**AGENDA**
**BIRCH HILLS COUNTY**
**REGULAR COUNCIL MEETING**
**TO BE HELD IN THE**
**WANHAM BIRCH HILLS COUNTY OFFICE**
**June 14, 2018**

**1. CALL THE MEETING TO ORDER**

**2. ADOPTION OF THE AGENDA**

**3. ADOPTION OF THE MINUTES**
a. May 10, 2018 Regular Council Meeting Minutes (Page 3)

**4. DELEGATIONS**
9:05 AM a. **TENTATIVE as June 14 –** waiting to hear back for a Replacement for Jenna Armstrong, Mighty Peace Tourism (10 Minute Presentation)
9:30 AM b. Ron Pelensky & Cheryl Devernychuk - CPRWM Commission (Page 13)
10:30 AM c. John (Andy) Sinkwich – re Public Works (Page 15)

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

**6. CHIEF ADMINISTRATIVE OFFICER REPORT**
a. CAO Report (Page 17)
b. CAO Action Log (Page 26)

**7. BYLAWS** - Nil

**8. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)**
a. Central Peace Regional Waste Management Commission (Page 33)
b. Water Report (To be distributed separately – Colour content)

**9. NEW BUSINESS**
a. Policy 11-04-18 – the “Public Participation Policy” (Page 62)
b. Request from FCM re Advocacy Fund (Page 68)
c. Development Permit 10-18-19 (Page 77)
d. Development Permit 11-18-19 (Page 79)
e. Northern Sunrise Workshop – 13 Ways to Kill a Community (Page 81)
f. Community Enhancement Grant – Hamlet of Peoria (To be distributed)
g. 2018 Recreation Grants (To be distributed)

**AGENDA**
**BIRCH HILLS COUNTY**
**REGULAR COUNCIL MEETING**
**TO BE HELD IN THE**
**WANHAM BIRCH HILLS COUNTY OFFICE**
**June 14, 2018 (continued)**

## 10. FOR INFORMATION

a. Bank Reconciliation for period ending May 31, 2018 (Page 84)
~~b.~~ RCMP Acknowledgement of Consultation (Page 88)

## 11. CORRESPONDENCE

a. Invitation to ARPA Conference (Page 89)
b. ARPA Invitation for Award Nominations (Page 89)
c. Invitation to AEMA Framework Review. (Page 90)
d. Letter re Royal Canadian Legion Military Service Recognition Book (Page 93)
e. Acknowledgement of DRP Application (Page 95)
f. Thank You Letter – STARS (Page 96)
g. Invitation - Lesser Slave Lake Forest Management Plan (Page 97)
h. Town of Spirit River Grand Opening – Centennial Hall (Page 99)
i. Village of Rycroft Request re Canada Day Collaboration (Page 101)

## 12. IN-CAMERA

a. None

**NEXT REGULAR COUNCIL MEETING DATE – July 12, 2018**

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

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

Denise van Rootselaar from the Signal and Jerry and Doris Mazurek entered the meeting at 9:00 a.m.

**ADOPTION OF AGENDA**

**RC18-161 Moved by Councillor Wendland** that Council adopt the agenda of the May 10, 2018 Regular Council Meeting as presented.

**CARRIED**

**ADOPTION OF MINUTES**
**Regular Council Meeting**
**April 26, 2018**

**RC18-162 Moved by Deputy Reeve Carbone** that Council approve the minutes of the April 26, 2018 Regular Council Meeting as presented.

**CARRIED**

**DELEGATIONS**
**Jerry Mazurek –re Eaglesham Airstrip**

Jerry and Doris Mazurek presented to Council their concerns surrounding the possible sale of the Eaglesham airstrip and the land leased by Mazurek Farms Ltd from the County that is part of the airstrip property.

Reeve Manzulenko thanked Jerry and Doris Mazurek for their presentation.

Jerry and Doris Mazurek exited the meeting at 9:12 a.m.



DRAFT

**RC18-163 Moved by Councillor Joudrey** that Council accept Jerry and Doris Mazurek presentation regarding the Eaglesham Airstrip for information.

**CARRIED**

**COUNCILLOR REPORTS**

**Reeve Manzulenko** No Report.

**Deputy Reeve Carbone** Provided a verbal update to Council reminding them that there is no burning allowed in the County right now as there is a fire ban on.

**Councillor Paradis** Provided a verbal update to Council that the Spring Scurry on May 5th, in Watino was a success and was well attended.

**Councillor Wendland** No Report.

**Councillor Reum** No Report.

**Councillor Bogdanek** Absent.

**Councillor Joudrey** Councillor Joudrey provided a verbal update to the written report she provided to Council regarding the Grande Spirit Foundation Management Committee Meeting she attended in Clairmont on April 27th and the Central Peace Physician Attraction and Retention Committee in Spirit River on May 9th, 2018 where Dr. Phillips had announced that he will be retiring.

**RC18-164 Moved by Councillor Paradis** 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 to Council.

**RC18-165 Moved by Deputy Reeve Carbone** that Council receive the CAO's written report and updates as information.

**CARRIED**

**CAO Action Log** Council reviewed the CAO Action Log updated to May 8, 2018 provided in the Agenda Package.

**INITIALS: Reeve:** _____

**C/**

**RC18-166 Moved by Councillor Wendland** that Council receive the CAO Action Log for information.

**CARRIED**

**BYLAWS**

None.

**UNFINISHED BUSINESS**

**Funding Request Diane Chiasson re- NAHPI**

**RC18-167 Moved by Councillor Reum** that Council remove from the table the funding request from Diane Chiasson re NAHPI.

**CARRIED**

Ms. Chiasson provided Council a letter dated May 2nd, 2018 which requested the funding she had referred to during her presentation on April 26th. The request was for a total of $10,000 (a contribution of $5,000 in 2018 and again in 2019) that would entitle the County to appointment a County representative to sit as a member of the steering committee.

**RC18-168 Moved by Councillor Paradis** that Council direct Administration to prepare a letter of support for the Northern Alberta Hemp Processing Initiative (NAHPI) request for funding from PREDA.

**CARRIED**

**RC18-169 Moved by Councillor Paradis** that Council approve a one-time donation of $2,500.00 to NAHPI and direct Administration to send a letter with the cheque advising the group that although Birch Hills County is not prepared to make the full commitment requested for 2018, Council would be willing to look at increasing their commitment in 2019 and becoming a Steering Committee member at that time.

**CARRIED**

**NEW BUSINESS**

Application for Community Enhancement Grant Funds

Council was provided with a request for $490.00 in funding under the Community Enhancement Program that was submitted by Ms. Martine Piebiak on behalf of the Eaglesham and District Agricultural Society.

**RC18-170 Moved by Councillor Joudrey** that Council approve the funding of $490.00 requested by Ms.

**INITIALS: Reeve:** _____

**C/**



DRAFT

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.

**CARRIED**

Request for Endorsement by RMA (trade) re SLWC

Council was provided with information regarding Water and Sewer line warranty available from RMA and SLWC.

**RC18-171 Moved by Deputy Reeve Carbone** that Council endorse the sewer and water line warranty offered through a partnership between Rural Municipalities of Alberta (RMA) and SLWC (Service Line Warranties of Canada) and direct Administration to advise RMA of Council's decision.

**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.

**RC18-172 Moved by Councillor Wendland** that Council declare June 3rd to 9th Seniors' Week 2018 and authorize Reeve Manzulenko to sign the declaration on behalf of the County.

**CARRIED**

Linda Duplessis entered the meeting at 9:50 a.m.

Request from Tangent Yaremko Social Club

Council was provided with information regarding the Tangent Yaremko Social Club's request to be added to our insurance policy as an Added Named Insured (ANI). As per Insurance Policy, an ANI cannot obtain coverage without Council approval.

**RC18-173 Moved by Deputy Reeve Carbone** that Council approve the addition of the Tangent Yaremko Social Club as an Added Named Insured under the Birch Hills County's insurance umbrella.

**CARRIED**

**INITIALS: Reeve:** _____

**C/**



DRAFT

Application for Expansion of Confined Feeding Operation

Council was provided with information regarding an application to Natural Resources Conservation Board for the expansion of the confined feeding operation (CFO) located at the north ½ 27-77-1 W6.

**RC18-174 Moved by Councillor Reum** that Council support application number FA18001 submitted by the Codesa Colony to Natural Resources Conservation Board to expand their confined feeding operation.

**CARRIED**

Meeting was recessed at 9:55 a.m.

Meeting was resumed at 10:00 a.m.

**DELEGATIONS Con't**

**Linda Duplessis – Peace Library System**

Ms. Duplessis presented the annual update from Peace Library System.

Reeve Manzulenko thanked Ms. Duplessis for her presentation.

**RC18-175 Moved by Councillor Paradis** that Council accept Linda Duplessis – Peace Library System presentation for information.

**CARRIED**

Linda Duplessis exited the meeting at 10:40 a.m.

Upcoming Council Meetings

Council was presented with a listing of scheduled Council Meetings, Statutory Holidays and other events for the balance of 2018, and was requested to provide Administration with direction as to what, if any, action should be taken to reschedule meetings.

**RC18-176 Moved by Deputy Reeve Carbone** that Council cancel the Regular Council Meetings and Governance Meetings scheduled for May 24, June 28, July 26, August 23, September 27, November 22 and December 27 and add Governance Meeting to September 13 and November 8; and direct

**INITIALS: Reeve:** _____

**C/**



DRAFT

Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw.

**CARRIED**

Appointment of Assistant Agricultural Fieldman

Council was presented with a request to appoint Assistant Agricultural Fieldman Kathrin Langlois as an inspector under the Alberta Weed Control Act, the Soil Conservation Act and the Pests Control Act for the duration of her employment.

**RC18-177 Moved by Councillor Paradis** that Council appoint Assistant Agricultural Fieldman Kathrin Langlois as an inspector under the Alberta Weed Control Act, the Soil Conservation Act and the Pests Control Act for the duration of her employment.

**CARRIED**

Appointment of Weed and Pest Inspectors

Council was presented with a request to appoint Weed and Pest Inspectors for Birch Hills County.

**RC18-178 Moved by Councillor Wendland** that Council appoint the following Birch Hills County, Agricultural Service Staff: Amanda Ouellet, Kathrin Langlois, Teneille Jarvis, JD Archer, Kennedy Langlois, Sophia Janzen, Mallory Zesko, Moriah Emerson and Danielle Laurin as Weed and Pest Inspectors under the Agricultural Pests Act.

**CARRIED**

Gravel Purchase

Council was presented with a request to authorize the procurement of 1.5 inch gravel required to complete the repairs to local roads caused by this year's overland flooding.

**RC18-179 Moved by Councillor Wendland** that Council authorize staff to purchase the additional 2,000 tonne of 1 inch and a half gravel required to complete repairs to local roads caused by overland flooding at a cost of $11.75/tonne with funding from GL code 2-32-70-38-534 and the funding for the trucking of the gravel from GL code 2-32-70-38-249.

**CARRIED**

National Health and Fitness Day

Council was presented with a request to adopt a resolution proclaiming June 2, 2018 as National Health and Fitness Day in Birch Hills County.

**RC18-180 Moved by Councillor Paradis** that

**WHEREAS**: the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities; and

**WHEREAS**: it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system; and

**WHEREAS**: many local governments in Canada have public facilities to promote the health and fitness of their citizens; and

**WHEREAS**: the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities; and

**WHEREAS**: the Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities; and

**WHEREAS**: Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities; and

**INITIALS: Reeve:** _____

**C/**

**WHEREAS**: Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness; and

**WHEREAS**: declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;

**THEREFORE**: Reeve and Council for Birch Hills County proclaim June 2, 2018 as National Health & Fitness Day in Birch Hills County.

**CARRIED**

Asset Management Workshop

Council was provided with information regarding an Asset Management Workshop held June 15th, 2018 in Grande Prairie.

**RC18-181 Moved by Councillor Wendland** that Council authorize Reeve Manzulenko or alternate to attend the Asset Management Workshop on June 15th, 2018 in Grande Prairie with remuneration.

**CARRIED**

**FOR INFORMATION**

None.

**CORRESPONDENCE**

None.

Meeting was recessed at 11:00 a.m.

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

Shawna exited meeting 11:50 a.m.

DRAFT

**IN-CAMERA**

**RC18-182 Moved by Councillor Joudrey** that Council close the May 10, 2018 Regular Council Meeting to the public for the following Agenda items:

12.a Matter Related to Land – Eaglesham Airport; and

12.b Matter Related to Personnel

as per Section 27, FOIP at 11:45 a.m.

**CARRIED**

**RC18-183 Moved by Councillor Wendland** that Council open the May 10, 2018 Regular Council Meeting to the public at 1:00 p.m.

**CARRIED**

**RC18-184 Moved by Deputy Reeve Carbone** that Council direct Administration to:

1. Follow the advice that has been provided by Reynolds, Mirth, Richards, and Farmer;
2. Contact both David Suter and Mazurek Farms Ltd. and advise them that Birch Hills County has declined their current proposals and/or offers to purchase all or part of the Eaglesham airstrip property, and advise them that a Request for Proposal (RFP) for the property will be issued and invite them to submit a proposal in response to that request;
3. Issue an RFP for a minimum period of 30 days from the date issued for the Eaglesham airstrip property located at Plan 832 1887 (North Portions SE/SW 27-78-26-W5M) from interested parties, that stresses that:
   a. The property is being sold on an “as is where is” basis;
   b. The RFP implies no obligation on the Municipality to accept any proposal, or a portion of a proposal;
   c. The Municipality reserves the right to cancel or reschedule the RFP at any time;
   d. Any sale(s) of the property will be subject to:
      i. The successful purchaser will be responsible to honour the remaining period of any current leases provided that those lease holders are

**INITIALS: Reeve: _____**

agreeable to the transfer of the lease;

ii. The successful purchaser will be required to take all actions necessary to continue the operation of the airstrip portion of the property and permit use of the airstrip for that purpose;

iii. The successful purchaser will be required to obtain permits to begin the development of those improvements spelled out in their proposal within two (2) years of obtaining title for the property; and

iv. Failure by the successful applicant to follow up on any conditions of a sales agreement will result in the sale being declared void, and the sales proceeds (less all of the municipality's costs related to the sale of the property plus 10% of the purchase price) being returned to the purchaser; and

4. Evaluate the responses to the RFP and bring the results back to Council at a future Council Meeting.

**CARRIED**

**RC18-185 Moved by Councillor Wendland** that Council authorize an increase from Step 5 to Step 6 of the Birch Hills County 2018 pay grid for the Chief Administrative Officer position to be effective on his employment anniversary date, that being April 11, 2018.

**CARRIED**

**ADJOURNMENT**

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 12:25 p.m.

*Original to be Signed by*
**GERALD MANZULENKO**
**REEVE**

*Original to be Signed by*
**HERMANN MINDERLEIN**
**CAO**

**INITIALS: Reeve:** _____

**C/**

Birch Hills County

**Date:** May 9/18 **Name (s) of Presenter(s):** Ron Pelensky & Cheryl Dwernychuk

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

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

To answer any questions Council may have with regards to the Central Peace Regional Waste Management Commission. Also to discuss future of the Commission and possible opportunities

**LENGTH OF TIME REQUIRED: (MAXIMUM OF 5 MINUTES)** ? dependant on questions from Council & info they want.

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

**SIGNATURE:** C Deveryshuk **PHONE NUMBER:** 780-864-3760

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

*FOR OFFICE USE ONLY*

Approved: Yes ☐ No ☐

**Meeting Date:**_____

**Notes:**

CAO Signature:

Birch Hills County

**Date:** May 23, 2019 **Name (s) of Presenter(s):** John Sinkwich

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

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

To discuss with council multiple items regarding public works.

1) gravel crushing tender
2) gravel purchasing proposal from Wanham Trucking
3) condition on haul road to Lester Pit (Tangent Pit)
(TWP T92, TWP 790, RR240)
4) road use agreement
5) gravel truck hiring policy

**LENGTH OF TIME REQUIRED: (MAXIMUM OF 5 MINUTES)** 15 minutes

Birch Hills County

**WHAT SUGGESTIONS DO YOU HAVE TO ~~PRIVIDE~~ Provide A SOLUTION TO RECTIFY THE ISSUE?**

Open discussion with council to understand current issues, ~~better~~ ~~advertising and~~ to improve council's knowledge of road conditions, assessate requirements and overall awareness of public works

**SIGNATURE:** John Sinclair **PHONE NUMBER:** 780-380-5858

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

*FOR OFFICE USE ONLY*

Approved: Yes ☐ No ☐

**Meeting Date:**_____

**Notes:**

CAO Signature:

# MEMORANDUM

June 14, 2018

TO: CAO, Birch Hills County

**Director of Corporate Services – Administrative Update as of June 8, 2018**

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

**2017 Agriculture Service Board (ASB)** grant reporting submission window is May 1 – June 20. Funding of $115,946 will be reported as 100% allocated to the 2017 ASB operating budget.

**2017 Family and Community Support Services (FCSS)** grant online reporting was submitted May 24 with a $992 surplus/carry forward.

**Provincial SFE certification** is pending on the following funding programs:

- 2017 Gas Tax Fund (GTF)
- 2017 Municipal Sustainability Initiative (MSI) Capital
- 2017 MSI Capital Basic Municipal Transportation Grant (BMTG)
- 2017 MSI Operating

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

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

**2018-19 MSI Capital** application committing 100% of current year funding allocations was submitted May 14. March 2018 funding advance of $560,946 and 2018-19 funding of $792,672 should be received by June 30th.

**April 20-30 Overland Flooding Update:** Administration submitted our estimated Disaster Recovery Assistance application May 15 to Alberta Emergency Management Agency (AEMA) indicating $460,000 (est.) in infrastructure damage not including two bridge file repair costs. AEMA will present province wide applications as a whole to the Minister for consideration of a Disaster Recovery Program (DRP).

Per the Disaster Recovery Regulation (AR51/94), in order for a Disaster Recovery Program (DRP) to be approved by the Province the following criteria must be met:

- damage or loss is widespread, or event has threatened economic viability;
- the event is considered extraordinary; and
- insurance is not reasonably or readily available to cover the damage and loss.

The Alberta Government AEMA letter of acknowledgment of application for Disaster Recovery Assistance was received May 30 and is included in this agenda for information. If a DRP is approved, AEMA will assist with program administration.

**Financial Update – Municipal Budget 2018**

Combined **Birch Hills County property assessment/tax notice**s were mailed May 10th with the first tax deadline being August 15th. The Federal and Provincial Grants in Place of Tax (GIPOT) applications were submitted May 10th in the amounts of $1,563.71 and $18,899.74 respectfully.

**Finance Update – Miscellaneous**

**Northern Alberta Elected Leaders (NAEL)** carbon tax – calculation and remittance survey was submitted May 8. Total 2017 actual carbon tax remitted to the Gov't of Alberta was $16,655 (gasoline and diesel $13,332 and natural gas $3,323). Original estimate for gasoline and diesel $10,000 and natural gas $2,750.

| Type of Fuel | 2017 Carbon Levy Rate | 2018 and onward Carbon Levy Rate |
|---|---|---|
| Diesel | 5.35 cents per litre | 8.03 cents per litre |
| Gasoline | 4.49 cents per litre | 6.73 cents per litre |
| Natural Gas | 1.011 $/GJ | 1.517 $/GJ |
| Propane | 3.08 cents per litre | 4.62 cents per litre |

**Annual Public Body Freedom of Information Protection (FOIP) Request** statistics form for the period of April 1, 2016 to March 31, 2017 was submitted to Service Alberta May 16th. I also completed the online FOIP training May 16. Staff has been reminded the online course is available for a refresher at any time and to ensure personal privacy is a top priority.

