AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
June 13, 2019

1. CALL THE MEETING TO ORDER

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
a. May 23 2019 Regular Council Meeting Minutes (Page 3)

4. DELEGATIONS – Alisha Mody MMSA re draft LUB review

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

6. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (Page 9)
b. CAO Action Log (Page 31)

7. BYLAWS - Nil

8. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS) - Nil

9. NEW BUSINESS
a. **Council**
    i. Community Enhancement Grant Application – Eaglesham (Page 40)

b. **Administration**
    i. Saddle Hills and Birch Hills Counties County IDP (Page 47)

c. **Public Works**
    i. Disposal of Assets – Pump and Pipe (Page 66)

d. **Agriculture** - Nil

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
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WANHAM BIRCH HILLS COUNTY OFFICE
June 13, 2019
(CONTINUED)

10. FOR INFORMATION

a. PLS May 25, 2019 Board Meeting Highlights (Page 73)
b. PLS 2018 Annual Report and Financial Statement (Page 74)
c. RMA Bulletin re "Municipalities to be Granted Tax Incentive Powers" (Page 99)

11. CORRESPONDENCE

a. Invitation to Pouce Coupe Canada Day (Page 100)
b. RMA Call for Workshop Proposals (Page 104)
c. Invite to 2019 ARPA Conference (Page 105)
d. Invite to Nominate for ARPA Awards (Page 106)
e. Letter of Approval - IDP Exemption with MD of Greenview (Page 107)
f. Letter of Approval - IDP Exemption with Northern Sunrise (Page 108)

12. CLOSED SESSION (If required)

NEXT REGULAR COUNCIL MEETING DATE – July 11, 2019

Present:	**Deputy Reeve**	Terry Carbone
	Councillor	Albert Poetker
	Councillor	Deanne Wendland
	Councillor	Paul Reum
	Councillor	Mel Duvall
	Councillor	Denise Joudrey
	CAO	Hermann Minderlein
	Legislative Officer	Shawna Schwerdt
Absent:	**Reeve**	Gerald Manzulenko

CALL TO ORDER

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

ADOPTION OF AGENDA

RC19-170 Moved by Councillor Poetker that Council adopt the agenda of the May 23, 2019 Regular Council Meeting with the following addition:

New Business
10.a.iii Councillor Absence;
10.a.iv Declaration of Seniors' Week;
Correspondence
12.g. Letter from Minister McIver re Road Permit Changes;
Closed Session
13.a related to Legal per FOIP sec 27.

CARRIED

ADOPTION OF MINUTES
Regular Council Meeting
April 25, 2019

RC19-171 Moved by Councillor Joudrey that Council approve the minutes of the April 25, 2019 Regular Council as presented.

CARRIED

DELEGATIONS

None.

COUNCILLOR REPORTS

Reeve Manzulenko

Absent and No Report.

Deputy Reeve Carbone

Deputy Reeve Carbone provided a verbal updates on the Central Peace Health Centre G5 Medical Clinic Committee Meeting he attended on April 26 in Spirit River, the Birch Hills County Recreation Board meeting on April 29 and the Water North Coalition Meeting he

attended in Wabasca, AB on May 16, 2019.

Councillor Poetker No Report.

Councillor Wendland Councillor Wendland provided a verbal update about an email received from NTAB regarding choices about their dates and places for future meetings.

Councillor Reum No Report.

Councillor Duvall No Report.

Councillor Joudrey Councillor Joudrey provided a verbal update to the written report presented to Council on the Grande Spirit Foundation Meeting she attended on April 26, in Spirit River, the Birch Hills County Library Board Meeting she attended on April 30 in Eaglesham, the Grande Spirit Foundation Meeting she attended on May 6, in Clairmont, the RhPap Rural Workshop she attended on May 7 in Beaverlodge and the Central Peace Professional Attraction and Retention Meeting she attended on May 8, 2019 in Spirit River and the Grande Spirit Foundation Meeting she attended on May 22, 2019 in Grande Prairie.

RC19-172 Moved by Councillor Duvall that Council accept the Councillor Reports for information.

CARRIED

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

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

RC19-173 Moved by Councillor Reum that Council receive the CAO's written report and verbal updates for information.

CARRIED

CAO Action Log Council reviewed the CAO Action Log updated to May 17, 2019 provided in the Agenda Package.

RC19-174 Moved by Councillor Wendland that Council receive the CAO Action Log for information.

CARRIED

BYLAWS

None.

UNFINISHED BUSINESS

Unauthorized Work on County Infrastructure

Administration returned the matter of Unauthorized Work on County Infrastructure to Council as previously directed.

RC19-175 Moved by Councillor Poetker that Council direct Administration to draft an update to Policy 37-01-16 Drainage Works and Culverts to include the changes discussed including costs for unauthorized work and to bring it back to a future Regular Council Meeting for review and possible approval.

CARRIED

Meeting was recessed at 10:45 a.m.

Meeting was resumed at 10:50 a.m.

NEW BUSINESS

2019 Recreation Grants

Council was provided with the recommendations made at the Birch Hills County Recreation Board Meeting on April 29, 2019, as to the distribution of Recreation Operating Assistance Grant funding for 2019.

RC19-176 Moved by Councillor Reum that Council approve the disbursement of the 2019 Recreation Grant funding based on the Recreation Board's recommendation to disburse the funds as follows:

Birch Hills Senior Centre	$5,000
Community of Co-ordinating Organizations	$31,000
Eaglesham and District Agricultural Society	$4,000
Eaglesham Lakeside Golf and Country Club	$30,000
Kakut Lake Resort	$7,690
Tangent Community Hall Society	$7,000
Tangent Park Society	$8,690
Watino Ladies Community Association	$1,620
West Smoky Recreation Centre	$30,000
Total	**$125,000**

CARRIED

RC19-177 Moved by Councillor Reum that Council direct Administration to review Policy Number 71-01-19, the Recreation Operating Assistance Grant Policy

and develop methodology to include past financial performance of applicants in developing recommendations for funding allocation and bring the updated policy back to Council for review and comment before the end of September, 2019.

CARRIED

Peoria re CEG

Council was provided with a request for $200.00 in funding under the Community Enhancement Program that was submitted by Ms. Janna Toews on behalf of the residents of Peoria.

RC19-178 Moved by Councillor Wendland that Council approve the reimbursement, or the payment of invoices, of an amount not exceeding $200 based on the request submitted by Ms. Jenna Toews on behalf of the residents of Peoria as a Community Enhancement Grant for the planting and care of brightly colored annual flowers by the sign identifying the Hamlet of Peoria.

CARRIED

Councillor Absence

Council was provided with information related to an absence from this Meeting, and are requested to authorize the absence of those Members of Council that had provided prior notice that they would be unable to attend the meeting.

RC19-179 Moved by Councillor Duvall that Council approve the absence of Reeve Manzulenko from the May 23, 2019 Regular Council Meeting due to being away from the County for personal reasons.

CARRIED

Request from Minister of Seniors and Housing

Council was provided with correspondence from Minister of Seniors and Housing requesting a formal declaration of Seniors Week.

RC19-180 Moved by Councillor Poetker that Council declare June 2nd to 8th Seniors' Week 2019 and authorize Reeve Manzulenko to sign the declaration on behalf of the County.

CARRIED

Land Use Bylaw

Council was provided with an update on the status of the re-write of the Birch Hills County Land Use Bylaw.

INITIALS: Deputy Reeve: _____

RC19-181 Moved by Councillor Duvall that Council receive the presentation regarding the Land Use Bylaw for information.

CARRIED

Request for Additional Funding – BHC Library Board

Council was presented with a request received by Administration from Birch Hills County Library Board for an additional $500 for the 2019 Grant from Council.

RC19-182 Moved by Councillor Joudrey that Council Authorize an increase of $500 to the Birch Hills County Library Board (from $16,600 to $17,100) based on the $500 increased rental costs for the Tangent Library and direct Administration to:

a. to include $500 in additional funding for the Library Board in the 2020 Operating and Maintenance Budget;
b. advise the Board of Council's decision; and
c. to track the 2019 Budget performance and bring a request for an additional draw from the rate stabilization reserve at year end if required.

CARRIED

Road Maintenance

Councillor Poetker had requested that a discussion regarding Road Maintenance be added to the Agenda for this meeting.

RC19-183 Moved by Councillor Poetker that Council direct the CAO to coordinate a workshop to be held around the third week of June 2019 for members of Council, the CAO, and Public Works managerial staff regarding the policies applicable to, and the goals for, road maintenance based on the availability of, and inputs from, Council and staff.

CARRIED

FOR INFORMATION

Council was provided with a copy of the Bank Reconciliation dated April 30, 2019.

RC19-184 Moved by Councillor Wendland that Council accept the Bank Reconciliation dated April 30, 2019 for information.

CARRIED

CORRESPONDENCE

Council was provided with copies of the following documents:

a. Letter to Dimitri Boychuk re Dust Control dated April 30, 2019;
b. Letter from Grande Spirit Foundation re Golf Tournament Fundraiser dated May 1, 2019;
c. Letter from Central Peace Health Complex Auxiliary Club re funding request for an ultrasound machine received May 14, 2019;
d. Letter from 2019 Spring Scurry re Thank You received May 16, 2019;
e. Email re Roadata Services Ltd. re URGENT-Road Permit Changes dated May 9, 2019;
f. Letter re Northern Sunrise County - Reclassification of Service Rigs and Replacing of Rural Road Permits;
g. Letter from Minister McIver re Road Permit Changes dated May 10, 2019.

RC19-185 Moved by Councillor Duvall that Council accept the correspondence provided for information.

CARRIED

RC19-186 Moved by Councillor Joudrey that Council move into closed session at 12:10 p.m. to discuss Legal per Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure, FOIP, S.27.

CARRIED

RC19-187 Moved by Councillor Wendland that Council move out of closed session at 12:28 p.m.

CARRIED

ADJOURNMENT

Being that there was no further business, Deputy Reeve Carbone adjourned the meeting at 12:29 p.m.

Original to be signed
TERRY CARBONE
DEPUTY REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

INITIALS: Deputy Reeve: _____

TO: Members of Council

FROM: Hermann Minderlein, CAO

RE: Report to Council – June 13, 2019 Regular Meeting of Council

SUBJECT: CAO Report

RECOMMENDATION: That Council receive the CAO's written report and verbal updates for information;

REPORT:

This is my report of highlights of activity since the May 23, 2019 Regular Council Meeting.

The provincial government repealed their Carbon Tax which should result in savings to the County, but we will have to wait to see what the response will be from the Federal Government, and how that plays out.

Also, this past week, the Provincial Government introduced Bill 7 that proposes to amend the MGA to prescribe that municipalities can partially or fully exempt or defer property taxes for a non-residential property for up to fifteen years. A media release from RMA is included under Information for Council's reference.

A framed photograph (similar to the one presented to ATB for their anniversary) was purchased and it will be presented by Deputy Reeve Carbone to Mayor and Council in Falher at their June 10th Council meeting in recognition of that Town's 100th Anniversary.

I met with Joulia Whittleton and Laurie Jackson on June 7th to review and update the Saddle Hills and Birch Hills Counties ICF and IDP documents. There will be a separate RFD regarding these at this meeting.

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

UPCOMING EVENTS

June 17	G5 Economic Development Meetings
June 18	Zone 4 ARMAA/LGAA April Spring Meeting in Manning
June 20	Public Meeting at Watino Hall (5:00 to 7:00) re Birch Hills County/MD of Smokey IDP
June 24	ASB Meeting (4:00 pm) at Tangent Yaremko Seniors Hall Followed by RMA Supper Meeting (5:30)
June 25 or 27	G5 Supper and Meeting
July 1	Canada Day (County Office Closed)

MEMORANDUM

June 13, 2019

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of June 7, 2019

2018-19 Reporting: Local and Provincial Grant Programs

The following 2018-19 grant program reporting is being drafted:

- Agriculture Service Board (ASB)
- FCSS Provincial Progress and Outcomes Report
- Federal Gas Tax Funding (FGTF) submitted
- Municipal Sustainability Initiative (MSI) Capital
- MSI Capital Basic Municipal Transportation Grant (BMTG)
- MSI Operating Grant

Finance Update – Miscellaneous

Notice Demand Account (NDA) authorized transfer of $1,000,000 scheduled for May 20 was **completed.** The next NDA withdrawal transfer is scheduled for June 20.

GST/HST Public Service Bodies' Rebate for April was submitted May 29 in the amount $22,865.83.

Birch Hills County Library Board (BHC-LB) 2019 Application for Financial Assistance which includes the BHC-LB 2018 Statement of Receipts & Disbursements and 2019 Budget was submitted to Municipal Affairs May 30. Administration will process BHC Direct Payments to the Library Board for annual operating grant funding and honorarium mid to late June.

I chose not to attend the **Government Finance Officers Association (GFOA)** conference June 2-5.

Annual Public Body FOIP Request Statistics reporting for the period of April 1, 2018 to March 31, 2019 was submitted to Service Alberta June 6. Staff are encouraged to utilize the FOIP online training.

Community Aggregate Payment Levy (CAPL) By-Law 01-08 states all sand and gravel pit operators shall report all shipments for private use from any pit in the County, on a semi-annual basis, within fourteen (14) days after June 1st and December 1st of each year. The uniform levy rate for all shipments of aggregate for public use is set at $0.25 per tonne.

RBC Guaranteed Investment Certificate (GIC) matures June 27 estimated at $1,288,836. Our investment ladder is efficiently organized with an estimated $2,000,000 maturing for each year 2019-23. Administration reinvests funds in a prudent manner that will provide optimum investment returns with maximum security while meeting the cash flow requirements of Birch Hills County and conforming to Section 250 of the Municipal Government Act.

Alberta School Foundation Fund (ASFF) 2nd quarter requisition payment is due June 30. BHC did not have qualifying Provincial Education Requisition Credit (PERC) amounts for 2018; as a result, will not receive a payment reduction.

Ministerial Order No. MSL: 011/19 requires each municipality to submit a **2018 Statistical Information Return (SIR)** to Alberta Municipal Affairs by July 2. The SIR requires statistics on General Information, Assessment, Well Drilling Equipment Tax, Planning, and the 2019 Tax Rate Bylaw must also be submitted.

<u>Emergency Management</u> – **If you never practice, you don't know how you will respond.**

Central Peace Regional Emergency Management (CP-REM) upcoming training schedule as follows:

- Scribe Course	June 20	Brownlee Building
- Incident Command System (ICS) 300	November 6-8	Saddle Hills County
- Municipal Elected Officials (MEO)	November 25	**Birch Hills County**
- Public Information Officer (PIO)	TBD 2019	TBD

The **Alberta Emergency Management Agency (AEMA) Alberta Task Force 1 (ABTF1)** emergency response team was deployed to assist with the Emergency Operations Centre (EOC) at the High Level Chuckegg Wildfire. Municipalities sending employees or volunteers to work with the Alberta Task Force 1 must have signed the North West Emergency Resource Agreement (NWERA) (copy attached). Please note; to minimize circulation to 25 municipalities, the NWERA approval was provided by letter with reference to a Council Resolution, the agreement itself is not signed. The ABTF1 Standard Operating Guidelines (SOG) are also attached for information.

As a member of ABTF1 team, I responded May 21 and returned home May 24 filling the Finance Section Chief role. The Finance Section is responsible for tracking pay documents, injury reports, procurement documents, property damage reports and claim documents. This was a learning experience for the team, as it was our first live deployment. I was both excited and nervous to attend and want to thank Hermann for allowing me the time away from my office to participate.

Birch Hills County hosted the **Central Peace Emergency Social Services (CPESS)** meeting June 6. Lisa Price, Tracy Casavant and Shawna Schwerdt attended totaling fourteen CPESS members. Shawna provided the following meeting update. Supper was at 6:00 p.m. with the meeting starting at 6:15.

- Introductions were made, sign in sheet passed around, and previous meeting minutes were approved. CPESS members contact list was circulated as well as the training and upcoming courses sheet. Tracy added her name and number to the

contact list. Next upcoming course is Scribe at Brownlee Building June 20, 2019 from 1:00-4:30 p.m.

- Brian gave an excellent, detailed overview of events at the High Level Wildfire/Evacuation. These included details of how the evacuation occurred, priority to keep some businesses open and operating (without power) and the successful coordination between the Alberta Emergency Management Agency (AEMA) Emergency Operations Centre (EOC) and Forestry.

- CPESS members spoke on their experiences registering evacuees at Evacuation Centers. They explained it was a little chaotic the first hours and days. Two things that could be improved upon include; the Provincial distribution of funds to evacuees, as the Red Cross has a much more streamlined system and a plan to humanely contain animals in case of an evacuation. The High Level evacuation order was early enough that it allowed people time to grab their pets; however, most hotels would not accommodate animals. Animal containment will be discussed more at future meetings.

- Tracy opened our ESS Reception Centre Kit and items were reviewed. We will update the kit with new batteries, pencils will be sharpened, and binders and coil notebooks updated. Missing items that will be added are: scissors, ziplock bags, pens, crayons, thumbtacks, and push pins. Pens and markers will be placed in a large ziplock bag as it helps prevent them drying out. Lastly, place a list on the outside of the tub to document kit inspection and updating schedules.

