AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
July 12, 2018

1. CALL THE MEETING TO ORDER

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES

a. June 14, 2018 Regular Council Meeting Minutes (Page 3)

4. DELEGATIONS - None

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 (Page 14) (Directors Report Only)
b. CAO Action Log (Page 21)

7. BYLAWS
a. Bylaw 2018-04 Amend LUB re Cannabis (Page 30)
b. Bylaw 2018-05 Rezone Lot 1 Block 1 Plan 8920829 (Page 34)
c. Bylaw 2018-06 Waste Management Facility (Page 39)

8. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)
a. Trucks Slated to Go to Auction (Page 44)
b. Appointment(s) to Municipal Library Board (Page 46)

9. NEW BUSINESS
a. Terms and Conditions (Page 58)
b. Request for Cash Lease Agreement (Page 59)
c. Request from PVCRTS (Page 68)
d. Royal Canadian Legion Request for Support (Page 77)
e. Proclamation - National Drowning Prevention Week (Page 83)
f. Eaglesham Fire Dept Request for Support – Barrels & Buckles (Page 87)
g. G5 Application – AB Water for Life - Regional Water System (Page 90)
h. Request for Reduction of Invoice for Fire Services (Page 95)

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
July 12, 2018 (continued)

10. FOR INFORMATION

a. Birch Hills County Library Board Draft Minutes – June 13, 2018 (Page 98)
b. Reconciliation for period ending June 30, 2018 (Page 100)
c. Website Statistics (Page 105)
d. Minutes of the MPC Meeting held Jun 22, 2016 (Page 108)
e. Minutes of the MPC Meeting held Jul 6, 2016 (Page 110)
f. Minutes of the MPC Meeting held Dec 7, 2016 (Page 112)
g. Minutes of the MPC Meeting held Feb 10, 2017 (Page 113)
h. Minutes of the MPC Meeting held Jun 6, 2017 (Page 114)
i. Minutes of the MPC Meeting held Jul 6, 2017 (Page 117)
j. Minutes of the MPC Meeting held Jul 18, 2017 (Page 119)
k. Minutes of the MPC Meeting held Sept 6, 2017 (Page.121)
l. Minutes of the MPC Meeting held Nov 7, 2017 (Page 123)
m. Minutes of the MPC Meeting held Nov 21, 2017 (Page 125)
n. 2018 Capital Budget Update (Page 128)
o. 2018 Operating and Maintenance Budget Update (To be distributed prior to meeting)

11. CORRESPONDENCE

a. Letter dated June 22, 2018 re ARPA Workshop(s) (Page 132)
b. Letter dated June 25, 2018 Approving MSI Capital Projects (Page 135)
c. Letter dated June 28, 2018 re Stars of Alberta Volunteer Awards (Page 136)
d. Follow-up Invitation re Doug Griffiths Presentation (Page 137)

12. IN-CAMERA

a. Land (To be distributed at meeting)
b. Legal (To be distributed at meeting)

NEXT REGULAR COUNCIL MEETING DATE – August 9, 2018

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

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

Denise van Rootselaar from the Signal entered the meeting at 9:00 a.m.

ADOPTION OF AGENDA

RC18-186 Moved by Councillor Paradis that Council adopt the agenda of the June 14, 2018 Regular Council with the following addition:

12. IN-CAMERA

a. Matter related to Personnel – CAO Performance Review

CARRIED

ADOPTION OF MINUTES
Regular Council Meeting
May 10, 2018

RC18-187 Moved by Deputy Reeve Carbone that Council approve the minutes of the May 10, 2018 Regular Council Meeting as presented.

CARRIED

COUNCILLOR REPORTS

Reeve Manzulenko Reeve Manzulenko updated Council on a visit he had with Wayne Purcha.

Deputy Reeve Carbone Deputy Reeve Carbone provided a verbal update that he will be reviewing minutes from the Seed Cleaning Plant meetings that he missed.

Councillor Paradis Councillor Paradis provided a verbal update on the Peace Library System Meeting she attended on May 26, and the Birch Hills County Library Board Meeting June 13, 2018.

DRAFT

Councillor Wendland — Councillor Wendland provided a verbal update to the written report she provided to Council.

Councillor Reum — No Report.

Councillor Bogdanek — No Report. Absent.

Councillor Joudrey — Councillor Joudrey provided a verbal update to the written report she provided to Council.

Ron Pelensky and Cheryl Dwernychuk entered the meeting at 9:22 a.m.

RC18-188 Moved by Councillor Wendland that Council accept the Councillor Reports for information.

CARRIED

Shelley Braun, Director of Corporate Services, entered the meeting at 9:32 a.m.

DELEGATIONS

Ron Pelensky and Cheryl Dwernychuk CPRWM Commission

Ron Pelensky Manager of Central Peace Regional Waste Management Commission (CPRWM) and Cheryl Dwernychuk presented to Council an overview of the Commission and how it pertains to Birch Hills County.

Reeve Manzulenko thanked Ron Pelensky and Cheryl Dwernychuk for their presentation.

Ron Pelensky and Cheryl Dwernychuk exited the meeting at 9:53 a.m.

RC18-189 Moved by Councillor Joudrey that Council accept Ron Pelensky and Cheryl Dwernychuk with Central Peace Regional Waste Management Commission's (CPRWM) presentation for information.

CARRIED

Dion Hynes, Director of Public Works, entered the meeting at 9:55 a.m.

DRAFT

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

CAO Report – Water Report

CAO Minderlein provided Council with a verbal update to his written report that included a Water Report from Administration that contained information on water usage, utilities rates and cost benefit analysis. Director of Public Works Dion Hynes provided Council with a verbal update to the water report.

Andy Sinkwich entered the meeting at 10:24 a.m.

RC18-190 Moved by Councillor Wendland that Council receive the CAO's written report for information.

CARRIED

Shelley Braun exited meeting at 10:29 a.m.

Meeting was recessed at 10:29 a.m.

Meeting was resumed at 10:35 a.m.

DELEGATIONS Con't

Andy Sinkwich- re Public Works

Andy Sinkwich presented to Council an overview of his concerns about the gravel crushing tender, gravel purchasing proposal from Wanham Trucking, lack of snow plowing and poor conditions on the haul road to Lester Pit/Tangent Pit, road use agreement and the gravel truck hiring Policy.

Reeve Manzulenko thanked Andy Sinkwich for his presentation.

Dion Hynes and Andy Sinkwich exited the meeting at 11:03 a.m.

RC18-191 Moved by Councillor Paradis that Council accept Andy Sinkwich's presentation for information.

CARRIED

RC18-192 Moved by Councillor Joudrey that Council add the following item to the agenda of the June 14, 2018 Regular Council Meeting:

DRAFT

9. NEW BUSINESS
h. Sinkwich presentation

CARRIED

CAO Action Log

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

RC18-193 Moved by Councillor Reum that Council receive the CAO Action Log for information.

CARRIED

BYLAWS

None.

Shelley Braun entered meeting at 11:06 a.m.

UNFINISHED BUSINESS

Central Peace Regional Waste Management Commission

Council was provided with information regarding the status of the Central Peace Regional Waste Management Commission.

RC18-194 Moved by Councillor Paradis that Council Direct Administration to maintain Birch Hills County's membership with the Central Peace Regional Waste Management Commission.

CARRIED

Shelley Braun exited meeting at 11:06 a.m.

NEW BUSINESS

Policy 11-04-18 the Public Participation Policy

Council was provided with a draft of Policy Number 11-04-18, the "Public Participation Policy".

RC18-195 Moved by Councillor Joudrey that Council approve Policy 11-04-18, the "Public Participation Policy" as presented and direct Administration to make it available on the County Website and place a notice of decision in the Central Peace Signal, and on the County's Website, Facebook, and Twitter pages.

CARRIED

DRAFT

Request from FCM re Advocacy Fund

Council was provided with a request received from the Federation of Canadian Municipalities (FCM) for a Special Advocacy Fund.

RC18-196 Moved by Councillor Paradis that Council receive the request from the Federation of Canadian Municipalities (FCM) for a contribution to the Special Advocacy Fund for information and direct Administration to advise Federation of Canadian Municipalities of Council's decision.

CARRIED

Development Permit 10-18-19

Council was presented with Development Permit 10-18-19 approved by the Development Officer submitted by Landsolutions LP on behalf of Nextera Energy Resources for the placement of a meteorological tower at the SW 35-76-2 W6.

RC18-197 Moved by Councillor Wendland that;

WHEREAS Nextera Energy Resources proposes to erect a meteorological tower on certain lands more particularly described as, SW 35-76-2 W6;

AND WHEREAS proponents of telecommunication towers are regulated by Industry Canada on behalf of the Government of Canada and as part of their approval, Industry Canada requires proponents to consult with land use authorities as provided for in CPC -2-0-03;

AND WHEREAS Nextera Energy Resources has consulted with Birch Hills County and the Birch Hills County Development Authority have no objections to the proposed telecommunications tower;

AND WHEREAS Nextera Energy Resources has consulted with the public by notifying all property owners and occupants within three (3) times

the tower height and has provided thirty (30) days for written public comment;

AND WHEREAS there is no significant land use issues identified by the consultant,

NOW THEREFORE BE IT RESOLVED THAT:

1. The Development Officer be instructed to advise Nextera Energy Resources that;
   a. Nextera Energy Resources has satisfactorily completed its consultation with Birch Hills County;
   b. Birch Hills County is satisfied with Nextera Energy Resources public consultation process and does not require further consultation with the public; and
   c. Birch Hills County concurs with Nextera Energy Resources proposal to construct a meteorological tower facility comprising of a 60 feet meteorological tower.

CARRIED

Development Permit 11-18-19

Council was presented with a Development Permit 11-18-19 approved by the Development Officer submitted by Landsolutions LP on behalf of Nextera Energy Resources for the placement of a meteorological tower at the NE 2-76-3 W6.

RC18-198 Moved by Deputy Reeve Carbone that;

WHEREAS Nextera Energy Resources proposes to erect a meteorological tower on certain lands more particularly described as, NE 2-76-3 W6,

AND WHEREAS proponents of telecommunication towers are regulated by Industry Canada on behalf of the Government of Canada and as part of their approval, Industry Canada requires proponents to consult with land use authorities as provided for in CPC -2-0-03;

AND WHEREAS Nextera Energy Resources has consulted with Birch Hills County and the Birch Hills County

Development Authority have no objections to the proposed telecommunications tower;

AND WHEREAS Nextera Energy Resources has consulted with the public by notifying all property owners and occupants within three (3) times the tower height and has provided thirty (30) days for written public comment;

AND WHEREAS there is no significant land use issues identified by the consultant,

NOW THEREFORE BE IT RESOLVED THAT:

1. The Development Officer be instructed to advise Nextera Energy Resources that;
   a. Nextera Energy Resources has satisfactorily completed its consultation with Birch Hills County;
   b. Birch Hills County is satisfied with Nextera Energy Resources public consultation process and does not require further consultation with the public; and
   c. Birch Hills County concurs with Nextera Energy Resources proposal to construct a meteorological tower facility comprising of a 60 feet meteorological tower.

CARRIED

Northern Sunrise County Workshop – 13 Ways to Kill a Community

Council was provided with an invitation sent by Northern Sunrise County to a Workshop with Doug Griffiths regarding his presentation “13 Ways to Kill a Community” that they may or may not host in the September/October timeframe.

RC18-199 Moved by Councillor Joudrey that Council receive the invitation sent by Northern Sunrise County to a Workshop with Doug Griffiths regarding his presentation “13 Ways to Kill a Community” for information.

CARRIED

Community Enhancement Grant - Hamlet of Peoria

Council was provided with a request for $1,000.00 in funding under the Community Enhancement Program that was submitted by Ms. Jana Toews on behalf of the residents of Peoria.

RC18-200 Moved by Councillor Wendland that Council approve the reimbursement, or the payment of invoices, of a total amount not exceeding $500.00 based on the request submitted by Ms. Jana Toews on behalf of the residents of Peoria as a Community Enhancement Grant for the planting and care of annual flowers in neighbourhood wishing wells and the Peoria/Birch Hills County sign in the hamlet of Peoria.

DEFEATED

RC18-201 Moved by Councillor Reum that Council approve the reimbursement, or the payment of invoices, of a total amount not exceeding $1000.00 based on the request submitted by Ms. Jana Toews on behalf of the residents of Peoria as a Community Enhancement Grant for the planting and care of annual flowers in neighbourhood wishing wells and the Peoria/Birch Hills County sign in the hamlet of Peoria.

CARRIED

2018 Recreation Grants

Council was provided with the recommendations made at the Birch Hills County Recreation Board Meeting on June 12th, 2018 as to the distribution of Recreation Operating Assistance Grant funding for 2018.

RC18-202 Moved by Councillor Joudrey that Council approve the distribution of the 2018 Recreation Grant funding based on the Recreation Board's recommendation to disburse the funds as follows:

DRAFT

	2018 Grant Amount
Birch Hills Heat Volleyball Club	900
Birch Hills Senior Centre	2,242
Community ofCo-Ordinating Organizations	31,000
Dunvegan RiverRat Society	1,000
Eaglesham and District Agricultural Society	3,125
EagleshamLakeside Golf and Country Club	31,000
Kakut Lake Resort	5,250
Senior Social Centre Club of Eaglesham	2,867
Tangent CommunityHall Society	6,750
Tangent Park Society	4,625
Tangent Yaremko Social Club	2,491
Watino Ladies Community Association	2,750
West Smoky Recreation Centre	31,000
	125,000

CARRIED

Dion Hynes entered meeting at 11:48 a.m.

Sinkwich Presentation

RC18-203 Moved by Councillor Paradis that Council move item

9. NEW BUSINESS

h. Sinkwich presentation

to

12. IN-CAMERA

b. Sinkwich presentation – Matter related to Legal/Personnel/Land - Sinkwich presentation as per Section 27, FOIP

CARRIED

Dion Hynes exited meeting at 11:48 a.m.

FOR INFORMATION

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

1. Bank Reconciliation for Period ended May 31, 2018; and
2. RCMP Acknowledgement of Consultation

RC18-204 Moved by Councillor Joudrey that Council accept the items presented for information.

CARRIED

CORRESPONDENCE

Council was provided with a copy of the following

DRAFT

correspondence that had been received or sent by the County:

1. Invitation to ARPA Conference;
2. ARPA Invitation for Award Nominations;
3. Invitation to AEMA Framework Review;
4. Letter re Royal Canadian Legion Military Service Recognition Book;
5. Acknowledgement of DRP Application;
6. Thank You Letter – STARS;
7. Invitation – Lesser Slave Lake Forest Management Plan;
8. Town of Spirit River Grand Opening – Centennial Hall; and
9. Village of Rycroft Request re Canada Day Collaboration.

RC18-205 Moved by Councillor Joudrey that Council accept the correspondence provided for information.

CARRIED

Denise van Rootselaar from the Signal exited the meeting at 11:50 a.m.

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

Meeting was resumed at 12:45 p.m.
Dion Hynes entered meeting at 12:45 p.m.

IN-CAMERA

RC18-206 Moved by Councillor Paradis that Council close the June 14, 2018 Regular Council Meeting to the public for the following items:

12. IN-CAMERA

a. Matter related to Personnel – CAO Performance Review
b. Matter related to Legal/Personnel/Land - Sinkwich presentation as per Section 27, FOIP at 12:45 p.m.

CARRIED

RC18-207 Moved by Deputy Reeve Carbone that Council open the June 14th, 2018 Regular Council

DRAFT

Meeting to the public at 2:25 p.m.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 2:30 p.m.

Original to be Signed by
GERALD MANZULENKO
REEVE

Original to be Signed by
HERMANN MINDERLEIN
CAO

DRAFT

MEMORANDUM

July 12, 2018

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of July 6, 2018

Financial Update – 2017-18 Reporting: Local, Provincial and Federal Grant Program

2017 Agriculture Service Board (ASB) grant reporting was submitted June 29.

Provincial **2017 Statement of Funding & Expenditure (SFE) certification** is pending on the following grant programs:

- Family and Community Support Services (FCSS)
- Gas Tax Fund (GTF)
- Municipal Sustainability Initiative (MSI) Capital
- MSI Capital Basic Municipal Transportation Grant (BMTG)
- MSI Operating

Financial Update – 2018-19 Application: Local, Provincial and Federal Grant Program

2018-19 Gas Tax Funding (GTF) commitment plans remain outstanding. Public Works is to provide priority capital project plans for approval in order to receive our 2018-19 funding of $85,654.

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

- Agriculture Service Board (ASB) $115,946
- Canada Summer Jobs (maximum $14,688) must report on actual hours worked
- Family and Community Support Services (FCSS) (received quarterly) $21,820
- MSI Operating $86,644
- Municipal Sustainability Initiative (MSI) Capital March 2018 $560,946 **Received July 4th**
- MSI Capital Basic Municipal Transportation Grant (BMTG) $413,293 **Received July 4th**
- MSI Capital $379,379 **Received July 4th**

Finance Update – Miscellaneous

I attended the **Government Finance Officers Association (GFOA)** conference June 3-6. Sessions I attended include Secrets of IT Management, Energy Trends for Municipalities, Cybersecurity, Pending Changes for Public Sector Accounting, Municipal Affairs Initiative and MGA Update, GFOA International and GFOA Alberta updates, GST for Municipalities and Community Disaster Recovery in Alberta. Key note speakers included: Brian Williams, The Dean of Canadian Sports Casters, Doug Griffiths, Community Therapy – The Why not the What, and Linda Edgecombe, Shifting Perspective – Set the World on Fire.

RMA Insurance Riskpro Risk Management Account funding of $811 to cover the Wireless Fidelity (Wi-Fi) access point hardware upgrade was received June 13. Remaining account balance of $1,446.13 to spend on qualifying risk management initiatives.

Notice Demand Account (NDA) authorized transfer scheduled for June 20 was initialized.
The next Notice Demand Account (NDA) transfer is scheduled for July 20. Administration will review cash flows mid-July and initialize the transfer if operating funds are required.

Administration transferred $1,500,000 back to the **90 day Notice Demand Account** after receiving MSI Capital funding of $1,353,618 July 4. Withdrawal requests have been drafted for October, November, December and will be signed/submitted July 12.

Recreation Operating Assistance Grant payments to local not for profit groups were mailed June 20.

Birch Hills County Library Board annual operating grant funding & honorarium were mailed June 20.

Alberta Municipal Affairs Regional Training Session was held June 21 in Valleyview. Items on the agenda included proposed changes to the Alberta Emergency Management Legislative Framework, Bylaws vs Policies vs Procedures, Closed Meetings of Council, Finance and Corporate Planning, Administration Roles and Responsibilities, By-elections, Assessment and Taxation, and Tax Recovery.

GST/HST Public Service Bodies' Rebate for May was submitted June 27 in the amount of $43,817.43 Birch Hills County is zero rated for GST, meaning we receive a 100% net rebate of our GST collected as revenue and paid as expenses.

The **2017 Statistical Information Return (SIR)** and 2018 Tax Rate Bylaw were submitted to Municipal Affairs June 27.

Community Aggregate Payment Levy (CAPL) reporting was submitted to the Alberta Sand & Gravel Association June 29. The uniform levy rate for all shipments of aggregate for public use reported in 2017 was $.25/tonne (40361 @ $.25 - $10,090.25). Historically collected 2016 - $10,976, 2015 - $8,291, 2014 - $22,544).

Alberta School Foundation Fund (ASFF) 2nd quarter requisition was paid June 30 (net amount $215,456). The 2018 equalized assessment has not been finalized, therefore; the June 2018 invoice is based on the 2017 ASFF requisition amount. Note: the Provincial Education Requisition Credit (PERC) of $2,706 was received as a reduction on this payment.

Residential utility and bulk water invoices for May-June consumption were mailed July 4. Payments are due by July 31st to avoid a 2% penalty.

The **Alberta Municipal Services Corporation (AMSC)** has engaged Banister Research Limited to conduct the 2018 AMSC Wage & Compensation survey with its member. This survey is an important tool to provide valuable information in the development and refinement of attraction and retention strategies. It establishes a benchmark for municipal compensation in Alberta. 2018 data gathered will be analyzed and compiled into a summary report made available free of charge to all participating members. Since BHC is not participating in the AMSC Employee Benefits program, we have the option to purchase a custom report. Deadline to submit our survey information is July 13th.

Family and Community Social Services (FCSS) Outcome Measures Trainer, Karen Titanich will be onsite July 17 to complete a FCSS Progress and Outcomes Report review. Administration will work with Ms. Titanich to complete the 2016 and 2017 Provincial Progress and Outcomes Reports by July 31.

Emergency Management: It makes "cents" to invest.
In a crisis, you don't rise to the occasion; you sink to your training.
Personal preparedness is everyone's responsibility. Do you have a 72 hour emergency kit?

Birch Hills County hosted the **Central Peace Regional Emergency Management (CPREM) Emergency Social Services (ESS)** committee meeting June 21. Items discussed include the Regional Exercise April 20, Northwest ESS meeting May 16, upcoming fall courses and the new

CPREM ESS Plan was distributed. GPREP is hosting ICS 300 November 21-22 and ICS 100 & 200 November 28-29. There is a new Director of Emergency Management (DEM) course and a Group Lodging Course to be scheduled this fall. Training and contact lists were circulated and updates requested. Saddle Hills County will host the next CPREM ESS meeting November 8th. MD of Spirit River will host a table top exercise in 2019.

Birch Hills County hosted the **CPREM** committee meeting June 28. Council representatives (make motions and vote); CAOs which default as the Director of Emergency Management (DEM), Deputy DEMs and agency representatives usually attend. Items discussed include the provincial EMX 18 Exercise, Regional Exercise, and the Central Emergency Operations Center (EOC) being setup at the Brownlee Building. Training and contact lists were circulated and updates requested. Mutual aid agreements, mitigation programs, and partner agency updates were also discussed. Members anticipate the publishing of the EMX 18 lessons learned document. Saddle Hills County will host the next CPREM meeting October 18th.

Brian provided an update on the response and recovery regarding the 2018 overland flooding event. A provincial hydrology study is being completed and we hope to receive notification in the near future of an approved Disaster Recovery Program (DRP).

Alberta government Bill 8, Emergency Management Amendment Act was discussed at both committee meetings. Alberta has experienced unprecedented disasters since 2011. Post-incident assessments following these disasters have identified gaps in emergency management framework. Proposed changes include; clarify evacuation orders, establish authority to create the Local Authority Emergency Management Regulation (LAEMR), minimum training requirements and complete several clarifying and technical amendments. Discussion guide inputs were due July 3rd.

GFOA Keynote Speakers – Words of Wisdom

No matter how tough life is – have a sense of humor!!! – Brian Williams

Control how you respond to what happens to you throughout the day. – Doug Griffiths

Don't forget how to nurture your sole and spirit.
Feel alive – do the seal clap!!!
Happiness! How do you create it? Manage it? Maintain it? – Linda Edgecombe

Shelley Braun
Director of Corporate Services

MEMORANDUM

July 12th, 2018

TO: CAO, Birch Hills County

Public Works Report (As of July 6th, 2018)

Gravel Crushing
The removal and stock piling of raw material is going really well with more material being found than the test holes indicated. As of June 29th we expected to be finished stockpiling near mid-July and then the Surmont Sand and Gravel would start to crush. Crushing operations are expected to start the second week of July with the expected completion date set for August 31st, 2018.

I attended a pre-construction meeting with WSP and Surmont Sand and Gravel on June 26th, 2018 at 3:00pm at the County office.

Surmont is planning to start crushing as stated around the second week of July with 24 hour crushing operations to run until the contract volume is completed. Surmont, as per the contract, will establish Prime Contractors for this job which means they would operate under their safety program and take full responsibility and liability of the job site until completed or released of such duties. County staff will be heavily involved throughout the entire process of gravel crushing with WSP providing aggregate testing as per the contract. Michael Coy and Myself will be the points of contact for the County. Surmont indicated that if time and raw product allows they would be willing to crush additional volumes, this will be presented to council if applicable for final approval.

Surmont has conducted the required field visits prior to the contract acceptance and have made an additional visit to finalize gravel pit layout and provide other crushing needs regarding set up and operation. I expressed my expectation and demands of Surmont to produce a solid effort and a product that meets specifications.

Council will be updated throughout the crushing contract as it progresses.

NSC Follow UP Audit
Following up on the requirements for the audit, staff has received the signed agreement AMVIR (Access to Motor Vehicle Information Regulation) which allows the County to pull yearly driver abstracts for all employees, volunteers and council members.

Driver abstracts will prove to the Safety Carrier Service and our insurance provider that all drivers have a valid license.

Tangent Road Repair
In regards to the Tangent streets, we had calls regarding tar (oil) coming out of the road on very warm days. To remedy this we spread ½" gravel from our Watino pit over the areas that showed "wetness" and worked it in with a grader running picks. Roads graveled were main street running south for a block, the area from the hall west to the town boundary, and also from the fire hall west to the corner that turns north. It was mixed for hours to gain consistency and then laid back down on the road. Our smooth drum packer was used afterwards on the worked-up section as well as area that were left untouched. All roads were packed.

We also reworked in Eaglesham from Hwy 739 to the hall with a truck load of mixed material and the school road from Hwy 739 east.

SITL Situation Unit Lead Course in Calgary June 18-22
I attended an ICS (Incident Command System) Canada All Hazards Situation Unit Lead Course in Calgary. This ICS Canada sponsored course was the second of its kind in Canada. The 22 participants in the course came from various industries and government agencies throughout Canada. Participants came from the Canadian Coast Guard in Victoria, Northwest Territories, Central Alberta, Saskatchewan Forest Fire Service, Transport Canada in Ottawa, New Brunswick and Manitoba Heavy Search and Rescue.

The strong instructors provided the group with experiences from all over Canada and the USA.

Being a part of the Northwest Regional EOC Support Team I was picked to attend this training as it fits within the Planning Section duties of the ICS system.

Day 1 (1300 hour start up)
Course introduction and overview of the Planning Sections and Planning Process.
- Where you fit in the ICS command Structure
- Reporting within the structure
- Duties of the SITL

Day 2 (0830 – 1630)
Overview of the Situation Unit
- Core Competencies
- Function of the SITL
- Responsibilities of the SITL
- Interactions of within the Planning Section and Command General Staff

Day 3 (0830-1630)
Intelligence
- How to obtain intelligence
- Analyzing and disseminating of intelligence
- Information vs Intelligence
- Sources of Information

Display Processing
- How to select the appropriate methods of display intelligence

Identifying the mapping needs of the IMT
Reading of Maps (Lat/Long, Legends, Scale, Contours, Bearings and UTM Grids)
Production of ICS ready Maps

Day 4 (0830-1630)
Advanced Display Processing
Use of Digital Mapping Systems
Consideration of ordering GIS mapping
Consideration of ordering GPS mapping
Displaying incident intelligence using advanced technology
Staffing and Organizing
How to Establish and Maintain the Situation Unit
Criteria for assigning work and timeframes
Considerations for staffing and organizing the Unit
Efficient and Effective Management

Day 5 (0830-1130)
Incident Status Situation Reports
Course Expectation Review
Final Exam

New Equipment
The new trucks along with the new John Deere backhoe were delivered around mid-June. Due to the delivery dates of the equipment, staff are planning to dispose of the old equipment in upcoming auctions that we expected to get the greatest pricing for.