**Notice Demand Account (NDA)** authorized transfer scheduled for May 20 was not initialized. The next Notice Demand Account (NDA) transfer is scheduled for June 20. Administration will review cash flows mid-June and initialize the transfer if operating funds are required.

Dion & I attended the **Federation of Canadian Municipalities (FCM)** Asset Management (AM) workshop May 24&25. Dorian Wandzur of Stantec Consulting presented Asset Management for Municipal Staff: The Technical Basics.

We were reminded of the federal grant funding available through the **Municipal Asset Management Program (MAMP)** which is a five-year $50 million federal program delivered through the FCM that supports Canadian Municipalities in making informed decisions about infrastructure, such as the planning and construction of roads, recreation facilities, and water and wastewater systems.

**Municipal Asset Management Program (MAMP)** readiness scale was created as a common national benchmark and a common language to help support municipalities and staff to set an end goal for asset management. MAMP readiness scale competencies include; Policy and Governance, People and leadership, Data and information, Planning and decision making, and Contribution to asset management practice.

Key asset management questions include:

- What do we have and where is it? Inventory
- What is it worth? Cost/replacement rates
- What is its condition and expected remaining service life? Condition and capability analysis
- What is the level of service expectation, and what needs to be done? Capital and operating plans
- When do we need to do it? Capital and operating plans
- How much will it cost and what is the acceptable level of risk(s)? Short- and long-term financial plan
- How do we ensure long-term affordability? Short- and long-term financial plan

Mr. Wandzur advised to start with what we are doing today and move forward – don't try to be perfect (Paralysis by analysis). The Asset Management Policy, once approved, and Tangible Capital Asset Policy support each other.

**GST/HST Public Service Bodies' Rebate** for April was submitted May 30 in the amount of $4,155.19. Birch Hills County is zero rated for GST, meaning we receive a 100% net rebate of our GST collected as revenue and paid as expenses.

**Recreation Operating Assistance Grant (ROAG)** board meeting is scheduled for June 12th. Payments to local not for profit groups will be processed upon Councils' approval.

BHC has a **CIBC Guaranteed Investment Certificate (GIC)** maturing May 31 for an estimated $250,496. Administration has requested these funds be paid out to utilize higher interest rates earned with ATB.

**Alberta Municipal Affairs Regional Training Session** is scheduled June 21 in Valleyview. Items on the agenda include Alberta Emergency Management, bylaws, corporate planning, administration roles and responsibilities, assessment services and tax recovery. Lucy and I will be attending.

**Birch Hills County Library Board** annual operating grant funding and honorarium will be paid late June.

**Alberta School Foundation Fund (ASFF)** 2nd quarter requisition payment is due June 30. The Provincial Education Requisition Credit (PERC) of $2,706 will be received as a reduction on this payment.

Ministerial Order No. MSL: 034/18 requires each municipality to submit a **2017 Statistical Information Return (SIR)** to Alberta Municipal Affairs by July 3. The SIR requires statistics on General Information, Assessment, Well Drilling Equipment Tax, Planning, and the 2018 Tax Rate Bylaw must also be submitted.

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

Birch Hills County will host the next **CPREM Emergency Social Services (ESS)** meeting on June 21.
Birch Hills County will host the next **CPREM** meeting June 28.

Shelley Braun
Director of Corporate Services

**MEMORANDUM**

June 14th, 2018

TO: CAO, Birch Hills County

**Public Works Report (As of June 6th, 2018)**

**Road Maintenance**
Update on overland flooding: Crews were busy repairing the washed-out roads (27 thus far) and reclaiming some 300 locations of gravel or road ways. Operators will be reclaiming what useful gravel they can from the washed away locations with more gravel being applied as needed. Grader operators will be grading all roads as per their normal operations while providing additional work to areas that need it. Road damage and maintaining the roads are a very time consuming fix especially during seeding. An early estimate for road damage and replacing lost gravel is $460,000.00 not including two potential bridge files (bridges) that may have been damaged, needing special repairs. My plan is to have WSP conduct the bridge file assessments for us and report their finds on the structures condition.

**National Safety Code (NSC) Follow Up Audit**
May 16th a hired contractor conducted the follow up NSC audit for the Carrier component .The original audit the County received a 67% non-compliance scoring in Safety, Driver, Hours of Service and Vehicle Safety Area.
The follow up audit the County received a better score of 15.88% non-compliance.
The non-compliance scores are used by the Carrier Service branch of Alberta Transportation to decide if a carrier, the County, can operate its vehicles registered by weight over 11,794 kg.
The final results of the audit and the audit report have been submitted to the Carrier Service Branch and now we wait for their letter.
I received an email late Friday afternoon on June 1st from the Carrier Service Section Safety and Compliance Service Branch of Alberta Transportation that our carrier service certificate was suspended immediately for non-compliance. Long story short the audit paperwork from the follow up audit was submitted and Monday the 4th around 3:00pm we had our carrier services certificate renewed.
Without a carrier license certificate, the County was not permitted to haul or drive any vehicles that this certificate applied to such as gravel truck, fire apparatus and haul trailers.

**Road Bans**
The road bans were lifted on Monday May 14th at 10:00. Most of the frost is out of the roads with a lot of roads seeing heavy frequent traffic. Road bans are always a topic of concern and interest in this County particularly during peak farming operations.

Our roads will take a lot of abuse from many sources so staff will be doing their best to restore the crown and fix what needs fixing.

**Asset Management Workshop May 24-25**

I attended an asset management workshop in GP. This two full day workshop centered around asset management for municipal staff technical basics.

The workshop dealt with policy development and governance, Data and Information, People and Leadership and Planning and Decision Making.

Council holds the major responsibility of asset management in that through a strong clear directive, policy and financial commitment it provides staff with working tools to manage asset. The policy is linked to the organizations strategic objectives and is shaped by the organization's values and priorities. The policy is the bridge between a council's intentions and priorities and the staff actions.

*Levels of Service and Risk Management

Clear levels of service are the cornerstone of service delivery in government. Service levels set the targets that municipal officials strive to meet. They have a significant impact on the cost to provide services to communities and define requirements for equipment, personnel and capital budgets. The higher the service level the higher the cost.

Risk is the combination of the likelihood that an event will occur and the impact if it does. We can create a level of service that will reduce the risk to our communities to a level that our councils endorse.

There are 3 categories of levels of service: Strategic, Tactical and Operational

*Data Requirements

What do we have?

What is it worth?

What is the condition and expected remaining service life?

What is the level of service expectation and what needs to be done?

When do you need to do it?

How much will it cost and what is the acceptable level of risk?

How do you ensure long-term affordability?

*Making of the Plan

Every community has a different tolerance for risk or a different priority for service levels this is why asset management plans are unique although they will have similar structure and information.

Page 67 of the work book outlines the Roles and Responsibilities of Council, CAO and Management Group, Managers and Staff to help us guide us through the journey of asset management.

The lead instructor mentioned many times that having a plan that is 80% complete is better than having no plan or being scared to start. Council has a major job to do in implementing the process, staying within the process and ensuring it comes to completion.

**Reclaim Gravel Operator**

May 22nd 2018 Ronald Gable was hired to operate the gravel reclaim grader for the next months. Ron comes with past experience with the County and has operated many pieces of equipment over the years. He will also be incorporated into the gravel program as a loader operator.

**Gravel Crush**
Staff is making plans to start the raw aggregate material at our Watino pit in preparation for the gravel crushing. Council will be presented with a 3 to 5-year gravel plan in the near future. I would like to have an open discussion regarding this plan and welcome comments, concerns on where council expects gravel to be in the upcoming years.

**Recycling in Hamlets**
Some questions are being asked regarding recycling in the County. A RFD Recycling in Hamlets was presented to Council on February 15th. Please have a look back at this report and let me know if there is further information or clarification needed.

**New Grader G36**
Friday May 25th the new 140M3 grader arrived from Finning. There were a couple defects with the grader according to the outlined specifications that need to be addressed by Finning however the grader is in service at this time.

**Hamlet of Tangent Road**
As reported to Council on November 17th, 2017 we had some bonding/mixing issues with the SB90 that was used. We believe it was mostly weather related more than the time of year it was used. We are waiting for warmer weather to try and blend this material back to a consistent mix, grade and pack to form a smoother surface. The SB90 is a good material to use if budget money is not there to spend instead of paving etc. Currently the hamlet streets are on a three-year rotation for this product. Staff will investigate alternative products, costs and the overall plan to see if there is a more suitable alternative.

**Calcium**
Calcium was applied May 28th to May 31st with 74 different locations marked. Locations varied from 100 to 800m in length. Residents pay for the product-not the machine or man hours needed to apply the product. Typically, the grader for that area of road will prepare the site by grading the existing gravel to an acceptable level, it is then watered if necessary and calcium is applied. It takes one staff member about three full days of locating and marking calcium spots.

**Wanham Sewer Repair 50th Ave West of 49th Street**
While conducting sewer line flushing in Wanham, the flushing unit became stuck in the 200mm (8 inch) clay tile pipe. The line camera was used to locate the flusher and identify the cause of being stuck. The clay tile pipe had separated at a joint causing one pipe to drop. The sewer line pipe in question was approximately installed in 1968 making it 50 years old. Tri-line contracting was hired to resolve this issue.

**Wanham Sewer Line Repair**
The unfinished work from the sewer line repair on main street Wanham for the Canada Post office was finished on Monday June 4th. Tri-Line contracting dug up the line that was installed during the winter of 2017 to repair the main line connection that was discovered to be in poor shape. It was not repaired complete during the winter dig due to poor working conditions like cold temperature of -30°C.
The connection is now repaired so there should be no further issues with this service**.**

**Water Report**
Email of water report for Council to read, formulate questions and comments.

Dion Hynes, CET PMP
Director of Public Works

Agricultural Service Board
Director's Report

May 08, 2018 – June 11, 2018

The spring has once again come and gone. Couple more weeks and we will be half way into our summer program.

All the weed inspectors/sprayers & roadside mowers have been working hard at trying to get the Hamlets caught up with mowing and cleanup.

They have also been spending time marking large rocks and picking smaller rocks and large garbage in the County ditches that we will be mowing shoulder to shoulder this summer with our in-house mowers. This is the first time we have ever done this since I have been here. After seeing what kind of garbage that is coming back to the yard there is no longer any wonder why there were so many bent and broken blades coming back to the shop.

The large marked rocks are now being picked with the backhoe. We are planning to start mowing the rail and the arterials here in the next week. Once those are done we will then be moving to the full ditches next.

Hamlet mowing, we are working on finishing all the hamlets and cemetery's this week. Next week we will be working on Wanham getting ready for the Plowing Match.

Beginning of July our 2 summer labourers will be starting as well as our public works labourer. End of June and into July we will be starting our spot spraying as well as brush spraying. The big truck will be out on the roads, we are hoping during this time as well.

Kathrin, Teneille and I are working on updating the Counties Emergency Response Plans for our department as well as the County Yard & Building.

We are also working on an agricultural Emergency Plan/Livestock Emergency Response Guide (I haven't decided what to call it yet). This guide is something that should have been completed many years ago when the Colonies moved in. With 4 large Colonies with a mixture of Dairy, Beef, Hogs, Chickens, Turkeys, Sheep etc. and our other large livestock producers in the County; Things can go very bad very quickly with animal disease, the County needs to know what their position is if a livestock disaster were to happen.

Soon everything will be caught up and we will be spending more time out in the field inspecting and doing surveys.

Respectfully Submitted,

Amanda Ouellet
Director of Agricultural Services
Birch Hills County

June 8, 2018

CAO, Birch Hills County

**FIRE SERVICE BOARD REPORT (as of date prepared)**

May 2 EFD and WFD as well as the Tangent tanker responded to a structure fire that destroyed a shop then extended into the surrounding bush. The day had extremely high winds, the fire was brought under control in just over two hours. There were 16 county firefighters fighting this fire

May 7 TFD and EFD responded to an outdoor fire at 800045 rr241.

May 8 EFD training night saw members donning and doffing SCBA and doing drills while under breathing air to learn to control breathing

May 9 EFD and TFD responded to an outdoor fire at a farm north of Tangent on Twp 804 and Hwy 740. The fire had extended into trees and heavy equipment was brought in to help with extinguishment.

May 17 BHCFD was requested for mutual aid to a grass fire west of Wanham, we were eventually stood down with members non the less responding and turned back.

May 23 EFD training on hydraulic rescue tools and mvc tactics

May was busy right out of the gate with the dry windy conditions and we were challenged with grass/brush fires three times the first week. With the greening up in the county the fire ban was lowered to a fire restriction and may go down to an advisory when and if we receive good amounts of rainfall. We will be conducting a live fire training at the live burn center on the 16th of June with several BHCFD members taking part. I have also secured four spots at a training coming up in Sept that is for large animal rescue training should we be called to action an mvc involving livestock in this county. On a side note I think it should be mentioned that during the fire ban, I enforced the ban several times both over the phone or by physically driving and requesting that they put out their fire, which all indeed did. Our fundraiser event, Barrels and Buckles, is all set to go again this summer July 21 and 22nd so hopefully we can pull it off another year, like anything it's getting harder and harder to find volunteers to help with it but we look ready for now.

Tom Morgan
Birch Hills County Fire Chief

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| **MEETING** | **SEPTEMBER 14, 2017 REGULAR COUNCIL MEETING** | | | |
| **RC17-333** | that Council direct Administration to complete a review of the County's utilities, including costs, rates, and a cost benefit analysis related to provision of untreated water for non-residential purposes, and to bring the information back to the next Council for consideration as part of their strategic planning process. | DION SHELLEY | Analysis Ongoing | On June 14th Council Meeting |
| **MEETING** | **NOVEMBER 23, 2017 REGULAR COUNCIL MEETING** | | | |
| **RC17-404** | that Council direct Administration to:<br>1. post a copy of Bylaw 2017-08, the Code of Conduct Bylaw on the County's website;<br>2. to include a copy of Bylaw 2017-08, the Code of Conduct Bylaw in future nomination/election packages; and<br>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<br>Shawna<br><br><br><br>Hermann | Post Bylaw to website<br>Updated the nomination /election packages.<br>Add Bylaw to future Governance Meeting Agenda | COMPLETED<br><br>COMPLETED<br><br><br>Incomplete |
| **MEETING** | **DECEMBER 14, 2017 REGULAR COUNCIL MEETING** | | | |
| **RC17-428** | that Council bring the policy - Personal Handbook back to a future governance meeting. | Hermann | | |
| **MEETING** | **JANUARY 25, 2018 REGULAR COUNCIL MEETING** | | | |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| **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<br><br>Hermann/ Shawna | Shelley updated 2018 Capital Budget | |
| **MEETING** | **March 1, 2018 REGULAR COUNCIL MEETING** | | | |
| **RC18-081** | that Council direct Administration to accept the bid from Windsor Ford and to purchase three Eco Boost equipped pickup trucks including options, for $40,041.85 each for a total of $120,125.55. | Dion | | Ordered & awaiting delivery COMPLETED |
| **RC18-082** | that Council direct Administration to accept the bid from Brandt Tractor Ltd. for $154,988.00 for the 2018 John Deere 310 SL Backhoe and to also accept their bid of $8,873.00 for the supply of an NPK C4C Compactor, for a total of $163,861.00. | Dion | | Ordered & awaiting delivery |
| **RC18-083** | that Council direct Administration to sell unit E50 2004 John Deere 310SJ Backhoe at a future auction. | Dion | | |
| **RC18-084** | that Council direct Administration to sell the three 4WD pickup trucks with unit numbers 136, 138 & 139 at a future auction. | Dion | | |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| **RC18-085** | that Council direct Administration to accept the bid from Finning for $495,600 for a 2018 Cat 140M3 AWD Grader and to dispose of the 2014 John Deere 772GP at auction at a time that would be convenient and estimated to provide the best return. | Dion | | Completed |
| **MEETING** | **April 12, 2018 REGULAR COUNCIL MEETING** | | | |
| **RC18-127** | that council direct Administration to investigate the status of the Central Peace Regional Waste Management Commission as it relates to Birch Hills County and bring back the information to a future Regular Council Meeting. | Dion<br>Shawna | Ron Pelensky & Cheryl Dwernychuk booked as delegation re CPRWMC. | On June 14th Council Meeting |
| **RC18-130** | that Council direct Administration to research information related to the recognition of individuals and organizations, both voluntary and others, and bring their findings to a future Regular Council Meeting. | Hermann | | |
| **RC18-132** | that Council provide 1st reading to Bylaw 2018-01, a Road Closure Bylaw and direct Administration to forward the bylaw to the Minister of Transportation for approval prior to bringing it back to Council for second reading. | Hermann | | Awaiting signed minutes from April 12. Sent to Minister awaiting response. |
| **RC18-136** | that Council accept the information and direct staff to swap attachments between G30 & G32; upon completion take G30 to an upcoming auction. | Dion | | Completed |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| **MEETING** | **April 26, 2018 REGULAR COUNCIL MEETING** | | | |
| **RC18-147** | that Council accept the lowest bid from Surmont Sand & Gravel for the 2018 Crushing and Stockpiling for the bid amount of $942,900.00 to be charged to the capital budget account code 5-32-00-01-599. | Dion | Contract sogned | Completed |
| **MEETING** | **May 10, 2018 REGULAR COUNCIL MEETING** | | | |
| **RC18-168** | that Council direct Administration to prepare a letter of support for the Northern Alberta Hemp Processing Initiative (NAHPI) request for funding from PREDA. | Shawna<br>Hermann<br>Reeve Manzulenko | Draft<br>Review<br>Sign | COMPLETED |
| **RC18-169** | that Council approve a one-time donation of $2,500.00 to NAHPI and direct Administration to send a letter with the cheque advising the group that although Birch Hills County is not prepared to make the full commitment requested for 2018, Council would be willing to look at increasing their commitment in 2019 and becoming a Steering Committee member at that time. | Shelley<br><br>Shawna<br>Hermann<br>Reeve Manzulenko | Have cheque prepared<br>Draft Letter<br>Review Letter<br>Sign cheque and letter | COMPLETED |
| **RC18-170** | 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. | Shelley<br><br>Shawna<br>Hermann<br>Reeve Manzulenko | Have staff prepare cheque<br>Draft Letter<br>Review Letter<br>Sign cheque and letter | COMPLETED |
| **RC18-172** | that Council declare June 3rd to 9th Seniors' Week | Shawna and Bev | Distribute | COMPLETED |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | 2018 and authorize Reeve Manzulenko to sign the declaration on behalf of the County. | | declaration and advertise | |
| **RC18-173** | that Council approve the addition of the Tangent Yaremko Social Club as an Added Named Insured under the Birch Hills County's insurance umbrella. | Lucy | Advise group and arrange insurance | Awaiting Confirmation from Insurance Company |
| **RC18-174** | that Council support application number FA18001 submitted by the Codesa Colony to Natural Resources Conservation Board to expand their confined feeding operation. | Lucy | Draft letter to NRCB for CAO's signature | Completed |
| **RC18-179** | that Council authorize staff to purchase the additional 2,000 tonne of 1 inch and a half gravel required to complete repairs to local roads caused by overland flooding at a cost of $11.75/tonne with funding from GL code 2-32-70-38-534 and the funding for the trucking of the gravel from GL code 2-32-70-38-249. | Dion | Arrange purchase | Completed |
| **RC18-181** | that Council authorize Reeve Manzulenko or alternate to attend the Asset Management Workshop on June 15th, 2018 in Grande Prairie with remuneration. | Hermann | Book workshop and arrange travel | Booked |
| **RC18-184** | that Council direct Administration to:<br>1. Follow the advice that has been provided by Reynolds, Mirth, Richards, and Farmer;<br>2.Contact both David Suter and Mazurek Farms Ltd. and advise them that Birch Hills County has declined their current proposals and/or offers to purchase all or part of the Eaglesham airstrip property, and advise | Hermann<br><br>Hermann | Confirm actions<br><br>Emails sent May 10 | |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | them that a Request for Proposal (RFP) for the property will be issued and invite them to submit a proposal in response to that request;<br>3. Issue an RFP for a minimum period of 30 days from the date issued for the Eaglesham airstrip property located at Plan 832 1887 (North Portions SE/SW 27-78-26-W5M) from interested parties, that stresses that:<br>a. The property is being sold on an “as is where is” basis;<br>b. The RFP implies no obligation on the Municipality to accept any proposal, or a portion of a proposal;<br>c. The Municipality reserves the right to cancel or reschedule the RFP at any time;<br>d. Any sale(s) of the property will be subject to:<br>i. The successful purchaser will be responsible to honour the remaining period of any current leases provided that those lease holders are agreeable to the transfer of the lease;<br>ii. The successful purchaser will be required to take all actions necessary to continue the operation of the airstrip portion of the property and permit use of the airstrip for that purpose;<br>iii. The successful purchaser will be required to obtain permits to begin the development of those improvements spelled out in their proposal within two (2) years of obtaining title for the property; and | Hermann/Lucy | Draft and issue RFP | Issued |

| Motion # | Motion | By | Action | Status |
|---|---|---|---|---|
| | iv. Failure by the successful applicant to follow up on any conditions of a sales agreement will result in the sale being declared void, and the sales proceeds (less all of the municipality's costs related to the sale of the property plus 10% of the purchase price) being returned to the purchaser; and<br>4. Evaluate the responses to the RFP and bring the results back to Council at a future Council Meeting. | Hermann/Shelley/ Dion | Evaluate after closing date | |

