AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
May 10, 2018

1. CALL THE MEETING TO ORDER

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
a. April 26, 2018 Regular Council Meeting Minutes (Page 3)

4. DELEGATIONS
9:05 AM a. Jerry & Trevor Mazurek re Eaglesham Airstrip (Page 11)
10:00 AM b. Linda Duplessis – PLS (Page 13)

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) (Page 17)

6. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (Page 23)
b. CAO Action Log (Page 29)

7. BYLAWS - None

8. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)
a. Funding request from Diane Chiasson re NAHPI (Page 35)

9. NEW BUSINESS
a. Eaglesham Community Enhancement Grant (Page 40)
b. Request for Endorsement from RMA (Trade) re SLWC (Page 45)
c. Request from Minister of Seniors and Housing (Page 48)
d. Request from Tangent Yaremko Social Club (Page 52)
e. Application for Expansion of Confined Feeding Operation (Page 60)
f. Upcoming Council Meetings (Page 86)
g. Appointment of Assistant Agricultural Fieldman (Page 90)
h. Appointment of Weed & Pest Inspectors (Page 91)
i. Gravel Purchase (Page 92)
j. National Health & Fitness Day (Page 101)
k. Asset Management Workshop (Page 106)

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
May 10, 2018 (continued)

10. FOR INFORMATION - None

11. CORRESPONDENCE - None

12. IN-CAMERA

a. Matter related to Land - Eaglesham Airport (Page 109)
b. Personnel

NEXT REGULAR COUNCIL MEETING DATE – May 24, 2018

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

Absent: None

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

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

ADOPTION OF AGENDA

RC18-139 Moved by Councillor Wendland that Council adopt the agenda of the April 26, 2018 Regular Council Meeting as with the following addition:

8. NEW BUSINESS
e. Appointment to Recreation Board
12. IN-CAMERA
c. Matter related to Land

CARRIED

ADOPTION OF MINUTES
Regular Council Meeting April 12, 2018

RC18-140 Moved by Councillor Paradis that Council approve the minutes of the April 12, 2018 Regular Council Meeting as presented.

CARRIED

DELEGATIONS
Diane Chiasson – Director Rural Development and Entrepreneurship re NAHPI

Ms. Chiasson presented on the Northern Alberta Hemp Processing Initiative (NAHPI).

Reeve Manzulenko thanked Ms. Chiasson for her presentation.

Unapproved

Diane Chiasson exited the meeting at 10:05 a.m.

Meeting was recessed at 10:05 a.m.

Meeting was resumed at 10:10 a.m.

RC18-141 Moved by Councillor Bogdanek that Council accept Diane Chiasson – Director Rural Development and Entrepreneurship presentation on the Northern Alberta Hemp Processing Initiative for information.

CARRIED

COUNCILLOR REPORTS

Reeve Manzulenko — Reeve Manzulenko provided a verbal update to Council regarding the ICF/IDP meeting he attended on April 16th, and the open house in Rycroft hosted by MLA Minister of Energy Margret McCuiag-Boyd and also in attendance was Minister of Finance Joe Ceci on April 25, 2018.

Deputy Reeve Carbone — No Report.

Councillor Paradis — Councillor Paradis provided a verbal update to Council related to the Birch Hills County Library meeting she had attended including an update on the Eaglesham Library that will be closed Mondays and Fridays except for the first Monday of each month.

Councillor Wendland — Councillor Wendland provided a verbal update to Council regarding the Regional Emergency Exercise she attended on April 20th, 2018 that Birch Hills County hosted.

Councillor Reum — No Report.

Councillor Bogdanek — No Report.

Councillor Joudrey — Councillor Joudrey provided a verbal update to Council regarding the Regional Emergency Exercise she attended on April 20th, 2018 that Birch Hills County hosted and a Central Peace Early Childhood

Unapproved

presentation she attended in Woking evening of April 20th on Global Human Rights & Equality.

RC18-142 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.

RC18-143 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 April 12, 2018 provided in the Agenda Package.

RC18-144 Moved by Councillor Reum that Council receive the CAO Action Log for information.

CARRIED

Director of Public Works Dion Hynes entered the meeting at 10:26 a.m.

Director of Public Works Dion Hynes provided a verbal update to Council that included damages sustained to the County's roads due to overland flooding, that an Alberta Emergency Alert had been issued for Birch Hills County on Tuesday April 24th and that Ted Goldin with Peace Wapiti School Division was being updated on road closures.

Director of Public Works Dion Hynes exited the meeting at 10:54 a.m.

RC18-145 Moved by Councillor Wendland that Council accept Director of Public Works Dion Hynes verbal update for information.

CARRIED

UNFINISHED BUSINESS

None.

NEW BUSINESS

2018 Operating and Maintenance Budget

Council was presented with the 2018 Operating and Maintenance Budget.

Unapproved

RC18-146 Moved by Councillor Bogdanek that Council adopt the 2018 Operating Budget with:

Total Revenues of **$7,570,233.80** comprised of:
Operating Revenues (sales, grants, etc.) of $1,693,400.95;
Revenue Drawn from Operating Reserves of $204,837.99; and
Municipal Property Tax Revenue of $5,671,994.86; and
Total Expenses of $10,246,563.80 comprised of:
Operating Expenses of **$7,570,233.80**; plus
Amortization Expense of $2,676,330.00
Which results in a balanced budget before the amortization expense of $2,676,330.00.

CARRIED

Director of Public Works Dion Hynes entered the meeting at 11:04 a.m.

Capital Gravel Crushing 2018

Council was provided with information regarding the tender results for the capital gravel crushing 2018.

RC18-147 Moved by Councillor Joudrey 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.

CARRIED

John Sinkwich and Director of Public Works Dion Hynes exited the meeting at 11:11 a.m.

Central Peace Professional Attraction & Retention Committee Appointment

Council was provided with a request received from Councillor Paradis related to the appointments to the Central Peace Professional Attraction & Retention Committee (CPPARC).

RC18-148 Moved by Deputy Reeve Carbone that

Unapproved

Council appoint Councillors Joudrey, and (alternate) Paradis to sit on the Central Peace Professional Attraction and Retention Committee and direct Administration to mail a letter to the Central Peace Attraction and Retention Committee advising them of this change of appointments.

CARRIED

Request for Letter of Support from CPS

Council was provided with a request received from Mike Burton on behalf of Crop Production Services (CPS) for a letter of support for the addition of Anhydrous storage at their Belloy and Peoria sites.

RC18-149 Moved by Councillor Wendland that Council direct Administration to prepare a letter of support for Reeve Manzulenko's signature to Crop Production (CPS) that reinforces the requirements for CPS to submit requests for Development Permits to the County as well as any permits required from the Province of Alberta or other regulatory bodies, and to follow the guidelines and standards set forth by these bodies.

CARRIED

Recreation Board Appointment

Council was presented with a request from Amelia Gies to sit on the Birch Hills County Recreation Board as the representative for Ward 7.

RC18-150 Moved by Councillor Paradis that Council appoint Amelia Geis as the member representing Ward 7 of the Recreation Board for a three (3) year term on the Birch Hills County Recreation Board.

CARRIED

RC18-151 Moved by Councillor Joudrey that Council add the following item to the agenda of the April 26, 2018 Regular Council Meeting:

8. NEW BUSINESS

f. Funding request from Diane Chiasson re NAHPI

CARRIED

Unapproved

Funding request from
Diane Chiasson re NAHPI

From Diane Chiasson's earlier presentation she had informed Council that to be a member of the NAHPI steering Committee it is an annual contribution of $5000.00 with a commitment being that of $5000.00 for 2018 and $5000.00 for 2019.

RC18-152 Moved by Councillor Joudrey that Council table item **8.f** Funding request from Diane Chiasson re NAHPI, to a future meeting.

CARRIED

BYLAWS

2018 Mill Rate
Bylaw No. 2018-03

Council was presented with Bylaw No. 2018-03, the 2018 Property Tax Rate Bylaw.

RC18-153 Moved by Councillor Wendland that Council provide first reading to Birch Hills County Bylaw 2018-03 Tax Rate Bylaw.

CARRIED

RC18-154 Moved by Deputy Reeve Carbone that Council provide second reading Birch Hills County Bylaw 2018-03 Tax Rate Bylaw.

CARRIED

RC18-155 Moved by Councillor Joudrey that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2018-03 Tax Rate Bylaw at this meeting.

CARRIED UNANIMOUSLY

RC18-156 Moved by Councillor Bogdanek that Council provide third reading to Birch Hills County Bylaw 2018-03 Tax Rate Bylaw.

CARRIED

FOR INFORMATION

None.

CORRESPONDENCE

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

1. Letter and Poster re Friends of Grande Spirit Foundation
2. Nominations 2018 Heritage Awards

Unapproved

3. Nominations 2018 Minister's Seniors Service Awards
4. Big Lakes County Charity Golf
5. Letter from Agriculture Minister re GM Alfalfa
6. Peace Valley Conservation and Recreation Society

RC18-157 Moved by Councillor Wendland that Council accept the correspondence provided for information.

CARRIED

Denise van Rootselaar from the Signal exited the meeting at 11:40 a.m.

Meeting was recessed at 11:40 a.m.

Meeting was resumed at 11:45 a.m.

Director of Public Works Dion Hynes entered the meeting at 11:45 a.m.

IN-CAMERA

RC18-158 Moved by Councillor Paradis that Council close the April 26, 2018 Regular Council Meeting to the public for Agenda for the following items:

12.a Legal – 2018 Gravel Supply; and
12.b Matter Related to Personnel
12.c Matter Related to Land

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

CARRIED

Shawna Schwerdt exited the meeting at 11:50 a.m.

RC18-159 Moved by Councillor Paradis that Council open the April 26th, 2018 Regular Council Meeting to the public at 1:00 p.m.

CARRIED

RC18-160 Moved by Councillor Wendland that Council not accept the unsolicited proposal from Wanham Trucking as to do so would be in

Unapproved

contravention of the Birch Hills County Policy Number 12/01/16, the Procurement policy.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 1:05 p.m.

Original to be Signed by
GERALD MANZULENKO
REEVE

Original to be Signed by
HERMANN MINDERLEIN
CAO

Unapproved

Date: April 26th, 2018 Name (s) of Presenter(s): Jerry & Trevor Mazurek

(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)

Possible sale of Airstrip NE-36-78-26-W5, and the rented 45 acres we are farming on this quarter

Birch Hills County

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

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

SIGNATURE: _____ **PHONE NUMBER:** 780-354-3883

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:

Peace Library System

8301 - 110 Street
Grande Prairie, AB
T8W 6T2

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

BIRCH HILLS COUNTY
RECEIVED
APR 03 2018
WANHAM

March 27, 2018

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

Dear Reeve Manzulenko:

I would appreciate the opportunity to meet with your Council to provide an update on Peace Library System (PLS) activities. This is part of our commitment to keep member municipalities up-to-date on regional and provincial library initiatives. For the benefit of newly elected councillors, it is also an opportune time to review PLS services provided to your residents and to your municipal library or library service points.

We would appreciate hearing from you, or your representative, in order to establish a convenient meeting date in 2018.

Please contact Alrene Dempster, Executive Assistant, at 1-800-422-6875 or 780-538-4656 or by email at dempster@peacelibrarysystem.ab.ca to confirm a meeting date. I look forward to meeting with your Council.

Sincerely,

Linda Duplessis
Director

PEACE LIBRARY SYSTEM FACT SHEET

PEACE LIBRARY SYSTEM....Working With Communities to Make Libraries Stronger

The goal of Peace Library System is to help municipalities meet the information, educational, and recreational needs of their residents in the most cost-effective and efficient way possible.

Peace Library System is committed to making municipal tax dollars go farther by providing library materials and services through cooperation and sharing.

Your representative on the Peace Library System Board shares in the decision-making process and keeps you informed.

Participating in a regional library system means that the size and geographical location of your local library does not determine the quality of services your library has to offer.

PEACE LIBRARY SYSTEM = FINANCIAL SAVINGS + ENHANCED LIBRARY SERVICES

Library budgets go further because of pooled purchasing, so your residents have more print and digital resources to meet their needs.

Blocks of large print books and audio books on CD are shared among all System members and can supplement your local library collection. A large collection of eBooks is available to all patrons.

Your local residents can borrow library books throughout the province quickly and easily online or in person. They can place direct holds on materials in over 175 public libraries in The Regional Automation Consortium (TRAC), and visit TAL Online to borrow from other public, college and university libraries. If visiting libraries in person, their local card is recognized in most public libraries across the province or they can obtain an Alberta Library (TAL) card to borrow from university and college libraries.

Your library manager can spend more time helping and training patrons. This is possible because ordering, receiving, and cataloguing of materials are done centrally at System headquarters, thereby avoiding duplicate efforts and achieving economies of scale.

Peace Library System coordinates technology planning and software licensing for member libraries.

FROM BOOK COLLECTIONS TO A POWERFUL LIBRARY NETWORK

Since 1986, Peace Library System has provided public and school libraries with materials needed for their patrons. There are now current, up-to-date collections in each library in the region.

Peace Library System has helped libraries in the region link people to the information they need. Libraries today provide information in many different formats -- books, CDs, DVDs, eBooks -- and are connected to a world of information resources through the Internet.

The System helps position libraries to be information centres for their communities. System membership means that your local library is part of the provincial public library network with access to millions of print and digital resources.

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

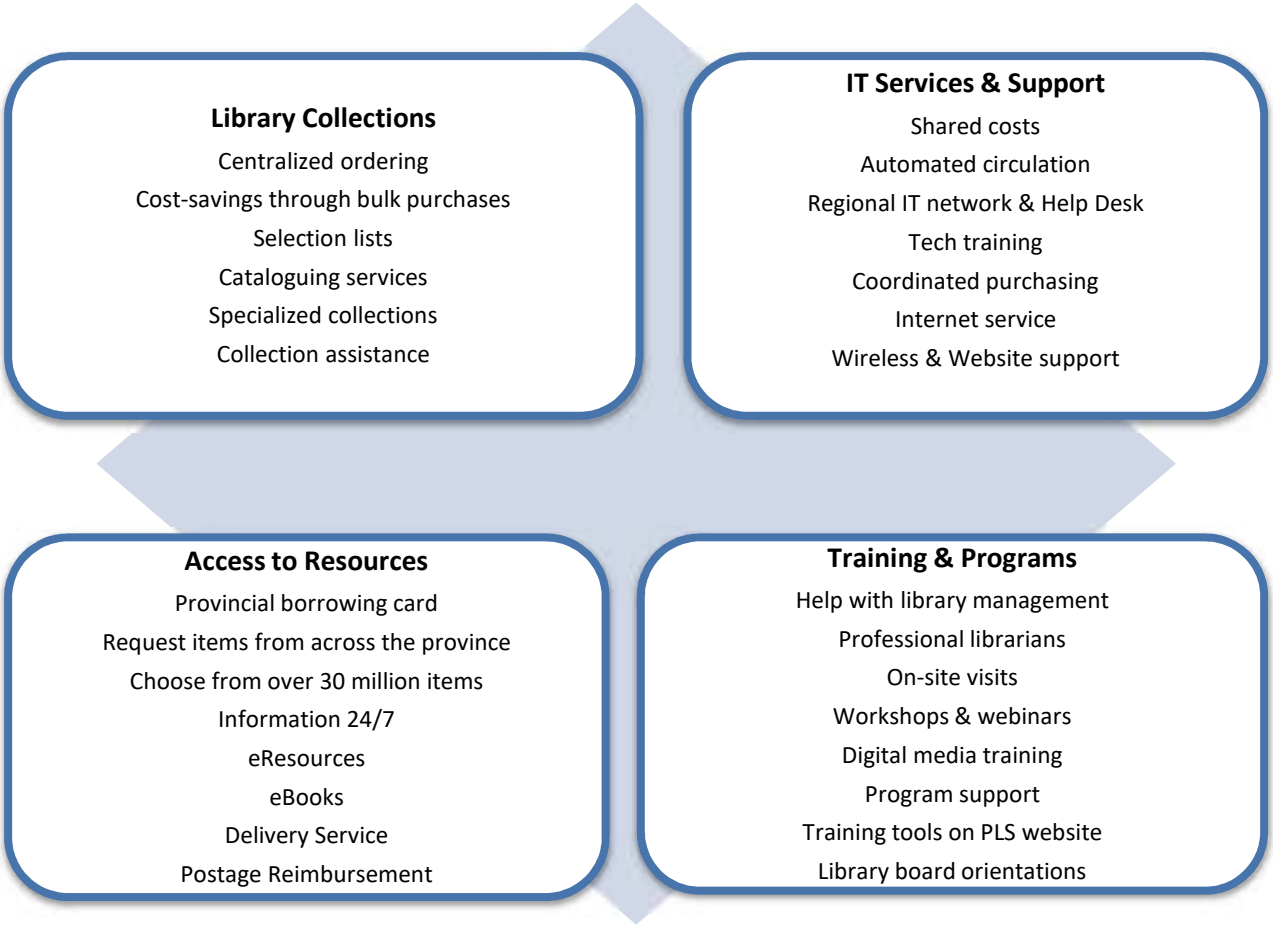
PEACE LIBRARY SYSTEM UPDATE TO BIRCH HILLS COUNTY MAY 10, 2018

Peace Library System (PLS) is one of seven library systems in Alberta. Library systems are municipal partnerships created under the Alberta Libraries Act. PLS's 39 municipal members have signed a Master Agreement to work together to offer enhanced public library services to their residents.

Each municipality appoints a representative to the PLS Board of Directors. The Board, which meets four times per year, is responsible for regional library decision-making.

PLS at a Glance
Established: June, 1986
Official Population: 164,434
Members: 38 municipalities + 1 Métis Settlement
Serving: 45 public libraries
Contracts: 50 schools
Headquarters: Grande Prairie
Staff: 17 – with specialized training
Chair: Veronica Bliska, MD of Peace
Director: Linda Duplessis

Peace Library System provides a wide range of specialized library services. In addition to the core public library services listed below, PLS assists with marketing and advocacy activities, supports school library services, and coordinates outreach to Indigenous communities.

