since 2017

We provide superior '**fiber first**' connectivity & reliable, high-speed internet services to forward-thinking rural communities, businesses and industry, enabling access to new and evolving technologies.

Our Vision is to Connect All within Reach

Regional and Political Engagement September to December

Smoky River Regional ED
MD of Greenview
County of Grande Prairie
Northern Sunrise
Athabasca County
Town of Athabasca
Village of Boyle
NADC Council Member

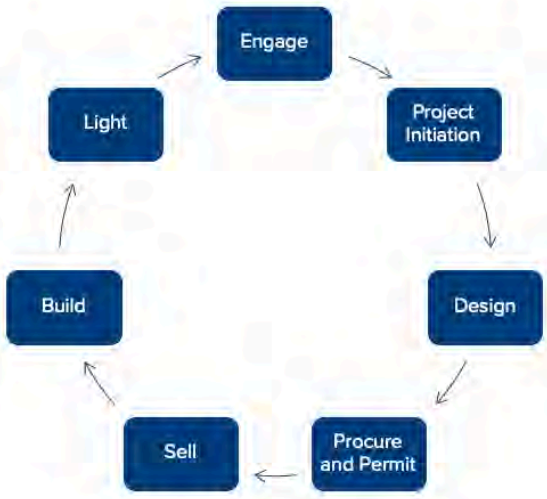
Town of Valleyview
GROWTH Alberta
Swan Hills
Swan River First Nation
NE British Columbia
Birch Hills County
Saddle Hills County
Town of Wembley

Minister Toews
Minister Allard
Minister Glubish
SuperNet: Executive Director Holly Salou
Richard Bates
Minister Monsef (Federal)

MLA Loewen
Awaiting Meetings with:
MLA Van Dijken,
MLA Rehn,
Minister Schweitzer

Action Plan

- **Regional Community Engagement**-Counties, Districts, Towns and Villages, Residents, Businesses and Industry in NW Alberta *to understand needs and desires*
- **Validate the route**-the goal is to connect the Peace Region to Edmonton via High Prairie and connect as many homes, businesses and industry as possible
- **Collaborate** with local WISP's to understand wholesale desires
- **Model the route**-costs and penetration rates to determine private capital deployment. Find pilot project.
- **Collect data** for UBF, work with CIB and the Province, apply for grants to top up private capital deployment.



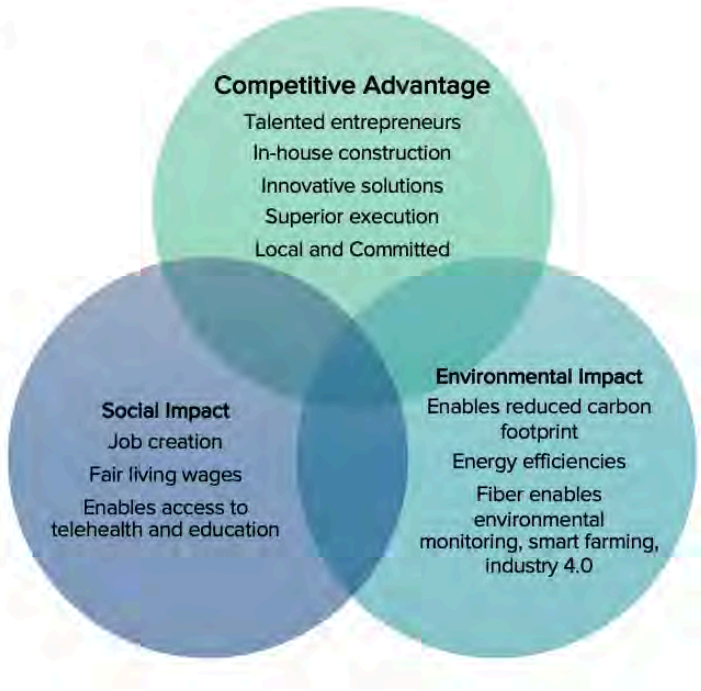
Why Canadian Fiber Optics?

Local, Invested, Committed
100% privately funded by two families with deep roots in the Peace Country, Canadian Fiber Optics has invested several millions of dollars in ~275km long-term infrastructure between Wembley and Grande Cache including Grovedale, Landry Heights, LaGlace to Hythe. We have purpose-built systems, processes, integrated technology and software to serve rural and remote industry and communities.

Our Team has overseen tens of thousands of fiber to the home connections and several thousand kilometers of backbone fiber deployment.

Our Vision is to bring connectivity to all within our reach.

Our strategic pillars are Safety, People, Growth and Efficiency



Summary of 'Why Canadian Fiber Optics?'

- Inhouse design and construction capabilities
- Use of Telecom grade materials; high-quality construction standards; COR Certified with Zero incidents; strong relationships with supply chain
- Design and build scalable network=future proof rural communities
- Internet service provider (Industrial, Business and Residential); Committed to minimum 100/50 Mbps services with no data caps and Gigabit services with no data caps
- **Fair end-user pricing with long term price caps**
- **Invests private capital** and sources public funding-where required
- **Alberta made**, nimble, flexible and collaborative

PROPOSED LOS SUPPORT TEMPLATE

_____is very pleased to support Xplornet's proposal to the Universal Broadband Fund. Xplornet's proposal for _____ region of Alberta will benefit the rate-payers of _____ and ensure that our rural residents are positioned to successfully participate in todays' digital economy.

Xplornet is uniquely positioned with an application to serve our rate-payers with a combination of Fibre, Fixed Wireless towers and Satellite coverage that will ensure effective and efficient achievement of a minimum of the Universal Service Objective (50 down/10 up) and establish the backbone for 5G wireless broadband services of up to 100 Mbps and 1 Gbps Fiber to the Home in more densely populated hamlets and developments within our municipality.

The expansion of broadband access through Xplornet's project will facilitate commercial and industrial development in our community as Xplornet will be positioned to offer enhanced Enterprise Services. The project will also enable local businesses to grow by providing improved connectivity to customers beyond the region. Xplornet's project will also provide improved services to support residents working from home, engaging in online learning, and accessing telehealth services. The improved access will benefit all residents of our region, including underrepresented groups, whose access to the digital economy will be improved by the provision of fibre-based Internet services. This will assist the Government of Canada in pursuing other strategies around poverty reduction, digital literacy, official languages and women's entrepreneurship.

The recent acquisition of CCI Wireless, which was built from grass-roots support of Alberta's Natural Gas Coops, Municipalities and rural communities, combined with Xplornet assets within _____ area of Alberta will ensure that the funds allocated from the UBF program benefit the intended recipients for decades to come. _____ looks forward to working with Xplornet in deploying the UBF project thus ensuring that all residents, businesses, and institutions within _____ have the connectivity they require.

Should there be additional questions please contact my office at (contact information)

Best Regards,