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | June 14, 2018 | **CAO:** | |
| **Originated By:** | Dion Hynes/Dir. Public Works | **Manager:** | |
| **Item Title:** | CPRWM relates to BHC | **Presenter:** | Dion Hynes |

**DESCRIPTION:**

Administration is providing Council with information regarding the status of the Central Peace Regional Waste Management (CPRWM) Commission as it relates to Birch Hills County (BHC).

**BACKGROUND:**

On April 12. 2018, Council passed resolution RC18-127 that read as follows:

> *"that council direct Administration to investigate the status of the Central Peace Regional Waste Management Commission as it relates to Birch Hills County and bring back the information to a future Regular Council Meeting."*

Ron Pelensky & Cheryl Devernychuk from the CPRWM Commission will be appearing before Council as a delegation at this meeting to provide some of the background information on this topic.

Information, that may, or may not, be covered in there presentation is as follows:

1. BHC Council made a motion in 2000 that a regional commission be established.

2. In 2001 CPRWMC was formed by Ministerial Order L:036/01 and the Members at that time included the G5 however in 2002 the M.D. of Spirit River withdrew their membership.

3. In June 2003 member municipalities applied to Alberta Environment for funding at a 75/25 cost share for the construction of the waste transfer sites –

4. $1, 600,000 total grant monies were received from 2004 to 2008 for the construction of the waste transfer sites for Saddle Hills County and Birch Hills County.

5. March 31, 2008 was the project completion date for the Alberta Environment Agreement. This Agreement remained in force for a period of 10 years after the project completion date and just expired this March 31, 2018. The Alberta Environment agreement expired on March 31, 2018 so participating members of the Commission are discussing whether or not the Commission should continue on or be dissolved.

6. In 2015 the termination of the contract between Tervita and CPRWMC occurred and the member municipalities arranged separate agreements, not done through the CPRWMC.

7. When Tervita disallowed municipalities from disposing of their solid waste at their landfill, BHC started to dispose of their solid waste at the Tangent landfill pit.

8. **BHC Residential Waste**

   BHC has a 30 yard bin for residential waste in Peoria and two at the Wanham Transfer Station which when full gets picked up by GFL and dumped into the Tangent landfill Pit. Curbside pickup for the Hamlets of Wanham and Eaglesham happens on Mondays by GFL.

9. **Recycling**

   Recycling bins for glass, tin/plastic and paper/cardboard are located in the hamlets of Wanham, Watino, Tangent and Eaglesham. When full these are picked up by GFL and the load of recycling is unloaded at the Prairie Disposal facility in Grand Prairie.

**DISCUSSION / BENEFITS / DISDVANTAGES:**

The benefit for BHC from CPRWM Commission is that BHC was reimbursed for a Light tower that is currently used at BHC Tangent Pit/Wanham Transfer Station. CPRWMC pays the insurance on this light tower.

**COST / SOURCE OF FUNDING:**

Remuneration for the appointed Councillor to sit on Commission.

**RELEVANT LEGISLATION (Cite):**

MGA Central Peace Regional Waste Management Commission Regulation Alberta Regulation 64/2001 s1, s2;72/2002 – s7.

Ministerial Order L:036/01

**ATTACHMENT(S):**

CPRWMC Draft Minutes April 11, 2018

CPRWMC History

CPRWMC 2018 Member list

Alberta Environment Agreement

Alberta Regulation 64/2001 Central Peace Regional Waste Management Commission Regulation

## OPTIONS:

Council may choose to:

1. Direct Administration to withdraw Birch Hills County's membership from the Central Peace Regional Waste Management Commission;

2. Direct Administration to maintain Birch Hills County's membership with the Central Peace Regional Waste Management Commission; or

3. Provide Administration with other direction on how to proceed with this matter.

## RECOMMENDED ACTION:

It is Administration's recommendation that Council determine how to proceed with this matter and provide Administration with direction to that effect.

***CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION***
***MEETING MINUTES***
***WEDNESDAY, APRIL 11, 2018***

**PRESENT** **DIAHANN POTREBENKO, CHAIR, VILLAGE OF RYCROFT**
**PAUL REUM, VICE-CHAIR, BIRCH HILLS COUNTY**
**ED ARMAGOST, MEMBER, SADDLE HILLS COUNTY**
**HERMAN SELLIN, MEMBER, TOWN OF SPIRIT RIVER**

**RON PELENSKY, MANAGER,**
**CHERYL DWERNYCHUK, RECORDING SECRETARY**

**1.0 CALL TO ORDER**

Chair Potrebenko called the meeting to order at 12:04 p.m.

**2.0 ADOPTION OF AGENDA**

**MOTION**
**01.04.11.18 MOVED BY MEMBER ARMAGOST THAT THE AGENDA BE ADOPTED AS PRESENTED.**

**CARRIED.**

**3.0 ADOPTION OF MINUTES**

**a) NOVEMBER 30, 2017**

The minutes from the November 30, 2017 meeting of the Central Peace Regional Waste Management Commission were presented for adoption.

**MOTION**
**02.04.11.18 MOVED BY MEMBER SELLIN THAT THE MINUTES FROM THE NOVEMBER 30, 2017 MEETING OF THE CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION MEETING BE ADOPTED AS PRESENTED.**

**CARRIED.**

**4.0 OLD BUSINESS - NONE**

**5.0 NEW BUSINESS**

**5.A) 2017 AUDITED FINANCIAL STATEMENTS**

The Audited 2018 Financial Statements for the Central Peace Regional Waste Management Commission were presented for approval.

Mr. Pelensky reviewed the documents for the Commission members.

**MOTION**
**03.04.11.18 MOVED BY VICE-CHAIR REUM THAT THE 2018 AUDITED FINANCIAL STATEMENTS OF THE CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION MEETING BE ADOPTED AS PRESENTED.**

**CARRIED.**

## 5.B) FUTURE OF THE COMMISSION

It was noted that the Commissions obligations under the Alberta Environment agreement have been met. At this time the Commission has the option of turning the assets of the Commission over to the respective municipalities or maintaining the assets and continuing to insure the assets.

Member Sellin stated that the Town would prefer to keep the assets with the Commission and that the Commission continue to operate as it has been.

Member Armagost stated that Saddle Hills County Council has stated that they would also like to have the Commission remain in place and continue to operate as it has been.

Chair Potrebenko stated the Village of Rycroft would like to see the Commission continue on, however, things may change after May 26, 2018, when the dissolution vote is held.

Vice-Chair Reum stated that Birch Hills County would also like to see the Commission continue as it has been.

**MOTION**
**04.04.11.18 MOVED BY MEMBER SELLIN THAT THE CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION CONTINUE TO OPERATE AS A COMMISSION.**

**CARRIED.**

Mr. Pelensky inquired if there was any interest from the Commission members in looking into the viability of setting up and operation of a regional recycling sorting facility. We could look into setting up a facility to sort and

bale recycling here and then shipping it out to market. We could look into doing up a proposed business plan to see if it is feasible for our area. If the Commission members were in agreement then Administration could prepare a report and potential business plan and present it at the November Commission meeting. Mr. Pelensky noted that there are not huge volumes of recycling in the area but the members are paying huge dollars in having it shipped out.

**MOTION**

**05.04.11.18 MOVED BY MEMBER ARMAGOST THAT THE CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION DIRECT ADMINISTRATION TO PURSUE THE INFORMATION ON A RECYCLING PLANT FOR THE MEMBER MUNICIPALITIES AS AN INTERNAL REPORT AND PRESENT THE REPORT AT THE NOVEMBER COMMISSION MEETING.**

**CARRIED.**

Mr. Pelensky updated on the progress of the landfill for Saddle Hills County. The First Nations consultation for the lease agreement have been completed and the consultants are still working on the site plans and design. Once these have been completed they will be presented to Saddle Hills County Council for approval. At this time things are still in the preliminary stages.

## 6.0 ADJOURNMENT

There being no further business, Chair Potrebenko declared the meeting adjourned at 12:25 p.m.

**DIAHANN POTREBENKO, CHAIR** **RON PELENSKY, MANAGER**

## History of Central Peace Regional Waste Management Commission

**May 2, 2001** - Commission was formed by Ministerial Order L:036/01.

- Members included:
    - Saddle Hills County
    - Birch Hills County
    - MD of Spirit River 133
    - Town of Spirit River
    - Village of Rycroft

Negotiations began on the Commission purchasing the MD of Spirit River's existing landfill and it would be operated by the Commission as a Regional Landfill.

**January 2002** - During negotiations with the MD of Spirit River concerns were raised with regards to liability issues with contamination of the existing landfill as the Commission had no control over what had gone into the landfill prior sale.

In **February of 2002**, The Municipal District of Spirit River presented the Commission with a letter withdrawing their membership from the Commission. In April of 2002 an amendment regulation was passed by Ministerial Order to remove the M.D. of Spirit River 133 from Membership of the Commission.

Rob Coon, Manager from SHC advised that he had been contacted by Newalta and the Commission with possible options for a regional landfill at their site located in the Happy Valley area of the County. Funding applications through AB Environment were discussed to finance the setup regional landfill at Newalta's site. UMA Engineering was hired as a consultant to assist in setting up the regional landfill. This was not carried through and a partnership for a regional collaboration did not get past the discussion stages.

**August 2002** – the MD of Spirit River sold their landfill to a private company – Hazco. Hazco contacted the Commission to discuss a possible partnership between the Commission and themselves to utilize the site as a regional landfill.

**September 2002** – concerns were raised by residents with regards to the Newalta site being utilized as a regional landfill.

**September – October 2002** – Negotiations were also under way with Hazco with regards to their site.

Commission entered into full negotiations with Hazco and Newalta proposal was taken off the table.

**January 2003** – Commission made a motion to enter into an agreement with Hazco for the provision of regional waste services for a period of 10 years.

**June 2003** – Member municipalities applied to Alberta Environment for funding at a 75/25 cost share for the construction of the waste transfer sites – 1,600,000 total grant monies were received from 2004 to 2008 for the construction of the waste transfer sites for Saddle Hills County and Birch Hills County.

**March 31, 2008** – Project completion date under the Alberta Environment Agreement. The Agreement remains in force for a period of 10 years after the project completion date.

**January 2013** – began negotiations with Tervita to renew the existing agreement for waste disposal services.

**December 2013** - contract was renewed with Tervita.

**September 2014** – Tervita served notice that they would be terminating the agreement for waste disposal serviced effective September 25, 2015.

Commission and member municipalities began exploring options for waste disposal.

**December 2014** – Saddle Hills County was moving forward with an application to reopen Blueberry Landfill, and eventually operate this as a regional landfill. It was noted that the landfills should be operated by the municipalities as the future of the commission was uncertain past 2018.

**September 2015** - At the termination of the contract with Tervita, arrangements were made for the member municipalities to utilize the Clairmont Regional Landfill operated by the County of Grande Prairie. Each municipality entered into separate agreements with the County of Grande Prairie and this was not done through the Commission.

Saddle Hills County is continuing to peruse opening of the Blueberry landfill site.

**Present** - the future of the Commission is being discussed by the member municipalities. At the termination of the Alberta Environment agreement on March 31, 2018 – Should the Commission continue on or be dissolved?

Central Peace Regional Waste Management Commission

c/o Saddle Hills County

RR 1

Spirit River AB  T0H 3G0

780-864-3760

Members:

Village of Rycroft – Diahann Potrebenko (Chair)

Birch Hills County – Paul Reum (Vice-Chair)

Town of Spirit River – Herman Sellin

Saddle Hills County – Ed Armagost

Manager:

Ron Pelensky

780-864-3760

rpelensky@saddlehills.ab.ca

Secretary:

Cheryl Dwernychuk

780-864-3760

cdwernychuk@saddlehills.ab.ca

GOVERNMENT OF THE PROVINCE OF ALBERTA

ALBERTA ENVIRONMENT

THIS AGREEMENT made this 30th day of MARCH, 2005

BETWEEN:

HER MAJESTY THE QUEEN in Right of Alberta
as represented by the Minister of Alberta Environment
(the "Department")

- and -

The Central Peace Regional Waste Management Commission
(the "Commission")

- and -

the Town of Spirit River, the Village of Rycroft, Saddle Hills County and
Birch Hills County
(the "Municipalities")

WHEREAS the *Central Peace Regional Waste Management Commission Regulation*, being *Alberta Regulation 64/2001,* established the Central Peace Regional Waste Management Commission for the purpose of providing solid waste management services (including the construction, maintenance and operation of a regional solid waste management system);

WHEREAS the Municipalities are members of the Commission;

AND WHEREAS under the *Environment Grant Regulation*, being *Alberta Regulation 182/*2000, the Minister of Alberta Environment (hereinafter referred to as the "Minister") is authorized to make grants for purposes related to any program, service or other matter under the administration of the Minister.

THE PARTIES AGREE AS FOLLOWS:

SCHEDULES

1. The Schedules referred to in this Agreement are incorporated by reference and form part of this Agreement. The Schedules to this Agreement are:
   (a) Schedule "A" - Definitions
   (b) Schedule "B" - Operation & Maintenance
   (c) Schedule "C" - Payments
   (d) Schedule "D" - Insurance Requirements
   (e) Schedule "E" - Transfer Stations and Class III Landfills
   (f) Schedule "F" - Regional Class II Landfill

DEFINITIONS

2. Any word or phrase defined in Schedule "A", has the meaning given to it in Schedule "A" when used in this Agreement.

GRANT

3. (a) The Minister will pay a grant to the Commission under the Department's Waste Management Assistance Program.

(b) The total grant payable to the Commission under this Agreement will not exceed $1,600,000.00. The funding, subject to the terms of this Agreement, will be paid in accordance with, and as prescribed by, Schedule "C".

(c) Notwithstanding any provision of this Agreement, the Department will have total discretion to determine whether and how much of the funds are to be released to the Commission. The Department will not have any obligation to pay funds, if the Legislative Assembly of the Province of Alberta chooses for any reason not to appropriate applicable funds in any one or more of the Department's fiscal years. In any event, release of grant funds will at all times be in the absolute unfettered discretion of the Department.

(d) The grant funds paid to the Commission under this Agreement must be used exclusively for the engineering, construction, and purchases required to establish the Project and must not be used to pay any costs related to the operation or maintenance of the Project. Grant funds must not be used for payment of the Goods and Services Tax (GST).

(e) All grant funds paid to the Commission under this Agreement must be deposited into a separate interest bearing account maintained exclusively for this Project by the Commission. Interest earned in this account will become part of the grant funding and is to be applied and accounted for in the same manner as the grant funds paid to the Commission under this Agreement.

SATISFACTORY PERFORMANCE

4. The Commission must ensure that the Project is completed in accordance with the reports, plans and specifications submitted to the Department.

APPROVALS, PERMITS, LEASES, ETC.

5. The Commission is responsible for:

(a) obtaining all approvals, registrations, notifications, permits and licenses required by:
  (i) the Department,
  (ii) any other Department of the Government of Alberta,
  (iii) any municipal government, and
  (iv) any other government or regulatory body.

(b) obtaining any lease or other disposition of land, under the *Public Lands Act*, necessary for the Project.

(c) communicating all information and for issuing all directives and authorizations to persons under this Agreement.

(d) providing to the Department tender forms, plans and specifications related to the engineering, construction, and purchases required to establish the Project, and receiving written approval of the Department prior to issuing tenders or purchase orders. All amendments to the plans and specifications and changes to construction and purchase contracts for the Project require the prior written approval of the Department.

CONTRACTS

6. (a) Unless otherwise agreed to in writing by the Department, all construction and purchase contracts related to the Project must be let pursuant to tenders invited by public notice in accordance with the Agreement on Internal Trade.

(b) The opening of all tenders must be in public.

(c) Unless otherwise agreed to in writing by the Department, all contracts must be awarded to the tenderor who submits the lowest acceptable tender.

(d) The Commission must provide to the Department a copy of the public notice advertisement, a copy of the tenders received and the name of each tenderor who is awarded a contract.

SIGNS

7. The Commission must erect Project information signs to the satisfaction of the Department.

COMPLIANCE WITH LEGISLATION

8. The Commission must comply with the provisions of:

(a) any Act of the Legislature of the Province of Alberta and of the Parliament of Canada now in force or enacted hereafter;
(b) any regulations in force from time to time under any of the Acts referred to in clause (a);
(c) any by-law or resolution of any municipal government;
(d) any applicable permits, licenses and approvals; and
(e) any legislation, rules, policies and standards that expressly or by implication, apply to the Commission in respect to this Agreement and Project.