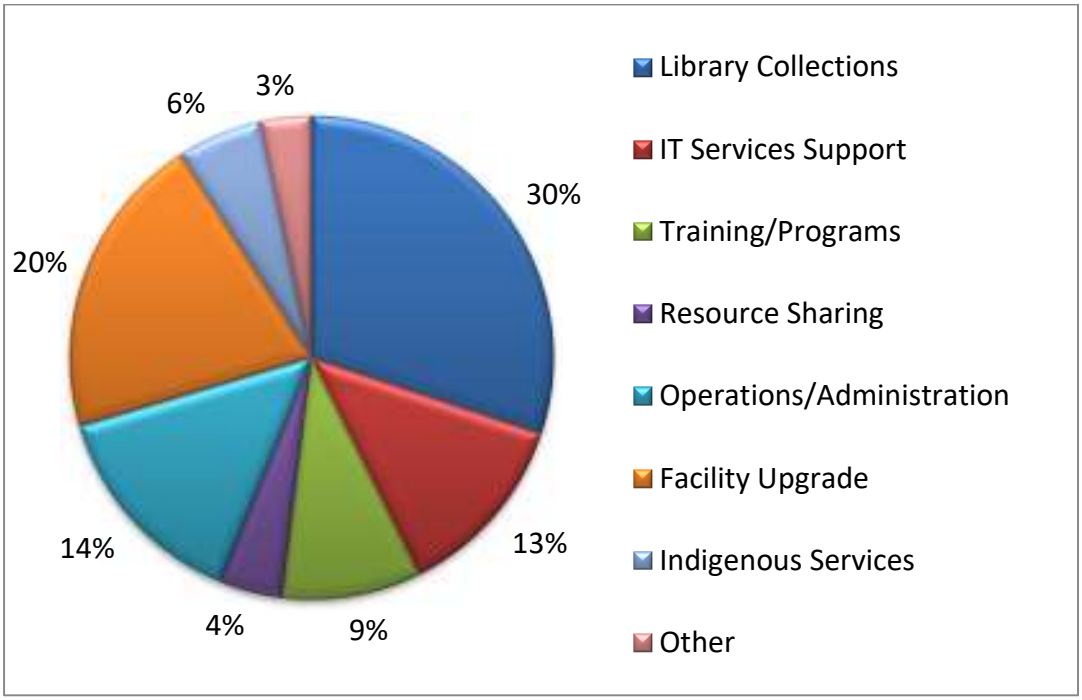


Sources of 2018 Revenue

	Fee	Population	Revenue
Municipal Levies	$6.37 per capita	164,434	$1,047,445
Library Boards - Allotments	$2.75 per capita	164,434	$452,194
Province – Operating Grant	$4.70 per capita (2016 pop.)	166,636	$783,189
Province – Indigenous Grant	$10.25 per capita	21,019	215,445
Province – Infrastructure Grant	*ONE TIME*	*N/A*	$777,000
School Contracts	$10-$19 per student	11,641	$126,227
Other			$391,101
		TOTAL	**$3,792,601**

In 2018, Birch Hills County will contribute **$9,893** to regional library services. The Birch Hills County Library Board will contribute **$4,271** to ordering accounts (allotments) for the Eaglesham and Tangent libraries to purchase library materials.

Planned 2018 Expenditures - $3,792,601



Factoring out the one-time Facility Upgrade, 78% of all expenditures relate to direct or indirect services to libraries and residents, and 22% relate to headquarters operations and board activities.

Benefits to Libraries & Communities: Summary

- Peace Library System helps libraries offer more than they could on their own.
- Residents have far more resources and up-to-date sources of information.
- Peace Library System connects member libraries to other libraries across the province.
- Being a Peace Library System member means your library is not alone; help is just a phone call or an e-mail away.

Councillor Joudrey's Report

From , April , 2018 – May 6, 2018

Grande Spirit Foundation Management Committee Meeting

April 27, 2018 at Lakeview in Clairmont

- Friends of Grande Spirit Foundation Best Ball Charity Golf Tournament is on June 2, 2018 at Morningview Park Golf Course. Registration deadline is May 25 and cost is $100.00 per person. Funds raised go to projects that give our seniors a better quality of life.
- $50 000 GSF gave from their reserves to Hythe & District Pioneer Homes was accepted with gratitude.
- GSF Total Portfolio - see attached pdf
- GSF Management Committee Meeting January 15, 2018 last signed minutes from their website - see attached pdf
- The next meeting - May 25 at Heritage Lodge in GP
- The following meeting - June 22 at Amisk Lodge in Beaverlodge

CPPARC - Central Peace Physician Attraction and Retention Committee

May 9, 2018 at the Spirit River Town Office

- I will report verbally on the meeting at our May 10th meeting.

- The next meeting will be June 13, 2018.

Grande Spirit Foundation

Total Portfolio

April 20, 2018

Total Portfolio

	# Units	# Empty	Present Occ.	Move In	Move Out	Moves YTD
Seniors Lodge	427	78	391	41	33	74
Seniors Apartment	270	17	279	29	21	50
Fam Hsg Direct Rental	63	1	166	3	2	5
Rent Supplement	308	59	464	5	7	12
Direct Rent Supplement	130		306			
	1198	155	1606	78	63	141

Seniors Lodge

	Location	# Units	# Empty	Present Occ.	Move Ins	Move Outs	Moves YTD
Pioneer	Grande Prairie	48	1	50	5	3	8
Heritage	Grande Prairie	72	2	71	4	6	10
Wild Rose	Grande Prairie	74	0	84	7	5	12
Pleasantview	Spirit River	42	5	39	4	7	11
Wild Rose Villas	Grande Prairie	41	0	50	6	5	11
Lakeview Lodge	Clairmont	72	30	45	8	5	13
Lakeview Villa	Clairmont	78	40	52	7	2	9
		427	78	391	41	33	74

Seniors Apartment

	Location	# Units	# Empty	Present Occ.	Move Ins	Move Outs	Moves YTD
Aurora	Grande Prairie	30	0	30	5	4	9
James	Grande Prairie	21	1	20	5	4	9
Dieppe	Grande Prairie	71	1	74	7	4	11
Amisk	Beaverlodge	60	6	64	4	4	8
Martin Hein	Wembley	8	2	6	2		2
Sunset Homes	Sexsmith	18	0	22	1		1
Sunshine Plaza	LaGlace	12	0	17			0
Rose Haven	Spirit River	20	3	17	3	5	8
Potter Villa	Rycroft	8	0	11	1		1
Poplar Ridge	Wanham	8	1	7			0
Summerset	Eaglesham	8	2	6	1		1
Bezanson Senior Cottage:	Bezanson	6	1	5			0
		270	17	279	29	21	50

Family Housing Direct Rental

Community	Location	# Units	# Empty	Present Occ.	Move Ins	Move Outs	Moves YTD
BFH (26)	Blodge/Wembley	10	1	28		1	1
GPFH (24)	Grande Prairie	21	0	54	1	1	2
GPFH (40)	Grande Prairie	19	0	53	1		1
SFH (27)	Sxmith/Clrmont	10	0	26			0
SRFH (29)	Spirit River	3	0	5	1		1
		63	1	166	3	2	5

Rent Supplement

	# Units	# Empty	Present Occ.	Move Ins	Move Outs	Moves YTD
Beaverlodge	2	0	2			
Clairmont	1	0	1			
Grande Prairie	305	59	461	5	7	12
	308	59	464	5	7	12

Direct Rent Supplement Assistance

Currently Allocated (Units)	130	Currently Allocated (People)	306	Waitlist	59

Waitlist Information

	Seniors Lodges	Seniors Apts	Enhanced Apts	Family Housing
Total Households	40	53	21	429
Total People	48	63	29	894
Average Age	80	70	82	
Average Age Head of Household				41
Average Income	$42,155	$29,589	$45,866	$18,962
Average # Children				2.0
Having Employment Income				273
Single Parent Family				380
Some Disability				208

GRANDE SPIRIT FOUNDATION MANAGEMENT COMMITTEE MINUTES
Admin Office, 9505 102 Ave, Grande Prairie
Monday January 15, 2018

Present:	Claude Lagace	Town of Sexsmith
	Clyde Blackburn	City of Grande Prairie
	Judy Kokotilo-Bekkerus	Town of Beaverlodge
	Elaine Garrow	MD of Spirit River No.133
	Denise Skoworodko	Town of Spirit River
	Denise Joudrey	Birch Hills County
	Corey Beck	County of Grande Prairie
	Alvin Hubert	Saddle Hills County
Administration:	Steve Madden	General Manager
	Kelsey Edginton	Executive Assistant
Absent:	Roxie Rutt	MD of Greenview

1. CALL TO ORDER
   C. Lagace called meeting to order at 10:00 am.

2. CHANGES AND OR ADDITIONS TO AGENDA

3. APPROVAL OF AGENDA
   RESOLUTION #2426 – Moved by D. Skoworodko to accept the agenda as presented. CARRIED

4. APPROVAL OF MINUTES – Management Committee Meeting – October 27, 2017
   RESOLUTION #2427 – Moved by J. Kokotilo-Bekkerus to approve the minutes of the October 27, 2017 meeting. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS
   6.1. Health and Safety Policy
   Administration presented the Board with the updated Health & Safety Policy for 2018.
   RESOLUTION # 2428 – Moved by A. Hubert to approve the 2018 Health & Safety Policy. CARRIED

   6.2. Hythe Agreement
   Discussion regarding the Hythe & District Pioneer Homes Advisory Committee asking GSF for a requisition of $49,452.21. They also discussed the agreement that is currently in place.
   RESOLUTION # 2429 – Moved by C. Blackburn to invite Hythe & District Pioneer Homes Advisory Committee to next Management Committee Meeting, January 26, 2018, to discuss the Agreement and Requisition. CARRIED

   6.3. RFD – Mortgage Renewals
   There are two mortgages up for renewal in 2018; Wildrose Villa and the Family Housing Office. The mortgage payments are approved budgeted expenditures and will be less than previously budgeted for 2018 at this rate. A 5 year renewal allows for future budgeting consistency.
   RESOLUTION # 2430 – D. Skoworodko to approve mortgage renewals for Wild Rose Villa and Family Housing Office with RBC at 5 year – 3.02%. CARRIED

6.4. RFD – Furnaces and Hot Water Tanks

A tender package was completed, advertised and closed in November 2017. The tender was for the replacement of four furnaces and five hot water tanks for provincially owned family housing units. There was one bidder, G & M Plumbing with a bid of $28,700. These furnace and hot water tank replacements were approved for provincial grant funding in 2017 through the business plan that is submitted yearly, highlighting property items requiring upgrading or replacement.

RESOLUTION # 2431 – Moved by J. Kokotilo-Bekkerus to approve awarding a contract to G&M Plumbing in the amount of $28,700 for the replacement of four furnaces and five hot water tanks for provincially owned family housing units. CARRIED

6.5. AMSC Gas

AMSC presented a four year program for Grande Spirit Foundation. The rate for the four year, 2019, 2020, 2021, 2022, contract will be cheaper then what the GSF currently pays.

RESOLUTION # 2432 – Moved by A. Hubert to approve the Gas Aggregation Program for the Grande Spirit Foundation. CARRIED

6.6. RFD – Seniors Assisted Living Facility – Central Peace Region

Grande Spirit Foundation received a request from the Central Peace Region Membership, G5, to submit an amendment to our business plan to include a new seniors facility for capital funding and for GSF to become lead on this project. The G5 group hired a consultant to complete a Seniors Housing Needs Assessment for the Spirit River area. The report was completed and presented to the GSF board in the fall. The report indicated the need for long term SL2, SL3, SL4 and SL4D beds in the G5 region. They have indicated they have lands available within the Town of Spirit River to support this project and are hoping to proceed in 2018 with a request to the province.

RESOLUTION #2433 – Moved by J. Kokotilo-Bekkerus to approve the amendment to the Grande Spirit Foundation 2017 Business Plan for the inclusion of a new seniors facility in Spirit River and to resubmit to the Province. CARRIED

RESOLUTION # 2434 – Moved by E. Garrow to accept the Grande Spirit Foundation acting as lead for the Seniors Assisted Living Facility in the Central Peace Region. CARRIED

RESOLUTION # 2435 – Moved by C. Beck to approve of administration investigating of pricing for a shovel ready seniors facility in Spirit River. CARRIED

7. UNFINISHED BUSINESS:

7.1 RFD – 59 McAlpine Crescent

At the December 1, 2017 Full Board meeting, administration informed the board of this property's vacancy with a recommendation to sell and utilize the sale proceeds within the rent subsidy program, as per the agreement with Alberta Social Housing Corporation, administered by our Family Housing Department. After doing a recent search for rental properties in and around the Spirit River area, it was identified that there are several rentals located in Spirit River, rentals in Rycroft and one in Wanham. The cost of rent varies for each house, with the lowest being $700 and highest being $1400. Currently GSf does not have families on the waitlist for this unit; there are seniors (+65yrs) on the waitlist. Generally families are given priority for this social housing opportunity.

RESOLUTION # 2436 – Moved by E. Garrow to accept this item as information. CARRIED

7.2 RFD – Sexsmith Houses

At the December 1, 2017 Full Board meeting, the board requested the Sexsmith SFH's have appraisals completed to determine the value of the homes. The appraisals were completed by Biegel & Perra Appraisals on December 15, 2017 with the combined total of the houses being $1.368 million. Five of these units are single family homes with three bedrooms, with one having five bedrooms. These houses are currently occupied and there is a waitlist of six families interested in housing in Sexsmith. Possible options, using the proceeds from the sales of the units include a purchase of a multifamily building with equal or greater number of units or construction of new units in replacement of the six homes using the proceeds from the sale of the six units.

RESOLUTION # 2437 – Moved by A. Hubert to direct administration to work with Alberta Seniors and Housing to bring back agreement information and future options for the sale of the Sexsmith family housing units. CARRIED

RESOLUTION # 2438 – Moved by A. Hubert to direct administration to work with the Town of Sexsmith on a location for any new development. **CARRIED**

7.3 Amisk Court Expansion Update

General Manager Madden received correspondence that the Amisk Court Expansion was not approved for the 2018 provincial funding; this capital project scored 30 out of 100. Bennett Architect has the final designs available.

RESOLUTION # 2439 – Moved by J. Kokotilo-Bekkerus to approve administration to investigate the scoring and accept this as information. **CARRIED**

8. CORRESPONDENCE:

8.1 Community Living Committee

RESOLUTION # 2440 – Moved by C. Blackburn to accept all correspondence as presented. **CARRIED**

9. REPORTS

9.1 General Manager's Report

TELUS has expressed interest to install a TV system. They would like to work with high speed fiber and will require install of a new fiber line to Lakeview. They also requested consideration to install fiber into Wildrose Manor, Heritage Lodge and Pioneer Lodge. They are currently review each site and will be getting information back to GSF in the next few weeks. General Manager Madden and Chair Lagace met with Visionary Concepts Ltd. They currently hold land directly beside James Manor Seniors Apartments. They are interested in building another Seniors Apartment similar to James Manor within these lands and also expressed interest in having GSF be future manager of the new facility. Visionary Concepts Ltd. visited Lakeview and James Manor to provide concept ideas. Visionary Concepts is open to first right of refusal should GSF or Province wish to pursue the purchase of these lands.

RESOLUTION # 2441 – Moved by D. Joudrey to approve administration to write a letter to Visionary Concepts Ltd regarding the lands beside James Manor and the first right of refusal. **CARRIED**

9.2 Portfolio Report

Report provided in package prior to meeting, reports with turnover statistics and current resident statistics.

9.3 Maintenance Report

RESOLUTION # 2442 – Moved by J. Kokotilo-Bekkerus to accept all reports as presented, excluding Maintenance Report. **CARRIED**

10. ROUND TABLE

11. IN CAMERA

RESOLUTION # 2443 – Moved In Camera by E. Garrow at 10:10 am. **CARRIED3**

RESOLUTION # 2444 – Moved out of In Camera by E. Garrow at 10:50 am. **CARRIED4**

12. NEXT MEETING:

12.1 Management Committee Meeting – January 26, 2018 – Lakeview

13. ADJOURNMENT:

RESOLUTION # 2445 – Moved by C. Beck to adjourn the meeting at 12:05 pm. **CARRIED5**

Claude Lagace, Board Chair

Date

Steve Madden, General Manager

MEMORANDUM

May 10, 2018

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of May 7, 2018

Financial Update – 2017 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 fully allocated to the 2017 ASB operating budget.

The new **Gas Tax Fund (GTF)** online system launched April 17. The 2017 Statement of Funding and Expenditure (SFE) was submitted April 23. Provincial SFE certification is pending.

2017 Family and Community Support Services (FCSS) grant online reporting has been drafted. Administration will continue report revisions with the FCSS Financial Review Officer.

Provincial SFE certification is pending on the following funding programs:

- 2017 Municipal Sustainability Initiative (MSI) Capital
- 2017 MSI Capital Basic Municipal Transportation Grant (BMTG)
- 2017 MSI Operating

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

2018 Canada Summer Jobs (CSJ) confirmation of application approval was received April 20 for three ASB weed inspector/sprayer summer staff. The CSJ program provides a wage subsidy of $6.80 per hour; therefore, BHC has been approved for up to $14,688 in grant funding depending on hours worked. Employer and Employee Declaration forms were mailed May 4.

2018 Alberta Summer Temporary Employment Program (STEP) confirmation of application approval was received March 29 for two ASB weed inspector/sprayer summer staff. The STEP program provides a wage subsidy of $7.00 per hour; therefore, BHC has been approved for up to $8,400 depending on hours worked. Alberta Labour was notified May 2 that BHC will not be proceeding with our 2018 application.

Even though BHC is approved for both programs, we may only accept either the CSJ or the STEP program. To qualify for either program, summer staff must have been a full time secondary or post-secondary student in the preceding year and returning to full time studies the following year.

2018 Gas Tax Funding (GTF) allocation plans remain outstanding.

2018 MSI Operating plans, allocated to Eaglesham contract grader, were submitted April 27.

2018 MSI Capital allocation plans will be submitted once online access is made available by the Province.

Finance Update – Municipal Budget 2018

Council adopted the **2018 O&M Budget** at the April 26th meeting. Revenue and Expense by Function Budget summaries were published on the BHC website May 1.

Combined **Birch Hills County property assessment/tax notices** will be mailed May 10 with the 1st deadline being August 15th. The Federal and Provincial Grants in Place of Taxes (GIPOT) applications will be submitted for the amounts of $1,563.71 and $18,899.74 respectfully. Thank you to staff for their hard work during this busy time.

Finance Update – Miscellaneous

Lucy attended the Alberta Government Assessment Complaints Training for **Assessment Review Board (ARB**) clerks April 10. The Municipal Government Board staff reviewed the assessment complaint process and how to apply the fundamentals of Administrative Law. Key principals and clerk roles and responsibilities were also discussed. Upon successfully completion of the course exam, Lucy received her ARB certification. Awesome job Lucy!

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

We held our staff appreciation lunch and **Lane Quinn benefits presentation** April 24**.** Thank you to Council for closing the office in order for all staff to attend**.**

The **GST/HST Public Service Bodies' Rebate** for March was submitted April 26 in the amount of $9,213.01. 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.

Birch Hills County Library Board Statement of Receipt & Distribution was submitted to Municipal Affairs May 1. Administration will process payments to the BHC Library Board for annual operating grant funding and honorarium late June.

Residential utility and bulk water bills for March-April consumption will be mailed early May. Payments are due by May 31st to avoid a 2% penalty.