Birch Hills County will host the **Central Peace Regional Emergency Management (CP-REM)** meeting July 18.

Shelley Braun
Director of Corporate Services

NORTHWEST ALBERTA EMERGENCY RESOURCE AGREEMENT

THIS AGREEMENT made this _____ day of _____ A.D. 20 ___

BETWEEN:

List of signing parties.

WHEREAS the parties to this Agreement are all Municipal Corporations or Regional Service Commissions within the Province of Alberta, incorporated pursuant to the Municipal Government Act RSA 2000, M-26, as amended;

AND WHEREAS the purpose of this agreement is provide the ability for signatories to access needed resources to mitigate or support emergency response initiatives from sources outside predetermined mutual aid agreements.

AND WHEREAS each party to this Agreement provides fire protection services within their respective boundaries;

AND WHEREAS each of the parties hereto acknowledge and agree that it is desirable and to the parties mutual benefit that from time to time, each be able to provide fire protection assistance to any or all of the other parties to this Agreement;

AND WHEREAS the parties hereto wish to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request fire resources and assistance from the other party to this Agreement and to respond to such requests;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants, agreements and premises set out herein, the parties hereto hereby agree as follows:

1. In this Agreement, the following words and terms shall have the following meanings:

    a) "Assistance" shall mean firefighting, fire protection or other resources available pursuant to this Agreement. Assistance may relate to incidents which the Requesting Party does not attend or does not believe it will attend, or incidents which the Requesting Party does attend, but believes it would be prudent to require further or other forces for firefighting/protection purposes.

    b) "Claims" shall mean any and all manner of action or actions, cause or cause of action, suits, proceedings, demands, debts, dues, sums of money, costs, expenses and

damages of every nature and kind arising at law, equity, statute or otherwise which any party has, had, or may have.

c) "Effective Date" shall mean _____, 2016.

d) "Equipment" shall mean firefighting vehicles, apparatus and other equipment.

e) "Personnel" shall mean firefighters, fire officers, command and general staff.

f) "Consumables" shall mean tools, equipment and products once used cannot be recovered.

g) "Designated Officer" shall mean person whom in their scope of responsibilities can authorize the employment or deployment of equipment, personnel, consumables and delegations of authority for the provision of services.

h) "Requesting Party" shall mean a party to this Agreement which requests Assistance from another party to this Agreement.

i) "Responding Party" shall mean a party to this Agreement which responds to the request for Assistance made by a Requesting Party.

j) "Information Flow" shall mean the collection and dissemination of information in regard to signatory parties and designated officer (s)

2. If a Mutual Aid Agreement exists between the Requesting Party and Responding Party that agreement shall take precedence over this Agreement.

3. Subject to the terms and conditions of this Agreement, any party to this Agreement may request the Assistance of another party to this Agreement.

4. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide Assistance to the other party to this Agreement, upon request. However, the parties hereto acknowledge and agree that there are and will be times and circumstances in which Assistance cannot be provided. Without restricting the generality of the forgoing, Assistance may be refused when the Responding Party or its designate or fire chief, or his or her designate, deems it imprudent or unsafe to provide such Assistance. At all times, whether or not Assistance will be provided, and the nature of the Assistance to be provided, if any, will be in the unfettered discretion of the Responding Party.

5. This Agreement shall come into force and effect upon the Effective Date, and shall remain in full force and effect until each of the parties hereto withdraws from this Agreement in accordance with the provisions of this Agreement.

6. Any one of the parties to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.

7. All requests for Assistance pursuant to this Agreement shall be directed to the Designated Officer of the Responding Party. In the event that the authorized representative of the Responding Party is someone other than the Responding Party's Designated Officer, the authorized representative will confirm the request with the Responding Party's Designated Officer, or his or her designate as soon as reasonably possible. If the Responding Party's Designated Officer or designate cannot be contacted, the Responding Party may, but will not be required to, respond.

   The Requesting Party shall complete the request form "Appendix A" and forward to the manager or designate of the Responding Party at the time of request or as soon as reasonably possible.

8. The Requesting Party Designated Officer may delegate authority to another Responding Party to, request, employ or command equipment or personnel as defined. When operating under the delegation of authority the party doing so must present the delegation of authority form to any Party which is to be requested, employed or commanded.

   The delegation of authority form is provided in Appendix C of the document.

9. A Responding Party may, after responding to a request for Assistance, withdraw their Assistance in the event that the Responding Party, the Responding Party's Designated Officer, or the designate of either of them, deems it prudent or desirable to withdraw Assistance. Without restricting the generality of the forgoing, Assistance may be withdrawn if the Responding Party's Equipment or services are required elsewhere, or it is deemed to be unsafe to provide or continue providing Assistance.

10. When providing Assistance, the following command and control structure will apply:

    a. The first fire department of a Party to arrive at the scene of an incident shall assume incident command;

    b. In the event that a Responding Party is the first fire department to arrive at the scene of an incident, the Responding Party will assume incident command until such time as the Requesting Party's fire department arrives and is ready to assume incident command;

    c. The Requesting Party shall have incident command over all incidents which occur within it's geographic boundaries, provided that the Requesting Party's fire department is in attendance and does not relinquish incident command;

    d. Commands and requests of an incident commander shall be communicated in accordance with the command structure of the department to whom the commands or requests are directed;

11. In providing Assistance, a Responding Party shall not be required to provide Equipment which is not owned by the Responding Party, or employees or volunteers who are not employed or usually utilized by the Responding Party.

12. It is acknowledged and agreed by the parties hereto that a Responding Party providing Assistance pursuant to this Agreement shall be entitled to bill or charge the Requesting Party for Equipment or services, or for the Assistance, being provided. However, each party to this Agreement agrees that they will, and hereby does, indemnify and save harmless any Responding Party from which they request Assistance, in accordance with the terms and provisions of this Agreement.

    A rate schedule for the purposes of billing is provided in Appendix B of the document.

13. A Requesting Party to this Agreement shall and hereby does indemnify and save harmless a Responding Party who provides Assistance to that Requesting Party from and against all Claims, of every nature and kind whatsoever including Claims arising from damaged property, or injury to persons, which arise out of, or are in anyway attributable to the provision of Assistance, except those Claims which are due to the gross negligence of any employee, volunteer or representative of the Responding Party.

14. A Requesting Party shall, and hereby does, indemnify and save harmless a Responding Party from and against all Claims relating to the injury or death to persons responding to a request for Assistance from that Requesting Party, except where caused by the gross negligence of the Responding Party.

15. Notwithstanding paragraph 10, 11 and 12 of this Agreement, the parties to this Agreement covenant and agree that a Responding Party will not in any way be liable to a Requesting Party for:

    a. Failure to respond to a request for Assistance, or failure to provide Assistance;

    b. Failure to respond to a request for Assistance within a certain period of time, or in a timely fashion;

    c. Consequential, indirect, exemplary or punitive damages;

    d. Economic loss;

    e. Any Claims that arise as a result of a party's refusal or inability to provide Assistance;

    f. Any Claim that arises or results from the manner in which a Responding Party provides or does not provide Assistance, save and except Claims directly arising from the gross negligence of the Responding Party while providing Assistance.

16. The Parties hereto shall, at their own respective cost and expense, maintain in full force and effect during the term of this Agreement, general liability insurance in an amount not less than $5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.

17. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the parties hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.

18. No party may assign this Agreement without the written consent of the other parties hereto.

19. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.

20. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vise versa, as the context of this Agreement may require.

21. This Agreement may be executed in counterparts each of which when so executed shall be deemed to be an original and such counterparts shall constitute one in the same instrument, notwithstanding their date of execution.

22. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party arbitrator for a determination of the dispute pursuant to the Arbitration Act of Alberta. The costs of the arbitrator will be shared equally between the parties to any such dispute.

23. The parties hereto will notify their fire department officers of this Agreement so that they may become familiar with this Agreement, and its terms.

24. The parties hereto further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of firefighting services within the Province of Alberta.

25. Each party will provide a list of designated officer (s) including primary and emergency contacts to the party managing information flow.

26. It is the responsibility of each party to update the party managing information flow of adoption or changes in status on or before January 31 of each year. The party managing information flow shall disseminate signatory updates by February 28 of each year.

27. The contacts for information flow management are specified in Appendix D.

28. Signatory parties shall provide an affirmation document of the resolution in council of the adoption of this agreement. The affirmation document should provide a corporate seal and signature of those who have authority to enter into the agreement. The affirmation document shall be attached to the Northwest Emergency Resources Agreement.

APPENDIX A

Resource Request Form

Requesting Party; _____

Responding Party: _____

The Requesting Party formally requests the following resources from the Responding Party for an estimated duration of _____ days.

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

7: _____

If further resources are required attach an addition sheet.

A- The Requesting Party agrees that if personnel are to be deployed for greater the 12 (twelve) hours at a distance of greater 150 Km from home base, lodging will be supplied for a minimum of 8 (eight) hour rest period.

B- The Requesting Party agrees to ensure adequate food and lodging are supplied to Responding Party personnel if deployed greater than 24 (twenty four) hours.

C- The Requesting Party agrees to pay the Responding Party at the rates specified in Appendix B.

D- The Responding Party Designated Officer will respond Via E-mail as to what resources can be supplied.

Requesting Party Designated Officer: _____ Contact Information:

Signature: _____ Cellular Phone: _____

Date: _____ E-Mail: _____

APPENDIX B

Rate Schedule

1- Mileage – Under One Ton Current CRA Rate FOB To and from event.

2- Mileage –One Ton and Over $00.75 / Km FOB To and from event.

3- Lodging – Cost Recovery

4- Meals – Breakfast $20.00 – Lunch $20.00 – Supper $ 30.00

5- Consumables- Cost Recovery

6- Personnel Career – Cost Recovery

7- Personnel Volunteer - $25.00/ Hr. Overtime after 8 (eight) hours at 1.5 X Rate /Day

8- Personnel Paid on Call – Cost Recovery

9- Damaged Equipment – Cost Recovery of repair or replacement

10- Fire Apparatus: Based on 12 Hour Day without staffing

i. Type 1 – 2 Engines - $350.00 / Hr to a Maximum of $4200.00/Day
ii. Type 3 – 5 Engines - $250.00 / Hr to a Maximum of $3000.00/Day
iii. Type 6 – 7 Engines - $200.00 / Hr to a Maximum of $2400.00/Day
iv. Tender w/ Rated Pump - $300.00 / Hr to a Maximum of $3600.00/Day
v. Tender wo/ Rated Pump - $250.00 / Hr to a Maximum of $3000.00/Day
vi. Ladder - $350.00 / Hr to a Maximum of $4000.00/Day
vii. ATV – UTV - $100.00 / Hr to a Maximum of $1200.00/Day
viii. Rescue Heavy - $350.00 / Hr to a Maximum of $4200.00/Day
ix. Rescue Light - $200.00 / Hr to a Maximum of $2400.00/Day
x. Squad/Car - $ 50.00 / Hr to a Maximum of $ 600.00/Day
xi. Sprinkler Trailer - $400.00 / Day
xii. Specialty Apparatus - ie: Hazmat, Responding Party Rate

11- Fire Apparatus: Based on 24 Hour Day without staffing

i. Command Vehicle - $100.00 / Hr to a Maximum of $2400.00/Day
ii. Command Center - $175.00 / Hr to a Maximum of $4200.00/Day

12- Other Vehicles and Construction Equipment – Current Alberta Road Builders Rates

13- One Time Administration Fee - $250.00

14- Responding Party will provide backup data for cost recovery items.

APPENDIX C

Delegation of Authority

Authority has been assigned to _____ act on behalf of the

Municipality of _____,

to mitigate the _____ incident.

You have full authority to (request, employ or command)_____ equipment, personnel required. Your primary responsibility is to organize and direct your assigned or ordered resources for efficient and effective control of the incident.

You are accountable to _____ or his/her designated representative listed below.

Financial limitations will be consistent the best approach to the values at risk. Specific direction for this incident covering the management and other concerns are:

1: _____

2:_____

3:_____

4:_____

5:_____

6:_____

_____ will represent me on any occasion that I am not immediately

available. This authority is effective _____.

_____ _____

Requesting Designated Officer Designated Officer Signature

_____

Date and Time

APPENDIX D

Information Flow

The **Town of High Level** has agreed to manage the information flow for all agreed parties associated with Northwest Emergency Resource Agreement.

Letters of affirmation can be sent via post or courier to:

Town of High Level
Northwest Emergency Resource Agreement
Attn: Director of Protective Services
10511 – 103 St.
High Level AB
T0H 1Z0

Updates to Status and Designated Officers lists can be sent via post or courier to:

Town of High Level
Northwest Emergency Resource Agreement
Attn: Rodney Schmidt
10511 – 103 St.
High Level AB
T0H 1Z0

Alternate Contact Methods;

Fax: 780 926 2899

E-Mail rschmidt@highlevel.ca

AB NW AHIMT - AB TASK FORCE 1
STANDARD OPERATING GUIDELINES

101 – AHIMT Dispatch Procedure

SOG # 101	**Revised**:	**Effective: 2019-02-25**

Guideline Statement:

In order to best deploy AB Task Force 1, this guideline will assist AB Task Force 1 senior representatives and GP 911 personnel with a procedure to follow for system test pages and for deployment requests.

Guideline:

System Test Pages:

1. System test pages may be required at times to ensure proper system operations. A test page may be requested by any senior AB Task Force 1 representative from the Fan-out list provided to GP 911.
2. Test page is to be delivered by method of IAMRESPONDING and is to contain the following message:
   "AB Task Force 1 – Test Page Only - **date & time*"*
3. Members receiving the test page are to log into the IAMRESPONDING phone application and respond with the "*Test Page Rec"* option.

Deployment Requests:

1. An agency may request deployment of AB Task Force 1 by calling the non-emergency line of GP 911. The requesting agency must provide GP 911 with contact information and general information relating to the nature of the emergency.
2. GP 911 is to contact by telephone **one** AB Task Force 1 senior representative in order as listed in provided Fan-out list. If there is no response after 5 minutes GP911 personnel will move to the next senior representative on the list until contact has been made.
3. The AB Task Force 1 representative will contact the requesting agency representative by telephone to get more depth information on deployment details and requirements.
4. Once all information has been gathered, the AB Task Force 1 representative is to contact GP 911 and provide a statement to be sent by IAMRESPONDING. Statement should be short and to the point. Statement should include the following:
   a. Nature of Incident,
   b. Location of Incident,
   c. Date and time to deploy,
   d. "Standby for more information"

AB NW AHIMT - AB TASK FORCE 1
STANDARD OPERATING GUIDELINES

102 – ABTF-1 Team Composition Requirements

SOG # 102	**Revised**:	**Effective: 2019-02-25**

Guideline:

1. Each member of Alberta Task Force 1 is required to be a municipal employee or municipal volunteer (example: volunteer firefighter, volunteer ESS staff). The municipality then assumes responsibility for insurance coverage, payroll and invoicing for their respective employees and volunteers taking part in any training and deployments with Alberta Task Force 1.
2. Municipalities sending employees or volunteers to work with the Alberta Task Force 1 must have signed the NW Emergency Resource Agreement.
3. Members of Alberta Task Force 1 must have completed training to be able to be considered for deployment. At a minimum, members must have completed the following:
    a. ICS 300
    b. AEMA AHIMT Block Training 1,2, and 3*

    *Team executive may excuse a member with extensive previous experience from having to complete Block 1 and 2. Block 3 is still required. All Block training is encouraged for everyone.

AB NW AHIMT - AB TASK FORCE 1
STANDARD OPERATING GUIDELINES

103 – Vehicles for Response

SOG # 103	**Revised**:	**Effective: 2019-02-25**

Guideline:

1. It is encouraged that municipalities sending members to respond with Alberta Task Force 1 provide an agency owned vehicle for transportation versus having the members respond in private vehicles.
   a. Cost for agency owned vehicle invoicing is as listed in the NW Emergency Resource Agreement
   b. If a private vehicle must be used, the requesting agency must approve a per kilometer price prior to invoicing. Private vehicles are only to be used for transportation to and from the deployment location. Under no circumstances should private vehicles be used for response activities.

2. Alberta Task Force 1 or the requesting municipality is not liable to provide insurance or compensation for members responding in private vehicles.

3. Carpooling is encouraged. Last available day of work for all members traveling together should be the same to ensure all members have a mode of transportation for demobilization.

4. All team members are to respond to the ICP/ECC ‘cold’. Lights and sirens are not to be used and all transportation rules apply.

AB NW AHIMT - AB TASK FORCE 1
STANDARD OPERATING GUIDELINES

104 – Member Prepared 72-Hour Go Bag

SOG # 104	**Revised**:	**Effective: 2019-02-25**

Guideline Statement: In the event of deployment, it is important for all members to be prepared with a personal 72-Hour Go Bag.