8.1 The Commission acknowledges that the *Freedom of Information and Protection of Privacy Act* applies to all information and records provided by the Commission to the Department and to any information and records which are in the custody or under the control of the Department. The Commission acknowledges that Part 2 of the *Freedom of Information and Protection of Privacy Act* applies to the Commission during the currency of the Agreement.

INDEMNIFICATION

9. (a) The Commission shall indemnify and hold harmless the Department, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Commission, its employees or agents in the performance by the Commission of this Agreement. Such indemnification shall survive termination of this Agreement.

(b) The Department shall not be liable or responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Commission, its employees or agents in the performance of this Agreement.

INSURANCE

10. The Commission agrees to comply fully with the insurance requirements identified in Schedule "D".

TERMINATION

11. Notwithstanding any other term of this Agreement, the Commission may terminate this Agreement prior to the completion of the Project upon providing three months written notice to the Department.

12. If the Agreement is terminated prior to completion of the Project, the Commission will provide to the Department a detailed accounting of the financial status of the Project including but not limited to grant funds provided to the Commission and interest accrued therefrom, expenditures up to and including the date of termination, and accounts payable that are related to the Project. Following the disposition of accounts payable acceptable to the Department, the Commission will reimburse to the Minister, in favour of the Minister of Finance, as outlined in the *Environment Grant Regulation*, any remaining grant funds and any interest accrued therefrom.

ASSIGNMENT

13. The Commission cannot assign this Agreement without obtaining the prior written approval of the Department.

LIAISON

14. (a) The Department designates Mr. George Neurohr, or such other person as he may designate from time to time, as the authorized representative for the purpose of administering this Agreement.

(b) The Commission designates Mr. Kevin Miner, Chairperson of the Central Peace Regional Waste Management Commission, or such other person as he may designate from time to time, as its authorized representative in matters relating to this Agreement.

NOTICE

15. (a) Any notice required to be given under this Agreement shall be effective if served personally or by registered mail

(i) if to the Department to:

Regional Director
Alberta Environment
Regional Services - Northern Region
1st Floor, Twin Atria Building
4999 – 98 Avenue
Edmonton, Alberta
T6B 2X3

(ii) if to the Commission to:

Chairperson
Central Peace Regional Waste Management Commission
P.O. Box 69
Spirit River, Alberta
T0H 3G0

(b) Notice by registered mail will be deemed effective seven days after posting.

(c) A change in the above addresses or the Department's authorized representative or the Commission's contact may be effected by notice as provided in (a) above.

(c) In the event of an interruption of postal service, notice must be effected by personal service.

AUDIT

16. The Commission must keep appropriate accounting records of all transactions with respect to the Project and must, upon request, make all such records available to:

    (a) the Department,
    (b) the Auditor General of Alberta or his authorized representative,
    (c) the Minister of Finance or his authorized representative,
    (d) or any of them,

    as they may require, and will permit the examination and taking of copies and extracts of and from such accounting records.

TERM

17. This Agreement will remain in force for a period of ten years after the Project Completion Date.

PROJECT COMPLETION

18. The Commission must ensure that the Project is completed on or before the Project Completion Date.

19. In the event that the Project cannot be completed on or before the Project Completion Date the Commission may apply to the Department for an extension of the Project Completion Date.

20. The Department may, in its sole discretion, grant or refuse to grant an extension of the Project Completion Date.

CAPITAL ITEMS

21. (a) The Commission cannot purchase any capital items with grant funds unless it has the prior written approval of the Department.

    (b) Unless the Commission has obtained the prior written consent of the Department, the Commission must, for a period of ten years after the Project Completion Date, ensure that it does not dispose of, in any manner whatsoever, any capital item purchased with the grant funds.

REPLACEMENT OF CAPITAL ITEMS

22. (a) The Commission must reserve money from its operating revenues for the purpose of replacing equipment or buildings. Money so reserved must be deposited into a defined interest bearing reserve.

    (b) The amount of money to be reserved each year must be based on the straight line depreciation of the capital items, assuming there will be no scrap value and the estimates of useful life are:

        (i) Buildings 40 years;
        (ii) Equipment 8 years.

    (c) The Commission must reserve money from its operating revenues for the purpose of reclamation work associated with the Regional Class II Landfill. Money so reserved must be deposited into a defined interest bearing reserve.

COLLATERAL

23. The Commission shall not use any capital item as collateral for the purpose of obtaining financing.

CLOSURE

24. (a) If applicable, the Commission must cause all existing municipal Class II landfills, located within the Commission's service area, to be closed or converted to a Class III landfill, to the satisfaction of the Department, on or before the Project Completion Date.

(b) The Commission must ensure that no new Class II municipal landfills are established within the Commission's service area without the prior written approval of the Department.

(c) Section 24 (a) through 24 (b) will not apply to industrial or commercial Class II landfills within the Commission's service area.

FAILURE TO COMPLY

25. If the Commission fails to comply with any term or condition of this Agreement, all grant funds paid to the Commission under this Agreement and any interest accrued therefrom must be reimbursed to the Minister of Finance upon the Department's request.

OPERATION AND MAINTENANCE

26. The Commission must operate and maintain the Project in accordance with this Agreement, the engineering design, operations plan, the approval or registration, all applicable legislation, and any applicable Standards and Codes of Practice of the Department, all as amended from time to time.

PARTICIPATION

27. Each Municipality, by the signature of its representative upon this Agreement, will indicate its acceptance of these Terms and Conditions and its agreement to remain a part of this Agreement for a period of not less than ten years commencing on the Project Completion Date unless otherwise agreed to in writing by the Department.

FAILURE TO PARTICIPATE

28. (a) If any Municipality chooses to terminate its obligations with respect to this Agreement, that Municipality must reimburse to the Minister of Finance a portion of the grant funds paid to the Commission under this Agreement.

(b) The grant amount to be reimbursed to the Minister of Finance by the Municipality referred to in subsection (a) of this section will be calculated as follows:

$$\frac{(\text{Population X Funds}) \text{ X } (120 \text{ months} - \text{Months of Operation})}{120 \text{ months}}$$

Where:

Population = The percentage of the population benefited by the Project that is represented by the Municipality in comparison to the population of the service area, as of the date of termination

Unless otherwise indicated by the Department, the most recent population statistics issued by the Department of Municipal Affairs will be used to calculate the percentage.

Funds = The grant funds paid to the Commission under this Agreement including the interest accrued, both as of the date of termination

Months of Operation = The total number of months from the opening of the Project until the date of termination.

(c) Notwithstanding the foregoing and any other provision of this Agreement, if at any time within ten years of the Project Completion Date the Commission transfers, disposes, assigns, leases, licences, or in any way changes ownership, control, possession or management of the Project, in whole or in part, whether directly or indirectly, legally or equitably, and including without limitations any action which effects a change of control of the Commission or grants an option for any of the foregoing, without the Department's prior written consent., then in such event, the Department may, in its sole discretion, demand repayment of all grant funds and the Commission will be responsible to repay same to the Department upon demand.

GRANT SURPLUS

29. Upon completion of the Project any surplus of grant funds paid, including accrued interest, in excess of the cost of the Project must be reimbursed to the Minister of Finance.

LAWFUL DEBT

30. All monies to be reimbursed to the Minister of Finance shall become a lawful debt due to the Province of Alberta and may be collected as such.

PROGRESS REPORT

31. The Commission must give the Department the right to attend and speak at the Commission's meetings and the Commission must also provide written and/or oral reports to the Department, as reasonably requested by the Department. Written reports will not be required by the Department more frequently than on a monthly basis. Progress reports will be required by the Department until the Project is completed.

FINANCIAL REPORTS

32. (a) Starting with the calendar year ending 2005 and continuing each calendar year thereafter until the Project is completed, the Commission must provide the Department with a Statement of Interest Earnings on grant money paid to the Commission under this Agreement. The Statement of Interest Earnings must be accompanied by an Auditor's Report, from an independent, qualified auditor, prepared in accordance with section 5805 of the *Canadian Institute of Chartered Accountants Handbook.*

(b) Within ninety days after March 31, 2008 the Commission must provide the Department with an Auditor's Report, from an independent, qualified auditor, prepared in accordance with section 5815 of the *Canadian Institute of Chartered Accountants Handbook.*

(c) The Commission must provide the Department with the annual financial statements of the Commission starting with the calendar year ending 2005. These financial statements must be prepared in accordance with Generally Accepted Accounting Principles and must be accompanied by an Auditor's Report, from an independent, qualified auditor, prepared in accordance with section 5400 of the *Canadian Institute of Chartered Accountants Handbook.*

ENTIRE AGREEMENT

33. This Agreement constitutes the entire agreement between the Parties and may only be amended by mutual agreement in writing by all of the Parties.

GENERAL

34. The Agreement inures to the benefit of, and is binding upon the Parties, their successors and assigns.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement as of the day and year first above written.

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA,
as represented by the Minister of Environmental Protection

Witness

Minister of Alberta Environment

Witness

Central Peace Regional Waste Management Commission

Witness

Central Peace Regional Waste Management Commission

Witness

Town of Spirit River

Witness

Town of Spirit River

Witness

Village of Rycroft

Witness

Village of Rycroft

Witness

Saddle Hills County

Witness

Saddle Hills County

Witness

Birch Hills County

Witness

Birch Hills County

# SCHEDULES

SCHEDULE "A"
DEFINITIONS

1. In this Agreement:

(a) with respect to a word that is defined, other parts of speech and tenses of that word have corresponding meanings;

(b) words importing male persons include female persons and corporations;

(c) words used in the singular include the plural, and words used in the plural include the singular;

(d) headings have been included for reference only and they cannot be used in interpreting this Agreement.

(e) "appropriate accounting records" means books of account or ledgers and shall include such documents (e.g., invoices, statements, timesheets) which are necessary to substantiate the figures in the books of account or ledgers.

(f) "capital item" means earthwork, equipment or buildings which are bought or constructed using grant funds paid to the Commission under this Agreement.

(g) "Project" means the engineering, construction and purchases required to establish a regional solid waste management system within the service area of the Commission.

(h) "Project Completion Date" means March 31, 2008.

(i) "regional solid waste management system" means a waste management system comprised of a network of transfer stations and Class III landfills as outlined in Schedule "E".

(j) "service area" means the geographic areas serviced by the Commission and defined by the boundaries of Saddle Hills County, Birch Hills County, Municipal District of Spirit River No. 133, the Town of Spirit River and the Village of Rycroft.

SCHEDULE "B"
OPERATION AND MAINTENANCE OF THE WASTE MANAGEMENT SYSTEM

1. Hours of operation must be established for the Project.

2. Adequate security systems must be installed to prevent entry and use of the Project components outside of the established hours of operation.

3. The land in and around the Project components must be regularly inspected and all litter must be collected and disposed of properly.

4. Transportation routes within the Project must be adequately maintained to provide reasonable access to vehicles.

5. Mechanical components of the Project must be properly maintained and kept in good working order.

6. All wastes stored in the Project must be kept in an orderly fashion and must be maintained in a safe manner so that health and environmental hazards are not created.

7. The regional solid waste management system shall be fenced and secured with a locked gate when unsupervised. Bear-proof fences shall be installed when required.

8. The Commission must manage and operate the waste management system in accordance with the Engineering Design and Operations Plan, and pertinent Codes of Practice, as amended from time to time.

SCHEDULE "C"
PAYMENTS

1. The $ 1,600,000.00 grant payable will be made as follows:

   $800,000 fiscal year 2004/2005, and

   annual payments according to Section 3 of the Agreement to complete the Project by fiscal year 2007/2008. All references to "fiscal year" in this section are to the Department's fiscal year. The final payment shall be in the actual amount required to complete the Project.

2. The grant funds provided to the Commission, including accrued interest, may be used by the Commission to pay for up to 75% of the costs of eligible expenditures under the revised terms of reference for the Waste Management Assistance Program.

3. Grant funds provided under this agreement shall not be used to pay any portion of costs incurred by the Commission with respect to the following:

   (a) landfill site testing and acquisition;
   (b) wheeled or tracked landfill equipment for the placement and/or compaction of waste; or
   (c) engineering and/or legal fees associated with applications for approval or appeals.

4. This grant represents 75% capital assistance under the Waste Management Assistance Program for eligible items as put forward by UMA Engineering Ltd. on behalf of the Commission in the facsimile dated December 3, 2003, as amended.

SCHEDULE "D"
INSURANCE REQUIREMENTS

1. The Commission shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of General Liability, with an insurer licensed in Alberta, in an amount no less that $2,000,000 per occurrence insuring against bodily injury, personal injury, and property damage including loss of use thereof.

2. The Commission shall maintain Automobile Liability insurance on all vehicles owned, operated or licensed in the name of the Commission in an amount of not less than $1,000,000.

3. (a) Where such risk exists, the Commission shall ensure that Course of Construction insurance in the form of an "all-risks" builder's risk policy is maintained on property under construction. Such policy shall insure the work to the total of the full value of the contract and shall be in the joint names of all those who have an insurable interest in the work.

   (b) On completion of construction, the Commission is responsible for insuring the property against "all-risks" of accidental loss or damage on a replacement cost basis.

4. Any insurance called for under this Agreement shall be endorsed to provide the Department with 30 days advance written notice of cancellation, material change or intent to lapse.

5. As evidence of all required insurance, detailed certificates of insurance shall be given to the Department prior to the commencement of work under this Agreement.

SCHEDULE "E"
TRANSFER STATIONS and CLASS III LANDFILLS

1. There shall be a network of transfer stations (TS) for the sub-regions of the service area, as follows:

   a) Bonanza Sub-Region TS,
   b) Blueberry Mountain Sub-Region TS,
   c) Peoria Sub-Region TS,
   d) Eaglesham Sub-Region TS,
   e) Tangent Sub-Region TS,
   f) Wanham Sub-Region TS,
   g) East Doe Sub-Region TS,
   h) West Bonanza Sub-Region TS,
   i) Bay Tree Sub-Region TS,
   j) Gundy Sub-Region TS,
   k) Silver Valley Sub-Region TS,
   l) Gordondale Sub-Region TS,
   m) Savanna Sub-Region TS,
   n) Fourth Creek Sub-Region TS,
   o) Poplar Ridge Sub-Region TS,
   p) Ksituan Sub-Region TS,
   q) Happy Valley Sub-Region TS and
   r) Westmark Sub-Region TS.

2. The Commission may vary the location of the transfer stations or reduce the number of transfer stations, as approved by Alberta Environment.

3. The Commission may construct and operate Class III landfill, as approved by Alberta Environment.

4. The transfer stations and Class III landfill cells shall be established in accordance with Alberta's Environmental Protection and Enhancement Act, its Regulations and Codes of Practice.

5. The transfer stations and Class III landfill cells shall be operated and maintained by a person or company during hours of operations.

6. The Commission shall maintain an Operations Plan for all transfer stations and Class III landfill cells.

SCHEDULE "F"
REGIONAL CLASS II LANDFILL

1. This schedule does not apply since the Commission disposes of all Class II waste at the Class II regional landfill that is owned and operated by Waste Works Incorporated.

Province of Alberta

MUNICIPAL GOVERNMENT ACT

# CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION REGULATION

**Alberta Regulation 64/2001**

With amendments up to and including Alberta Regulation 72/2002

Office Consolidation

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*The year of first publication of the legal materials is to be completed.


## Note

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

(Consolidated up to 72/2002)

# ALBERTA REGULATION 64/2001

## Municipal Government Act

## CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION REGULATION

*Table of Contents*


**1** Establishment
**2** Members
**3** Services
**4** Operating deficits
**5** Sale of property
**6** Profit and surplus
**7** Conditions


**Establishment**

**1** A regional services commission known as the Central Peace Regional Waste Management Commission is established.

**Members**

**2** The following municipalities are members of the Commission:

(a) Town of Spirit River;

(b) Village of Rycroft;

(c) Saddle Hills County;

(d) Birch Hills County.

(e) Repealed AR 72/2002 s2.

AR 64/2001 s2;72/2002

**Services**

**3** The Commission is authorized to provide solid waste management services.

**Operating deficits**

**4** The Commission may not assume operating deficits that are shown on the books of any of the member municipalities.

**Sale of property**

**5(1)** The Commission may not, without the approval of the Minister, sell any of its land, buildings or personal property the purchase of which has been funded wholly or partly by grants from the Government of Alberta.

**(2)** The Minister may not approve a sale under subsection (1) unless the Minister is satisfied

(a) as to the repayment of grants from the Government of Alberta and outstanding debt associated with that portion of the land, buildings and personal property to be sold,

(b) that the sale would not have a significant adverse effect on the services the Commission provides, and

(c) that the sale will be properly reflected in the rates subsequently charged to the customers of the Commission.

**Profit and surplus**

**6** Unless otherwise approved by the Minister, the Commission must not

(a) operate for the purpose of making a profit, or

(b) distribute any of its surplus to its member municipalities.

**Conditions**

**7** The Minister may make an approval under section 5 or 6 subject to any terms or conditions that the Minister considers appropriate.

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# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | June 14, 2018 | **CAO:** | |
| **Originated By:** | Shawna Schwerdt E.A./L.O. | **Manager:** | |
| **Item Title:** | Public Participation Policy | **Presenter:** | Hermann Minderlein |

## DESCRIPTION:

Administration is providing Council with a draft of Policy Number 11-04-18, the "Public Participation Policy", for review and approval if deemed appropriate.

## BACKGROUND:

As part of the revised Municipal Government Act (MGA) as of October 26, 2017, every municipality in Alberta **must** develop a public participation policy to identify how they will engage with their citizens and include them in decision-making. Municipalities must establish a public participation policy within 270 days after section 216.1 of the MGA and **July 23rd, 2018 is the last day** municipalities can adopt a Public Participation Policy as per these requirements.

The new requirements clarify how each municipality approaches public engagement and will provide citizens and stakeholders with an understanding of when and how they will be engaged. Ensure that any existing or newly created public participation policy meets the new requirements the policy must identify the types or categories of approaches the municipality will use to engage municipal stakeholders, and the types or categories of circumstances in which the municipality will engage municipal stakeholders; and make the policy available for public inspection, which may include posting it on the municipality's website; and review the policy at least once every four (4) years.

The revised MGA also enables municipalities to develop a public notification bylaw that outlines public notification methods for advertising proposed bylaws, resolutions, meetings, public hearings, or other municipal business. The methods may include electronic advertising such as social media or a municipal website.

## DISCUSSION / BENEFITS / DISDVANTAGES:

"Public participation" means processes through which Birch Hills County provides opportunities for the community to have input into decision-making through public meetings, surveys, open houses, workshops, polling, resident advisory committees and other forms of engagement.The main aim of public participation is to encourage the public to have meaningful input into the decision-making process. Public participation thus provides the opportunity for communication between agencies making decisions and the public. This communication can be an early warning system for public concerns, a means through which accurate and timely information can be disseminated and can contribute to sustainable decision-making. These benefits apply when public participation is a two-way process—where both the agency and the public can

learn and gain benefit. Effective public participation allows the public's values to be identified and incorporated into decisions that ultimately affect them.