New **Wireless Fidelity (Wi-Fi) access point hardware** has been installed on the office computer network. This hardware provides dual Wi-Fi feeds, enabling administration to improve the security of our wireless environment. One feed is for in-house network access; while the other is for guests or electronics not requiring network access. As part of our Risk Management initiative, we will be utilizing RMA Insurance RiskPro credit funding to cover the cost of this network upgrade.

Dion & I will be attending the **Federation of Canadian Municipalities (FCM)** asset management workshop May 24 & 25 in Grande Prairie. Agenda items include; Asset Management Awareness and Data Requirements and Basic Asset Management Plan related to level of service.

BHC has a **CIBC Guaranteed Investment Certificate (GIC)** maturing May 31 for an estimated $250,496. Our investment ladder is efficiently organized with an estimated $2,000,000 maturing for each year 2018-22. Administration reinvests funds in a prudent manner that will provide optimum investment returns with maximum security while meeting the cash flow requirements of Birch Hills County and conforming to Section 250 of the Municipal Government Act.

Birch Hills County **Community Aggregate Payment Levy (CAPL)** By-Law 01-08 states all sand and gravel operators shall report all shipments for private use from any pit in the County, on a semi-annual basis, within fourteen (14) days after June 1st and December 1st of each year. The uniform levy rate for all shipments of aggregate for public use reported June 1, 2018 is set at $0.25 per tonne.

I will be attending the **Government Finance Officers Association (GFOA)** conference June 3-6. Items on the agenda include; Secrets of Effective IT Management, Energy Trends for Municipalities, Developing an Effective Approach to Public Consultation & Engagement, Cybersecurity-Ounce of Prevention-Pound of Cure, Pending Changes for Public Sector Accounting, and Leveraging the Intermunicipal Collaboration Framework.

Birch Hills County has experienced **spring overland flooding** April 20-30. Administration has been proactively planning for efficient record keeping of all expenses related to this event. GPS locations are being recorded, with staff and contractors directed to maintain very detailed information when repairing damaged areas. Contingency G/L codes may be used for efficient cost tracking. If Provincial **Disaster Recovery Program (DRP)** funding is announced, administration's goal is to provide clear concise documentation to ensure we receive the maximum in provincial funding. Birch Hills County received $337,105 in Provincial DRP funding after the 2013 spring overland flooding event. Thank you to Public Works and administration staff for their extra effort during this flooding event.

Annual Public Body FOIP Request Statistics form for the period of April 1, 2016 to March 31, 2017 must be submitted to Service Alberta. Online FOIP training is available (several staff have utilized this training) and I will contact Gov't staff to ensure we comply with **Freedom of Information and Protection (FOIP)** regulations.

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.

The **Central Peace - Regional Emergency Management (CPREM) Regional Exercise** was held April 20. The East Regional Emergency Operations Centre (EOC) located at the BHC office was activated. Emergency Social Services (ESS) reception centre/warming shelter/group lodging was located at Eaglesham Hall. Incident Command Post (ICP) or Site was located in the Hamlet of Eaglesham. Simulation center was located at SHC office. Simulators represented agencies not participating in the exercise and delivered exercise inputs.

Birch Hills County Council and staff, Saddle Hills County staff, BHC Fire Dept – Eaglesham Station, teachers and students from the Eaglesham School and miscellaneous volunteers were involved in this practice exercise. Thank you to everyone involved for making a personal commitment to being aware, informed and ready to respond to any emergency.

Regional Exercises are conducted on a regular basis to practice and evaluate an organizations capability to implement emergency plans and operations. They provide important learning opportunities that pay huge dividends when an emergency occurs. Thank you to Brian Ballard and his staff for organizing this practice event. BHC Council and staff provided positive feedback regarding increased knowledge and familiarity in regards to Municipal emergency response in the future.

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.

What would your community think if you weren't prepared or worse, failed them during an emergency?

Shelley Braun
Director of Corporate Services

MEMORANDUM

May 3rd, 2018

TO: CAO, Birch Hills County

Public Works Report (As of May 3rd, 2018)

Road Maintenance
A follow up to my verbal report to council on the 26th of April regarding the status of the County as a result of major overland flooding. Thursday the 26th of April into the weekend the County experienced major flooding conditions in the Eaglesham, Tangent, South Codesa and Kakut Lake North area. Similar to the conditions that hammered the western part of the County the week prior many roads were washed over and some roads had to be closed due to washed out impassable roads.

Crews were busy doing monitoring conditions in the listed areas which included installing barricades and flagging off areas of concern. The bus garage with Peace Wapiti school division have been a part of our notification distribution list so they can direct buses accordingly.

Starting the week of April 30th, we saw a significant decrease in water flow. Staff has started to reclaim the areas that have been assessed and replace washed out culverts. Roads will be worked on based on priority which takes intakes into consideration location, road classification, bus routing, residential impact, farming and traffic volume. Keeping in mind that if water is still running it makes it harder to repair so that really slows down the entire plan.

Contractors will be hired as needed and available to help with this process.
Staff have been collecting the necessary data including GPS location of washouts/gravel reclaiming areas, pictures and an estimate on gravel/clay material needed to repair each. The plan is to compile all the areas of repair in a data base with a DRP from the province in mind. Staff will continue to monitor, record, repair and replace infrastructure as they encounter it.

Staff have collected numerous pictures of each and every location so I will present a package of data related to this event at a future meeting once all data has been processed.

Leaking Roof on County Administration Office.
With not being able or trained to fix a flat roof a contractor out of Grande Prairie was called to investigate and found some minor issues and repaired them. The cause of the leak turned out to be the roof drain piping that extends from the council side of the roof to the mechanic bays. The coupler joining the two pipes had failed causing all the water melting off the roof in that particular part of the roof to drain in less than an ideal location. Staff removed the old failed coupler and installed a new section of pipe with a

better coupler. Drywall repair and paint is needed to complete the repair which is expected to be done by the end of the summer.

Regional Exercise
The regional exercise that was scheduled for March 23rd was postponed due to bad weather and incident scene safety concerns took place on April 20th at the office. The exercise provided a great opportunity for staff and council to apply their knowledge and training gained over the past months and it also provides the Peace Region members a great training opportunity. This exercise and others are based around real life situation(s) that could happen in this area which allows incident management team members and council to practice their response strategies and reactions during the event.

The event centered around a winter storm that disabled most if not all the roads around Eaglesham accompanied with a power loss.

There were moments that went right, moments that go not so right and most important participants learned. Practice brings familiarization to the team of responders at the site and the emergency coordination center. Feed back from the participants and exercise controllers were very positive and encouraging with work needed to be done on communication from field and the EOC.

Ground Disturbance Level II May 2
Mike and I attended a one-day ground disturbance course in Clairmont. Presented by Global Training Centre in conjunction with APWA (Alberta Public Works Assoc.). This course covered such topics as buried facilities, damage prevention stakeholders, ground disturbance stakeholders, occurring hits and steps to a ground disturbance, the 6 steps associated with).

More in-depth than the awareness level this course weighed heavy on regulations, regulatory bodies, compliance, operations and reporting of hits.

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 certainly welcome comments, concerns on where council expects gravel to be in the upcoming years.

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

Dion Hynes, CET PMP
Director of Public Works

May 3, 2018

CAO, Birch Hills County

FIRE SERVICE BOARD REPORT (as of date prepared)

April 11	delivery of training to EFD on pumper operations. Also took time to show new firefighters all equipment
April 14	EFD actioned out to Codessa Hutterite colony to remove a victim from sewage tank. Cause of the fatality is unclear at this time
April 20	Birch Hills County hosted and took part in the CPREM regional exercise, a simulated weather event was the scene and the Hamlet of Eaglesham was evacuated
April 25	Delivery of training to EFD on vehicle extrication tactics, also familiarized the new recruits with the hydraulic rescue tools employed by the EFD
May 2	County departments responded to structure fire on property located on Hwy 49 east of Hwy 739.

It finally seems that spring has sprung in the county. Heavy snow loads combined with the wet conditions has put my training on water supply back a month, but it looks dry enough to start with them now. The high amounts of snow we had went away very fast and now due to winds we have seen, the region is now getting dry. On May 2nd I issued a fire restriction for large fuel load fires. This will no doubt change again as we get hotter and drier without the benefits of rain. Several counties in the southern parts of the province have already issued fire bans.

Regarding the April 14 response, I would like to say that actions taken by members of the EFD were commendable given the nature of the incident. It should also be noted that even with the difficulty incurred during the recovery the victim, the teamwork and professionalism on that scene was outstanding.

On May 2nd, we actioned a structure fire that got into the grass and surrounding trees. All three of the county's fire depts were called in to fight this fire, the winds that day were extreme which is reflected in the damage done to the post office in Eaglesham. All crews worked well together and the fire was brought under control in a couple hours.

I will be going to Peace River on May 4 to attend the Peace River Fire Chiefs annual meeting.

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	
MEETING	**NOVEMBER 23, 2017 REGULAR COUNCIL MEETING**			
RC17-404	that Council direct Administration to: 1. post a copy of Bylaw 2017-08, the Code of Conduct Bylaw on the County's website; 2. to include a copy of Bylaw 2017-08, the Code of Conduct Bylaw in future nomination/election packages; and 3. bring the Procedural Bylaw No. 2014-06 back to Council at a future Governance meeting regarding the review requirements for Bylaw 2017-08, the Code of Conduct Bylaw.	Bev/Lucy/ Shawna Shawna Hermann	Post Bylaw to website Updated the nomination /election packages. Add Bylaw to future Governance Meeting Agenda	COMPLETED COMPLETED Incomplete
MEETING	**DECEMBER 14, 2017 REGULAR COUNCIL MEETING**			
RC17-428	that Council bring the policy - Personal Handbook back to a future governance meeting.	Hermann		

Motion #	Motion	By	Action	Status
MEETING	**JANUARY 25, 2018 REGULAR COUNCIL MEETING**			
RC18-043	that Council direct Administration to: 1. Contact a qualified firm or individual to determine the Fair Market Value for the airport property; 2. Schedule and advertise an open house at the Eaglesham Hall in order to advise, and seek input from, County residents, ratepayers, and other potentially affected individuals of the potential sale of the Eaglesham Airstrip and property; 3. Contact our lawyers to determine if a sales agreement could be drawn up with the requirement for a purchaser to proceed with the installation and maintenance of an airport on the property; and 4. Bring the results of the market evaluation, open house, and legal advice back to a future Regular Council Meeting for additional direction regarding the sale of the land.	Hermann Lucy	All items completed with exception of completion of Fair Market Value determination. Company contracted and awaiting results.	Waiting for results of valuation to bring back to Council
MEETING	**FEBRUARY 15, 2018 REGULAR COUNCIL MEETING**			
RC18-062	that Council direct Administration not to proceed with the purchase of a County Vehicle and to conduct a review County's policies and bring back recommendations to Council at a future Governance Meeting as to changes that would encourage or require participants to conferences and meetings to travel together.	Shelley Hermann/ Shawna	Shelley updated 2018 Capital Budget	

Motion #	Motion	By	Action	Status
MEETING	**March 1, 2018 REGULAR COUNCIL MEETING**			
RC18-081	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
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		
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		Ordered & awaiting delivery Disposal plan altered
MEETING	**April 12, 2018 REGULAR COUNCIL MEETING**			
RC18-127	that council direct Administration to investigate the	Dion		

Motion #	Motion	By	Action	Status
	status of the Central Peace Waste Management Commission as it relates to Birch Hills County and bring back the information to a future Regular Council Meeting.	Shawna		
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		
MEETING	**April 26, 2018 REGULAR COUNCIL MEETING**			
RC18-146	that Council adopt the 2018 Operating Budget with: Total Revenues of $7,570,233.80 comprised of: Operating Revenues (sales, grants, etc.) of $1,693,400.95; Revenue Drawn from Operating Reserves of $204,837.99; and Municipal Property Tax Revenue of $5,671,994.86; and Total Expenses of $10,246,563.80 comprised of: Operating Expenses of $7,570,233.80; plus	Shelley		COMPLETE

Motion #	Motion	By	Action	Status
	Amortization Expense of $2,676,330.00 Which results in a balanced budget before the amortization expense of $2,676,330.00.			
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		Awaiting signature.
RC18-148	that Council appoint Councillors Joudrey, and (alternate) Paradis to sit on the Central Peace Attraction and Retention Committee and direct Administration to mail a letter to the Central Peace Attraction and Retention Committee advising them of this change of appointments.	Hermann	Letter mailed May 2.	COMPLETED
RC18-149	that Council direct Administration to prepare a letter of support for Reeve Manzulenko's signature to Crop Production (CPS) that reinforces the requirements for CPS to submit requests for Development Permits to the County as well as any permits required from the Province of Alberta or other regulatory bodies, and to follow the guidelines and standards set forth by these bodies.	Hermann		COMPLETED
RC18-150	that Council appoint Amelia Geis as the member representing Ward 7 of the Recreation Board for a three (3) year term on the Birch Hills County Recreation	Hermann	Letter mailed May 2.	COMPLETED

Motion #	Motion	By	Action	Status
	Board.			
RC18-152	that Council table item 8.f Funding request from Diane Chiasson re NAHPI, to a future meeting.	Hermann		On agenda for May 10, 2018
RC18-156 **"Send a budget summary to media release"**	that Council provide third reading to Birch Hills County Bylaw 2018-03 Tax Rate Bylaw.	Hermann	Sent the Signal a media release in May 2nd paper. Also Bylaw is on our Website.	COMPLETED
RC18-160	that Council not accept the unsolicited proposal from Wanham Trucking as to do so would be in contravention of the Birch Hills County Policy Number 12/01/16, the Procurement policy.	Hermann	Spoke with Rep from Wanham Trucking.	COMPLETED

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	May 10, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Funding request from Diane Chiasson re NAHPI	**Presenter:**	CAO Minderlein

DESCRIPTION:

This item is being brought back to Council as per Resolution RC18-152 that was adopted at the April 26, 2018 Regular Council Meeting and read "that Council table item 8.f Funding request from Diane Chiasson re NAHPI, to a future meeting."

BACKGROUND:

In order to proceed with discussion on this matter, the following motion is required:

"that Council remove from the table the funding request from Diane Chiasson re NAHPI."

Diane Chaisson has provided a letter requesting the funding referred to in her presentation and provided additional information and clarification in that letter.

In addition, Diane had also requested a letter of support from Birch Hills County during her presentation, and no direction was provided for Administration to prepare such a letter.

COST / SOURCE OF FUNDING:

Should Council decide to provide funding to the Northern Alberta Hemp Processing Initiative (NAHPI) and to appoint someone from Birch Hills County to sit as a member of their Steering Committee, the cost would be $5,000 in both 2018 and 2019, plus any costs associated with the appointee to attend meetings and report back to Council, including any Per Diem paid out should that appointee be a member of Council.

Administration did receive confirmation that Birch Hills County was approved for Canada Summer Jobs funding in the amount of up to $14,688, and this was not in the 2018 budget. If Council decides to move ahead with this, this "found money" could be used to fund this item.

ATTACHMENT(S):

Letter received from Diane Chaisson, NAHPI

Template for Letter of Support

OPTIONS:

Council may choose to:

1. Direct Administration to prepare a letter of support for the NAHPI request for funding from; and/or

2. Provide authorization and funding for Birch Hills County to become a member of the Northern Alberta Hemp Processing Initiative (NAHPI) in 2018 and 2019 and to appoint a members of Council or Birch Hills County staff to sit as a member of the NAHPI Steering Committee;

3. Not provide authorization for Birch Hills County to become a member of the Northern Alberta Hemp Processing Initiative (NAHPI);

RECOMMENDED ACTION:

It is Administration's recommendation that Council:

1. direct Administration to prepare a letter of support for the NAHPI request for funding from PREDA; and
2. determine if to provide authorization and funding for Birch Hills County to become a member of the Northern Alberta Hemp Processing Initiative (NAHPI) in 2018 and 2019; and if so
3. appoint a members of Council or Birch Hills County staff to sit as a member of the NAHPI Steering Committee.

May 2nd, 2018

Birch Hills County
4601 – 50th Street
Wanham, AB. T0H 3P0

Council Members,
The present letter is to request a $10,000 contribution into the Northern Alberta Hemp Processing Initiative (NAHPI).

In April 2017, the *conseil de développement économique de l'Alberta (CDEA)* received $200,000 in financial support from the Alberta government CARES program to explore the feasibility of developing a hemp industry in northern Alberta. This 24-month initiative is producing a baseline feasibility study identifying global market opportunities and potential sites, is going on global prospecting missions with the objective of finding long-term contracts and/or project partners, and is preparing a template business plan for the construction of hemp fiber de-cortication and processing plants on candidate sites. The CDEA is seeking private matching funding of $200,000 for this first grant, as per its 50:50 contractual commitment with CARES.

The CDEA along with Regional Economic Development Alliances (REDA's), Community Futures and the Alberta government want to encourage hemp production in the north and the construction of hemp fiber de-cortication and processing facilities. The Northern Alberta region has a global advantage for producing long hemp fiber from tall hemp crops due to its long daylighthours.

For the farmer point of view, industrial hemp has many advantages; hemp actually revitalizes the soil it grows in, both by aerating the soil and through the deposit of carbon dioxide in to it. This makes hemp ideal for crop rotation and the crop that follows in the soil hemp grew in will develop better than if hemp had not been used.

NAHPI is govern by a steering committee, you will find in Annexe A the name and organization who sit on the committee. A contribution of $5,000 per year for two years will give you the opportunity to be a member of the steering committee.

We are looking forward to work with your region.

Sincerely,

Diane Chiasson
Diane Chiasson
Director, Rural Development and Entrepreneurship
CDEA

Box 745 Falher, AB T0H 1M0 780-837-6630 diane.chiasson@lecdea.ca

Annexe A

NAHPI Steering Committee

1. **InnoTech Alberta**: Jan Slaski, Byron James
2. **Northeast Alberta Hub**: Bob Bezpalko
3. **Community Futures, Lac La Biche**: Gene Wesley, Stephen Evans
4. **Smoky River Regional Economic Development:** Diane Chiasson
5. **Alberta Government**: Patti Breland, Lori-Jo Graham
6. **Regional Economic Development Initiative (REDI)**: Dan Dibbelt
7. **Peace Region Economic Development Alliance (PREDA):** Dan Dibbelt
8. **Growth Alberta:** Troy Grainger
9. **Big Lakes County:** Jordan Panasiuk
10. **JustBioFibre:** Terry Radford (industry member)
11. **BioComposites Group** – Dan Madlung (industry member)
12. **Eco-West**, Dany Robidoux and François Catellier
13. **Conseil de développement économique de l'Alberta (CDEA)**: Suzanne Prévost and Diane Chiasson

(Prepare and submit on your letterhead)

feel free to adjust /personalize content accordingly

May 8th, 2018

PREDA
10128 95th Avenue
Grande Prairie, AB.
T8V 0L4

RE: Northern Alberta Hemp Processing Initiative

On behalf of the (insert your name of Municipality), we are pleased to submit this Letter of Support expressing our interest and confirming the support to the NAHPI project and the application to the PREDA Municipal Funds.