Dion Hynes, CET PMP
Director of Public Works

July 5, 2018

CAO, Birch Hills County

FIRE SERVICE BOARD REPORT (as of date prepared)

June 05	delivered training to the EFD on fire pump/hose handling skills
June 16	members of BHCFD take part in Live Fire training at the centre in Wanham
June 20	delivered training on ladders and safe use on firegrounds
June 20	WFD and myself attended an MVA at Hwy 49 and RR 23. A rear-end hit with one male sent to hospital with non-life-threatening injuries
June 23	I attended a grain bin rescue training exercise in Spirit River
June 28	attended the CPREMC meeting that was held in BHC
July 04	delivered training on radio use protocols and command

June was quiet for the most part with the exception of the MVA on June 20th. The majority of the membership was still busy with farming activities and soon the haying will be starting for other members. The live burn training on the 16th was a great chance for members to see first-hand how hot it is inside a burning structure with the benefits of it being a controlled environment, it was well received. I had the honor of running both fire engines for the crews that day and the heat was extreme. The grain bin rescue training was very well done and very informative and I will be revisiting the topic somewhere in the future as BHC is at risk for this type of response. Have a great summer everybody and stay safe.

Tom Morgan
Birch Hills County Fire Chief

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

Motion #	Motion	By	Action	Status
MEETING	**March 1, 2018 REGULAR COUNCIL MEETING**			
RC18-082	that Council direct Administration to accept the bid from Brandt Tractor Ltd. for $154,988.00 for the 2018 John Deere 310 SL Backhoe and to also accept their bid of $8,873.00 for the supply of an NPK C4C Compactor, for a total of $163,861.00.	Dion		Ordered & awaiting delivery COMPLETE
RC18-083	that Council direct Administration to sell unit E50 2004 John Deere 310SJ Backhoe at a future auction.	Dion	Fall Auction - Ritchies	
RC18-084	that Council direct Administration to sell the three 4WD pickup trucks with unit numbers 136, 138 & 139 at a future auction.	Dion	Change Unit #s Fall Auction - Ritchies	
RC18-085	that Council direct Administration to accept the bid from Finning for $495,600 for a 2018 Cat 140M3 AWD Grader and to dispose of the 2014 John Deere 772GP at auction at a time that would be convenient and estimated to provide the best return.	Dion	Fall Auction - Ritchies	Received
MEETING	**April 12, 2018 REGULAR COUNCIL MEETING**			
RC18-130	that Council direct Administration to research information related to the recognition of individuals and organizations, both voluntary and others, and bring their findings to a future Regular Council Meeting.	Hermann		

Motion #	Motion	By	Action	Status
RC18-132	that Council provide 1st reading to Bylaw 2018-01, a Road Closure Bylaw and direct Administration to forward the bylaw to the Minister of Transportation for approval prior to bringing it back to Council for second reading.	Hermann		Sent to Minister awaiting response.
MEETING	**May 10, 2018 REGULAR COUNCIL MEETING**			
RC18-173	that Council approve the addition of the Tangent Yaremko Social Club as an Added Named Insured under the Birch Hills County's insurance umbrella.	Lucy	Advise group and arrange insurance	Awaiting Confirmation from Insurance Company
RC18-181	that Council authorize Reeve Manzulenko or alternate to attend the Asset Management Workshop on June 15th, 2018 in Grande Prairie with remuneration.	Hermann	Book workshop and arrange travel	COMPLETED
RC18-184	that Council direct Administration to: 1. Follow the advice that has been provided by Reynolds, Mirth, Richards, and Farmer; 2.Contact both David Suter and Mazurek Farms Ltd. and advise them that Birch Hills County has declined their current proposals and/or offers to purchase all or part of the Eaglesham airstrip property, and advise them that a Request for Proposal (RFP) for the property will be issued and invite them to submit a proposal in response to that request; 3. Issue an RFP for a minimum period of 30 days from the date issued for the Eaglesham airstrip property located at Plan 832 1887 (North Portions SE/SW	Hermann Hermann Hermann/Lucy	Confirm actions Emails sent May 10 Draft and issue RFP	 Issued

Motion #	Motion	By	Action	Status
	27-78-26-W5M) from interested parties, that stresses that: a. The property is being sold on an “as is where is” basis; b. The RFP implies no obligation on the Municipality to accept any proposal, or a portion of a proposal; c. The Municipality reserves the right to cancel or reschedule the RFP at any time; d. Any sale(s) of the property will be subject to: i. The successful purchaser will be responsible to honour the remaining period of any current leases provided that those lease holders are agreeable to the transfer of the lease; ii. The successful purchaser will be required to take all actions necessary to continue the operation of the airstrip portion of the property and permit use of the airstrip for that purpose; iii. The successful purchaser will be required to obtain permits to begin the development of those improvements spelled out in their proposal within two (2) years of obtaining title for the property; and iv. Failure by the successful applicant to follow up on any conditions of a sales agreement will result in the sale being declared void, and the sales proceeds (less all of the municipality’s costs related to the sale of the property plus 10% of the purchase price) being returned to the purchaser; and			

Motion #	Motion	By	Action	Status
	4. Evaluate the responses to the RFP and bring the results back to Council at a future Council Meeting.	Hermann/Shelley/ Dion	Evaluate after closing date	July 12 Agenda
MEETING	**June 14, 2018 REGULAR COUNCIL MEETING**			
RC18-194	that Council Direct Administration to maintain Birch Hills County's membership with the Central Peace Regional Waste Management Commission.	Hermann	Letter mailed June 19.	COMPLETED
RC18-195	that Council approve Policy 11-04-18, the "Public Participation Policy" as presented and direct Administration to make it available on the County Website and place a notice of decision in the Central Peace Signal, and on the County's Website, Facebook, and Twitter pages.	Shawna/Beverly	On Website, Facebook, Twitter and Signal for week of June 26th	COMPLETED
RC18-196	that Council receive the request from the Federation of Canadian Municipalities (FCM) for a contribution to the Special Advocacy Fund for information and direct Administration to advise Federation of Canadian Municipalities of Council's decision.	Hermann	Letter mailed June 19.	COMPLETED
RC18-197	**WHEREAS** Nextera Energy Resources proposes to erect a meteorological tower on certain lands more particularly described as, SW 35-76-2 W6, **AND WHEREAS** proponents of telecommunication towers are regulated by Industry Canada on behalf of the Government of Canada and as part of their approval, Industry Canada requires proponents to consult with land use authorities as provided for in CPC -2-0-03;	Hermann/Lucy	Letter drafted	COMPLETED

Motion #	Motion	By	Action	Status
	AND WHEREAS Nextera Energy Resources has consulted with Birch Hills County and the Birch Hills County Development Authority have no objections to the proposed telecommunications tower; **AND WHEREAS** Nextera Energy Resources has consulted with the public by notifying all property owners and occupants within three (3) times the tower height and has provided thirty (30) days for written public comment; **AND WHEREAS** there is no significant land use issues identified by the consultant, **NOW THEREFORE BE IT RESOLVED THAT:** 1. The Development Officer be instructed to advise Nextera Energy Resources that; a. Nextera Energy Resources has satisfactorily completed its consultation with Birch Hills County; b. Birch Hills County is satisfied with Nextera Energy Resources public consultation process and does not require further consultation with the public; and c. Birch Hills County concurs with Nextera Energy Resources proposal to construct a meteorological tower facility comprising of a 60 feet meteorological tower.			
RC18-198	**WHEREAS** Nextera Energy Resources proposes to erect a meteorological tower on certain lands more particularly described as, NE 2-76-3 W6,	Hermann/Lucy	Letter drafted	COMPLETED

Motion #	Motion	By	Action	Status
	AND WHEREAS proponents of telecommunication towers are regulated by Industry Canada on behalf of the Government of Canada and as part of their approval, Industry Canada requires proponents to consult with land use authorities as provided for in CPC -2-0-03; **AND WHEREAS** Nextera Energy Resources has consulted with Birch Hills County and the Birch Hills County Development Authority have no objections to the proposed telecommunications tower; **AND WHEREAS** Nextera Energy Resources has consulted with the public by notifying all property owners and occupants within three (3) times the tower height and has provided thirty (30) days for written public comment; **AND WHEREAS** there is no significant land use issues identified by the consultant, **NOW THEREFORE BE IT RESOLVED THAT**: 1. The Development Officer be instructed to advise Nextera Energy Resources that; a. Nextera Energy Resources has satisfactorily completed its consultation with Birch Hills County; b. Birch Hills County is satisfied with Nextera Energy Resources public consultation process and does not require further consultation with the public; and c. Birch Hills County concurs with Nextera Energy			

Motion #	Motion	By	Action	Status
	Resources proposal to construct a meteorological tower facility comprising of a 60 feet meteorological tower.			
RC18-201	that Council approve the reimbursement, or the payment of invoices, of a total amount not exceeding $1000.00 based on the request submitted by Ms. Jana Toews on behalf of the residents of Peoria as a Community Enhancement Grant for the planting and care of annual flowers in neighbourhood wishing wells and the Peoria/Birch Hills County sign in the hamlet of Peoria.	Hermann	Letter mailed June 19.	COMPLETED
RC18-202	that Council approve the distribution of the 2018 Recreation Grant funding based on the Recreation Board's recommendation to disburse the funds as follows:	Hermann/Lisa/ Beverly	Letters drafted June 19, Lisa did Cheques awaiting signatures, Beverly in Signal for the week of June 26th.	COMPLETED

Motion #	Motion	By	Action	Status

	2018 Grant Amount
Birch Hills Heat Volleyball Club	900
Birch Hills Senior Centre	2,242
Community ofCo-Ordinating Organizations	31,000
Dunvegan RiverRat Society	1,000
Eaglesham and District Agricultural Society	3,125
EagleshamLakeside Golf and Country Club	31,000
Kakut Lake Resort	5,250
Senior Social Centre Club of Eaglesham	2,867
Tangent CommunityHall Society	6,750
Tangent Park Society	4,625
Tangent Yaremko Social Club	2,491
Watino Ladies Community Association	2,750
West Smoky Recreation Centre	31,000
	125,000

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Lucy Stevenson Tax/Dev. Clerk	**Manager:**	
Item Title:	Bylaw 2018-04 Amend LUB re Cannabis	**Presenter:**	Lucy Stevenson

DESCRIPTION:

Council is being presented Bylaw 2018-04, a bylaw to amend Land Use Bylaw 02-08, for first reading, and to establish a date for a Public Hearing that is required before the Bylaw can be considered for second reading.

BACKGROUND:

The federal government passed Bill C-45 and announced that the formal date for cannabis legalization will be October 17, 2018. Requests for development in Birch Hills County related to the legalization are not anticipated, but in the event that applications are received prior to the adoption of the Land Use Bylaw update that is underway, Administration recommends that Bill C-45 be addressed in the Land Use Bylaw.

RELEVANT LEGISLATION (Cite):

Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26
Sections 230(1) Public Hearings, 606(1) Requirements for advertising and 692(1) Planning bylaws.

Birch Hills County Land Use Bylaw No. 02-08 and Amendments thereof
Section 8.2: The Amendment Process

ATTACHMENT(S):

Draft Bylaw 2018-04

OPTIONS:

Council may choose to:

1. Provide 1st reading to Bylaw 2018-04 as presented at this meeting; or
2. Provide 1st reading to Bylaw 2018-04 as presented at this meeting and then Amend Bylaw 2018-04 as deemed necessary; or
3. Provide 1st reading to Bylaw 2018-04 at this meeting; or

4. Direct Administration to bring back the bylaw for 2nd and 3rd reading at the August 9, 2018 meeting, or another date if deemed appropriate; or

5. set August 9, 2018, or another date if deemed appropriate, as the date for the public hearing on the proposed bylaw; or

6. table Bylaw 2018-04 as presented (or amended) to the August 9, 2018, or another date if deemed appropriate, Regular Council Meeting; or

7. any one, or combination, of the above options; or

8. accept this item for information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council:

1. provide 1st reading to Bylaw 2018-04 at this meeting; and

2. direct Administration to bring back Bylaw 2018-04 for 2nd and 3rd reading at the August 9, 2018 Regular Council Meeting; and

3. set August 9, 2018 as the date for the public hearing on Bylaw 2018-04.

BYLAW NO. 2018-04

BEING A BYLAW OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA TO AMEND THE BIRCH HILLS COUNTY LAND USE BYLAW NO. 02-08

WHEREAS Pursuant to the Municipal Government Act, Revised Statues of Alberta 2000, Chapter M-26, Council may amend a Land Use Bylaw, and;

WHEREAS The Council of Birch Hills County, in the Province of Alberta, has adopted Birch Hills County Land Use Bylaw No. 02-08, as amended, and;

WHEREAS The Council of Birch Hills County, in the Province of Alberta, has deemed it desirable to amend its Land Use Bylaw to provide for the legalization of cannabis;

NOW THEREFORE Pursuant to Sections 230, 606 and 692 of the Province of Alberta Municipal Government Act, the Council of Birch Hills County, duly assembled, hereby enacts as follows:

1. Add the following definition “Cannabis”, to Section 2:

   “Cannabis**”** means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from time to time.

2. Add the following definition “Cannabis Retail Sales”, to Section 2:

   “Cannabis Retail Sales” means a retail store licensed by the Alberta Liquor and Gaming Commission (AGLC) where cannabis and cannabis accessories are sold to individuals who attend at the premises.

3. Add the following definition “Cannabis Production Facility”, to Section 2:

   “Cannabis Production Facility” means a premise used for growing, producing, testing, destroying, storing, or distribution of cannabis authorized by a license issued by Health Canada.

DRAFT

4. Add the following to Section 3.3.8 *Development Authority's Discretion* be replaced with:

> 3.3.8 Notwithstanding Sections 3.2.2(b) and 3.3.1, if a proposed use of land or a building is not listed as a "Permitted Use" or "Discretionary Use" in the Bylaw or is not listed in the Definitions Section of this bylaw, the Municipal Planning Commission may determine that such a use is similar in character and purpose to a use listed under that land use district and may issue a development permit.

This Bylaw shall come into effect the date of the final passage thereof.

READ a first time this 12th day of July, 2018.

READ a second time this __ day of _____, 2018.

READ a third and final time this __ day of _____, 2018.

SIGNED this __day of _____, 2018.

_____	_____
Reeve	Chief Administrative Officer
Gerald Manzulenko	Hermann Minderlein

DRAFT

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Lucy Stevenson Tax/Dev. Clerk	**Manager:**	
Item Title:	Bylaw 2018-05 to Amend Bylaw 02-08 to Rezone Lot 1 Block 1 Plan 8920829	**Presenter:**	Lucy Stevenson

DESCRIPTION:

Council is being presented Bylaw 2018-05, a bylaw to amend Land Use Bylaw 02-08. Administration is requesting that Council provide first reading to this Bylaw and establish a date for a Public Hearing required before the Bylaw can be considered for second reading.

BACKGROUND:

Staff received a Land Use Bylaw Amendment application to rezone Lot 1 Block 1 Plan 8920829 from the district of Hamlet General to Agriculture Restricted. The owner is selling her property and believes that the zone change would help to market the land.

RELEVANT LEGISLATION (Cite):

Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26
Sections 230(1) Public Hearings, 606(1) Requirements for advertising and 692(1) Planning bylaws.

Birch Hills County Land Use Bylaw No. 02-08 and Amendments thereof
Section 8.2: The Amendment Process

ATTACHMENT(S):

Land Use Bylaw Amendment Application

Draft Bylaw 2018-05

OPTIONS:

Council may choose to:

1. Provide 1st reading to Bylaw 2018-05 at this meeting; or

2. Direct Administration to bring back the bylaw for 2nd and 3rd reading at the August 9, 2018 meeting, or another date if deemed appropriate; or

3. set August 9, 2018, or another date if deemed appropriate, as the date for the public hearing on the proposed bylaw; or

4. table Bylaw 2018-05 as presented (or amended) to the August 9, 2018, or another date if deemed appropriate, Regular Council Meeting; or

5. any one, or combination, of the above options; or

6. accept this item for information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council:

1. provide 1st reading to Bylaw 2018-05 at this meeting; and

2. direct Administration to bring back Bylaw 2018-05 for 2nd and 3rd reading at the August 9, 2018 Regular Council Meeting; and

3. set August 9, 2018 as the date for the public hearing on Bylaw 2018-05.

Application No. LUB-01-18-19

BIRCH HILLS COUNTY

Application for Land Use Bylaw Amendment

NAME OF APPLICANT: Jo-Ann Langlois TELEPHONE: 780-956-4500

ADDRESS OF APPLICANT: 8639 Kroeker Road Smithers BC V0J 2N2

NAME OF REGISTERED LANDOWNER (if different from applicant): _____

ADDRESS: _____ TELEPHONE: _____

LEGAL DESCRIPTION OF PROPERTY AFFECTED BY AMENDMENT:

Quarter _____ Section _____ Township _____ Range _____ Meridian _____

or

Lot 1 Block 1 Plan 8920829

DETAILS OF PROPOSED AMENDMENT:

From: Hamlet General (HG) To: Agriculture Restricted (AR)

If not reclassifying land, please specify the nature of the amendment: _____

REASONS SUPPORTING THE PROPOSED AMENDMENT: After losing two potential sales for my acreage south of Tangent, I would request to Council to rezone the property to reflect it's current use. This would certainly expand my potential sale market, including hobby farming allowing the ownership of a few horses on the land. Presently the property is not supplied with Hamlet services such as water.

I/We enclose the required application fee of **$150.00.**

Signature of Applicant — Date: June 27, 2018

Signature of Registered Landowner (If different from the Above) — Date

BYLAW NO. 2018-05

BEING A BYLAW OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA TO AMEND THE BIRCH HILLS COUNTY LAND USE BYLAW NO. 02-08

WHEREAS Pursuant to the Municipal Government Act, Revised Statues of Alberta 2000, Chapter M-26, Council may amend a Land Use Bylaw, and;

WHEREAS The Council of Birch Hills County, in the Province of Alberta, has adopted Birch Hills County Land Use Bylaw No. 02-08, as amended, and;

WHEREAS The Council of Birch Hills County, in the Province of Alberta, has deemed it desirable to amend its Land Use Bylaw to provide for the rezoning of Lot 1 Block 1 Plan 8920829;

NOW THEREFORE Pursuant to Sections 230, 606 and 692 of the Province of Alberta Municipal Government Act, the Council of Birch Hills County, duly assembled, hereby enacts as follows:

1. The portion located in Lot 1 Block 1 Plan 8920829, as shown on attached Schedule "A", be re-designated from Hamlet General (HG) to Agriculture Restricted (AR) District.

This Bylaw shall come into effect the date of the final passage thereof.

READ a first time this 12th day of July, 2018.

READ a second time this __ day of _____, 2018.

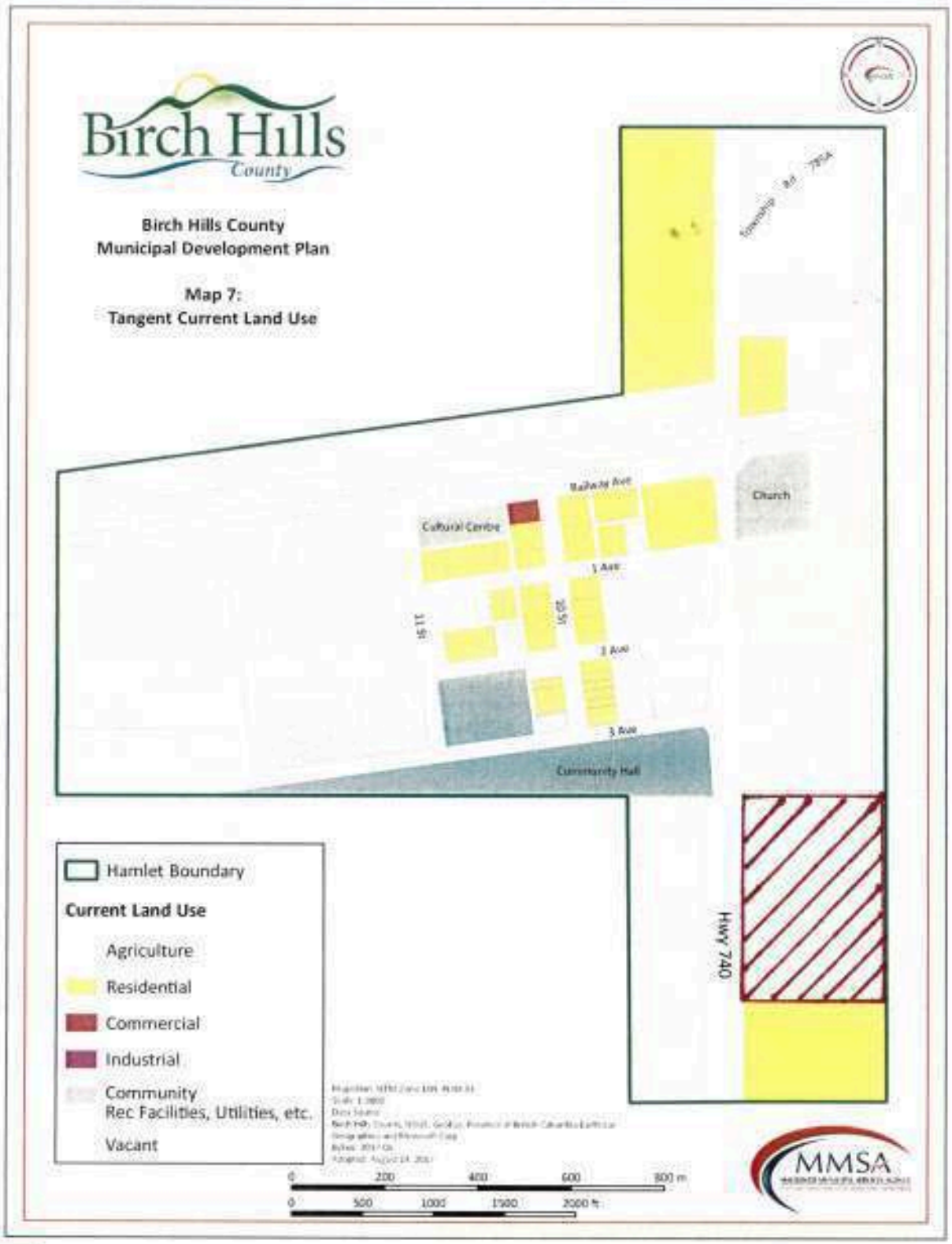
READ a third and final time this __ day of _____, 2018.

SIGNED this __day of _____, 2018.

_____	_____
Reeve	Chief Administrative Officer
Gerald Manzulenko	Hermann Minderlein

DRAFT

Schedule A



From Hamlet General (HG)

To Agriculture Restricted (AR)

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Lucy Stevenson Tax/Dev. Clerk	**Manager:**	
Item Title:	Bylaw 2018-06 to Amend Bylaw 02-08 to include Waste Management Facilities	**Presenter:**	Lucy Stevenson

DESCRIPTION:

Council is being presented Bylaw 2018-06, a bylaw to amend Land Use Bylaw 02-08. Administration is requesting that Council provide first reading to this Bylaw and establish a date for a Public Hearing required before the Bylaw can be considered for second reading.

BACKGROUND:

Antelope Land Services Ltd. on behalf of Trace Water Solutions Inc. is making application to amend Birch Hills County Land Use Bylaw to include the definition of a waste management facility and to add the use to "discretionary" in the Agriculture district. We are in receipt of the development permit application that would require this change.

DISCUSSION/BENEFITS/DISADVANTAGES:

Bylaw 02-08, the County's Land Use Bylaw (LUB), does have definitions for "LANDFILL (INDUSTRIAL)" and "LANDFILL (SANITARY)" uses, but both of these specifically pertain to solid wastes. The County has approved a development in past similar to the one currently being proposed by the applicant and appear to have used a very liberal interpretation of the Bylaw at that time to process the application. Administration is reluctant to pursue that same process and sought advice from Mackenzie Municipal Services Agency (MMSA), the consultants working on the current LUB review, and requested that they ensure that the new Bylaw does not have similar shortcomings.

The amendment being proposed comes from research completed by staff and the advice provided by MMSA. The intent is only to update the Bylaw, and in no manner provides any authorization for the Trace Water Solutions Inc. project. It does provide the opportunity for Trace Water Solutions Inc. (or any other company considering a similar development in Birch Hills County) to apply for a development permit for their project and have them considered utilizing approved processes.

COST/SOURCE OF FUNDING: - Nil

RELEVANT LEGISLATION (Cite):

Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26
Sections 230(1) Public Hearings, 606(1) Requirements for advertising and 692(1) Planning bylaws.

Birch Hills County Land Use Bylaw No. 02-08 and Amendments thereof
Section 8.2: The Amendment Process

ATTACHMENT(S):

Application for Amendment

Draft Bylaw 2018-06

OPTIONS:

Council may choose to:

1. Provide 1st reading to Bylaw 2018-06 at this meeting; or

2. Direct Administration to bring back the bylaw for 2nd and 3rd reading at the August 9, 2018 meeting, or another date if deemed appropriate; or

3. set August 9, 2018, or another date if deemed appropriate, as the date for the public hearing on the proposed bylaw; or

4. table Bylaw 2018-06 as presented (or amended) to the August 9, 2018, or another date if deemed appropriate, Regular Council Meeting; or

5. any one, or combination, of the above options; or

6. accept this item for information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council:

1. provide 1st reading to Bylaw 2018-06 at this meeting; and

2. direct Administration to bring back Bylaw 2018-06 for 2nd and 3rd reading at the August 9, 2018 Regular Council Meeting; and

3. set August 9, 2018 as the date for the public hearing on Bylaw 2018-05.