Guideline:

1. The responsibility to put the Go Bag together is that of each member and their municipality. The Go Bag should be complete and always ready for deployment to avoid delays when requested.

2. At a minimum, the pack should contain:

- Large bag capable of holding 72hrs of equipment
- 2x shirts
- 2x pants
- 3x underwear
- 3x socks
- 1x jacket
- 1x boots
- ID (municipal government or ABTF-1)
- 1x shower kit. i.e. shave stuff, body deodorant, etc…
- Water bottle
- Water for 24hrs
- Prescriptions as required
- Sleeping bag and bed roll
- Pens and paper
- ABTF-1 Thumb drive
- Flashlight

3. If the member is expecting to be working at the incident outside of the Incident Command Post (Operations, Logistics, Field Observers, Safety Officers, ...), proper safety apparel and equipment should be brought. Such items may include but are not limited to:

- Turnout Gear
- Helmet / hard hat
- Gloves
- Steel toed boots
- Hearing protection
- Eye protection
- Coveralls
- Dust Mask / Respirator

4. Some additional items that are recommended for each member to bring along:

- Laptop or tablet
- Cell phone
- Chargers
- Snacks

AB NW AHIMT - AB TASK FORCE 1
STANDARD OPERATING GUIDELINES

105 – Deployment

SOG # 105	**Revised**:	**Effective: 2019-02-25**

Guideline Statement: To avoid miscommunication and/or confusion in the initial stages of the deployment, this guideline shall be written to assist the initial Incident Commander(s) and Senior Team Representatives.

Guideline:

1. Following the initial dispatch page on IamResponding for deployment, the **senior representative** having done initial contact with Dispatch and the requesting municipality will monitor the members' response in the mobile application. If the requesting agency is asking for an Incident Commander, the senior representative will choose one based on the Incident type, location, and availability of ABTF-1 Incident Commanders. The representative will then contact this individual and delegate an **Incident Commander**.

2. The **Incident Commander** (or senior Representative if no IC requested) will choose Command and General Staff as requested by the municipality based on the response in IamResponding.

3. **Rendez-Vous** – A time and location must be identified by the **Incident Commander** for all responding members of Alberta Task Force 1 to rendez-vous prior to employment. Information about the nature of the Incident and nature of current response should be available to share with all members of the team.

4. **Accommodations** – If not identified by the Senior Representative during initial contact with the requesting municipality, the **Logistics Section Chief** must confirm or arrange accommodations for all ABTF-1 members attending.

5. **Team Supplies** – The ABTF-1 Equipment Cache is located at the St. Isidore Fire Hall in Northern Sunrise County at 83308, Rge Rd 204 St. Isidore. If no members are responding from Northern Sunrise County, arrangements for pickup or delivery must be made by the **Logistics Section Chief**.

6. The **Incident Commander** (or senior representative if no IC requested) will then send a message with more information to the "All Users" Group using IamResponding. The message should contain at a minimum the following:
    a. Specific deployment requirements and deployment length,
    b. Team IC identification,
    c. Section Chiefs identification
    d. Team Supplies – Who will bring
    e. Rendez-Vous Location and Time
    f. Accommodations for Deployment

7. Each member deploying to the Incident will contact their Section Chiefs if requiring more information. Command and General Staff will contact the Incident Commander directly as required. A team roster will be available to all members through the ‘department resources’ section in the IamResponding app.

8. **Go Bags** – **Each member** must bring their go bag and additional items as see fit or as requested to the deployment.

9. **All members** commence travel

10. The **Incident Commander** or **Representative** will continue communications with the host agency to acquire more information for the briefing at the Rendez-Vous

11. Alberta Task Force 1 members will use equipment available on site and supplement with the ABTF-1 equipment cache as required.

12. Unity of Command shall be maintained at all time.

MEMORANDUM

June 7th, 2019

TO: CAO, Birch Hills County

Public Works Report (As of June 7th, 2019)

GovDeals
Staff are researching the going rate for our loader type so we can put a minimum bid on our machine. Staff is preparing for this by doing the necessary paper work.

Enterprise Agreement
Unit 159 which will be assigned to the Director of Public Works has arrived and should be in the fleet by June 11th.
Staff was briefed on the use of the website and functions of the Geotab (GPS) on Tuesday, June 4th at 0900.
I will update council when we have more data to support.

Asset Management Planning
Shelley and I started an 8-week 8 module Asset Management Planning Certificate program on May 1st. Offered out of the Institute of Public Works Engineering of Australasia and NAMS (National Asset Management System) Canada and also partially sponsored by NAMS Canada.
Module 1 of the course is the introduction and Overview of the program. This module was 90 minutes in length with some extra work required to be done for the next module on Tuesday May 7th.
County is responsible to not only develop an Asset Management Plan but also to implement and keep current the data. This is going to be a lot of work and commitment from Council and staff to get this required plan started and in place.
This program will help senior management staff including the CAO and Council develop the process to start a plan and to develop the plan itself.

Module 4 is now completed as of June 6.

Mower Tractor
Both tractors have arrived and are being used by staff.

ABTF-1 (Alberta Task Force 1) Deployment to High Level Wildfire

Shelley and I responded to the call for deployment with our ABTF-1 team on Tuesday May 21st to Town of High Level after talking it over with Hermann. The initial team deployment went out on May 19th, 2019.

I was assigned to help in the Logistics section which looks after the ordering and tracking of equipment and supplies needed for the town. Other members of the team filled the positions needed in the ICS (Incident Command System) organization structure. Due to the proximity of the wildfire to town limits unified command was established with Alberta Forestry.

We departed High Level on Friday May 24th, 2019 due to other obligations.

Monday, May 27th I returned to High Level for more support in the logistics section of the command structure. From High Level I was assigned by Forestry to manage a 200-person camp, Camp Charlie 70km west of High Level on Hwy 58 near the Chinchaga River. The camp was responsible for

- One - 20 person team from Whitecourt Alberta
- One – 20 person team from Ontario
- Two - 20 person teams from Quebec
- Four – 20 person teams from British Columbia

There was were also people from Alberta Forestry and many helicopter pilots and other support personal in camp.

This provided me with a great opportunity to join the forestry team and to gain more knowledge and experience regarding their operations.

I was glad to respond and help where I could. The remaining people in High Level that I talked to were so glad that we as a team were there to help. It was greatly appreciated by all.

I would like to acknowledge the past and current County Council for the vision and acceptance of this Alberta Task Force 1 team concept and support. This deployment is a perfect example of why this team was formed.

Road Graveling Program

Slated to start July 8th, 2019

Thank you

Dion Hynes, C. Tech PMP, Director of Public Works

June 7, 2019

CAO, Birch Hills County

FIRE SERVICE BOARD REPORT (as of date prepared)

May 17	Eaglesham and Tangent Stations attended a ATV accident in Watino at a gravel pit. One male had struck a cable stretched across a roadway and was tended to by medics, fire and STARS, the patient subsequently passed away a short time later from his injuries.
May 18	Tangent Station and Eaglesham Station attended a motorcycle accident in a field across from the Tangent Park. One male rider had hit a ditch on his bike and suffered leg and knee injuries.
May 22	Delivered training to EFD on staging and accountability.
May 31	Eaglesham Station actioned a sprayer fire on TWP 790 close to the Girard farm. A high clearance sprayer had caught fire while on the road heading to a field. The sprayer was fully involved upon the fire depts arrival
June 06	Delivered training to EFD on SCBA use and air management.

The latter part of May was very quiet as far as any fires went with the exception of the sprayer fire. As of yesterday, the total ban was lifted for us, allowing for campfires and garbage barrels only, to date the province still has their ban in the forestry protected areas and I can see us going back to a ban again shortly if no significant rains show up in the next week.

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 CAO Minderlein/Shawna	Post Bylaw to website Updated the nomination /election packages. Add Bylaw to future Governance Meeting Agenda	 COMPLETED COMPLETED
MEETING	**December 14, 2017 Regular Council Meeting**			
RC17-428	that Council bring the policy - Personnel Handbook back to a future governance meeting.	CAO Minderlein		
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 CAO Minderlein/ Shawna	Shelley updated 2018 Capital Budget	

Motion #	Motion	By	Action	Status
MEETING	**August 9, 2018 Regular Council Meeting**			
RC18-279	that Administration bring back Bylaw No. 2014-03 Birch Hills County Regional Fire Services Bylaw with Schedule of Fees and Charges to Council for review at a future Governance Meeting and/or Regular Council Meeting.	CAO Minderlein/ Shawna		
MEETING	**October 25, 2018 Organizational Council Meeting**			
RC18-373	that Council accept the presentation regarding the Birch Hills County Fire Department appointments for information and direct Administration to bring the Fire "Term of Fire Department Officers" and "Election Procedure/Quorum" to Council at a future Governance Meeting.	CAO Minderlein/ Shawna		
MEETING	**December 13, 2018 Regular Council Meeting**			
RC18-432	that Council direct Administration to work with the Administration of Birch Hills County's G5 partners to draft a bylaw for the formation of a Regional Subdivision and Development Appeal Board (SDAB) and to bring the draft to Council for review at a future Regular Council Meeting.	CAO Minderlein	Emailed G5 ISDAB draft Bylaw and Agreement on Jan. 25 for their review and inputs.	
MEETING	**February 14, 2019 Regular Council Meeting**			
RC19-039	that Council authorize a 10% increase to Honourarium rates for Elected Municipal Officials and Members at Large effective January 1, 2019,	Marlene Shawna	Emailed new remuneration sheet out with	Bylaws and Policies being reviewed

Motion #	Motion	By	Action	Status
	and direct Administration to bring back to Council the amendments to bylaws and policies required to support such an increase.		changes.	
RC19-040	that Council authorize an increase to the amounts paid by Birch Hills County for breakfast from $12.60 to $15.75 per meal effective March 1, 2019, and direct Administration to bring back to Council the amendments to bylaws and/or policies required to support such an increase.	Shawna	Emailed new remuneration sheet out with changes.	Bylaws and Policies being reviewed
RC19-041	that Council direct Administration to bring back to Council such bylaws and/or policies that would require amendment to support the expansion of the annual increase for the Cost of Living Assistance (COLA) currently provided to staff to include Council to a future Regular Council meeting.	CAO Minderlein/ Shawna		
RC19-047	that Council direct Administration to provide mowing for the campsite and the plowing competition location utilizing the roadside mower and staff time prior to the event and permit the use of heavy equipment by a volunteer staff member in support of the truck pull event.	Amanda Dion	Booked	PENDING EVENT
RC19-048	that Council confirm agreement to jointly apply with the Municipal District of Fairview #136 for an exemption from MGA Section 631, as per Ministerial Order MSL:047/18 #1, as all of the land on the Birch Hills County side of the Peace River is provincially controlled and plus the river is federally controlled.	CAO Minderlein	Letter sent to Minister of Municipal Affairs, awaiting response and cc MD Fairview	

Motion #	Motion	By	Action	Status
RC19-049	that Council confirm agreement to jointly apply with the Municipal District of Greenview # 16 for an exemption from MGA Section 631, as per Ministerial Order MSL:047/18 #1, as all of the land on the Birch Hills County side of our border with the Municipal District of Greenview # 16 is provincially controlled and that the Smoky River which is our border is federally controlled.	CAO Minderlein	Letter sent to Minister of Municipal Affairs, awaiting response and cc MD Greenview	Approval Received and included in Agenda.
RC19-050	that Council confirm agreement to jointly apply with Northern Sunrise County for an exemption from MGA Section 631, as per Ministerial Order MSL:047/18 #1, as all of the land on the Birch Hills County side of the Smoky River is provincially controlled and plus the river is federally controlled.	CAO Minderlein	Letter sent to Minister of Municipal Affairs, awaiting response and cc NSC	Approval Received and included in Agenda.
MEETING	**February 28, 2019 Regular Council Meeting**			
RC19-070	that Council direct Administration to send a letter to Alberta Environment and Parks with a copy to Alberta Transportation that provides the background information related to the Saddle (Burnt) River crossing and details Council's request for cooperation and actions that would be needed to construct a Low Level Crossing on the Burnt River that would provide a safe and accessible crossing and also direct Administration to bring back responses to a future Council meeting.	Dion/CAO Minderlein	*Verbal request "Follow up again after April 16 election." this request was from the March 14 meeting.*	Letter signed by Deputy Reeve Carbone & mailed out on March 11, 2019 CAO sent follow up emails to DM'S May 27.

Motion #	Motion	By	Action	Status
MEETING	**March 14, 2019 Regular Council Meeting**			
RC19-094	that Council direct Administration to accept the bid from Brandt of $499,600.00 for a 2019 John Deere 772GP Grader and to accept the trade value of $175,000.00 for the 2014 John Deere 772GP Grader.	Dion	Awaiting Delivery (Est.~ end of June)	
RC19-095	that Council direct Administration to accept the bid from Finning for $356,400.00 for the 2018 CAT 950GC with bucket, snow blade, and pallet forks and to dispose of the 2008 John Deere 644J with bucket, snow blade and pallet forks at auction at a time that would be convenient and estimated to provide the best return.	Dion	Delivered April 30 Awaiting sale	
MEETING	**April 4, 2019 Regular Council Meeting**			
RC19-122	that Council direct Administration to research information, including Birch Hills County's Bylaws and Policies, related to the attendance of staff and Agriculture Service Board (ASB) board members to ASB related meetings and conventions, and to bring that information to Council at a future meeting.	Amanda	June 24 ASB meeting.	
MEETING	**April 25, 2019 Regular Council Meeting**			
RC19-145	that Council provide first reading to Bylaw 2019-03, a Road Closure Bylaw to close for disposal to public	Lucy	Sent to Minister of Transportation for	

Motion #	Motion	By	Action	Status
	travel all that portion of road allowance described as such: Plan 2001MC Block 2 All of Lane lying west and south of Lot 1; and direct Administration to forward the bylaw to the Minister of Transportation for approval prior to bringing it back to Council for second reading.		approval, awaiting response.	
RC19-151	that Council direct Administration to contact Enterprises Fleet Management and to make arrangements to sign up for this program and to self-fund the original purchase of the 2019 ½ ton truck in the capital budget through Enterprise Fleet Management with a GPS pro package.	Dion Shelley	Delivered evening of May 22, 2019	COMPLETED
RC19-152	that Council direct Administration to research information regarding the potential installation of the GPS Pro monitoring package on all Birch Hills County fleet vehicles and bring it to a future Regular Council Meeting.	Dion	GPS in 3 trucks and 1 grader for trial.	
RC19-165	that Council direct Administration to continue working with Alberta Environment and Parks on the removal of disposition DLO 860724 from Dreamers Lake and to update Council on the progress of this project at a future meeting.	Dion	As per direction. Awaiting for clarification.	
RC19-167	that Council direct Administration to accept the bid from Kubota of $273,000.00 for two 2018 Kubota		2 Kabota Tractors delivered, 2 New	COMPLETE

Motion #	Motion	By	Action	Status
	M6-141DTCC-F tractors with Loaders and directs Administration to dispose the two New Holland tractors by auction.		Hollands sold left BHC yard on May 30.	
MEETING	**May 23, 2019 Regular Council Meeting**			
RC19-175	that Council direct Administration to draft an update to Policy 37-01-16 Drainage Works and Culverts to include the changes discussed including costs for unauthorized work and to bring it back to a future Regular Council Meeting for review and possible approval.			
RC19-176	that Council approve the disbursement of the 2019 Recreation Grant funding based on the Recreation Board's recommendation to disburse the funds as follows: Birch Hills Senior Centre $5,000 Community of Co-ordinating Organizations $31,000 Eaglesham and District Agricultural Society $4,000 Eaglesham Lakeside Golf and Country Club $30,000 Kakut Lake Resort $7,690 Tangent Community Hall Society $7,000 Tangent Park Society $8,690 Watino Ladies Community Association $1,620 West Smoky Recreation Centre $30,000 **Total $125,000**	Hermann/Lisa	Cheques mailed out with allocation letters May 27, 2019.	COMPLETED
RC19-177	that Council direct Administration to review Policy Number 71-01-19, the Recreation Operating			

Motion #	Motion	By	Action	Status
	Assistance Grant Policy and develop methodology to include past financial performance of applicants in developing recommendations for funding allocation and bring the updated policy back to Council for review and comment before the end of September, 2019.			
RC19-178	that Council approve the reimbursement, or the payment of invoices, of an amount not exceeding $200 based on the request submitted by Ms. Jenna Toews on behalf of the residents of Peoria as a Community Enhancement Grant for the planting and care of brightly colored annual flowers by the sign identifying the Hamlet of Peoria.	Hermann	Letter drafted to Jenna Toews and mailed out May 24, 2019.	COMPLETE
RC19-179	that Council approve the absence of Reeve Manzulenko from the May 23, 2019 Regular Council Meeting due to being away from the County for personal reasons.	Shawna		COMPLETE
RC19-180	that Council declare June 2nd to 8th Seniors' Week 2019 and authorize Reeve Manzulenko to sign the declaration on behalf of the County.	Tracy/Shawna	Advertised in the Signal for week of May 27 & June 3 and on BHC Social media.	COMPLETED
RC19-182	that Council Authorize an increase of $500 to the Birch Hills County Library Board (from $16,600 to $17,100) based on the $500 increased rental costs for the Tangent Library and direct Administration to: a. to include $500 in additional funding for the Library	Hermann	Letter dated May 29 mailed to both Kylie Sommerville and Chair Lynne Laurin.	COMPLETED

Motion #	Motion	By	Action	Status
	Board in the 2020 Operating and Maintenance Budget; b. advise the Board of Council's decision; and c. to track the 2019 Budget performance and bring a request for an additional draw from the rate stabilization reserve at year end if required.			
RC19-183	that Council direct the CAO to coordinate a workshop to be held around the third week of June 2019 for members of Council, the CAO, and Public Works managerial staff regarding the policies applicable to, and the goals for, road maintenance based on the availability of, and inputs from, Council and staff.	Hermann	Workshop will be after the Regular Council meeting on June 13. ASB meeting then will be at Tangent Hall on June 24th with dinner/RMA meeting to follow.	SCHEDULED

Request for Decision (RFD)

Meeting:	Regular Council	**Reviewed/ Approved For Submission**	
Meeting Date:	June 13, 2019	**CAO**	
Originated By:	Michael Coy, Manager of Infrastructure Projects	**Manager**	Dion Hynes
		Presenter	Michael Coy
Item Title:	Application for Community Enhancement Grant Funds		

DESCRIPTION:

Council is being provided with a request for $664.35 in funding under the Community Enhancement Program that was submitted by Ms. Martine Piebiak on behalf of the Eaglesham & District Agricultural Society.