Our Municipality want to encourage industrial hemp production in the PREDA region and the possibility of the construction of hemp fiber de-cortication and processing facilities. The Northern Alberta region has a global advantage for producing long hemp fiber from tall hemp crops due to its long daylight hours. For our farmers, industrial hemp has many advantages; hemp actually revitalizes the soil it grows in, both by aerating the soil and through the deposit of carbon dioxide in to it. This makes hemp ideal for crop rotation and the crop that follows in the soil hemp grew in will develop better than if hemp had not been used.

We are excited about the possibilities of this project and objectives. If you require further information, please contact me at (include phone number / email address).

Sincerely,

(include name)
(include title)

Request for Decision (RFD)

Meeting:	Regular Council	**Reviewed/ Approved For Submission**
Meeting Date:	April 12, 2018	**CAO**
Originated By:	CAO Minderlein	**Manager**
Item Title:	Application for Community Enhancement Grant Funds	**Presenter**

DESCRIPTION:

Council is being 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 & District Agricultural Society.

BACKGROUND / PROPOSAL:

Policy 62/01/16, the Community Enhancement Grant Policy was approved by Council on March 9, 2017. The request is for the planting and care of brightly colored annual flowers along the streets of the hamlet of Watino. This involves the care and watering of 10 oak barrels plus the park entrance by volunteers and a summer student.

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.

COST / SOURCE OF FUNDING:

The policy contains limits of $1000 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 Eaglesham funds to date.

ATTACHMENT(s):

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

OPTIONS:

Council may choose to:

1. Approve funding for the $490.00 (or another amount if deemed appropriate) requested by Ms. Martine Piebiak on behalf of the residents of Eaglesham as a Community

Enhancement Grant for the planting and care of brightly colored annual flowers in oak barrels along the streets of the hamlet of Eaglesham plus at the park entrance; or

2. Decline the request for $490.00 submitted by Ms. Martine Piebiak on behalf of the residents of Eaglesham under the Community Enhancement Program; or

3. Take other action as deemed appropriate.

RECOMMENDED ACTION:

Administration recommends that Council approve the funding of $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 along the streets of the hamlet of Eaglesham plus at the park entrance.

Community Enhancement Grant
Small Projects Grant Application
Application Form

Internal Use Only

Date Received:	
Project Number:	

Please use extra paper if needed.

Applicant Information

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

Project Information

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

Community Impact

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

General Work Plan

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

March 2018 - order flowers from Birch Hills Colony
May 2018 - confirm/assign volunteers to water each barrel
May 2018 - work bee to plants flowers (2 hours for five people)
May - August 2018 - water flowers daily during hottest days, 3X/week in cooler/rain weather

General Budget

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

ITEM	DESCRIPTION / DETAILS	PRICE/COST	SUBTOTAL
plant material	annual bedding plants	$315	315
summer student wages	watering entrance park (all other pots watered by volunteeers) $14.50/hour x 12 hours	$175	175
	TOTAL PROJECT COST		$ $490

Community Contribution

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

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

10 hours planting flowers, 4 hours coordinating volunteer watering,
15 minutes/barrel x 10 barrels x 5 days/week x 14 weeks (May 27 - September 1) = 175 hours
Additional watering at welcome sign park = 40 hours TOTAL VOLUNTEER HOURS = 229

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

Residents and businesses are donating water and watering supplies

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

none

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

no

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

$ $490

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

Signature:		Date:	April 27th, 2018
Name (print):	Martine Piebiak	Phone:	(780) 837-4783

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	May 10, 2018	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Manager:**	
Item Title:	Service Line Warranty	**Presenter:**	Dion Hynes

DESCRIPTION:
Administration is providing Council with information regarding Water and Sewer line warranty available from RMA and SLWC.

BACKGROUND:
With the aging infrastructure in the Hamlets and Cities across Canada residents are often faced with potential repairs to both water and sewer service lines.
RMA and SLWC (Service Line Warranties of Canada) have partnered to offer home owners the opportunity to purchase a warranty that will cover most of the repairs.

DISCUSSION / BENEFITS / DISDVANTAGES:
A letter received from RMA, attached, outlines the general idea and scope of what this insurance is meant for. RMA is seeking an endorsement from the County. By endorsing this, homeowners in the County with these applicable services can access affordable warranty plans that cover the cost of most repairs while educating homeowners of their responsibilities.

COST / SOURCE OF FUNDING:
N/A.

RELEVANT LEGISLATION (Cite):

ATTACHMENT(S):
Letter from RMA April 25, 2018

OPTIONS:
Council may choose to:

1. Endorse the sewer and water line warranty offered through a partnership between RMA and SLWC (Service Line Warranties of Canada).

2. Not endorse the sewer and water line warranty offered through a partnership between RMA and SLWC (Service Line Warranties of Canada).

RECOMMENDED ACTION:
It is Administration's recommendation "that Council endorse the sewer and water line warranty offered through a partnership between RMA and SLWC (Service Line Warranties of Canada)" and direct Administration to advise RMA of Council's decision.

RMA TRADE

BIRCH HILLS COUNTY
RECEIVED
APR 30 2018
WANHAM

April 25, 2018

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

Dear Mr.Hermann Minderlein

RMA understands the importance placed on serving your residents. As such, I wanted to introduce you to a service you may not be aware of that provides a solution to a common problem faced by many Ontario homeowners and their municipalities.

Aging sewer and water infrastructure is increasingly becoming a problem in many municipalities, with the number of **service disruptions rising** on an annual basis. It often comes as a shock to homeowners when they learn that they are responsible for the maintenance and repair to these vital pieces of infrastructure, not the municipality. The end result is a frustrated resident that is left to bear the expense alone while their lives are turned upside down. So how can you better help your residents?

Alberta municipalities are now able to provide their homeowners with some relief with a **sewer and water line warranty** through a partnership between RMA and SLWC (Service Line Warranties of Canada). With a simple endorsement from your municipality, homeowners can access affordable sewer and water line warranty plans that cover the cost of most repairs while educating homeowners of their service line responsibilities. Offering the RMA/SLWC Service Line Warranty Program to your homeowners reinforces the notion of serving you residents by bringing innovative programs to your community.

Currently **39 Canadian municipalities**, including the **City of Hamilton and the Region of Peel**, have chosen to endorse the SLWC program and offer their residents access to preferred rates. That amounts to over 40,000 enrolled residents who have **saved more than $1 million in service line repair costs over the last 3 years.**

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639
FAX 780.955.3615
RMAlberta.com

RMA TRADE

In the coming weeks Jeff Olson, General Manager for SLWC, will be reaching out to municipalities to gauge interest levels in the program and schedules meetings with municipalities to share further details about the program and discuss its many benefits. In the meantime, more information is available by visiting http://slwofc.ca or by contacting Jeff or myself at the information below.

Thank you in advance for your time and consideration.

Sincerely,

Duane Gladden
Director of Business Services

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	May 10, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Seniors' Week June 3-9, 2018	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is providing Council with correspondence provided by Minister of Seniors and Housing requesting formal declaration of Seniors Week.

BACKGROUND:

The Province has recognized Seniors Week for more than 30 years, and the details are spelled out in the attached documents. Copies of the posters have been distributed to the various Senior's groups in Birch Hills County.

COST / SOURCE OF FUNDING: N/A

RELEVANT LEGISLATION (Cite): Nil

ATTACHMENT(S):

Correspondence received from Minister of Seniors and Housing regarding Seniors Week 2018

OPTIONS:

Council may choose to:

1. Declare June 3 to 9 Seniors' Week 2018.
2. Not declare June 3 to 9 Seniors' Week 2018.

RECOMMENDED ACTION:

It is Administration's recommendation

> "that Council declare June 3 to 9 Seniors' Week 2018 and authorize Reeve Manzulenko to sign the declaration on behalf of the County."

ALBERTA
SENIORS AND HOUSING

Office of the Minister
MLA, Edmonton-Riverview

AR 44893

April 20, 2018

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

Dear Reeve Manzulenko:

For more than 30 years, the Government of Alberta has recognized Seniors' Week to honour and celebrate seniors for their many contributions to our province. As Minister of Seniors and Housing, I encourage communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors during this year's Seniors' Week, which takes place from June 3 to 9, 2018.

Enclosed is a Seniors' Week 2018 promotional poster as well as a Declaration, which was designed to support communities in recognizing Seniors' Week and to generate greater awareness of the importance of seniors in our communities. Please notify our government of your declaration by May 26, 2018, so that this information can be highlighted on my ministry's website. To register your declaration or to request additional copies of the poster, please email seniorsinformation@gov.ab.ca.

Across Alberta, organizations and communities host various events during Seniors' Week, and Seniors and Housing is pleased to host an online special events calendar. Please visit www.seniors-housing.alberta.ca/seniors/seniors-week.html to print additional posters, register for a special event or to see what events are happening in your community.

Please join me in celebrating Seniors' Week 2018!

Sincerely,

Lori Sigurdson

Lori Sigurdson
Minister of Seniors and Housing

Enclosures

404 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550 Fax 780-415-9411
9202B - 149 Street, Edmonton, Alberta T5R 1C3 Canada Telephone 780-414-0719 Fax 780-414-0721

Printed on recycled paper

SENIORS' WEEK
JUNE 3-9, 2018
Check out events happening in your community and register your event at:
www.seniors-housing.alberta.ca/events
Alberta

Declaration

Seniors' Week 2018

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I do hereby declare June 3 – 9, 2018, to be Seniors' Week.

Dated this 10th Day of May, 2018,

In Birch Hills County,
Alberta.

Reeve Gerald Manzulenko

Honourable Lori Sigurdson
Minister of Seniors and Housing

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/Approved For Submission**	
Meeting Date:	May 10, 2018	**CAO:**	
Originated By:	Lucy Stevenson Dev/Tax Clerk	**Manager:**	
Item Title:	Request from Tangent Yaremko Social Club	**Presenter:**	Lucy Stevenson

DESCRIPTION:

Administration is providing Council 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 County approval.

BACKGROUND:

The Tangent Yaremko Social Club is a non-profit organization serving the community of Tangent; they rent space from the Societe Francophone De Tangent. Their purpose is to bring the Tangent community together. They have had insurance coverage through the Co-Operators and have been claims free since 2004.

Jubilee Insurance, who is now named RMA Insurance, has supplied the Tangent Yaremko Social Club with premium quotes. Attached to this RFD is a letter requesting Council to grant Tangent Yaremko Social Club ANI status approving them under Birch Hills County's insurance umbrella. In the event of an approval, the agreement would be signed.

DISCUSSION / BENEFITS / DISDVANTAGES:

COST / SOURCE OF FUNDING:

GL 2-12-10-00-275 & 5-00-00-00-296
Any costs for the insurance will be billed back to the Tangent Yaremko Social Club

RELEVANT LEGISLATION (Cite):

ATTACHMENT(S):

Letter to Council

Minutes to approve insurance coverage change

Certificate of Incorporation

Co-Operators Insurance Company letter

ANI agreement example

OPTIONS:

Council may choose to:

1. Approve the addition of the Tangent Yaremko Social Club as an Added Named Insured under the Birch Hills County's insurance umbrella; or

2. Direct Administration to bring the matter to a future Regular Council Meeting for discussion and additional direction; or

3. Decline the request by the Tangent Yaremko Social Club to be an Added Named Insured under the Birch Hills County's insurance umbrella.

RECOMMENDED ACTION:

It is Administration's recommendation "that Council approve the addition of the Tangent Yaremko Social Club as an Added Named Insured under the Birch Hills County's insurance umbrella".

April 27, 2018

BIRCH HILLS COUNTY

Box 157

Wanham, Alberta

T0H 3P0

Good Morning Lucy,

Thank you so much for all of the help that you have given us in regards to our Social Club – without your help and support we could not have succeeded as much as we have with our vision of having a welcoming place for our residents to come for coffee and enjoy each-others company.

After reviewing the quote from Jubilee Insurance we realized that we neglected to mention that we need to be insured for Property/Content as well.

We are asking that County Council take us, Tangent Social Club under their Jubilee Insurance umbrella for Liability and Property Insurance.

We do have a complete list of our inventory for our Club Room. The prices that we have marked down for each item is what has been paid for the item. The value of our inventory is $17,405.00 as of September, 2017 - $20,000 (April, 2018 – there has been donations, craft supplies brought into our Room for members and guests to use).

Lucy, could you please forward this letter to Holly at Jubilee Insurance. Once again we truly appreciate the dedication that you have shown us. Thank you.

Sincerely,

Deb Jacob (Chairperson)

P.s. Lucy – my printer/copier is totally out of ink so Monday I will copy off our inventory list and get it to you asap.

TANGENT YAREMKO SOCIAL CLUB

SPECIAL MEETING RE: JUBLIEE INSURANCE

May 1, 2018

CALL TO ORDER: 2:04 P.M.

ATTENDANCE: DEB JACOB, SUSAN PODL, NELLIE OUELLET, TONI MACKENZIE, ROSAIRE TRUDEL, ARMAND BEAUDOIN, THERESE BEAUDOIN, IRENE LEMOINE, JEANETTE BOIVIN, PAT BOETTCHER, RODRIQUE OUELLET, JEANNETTE JACOB

TREASURERS REPORT: please find attached. Read by NELLIE OUELLET

MOTION TO ACCEPT TREASURERS REPORT AS READ BY IRENE LEMOINE, SECONDED BY JEANETTE BOIVIN, ALL IN FAVOR, CARRIED.

NEW BUSINESS: We have been comparing insurance brokers and deciding which broker would best suit the needs of the social club. We had previous coverage with Co-operators insurance in Falher. We talked to Birch Hills County who supplies many non-profits with their insurance needs at a more reasonable rate. With the coverage that we need, we would be paying $1200.00 per year and with Jubilee we will be paying $611.00 per year. This cost does not cover the content insurance. We would cover $20,000.00 in contents and the cost would be approximately $40.00 - $50.00. The coverage will include $5,000,000. In liability insurance and cover all directors against any claims.

We opened the floor for questions and all members feel this is the best choice for the club. The only question was in regard to a fire and we responded that the Francophone Society carries the coverage on the building.

A motion was made to accept Jubilee Insurance as our new broker to cover our insurance needs. First motion to accept was Irene Lemoine and seconded by Jeanette Boivin.

ALL IN FAVOR. CARRIED.

THIS WAS A SPECIAL MEETING. OUR MEETINGS ARE USUALLY BETWEEN ONE TO TWO HOURS IN DURATION.

RECORDING SECRETARY: Susan Podl

CHAIR PERSON: Deb Jacob

SECRETARY: Susan Podl

CORPORATE ACCESS NUMBER: 5020743745

Government of Alberta

SOCIETIES ACT

CERTIFICATE

OF

INCORPORATION

TANGENT YAREMKO SOCIAL CLUB
WAS INCORPORATED IN ALBERTA ON 2017/10/10.

the co-operators
A Better Place For You

Co-operators General Insurance Company

April 4th, 2018

To whom it may concern,

Please accept this letter as confirmation that the Tangent Yaremko Social Club has been insured through the Co-operators and has been claims free since January 19th, 2004 on policy #3351714. If you require any additional information, please feel free to contact our office at 780-837-2534 and we would be more than happy to help.

Thank you,

Alicia Fletcher
Associate Insurance Advisor

BIRCH HILLS COUNTY
RECEIVED
APR 23 2018
WANHAM

Attention Holly: I totally forgot to enclose this letter along with the questionaire.

Bev Jacen

Box 89
3 Main Street
Falher AB T0H 1M0
Bus: (780) 837-2534
Fax: (780) 837-8348
TOLL FREE CLAIMS 1-877-NU-CLAIM (682-5246)
falher_3st@cooperators.ca

This letter of agreement/understanding is between the following parties:

1) Birch Hills County hereafter known as the Municipality

&

2) Non-Profit Group Name Tangent Yaremko Social Club

   Registered Society No. 5020743745

Dated this _____ day of _____, 2018.

Tangent Yaremko Social Club understands and agrees that as a requirement towards obtaining insurance coverage as an Additional Named Insured under the master insurance policy of the Municipality that Tangent Yaremko Social Club understands and agrees to the following requirements in order to obtain Additional Named Insured status, as well as to maintain Additional Named Insured status. These requirements are as follows:

Tangent Yaremko Social Club;

1) will not engage in any activity that differs from its' current and regular course of operations and as indicated on the most current completed application for insurance coverage with RMA Insurance Agencies, without written notification to the Municipality as master insurance certificate holder which must then be followed by formal written approval from the Municipality back to Tangent Yaremko Social Club in order to confirm acceptance of changes in activity or purpose;
2) agrees to either having representation of the Municipality on the Board of Director's either in a voting or ex-officio capacity or provide the Municipality with minutes of all meetings within a reasonable time period following approval of such minutes by the Additional Named Insured's Board;
3) agrees that all incidents, no matter how minor they may appear, that occur at or through its' operations or premises, are to be reported directly to the Municipality within 48 hours of detection;
4) agrees to having representation at Additional Named Insured insurance/ risk management training and workshops, if such workshops are presented within the

jurisdiction of the Municipality and the Municipality provides reasonable notification of such training or workshops.

5) agrees to engage in reasonable and effective risk management training and initiatives that address the risk and exposure profile of Tangent Yaremko Social Club;
6) agrees to ensure and confirm that Host Liquor Liability coverage is obtained for all special event activities and facility rental functions at which liquor is to be served or consumed;
7) agrees to fully complete the RMA Insurance Agencies Additional Named Insured Group Application for consideration of initial insurance coverage, as well as the RMA Insurance Agencies Additional Named Insured Annual Application form for any and all subsequent annual insurance policy renewals;
8) agrees to not enter into any request for proposals, tenders, or contracts whether verbal or written with any contractor or organization for services related to building maintenance, repair or construction or into lease/rental contracts for items that may be deemed as large capital expenditures without the expressed prior written approval of the Municipality.

The Municipality acknowledges and appreciates that such requirements provide for the protection of the rate payers of the Municipality, while providing access to a cost effective, efficient and comprehensive insurance alternative for non-profit groups who may qualify for Additional Named Insured status under the Municipality. This letter of agreement/ understanding in no way implies that insurance coverage will be extended indefinitely into the future by the Municipality to Tangent Yaremko Social Club, and neither does it waive the right of the Municipality to amend, alter or change such a letter if such an action is deemed necessary by the Municipality or its' insurers.

Agreed to and accepted by:

_____	_____
Authorized Name on behalf of Non-Profit Group	Authorized name on behalf of the Municipality
_____	_____
Signature	Signature
_____	_____
Title	Title

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	May 10, 2018	**CAO:**	
Originated By:	Lucy Stevenson Dev/Taxes Clerk	**Manager:**	
Item Title:	Application for Expansion of Confined Feeding Operation	**Presenter:**	Lucy Stevenson

DESCRIPTION:

Administration is providing Council 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.