Application No._____

BIRCH HILLS COUNTY

Application For Land Use Bylaw Amendment

NAME OF APPLICANT: TRACE WATER SOLUTIONS, LTD. TELEPHONE: (587) 319-2937

ADDRESS OF APPLICANT: 2115, 500 - 4th AVE S.W., CALGARY, AB T2P 2V6

NAME OF REGISTERED LANDOWNER (if different from applicant): KEVIN CLIFFE & LINDA CLIFFE

ADDRESS: RR#1, WOKING, AB T0H 3V0 TELEPHONE: (780) 814-0881

LEGAL DESCRIPTION OF PROPERTY AFFECTED BY AMENDMENT:

Quarter NW Section 28 Township 76 Range 4 Meridian 6

or

Lot _____ Block _____ Plan _____

DETAILS OF PROPOSED AMENDMENT:

From: _____ To: _____

If not reclassifying land, please specify the nature of the amendment: TO ADD: WASTE MANAGEMENT FACILITY - MAJOR AND DISCRETIONARY USE TO SECTION 11.1 b) AGRICULTURE (A) DISTRICT

REASONS SUPPORTING THE PROPOSED AMENDMENT:

CONSTRUCTION AND OPERATION OF AN OILFIELD WASTE MANAGEMENT AND ALTERNATIVE WATER HUB FACILITY REQUIRED FOR THE PROCESSING OF USED FRAC WATER TO A STATE WHERE IT CAN BE RECYCLED AND REUSED FOR FUTURE FRAC OPERATIONS.

I/We enclose the required application fee of **$100.00.**

AS AGENT FOR TRACE WATER SOLUTIONS, LTD. — JUNE 20/2018

Signature of Applicant — Date

Signature of Registered Landowner (If different from the Above) — Date

BYLAW NO. 2018-06

BEING A BYLAW OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA TO AMEND THE BIRCH HILLS COUNTY LAND USE BYLAW NO. 02-08

WHEREAS Pursuant to the Municipal Government Act, Revised Statues of Alberta 2000, Chapter M-26, Council may amend a Land Use Bylaw, and;

WHEREAS The Council of Birch Hills County, in the Province of Alberta, has adopted Birch Hills County Land Use Bylaw No. 02-08, as amended, and;

WHEREAS The Council of Birch Hills County, in the Province of Alberta, has deemed it desirable to amend its Land Use Bylaw to provide for a waste management facility;

NOW THEREFORE Pursuant to Sections 230, 606 and 692 of the Province of Alberta Municipal Government Act, the Council of Birch Hills County, duly assembled, hereby enacts as follows:

1. Add the following definitions to Section 2:

   a. "Waste Management Facility-Major" means a site used primarily for the storage, processing, treatment and disposal of solid and / or liquid wastes, which may have adverse environmental impact on adjacent sites by virtue of potential emissions and / or appearance. Typical uses include sanitary landfills, garbage transfer and compacting stations, recycling facilities, incinerators, sewage lagoons, wrecking and scrap metal yards, and similar uses;

   b. "Waste Management Facility-Minor" means a site used for the storage, recycling, disposal and filling of clean clay, waste concrete and paving materials, non-noxious scrap building materials, and similar non-hazardous wastes which normally do not generate any environmental pollution to the site and surrounding lands;

DRAFT

2. Add the following discretionary use to Section 11.1 b) *Agriculture (A) District*:

Waste Management Facility

This Bylaw shall come into effect the date of the final passage thereof.

READ a first time this 12th day of July, 2018.

READ a second time this __ day of _____, 2018.

READ a third and final time this __ day of _____, 2018.

SIGNED this __day of _____, 2018.

_____	_____
Reeve	Chief Administrative Officer
Gerald Manzulenko	Hermann Minderlein

DRAFT

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Manager:**	
Item Title:	Disposal of Assets - Trucks	**Presenter:**	Dion Hynes

DESCRIPTION:

Council is being requested to amend the list of County trucks slated for disposal by means of auction.

BACKGROUND:

The 2018 capital plan proposed the disposal of 3 pick-up trucks in 2018.

In response, Council passed Resolution RC18-084 That read:

> "That Council direct Administration to sell the three 4WD pickup trucks with unit numbers 136, 138 and 139 at a future auction."

DISCUSSION / BENEFITS / DISDVANTAGES:

A closer review of these units and the fleet in general was completed by managers and the county mechanic it was concluded that the disposal of alternate units would be of greater benefit to the county and fleet.

Unit 138 and 139 would still be disposed of as set prior however unit 136 is a better asset than units 126 and 145.

Unit 126 is a 2004 Ford F450 with 126,000 km's that has been used a great deal over the years. This unit has been not used that often in the past year and half due to reliability. This unit will not be replaced. Unit 149 purchased in 2014 replaced unit 126.

Unit 145 is a 2010 F150 4x4 with 157,420 km's that has experienced a great deal of break downs mechanically and seems to need more and more parts to keep it going. Without spending more money into this unit, staff is recommending disposal.

COST / SOURCE OF FUNDING:

There would be a savings to the County by keeping the more economical choice, plus by reducing the size of the County fleet by one additional vehicle, there would be additional savings related to registration, insurance, etc.

OPTIONS:

Council may choose to:

1. rescind motion RC18-084 and

    a. Direct Administration to sell the four 4WD pickup trucks with unit numbers 126, 138, 139, and 145 at a future auction; or

    b. Direct administration to sell units 138 and 139 plus either unit 126 or 145 at a future auction, or

2. Make no changes to the disposal of pick up trucks as decided on during capital budget 2018.

RECOMMENDED ACTION:

It is Administration's recommendation

1. "that Council rescind motion RC18-084"; and

2. "that Council direct Administration to sell the four 4WD pickup trucks with unit numbers 126, 138, 139, and 145 at a future auction.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Appointments to Municipal Library Board	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being requested to amend the appointments made to the Municipal Library Board.

BACKGROUND:

At Council's October 26, 2017 Inaugural Meeting, Council passed the following resolution:

> *"**RC17-360 Moved by Councillor Joudrey** that Council Appoint Councillor(s) Paradis and (alternate) Joudrey to sit on the Municipal Library Board and Peace Library System (PLS)."*

Administration has been advised since that time that Council may only appoint a member or members to the Municipal Library Board and there is no appointment of alternates. (see attached email).

DISCUSSION / BENEFITS / DISDVANTAGES:

I will leave it to Councillors Paradis and Joudrey to speak to this.

COST / SOURCE OF FUNDING:

A decision either way would not have any budgetary impact on this situation, unless Council chooses to appoint two members and both members attended Municipal Library related meetings or events.

ATTACHMENTS

Emails sent and received related to this matter

Copy of RFD from Inaugural meeting related to this matter

OPTIONS:

Council is required to rescind resolution RC17-360, and appoint Councillor(s) Paradis and (alternate) Joudrey (or two other members of Council) to sit on the Peace Library System (PLS) and choose to:

1. appoint one member of Council to sit on the Municipal Library Board; or

2. appoint two members of Council to sit on the Municipal Library Board.

RECOMMENDED ACTION:

It is Administration's recommendation

1. "that Council rescind resolution RC17-360"; and

2. "that Council appoint Councillor(s) Paradis and (alternate) Joudrey (or two other members of Council) to sit on the Peace Library System (PLS)"; and

3. "that Council appoint one member of Council to sit on the Municipal Library Board"

Hermann Minderlein

From: Ken Allan <Ken.Allan@gov.ab.ca>
Sent: Monday, June 25, 2018 3:42 PM
To: Hermann Minderlein
Subject: RE: Councilor Appointment to Library Board

Hi Hermann,

Thanks for sending this along. Unfortunately, I've discovered another issue. Your organizational meeting minutes state that council has appointed "Councillor(s) Paradis and (alternate) Joudrey to sit on the Municipal Library Board…". The *Libraries Act* does not allow for the appointment of alternate members to a municipal library board – you're either a full member or you're not a member at all. At your next council meeting, would your council be able to pass a motion removing Councillor Joudrey as an alternate member, or otherwise adjusting things so that there is not an alternate member appointed to the municipal library board? If so, please let me know when the next meeting will be held, and send me a copy of the meeting minutes after the meeting with record of the motion. Thanks once again and have a good afternoon.

Best regards,

Ken Allan, MLIS
Library Consultant
Public Library Services Branch
Alberta Municipal Affairs

803 Standard Life Centre
10405 Jasper Avenue
Edmonton, AB T5J 4R7

780-641-9363 (Mon, Tue, Thu)
780-292-2228 (Wed, Fri)
www.albertalibraries.ca

I would like to respectfully acknowledge that my home and workplace are situated on Treaty 6 territory, traditional lands of First Nations and Métis people.

From: Hermann Minderlein [mailto:cao@birchhillscounty.com]
Sent: Monday, June 25, 2018 3:23 PM
To: Ken Allan
Subject: RE: Councilor Appointment to Library Board

Good Afternoon Ken

Appointments to our Library Boards were made at Council's Inaugural Meeting in Resolutions 17-360 and 17-361. Although the lengths of term are spelled out for members at large, the Council Appointments are only for a one (1) year term, and they will be reviewed and reappointed at the 2018 Organizational Meeting.

Hope this is of assistance.

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: Ken Allan <Ken.Allan@gov.ab.ca>
Sent: Monday, June 25, 2018 2:43 PM
To: Hermann Minderlein <cao@birchhillscounty.com>
Subject: Councillor Appointment to Library Board

Hi Hermann,

As discussed, could you please send me a copy of your previous year's organizational minutes showing Ginette Paradis's appointment to the library board, with a note in the email confirming that this was an appointment for a one-year term? Thanks very much.

Best regards,

Ken Allan, MLIS
Library Consultant
Public Library Services Branch
Alberta Municipal Affairs

803 Standard Life Centre
10405 Jasper Avenue
Edmonton, AB T5J 4R7

780-641-9363 (Mon, Tue, Thu)
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Request for Decision (RFD)

Meeting:	Inaugural	**Reviewed/ Approved For Submission**	
Meeting Date:	October 26, 2017	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Municipal Library Board and Peace Library System (PLS)	**Presenter:**	

DESCRIPTION:

Council is being requested to appoint a member and an alternate of Council to sit on the Municipal Library Board and the Peace Library System (PLS), and to appoint members-at-large to the Municipal Library Board.

BACKGROUND:

Birch Hills County has had a Municipal Library Board within its borders since 1975, and it is currently governed by Bylaw # 2016-11 and "The Libraries Act". The purpose of the Board is to manage, regulate, and control the Municipal Libraries. This Board manages policies, budget, and the general operation of the Municipal Libraries.

Members-at-large appointments to the Municipal Library Board are governed by Section 3.2 of Bylaw 2016-11, and reads as follows:

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

Council appointments to the Municipal Library Board are governed by Section 3.3 of Bylaw 2016-11, and reads as follows:

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

The current appointments listed as Members-at-Large and their year of appointment are:

Greg Donaldson	2013
Sally Howard	2015
Deb Jacobs	2015
Lynne Laurin	2012
Pam Poetker	2009
Amanda LeBlanc	

Greg Donaldson has submitted his letter of resignation from the Board.
Pam Poetker is completing her third term, and has decided not to submit her name for another ter.
Gale Skogen has submitted a letter volunteering to sit on the board.
Administration does not have a letter from Amanda, but has requested one.

Administration has confirmed that Sally Howard, Deb Jacobs, Lynne Laurin, and Lisa Pierog, are willing to let their names stand for an additional appointment.

The Peace Library System was formed in 1986 to ensure the patrons in small, rural libraries had the same high-quality library service enjoyed in larger, urban centres.

Funding for Peace Library System is provided by municipalities, member library boards, the province, and by contracts-for-service with a number of school authorities.

The Board usually meets four (4) times a year, most often in Grande Prairie, but sometimes in other locations including Peace River. Additional information related to the Peace Library System may be found on their website at:

http://www.peacelibrarysystem.ab.ca/about-peace-library-system

and some of their policies and bylaws are available at:
http://www.peacelibrarysystem.ab.ca/policyandplanning

It is recommended that whoever represents Council on the Municipal Library Board also sit on the Peace Library System Board as the two (2) organizations do work closely together.

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

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

ATTACHMENT(S):
Birch Hills County By-law 2016-11, the Municipal Library Board Bylaw
Peace Library System Fact Sheet – What you need to know
Letter of Resignation - Greg Donaldson
Expression of interest - Gale Skogen

OPTIONS:
Council may:

1. Appoint:
   a. Two (2) members of Council as the representative and alternate to the Municipal Library Board, and appoint those same members as the representative and alternate to the Peace Library System; or

   b. Two (2) members of Council as the representative and alternate to the Municipal Library Board, and two (2) other members of Council as the representative and alternate to the Peace Library System; and

2. Choose to:
   a. Appoint Sally Howard, Deb Jacobs, Lynne Laurin, Lisa Pierog, and Gale Skogen to terms of no more than three (3) years to the Municipal Library Board; or

b. Direct Administration to advertise for volunteers to sit on the Municipal Library Board and bring those names back to a future Regular Council Meeting.

RECOMMENDED ACTION:

It is recommended that Council appoint two (2) members of Council as the representative and alternate to the Municipal Library Board, and appoint those same members as the representative and alternate to the Peace Library System; and

It is recommended that Council appoint Sally Howard, Deb Jacobs, Lynne Laurin, Gale Skogen, and Amanda LeBlanc to the Municipal Library Board for terms of no more than three (3) years.

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

BY-LAW # 2016-11

BIRCH HILLS COUNTY
MUNICIPAL LIBRARY BOARD

Bylaw No. 2016-11

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

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

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

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

PART I: BYLAW TITLE

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

PART II: DEFINITIONS

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

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

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

2.4 The *County* means “Birch Hills County”.

PART III: APPOINTMENT, TERMS AND CONDITIONS

3.1. Council hereby establishes the Municipal Library Board.

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

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

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

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

PART IV: RESPONSIBILITIES

4.1 The Municipal Library Board shall:

4.1.1. Appoint a Chair, and Vice Chair;

4.1.2. Manage, regulate and control the Municipal Libraries;

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

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

PART V: ADMINISTRATIVE DUTIES

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

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

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

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

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

PART VI: SEVERABILITY

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

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

PART VII: REPEAL

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

PART VIII: ENACTMENT

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

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

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

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

Signed this 10th day of November, 2016

Reeve
Marvin Doran

Chief Administrative Officer
Hermann Minderlein

PEACE LIBRARY SYSTEM FACT SHEET

BOARD REPRESENTATION: WHAT YOU NEED TO KNOW

PEACE LIBRARY SYSTEM: Working with Communities to Make Libraries Stronger

The Peace Library System is a partnership of 39 municipalities in the Peace Region committed to making municipal tax dollars go farther in the provision of library services through cooperation and sharing.

As a member of the Peace Library System, your municipality is entitled to appoint and send a voting representative to meetings of the Board of Directors. Your representative can be:

- a municipal councilor, or
- a member of the public with an interest in libraries, literacy, or technology, as long as that person agrees to attend the meetings and carry information between your council and the Peace Library System Board. This person could be a member of your local library board.

We ask municipalities to appoint an alternate who can attend Board meetings and vote in the absence of the designated representative.

Responsibilities

A Peace Library System Board member is appointed and entrusted by local government to govern regional library services for the benefit of Peace Library System and its members. Representatives on the Board participate actively in Board business through meeting attendance, discussions and workshops, and regularly report back to their councils and/or local library boards. Serving on the System Board is a great opportunity for councilors or other appointees to:

- learn about the information services provided by libraries in their community and across the region
- ensure that their residents' needs are met as libraries move ahead with technology and connectivity
- network with municipal representatives from municipal jurisdictions across the Peace Region.

Meetings

You can expect the following time commitment to attend general board meetings:

How often? The Board of Directors meets four times a year, usually in March, May, September, and November.

How long? Meetings are held on Saturdays beginning at 10:30 a.m. Lunch is provided by the Peace Library System, and the meetings usually end by 2:00 p.m. Overnight accommodation is provided if necessary.

Where? Board meetings are held at System headquarters in Grande Prairie or other locations that can accommodate a large group. Mileage is paid at the current province of Alberta rate.

Committees Members of the Executive, Personnel, and Plan of Service Committees are elected at the November organizational meeting.

Peace Library System Membership Results in Efficient and Cost-Effective Library Services for Your Residents.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Lucy Stevenson Tax/Dev Clerk	**Manager:**	
Item Title:	Terms & Conditions Tax Sale	**Presenter:**	Lucy Stevenson

DESCRIPTION:

Council is being requested to set the terms and conditions that will apply to the sale of parcels of land shown on the County's 2018 Tax Arrears List.

BACKGROUND:

This request is being made of Council IAW Section 419 (b) of the MGA.

RELEVANT LEGISLATION (Cite):

Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26

Section 419 *The council must set*

(a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and

(b) any conditions that apply to the sale.

ATTACHMENT(S):

OPTIONS:

Council may choose to:

1. set the Terms and Conditions of the 2018 Tax Sale, scheduled for October 1, 2018, to be a 10% down payment payable on the day of the sale and the remaining balance to be paid within 10 days; or

2. provide Administration with other direction as deemed appropriate.

RECOMMENDED ACTION:

It is Administration's recommendation

"that Council set the Terms and Conditions of the 2018 Tax Sale, scheduled for October 1, 2018, to be a 10% down payment payable on the day of the sale and the remaining balance to be paid within 10 days."

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Lucy Stevenson Tax/Dev Clerk	**Manager:**	
Item Title:	Cash Lease Agreement	**Presenter:**	Lucy Stevenson

DESCRIPTION:

Council to authorize a cash lease agreement for Plan 8220700 Block 4 excepting thereout Lots 4MR and 7 in the hamlet of Eaglesham to Barb Chandonnet.

BACKGROUND:

Warren and Aileen Smith previously held the cash lease agreement for Plan 8220700 Block 4 excepting thereout Lots 4MR and 7 and requested to cancel the agreement in January of 2018. They held the lease since March of 2000 and used it to corral horses and took a crop of hay off the lands. The Smiths will be removing their fencing this summer.

Mrs. Chandonnet of Raybar Enterprises Ltd. is requesting assignment of the 14-acre lease for the purpose of harvesting a crop of hay. She will not be keeping animals on the property as it would be contrary to the Birch Hills County Land Use Bylaw.

DISCUSSION / BENEFITS / DISDVANTAGES:

Revenue to the county resulting from the lease would be $408.35 ($350.00 in account 1-32-10-00-560 – Rent and $58.35 in account 5-00-00-00-511 - Taxes (based on the 2018 mill rate). In addition, weed control would be the responsibility of the tenant.

The County does not have a policy related to lease of lands, and past practice has been to accept the first offer presented.

RELEVANT LEGISLATION (Cite):

Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26
Section 304 (1)

Schedule of Fees, Rates and Charges Bylaw 2018-02

ATTACHMENT(S):

Letter of request Cash Lease

Draft agreement

OPTIONS:

Council may choose to:

1. authorize Administration to enter into a lease agreement (on behalf of Birch Hills County) with Mrs. Barb Chandonnet of Raybar Enterprises Ltd. for the lands located at Plan 8220700 Block 4 excepting thereout Lots 4MR and 7 for the purpose of harvesting hay; or

2. provide Administration with alternate action to take.

RECOMMENDED ACTION:

It is Administration's recommendation

> "that Council authorize Administration to enter into a lease agreement (on behalf of Birch Hills County) with Mrs. Barb Chandonnet of Raybar Enterprises Ltd. for the lands located at Plan 8220700 Block 4 excepting thereout Lots 4MR and 7 for the purpose of harvesting hay."

RAY BAR FARM ENTERPRISES LTD.

Box 267
Eaglesham, AB T0H 1H0

Tel. (780) 359-2393 Fax (780) 359-2373 Cel. (780) 832-5559

Birch Hills County
Wanham, AB

Dear Sirs:

RE: Request to Lease County-Owned Land

Please consider this letter as our offer to lease the land noted below for the purposes of taking off the hay crop on a ten-year basis (no animals will be kept on the property):

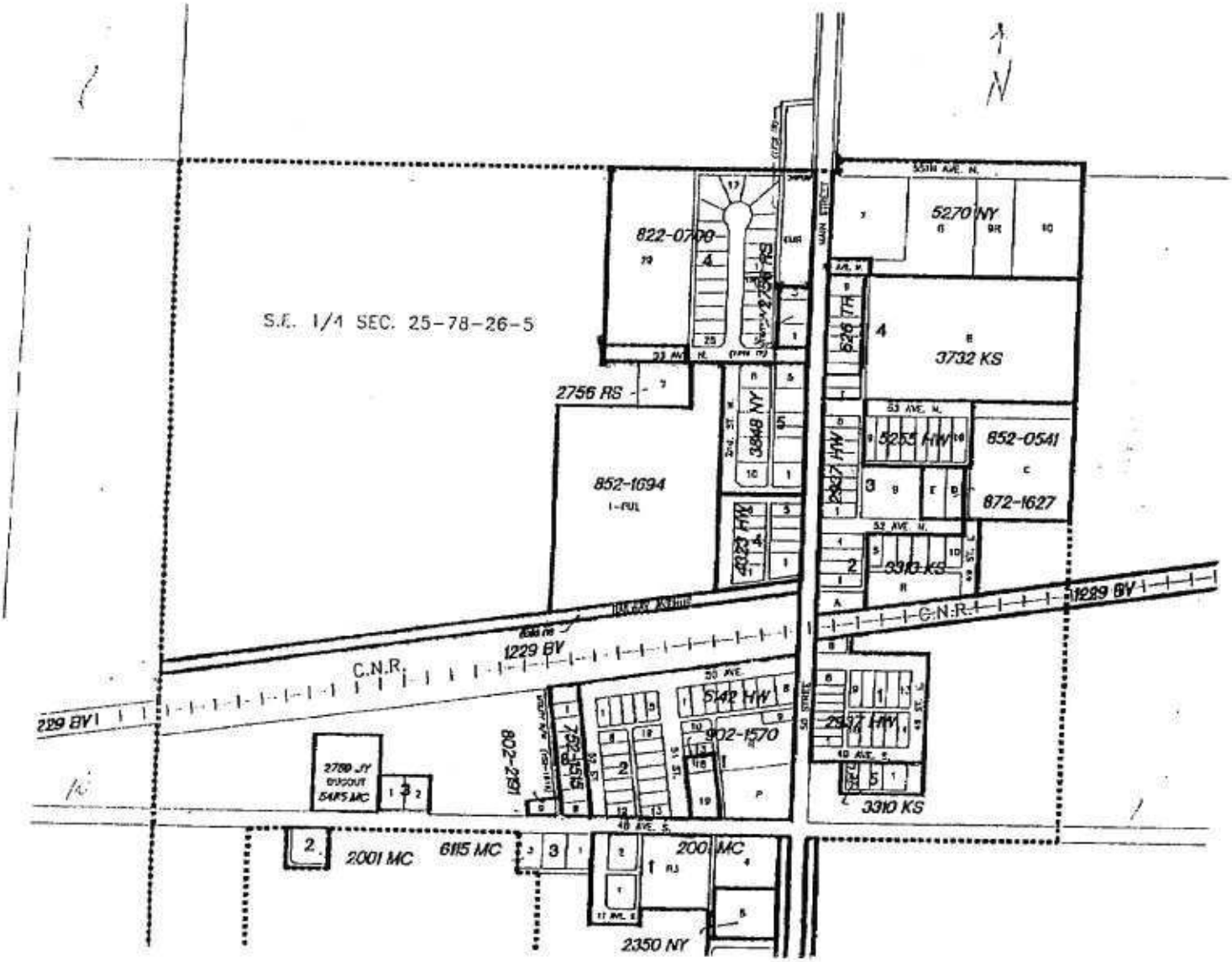
Lot 29, Block 4, Plan 0822-0700

A map of the area is enclosed for your reference.

This approximately 6 acre property was formerly leased by Warren Smith; it's located on the north end of the Hamlet of Eaglesham.

Sincerely,

Barbara Chandonnet
Eaglesham, AB T0H 1HO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4323 HW
3310 KS
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C.N.R.
5142 HW
902-1570
2937 HW
802-2191
2789 JY
DUGOUT
5485 MC
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50 AVE.
40 AVE. S.

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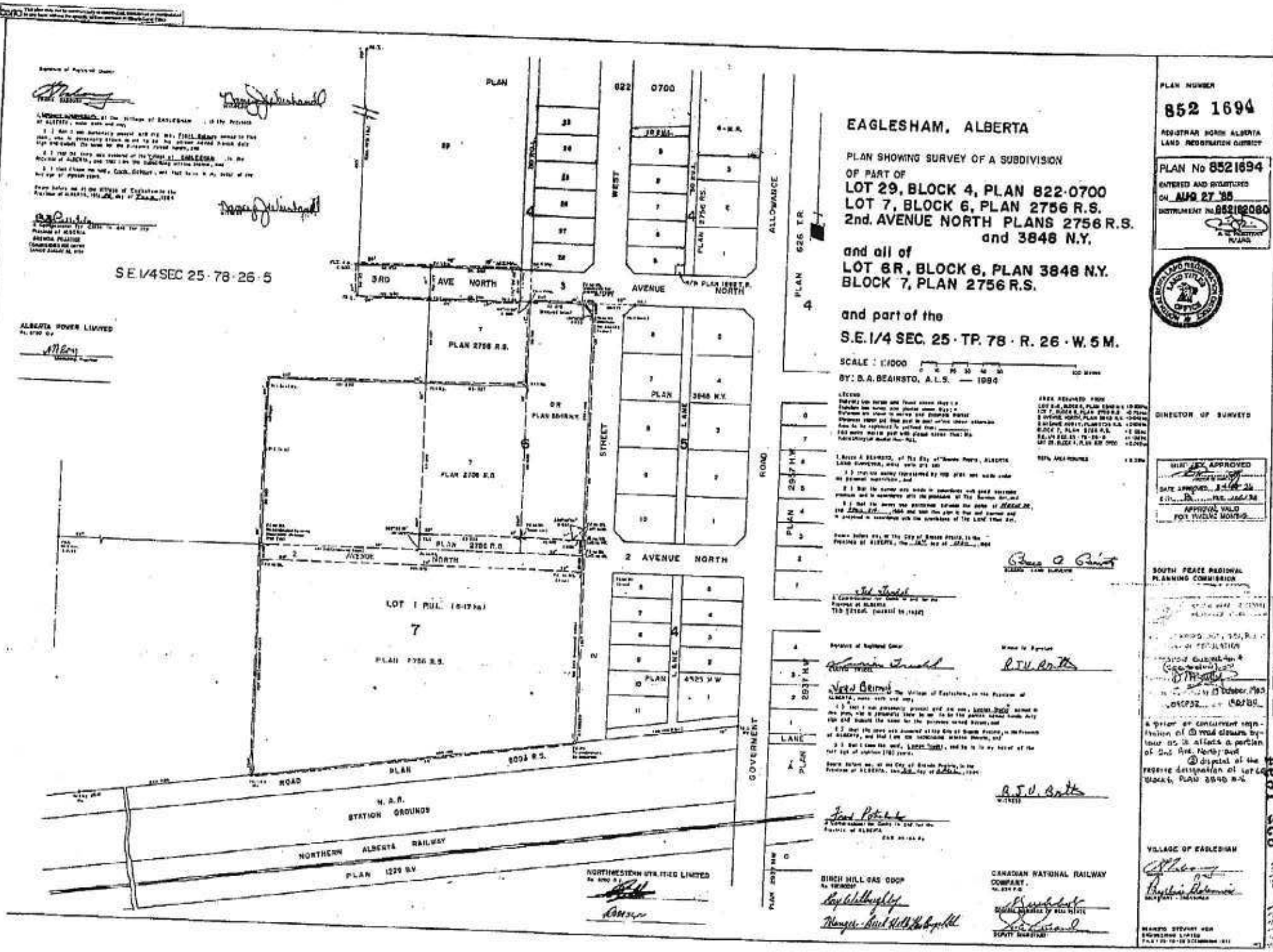


CASH LEASE AGREEMENT
ROLL 316199

THIS AGREEMENT DATED: July 12, 2018

BETWEEN:

BIRCH HILLS COUNTY
OF
BOX 157
WANHAM, ALBERTA
T0H 3P0

In the Province of Alberta, hereinafter called the "Landlord" being the registered owner of lands described below

AND

BARB CHANDONNET OF RAYBAR ENTERPRISES LTD.
OF

EAGLESHAM
T0H 1H0

In the Province of Alberta, hereinafter called the "Tenant".