BACKGROUND / PROPOSAL:

Policy 62-01-16, the Community Enhancement Grant Policy was approved by Council on March 9, 2017. The request is for the planting and care of brightly colored annual flowers along the main street of the hamlet of Eaglesham, plus at the post office and Eaglesham Parts & Service. This involves the care and watering of 10 oak barrels plus the park entrance by volunteers and a summer student. Last year they received $490.00 and Council made the following resolutions at the May 10, 2018 Regular Council meeting:

RC18-170 *"Moved* **by Councillor Joudrey** that Council approve the funding of $490.00 requested by Ms. Martine Piebiak on behalf of the residents of Eaglesham as a Community Enhancement Grant for the Planting and care of brightly colored annual flowers in oak barrels at various location along the streets of the Hamlet of *Eaglesham and at the park entrance."*

DISCUSSION / BENEFITS / DISDVANTAGES:

Staff have reviewed this application, and it appears to meet the requirements contained in the policy. There is a commitment in the application for buy in and involvement by the Hamlet's residents.

Council has approved two Community Enhancement Grant request this year first to Mrs. Denise Doran - hamlet of Watino for $412.02 and Ms. Jenna Toews - hamlet of Peoria for $200.00.

COST / SOURCE OF FUNDING:

The policy contains limits of $1000 and $500 for Small Projects and Celebration/Activities. The current budget plans for 2019 is a total of $5,000, based on $1,000 for each of the Hamlets of Wanham, Eaglesham, Tangent, Watino, and Eaglesham.

There has been no commitment for Eaglesham funds to date.

ATTACHMENT(s):

Application for Community Enhancement grant submitted to Council by Martine Piebiak.

OPTIONS:

Council may choose to:

1. Approve funding for the $664.35 (or another amount if deemed appropriate) requested by Ms. Martine Piebiak on behalf of the residents of Eaglesham as a Community Enhancement Grant for the planting and care of brightly colored annual flowers in oak barrels along the streets of the hamlet of Eaglesham plus at the park entrance; or

2. Decline the request for $664.35 submitted by Ms. Martine Piebiak on behalf of the residents of Eaglesham under the Community Enhancement Program; or

3. Take other action as deemed appropriate.

RECOMMENDED ACTION:

Administration recommends that Council approve the funding of $664.35 requested by Ms. Martine Piebiak on behalf of the residents of Eaglesham as a Community Enhancement Grant for the planting and care of brightly colored annual flowers in oak barrels along the streets of the hamlet of Eaglesham plus at the park entrance.

Community Enhancement Grant
Small Projects Grant Application
Application Form

Internal Use Only

Date Received:	May 29,2019
Project Number:	

Please use extra paper if needed.

Applicant Information

Applicant Name/Group:	Eaglesham & District Agricultural Society		
Contact Person:	Martine Piebiak	Phone:	(780) 837-4783
Address:	PO Box 207		
Postal Code:	T0H 1H0	Email Address:	admin@eaglesham.biz
Applicant Description Who is involved in this project?	Eaglesham and District Agricultural Society, Seniors Social Centre, local businesses and individual community members.		

Project Information

Project Name create a project name	Eaglesham and Entrance Park
Project Location Include an address if available.	Eaglesham, at the entrance park on the corner of hwy. 739 and 49th ave, plus the along highway 739 the main north south route through the hamlet.
Project Description Briefly describe the project.	Planting and care of brightly coloured annual flowers along the main street of the hamlet of Eaglesham, plus at the post office and Eaglesham Parts & Service. 10 oak barrels plus the entrance park.

Community Impact

Community Involvement How will you involve neighbours?	The care and watering of the 10 barrels involves 10 different citizens and/or businesses, in Eaglesham.
Community Benefit How will this project benefit your community and neighbours?	Annual flowers provide a splash of colour along the main traffic pattern of Eaglesham. Bybuying and coordinating the flowers from the same greenhouse there is a consistency in the look of the flowers. This group effort increases the curb appeal of the hamlet and increasescommunity pride. Visitors can see that our citizens care about their surroundings.
Project Sustainability Who will maintain and manage the project in the long term?	Doris Mazurek is responsible for coordinating volunteers to water barrels. Doug Greenfield is responsible to coordinate additional watering as needed, in the welcome sign park, from the ag society summer student (Chloe Paradis)

General Work Plan

A general work plan will help clarify the details of your proposed project. Outline the general work that will be undertaken to complete the project. Estimated the time required to complete the project.

March 2019 - order flowers from Birch Hills Colony
May 2019 - confirm/assign volunteers to water each barrel
May 2019 - work bee to plants flowers (2 hours for five people)
May - August 2019 - water flowers daily during hottest days, 3X/week in cooler/rain weather

General Budget

A project budget will help clarify the anticipated cost of your proposed project. This will help the County assess your application. Estimate the costs and out-of-pocket expenses of your project .

ITEM	DESCRIPTION / DETAILS	PRICE/COST	SUBTOTAL
plant material	annual bedding plants	$364.35	364.35
summer student wages	watering entrance park (all other pots watered by volunteers) $15/hour x 20 hours	$300	300
	TOTAL PROJECT COST		$664.35

Community Contribution

It is important to document the contributions of those involved (community contribution). This will help the County assess how much grant funding the project may be eligible to receive. The more contributions made by the community towards the project, the more grant funding the project will be eligible to receive. Contributions can be in the form of volunteer time or labour, donated supplies & materials, donated professional services and/or cash.

How many hours of volunteer time and labour is being contributed by the community towards this project?

10 hours planting flowers, 4 hours coordinating volunteer watering,
15 minutes/barrel x 10 barrels x 5 days/week x 15 weeks (May 23 - September 1) = 187.5 hours
TOTAL VOLUNTEER HOURS = 202

What materials or supplies are being donated by the community towards this project?

Residents and businesses are donating water and watering supplies

How much cash is being donated by the community towards this project?

none

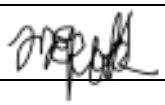
Are there any other contributions being made by the community towards this project?

no

What grant amount you are requesting?
(maximum $1,000 per project or $500 per event)

$ $664.35

The signatory declares that s/he is the applicant, or elected chair, president or designated lead of a group applicant. The signatory confirms that there is general support from residents and/or neighbours that are involved or affected by the project, and that any funds received as a result of this application will be used only for the purposes set forth herein.

Signature:		Date:	May 29th, 2019
Name (print):	Martine Piebiak	Phone:	(780) 837-4783

Hermann Minderlein

From: Martine Piebiak <m.piebiak@gmail.com>
Sent: Wednesday, May 29, 2019 11:34 AM
To: Hermann Minderlein; Shawna Schwerdt
Subject: Fwd: Eaglesham Ag.pdf
Attachments: ATT00001.txt; Eaglesham Ag.pdf

Here is the supporting invoice for the CEG application. Our society has already paid this invoice and hope to be reimbursed through the grant. Thanks for your support of our communities' volunteer efforts.

Cheers,
Martine

PO Box 97
Eaglesham, AB T0H 1H0

home: (780) 359-2448 if busy call my cell.
cell: (780) 837-4783

---------- Forwarded message ---------
From: **Doris Mazurek** <dorismazurek@hotmail.com>
Date: Sun, May 26, 2019 at 10:32 PM
Subject: Eaglesham Ag.pdf
To: andrea.n.farrell@gmail.com <andrea.n.farrell@gmail.com>, m.piebiak@gmail.com <m.piebiak@gmail.com>

This is the invoice that was given to me by Birch Hills Colony for the flowers.
Can we count on Doug to water the ones that are at the little park across from the ATB.
Thanks again for sponsoring the community flowers.
Doris

INVOICE

B HILLS FARMING CO. LTD
Box 235
Wanham, Alberta T0H 3P0
Canada

Phone: (780) 694-2535 ext 203
Fax: (780) 694-2593
Mobile: (780) 978-4171

BILL TO
Eaglesham and Ag Society

Invoice Number: GH-2173
Invoice Date: May 25, 2019
Payment Due: June 24, 2019
Amount Due (CAD): **$364.35**

Product	Quantity	Price	Amount
1204 12-pack tray marigolds and pansies	3	$25.00	$75.00
4" geraniums	24	$3.00	$72.00
12" combo baskets	10	$20.00	$200.00

Subtotal:	$347.00
GST 5% (175628675 TR0001):	$17.35
Total:	$364.35
Amount Due (CAD):	**$364.35**

Received in good order by: X

Request for Decision (RFD)

Meeting:	Regular Council	**Reviewed/ Approved For Submission**	
Meeting Date:	June 13, 2019	**CAO**	
Originated By:	CAO Minderlein	**Manager**	
Item Title:	Saddle Hills County and Birch Hills County Intermunicipal Development Plan	**Presenter**	**CAO Minderlein**

DESCRIPTION:

Council is being provided with the draft Intermunicipal Development Plan (IDP) prepared for Birch Hills County and Saddle Hills County. T.

BACKGROUND / PROPOSAL:

Administration for Birch Hills County and Saddle Hills County have met to discuss the creation of an Intermunicipal Development Plan (IDP), as legislated in the recently amended Municipal Government Act. The deadline to have a plan in place is April 1, 2021, as per an approved extension by the Minister of Municipal Affairs.

A draft has been prepared for Council's review. This draft is subject to amendments based on public input and feedback from the councils of either municipality throughout the process. The "Plan Area" of the IDP is being proposed as one half mile on either side of the MD/County border with agriculture being the primary use of land, and non-agricultural uses considered in areas that will not negatively impact the agricultural uses. Subdivision applications, Land Use Bylaw amendments and Area Structure Plans within the Plan Area will trigger referrals to the other municipality for comment. Development permit applications shall be in accordance with the IDP.

If both councils accept the draft version of the IDP for presentation to the public, an Open House may be scheduled. Potential dates that have been discussed are August 21st or 22nd. Saddle Hills County will confirm their acceptance of the draft IDP and potential date after their Council meeting on June 25th.

COST / SOURCE OF FUNDING:

Advertising, hosting expenses.
Funding source: Saddle Hills County Alberta Community Partnership (ACP) 2018/19 grant.

ATTACHMENT(s):

Draft Birch Hills County and Saddle Hills County Intermunicipal Development Plan.

OPTIONS:

Council may choose to:

1. Accept the draft Birch Hills County and Saddle Hills County Intermunicipal Development Plan as presented and direct that an Open House be scheduled for August 21st or 22nd, 2019, to be held in Kakut Lake at the Community Hall there at 7:00 p.m.; or

2. direct administration accordingly.

RECOMMENDED ACTION:

Administration recommends that Council accept the draft Birch Hills County and Saddle Hills County Intermunicipal Development Plan as presented and direct that an Open House be scheduled for August 21st or 22nd, 2019, to be held in Kakut Lake at the Community Hall there at 7:00 p.m.

INTERMUNICIPAL DEVELOPMENT PLAN

Between

Saddle Hills County
Bylaw No. XXXXX

Birch Hills County
Bylaw No. XXXXX

(Draft version 2019-06-07)

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1. INTRODUCTION

1.1. In accordance with the Municipal Government Act ("MGA") Saddle Hills County and Birch Hills County have agreed to undertake the process for preparing and adopting an Intermunicipal Development Plan (IDP).

1.2. Saddle Hills County and Birch Hills County recognize that all municipalities are equals and have the right to grow and develop.

2. MUNICIPAL PROFILES

Saddle Hills County

Saddle Hills County covers an area of approximately 587,700 hectares (1,452,000 acres), with a population of 2,225 (Federal Census, 2016). The County contains one hamlet, and is bordered by five Alberta municipalities (Municipal District of Spirit River, Birch Hills County, County of Grande Prairie, Clear Hills County, Municipal District of Fairview) and is adjacent the Peace River Regional District in British Columbia. The economy of Saddle Hills County is predominantly agriculture and natural resource extraction.

Birch Hills County

Birch Hills County covers an area of approximately 290,597 hectares (718,080 acres), with a population of 1,553 (Federal Census, 2016). The Municipality contains five hamlets, and is bordered by eight municipalities (Municipal District of Smoky River, Municipal District of Fairview, Municipal District of Greenview, Municipal District of Spirit River, Municipal District of Peace, Northern Sunrise County, County of Grande Prairie and Saddle Hills County).
The economy of Birch Hills County is predominantly agriculture and natural resource extraction.

3. LEGISLATIVE REQUIREMENTS

3.1. The MGA identifies the following as matters to be addressed for lands within the boundary of the IDP:

- 3.1.1. Future land use;
- 3.1.2. Proposals for and the manner of future development;
- 3.1.3. Conflict resolution procedures;
- 3.1.4. Procedures to amend or repeal the plan; and
- 3.1.5. Provisions relating to the administration of the plan.

4. PLAN AREA

4.1. The IDP Area (the Plan Area) is an 800 meter (one half mile) boundary on either side of the intermunicipal border that separates the municipalities (Map 1).

5. GOALS

5.1. The following are goals that have been identified by Saddle Hills County and Birch Hills County for the Plan Area. Some of the goals are of an on-going nature while some may be seen as more time specific.

- 5.1.1. Development of land use polices to protect prime agricultural lands from premature re-designation, subdivision, and non-farm development.
- 5.1.2. Effective coordination of transportation systems and protection of required land for future road network developments.
- 5.1.3. Development of land use policies to ensure that future sites for recreation areas are considered.
- 5.1.4. Development of a plan for the provision of utility corridors within the Plan Area to provide for future growth and development of the IDP area and to ensure oil and gas development/pipelines do not inhibit or restrict the future development of the region.
- 5.1.5. Identification and protection of physical features and environmentally sensitive areas.
- 5.1.6. Effective referral mechanisms and dispute resolution mechanisms.
- 5.1.7. Effective plan administration and implementation.

6. CURRENT EXISTING CHARACTERISTICS OF THE PLAN AREA

6.1. Current existing characteristics of the Plan Area (Map 2) include:

- 6.1.1. Agricultural:
  - 6.1.1.1. There is a mix of agricultural operations including grazing and dry land farming.
  - 6.1.1.2. The majority of the land within the Plan Area is designated as Agricultural (A) and Crown Land (CL) Districts.

- 6.1.2. Residential Development:
  - 6.1.2.1. The residential development within the Plan Area is comprised of residential farm housing within the Agricultural District serviced by individual Private sewage systems and water sources.

6.1.3. Transportation Infrastructure:

6.1.3.1. Two Provincial Highways, Highways 2 and 49, as well as several secondary highways are used to access both municipalities.

