AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
January 25, 2018

1. CALL THE MEETING TO ORDER

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
a. January 11, 2018 Regular Council Meeting Minutes (Page 3)

4. DELEGATIONS

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

6. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (To be distributed at meeting)
b. CAO Action Log (Page 10)

7. BYLAWS

8. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)
a. RC16-495 – Watino Lots (Page 14)
b. RC17-185 Birch Hills County Recreation Board Policy (Page 24)

9. NEW BUSINESS
a. Transfer to Reserves for 2017 (Page 43)
b. Request for Forgiveness of Taxes – Eaglesham Seniors (Page 46)
c. Appointment to MPC (Page 66)
d. G5 Medical Clinic (Page 68)

10. FOR INFORMATION
a. Bank Reconciliation for Period ended December 31, 2017 (Page 76)
b. 2017 Budget Variance Reports (Page 80)

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
January 25, 2018 (continued)

11. CORRESPONDENCE

a. Letter dated Dec 19, 2017 re GTF Project 711966 (Page 86)
b. Letter dated Dec 10, 2017 re access to Birch Hills Seniors Centre (Page 87)
c. Letter dated Jan 11, 2018 re RC18-019 MSI CAP-8644 Fire Hydrant Replacement project (Page 88)
d. Letter dated Jan 17, 2018 re RC18-013 (Page 89)
e. Letter dated Jan 17, 2018 re RC18-014 (Page 90)
f. Letter dated Jan 19, 2018 re Eaglesham Hall (Page 91)
g. Notification of Public Advisory Group Meeting (Page 92)
h. Letter dated Jan 23, 2018 re Watino River Boat (Page 105)

12. IN-CAMERA

a. A matter related to an inquiry received relevant to land owned by Birch Hills County - (To be distributed at meeting)

NEXT REGULAR COUNCIL MEETING DATE – February 15, 2018

MINUTES OF A REGULAR COUNCIL MEETING FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS JANUARY 11, 2018

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

CALL TO ORDER:

Deputy Reeve Carbone called the meeting to order at 9:04 a.m.

Reeve Manzulenko had advised that he would be unavailable to attend because away on a vacation.

ADOPTION OF AGENDA

RC18-001 Moved by Councillor Wendland that Council adopt the agenda of the January 11, 2018 Regular Council Meeting as presented.

CARRIED

ADOPTION OF MINUTES

Regular Council Meeting December 14, 2017

RC18-002 Moved by Councillor Bogdanek that Council approve the minutes of the December 14, 2017 Regular Council Meeting as presented.

CARRIED

COUNCILLOR REPORTS

Reeve Manzulenko — No Report and absent.

Deputy Reeve Carbone — No Report.

Councillor Paradis — No Report.

Councillor Wendland — No Report.

Councillor Reum — No Report.

Councillor Bogdanek — No Report.

Councillor Joudrey — Councillor Joudrey provided a written report on the Grande Spirit Foundation event that she had attended

on December 20, 2017 in Grande Prairie, and provided a verbal update regarding motion RC17-426.

RC18-003 Moved by Councillor Joudrey that Council accept the Councillor Reports for information.

CARRIED

DELEGATIONS

No Delegation.

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

CAO Report

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

RC18-004 Moved by Councillor Paradis that Council receive the CAO's written report and updates as information.

CARRIED

CAO Action Log

Council reviewed the CAO Action Log updated to January 11, 2018 provided in the Agenda Package.

RC18-005 Moved by Councillor Reum that Council receive the CAO Action Log for information.

CARRIED

BYLAWS

None.

UNFINISHED BUSINESS

Resolution RC17-430 - Cancellation of Bulk Water Usage

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

RC18-006 Moved by Councillor Bogdanek that Council rescind Resolution RC17-430.

CARRIED

RC18-007 Moved by Councillor Joudrey that Council authorize the write-off of outstanding bulk water account in the amount of $603.68, and direct Administration to charge the expense for this to account 2-41-10-45-990, Regional Water, Other and to send the account to a collection agency for further action.

CARRIED

Appointment to Central Peace Medical Services

Council was requested to consider extending the appointment of board members to the Central Peace

Corporation

Medical Services Corporation (CPMSC) from a term of one year to a term of four years.

RC18-008 Moved by Councillor Paradis that Council extend the appointments of Deputy Reeve Carbone as a board member and appoint Reeve Manzulenko as an alternate board member to the Central Peace Medical Services Corporation, from terms of one year each to terms of four years each.

CARRIED

NEW BUSINESS

Request for Funding - Watino River Boat Association

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

RC18-009 Moved by Councillor Wendland that Council direct administration to contact the Watino River Boat Association, provide them with a copy of Birch Hills County General Grants Policy 11-03-17, and advise them that they should submit a completed application for a grant if they wish Council to consider providing their organization with a donation.

CARRIED

Upcoming Meetings

Administration requested Council's decisions regarding upcoming meetings and training sessions.

RC18-010 Moved by Councillor Paradis that Council:

1. reschedule the February 8, 2018 Regular Council Meeting to February 15, 2018;
2. reschedule the February 22, 2018 Regular Council Meeting and Governance Meeting to March 1, 2018;
3. cancel the March 8, 2018 Regular Council Meeting;
4. reschedule the March 22, 2018 Regular Council Meeting and Governance Meeting to March 29, 2018; and
5. direct Administration to advertise the changes as per the County's Procedural Bylaw.

CARRIED

RC18-011 Moved by Councillor Joudrey that Council authorize the attendance, with remuneration and reimbursement of expenses as appropriate, of Reeve Manzulenko and Councillors' Joudrey and Wendland to the Growing the North Conference in Grande Prairie on February 21 and 22, 2018, and direct administration to make reservations for them on the evenings of February 20 and 21, 2018.

CARRIED

RC18-012 Moved by Councillor Paradis that Council authorize Reeve Manzulenko and CAO Minderlein to attend the Municipal Affairs training-ICF session on February 20, 2018 with remuneration and expenses to be paid as appropriate.

CARRIED

Request for Letter of Support – County of Grande Prairie No. 1

Council was presented with a request received from the County of Grande Prairie No. 1 for support for their application for grant funding through the Intermunicipal Collaboration (IC) Component of the Alberta Community Partnership Grant program.

RC18-013 Moved by Councillor Bogdanek that Council support the County of Grande Prairie's application to the Alberta Community Partnership Grant Program Intermunicipal Collaboration Component for assistance in developing an Intermunicipal Collaboration Framework and Intermunicipal Collaboration Bylaw as required by the Province of Alberta within the modernized Municipal Government Act.

CARRIED

Request for Letter of Support – Municipal District of Smokey No. 130

Council was provided with a request received from the Municipal District of Smoky River No. 130 for support for their application for grant funding through the Alberta Community Partnership.

RC18-014 Moved by Councillor Wendland that Council confirm the support of, and involvement by, Birch Hills County in the Alberta Community Partnership Grant for the development of both Intermunicipal Collaboration Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) with the

Municipal District of Smoky River No. 130, and designates the Municipal District of Smoky River as the managing partner for the project.

CARRIED

G5 Peace Regional Water Study

Council was provided with the unapproved minutes of the G5 Peace Regional Water Study Committee Meeting held Friday December 15, 2017. Within those minutes were requests for:

1. Support for Motion 02.12.15.17 for a recommendation that Option 1A (a new raw water intake near the Dunvegan Bridge) be the preferred option for the Committee to pursue; and
2. Support for the Terms of Reference for the G5 Peace Regional Water Study Committee drafted as per Motion 03.12.15.17.

Additionally, Council was advised that a review of past Council minutes confirmed that there had been no appointment to G5 Peace Regional Water Study Committee at the Inaugural meeting, and it was determined that this had been as a result of no Terms of Reference having been presented to those in attendance at the October 2017 G5 meeting. This appointment is required.

RC18-015 Moved by Councillor Joudrey that Council appoint Deputy Reeve Carbone as a member and Councillor Bogdanek as an alternate member to the G5 Peace Regional Water Study Committee.

CARRIED

RC18-016 Moved by Councillor Wendland that Council affirm the Committee's selection of Option 1A (a new raw water intake near the Dunvegan Bridge) as the preferred option for the Committee to pursue.

CARRIED

RC18-017 Moved by Councillor Paradis that Council support the Terms of Reference for the G5 Peace Regional Water Study Committee drafted as per their Motion 03.12.15.17.

CARRIED

FOR INFORMATION

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

1. Municipal Affairs Information Bulletin #11/17 (2018 Key Municipal Dates).
2. Birch Hills County Website Statistics – Oct. to Dec. 2017.
3. AEMA NW Regional Newsletter – Winter Edition.
4. Municipal Government Act Amendments – Legislative Checklist.

RC18-018 Moved by Councillor Bogdanek that Council accept the information items for information.

CARRIED

CORRESPONDENCE

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

1. Letter dated Dec. 13, 2017 re MSI CAP-8644.
2. Letter dated Dec. 20, 2017 re Investing in Canada Infrastructure Plan (ICIP).
3. Letter dated Dec. 19, 2017 re MSI Acceptance.
4. Letter dated Dec. 19, 2017 re Future Highway Maintenance.
5. Letter dated Dec. 19, 2017 re Konowalyk Meeting.
6. Letter dated Dec. 20, 2017 re Peace River Country Land Database.

RC18-019 Moved by Councillor Wendland that Council direct administration to send a thank-you letter to the Minister of Municipal Affairs for the acceptance of the changes to project CAP-8644 Hamlet Fire Hydrant Replacement submitted for funding under the MSI program.

CARRIED

RC18-020 Moved by Councillor Paradis that Council accept the correspondence provided for information.

CARRIED

The meeting was recessed at 10:30 a.m.
The meeting was reconvened at 10:45 a.m.

IN-CAMERA

RC18-021 Moved by Councillor Paradis that Council move in-camera at 10:45 a.m. for Legal – Related to Grande Spirit Foundation Contract with outside organization.

CARRIED

RC18-022 Moved by Councillor Joudrey that Council reconvene the regular meeting at 11:00a.m.

CARRIED

RC18-023 Moved by Councillor Joudrey that Council directs Administration to advise Grande Spirit Foundation (GSF) that Birch Hills County is in favor of a decision to cancel an agreement between GSF and Hythe Pioneer Lodge (HPL) related to HPL requisitions being put forward through GSF.

CARRIED

ADJOURNMENT

Being that there was no further business, Deputy Reeve Carbone adjourned the meeting at 11:01 a.m.

NEXT REGULAR COUNCIL MEETING DATE – January 25, 2018

_____
TERRY CARBONE
DEPUTY REEVE

_____
HERMANN MINDERLEIN
CAO

COUNCILLOR TERRY CARBONE REPORTS

G5 Medical Clinic Committee **Jan. 22/2018**

- Much discussion on small change orders and requests from the Doctors. Most changes are warranted but some seemed to be more of personal requests.
- Floor cleaners have arrived however not working to potential on flooring. Janitor is trying out different options.
- Security, locks and monitoring system in place and activated.
- We were briefed on Corporation business referring to progress of Doctor Leases.
- So far we are still under budget on the construction phase.
- Also discussed were details on transferring Committee Operations over to Corporation.
- Doctors will not move in until inside of building is 100% complete. Architect feels that this should be close to end of the month. Still work to do on outside area, which will carry on into spring.
- Birch Hills County Council should discuss adding operational budget for the Clinic to our own budget so that we are covered in case of an operational deficit.

COUNCILLOR JOUDREY'S REPORT

From January 12, 2018 – January 25, 2018

Grande Spirit Foundation Management Committee Meeting –

January 15, 2018 at GSF Administration Office 9505-102 Ave., Grande Prairie

- A discussion regarding Hythe & District Pioneer Homes Advisory Committee asking GSF for a requisition of $49,452.21 and the current agreement was held. There was a motion to invite Hythe & District Pioneer Homes Advisory Committee to the January 26, 2018 meeting to discuss the agreement and requisition.

2018 ASB Conference -

January 16 - 19, 2018 in Grande Prairie

- Will report on the Conference at the next ASB Meeting.

Eaglesham Hall

The newly painted Eaglesham Hall Ceiling looks fantastic!

Motion #	Motion	By	Action	Status
MEETING	**APRIL 14, 2016 REGULAR COUNCIL MEETING**			
RC16-169	that Council accept the quote from Trinus Technologies Inc. for $5,764.50 and proceed with the IT Security and PIPA/FOIP privacy Assessment and the FOIP Compliance Executive and Management Training.	HERMANN	Assessment and training completed by TRINUS and Administration implemented some changes included in recommendations	COMPLETE
MEETING	**DECEMBER 8, 2016 REGULAR COUNCIL MEETING**			
RC16-495	that Council direct administration to Contact Alberta Culture and Tourism to initiate action to have Birch Hills County take title of lots 16, 17, 18, 19, 20 and 21 Plan 1309KS, NW 35-77-24 W5 in Watino and to research liability implications and flood zone setbacks, and bring the matter back to a future Council meeting.	LUCY/ DION HERMANN	Email Muni. Affairs to point us in the right direction Being reviewed for direction at January 25, 2018 Regular Council Meeting.	ON AGENDA
MEETING	**APRIL 27, 2017 REGULAR COUNCIL MEETING**			
RC17-185	that Council direct Administration to draft a policy spelling out the purpose, composition, appointments and procedures related to the Birch Hills County Recreation Board, and bring the Policy back to Council for review at the future Governance Meeting.	HERMANN	Being reviewed for direction at January 25, 2018 Regular Council Meeting.	ON AGENDA
MEETING	**SEPTEMBER 14, 2017 REGULAR COUNCIL MEETING**			
RC17-321	that Council direct Administration to draft a letter of support to the Provincial and Federal Government regarding the potential Rail Line from the Peace Country to Alaska that was discussed at the North to Alaska Conference.	HERMANN	Awaiting decision from PREDA re suggested letter contents (Feb. 2, 2018 meeting)	ON GOING
RC17-333	that Council direct Administration to complete a review of the County's utilities, including costs, rates, and a cost benefit analysis related to provision of untreated water for non-residential purposes, and to bring the information back to the next Council for consideration as part of	DION SHELLEY	March 1 ~~Feb. 22~~ Regular/Governance Council Meeting	ON GOING

Motion #	Motion	By	Action	Status
	their strategic planning process.			
MEETING	**OCTOBER 26, 2017 INAUGURAL COUNCIL MEETING**			
RC17-369	that Council reappoint Fiona Love, Maurice Lemay and Lorraine Frape to sit as the Municipal Planning Commission.	Hermann Lucy Hermann	Fiona Love resigned - Vacancy advertised RFD for appointment	COMPLETE
RC17-370	that Council reappoint the following members of the Recreation Board Ward — Member 1 — Rae-Ann Bolster 2 — Kara Wendland 3 — Betty Bohnke 4 — Lisa Pierog 5 — Andrea Farrell 6 — JoAnn Martin 7 — Lynne Laurin to a new three (3) year term on the Birch Hills County Recreation Board, and in the event that any of those members advise the County that they are unable to accept the appointment, direct Administration to advertise for new members and bring the names of the applicants back to Council for selection and appointment.		Received email re resignation from Kara Walter (Wendland) on Dec 27, 2017	Re-advertising vacancy in Ward 2
MEETING	**NOVEMBER 23, 2017 REGULAR COUNCIL MEETING**			
RC17-404	that Council direct Administration to: 1. post a copy of Bylaw 2017-08, the Code of Conduct Bylaw on the County's website; 2. to include a copy of Bylaw 2017-08, the Code of Conduct Bylaw in future nomination/election packages; and 3. bring the Procedural Bylaw No. 2014-06 back to Council at a future Governance meeting regarding the review requirements for Bylaw 2017-08, the Code of Conduct Bylaw.	Bev/Lucy/ Shawna Shawna Hermann	Post Bylaw to website Update nomination/election packages. Add Bylaw to future Governance Meeting Agenda	COMPLETED COMPLETED Incomplete
RC17- 411	that Council appoint Councillor Paradis and Councillor Joudrey as the two Councillors to attend the FCM Convention in Halifax NS from May 31st to June 3rd, 2018.	Hermann/ Shawna	Work with Councillors Paradis and Joudrey for bookings	

Motion #	Motion	By	Action	Status
RC17- 412	that Council approve CAO Minderlein to select the best option for him to attend, either the Canadian Association Municipal Administrators (CAMA) convention, in Fredericton, NB May 28th to 30th or the FCM Convention in Halifax NS from May 31st to June 3rd, based on Agenda and time availability.	Hermann	CAMA Convention Booked	COMPLETED
MEETING	**DECEMBER 14, 2017 REGULAR COUNCIL MEETING**			
CAO Report	Council discussed the Fire Department's report and requested that Administration research and provide calcification regarding what members need to be covered by insurance to drive Fire Department Vehicles.	Hermann	Research and book	
RC17-427	that Council approve an increase to employee salaries and wages for 2018 based on the Statistics Canada Consumer Price Index for Alberta for the one year ending October, 2017 of 1.3% plus any salary grid increases where performance has been assessed as "Satisfactory" or better.	Shelley Directors	Have payroll system updated to reflect updated rates. Complete employee assessments	COMPLETE COMPLETE
RC17-428	that Council bring the policy - Personal Handbook back to a future governance meeting.	Hermann		
MEETING	**JANUARY 11, 2018 REGULAR COUNCIL MEETING**			
RC18-007	that Council authorize the write-off of outstanding bulk water account in the amount of $603.68, direct Administration to charge the expense for this to account 2-41-10-45-990, Regional Water, Other and send the account to a collection agency for further action.	Shelley	Prepare necessary accounting action and send account to collection agency.	COMPLETED
RC18-008	that Council extend the appointments of Deputy Reeve Carbone as a board member and appoint Reeve Manzulenko as an alternate board member to the Central Peace Medical Services Corporation, from terms of one year each to terms of four years each.	Shawna	Updated appointment list	COMPLETED
RC18-009	that Council direct administration to contact the Watino River Boat Association, provide them with a copy of Birch Hills County General Grants Policy 11-03-17, and advise them that they should submit a	Hermann	Letter Sent	COMPLETE