1. **WITNESS** that in consideration of the rents, covenants, provisos and agreements contained in this lease on the part of the tenant to be paid, observed and performed, the Landlord does hereby lease to the tenant the following farm lands situated in Birch Hills County, Province of Alberta:

ALL OF PLAN 822 0700 BLOCK 4 EXCEPTING THEREOUT LOTS 4MR AND 7

2. This lease shall continue to be in force on the said lands for the duration of a FIVE (5) YEAR term commencing on the 12st day of July, 2018 deemed all of 2018 to the 31st of December, 2023.

3. The tenant will pay the landlord the annual rental of THREE HUNDRED AND FIFTY DOLLARS, ($350.00), calculated at $25.00 per acre, a total of 14 acres for the use of the said lands. Rent shall be DETERMINED YEARLY BY THE FEES, RATES AND CHARGES BYLAW.

IT IS FURTHER AGREED BY THE LANDLORD AND TENANT AS FOLLOWS:

1. The tenant shall make all decisions with respect to farming the said lands unless otherwise stated in this agreement.

2. The tenant shall be responsible for all costs of farming the said lands unless otherwise stated in this agreement.

3. The tenant will cultivate seed and harvest the said lands in a proper manner and will not impoverish or waste the same and will use the lands for the purpose of farming only.

4. The tenant has no rights to sand, gravel, or clay and he has no rights whatsoever to valuable stone or other such substances existing on or under the surface of the said lands.

5. The tenant will not change the natural course of any waterways on the said lands, or cut down trees growing on the lands, nor will he permit any other person to do so, without the **WRITTEN CONSENT OF THE LANDLORD.**

6. If the tenant fulfills the terms and conditions of this agreement, he may peaceably possess and enjoy the said lands for the said term, without any interruption or disturbance from the landlord or any representative of the landlord.

7. The landlord or a representative of the landlord has the right at all times to attend and inspect the said property. The landlord reserves the right of entry and exit over and upon the lands in this agreement to use any lands and buildings expressly excluded from this agreement.

8. If either party shall fail in any respect to carry out any of the provisions of this lease agreement, the other may have the same done, and the costs shall be paid by the party failing to carry out the said provisions.

9. The tenant will seed to crop all the said lands under cultivation except the portion to be summer fallowed during the term of this lease. The tenant shall determine the type and acreage of each crop to be seeded.

10. The tenant agrees to accept responsibility for weed control and agrees to ensure that all prohibited noxious and noxious weeds are destroyed or controlled at the tenant's cost.

11. In the event that adequate weed control is not practiced as determined by the Agricultural Fieldman or appointed inspector, the County shall undertake weed control action and charge all costs to the tenant.

12. In the event that any payment, subsidy, or other reimbursement is made under any government agency, or any marketing agency in connection with grain production on the said lands during the term of this lease, the payments identified with the leased lands shall be paid to the tenant, unless otherwise agreed upon.

13. Any compensation for property damage shall accrue to the party, which has suffered the loss.

14. The tenant shall not make major improvements, other than what is considered normal repair and maintenance to the leased lands or any other asset identified in this agreement without written permission of the landlord. Major improvements, which without restricting the generality of the term, shall include: water development, erosion control, fencing and building construction, clearing, breaking and seeding to pasture and hay lands. Such consent shall be attached to and form part of this lease agreement. The amount of compensation shall be an amount agreed upon by the landlord and tenant. Title to all improvements shall vest in the landlord and no improvements shall be sold, removed, disposed of, or encumbered without the written consent of the landlord.

15. Normal maintenance and repair to the buildings, fences and improvements shall be the responsibility of the tenant.

16. Insurance on all leased buildings in this agreement shall be the responsibility of the landlord. The tenant is free to make his own arrangements regarding crop insurance and hail insurance and in doing so shall absorb the total cost of coverage and receive all benefits.

17. The tenant shall not sublet, or assign this lease, or any part thereof or any interest herein without obtaining the written consent of the landlord to the sublease or assignment.

18. In the event that harvesting and marketing conditions prevent the tenant from delivering the grain grown and store on the leased lands during the term of this lease, such grain may be harvested and removed from the property. Harvesting must be completed by May 15th and removal of stored grain completed by June 30th following the termination day of the lease agreement.

19. The term of this lease may be extended by mutual agreement between the landlord and tenant for a further period upon the same terms and conditions as contained herein, except as otherwise agreed in writing by the parties executing a renewal statement.

20. An incoming tenant, purchaser, or the landlord shall have the right to enter upon the lands contained in this agreement after harvest in the fall preceding the expiration of the said term for the purpose of preparing the lands for crop.

21. When the tenant does not make payment of the rental in accordance with the terms and conditions of this lease agreement, the current year's rental and further payments owing for that year shall become due and payable immediately, and the landlord may gain repossess and enjoy the said lands as if this agreement had not been executed.

22. Any disagreement, which may arise between the contracting parties hereto, shall, when a mutually satisfactory settlement cannot be reached, be submitted to arbitration. The

arbitration authority may either be a single person mutually satisfactory to both parties, or a board of three, one member named by each party and a third selected by the two so chosen. The decision of the arbitrator or arbitration board shall be accepted as final, except in a matter of law.

23. The contents of this agreement shall for all purposes be construed according to the laws of the Province of Alberta.

24. The terms "landlord" and "tenant" shall include their heirs, executors, administrators, successors and approved assigns in the singular or plural number and feminine and masculine gender when the context or the parties so required and all the covenants shall be construed as being joint and several.

25. As per Section 304(1) of the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, the Lease holder shall receive an assessment notice and is responsible for the annual taxes on the portion of leased property.

26. This agreement may be signed in counterparts and by facsimile transmission.

IN WITNESS WHEREOF the said parties hereto have hereunder set their hands and seals.

Dated this _____day of_____, 2018

WITNESS	**BIRCH HILLS COUNTY** **LANDLORD**
WITNESS	**BARB CHANDONNET** **TENANT**

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Hermann Minderlein, CAO	**Manager:**	
Item Title:	Request from Peace Valley Conservation Recreation and Tourism Society (PVCRTS)	**Prepared by:**	Hermann Minderlein

DESCRIPTION:

Council is being provided with letter received from the Peace Valley Conservation Recreation and Tourism Society (PVCRTS) requesting that each of the member municipalities provide input through their appointed representatives as to the direction for the future of the Society.

BACKGROUND:

The background information and basis of the request has been provided in the letter.

The appointees to the PVCRTS are Councillors Reum and Wendland, with Councillor Bogdanek being the alternate.

The CAO has not attended these meetings historically.

DISCUSSION / BENEFITS / DISDVANTAGES:

The direction and information being sought is not required until the next PVCRTS meeting slated for August 22, 2018.

COST / SOURCE OF FUNDING:

The historical information regarding funding provided for the PVCRTS is as follows:

Year	Expenditure
2015	$1,000
2016	$1,000
2017	$1,500
2018	$1,000

RELEVANT LEGISLATION (Cite): NA

ATTACHMENT(s):

Copy of Letter from Peace Valley Conservation Recreation and Tourism Society dated June 25, 2018

Peace Valley Conservation, Recreation & Tourism Society (PVCRTS) Bylaws

Peace Valley Conservation, Recreation & Tourism Society (PVCRTS) Ojectives

OPTIONS:

Council may choose to:

1. Discuss the Peace Valley Conservation Recreation and Tourism Society (PVCRTS) to insure all members are familiar with the organization, allow members to conduct their own research into the matter, and then direct Administration to add this item to the August 9, 2018 Regular Council Meeting for additional discussion and to provide the representative to the PVCRTS and the CAO with input to take to the August 22, 2018 meeting; or

2. Table this item to the August 9, 2018 Regular Council Meeting; or

3. accept this item for information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council discuss the Peace Valley Conservation Recreation and Tourism Society (PVCRTS) to insure all members are familiar with the organization, allow members to conduct their own research into the matter, and then

> "direct Administration to add this item to the August 9, 2018 Regular Council Meeting for additional discussion and to provide the representative to the PVCRTS and the CAO with input to take to the August 22, 2018 meeting."

The Peace Valley Conservation,
Recreation and Tourism Society
Box 189
Fairview, AB T0H 1L0

Phone: (780) 835-4903 Fax: (780) 835-3131

June 25, 2018

Council of
Birch Hills County
Box 157
Wanham, AB T0H 3P0

Dear Council,

Re: Expanding Society Direction

The Peace Valley Conservation Recreation and Tourism Society (PVCRTS) held their regular meeting along with an Annual General Meeting June 20, 2018 in the MD of Fairview Council Chambers. The current municipal members on the society are the MD of Peace, MD of Spirit River, MD of Fairview, Birch Hills County and Saddle Hills County of which you have appointed representation.

Our focus of the PVCRTS society in the late 90's and early 2000's was on access to and camp sites along the river. When recreation funding dried up the society became heavily focused on maintaining the boat launch at Dunvegan; all of the resources went to that single task. Last year and so far this year a new society of boating enthusiasts have taken over the maintenance of the launch allowing the PVCRTS opportunity to do some bigger opportunity searching. We are suggesting that with the support of the municipalities the PVCRTS should apply for grant funding to conduct a feasibility study exploring our societies original focus; that of access and tourism opportunities for potential economic development in the area. We discussed applying for a PREDA project grant as well as the possibility of an ACP grant through Municipal Affairs. There may be other opportunities through economic development and tourism channels as well.

Page 2...

We are asking that each of the five municipalities represented in PVCRTS have a mini brain storming session with their respective council and send their representatives and CAOs to a meeting of PVCRTS scheduled for August 22, 2018 at 7:00 pm in MD of Fairview Council Chambers where the Board can draft further direction for the CAOs to prepare application for grants using that input. Additional support letters or in the event of an ACP Grant through Municipal Affairs, partnering and lead municipalities will have to be identified to host the applications

I trust that you will have the same enthusiasm for this project as the PVCRTS Board and look forward to discussing the many ideas that you may have to share.

Sincerely;

Peggy Johnson

Peggy Johnson
Chair, PVCRTS

CC: MD of Fairview #136
MD of Peace #135
Saddle Hills County
MD of Spirit River #133

The name of the Society is

THE PEACE VALLEY CONSERVATION, RECREATION AND TOURISM SOCIETY

BYLAW – APRIL 2015

MEMBERSHIP

1. – Any persons: residing in Alberta; being of the full age of 18 years; and upon the payment of any fee, may become a member of the Society.

2. – Membership fees, if any, in the Society shall be determined, by the members of the Society at the Annual General Meeting.

3. – All members have the right to attend General Membership Meetings and the Annual General Meeting of the Society. Members in attendance at General Membership Meetings and the Annual General Meeting of the Society may vote on questions put forward at the meeting. Voting by proxy shall not be allowed.

4. – Members must act in accordance with the bylaw and objectives of the Society. Any member acting without proper authority may be expelled from the Society following review of their actions by the Board of Directors.

5. – Any member wishing to withdraw from membership in the Society may do so in writing to the Board of Directors for the Society or to one of the member municipalities represented on the Board of Directors for the Society which include: Birch Hills County, Saddle Hills County, Municipal District of Peace No. 135, Municipal District of Fairview No. 136 and the Municipal District of Spirit River #133

BOARD OF DIRECTORS

1. The Board of Directors shall have full control and management of the affairs of the Society.

2. The Board of Directors shall be comprised of two (2) members from the council and/or recreation board of each of the following organizations: Birch Hills County, Saddle Hills County, Municipal District of Peace No.135, Municipal District of Fairview No.136 and the Municipal District of Spirit River #133, as appointed by approved resolution of the councils of the municipalities. Directors may be removed from the Board of Directors by approved resolution of the municipal Council that has appointed them.

3. Any three (3) members of the Board of Directors shall constitute a quorum and meetings of the Board of Directors shall be held when required.

4. The Board of Directors, on an annual basis and from within their membership, shall elect a President, Vice- President and Secretary – Treasurer for the Society.
    a) Officers of the Society shall be the President, Vice- President and Secretary-Treasurer as elected by the Board of Directors

5. – A meeting of the Board of Directors may be called, with reasonable notice, by any member of the Board of Directors

6. – Withdrawal from membership on the Board of Directors may be done so in writing to the Secretary- Treasurer of the Society or when a person ceases to be a member of a Society member municipality's council and/or recreation board.

PRESIDENT

1. - The President shall, when present, preside at all meetings of the Society and the Board of Directors. (In the absence of the President, the Vice- President shall preside at any such meetings, and in the absence of both, a chairman may be elected by the Directors in attendance at the meeting.)

SECRETARY- TREASURER

1. – The Secretary- Treasurer shall attend all meetings of the Society and the Board of Directors, and shall take and keep in their possession accurate minutes of the same. (In the case of the absence of the Secretary- Treasurer, their duties shall be discharged by such person as may be appointed by the Board of Directors.)

2. – The Secretary- Treasurer shall keep a record of all members of the Society and their addresses.

3. – The Secretary- Treasurer shall collect and receive all monies paid to the society and shall be responsible for the deposit of the same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board of Directors may order.

4. – The Secretary- Treasurer shall: properly account for all funds of the Society; keep such books as may be directed by the Board of Directors; and present a detailed account of receipts and disbursements to the Board of Directors of the Society whenever requested.

5. – The Secretary- Treasurer shall prepare for submission to the Annual General Meeting a statement of the duly audited financial position of the Society and keep a copy of the statement for records of the Society.

AUDITING

1. – The books, accounts and records of the Secretary- Treasurer shall be audited at least once a year by two (2) members of the Board of Directors of the Society as appointed by the Board of Directors of the Society for that purpose.

2. – A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditors at the Annual General Meeting of the Society.

3. – The fiscal year of the Society in each year shall be March 31

4. – The books and records of the Society may be inspected by any member of the Society at the Annual General Meeting of the Society, provided for herein or at any time upon giving reasonable notice to the Secretary-Treasurer of the Society.

5. – Each member of the Board of Directors of the Society shall at all times have access to such books and records.

BORROWING POWERS

1. – The Society or the Society's members shall have no borrowing powers and will not be permitted to borrow money in the name of the Society.

MEETINGS

1. – The society shall hold an annual general meeting on or before May 31 in each year or in any case not more than 15 months after the previous annual general meeting.

2. – The Board of Directors may convene special meetings and general membership meetings whenever they deem such meetings appropriate.

3. – At least twenty-one (21) days notice of an annual general meeting and general membership meeting, specifying the place, the date and the hour of the meeting shall be given in writing to all members of the Society or advertised in the local newspaper.

4. – At least six (6) members of the society shall constitute a quorum at a special meeting, an annual general meeting or a general membership meeting.

5. – Board of Directors meeting and special meeting may be held whenever any member of the Board of Directors deems such meetings appropriate. At least three (3) days notice of every Board of

Directors meeting or special meeting, specifying the place, the date and the hour of the meeting shall be given in writing to all members of the board.

REMUNERATION

1. – The Peace Valley Conservation, Recreation and Tourism Society is a volunteer organization. No remuneration will be paid by the Society to any Member, Officer or Director. Remuneration paid to a Director by the municipality they represent will be at the sole discretion of each municipality in accordance to their policies.

CORPORATE SEAL

1. – The Society will not use a corporate seal.

BY LAWS

1. – The By-law of the Society may be rescinded, altered or added to by a special resolution of the Board of Directors of the Society at any Board of Directors meeting. Such Resolutions require approval by at least three quarters majority of the members present.

2. – Prior to the passing of an amendment to the Society's by-law, proper notice in writing, not less than 21 days, will be forwarded to all members of the Society.

The name of the Society is

THE PEACE VALLEY CONSERVATION, RECREATION AND TOURISM SOCIETY

OBJECTIVES

1. -To promote the use of access points and campgrounds along the Upper Peace River Valley, between the British Columbia/Alberta border and the Town of Peace River.

2. – To protect and conserve the natural environment along the Peace River Valley as much as possible.

3. - To increase recreation and tourism opportunities for the residents of the Peace River region and for visitors to the area.

4. – To link the historic past of the Peace River and its valley with the development of tourism and recreation opportunities along the river valley .

5. – To encourage, foster and develop among its members a recognition of the importance of the Peace River as a major resource.

April 2015

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Hermann Minderlein, CAO	**Manager:**	
Item Title:	Request from Royal Canadian Legion	**Prepared by:**	Hermann Minderlein

DESCRIPTION:

Council is being provided with request received by CAO Minderlein from the Alberta-Northwest Territories Command of The Royal Canadian Legion for Birch Hills County to purchase advertisement in their annual Military Service Recognition Book.

BACKGROUND:

The Alberta-NWT Command will be printing another 10,000 copies of their annual "Military Service Recognition Book" that helps recognize and honour many Veterans who served Canada during times of conflict and peace. The annual publication goes a long way to help the Legion in their job as the "Keepers of Remembrance", so no one forgets the selfless contributions made by Veterans.

DISCUSSION / BENEFITS / DISDVANTAGES:

Birch Hills County has advertised in this book for at least nine years. The link to past copies of the book point to http://abnwtlegion.com/?page_id=247

COST / SOURCE OF FUNDING:

The cost of a 1/10th page ad for 2018 is $340.00 ($323.81 plus GST). The cost of a 1/10th page ad for 2017 was $323.00 plus GST, up from $309.52 in 2016. A quick review has found that the $309.25 rate had been in place since at least 2013.

There is $1,000 budgeted in Council Expense Account 2-11-10-00-221, Advertising, and there have been expenditures totaling $112.40 to date.

RELEVANT LEGISLATION (Cite): NA

ATTACHMENT(s):

Copy of email received with copy of Birch Hills County advertisement

Copy of Letter from Legion with rate sheet

OPTIONS:

Council may choose to:

1. Authorize the expenditure from Council Expense Account 2-11-10-00-221, Advertising of $323.81 excluding GST for the purchase of a 1/10th page (business card size) full color advertisement in the Royal Canadian Legion's annual Military Service Recognition Book; or

2. Accept the request from the Royal Canadian Legion for Birch Hills County to purchase a 1/10th page (business card size) full color advertisement in the annual Military Service Recognition Book for information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council authorize the expenditure of $323.81 (excluding GST) from Council Expense Account 2-11-10-00-221, Advertising for the purchase of a 1/10th page (business card size) full color advertisement in the Royal Canadian Legion's annual Military Service Recognition Book.

Hermann Minderlein

From: Louise Fortin <lfortin@campaign-office.com>
Sent: Friday, June 29, 2018 10:22 AM
To: Hermann Minderlein
Subject: ALBERTA/ NWT COMMAND -ROYAL CANADIAN LEGION - MILITARY SERVICE RECOGNITION BOOK
Attachments: Ratesheet.pdf

Hello Herman,

Thank you for taking a moment to talk with me today.

Here is the information regarding our the 11th Annual Military Service Recognition Book.

This annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe.

The Royal Canadian Legion has honoured these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters. Past copies can be viewed online by clicking here: books

As discussed we would like to extend an invitation to your organization to show support to our Veterans through a support advertisement.

Here is a copy of your ad which is the Business Card in color for $340 (taxes included).

Birch Hills County

Birch Hills County recognizes the sacrifices that those who have served and of those who are serving, have made on their Country's behalf.

It would be great if we could count on your support again this year for our veterans.

If you have any questions or concerns please do not hesitate to contact me at my number listed below, or simply by replying to this email.

Thank you again for your consideration.

Respectfully,

Louise Fortin

Alberta / NWT Command - Royal Canadian Legion
Campaign Office 1-888-404-1877

Alberta-NWT Command Legion

Alberta-Northwest Territories Command
The Royal Canadian Legion

"Military Service Recognition Book"

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion,** representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.

The **Alberta-NWT Command** is very proud to be printing another **10,000 copies** of our annual "**Military Service Recognition Book"** that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **"Keepers of Remembrance"**, so that none of us forget the selfless contributions made by our **Veterans.**

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **"Military Service Recognition Book."** Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada's largest "Community Service" organizations and we are an integral part of all the communities we serve. This project ensures the Legion's continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,

Chris Strong
President

Alberta-Northwest Territory Command
The Royal Canadian Legion

"Military Service Recognition Book"

Advertising Prices

Ad Size	Cost		GST		Total
Full Colour Outside Back Cover	$2,295.24	+	$114.76	=	$2,410.00
Inside Front/Back Cover (Full Colour)	$1,995.24	+	$99.76	=	$2,095.00
Full Colour 2 Page Spread	$3,190.48	+	$159.52	=	$3,350.00
Full Page (Full Colour)	$1,595.24	+	$79.76	=	$1,675.00
Full Page	$1,195.24	+	$59.76	=	$1,255.00
½ Page (Full Colour)	$895.24	+	$44.76	=	$940.00
½ Page	$695.24	+	$34.76	=	$730.00
¼ Page (Full Colour)	$542.86	+	$27.14	=	$570.00
¼ Page	$442.86	+	$22.14	=	$465.00
1/10 Page (Full Colour)	$323.81	+	$16.19	=	$340.00
1/10 Page (Business Card)	$271.43	+	$13.57	=	$285.00

G.S.T. Registration # R12 397 0410

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.

PLEASE MAKE CHEQUE PAYABLE TO:
Alberta-NWT Command
The Royal Canadian Legion
(AB-NWT RCL)
(Campaign Office)
P O Box 2275
Calgary, AB T2D 2M6

Visa/Mastercard Accepted

adcopy can be emailed to: abcl@fenety.com

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Proclamation - National Drowning Prevention Week		

DESCRIPTION:

Council is being requested to adopt a resolution proclaiming July 15-21, 2018 as National Drowning Prevention Week in Birch Hills County.

BACKGROUND:

The attached were received in an email from Mandy Fisher, Manager, Development and Operations, Lifesaving Society Alberta and Northwest Territories on June 22, 2018. The Lifesaving Society designates the third week in July as National Drowning Prevention Week (NDPW) to focus community and media attention on the drowning problem and drowning prevention, and they would be grateful for our support in this important national education initiative.

COST / SOURCE OF FUNDING: Nil

RELEVANT LEGISLATION (Cite): N/A

ATTACHMENT(S):

Letter from Mr. Kelly Carter, Executive Director, Lifesaving Society, Alberta and Northwest Territories Branch

Suggested Proclamation for Reeve's Signature

OPTIONS:

Council may choose to:

1. Proclaim July 15-21, 2018 as National Drowning Prevention Week in Birch Hills County.

2. Not proclaim July 15-21, 2018 as National Drowning Prevention Week in Birch Hills County.

RECOMMENDED ACTION:

It is Administration's recommendation that

"WHEREAS: the mission of the Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in Alberta is one too many; and

WHEREAS: most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we truly enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS: the Lifesaving Society urges Canadians and residents of Birch Hills County in the Province of Alberta to actively supervise children who are in

and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to wear a lifejacket at all times while boating; and

WHEREAS: the Lifesaving Society Canada has declared July 15-21, 2018 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE: Reeve and Council for Birch Hills County do hereby proclaim July 15-21, 2018 National Drowning Prevention Week in Birch Hills County in the Province of Alberta and do commend its thoughtful recognition to all citizens of Birch Hills County in the Province of Alberta."

LIFESAVING SOCIETY®
The Lifeguarding Experts

Alberta and Northwest
Territories Branch

June 22, 2018

Dear Mayors of Alberta,

Drowning is the second leading cause of injury related death for Canadian children. Almost 500 Canadians die every year from drowning.

The *WHO Global report on drowning: preventing a leading killer* highlights that drowning is a serious and neglected public health threat claiming the lives of 372,000 people a year worldwide. The report sets out the evidence showing a range of effective drowning prevention strategies, and makes a number of recommendations for concrete measures to be taken by national and local governments.

On behalf of the Lifesaving Society Alberta and Northwest Territories, I am writing to ask that you proclaim July 15-21, 2018 as NATIONAL DROWNING PREVENTION WEEK in your Municipality.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society certifies Canada's National Lifeguards.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Provide active supervision of children in and around the water
- Refrain from drinking alcoholic beverages while participating in aquatic activities
- Wear a lifejacket while boating

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate. A proclamation from your municipality would give greater exposure to our lifesaving efforts to the residents of your Municipality.

I hope you will consider our request. If you have any questions, please contact me at the Lifesaving Society Alberta and Northwest Territories Branch at (780) 415-1755 or experts@lifesaving.org.

Sincerely,

Mr. Kelly Carter
Executive Director

Reg. Charity No. 11912 9021 RR0001
13123 – 156 Street
Edmonton, Alberta T5V 1V2 Canada

T: 780-415-1755
F: 780-427-9334
experts@lifesaving.org
www.lifesaving.org

WHEREAS: the mission of the Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in Alberta is one too many; and

WHEREAS: most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we truly enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS: the Lifesaving Society urges Canadians and residents of Birch Hills County in the Province of Alberta to actively supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to wear a lifejacket at all times while boating; and

WHEREAS: the Lifesaving Society Canada has declared July 15-21, 2018 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE: Reeve and Council for Birch Hills County do hereby proclaim July 15-21, 2018 National Drowning Prevention Week in Birch Hills County in the Province of Alberta and do commend its thoughtful recognition to all citizens of Birch Hills County in the Province of Alberta.