6.1.4. Peace River Watershed:

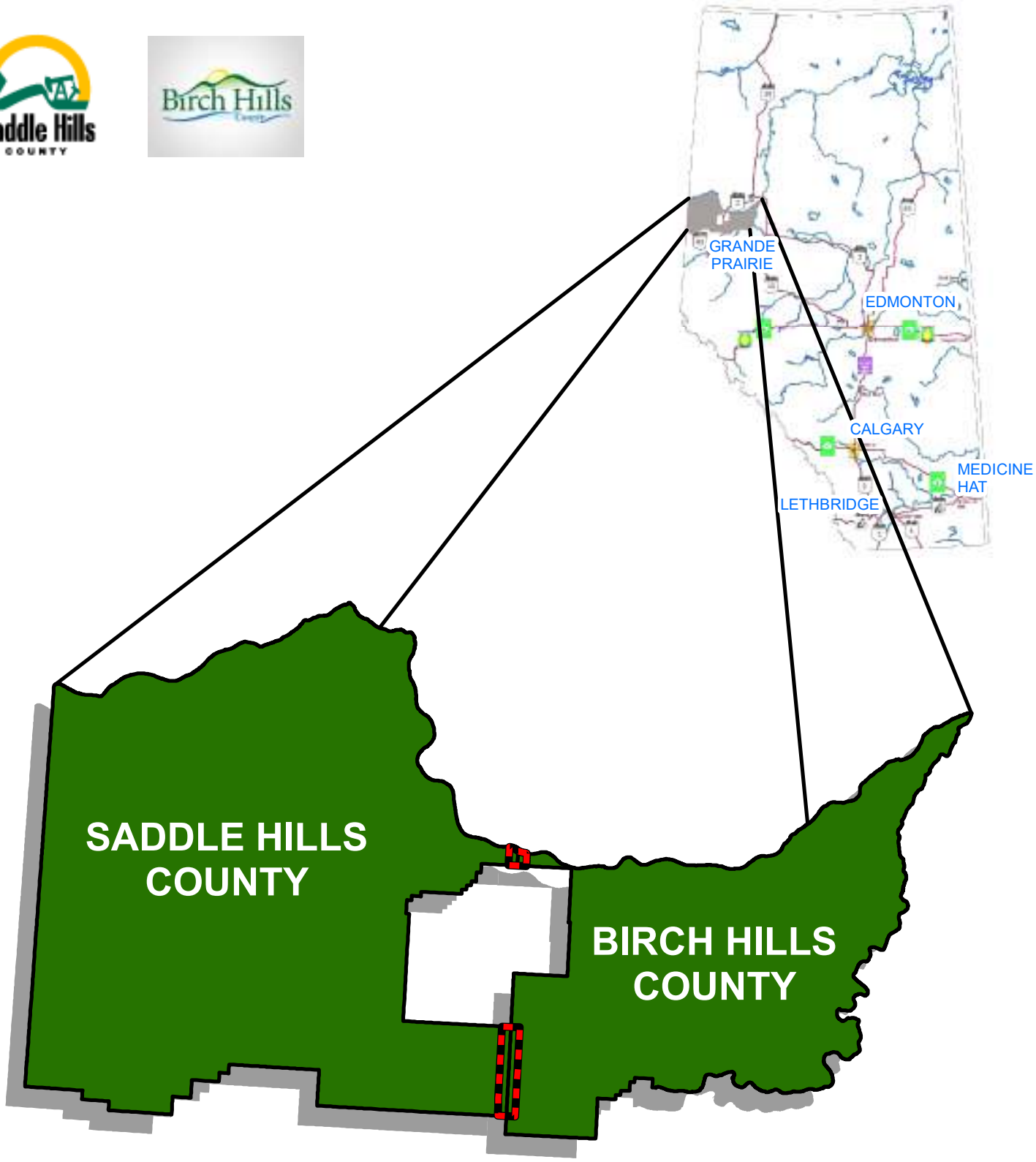
6.1.4.1. Both Saddle Hills County and Birch Hills County are located within the Peace River Watershed.

6.1.5. Environmentally Sensitive Areas:

6.1.5.1. There are several environmental areas within the Plan Area as identified on Map 3.

INTERMUNICIPAL DEVELOPMENT PLAN

SADDLE HILLS COUNTY
BIRCH HILLS COUNTY



7. LAND USE POLICIES

7.1. Both municipalities shall strive to engage in effective dialogue when considering land use in the Plan Area, while maintaining complete jurisdiction on lands within their own boundaries.

7.2. All subdivision applications, Land Use Bylaw amendments, and Area Structure Plans within the Plan Area will be referred to the other municipality for comment. All development permit applications approved by the either municipality's Development Authority shall be in accordance with the provisions of this IDP. Any disputes shall be dealt with through the procedure outlined within Section 16 of this document.

7.3. All new or expanding Confined Feeding Operations within the Plan Area requiring registrations or approvals and manure storage facilities requiring authorization under the Agricultural Operations Practices Act shall be referred to the other municipality for comment.

7.4. Both municipalities agree to jointly discuss ways to cooperate with provincial and federal agencies as well as utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.

7.5. Saddle Hills County and Birch Hills County shall strive, to the best of their ability and knowledge, to refer all notices of government projects within the Plan Area to the adjacent municipality.

7.6. Within the Plan Area, both municipalities are encouraged to share with the other municipality the results of all publically available technical analysis, submitted as part of development applications, where there is potential for impacts on land and bodies of water within the adjacent municipality.

7.7. Both municipalities shall support watershed management and protection best practices.

7.8. Saddle Hills County and Birch Hills County agree that development of lands that are within the Plan Area may contain a historically significant site. Should an area be deemed to have some historical significance, the developer may be required to conduct a Historical Resource Impact Assessment (HRIA) and should contact the appropriate Provincial Government Department regarding the development.

7.9. The following land use provisions will apply to all new agricultural development within Plan Area:

7.9.1. Both municipalities agree that agriculture and grazing will continue to be the primary use of land in the Plan Area, and non-agricultural uses should be considered only in such areas where they will not negatively impact agriculture and grazing.

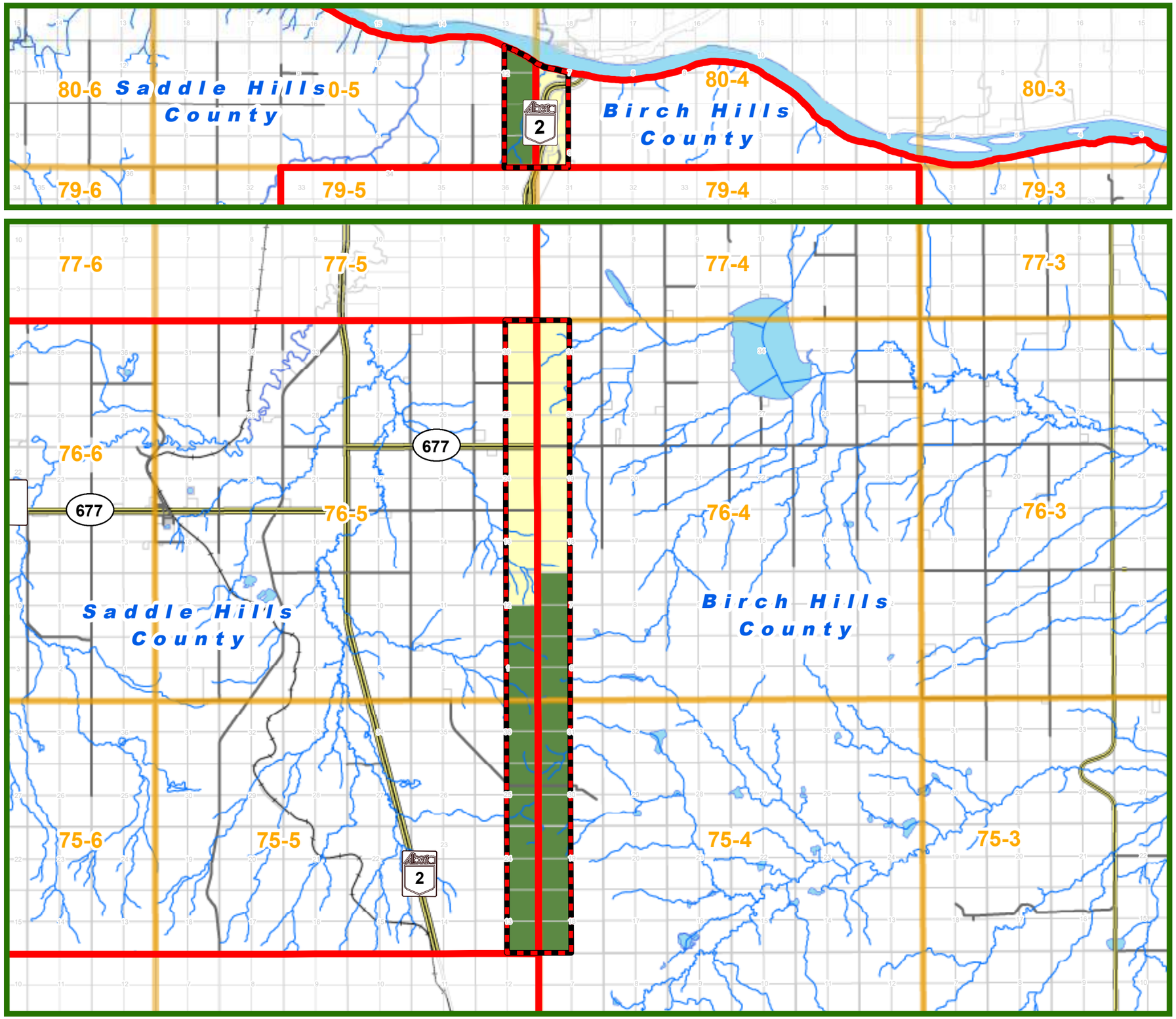
7.9.2. Both municipalities will work cooperatively to encourage good neighbor farming practices, such as dust, weed and insect control adjacent to developed areas, through best management practices and Alberta Agricultural guidelines.

7.9.3. If disputes or complaints in either municipality arise between ratepayers and agricultural operators, the municipality receiving the complaint shall strive to direct the affected parties to the appropriate agency, government department or municipality for consultation or resolution wherever necessary.

7.10. In considering subdivision and development permit applications in the Plan Area, the respective municipality's Subdivision and Development Authority will ensure the proposed project is compatible with the adjacent uses.

7.11. All appeals of developments and subdivisions within the Plan Area will be considered by the governing municipality's Subdivision and Development Appeal Board, excepting those where there is a provincial requirement for the appeal to be referred to the Municipal Government Board.

Map 2 - Current Land Use Concept



N

Saddle Hills COUNTY

Birch Hills

LEGEND:

- Plan Area Boundary
- Municipal Boundary
- Primary Highway
- Municipal Developed Roads
- Railway

Land Use Districts

- Agriculture
- Crown Land

FOR UP TO DATE LAND USE DISTRICTS, PLEASE SEE THE RESPECTIVE MUNICIPALITY'S LAND USE BYLAW.

(Draft Version 2019-04-09)

0 0.75 1.5 3 4.5 6

Kilometers

8. NATURAL RESOURCE EXTRACTION

8.1. Saddle Hills County and Birch Hills County recognize the importance of resource extraction to the local economy and to the maintenance of transportation routes and other infrastructure.

8.2. The municipalities shall consider the effects of visual intrusion, dust, noise, traffic, and air and water pollution when evaluating applications for new or expanded gravel pits or other extractive activities, within the Plan Area where they maintain jurisdiction.

8.3. Within the Plan Area, each municipality will notify the adjacent municipality of any resource development proposal and provide an opportunity for comment. In the event the resource development results in access being required from a road under the control or management of another municipality, the municipality having control or management of the road must give its approval for the use of a road, in writing, prior to the application being considered as complete by the other municipality.

8.4. Either municipality may require an agreement regarding the construction, repair, and maintenance of any municipal roads, which may be impacted by resource development, when the development requires access to come from the other municipality's road.

8.5. If either Saddle Hills County or Birch Hills County are in receipt of a notice for new or expanded gravel pit within the Plan Area, they shall forward a copy of the notice to the other municipality.

9. INDUSTRY AND ENERGY DEVELOPMENT

9.1. Saddle Hills County and Birch Hills County recognize the important role that industry and renewable energy development play in supporting the local and regional economy.

9.2. Lands under consideration for industrial development that do not currently allow for a proposed use, shall be required to re-designate to a suitable Land Use District.

9.3. The municipalities will encourage the location of renewable energy developments within the Plan Area:

9.3.1. where compatible with existing land uses and;

9.3.2. in consideration of comments from the adjacent municipality.

10. ENVIRONMENTAL MATTERS

10.1. Saddle Hills County and Birch Hills County agree that development proposed in proximity to any and all named water courses shall be carefully evaluated for any impacts on water quality.

10.2. Saddle Hills County and Birch Hills County support the work of the Peace River Watershed Alliance.

10.3. The municipalities shall encourage all agricultural operators and others to continue best efforts to maintain high standards of water quality.

10.4. Land use and development in flood prone areas is generally discouraged, but where it is considered by the host municipality, it shall be carefully regulated such that there is no negative effect on the adjacent municipality.

10.5. Landowners and residents shall be encouraged to follow water conservation practices, as established by their respective municipality.

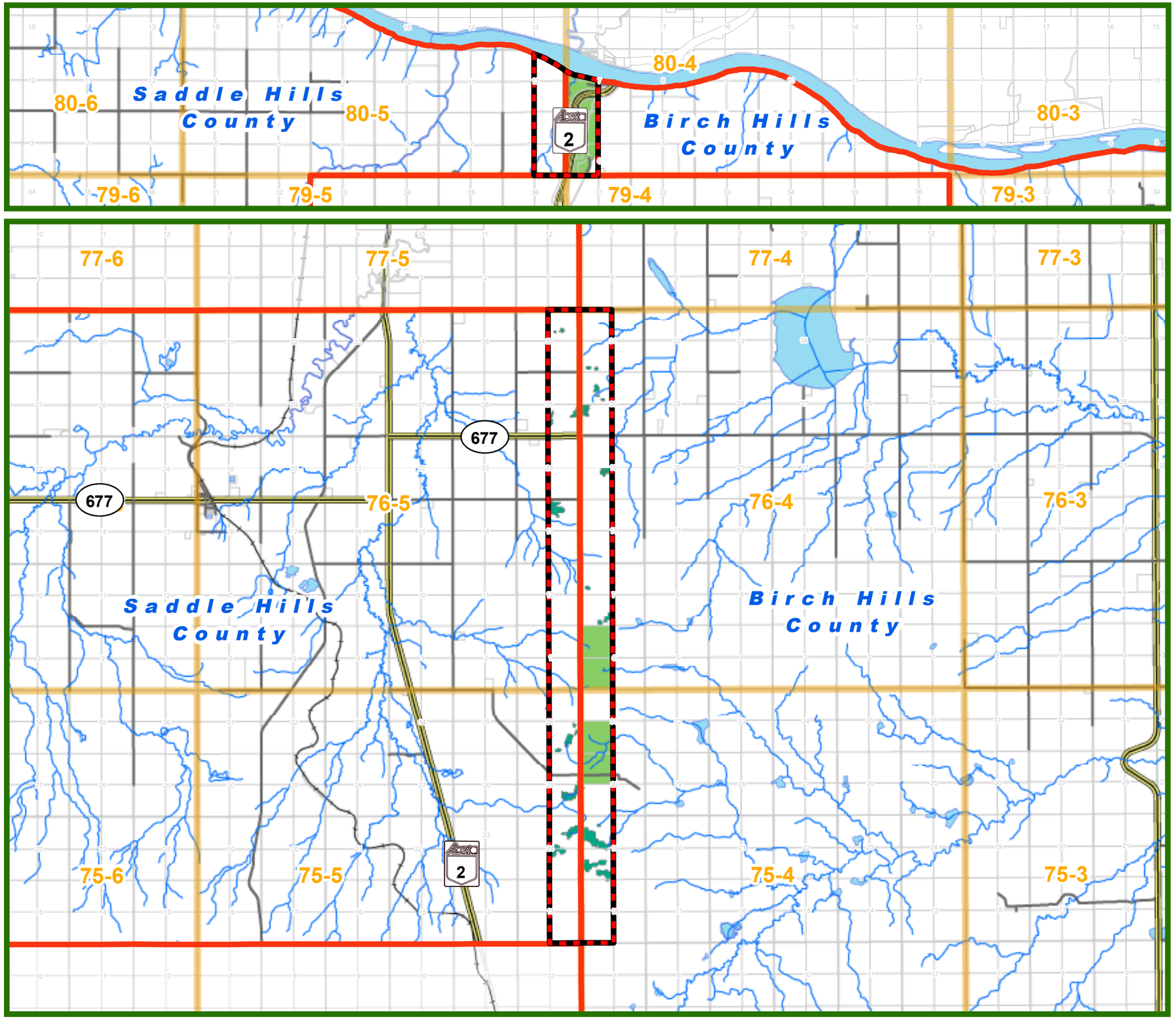
10.6. Both municipalities will endeavour to ensure all sources of potable water supplies within their respective jurisdictions are protected and meet provincial guidelines for water quality.

10.7. Saddle Hills County and Birch Hills County agree that development of lands within the Plan Area may impact environmentally significant sites identified on Map 3. Development in these areas may be required to:

10.7.1. conduct an environmental impact assessment (EIA); and/or

10.7.2. contact Alberta Environment and Parks.

Map 3 - Environmentally Sensitive Areas



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Saddle Hills COUNTY

Birch Hills County

LEGEND:

- Plan Area Boundary
- Municipal Boundary
- Primary Highway
- Municipal Developed Roads
- Railway
- Environmentally Sensitive Areas
- Wetlands (Source - 2016 Alberta Merged Wetland Inventory)

(Draft Version 2019-04-09)

0 0.75 1.5 3 4.5 6

Kilome

11. MUNICIPAL INFRASTRUCTURE

11.1. Saddle Hills County and Birch Hills County agree to work together to support the development of municipal infrastructure required to service developments within the Plan Area.