While there are numerous advantages associated with public participation in planning and decision-making processes, there are also disadvantages such as public participation can be time-consuming and sometimes expensive. To do it effectively, organizations have to build capacity and train staff. If done poorly, public participation processes can result in, for example, loss of faith in the agency. A negative experience of the process may lead participants to have negative perceptions of the outcome, and they may be less likely to participate in future processes.

## COST / SOURCE OF FUNDING:

Staff training as and where required.

## RELEVANT LEGISLATION (Cite):

MGA Regulation (AR193/2017) section 216.1

## ATTACHMENT(S):

Draft Policy 11-04-18, the "Public Participation Policy"

## OPTIONS:

Council may choose to:

1. Approve Policy 11-04-18, the "Public Participation Policy" as presented; or

2. Direct staff to revise the current draft policy to include the changes discussed and bring it back to next Council meeting for additional review and approval.

## RECOMMENDED ACTION:

It is Administration's recommendation

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

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

## PURPOSE

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

## GUIDELINES

1. Council shall;

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

    b. be proactive and anticipate community concerns; and

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

2. The Chief Administrative Officer or Designate shall:

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

    b. commit to proper planning for the engagement process;

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

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

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

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

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

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**ATTACHMENTS**

Schedule A - Birch Hills County Events/Actions

Schedule B - Birch Hills County Spectrum of Engagement

| | |
|---|---|
| Hermann Minderlein<br>Chief Administrative Officer | Gerald Manzulenko<br>Reeve |

| | |
|---|---|
| Adopted by Council: | Date: |
| Updated: | |

DRAFT

# Birch Hills County Events/Actions

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

# Birch Hills County Spectrum of Engagement

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

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | June 14, 2018 | **CAO:** | |
| **Originated By:** | Shawna Schwerdt E.A./L.O. | **Manager:** | |
| **Item Title:** | FCM Funding Request | **Presenter:** | CAO Minderlein |

## DESCRIPTION:

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

## BACKGROUND:

The information related to this request is contained in the voluntary invoice attached, and on the FCM website at https://fcm.ca/home/membership/fcm-special-advocacy-fund.htm

The Q&A portion of this page includes:

Q: What is the Special Advocacy Fund?

The last federal election was a turning point that propelled municipal priorities onto the national agenda like never before. The next election is a vital opportunity to build on those gains. To ensure we have the right tools to seize this moment, FCM's Board of Directors has approved a 2-year Special Advocacy Fund. This fund is supported by FCM members, using a fee structure similar to how membership fees are determined.

Q: What will the fund be used for?

The Special Advocacy Fund will drive FCM's largest and most ambitious campaign ever, reaching out to every federal party. It means an intensive, multi-faceted strategy that integrates polling, detailed platform development, sustained outreach, and an innovative communications and media plan. It means an extended campaign that keeps municipal priorities front-and-centre heading into Election 2019, as well as in the crucial first months of a new government.

Q: Why is this fund important?

FCM has delivered unprecedented gains for municipalities, starting with the last federal election. Now more than ever, all federal parties understand that local solutions tackle national challenges. Our Election 2015 breakthrough has created new opportunities, and new expectations.

Q: How much are municipalities being asked to pay?

FCM staff has worked out a fair and reasonable fee structure, similar to how membership fees are structured. In general, FCM's largest members will pay larger contributions, while the majority of members will pay from under $100 to $1,000 per year, for two years. Members have the option of paying in one lump sum, or over two years.

Q: Is the fund mandatory?

The Special Advocacy Fund is voluntary, and not tied to FCM membership. However, it's a vital opportunity for municipalities to take our historic progress to new heights and to continue to deliver for Canadians the same way we always have — together.

**DISCUSSION / BENEFITS / DISDVANTAGES:**

In March FCM Board approved a 2-year Special Advocacy Fund. This fund is supported by FCM members using a fee structure that is similar to how membership fees are determined. The Fund will be to drive the FCM's campaign reaching out to every federal party, extending into the Elections in 2019.

**COST / SOURCE OF FUNDING:**

Contribution year 1 including tax is $52.50;

Contribution year 2 including tax is $52.50;

TOTAL for Year 1 & Year 2 = **$105.00**

**RELEVANT LEGISLATION (Cite):**

*N/A*

**ATTACHMENT(S):**

FCM Voluntary Invoice and information.

**OPTIONS:**

Council may choose to:

1. accept this request for information.
2. direct Administration to make Full Payment Year 1 & Year 2 including tax totaling $105.00 to FCM Special Advocacy Fund Invoice ORD-17849-G8D4Z6;
3. direct Administration to make Partial Payment Year 1 due immediately including tax of $52.50 to FCM Special Advocacy Fund and Partial Payment Year 2 due April 1, 2019 including tax totaling $52.50 for Invoice ORD-17849-G8D4Z6;

**RECOMMENDED ACTION:**

It is recommended that Council determine what level of support they wish to provide to the FCM Special Advocacy Fund.

FEDERATION OF CANADIAN MUNICIPALITIES
FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

# Special Advocacy Fund

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

BIRCH HILLS COUNTY
RECEIVED
MAY 17 2018
WANHAM

**Minderlein, Hermann**
**Birch Hills County**
**P.O. Box 157**
**Wanham, Alberta T0H 3P0**
**Canada**

**INVOICE/FACTURE:** ORD-17849-G8D4Z6
**DATE:** 05/04/2018
**ACCOUNT/COMPTE:** 92364
HST # / No. de TVH: 11891 3938 RT0001
QST # / No. de TVQ: 1202728231 TQ 0001

| ITEM/DESCRIPTION | RATE/TAUX | TAX/TAXE | TOTAL |
|---|---|---|---|
| Contribution year 1 // année 1 | $50.00 | $2.50 | $52.50 |
| Contribution year 2 // année 2 | $50.00 | $2.50 | $52.50 |
| | | **SUBTOTAL/SOUS-TOTAL:** | $100.00 |
| | | **GST/TPS:** | $5.00 |
| | | **TOTAL:** | $105.00 |

**Learn all about FCM's Special Advocacy Fund and your voluntary contribution:**
**http://fcm.ca/advocacyfund**

**PAYMENT / PAIEMENT**
**By cheque payable to / Par chèque à l'ordre de**
Federation of Canadian Municipalities
Fédération canadienne des municipalités

**By Electronic Funds Transfer/**
**Par transfert de fonds électronique**
Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7
Transit Number/Numéro de transit: 00006
Account Number/Numéro de compte: 1006083
accountsreceivable@fcm.ca

Choose your preferred payment option below / Veuillez choisir votre option de paiement: Acct# 92364

Payment Amount / Montant Payé

☐ Option 1 - Full payment / Paiement complet

**OR / OU**

☐ Option 2 - Partial payment / paiement partiel

Due immediately - Year 1 - contribution /
Échéance immediate - contribution – année 1

Due April 1st, 2019 - Year 2 - contribution /
Échéance le 1er avril 2019 - contribution – année 2

FCM FEDERATION OF CANADIAN MUNICIPALITIES | FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

# Seizing Our Moment, Securing Our Future

## FCM's Special Advocacy Fund

# Dear Members

Your FCM Board of Directors is taking steps to propel local governments to new heights through Federal Election 2019, and the crucial months following. This needs to be our biggest effort ever. That's why, in March, your Board approved a Special Advocacy Fund to help make that happen.

As you know, FCM has a long track-record of delivering gains for municipalities, like the permanent Gas Tax Fund. Starting with Election 2015, we've shaped game-changing investments in local priorities like never before, and we've achieved new levels of influence for local governments. Now more than ever, all federal parties understand that local solutions tackle national challenges.

Our Election 2015 breakthrough has created new opportunities, and new expectations. To seize this moment — and to build on our historic gains — we need the right tools. We can't risk seeing federal parties move on from local priorities. Election 2019 is our vital opportunity to make municipal progress "the new normal," and to keep our priorities front-and-centre for years to come.

Enclosed you'll find more information about the Special Advocacy Fund, as well as your municipality's voluntary invoice. As the order of government closest to daily life, Canadians count on us to build more vibrant and livable communities. This is our moment. With your support, we can continue to deliver.

JGerbasi

**JENNY GERBASI**
FCM President

# FCM delivers for municipalities

Starting with our Election 2015 breakthrough, FCM's hard work and influence has significantly shaped historic gains for local governments, including:

- The **Investing in Canada infrastructure plan** — a 12-year, $180 billion federal investment in local infrastructure, from public transit to wastewater system upgrades.
- Canada's first-ever **national housing strategy**, including key commitments to repair and build affordable housing across the country.
- A strengthened **seat at the table**, including through unprecedented engagement with federal, provincial and territorial ministers, as well as with opposition leaders and the Prime Minister.
- A **predictable federal allocation model** for transit expansions that puts municipalities in the driver's seat.
- A $2 billion **rural and northern infrastructure fund** — the biggest investment of its kind in a generation.
- Better access to **high-speed broadband** through the federal Connect to Innovate program and the CRTC decision to mandate universal broadband access.
- New **capacity-building programs** on asset management and climate change — led by FCM — as well as a new $125 million capital investment in FCM's Green Municipal Fund.

# Now we need to take the next step

## What is the Special Advocacy Fund?

The last federal election was a turning point that propelled municipal priorities onto the national agenda like never before. The next election is a vital opportunity to build on those gains. To ensure we have the right tools to seize this moment, FCM's Board of Directors has approved a 2-year Special Advocacy Fund. This fund is supported by FCM members using a fee structure similar to how membership fees are determined.

## What will the fund be used for?

The Special Advocacy Fund will drive FCM's largest and most ambitious campaign ever, reaching out to every federal party. It means an intensive, multi-faceted strategy that integrates polling, detailed platform development, sustained outreach, and an innovative communications and media plan. It means an extended campaign that keeps municipal priorities front-and-centre heading into Election 2019, as well as in the crucial first months of a new government.

## Is the fund mandatory?

The Special Advocacy Fund is voluntary, and not tied to FCM membership. However, it's a vital opportunity for municipalities to take our historic progress to new heights and to continue to deliver for Canadians the same way we always have — together.

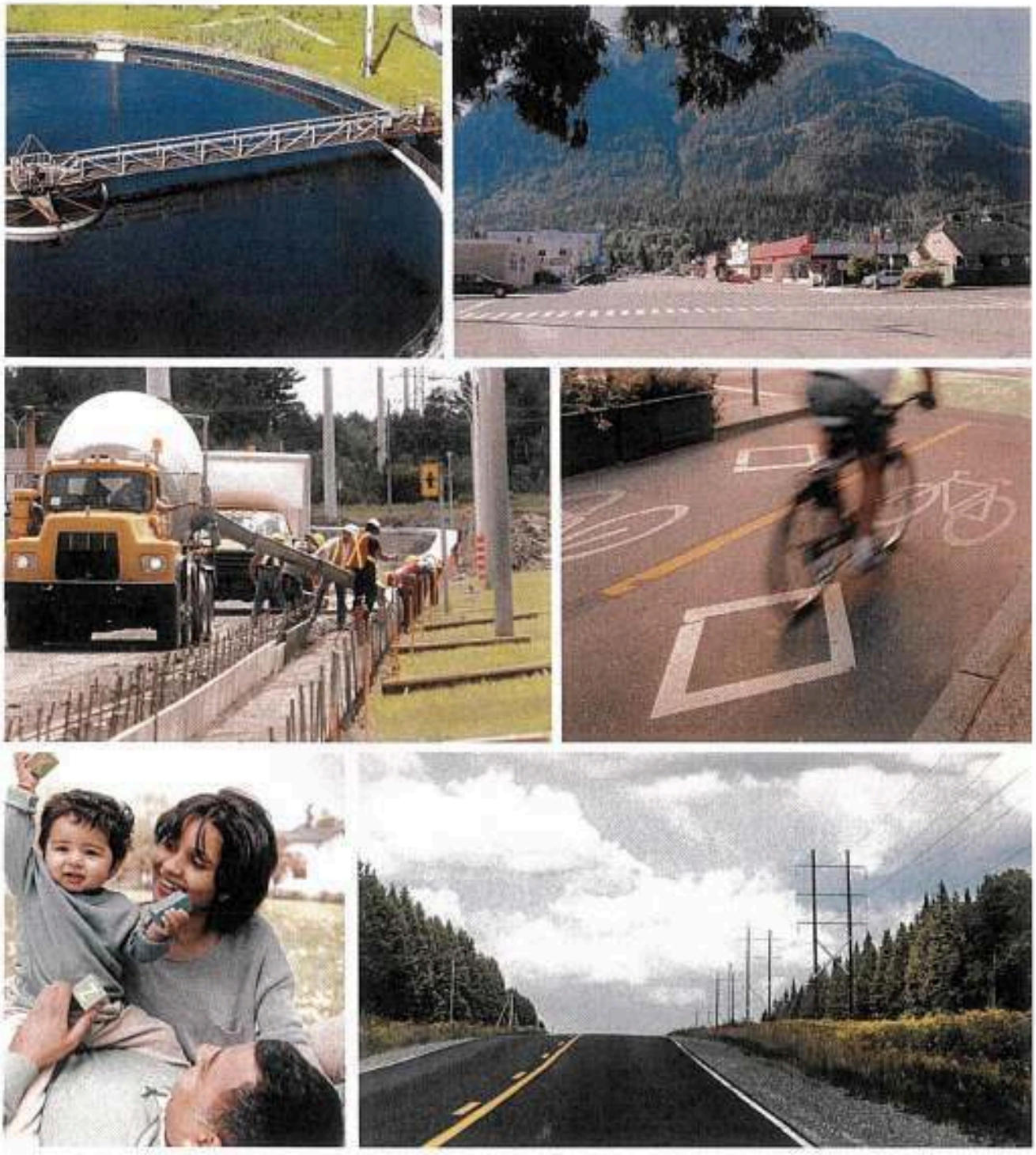
"Our choice in the next federal election is simple: either we continue to move forward as local governments, or we fall back. If we get this right, we'll see federal parties competing to support municipal priorities. We'll see a federal government that understands why full partnership with municipalities is the only way forward. Election 2019 is our opportunity to make that happen. We can't leave anything to chance."

**Don Iveson**
*Mayor, Edmonton, AB*

"FCM has proven that it can deliver for communities of all sizes. We saw this in the last election, when our work put local issues on the federal map. We've seen it since then through the unprecedented federal investments that FCM has helped secure. Now we need to take this advocacy to the next level, to build our local priorities into the heart of the next government's mandate."

**Ray Orb**
*Reeve, Rural Municipality of Cupar No. 218, SK*

To learn more about
FCM's Special Advocacy Fund, visit
**fcm.ca/advocacyfund**



FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

To learn more about
FCM's Special Advocacy Fund, visit
**fcm.ca/advocacyfund**

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | June 14, 2018 | **CAO:** | |
| **Originated By**: | Lucy Stevenson/Dev. Clerk | **Manager:** | |
| **Item Title:** | Development Permit 10-18-19 | **Presenter:** | Lucy Stevenson |

**DESCRIPTION:**
Council is being requested to pass a resolution related to Development Permit 10-18-19 approved by the Development Officer submitted by Landsolutions LP on behalf of Nextera Energy Resources for the placement of a meteorological tower at the SW 35-76-2 W6.

**BACKGROUND:**
In addition to the approval of a development permit for antenna siting, Industry Canada requires that the governing council adopt a resolution for the development.

**DISCUSSION / BENEFITS / DISDVANTAGES:**

**COST / SOURCE OF FUNDING:**

**RELEVANT LEGISLATION (Cite):**
Section 2.6 of *The Guide to Assist Land-Use Authorities in Developing Antenna Siting Protocols.*

**ATTACHMENT(S):**

**OPTIONS:**
Council may choose to:

1. pass a resolution related to Development Permit 10-18-19 approved by the Development Officer submitted by Landsolutions LP on behalf of Nextera Energy Resources for the placement of a meteorological tower at the SW 35-76-2 W6;

2. not pass a resolution related to Development Permit 10-18-19 approved by the Development Officer submitted by Landsolutions LP on behalf of Nextera Energy Resources for the placement of a meteorological tower at the SW 35-76-2 W6;

3. Direct Administration to bring back additional information related to this matter to a future Regular Council Meeting.

**RECOMMENDED ACTION:**
It is Administration's recommendation that Council pass the following resolution:

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED THAT:

1. The Development Officer be instructed to advise Nextera Energy Resources that;

    a. Nextera Energy Resources has satisfactorily completed its consultation with Birch Hills County;

    b. Birch Hills County is satisfied with Nextera Energy Resources public consultation process and does not require further consultation with the public; and

    c. Birch Hills County concurs with Nextera Energy Resources proposal to construct a meteorological tower facility comprising of a 60 feet meteorological tower."

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | June 14, 2018 | **CAO:** | |
| **Originated By**: | Lucy Stevenson/Dev. Clerk | **Manager:** | |
| **Item Title:** | Development Permit 11-18-19 | **Presenter:** | Lucy Stevenson |

**DESCRIPTION:**
Council is being requested to pass a resolution related to Development Permit 11-18-19 approved by the Development Officer submitted by Landsolutions LP on behalf of Nextera Energy Resources for the placement of a meteorological tower at the NE 2-76-3 W6.

**BACKGROUND:**
In addition to the approval of a development permit for antenna siting, Industry Canada requires that the governing council adopt a resolution for the development.

**DISCUSSION / BENEFITS / DISDVANTAGES:**

**COST / SOURCE OF FUNDING:**

**RELEVANT LEGISLATION (Cite):**
Section 2.6 of *The Guide to Assist Land-Use Authorities in Developing Antenna Siting Protocols.*

**ATTACHMENT(S):**

**OPTIONS:**
Council may choose to:

1. pass a resolution related to Development Permit 11-18-19 approved by the Development Officer submitted by Landsolutions LP on behalf of Nextera Energy Resources for the placement of a meteorological tower at the NE 2-76-3 W6;

2. not pass a resolution related to Development Permit 11-18-19 approved by the Development Officer submitted by Landsolutions LP on behalf of Nextera Energy Resources for the placement of a meteorological tower at the NE 2-76-3 W6;

3. Direct Administration to bring back additional information related to this matter to a future Regular Council Meeting.

**RECOMMENDED ACTION:**
It is Administration's recommendation that Council pass the following resolution:

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED THAT:

1. The Development Officer be instructed to advise Nextera Energy Resources that;

    a. Nextera Energy Resources has satisfactorily completed its consultation with Birch Hills County;

    b. Birch Hills County is satisfied with Nextera Energy Resources public consultation process and does not require further consultation with the public; and

    c. Birch Hills County concurs with Nextera Energy Resources proposal to construct a meteorological tower facility comprising of a 60 feet meteorological tower.”

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | June 14, 2018 | **CAO:** | |
| **Originated By:** | CAO Minderlein | **Manager:** | |
| **Item Title:** | Northern Sunrise Workshop | **Presenter:** | |

## DESCRIPTION:

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

## BACKGROUND:

Northern Sunrise County Administration had contacted surrounding municipalities and the Peace River & District and Manning & District Chambers of Commerce to see if they would be interested in co-hosting an all-day workshop with Doug Griffiths. They did not have anyone that was wishing to co-host the day.