Gerald Manzulenko
Reeve

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Hermann Minderlein, CAO	**Manager:**	
Item Title:	Request from Eaglesham Fire Fighter Society	**Prepared by:**	Hermann Minderlein

DESCRIPTION:

Council is being presented with a request from the Eaglesham Fire Fighter Society for the County to provide the Eaglesham Hall for their use for their Barrels and Buckles fundraiser event on July 21st and 22nd ,2017.

BACKGROUND:

The details related to this event are provided in the letter attached to this request. Administration did speak with Chief Morgan regarding the event, and the Eaglesham Fire Fighter Society will be obtaining liability insurances for all of the event. Additionally, cleanup will be carried out following the event by the Eaglesham Fire Fighter Society and the Eaglesham Agricultural Society.

The Hall would be required from approximately 1:00 PM on the 21st until approximately Noon on the 22nd. If used at all on the 21st, it would be for their caterer (Bear Country Inn) to finalize preparations for supper that will be served on the Ag Grounds. The 22nd will be for the breakfast.

DISCUSSION / BENEFITS / DISDVANTAGES:

It is hoped that the event will be a successful fundraiser for the organizers, as well as provide economic opportunities to some of our local businesses.

COST / SOURCE OF FUNDING:

RELEVANT LEGISLATION (Cite): NA

ATTACHMENT(s):

Original letter requesting the use of the hall.

OPTIONS:

Council may choose to:

1. approve the provision of a Grant of an amount up to $125.00 to the Eaglesham Fire Fighter Society to be utilized to cover Eaglesham Hall rental for the Barrels and Buckles fundraiser event planned for July 21st and 22nd, 2018 provided that the facilities and equipment are returned in good repair and a to standard of cleanliness that will be inspected and approved by the County's representatives; or

2. Not approve the provision of a Grant of an amount up to $125.00 to the Eaglesham Fire Fighter Society to be utilized to cover Eaglesham Hall rental for the Barrels and Buckles fundraiser event planned for July 21st and 22nd, 2018.

RECOMMENDED ACTION:

It is Administration's recommendation that Council

> "approve the provision of a Grant of an amount up to $125.00 to the Eaglesham Fire Fighter Society to be utilized to cover Eaglesham Hall rental for the Barrels and Buckles fundraiser event planned for July 21st and 22nd, 2018 provided that the facilities and equipment are returned in good repair and a to standard of cleanliness that will be inspected and approved by the County's representatives."

BARRELS & BUCKLES

BIRCH HILLS COUNTY
RECEIVED
JUN 29 2018
WANHAM

Eaglesham Fire Hall
Box 209
Eaglesham, Alberta
T0H 1H0

June 27, 2018

Birch Hills County
Box 157
Wanham, Alberta
T0H 3P0

Birch Hills County Council,

On July 21 & 22, 2018 the Eaglesham Fire Department will host the second annual **Barrels & Buckles** fundraiser. This will be a 2 day barrel racing event held at the Eaglesham Fair Grounds. It is an Alberta Provincial Gymkhana Association (APGA) sanctioned, open competition. Also included in this community event will be camping, craft and food market, dinner, dance and pancake breakfast.

We are raising funds for a side-by-side quad with fire suppression capabilities for grassland and wildfires, as well as off road rescue.

We are asking for a donation of the rental of the Eaglesham Hall. We have booked the hall for both the 21st and 22nd. Your support of this event is greatly appreciated and will help to make it a success.

If you have any questions, please feel free to contact myself at 780-864-8664

Thank you for considering this request.

Sincerely,

Tom Morgan
Fire Chief, Eaglesham Fire Department
Co-chair Barrels & Buckles

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	G5 Application – AB Water for Life - Regional Water System	**Presenter:** CAO Minderlein	

DESCRIPTION:

Council is being requested to provide a letter of support for Saddle Hills County for an application to Alberta Transportation for a Grant under the Water for Life Program to develop a water source from the Peace River for our Central Peace (G5) municipalities.

BACKGROUND:

A presentation related to this project and related discussions have been had at G5 meetings. Saddle Hills County has requested a letter of support for their application for a grant for the project. The application for the grant was made on June 28th.

COST / SOURCE OF FUNDING:

There would be no commitment to any funding in a letter of support.

ATTACHMENTS

1. Email providing update on project and requesting support from G5 municipalities;
2. Letter re joint application for G5 Alberta Water for Life Grant Program funding; and
3. Email advising of delivery of letter

OPTIONS:

Council may choose to:

1. provide a letter to Saddle Hills County in support of their application for an Alberta Transportation Water for Life Program Grant to support efforts to develop a water source from the Peace River for the Central Peace (G5) municipalities; or
2. not provide a letter to Saddle Hills County in support of their application for an Alberta Transportation Water for Life Program Grant to support efforts to develop a water source from the Peace River for the Central Peace (G5) municipalities.

RECOMMENDED ACTION:

It is Administration's recommendation

> "that Council direct Administration to draft a letter for Reeve Manzulenko's signature to Saddle Hills County in support of their application for an Alberta Transportation Water for Life Program Grant to support efforts to develop a water source from the Peace River for the Central Peace (G5) municipalities."

Hermann Minderlein

From: Joulia Whittleton <JWhittleton@saddlehills.ab.ca>
Sent: Thursday, May 24, 2018 10:01 AM
To: 'CAO'; 'Town Manager'; Hermann Minderlein; Kelly Hudson - MD Spirit River (khudson@mdspiritriver.ab.ca)
Subject: G5 - Peace Regional Water

Just to update everyone on the latest developments….

As you know, Associated Engineering is preparing an Expression of Interest on behalf of G5 for the Peace Regional Water project, Option 1A (Phase 1 & 2) for submission by August 1 2018 deadline. Due to the request from Municipal Affairs to coordinate our efforts during our study with Mike Yakemchuk, AB Transportation Project/Program Advisor, Jeff Fetter and I met with Mike in Edmonton last week Tuesday and provided him with an update on the project. We also had advised Mike that G5 municipalities are working in unison on this project and we have everyone's support (Herman and Dee – please confirm) to submit an Expression of Interest. Mike is very much in support of the project and has strongly advised to also submit an application under the Water for Life program through the Regional AT office in Peace River for the same. I asked Jeff to assist with this, meanwhile, I am looking for support from your Councils to submit the AE's report and an application under the AB Water for Life program for Option 1A, Phase 1 & 2. Please note the government had provided 90% of funding under this program in the past. Therefore, based on the $40M estimate from AE, G5 will be expected to contribute $4M. I know we didn't have any discussions about this contribution, but I am hoping that this will not be a barrier in submitting the application. FYI – Saddle Hills County Council made a motion at their May 22 meeting directing to submit an application under the Water for Life program, subject to support from the G5 municipalities.

Please advise your Councils of this development and seed their support. We could discuss this tomorrow at our CAOs meeting in more detail.

Joulia Whittleton, CLGM
Chief Administrative Officer

Saddle Hills County
RR1, Spirit River, AB, T0H3G0
Cell: 780.864.0784
Office: 780.864.3760

June 28, 2018

Danny Jung, Infrastructure Manager, Peace Region
Alberta Transportation
9621 - 96 Avenue
Peace River, AB
T8S 1T4

Dear Danny,

Re: Alberta Water for Life Grant Program - Central Peace (G5) Peace Regional Water System Strategy

On behalf of the Central Peace municipalities (Saddle Hills County, MD of Spirit River, Town of Spirit River, Village of Rycroft, and Birch Hills County), please accept the attached report:

- Central Peace – Peace Regional Water Initiative

Please accept this as our joint application for funding under the Alberta Water for Life Program for Phase 1 and Phase 2 projects of Option 1A as identified in the report.

This option, and the two phases, encompass the following:

Phase	Description	Estimated Cost
1	Construct an intake on the Peace River in the vicinity of the Dunvegan bridge crossing	$17.3M
2	a. Construct raw water pipeline from the intake to the location of the future Regional Hub (24 km, 400 nom. dia.)	$15.7M
	b. Extend raw water lines to Town of Spirit River (5 km, 200 mm nom. dia.)	$2.4M
	c. Extend raw water lines to Rycroft (7 km, 200 mm nom. dia.)	$3.4M
	TOTAL	**$38.8M**

In our opinion, this initiative meets the main goals of the Alberta Water for Life strategy. It will provide reliable, quality water supply for sustainability, prosper life and development in our communities.

Please be advised that the partnership municipalities (Saddle Hills County, MD of Spirit River, Town of Spirit River, Village of Rycroft, and Birch Hills County) will also be submitting an Expression of Interest that is currently advertised by Alberta Infrastructure and titled "Investing in Canada Infrastructure Program" under the Green Infrastructure stream, by August 1, 2018.

We are looking forward to working with you on this important initiative for our residents. Please communicate with Joulia Whittleton, CAO for Saddle Hills County, and Jeff Fetter, Associated Engineering regarding this matter or to obtain additional information.

Sincerely,

Alvin Hubert, Reeve
Saddle Hills County

c: Diahann Potrebenko, Mayor, Village of Rycroft
Tony Van Rootselaar, Reeve, MD of Spirit River #133
Allan Georget, Mayor, Town of Spirit River
Gerald Manzulenko, Reeve, Birch Hills County
M. T. (Mike) Yakemchuk, P. Eng., Program Advisor/Program Management

Hermann Minderlein

From: Joulia Whittleton <JWhittleton@saddlehills.ab.ca>
Sent: Thursday, June 28, 2018 4:36 PM
To: Town Manager; 'CAO'; Hermann Minderlein; Kelly Hudson - MD Spirit River (khudson@mdspiritriver.ab.ca)
Subject: AB Water for Life application
Attachments: DOC180628-20180628162843.pdf

Please be advised that I hand-delivered the Central Peace Regional Water System Strategy report to AB Transportation in Peace River today, along with the attached letter, asking them to accept this submission as our formal application under the Alberta Water for Life program. Please share with your Councils. Thank you

Joulia Whittleton, CLGM
Chief Administrative Officer

Saddle Hills County
RR1, Spirit River, AB, T0H3G0
Cell: 780.864.0784
Office: 780.864.3760

-----Original Message-----
From: Toshiba Scanner [mailto:copier@saddlehills.ab.ca]
Sent: June 28, 2018 5:29 PM
To: Joulia Whittleton <JWhittleton@saddlehills.ab.ca>
Subject: Scan from Saddle Hills Saddle 2018/06/28 16:28

Scanned from MFP11669560
Date:2018/06/28 16:28
Pages:2
Resolution:200x200 DPI

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Hermann Minderlein, CAO	**Manager:**	
Item Title:	Request for Reduction of Invoice For Fire Services	**Prepared by:**	Hermann Minderlein

DESCRIPTION:

Table this item to the August 9, 2018 Regular Council Meeting and direct Administration to schedule Mr. Redel as a delegation to that meeting
Council is being provided with letter from Murray Redel that was delivered on July 9th and requested council for a reduction of an invoice prepared for fire services to a structure and grass fire at 252040 Highway 49.

BACKGROUND:

The fire occurred on May 2, 2018, and the invoice was raised on June 21, 2018 in the amount of $12,750.

DISCUSSION / BENEFITS / DISDVANTAGES:

The letter was hand delivered to CAO Minderlein. Normally, this would have been place on the agenda for the next meeting due to late submission, but I advised Mr. Redel that I would provide it to Council at this meeting, and that Council may wish to speak with him regarding the matter. Mr. Redel would be available to speak with Council at the August 9, 2018 Regular Council Meeting.

COST / SOURCE OF FUNDING:

Cost would be dependent on Council decision.

ATTACHMENT(s):

Copy of Letter from Murray Redel received July 9, 2018

Copy of Invoice 195714

OPTIONS:

Council may choose to:

1. Table this item to the August 9, 2018 Regular Council Meeting and direct Administration to schedule Mr. Redel as a delegation to that meeting; or
2. accept this item for information.

RECOMMENDED ACTION:

It is Administration's recommendation

> "that Council table the request from Mr. Murray Redel regarding Invoice 195714 to the August 9, 2018 Regular Council Meeting and direct Administration to invite Mr. Redel to appear as a delegation to that meeting."

July 7, 2018

Dear Members of Birch Hills County Council,

We had a fire lately that destroyed our Quonset and all the contents. These contents represented 40 years of our lives. We are back to needing the basic necessities of rural acreage living. We had no insurance on the building or the contents. We are seniors living on a fixed income and find this bill overwhelming. We ask that you consider waiving the bill to a more manageable figure.

Sincerely yours

Murray Redel

Elaine Redel

Cc Ginette Paradis

Cc Tom Morgan

Birch Hills County

BOX 157
Wanham AB T0H 3P0
Phone: 780-694-3793 Fax: 780-694-3788

INVOICE #: IVC010332

INVOICE

Customer

REDEL, MURRAY

BOX 285
EAGLESHAM AB T0H 1H0

Date: 6/21/2018

ID: 195714

13971 9272 RT0001 Net 30

Quantity		Unit Price	Total
0.00	STRUCTURE & GRASS FIRE MAY 2 252040 HWY 49 SE 03-078-25-W5	$0.00	$0.00
4.00	TANGENT TANKER UNIT	$500.00	$2,000.00
4.00	WANHAM FAST ATTACK UNIT	$500.00	$2,000.00
4.00	WANHAM PUMPER UNIT	$500.00	$2,000.00
1.00	EAGLESHAM PUMPER UNIT 4.5 hours X $500.00 per hour	$2,250.00	$2,250.00
1.00	EAGLESHAM TANKER UNIT 4.5 hours X $500.00 per hour	$2,250.00	$2,250.00
1.00	EAGLESHAM COMMAND UNIT 4.5 hours X $500.00 per hour	$2,250.00	$2,250.00

Revised (No Tax)
Invoice mailed
July 3/18

Subtotal	$12,750.00
Tax	$0.00
Total	**$12,750.00**

Payment due upon receipt - Payable to BIRCH HILLS COUNTY

Birch Hills County Library Board
General Meeting
Eaglesham School
June 13, 2018

Call to Order: 5:35 p.m.
Attendance: Kathrin Langlois, Gale Skogen, Deb Jacob, Norma Bolster, Pat Boettcher, Lynne Laurin, Ginette Paradis.
Absent: Amanda LeBlanc – (school commitments)
Reading of Last Meeting Minutes: Deb read the minutes from our previous meeting held on April 11, 2018.
Lynne Laurin adopted the minutes as read. Ginette seconded.
Chair's Report:

- Tracy Mollison as our **new auditor**. All of the paperwork is now complete. The County has given their approval with the hiring of Tracy as our new Auditor.
- **Strategic Plan Update**: Kathrin spoke with Martine Piebiak regarding Strategic Planning. Martine and Kathrin will complete the Strategic Planning for our Library Board.

Lynne Laurin adopted the Chair's Report as presented. Ginette seconded.
Treasurer's Report:

- No grants have been received yet. Sally mentioned that the Municipality Grant comes in after the Provincial Grant.
- Kathrin and Amanda were thanked by Sally for looking after the Lemonade Stand at the Watino Spring Scurry. Our profit from selling lemonade was $100.00
- Attached is an email from Sally regarding dates of the Fall Library Conference as well as Sally's holiday time.

Gale adopted the Treasurer's Report as presented. Deb seconded.
Librarians Report:

- Our "**Free Membership Year"** will be coming to a close September 01, 2018. Sally mentioned that the $600.00 that we had lost due to free memberships does not make much difference where the Finances are concerned. It was brought up that the whole mission on The Boards' part is to inform everyone in our County and surrounding Counties on what our two Libraries have to offer – the new programs available, etc. – then to bring in as many people into our libraries to utilize our facilities. The "Free Memberships" opens the doors for everyone.

Lynne made a motion to continue with free memberships from September 01, 2018 – September 01, 2019. **All in Favor. Carried**.

- A discussion took place regarding getting a membership or patrons renewing their memberships elsewhere other then at the library. It is possible to get your memberships elsewhere just by filling in a library card, these cards would then be handed back to the librarians and they then would enter the information on each card into the computer. These memberships would be good to go within possibly 5 working days.
- **Eaglesham Library**: With the meeting that Norma attended in May she was able to bring back with her information on several new programs available through PLS. **Pronouncator** is one of these new programs which enables you to learn different languages. Another program is "**Lynda.com**" – teaches you through video. Ginette mentioned that The County will be enclosing a pamphlet with our next utility bill explaining the different programs through PLS. The Board will request more of these pamphlets to hand out to patrons of the libraries.
- It has been recommended to PLS that our two libraries should upgrade the **fireworks device** on our computers to tighten security. PLS was successful in obtaining a CIP (**Community Initiative Program**) Grant to defray the cost of Supernet customer edge devices (CEDS) for member libraries on our Network. This Grant will cover ½ of the cost ($1500.00 approx.) of the hardware. PLS will start this summer with these upgrades. We are hoping that the upgrades will improve the **TRAC Mobile app.**
- **Tangent Library**: Martine Piebiak and Rebecca from the Saddlehills County visited with Pat in regards to the **Early Childhood Coalition**. Several groups have partnered with **Central Peace Early Chilhood Coalition** to support opportunities for our children in their early year. STEAMbox – "STEAM" stands for Science – Technology – Engineering – Arts – Math. STEAMbox is available for 2-6 year olds in the Central Peace Region. Each kit includes materials for a child and their parent or caregiver to complete an activity designed to develop skills and knowledge in one or more of the developmental areas. Every three months a new STEAMbox will be available to pick up at either library for the children who are registered.

Ginette adopted the Librarians Reports as presented. Lynne seconded.
County Report:

- Ginette attended the **Library Systems** meeting. Talked more about the new program, "Pronouncator" – this is a province-wide program which offers 80 different languages.
- A member of PLS made a presentation at the last council meeting of The County.

DRAFT

- At the time of the last council meeting there was no decision made regarding the **$3.00/capita** that The Library Board has requested.

Deb adopted the County Report as presented. Gale seconded.

Old Business:

- **Pam Poetker** has been presented with her gift certificate at the Watino Spring Scurry.
- Pat will be sending the **old computer** with Emma from PLS who will be visiting the Tangent Library soon.

New Business:

- **The Rural Library Conference** in Grande Prairie will be held in September.

Lynne made a motion that our Library Board will pay mileage one way for our Librarians to attend this conference. Ginette Seconded. All in favor. Carried.

- **FOIP Requests**: No requests at this time.
- **Lemonade Stand Fundraiser**: We have decided to bring the Lemonade Stand to Barrels and Buckles in Eaglesham July 21 from 11:00 – 4. The Show and Shine at the Tangent Hall on July 28 will also have the Lemonade Stand from 11:00 – 4.

Next Meeting: Wednesday, September 05, 2018 @ Dolly's (supper meeting)

Adjournment: 7:20 p.m.

DRAFT

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	
Item Title:	Bank Reconciliation, Cheque Register	**Presenter:**	

BACKGROUND / PROPOSAL:

Council is being provided with the June 30, 2018 Bank Reconciliation and June 30, 2018 Register Report for cheques issued.

DISCUSSION / BENEFITS / DISADVANTAGES:

June 30, 2018 Bank Reconciliation adjustment details are as follows:

30-Jun-18	Interest	$1612.09
01-Jun-18	GST	$(3.00)
01-Jun-18	June Service Charges	$(509.51)
29-Jun-18	Split Deposits	$(2657.33)
		$(1557.75)

Originator: Marlene McLaughlin

June 30, 2018 Pre-authorized Payments were as follows:

06-Jun-18	I Want Wireless	$62.85
07-Jun-18	Worker's Compensation Board	$5,262.40
08-Jun-18	Local Authorities Pension Plan	$27,509.47
09-Jun-18	Receiver General	$49,388.69
12-Jun-18	Manulife	$10,831.56
12-Jun-18	Telus	$1,247.97
15-Jun-18	Manulife	$1,465.66
18-Jun-18	Altagas (power) streetlights	$3,740.94
25-Jun-18	Access Gas	$426.79
29-Jun-18	Alberta Education	$215,456.00
		$315,392.33

Originator: Lisa Price

ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending June 30, 2018
June 30, 2018 Vendor Cheque Register – Total cheques issued $1,497,179.34
Note: * cheques have been voided

RECOMMENDED ACTION:

That Council accept the June 30, 2018 Bank Reconciliation and June 30, 2018 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000252
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $1,347,868.52
Bank Statement Ending Date: 6/30/2018
Cutoff Date: 6/30/2018

Statement Ending Balance	$1,347,868.52
Outstanding Cheques (-)	$480,339.93
Deposits in Transit (+)	$11,208.25
Adjusted Bank Balance	$878,736.84
Chequebook Balance as of Cutoff	$880,294.59
Adjustments	-$1,557.75
Adjusted Book Balance	$878,736.84
Difference	$0.00

Ranges: From: To: From: To:
Cheque Number First Last Cheque Date 6/01/18 6/30/18
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
0030101	ABHSERV01	ALBERTA HEALTH SERVICES	6/07/18	ATB PRIMARY	PMCHQ00001213	$110.00
0030102	ACEINILIFE01	CHUBB LIFE INSURANCE OF CANADA	6/07/18	ATB PRIMARY	PMCHQ00001213	$317.47
0030103	ADVANTAGEVM01	ADVANTAGE VM CORP	6/07/18	ATB PRIMARY	PMCHQ00001213	$49,993.28
0030104	BLAKETRU01	BLAKE'S TRUCKING LTD	6/07/18	ATB PRIMARY	PMCHQ00001213	$15,120.00
0030105	CANADAREVENUE01	RECEIVER GENERAL	6/07/18	ATB PRIMARY	PMCHQ00001213	$326.31
0030106	COLLIE01	MIKE & JANET COLLIE	6/07/18	ATB PRIMARY	PMCHQ00001213	$100.00
0030107	CRSRODS01	CROSSROADS COLLISION	6/07/18	ATB PRIMARY	PMCHQ00001213	$2,010.75
0030108	DLEQUIPMENT01	DOUGLAS LAKE EQUIPMENT	6/07/18	ATB PRIMARY	PMCHQ00001213	$186.85
0030109	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	6/07/18	ATB PRIMARY	PMCHQ00001213	$2,742.23
0030110	FINNING01	FINNING INTERNATIONAL INC	6/07/18	ATB PRIMARY	PMCHQ00001213	$520,380.00
0030111	GOVAB01	GOVERNMENT OF ALBERTA	6/07/18	ATB PRIMARY	PMCHQ00001213	$721.00
0030112	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	6/07/18	ATB PRIMARY	PMCHQ00001213	$1,310.32
0030113	JDFINANCIAL01	JOHN DEERE FINANCIAL	6/07/18	ATB PRIMARY	PMCHQ00001213	$218.23
0030114	MACAULEY J01	MACAULEY, JACK	6/07/18	ATB PRIMARY	PMCHQ00001213	$10,773.00
0030115	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	6/07/18	ATB PRIMARY	PMCHQ00001213	$56.01
0030116	MINDERLEINH01	MINDERLEIN, HERMANN	6/07/18	ATB PRIMARY	PMCHQ00001213	$514.65
0030117	NMETALIC01	NORTHERN METALIC SALES (GP) L	6/07/18	ATB PRIMARY	PMCHQ00001213	$1,185.15
0030118	PATSAU01	PAT'S AUTO SUPPLY LTD	6/07/18	ATB PRIMARY	PMCHQ00001213	$117.48
0030119	PRDISPOSAL01	PRAIRIE DISPOSAL LTD	6/07/18	ATB PRIMARY	PMCHQ00001213	$136.50
0030120	PUROLAT01	PUROLATOR INC.	6/07/18	ATB PRIMARY	PMCHQ00001213	$153.70
0030121	SCOTTJ01	SCOTT, JOANNE	6/07/18	ATB PRIMARY	PMCHQ00001213	$74.75
0030122	SSEMENIUK01	STEVE SEMENIUK CONSULTING	6/07/18	ATB PRIMARY	PMCHQ00001213	$4,347.00
0030123	WANHAMW01	WANHAM WAREHOUSE LTD	6/07/18	ATB PRIMARY	PMCHQ00001213	$283.04
0030124	WILD01	WILD HORIZON VENTURES LTD	6/07/18	ATB PRIMARY	PMCHQ00001213	$11,849.25
0030125	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	6/07/18	ATB PRIMARY	PMCHQ00001214	$3,451.52
0030126	CIBCVISA01	CIBC Credit Card Services	6/07/18	ATB PRIMARY	PMCHQ00001214	$267.31
0030127	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	6/11/18	ATB PRIMARY	PMCHQ00001215	$5,855.00
0030128	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	6/11/18	ATB PRIMARY	PMCHQ00001215	$462.12
0030129	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	6/11/18	ATB PRIMARY	PMCHQ00001215	$81,800.25
0030130	CIBCVISA01	CIBC Credit Card Services	6/11/18	ATB PRIMARY	PMCHQ00001215	$4,667.84
0030131	CLEARTECH01	CLEARTECH INDUSTRIES INC	6/11/18	ATB PRIMARY	PMCHQ00001215	$5,979.97
0030132	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	6/11/18	ATB PRIMARY	PMCHQ00001215	$29,663.03
0030133	CODESACONST01	CODESA CONSTRUCTION LTD	6/11/18	ATB PRIMARY	PMCHQ00001215	$10,344.33
0030134	CPS01	CPS (CANADA) INC.	6/11/18	ATB PRIMARY	PMCHQ00001215	$370.50
0030135	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	6/11/18	ATB PRIMARY	PMCHQ00001215	$352.22
0030136	LANDTIT01	THE GOVERNMENT OF ALBERTA	6/11/18	ATB PRIMARY	PMCHQ00001215	$100.00
0030137	LIGHTHOUSE02	LIGHTHOUSE PROMOTIONS	6/11/18	ATB PRIMARY	PMCHQ00001215	$546.00
0030138	MIRM01	M.I.R.M. ENTERPRISES LTD.	6/11/18	ATB PRIMARY	PMCHQ00001215	$73,726.66
0030139	NMETALIC01	NORTHERN METALIC SALES (GP) L	6/11/18	ATB PRIMARY	PMCHQ00001215	$261.20
0030140	REYMI01	REYNOLDS MIRTH RICHARDS	6/11/18	ATB PRIMARY	PMCHQ00001215	$1,806.22
0030141	SUPERIOR01	SUPERIOR PROPANE	6/11/18	ATB PRIMARY	PMCHQ00001215	$187.95
0030142	TIGER01	TIGER CALCIUM SERVICES INC	6/11/18	ATB PRIMARY	PMCHQ00001215	$23,293.72
0030143	TRILINE01	TRI-LINE CONTRACTING SERVICES	6/11/18	ATB PRIMARY	PMCHQ00001215	$11,505.79
0030144	TRINUS01	TRINUS TECHNOLOGIES INC.	6/11/18	ATB PRIMARY	PMCHQ00001215	$436.80
0030145	WSP01	WSP CANADA	6/11/18	ATB PRIMARY	PMCHQ00001215	$3,075.37
0030146	YAREMK01	YAREMKO, PAUL & VICKY	6/11/18	ATB PRIMARY	PMCHQ00001215	$5,922.00
0030147	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	6/19/18	ATB PRIMARY	PMCHQ00001216	$6,487.03
0030148	ABONECALL01	ALBERTA ONE CALL CORPORATION	6/19/18	ATB PRIMARY	PMCHQ00001216	$210.00
0030149	BEECLEAN01	LANCELOT HOLDINGS LTD BEE CLEA	6/19/18	ATB PRIMARY	PMCHQ00001216	$3,192.00
0030150	BHISENC01	BIRCH HILLS SENIOR CENTRE	6/19/18	ATB PRIMARY	PMCHQ00001216	$2,242.00
0030151	BHVOLLEYBALL01	BIRCH HILLS "HEAT" VOLLEYBALL	6/19/18	ATB PRIMARY	PMCHQ00001216	$900.00
0030152	BLAKETRU01	BLAKE'S TRUCKING LTD	6/19/18	ATB PRIMARY	PMCHQ00001216	$7,560.00
0030153	BOLSTERR01	BOLSTER, RAE-ANN	6/19/18	ATB PRIMARY	PMCHQ00001216	$149.00
0030154	BRAUN01	BRAUN, SHELLEY	6/19/18	ATB PRIMARY	PMCHQ00001216	$383.10
0030155	CANOPYWES01	CANOPY WEST TRUCK ACCESSORIES	6/19/18	ATB PRIMARY	PMCHQ00001216	$5,766.44
0030156	CIBCVISA01	CIBC Credit Card Services	6/19/18	ATB PRIMARY	PMCHQ00001216	$3,066.61