11.2. Prior to any joint municipal infrastructure developments proceeding the municipalities will enter into a cost sharing agreement to share the costs of the development based on the prorated benefit to each municipality.

12. TRANSPORTATION SYSTEMS

12.1. Saddle Hills County and Birch Hills County will work together to ensure a safe and efficient transportation network is developed and maintained to service the farm operations, residents and businesses within the Plan Area.

12.2. When subdivisions are approved in the Plan Area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.

12.3. Each municipality shall be notified of any subdivision or development proposal in the other municipality that will result in access being required from a road under its control or management.

13. UTILITY CORRIDORS

13.1. The continued demand for the location or telecommunications infrastructure and utility servicing has the potential to impact land use within municipalities; however, the municipalities are aware that the jurisdiction of utility approvals is outside of their direct control:

13.1.1. Where there is an application for a new, expanded or retrofitted telecommunications tower within the Plan Area, both parties shall notify the other Municipality to seek their comments.

13.1.2. When providing a Letter of Concurrence for a new, expanded or retrofitted telecommunications tower, both parties shall request telecommunications companies to co-locate on an existing tower within the Plan Area where technically feasible.

13.1.3. When providing comments to provincial and federal departments regarding utility development within the Plan Area, both parties shall request that consideration be given to the establishment of utility corridors with multiple users.

13.2. Both parties shall also acknowledge that the development of the oil and gas industry has played an integral part in the development of the region. Both

parties will work with the oil and gas industry to ensure that the orderly development of the Plan Area is not unduly restricted by the development of oil and gas infrastructure, including pipelines.

14. PLAN ADMINISTRATION AND IMPLEMENTATION

14.1. Adoption Process

14.1.1. This IDP and any amendments to it shall be adopted by bylaw by Saddle Hills County and Birch Hills County in accordance with the MGA.

14.1.2. Any amendments to the Municipal Development Plans and Land Use Bylaws of Saddle Hills County and Birch Hills County required to implement the policies of the IDP should occur as soon as practicable, following adoption of this IDP or any amendment to the IDP that establishes or amends policies within this IDP.

14.2. Approving Authorities

14.2.1. In the hierarchy of statutory plans, the IDP shall take precedence over the other municipal statutory plans.

14.2.2. Each municipality shall be responsible for the administration and decisions on all statutory plans, land use bylaws, and amendments thereto within their boundaries.

14.3. Plan Amendments

14.3.1. An amendment to this Plan may be proposed by either municipality. An amendment to the Plan proposed by a landowner shall be made to the municipality in which the subject land is located.

14.3.2. An amendment to this Plan has no effect unless adopted by both municipalities by bylaw in accordance with the MGA.

14.4. Intermunicipal Cooperation

14.4.1. The municipalities agree to create a recommending body known as the Intermunicipal Committee (hereinafter referred to as the Committee).

14.4.2. The Committee will meet on an as required basis and will develop recommendations to the municipal Councils on all matters of strategic direction and cooperation affecting the municipality's residents, except matters where other current operating structures and mechanisms are operating successfully. The topics to be discussed will include:

14.4.2.1. Long-term strategic growth plans for the municipalities as may be reflected in the IDP, Municipal Development Plans,

Area Structure Plans and other strategic studies.

14.4.2.2. Intermunicipal and regional transportation issues including the Transportation and Utility Corridors, truck routes.

14.4.2.3. Prompt circulation of major land use, subdivision and development proposals in either municipality which may impact the other municipality; and

14.4.2.4. The discussion of intermunicipal or multi-jurisdictional issues in lieu of a regional planning system.

14.4.3. The Committee shall consist of four members, being two Councillors from each municipality.

14.4.4. The Chief Administrative Officers and/or designated staff will be advisory staff to the Committee, responsible to develop agendas and recommendations on all matters, and for forwarding all recommendations from the Committee to their respective Councils.

14.5. Plan Review

14.5.1. Once every five years, the IDP will be formally reviewed by the Committee in conjunction with the Intermunicipal Collaboration Framework in order to confirm, or recommend amendment, of any particular policy contained herein. The Committee will prepare recommendations for consideration by the municipal councils.

15. CIRCULATION AND REFERRAL PROCESS

15.1. Saddle Hills County and Birch Hills County agree to refer the following planning proposals within the Plan Area:

15.1.1. Municipal Development Plans and Municipal Development Plan amendments (28 day response period).

15.1.2. Area Structure Plans, Area Redevelopment Plans and amendments (21 day response period).

15.1.3. Land Use Re-designations (21 day response period).

15.1.4. Subdivisions (21 day response period).

15.1.5. Development permits for discretionary uses (21 day response period).

15.1.6. Road access requests/notices (21 day response period).

16. DISPUTE/CONFLICT RESOLUTION

16.1. Saddle Hills County and Birch Hills County agree that the following process shall be used to resolve or attempt to resolve disputes between the municipalities arising from the following:

16.1.1. Lack of agreement on proposed amendments to the IDP;

16.1.2. Lack of agreement on any proposed statutory plan, land use bylaw or amendment thereto for lands located within or affecting the Plan Area; or

16.1.3. Lack of agreement on an interpretation of this IDP.

16.2. Lack of agreement pursuant to section 16.1.1 or 16.1.2 is defined as a statutory plan, land use bylaw or amendment to either which is given first reading by a Council which the other Council deems to be inconsistent with the policies of this Plan or detrimental to their planning interests as a Municipality.

16.3. A dispute shall be limited to the decisions on the matters listed in section 16.1. Any other appeal shall be made to the appropriate approving authority or appeal board that deals with that issue.

16.4. The dispute resolution process may only be initiated by either of the municipal Councils.

16.5. Identification of a dispute and the desire to go through the dispute resolution process may occur at any time regarding a dispute matter outlined in section 16.1.3 and may only occur within 30 calendar days of a decision made pursuant to section 16.1.

Once either municipality has received written notice of a dispute, the dispute resolution process must be started within 15 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.

16.6. In the event the dispute resolution process is initiated the municipality having authority over the matter shall not give any further approval in any way until the dispute has been resolved or the mediation process has been concluded.

16.7. In the event mediation does not resolve the dispute, the municipality may proceed to adopt the bylaw and in accordance with the MGA, the other municipality will have the right to appeal to the Municipal Government Board.

16.8. The Committee formed under the Intermunicipal Collaboration Framework will be the forum used in relation to any disputes.

Dispute/Conflict Resolution Process

Stage 1 - Administrative Review
The Chief Administrative Officers of both municipalities will meet in an attempt to resolve the issue first. Failing resolution, the dispute will then be referred to the Committee. In the event a resolution is not achieved by the 30th day following the first meeting of the Chief Administrative Officers of both municipalities, either municipality may refer the dispute to the Committee.

Stage 2 - Committee Review
The Committee will convene to consider and attempt to resolve the dispute. Failing resolution, the dispute will then be referred to mediation. In the event a resolution is not achieved by the 30th day following the first meeting of the Committee, either municipality may refer the dispute to the Mediation.

Stage 3 - Mediation
The services of an independent mediator will be retained, with the mediator to present a written recommendation to both municipal Councils. The costs of mediation shall be shared equally between the municipalities.

Stage 4 - Municipal Government Board
In the event the mediation process does not resolve the dispute, the municipality may proceed to adopt the bylaw and in accordance with the Municipal Government Act, the other municipality will have the right to appeal to the Municipal Government Board.

17. CORRESPONDENCE

17.1. Written notice by mail under this Plan shall be addressed as follows:

17.1.1 In the case of Saddle Hills County to:

Saddle Hills County
Attention: Chief Administrative Officer
RR 1
Spirit River, Alberta T0H 3G0

17.1.2 In the case of Birch Hills County to:

Birch Hills County
Attention: Chief Administrative Officer
Box 157
Wanham, Alberta T0H 3P0

17.2 In addition to section 17.1, notices may be sent by electronic mail to the Chief Administrative Officer.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	June 13th, 2019	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Manager:**	
Item Title:	Disposal of Asset Pump/Pipe	**Presenter:**	Dion Hynes

DESCRIPTION:

Administration is providing Council with information regarding aluminum pipe and pumps that are owned by the County and no longer used.

BACKGROUND:

The aluminum 150mm (6 inch) pipe used for years by the water department is no longer needed for operations.

The pumps and pipes were used mostly to transfer water from road side ditches to our County reservoirs in the Hamlets. This raw water was then treated and distributed throughout the Hamlet. The regional water approach has led to this equipment being surplus to the County's requirements.

DISCUSSION / BENEFITS / DISADVANTAGES:

The pumps and pipe could be sold at auction to get the highest possible return and avoid any further deterioration in their condition.

COST / SOURCE OF FUNDING:

Proceeds would be coded to general revenues, and could be later allocated to restricted or unrestricted reserves if deemed appropriate.

ATTACHMENT(S):

Inventory of Aluminum pipe and 2 pumps
Pictures of Aluminum pipe and 2 pumps

OPTIONS:

Council may choose to:

1. Direct administration to dispose of the surplus 6" aluminum pipe and pumps by means of public auction; or

2. Direct administration to not dispose of the surplus 6" aluminum pipe and pumps by means of public auction and retain the assets in the County yard for possible future use.

RECOMMENDED ACTION:

It is Administration's recommendation

"that Council direct administration to dispose of the surplus 6" aluminum and pumps by means of public auction."

Aluminum Pipe Inventory

40 ft x 6” pipes with Rainway HPRL 600 coupling system.

250 Undamaged

10 Damaged

6 shorter pipes between 15 and 20 feet

Some ring clamps included

7 45 degree elbows,

1 90 degree elbow

1 International Propane powered V-8 Engine mounted with a Berkley pump Model # P4JQPM-3

1 Ford Natural gas powered V-8 Engine mounted with a Berkley pump Model # P4JQPM-3

Board Meeting Highlights
May 25, 2019

This summary is designed to keep you informed about Peace Library System (PLS) activities and Board decisions. It is distributed to member councils, library boards and the PLS Board of Directors after each Board meeting.

The Board reviewed 2018 accomplishments and received the 2018 Annual Report and the 2018 Audited Financial Statements, copies of which will be distributed to councils, library boards, and contracting school divisions.

The Director provided an update on PLS headquarters upgrades funded by the provincial Infrastructure Grant. The bulk of the word was done in four phases in 2018. She reported that there was about $110,000 remaining at the end of April, and most of this would be spent by the end of the year. The grant must be spent by the end of 2020.

The Board approved the revised Five-Year Capital Plan and noted that capital reserves were depleting over the next five years.

The Board reviewed the cost to increase SuperNet bandwidth for some libraries in the region. This is not a cost that PLS can take on, but the Board will lobby the provincial and federal governments for support for higher broadband in rural Alberta.

The Director highlighted what had been accomplished in 2018-2019 with provincial library funding to serve Indigenous communities. Memorandums of Understanding are now in place with five library boards to take library materials, programs and services to nearby Indigenous communities. Much progress has been made and funds remain to continue outreach services to the end of 2019. There is no word on whether a 2019-2020 grant will be received.

Revisions were approved to the following Personnel Policies: Regular Hours of Work, Absenteeism, Employee Benefits, Continuing Education/Professional Development, Personal Appearance and Investment & Management of Private Assets.

The IT Services Manager reported that work is continuing to build new library websites. Libraries that have launched the new sites are very positive; the remaining websites will be built over the next few months one library at a time.

The Consulting Services Manager reported that the 2019 Rural Libraries Conference – The Power of People – will be held on September 26 and 26 in Grande Prairie, and there will be several sessions of interest to trustees.

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Quick Facts 2019
Population Served: 174,620
Members: 38 municipalities & 1 Métis Settlement
Member Public Libraries: 46
Contracting Schools: 50
Chair: Carolyn Kolebaba (Northern Sunrise County)
Director: Linda Duplessis

Present:

Carolyn Kolababa (Chair)	Northern Sunrise County
Gena Jones	Town of Beaverlodge
Lorrie Shelp	Big Lakes County
Denise Joudrey	Birch Hills County
Peter Frixel	Clear Hills County
Ray Skrepnek	MD of Fairview
Stan Golob	Town of Fairview
Lindsay Brown	Town of Falher
Meesha Bainton	Town of Fox Creek
Tammy Brown	Grande Prairie Public Library
Linda Waddy	County of Grande Prairie
Chris Thiessen	City of Grande Prairie
Roxie Rutt	MD of Greenview
Beth Gillis	Town of High Level
Marie Brulotte	Town of High Prairie
Camille Zavisha	Village of Hines Creek
Sandra Miller	Village of Hythe
Brad Pearson	MD of Lesser Slave River
Philippa O'Mahony	Town of McLennan
Belinda Halabisky	County of Northern Lights
Brendan Powell	MD of Opportunity
Reta Nooskey	Paddle Prairie Métis Settlement
Sandra Eastman	MD of Peace
Elaine Manzer	Town of Peace River (Teleconference)
Roxann Dreger	Village of Rycroft
John Moen	Saddle Hills County
Clinton Froehlick	Town of Sexsmith
Raoul Johnson	MD of Smoky River
Harry Ezio	Town of Spirit River
Elaine Garrow	MD of Spirit River
Tanya Boman	Town of Valleyview

Regrets:

April Doll	Town of Manning
Cheryl Novak	Village of Nampa
Joy McGregor	Town of Slave Lake
Anna Underwood	Town of Wembley
Vacant	Village of Berwyn
Vacant	Village of Donnelly
Vacant	Village of Girouxville

Absent:

Dennis Sukeroff	Town of Grimshaw
Jessica Juneau	Town of Rainbow Lake

Connecting libraries, people and resources through teamwork, technology and training

Peace Library System acknowledges Treaty 8 territory as well as the Métis Nation of Alberta. Peace Library System libraries are located on territory that provided a travelling route and home to many Indigenous peoples.

Peace Library System

8301 - 110 Street
Grande Prairie, AB
T8W 6T2

(780) 538-4656
FAX (780) 539-5285

May 31, 2019

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

Dear Reeve Manzulenko:

Enclosed are copies of the Peace Library System's 2018 Annual Report for distribution to your Council members. Also included in this package is a copy of Peace Library System's 2018 Audited Financial Statements for your files. Both were adopted by the System's Board of Directors at its May 25, 2019 meeting.

In 2018, PLS gathered input from member library staff and trustees in order to develop new goals and strategies for its *2019-2021 Plan of Service*. The Plan builds on services such as digital literacy training, program support and regional advocacy efforts offered in prior years. As well, libraries received strong support for technology and library operations. The PLS network infrastructure was substantially upgraded to increase security and efficiency. Area residents continued to borrow thousands of items from libraries across the province, and made good use of specialized digital resources and eBooks.

PLS continued two important provincially-funded initiatives. The first was outreach to Indigenous communities. In 2018, PLS signed a Memorandum of Understanding with four library boards to take library services to nearby Indigenous communities. Library and library system staff visited five communities – Chateh (Dene Tha' First Nation), Driftpile Cree Nation, Horse Lake First Nation, Sturgeon Lake Cree Nation, and Sucker Creek First Nation – and contacts were made with four other First Nations and Métis communities. Thanks to the provincial Facility Enhancement Grant, the PLS headquarters building was modernized with new flooring, lighting fixtures, ceiling tiles and paint, and a substantial upgrade to the mechanical system.

We thank all municipalities and libraries that work together through Peace Library System to provide excellent library service in their communities and across the region. This partnership strengthens individual libraries and provides area residents with access to a wide range of resources. Should you have any questions about the enclosed documents, please contact me or Linda Duplessis, Director.

Sincerely,

Carolyn Kolebaba, Chair
Peace Library Board

Enclosures

2018 ANNUAL REPORT

Peace Library System

Connecting Libraries, People & Resources

Proudly serving residents of northwestern Alberta

Without a doubt, 2018 was one of the busiest years ever! Thanks to the provincial Facility Enhancement Grant, our headquarters building was completely renovated in four phases. The upgrade consisted of new flooring, lighting fixtures, ceiling tiles, and paint, as well as a substantial upgrade to the mechanical system. The Technical Services and Courier packaging areas were reconfigured to provide efficiencies in work flow.

We gathered input from library boards and library managers to help plan our services for the next three years. *Future Focused: Plan of Service 2019 to 2021* emphasizes training, advocacy efforts, program support, IT support, and helping patrons access a wide range of resources. We have many strategies planned to assist member libraries in meeting their own goals.

In 2018, the Director met with 27 member Councils to provide a post-election orientation on PLS benefits and services. Add to that a network infrastructure upgrade, expanded outreach to Indigenous communities, the selection of a new website platform in collaboration with Marigold Library System, and an *Explore Your Library* campaign in the fall, and the year was very full and productive.

These initiatives were made possible as a result of strong provincial support and municipal cooperation. Thank you to my fellow Board members for their commitment to regional library service. Given the accomplishments of this past year, we are energized for the future.