Motion #	Motion	By	Action	Status
	completed application for a grant if they wish Council to consider providing their organization with a donation.			
RC18-010	1. reschedule the February 8, 2018 Regular Council Meeting to February 15, 2018; 2. reschedule the February 22, 2018 Regular Council Meeting and Governance Meeting to March 1, 2018; 3.cancel the March 8, 2018 Regular Council Meeting; 4. reschedule the March 22, 2018 Regular Council Meeting and Governance Meeting to March 29, 2018; and 5.direct Administration to advertise the changes as per the County's Procedural Bylaw	Shawna	Update Council calendar both on google drive and colored calendar. Email colored calendar out to staff. Verbally confirmed with Beverly that she did receive this information.	COMPLETED
RC18-011	that Council authorize the attendance, with remuneration and reimbursement of expenses as appropriate, of Reeve Manzulenko and Councilors' Joudrey and Wendland to the Growing the North Conference in Grande Prairie on February 21 and 22, 2018, and direct administration to make reservations for them on the evenings of February 20th and 21st.	Hermann/ Shawna	Hotel booked. Registered.	COMPLETED COMPLETED
RC18-012	that Council authorize Reeve Manzulenko and CAO Minderlein to attend the Municipal Affairs training-ICF session on February 20, 2018 with remuneration and expenses to be paid as appropriate.	Hermann		
RC18-013	that Council support the County of Grande Prairie's application to the Alberta Community Partnership Grant Program Intermunicipal Collaboration Component for assistance in developing an Intermunicipal Collaboration Framework and Intermunicipal Collaboration Bylaw as required by the Province of Alberta within the modernized Municipal Government Act.	Hermann		COMPLETED
RC18-014	that Council confirm the support of, and involvement by, Birch Hills County in the Alberta Community Partnership Grant for the development of both Intermunicipal Collaboration Frameworks (ICFs)	Hermann		COMPLETED

Motion #	Motion	By	Action	Status
	and Intermunicipal Development Plans (IDPs) with the Municipal District of Smoky River No.130, and designates the Municipal District of Smoky River as the managing partner for the project.			
RC18-015	that Council appoint Deputy Reeve Carbone as a member and Councillor Bogdanek as an alternate to the G5 Peace Regional Water Study Committee.	Shawna Hermann	Add to appointment list	COMPLETED
RC18-016	that Council affirm the committee's selection of Option 1A (a new raw water intake near the Dunvegan Bridge) as the preferred option for the Committee to pursue.	Hermann		
RC18-017	that Council support for the Terms of Reference for the G5 Peace Regional Water Study Committee drafted as per Motion 03.12.15.17.	Shawna	I emailed Hermann filled out TOR on Tuesday January 16, for his review and further instruction.	
RC18-019	that Council direct administration to send a thank-you letter to the Minister of Municipal Affairs for the acceptance of the changes to project CAP-8644 Hamlet Fire Hydrant Replacement submitted for funding under the MSI program.	Hermann		COMPLETED
RC18-023	that Council directs Administration to advise Grande Spirit Foundation (GSF) that Birch Hills County is in favor of a decision to cancel an agreement between GSF and Hythe Pioneer Lodge (HPL) related to HPL requisitions being put forward through GSF.	Hermann	Provide copy of resolution to GSF and Councillor Joudrey	COMPLETED

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	January 25, 2018	**CAO:**	
Originated By:	CAO	**Manager:**	
Item Title:	Watino Lots	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is providing Council with a copy of the RFD that was added to the Regular Council Agenda on December 8, 2016 and reviewed by Council that resulted in Resolution RC16-495, and a copy of the correspondence that provided the RFD to Reeve Doran at the time.

BACKGROUND:

This item was added to the Agenda with the documents prepared by Juanna Thompson Alberta Culture and Tourism with little opportunity for Administration to research or proved advise. In response, Council provided Administration direction in Resolution RC16-495 that read as follows:

> "that Council direct administration to Contact Alberta Culture and Tourism to initiate action to have Birch Hills County take title of lots 16, 17, 18, 19, 20 and 21 Plan 1309KS, NW 35-77-24 W5 in Watino and to research liability implications and flood zone setbacks, and bring the matter back to a future Council meeting."

Following the December 2016 meeting, there were several emails that were sent back and forth regarding the matter, and I have included these with this RFD. The last email I have on file, the first one in the attachment, refers to a Phase 1 Environmental Site Assessment commissioned by Alberta Culture and Tourism. It is 140 pages in length, so I will not include it in the printed version of this Agenda, but will have a copy available at the meeting and send out electronic copies with the Agenda package.

Little, if any correspondence has taken place since that time.

ATTACHMENT(S):

Copy of RFD added to the Regular Council Agenda on December 8, 2016 related to Resolution RC16-495 and email it was attached to

Copies of emails sent back and forth regarding the matter.

OPTIONS

Council may choose to:

1. Reaffirm direction provided regarding this matter by "directing administration to contact Alberta Culture and Tourism to initiate action to have Birch Hills County take title of lots 16, 17, 18, 19, 20 and 21 Plan 1309KS, NW 35-77-24 W5 in Watino and to research liability implications and flood zone setbacks, and bring the matter back to a future Council meeting." or

2. Rescind Resolution RC16-495 and direct Administration to advise Alberta Culture and Tourism of Council's decision; or

3. Choose another course of action to be taken regarding this matter.

RECOMMENDED ACTION:

It is recommended that Council provide Administration with direction as how to proceed with this matter.

Subject: Infomration requested for Watino River Lot - Potential Land Transfer
From: Juanna Thompson <Juanna.Thompson@gov.ab.ca>
To: Marvin Doran <marvind@birchhillscounty.com>
CC:

Good afternoon Marvin,

Thank you for the opportunity today to chat with you on the phone about the potential land transfer of the Watino River Lots
(Lots 16, 17, 18 and 19, 20 & 21; *NW 35-77-24-W5M*) – Subdivision Plan 1309 KS - within the Hamlet of Watino.

I spoke with Mr. Kozeluk on the phone this afternoon and he seemed quite pleased of the prospect of the County owning the property.
The Re/Max Northern Realty property listings have now been cancelled – the lots will not be for sale to the public at large.

As discussed previously, please find attached the requested document for tomorrow's Council Meeting.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you very much and I will touch base with you on Friday.

Juanna

Juanna Thompson, P.Biol.
Senior Advisor, Parks and Wildlife Ventures Program
Recreation and Physical Activity Division, Alberta Culture and Tourism
Suite 901 Standard Life Centre, 10405 Jasper Avenue
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Alberta Government

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COUNTY OF BIRCH HILLS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION

MEETING DATE: **December 8th, 2016**

ORIGINATED BY: **Juanna Thompson, Parks and Wildlife Ventures, Alberta Culture and Tourism**

SUBJECT: **Land Transfer of Watino River Lot Parcels to County of Birch Hills**

BACKGROUND:

- The Parks and Wildlife Ventures program was established in 1982 as the Park Ventures Fund, under the former Recreation, Parks and Wildlife Foundation, in response to requests to donate land for specific purposes to the Government of Alberta.
- Lands under the PWV program were acquired through outright purchase, either solely by the Alberta Sport, Recreation, Parks and Wildlife Foundation, in partnership with other agencies, or through donation from private landowners.
- Donated lands were either received unconditionally with wishes for future use from the donors or as conditional gifts, where conditions such as no hunting, foot access only, use for wildlife habitat, etc., were a requirement of the gift.
- A shift in focus to the delivery of sport programs by the Alberta Sport, Recreation, Parks and Wildlife Foundation was announced by former Tourism, Parks and Recreation Minister Richard Starke, in fall 2013.
- The change in mandate, in addition to the legal name change to the Alberta Sport Connection, was accomplished in March 2015 through the passing of Bill 16, the *Statutes Amendment Act*, which officially amended the *Alberta Sport Recreation, Parks and Wildlife Act* to the *Alberta Sport Connection Act*.
- Although certain land trusts were established in Alberta prior to the introduction of the program, over the last three decades the land trust sector in Alberta has grown, and options to meet most land donor's needs are now available.
- Day-to-day management of the Parks and Wildlife Ventures Program is currently administered by the Recreation and Physical Activity Division of Alberta Culture and Tourism, through a Memorandum of Understanding (MOU) with the ASC.
- At the time the Watino-Kozeluk land was donated to the ASRPWF's Parks and Wildlife Ventures program by Alex Kozeluk in 1993, no formal legal conditions were attached to the Donation Agreement. Staff responsible for administering the existing properties deemed it most expedient to sell the properties, with proceeds from the sale to be devoted to conservation projects within the province.

DISCUSSION:

A local resident has expressed concern regarding the sale of the Kozeluk-Watino lands currently owned by the Alberta Sport Connection (ASC) and managed by the Parks and Wildlife Ventures (PWV) program.

We appreciate the concerns of the community expressed over the stewardship of this land. However, the Alberta Sport Connection is no longer in the business of land ownership and management.

Within the last few years, Alberta Sport Connection has slowly been transferring their lands to other organizations. The intent of the divestiture of the lands held by the Alberta Sport Connection has always been to find the right home for the lands.

The government wishes to work with the community of Watino and the County of Birch Hills to ensure the Watino river lots are divested in a satisfactory way which will benefit all Albertans, honor the intent of the land donor, Mr. Kozeluk, in addition to protecting the natural habitat and features of the property.

Recently, a discussion was initiated between the Parks and Wildlife Ventures Senior Advisor and the Reeve of Birch Hills County to gauge interest in transferring the Watino land to the County.

The residents of Watino, in addition to the donor of the property, Mr. Kozeluk, have requested that the property be kept in its current, protected state.

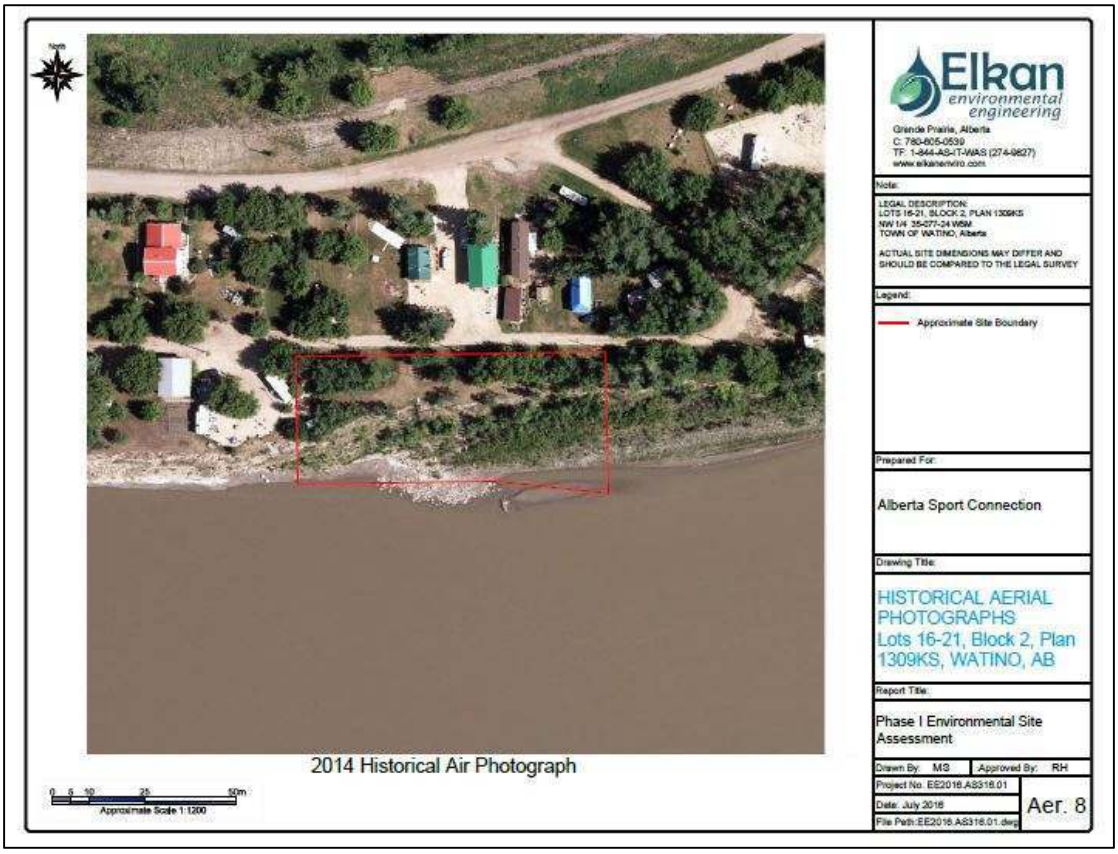
We feel that the County of Birch Hills would be the most suitable owner for the property. Residents of the Hamlet of Watino would continue to enjoy the recreational benefits from the land in addition to maintaining their stewardship goals.

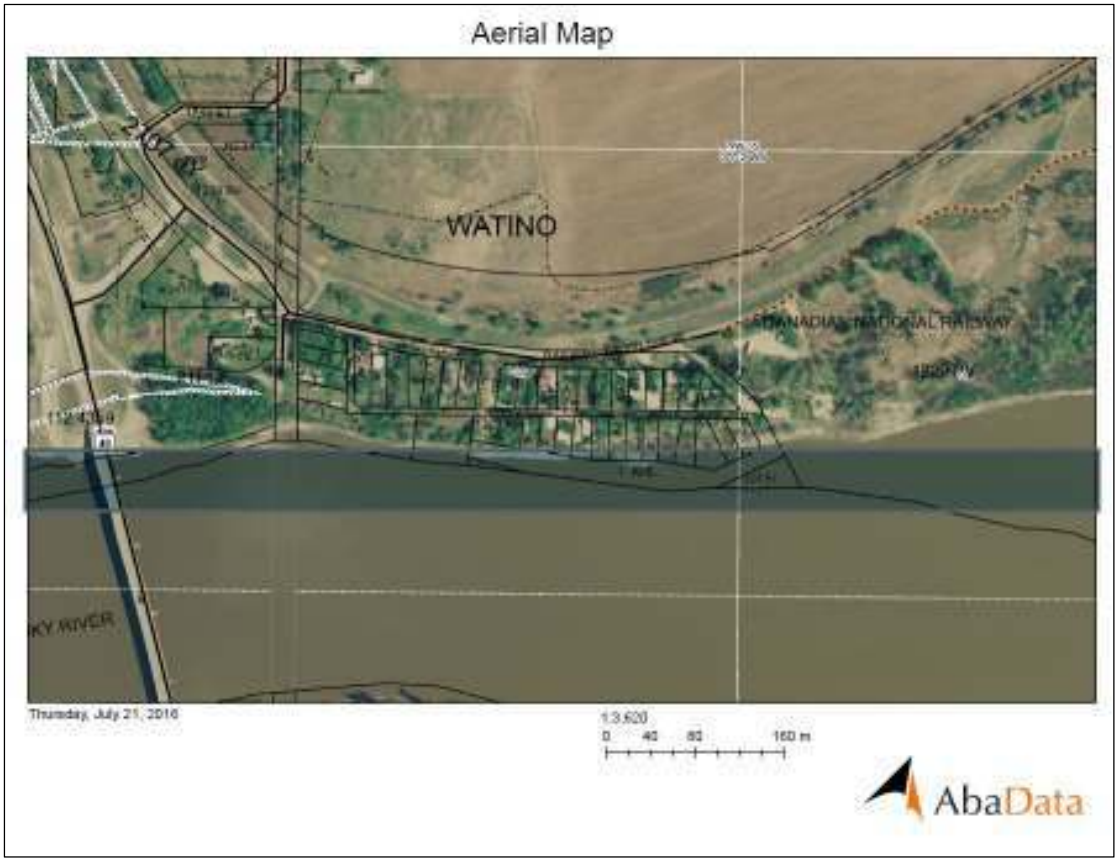
RECOMENNDED ACTION:

If Council is agreeable to the land transfer, the government will facilitate the land transfer process with the aid of their legal department to ensure a prompt and seamless transfer for the County of Birch Hills.

ATTACHMENTS:

- Historical Aerial Photograph (2014)
- Aerial Map (Aba Data)


Elkan
environmental
engineering
Grande Prairie, Alberta
C: 780-805-0539
TF: 1-844-AS-IT-WAS (274-9827)
www.elkanenviro.com
Note:
LEGAL DESCRIPTION:
LOTS 16-21, BLOCK 2, PLAN 1309KS
NW 1/4 35-077-24-W6M
TOWN OF WATINO, Alberta
ACTUAL SITE DIMENSIONS MAY DIFFER AND SHOULD BE COMPARED TO THE LEGAL SURVEY
Legend:
Approximate Site Boundary
Prepared For:
Alberta Sport Connection
Drawing Title:
HISTORICAL AERIAL PHOTOGRAPHS
Lots 16-21, Block 2, Plan 1309KS, WATINO, AB
Report Title:
Phase I Environmental Site Assessment
Drawn By: MB
Approved By: RH
Project No. EE2016.AS316.01
Date: July 2016
File Path:EE2016.AS316.01.dwg
Aer. 8
2014 Historical Air Photograph
Approximate Scale 1:1200


Aerial Map
WATINO
Thursday, July 21, 2016
1:3,620
0 40 80 160 m
AbaData

From: Juanna Thompson [mailto:Juanna.Thompson@gov.ab.ca]
Sent: Thursday, January 12, 2017 2:03 PM
To: Dion Hynes
Subject: Follow up on Watino property

Good afternoon Dion,

I am following up with Mr. Minderlein's email regarding the Watino Property.
I very much appreciated his prompt response on this matter as the government is hoping to transfer this property by fiscal year end.

From the Phase 1 Environmental Site Assessment we commissioned this summer (I attached this report for your reference), the extent of the flooding and erosion became very evident. Over 66% of the property has been lost. I also understand that a By-Law in 2015 was passed (Page 73 and 74 of Phase 1 ESA) that subsequently rezoned the property to HW (Hamlet Watino), restricting any permanent development.

An item of discussion that I am interesting in discussing further is the statement of "**there was a concern as to what liability the County would be exposed to considering the that the lands are in a flood zone, and there are adjacent properties that could be looking on the "landowner" to safeguard their lands and other assets**".

Based on information presented in the report regarding an interview with a long-time resident (Mrs. Betty Pucci) on Page 22, it appears that there are no longer landowners residing permanently on site. I also found it interesting that the government relocated homes along the riverbank.
Since I am not a local or familiar with this area, I was wondering if you could verify this information.
Also – if there are few or no existing neighboring landowners, would there be significant risk of safeguarding assets? (I assume this would be non-permanent structures such as RV's, sheds etc.).