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0030157	COCOPL01	COMMUNITY OF CO-ORDINATING ORG	6/19/18	ATB PRIMARY	PMCHQ00001216	$31,000.00
0030158	DANOE01	DANOE VACUUM & POTABLE WATER S	6/19/18	ATB PRIMARY	PMCHQ00001216	$6,520.50
0030159	DESPINS01	DESPINS EXCAVATING	6/19/18	ATB PRIMARY	PMCHQ00001216	$1,911.00
0030160	EAGAGSO01	EAGLESHAM & DISTRICT AG SOCIET	6/19/18	ATB PRIMARY	PMCHQ00001216	$3,125.00
0030161	EAGSCEN01	SR SOCIAL CENTRE CLUB OF EAGLE	6/19/18	ATB PRIMARY	PMCHQ00001216	$2,867.00
0030162	FARRELLA01	FARRELL, ANDREA	6/19/18	ATB PRIMARY	PMCHQ00001216	$128.00
0030163	FLEET01	FLEET BRAKE PARTS & SERVICES L	6/19/18	ATB PRIMARY	PMCHQ00001216	$1,193.31
0030164	FRYR01	FRY, RHONDA	6/19/18	ATB PRIMARY	PMCHQ00001216	$108.00
0030165	GIESA01	GIES, AMELIA	6/19/18	ATB PRIMARY	PMCHQ00001216	$150.00
0030166	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	6/19/18	ATB PRIMARY	PMCHQ00001216	$1,328.31
0030167	HITECH01	HITECH BUSINESS SYSTEMS LTD	6/19/18	ATB PRIMARY	PMCHQ00001216	$815.33
0030168	HOWARDB01	HOWARD, BEVERLY	6/19/18	ATB PRIMARY	PMCHQ00001216	$994.50
0030169	JDFINANCIAL01	JOHN DEERE FINANCIAL	6/19/18	ATB PRIMARY	PMCHQ00001216	$137.55
0030170	KAKUT01	KAKUT LAKE RESORT	6/19/18	ATB PRIMARY	PMCHQ00001216	$5,250.00
0030171	LAKESIDE01	EAGLESHAM LAKESIDE GOLF & COUN	6/19/18	ATB PRIMARY	PMCHQ00001216	$31,000.00
0030172	MACAULEY J01	MACAULEY, JACK	6/19/18	ATB PRIMARY	PMCHQ00001216	$5,922.00
0030173	MAZUREK01	MAZUREK, DORIS	6/19/18	ATB PRIMARY	PMCHQ00001216	$105.00
0030174	MESHER01	MESHER, LEON	6/19/18	ATB PRIMARY	PMCHQ00001216	$47.20
0030175	MINDERLEINH01	MINDERLEIN, HERMANN	6/19/18	ATB PRIMARY	PMCHQ00001216	$135.00
0030176	NEWHARVEST01	NEW HARVEST MEDIA INC	6/19/18	ATB PRIMARY	PMCHQ00001216	$892.50
0030177	NMETALIC01	NORTHERN METALIC SALES (GP) L	6/19/18	ATB PRIMARY	PMCHQ00001216	$72.62
0030178	PARADISD01	PARADIS, DANNY	6/19/18	ATB PRIMARY	PMCHQ00001216	$146.25
0030179	PIEROG01	PIEROG, LISA	6/19/18	ATB PRIMARY	PMCHQ00001216	$100.00
0030180	RYCBLDG01	RYCROFT BUILDING SUPPLIES	6/19/18	ATB PRIMARY	PMCHQ00001216	$28.35
0030181	SCOTTJ01	SCOTT, JOANNE	6/19/18	ATB PRIMARY	PMCHQ00001216	$74.75
0030182	SHCOUNTY01	SADDLE HILLS COUNTY	6/19/18	ATB PRIMARY	PMCHQ00001216	$630.00
0030183	SRINSURANCE01	SPIRIT RIVER INSURANCE & REGIS	6/19/18	ATB PRIMARY	PMCHQ00001216	$253.35
0030184	TANHALL01	TANGENT COMMUNITY HALL SOCIETY	6/19/18	ATB PRIMARY	PMCHQ00001216	$6,750.00
0030185	TANPARK01	TANGENT PARK SOCIETY	6/19/18	ATB PRIMARY	PMCHQ00001216	$4,625.00
0030186	WATINOL01	WATINO LADIES COMMUNITY ASSOCI	6/19/18	ATB PRIMARY	PMCHQ00001216	$2,750.00
0030187	WEIBEP01	WEIBE, PETE	6/19/18	ATB PRIMARY	PMCHQ00001216	$146.25
0030188	WILSONL01	WILSON, LARRY	6/19/18	ATB PRIMARY	PMCHQ00001216	$146.90
0030189	WSMOKR01	WEST SMOKY RECREATION CENTRE	6/19/18	ATB PRIMARY	PMCHQ00001216	$31,000.00
0030190	YAREMSE01	TANGENT YAREMKO SOCIAL CLUB	6/19/18	ATB PRIMARY	PMCHQ00001216	$2,491.00
0030191	DUNRIVRAT01	DUNVEGAN RIVER RAT SOCIETY	6/19/18	ATB PRIMARY	PMCHQ00001217	$1,000.00
0030192	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	6/27/18	ATB PRIMARY	PMCHQ00001218	$4,525.96
0030193	ACCU-FLO01	ACCU-FLO METER SERVICE LTD.	6/27/18	ATB PRIMARY	PMCHQ00001218	$11,462.14
0030194	ALSLAB01	ALS CANADA LTD	6/27/18	ATB PRIMARY	PMCHQ00001218	$289.38
0030195	BRANDT01	BRANDT TRACTOR LTD	6/27/18	ATB PRIMARY	PMCHQ00001218	$172,054.05
0030196	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	6/27/18	ATB PRIMARY	PMCHQ00001218	$66,234.00
0030197	COTTON01	COTTON TRUCKING	6/27/18	ATB PRIMARY	PMCHQ00001218	$735.00
0030198	DANOE01	DANOE VACUUM & POTABLE WATER S	6/27/18	ATB PRIMARY	PMCHQ00001218	$433.12
0030199	DECCA01	DECCA INDUSTRIES LTD	6/27/18	ATB PRIMARY	PMCHQ00001218	$708.75
0030200	FLEET01	FLEET BRAKE PARTS & SERVICES L	6/27/18	ATB PRIMARY	PMCHQ00001218	$1,175.83
0030201	GFLENVI01	GFL ENVIRONMENTAL INC.	6/27/18	ATB PRIMARY	PMCHQ00001218	$8,061.92
0030202	HITECH01	HITECH BUSINESS SYSTEMS LTD	6/27/18	ATB PRIMARY	PMCHQ00001218	$714.63
0030203	JOUDRY01	JOUDREY, DENISE	6/27/18	ATB PRIMARY	PMCHQ00001218	$599.30
0030204	LINDE01	LINDE CANADA LIMITED 15687	6/27/18	ATB PRIMARY	PMCHQ00001218	$92.19
0030205	MACAULEY J01	MACAULEY, JACK	6/27/18	ATB PRIMARY	PMCHQ00001218	$5,670.00
0030206	NMETALIC01	NORTHERN METALIC SALES (GP) L	6/27/18	ATB PRIMARY	PMCHQ00001218	$225.13
0030207	PARADISG01	PARADIS, GINETTE	6/27/18	ATB PRIMARY	PMCHQ00001218	$140.00
0030208	PARLEEDARCY01	PARLEE, DARCY	6/27/18	ATB PRIMARY	PMCHQ00001218	$56.80
0030209	PVCTS01	PEACE VALLEY CONSERVATION AND	6/27/18	ATB PRIMARY	PMCHQ00001218	$1,000.00
0030210	SARGEANT01	SARGEANT, DELBERT	6/27/18	ATB PRIMARY	PMCHQ00001218	$18,900.00
0030211	WENDLAND01	WENDLAND, DEANNE	6/27/18	ATB PRIMARY	PMCHQ00001218	$103.00
0030212	WINDFORD01	WINDSOR FORD	6/27/18	ATB PRIMARY	PMCHQ00001218	$126,131.82
0030213	ATCOELEC02	ATCO ELECTRIC	6/28/18	ATB PRIMARY	PMCHQ00001219	$333.90
0030214	CBENG01	CB PROCESS INST (CB ENGINEERIN	6/28/18	ATB PRIMARY	PMCHQ00001219	$922.95
0030215	CIBCVISA01	CIBC Credit Card Services	6/28/18	ATB PRIMARY	PMCHQ00001219	$2,041.29
0030216	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	6/28/18	ATB PRIMARY	PMCHQ00001219	$953.96
0030217	MINDERLEINH01	MINDERLEIN, HERMANN	6/28/18	ATB PRIMARY	PMCHQ00001219	$214.00
0030218	PARSONS01	PARSONS PRINTING AND	6/28/18	ATB PRIMARY	PMCHQ00001219	$126.00
0030219	PATSAU01	PAT'S AUTO SUPPLY LTD	6/28/18	ATB PRIMARY	PMCHQ00001219	$11.63

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0030220	PLIBRARY01	PEACE LIBRARY SYSTEM	6/28/18	ATB PRIMARY	PMCHQ00001219	$4,853.94
0030221	SIGNAL01	LOMOSAD MEDIA INC.	6/28/18	ATB PRIMARY	PMCHQ00001219	$4,413.57
0030222	VECTOR01	VECTOR COMMUNICATIONS LTD	6/28/18	ATB PRIMARY	PMCHQ00001219	$1,912.05
0030223	WINDFORD01	WINDSOR FORD	6/28/18	ATB PRIMARY	PMCHQ00001219	$88.17
0030224	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	6/28/18	ATB PRIMARY	PMCHQ00001220	$1,091.24

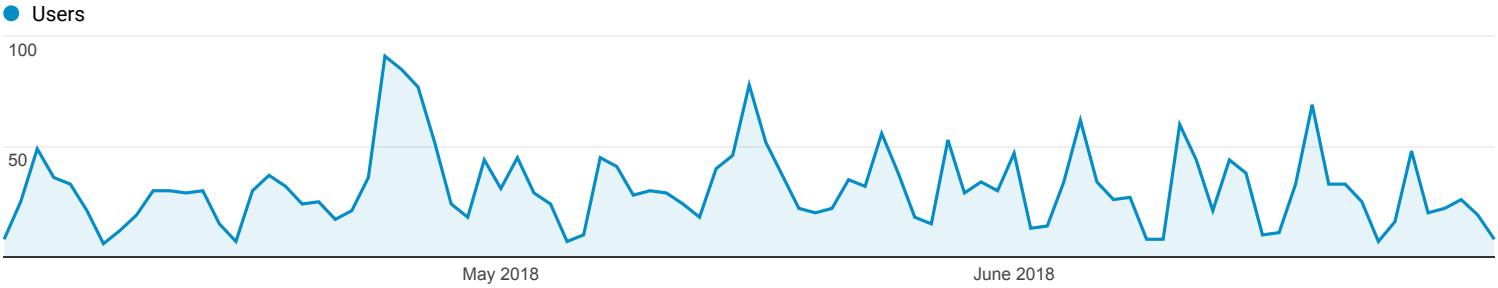
Total Cheques: 124 Total Amount of Cheques: $1,497,179.34

Audience Overview

All Users
100.00% Users

Apr 1, 2018 - Jun 30, 2018

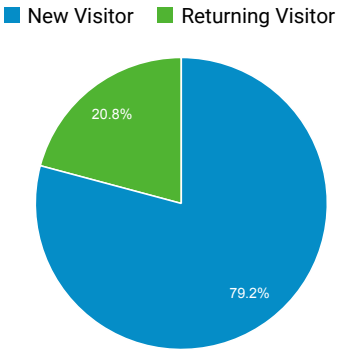
Overview



Users	New Users	Sessions
1,912	1,767	3,292

Number of Sessions per User	Pageviews	Pages / Session
1.72	7,057	2.14

Avg. Session Duration	Bounce Rate
00:01:32	57.17%



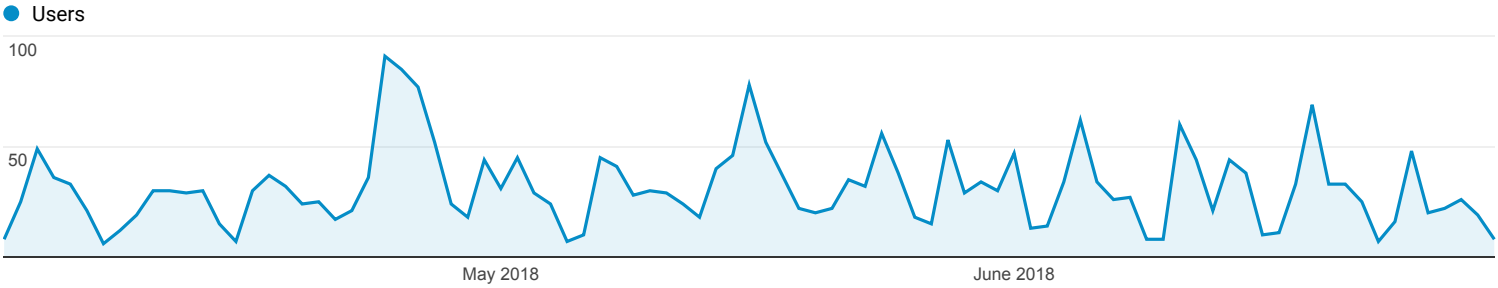
	Language	Users	% Users
1.	en-us	918	47.86%
2.	en-ca	650	33.89%
3.	fr	142	7.40%
4.	en-gb	121	6.31%
5.	ko	65	3.39%
6.	fr-fr	6	0.31%
7.	fr-ca	4	0.21%
8.	c	3	0.16%
9.	(not set)	2	0.10%
10.	ko-kr	2	0.10%

Audience Overview

All Users
100.00% Users

Apr 1, 2018 - Jun 30, 2018

Overview



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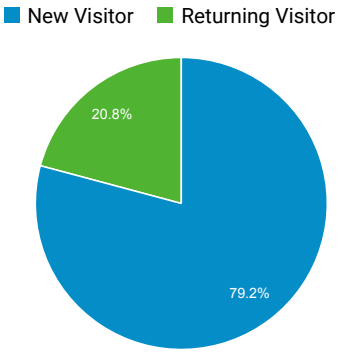
Avg. Session Duration	Bounce Rate
00:01:32	57.17%



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6.	fr-fr	6	0.31%
7.	fr-ca	4	0.21%
8.	c	3	0.16%
9.	(not set)	2	0.10%
10.	ko-kr	2	0.10%

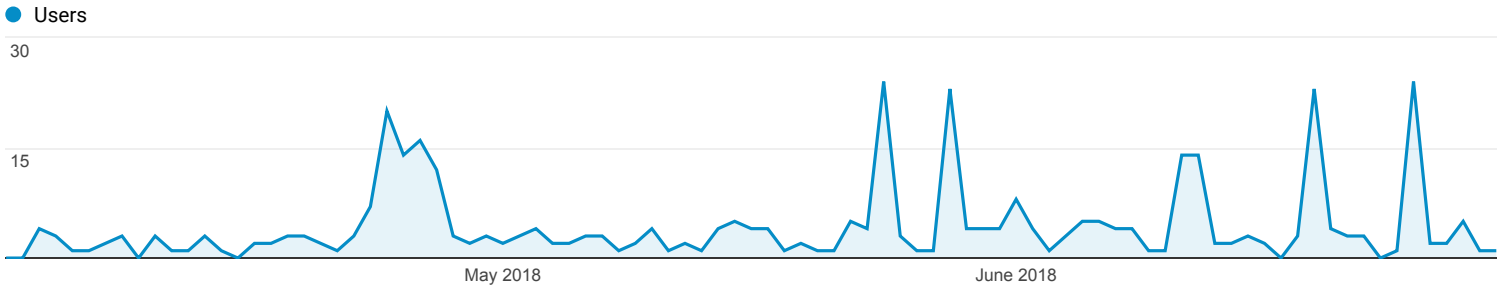
Referral Traffic

All Users
13.23% Users

Apr 1, 2018 - Jun 30, 2018

Explorer

Summary



Source	Acquisition			Behavior			Conversions		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value
	253 % of Total: 13.23% (1,912)	217 % of Total: 12.28% (1,767)	476 % of Total: 14.46% (3,292)	65.97% Avg for View: 57.17% (15.39%)	2.11 Avg for View: 2.14 (-1.80%)	00:01:52 Avg for View: 00:01:32 (22.43%)	0.00% Avg for View: 0.00% (0.00%)	0 % of Total: 0.00% (0)	$0.00 % of Total: 0.00% ($0.00)
1. m.facebook.com	**27 (10.55%)**	26 (11.98%)	30 (6.30%)	90.00%	1.37	00:01:19	0.00%	0 (0.00%)	$0.00 (0.00%)
2. birchhillscounty.com	**23 (8.98%)**	0 (0.00%)	200 (42.02%)	48.00%	2.67	00:02:52	0.00%	0 (0.00%)	$0.00 (0.00%)
3. emergencyalert.alberta.ca	**21 (8.20%)**	19 (8.76%)	28 (5.88%)	85.71%	1.29	00:00:15	0.00%	0 (0.00%)	$0.00 (0.00%)
4. best-deal-hdd.pro◀—=-=—visit-us	**20 (7.81%)**	20 (9.22%)	20 (4.20%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
5. get-more-freeen-visitors.info	**20 (7.81%)**	20 (9.22%)	20 (4.20%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
6. hotmail-help-number.uk	**20 (7.81%)**	20 (9.22%)	20 (4.20%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
7. house-guarded-muddle-care.top	**20 (7.81%)**	20 (9.22%)	20 (4.20%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
8. com.google.android.googlequicksearchbox	**16 (6.25%)**	14 (6.45%)	21 (4.41%)	47.62%	1.86	00:02:09	0.00%	0 (0.00%)	$0.00 (0.00%)
9. l.facebook.com	**14 (5.47%)**	14 (6.45%)	14 (2.94%)	71.43%	1.43	00:00:32	0.00%	0 (0.00%)	$0.00 (0.00%)
10. govjobs.ca	**11 (4.30%)**	6 (2.76%)	14 (2.94%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
11. bestofferhddacy.info	**10 (3.91%)**	10 (4.61%)	10 (2.10%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
12. getbytadsincome.info	**10**	10	10	100.00%	1.00	00:00:00	0.00%	0	$0.00

MINUTES OF A MUNICIPAL PLANNING COMMISSION MEETING FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS JUNE 22, 2016

Present:	**Chairperson**	Fiona Love
	Member	Lorraine Frape
	Development Clerk	Lucy Stevenson
Absent:	**Member**	Maurice Lemay
	Development Officer	Hermann Minderlein

CALL TO ORDER:

Chairperson Fiona Love called the meeting to order at 10:32a.m.

AGENDA

Moved by Member Lorraine Frape that the Municipal Planning Commission adopt the agenda as circulated:

CARRIED

MINUTES

Municipal Planning Commission
June 2, 2016

Moved by Member Lorraine Frape that the Municipal Planning Commission approve the minutes of the June 2, 2016 Municipal Planning Commission Meeting as presented.

CARRIED

DELEGATIONS

None

UNFINISHED BUSINESS

DP-08-16-19

It came to the attention of administration that **DP-08-16-19** read the **incorrect legal land location**.

Moved by Member Lorraine Frape that DP-08-16-19 be corrected to read the North East not the North West, that the approval from June 2, 2016 stands a revised permit be issued with the corrected legal. The approval be advertised for two week in the Signal changing the appeal deadline to July12, 2016.

CARRIED

INITIALS:Chairperson: _____

Development Officer: _____

NEW BUSINESS
SA-02-19-16

On April 26, 2016 administration received a subdivision application for a farmstead separation.

Moved by Member Lorraine Frape that SA 02-19-16 be **approved.**

CARRIED

FOR INFORMATION

A verbal report was given by Lucy Stevenson, Development Clerk, surrounding activity pertaining to the Development Department.

CARRIED

IN-CAMERA

There were no confidential items on the agenda

ADJOURNMENT

Being that there were no other items for discussion, Chairperson Fiona Love adjourned the meeting at 10:58 a.m.

CHAIRPERSON
FIONA LOVE

DEVELOPMENT CLERK
LUCY STEVENSON

INITIALS:Chairperson: _____

Development Officer: _____

MINUTES OF A MUNICIPAL PLANNING COMMISSION MEETING FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS July 6, 2016

Present:	**Chairperson**	Fiona Love
	Member	Lorraine Frape
	Development Clerk	Lucy Stevenson
	Legislative Administrator	Rochelle Kolosky
Absent:	**Member**	Maurice Lemay
	Development Officer	Hermann Minderlein

CALL TO ORDER: **Chairperson Fiona Love** called the meeting to order at 10:33 a.m.

AGENDA

Moved by Member Lorraine Frape that the Municipal Planning Commission adopt the agenda as circulated.

CARRIED

MINUTES
Municipal Planning Commission
June 22, 2016

Moved by Member Lorraine Frape that the Municipal Planning Commission approve the minutes of the June 22, 2016 Municipal Planning Commission Meeting as presented.

CARRIED

DELEGATIONS

There were no delegations.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS
SA-03-19-16

On April 27, 2016 administration received a subdivision application for a farmstead separation.

Moved by Member Lorraine Frape that SA 03-19-16 be approved subject to the Alberta Transportation requirement's contained within file 2016-BH03-19-16. (The requirements of Section 15(2) apply and as such the department requires the dedication of a 30 metre wide service road right-of-way across the entire highway frontage of the proposed parcel, parallel and adjacent to Highway 740, at no cost to the minister.)

CARRIED

INITIALS:Chairperson: _____

Development Clerk: _____

DP-09-16-19

On June 29, 2016 administration received a development application for a child care facility at the NW 34-77-2 W6. Because this "use" is neither a permitted nor discretionary use within the Agriculture zone, the Development Officer referred the application to the Municipal Planning Commission and because it is a "like use" to other districts of the Land Use Bylaw, it was;

Moved by Member Lorraine Frape that DP 09-16-19 be approved.

CARRIED

FOR INFORMATION

There were no informational documents.

IN-CAMERA

There were no confidential items on the agenda.

ADJOURNMENT

Being that there were no other items for discussion, Chairperson Fiona Love adjourned the meeting at 11:15 a.m.

CHAIRPERSON
FIONA LOVE

DEVELOPMENT CLERK
LUCY STEVENSON

INITIALS:Chairperson: _____

Development Clerk: _____

MINUTES OF A MUNICIPAL PLANNING COMMISSION MEETING FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS December 7, 2016

Present:

Chairperson	Fiona Love
Member	Lorraine Frape
Member	Maurice Lemay
Development Officer	Hermann Minderlein
Development Clerk	Lucy Stevenson

Absent:

CALL TO ORDER: **Chairperson Fiona Love** called the meeting to order at 10:36 a.m.

AGENDA **Moved by Member Maurice Lemay** that the Municipal Planning Commission adopt the agenda as circulated.

CARRIED

MINUTES
Municipal Planning Commission
July 6, 2016

Moved by Member Lorraine Frape that the Municipal Planning Commission approve the minutes of the July 6, 2016 Municipal Planning Commission Meeting as presented.

CARRIED

DELEGATIONS There were no delegations.

UNFINISHED BUSINESS There was no unfinished business.

NEW BUSINESS
LUB 01-19-16

On April 26, 2016 a Land Use Bylaw Amendment application was received for changing the zoning at Lot A Plan 792 0181 from Agriculture to Country Residential found within the SE 28-76-2 W6.

Moved by Member Lorraine Frape that LUB 01-19-16 be approved.

CARRIED

FOR INFORMATION There were no informational documents.

IN-CAMERA There were no confidential items on the agenda.

ADJOURNMENT Being that there were no other items for discussion, Chairperson Fiona Love adjourned the meeting at 10:58 a.m.

CHAIRPERSON
FIONA LOVE

DEVELOPMENT OFFICER
HERMANN MINDERLEIN

MINUTES OF A MUNICIPAL PLANNING COMMISSION MEETING
FOR BIRCH HILLS COUNTY
HELD IN THE COUNCIL CHAMBERS
February 10, 2017

Present:	**Chairperson**	Fiona Love
	Member	Lorraine Frape
	Development Clerk	Lucy Stevenson
Teleconference:	**Member**	Maurice Lemay
Absent:	**Development Officer**	Hermann Minderlein

CALL TO ORDER: **Chairperson Fiona Love** called the meeting to order at 12:29 p.m.

AGENDA **Moved by Member Lorraine Frape** that the Municipal Planning Commission adopt the agenda as amended.

CARRIED

MINUTES
MPC December 7, 2016 **Moved by Member Maurice Lemay** that the Municipal Planning Commission approve the minutes of the December 7, 2016 Municipal Planning Commission Meeting as presented.

CARRIED

DELEGATIONS There were no delegations.

UNFINISHED BUSINESS There was no unfinished business.