Northern Sunrise County may go ahead and host the day on their own at a cost of approximately $8,000 - $13,000 for the workshop plus the cost of food and beverages for the day, and charge those choosing to attend.

## DISCUSSION / BENEFITS / DISDVANTAGES:

The dates are not known at this time, so any commitment would be subject to the attendee being available for most of the timeframe.

## COST / SOURCE OF FUNDING:

There is no known cost for attendance at this time, but their would be honorarium and travel costs should Council decide to send anyone.

## RELEVANT LEGISLATION (Cite):

## ATTACHMENT(S):

Invitation from Northern Sunrise County

## OPTIONS:

Council may choose to:

1. authorize the commitment of one or more members of Council to attend a workshop hosted by Northern Sunrise County with Doug Griffiths regarding his presentation "13 Ways to Kill a Community" in the September/October timeframe; or

2. not authorize the commitment of one or more members of Council to attend a workshop hosted by Northern Sunrise County with Doug Griffiths regarding his presentation “13 Ways to Kill a Community” in the September/October timeframe

## RECOMMENDED ACTION:

It is Administration’s recommendation that Council determine whether they wish to authorize the commitment of one or more members of Council to attend a workshop hosted by Northern Sunrise County with Doug Griffiths regarding his presentation “13 Ways to Kill a Community” in the September/October timeframe

NORTHERN SUNRISE COUNTY
www.northernsunrise.net

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

May 31, 2018

Dear Mayor/Reeve and Council,

At the May 22, 2018 regular Council meeting of Northern Sunrise County, Council discussed facilitating a presentation, *13 Ways to Kill a Community,* by Doug Griffiths. Council feels that hosting a workshop by Mr. Griffiths will provide great value to not only our councillors but our region as a whole. However, they have requested that surrounding municipalities commit to sending at least 50% of your council to attend the presentation..

The booking of the presentation, and the date when it will be held, will be decided after we have confirmation of attendance by local municipalities. Tentatively we are looking into September/October for the workshop.

Please reply by June 19, 2018 as to whether you will commit to at least 50% of your council spending a day with Doug Griffiths.

Sincerely,

**Carolyn Kolebaba,**
**Reeve**
**Northern Sunrise County**

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

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | **Council Meeting** | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | June 14, 2018 | **CAO:** | |
| **Originated By:** | Shelley Braun, DCS | **Director:** | **SDB** |
| **Item Title:** | Bank Reconciliation, Cheque Register | **Presenter:** | |

## BACKGROUND / PROPOSAL:

Council is being provided with the May 31, 2018 Bank Reconciliation and May 31, 2018 Register Report for cheques issued.

## DISCUSSION / BENEFITS / DISADVANTAGES:

May 31, 2018 Bank Reconciliation adjustment details are as follows:

| | | |
|---|---|---|
| 30-May-18 | Interest | $1767.98 |
| 01-May-18 | GST | $(3.00) |
| 01-May-18 | May Service Charges | $(388.98) |
| 29-May-18 | Federal Direct Deposit Test | 5.00 |
| | | $1381.00 |

Originator: Marlene McLaughlin

May 31, 2018 Pre-authorized Payments were as follows:

| | | |
|---|---|---|
| 01-May-18 | I Want Wireless | $62.85 |
| 09-May-18 | Receiver General | $54,962.03 |
| 09-May-18 | Local Authorities Pension Plan | $32,893.36 |
| 10-May-18 | Manulife | $12,886.88 |
| 14-May-18 | Telus | $1,238.90 |
| 14-May-18 | Manulife | $242.42 |
| 17-May-18 | Altagas (power) buildings | $6,984.83 |
| 17-May-18 | Altagas (power) streetlights | $3,784.91 |
| 25-May-18 | Access Gas | $1,500.86 |
| | | $114,557.04 |

Originator: Lisa Price

## ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending May 31, 2018
May 31, 2018 Vendor Cheque Register – Total cheques issued $314,326.03
Note: * cheques have been voided

## RECOMMENDED ACTION:

That Council accept the May 31, 2018 Bank Reconciliation and May 31, 2018 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000251
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $1,223,410.69
Bank Statement Ending Date: 5/31/2018
Cutoff Date: 5/31/2018

| | |
|---|---|
| Statement Ending Balance | $1,223,410.69 |
| Outstanding Cheques (-) | $144,210.18 |
| Deposits in Transit (+) | $31,652.18 |
| Adjusted Bank Balance | $1,110,852.69 |
| Chequebook Balance as of Cutoff | $1,109,471.69 |
| Adjustments | $1,381.00 |
| Adjusted Book Balance | $1,110,852.69 |
| Difference | $0.00 |

| Ranges: | From: | To: | | From: | To: |
|---|---|---|---|---|---|
| Cheque Number | First | Last | Cheque Date | 5/01/18 | 5/31/18 |
| Vendor ID | First | Last | Chequebook ID | First | Last |
| Vendor Name | First | Last | | | |

Sorted By: Chequebook ID

* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name | Cheque Date | Chequebook ID | Audit Trail Code | Amount |
|---|---|---|---|---|---|---|
| 0030010 | ACEINILIFE01 | CHUBB LIFE INSURANCE OF CANADA | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $251.90 |
| 0030011 | CANADAREVENUE01 | RECEIVER GENERAL | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $326.31 |
| 0030012 | CANSELL01 | CANSEL SURVEY EQUIPMENT INC. | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $1,837.35 |
| 0030013 | COLLIE01 | MIKE & JANET COLLIE | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $120.00 |
| 0030014 | DHFORMS01 | D+ H CHEQUE SERVICES CORPORATI | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $638.86 |
| 0030015 | GWKENWORTH01 | GREATWEST KENWORTH LTD | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $407.25 |
| 0030016 | HITECH01 | HITECH BUSINESS SYSTEMS LTD | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $673.59 |
| 0030017 | LANDTIT01 | THE GOVERNMENT OF ALBERTA | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $300.00 |
| 0030018 | LANGLOIS01 | LANGLOIS, ANDRE | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $132.00 |
| 0030019 | MANBEN01 | MANULIFE FINANCIAL GROUP BENEF | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $58.65 |
| 0030020 | PUROLAT01 | PUROLATOR INC. | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $140.96 |
| 0030021 | SIGNAL01 | LOMOSAD MEDIA INC. | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $4,351.20 |
| 0030022 | WINDFORD01 | WINDSOR FORD | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $137.68 |
| 0030023 | WJFINSTRU01 | WJF INSTRUMENTATION (1990) LTD | 5/08/18 | ATB PRIMARY | PMCHQ00001205 | $501.48 |
| 0030024 | BHILLGAS01 | BIRCH HILLS GAS CO-OP LTD. | 5/10/18 | ATB PRIMARY | PMCHQ00001206 | $1,251.60 |
| 0030025 | CODESACONST01 | CODESA CONSTRUCTION LTD | 5/10/18 | ATB PRIMARY | PMCHQ00001206 | $4,085.02 |
| 0030026 | DOLLY'S01 | DOLLY'S | 5/10/18 | ATB PRIMARY | PMCHQ00001206 | $224.00 |
| 0030027 | DWGPROCESS01 | DWG PROCESS SUPPLY LTD | 5/10/18 | ATB PRIMARY | PMCHQ00001206 | $206.12 |
| 0030028 | EAGLEPARTS01 | EAGLESHAM PARTS & SERVICE CORP | 5/10/18 | ATB PRIMARY | PMCHQ00001206 | $1,898.12 |
| 0030029 | MOELLER01 | MOELLER, PETE & JOANNE | 5/10/18 | ATB PRIMARY | PMCHQ00001206 | $56.69 |
| 0030030 | NMETALIC01 | NORTHERN METALIC SALES (GP) L | 5/10/18 | ATB PRIMARY | PMCHQ00001206 | $222.81 |
| 0030031 | REYMI01 | REYNOLDS MIRTH RICHARDS | 5/10/18 | ATB PRIMARY | PMCHQ00001206 | $2,031.75 |
| 0030032 | SCOTTJ01 | SCOTT, JOANNE | 5/10/18 | ATB PRIMARY | PMCHQ00001206 | $74.75 |
| 0030033 | WANHAMW01 | WANHAM WAREHOUSE LTD | 5/10/18 | ATB PRIMARY | PMCHQ00001206 | $110.99 |
| 0030034 | COEA01 | CONSEIL DE DEVELOPPEMENT ECONO | 5/14/18 | ATB PRIMARY | PMCHQ00001207 | $2,500.00 |
| 0030035 | EAGAGS001 | EAGLESHAM & DISTRICT AG SOCIET | 5/14/18 | ATB PRIMARY | PMCHQ00001207 | $490.00 |
| 0030036 | 1STOPSE01 | SPIRIT RIVER REGISTRIES INC. | 5/15/18 | ATB PRIMARY | PMCHQ00001208 | $22.45 |
| 0030037 | BHCOUNTYINT01 | BIRCH HILLS COUNTY | 5/15/18 | ATB PRIMARY | PMCHQ00001208 | $1,956.62 |
| 0030038 | CBENG01 | CB PROCESS INST (CB ENGINEERIN | 5/15/18 | ATB PRIMARY | PMCHQ00001208 | $944.78 |
| 0030039 | CO-OPGIROUX01 | GIROUXVILLE GENERAL CO-OP | 5/15/18 | ATB PRIMARY | PMCHQ00001208 | $31,647.89 |
| 0030040 | EFROC01 | EFROC INDUSTRIES LTD | 5/15/18 | ATB PRIMARY | PMCHQ00001208 | $1,927.32 |
| 0030041 | GWKENWORTH01 | GREATWEST KENWORTH LTD | 5/15/18 | ATB PRIMARY | PMCHQ00001208 | $855.79 |
| 0030042 | LEMOINEG01 | LEMOINE, GILBERT | 5/15/18 | ATB PRIMARY | PMCHQ00001208 | $201.25 |
| 0030043 | NMETALIC01 | NORTHERN METALIC SALES (GP) L | 5/15/18 | ATB PRIMARY | PMCHQ00001208 | $713.74 |
| 0030044 | PRDISPOSAL01 | PRAIRIE DISPOSAL LTD | 5/15/18 | ATB PRIMARY | PMCHQ00001208 | $136.50 |
| 0030045 | QUAPP01 | QUAPP EQUIPMENT LTD. | 5/15/18 | ATB PRIMARY | PMCHQ00001208 | $6,268.50 |
| 0030046 | SRHMHW01 | SPIRIT RIVER HARDWARE | 5/15/18 | ATB PRIMARY | PMCHQ00001208 | $277.25 |
| 0030047 | STANDARD01 | STANDARD ROOFING (GP) LTD | 5/15/18 | ATB PRIMARY | PMCHQ00001208 | $2,635.50 |
| 0030048 | AAMDC01 | RURAL MUNICIPALITIES OF ALBERT | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $18,194.13 |
| 0030049 | ADVANCEDWAT01 | ADVANCED WATER TECHNOLOGIES IN | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $13,841.11 |
| 0030050 | BCI01 | BEAR COUNTRY INN | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $231.00 |
| 0030051 | CASCADE01 | CASCADE SERVICES | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $100.00 |
| 0030052 | COUNTY01 | COUNTY OF GRANDE PRAIRIE NO 1 | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $7,612.50 |
| 0030053 | ELITEVAC01 | ELITE VAC & STEAM | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $100.00 |
| 0030054 | GREGG01 | GREGG DISTRIBUTORS S.R. LTD. | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $1,473.57 |
| 0030055 | HOPKINSCON01 | HOPKINS CONSTRUCTION | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $274.24 |
| 0030056 | KSARG01 | KEN SARGENT GMC | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $1,274.08 |
| 0030057 | LANGLOC01 | LANG LOCKS & SECURITY SOLUTION | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $250.95 |
| 0030058 | SIGNAL01 | LOMOSAD MEDIA INC. | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $31.50 |
| 0030059 | SSEMENIUK01 | STEVE SEMENIUK CONSULTING | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $3,969.00 |
| 0030060 | STARS01 | SHOCK TRAUMA AIR RESCUE SERVIC | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $32,000.00 |
| 0030061 | TRINUS01 | TRINUS TECHNOLOGIES INC. | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $453.60 |
| 0030062 | CIBCVISA01 | CIBC Credit Card Services | 5/16/18 | ATB PRIMARY | PMCHQ00001209 | $812.58 |
| 0030063 | SRFLOORING | SPIRIT RIVER FLOORING LTD. | 5/16/18 | ATB PRIMARY | PMCHQ00001210 | $1,919.34 |
| 0030064 | CIBCVISA01 | CIBC Credit Card Services | 5/16/18 | ATB PRIMARY | PMCHQ00001210 | $1,407.52 |
| 0030065 | ALSLAB01 | ALS CANADA LTD | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $165.90 |

* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name | | Cheque Date | Chequebook ID | Audit Trail Code | Amount |
|---|---|---|---|---|---|---|---|
| 0030066 | CODESACONST01 | CODESA CONSTRUCTION LTD | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $12,255.07 |
| 0030067 | DIAMOND01 | DIAMOND SOFTWARE INC. | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $903.00 |
| 0030068 | EFROC01 | EFROC INDUSTRIES LTD | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $727.31 |
| 0030069 | FRAPE01 | FRAPE, LORRAINE | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $136.00 |
| 0030070 | GFLENVI01 | GFL ENVIRONMENTAL INC. | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $1,539.77 |
| 0030071 | JDFINANCIAL01 | JOHN DEERE FINANCIAL | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $175.57 |
| 0030072 | LEMAYM01 | LEMAY, MAURICE | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $175.00 |
| 0030073 | NEWHARVEST01 | NEW HARVEST MEDIA INC | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $892.50 |
| 0030074 | NMETALIC01 | NORTHERN METALIC SALES (GP) | L | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $1,811.09 |
| 0030075 | OUELLETA01 | OUELLET, AMANDA | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $42.00 |
| 0030076 | PETERSONN01 | PETERSON, NICK | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $157.45 |
| 0030077 | PETTY01 | MCLAUGHLIN, MARLENE | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $286.34 |
| 0030078 | PIEBIAKM01 | PIEBIAK, MARTINE | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $127.00 |
| 0030079 | REDLAKE01 | RED LAKE INDUSTRIES LTD. | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $2,205.00 |
| 0030080 | WINDFORD01 | WINDSOR FORD | | 5/18/18 | ATB PRIMARY | PMCHQ00001211 | $622.95 |
| 0030081 | ATCOELEC02 | ATCO ELECTRIC | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $333.90 |
| 0030082 | BHCLIBRARY01 | BIRCH HILLS COUNTY LIBRARY BOA | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $18,108.39 |
| 0030083 | BOIVIN01 | BOIVIN, ALAIN | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $141.61 |
| 0030084 | CDROULEAU01 | CD ROULEAU CONSTRUCTION LTD | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $34,965.00 |
| 0030085 | COTTON01 | COTTON TRUCKING | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $18,742.50 |
| 0030086 | DLEQUIPMENT01 | DOUGLAS LAKE EQUIPMENT | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $782.25 |
| 0030087 | FARKASH01 | FARKASH, ALAN | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $150.00 |
| 0030088 | GPRINDUSTRIES01 | GPR INDUSTRIES (1994) LTD | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $2,328.90 |
| 0030089 | HITECH01 | HITECH BUSINESS SYSTEMS LTD | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $556.35 |
| 0030090 | JOUDRY01 | JOUDREY, DENISE | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $108.00 |
| 0030091 | MACAULEY J01 | MACAULEY, JACK | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $24,885.00 |
| 0030092 | MILLER01 | MILLER & ASSOCIATES | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $2,520.00 |
| 0030093 | MINDERLEINH01 | MINDERLEIN, HERMANN | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $80.00 |
| 0030094 | RYCBLDG01 | RYCROFT BUILDING SUPPLIES | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $141.70 |
| 0030095 | SAXK01 | SAX, KIM P | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $2,037.00 |
| 0030096 | SRFCSS01 | TOWN OF FALHER | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $6,605.89 |
| 0030097 | TRIPLET01 | TRIPLE T TRUCKING | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $20,701.80 |
| 0030098 | WENDLAND01 | WENDLAND, DEANNE | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $264.10 |
| 0030099 | WINDFORD01 | WINDSOR FORD | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $226.42 |
| 0030100 | WSP01 | WSP CANADA | | 5/24/18 | ATB PRIMARY | PMCHQ00001212 | $3,863.48 |

Total Cheques: 91 Total Amount of Cheques: $314,326.03

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Annual Performance Plan | Plan annuel de rendement

# Acknowledgement of Consultation | Attestation de la consultation

**District / Detachment Information - Renseignements sur le district ou le détachement**

Fiscal Year - Année financière 2018 - 2019

WEST AB DISTRICT

SPIRIT RIVER

SPIRIT RIVER PROVINCIAL

**Community Name(s) - Nom(s) de la(des) collectivité(s)**

1. Birch Hills County

This letter acknowledges that the stakeholders of the above-noted detachment / district / unit area or community(ies) and the RCMP have consulted and discussed our progress against last year's priority issues. Further it has been agreed that over the coming year we will collectively focus on the following priority issues.

La présente lettre atteste que les responsables de la région du détachement/district/service ou de la ou des collectivités susmentionnées et de la GRC se sont consultés et ont discuté des progrès accomplis par rapport aux enjeux prioritaires de l'année dernière. Il a aussi été convenu que les enjeux suivants constituent les enjeux prioritaires sur lesquels nous concentrerons conjointement nos efforts au cours de l'année à venir.

**Community Priority Issue(s) - Enjeu(x) prioritaire(s) pour la collectivité**

1. Crime Reduction Initiatives - Property Crime, Repeat Offenders and Organized Crime
2. Traffic - Speeding including School Zones, Impaired Driving

**District / Detachment Commander - Chef de district / détachement**

Sgt. Ryan Frost — District / Detachment Commander

Signature - Signature

MAY 14 2018 — Date

**Community Representative - Représentant(e) de la collectivité**

Reeve Gerald Manzulenko — Name - Nom

Signature - Signature

May 15, 2018 — Date



Canada

May 22, 2018

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

Alberta Recreation & Parks Association

Dear Reeve Manzulenko and all Members of Council;

**Subject:** **2018 Alberta Recreation & Parks Association (ARPA) Annual Conference & Energize Workshop "Partners in Progress"**

I am writing to you on behalf of the Alberta Recreation & Parks Association (ARPA) to invite you to our Annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge from Thursday, October 25, 2018 to Saturday, October 27, 2018.

In 2016, our conference was also held in Jasper and it was attended by 525 delegates, of which more than 100 were mayors, reeves and councillors from across Alberta. Our conference program includes the Energize Workshop, which 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. This will be the Energize Workshop's twenty-third year.

It is broadly recognized that recreation and parks are essential public services that create enhanced quality of life for your citizens and strongly aid in your community's economic growth and sustainability. Your presence at our conference makes a significant contribution to the dialogue and your ongoing support of our organization is much appreciated.

Our 2018 conference program has been informed and influenced by comments and suggestions from the 2017 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 from across the province 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 in will reflect the goals of the ***Framework for Recreation in Canada - Pathway to Wellbeing*** that has been endorsed by every province and FCM and supported by the Government of Canada as well as active Alberta and the ***Parks for All*** framework document that was released in January 2018.