I thank you very much for your assistance and appreciate the time in aiding the Parks and Wildlife Ventures Program with this request.

Sincerely,

Juanna

Juanna Thompson, P.Biol.
Senior Advisor, Parks and Wildlife Ventures Program
Recreation and Physical Activity Division, Alberta Culture and Tourism
Suite 901 Standard Life Centre, 10405 Jasper Avenue
Edmonton, AB T5J 4R7

Phone: 780.415.0266
Cell: 780.953.5714
Fax: 780.427.5140
www.active.alberta.ca

Alberta Government

From: Hermann Minderlein [mailto:cao@birchhillscounty.com]
Sent: Tuesday, January 10, 2017 11:33 AM
To: Juanna Thompson
Cc: Marvin Doran; ! DIONH
Subject: RE: RE: Follow up on Watino property

Good Moring Juanna

WRT to your query, Council did discuss this matter at their December 8, 2016 Regular Council Meeting, and at that time passed Resolution 16-495 that read as follows:

"that Council direct administration to Contact Alberta Culture and Tourism to initiate action to have Birch Hills County take title of lots 16, 17, 18, 19, 20 and 21 Plan 1309KS,
NW 35-77-24 W5 in Watino and to research liability implications and flood zone setbacks, and bring the matter back to a future Council meeting."

The County's Director of Public Works, Dion Hynes should be contacting you shortly to discuss the matter with you. As you can see, there was a concern as to what liability the County would be exposed to considering the that the lands are in a flood zone, and there are adjacent properties that could be looking on the "landowner" to safeguard their lands and other assets.

Should you require to speak to Dion, you can reach him at the email address above, or by phone at either the County office at 780-694-3793.

Thank you for your assistance in this matter, and we look forward to seeing this matter resolved.

Hermann

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

From: Marvin Doran
Sent: Tuesday, January 10, 2017 11:12 AM
To: Hermann Minderlein <cao@birchhillscounty.com>
Subject: FW: RE: Follow up on Watino property

Sent from my Sony Xperia™ smartphone

-------- Original Message --------
Subject: RE: Follow up on Watino property
From: Juanna Thompson <Juanna.Thompson@gov.ab.ca>
To: Marvin Doran <marvind@birchhillscounty.com>
CC:

Good morning Marvin,

I am just following up with your email from mid-December regarding the Kozeluk-Watino property on the Smoky River.
Has there been a decision made from Council of accepting the Land Transfer of the property?

Thank you very much Marvin for any updates you can provide.

Sincerely,

Juanna Thompson

From: Marvin Doran [mailto:marvind@birchhillscounty.com]
Sent: Monday, December 12, 2016 3:49 PM
To: Juanna Thompson
Subject: RE: Follow up on Watino property

Good afternoon Juanna , I brought the matter to council and it was discussed. Council requested that the municipality check into the matter looking at ownership and what possible liabilities issues considering the current erosion of the property, the steep bank, and public use. I would expect the matter to come back to council early :n the New Year and a decision made shortly afterwards.:u Thank you for dealing with this matter so quickly. Marv. Doran

Sent from my Sony Xperia™ smartphone

Juanna Thompson <Juanna.Thompson@gov.ab.ca> wrote:

Good morning Marvin,

I am just following up with the outcome of last Thursday's Council Meeting. Earlier, I had sent an information letter which provided information of the Watino lots.

I am curious how the idea of the Watino land transfer to the County went over with Council members?

Thank you very much for your time.

Sincerely,

Juanna

Juanna Thompson, P.Biol.
Senior Advisor, Parks and Wildlife Ventures Program
Recreation and Physical Activity Division, Alberta Culture and Tourism
Suite 901 Standard Life Centre, 10405 Jasper Avenue
Edmonton, AB T5J 4R7

Phone: 780.415.0266
Cell: 780.953.5714
Fax: 780.427.5140
www.active.alberta.ca

Alberta Government

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Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	January 25, 2018	**CAO:**	
Originated By:	CAO	**Manager:**	
Item Title:	2017 Recreation Grants	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is providing Council with a copy of the RFD that was presented to, and reviewed by Council at their April 27, 2017 Regular Council Meeting that resulted in Resolution RC17-185, and a copy of Bylaw 2016-10. The "Recreation Board Bylaw".

BACKGROUND:

At the 2017 Recreation Board Meeting held on April 12th, 2017, the board expressed serious concerns regarding the application process and requested changes. These were presented to Council, and in response, Council provided Administration direction in Resolution RC17-185 that read as follows:

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

I, as CAO, must take responsibility for not having this item addressed to this point, and if approved, plan to work with Council (via emails) and staff to prepare a draft policy for presentation to Council at the February 15, 2018 Regular Council meeting in advance of issuing a call for applications for 2018 Recreation Grants.

ATTACHMENT(S):

RFD presented for Item 9.b of April 27, 2017 Regular Council Meeting

Bylaw 2016-10 - the "Recreation Board Bylaw"

RECOMMENDED ACTION:

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

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	April 27, 2017	**CAO:**	
Originated By:	CAO	**Manager:**	
Item Title:	2017 Recreation Grants	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is providing Council with the draft minutes of the Birch Hills County Recreation Board Meeting held April 12, 2017, and the recommendation of the Board as to the distribution of funding for 2017.

BACKGROUND:

The 2016 Recreation Board Meeting was on April 12th, 2017, and the draft minutes are attached for Council's reference. The information related to the Recreation board recommendation regarding the disbursement of 2017 funds is as follows:

	2016		2017			
	Request	Grant	Request	Score	Rank	Grant
West Smokey Recr. Centre	45,000.00	36,000.00	30,000.00	659	1	30,000.00
Lakeside Golf and Country Club	46,418.00	40,000.00	39,168.73	655	2	30,000.00
COCO	60,000.00	30,000.00	60,000.00	641	3	30,000.00
Birch Hills Senior Centre	5,700.00	4,200.00	3,140.00	640	4	2,610.00
Watino Ladies Community Assoc.	4,000.00	4,000.00	3,100.00	622	5	2,575.00
Eaglesham & District Ag. Society	5,000.00	3,000.00	3,000.00	616	6	2,490.00
Eaglesham Senior Social Centre	3,000.00	3,000.00	3,000.00	612	7	2,490.00
Kakut Lake	17,200.00	8,500.00	15,990.00	602	8	7,055.00
Tangent Community Hall	14,000.00	7,300.00	15,000.00	596	9	6,735.00
Yaremko Seniors Club of Tangent	3,500.00	1,500.00	3,500.00	590	10	1,245.00
Tangent Park Society	14,000.00	9,000.00	13,500.00	588	11	7,470.00
Heat Volleyball	4,000.00	1,000.00	3,275.45	570	12	830.00
Dreamers Lake	12,000.00	2,500.00	15,000.00	515	13	1,500.00
TOTALS:	**233,818.00**	**150,000.00**	**207,674.18**			**125,000.00**

Additionally, the board had made the following motion:

> **Moved by Board Member Betty Bohnke** that CAO Hermann Minderlein be requested to prepare and/or update Policies relative to the Recreation Board and Grant Application process with the following recommendations;
> 1. Financials to show a list of operational costs;

2. Amend the application to list only (1) question per page;

3. Reword question one (1) to clearly state that all applicants must show proof of valid, current, non-profit status;
4. Reverse the order for questions eight (8) and ten (10);
5. Clarify the definition of "operational budget" in question five (5) and to "a list of operational costs" and explain what expenses and revenue are with better wording;
6. Have the applicants further explain meeting their last year's objectives #10;
7. Clarify question seven (7) to explain what accounts hold the reserve funding and the purpose of the reserves; and
8. Add question eleven (11); "Is your organization partnering with other group(s) in Birch Hills County? Explain in what way?"

DISCUSSION / BENEFITS / DISDVANTAGES:

The 2017 Operating Budget includes a line for the Recreation Grants with $125,000.00 in funding. The Recreation Board has reviewed the applications received based on the direction provided, and is recommending the funds be disbursed as per their review.

Additionally, in anticipation of the approval of formalized policy related to the Recreation Board, Administration has drafted a note to be distributed with award letters and cheques for 2017 Recreation Grant.

COST / SOURCE OF FUNDING:

2017 Operating Budgets

RELEVANT LEGISLATION (Cite):

NA

ATTACHMENT(S):

2017 "DRAFT" Recreation Board Minutes

2017 Recreation Grant Application Form

Note to be included with award letters and cheques for 2017 Recreation Grant.

OPTIONS:

Council may choose to:

1. approve disbursement of the 2017 Recreation Grant funding based on the Recreation Board's recommendation; and if deemed appropriate

2. direct Administration to draft a policy spelling out the purpose, composition, appointments, and procedures related to the Birch Hills County Recreation Board, and bring the Policy back to Council for review at a future Governance Meeting; or

3. Accept the presentation as information and direct Administration to take alternative actions related to the 2017 Recreation Grants.

RECOMMENDED ACTION:

It is Administration's recommendation that:

1. Council approve the disbursement of the 2017 Recreation Grant funding based on the Recreation Board's recommendation to disburse the funds as follows:

	2017 Grant
West Smokey Recr. Centre	30,000.00
Lakeside Golf and Country Club	30,000.00
COCO	30,000.00
Birch Hills Senior Centre	2,610.00
Watino Ladies Community Assoc.	2,575.00
Eaglesham & District Ag. Society	2,490.00
Eaglesham Senior Social Centre	2,490.00
Kakut Lake	7,055.00
Tangent Community Hall	6,735.00
Yaremko Seniors Club of Tangent	1,245.00
Tangent Park Society	7,470.00
Heat Volleyball	830.00
Dreamers Lake	1,500.00

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

MINUTES OF A RECREATION BOARD MEETING FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS
April 12, 2017

PRESENT	**Chair**	Andrea Farrell
	Vice Chair	Kara Wendland
	Board Member	Betty Bohnke
	Board Member	Rae-Ann Bolster
	Board Member	Lisa Pierog
	Board Member	JoAnn Martin
	Board Member	Lynne Laurin
	Chief Administrative Officer	Hermann Minderlein
	Legislative Administrator	Denise Joudrey

CALLED TO ORDER: **Chair, Andrea Farrell** called the meeting to order at 5:42 p.m.

AGENDA

Moved by Board Member Rae-Ann Bolster that the Agenda be adopted as presented.

CARRIED

MINUTES

Moved by Board Member Betty Bohnke that the Minutes from April 6, 2016 Recreation Board Meeting be adopted as presented.

CARRIED

FOR INFORMATION

(a) 2017 Recreation Board Matrix Compiled Data
(b) Grant History Comparison
(c) Grant Applications by Size
(d) Grant Application Board Recommendations from 2016
(e) 2017 Recreation Board Policies and Guidelines

Moved by Board Member Betty Bohnke that CAO Hermann Minderlein be requested to prepare and/or update Policies relative to the Recreation Board and Grant Application process with the following recommendations;

1. Financials to show a list of operational costs;
2. Amend the application to list only (1) question per page;
3. Reword question one (1) to clearly state that all applicants must show proof of valid, current, non-profit status;
4. Reverse the order for questions eight (8) and ten (10);
5. Clarify the definition of “operational budget” in question five (5) and to “a list of operational costs” and explain what expenses and revenue are with better wording;
6. Have the applicants further explain meeting their last year’s objectives #10;
7. Clarify question seven (7) to explain what accounts hold the reserve funding and the purpose of the reserves; and

DRAFT

8. Add question eleven (11); “Is your organization partnering with other group(s) in Birch Hills County? Explain in what way?”

CARRIED

NEW BUSINESS

NOMINATIONS FOR VICE CHAIRPERSON

Chair, Andrea Farrell opened the floor for nominations for the position of Vice Chair Person for the Birch Hills County Recreation Board.

Board Member, Lisa Pierog nominated Board Member, Kara Wendland.

Nominations were called for a second time.

Nominations were called for a third and final time.

Moved by Chair, Andrea Farrell that Vice Chair Person Nominations cease.

CARRIED

Board Member Kara Wendland was acclaimed as Vice Chair Person for the Birch Hills County Recreation Board.

MOTION TO DISPERSE

Moved By Vice Chair, Kara Wendland that the Recreation Board recommend that the Birch Hills County 2017 Recreation Board Grant be dispersed as follows:

Birch Hills “Heat” Volleyball Club	**$ 830.00**
Lakeside Golf and Country Club	**$ 30,000.00**
Eaglesham Senior Social Centre	**$ 2,490.00**
Birch Hills Senior Centre	**$ 2,610.00**
Watino Ladies Community Association	**$ 2,575.00**
West Smokey Recreation Centre	**$ 30,000.00**
Tangent Park Society	**$ 7,470.00**
COCO	**$ 30,000.00**
Kakut Lake	**$ 7,055.00**
Eaglesham & District Ag. Society	**$ 2,490.00**
Tangent Community Hall	**$ 6,735.00**
Yaremko Seniors Club of Tangent	**$ 1,245.00**
Dreamers Lake	**$ 1,500.00**
Total	**$150,000.00**

CARRIED

DRAFT

ADJOURNMENT

Being that there was no further business for discussion, Chair Andrea Farrell adjourned the meeting at 7:30 p.m.

_____	_____
CHAIR	**CAO**
ANDREA FARRELL	**HERMANN MINDERLEIN**

DRAFT

2017 RECREATION BOARD GRANT APPLICATION

PLEASE COMPLETE AND FORWARD TO:

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

ORGANIZATION NAME: _____

ADDRESS: _____

_____

PRESIDENT: _____

PHONE NO._____

SECRETARY TREASURER: _____

PHONE NO._____

AMOUNT OF GRANT APPLIED FOR: _____

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

A. The grant shall be used for those purposes for which the proposal was approved by the Recreation Board or for the purposes subsequently approved by the Recreation Board in consultation with the applicant.
B. Grant funds not expended for the purposes for which they were provided shall be returned to the Recreation Board.
C. The grant recipient will be required upon request, to produce evidence satisfactory to the Recreation Board of the manner in which the grant funds were used.
D. The Recreation Board may require that an evaluation or audit of the project related to the grant be undertaken.

APPLICANTS SIGNATURE: _____ DATE: _____

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

1. ALL APPLICANTS MUST SHOW PROOF OF NON-PROFIT STATUS. PLEASE PROVIDE A COPY OF YOUR SOCIETIES ACT NUMBER.
   /5 points

2. AUDITED FINANCIAL STATEMENTS – 2016 **/15 points**

3. ITEMIZED BREAKDOWN OF HOW THE FUNDS APPLIED FOR ARE TO BE SPENT – 2017. **/10 points**

Total of Page 2 = **/30 points**

4. OUTLINE OF FUND RAISING PLANS FOR THE UPCOMING YEAR 2017.

/10 points

5. PROPOSED BUDGET FOR UPCOMING OPERATIONAL YEAR 2017.

An **operating budget** is the annual budget of an activity stated in terms of Budget Classification Code, functional/sub functional categories and cost accounts. It contains estimates of the total value of resources required for the performance of the operation. The operating budget is used to keep track of things like; maintenance operations, utility bills and interest payments. (Reference: http://en.wikipedia.org/wiki/Operating_budget)

/10 points

Total of Page 3 = **/20 points**

6. STATEMENT INDICATING THE NUMBER OF MEMBERS, USAGE OF FACILITY, PURPOSE OF THE ORGANIZATION OR HOW THE GROUP SERVES THE AREA. **/10 points**

7. RESERVE FUNDING - PLEASE INDICATE THE AMOUNT OF RESERVE FUNDING YOUR GROUP HAS IN THE BANK AND THE PURPOSE IT IS INTENDED FOR. **/10 points**

8. OVERALL GRANT APPLICATION (FOR RECREATION BOARD USE ONLY). **/10 points**

Total of Page 4 = **/30 points**

9. PLEASE PROVIDE A VISION FOR YOUR ORGANIZATION. WHERE DO YOU SEE YOURSELVES IN FIVE YEARS? (IE WHERE DO YOU SEE YOUR ORGANIZATION - HAS IT GROWN OR DECLINED? PLEASE EXPLAIN. THIS IS CONSIDERED A VISION STATEMENT FOR THE FUTURE. **/10 points**

10. DID YOU MEET YOUR PREVIOUS YEAR ORGANIZATIONAL VISION AND OBJECTIVES? **/10 points**

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

Event	**Date**	**Time**

Total of Page 2, 3, 4 & 5 = /100 points

If you encounter any problems completing the form, please contact any of the Recreation Board Members listed below:

JOANN MARTIN	359-3785	ANDREA FARRELL	864-8418
BETTY BOHNKE	694-2139	LYNN LAURIN	837-7179
RAE-ANN BOLSTER	359-2781	LISA PIEROG	694-2366
KARA WENDLAND	831-8462		

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

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

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

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

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

For your convenience and to ensure all information required is submitted with the application we have included the following checklist:

- Audited Financial Statement
- Current income/expense summary
- Itemized breakdown of how funds are to be spent
- Outline of fundraising plans
- Proposed budget for the upcoming year
- Statement of the number of members, usage of facility, purpose of the organization or how the group serves your area
- Reserve funding and its intended purpose
- Proof of current Non-Profit status

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED TO THE BIRCH HILLS COUNTY OFFICE BY 4:30 pm on **WEDNESDAY, MARCH 15, 2017.**

Note to All

The following is taken from the 2017 application form, and will be included in the 2018 application forms:

> *It is imperative that all the requested information be included with the Grant Application Form.* ***ANY INCOMPLETE APPLICATIONS RECEIVED BY THE RECREATION BOARD WILL NOT BE CONSIDERED FOR FUNDING.***
>
> ***ALL APPLICANTS MUST SHOW PROOF OF CURRENT NON-PROFIT STATUS.***

Although very self explanatory, there were incomplete applications received. It was decided that this would not be enforced in 2017 for the following reasons:

1. It had been part of previous year application forms, and never applied; and

2. There was no written policy or bylaw for the Board that provided direction from the County to exclude incomplete applications.

This matter will be brought to the attention of Council with the goal of having them direct Administration to draft a document for their review and approval that will:

1. Formalize the establishment of a Recreation Board as a Committee of Council;

2. Provide Administration and the Board with direction on how to call for, and receive applications for Recreation Grants; and

3. Provide the Board with direction and authorization on how to process applications and provide Council with their recommendations for disbursement of annual funds.