NEW BUSINESS
SA 04-19-16 On December 8, 2016 the subdivision application for a farmstead separation was received for the NW 24-78-26 W5.

Moved by Member Lorraine Frape that SA 04-19-16 be approved.

CARRIED

FOR INFORMATION

Email correspondence from Aminu Bello at Alberta Infrastructure requesting confirmation of the development of Lot 2 Block 3 Plan 112 4394.

IN-CAMERA There were no confidential items on the agenda.

ADJOURNMENT Being that there were no other items for discussion, Chairperson Fiona Love adjourned the meeting at 1:08 p.m.

CHAIRPERSON
FIONA LOVE

DEVELOPMENT OFFICER
HERMANN MINDERLEIN

MINUTES OF A BIRCH HILLS COUNTY MUNICIPAL PLANNING COMMISSION MEETING HELD IN THE COUNCIL CHAMBERS JUNE 6, 2017

PRESENT:

Chairperson	Fiona Love
Member	Lorraine Frape
Member	Maurice Lemay
Development Officer	Hermann Minderlein
Development Clerk	Lucy Stevenson

CALL TO ORDER:

Fiona Love called the meeting to order at 10:34 a.m.

ADOPTION OF THE AGENDA

MPC17-001 Moved by Fiona Love that the Municipal Planning Commission adopt the agenda as amended with the addition of Item 6.c under New Business - Dissolve Subdivision at the SE 03-78-1 W6.

CARRIED

ADOPTION OF MINUTES
MPC February 10, 2017

MPC17-002 Moved by Maurice Lemay that the Municipal Planning Commission approve the minutes of the February 10, 2017 Municipal Planning Commission Meeting as presented.

CARRIED

DELEGATIONS

There were no delegations.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS
SA-01-19-17

Subdivision Application SA-01-19-17 was received by the County on March 31, 2017 for a farmstead separation for the NE-14-79-24 W5.

MPC17-003 Moved by Fiona Love that SA-01-19-17 be approved with the condition that the septic tanks meet the setback to the dwelling and the water source (dugout).

CARRIED

SA-02-19-17

Subdivision Application SA-02-19-17 was received by the County on March 31, 2017 for the expansion of the boundary lines within Lot 1 Plan 7520603.

MPC17-004 Moved by Lorraine Frape that SA-02-19-17 be approved with the condition that the land owner make an

INITIALS: Chairperson:

Development Officer:

upgrade to the septic system to meet the setback distances as noted in the Alberta Private Sewage Standard of Practice and the Alberta Public Health Act – Nuisance and General Sanitation Regulations.

CARRIED

Dissolve Subdivision at SE 03-78-1 W6

An inquiry had been received by Birch Hills County as to the process required to dissolve a subdivision back into the balance of a quarter. Past history had been reviewed and it was found that the plan of subdivision had been cancelled by Bylaw in 2013, and another example had been found in 2014 where a land owner had a subdivision dissolved through a Surveyor. The Survey Act gives a surveyor the powers to move or remove property lines. Municipal Affairs had been contacted and advised that either method is acceptable.

MPC17-005 Moved by Maurice Lemay that dissolving a subdivision in order to amalgamate two (2) parcels of land previously subdivided be processed by a Surveyor, and that a Policy to document this be prepared and presented to Council for approval.

CARRIED

MDP Open House

The date previously set for an open house in Eaglesham regarding a proposed updated Municipal Development Plan (MDP) was no longer available. The MPC contacted Tomas Deming with MMSA to determine an acceptable alternate date for the meeting.

MPC17-006 Moved by Fiona Love that the open house in Eaglesham regarding the updated Municipal Development Plan be rescheduled to July 6, 2017 from 6:30 to 8:30 p.m.

CARRIED

FOR INFORMATION

Development Clerk Lucy Stevenson updated the MPC that on March 27, 2017 the Development Officer had approved the building of an accessory building for the Kakut Lake Resort Association. This building will be used to house public showers for the campground. Two Single detached dwellings had also been approved by the Development Officer this spring, one for Ginette and Danny Paradis in April and one for and Lisa and Sheldon Pierog in May.

INITIALS: Chairperson:

Development Officer:

IN-CAMERA

There were no confidential items on the agenda.

ADJOURNMENT

Being that there were no other items for discussion, Chairperson Fiona Love adjourned the meeting at 12:02 p.m.

CHAIRPERSON
FIONA LOVE

DEVELOPMENT OFFICER
HERMANN MINDERLEIN

INITIALS: Chairperson:

Development Officer:

MINUTES OF A BIRCH HILLS COUNTY MUNICIPAL PLANNING COMMISSION MEETING HELD AT THE EAGLESHAM COMMUNITY HALL JULY 6, 2017

PRESENT:

Chairperson	Fiona Love
Member	Lorraine Frape
Member	Maurice Lemay
Development Officer	Hermann Minderlein
Development Clerk	Lucy Stevenson

CALL TO ORDER: **Fiona Love** called the meeting to order at 6:03 p.m.

ADOPTION OF THE AGENDA

MPC17-006 Moved by Lorraine Frape that the Municipal Planning Commission adopt the agenda presented.

CARRIED

ADOPTION OF MINUTES
MPC June 6, 2017

MPC17-007 Moved by Maurice Lemay that the Municipal Planning Commission approve the minutes of the June 6, 2017 Municipal Planning Commission Meeting as corrected.

CARRIED

DELEGATIONS There were no delegations.

UNFINISHED BUSINESS There was no unfinished business.

NEW BUSINESS

Maurice Lemay declared that he is on the board of Birch Hills Gas, but that he would not receive any gain, monetary or otherwise, related to the decision regarding this development application.

DP-06-17-19

On July 5, 2017 a development permit application was received for a Public Utility on the SE 17-78-2 W6 with a request for a variance of 36 meters. Because the variance was requested and a Public Utility is a Discretionary Use in the zone, the Development Officer referred the application to the Municipal Planning Commission. The Municipal Planning Commission looked at similar improvements.

MPC17-008 Moved by Lorraine Frape that DP-06-17-19 be approved with a variance to permit roadway setbacks of five (5) meters subject to the following;

1. Barricades are to be constructed or placed around the perimeter and that these barricades have high visibility reflectors; and

INITIALS: Chairperson:

Development Officer:

2. Approval by the Director of Public Works for Birch Hills County;

CARRIED

IN-CAMERA There were no confidential items on the agenda.

ADJOURNMENT Being that there were no other items for discussion, Chairperson Fiona Love adjourned the meeting at 6:23 p.m.

CHAIRPERSON
FIONA LOVE

DEVELOPMENT OFFICER
HERMANN MINDERLEIN

INITIALS: Chairperson:

Development Officer:

MINUTES OF A BIRCH HILLS COUNTY MUNICIPAL PLANNING COMMISSION MEETING HELD IN THE WANHAM BIRCH HILLS COUNTY OFFICE JULY 18, 2017

PRESENT:	**Chairperson**	Fiona Love
	Member	Maurice Lemay
	Development Clerk	Lucy Stevenson
	County Staff	Beverly Howard
ABSENT	**Member**	Lorraine Frape
	Development Officer	Hermann Minderlein

CALL TO ORDER: **Fiona Love** called the meeting to order at 10:42 a.m.

ADOPTION OF THE AGENDA

MPC17-009 Moved by Maurice Lemay that the Municipal Planning Commission adopt the agenda presented.

CARRIED

ADOPTION OF MINUTES
MPC July 6, 2017

MPC17-010 Moved by Maurice Lemay that the Municipal Planning Commission approve the minutes of the July 6, 2017 Municipal Planning Commission Meeting.

CARRIED

DELEGATIONS There were no delegations.

UNFINISHED BUSINESS There was no unfinished business.

NEW BUSINESS
DP 07-17-19

On July 7, 2017 Birch Hills County received a development permit application for an accessory building in the hamlet of Watino. In order to determine which direction is the front of the property, the Development Officer went on site to inspect the orientation, and then referred the application to the Municipal Planning Commission.

MPC17-011 Moved by Maurice Lemay that DP-07-17-19 be approved as flooding and erosion has changed the lay of the land and front/back yards in some areas of Watino are somewhat ambiguous. The Municipal Planning Commission's view is, what was formally a back alley can now be considered an Avenue.

CARRIED

INITIALS: Chairperson:

Development Officer:

FOR INFORMATION

SA-03-19-17 was received July 13, 2017 and will be circulated at a later date.

SA-04-19-17 was received July 14, 2017 and will be circulated on July 19, 2017.

Correspondence from NRCB for Application FA17004 was received on July 6, 2017. It is for Birch Hills Colony; they are converting from stalls to meet the new regulations and converting to full floor (slat or pit) at the same time. This location is a current Confined Feeding Operation (CFO).

Two notices of buildings were received at the County, but because they are for Agriculture purposes, a development permit is not necessary, just building permits.

Notification was given that a Park Model is going to be housed at the Eaglesham Golf and Country Club. This improvement has no need for any permits.

IN-CAMERA

There were no confidential items on the agenda.

ADJOURNMENT

Being that there were no other items for discussion, Chairperson Fiona Love adjourned the meeting at 12:01 p.m.

CHAIRPERSON
FIONA LOVE

DEVELOPMENT OFFICER
HERMANN MINDERLEIN

INITIALS: Chairperson:

Development Officer:

MINUTES OF A BIRCH HILLS COUNTY MUNICIPAL PLANNING COMMISSION MEETING HELD IN THE WANHAM BIRCH HILLS COUNTY OFFICE September 6, 2017

PRESENT:

Chairperson	Fiona Love
Member	Maurice Lemay
Member	Lorraine Frape
Development Officer	Hermann Minderlein
Development Clerk	Lucy Stevenson

ABSENT:

CALL TO ORDER: **Fiona Love** called the meeting to order at 9:34 a.m.

ADOPTION OF THE AGENDA

MPC17-012 Moved by Lorraine Frape that the Municipal Planning Commission adopt the agenda presented.

CARRIED

ADOPTION OF MINUTES

MPC July 18, 2017

MPC17-013 Moved by Maurice Lemay that the Municipal Planning Commission approve the minutes of the July 18, 2017 Municipal Planning Commission Meeting.

CARRIED

DELEGATIONS There were no delegations.

UNFINISHED BUSINESS There was no unfinished business.

NEW BUSINESS

SA-04-19-17

On July 14, 2017 Birch Hills County received a subdivision in principal application for the SE 20-76-3 W6 and Lot 1 Block 1 Plan 1423446 to move the existing boundary lines increasing the area of the current subdivision from approx. 20 acres to approx. 40 acres.

MPC17-014 Moved by Lorraine Frape that SA-04-19-17 be approved.

CARRIED

FOR INFORMATION

Development Clerk Report Clerk Stevenson provided a written report for the Board with verbal updates.

IN-CAMERA There were no confidential items on the agenda.

INITIALS: **Vice Chairperson:** ML

Development Officer:

ADJOURNMENT

Being that there were no other items for discussion, Chairperson Fiona Love adjourned the meeting at 10:05 a.m.

Maurice Lemay

VICE CHAIRPERSON
MAURICE LEMAY

DEVELOPMENT OFFICER
HERMANN MINDERLEIN

INITIALS: **Vice Chairperson:** ML

Development Officer:

MINUTES OF A BIRCH HILLS COUNTY MUNICIPAL PLANNING COMMISSION MEETING HELD IN THE WANHAM BIRCH HILLS COUNTY OFFICE
November 7, 2017

PRESENT:	**Vice Chairperson**	Maurice Lemay
	Member	Lorraine Frape
	Development Officer	Hermann Minderlein
	Development Clerk	Lucy Stevenson
ABSENT:		

CALL TO ORDER:

Lorraine Frape offered to open the meeting and called the meeting to order at 12:15. It was determined that since Maurice Lemay is the Vice Chairperson that he would Chair the meeting.

ADOPTION OF THE AGENDA

MPC17-015 Moved by Lorraine Frape that the Municipal Planning Commission adopt the agenda presented.

CARRIED

ADOPTION OF MINUTES
MPC September 6, 2017

MPC17-016 Moved by Lorraine Frape that the Municipal Planning Commission approve the minutes of the September 6, 2017 Municipal Planning Commission Meeting.

CARRIED

DELEGATIONS

There were no delegations.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS
DP-13-17-19

On October 19, 2017 Birch Hills County received a development application at Lot 6 Plan 1003KS in the Hamlet of Peoria for an accessory building. The property is congruent to Range Road 30 and Township Road 765. The accessory building is planned to be placed on the exterior side yard of the principal building.

MPC17-017 Moved by Lorraine Frape that DP-13-17-19 be approved.

CARRIED

INITIALS: **Vice Chairperson:**

Development Officer:

FOR INFORMATION

Development Clerk Report **MPC17-018 Moved by Lorraine Frape** that MPC receive the Development Clerk's written report and updates as information.

CARRIED

IN-CAMERA There were no confidential items on the agenda.

ADJOURNMENT Being that there were no other items for discussion, Vice Chairperson Maurice Lemay adjourned the meeting at 12:38 p.m.

NEXT MEETING November 21, 2017 10:30 a.m. at the County office.

Maurice Lemay
VICE CHAIRPERSON
MAURICE LEMAY

DEVELOPMENT OFFICER
HERMANN MINDERLEIN

INITIALS: **Vice Chairperson:** ML

Development Officer:

MINUTES OF A BIRCH HILLS COUNTY MUNICIPAL PLANNING COMMISSION MEETING HELD IN THE WANHAM BIRCH HILLS COUNTY OFFICE November 21, 2017

PRESENT:	**Vice Chairperson**	Maurice Lemay
	Member	Lorraine Frape
	Development Clerk	Lucy Stevenson
ABSENT:	**Development Officer**	Hermann Minderlein

CALL TO ORDER: **Vice Chairperson Maurice Lemay called the meeting to order at 10:30 a.m.**

ADOPTION OF THE AGENDA

MPC17-019 Moved by Lorraine Frape that the Municipal Planning Commission adopt the agenda as presented.

CARRIED

ADOPTION OF MINUTES
MPC November 7, 2017

MPC17-020 Moved by Lorraine Frape that the Municipal Planning Commission approve the minutes of the November 7, 2017 Municipal Planning Commission Meeting as amended.

CARRIED

DELEGATIONS There were no delegations.

UNFINISHED BUSINESS There was no unfinished business.

NEW BUSINESS
SA-03-19-17

On September 15, 2017 the amended subdivision application for the SW 25-78-25 W5 was circulated. The property owners chose to amend their application to incorporate parallel lines.

MPC17-021 Moved by Lorraine Frape that SA-03-19-17 be approved.

CARRIED

SA-05-19-17

On September 13, 2017 a subdivision application was received for the SW 26-76-4 W6. The Development department staff met with the landowners to assist in determining setbacks, the end result is that subdivision is larger than the landowners would have liked. Alberta Transportation originally requested that a service road right of way be dedicated, but after meeting with the landowners deemed it unnecessary at this time.

INITIALS: Vice Chairperson: ML

Development Officer:

MPC17-022 Moved by Lorraine Frape that SA-05-19-17 be approved with the condition that the private sewage system, an open discharge system, be moved to the proposed location to meet code.

CARRIED

SA-06-19-17

On September 29, 2017 a subdivision application was received for the SE 27-77-4 W6. The Development department staff met with the landowners to assist in discussions surrounding setbacks. A Development Permit, DP-09-14-19, was issued for this parcel in 2014 but to date the improvement is not complete.

MPC17-023 Moved by Lorraine Frape that SA-06-19-17be approved.

CARRIED

Development Officer Hermann Minderlein joined the meeting at 11:50 am

DP-15-17-19

The final draft of a Development Permit application was received on November 7, 2017. The application is for a single detached dwelling, the second dwelling on the lot, a garage and for the development of an Agriculture Intensive operation, the extent of which is not public information at this time.

Development Officer Hermann Minderlein left the meeting at 12:10 p.m.

MPC17-024 Moved by Lorraine Frape that DP-15-17-19 be approved for an Agriculture Intensive Operation, a Single Detached Dwelling and Garage, this development being the second dwelling on the lot. This approval is subject to the proposed improvements to be set back from the creek bank to meet the environmental standards as set out in 9.3.1 Land Use Bylaw 02-08 and with any necessary roadway setback variance to be approved by the Public Works Department of Birch Hills County in advance of any construction being initiated. Additionally, applicant is to ensure all future sewage disposal systems meet or exceed the requirements under the ALBERTA PRIVATE SEWAGE SYSTEMS STANDARD OF PRACTICE and ensure that development is in compliance with the NUISANCE AND GENERAL SANITATION REGULATION (AR243/2003).

CARRIED

INITIALS: **Vice Chairperson:** _____

Development Officer: _____

FOR INFORMATION

Development Clerk Report **MPC17-025 Moved by Lorraine Frape** that MPC receive the Development Clerk's written report and updates as amended, as information.

CARRIED

IN-CAMERA There were no confidential items on the agenda.

ADJOURNMENT Being that there were no other items for discussion, Vice Chairperson Maurice Lemay adjourned the meeting at 12:16 p.m.

Maurice Lemay
VICE CHAIRPERSON
MAURICE LEMAY

DEVELOPMENT OFFICER
HERMANN MINDERLEIN

INITIALS: **Vice Chairperson:** ML

Development Officer:

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Shelley Braun/Dir. Corp Services	**Director:**	
Item Title:	2018 Capital Budget Variance	**Presenter:**	Shelley Braun

DESCRIPTION:

Council is being provided with an update on the 2018 Capital Budget including information regarding variances.

BACKGROUND:

The following motions had been adopted that relate to the 2018 Capital Budget:

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

and

> **RC18-062 Moved by Deputy Reeve Carbone** that Council direct Administration not to proceed with the purchase of a County Vehicle and to conduct a review of County's policies and bring back recommendations to Council at a future Governance Meeting as to changes that would encourage or require participants to conferences and meetings to travel together.

DISCUSSION / BENEFITS / DISADVANTAGES

Gravel Crushing Budget update	$1,600,000
5-32-00-01-599 spent to date	$ 204,288
Gravel Crushing Contract awarded (unspent)	$ 942,900
Remaining Unspent (not including contract)	$ 452,812

ATTACHMENT(S):

2018 Capital Budget Summary printed January 18, 2018 10:54 A.M.; and

2018 Capital Budget Variance dated July 5, 2018 1:31 P.M.

OPTIONS:

Council may choose to:

1. Accept the presentation regarding the 2018 Capital Budget including information regarding variances for information; or

2. Provide Administration with other direction.

RECOMMENDED ACTION:

It is Administration's recommendation:

> "that Council accept the presentation regarding the 2018 Capital Budget including information regarding variances for information."

Birch Hills County
2018 Capital Budget

Description	Cost Price	Trade In Sales	Net Cost	Grant (If applicable)
Council				
Council Vehicle	70,000.00		13,633.00	Reserves
	-	-	56,367.00	MSI
Sub-Total	**70,000.00**	**-**	**13,633.00**	
Administration				
Photocopier	25,000.00	5,000.00	20,000.00	Reserves
Sub-Total	**25,000.00**	**5,000.00**	**20,000.00**	
Public Works				
Grader Purchase	485,000.00	100,000.00	385,000.00	MSI
Backhoe	180,000.00	20,000.00	160,000.00	MSI
Truck Canopy	8,500.00		8,500.00	MSI
Gravel Crushing	1,600,000.00	-	731,854.18	MSI
	-	-	868,145.82	Reserves
Sub-Total	**2,273,500.00**	**120,000.00**	**2,153,500.00**	
Regional Water Supply & Distribution				
Wanham Hydrant Replacement	7,700.00		7,700.00	MSI
Wanham Water Backup Pump Rebuild	12,000.00	-	12,000.00	MSI
Water Plant Aerator Upgrade	25,000.00		25,000.00	MSI
Water Plant Turbidimeter Replacement	12,000.00		12,000.00	MSI
Eaglesham Water Backup Pump Rebuild	13,000.00		13,000.00	MSI
Sub-Total	**69,700.00**	**-**	**69,700.00**	
Agriculture Services Board				
Roadside Mowers (sell 2 - replace in 2017)		8,000.00		
Trailer Replacement (funded by mower sales)	8,000.00			
Weed Control Truck	50,000.00	1,000.00	49,000.00	MSI
Weed Control Truck	50,000.00	1,000.00	49,000.00	MSI
Hamlet Maintenance Truck	55,000.00	1,000.00	54,000.00	MSI
Sub-Total	**163,000.00**	**11,000.00**	**152,000.00**	
Total Expenditures	**2,601,200.00**	**136,000.00**	**2,408,833.00**	
Source of Funding:				
Council Reserve	13,633.00			
General Administration Reserve	20,000.00			
PW - Roads & Streets Reserve	868,145.82			
		901,778.82	**Total Reserves**	
Federal Gas Tax Fund	-			
Municipal Sustainability Initiative (MSI) Grant	1,563,421.18			
		1,563,421.18	**Total Grants**	
		136,000.00	**Trade-in/Sale**	
		2,601,200.00	**Total Funding**	

	Description							
Account	Capital Revenues	2017 Actual	2018 Budget	2018 YTD	Budget Variance	$500 over Budget	$ of Budget	Notes
3-12-10-00-400	Gen Admin - Proceeds On Sale Of Assets	0.00	(5,000.00)	0.00	(5,000.00)			Photocopier
3-12-10-00-920	Gen Admin - Contributed From Capital Reserv	0.00	(20,000.00)	0.00	(20,000.00)			Photocopier
3-32-10-00-630	PW - Mach & Equipment - Sale Of Assets	0.00	(120,000.00)	0.00	(120,000.00)			Grader & Backhoe
3-32-10-00-840	PW - Provincial Conditional Grants	(192,000.59)	(1,285,354.18)	0.00	(1,285,354.18)			Grader, Backhoe, Canopy, Gravel Crushing
3-32-10-00-920	PW - Contributed From Capital Reserve	0.00	(868,145.82)	0.00	(868,145.82)			Gravel Crushing
3-32-10-00-930	**PW - Contributed From Operating**	(1,008,524.55)		0.00	0.00			
3-41-10-00-840	Reg Water - Provincial Conditional Grant	(193,977.97)	(69,700.00)	0.00	(69,700.00)			backup pump)
3-53-00-00-920	Medical Clinic - Contri from Capital Reserves	(244,697.74)		0.00	0.00			
3-63-10-00-630	ASB - Mach & Equipment - Sale Of Assets	0.00	(8,000.00)	0.00	(8,000.00)			Sale of mowers
3-63-10-00-650	ASB - Vehicles - Sale Of Assets	0.00	(3,000.00)	0.00	(3,000.00)			Sale of 3 trucks
3-63-10-00-840	ASB - Prov Conditional Grant	(115,012.05)	(152,000.00)	0.00	(152,000.00)			MSI Capital - trucks
		(1,754,212.90)	**(2,531,200.00)**	**0.00**	(2,531,200.00)			
	Capital Expense							
4-12-10-00-630	Gen Admin - Machinery And Equipment	0.00	25,000.00	0.00	25,000.00			Photocopier
4-32-10-00-764	**PW - Add To Capital Reserve**	1,008,524.55		0.00	0.00			
4-32-30-00-610	PW - Gen Maint - Engineering Structures	0.00		0.00	0.00			BF79327
4-32-30-00-630	PW - Gen Maint - Machinery & Equipment	192,000.59	2,265,000.00	659,461.00	1,605,539.00		29%	Grader, Backhoe, Canopy, Gravel Crushing
4-32-30-00-650	PW - Gen Maint - Vehicles	0.00	8,500.00	87,514.45	(79,014.45)	$	1030%	PW trucks (see 2-63-10-00-650)
4-41-10-45-610	Reg Water - Engineering Structure	81,677.49		0.00	0.00			
4-41-10-45-630	Reg Water - Machinery & Equipment	112,300.48	69,700.00	5,123.80	64,576.20		7%	Hydrant, Water Pump, Aerator, Turbidimeter, backup pump
4-53-00-00-620	Medical Clinic - Buildings	244,697.74		0.00	0.00			
4-63-10-00-630	ASB - Machinery & Equipment	115,012.05	8,000.00	5,970.00	2,030.00		75%	ASB Trailer
4-63-10-00-650	ASB - Admin - Vehicles	0.00	155,000.00	40,708.68	114,291.32		26%	ASB Truck
		1,754,212.90	**2,531,200.00**	**798,777.93**	1,732,422.07		32%	

June 22, 2018

Reeve Manzulenko & Councillors
Birch Hills County
PO Box 157
Wanham Alberta, T0H 3P0

Alberta Recreation & Parks Association

Dear Reeve Manzulenko & all Members of Council;

It is widely understood that a high quality of life is essential to the economic wellbeing of a community and a key aspect of quality of life within a municipality's controls is their recreation and parks programs and services. The Alberta Recreation and Parks Association (ARPA), with the support and encouragement of the AUMA, RMA and the Government of Alberta, have developed a professional development workshop on Recreation and Parks in Alberta for elected officials.

This workshop is complimentary to the Elected Officials Education Program of AUMA and RMA and provides a certificate upon successful completion. The workshop will provide Council members with an understanding of the national framework documents, Framework for Recreation in Canada 2015 - Pathways to Wellbeing and Parks for All - An action Plan for Canada's Parks Community and Common Vision for Increasing Physical Activity and Reducing Sedentary Living as well as the linkages to the Municipal Government Act and other applicable legislation. A significant portion of the day will be devoted to exploring practical examples that you can implement in your community.

We are very pleased to advise you that we have retained the services of the recently retired Mayor of Leduc, Mr. Greg Krischke to deliver the recreation and parks course. The course can be delivered to your Council in various ways:

1) **In your community**
   Greg will travel to your community to deliver the workshop as an inservice for your council, senior managers and if you like neighbouring council members.

2) **At events**
   Greg will deliver the course at the ARPA Conference and Energize Workshop on Thursday October 25, 2018 at the Fairmont Jasper Park Lodge.

3) **Online**
   You can learn at your own pace through two online course options. Greg will available to answer questions via email in one of the options.

Please contact ARPA by telephone at 780-415-1745 or email arpa@arpaonline.ca to arrange for this governance course for your council.

Yours sincerely,

William Wells
Chief Executive Officer

Enclosures (2)

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca

Recreation and Parks for Elected Officials Workshop
Fee Schedule

	ARPA Member	Non-Member	Conditions
In Your Community	$3,400.00	$4,000.00	Up to 10 Participants.
	$270.00	$340.00	Per additional participant (up to a maximum of 20 people per workshop).
ARPA Conference Session	$269.00	$339.00	Minimum of 10 participants required to run the workshop.
Online Course	Access to learning resources between April 1st and March 30th each year.		
With support	$199.00	$250.00	Email access to instructor
Without support	$99.00	$135.00	No access to instructor

All prices are subject to 5% GST

Alberta Recreation & Parks Association

11759 Groat Road
Edmonton, AB T5M 3K6
Ph. 780-415-1745
Fax 780-451-7915

Greg Krischke BPE, ICD.D

Since graduating from the University of Alberta in 1975 with a Bachelor's degree in Physical Education Mr. Krischke has been a passionate supporter of recreation and parks. Greg has been involved in sport and recreation at a community, provincial, and national level.