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

Yours sincerely,

Susan Laurin
President

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

May 22, 2018

BIRCH HILLS COUNTY
RECEIVED
MAY 24 2018
WANHAM

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

Alberta Recreation & Parks Association

Dear Reeve Manzulenko and all Members of Council;

**Subject:** **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, are pleased to present a variety of awards that celebrate leadership and excellence in the province's recreation and parks sector.

Award recipients will be honoured in front of 500 delegates at the President's Awards Banquet on Saturday, October 27th, 2018, as the concluding event of our annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge. 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 Award program**
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, the program is presenting the Group Spirit of Community Leadership, Professional Leadership and Elected Community Leader. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present these three awards.

**Alberta Recreation and Parks Association's Award**
The A.V. Pettigrew Award honours communities or organizations that have 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**
The Government of Alberta Volunteer Recognition 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 any of the above awards and to submit a digital nomination form.

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

Yours sincerely,

Susan Laurin
President

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

ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister*
*MLA, Leduc-Beaumont*

AR94114

June 6, 2018

Dear Municipal Elected Official,

I am pleased to invite you to provide input on the upcoming changes to Alberta's emergency management legislative framework.

Bill 8, the *Emergency Management Amendment Act,* was introduced in the Legislature on April 3, 2018. Debate on Bill 8 was held over until the fall sitting of the Legislature to allow the Government of Alberta to engage with stakeholders. The changes in Bill 8 will help Alberta better address the risks posed by the increasing frequency and severity of disasters. These changes were identified through post-incident assessment reports, cross-jurisdictional scans of legislation and regulations, and through working with Alberta's communities.

Your input on the proposed changes to the *Emergency Management Act* and on the development of the new Local Authority Emergency Management Regulation is being sought so the resulting legislation and regulation work for both the province and communities.

You can provide your input in two ways, either in person by attending one of the upcoming engagement sessions, or online by completing the discussion guide and submitting your input by email. The discussion guide is available at: www.aema.alberta.ca and can be submitted to ma.aemabill8input@gov.ab.ca.

The engagement sessions will start with a brief overview of the amendments in Bill 8 and the proposed requirements for the new Local Authority Emergency Management Regulation. Following this presentation, there will be an opportunity for session attendees to circulate between stations where they will learn more about proposed changes by topic and have an opportunity to provide their input.

To help prepare for these engagement sessions, I encourage you to review the discussion guide prior to your session. This preparation will allow us to effectively capture your input at the session.

.../2

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

*Printed on recycled paper*

Each engagement session is structured so the morning (8:15 a.m. to 12 p.m.) is available for elected officials and the afternoon (1 to 4:30 p.m.) is for municipal administration representatives. The engagement sessions will be held at:

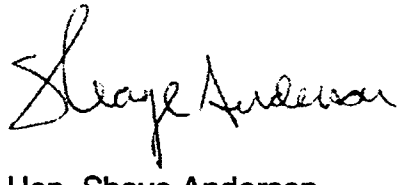
- Fort McMurray: June 18, 2018 at the Radisson Hotel & Suites (435 Gregoire Drive)
- Grande Prairie: June 20, 2018 at the Podollan Inn & Spa (10612 99 Avenue)
- Lethbridge: June 25, 2018 at the Coast Lethbridge Hotel (526 Mayor Magrath Drive S)
- Calgary: June 26, 2018 at the Executive Royal Hotel Calgary (2828 23 Street NE)
- Edmonton: June 28, 2018 at the Chateau Nova Yellowhead (13920 Yellowhead Trail)

To register for an engagement session, please visit: www.municipalaffairs.alberta.ca/online-event-registration, select "Emergency Management Amendment Act Engagement" and complete the online registration form.

If you have any questions about the upcoming engagement sessions, please contact ma.aemabill8input@gov.ab.ca.

Thank you for your continued dedication to keeping Albertans safe.

Sincerely,



Hon. Shaye Anderson
Minister of Municipal Affairs

THE ROYAL CANADIAN LEGION

ALBERTA–NWT COMMAND

**Military Service Recognition Book**

Dear Valued Supporter,

Please find enclosed a copy of the **Alberta-NWT Command's Military Service Recognition Book** recognizing Veterans in Alberta and the Northwest Territories who have served our country so valiantly. We have also included a Certificate of Appreciation acknowledging your organization's generous support for our Veterans.

You will find the advertisement that you purchased during our **2017 Telephone Appeal** printed inside the book along with another copy of your invoice in the event that you have not taken the opportunity to forward your payment.

Your ongoing support for this important project is sincerely appreciated. Proceeds raised are used to fund bursaries, youth programs including cadets and of course The Legion's tireless support for Veterans throughout Alberta and the Northwest Territories.

We look forward to speaking with you again in 2018 regarding this important Legion initiative.

Please do not hesitate to contact us at 1-800-506-1888, if we can be of assistance.

Once again, *thank you!*

**Respectfully,**

**Chris Strong**
**President**
**Alberta-NWT Command**
**The Royal Canadian Legion**

Legion

# Certificate of Appreciation

Presented to

## *Birch Hills County*

For supporting the **Alberta-NWT Command's Military Service Recognition Book**. Your acknowledgement and support for Veterans in Alberta and the Northwest Territories is sincerely appreciated. Thank you for your participation.

**Chris Strong**
**President**

**Tammy Wheeler**
**Executive Director**

**ALBERTA-NWT COMMAND OF THE ROYAL CANADIAN LEGION**

*"LEST WE FORGET"*

MAY 16 2018

Alberta Government

Alberta Emergency Management Agency
5th Floor Terrace Building
9515 – 107 Street NW
Edmonton AB T5K 2C1
Tel: 780-289-3368

May 16, 2018

Gerald Manzulenko, Reeve
Birch Hills County
PO Box 157 4601 50 Street
Wanham Alberta T0H 3P0

Dear Reeve Manzulenko:

**RE: Acknowledgment of Application for Disaster Recovery Assistance**

Thank you for your application dated May 15, 2018, requesting disaster recovery assistance following the flooding event experienced by your municipality from April 20 to April 30, 2018.

Per the Disaster Recovery Regulation, in order for a Disaster Recovery Program (DRP) to be approved the following criteria must be met:

- damage or loss is widespread, or event has threatened economic viability;
- the event is considered extraordinary; and
- insurance is not reasonably or readily available to cover the damage and loss.

The Alberta Emergency Management Agency (AEMA) will advance your application through the review process. Once a determination is made, you will be notified of the outcome. If a DRP is approved, AEMA will help you with program administration. Please be advised that both of the applications you submitted will be processed as one application that has two projects.

If you require further information, please contact your regional AEMA Field Officers or DRP Team Lead listed below.

Sincerely,

Jennifer Dolecki
Director, Community Recovery Services

cc: Brice Daly, AEMA Field Officer, 780-876-2930
Ken Hawrylenko, AEMA Field Officer, 780-292-1155
Sean Pettie, Municipal Recovery, Team Lead, 780-691-6167

June 4, 2018

Birch Hills County Council
Attn: Hermann Minderlein, CAO
PO Box 157
Wanham, AB T0H 3P0

Dear Council Members;

Thank you to Birch Hills County Council and its residents for your tremendous commitment to STARS with your recent 2018 Pledge of Support received in the amount of $32,000. We are truly grateful to Birch Hills County for your steadfast leadership and a commitment that ensures the safety and a quality of life for your residents.

The current economic environment continues to pose many challenges for municipalities and STARS alike. Rural and urban municipalities across Alberta (along with inter-provincial municipalities) recognize and value STARS as an emergency protective services asset for their residents. Thank you for your life-saving partnership to safeguard that the highest level of critical care services will continue to be available to Albertans.

I will be on a short leave of absence until September and during this time please contact Jeff Buhr @ 780-890-3152 if you should require further assistance. I look forward to continuing to work closely with your council members and together, we will protect and preserve STARS, today and for the future.

Wishing each one of you a wonderful summer!

Sincerely,

Glenda Farnden
Senior Municipal Relations Liaison
STARS Foundation

Vanderwell Contractors c/o Kyle Chisholm
PO Box 415
Slave Lake, AB
T0G 2A0

BIRCH HILLS COUNTY
RECEIVED
MAY 14 2018
WANHAM

May 1st, 2018

BIRCH HILLS COUNTY
PO BOX 157
WANHAM, AB T0H 3P0

Dear Sir or Madam,

Tolko Industries Ltd., Vanderwell Contractors (1971) Ltd., and West Fraser Mills Ltd. (the Companies) have started development of the Lesser Slave Lake Regional Forest Management Plan. Forest management plans direct timber harvesting activities for ten years and are an important component of forestry in Alberta. This plan will cover the years 2021-2031 and will be submitted to the Government of Alberta for approval in the fall of 2020. A map on the next page highlights the area to be included in the plan.

The Companies are seeking input into the development of the forest management plan and would like to invite BIRCH HILLS COUNTY to provide input. This is an ideal opportunity to identify concerns and find appropriate mitigation opportunities. Input can be provided at open houses beginning in spring 2018, by emailing lesserslavelake@forcorp.com, or through direct contact with one of the company representatives identified below.

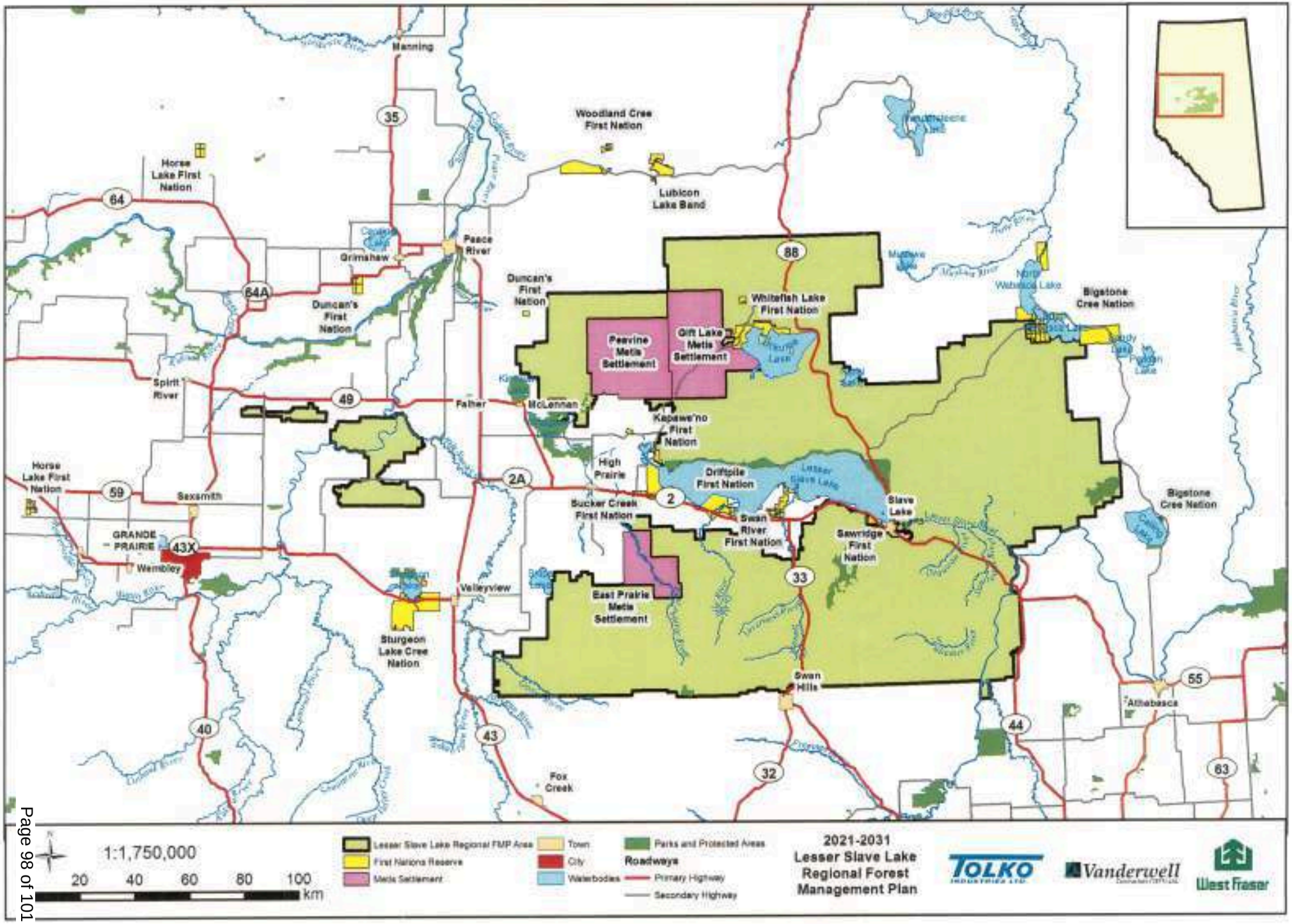
The plan's website (www.lslrfmp.com) contains additional information and will be updated with new information throughout plan development. Forms for input are included on the website and open house dates are posted as they are finalized.

If you are interested in participating, please contact us at lesserslavelake@forcorp.com or through the website (www.lslrfmp.com). Thank you for your assistance in helping manage our forests sustainably.

Sincerely,

Kyle Chisholm, Vanderwell Contractors (1971) Ltd.
Todd Bailey, Management Forester, West Fraser Slave Lake
Keith Branting, Management Forester, West Fraser High Prairie
Tim Gauthier, Manager Planning & Sustainability, Tolko Industries Ltd.

Cc: Amy Wotton, Senior Forester, Slave Lake Forest Area, Government of Alberta


Manning
Woodland Cree First Nation
Lubicon Lake Band
Horse Lake First Nation
Peace River
Grimshaw
Duncan's First Nation
Whitefish Lake First Nation
Peavine Metis Settlement
Gift Lake Metis Settlement
Bigstone Cree Nation
Spirit River
Fairview
McLennan
Kapawe'no First Nation
High Prairie
Driftpile First Nation
Sucker Creek First Nation
Swan River First Nation
Slave Lake
Sawridge First Nation
Sexsmith
GRANDE PRAIRIE
Wembley
Valleyview
East Prairie Metis Settlement
Sturgeon Lake Cree Nation
Swan Hills
Athabasca
Fox Creek
35
64
64A
49
59
43X
2
2A
88
33
55
44
40
43
32
63
1:1,750,000
20 40 60 80 100 km
Lesser Slave Lake Regional FMP Area
First Nations Reserve
Metis Settlement
Town
City
Waterbodies
Parks and Protected Areas
Roadways
Primary Highway
Secondary Highway
2021-2031
Lesser Slave Lake
Regional Forest
Management Plan
TOLKO
Vanderwell
West Fraser

**Town of Spirit River**
**Box 130 Spirit River, Alberta T0H 3G0**
**Phone: (780) 864-3998 Fax: (780) 864-3433**
**www.townofspiritriver.ca**

June 7, 2018

G5 Councils and CAO,

In follow up to my previous emails with the CAO's I am forwarding details for the upcoming Centennial Hall Grand Opening Supper on Saturday, June 16, 2018. Our office had also sent the posters to your offices last week but I have included it in this letter for your convenient reference.

As I mentioned to the CAO's, our council wishes to invite the G5 Councils, CAO's, and their spouses or partners to this special event. There will be a guest list at the ticket sales table at the door manned by Councillors Skoworodko and Lebrecque. Your names will be on that list and the donation to the groups putting on the meal for this event will be covered by the Town.

Our Council is looking forward to seeing all of you if possible and no RSVP is required. Feel free to contact me if there is any information I may have missed in providing.

Sincerely,

Dee Deveau, CAO

# SPIRIT RIVER CENTENNIAL HALL

RENOVATION

# GRAND OPENING

# &

# OPEN HOUSE

## SATURDAY JUNE 16,2018

5:00PM—7:30PM, OPEN HOUSE

6:00PM—ROAST BEEF SUPPER

$10.00/ADULT & $25.00/FAMILY

**MEAL PROCEEDS GO TO:**

ST. JOSEPH C.W.L

GRACE GOSPEL CHAPEL

SPIRIT OF THE PEACE UNITED PEACE

# Village of Rycroft

Box 360
Rycroft Alberta T0H 3A0

Telephone: 780-765-3652
Fax: 780-765-2002
Email: cao@rycroft.ca
Website: www.rycroft.ca

June 7, 2018

Birch Hills County
Box 157
Wanham, AB
T0H 3P0
Attn: Hermann Minderlein

**RE: Canada Day Collaboration**

Dear Hermann;

The Village of Rycroft, and MD of Spirit River # 133 have been teaming up to celebrate Canada Day at the Ag Building with the Central Peace Community. This year we are joining forces with Saddle Hills County and The Town of Spirit River, and would like to extend an invitation to Birch Hills County Council and staff to join in the celebration.

We look forward to working with you to celebrate Canada Day with our region.

Sincerely,

Rachelle Piscopo
Canada Day Committee

S:\CORRESPONDENCE\2018 Letters\Letter To Birch Hills County - Canada Day Collaboration And Donation.Doc

**AGENDA**
**BIRCH HILLS COUNTY**
**REGULAR COUNCIL MEETING**
**TO BE HELD IN THE**
**WANHAM BIRCH HILLS COUNTY OFFICE**
**June 14, 2018**

**1. CALL THE MEETING TO ORDER**

**2. ADOPTION OF THE AGENDA**

**3. ADOPTION OF THE MINUTES**
a. May 10, 2018 Regular Council Meeting Minutes (Page 3)

**4. DELEGATIONS**
9:30 AM a. Ron Pelensky & Cheryl Devernychuk - CPRWM Commission (Page 13)
10:30 AM b. John (Andy) Sinkwich – re Public Works (Page 15)

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

**6. CHIEF ADMINISTRATIVE OFFICER REPORT**
a. CAO Report (Page 17 plus distributed separately)
b. CAO Action Log (Page 26)

**7. BYLAWS** - Nil

**8. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)**
a. Central Peace Regional Waste Management Commission (Page 33)

**9. NEW BUSINESS**
a. Policy 11-04-18 – the “Public Participation Policy” (Page 65)
b. Request from FCM re Advocacy Fund (Page 71)
c. Development Permit 10-18-19 (Page 80)
d. Development Permit 11-18-19 (Page 82)
e. Northern Sunrise Workshop – 13 Ways to Kill a Community (Page 84)
f. Community Enhancement Grant – Hamlet of Peoria (Distributed separately)
g. 2018 Recreation Grants (Distributed separately)

**AGENDA**
**BIRCH HILLS COUNTY**
**REGULAR COUNCIL MEETING**
**TO BE HELD IN THE**
**WANHAM BIRCH HILLS COUNTY OFFICE**
**June 14, 2018 (continued)**

**10. FOR INFORMATION**

a. Bank Reconciliation for period ending May 31, 2018 (Page 87)
~~b.~~ RCMP Acknowledgement of Consultation (Page 91)

**11. CORRESPONDENCE**

a. Invitation to ARPA Conference (Page 92)
b. ARPA Invitation for Award Nominations (Page 93)
c. Invitation to AEMA Framework Review. (Page 94)
d. Letter re Royal Canadian Legion Military Service Recognition Book (Page 96)
e. Acknowledgement of DRP Application (Page 98)
f. Thank You Letter – STARS (Page.99 )
g. Invitation - Lesser Slave Lake Forest Management Plan (Page 100)
h. Town of Spirit River Grand Opening – Centennial Hall (Page 102)
i. Village of Rycroft Request re Canada Day Collaboration (Page 104)

**12. IN-CAMERA**

a. None

**NEXT REGULAR COUNCIL MEETING DATE – July 12, 2018**

**TO:** Members of Council

**FROM:** Hermann Minderlein, CAO

**RE:** Report to Council – June 14, 2018 Regular Meeting of Council

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**SUBJECT:** CAO Report

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

**REPORT:**

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

| **Resolution** | **Details** |
|---|---|
| RC 18-168 | Letter of support sent May 14, 2018 to PREDA expressing our interest and confirming the support to the NAHPI project and the application to the PREDA Municipal Funds; |
| RC 18-169 | Letter sent May 14, 2018 to Conseil de Dèveloppement Èconomique de l'Alberta (CDĒA) advising of Council's one-time donation of $2,500.00 to NAHPI and advising the group that although Birch Hills County was not prepared to make the full commitment requested for 2018, Council would be willing to look at increasing their commitment in 2019 and becoming a Steering Committee member at that time; and |
| RC 18-170 | Letter sent May 14, 2018 to Ms. Martine Piebiak advising that the request submitted on behalf of the residents of Eaglesham for funding through the Community Enhancement Grant had been approved; |
| RC 18-173 | Letter sent May 14, 2018 to Tangent Yaremko Social Club C/O Ms. Deb Jacob advising the group that Council had approved the addition of the Tangent Yaremko Social Club as an Added Named Insured under the Birch Hills County's insurance umbrella; and |
| RC 18-174 | Letter sent May 14, 2018 to Ms. Julie Wright advising of Council's support of application number FA18001 submitted by the Codesa Colony to Natural Resources Conservation Board to expand their confined feeding operation |

There was a meeting of the Municipal Planning Commission on May 16, 2018.