If your organization was one of the applicants that did not meet the requirements noted above, please initiate actions that will enable you to correctly complete your application in 2018.

Applications received in 2018 that are incomplete, or that do not provided proof of non-profit status will not be considered for funding.

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

BY-LAW # 2016-10

BIRCH HILLS COUNTY
RECREATION BOARD

Bylaw No. 2016-10

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

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

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

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

PART I: BYLAW TITLE

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

PART II: DEFINITIONS

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

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

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

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

PART III: APPOINTMENT, TERMS AND CONDITIONS

3.1. Council hereby establishes the Recreation Board.

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

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

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

PART IV: RESPONSIBILITIES

4.1 The Recreation Board shall:

4.1.1. Appoint a Chair, and Vice Chair;

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

4.1.3. Meet at least once per year;

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

PART V: ADMINISTRATIVE DUTIES

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

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

5.1.2 Provide a Recording Secretary for each meeting;

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

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

PART VI: SEVERABILITY

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

PART VII: REPEAL

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

PART VIII: ENACTMENT

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

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

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

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

Signed this 10th day of November, 2016

Reeve
Marvin Doran

Chief Administrative Officer
Hermann Minderlein

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	January 25, 2018	**CAO:**	
Originated By:	Hermann Minderlein	**Director:**	
Item Title:	2017 Transfers to Operating Reserves	**Presenter:**	CAO

DESCRIPTION:

Council is being presented with a request from Administration to transfer funds identified as having been unspent from the 2017 operating and maintenance expense budget to the Rate Stabilization Reserve, which could potentially be utilized to fund part of the 2018 Operating and Maintenance Budget.

BACKGROUND:

Birch Hills County has a history of performing better than budget, and this has resulted in revenues being raised through taxes that have exceeded the County's actual expenditures. Staff and Council have been working together to tighten up the budget process and reduce this in future years. One of the options available to Council to minimize such occurrences would be to allocate unspent funds from one year and place them in a reserve which could be utilized as a source of funding in the subsequent year(s).

This has historically been done following the year end audit and production of financial statements, but the funds placed in reserves have been utilized on an as, and when, required basis. Administration is suggesting that Council authorize transferring some of the funds to reserves in 2017 in advance of the year end audit, and consider utilizing some or all of the funds transferred to reduce the funds required to be collected through taxation in the 2018 Operating and Maintenance Budget.

DISCUSSION / BENEFITS / DISADVANTAGES:

The simplistic way to put everything into perspective, revenues required to be raised through taxation are based on all operating expenses approved through the budget, minus the revenues anticipated to be raised from sales of goods and services, grants, etc. When actual expenditures fail to reach budgeted values and or revenues exceed forecasted levels, the County experiences a surplus. Where this occurs on an ongoing annual basis, the County should look at its budget process as taxes are being collect on an annual basis in excess of actual requirements.

Administrations proposal will reduce the amount collected through taxation on an annual basis, but will also reduce the amounts available for allocation by Council to reserves following each year end. If the municipality has plans to set up reserves for specific reasons, these should be included in the budget process, and not be dependent on allocation of surpluses as a source of funding.

COST / SOURCE OF FUNDING:

The funds that Administration is seeking to transfer to reserves are funds that have been already accounted for in 2017. The subsequent draw down from the funds allocated will reduce the amount of funds required to be raised through taxation in 2017, and possibly subsequent years.

The options on the funds that could be considered for transfer to the Rate Stabilization Operating Reserve are attached.

RELEVANT LEGISLATION (Cite):

ATTACHMENT(s):

OPTIONS:

Council may choose to:

1. Authorize the following transfer of funds for 2017:
   ; or

Administration	2-12-10-00-764	$8,000
Building Maintenance	2-12-35-00-764	$43,900
Fire	2-23-00-00-764	$12,600
Disaster Services	2-24-10-00-764	$13,000
Safety	2-26-10-00-764	$63,420
Public Works Admin	2-32-10-00-764	$9,000
Public Works – Gen Maint	2-32-30-00-764	$10,000
Regional Water	2-41-10-45-764	$50,000
Solid Waste Services	2-43-10-00-764	$14,000
Planning & Development	2-62-40-00-764	$28,000
ASB Fieldman	2-63-20-00-764	$8,900
ASB Weed Control	2-63-70-20-764	$33,000
To		
Rate Stabilization Reserve	6-00-00-00-711	$293,820

   ; or

2. Direct Administration to prepare a transfer as directed by Council; or

3. Receive the presentation regarding 2017 Transfers to Operating Reserves for information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council direct Administration to action the following transfer of funds for 2017:

Administration	2-12-10-00-764	$8,000
Building Maintenance	2-12-35-00-764	$43,900
Fire	2-23-00-00-764	$12,600
Disaster Services	2-24-10-00-764	$13,000
Safety	2-26-10-00-764	$63,420
Public Works Admin	2-32-10-00-764	$9,000
Public Works – Gen Maint	2-32-30-00-764	$10,000
Regional Water	2-41-10-45-764	$50,000
Solid Waste Services	2-43-10-00-764	$14,000
Planning & Development	2-62-40-00-764	$28,000
ASB Fieldman	2-63-20-00-764	$8,900
ASB Weed Control	2-63-70-20-764	$33,000
To		
Rate Stabilization Reserve	6-00-00-00-711	$293,820

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	January 25, 2018	**CAO:**	
Originated By:	Lucy Stevenson Tax/Assessment	**Director:**	
Item Title:	Request to forgive 2018 Taxes	**Presenter:**	**LS**

DESCRIPTION:

Council is being requested by the Eaglesham Seniors Social Centre Club to forgive the 2018 Taxes on their newly acquired property at 5109-50th Street Eaglesham, Alberta roll 315235.

BACKGROUND:

The Tax Department was reviewing the steps to have this property exempt from taxation when it was discovered that in accordance with the regulation, Community Organization Property Tax Exemption Regulation (COPTER) that the Society had missed the deadline for requesting the exemption from Council, that being September 30, 2017 Section 16(1)(a). They had just taken ownership on September 22, 2017.

Within Birch Hills County, there are 46 tax accounts that have this same designation; they include schools, churches, arenas and campgrounds. We also have two residential properties that this department does not include in the budget, in effect classing them exempt. It has been the historical practice of making Societies exempt instead of each parcel. Staff has not found any Council minutes giving this direction and it is my option that the matter should be addressed by this office.

A new Community Organization Property Tax Exemption Regulation (COPTER) is being drafted that will replace the existing COPTER regulation. Municipalities are to continue to use the current COPTER for the 2018 taxation year. The revised COPTER will come into force on January 1, 2019.

RELEVANT LEGISLATION (Cite):

Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26
347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(a) cancel or reduce tax arrears;
(b) cancel or refund all or part of a tax;
(c) defer the collection of a tax.

and

Community Organization Property Tax Exemption Regulation (COPTER) Alberta Regulation 281/1998

COST / SOURCE OF FUNDING:

The assessment information used to calculate taxes in 2017 was:

The building (which has been demolished this month) was assessed at $12,620; and

The land was assessed at $3,000.

The Mill Rate used for 2017 was non-residential, and as such the Municipal portion of the tax levy was $220.64 for improvements and $52.45 for land.

ATTACHMENT(s):

Correspondence from Eaglesham Seniors Social Centre Club
Community Organization Property Tax Exemption Regulation (COPTER)

OPTIONS:

Council may choose to:

1. Cancel any 2018 municipal taxes that will be generated for roll 315235 in the name of Eaglesham Seniors Social Centre Club, located at 5109-50th Street Eaglesham, Alberta Lot 3 Block 2 Plan 2937HW'

2. Receive the presentation for information

RECOMMENDED ACTION:

Cancel any 2018 municipal taxes that will be generated for roll 315235 in the name of Eaglesham Seniors Social Centre Club, located at 5109-50th Street Eaglesham, Alberta Lot 3 Block 2 Plan 2937HW.

Eaglesham Senior Social Centre Club
PO Box 238 Eaglesham, Alberta T0H 1H0

December 2, 2017

Reeve and Council
Birch Hills County
PO Box 157
Wanham, AB.
T0H 3P0

In early September of this year, our non-profit society situated at #5113-50 Street, Eaglesham, AB. purchased property at #5109 - 50 Street, Eaglesham, AB.

The legal title to this property was issued to us on September 22, 2017. Being as we are non-profit, we would like to request Council to forgive taxes on this property for the year 2018. Please find attached a copy of this property title.

Thank you very much for your assistance in this matter.

Cordially,

Maggie Greenfield

Maggie Greenfield, President

Attachment (1)

CERTIFIED COPY OF

Certificate of Title

S

LINC	SHORT LEGAL
0037 694 833	2937HW;2;3

TITLE NUMBER: 172 248 248
CONSOLIDATION - PARCELS
DATE: 22/09/2017

AT THE TIME OF THIS CERTIFICATION

SENIOR SOCIAL CENTRE CLUB OF EAGLESHAM.
OF BOX 238
EAGLESHAM
ALBERTA T0H 1H0

IS THE OWNER OF AN ESTATE IN FEE SIMPLE
OF AND IN

PLAN 2937HW
BLOCK 2
LOT 3
EXCEPTING THEREOUT ALL MINES AND MINERALS

SUBJECT TO THE ENCUMBRANCES,LIENS AND INTERESTS NOTIFIED BY MEMORANDUM UNDER-WRITTEN OR ENDORSED HEREON,OR WHICH MAY HEREAFTER BE MADE IN THE REGISTER.

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS

NO REGISTRATIONS

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 22 DAY OF SEPTEMBER,2017

REGISTRAR OF LAND TITLES

SUPPLEMENTARY INFORMATION

MUNICIPALITY: BIRCH HILLS COUNTY
REFERENCE NUMBER:
172 248 241 +1
172 248 241
ATS REFERENCE:
5;25;78;30;SW
SEARCH NBR: CATJ246 /CRJONES /TOTAL INSTS.: 000

Province of Alberta

MUNICIPAL GOVERNMENT ACT

COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION

Alberta Regulation 281/1998

With amendments up to and including Alberta Regulation 257/2017

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 257/2017)

ALBERTA REGULATION 281/98

Municipal Government Act

COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION

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Interpretation

1(1) In this Regulation,

(a) "Act" means the *Municipal Government Act*;

(b) "charitable or benevolent purpose" means the relief of poverty, the advancement of education, the advancement of religion or any other purpose beneficial to the community;

(c) "general public" means pertaining to the general community, rather than a group with limited membership or a group of business associates;

(d) "professional sports franchise" means a professional sports franchise operating in the National Hockey League, the Canadian Football League, the National Professional Soccer League or the Pacific Coast League;

(d.1) "subsidized accommodation" means

(i) rental accommodation where the Government of Alberta sets the rent at a maximum amount, sets the rent at a percentage of household income or provides the facility with ongoing operating funds,

(ii) rent to own units where the Government of Alberta sets the rent at a percentage of income or sets the rent at a maximum amount, and

(iii) accommodation where the Government of Alberta sets the mortgage payments as a percentage of income;

(e) "taxation" means taxation under Division 2 of Part 10 of the Act.

(2) For the purposes of the Act and this Regulation, "community association" means an organization where membership is voluntary, but restricted to residents of a specific area, and that is formed for the purpose of

(a) enhancing the quality of life for residents of the area or enhancing the programs, public facilities or services provided to the residents of the area, or

(b) providing non-profit sporting, educational, social, recreational or other activities to the residents of the area.

(3) The definitions in sections 1 and 284 of the Act apply to this Regulation.

AR 281/98 s1;182/2008

Part 1
General Rules

Application

2 This Regulation applies to taxation in 1999 and later years.

Part of a property

3 An exemption under section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation applies only to the part of a property that qualifies for the exemption.

Primary use of property

4(1) Property is not exempt from taxation under section 362(1)(n)(iii), (iv) or (v) of the Act or Part 3 of this Regulation unless the property is primarily used for the purpose or use described in those provisions.

(2) For the purposes of this Regulation, a property is primarily used for a purpose or use if the property is used for the specified purpose or use at least 60% of the time that the property is in use.

Holding property

5 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association for the property to be exempt from taxation, the property is not exempt unless

(a) the organization, society or association is the owner of the property and the property is not subject to a lease, licence or permit, or

(b) the organization, society or association holds the property under a lease, licence or permit.

Non-profit organization

6 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, community association or residents association as defined in section 13 for the property to be exempt from taxation, the property is not exempt unless

(a) the organization or association is a society incorporated under the *Societies Act*, or

(b) the organization or association is

(i) a corporation incorporated in any jurisdiction, or

(ii) any other entity established under a federal law or law of Alberta

that is prohibited, by the laws of the jurisdiction governing its formation or establishment, from distributing income or property to its shareholders or members during its existence.

AR 281/98 s6;204/2011

Meaning of restricted

7(1) In this Regulation, a reference to the use of property being restricted means, subject to subsections (2) and (3), that individuals are restricted from using the property on any basis, including a restriction based on

(a) race, culture, ethnic origin or religious belief,

(b) the ownership of property,

(c) the requirement to pay fees of any kind, other than minor entrance or service fees, or

(d) the requirement to become a member of an organization.

(2) The requirement to become a member of an organization does not make the use of the property restricted so long as

(a) membership in the organization is not restricted on any basis, other than the requirement to fill out an application and pay a minor membership fee, and

(b) membership occurs within a short period of time after any application or minor fee requirement is satisfied.

(3) Not permitting an individual to use a property for safety or liability reasons or because the individual's use of the property

would contravene a law does not make the use of the property restricted.

Gaming and liquor licences

8(1) For the purposes of section 365(2) of the Act, property described in section 362(1)(n) of the Act and Part 3 of this Regulation in respect of which a bingo licence, casino licence, pull ticket licence, Class C liquor licence or a special event licence is issued under the *Gaming and Liquor Regulation* (AR 143/96) is exempt from taxation if the requirements of section 362(1)(n) and this Regulation in respect of the property are met.

(2) Despite subsection (1), property in respect of which a bingo facility licence or casino facility licence is issued is not exempt from taxation.

Part 2
Qualifications for Exemptions Under Section 362(1)(n)(ii) to (v)

Exemption under section 362(1)(n)(ii) of the Act

9(1) The following property is not exempt from taxation under section 362(1)(n)(ii) of the Act:

(a) property to the extent that it is used in the operation of a professional sports franchise;

(b) property that is used solely for community games, sports, athletics or recreation if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older.

(2) Property is not exempt from taxation under section 362(1)(n)(ii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

Exemption under section 362(1)(n)(iii) of the Act

10(1) Property referred to in section 362(1)(n)(iii) of the Act is not exempt from taxation unless

(a) the charitable or benevolent purpose for which the property is primarily used is a purpose that benefits the general public in the municipality in which the property is located, and

(b) the resources of the non-profit organization that holds the property are devoted chiefly to the charitable or benevolent purpose for which the property is used.

(2) Property is not exempt from taxation under section 362(1)(n)(iii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

AR 281/98 s10;182/2008

Exemption under section 362(1)(n)(iv) of the Act

11 Property referred to in section 362(1)(n)(iv) of the Act is not exempt from taxation unless the accommodation provided to senior citizens is subsidized accommodation.

AR 281/98 s11;182/2008

Exemption under section 362(1)(n)(v) of the Act

12(1) The following property is not exempt from taxation under section 362(1)(n)(v) of the Act:

(a) property to the extent that it is used in the operation of a professional sports franchise;

(b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;

(c) property in Calgary or Edmonton that is held by and used in connection with a community association if the association is not a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues.

(1.1) Notwithstanding subsection (1)(c), property held by a community association referred to in that provision is exempt from taxation under section 362(1)(n)(v) of the Act where that community association was a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues on January 1, 1999 but cancelled its membership after that date.

(1.2) Subsection (1.1) applies with respect to 2004 and subsequent years.

(2) Property is not exempt from taxation under section 362(1)(n)(v) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 281/98 s12;283/2003

Part 3
Other Property Exempt Under Section 362(1)(n)

Definitions

13 In this Part,

(a) "arts" means theatre, literature, music, painting, sculpture or graphic arts and includes any other similar creative or interpretive activity;

(b) "chamber of commerce" means a chamber of commerce that is a non-profit organization and is a member of the Alberta Chamber of Commerce;

(c) "ethno-cultural association" means an organization formed for the purpose of serving the interests of a community defined in terms of the racial, cultural, ethnic, national or linguistic origins or interests of its members;

(d) "linguistic organization" means an organization formed for the purpose of promoting the use of English or French in Alberta;

(e) "museum" means a facility that is established for the purpose of conserving, studying, interpreting, assembling and exhibiting, for the instruction and enjoyment of the general public, art, objects or specimens of educational and cultural value or historical, technological, anthropological, scientific or philosophical inventions, instruments, models or designs;

(e.1) "residents association" means a non-profit organization that requires membership for residential property owners in a specific development area, that secures its membership fees by a caveat or encumbrance on each residential property title and that is established for the purpose of

(i) managing and maintaining the common property, facilities and amenities of the development area for the benefit of the residents of the development area,

(ii) enhancing the quality of life for residents of the development area or enhancing the programs, public facilities or services provided to the residents of the development area, or

(iii) providing non-profit sporting, educational, social, recreational or other activities to the residents of the development area;

(f) "retail commercial area" means property used to sell food, beverages, merchandise or services;

(g) "sheltered workshop" means a facility designed to provide an occupation for and to promote the adjustment and rehabilitation of persons who would otherwise have difficulty obtaining employment because of physical, mental or developmental disabilities;

(h) "thrift shop" means a retail outlet operated for a charitable or benevolent purpose that sells donated clothing, appliances, furniture, household items and other items of value at a nominal cost to people in need.

AR 281/98 s13;283/2003;204/2011

Exemption for other property

14 This Part describes property that is exempt from taxation under section 362(1)(n) of the Act that is not exempt under section 362(1)(n)(i) to (v) of the Act.

Property of residents association

14.1(1) Property that is owned and held by and used in connection with a residents association is exempt from taxation.