BACKGROUND:

On February 13, 2018 the Natural Resources Conservation Board (NRCB) received an application from the Codesa Colony for the expansion of their CFO. These changes include;

1. the construction of a new layer barn (162.2 m x 24.4 m) with attached grading station (42.7 m x 30.5 m);

2. the construction of a pullet barn (77.8 m x 15.2 m) with attached ancillary structure (12.2 m x 15 m); and

3. an increase in livestock numbers from 21,700 chicken layers to 50,000 chicken layers and 18,000 chicken pullets to 26,000 chicken pullets.

DISCUSSION / BENEFITS / DISDVANTAGES:

- Application FA180001 is consistent with our Municipal Development Plan (MDP)

- There is no planning-type documents incorporated by reference in the MDP that apply to the application

- The land zoning for the application site is agriculture and a confined feeding operation is a discretionary use within this zone

- The application meets the Land Use Bylaw No. 02-08 setbacks

COST / SOURCE OF FUNDING:

N/A

RELEVANT LEGISLATION (Cite):

MGA s.619(1)

NRCB, ERCB, AEUB or AUC authorizations

619(1) A licence, permit, approval or other authorization granted by the NRCB, ERCB, AER, AEUB or AUC prevails, in accordance with this section, over any statutory plan, land use bylaw, subdivision decision or development decision by a subdivision authority, development

authority, subdivision and development appeal board, or the Municipal Government Board or any other authorization under this Part.

ATTACHMENT(S):

Letter from NRCB dated April 10, 2018; and

Application FA180001

OPTIONS:

Council may choose to:

1. support application number FA18001 submitted by the Codesa Colony to Natural Resources Conservation Board to expand their confined feeding operation.
2. not support application number FA18001 submitted by the Codesa Colony to Natural Resources Conservation Board to expand their confined feeding operation.
3. refer the application to the Municipal Planning Commission for further review.

RECOMMENDED ACTION:

It is Administration's recommendation that Council "support application number FA18001 submitted by the Codesa Colony to Natural Resources Conservation Board to expand their confined feeding operation"

NRCB Natural Resources Conservation Board

Provincial Building, #201, 10008 – 107 Street
Morinville, Alberta T8R 1L3
T 780-939-1212 F 780-939-3194
Toll Free 310-0000 www.nrcb.ca

April 10, 2018

sent by email to cao@birchhillscounty.com

Hermann Minderlein
Chief Administrative Officer
Birch Hills County
Box 157
Wanham AB T0H 3P0

Dear Hermann:

Re: Application FA18001 – Determined Complete
Codesa Colony
N½ 27-77-01 W6M

Please be advised that the enclosed application has been reviewed by the NRCB and was determined to be complete on April 10, 2018. The application is to construct a new layer barn (162.2 m x 24.4 m) with attached grading station (42.7 m x 30.5 m), and pullet barn (77.8 m x 15.2 m) with attached ancillary structure (12.2 m x 15 m). The application also includes an increase in livestock numbers from 21,700 chicken layers to 50,000 chicken layers and 18,000 chicken pullets to 26,000 chicken pullets.

Please provide our office with your written comments, including any concerns, by May 8, 2018. A time extension, if required, may be requested by contacting me.

In your written comments, please address the following specific items relating to land use planning:

- Is the application consistent with your municipal development plan (MDP)?
- Are there any planning-type documents incorporated by reference in the MDP that apply to the area covered by the application (e.g. area structure plans, inter-municipal development plans)? If yes, is the application consistent with those documents?
- What is the land zoning of the application site, and surrounding lands within 1600 m of the proposed site, under your Land Use Bylaw? What is the status of the proposed development in the application under the application zoning classification (e.g. permitted, discretionary or not listed)?
- Does the application meet the required municipal setbacks?

Please note the date(s) of the most current version(s) of your above mentioned documents.

Besides addressing land use planning issues, you may also wish to address issues relating to whether the application satisfies technical requirements under the Agricultural Operation Practices Act.

If you have any questions or concerns please contact me at 780-939-1173 or by email at julie.wright@nrcb.ca.

Yours truly,

Julie Wright
Approval Officer

Encl.

Part 1 — General Information & Disclosure

NRCB Natural Resources Conservation Board

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area and/or manure storage facility(ies)

NRCB USE ONLY	Application number	Date stamp
	FA18001	NRCB APPLICATION FEB 13 2018 RECEIVED

CONTACT INFORMATION

Applicant Information

Name:	Corporate Name (if applicable)
Jerry m wipf	Codesa Codesa
Address: (Street/P.O. Box) Box 300	
City/Town: Eagle Shaw	**Province:** ALTA **Postal Code:** T0H-1H0

Agent Information (if applicable) (person/agency completing application on your behalf, must have signing authority)

Name:	Corporate Name (if applicable)
Address: (Street/P.O. Box)	
City/Town:	**Province:** **Postal Code:**

LOCATION OF PROPOSED DEVELOPMENT

Legal Land Description(s)	NW-27-77-1W6 (Qtr-Sec-Twp-Rg-W Mer)			
County/Municipal District	Birch Hill			
Registered Land Owner	Are you the registered landowner? ☑ Yes ☐ No (If no, please attach letter of consent signed by all landowners)			
Existing Permit	Do you have an existing permit(s) for CFO facilities at this location? (NRCB or municipal)			
	☑ Yes			
	Permit #:	FA090005	Permit #:	FA02006A
	Permit #:	FA02006B	Permit #:	FA02006
	☐ No			

Part 1 — General Information & Disclosure

NRCB Natural Resources Conservation Board

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area and/or manure storage facility(ies)

Describe proposed activity, including what animal type that is proposed to be changed/increased ie. beef, dairy, hog, poultry, etc. (if you have animal number changes please provide in this description, confirmed numbers are to be provided in Part 2):

Do you propose to expand or otherwise modify an existing facility?	☐ Yes	☑ No
Do you propose to construct a new facility	☑ Yes	☐ No

Changes to livestock capacity (only include livestock that are being changed)

Livestock type/ category	Existing number	Proposed change in numbers	Total
600 sow Farrow to finish	600	0	600
Beef	2000	0	2000
Layers	21,700	28300	50000
Pullets	18,000	8000	26000
Broilers	3000	0	3000
Ducks	1000	0	1000
Geese	200	0	200
turkeys	300	0	300
Milking Cow	100	0	100

APPLICATION DISCLOSURE

I, the applicant, am responsible to check and see that what I am proposing is outside any municipal exclusion zones, rights of way and can meet municipal setback requirements.

This information is collected under the authority of the *Agricultural Operation Practices Act*, is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, and shall be deemed public unless the NRCB grants a written request that certain sections remain private.

From the date Part 1 is accepted by the NRCB, the applicant has **six months** to complete and submit Part 2 and supporting documentation to complete the application, unless an extension is granted. Failure to meet the six month timeframe may result in the application being denied by the NRCB.

Any construction prior to obtaining an NRCB permit is an offence and subject to enforcement action, including prosecution.

I, the applicant, or agent of the applicant, have read and understand the statements herein and acknowledge that the information provided in this application is true to the best of my knowledge.

Feb 13 2018
Date of signing

Jerry M Wipf
Signature

Codesa Colony
Corporate name (if applicable)

Jerry M Wipf
Print name

Part 2 — Technical Requirements

NRCB Natural Resources Conservation Board

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area and/or manure storage facility(ies)

NRCB USE ONLY	Application number	Legal land description
☑ Approval ☐ Registration ☐ Authorization ☐ Amendment	FA18001	N½ 27-77-01 W6

APPLICATION DISCLOSURE

This information is collected under the authority of the *Agricultural Operation Practices Act* (AOPA), and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This information is public unless the NRCB grants a written request that certain sections remain private.

Any construction prior to obtaining an NRCB permit is an offence and is subject to enforcement action, including prosecution.

I, the applicant, or applicant's agent, have read and understand the statements above, and I acknowledge that the information provided in this application is true to the best of my knowledge.

Feb 13 - 2018
Date of signing

Jerry m wipf
Signature

Codesa Colony
Corporate name (if applicable)

Jerry m wipf
Print name

GENERAL INFORMATION REQUIREMENTS

Proposed facilities. List all proposed confined feeding operation facilities and their measurements, including if it is an addition to a an existing facility (attach additional pages if needed)

Proposed manure collection areas & manure storage facilities	Dimensions (m)
Layer barn	162.2 m + 24.4 m
+ Loading Station	42.7m x 30.5m
Pullet barn	77.8m x 15.2 m
ATT Storage	12.2 x 15m

Existing facilities. List **ALL** existing confined feeding operation facilities and their measurements (use additional pages if needed)

Existing barns, manure collection areas & manure storage facility	Dimensions (m)	NRCB USE ONLY
See attached		

NRCB USE ONLY

GENERAL INFORMATION REQUIREMENTS

Existing facilities *List all existing confined feeding operation structures and their measurements. (Attach additional pages, if needed.)*

Existing barns, manure collection areas & manure storage facilities:	Dimensions (l x w) (m)
Existing Barn 1 (Layer)	91.4 x 15.2 (300' x 50')
Existing Barn 2 (Pullet) (converting half of barn to caged layer barn)	91.4 x 12.2 (300' x 40')
Existing Feedlot (Beef finishers)	395 x 159
Existing Catch Basin Stage 1	68 x 37
Existing Catch Basin Stage 2	145 x 100
Existing Solid Manure Storage Pad	91 x 37
Existing Hog Barn	*82.3 x 43.0 (270' x 141')* *132.6 x 27.4 (435' x 90')*
Existing Hog Lagoon	91.4 x 61.0 (300' x 200')

Proposed facilities *List all proposed confined feeding operation structures and their measurements. (Attach additional*

Part 2 — Technical Requirements

NRCB Natural Resources Conservation Board

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area and/or manure storage facility(ies)

If a new facility is replacing an old facility, what will be done with the old facility and when? ☐ N/A

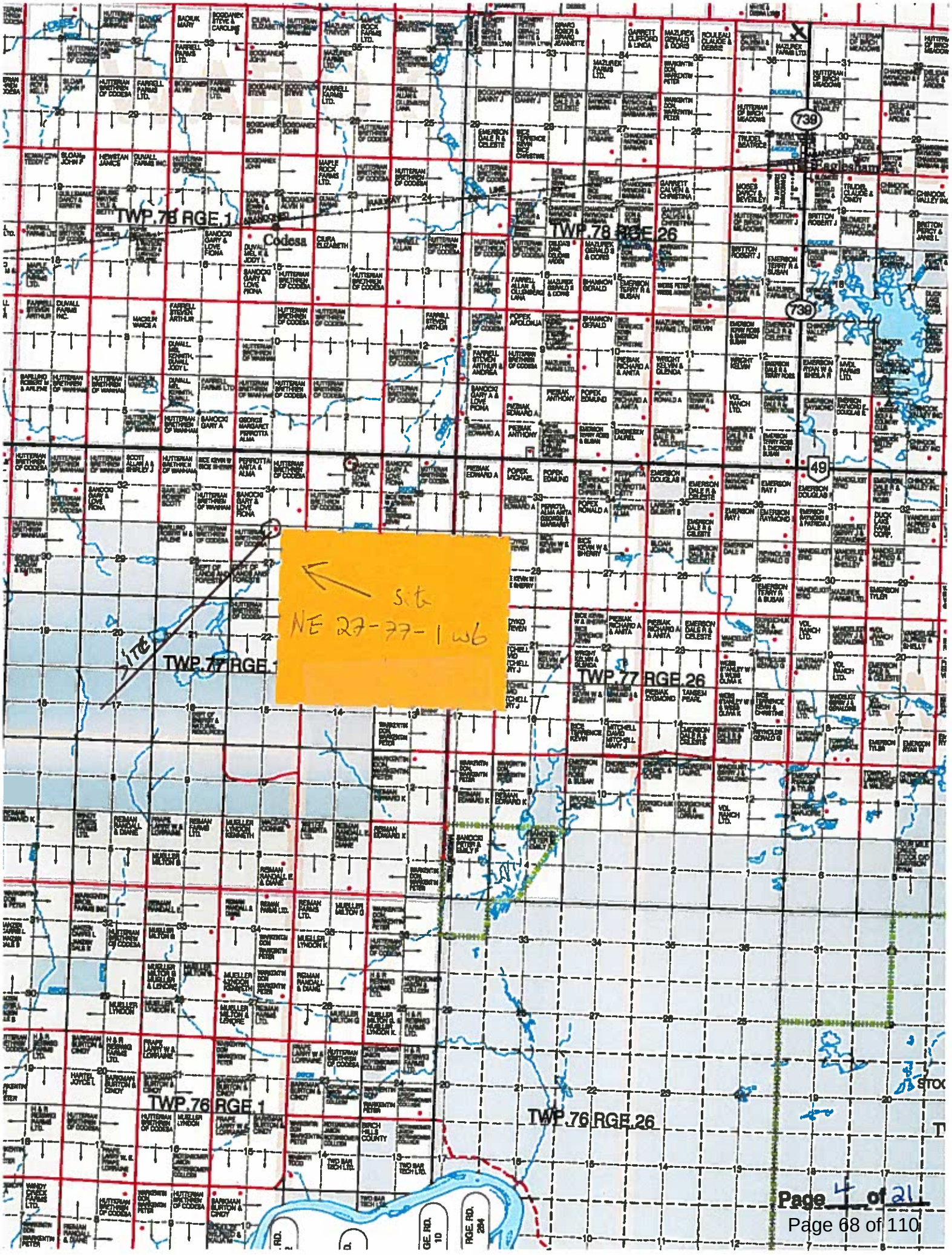
Proposed construction completion date: Dec 1 - 2020

Additional information:

Convert existing layer barn to a multi-species barn.

Livestock Numbers: (include all livestock)
Note: Livestock numbers in this table will be used when processing the application)

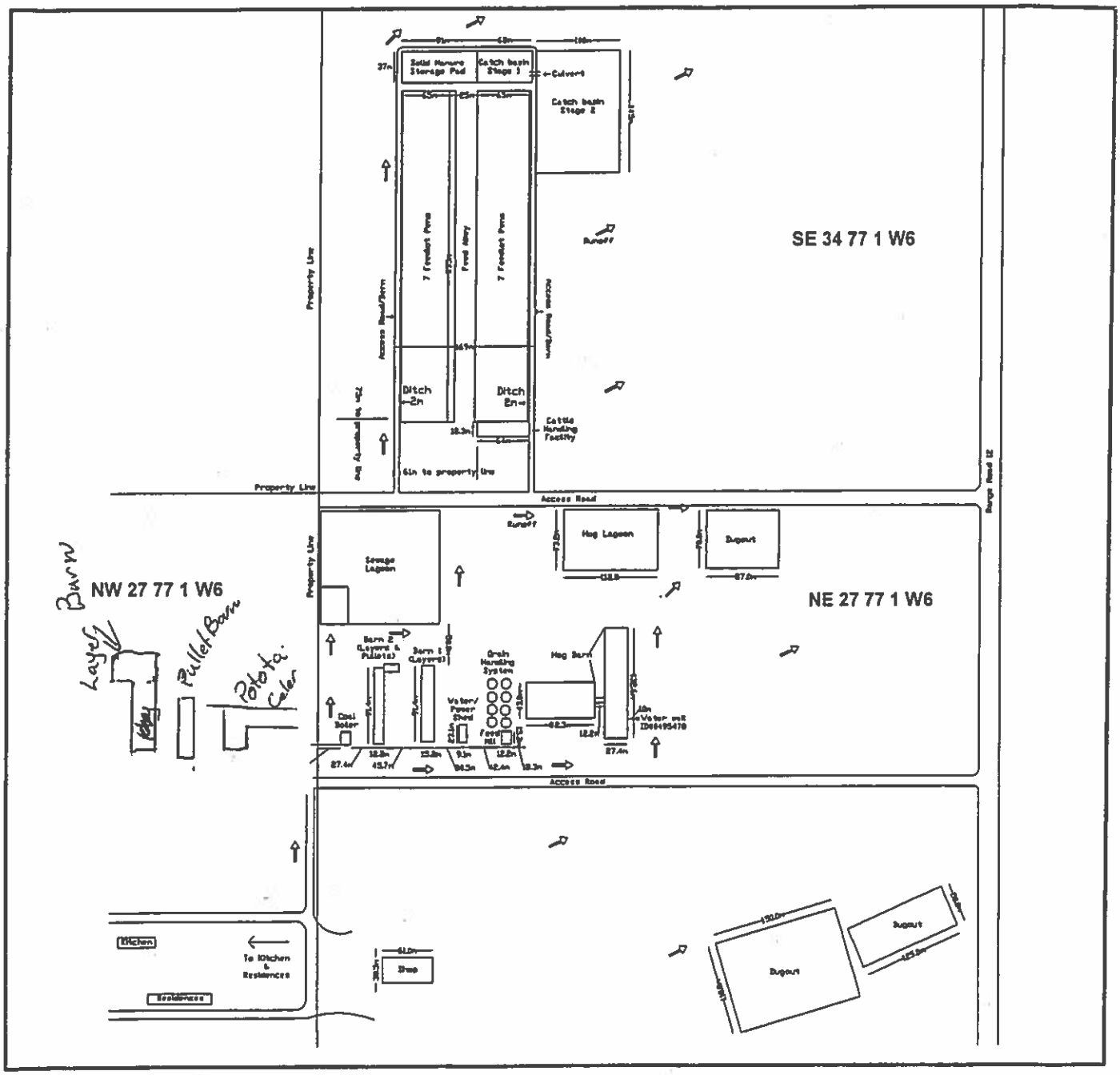
Livestock type/ category	Existing number	Change in number (if applicable)	Total
layers	21700	28300	50000
Pullets	18,000	8000	26000
Sow F +F	600	0	600
Beef	2000	0	2000
Broilers	3000	0	3000
Ducks	1000	0	1000
Geese	200	0	200
turkey	300	0	300


TWP.78 RGE.1
Codesa
TWP.78 RGE.26
Eaglesham
739
739
49
site
NE 27-77-1 w6
ITC
TWP.77 RGE.1
TWP.77 RGE.26
TWP.76 RGE.1
TWP.76 RGE.26
RGE. RD. 10
RGE. RD. 284

DETAILED SITE LAYOUT PLAN

Scale: n.t.s.