Carolyn Kolebaba, Chair
Peace Library Board

MEMBERS	38 **Municipalities** & 1 **Métis Settlement** 45 **Public Libraries**	171,049 **Residents**
CONTRACTS	50 **Schools**	11,742 **Students**
SERVICE GRANTS	21 **Indigenous Communities**	22,663 **Residents**

8301-110 Street, Grande Prairie, AB T8W 6T2
Phone: 780-538-4656 or 1-800-422-6875 | **Fax:** 780-539-5285 | **Website:** www.peacelibrarysystem.ab.ca

TECHNOLOGY / IT SERVICES

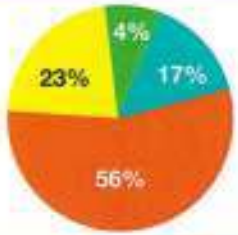
59	1,514	44,115	180,514
In-Person Visits	Remote Sessions	Website Visits	Computer / Wifi Sessions

CONSULTING SERVICES

47	203	52	46
In-Person Visits	Remote Sessions	Training Sessions	Sponsored Programs

RURAL LIBRARIES CONFERENCE | THE FUTURE-FOCUSED LIBRARY

149 Delegates
39 First-Timers
29 Sessions
26 Speakers



SERVICES TO INDIGENOUS COMMUNITIES

IN-LIBRARY INITIATIVES

24	21	547	213
Partnerships	Programs	Staff Hours	Cardholders

OUTREACH TO INDIGENOUS COMMUNITIES

5	55	71	7,500 KM	1,460
Communities	Visits	Programs	Travelled (PLS)	Staff Hours

Chateh (Dene Tha' First Nation)
Driftpile Cree Nation
Horse Lake First Nation
Sturgeon Lake Cree Nation
Sucker Creek First Nation

[in process]
Duncan's First Nation
Kapawe'no First Nation
East Prairie Métis Settlement
Peavine Métis Settlement

TECHNICAL SERVICES

25,035 Items Ordered

31,845 Items Catalogued

$615,850 Purchasing Value

1,986 Deliveries
55,500 KM | **319,300** Items

SHARING RESOURCES

904,028 Items Circulated to **43,409** Patrons

191,473 Outgoing Interlibrary Loans

223,660 Incoming Interlibrary Loans

113 PLS Blocks & Kits Circulated

E-RESOURCES

OVERDRIVE
Downloadable eBooks & Audiobooks

↑ 13%
80,199 Checkouts

PRESSREADER
Current Issues of Newspapers & Magazines

↑ 48%
15,905 Issues Read

LYNDA.COM
Training in Hundreds of Topics

↑ 6X
8,209 Views

TRANSPARENT LANGUAGES
Language Learning

↑ 8X
1,851 Sessions

Standing (left to right): Katherine Wiebe; Dennis Sheppard; Donna Mostowy; Janet Ayles; Emma Stewart; Karen Van der Woerd; Alrene Dempster; Tora Volkers; Samantha Mercer; Fred Richard; Rose-Marie Finch. **Seated (left to right)**: Cliff Lesh; Janet Schultz; Dorothy Tay-Ellingboe; Wendy Hodges; Linda Duplessis; Rae Weniger.

BOARD MEMBERS

(as at December 31, 2018)

JURISDICTION	REPRESENTATIVE
Town of Beaverlodge	Gena Jones
Village of Berwyn	Vacant
Big Lakes County	Lorrie Shelp*
Birch Hills County	Denise Joudrey
Clear Hills County	Peter Frixel
Village of Donnelly	Vacant
MD of Fairview No. 136	Ray Skropnek*
Town of Fairview	Nicole Halvorson
Town of Falher	Lindsay Brown
Town of Fox Creek	Meesha Bainton
Village of Girouxville	Vacant
Grande Prairie Public Library	Tammy Brown*
City of Grande Prairie	Chris Thiessen*
County of Grande Prairie #1	Linda Waddy*
MD of Greenview No. 16	Roxie Rutt
Town of Grimshaw	Dennis Sukeroff*
Town of High Level	Beth Gillis
Town of High Prairie	Marie Brulotte
Village of Hines Creek	Camille Zavisha
Village of Hythe	Sandra Miller
MD of Lesser Slave River No. 124	Brad Pearson
Town of Manning	April Doll
Town of McLennan	Philippa O'Mahony
Village of Nampa	Cheryl Novak
County of Northern Lights	Belinda Halabisky*
Northern Sunrise County	Carolyn Kolebaba, Chair*
MD of Opportunity No. 17	Brendan Powell
Paddle Prairie Metis Settlement	Reta Nooskey
MD of Peace No. 135	Sandra Eastman
Town of Peace River	Elaine Manzer
Town of Rainbow Lake	Jessica Juneau
Village of Rycroft	Roxann Dreger
Saddle Hills County	John Moen
Town of Sexsmith	Clinton Froehlick
Town of Slave Lake	Joy McGregor
MD of Spirit River No. 133	Elaine Garrow*
MD of Smoky River No. 130	Raoul Johnson*
Town of Spirit River	Harry Ezio
Town of Valleyview	Tanya Bornan
Town of Wembley	Anna Underwood

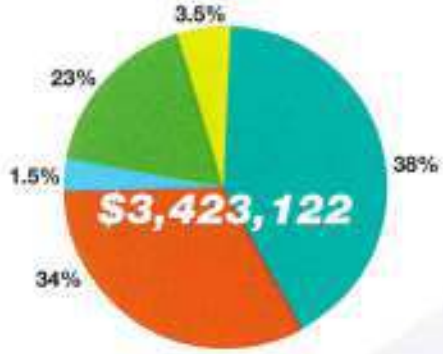
*Executive Committee Members

2018 FINANCIALS

Revenue

- Member Municipalities
- Province of Alberta
- Library Board Allotments
- School Contracts
- Other

Expenditures



- Services to Members
- Staffing
- Building & Capital
- Administration
- Trustee Expense

The 2018 audit was conducted by the Fulcrum Group. A copy of the complete audited statem[illegible]uest.

Peace Library System

Financial Statements

December 31, 2018

Peace Library System
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Financial Statements	
Statement of Financial Position	1
Statement of Changes in Net Assets	2 - 3
Statement of Operations	4
Schedule of Revenues	5
Schedule of Expenditures	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 15

FULCRUM GROUP
CHARTERED PROFESSIONAL ACCOUNTANTS

Chris Bell, CPA, CA*
Karla Kimble, CPA, CA*
Jesse Lofstrom, CPA, CA*
Neil Rozema, CPA, CMA, CA*
Lindsey Wickberg, MPAcc, CPA, CA*

Independent Auditor's Report

To the Board of Directors of
Peace Library System

Opinion
We have audited the financial statements of Peace Library System, which comprise the Statement of Financial Position as at December 31, 2018, and the Statements of Changes in Net Assets, Operations and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2018, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion
We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements
Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

#102, 9919 - 99 Avenue,
Grande Prairie, Alberta
T8V 0R6

T: 780-532-4641
F: 780-532-4947
Toll Free: 1-800-422-6093

*DENOTES PROFESSIONAL CORPORATION

Those charged with governance are responsible for overseeing the organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Fulcrum Group

Grande Prairie, Alberta
February 23, 2019

Fulcrum Group
Chartered Professional Accountants

Peace Library System
Statement of Financial Position

As at December 31	2018	2017
Assets		
Current assets		
Cash (note 3)	$ 529,248	$ 356,510
Short term investments (note 4)	297,501	1,149,391
Accounts receivable (note 5)	39,206	24,816
Inventory	20,704	21,459
Prepaid expenses	102,826	102,357
	989,485	1,654,533
Long-term investments	349,819	554,773
Property and equipment (note 6)	688,370	679,299
	$ 2,027,674	$ 2,888,605
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	$ 252,354	$ 292,658
Deferred grant revenue (note 7)	303,312	938,886
Unexpended book allotments (note 8)	221,552	293,178
Deposits (note 9)	38,978	-
	816,196	1,524,722
Restricted asset grant (note 10)	8,895	12,707
	825,091	1,537,429
Commitments (note 11)		
Net assets		
Operating surplus	68,857	68,857
Equity in property and equipment	679,474	666,592
Reserves (note 12)	454,252	615,727
	1,202,583	1,351,176
	$ 2,027,674	$ 2,888,605

See accompanying notes

Approved by the board

Member

Member

Peace Library System
Statement of Changes in Net Assets

Year ended December 31, 2018

	2018			
	Total	Operating surplus	Equity in property and equipment	Reserves
Balance, beginning of year	**$ 1,351,176**	$ 68,857	$ 666,592	$ 615,727
Deficiency of revenues over expenditures	**(148,593)**	(148,593)	-	-
Purchases of property and equipment	-	(40,763)	116,620	(75,857)
Transfer from reserves	-	221,901	-	(221,901)
Amortization	-	107,550	(107,550)	-
Restricted asset grant	-	(3,812)	3,812	-
Transfer to reserves	-	(136,283)	-	136,283
Balance, end of year	**$ 1,202,583**	$ 68,857	$ 679,474	$ 454,252

Peace Library System
Statement of Changes in Net Assets

Year ended December 31, 2018

				2017
	Total	Operating surplus	Equity in property and equipment	Reserves
Balance, beginning of year	$ 1,235,820	$ 68,857	$ 662,629	$ 504,334
Excess of revenues over expenditures	115,356	115,356	-	-
Purchases of property and equipment	-	-	29,959	(29,959)
Transfer from reserves	-	24,742	-	(24,742)
Amortization	-	63,160	(63,160)	-
Restricted asset grant	-	(5,444)	5,444	-
Indigenous populations grant asset purchases	-	(31,720)	31,720	-
Transfer to reserves	-	(166,094)	-	166,094
Balance, end of year	$ 1,351,176	$ 68,857	$ 666,592	$ 615,727

See accompanying notes

Peace Library System
Statement of Operations

Year ended December 31	2018 Actual	2018 Budget (unaudited)	2017 Actual
Revenues, Schedule 1	**$ 3,557,666**	$ 3,726,601	$ 3,110,734
Expenditures, Schedule 2	**3,702,964**	3,690,601	2,994,623
(Deficiency) excess of revenues over expenditures from operations	**(145,298)**	36,000	116,111
Other income (expense)			
Gain on sale of property and equipment	**297**	-	-
Loss on foreign exchange	**(3,592)**	(2,000)	(755)
	(3,295)	(2,000)	(755)
(Deficiency) excess of revenues over expenditures	**$ (148,593)**	$ 34,000	$ 115,356

See accompanying notes

Schedule 1

Peace Library System

Schedule of Revenues

Year ended December 31	2018 Actual	2018 Budget (unaudited)	2017 Actual
Other grants	**$ 890,479**	$ 1,026,058	$ 457,203
Municipalities with library boards	**934,638**	951,588	906,773
Provincial grant - system operating	**783,189**	783,194	785,971
Library board allotment	**403,494**	410,812	410,812
Municipalities without library boards	**161,506**	157,329	152,154
School jurisdictions	**126,734**	126,727	127,857
Additional funds from libraries	**73,978**	100,000	69,511
Provincial grant - libraries	**95,743**	95,743	99,029
Webhosting and licensing income	**25,746**	30,000	37,987
Conference	**18,926**	18,000	17,937
Contract services	**12,385**	11,900	11,435
Interest income	**26,513**	10,000	22,142
Charges for additional funds	**3,826**	5,000	2,071
Miscellaneous income	**509**	250	9,852
	$ 3,557,666	$ 3,726,601	$ 3,110,734

See accompanying notes

Schedule 2

Peace Library System

Schedule of Expenditures

Year ended December 31	2018 Actual	2018 Budget (unaudited)	2017 Actual
Amortization	$ 107,550	$ -	$ 63,160
Building repairs and maintenance	945,386	820,260	212,005
Digital resource subscriptions	96,876	115,000	111,305
Freight	3,732	5,500	3,873
Grant fund transfer	99,054	102,346	102,347
Indigenous Populations Grant	117,900	93,500	205,072
Insurance	7,084	7,000	6,756
Interlibrary loan expense	63,705	64,200	60,123
Marketing	14,411	15,000	18,286
Meetings and workshops	13,930	15,451	13,448
Memberships and subscriptions	10,629	11,175	10,878
Office supplies and equipment	14,771	14,415	13,899
Postage	13,514	14,500	13,178
Printing and promotion	4,369	11,450	9,995
Professional fees	17,334	14,850	13,920
Programming events	36,456	54,930	38,214
Purchases - allotment	542,525	584,029	549,814
Purchases - headquarters	8,466	7,650	4,305
Regional computer network	189,033	251,025	103,739
Salaries and related benefits	1,172,073	1,204,870	1,204,464
Staff development	6,756	9,400	11,781
Telephone	9,830	13,000	8,731
The Regional Automation Consortium (TRAC)	83,358	95,000	92,843
Travel	40,727	83,550	47,771
Trustee expenses and meetings	48,736	44,000	36,150
Utilities	34,759	38,500	38,566
	$ 3,702,964	$ 3,690,601	$ 2,994,623

See accompanying notes

Peace Library System
Statement of Cash Flows

Year ended December 31	2018	2017
Operating activities		
Cash receipts from customers	**$ 2,871,240**	$ 3,825,949
Cash paid to suppliers and employees	**(3,665,536)**	(2,849,705)
Interest income	**26,513**	22,142
	(767,783)	998,386
Investing activities		
Purchase of investments	**(81,428)**	(1,253,576)
Proceeds from maturity of investments	**1,151,427**	164,481
Purchase of equipment	**(116,620)**	(61,679)
Proceeds on disposal of equipment	**297**	-
Current year accrued interest on investments	**(13,155)**	-
	940,521	(1,150,774)
Increase (decrease) in cash	**172,738**	(152,388)
Cash, beginning of year	**356,510**	508,898
Cash, end of year	**$ 529,248**	$ 356,510

See accompanying notes

1. Nature of operations

Peace Library System (the "organization") is a regional library system which connects public libraries and schools. The organization was incorporated in 1986 under the Libraries Act of Alberta as a not-for-profit organization without share capital. The organization is funded by local municipalities, library boards, and the province. The organization provides centralized ordering, purchasing and processing, e-resources, IT support, reciprocal borrowing, information and reference service, and professional library consultants. The organization is exempt from tax under section 149 of the Income Tax Act.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

Accounting estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reported period. These estimates are reviewed periodically and are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Cash

Cash consists of balances with financial institutions.

Investments

The organization follows the cost method of accounting for its investments, written down for any permanent impairment in value.

Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined using the specific item method.

Property and equipment

Property and equipment are recorded at cost. The organization provides for amortization using the declining balance method at rates designed to amortize the cost of the property and equipment over their estimated useful lives. The annual amortization rates are as follows:

Buildings	4%
Furniture and fixtures	20%
Vehicles	30%
Computer equipment	30%
Website	100%

2. **Significant accounting policies, continued**

Property and equipment, continued

In the year of acquisition of property or equipment, additions are amortized at one-half the normal rate.

Impairment of long-lived assets

The organization tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected undiscounted future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent carrying value exceeds its fair value.

Financial instruments

Measurement of financial instruments

The organization initially measures its financial assets and liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument. Amounts due to and from related parties are measured at the exchange amount, being the amount agreed upon by the related party.

The organization subsequently measures all its financial assets and financial liabilities at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in (deficiency) excess of revenues over expenditures in the period incurred.

Financial assets measured at amortized cost include cash, accounts receivable, inventory, and prepaid expenses.

Financial liabilities measured at amortized cost include accounts payable, deferred grant revenue, unexpended book allotments, and deposits.

Impairment

For financial assets measured at cost or amortized cost, the organization determines whether there are indications of possible impairment. When there is an indication of impairment, and the organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in (deficiency) excess of revenues over expenditures. A previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in (deficiency) excess of revenues over expenditures.

2. Significant accounting policies, continued

Foreign exchange

Monetary assets and liabilities of the organization which are denominated in foreign currencies are translated at year end exchange rates. Other assets and liabilities are translated at rates in effect at the date the assets were acquired and liabilities incurred. Revenue and expenses are translated at the rates of exchange in effect at their transaction dates. The resulting gains or losses are included in operations.

Revenue recognition

The organization recognizes operating grants and appropriations as revenue at the time they are received.

Allotment revenue is deferred and recognized in revenue as the corresponding expense is incurred.

Grants received for specific purposes for the use of the organization are deferred and recognized as the revenue amounts are used.

3. Cash

	2018	2017
General Operating	$ 328,262	$ 355,744
Investments cash account	200,001	-
Infrastructure account	486	-
General USD account	299	566
Petty Cash	200	200
	$ 529,248	$ 356,510

4. Investments

Investments consist of Guaranteed Investment Certificates with varying interest rates of 1.66% to 3.20% per annum. Maturing from August 2019 to December 2022. The certificates maturing within twelve months of the year-end have been classfied as current assets.