I attended a meeting of the G5 CAO's in Spirit River on May 25th to review draft agreements related to the Health Centre.

I caught my flight(s) for the CAMA Conference departing Grande Prairie at 8:40 AM on May 27th, and arriving to Fredericton, NB at 12:30 AM on May 28th.

Some of the more memorable CAMA sessions included:

**"Communities of Tomorrow: Where Will The Future Come To Live?"** featured self-professed futurist and strategic planner Richard Worzel.

His talk centered on how municipalities are caught in a strange situation where citizens are intensely interested and concerned about local issues, yet municipal governments have little or no influence over issues like globalization or technology that affect voters. How will elected officials and civil servants shape the towns and cities of tomorrow?

What kinds of infrastructure should we build, and what should you avoid? In his presentation, Richard offered an overview of the landscape of tomorrow's world, including:

> Demographics the transition from Boomers to Millennials and the appearance of GenZ. What are the implications for community planning, for hospitals, schools, hockey areas, and more.
>
> The gravitational pull of big cities – populations around the world have been migrating to urban centres, leaving smaller communities behind. So, what happens next, and what should smaller centres do about this?
>
> Technology is a two-edged sword, offering enticing solutions to apparently unsolvable problems, and introducing brand new threats. Where will the greatest opportunities and threats come from? How do we prepare?
>
> Climate change – Municipal infrastructure must change, both to take account of new opportunities, such as the drastic decline in the costs of renewable energy, and to prepare for the rising tide of extreme weather events. But what should we prepare for, and how?

Like most speakers, Richard provided lots to think about, but offered no solutions as these will be what we will have to develop for each of our communities.

**"Adapting to the Changing Climate: Increasing Cities Resilience"** provided much to think about.

Canadians are facing increased challenges due to climate change. Municipalities play an instrumental role in reducing existing risk as well as increasing resilience on climate disasters. Proactive planning is more effective and less costly than reacting to climate change impacts as they happen. The session aimed to increase understanding of the local strategies and tools that were used by others to assess their City's resilience during some recent disasters that they experienced.

> • In July 2016, a state of emergency was declared in the City of Prince Albert following a spill of oil from a Husky Energy pipeline that led to some 200,000 to 250,000 litres of heavy oil (mixed with another product called diluent) entering the North Saskatchewan River at Maidstone. The North Saskatchewan River is the only source of water for the 55,000 citizens of Prince Albert and the surrounding rural municipalities, and they only had four days of treated water in storage. Jim Toye, City Manager told us about their experience and how the community returned to normal operation.
>
> • In April 2018, the City of Fredericton experienced its third highest Saint John River flood. Historically, Fredericton's experience with flooding has resulted in a peak flood

elevation that receded within two days. 2018 was very different as the City dealt with near record flood elevations for eleven days. Wayne Tallon, Director of Corporate Strategy & EMO and Sean Lee, Assistant Director of Engineering & Operations for the City of Fredericton, told us of how past resilience planning, a strong EMO group, and inventive thinking kept the City "open for business" while managing impacts created by a severely disrupted transportation system and a significant loss of parking in the downtown business district.

**"The Tsunami of Demographic Change: Will the Public Sector Drown?"**

The presenter for this session was Dr. Linda Duxbury, a professor at the Sprott School of Business at Carleton University who holds a Ph.D. in Management Sciences from the University of Waterloo.

Her discussions focused on how the upcoming century will see a fundamental shift in the change in the nature of the employer-employee relationship as organizations seek to attract and retain good employees in a declining labour market that will arise as the massive baby boomer generation retire and companies compete to hire the small pool of "baby – bust" employees. Other factors that will contribute to these changes include declining birth rates throughout the world, aging populations, the age at which people take retirement falling, and people staying in school longer (or returning to school).

Demographic changes will have profound impacts on public sector employers as they enter a "sellers" market where there are fewer employees with the necessary skills than there are good jobs. Human resource management will become a critical success factor in the new millennium as companies have to focus on recruitment, retention of employees of all ages, succession planning, work-life balance and career development.

Canada is in unusual position in that we have four generations in the workforce at the same time: the Veterans (59 +), the Baby Boom (1947 to 1964), the Baby Bust (Generation X) (1961 to 1972) and the Echo Boomers (Nexus) (1972 to 1990). Each of these generations have different attitudes and values with respect to work and life. Managers in organizations today need to understand key generational differences in order to both attract, motivate and retain good employees.

Dr. Duxbury's talk addressed the formative influences shaping the different generations and look at possible sources of generational conflict within the workforce. She also discussed the unique set of challenges public sector employers are likely to encounter in this very different labour market and offer suggestions on what they need to do to manage the transformational change.

**"How to Build a Strong Succession Plan for Your Organization"**

Municipal administrators are faced with constant change with staff turnovers which can often leave a limited pool of knowledge, expertise and experience. Preserving that knowledge and expertise becomes of paramount importance in today's work environment in order to meet the imminent staffing needs of an organization in to the future. Whether a municipality has 10 or 1,000 employees, we need a succession plan and strategy tailored for our organization.

Lori Kelly, Senior Manager of Talent Management from the City of Mississauga reviewed how we can develop our own strategy and told us about some of their lessons learned. Nadia Falcone, Talent Management Consultant from the City of Ottawa and Eric Walker, Managing Principal, Predictive Success Corporation shared how the City of Ottawa was rethinking their approach to succession management by looking beyond functional silos and using tools like the Predictive Index.

**"Wit, Fit and Balance…Strategies for Success"**

Meg Soper spoke on how the pace of change in our lives continues to pick up speed. We are expected to adapt to change, to embrace it, and stay on top!

Her presentation offered a different perspective on dealing with the everyday stresses we face and emphasized the fact that humour and how we communicate can play an important role in helping us lead more productive and healthier lives in an ever-changing environment.

She pointed out that we determine the quality of life we lead by the decisions we make every day and need to learn to identify ways to strike more balance in our lives and to build resilience in the face of daily stress. Her motivational life balance presentation provided insight and practical strategies that were both entertaining and inspiring.

I drove from Fredericton to Halifax on May 28th to attend the FCM Conference in place of Councillor Paradis who was unable to attend.

In addition to the normal opening sessions and talks by Federal Party leaders, I attended the following:

**Workshop: Implementing Canada's Infrastructure plan in your community**

Discussion on Investing in Canada infrastructure plan and how to take full advantage of these investments. Insights about the rollout of the federal infrastructure plan, including the integrated bilateral agreements between the federal government and the provinces and territories.

Moderator: Bill Karsten, Councillor, Halifax Regional Municipality, NS, and FCM's First Vice-President

Speakers: The Honourable Amarjeet Sohi, Minister of Infrastructure and Communities, Government of Canada

Madeleine Redfern, Mayor, City of Iqaluit, NU - Maxime Pedneaud-Jobin, Mayor, City of Gatineau, QC –

Naheed Nenshi, Mayor, City of Calgary, AB

**Workshop: Rural Forum: Shaping the Future of Canada**

The focus of this session was to learn how FCM's Rural Forum has helped drive game-changing investments in the future of Rural Canada — from rural broadband and affordable housing to the biggest investment in rural infrastructure in a generation. This interactive "bear pit" session was an opportunity to meet with rural leaders from both FCM and the federal

government to discuss emerging rural challenges and how we can continue to work together to ensure that our rural communities are an integral part of tomorrow's Canada.

**Workshop: Getting ready for legalized cannabis**

Aim of this session was to learn more about what municipalities can do to prepare and explore some of the common challenges communities face. Experts and municipal delegates that spoke were:

Alyssa Bradly and Stefanie Ratjen, Young Anderson Barristers and Solicitors

Panelists

- Ben Sivak, Principle Planner, City of Halifax , NS
- Mark Phillips, CAO, Town of Kentville, NS
- Marie-Pierre Rouette, Advisor, Government Relations, Ville de Montréal, QC
- Oyin Shyllon, Corporate Economist, Intergovernmental and Corporate Strategy, City of Calgary, AB

colleagues about the policy and regulatory tools available to you to ensure that Canadians are safe and well-served in a world of legalized cannabis. Continental breakfast provided. Moderators: •

I flew from Halifax on June 4th, arriving at home at 11:30 PM.

Much of my time upon return was dedicated to preparing for the Recreation Board Meeting on June 12th, and this meeting.

I received notification that Thomas Deming from MMSA that had worked with us on preparing our Municipal Development Plan and Land Use Bylaw has tendered his resignation. Alisha Moody will be taking the lead on completing the project, and Lucy and I will be meeting with Alisha and Thom prior to his departure to ensure a smooth transition.

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

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Regular Council | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | June 14, 2018 | **CAO** |
| **Originated By:** | CAO Hermann Minderlein | **Manager** |
| **Item Title:** | Application for Community Enhancement Grant Funds | **Presenter** CAO Hermann Minderlein |

## DESCRIPTION:

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

## 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 flowers in neighbourhood wishing wells and the Peoria/Birch Hills County sign in the hamlet of Peoria. This involves the care and watering of plants and planters by residents.

## 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 similar requests in 2018, $403.52 for the Hamlet of Watino and $490.00 for the Hamlet of Eaglesham.

## COST / SOURCE OF FUNDING:

The policy contains limits of $1,000 and $500 for Small Projects and Celebration/Activities. The current budget plans for 2018 is a total of $5,000, based on $1,000 for each of the Hamlets of Wanham, Eaglesham, Tangent, Watino, and Peoria.

There has been no commitment for Peoria funds to date.

## ATTACHMENT(s):

1. Application for Community Enhancement grant submitted to Council by Ms. Jana Toews

## OPTIONS:

Council may choose to:

1. Approve funding for the $1,000.00 (or another amount if deemed appropriate) requested by Ms. Jana Toews on behalf of the residents of Peoria as a Community Enhancement Grant for the planting and care of annual flowers in neighbourhood wishing wells and the Peoria/Birch Hills County sign in the hamlet of Peoria; or

2. Decline the request for $1,000.00 submitted by Ms. Jana Toews on behalf of the residents of Peoria under the Community Enhancement Program; or

3. Take other action as deemed appropriate.

## RECOMMENDED ACTION:

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

Birch Hills County

Community Enhancement Grant
Small Projects Grant Application
**Application Form**

BIRCH HILLS COUNTY RECEIVED JUN 08 2018 WANHAM

*Internal Use Only*

| | |
|---|---|
| Date Received: | |
| Project Number: | |

Please use extra paper if needed.

*Applicant Information*

| | | | |
|---|---|---|---|
| Applicant Name/Group: | Jack McKaugy | | |
| Contact Person: | Jana Toews | Phone: | 780-694-2695 |
| Address: | Rt.1 Wanham | | |
| Postal Code: | T0H 3P0 | Email Address: | njtoews@gmail.com |
| **Applicant Description** Who is involved in this project? | Jana Toews | | |

*Project Information*

| | |
|---|---|
| **Project Name** create a project name | Peoria Beautification |
| **Project Location** Include an address if available. | Peoria |
| **Project Description** Briefly describe the project. | Planting flowers in neighbors wishing wells and in the flower bed by the Peoria, Birch Hills County sign |

*Community Impact*

| | |
|---|---|
| **Community Involvement** How will you involve neighbours? | With help from them with watering flowers |
| **Community Benefit** How will this project benefit your community and neighbours? | It will help beautify the town. The residence as well as those driving by can enjoy the 'splashes of color' throughout the town |
| **Project Sustainability** Who will maintain and manage the project in the long term? | Jana Toews for 2018 |

**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.

In years past, Jack McKauley has spear-headed this project of planting flowers in the neighbors wishing wells as well as in the flower bed by the Peoria sign. He has asked me, Jana Teews, if I would be interested in taking over. The project will involve a trip to the greenhouse, digging up the old soil, adding potting soil and planting the flowers. Time estimated for that is 6 hours plus watering time throughout the summer

**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 |
|---|---|---|---|
| | 8 hanging planters for wishing wells | $60 | $480 |
| | Flowers for bed by Peoria Sign | | $200 |
| | Potting soil, 10 bags | $15 | $150 |
| | Miracle Grow fertilizer | | $25 |
| | Ornamental Trees by the sign? | | $145 |
| | | | |
| | | | |
| | | | |
| | | **TOTAL PROJECT COST** | $1000 |

**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?*

20 hours

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

gardening tools
watering system
vehicle & fuel for trip to greenhouse

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

—

*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)**

$ 1000

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: | Jana Toews | Date: | June 8, 2018 |
| Name (print): | Jana Toews | Phone: | 780-694-2695 |

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Regular | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | June 14, 2018 | **CAO:** | |
| **Originated By:** | CAO | **Manager:** | |
| **Item Title:** | 2018 Recreation Grants | **Presenter:** | CAO Minderlein |

## DESCRIPTION:

Administration is providing Council with the recommendation made at the Birch Hills County Recreation Board Meeting on June 12, 2018 as to the distribution of Recreation Operating Assistance Grant funding for 2018.

## BACKGROUND:

The 2018 Recreation Board Meeting was on June 12th, 2018. The information related to the Recreation board recommendation regarding the disbursement of 2018 funds is as follows:

| | 2017 | | | | | 2018 | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Budget | | | Grant Request | Average Score | Grant to Council |
| Applicant | Exp | Rev | Loss/ Gain | Grant Request | Grant | Exp | Rev | Loss/ Gain | | | |
| Birch Hills Heat Volleyball Club | 7,212 | 6,215 | -997 | 3,275 | 830 | 9,306 | 8,900 | -406 | 1,000 | 130.85 | 900 |
| Birch Hills Senior Centre | 18,358 | 21,765 | 3,407 | 3,140 | 2,610 | 18,790 | 18,950 | 160 | 2,500 | 134.58 | 2,242 |
| Community ofCo-Ordinating Organizations | 279,669 | 297,959 | 18,290 | 60,000 | 30,000 | 275,343 | 201,859 | -73,484 | 40,000 | 134.14 | 31,000 |
| Dunvegan RiverRat Society | 5,985 | 0 | -5,985 | | | 23,540 | 27,500 | 3,960 | 5,000 | 100.87 | 1,000 |
| Eaglesham and District Agricultural Society | 65,083 | 79,647 | 14,564 | 3,000 | 2,490 | 31,412 | 51,346 | 19,934 | 4,000 | 137.25 | 3,125 |
| EagleshamLakeside Golf and Country Club | 364,018 | 451,242 | 87,224 | 39,169 | 30,000 | 395,450 | 409,000 | 13,550 | 39,178 | 145.71 | 31,000 |
| Kakut Lake Resort | 56,478 | 26,633 | -29,845 | 15,990 | 7,055 | 31,925 | 48,025 | 16,100 | 24,000 | 120.08 | 5,250 |
| Senior Social Centre Club of Eaglesham | 15,454 | 31,412 | 15,958 | 3,000 | 2,490 | 14,650 | 12,610 | -2,040 | 4,000 | 132.36 | 2,867 |
| Tangent CommunityHall Society | 24,851 | 57,076 | 32,225 | 15,000 | 6,735 | 22,890 | 19,100 | -3,790 | 10,000 | 130.93 | 6,750 |
| Tangent Park Society | 46,519 | 57,283 | 10,764 | 13,500 | 7,470 | 52,416 | 62,680 | 10,264 | 12,500 | 117.01 | 4,625 |
| Tangent Yaremko Social Club | 4,935 | 8,494 | 3,560 | 3,500 | 1,245 | 6,164 | 9,905 | 3,741 | 4,000 | 136.06 | 2,491 |
| Watino Ladies Community Association | 9,641 | 16,979 | 7,338 | 3,100 | 2,575 | 13,625 | 9,150 | -4,475 | 3,400 | 140.50 | 2,750 |
| West Smoky Recreation Centre | 130,583 | 52,640 | -77,943 | 30,000 | 30,000 | 66,520 | 64,000 | -2,520 | 36,000 | 138.51 | 31,000 |
| | | | | **192,674** | **123,500** | | | | **185,578** | | **125,000** |

Additionally, the board made several recommendations related to Policy Number 71-01-18, the Recreation Operating Assistance Grant Policy and the funding provided for Recreation Board grants, and Administration will bring those back to Council along with the draft minutes from the Recreation Board meeting once they have been finalized with the Recreation Board Chair.

## DISCUSSION / BENEFITS / DISDVANTAGES:

The 2018 Operating Budget includes a line for the Recreation Grants with $125,000.00 in funding. The Recreation Board has reviewed the applications received based on the direction provided and is recommending the funds be disbursed as per their review.

## COST / SOURCE OF FUNDING:
2018 Operating Budgets

## RELEVANT LEGISLATION (Cite):
Bylaw 2016-10, the "Recreation Board Bylaw"

Policy Number 71-01-18, the Recreation Operating Assistance Grant Policy

## ATTACHMENT(S):
Nil

## OPTIONS:
Council may choose to:

1. approve disbursement of the 2018 Recreation Operating Assistance Grant funding based on the Recreation Board's recommendation;
2. accept this presentation for information and direct Administration to take alternative actions related to the 2018 Recreation Operating Assistance Grant.

3.

## RECOMMENDED ACTION:
It is Administration's recommendation that Council approve the disbursement of the 2018 Recreation Grant funding based on the Recreation Board's recommendation to disburse the funds as follows:

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