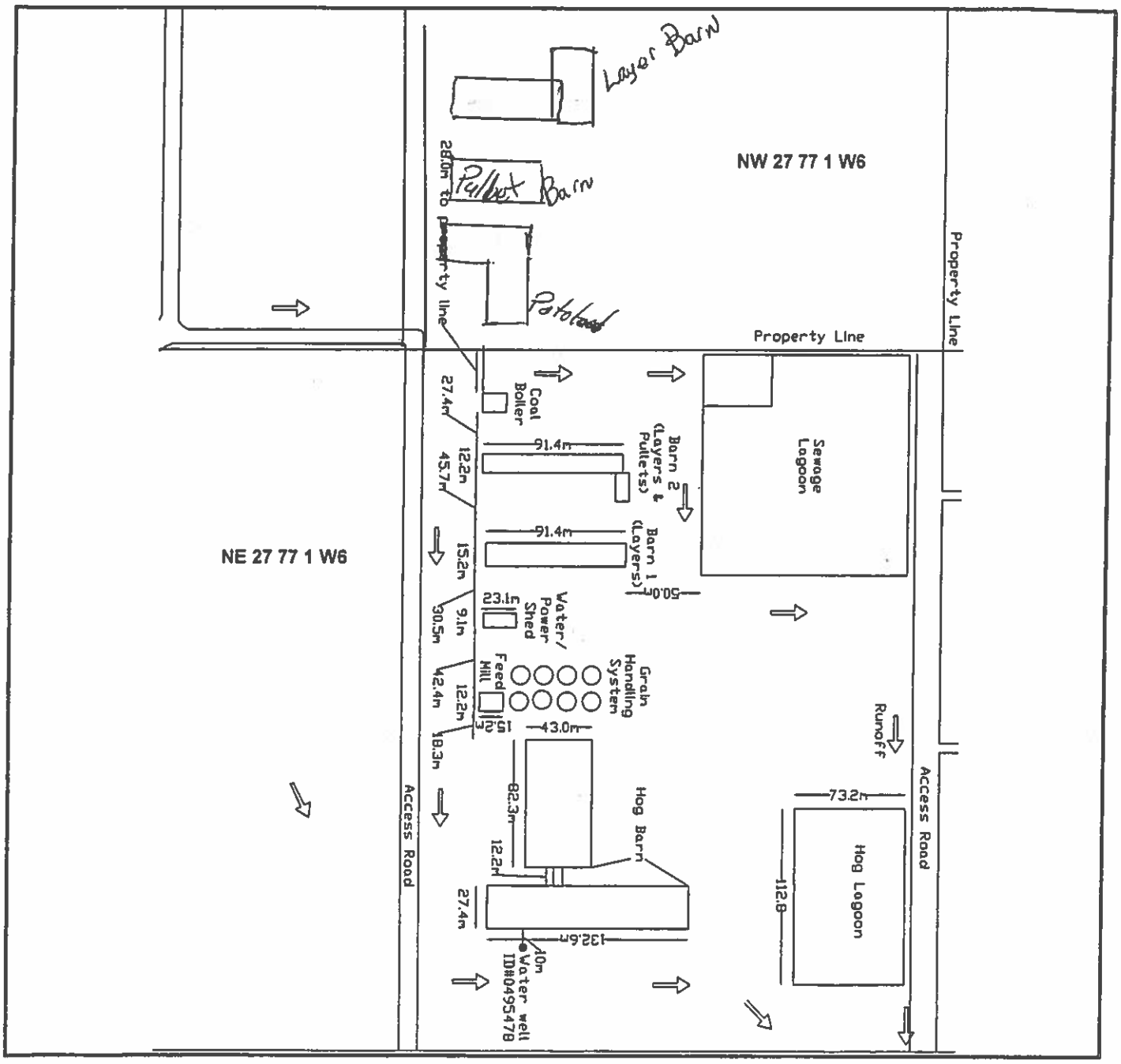
Legend:



DETAILED SITE LAYOUT PLAN

Scale: n.t.s.

Legend:



N
12

DECLARATION AND ACKNOWLEDGMENT OF APPLICANT CONCERNING *WATER ACT* LICENCE

issued by Alberta Environment and Parks (AEP) for a confined feeding operation (CFO)

Date and sign (or check) one of the following four options

OPTION 1: Applying through the NRCB for both the AOPA permit and the *Water Act* licence

☐ I **DO** want my water licence application coupled to my AOPA permit application.

Signed this ____day of _____, 20____. _____

Signature of Applicant or Agent

OPTION 2: Processing the AOPA permit and *Water Act* licence separately

1. I (we) acknowledge that the CFO will need a new water licence from AEP under the *Water Act* for the development or activity proposed in this AOPA application.
2. I (we) request that the NRCB process the AOPA application **independently of** AEP's processing of the CFO's application for a water licence.
3. In making this request, I (we) recognize that, if this AOPA application is granted by the NRCB, the NRCB's decision will not be considered by AEP as improving or enhancing the CFO's eligibility for a water licence under the *Water Act*.
4. I (we) acknowledge that any construction or actions to populate the CFO with livestock pursuant to an AOPA permit in the absence of a *Water Act* licence will **not** be relevant to AEP's consideration of whether to grant the *Water Act* licence application.
5. I (we) acknowledge that any such construction or livestock populating will be at the CFO's sole risk if the *Water Act* licence application is denied or if the operation of the CFO is otherwise deemed to be in violation of the *Water Act*. This risk includes being required to de-populate the CFO and/or to cease further construction, or to remove "works" or "undertakings" (as defined in the *Water Act*).
6. **CHECK IF RELEVANT** ☐ I (we) acknowledge that the CFO is located in the South Saskatchewan River Basin and that, pursuant to the *Bow, Oldman and South Saskatchewan River Basin Water Allocation Order* [Alta. Reg. 171/2007], this basin is currently closed to new surface water allocations.

Signed this ____ day of _____, 20____. _____

Signature of Applicant or Agent

OPTION 3: Additional water licence not required

1. I (we) declare that the CFO will not need a new licence from AEP under the *Water Act* for the development or activity proposed in this AOPA application.

Signed this ____ day of _____, 20____. _____

Signature of Applicant or Agent

OPTION 4: Uncertain if *Water Act* licence is needed: acknowledgement of risk (for existing CFOs only)

1. At this time, I (we) do not know whether a new water licence is needed from AEP under the *Water Act* for the development or activity proposed in this AOPA application.
2. If a new *Water Act* licence is needed, I (we) request that the NRCB process the AOPA application **independently of** AEP's processing of the CFO's application for a water licence.
3. In making this request, I (we) recognize that, if this AOPA application is granted by the NRCB, the NRCB's decision will not be considered by AEP as improving or enhancing the CFO's eligibility for a water licence under the *Water Act*.
4. I (we) acknowledge that any construction or actions to populate the CFO with additional livestock pursuant to an AOPA permit in the absence of a *Water Act* licence will **not** be relevant to AEP's consideration of whether to grant my *Water Act* licence application, if a new water licence is needed.
5. I (we) acknowledge that any such construction or livestock increase will be at the CFO's sole risk if the *Water Act* licence application is denied or if the operation of the CFO is otherwise deemed to be in violation of the *Water Act*. This risk includes being required to de-populate the CFO and/or to cease further construction, or to remove "works" or "undertakings" (as defined in the *Water Act*).
6. **CHECK IF RELEVANT** ☐ I (we) acknowledge that the CFO is located in the South Saskatchewan River Basin and that, pursuant to the *Bow, Oldman and South Saskatchewan River Basin Water Allocation Order* [Alta. Reg. 171/2007], this basin is currently closed to new surface water allocations.

Signed this 13 day of Feb, 2018. Jerry M Wipf

Signature of Applicant or Agent

Part 2 — Technical Requirements

NRCB Natural Resources Conservation Board

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area and/or manure storage facility(ies)

GENERAL WATER INFORMATION – EXISTING **Use the existing manure storage facility that is closest to a common body of water or water well**			**NRCB USE ONLY**	
			Comments	**Meets regulations**
Flood plain information What is the elevation of the floor of the lowest manure storage or collection facility above the 1:25 year flood plain or the highest known flood level?	21 (m)	☑ Estimated ☐ From records		☐ YES ☐ NO ☐ YES with exemption
Springs, wells, and surface water information a. How many springs are within 100 m of manure storage facilities or manure collection areas?		NONE		☐ YES ☐ NO ☐ YES with exemption
b. How many water wells are within 100 m of the manure storage facilities or manure collection areas?		1		☐ YES ☐ NO ☐ YES with exemption
c. What is the shortest distance from an manure collection or storage facility to a surface water body? (ie, lake, creek, slough, seasonal, etc.)		384m		☐ YES ☐ NO ☐ YES with exemption
Groundwater information a. What is the depth to bedrock?	13 (m)	☐ Estimated ☐ Measured ☑ Drilling reports	N/A	
c. What is the shallowest depth to the uppermost groundwater resource?	36 (m)	☐ Estimated ☐ Measured ☑ Drilling reports		☐ YES ☐ NO ☐ YES with exemption

Additional information: (attach borehole logs and records, as required)

Part 2 — Technical Requirements

NRCB Natural Resources Conservation Board

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area and/or manure storage facility(ies)

GENERAL WATER INFORMATION – PROPOSED **Use the proposed manure storage facility that is closest to a common body of water or water well**			**NRCB USE ONLY**	
			Comments	**Meets regulations**
Proposed facility name Layer barn				
Flood plain information What is the elevation of the floor of the lowest **proposed** manure storage or collection facility above the 1:25 year flood plain or the highest known flood level?	21 (m)	☑ Estimated ☐ From records		☐ YES ☐ NO ☐ YES with exemption
Springs, wells, and surface water information a. How many springs are within 100 m of **proposed** manure storage facilities or manure collection areas?		None		☐ YES ☐ NO ☐ YES with exemption
b. How many water wells are within 100 m of **proposed** manure storage facilities or manure collection areas?		0		☐ YES ☐ NO ☐ YES with exemption
c. What is the shortest distance from a **proposed** manure collection or storage facility to a surface water body? (ie, lake, creek, slough, seasonal, etc.)		384		☐ YES ☐ NO ☐ YES with exemption
Groundwater information a. What is the depth to bedrock?	13 (m)	☐ Estimated ☐ Measured ☑ Drilling reports	N/A	
b. What is the depth to the water table?	47 (m)	☑ Estimated ☐ Measured ☐ Drilling reports		☐ YES ☐ NO ☐ YES with exemption
c. What is the shallowest depth to the uppermost groundwater resource?	36 (m)	☐ Estimated ☐ Measured ☑ Drilling reports		☐ YES ☐ NO ☐ YES with exemption

Additional information: (attach borehole logs and records, as required)

Part 2 — Technical Requirements

NRCB Natural Resources Conservation Board

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area and/or manure storage facility(ies)

GENERAL WATER INFORMATION – PROPOSED **Use the proposed manure storage facility that is closest to a common body of water or water well**			**NRCB USE ONLY**	
			Comments	**Meets regulations**
Proposed facility name Pullet Barn				
Flood plain information What is the elevation of the floor of the lowest **proposed** manure storage or collection facility above the 1:25 year flood plain or the highest known flood level?	>1 (m)	☑ Estimated ☐ From records		☐ YES ☐ NO ☐ YES with exemption
Springs, wells, and surface water information a. How many springs are within 100 m of **proposed** manure storage facilities or manure collection areas?		None		☐ YES ☐ NO ☐ YES with exemption
b. How many water wells are within 100 m of **proposed** manure storage facilities or manure collection areas?		0		☐ YES ☐ NO ☐ YES with exemption
c. What is the shortest distance from a **proposed** manure collection or storage facility to a surface water body? (ie, lake, creek, slough, seasonal, etc.)		384		☐ YES ☐ NO ☐ YES with exemption
Groundwater information a. What is the depth to bedrock?	13 (m)	☐ Estimated ☐ Measured ☑ Drilling reports	N/A	
b. What is the depth to the water table?	4.7 (m)	☑ Estimated ☐ Measured ☐ Drilling reports		☐ YES ☐ NO ☐ YES with exemption
c. What is the shallowest depth to the uppermost groundwater resource?	36 (m)	☐ Estimated ☐ Measured ☑ Drilling reports		☐ YES ☐ NO ☐ YES with exemption

Additional information: (attach borehole logs and records, as required)

Water Well Drilling Report

View in Imperial | Export to Excel

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

GOWN ID

GIC Well ID 495478
GoA Well Tag No.
Drilling Company Well ID
Date Report Received 1999/01/20

Well Identification and Location

Measurement in Metric

Owner Name	Address	Town	Province	Country	Postal Code
WARBURG COLONY	P.O. BOX 520 WARBURG				T0C 2T0

Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description
	16	27	77	1	6				

Measured from Boundary of
399.90 m from North
399.90 m from East

GPS Coordinates in Decimal Degrees (NAD 83)
Latitude 55.705147 Longitude -118.058632
How Location Obtained
Not Verified

Elevation m
How Elevation Obtained
Not Obtained

Drilling Information

Method of Drilling
Rotary

Proposed Well Use
Domestic

Type of Work
New Well

Formation Log

Measurement in Metric

Depth from ground level (m)	Water Bearing	Lithology Description
13.11		Glacial Till & Clay
33.53		Gray Shale
33.83		Gray Hard Shale
34.75		Green Shale
35.05		Gray Hard Shale
35.66		Green Sandy Shale
35.97		Gray Hard Shale
39.62		Green Dirty Sandstone
40.84		Brownish Gray Sandstone
42.06		Silty Shale

Yield Test Summary

Measurement in Metric

Recommended Pump Rate 68.19 L/min

Test Date	Water Removal Rate (L/min)	Static Water Level (m)
1998/11/16	71.83	24.48

Well Completion

Measurement in Metric

Total Depth Drilled	Finished Well Depth	Start Date	End Date
42.06 m		1998/11/16	1998/11/16

Borehole

Diameter (cm)	From (m)	To (m)
0.00	0.00	42.06

Surface Casing (if applicable)
Steel
Size OD 16.81 cm
Wall Thickness 0.478 cm
Bottom at 17.68 m

Well Casing/Liner
Plastic
Size OD 12.70 cm
Wall Thickness 0.732 cm
Top at 5.49 m
Bottom at 42.06 m

Perforations

From (m)	To (m)	Diameter or Slot Width (cm)	Slot Length (cm)	Hole or Slot Interval(cm)
35.97	42.06	0.000		0.08

Perforated by Machine

Annular Seal Driven & Bentonite
Placed from 0.00 m to 17.68 m
Amount

Other Seals

Type	At (m)

Screen Type
Size OD 0.00 cm

From (m)	To (m)	Slot Size (cm)

Attachment
Top Fittings Bottom Fittings

Pack
Type Grain Size
Amount

Contractor Certification

Name of Journeyman responsible for drilling/construction of well
UNKNOWN NA DRILLER

Certification No
1

Company Name
ANDERSON AIR DRILLING LTD.

Copy of Well report provided to owner Date approval holder signed

Water Well Drilling Report

View in Imperial | Export to Excel

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

GOWN ID

GIC Well ID 495478
GoA Well Tag No.
Drilling Company Well ID
Date Report Received 1999/01/20

Well Identification and Location

Measurement in Metric

Owner Name	Address	Town	Province	Country	Postal Code
WARBURG COLONY	P.O. BOX 520 WARBURG				T0C 2T0

Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description
	16	27	77	1	6				

Measured from Boundary of
399.90 m from North
399.90 m from East

GPS Coordinates in Decimal Degrees (NAD 83)
Latitude 55.705147 Longitude -118.058632
How Location Obtained: Not Verified

Elevation m
How Elevation Obtained: Not Obtained

Additional Information

Measurement in Metric

Distance From Top of Casing to Ground Level cm
Is Artesian Flow
Rate L/min
Is Flow Control Installed
Describe

Recommended Pump Rate 68.19 L/min
Recommended Pump Intake Depth (From TOC) 35.05 m
Pump Installed
Type
Depth m
Make
H.P.
Model (Output Rating)

Did you Encounter Saline Water (>4000 ppm TDS)
Depth m
Gas
Depth m
Well Disinfected Upon Completion
Geophysical Log Taken
Submitted to ESRD
Sample Collected for Potability
Submitted to ESRD

Additional Comments on Well
DRILLER REPORTS DISTANCE FROM TOP OF CASING TO GROUND LEVEL: 2'.

Yield Test

Measurement in Metric

Test Date	Start Time	Static Water Level
1998/11/16	12:00 AM	24.48 m

Method of Water Removal
Type Pump
Removal Rate 71.83 L/min
Depth Withdrawn From 41.15 m

If water removal period was < 2 hours, explain why

Taken From Ground Level
Depth to water level

Drawdown (m)	Elapsed Time Minutes:Sec	Recovery (m)
24.48	0:00	29.48
26.62	1:00	26.49
27.41	2:00	26.01
27.79	3:00	25.70
28.03	4:00	25.82
28.17	5:00	25.58
28.27	6:00	25.48
28.40	8:00	25.39
28.47	9:00	25.35
28.50	10:00	25.30
28.65	14:00	25.21
28.80	20:00	25.09
28.96	30:00	24.98
28.14	40:00	24.88
29.20	60:00	24.75
29.30	75:00	24.71
29.38	90:00	24.69
29.44	105:00	24.67
29.48	120:00	24.66

Water Diverted for Drilling

Water Source	Amount Taken	Diversion Date & Time
	L	

Contractor Certification

Name of Journeyman responsible for drilling/construction of well
UNKNOWN NA DRILLER

Certification No
1

Company Name
ANDERSON AIR DRILLING LTD.

Copy of Well report provided to owner

Date approval holder signed

Printed on 10/2/2017 1:28:38 PM

Part 2 — Technical Requirements

NRCB Natural Resources Conservation Board

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area and/or manure storage facility(ies)

DISTANCE OF ANY MANURE STORAGE FACILITY (EXISTING OR PROPOSED) TO NEIGHBOURING RESIDENCES

Name	Legal Land Description	Distance (m)	Zoning (LUB) Category	MDS Cat (1-4)	Distance (m)	Meets Regulations
Greg Sanocki	NE 35-77-1W6	1850				
Terrene, Sheena Kevina Bice	SW 36 77-1W6	2100				
Dennis + Tanya Warner	SE 6-78-1W6	4700				

Methods used/margins of error to determine distance:

Additional information:

NRCB USE ONLY

Methods used to determine distance (if applicable): _____

Margin of error (if applicable): _____

Requirements: Category 1:_____ Category 2:_____ Category 3:_____ Category 4:_____

Technology factor: ☐YES ☐NO

Expansion factor: ☐YES ☐NO

Waivers required: ☐YES ☐NO # _____

Waivers attached: ☐ Waivers in file: ☐

MDS related concerns from directly affected parties or referral agencies: ☐YES ☐NO

Comments:

2159 m
850 m
49
Spirit River Highway

Part 2 — Technical Requirements

NRCB Natural Resources Conservation Board

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area and/or manure storage facility(ies)

LAND BASE FOR MANURE AND COMPOST APPLICATION (for approvals and registrations only)

Name of landowner(s)*	Legal Land Description	Area ** (usable hectares)	Soil Zone	NRCB USE ONLY Area unsuitable:
See attached				
	TOTAL			

*If you are **not** the registered land owner, please attach copies of land use agreements signed by all landowners.