(2) Despite subsection (1), the following property owned and held by and used in connection with a residents association is not exempt from taxation under section 362(1)(n) of the Act:

(a) property to the extent that it is used in the operation of a professional sports franchise;

(b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;

(c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

Day cares, museums and other facilities

15 A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

(a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;

(b) a facility used for fairs or exhibitions, including agricultural exhibitions;

(c) a facility used for the arts or a museum;

(d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);

(e) a facility used by a linguistic organization if

(i) the use of the property by the general public is actively encouraged, and

(ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;

(f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if

(i) the use of the property by the general public is actively encouraged, and

(ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;

(g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where

the majority of the organization's beneficiaries do not reside in the municipality;

(h) a facility used as a thrift shop;

(i) a facility used as a sheltered workshop;

(j) a facility operated and used by a chamber of commerce;

(k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if

(i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and

(ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

AR 281/98 s15;283/2003;182/2008;77/2010

Conditions for exemption

16(1) A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

(a) the non-profit organization makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:

(i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and

(ii) a description of any retail commercial areas in the facility,

(b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,

(c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,

(d) the property is not disqualified by virtue of subsection (2) or (3), and

(e) the requirements of subsections (4) and (5), if applicable, are met.

(2) Property referred to in section 15(a), (b), (c), (e), (f), (j) or (k) is not exempt from taxation if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

(3) Property referred to in section 15(d) or (g) to (i) is not exempt from taxation if an individual is not permitted to use the property because of the individual's race, culture, ethnic origin or religious belief.

(4) Before granting an exemption under this section in respect of a property that is held by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

(a) the organization will provide the municipality with a report by a time and in a manner specified in the agreement that sets out the information the municipality requires to determine if the organization met the conditions for the exemption during the taxation year, and

(b) if the organization does not comply with the provisions referred to in clause (a), the organization will pay the municipality an amount equivalent to the property taxes that would be payable in respect of the property for the taxation year if the property was not exempt.

(5) Before granting an exemption under this section in respect of a property that is owned by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

(a) no disposition of the property may be made without the approval of the municipality, and

(b) if the organization is being wound-up and dissolved, the organization must, if required by the municipality, transfer the property to the municipality.

(6) If a municipality grants an exemption to a non-profit organization and later determines that the organization did not meet the conditions that applied to the organization for the exemption for all or part of the taxation year, the municipality may in the taxation year cancel the exemption for all or part of the taxation year, as the case may be, and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

AR 281/98 s16;4/2010;77/2010

Waiver of application requirement

17(1) If a municipality has granted a non-profit organization an exemption from taxation under section 16 in respect of a property, the municipality may grant the non-profit organization an exemption from taxation in the following taxation year under section 16 in respect of the property without requiring the organization to apply for the exemption.

(2) A municipality that has waived an application requirement under subsection (1) in respect of a property for a taxation year may

(a) require the non-profit organization that holds the property to provide any information that the organization may be required to provide if it was applying for an exemption, and

(b) if the non-profit organization does not provide the information, cancel in that taxation year the exemption for all or part of that taxation year and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

(3) A municipality may not waive the application requirement under subsection (1) in respect of a property for more than 3 consecutive taxation years.

Retail commercial areas

18(1) In this section, "exempt facility" means a facility or part of a facility

(a) that is held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association and that is exempt from taxation under section 362(1)(n)(i) to (v) of the Act or section 16 of this Regulation, or

(b) that is owned and held by a residents association and that is exempt from taxation under section 362(1)(n) of the Act.

(2) A retail commercial area that is located within an exempt facility is exempt from taxation if

(a) the non-profit organization, society as defined in the *Agricultural Societies Act,* community association or residents association that holds the exempt facility also holds and operates the retail commercial area, and

(b) the net income from the retail commercial area is used

(i) to pay all or part of the operational or capital costs of the exempt facility, or

(ii) to pay all or part of the operational or capital costs of any other facility that is held by the non-profit organization, society, community association or residents association and that is exempt from taxation under section 362(1)(n) of the Act or section 16 of this Regulation.

AR 281/98 s18;204/2011

Part 4 Repealed AR 283/2003 s5.

Part 5
Repeal and Review

Repeal

22(1) The *Community Organization 1998 Property Tax Exemption Regulation* (AR 289/97) is repealed.

(2) Repealed AR 182/2008 s6.

AR 281/98 s22;182/2008

Expiry

23 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2018.

AR 281/98 s23;283/2003;182/2008;4/2010;9/2015; 257/2017

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Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	January 25, 2018	**CAO:**	
Originated By:	CAO	**Manager:**	
Item Title:	Appointment to Municipal Planning Commission	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is providing Council with a letter received from Ms. Martine Piebiak expressing her interest in being appointed to the Municipal Planning Commission.

BACKGROUND:

As per Bylaw 2013-01, The Municipal Planning Commission and The Development Officer (CAO) are the Development Authority for Birch Hills County. The Commission is comprised of three members of the public at large, and are appointed annually by Council.

Council had reappointed Fiona Love, Maurice Lemay and Lorraine Frape to sit as the Municipal Planning Commission at their Inaugural Meeting on October 26th, and was subsequently advised that Fiona Love had moved out of Birch Hills County. The vacancy was advertised, and the only response received to date is the one before Council.

ATTACHMENT(S):

Letter of Interest from Ms. Martine Piebiak

OPTIONS:

Council may:

1. Appoint Martine Piebiak to sit on the Municipal Planning Commission; or
2. Direct Administration to continue to advertise for a new member to sit on the Municipal Planning Commission.

RECOMMENDED ACTION:

It is recommended that Council appoint Ms. Martine Piebiak to sit on the Municipal Planning Commission for Birch Hills County.

January 17, 2018

Birch Hills Council
Box 157
Wanham, Alberta T0H 3P0

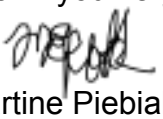
RE: Municipal Planning Commission

Dear Reeve and Council,

It has come to my attention that there is a vacant seat on the board of the Municipal Planning Commission and I would like to put my name forward for your consideration.

I have been a resident of Eaglesham since 2008 and I am an active member of the community. I volunteer my time with Eaglesham Playschool Club and West Smoky Eagle Boosters , as well, I am currently sitting as the president of the Eaglesham Agricultural Society.

Thank-you very much,



Martine Piebiak
m.piebiak@gmail.com
(780) 837-4783

Martine Piebiak Box 97 Eaglesham, Alberta T0H 1H0

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	January 25, 2018	**CAO:**	
Originated By:	CAO	**Manager:**	
Item Title:	G5 Medical Clinic	**Presenter:**	CAO Minderlein

DESCRIPTION:

At the request of Deputy Reeve Carbone, on behalf of the G5 Medical Clinic Committee, Council is being provided with information discussed by the G5 Medical Clinic at its January 22nd meeting.

BACKGROUND:

Deputy Reeve Carbone attended a meeting of the G5 Medical Clinic Committee on January 22nd, 2018. CAO Minderlein was unable to attend the meeting due to work commitments related to the Agenda. The information presented to the Committee is attached for Council's review and discussion.

The Committee is looking for support from its member municipalities to move forward on outstanding matters.

ATTACHMENT(S):

Copy of RFD prepared by CAO Joulia Whittleton on behalf of Saddle Hills County fo presentation to the G5 Medical Clinic Committee.

Covering notes provided to Administration by Deputy Reeve Carbone.

OPTIONS

Council may choose to:

1. Support the G5 Medical Clinic Committee working with Saddle Hills County to draft the agreements requested by Saddle Hills County at the January 22nd, 2018 meeting of the G5 Medical Clinic Committee, but defer any agreement to the final documents until such time as they can be reviewed by Birch Hills County Council; or

2. Direct Administration to gather additional information related to this matter and bring the information back to Council for review and a decision at the February 15, 2018 Regular Council Meeting; or

3. Choose another course of action to be taken regarding this matter.

RECOMMENDED ACTION:

It is recommended that Council support the G5 Medical Clinic Committee working with Saddle Hills County to draft the agreements requested by Saddle Hills County at the January 22nd, 2018 meeting of the G5 Medical Clinic Committee, but defer any agreement to the final documents until such time as they can be reviewed by Birch Hills County Council.

Saddle Hills
COUNTY

MEMO: Central Peace Medical Health Centre

TO: G5 Medical Clinic Committee

FROM: Joulia Whittleton, Chief Administrative Officer

DATE: January 22, 2018

The G5 municipalities have established a G5 Medical Clinic Committee. There are no terms of reference for the committee, and examination of the minutes suggests that the committee is a decision-making committee and not an advisory committee to Councils. It appears the committee draws its authority from direction provided at the G5 meetings, through the appointed councillors, or at times through councils (some decision-making motions subsequently have been supported by the individual Council motions).

A discussion regarding the future clinic and land ownership took place at the last Committee meeting and the ownership question came up. Upon review of the Part 9 Company's, or Central Peace Medical Services Corporation (CPMSC), establishment documents, and review of the existing historical data and the committee's minutes, the following findings are presented:

1. The G5 Medical Clinic Committee made the following motions (for the Part 9 company registration) at their **May 4, 2015** meeting:

   "...to approve the asset shares from the municipalities as Saddle Hills County at 60%, Town of Spirit River at 15%, MD of Spirit No 133 at 12.5%, Birch Hills County at 10%, and the Village of Rycroft at 2.5%."

   "...to approve the operation shares from the municipalities as Saddle Hills County at 30%, Birch Hills County at 20%, Town of Spirit River at 20%, MD of Spirit River No 133 at 20%, and the Village of Rycroft at 10%."

   "...to approve five board members with an equal, 20%, voting share for the new medical clinic."

2. The Part 9 company (CPMSC) is registered as "a company limited by guarantee" effective **November 3, 2016** and the ownership shares are not included in the Memorandum of Association or Articles of Association. The initial intent was to have the company registered as a company limited by shares with the following ownership shares: Birch Hills County: 10%, Saddle Hills County: 60%, Municipal District of Spirit River No. 133: 12.5%, Town of Spirit River: 15% and the Village of Rycroft: 2.5%.

   A discussion with RMRF (assisted with establishing the Part 9 Company) unveiled the fact that the AB Corporate Registry would not register a Part 9 company whereby the assets would be distributed to the members upon a

dissolution. It could only allow transferring the assets to a similar non-profit organization upon a dissolution. Subsequent to this rejection by AB Corporate Registry, the discussions between the lawyer, former Clinic Project Coordinator Jim Squire, and the Committee, led to the Part 9 company registration in its current form, with apparent consensus at the Committee level to keep the clinic and the land ownership in the names of the five municipalities, and lease the land and the building to the Part 9 company for operations and maintenance. Here is a quote from an email between Jim Squire and William W. Barclay of RMRF on **October 8, 2015**:

> *"With regard to the Part 9 registration, we met with the Clinic Committee and discussed the available alternatives in light of the Corporate Registry response. The Committee opted to proceed with Part 9 registration, but to retain ownership of the physical building and property by the municipalities, and lease to the Part 9."*

A copy of **October 6, 2015** for the G5 Medical Clinic Committee reflect this direction as their motion was made to read:

> *"...to accept the second alternative solution to continue with the Part 9 company registration with the committee leasing, operating, arranging subleases with the medical practitioners, collecting rent, utility payments, and operating costs, with ownership under the municipalities."*

3. The Articles of Association for the Central Peace Medical Clinic Corporation include the following:

14.1 Distribution of Assets upon Dissolution:

"Upon the liquidation, dissolution or winding-up of the Corporation, should there remain, after the satisfaction of all its debts and liabilities, any assets or funds whatsoever the same shall be given or transferred to some other institution or institutions, having objects similar or complimentary to the objects of the Corporation, and which prohibits the distribution of its or their income and property amongst its or their Members to an extent at least as great as is imposed on the Corporation hereunder the determination of such similarity to be with in the sole discretion of the Members of the Corporation but subject to the requirements of the Companies Act."

"Objects" for which the Corporation is established are listed in the Memorandum of Association, filed with AB Corporate Registry.

The Articles of Association for the Central Peace Medical Services Corporation also include the following:

Article 15 – Funding Deficits:

"In the event that the operation of the Company results in a financial deficit at the close of a fiscal year, the Board, upon receipt of the audited financial statements, will prepare and issue requisitions to each Municipality to recover the amount of the operating deficit."

4. Taxation status – MGA allows exemptions for:

a. s. 362 (b) property held by a municipality, except the following:
    i. (i) property from which the municipality earns revenue and which is not operated as a public benefit:

And it also allows exemption for:

b. s. 362 (n) property that is
    i. Owned by a municipality and held by a non-profit organization in an official capacity on behalf of the municipality.

That said, regardless of the ownership, the property will likely to be taxed if operated at a profit. The legal counsel's recommendation (verbal) is to keep the property in the names of the five municipalities (for dual reasons – municipal taxation and implications during dissolution).

5. The Central Peace Health Center contract is between Saddle Hills County and Southwest Design and Construction. Kelly Hudson was hired and is paid as the Clinic Construction Coordinator. The project has not been completed yet.

6. Lands for Plan 1970BP, Block 6, Lot 8 & 9 are registered with Alberta Land Titles with the following ownership: Birch Hills County: 10%, Saddle Hills County: 60%, Municipal District of Spirit River No. 133: 12.5%, Town of Spirit River: 15% and the Village of Rycroft: 2.5%.
   NOTE: the old clinic is located on the Lots 8 & 9.

7. Lands for Plan 1970BP, Block 6, Lots 1-7 were transferred into the name of Saddle Hills County in 2015 and currently remain in ~~the~~ its name.
   NOTE: the new clinic is located on the Lots 1-7.

8. CPMSC entered into a lease agreement with the Dental professionals. A partial occupancy of the building/property under construction was permitted by Fields Engineering & Associates Ltd. A letter from Southwest Design and Construction has been requested regarding their acceptance of the partial occupancy prior to completion of the construction, with no additional costs to the client (in this case Saddle Hills County as the contract holder). The utilities are being transferred to CPMSC prior to completion of the project due to the partial occupancy and the contractor agreed to pay a portion of the utility costs (Kelly Hudson to confirm). Southwest Design and Construction provided an insurance certificate naming Saddle Hills County and CPMSC as additional named insured to the satisfaction of the County's insurer; CPMCs took out insurance on the building.

NEXT STEPS/RECOMMENDATIONS:

1. *That the G5 Medical Clinic Committee make a recommendation to Councils requesting CPMC and Saddle Hills County (SHC) enter into a formal agreement regarding leasing to third parties while the property is in the SHC's name.*
2. *That the G5 Medical Clinic Committee makes a recommendation to Councils to transfer the ownership of the lands and building into the five municipalities' names upon completion of construction.*
3. *That the G5 Medical Clinic Committee make a recommendation to Councils to dissolve the old Clinic Association and that its financial assets be transferred to the CPMSC, with the CPMSC taking care of the operational bills, leases, etc.; non-financial assets (if any) should be transferred to the five municipalities.*

4. *That the G5 Medical Clinic Committee make a recommendation to Councils to prepare and enter into an agreement between the five municipalities for the Central Peace Medical Health Centre, and it be acknowledged by CPMSC, with the following reflected:*
    a. *The five municipalities ore the owners of the Central Peace Medical Health Centre lands and buildings;*
    b. *The five municipalities lease the Central Peace Medical Health Center to CPMSC for the purpose of their objects as established in its corporate documents;*
    c. *CPMSC is the body that will be responsible for operations and maintenance, and leasing arrangements/agreements;*
    d. *The Medical Clinic asset be shared upon dissolution of CPMC per the following percentages: Saddle Hills County at 60%, Town of Spirit River at 15%, MD of Spirit No 133 at 12.5%, Birch Hills County at 10%, and the Village of Rycroft at 2.5%;*
    e. *the Medical Clinic operational deficits be shared per the following percentages: Saddle Hills County at 30%, Birch Hills County at 20%, Town of Spirit River at 20%, MD of Spirit River No 133 at 20%, and the Village of Rycroft at 10%;*
    f. *Outline dispute resolution process.*
5. *That the G5 Medical Clinic Committee make a recommendation to Councils to establish an agreement between G5 municipalities and the CPMSC with the following reflected:*
    a. *Leasing the Central Peace Medical Health Center to CPMSC for the purpose of operating and maintaining it as per the objects established in its corporate documents;*
    b. *Discuss the responsibilities and authorities of each party to this agreement (these being the G5 municipalities collectively and CPMSC)l;*
    c. *Outline the operating deficits requisitioning process, citing the agreement between the G5 municipalities;*
    d. *Outline dispute resolution process.*

Note: The above mentioned agreements should be drafted by a legal counsel. The Committee should discuss which municipality should take the lead on this and how the legal costs will be covered.

ADDITION TO JANUARY 25 AGENDA

Council needs to review the four page memo from Saddle Hills County. This gives background to the issues. These issues should have been dealt with as we have been going along, however now we need to make sure all the municipalities have the same supporting motions so that there are no discrepancies between us. Essentially we need to have motions that support each of the 5 points under "NEXT STEPS/RECOMMENDATIONS" of the Saddle Hills Document. For this meeting the recommended action will be:

To motion to accept the 5 points, under "NEXT STEPS/ RECOMMENDATIONS" of the Saddle Hills document, in principle and request that Saddle Hills County take the lead in drafting the agreements under the 5 points while supported by legal counsel.

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	January 25, 2018	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Bank Reconciliation, Cheque Register	**Presenter:**	

BACKGROUND / PROPOSAL:

Council is being provided with the December 31, 2017 Bank Reconciliation and December 31, 2017 Register Report for cheques issued.