Starting in 1995 Greg served on Leduc City council for 22 years including the last 13 as Mayor. Since 2004 the City of Leduc doubled in size, built a 309,000 sq ft recreation facility, constructed more than 60 kms of multiway paths and hosted many provincial, national and international events. Greg has served on the boards of the Alberta Recreation and Parks Association (ARPA), the Recreation For Life Foundation (RFLF) and the ARPA Energize sub-committee. Among his several awards, Greg is most proud to have received the Lieutenant Governor's inaugural Active Community, Elected Official award and in 2016 was named the Canadian Sport Tourism Champion of the year.

Alberta Municipal Affairs

Grants and Education
Property Tax Branch
15th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Telephone 780-422-7125

AR94297C

June 25, 2018

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

Dear Reeve Manzulenko,

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

CAP-8646	Hamlets of Eaglesham and Wanham Water System Upgrades (amended)	$ 154,900
CAP-9449	Equipment Purchases (amended)	$1,138,000

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

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

Yours truly,

Janice Romanyshyn
Executive Director
Grants and Education Property Tax

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

ALBERTA
CULTURE AND TOURISM

Office of the Minister
MLA, Calgary-Cross

June 28, 2018

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

Dear Reeve Manzulenko:

Across the province, thousands of volunteers are stepping up to make a difference, to improve the quality of life for all of us, and to make Alberta an even better place to be. Thanks to the dedication and commitment of volunteers, Albertans have access to the recreational, cultural, and social programs and facilities that are at the heart of strong, vibrant communities.

The Stars of Alberta Volunteer Awards were established by the Government of Alberta to shine the spotlight on volunteers and the value of their efforts. The 2018 awards nominations are now open and you can help recognize the remarkable volunteers in your community. Consider submitting a nomination to honour a worthy volunteer in your community and encourage local organizations and individuals to do the same. Share the stories of how volunteers are making a difference in your life and the life of your community.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their community are eligible to be nominated.

Full information, including a nomination form and a downloadable promotional poster suitable for printing or placement on your community website, can be found on the Stars of Alberta website at www.alberta.ca/stars-awards. The deadline for nominations is September 21, 2018.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Best Regards,

Ricardo Miranda
Minister

cc: Honourable Shaye Anderson
Minister of Municipal Affairs

227 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-422-3559

Printed on recycled paper

NORTHERN SUNRISE COUNTY
www.northernsunrise.net

Bag 1300
Peace River, AB T8S 1Y9
Office: 780-624-0013
Fax: 780-624-0023

July 6, 2018

Dear Mayor/Reeve and Council,

At the June 26, 2018 Council meeting of Northern Sunrise County, Council decided to host the all-day presentation by Doug Griffiths, *13 Ways to Kill a Community,* on **Saturday, November 3, 2018**. The workshop will be held at the St. Isidore Cultural Centre, 4 rue Bouchard, St. Isidore, Alberta. Further details will be provided closer to the event.

Although some of the municipalities responded that they were not interested in attending the workshop, we are re-sending this invitation to all in the hopes that you will reconsider, especially if there are council or staff who have not had the privilege of hearing Doug Griffiths' presentation. There is no cost to attend, as Northern Sunrise County has committed to covering the cost of the workshop.

This workshop is open to both Council members and Administration staff. Please RSVP to Olive Toews, Director of Legislative Services, phone 780-625-3271 or email otoews@northernsunrise.net, by September 18, 2018 with the number of attendees from your municipality. Thank you.

Sincerely,

Cindy Millar

Cindy Millar, CAO
Northern Sunrise County

c:
Big Lakes County
Birch Hills County
Clear Hills County
County of Northern Lights
Mackenzie County
MD of Fairview
MD of Greenview
MD of Opportunity
MD of Peace
MD of Smoky River
MD of Spirit River
Saddle Hills County
Town of Fairview
Town of Falher
Town of Grimshaw
Town of High Level
Town of Manning
Town of McLennan
Town of Peace River
Town of Rainbow Lake
Town of Spirit River
Town of Valleyview
Village of Berwyn
Village of Donnelly
Village of Girouxville
Village of Hines Creek
Village of Nampa
Village of Rycroft

TO: Members of Council

FROM: Hermann Minderlein, CAO

RE: Report to Council – July 12, 2018 Regular Meeting of Council

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SUBJECT: CAO Report

RECOMMENDATION: That the CAO's written report and verbal updates be received for information.

That Administration be directed to advertise to fill an anticipated vacancy on the Municipal Planning Commission, and to bring information regarding any applicants to a future Council Meeting.

REPORT:

The following correspondence was prepared and sent out based on Council direction:

Resolution	**Details**
RC 18-194	Letter dated June 14, 2018 to Central Peace Regional Waste Management Commission advising them of Council's decision to maintain Birch Hills County's membership with the Commission, suggesting that the requisitions be requested on an annual basis with the per capita amount lowered to reflect the change in payment schedule, and advising them that we are excited about the possibilities of a recycling project and look forward to hearing more about objectives for the project;
RC 18-196	Letter dated June 14, 2018 to FCM advising them of Council's decision not to contribute to the Special Advocacy Fund;
RC 18-197 and 18-198	Letters dated June 14, 2018 to LandSolutions advising them of Council's decision to support Development Permits 10-18-19 and 11-18-19 submitted on behalf of Nextera Energy Resources for the placement of meteorological towers;
RC 18-201	Letter dated June 14, 2018 to Ms. Jana Toews advising her of Council's decision to approve a Community Enhancement Grant for an amount not exceeding $1,000 based on the request she had submitted on behalf of the residents of Peoria; and
RC 18-202	Letters and cheques distributed to recipients of Recreation Board Grants.

In addition, I sent out a letter on June 27, 2018 to Wanham Trucking expressing gratitude for presentation, and:

1. advising them that Council has directed staff to work to improve the communication with them and the public in general to avoid times of frustration when expectations are not fully met from both sides;

2. explaining that the County staff had become involved with the overland flooding beginning on April 21, 2018 and that is why they were unavailable to clear snow from the road leading to the Wanham Trucking gravel pit;

3. advising them that the County was required to maintain the ranking of those Companies that chose to submit their equipment for the gravel program as per the requirements of our policy and that we would not be reopening the call, but that we would place their firm at the top of the list that will be maintained as per Section 2.D of Policy No. 32/01/16 provided that we receive the documentation that would have been required prior to July 10, 2018, the anticipated start date for this year's program; and

4. provided a copy of the following policies that pertain to their gravel operation and trucking business:
    a. Policy # 12/01/16, The Procurement Policy;
    b. Policy # 32/01/16, The Contract Trucking Policy;
    c. The Road Maintenance Policy;
    d. The Road Designations Standards Policy; and
    e. The Gravel Program Policy.

Reeve Manzulenko and I attended the Asset Management for Elected Officials session in Grande Prairie on June 15th, and although than the presentation was from a higher perspective than I was accustomed to receiving, I found that it provided the proper level of information required moving forward, and that I feel comfortable enough overseeing staff in in implementing this process based on the more in depth training they received in separate sessions. I distributed PDF versions of the following workbooks used during the sessions to members of Council and my directors on June 18th:

1. Risk: How Asset Management Can Help
2. Weathering the Storm: Asset Management and Climate Change; and
3. "I Want a Five-Star Experience for a Two-Star Price": Setting and Communicating Levels of Service

On my way home after the session, I stopped in at the fundraiser event (rummage sale) being put on by the Friends of Foundation and spoke with Steve Madden and provided some financial support by feeding my addiction for Christmas decorations and BBQ burgers.

On June 19th, Lucy and I met with Thom Deming and Alisha Mody from MMSA to review the progress on the Land Use Bylaw review prior to Tom's departure to Belleview, Ont and to meet Alisha who will be taking on the project. We anticipate all should go well, and hope to meet with the MPC to review the next draft in early/mid August.

I met with the other G5 CAO's and Jeff Fetter from Associated Engineering on June 21st to review the project to be submitted re Water for Life Grant application, and was reminded that I had failed to get a motion of support from Council. This is being resolved at this meeting.

Reeve Manzulenko, Councillor Reum, Lucy Stevenson, and I met with Pat Carswell, President, Trace Water Solutions on July 9th regarding a project proposed in the county on property located at the junction of RR40 and Hwy 677. It is quite an interesting project that proposes to recycle frac water generated by the oil and gas industry and put it back into use after separating chemicals that would be temporarily stored on site and then disposed of at and industrial landfill. I will leave it for the Reeve and Paul to brief on the meeting, but I have passed on information related to the project to our MLA via an email to her constituency office. In addition, there is a Bylaw on this agenda that relates to this project.

I sat in on the beginning and end of the NAHPI Steering Committee Meeting on July 10th, but was required to leave for another meeting and Amanda Ouellet to represent the county. She will brief Council on what transpired in the meeting, but spoiler alert, NAHPI will be changing their name due to the meaning of the acronym in some countries.

Also, on the 10th, Reeve Manzulenko and I met with CNRL representatives Rob Petrone and Charles Portlance. They provided us with an update on CNRL's program and plans for the future. I will defer to the Reeve to provide Council with this information.

And lastly on the 10th, there was an MPC meeting. The Commission reviewed several development permits and reviewed the three amending bylaws to the Land Use Bylaw that Council will be looking at later on this Agenda in order to provide comment for a public hearing (if required) prior to second reading. Lorraine Frape advised us that she will be leaving the County in the fall, and the County will need to begin a search for her replacement.

The last month or so has seen quite a bit of work related to development, some of it coming in off the street, and some of it resulting from information reported to the office that required follow up and additional action. One Work Stop Order was issued, and that landowner has since submitted the required application. Please remind people out there that there are requirements for permits if they are considering on doing something with their properties, and to call the office if they are unsure on what, if any, action is required.

I will be at the meeting and will update Council with additional information if required.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	July 12, 2018	**CAO:**	
Originated By:	Shelley Braun, DCS	**Manager:**	
Item Title:	2018 O&M Budget Variance	**Presenter:**	Shelley Braun

DESCRIPTION:

Administration is providing Council with information regarding the 2018 O&M Budget Variance.

BACKGROUND:

Please be aware of the following reference notes regarding the 2018 O&M Budget Variance report.

Revenue

- Drawn from reserves all functions $204,838

Expenses

- Payroll burden to June 30
- Monthly insurance accrual all functions to July.
- Building maintenance allocated to applicable functions
- Fuel inventory reconciled to April 11.
- Agriculture Services payroll burden allocated to individual sections (100% summer staff budget in ASB Weed Control)

12 – General Administration

- Monthly investment interest earned accrual to July, reconciled by auditors

12 – Assessment

- Monthly contract assessor accrual to July

24 – Disaster Services

- Monthly emergency services agreement accrual to July

32 – Public Works Grader Services

- MSI Operating grant realized $86,644 (funding remains a receivable)

32 – Contingency

- Overland Flooding event (includes payroll burden and contracted repairs)

41 – Regional Water, Wastewater and Solid Waste

- Invoiced to June 30

63 – Agriculture Services

- ASB grant realized $115,946 (funding remains a receivable)

ATTACHMENT(S):

1. 2018 O&M Budget Variance Summary

OPTIONS:

Council may choose to:

1. receive the presentation regarding the 2017 O&M Budget Variance Summary for information; and/or

2. direct Administration to take note of any observations raised by Council during the presentation; and/or

3. bring the 2018 O&M Budget Variance Summary back to a future Council meeting.

RECOMMENDED ACTION:

It is Administration's recommendation

> "that Council receive the presentation regarding the 2018 O&M Budget Variance Summary for information and direct Administration bring the 2018 O&M Budget Variance Summary back to the September 2018 Council meeting."

Birch Hills County
Budget Variance Summary Report by Function Printed 7/9/20181:44 PM

Description	2017 Actual	2018 Budget	2018 YTD	Variance	% of Budget
General Revenue	(5,746,508.13)	(5,709,700.86)	(5,675,226.83)	(34,474.03)	**99%**
Requisitions	888,841.25	853,912.30	506,406.54	347,505.76	**59%**
Net General Revenue	**(4,857,666.88)**	**(4,855,788.56)**	**(5,168,820.29)**	**313,031.73**	
11 - Council					
Council Expense	**145,844.86**	**167,750.00**	**68,196.66**	**99,553.34**	**41%**
11 - Election					
Election Expense	**2,679.28**	**-**	**-**	**-**	
12 - General Administration					
General Admin Revenue	(558,588.71)	(495,960.00)	(291,507.21)	(204,452.79)	59%
General Admin Expense	1,026,130.64	899,180.00	436,476.57	462,703.43	49%
Net General Administration	**467,541.93**	**403,220.00**	**144,969.36**	**258,250.64**	
12 - Assessment					
Assessment Revenue	(50.00)	-	-	-	
Assessment Expense	129,248.34	133,626.00	76,531.94	57,094.06	57%
Net Assessment	**129,198.34**	**133,626.00**	**76,531.94**	**57,094.06**	
12 - Building Maintenance - All Functions					
Building Maintenance Revenue	(20,000.00)	-	-	-	
Building Maintenance Expense	43,900.00	-	-	-	
Net Building Maintenance	**23,900.00**	**-**	**-**	**-**	

Birch Hills County
Budget Variance Summary Report by Function Printed 7/9/20181:44 PM

Description	2017 Actual	2018 Budget	2018 YTD	Variance	% of Budget
23 - Fire Preventive Services					
Fire Services Revenue	(28,152.50)	(36,040.00)	(50,975.25)	14,935.25	141%
Fire Services Expense	195,503.39	235,770.00	95,663.58	140,106.42	41%
Net Fire Protection	**167,350.89**	**199,730.00**	**44,688.33**	**155,041.67**	
24 - Disaster Services					
Disaster Services Revenue	(10,000.00)	(2,000.00)	(3,089.50)	(24,540.00)	**154%**
Disaster Services Expense	24,492.18	19,611.77	7,174.76	12,437.01	37%
Net Disaster Services	**14,492.18**	**17,611.77**	**4,085.26**	**13,526.51**	
25 - Medical Services					
Medical Services Revenue	(4,000.00)	-	-	-	
Medical Services Expense	41,441.92	44,490.00	35,662.38	8,827.62	80%
Net Medical Services	**37,441.92**	**44,490.00**	**35,662.38**	**8,827.62**	
26 - Safety & By-Law Enforcement					
Safety Revenue	(50,000.00)	(84,761.95)	(84,761.95)	-	100%
Safety Expense	67,221.37	61,130.00	1,193.43	59,936.57	2%
Net Safety	**17,221.37**	**(23,631.95)**	**(83,568.52)**	**59,936.57**	
32 - Public Works					
PW - Grader Services Revenue	(116,706.00)	(96,706.00)	(95,644.00)	1,062.00	**99%**
PW - Grader Services Expense	1,007,019.49	1,066,630.00	543,128.44	(523,501.56)	51%
Net Grader Services	**890,313.49**	**969,924.00**	**447,484.44**	**(522,439.56)**	
PW - Administration Revenue	(221,061.18)	(31,130.00)	(14,844.29)	(16,285.71)	48%
PW - Administration Expense	479,504.45	511,037.00	238,006.31	273,030.69	47%
Net PW General Administration	**258,443.27**	**479,907.00**	**223,162.02**	**256,744.98**	

Birch Hills County
Budget Variance Summary Report by Function Printed 7/9/20181:44 PM

Description	2017 Actual	2018 Budget	2018 YTD	Variance	% of Budget
PW - Street Lights Expenses	**42,540.28**	**46,000.00**	**17,958.81**	**28,041.19**	**39%**
PW- Gen Maintenance Revenue	(71,170.64)	(27,750.00)	(24,967.64)	(2,782.36)	90%
PW- Gen Maintenance Expense	2,536,435.39	2,615,240.00	1,364,972.60	1,250,267.40	52%
Net PW General Maintenance	**2,465,264.75**	**2,587,490.00**	**1,340,004.96**	**1,247,485.04**	
PW - Gravel Services Revenue	(205,126.01)	(474,040.45)	-	474,040.45	
PW - Gravel Services Expense	1,123,285.41	1,097,320.00	29,565.95	1,067,754.05	3%
Net Gravel Services	**918,159.40**	**623,279.55**	**29,565.95**	**1,541,794.50**	
PW- Project Services Revenue	(50,090.25)	(7,500.00)	(1,320.91)	(6,179.09)	18%
PW- Project Services Expense	178,206.50	175,000.00	-	175,000.00	
Net PW Project Services	**128,116.25**	**167,500.00**	**(1,320.91)**	**168,820.91**	
PW- Contingency Expense	**-**	**-**	**211,288.17**	**(211,288.17)**	
PW - Dust Control Revenue	(57,376.00)	(35,000.00)	(56,800.00)	21,800.00	162%
PW - Dust Control Expense	56,592.35	55,000.00	33,660.24	21,339.76	61%
Net PW Dust Control	**(783.65)**	**20,000.00**	**(23,139.76)**	**43,139.76**	
PW - Bridge File Expense	**303,005.84**	**318,650.00**	**159,629.19**	**159,020.81**	50%
Net Public Works	**5,005,059.63**	**5,212,750.55**	**2,404,632.87**	**2,808,117.68**	**46%**
33 - Airport					
Airport Revenue	(3,040.00)	(3,650.00)	(3,040.00)	(610.00)	83%
Airport Expense	1,666.99	3,700.00	8,144.10	(4,444.10)	220%
Net Airport Services	**(1,373.01)**	**50.00**	**5,104.10**	**(5,054.10)**	

Birch Hills County
Budget Variance Summary Report by Function Printed 7/9/20181:44 PM

Description	2017 Actual	2018 Budget	2018 YTD	Variance	% of Budget
37 - Drainage Ditches					
Drainage Ditches Revenue	(10,000.00)	-	-	-	
Drainage Ditches Expense	-	5,000.00	11,860.00	(6,860.00)	237%
Net Drainage Ditches	**(10,000.00)**	**5,000.00**	**11,860.00**	**(6,860.00)**	
41 -Regional Water Services					
Regional Water Services Revenue	(424,120.61)	(211,660.00)	(122,844.44)	(88,815.56)	58%
Regional Water Services Expense	668,285.91	670,080.00	364,151.87	305,928.13	54%
Net Regional Water Services	**244,165.30**	**458,420.00**	**241,307.43**	**217,112.57**	
42 - Wastewater Services					
Wastewater Services Revenue	(50,060.08)	(56,559.00)	(32,260.96)	(24,298.04)	57%
Wastewater Services Expense	90,118.34	114,490.00	70,479.86	44,010.14	62%
Net Reg Wastewater Treatment	**40,058.26**	**57,931.00**	**38,218.90**	**19,712.10**	
43 - Solid Waste Services					
Solid Waste Services Revenue	(28,798.18)	(33,817.99)	(21,648.73)	(12,169.26)	64%
Solid Waste Services Expense	127,318.08	134,700.00	46,727.02	87,972.98	35%
Net Solid Waste Collection	**98,519.90**	**100,882.01**	**25,078.29**	**75,803.72**	
51 - Family & Community Support Services					
FCSS - Revenue	(52,467.80)	(47,606.00)	(25,786.00)	(21,820.00)	54%
FCSS- Expense	64,971.36	47,606.00	17,522.27	30,083.73	37%
Net FCSS	**12,503.56**	**-**	**(8,263.73)**	**8,263.73**	
53 - Medical Clinic					
Medical Clinic - Revenue	(5,400.00)	-	-	-	
Medical Clinic - Expense	10,460.47	7,050.00	4,112.50	2,937.50	58%
Net Medical Clinic	**5,060.47**	**7,050.00**	**4,112.50**	**2,937.50**	

Birch Hills County
Budget Variance Summary Report by Function Printed 7/9/20181:44 PM

Description	2017 Actual	2018 Budget	2018 YTD	Variance	% of Budget
56 - Cemeteries					
Cemetery Revenue	(40.00)	-	-	-	
Cemetery Expense	-	900.00	-	900.00	
Net Cemeteries	**(40.00)**	**900.00**	**-**	**900.00**	
61-10 MPC Planning, Zoning & Development					
Planning & Development Revenue	(38,768.49)	(37,000.00)	(33,517.40)	(3,482.60)	91%
Planning & Development Expense	68,608.37	35,900.00	2,516.91	33,383.09	7%
Net Planning & Development	**29,839.88**	**(1,100.00)**	**(31,000.49)**	**29,900.49**	
61-20 - Development Appeal Board					
Planning & Development Expense	**-**	**900.00**	**-**	**900.00**	
61-30 - Development Administration					
Planning & Development Expense	**43,105.38**	**47,052.00**	**23,268.84**	**23,783.16**	**49%**
62 - Community Services					
Community Services Expense	**-**	**-**	**-**	**-**	

Birch Hills County
Budget Variance Summary Report by Function Printed 7/9/20181:44 PM

Description	2017 Actual	2018 Budget	2018 YTD	Variance	% of Budget
63 - Agriculture Services					
ASB Administration Revenue	(282,668.05)	(157,846.35)	(157,851.00)	4.65	100%
ASB Administration Expense	37,466.02	54,770.00	26,278.17	28,491.83	48%
ASB Board Expense	32,725.77	37,900.00	31,124.50	6,775.50	82%
ASB Fieldman Expense	181,862.63	208,065.00	84,508.93	123,556.07	41%
ASB Extensions Expense	3,856.06	6,500.00	382.20	6,117.80	6%
ASB Weed Control Expense	198,568.33	244,003.00	27,505.13	216,497.87	11%
ASB Roadside Spraying Expense	-	-	-	-	
ASB Roadside Mowing Expense	73,552.95	98,600.00	27,148.03	71,451.97	28%
ASB Brushing Expense	25,685.00	25,000.00	15,880.00		
ASB Hamlet Maintenance Expense	14,020.49	10,050.00	21,079.04	(11,029.04)	210%
Net ASB Administration	**285,069.20**	**527,041.65**	**76,055.00**	**450,986.65**	14%
64 - Natural Resources Development					
Natural Resources Expense	**-**	**-**	**-**	**-**	
66 - Subdivision Land & Developments					
Sale of Lots Revenue	(500.00)	(5,100.20)	(4,046.41)	(1,053.79)	79%
Cost of Land Sold Expense	-	-	-	-	
Net Subdivision	**(500.00)**	**(5,100.20)**	**(4,046.41)**	**(1,053.79)**	
69 - Tourism					
Tourism Expense	**2,500.00**	**4,500.00**	**2,500.00**	**2,000.00**	**56%**
71- Recreation Board & Services					
Recreation Board Expense	**126,050.47**	**126,600.00**	**125,733.34**	**866.66**	**99%**

Birch Hills County
Budget Variance Summary Report by Function Printed 7/9/20181:44 PM

Description	2017 Actual	2018 Budget	2018 YTD	Variance	% of Budget
72 - Recreation/Parks Facilities & Programs					
Parks Revenue	(2,039.61)	(1,000.00)	-	(1,000.00)	
Parks Expense	1,286.84	1,500.00	440.99	1,059.01	29%
Net Recreation Board	**(752.77)**	**500.00**	**440.99**	**59.01**	
72- Community Beautification					
Beautification Expense	**940.00**	**5,000.00**	**874.30**	**4,125.70**	**17%**
74 - Library Board Services					
Library Revenue	(6,637.90)	(8,655.00)	(3,131.55)	(8,655.00)	36%
Library Expense	30,369.02	37,390.73	31,457.82	5,932.91	84%
Net Library Board	**23,731.12**	**28,735.73**	**28,326.27**	**409.46**	
74 - Cultural Facilities					
Cultural Facilities Revenue	(6,307.13)	(6,750.00)	(3,037.30)	(3,712.70)	45%
Cultural Facilities Expense	15,118.71	18,960.00	4,803.15	14,156.85	25%
Net Cultural Facilities	**8,811.58**	**12,210.00**	**1,765.85**	**10,444.15**	
97 - Contingencies					
Contingency Revenue	293,196.46	-	-	-	
Contingency Expense	(293,820.00)	-	-	-	
Net Contingencies	**(623.54)**	**-**	**-**	**-**	
Total Revenues	(7,756,480.81)	(7,570,233.80)	(6,706,301.37)		89%
Total Expenses	9,816,610.13	10,246,563.80	4,774,014.54		47%
Net Rev & Exp (Inc. amortization)	**2,060,129.32**	**2,676,330.00**	**(1,931,197.33)**	**4,607,527.33**	

DEANNE WENDLAND ► BIRCH HILLS COUNTY COUNCILLOR – WARD 2

JULY 12, 2018

PVCRTS – Peace Valley Conservation, Recreation & Tourism Society – 06/20/18

- PVCRTS is suggesting with the support of municipalities they would apply for a PREDA project grant as well as a possible ACP grant through Municipal Affairs to conduct a feasibility study. Details are in Agenda Item No: 9c
- Next meeting August 22,2018

G5 - General Meeting – 06/25/18

- Kelly Hudson Discussed Central Peace Regional Assessment Review Board.
- Susan Hunter from Phillip J. Currie Dinosaur Museum requested a donation of $25,000.00 from G5 for three years. G5 will be sending a letter of support for funding for the museum.

Councillor Joudrey's Report

From , June 14, 2018 – July 13, 2018

Grande Spirit Foundation Management Committee Meeting

June 22, 2018 at Amisk Lodge in Beaver Lodge

- Pleasantview bathtub is expected to arrive the week of June 18 and installation will follow over the next few days.
- Lakeview occupancy - there has been an increase of seniors uptake of rooms at Lakeview. From May 1 - Mid June 32 rooms were taken (an average of 2-3 per week) bringing the total occupied to 110
- G5 Project - final report received from consultants and has been sent to the province.
- Next Meeting is August 24, 2018

Central Peace Regional G5

June 25, 2018 Hosted by the Town of Spirit River

- Philip J Currie Museum presented and asked for a $25 000.00 commitment over 3 years = $75 000.00 shared with the G5 Members
- It was suggested that a letter from each G5 Member be sent to the Museum supporting them.

CPPARC - Central Peace Physician Attraction and Retention Committee

July 11, 2018 at the Spirit River Town Office

- Locum House is still under repair and they are still using the Saddle Hills House in the meantime - it will be 3 - 5 months until completion.
- The committee is considering accepting a house that has been offered from the MD of SR for rent for the use of Nurses and possibly a new Doctor.

- Next Meeting is August 8, 2018