** Available manure spreading area (do not include required setback areas from residences, common bodies of water, water wells, etc.) (to convert from acres to hectares divide acres by 2.47)

Additional information: (attach copies of all signed land use agreements)

NRCB USE ONLY

Land base required: _____

Land base listed: _____

Area not suitable: _____

Available area _____ Requirement Met: ☐ YES ☐ NO

Land spreading agreements required: ☐ YES ☐ NO If yes, Agreements in file: ☐ Agreements attached: ☐

Manure Management Plan: ☐ YES ☐ NO Plan attached: ☐ Plan in file: ☐

Part 2 — Technical Requirements

NRCB | Natural Resources Conservation Board

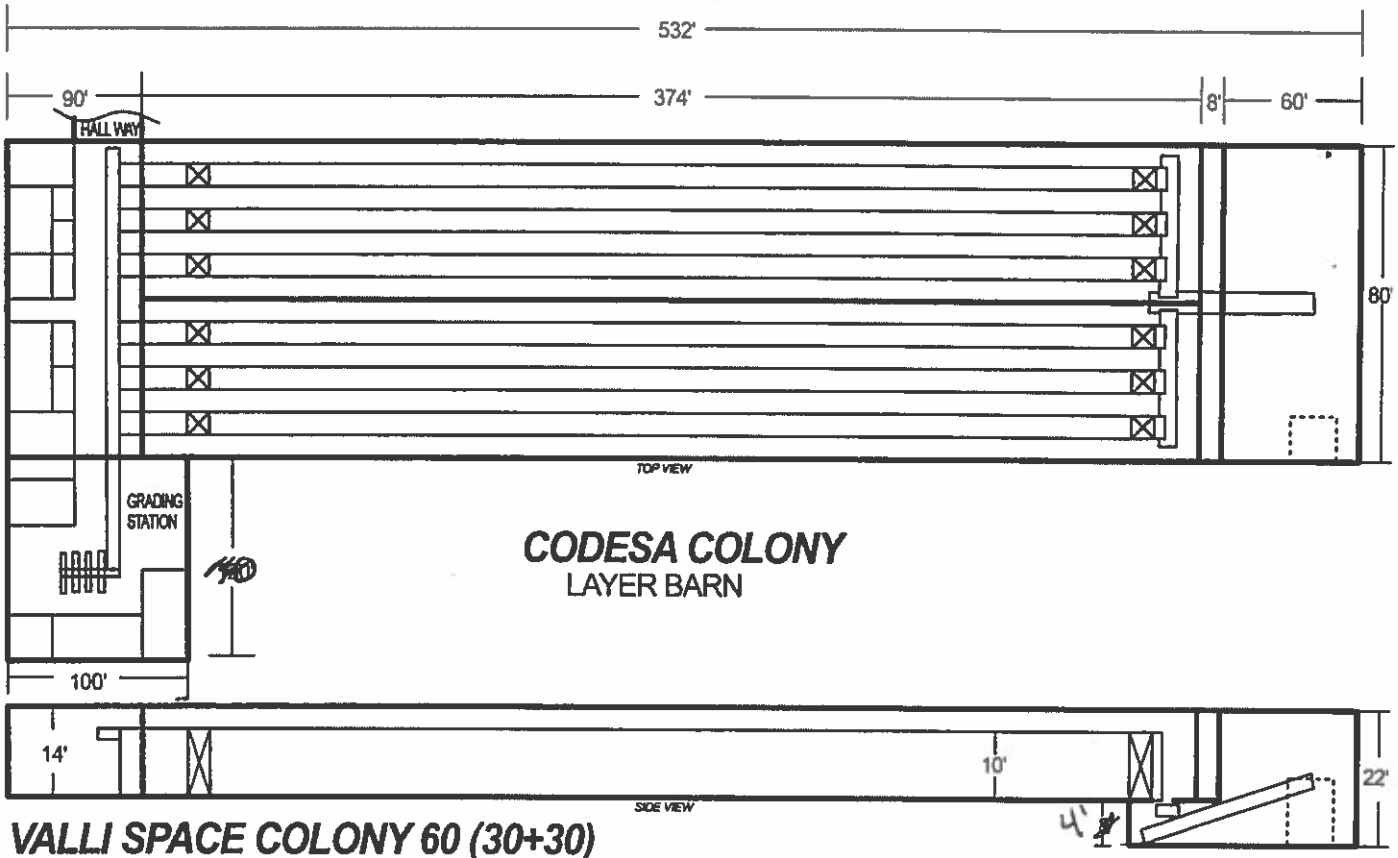
LAND BASE FOR MANURE AND COMPOST APPLICATION

*(Complete this section **ONLY** if you are proposing to apply manure and/or compost to land for your proposed development.)*

Land details

Name of landowner(s) *(If you are **not** the registered land owner, please attach copies of land use agreements signed by all landowners.)*	Legal land description					Area (usable hectares)	Soil Zone
	Qtr	Sec	Twp	Rge	W of M		
Codesa Colony	**NE**	**22**	**77**	**1**	**6**	**4.0**	**Grey wooded**
"	**S1/2**	**22**	**77**	**1**	**6**	**104.5**	"
"	**SE**	**27**	**77**	**1**	**6**	**61.0**	"
"	**NE**	**28**	**77**	**1**	**6**	**59.6**	"
"	**E1/2**	**3**	**78**	**1**	**6**	**98.6**	"
"	**N1/2**	**10**	**78**	**1**	**6**	**118.7**	"
"	**SE**	**10**	**78**	**1**	**6**	**52**	"
"	**All**	**11**	**78**	**1**	**6**	**245.0**	"
"	**All**	**2**	**78**	**1**	**6**	**213.6**	"
"	**All**	**21**	**78**	**1**	**6**	**219.6**	"
					TOTAL:	**~1177 ha ~2907 ac**	

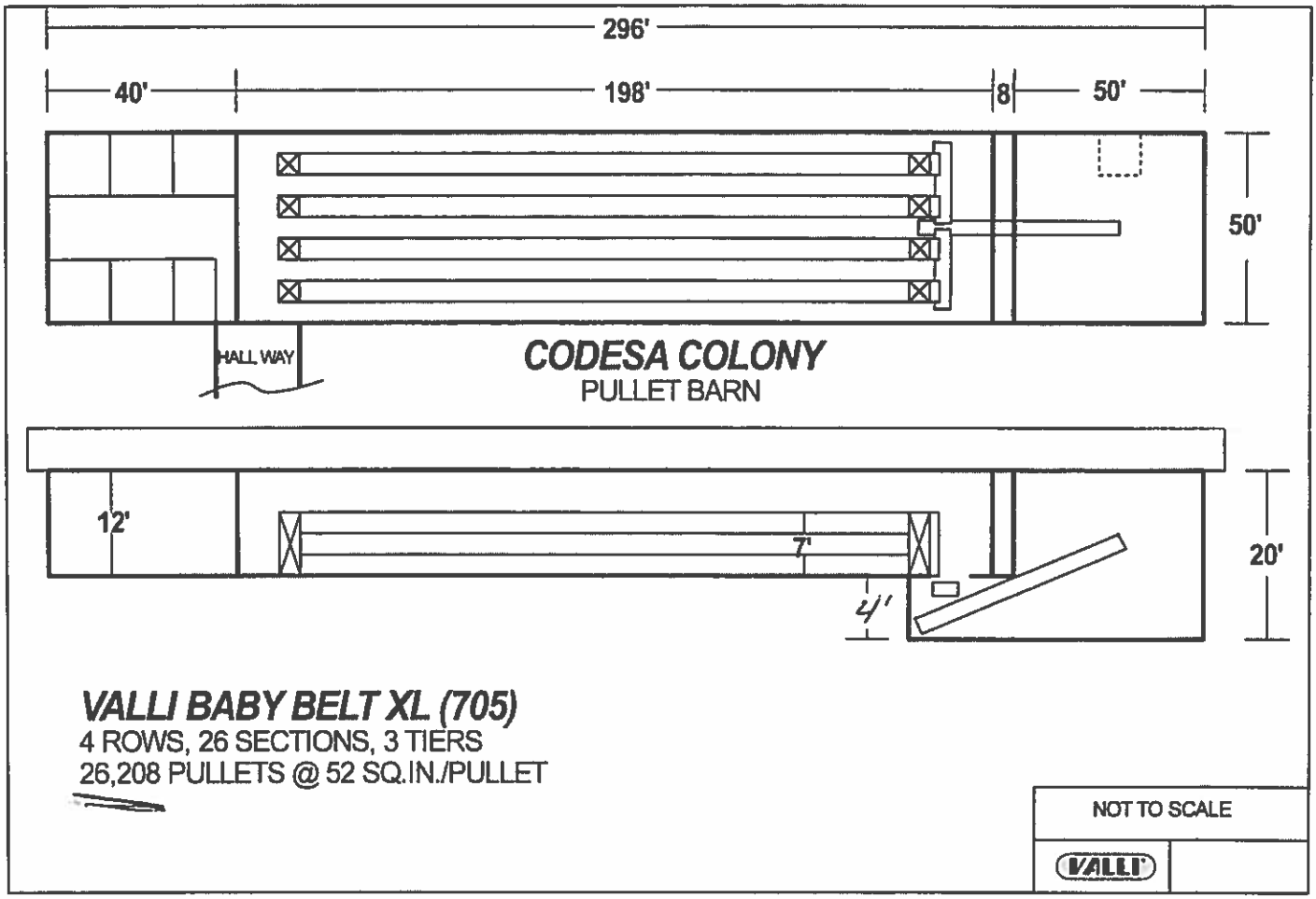
Additional information *(Attach copies of all signed land use agreements.)*



CODESA COLONY
LAYER BARN

VALLI SPACE COLONY 60 (30+30)
6 ROWS, 35 SECTIONS, 4 TIERS
50,400 BIRDS @ 116.25 SQ.IN./BIRD

VALLI
NOT TO SCALE


296'
40'
198'
8
50'
50'
HALL WAY
CODESA COLONY
PULLET BARN
12'
7'
4'
20'
VALLI BABY BELT XL (705)
4 ROWS, 26 SECTIONS, 3 TIERS
26,208 PULLETS @ 52 SQ.IN./PULLET
NOT TO SCALE
VALLI

Part 2 — Technical Requirements

NRCB Natural Resources Conservation Board

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area and/or manure storage facility(ies)

SOLID MANURE, COMPOST & COMPOSTING MATERIALS: Barns, feedlots & storage facilities - Concrete liner

*(complete a copy of this section for **EACH** barn, feedlot and storage facility for solid manure, composting materials or compost with a concrete liner)*

Facility description / name *(as indicated on site plan)*

1. Layer Barn 2. Pullet Barn

Manure storage capacity

	Length (m)	Width (m)	Estimated storage capacity (m^3)	Depth below grade to the bottom of the liner (m)
1.	162.2	24.4	594	1.2
2.	77.8	15.2	177	1.2

NRCB USE ONLY

Depth to water table: _____ Requirements met: ☐ YES ☐ NO

Depth to UGR: _____ Requirements met: ☐ YES ☐ NO

ERST completed: ☐ YES ☐ NO

Groundwater risk level: _____ Surface Water risk level: _____

UGR: Uppermost Groundwater Resource as defined under AOPA's *Standards and Administration Regulation*.

Surface water control systems

☑ Under roof: Surface water will be controlled by the walls and roof of the building and by the finished landscaping.

☐ Outdoor: Describe the run-on and runoff control system proposed for feedlots and outdoor manure storage facilities

NRCB USE ONLY

Requirements met: ☐ YES ☐ NO Details/comments:

SOLID MANURE, COMPOST & COMPOSTING MATERIALS: Barns, feedlots & storage facilities - Concrete liner (cont.)

Concrete liner details

Concrete thickness 6"	Provide details:
Concrete strength 25 mpa	Provide details:
Method of sulphate protection 50	Provide details:
Concrete reinforcement size and spacing 10M @ 12" O/C	Provide details:

Additional information:

NRCB USE ONLY

Technical guideline requirements met: ☐ YES ☐ NO

Construction plans approved by professional engineer: ☐ YES ☐ NO Condition required: ☐ YES ☐ NO

Comments:

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	May 10, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Director:**	
Item Title:	Upcoming Council Meetings	**Presenter:**	CAO Minderlein

DESCRIPTION:

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

BACKGROUND:

In past, Council had determined that it was only necessary to hold one Regular Meeting in the months of July and August.

In 2017, Council passed Resolution RC17-187 that read as follows:

> *"that Council cancel the Regular Council Meetings scheduled for June 8, July 13, August 10, September 28, and October 12, 2017 and the Governance Committee Meeting scheduled for September 28, 2017; and direct Administration to provide notice of these cancellations in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw."*

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

DISCUSSION / BENEFITS / DISADVANTAGES:

May	Pressures related to a late start to seeding, the long weekend, and Conventions for CAO Minderlein and Councillors Joudrey and Paradis may make it desirable to only have the May 10th meetings.
June	Open for discussion.
July and August	Past practice has been to only have the one meeting in July and August due limited availability and scheduling of staff vacation time.
September /October	Open for discussion
November	Conflict with RMA convention
December	Past practice has been to only have the one meeting in December due to limited availability and Christmas/New Year staff scheduling.

COST / SOURCE OF FUNDING:

Reduced meetings do result in reduced costs related to meetings. There is adequate funding in the budget to hold the meetings as scheduled.

RELEVANT LEGISLATION (Cite):

ATTACHMENT(s):

Calendar with dates from May 11 to October 30, 2017

OPTIONS:

Council may choose to:

1. Make changes to the meeting calendar; or

2. Not make changes to the meeting calendar.

RECOMMENDED ACTION:

Administration recommends that Council review the list of upcoming meetings and make changes as determined appropriate.

UPCOMING 2018 COUNCIL EVENTS

Date	Time or Attendee(s)	Event
May 10	9:00 AM Following Regular Council Meeting	Regular Council Ag. Service Board
May 21 – Victoria Day		
May 24	9:00 AM Following Regular Council Meeting	Regular Council Governance
May 27 to 31	CAO Minderlein	CAMA Conference Fredericton, NB
May 30 to Jun 4	Councillors Joudrey & Paradis	FCM Conference Halifax, NS
Jun 14	9:00 AM	Regular Council
Jun 28	9:00 AM Following Regular Council Meeting	Regular Council Governance
Jul 1 – Canada Day		
Jul 2 – County Office Closed in Lieu of Canada Day		
Jul 12	9:00 AM Following Regular Council Meeting	Regular Council Ag. Service Board
Jul 26	9:00 AM Following Regular Council Meeting	Regular Council Governance
Aug 6 – Heritage Day		
Aug 9	9:00 AM	Regular Council
Aug 23	9:00 AM Following Regular Council Meeting	Regular Council Governance
Sep 3 – Labour Day		
Sep 13	9:00 AM	Regular Council
Sep 27	9:00 AM Following Regular Council Meeting	Regular Council Governance
Oct 8 – Thanksgiving Day		
Oct 11	9:00 AM Following Regular Council Meeting	Regular Council Ag. Service Board

Date	**Time or Attendee(s)**	**Event**
Oct 25	192(1) Except in a summer village, a council must hold an organizational meeting annually not later than 2 weeks after the 3rd Monday in October.	Organizational Meeting
	Following Organizational Meeting Following Regular Council	Regular Council Governance
Nov 8	9:00 AM	Regular Council

Nov 11 – Remembrance Day

Nov 12 – County Office Closed in Lieu of Remembrance Day

Nov 19 to 22		RMA Fall Conference
Nov 22	9:00 AM Following Regular Council	Regular Council Governance
Dec 13	9:00 AM Following Regular Council Meeting	Regular Council Ag. Service Board

Dec 25 & 26 – County Office Closed

Dec 27	9:00 AM Following Regular Council	Regular Council Governance

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	May 10, 2018	**CAO:**	
Originated By:	Amanda Ouellet/Dir. Of Agriculture	**Manager:**	
Item Title:	Appointment of Assistant Agricultural Fieldman as Inspector Under Agricultural Acts	**Presenter:**	Amanda Ouellet

DESCRIPTION:

Council is being requested to formalize the appointment of Kathrin Langlois as Assistant Agricultural Fieldman in order for her appointment to meet the requirements of the Agricultural Pests Act and Regulations and other legislation.

BACKGROUND:

By appointing an Assistant Agricultural Fieldman as an inspector of the Alberta *Weed Control Act*, the *Soil Conservation Act* and the *Pests Control Act* eliminates the repetition of having to appoint the Assistant Agricultural Fieldman annually as an inspector.

COST / SOURCE OF FUNDING: N/A

RELEVANT LEGISLATION (Cite):
Alberta Weed Control Act, *Alberta Pests Control Act*, *Alberta Soil Conservation Act*,

ATTACHMENT(S): None

OPTIONS:

Council may choose to:

1. 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; or

2. not 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.

RECOMMENDED ACTION:

It is Administration's recommendation 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.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	May 10, 2018	**CAO:**	
Originated By:	Amanda Ouellet/Dir. Of Agriculture	**Manager:**	
Item Title:	Appt of Weed & Pest Inspectors	P**resenter:**	Amanda Ouellet

DESCRIPTION:

Council is being requested to appoint inspectors for the period May to October, 2018 in accordance with the Agricultural Pests Act.

BACKGROUND:

DISCUSSION / BENEFITS / DISDVANTAGES:

Benefits – To be compliant with the Agricultural Pests Act, Birch Hills County is required to appoint a sufficient number of individuals as pest inspectors.

Disadvantages – Birch Hills would not be compliant with the Agricultural Pests Act.

COST / SOURCE OF FUNDING:

There are no extra costs associated with appointing Agricultural Service Staff as inspectors under the Agricultural Pests Act. Funding for inspector positions comes out of the 2017 Agricultural Services Department Operating Budget.

RELEVANT LEGISLATION (Cite):

Provincial Pests Act Chapter A-8 RSA 2000

Pest and Nuisance Control Regulation AR 184/2001, Provincial Pests Act Chapter A-8 RSA 2000.,

Section 10 of the Agricultural Pests Act provides as follows:

ATTACHMENT(S): Nil

OPTIONS:

Council may choose to: appoint pest inspectors for Birch Hills County.

RECOMMENDED ACTION:

It is Administration's recommendation that Council appoint the following Birch Hills County, Agricultural Service Staff: Amanda Ouellet, Kathrin Langlois, Teneille Jarvis, JD Archer, Kennedy Langlois, Sophia Janzen, Ruth Janzen, Mallory Zesko and Moriah Emerson as Weed and Pest Inspectors under the Agricultural Pests Act.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	May 10, 2018	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Manager:**	
Item Title:	Gravel Purchase	**Presenter:**	Dion Hynes

DESCRIPTION:

Administration is requesting Council to authorize the procurement of 1.5 inch gravel required to complete the repairs to local roads caused by this year's overland flooding.