DISCUSSION / BENEFITS / DISADVANTAGES:

December 31, 2017 Bank Reconciliation adjustment details are as follows:

31-Dec-17	Interest	$1758.36
01-Dec-17	GST	$(1.75)
01-Dec-17	September Service Charges	$(139.80)
		$1616.81

Originator: Marlene McLaughlin

December 31, 2017 Pre-authorized Payments were as follows:

01-Dec-17	I Want Wireless	$62.85
08-Dec-17	Receiver General	$32,840.62
08-Dec-17	Local Authorities Pension Plan	$30,974.77
12-Dec-17	Manulife	$10,366.27
13-Dec-17	Telus	$1,252.76
18-Dec-17	Altagas (power) streetlights	$3,820.13
18-Dec-17	Altagas (power) buildings	$6,640.43
22-Dec-17	Access Gas	$1,741.48
		$87,699.31

Originator: Lisa Price

ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending December 31, 2017
December 31, 2017 Vendor Cheque Register – Total cheques issued $140,135.80
Note: * cheques have been voided

RECOMMENDED ACTION:

That Council accept the December 31, 2017 Bank Reconciliation and December 31, 2017 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000246
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $1,945,305.31
Bank Statement Ending Date: 12/31/2017
Cutoff Date: 12/31/2017

Statement Ending Balance	$1,945,305.31
Outstanding Cheques (-)	$52,281.83
Deposits in Transit (+)	$28,684.12
Adjusted Bank Balance	$1,921,707.60
Chequebook Balance as of Cutoff	$1,920,090.79
Adjustments	$1,616.81
Adjusted Book Balance	$1,921,707.60
Difference	$0.00

Ranges: From: To: From: To:
Cheque Number 0029633 0029696 Cheque Date First Last
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
0029633	ABHSERV01	ALBERTA HEALTH SERVICES	12/8/2017	ATB PRIMARY	PMCHQ00001176	$100.00
0029634	ACEINILIFE01	CHUBB LIFE INSURANCE OF CANADA	12/8/2017	ATB PRIMARY	PMCHQ00001176	$238.28
0029635	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	12/8/2017	ATB PRIMARY	PMCHQ00001176	$1,398.20
0029636	CANADAREVENUE01	RECEIVER GENERAL	12/8/2017	ATB PRIMARY	PMCHQ00001176	$321.72
0029637	CIBCVISA01	CIBC Credit Card Services	12/8/2017	ATB PRIMARY	PMCHQ00001176	$7,490.75
0029638	CODESACONST01	CODESA CONSTRUCTION LTD	12/8/2017	ATB PRIMARY	PMCHQ00001176	$27,277.42
0029639	DLEQUIPMENT01	DOUGLAS LAKE EQUIPMENT	12/8/2017	ATB PRIMARY	PMCHQ00001176	$339.62
0029640	DWKCONTR01	D.W.K. CONTRACTING LTD	12/8/2017	ATB PRIMARY	PMCHQ00001176	$34.63
0029641	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	12/8/2017	ATB PRIMARY	PMCHQ00001176	$2,357.94
0029642	EAGROYPUR01	EAGLESHAM ROYAL PURPLE ELKS LD	12/8/2017	ATB PRIMARY	PMCHQ00001176	$90.00
0029643	GHOSTKEEPERC01	GHOSTKEEPER, COLIN	12/8/2017	ATB PRIMARY	PMCHQ00001176	$178.49
0029644	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	12/8/2017	ATB PRIMARY	PMCHQ00001176	$1,517.84
0029645	KSARG01	KEN SARGENT GMC LTD	12/8/2017	ATB PRIMARY	PMCHQ00001176	$72.75
0029646	LINDE01	LINDE CANADA LIMITED 15687	12/8/2017	ATB PRIMARY	PMCHQ00001176	$86.73
0029647	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	12/8/2017	ATB PRIMARY	PMCHQ00001176	$47.25
0029648	MESHER01	MESHER, LEON	12/8/2017	ATB PRIMARY	PMCHQ00001176	$142.79
0029649	MORGAN01	MORGAN, TOM	12/8/2017	ATB PRIMARY	PMCHQ00001176	$110.00
0029650	NMETALIC01	NORTHERN METALIC SALES (GP) L	12/8/2017	ATB PRIMARY	PMCHQ00001176	$236.17
0029651	PETTY01	MCLAUGHLIN, MARLENE	12/8/2017	ATB PRIMARY	PMCHQ00001176	$249.47
0029652	PRDISPOSAL01	PRAIRIE DISPOSAL LTD	12/8/2017	ATB PRIMARY	PMCHQ00001176	$136.50
0029653	WSP01	WSP CANADA	12/8/2017	ATB PRIMARY	PMCHQ00001176	$10,496.33
0029654	YAREMK01	YAREMKO, PAUL & VICKY	12/8/2017	ATB PRIMARY	PMCHQ00001176	$606.90
0029655	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	12/8/2017	ATB PRIMARY	PMCHQ00001177	$30.98
0029656	ADVANTAGEVM01	ADVANTAGE VM CORP	12/13/2017	ATB PRIMARY	PMCHQ00001178	$2,025.36
0029657	ATOZHAN01	A TO Z HANDYWORKS	12/13/2017	ATB PRIMARY	PMCHQ00001178	$6,025.17
0029658	AWARE360	AWARE360 LTD.	12/13/2017	ATB PRIMARY	PMCHQ00001178	$1,527.75
0029659	CIBCVISA01	CIBC Credit Card Services	12/13/2017	ATB PRIMARY	PMCHQ00001178	$1,958.40
0029660	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	12/13/2017	ATB PRIMARY	PMCHQ00001178	$19,485.84
0029661	DELEEUWF01	DELEEUW, FRANK	12/13/2017	ATB PRIMARY	PMCHQ00001178	$303.10
0029662	DIAMONDINTGP01	DIAMOND INTERNATIONAL TRUCKS L	12/13/2017	ATB PRIMARY	PMCHQ00001178	$326.32
0029663	GFLENVI01	GFL ENVIRONMENTAL INC.	12/13/2017	ATB PRIMARY	PMCHQ00001178	$4,308.66
0029664	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	12/13/2017	ATB PRIMARY	PMCHQ00001178	$230.74
0029665	HITECH01	HITECH BUSINESS SYSTEMS LTD	12/13/2017	ATB PRIMARY	PMCHQ00001178	$141.75
0029666	LIGHTHOUSE02	LIGHTHOUSE PROMOTIONS	12/13/2017	ATB PRIMARY	PMCHQ00001178	$15.75
0029667	MACKEN01	MACKENZIE MUNICIPAL SERVICES	12/13/2017	ATB PRIMARY	PMCHQ00001178	$4,203.75
0029668	MORGAN01	MORGAN, TOM	12/13/2017	ATB PRIMARY	PMCHQ00001178	$7,423.49
0029669	NEWHARVEST01	NEW HARVEST MEDIA INC	12/13/2017	ATB PRIMARY	PMCHQ00001178	$892.50
0029670	NMETALIC01	NORTHERN METALIC SALES (GP) L	12/13/2017	ATB PRIMARY	PMCHQ00001178	$486.84
0029671	SSEMENIUK01	STEVE SEMENIUK CONSULTING	12/13/2017	ATB PRIMARY	PMCHQ00001178	$4,158.00
0029672	TRINUS01	TRINUS TECHNOLOGIES INC.	12/13/2017	ATB PRIMARY	PMCHQ00001178	$453.60
0029673	WEIBEP01	WEIBE, PETE	12/13/2017	ATB PRIMARY	PMCHQ00001178	$143.00
0029674	CLEARTECH01	CLEARTECH INDUSTRIES INC	12/14/2017	ATB PRIMARY	PMCHQ00001179	$702.60
0029675	ADVANTAGE01	ADVANTAGE OIL & GAS LTD	12/19/2017	ATB PRIMARY	PMCHQ00001180	$472.50
0029676	ENSIGN01	ENSIGN WELL SERVICING INC.	12/19/2017	ATB PRIMARY	PMCHQ00001180	$488.25
0029677	GOLDENKEY01	GOLDENKEY OIL INC.	12/19/2017	ATB PRIMARY	PMCHQ00001180	$488.25
0029678	SAVANNAWELL01	SAVANNA WELL SERVICING	12/19/2017	ATB PRIMARY	PMCHQ00001180	$477.50
0029679	TAQANORTH01	TAQA NORTH LTD	12/19/2017	ATB PRIMARY	PMCHQ00001180	$2,000.00
0029680	1116366 AB	116366 ALBERTA LTD. o a McSTRO	12/19/2017	ATB PRIMARY	PMCHQ00001181	$3,869.25
0029681	BJORNSOND01	BJORNSON, DENAY	12/19/2017	ATB PRIMARY	PMCHQ00001181	$584.00
0029682	COUNTYCHARM01	COUNTRY CHARM	12/19/2017	ATB PRIMARY	PMCHQ00001181	$576.61
0029683	DAYSCOTT01	SCOTT DAY	12/19/2017	ATB PRIMARY	PMCHQ00001181	$5,538.75
0029684	DIAMONDINTGP01	DIAMOND INTERNATIONAL TRUCKS L	12/19/2017	ATB PRIMARY	PMCHQ00001181	$315.59
0029685	DOLLY'S01	DOLLY'S	12/19/2017	ATB PRIMARY	PMCHQ00001181	$185.00
0029686	FIRSTCHOICE01	FIRSH CHOICE ELECTRICAL SUPPLY	12/19/2017	ATB PRIMARY	PMCHQ00001181	$45.95
0029687	FLOWPOINT01	FLOWPOINT ENVIRONMENTAL SYSTEM	12/19/2017	ATB PRIMARY	PMCHQ00001181	$834.75
0029688	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	12/19/2017	ATB PRIMARY	PMCHQ00001181	$452.21
0029689	NMETALIC01	NORTHERN METALIC SALES (GP) L	12/19/2017	ATB PRIMARY	PMCHQ00001181	$[illegible]

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0029690	SRHMHW01	SPIRIT RIVER HARDWARE	12/19/2017	ATB PRIMARY	PMCHQ00001181	$832.77
0029691	WANHAMW01	WANHAM WAREHOUSE LTD	12/19/2017	ATB PRIMARY	PMCHQ00001181	$68.50
0029692	WESTSTAR01	WESTERN STAR TRUCKS (NORTH) LT	12/19/2017	ATB PRIMARY	PMCHQ00001181	$240.93
0029693	GPVICTIMS01	GR. PR & DISTRICT VICTIMS SERV	12/29/2017	ATB PRIMARY	PMCHQ00001182	$1,553.00
0029694	MD13301	MD OF SPIRIT RIVER #133	12/29/2017	ATB PRIMARY	PMCHQ00001182	$2,873.30
0029695	PRVICTIMS01	PEACE REGIONAL VICTIM SERVICES	12/29/2017	ATB PRIMARY	PMCHQ00001182	$1,553.00
0029696	TINYTOTS01	EAGLESHAM PLAY SCHOOL CLUB	12/29/2017	ATB PRIMARY	PMCHQ00001182	$7,500.00
Total Cheques: 64					Total Amount of Cheques:	$140,135.80

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	January 25, 2018	**CAO**	
Originated By:	Shelley Braun, DCS	**Director**	**SDB**
Item Title:	2017 O&M Budget Variance Summary	**Presenter**	

BACKGROUND / PROPOSAL:

Council is being provided with the 2017 O&M Budget Variance report dated January 19, 2018.

DISCUSSION / BENEFITS / DISADVANTAGES:

Please be aware of the following reference notes regarding the 2017 O&M Budget Variance. Administration is completing the final review of 2017 outstanding revenue and expenses and also completing final reconciliations on balance sheets accounts.

Revenue: 99% of Budget

- Interest earned accrual $340,000 (investments reconciles by auditors)

Expenses: 94% of Budget

- Amortization accrual processed to December $2,616,609.12 (based on 2017 budget estimates)
- Payroll Burden to December 20, (10 day accrual reversal pending)
- Inventory reconciliations completed

ATTACHMENT(S):

1. 2017 O&M Budget Variance Summary
   * Net Revenue & Expense (including amortization estimate) $2,046,411.67

OPTIONS:

Council may choose to:

1. receive the presentation regarding the 2017 O&M Budget Variance Summary for information;
2. direct Administration to take note of any observations raised by Council during the presentation;
3. bring the 2017 O&M Budget Variance Summary back to a February 15, 2018 Council meeting.

RECOMMENDED ACTION:

It is Administration's recommendation that Council receive the presentation regarding the 2017 O&M Budget Variance Summary for information and direct Administration bring the 2017 O&M Budget Variance Summary back to the February 15, 2018 Council meeting.

Birch Hills County
Budget Variance Summary Report by Function Printed 1/19/201812:32 PM

Description	2016 Actual	2017 Budget	2017 YTD	Variance	% of Budget
General Revenue	(6,164,304.35)	(5,719,906.18)	(5,743,662.90)	23,756.72	100%
Requistions	943,338.71	888,841.25	885,996.02	2,845.23	100%
Net General Revenue	**(5,220,965.64)**	**(4,831,064.93)**	**(4,857,666.88)**	**26,601.95**	
11 - Council					
Council Expense	**151,736.21**	**157,970.00**	**143,330.58**	**14,639.42**	**91%**
11 - Election					
Election Expense	**-**	**5,100.00**	**2,679.28**	**2,420.72**	**53%**
12 - General Administration					
General Admin Revenue	(500,620.97)	(536,705.00)	(523,266.36)	(13,438.64)	97%
General Admin Expense	868,001.87	913,302.00	795,828.84	117,473.16	87%
Net General Administration	**367,380.90**	**376,597.00**	**272,562.48**	**104,034.52**	
12 - Assessment					
Assessment Revenue	(50.00)	-	(50.00)	50.00	
Assessment Expense	130,229.47	128,300.00	129,599.91	(1,299.91)	101%
Net Assessment	**130,179.47**	**128,300.00**	**129,549.91**	**(1,249.91)**	
12 - Building Maintenance - All Functions					
Building Maintenance Revenue	-	(20,000.00)	(20,000.00)	-	100%
Building Maintenance Expense	76,022.44	60,000.00	(0.00)	60,000.00	0%
Net Building Maintenance	**76,022.44**	**40,000.00**	**(20,000.00)**	**60,000.00**	
23 - Fire Preventive Services					
Fire Services Revenue	(27,480.00)	(15,440.00)	(28,152.50)	12,712.50	182%
Fire Services Expense	242,344.25	252,745.00	181,088.39	71,656.61	72%
Net Fire Protection	**214,864.25**	**237,305.00**	**152,935.89**	**84,369.11**	

Birch Hills County

Budget Variance Summary Report by Function Printed 1/19/201812:32 PM

Description	2016 Actual	2017 Budget	2017 YTD	Variance	% of Budget
24 - Disaster Services					
Disaster Services Revenue		(10,000.00)	(10,000.00)		100%
Disaster Services Expense	21,125.00	27,000.00	11,492.18	15,507.82	43%
Net Disaster Services	**21,125.00**	**17,000.00**	**1,492.18**	**15,507.82**	
25 - Medical Services					
Medical Services Revenue	(425.00)	(4,000.00)	(4,000.00)	-	100%
Medical Services Expense	41,289.63	44,040.00	41,441.92	2,598.08	94%
Net Medical Services	**40,864.63**	**40,040.00**	**37,441.92**	**2,598.08**	
26 - Safety & By-Law Enforcement					
Safety Revenue	0.00	(64,233.62)	(50,000.00)	(14,233.62)	78%
Safety Expense	86,798.05	71,650.00	3,801.37	67,848.63	5%
Net Safety	**86,798.05**	**7,416.38**	**(46,198.63)**	**53,615.01**	
32 - Public Works					
PW - Grader Revenue		(118,309.00)	(116,706.00)	1,603.00	99%
PW - Grader Services Expense	921,246.37	999,750.00	1,002,549.08	2,799.08	100%
Net Grader Services	**921,246.37**	**881,441.00**	**885,843.08**	**4,402.08**	
PW - Administration Revenue	(939,921.61)	(26,939.00)	(29,060.59)	2,121.59	108%
PW - Administration Expense	533,601.90	490,265.00	466,030.94	24,234.06	95%
Net PW General Administration	**(406,319.71)**	**463,326.00**	**436,970.35**	**26,355.65**	
PW - Street Lights Expenses	**42,496.47**	**51,050.00**	**42,540.28**	**8,509.72**	83%
PW- Gen Maintenance Revenue	(1,789.27)	(42,696.45)	(71,170.64)	28,474.19	167%
PW- Gen Maintenance Expense	2,479,019.61	2,519,850.00	2,527,979.38	(8,129.38)	100%
Net PW General Maintenance	**2,477,230.34**	**2,477,153.55**	**2,456,808.74**	**20,344.81**	
PW - Gravel Services Revenue		(413,293.00)	(205,126.01)	208,166.99	50%
PW - Gravel Services Expense	1,043,351.85	1,099,150.00	1,119,074.15	(19,924.15)	102%

Birch Hills County

Budget Variance Summary Report by Function Printed 1/19/201812:32 PM

Description	2016 Actual	2017 Budget	2017 YTD	Variance	% of Budget
Net Gravel Services	**1,043,351.85**	**685,857.00**	**913,948.14**	**188,242.84**	
PW- Project Services Revenue	(10,976.43)	(45,000.00)	(50,090.25)	5,090.25	111%
PW- Project Services Expense	134,885.68	172,000.00	178,206.50	(6,206.50)	104%
Net PW Project Services	**123,909.25**	**127,000.00**	**128,116.25**	**(1,116.25)**	
PW- Contigency Expense	**-**	**-**	**-**	**-**	
PW - Dust Control Revenue	(36,240.00)	(35,000.00)	(57,376.00)	22,376.00	164%
PW - Dust Control Expense	46,713.53	46,000.00	56,592.35	(10,592.35)	123%
Net PW Dust Control	**10,473.53**	**11,000.00**	**(783.65)**	**11,783.65**	
PW - Bridge File Expense	**328,902.00**	**332,700.00**	**303,053.88**	**29,646.12**	91%
Net Public Works	**4,541,290.10**	**5,029,527.55**	**5,166,497.07**	**(136,969.52)**	103%
33 - Airport					
Airport Revenue	(3,615.00)	(5,450.00)	(3,040.00)	(2,410.00)	56%
Airport Expense	1,636.95	4,400.00	1,666.99	2,733.01	38%
Net Airport Services	**(1,978.05)**	**(1,050.00)**	**(1,373.01)**	**323.01**	
37 - Drainage Ditches					
Drainage Ditches Revenue	-	(10,000.00)	(10,000.00)	-	100%
Drainage Ditches Expense	14,305.00	12,000.00	-	12,000.00	
Net Drainage Ditches	**14,305.00**	**2,000.00**	**(10,000.00)**	**12,000.00**	
41 -Regional Water Services					
Regional Water Services Revenue	(310,546.10)	(185,100.00)	(230,142.64)	45,042.64	124%
Regional Water Services Expense	651,277.04	669,645.00	603,344.58	66,300.42	90%
Net Regional Water Services	**340,730.94**	**484,545.00**	**373,201.94**	**111,343.06**	