5. Accounts receivable

	2018	2017
Accounts Receivable - Contracts	$ 387	$ -
Accounts Receivable - Sales	3,179	24,181
Goods and Services Tax Paid On Services/Supplies	35,640	635
	$ 39,206	$ 24,816

6. Property and equipment

			2018	2017
	Cost	Accumulated amortization	Net	Net
Buildings	$ 1,639,096	$ 1,133,630	$ 505,466	$ 526,527
Furniture and fixtures	458,363	392,298	66,065	72,670
Vehicles	130,801	94,396	36,405	52,008
Computer equipment	78,095	41,764	36,331	28,094
Website	88,205	44,102	44,103	-
	$ 2,394,560	$ 1,706,190	$ 688,370	$ 679,299

7. Deferred grant revenue

Deferred grant revenue relates to Government grants and funds which were unearned at the end of the year.

	Other grants	Indigenous Populations Grant	Infrastructure Grant	Total
Balance, beginning of year	$ 39,390	$ 48,407	$ 851,089	$ 938,886
Grants received during the year	30,213	215,445	-	245,658
Revenue recognized	(27,516)	(120,508)	(738,642)	(886,666)
Income earned	-	-	5,434	5,434
	$ 42,087	$ 143,344	$ 117,881	$ 303,312

8. Unexpended book allotments

A percentage of local appropriations revenue is allocated for book purchases for each school jurisdiction or municipality. The unused balance at the end of the year is carried forward to the following year.

	2018	2017
Balance, beginning of year	$ 293,178	$ 348,811
Local appropriation and school levies allocated to members	448,022	454,154
Additional allotments purchased in the year by members	75,122	69,511
Amounts expended during the year	(594,770)	(579,298)
	$ 221,552	$ 293,178

9. Deposits

Deposits consist of member allotments received prior to year end that relate to the subsequent year.

10. Restricted asset grant

	2018	2017
Balance, beginning of year	$ 12,707	$ 18,153
Amortized into revenue	(3,812)	(5,446)
Balance, end of year	$ 8,895	$ 12,707

This grant is restricted for the purchase of vehicles. It is recognized as revenue at the same amortization rate as the corresponding vehicles.

11. Commitments

The Peace Library System (PLS) entered into an agreement with the City of Grande Prairie Library Board (GPLB) where the GPLB will facilitate regional resource sharing services as part of PLS' commitment to provide member libraries with access to a variety of resources. Terms of this agreement will extend from January 1, 2019 to December 31, 2020. The fees required to be paid by PLS to GPLB are as follows:

2019	$ 48,500
2020	50,500
	-
	$ 99,000

This agreement can be terminated by either party with three months notice prior to December 31 in any given year; however, is typically renewed at the end of each term.

12. Reserves

The Board of Directors has internally restricted certain net assets for the future purchase and replacement of capital assets. The objective of the reserves is to provide for the purchase of property and equipment.

At December 31, the balance in the reserve accounts was as follows:

	2018	2017
Technology	$ 136,106	$ 176,307
Vehicle	68,146	64,334
Furnishing and equipment	50,000	50,000
General building	200,000	325,086
	$ 454,252	$ 615,727

Transactions through the reserve account during the year were as follows:

	Technology	Vehicle	Furnishing and equipment	General Building	Total
Opening	$ 176,307	$ 64,334	$ 50,000	$ 325,086	$ 615,727
Asset Purchases	(67,048)	-	(8,809)	-	(75,857)
Transfers	(49,427)	-	(182)	(172,292)	(221,901)
Transfer from operating	76,274	3,812	8,991	47,206	136,283
	$ 136,106	$ 68,146	$ 50,000	$ 200,000	$ 454,252

12. Reserves, continued

13. Related party transactions

The organization is a member of The Regional Automation Consortium (TRAC). The organization paid $94,298 (2017 - $92,843) to TRAC for regional computer network services.

Board members were reimbursed for their expenses related to attendance of board meetings, committee meetings, and conferences they attended. Total amount of these transactions were $25,309 (2017 - $19,898).

These transactions are in the normal course of operations and have been valued in these financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

14. Economic dependence

The organization is economically dependent on grants from the Alberta Government and funding from members (2018 - 76%, 2017 - 46% of total revenue).

15. Financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments. Exposure to these risks are not deemed to have a material effect.

Fair value risk

The fair value of current financial assets and current financial liabilities approximates their carrying value due to their short-term maturity dates. The fair value of long-term financial liabilities approximates their carrying value based on the presumption that the organization is a going concern and thus expects to fully repay the outstanding amounts.

Currency risk

Currency risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The organization has foreign currency transactions and therefore is exposed to to currency risk.

Interest rate risk

Interest rate risk is the risk that fair values of future cash flows of a financial instrument will fluctuate because of changes in market rates. The organization is exposed to interest rate risk primarily on its investments. Interest on investments are fixed, which exposes the organization to an fair value risk.

15. Financial instruments, continued

16. Comparative amounts

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

RMA
RURAL MUNICIPALITIES of ALBERTA

BULLETIN

June 5, 2019

Municipalities to be Granted Tax Incentive Powers

Bill 7 will allow municipalities to offer property tax incentives for non-residential uses to support economic development

On June 4, Kaycee Madu, Minister of Municipal Affairs, introduced **Bill 7**, *Municipal Government (Property Tax Incentives) Amendment Act*. Bill 7 will allow municipalities, through the creation of a bylaw, to offer a wide range of property tax incentives for non-residential properties for the purposes of attracting and retaining economic development within their municipal boundaries.

If a municipality chooses to offer a tax incentive, they will have the option to reduce taxes to whatever extent they determine is required for up to 15 years. Municipalities will have the choice of what type of non-residential properties (i.e. certain industries, minimum or maximum property sizes, specific property types) and what location to apply any tax incentives they provide within their municipality. The criteria that an individual municipality chooses to use will need to be set out in a bylaw.

RMA appreciates an additional tool for municipalities that enables autonomous, voluntary, local decision making. While this tool may be used to attract new businesses to rural municipalities, it should be used carefully to respect existing local businesses and not create an unfair tax burden for them.

RMA notes that the tax incentives will only apply to the municipal portion of property taxes. The education property tax will still be collected in full.

For a Q&A, click **here**. To view Bill 7, click **here**.

RMA appreciates an additional voluntary tool that enables municipalities to make local decisions and will share more details and analysis on Bill 7 as it is available.

For enquiries, please contact:

Wyatt Skovron
Policy Analyst
wyatt@RMAlberta.com

Tasha Blumenthal
Director of External Relations & Advocacy
tasha@RMAlberta.com

CORPORATION OF THE VILLAGE OF POUCE COUPE
PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

May 27, 2019

RE: 2019 CANADA DAY PARADE

Please join the Village of Pouce Coupe for the biggest party in the Peace on July 1st, 2019! On behalf of Village Council, I wish to extend an invitation to you to participate in this year's celebrations.

Celebrations begin at the Village Square with the parade beginning at 11:00 a.m. This year's parade theme is Canada Past and Present!

Following the parade, there are activities planned at the Pouce Coupe ball diamonds for the whole family to enjoy such as live entertainment, bouncy castles and obstacle courses, wagon rides, food vendors, art displays and more!

Please fill out the attached Parade Registration Form and return it to the Village of Pouce Coupe if you would like to submit an entry in the parade. For more information, please visit our website at poucecoupe.ca or contact the Village Office at 250-786-5794 or email us at info@poucecoupe.ca.

We look forward to seeing you at our July 1st celebrations!

Yours truly,

Lorraine Michetti

Mayor Michetti
Village of Pouce Coupe, BC

THE CORPORATION OF THE VILLAGE OF POUCE COUPE
PO Box 190, Pouce Coupe, BC V0C 2C0
Ph: (250) 786-5794, Fax: (250) 786-5257

Canada Day Parade Registration Form
Monday, July 1, 2019
Theme: Canada Past and Present

To avoid any errors, we ask that you print all information clearly.

Name:_____ Organization:_____

Primary Contact Person:_____

Phone:_____ Cell Phone:_____

Mailing Address:_____

_____

THE PARADE WILL NOT BE JUDGED THIS YEAR!

I am aware that participants may appear in pictures and promotional materials used for future Village publications and have read and agree to the Parade Rules and Regulations.

Please Print Name:_____

Signature_____

THE CORPORATION OF THE VILLAGE OF POUCE COUPE
PO Box 190, Pouce Coupe, BC V0C 2C0
Ph: (250) 786-5794, Fax: (250) 786-5257

Pouce Coupe Canada Day Parade Rules and Regulations

In order to ensure a safe and rewarding Parade Day for both the participants and the audience, we will enforce the following rules and regulations. Please read the following documentation carefully and ensure that all members associated with your entry are familiar with these rules and regulations.

THE PARADE WILL NOT BE JUDGED THIS YEAR!

1. To ensure proper space allotment, we require the completed application no later than **4:30 p.m. on Wednesday, June 26, 2019.**
2. Please arrange to have your float decorated before arriving at the marshalling area.
3. For safety reasons, candy or advertising items may **only be handed out** along the parade route. **DO NOT THROW ANYTHING FROM YOUR VEHICLE/FLOAT AS THIS IS A SAFETY HAZARD.**
4. Protective equipment, especially helmets, must be worn for rollerblading, biking and skateboarding.
5. All drivers must have a valid driver's license and may be asked to present their license when they arrive at the marshalling area. All entries must allow the driver a 180 degree view of the route at all times.
6. In the case of an emergency with participants of the audience, parade participants must **move to the right** of the Parade route to allow clear, unhindered access for Emergency Vehicles which are normally located in the marshalling area.

Pouce Coupe Canada Day Parade Route

RMA
RURAL MUNICIPALITIES of ALBERTA

BULLETIN

May 23, 2019

Call for Convention Workshop Proposals

RMA seeking content for fall 2019 convention

At RMA's fall convention there will be an opportunity for delegates to attend their choice of six workshops. These workshops are designed for a smaller audience and encourage engagement and discussion among the audience and presenters. New for the fall 2019 convention, RMA is seeking proposals from those who want to present relevant information to RMA members. Presenters will have the opportunity to present to approximately 100 municipal councillors and other convention delegates in a 90-minute time slot.

Those interested in presenting are encouraged to email **warren@RMAlberta.com** with the topic they would like to present, noting how it is relevant to rural municipalities, and their experience in the field they are applying to present on. Partnerships between multiple groups to present different perspectives on the same topic are encouraged. Different workshop formats will be considered, but proposals featuring multiple speakers are preferred. Applying does not guarantee a spot at the RMA convention; the RMA will consider the proposed topics when developing the convention agenda. Additionally, RMA may work with applicants to adjust their proposal scope to better meet the needs of RMA members. **Please submit initial applications by August 9, 2019.**

Please note, this is an opportunity to apply to present a topic, with content generated by the presenter, at a workshop. If you have a suggestion for a workshop, you are encouraged to find a presenter who is knowledgeable on the topic and have them apply directly.

For enquiries, please contact:

Warren Noga
Policy Analyst
warren@RMAlberta.com

Tasha Blumenthal
Director of External Relations & Advocacy
tasha@RMAlberta.com

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639
FAX: 780.955.3615
RMAlberta.com

May 23, 2019

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

Alberta Recreation & Parks Association

Dear Reeve Manzulenko and all Members of Council;

Subject: 2019 ARPA Conference and Energize Workshop & ATRA Symposium
"Growing Recreation Together!"

On behalf of the Alberta Recreation and Parks Association (ARPA), I would like to invite you to our Annual Conference and Energize Workshop at the Fairmont Chateau Lake Louise from Thursday, October 24 to Saturday, October 26, 2019.

Our conference program includes the Energize Workshop, now in its 24th year. The workshop is a series of sessions on topical issues designed to provide you, as an elected official, with innovative ideas, solutions and opportunities in recreation, parks and community development. 525 delegates attended our conference in Jasper last fall, and nearly 100 of those attendees were mayors, reeves and councillors from across Alberta.

Recreation and parks are broadly recognized as essential public services that enhance quality of life and strongly aid in a community's economic growth and sustainability. Your presence at our conference makes a significant contribution to the dialogue around these issues and your ongoing support of our organization is much appreciated.

Our 2019 conference program has been informed by comments and suggestions from 2018 attendees, and our continual scan of the issues and trends in Alberta and across Canada. The event also provides a great networking opportunity in a welcoming, spirited and healthy environment, as attendees connect with friends and colleagues in a beautiful, natural setting. The detailed conference program will be available on our website later this spring at www.arpaonline.ca/events/energize-conference.

The program will reflect the goals of the ***Framework for Recreation in Canada - Pathways to Wellbeing,*** a document endorsed by every province, territory and the Federation of Canadian Municipalities (FCM), and also supported by the Government of Canada. The program will also be informed by the ***Parks for All*** framework that was released in January 2018 and also endorsed by the provinces, territories and federal government.

Our experience is that municipalities typically book accommodations well in advance of the conference, so if you plan on attending, we would encourage you to book your rooms soon. We look forward to seeing you there.

Yours sincerely,

Heather Cowie
President

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

May 23, 2019

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

Alberta Recreation & Parks Association

Dear Reeve Manzulenko and all Members of Council;

Subject: **Awards from the Alberta Recreation and Parks Association and the Government of Alberta honour outstanding work in your community**

The Alberta Recreation and Parks Association (ARPA), alongside the Government of Alberta, is pleased to present a number of awards that celebrate leadership and inspire excellence in the province's recreation and parks sector.

Award recipients will be honoured in front of their peers at the President's Awards Banquet on Saturday, October 26, 2019, where 500 delegates will be in attendance at the Fairmont Chateau Lake Louise as part of our annual Conference and Energize Workshop. We believe this formal recognition inspires Albertans to further outstanding work, and we ask that you consider nominating deserving members of your community for one of the following prestigious awards.

Lieutenant Governor's Leadership for Active Communities Awards
These awards honour the achievements of groups and individuals who are leading their communities to increase citizen participation in active living, recreation and sport, resulting in healthier people and communities. This year's awards are Community Leader of Tomorrow, Corporate Community Leader and Outstanding Community Leader. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present all three awards.

Alberta Recreation and Parks Association's Awards
ARPA celebrates excellence through a number of diverse awards, including the A.V. Pettigrew Award, presented to a community or organization that has made a significant impact on improving the quality of life of their citizens through recreation and parks.

Government of Alberta's Recreation Volunteer Recognition Awards
These awards honour volunteers who have made significant contributions to recreation development at the community level.

Please visit the ARPA website at www.arpaonline.ca/awards/main to view more details on each of the awards and to complete our online nomination form.

We look forward to reading about and recognizing the devoted individuals and groups working to improve your community, our province and the lives of Albertans.

Yours sincerely,

Heather Cowie
President

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

Alberta Municipal Affairs

Deputy Minister
18th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR96745

June 7, 2019

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

Dear Reeve Manzulenko:

Thank you for your letter of February 19, 2019, requesting an exemption to the creation of an Intermunicipal Development Plan (IDP) between Birch Hills County and the Municipal District of Greenview.

I am pleased to advise you that Birch Hills County and the Municipal District of Greenview have met the requirements for an IDP exemption.

For more information on IDPs, please contact Michael Kahn, Planning Advisor, toll-free at 310-0000, then 780-644-1575, or at michael.kahn@gov.ab.ca. Should you have any questions regarding Intermunicipal Collaboration Frameworks, please contact Michael Scheidl, Manager, Intermunicipal Relations, toll-free at 310-0000, then 780-415-1197, or at michael.scheidl@gov.ab.ca.

Sincerely,

for

Meryl Whittaker
Deputy Minister

cc: Honourable Kaycee Madu, Minister of Municipal Affairs
Reeve Dale Gervais, Municipal District of Greenview
Hermann Minderlein, Chief Administrative Officer, Birch Hills County
Denise Thompson, Chief Administrative Officer, Municipal District of Greenview
Michael Scheidl, Manager, Intermunicipal Relations, Municipal Affairs
Michael Kahn, Planning Advisor, Municipal Affairs

Alberta Municipal Affairs

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18th Floor, Commerce Place
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Canada
Telephone 780-427-4826
Fax 780-422-9561

AR96744

June 7, 2019

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

Dear Reeve Manzulenko:

Thank you for your letter of February 19, 2019, requesting an exemption to the creation of an Intermunicipal Development Plan (IDP) between Birch Hills County and Northern Sunrise County.

I am pleased to advise you that Birch Hills County and Northern Sunrise County have met the requirements for an IDP exemption.

For more information on IDPs, please contact Michael Kahn, Planning Advisor, toll-free at 310-0000, then 780-644-1575, or at michael.kahn@gov.ab.ca. Should you have any questions regarding Intermunicipal Collaboration Frameworks, please contact Michael Scheidl, Manager, Intermunicipal Relations, toll-free at 310-0000, then 780-415-1197, or at michael.scheidl@gov.ab.ca.

Sincerely,

for

Meryl Whittaker
Deputy Minister

cc: Honourable Kaycee Madu, Minister of Municipal Affairs
Reeve Carolyn Kolebaba, Northern Sunrise County
Hermann Minderlein, Chief Administrative Officer, Birch Hills County
Cindy Millar, Chief Administrative Officer, Northern Sunrise County
Michael Kahn, Planning Advisor, Municipal Affairs
Michael Scheidl, Manager, Intermunicipal Relations, Municipal Affairs