BACKGROUND:

With the recent events of overland flooding the PW department is in need of 4,000 tonne of 1.5 inch gravel to repair damage to many roads.

DISCUSSION / BENEFITS / DISDVANTAGES:

The gravel needed to conduct repairs is not available at any County owned locations requiring us to outsource this gravel.

Following our procurement policy staff has conduct the necessary three bids from local suppliers. As per the policy the CAO can authorize a purchase up to $25,000.00. A purchase of 2,000 tonne at $11.75/tonne = $23,500.00 was made on Friday with plans to move material immediately allowing staff to get started with repairs.

COST / SOURCE OF FUNDING:

GL code 2-32-70-38-534 re-gravel roads
GL code 2-32-70-38-249 Trucking / Stockpiling Program

RELEVANT LEGISLATION (Cite):

Procurement Policy

ATTACHMENT(S):

Procurement Policy

OPTIONS:

Council may choose to:

1. Authorize staff to purchase the additional 2,000 tonne of 1 inch and a half gravel required to complete repairs 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; or

2. Not authorize staff to purchase the additional 2,000 tonne of gravel.

RECOMMENDED ACTION:

It is Administration's recommendation

"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".

POLICY

Department	Policy No.	Page
All Departments	**12/01/16**	**1 of 7**
Policy Title **PROCUREMENT POLICY**	Date: **Oct. 13, 2016**	Resolution No.

Introduction

The procurement policy and associated procedures are in place to provide an efficient method for volunteers and staff to acquire the goods and services required for Municipal operation while maintaining compliance with applicable legislated requirements and trade agreements.

Procurement of all goods and services, using accounts managed by the County, including grants and contracts, will be made in accordance with the requirements of applicable County policies and procedures under the mandate of the Director of Corporate Services.

This policy outlines the following elements of the County procurement program:

- procurement authority and responsibilities within the County
- code of conduct
- sustainability considerations
- protection of personal information

Definitions

“Bidder” means a person, groups of persons, corporation, business or agency that submits a bid for the supply of goods and/or services to the County.

“County” shall mean Birch Hills County.

“Employee” for the purposes of this policy includes County employees and individuals authorized to purchase on County accounts.

“Local Supplier” means a business located within the boundaries of Birch Hills County.

“Local Contractor” a local contractor within the boundaries of Birch Hills County.

“Local Ward Contractor” a local contractor within the boundaries of Birch Hills County within a ward where work is to be done.

“Vendor” a person or agency that sells.

“Volunteer” is anyone who makes changes, upgrades, and/or performs any general service or undertakes involvement with or for the County, for the benefit of the County willingly and without pay.

Policy

1. Procurement Authority and Responsibility

The general provisions of this policy are as follows;

- The Finance Department has the responsibility and accountability for managing and overseeing the purchasing activities for the County.
- Employees must be authorized under this policy relating to spending authority.
- All persons who make, influence and or approve purchasing transactions, are required to follow the code of conduct which addresses ethical practices, pecuniary interest, gifts and gratuities, confidentiality and accuracy of information.
- Birch Hills County's procurement program will comply with the requirements of regional, national and international trade agreements along with all applicable legislation.
- All purchases must be made with the objective of meeting operational requirements, maximizing value for each dollar disbursed and to provide vendors and service providers with an open and fair opportunity to earn Birch Hills County's business.
- Agreements will be in place before a vendor delivers goods or commences working on the delivery of services.
- All invoices where work is completed must be submitted to the finance department within 90 days of completion.

2. Code of Conduct

As a public establishment, Birch Hills County has a responsibility to act and be seen to act in a fair and open manner. The following code of conduct shall apply to employees and volunteers of Birch Hills County along with other parties, who make, influence and approve purchasing transactions. County procurement activities must be conducted in accord with this responsibility.

The procurement code of conduct addresses the following key policy areas:

- ethical practices
- pecuniary interest
- gifts and gratuities
- confidentiality and accuracy of information

Should individuals have questions or concerns about a particular circumstance or event in relation to this code of conduct, the matter should be raised with the Director of Corporate Services. Disciplinary action may be taken for noncompliance with this policy.

Ethical Practices

In striving to achieve Birch Hills Countys' mission which is to *Provide opportunity and quality services that enhance our Community and the future*, it is the responsibility of all those involved in County procurement activities to work to maintain the good name of the County, to keep good

relations between the County and its vendors, and to keep in mind that personal contacts form much of the basis of the vendors' opinion of the County.

In personal contacts with vendors, each employee, and other individuals authorized to represent the County, should reflect and present the interest and needs of "all" departments, setting aside, if need be, a narrower point of view. The following ethical practices must be adhered to:

- Consider first the interest of Birch Hills County in all transactions and adhere to its established policies.
- Prioritize vendors who are ratepayers within the County prior to seeking vendors beyond County boundaries.
- Be receptive to competent counsel from one's colleagues and be guided by such counsel without impairing the responsibility of one's office.
- Buy without prejudice, avoiding any practice preventing fair competition while seeking to obtain the maximum value for each dollar of expenditure.
- Demand full compliance with applicable procurement legislation or requirements by all parties seeking to or providing goods and services, to the County.
- Demand honesty in sales, marketing or other representations made to the County whether these be in written, oral or product sample form.
- Cooperate with all organizations and individuals engaged in activities which enhance the development and standing of purchasing and materials management.
- Strive for increased knowledge of the materials and processes of manufacture, and to establish practical procedures for the performance of one's responsibilities.
- Subscribe to and work for honesty in buying and selling and denounce all forms of improper business practice.
- Provide a prompt and courteous reception to all who contact Birch Hills County on a legitimate business mission.

Pecuniary Interest

Individuals engaged in procurement activities at Birch Hill County are expected to be free of interests or relationships which are actually or potentially detrimental to the best interest of the County and its ratepayers.

The full context of the County definition of pecuniary interest can be found in the Municipal Government Act (MGA) under Division 6, Sections 169 through 173.

Gifts and Gratuities

Money or gifts may not exchange hands between a County resident and employees for any reason except the normal hospitality associated with doing business, protocol, or exchange of gifts and mementoes at public ceremonies. County employees must be careful to avoid any appearance that their goodwill is being or has been purchased through gifts. If a person is

insistent, provide their offering to the Chief Administrative Officer, who will handle the situation. With the exception of prizes at conference, convention or other functions that give prizes, which, belong to the winner of the prize as this is a random process and will not be confused with favoritism or prejudiced in any way .

Confidentiality and Accuracy of Information
The majority of transactions relating to procurement activities is of a confidential nature and should be treated as such, especially regarding our suppliers. It is considered unethical as well as damaging to Birch Hills County's reputation to allow information about one supplier's products, services or pricing to be passed on to another supplier.

- Information given in the course of one's participation in procurement activity must be true and fair and not designed to mislead or misrepresent.
- All information, documents and files held by an individual in the course of their involvement in procurement activities are to be treated as confidential information, and cannot be disclosed to or discussed with any vendor or any other person.
- The above requirements also apply to information that is obtained through indirect methods such as overheard telephone calls, documentation left on desk during vendor interviews and conversations between employees within the hearing of vendors' offices.
- See the "Freedom of Information and Protection of Privacy Act c.F-25 RSA 2000" (FOIP) Act for more information.

3. Sustainable Procurement

Sustainable procurement involves the utilization of procurement criteria that includes environmental, social and ethical considerations along with generally understood commercial factors. Procurement decisions will consider the total cost of ownership of an item based on analysis of vendor's response to the above criteria.

Employees are required to utilize sustainability considerations when purchasing for County requirements.

4. Protection of Personal Information

Employees and volunteers who purchase goods or services that use or contain personal information should be aware of the statute "Freedom of Information and Protection of Privacy Act c.F-25 RSA 2000"

5. Petty Cash

Petty cash is available for certain purchases that meet certain requirements. Petty cash is controlled by the Finance Administrator. There shall be a float of $500.00, and should be balanced no less than once per week.

Purchasing Thresholds

Purchasing processes will comply with the following requirements.

- **High Value** - A competitive bidding/tender process managed by the head of the Department is required for high value requirements. Purchases with a value over the $10,000 threshold are considered high value purchases.

- **Moderate Value** – Three (3) Competitive quotes are required for purchases over $2,500 up to $10,000.

- **Low Value** – Competitive quotes are not required for purchases below $2,500, but three (3) verbal quotes are preferable.

- a **pre-approved** purchase order (P.O.) is required for purchases over $500.

- **Miscellaneous** - Item(s) that cost less than $100 can be purchased with petty cash.

Use of purchasing process other than those listed above may be considered in exceptional circumstances at the discretion of the Chief Administrative Officer (CAO) as in emergency situations.

- **All** purchases, by employees, volunteers and anyone acting on behalf of Birch Hills County over $500 Requires a **pre-approved** purchase order (P.O.).
- Each Director of a department shall possess a P.O. book.

The Finance Department may utilize supply and service contracts established by other public sector entities when those agreements have;

- been established through a competitive process,
- Contain wording to allow terms to be extended to other public sector entities and
- Agreement is not expired or more than 1 year old.

Approved Spending Limits

The following list will stand for approved spending limits per position within the County. Regular Procurement procedure is to be followed for purchases up to and beyond spending limits **including purchase orders**;

- Chief Administrative Officer - up to $25,000

- Directors - up to $10,000
- Managers - $2,500
- Non-management Employees - $500
- Volunteers - $250

Contingency Allowances
Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications approved by Council.

Contingency allowances and unspent project funds may only be applied to changes in project specifications approved by resolution of Council.

Exclusions

Travel – Purchases of travel related services are required to follow the travel requirements of the Personnel Handbook.

Non-Compliance
Failure to comply with these terms may result in:
- The potential for legal challenges and/or penalties to or from Birch Hills County, its elected officials and/or staff.
- Disciplinary action up to and including termination of employment.

This Policy supersedes any other material in any policies that contain the same topics as this Procurement Policy.
This Policy will be effective immediately on the date that it is signed.

REEVE **C.A.O**

Original Date Adopted by Council / Motion Number: Oct. 13, 2016 / RC16-

Amended:

Resources:
- Municipal Government Act c.M-26 RSA 2000
- Freedom of Information and Protection of Privacy Act c.F-25 RSA 2000
- Clear Hills County, Tendering and Purchasing Policy, 2014

- Saddle Hills County, Tendering and Purchasing Policies 2015
- County of Grande Prairie, Procurement Policy 2016
- New West Partnership Trade Agreement, British Columbia, Alberta and Saskatchewan
- www.dictionary.com

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	May 10, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Declaration of June 2, 2018 as National Health & Fitness Day in Birch Hills County	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being requested to adopt a resolution proclaiming June 2, 2018 as National Health & Fitness Day in Birch Hills County

BACKGROUND:

The attached email was received in 2017 and was too late to action for 2017. A promise was made to present to request to Council for 2018d

COST / SOURCE OF FUNDING: Nil

RELEVANT LEGISLATION (Cite): N/A

ATTACHMENT(S):

Email received from Justin Bergamini, Intern, Office of Senator Greene Raine

Suggested Proclamation for Reeve's Signature

OPTIONS:

Council may choose to:

1. Proclaim June 2, 2018 as National Health & Fitness Day in Birch Hills County.
2. Not proclaim June 2, 2018 as National Health & Fitness Day in Birch Hills County..

RECOMMENDED ACTION:

It is Administration's recommendation 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

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;"

Hermann Minderlein

From: Hermann Minderlein
Sent: Tuesday, June 27, 2017 11:19 AM
To: 'Bergamini, Justin'
Cc: Marvin Doran
Subject: RE: Request for Proclamation - National Health and Fitness Day

Good Morning

Too late for this year, but I will place in file for next year.

Hermann

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

From: Bergamini, Justin [mailto:Justin.Bergamini@sen.parl.gc.ca]
Sent: Tuesday, June 27, 2017 10:45 AM
To: Marvin Doran <marvind@birchhillscounty.com>; Hermann Minderlein <cao@birchhillscounty.com>
Subject: Request for Proclamation - National Health and Fitness Day

Hello Mayor Doran,

I write to you in the hopes that your community will join the nearly 300 communities across the country which have proclaimed the first Saturday in June, as National Health and Fitness Day.

The initiative, established by the Federal Government through Bill S-211, is a grassroots effort to make Canada the fittest Nation on earth.

Given the prevalence of inactivity in our country, we believe that the issue requires the engagement of every community across the country.

Having your community proclaim the day is the first step; we also encourage participating communities to offer health and fitness related activities on National Health and Fitness Day.
This could involve offering access to your community rec-center at a reduced price, organizing a fun run/walk, or any other activity that gets community members moving!

I have attached to this e-mail a draft resolution that can be used by your Council to proclaim the first Saturday in June, as National Health and Fitness Day.

I would like to thank you for your time, and I look forward to hearing back from you.

For more information, please don't hesitate to contact me or visit www.NHFDcan.ca.

Sincerely,

Justin Bergamini
Intern,
Office of Senator Greene Raine
National Health and Fitness Day
613-995-0307

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

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;"

Gerald Manzulenko
Reeve

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	May 10, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Asset Management Workshop	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being provided information received regarding an Asset Management Workshop being held June 15, 2018 in Grande Prairie.

BACKGROUND:

Asset Management is a new requirement placed on Municipalities by the Province. The workshop is being put on by RMA, AUMA, and Infrastructure Asset Management Alberta (IAMA) for elected officials and CAOs and senior staff. DCS Braun and DPW Hynes will be attending more detailed sessions in Grande Prairie on May 24th and 25th.

The workshop is offered free of charge through support of the Government of Canada and the Federation of Canadian Municipalities (FCM).

COST / SOURCE OF FUNDING:

Costs will be those related to per diem and travel costs. I plan on travelling into, and back from, Grande Prairie on the 15th, and will be leaving Eaglesham at approximately 6:30 am and would have room for passengers.

RELEVANT LEGISLATION (Cite):

ATTACHMENT(S):

Email received from Shannon Baird, Executive Assistant to CAO and County Council, County of Grande Prairie

Information provided by RMA regarding workshop

OPTIONS:

Council may choose to:

1. Authorize one or more members of Council to attend the Asset Management Workshop on June 15, 2018 in Grande Prairie and that the attendees brief members of Council at the next Council Meeting following the workshop; or
2. Not authorize any members of Council to attend the Asset Management Workshop on June 15, 2018 in Grande Prairie and direct CAO Minderlein to brief members of Council at the next Council Meeting following the workshop.

RECOMMENDED ACTION:

It is Administration's recommendation that Council, if deemed necessary to have one or members attend the workshop, review their schedules and determine who would be available and authorize them to attend the Asset Management Workshop on June 15, 2018 in Grande Prairie.

From: Shannon Baird <sbaird@countygp.ab.ca>
Sent: Thursday, May 3, 2018 3:54 PM
To: Clear Hills County <cao@clearhillscounty.ab.ca>;
Subject: June 15th Asset Management Workshop

Good afternoon,

Chelsea Parent, Policy Analyst from RMA has provided the information for the June 15th workshops. Please note to register yourself or your members the link is below.

Content:

- Workshop (1) will be the Levels of Service content in the morning and the Risk and Climate Change content in the afternoon. Attached is a promotional PDF.

Venue details – Entrec Centre, Evergreen Park:

- Start time is at 8:30am, with registration and continental breakfast at 7:30am, 12:00pm-1:00pm lunch break.
- Limited tickets for the event at 75

Here is the link to register: https://www.eventbrite.ca/e/asset-management-for-elected-officials-losriskclimate-change-tickets-45601068022

Shannon Baird
Executive Assistant to CAO and County Council
County of Grande Prairie

Phone: 780-532-9722 Ext. 1158
Cell: 780-897-4929
Fax: 780-539-9880
Web: www.countygp.ab.ca

Asset Management Workshop for Elected Officials, CAOs and Senior Staff

RMA, AUMA, and Infrastructure Asset Management Alberta (IAMA) are excited to bring you an asset management workshop for elected officials, CAOs and senior staff in Grande Prairie, Alberta! Through support of the Government of Canada and the Federation of Canadian Municipalities (FCM) this workshop will be offered **free of charge.**

May 29 – 8:30am – 12:30pm – Strathmore
Boring Until it is Broken: Engaging the Public in Infrastructure and Asset Management

June 5 – 8:30am – 12:30pm – Drayton Valley
"I Want a Five-Star Experience for a Two-Star Price": Setting and Communicating Levels of Service (LOS)

June 15 – 8:30am to 4:30pm – Grande Prairie
Note: This session is combining three half-day sessions into a one-day workshop.

Morning 8:30am – 12:00pm
Setting and Communicating Levels of Service (LOS)

Afternoon 1:00pm – 4:30pm
RISK: How Asset Management Can Help!
Weathering the Storm: Asset Management and Climate Change

For more information and to register, **click here.**

Asset Management for Municipal Staff: The Technical Basics

There are courses directly geared towards municipal staff as well, please share with your staff about the sessions offered below. **Click here** for more information.

May 8-9 – Vermilion
May 24-25 – Grande Prairie
May 30-31 – Lethbridge
June 6-7 - Okotoks

For more information, visit RMA's website on the Events and Programs page **here.**

This initiative is offered through the Municipal Asset Management Program, which is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

Request for Decision (RFD)

Meeting:	In Camera	**Reviewed/ Approved For Submission**	
Meeting Date:	May 10, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Eaglesham Airport	**Presenter:**	CAO Minderlein

Section 197 of the MGA states

"that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 29). This section also indicates that a council or council committee must pass a resolution stating the reason and the section of FOIP that applies before closing all or any part of a meeting to the public."

MOVED by _____ that council close the May 10, 2018 regular council meeting to the public for Agenda for the following items:

12.a Legal – Eaglesham Airport

as per Section 27, FOIP at __:__ _m.

DESCRIPTION:

Administration will be providing Council with information received including legal advice provided regarding unsolicited proposals received for the Eaglesham Airport.

BACKGROUND:

The Land item was initially discussed by Council In-camera at their January 25, 2018 Regular Council Meeting, and when the Regular Council Meeting was reconvened, passed Resolution RC18-043 that read as follows:

"that Council direct Administration to:

1. *Contact a qualified firm or individual to determine the Fair Market Value for the airport property;*
2. *Schedule and advertise an open house at the Eaglesham Hall in order to advise, and seek input from, County residents, ratepayers, and other potentially affected individuals of the potential sale of the Eaglesham Airstrip and property;*
3. *Contact our lawyers to determine if a sales agreement could be drawn up with the requirement for a purchaser to proceed with the installation and maintenance of an airport on the property; and*

4. *Bring the results of the market evaluation, open house, and legal advice back to a future Regular Council Meeting for additional direction regarding the sale of the land."*

The personnel item relates to the CAO

RECOMMENDED ACTION:

It is Administration's recommendation:

that Council close the May 10, 2018 regular council meeting to the public for the following Agenda item:
12.a Legal – Eaglesham Airport
12.b Personnel
as per Section 27, FOIP at __:__ _m.