Birch Hills County

Budget Variance Summary Report by Function Printed 1/19/201812:32 PM

Description	2016 Actual	2017 Budget	2017 YTD	Variance	% of Budget
42 - Wastewater Services					
Wastewater Services Revenue	(47,959.09)	(50,000.00)	(50,060.08)	60.08	100%
Wastewater Services Expense	87,409.03	97,755.00	90,199.18	7,555.82	92%
Net Reg Wastewater Treatment	**39,449.94**	**47,755.00**	**40,139.10**	**7,615.90**	
43 - Solid Waste Services					
Solid Waste Services Revenue	(53,775.94)	(19,400.00)	(28,798.18)	9,398.18	148%
Solid Waste Services Expense	174,762.54	152,450.00	113,318.08	39,131.92	74%
Net Solid Waste Collection	**120,986.60**	**133,050.00**	**84,519.90**	**48,530.10**	
51 - Family & Community Support Services					
FCSS - Revenue	(61,832.20)	(52,467.80)	(52,467.80)	-	100%
FCSS- Expense	77,910.71	65,584.75	64,970.85	613.90	99%
Net FCSS	**16,078.51**	**13,116.95**	**12,503.05**	**613.90**	
53 - Medical Clinic					
Medical Clinic - Revenue	(5,400.00)	(5,400.00)	-	(5,400.00)	
Medical Clinic - Expense	2,814.89	2,600.00	-	2,600.00	
Net Medical Clinic	**(2,585.11)**	**(2,800.00)**	**-**	**(2,800.00)**	
56 - Cemeteries					
Cemetery Revenue	(145.00)	-	(40.00)	40.00	
Cemetery Expense	800.00	900.00	-	900.00	
Net Cemeteries	**655.00**	**900.00**	**(40.00)**	**940.00**	
61-10 MPC Planning, Zoning & Development					
Planning & Development Revenue	(11,823.49)	(29,000.00)	(38,579.49)	9,579.49	133%
Planning & Development Expense	49,159.37	65,900.00	40,473.37	25,426.63	61%
Net Planning & Development	**37,335.88**	**36,900.00**	**1,893.88**	**35,006.12**	
61-20 - Development Appeal Board					

Birch Hills County

Budget Variance Summary Report by Function Printed 1/19/201812:32 PM

Description	2016 Actual	2017 Budget	2017 YTD	Variance	% of Budget
Planning & Development Expense	**-**	**900.00**	**-**	**900.00**	
61-30 - Development Administration					
Planning & Development Expense	**35,160.30**	**44,500.00**	**43,458.92**	**1,041.08**	98%
62 - Community Services					
Community Services Expense	**-**	**-**	**-**	**-**	
63 - Agriculture Services					
ASB Administration Revenue	(180,331.36)	(160,946.35)	(167,656.00)	6,709.65	104%
ASB Administration Expense	29,595.47	35,350.00	29,264.22	6,085.78	83%
ASB Board Expense	39,566.57	39,300.00	33,525.77	5,774.23	85%
ASB Fieldman Expense	180,040.30	214,500.00	172,812.26	41,687.74	81%
ASB Extentions Expense	6,046.53	6,500.00	3,760.06	2,739.94	58%
ASB Weed Control Expense	133,397.22	205,400.00	165,568.33	39,831.67	81%
ASB Roadside Spraying Expense	40,473.22	-	-	-	
ASB Roadside Mowing Expense	91,531.37	96,000.00	73,552.95	22,447.05	77%
ASB Brushing Expense	115,654.88	25,000.00	25,685.00		
ASB Hamlet Maintenance Expense	8,924.32	8,050.00	14,020.49	(5,970.49)	174%
Net ASB	**464,898.52**	**469,153.65**	**350,533.08**	**118,620.57**	
64 - Natural Resources Development					
Natural Resources Expense	**-**	**-**	**-**	**-**	
66 - Subdivision Land & Developments					
Sale of Lots Revenue	(5,373.86)	-	(500.00)	500.00	
Cost of Land Sold Expense	-	-	-	-	
Net Subdivision	**(5,373.86)**	**-**	**(500.00)**	**500.00**	
69 - Tourism					
Tourism Expense	**4,975.00**	**4,500.00**	**2,500.00**	**2,000.00**	56%
71- Recreation Board & Services					

Birch Hills County

Budget Variance Summary Report by Function Printed 1/19/201812:32 PM

Description	2016 Actual	2017 Budget	2017 YTD	Variance	% of Budget
Recreation Board Expense	**150,671.31**	**126,600.00**	**126,050.47**	**549.53**	100%
72 - Recreation/Parks Facilities & Programs					
Parks Revenue	(980.01)	-	(2,039.61)	2,039.61	
Parks Expense	1,101.93	1,500.00	1,286.84	213.16	86%
Net Recreation Board	**121.92**	**1,500.00**	**(752.77)**	**2,252.77**	
72- Community Beautification					
Beautification Expense	**6,970.92**	**5,000.00**	**940.00**	**4,060.00**	19%
74 - Library Board Services					
Library Revenue	(4,816.61)	(9,950.00)	(6,637.90)	(3,312.10)	67%
Library Expense	28,088.42	33,673.40	30,369.02	3,304.38	90%
Net Library Board	**23,271.81**	**23,723.40**	**23,731.12**	**(7.72)**	
74 - Cultural Facilities					
Cultural Facilities Revenue	(7,880.24)	(7,000.00)	(5,646.11)	(1,353.89)	81%
Cultural Facilities Expense	18,256.59	27,315.00	22,628.30	4,686.70	83%
Net Cultural Facilities	**10,376.35**	**20,315.00**	**16,982.19**	**3,332.81**	
97 - Contingencies					
Contigency Revenue	102,359.51	-	-	-	
Contingency Expense	(425,000.00)	-	-	-	
Net Contingencies	**(322,640.49)**	**-**	**-**	**-**	
Total Revenues	(8,273,927.02)	(7,586,236.40)	(7,504,269.06)	(81,967.34)	99%
Total Expenses	9,616,632.92	10,205,036.40	9,550,680.73	654,355.67	94%
Net Rev & Exp (Inc amortization)	**1,342,705.90**	**2,618,800.00**	**2,046,411.67**	**572,388.33**	

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

BIRCH HILLS COUNTY
RECEIVED
JAN 08 2018
WANHAM

AR92055

December 19, 2017

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

Dear Reeve Manzulenko,

The Government of Alberta is committed to working with municipalities to make life better for Albertans. By providing stable, predictable funding to our municipal partners, we continue to ensure you have the resources needed to meet your local infrastructure priorities and strengthen the communities you call home. Alberta is partnering with the Government of Canada to provide Gas Tax Fund (GTF) funding to assist with building strong, safe, and resilient communities.

I am pleased to accept the following qualifying project submitted by your municipality under the GTF program.

Project #	Project Name	GTF Funding
711966	Eaglesham Water Plant Backup Generator Installation	$110,000

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

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Honourable Margaret McCuaig-Boyd, MLA, Dunvegan-Central Peace-Notley
Hermann Minderlein, Chief Administrative Officer, Birch Hills County

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

Birch Hills Senior Centre

Box 244

Wanham, AB T0H 3P0

December 10, 2017

Birch Hills County

Box 157

Wanham, Alberta

T0H 3P0

Dear County Board & Staff:

At the December meeting of the Birch Hill Seniors, a motion was passed for the County office to have a key to the Centre.

> Lynn Connell moved we give the County a key for Centre to be used at their discretion, in any case of emergency situation. We request notification to executive, of use at earliest convenience. Seconded by Betty Grusie. Carried.

A key was given to Shawna Schwerdt.

Sincerely

Betty Bohnke

Sec-Treas

Birch Hills County

January 11, 2018

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

Dear Honorable Shaye Anderson:

RE: Acceptance of Amended MSI Project CAP-8844

Birch Hills County Council would like to take this opportunity thank you and your department for the acceptance of the amendments to project CAP8644 (Hamlet Fire Hydrant Replacement) estimated to cost $99,000 submitted under the Municipal Sustainability Initiative (MSI) Capital program.

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

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

Sincerely,

Terry Carbone

Terry Carbone,
Deputy Reeve
Birch Hills County

Birch Hills County

January 17, 2018

County of Grande Prairie No. 1
10001 – 84 Avenue
Clairmont, Alberta T0H 0W0

Dear Reeve Beaupre,

Re: Alberta Community Partnership Grant – For Intermunicipal Collaboration

I am pleased to advise you that Birch Hills County provides its' support to the County of Grande Prairie's application for grant funding through the Alberta Community Partnership that would be utilized to facilitate discussions required for the development of Intermunicipal Collaboration Frameworks (ICF's) with your bordering rural municipalities. Council passed the following resolution at their Regular Council meeting on January 11, 2018:

> **RC18-013** **Moved by Councillor Bogdanek** that Council support the County of Grande Prairie's application to the Alberta Community Partnership Grant Program Intermunicipal Collaboration Component for assistance in developing an Intermunicipal Collaboration Framework and Intermunicipal Collaboration Bylaw as required by the Province of Alberta within the modernized Municipal Government Act.

We understand that the changes to the *Municipal Government Act* requires ICF's between bordering municipalities, and Council and Administration look forward to working with you and your Council to develop these.

Sincerely,

Hermann Minderlein, CAO
Birch Hills County

Cc: Gerald Manzulenko, Reeve, Birch Hills County

Birch Hills County

January 17, 2018

Municipal District of Smoky River No. 130
P.O. Box 210
Falher, Alberta T0H 1M0

Dear Reeve Brochu,

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

I am pleased to advise you that Birch Hills County provides its' support to the Municipal District of Smoky River's application for grant funding through the Alberta Community Partnership that would be utilized to facilitate discussions required for the development of both Intermunicipal Collaboration Frameworks (ICF's) and Intermunicipal Development Plans (IDP's) with your bordering rural municipalities. Council passed the following resolution at their Regular Council meeting on January 11, 2018:

RC18-014 **Moved by Councillor Wendland** that Council confirm the support of, and involvement by, Birch Hills County in the Alberta Community Partnership Grant for the development of both Intermunicipal Collaboration Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) with the Municipal District of Smoky River No.130, and designates the Municipal District of Smoky River as the managing partner for the project.

We understand that the changes to the *Municipal Government Act* requires ICF's and IDP's between bordering municipalities, and Council and Administration look forward to working with you and your Council to develop these.

Sincerely,

Hermann Minderlein, CAO
Birch Hills County

Cc: Gerald Manzulenko Reeve, Birch Hills County

January 19, 2018

To council members in Birch Hills County:

Hello, my name is Cindy Stuckless and after the November Remembrance Day Ceremony in Eaglesham, it was observed that this hall really needs a boot rack. I did have a discussion on with Hermann Minderlein at the time and he suggested that I submit a letter to council on this matter. I have contacted our Eaglesham AG Society and The Eaglesham Royal Purple Elks and each group will donate a $ 100.00 each to help with the cost of having one built. Please consider having one built as we don't want anyone to fall or get hurt tripping over all the shoes and boots thank you for your time. I will gladly see that the will be checks sent out to you if this passes.

Your sincerely

Cindy Stuckless

Weyerhaeuser

Grande Prairie Timberlands
Postal Bag 1020
8 Miles South on Resources Road
Grande Prairie, Alberta, T8V3A9

January 15, 2018

Weyerhaeuser Grande Prairie Public Advisory Group
Meeting #1

Stanford Inn & Suites
11401-100 Avenue, Grande Prairie, AB

Tuesday, February 6, 2018
6pm-9pm (dinner included)

This invitation is pertaining to the letter and information package you were sent on December 1, 2017 regarding Weyerhaeuser's upcoming Forest Management Plan renewal in 2019.

I have not yet received a response regarding your organization's interest in having a representative participate in this Public Advisory Group. However, I would like to let you know that our first meeting will be held Tuesday, February 6, 2018 at the Stanford Inn & Suites in Grande Prairie, Alberta.

If you are interested in participating in our Public Advisory Group, **please RSVP before February 1, 2018** by emailing me at traci.carter@weyerhaeuser.com.

Sincerely,

T. Carter

Traci Carter, RPFT
Strategic Planning Forester
Grande Prairie Timberlands
Weyerhaeuser Company Limited
Postal Bag 1020, Grande Prairie, Alberta, T8V3A9

Weyerhaeuser

Grande Prairie Timberlands
Postal Bag 1020
8 Miles South on Resources Road
Grande Prairie, Alberta, T8V3A9

December 1, 2017

Re: Weyerhaeuser Grande Prairie Forest Management Plan

Weyerhaeuser is currently in the process of developing a new Forest Management Plan (the FMP or the Plan) covering our Forest Management Area (FMA). The Forest Management Plan forecasts long term forest management strategies by timber operators, and impacts those strategies may have on all forest values. Forest management activities include timber harvesting, reforestation, road construction and reclamation as well as forest protection, all of which is integrated with other natural resources management and protection.

This letter is an invitation for you, or a representative in your organization, to have the opportunity for input and direction to the Plan through participation in Weyerhaeuser's Public Advisory Group (PAG).

This is an excellent opportunity for Weyerhaeuser to share information with local stakeholders and members of the public regarding forest operations and how non-timber values are incorporated into forest management strategies used on the landscape. It is also an opportunity for Weyerhaeuser to understand the concerns of local stakeholders and members of the public, for consideration in the Forest Management Plan.

The attached appendices give more details regarding the project and the opportunity and include:

Appendix A: Information package regarding Weyerhaeuser and the planning process
Appendix B: Terms of Reference for the Public Advisory Group
Appendix C: Glossary of Terms

Please contact Traci Carter at traci.carter@weyerhaeuser.com as soon as possible to indicate your interest in participating in the Public Advisory Group for the Weyerhaeuser Grande Prairie Forest Management Plan. We plan to hold our first meeting in the first quarter of 2018.

Sincerely,

Traci Carter, RPFT
Strategic Planning Forester
Grande Prairie Timberlands
Weyerhaeuser Company Limited

Weyerhaeuser

Appendix A: Scope

PROJECT: Information Package for Public Involvement to the 2019-2029 Forest Management Plan
BY: Weyerhaeuser Company Limited, Grande Prairie
AREA: FMA#6900016

Introduction to Weyerhaeuser

Forest Management Agreement

Weyerhaeuser Grande Prairie operates under Forest Management Agreement #6900016 which originated in 1969 and was most recently renewed in 2008 and is valid for 20 years. As an FMA holder, Weyerhaeuser must sustainably manage the forest resource on a long term basis and ensure that reclamation and reforestation activities are carried out. Weyerhaeuser has the responsibility to consider a broad range of forest values and social, economic and environmental factors such as watersheds and wildlife habitat. Public involvement is an integral part of the planning process.

Forest Management Area

The Forest Management Area is divided into two disjointed spatial locations, the smaller "Saddle Hills" area to the north of Grande Prairie and the larger "main block" portion south of Grande Prairie (see map on page 3).

The FMA area serves as the main wood supply for Weyerhaeuser's Grande Prairie Lumber business and International Paper's pulp facility. Additionally, there are embedded Quota holders (Norbord Inc. and Tolko Industries Ltd.) and a Community Timber Permit Program (CTPP) active in the FMA Area. Oilfield developments are extensive across the area, and continue to have a major impact on the managed land base.

History and Facilities

In 1992 Weyerhaeuser expanded its presence in Alberta by acquiring the pulp mill and saw mill as well as the Forest Management Agreement in Grande Prairie from Proctor & Gamble. In 2003, Weyerhaeuser grew its operations to include a cogeneration plant which converts steam to produce electricity. To illustrate the impact, this plant is capable of producing enough electricity to power 1/3 of the homes in Grande Prairie. In 2016 Weyerhaeuser sold the pulp mill and cogeneration plant to International Paper but retained the saw mill and the Forest Management Agreement and Area.

Third Party Certification

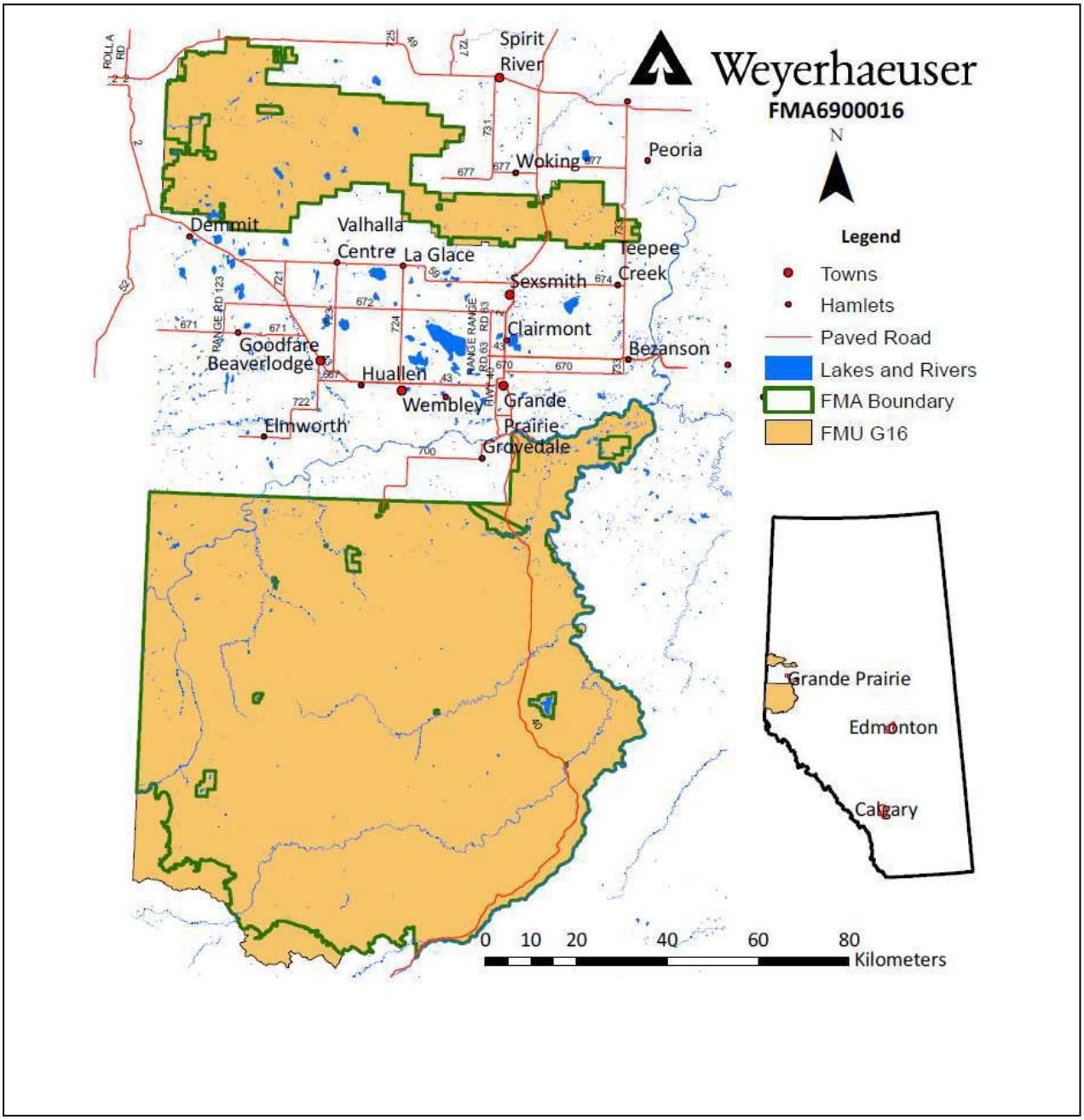
Weyerhaeuser is certified to three Sustainable Forestry Initiative (SFI) Standards including Forest Management, Certified Sourcing and Chain of Custody. These initiatives provide key environmental support to allow us to practice sustainable forestry, reduce pollution, conserve natural resources and energy and improve environmental performance. This certification is also recognized by consumers.

Weyerhaeuser

Current Forest Management Strategies

Weyerhaeuser's current Forest Management Plan was approved in 2011 and is valid until 2021. The overall management strategy in 2011 was to address the threat of Mountain Pine Beetle. Due to concentrated efforts by Weyerhaeuser and the Province, the amount of susceptible pine has largely been removed from the operable landscape. We have recently completed a new inventory of the FMA to understand current and future fibre supply. We have chosen to renew this plan early to adjust preferred management strategies that reflect the current state of the forest management area and to ensure that harvest levels are sustainable.

Map: Forest Management Agreement #6900016 Area



Proposed Project: Forest Management Plan 2019-2029

The Forest Management Plan (FMP) is a technical document describing forest management objectives, strategies and commitments over a planning horizon of 200 years. It identifies intended methods of harvesting, reforesting and managing timber resources within the defined area of responsibility.

Forest Management Plans are renewed at least every ten years and incorporate knowledge from research, current policy and legislation changes and ongoing review of performance. FMP's contain details of where, when and how trees will be harvested and managed for sustainability and are approved by the Government of Alberta, with input from Indigenous groups, the public and other stakeholders.

The targeted ten year term for this project will be 2019-2029.

Contact Information

The Primary contact for Weyerhaeuser in regards to this project will be:

Name:	**Traci Carter, RPFT**
Position:	Strategic Planning, Grande Prairie Timberlands
Proponent:	Weyerhaeuser Company Limited, Grande Prairie Timberlands
Address:	Postal Bag 1020, Grande Prairie, Alberta, T8V3A9
Office Phone:	780-539-8940
Email:	traci.carter@weyerhaeuser.com

Role of the Public Advisory Group

Over the next 12-16 months Weyerhaeuser will be providing the Public Advisory Group with information on how Forest Management Plans are developed with consideration to timber values and non-timber values such as watersheds, recreation as well as fish and wildlife. The role of the Public Advisory Group is to review the forest management plans and provide feedback and recommendations regarding the management strategies presented.

Meeting Frequency

Public Advisory Group meetings will occur at least at the identified significant milestones (see page 5). Weyerhaeuser prefers to provide information in a face-to-face setting where the entire group can benefit from open dialogue. Meetings will be held in Grande Prairie, Alberta, in the evening and meals will be provided. Please refer to *Appendix B: Public Advisory Group Terms of Reference* for information on expense reimbursement.

Timeline of Engagement

It is important to Weyerhaeuser that the Public Advisory Group has the opportunity to provide input into the development of the FMP at significant milestones. At each milestone, Weyerhaeuser will be engaging the members of the Public Advisory Group and seeking feedback regarding the provided information. The Public Advisory Group will only exist for the duration of the planning period for this Forest Management Plan.

Milestones

Below is an example of expected milestones and potential discussion topics.
Milestone 1: Invitation
Within this invitation we have included:

- A brief history of Weyerhaeuser in Grande Prairie and of the forest management area
- A map that illustrates the location of the FMP area of interest
- A description of the FMP planning process; including magnitude, scope and duration
- PAG Terms of Reference

Milestone 2: January 2018

- Administrative Review including Terms of Reference, Tracking and remuneration
- Introduction to Weyerhaeuser
- Introduction to Forest Legislation Policy and Tenure
- Sustainable Forest Management & Certification
- Detailed Forest Management Planning Process

Milestone 3: May 2018

- Landbase Determination and Landbase Assessment
- Yield Curves
- Values, Objectives, Indicators and Targets (VOITS)

Milestone 4: July 2018

- Wildlife Populations and Habitat
- Hydrology
- Tree Retention

Milestone 5: September 2018

- Overview of Operations, Reforestation, Monitoring and Research
- Footprint and Cumulative Effects
- Natural Range of Variation
- Wildfire

Milestone 6: December 2018

- Wrap up and outstanding item review
- Present Tracking summaries
- Review 20 year Spatial Harvest Sequence
- Review Final Document

Milestone 7: March 2019

- Post Approval: Review approval conditions

Appendix B: Public Advisory Group Terms of Reference

This section will serve as a guide for the group's proceedings as well as help facilitate the group towards meeting the goals and objectives for which it was convened.

1 Objectives

In order to develop an informed plan, Weyerhaeuser will use a variety of methods to seek public input including the formation of Public Advisory Group (PAG). The members of this group will be formally invited to participate based on both affiliation and capacity to add significant value to the process.

2 Roles of the PAG

The Weyerhaeuser Grande Prairie Timberlands Forest Management Plan Public Advisory Group is an advisory group that operates on the understanding that Weyerhaeuser will consider and respond to all PAG recommendations on matters that fall within its sphere of influence as it relates to Timberlands.

The PAG will have the opportunity to review Weyerhaeuser's 2019-2029 Detailed Forest Management Plan as it is developed for submission to the Government of Alberta in 2019. It remains, however, Weyerhaeuser's sole responsibility to make decisions regarding sustainable forest management on its FMA.

Any recommendations concerning the regulatory environment, under which the DFMP operates, including primary land-use decisions will be shared with the appropriate level of government.

Facilitation and administration of the meeting proceedings will be supported by Weyerhaeuser, Grande Prairie Timberlands.

3 Conflict of Interest

Persons who may have a conflict-of-interest must disclose, and Weyerhaeuser has the option of excluding such individual(s) from any further discussions on the matter. Although Public Advisory Group members may be able to offer points of view relating to their geography, recreation, or place of employment, these viewpoints are opinions only. PAG members will only officially represent their own self interests.

4 The Process

The PAG will meet approximately 6-8 times between January 2018 and March 2019. Weyerhaeuser will ensure that all meeting logistics are looked after and that ample advance notice of location and time be provided.

Weyerhaeuser will present a framework to guide discussions however ultimately members will guide the agenda and schedules allowing emphasis to be placed on the areas of greatest interest to membership.

Weyerhaeuser's commitment to the membership is to educate, listen, record and respond to the feedback provided. Weyerhaeuser will be looking to the group for prioritizing issues and recommendations preferably with consensus.

Differences of opinion on substantive issues will be resolved by members seeking clarification as needed and working together to compromise. If consensus cannot be reached then the Dispute Resolution process will engage.

5 Etiquette

The Public Advisory Group will use the following guidelines when holding documented meetings.

- Notice of at least 30 days will be given when scheduling a documented PAG meeting
- Meeting format will be standard and will include at a minimum: introductions, review of previous minutes and follow-up, new business and new follow-up
- Members will be punctual and fully engaged during the time allotted
- Cell phone and tablet use will be respectful
- There will be a strong agenda and members will gate keep the time
- Thoughtful, prepared, constructive and respectful discussions are expected
- Minute keeping will be accurate and shared in a timely manner

6 Access to Information and Resources

In addition to the Government of Alberta requirements, Weyerhaeuser's own policy will influence the development of the DFMP. This includes Weyerhaeuser's Environmental Core Policy, Sustainable Forestry Policy, and Weyerhaeuser's commitment to certification under the Sustainable Forestry Initiative.

The flow of information to the general public will be uninhibited, unless it is deemed by Weyerhaeuser to be proprietary (i.e. financial or business related).

7 Dispute Resolution Mechanism

In order for meaningful discussions to occur throughout the DFMP planning process, public members must be able to express individual views during the development of the DFMP. It is the intent of the process to allow for the resolution of all issues through education and awareness before needing to implement a dispute resolution process.

However, if this is not successful, the following outlines the process for dispute resolution:

- Step #1: The public member and Weyerhaeuser will commit to finding the best solution possible and acknowledge that this will often lead to a compromise rather than an uncompromising win by one point of view.
- Step #2: The public member and Weyerhaeuser will seek to identify the root issues and work towards a solution in a positive environment.
- Step #3: The public member will seek clarification of information when needed to better understand the issue. Weyerhaeuser will provide further information, technical advisors, field tours and other reasonable efforts to provide a higher level of understanding to the group.
- Step #4: If the issue is unresolved after step #3, Weyerhaeuser will summarize the issue and bring it to the Plan Development Team for their consideration and resolution. This resolution will be communicated to the PAG to provide sufficient information sharing.

8 Expenses

Expenses incurred by members will be reimbursed as per the criteria detailed below:

- Members who are not paid by an organization to attend meetings are eligible to receive a per diem rate of $35/ hr for meetings and travel time.
- Travel costs to the formal meetings will be reimbursed by Weyerhaeuser at a kilometer rate of $0.52/ km from their home to the meeting location.
- With prior approval by Weyerhaeuser, members may receive compensation for out-of-pocket expenses such as hotels and meals when travelling greater than 250 km to attend a meeting.
- With prior notice, conference call options will be made available for members unable to physically attend a meeting.
- For reimbursement, members are expected to invoice Weyerhaeuser for expenses after each meeting using a standard provided remuneration claim form.

Appendix C: Glossary of Terms

The following glossary includes some of the technical topics and terms that may be found in the presentations, documents and/ or maps that will be shared at each milestone. At any point in the process we encourage you to ask for clarification if a term or acronym is unfamiliar.

Alberta Vegetation Inventory (AVI)	An inventory of vegetation and forest stands including non-vegetated areas.
Annual allowable cut (AAC)	The volume of timber that can be harvested under sustained-yield management in any one year, as stipulated in the pertinent approved forest management plan. In Alberta it is the quadrant cut divided by the number of years in that quadrant, usually five.
Annual Operating Plan (AOP)	A plan prepared and submitted by the forest operator each year, which provides the authorization to harvest. An AOP is a requirement of the Timber Management Regulation. (See section B 1.4)
Biological diversity (biodiversity)	The variety, distribution and abundance of different plants, animals and microorganisms, the ecological functions and processes they perform, and the genetic diversity they contain at local, regional or landscape levels of analysis.
Buffer	The buffer is an area of forest land that reduces the impacts of adjacent activities on the critical area. The size and composition of the buffer zone depends on its intended function. The objective of the buffer zone is to provide added protection for the core reserve area.
Commercial timber permit (CTP)	A timber disposition issued under Section 22 of the Forests Act authorizing the permittee to harvest public timber.
Compartment or Cost Zone	A subsection of an FMA for which operational plans are developed.
Constraints	The restriction, limiting, or regulation of an activity, quality or state of being to a predetermined or prescribed course of action or inaction.
Culmination age	The age at which the stand, for the stated diameter limit and utilization standard, achieves its maximum average rate of volume production (the Mean Annual Increment, or MAI is maximized.
Deciduous timber allocation (DTA)	A quota of deciduous timber.
Desired Future Forest	A spatially explicit projected range of conditions of the forest landscape 100+ years into the future. The range of forest conditions defines the goal towards which forest management will be directed.
Detailed forest management plan (DFMP)	A long-term plan used to outline higher-level management objectives, sustainability and timber production assumptions for a Forest Management Agreement (FMA).
Disturbance patterns	The spatial and temporal arrangement of disturbances.
Embedded operators	Includes quota holders, permittees and other industrial operators with dispositions located within a Forest Management Agreement Area.
Even-aged stands	A stand of trees in which the age differences among trees are small, usually less than 10 to 20 years, or 30% of the rotation age in stands more than 100 years old. Even-aged stands result from disturbances occurring at one point in time, such as wildfires.

FireSmart Community Zone	A standard 10 km radius around the community extending from the Wildland Urban Interface Zone. A unique data set will be gathered for this zone for community protection planning to provide a fundamental linkage between FireSmart Communities and FireSmart Landscapes.
Forest Health	A condition of the forest; a forest is considered healthy if it can sustain itself to meet the specific forest land management objectives of today or in the future.
Forest Management Agreement (FMA)	A contract between the province of Alberta and the FMA holder whereby the province provides an area-based Crown timber supply. The FMA gives the FMA holder the right to access Crown fibre. In return, the FMA holder commits to forest management responsibilities, which may change from time to time.
Forest Management Plan (FMP)	Generic term for Preliminary Forest Management Plans, Detailed Forest Management Plans, Forest Management Unit Plans, General Development Plans, Annual Operating Plans.
Forest Management Unit (FMU)	An administrative unit of forest land designated by the Minister, as authorized under Section 14(1) of the *Forests Act*.
Genetic Diversity	The genetic variability within a population or a species; the number and relative abundance of alleles.
Grazing disposition	An authorization issued by Alberta for the purpose of domestic livestock grazing on public land (i.e., lease, license or permit).
Ground Rules	Standards for operational planning and field practices that must be measurable and auditable and based forest management plan objectives.
Historical resource	Any work of nature or man that is primarily of value for its paleontological, archaeological, prehistoric, historic, cultural, natural, scientific or aesthetic interest, including, but not limited to, the structure or object and its surrounding site.
Harvest area aesthetics	Overall quality of operations in respect to the real or imagined effect on visual quality and/or the environment within a particular harvest area.
Harvest Level	A volume or area of timber determined through timber supply analysis available for harvest on an annual sustainable basis within a DFA. A harvest level is not necessarily an AAC.
Interior forest conditions	The environmental conditions typical of the central or interior part of a habitat patch.
Landscape	A landscape (or LMU) is a heterogeneous area in which the pattern of the mosaic of local ecosystems or land uses is repeated in similar form throughout kilometres wide area.
Landscape fire assessment	Information on the effects of fire which may be used to influence forest management strategies and tactics over a landscape.
Mean Annual Increment	**T**he average annual increase in volume of individual trees or stands up to the specified point in time.
Model	An idealized representation of reality developed to describe, analyse or understand the behaviour of some aspect of this reality.
Permanent reserve	An area permanently excluded from harvesting in the DFMP.
Permanent sample plots (PSP)	A fixed or variable area plot established for (forest) sampling and measurement purposes, and designed for remeasurement.
Planning Horizon	The length of time over which a series of defined management actions occur. For the purposes of modeling, usually equivalent to two full rotations.
Quota	The timber quota is a share of the allowable cut of coniferous timber within a forest management unit.

Regulated Forestry Professional	A Registered Professional Forester (RPF) or a Registered Professional Forest Technologist (RFPT).
Rotation	The period of years required to establish and grow even-aged timber crops to a specified condition of maturity.
Sensitivity Analysis	An analytical procedure in which the value of one or more parameters is varied; the changes that this produces are analysed in a series of iterative evaluations.
Seral stages	A stage in succession. A series of plant community conditions that develop during ecological succession from a major disturbance to the climax stage. Most common characteristics/classifications include tree species and age.
Silviculture	The theory and practice of controlling the establishment, composition, health, structure and growth of forests in order to achieve specified management objectives.
Sustainable forest management (SMF)	Management to maintain and enhance the long-term health of forest ecosystems, while providing ecological, economic, social and cultural opportunities for the benefit of present and future generations.
Timber disposition	Licenses and permits that allow forest operators to harvest from Crown lands.
Timber supply analysis (TSA)	Calculations/computer models with built-in assumptions regarding forest growth patterns, used to determine the annual allowable cut (AAC).
Values at risk	A listing of values which may be at risk of being reduced by wildfire. In order to complete a spatial “priority” evaluation, information regarding values is required.
Visual Resource Management	A standardized process of identifying and assessing visual values to ensure that proposed industrial developments in visually sensitive areas of Alberta, are planned and developed in a consistent manner.
Yield Curve	Graphical representation of a yield table.

Birch Hills County

January 23, 2018

Watino River Boat Association
Watino River Boat Association
Box 12
Watino, Alberta T0H 3R0

Dear Mr. Garry Skrepnek:

RE: Application for Financial Assistance – General Grant Policy 11-03-17

Thank-you for submitting a letter dated December 22, 2017 in regards to financial assistance for your Watino River Boat Association. Our Birch Hills County General Grants Policy is used to provide guidance on how to process requests received by the County from community organizations for monetary assistance. I am pleased to attach a copy of our Birch Hills County Grant Policy 11-03-17 for your review and I am advising you to submit a completed application which I have also attached, if you wish Council to consider providing your organization with a donation.

Council passed the following resolution at their Regular Council meeting on January 11, 2018:

> **RC18-009** **Moved by Councillor Wendland** that Council direct administration to contact the Watino River Boat Association, provide them with a copy of Birch Hills County General Grants Policy 11-03-17, and advise them that they should submit a completed application for a grant if they wish Council to consider providing their organization with a donation.

Birch Hills County Reeve and Council appreciate all of our local organizations, the facilities and opportunities for recreation and socialization they provide to our residents, and most of all, the people, many who work tirelessly behind the scene, that make the time to ensure their organizations run smoothly and effectively.

If you need further clarification on the Grant application process please feel free to contact me.

Sincerely,

Hermann Minderlein, CAO
Birch Hills County

Cc: Gerald Manzulenko, Reeve, Birch Hills County