AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
May 23, 2019

1. CALL THE MEETING TO ORDER

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
a. April 25 2019 Regular Council Meeting Minutes (Page 3)

4. PUBLIC HEARING – None

5. DELEGATIONS – None

6. COUNCILLOR REPORTS
a. Reeve Manzulenko (Ward 4)
b. Deputy Reeve Carbone (Ward 7)
c. Councillor Poetker (Ward 1)
d. Councillor Wendland (Ward 2)
e. Councillor Reum (Ward 3)
f. Councillor Duvall (Ward 5)
g. Councillor Joudrey (Ward 6) (Page 12)

7. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (Page 13)
b. CAO Action Log (Page 26)

8. BYLAWS - Nil

9. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)
a. Unauthorized Work on County Infrastructure (Page 35)

10. NEW BUSINESS
a. **Council**
   i. 2018 Recreation Grants (Page 46)
   ii. Community Enhancement Grant Application - Peoria (Page 49)

b. **Administration**
   i. Draft Land Use Bylaw (Page 54)
   ii. Request for Additional Funding – Library (Page 57)

c. **Public Works**
   i. Road Maintenance (Page 70)

d. **Agriculture** – None

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
May 23, 2019
(CONTINUED)

11. FOR INFORMATION

a. Bank Reconciliation – April 30, 2019 (Page 71)

12. CORRESPONDENCE

a. Letter dated April 30, 2019 to Mr Dimitri Boychuk re Dust Control (Page 76)
b. Letter dated May 1, 2019 re Friends of GSF Fundraiser (page 81)
c. Undated letter from Central Peace Health Complex Auxiliary Club (page 83)
d. Thank You re 2019 Spring Scurry (page 86)
e. Email dated May 9, 2019 from Roadata Services Ltd re “URGENT - ROAD PERMIT CHANGES” (Page 87)
f. Letter Dated May 16, 2019 from Northern Sunrise County re Reclassification of Service Rigs and Replacing of Rural Road Permits (Page 89)

13. CLOSED SESSION (If required)

NEXT REGULAR COUNCIL MEETING DATE – June 13, 2019

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

CALL TO ORDER

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

Lucy Stevenson
Development Clerk
entered the meeting at
9:00 a.m.

ADOPTION OF AGENDA

RC19-137 Moved by Councillor Joudrey that Council adopt the agenda of the April 25, 2019 Regular Council Meeting with the following addition: 8.c Bylaw 2019-05 Small Business Sub-Class Assessment Bylaw.

CARRIED

ADOPTION OF MINUTES

Regular Council Meeting
April 4, 2019

RC19-138 Moved by Councillor Wendland that Council approve the minutes of the April 4, 2019 Regular Council Meeting with the following deletion remove “Deputy” from “Initial Deputy Reeve” so that it reads: “Initial Reeve”.

CARRIED

PUBLIC HEARING

Bylaw 2019-03 Road
Closure Bylaw – 9:15 a.m.

Birch Hills County (BHC) is required to hold a Public Hearing regarding BHC Bylaw 2019-03 Road Closure Bylaw. BHC draft Bylaw 2019-03 will be presented for first reading later on as part of this Regular Council Meeting agenda.

RC19-139 Moved by Councillor Duvall that Council go into Public Hearing related to Bylaw No. 2019-03 Road Closure Bylaw.

CARRIED

Not Approved

Reeve Manzulenko introduced the members of Council and staff, and outlined the purpose of the Public Hearing, that being the Bylaw 2019-03 Road Closure Bylaw.
Lucy Stevenson presented a verbal summary about an application for a Road Allowance Lease that Administration had received. Hermann Minderlein provided a verbal summary and provided clarification to Council on questions related to the road closure.

RC19-140 Moved by Councillor Reum that Council adjourn the Public Hearing related to Bylaw 2019-03 Road Closure Bylaw.

CARRIED

Stevenson exited the meeting at 9:10 a.m.

DELEGATIONS None.

COUNCILLOR REPORTS

Reeve Manzulenko No Report.

Deputy Reeve Carbone No Report.

Councillor Poetker No Report.

Councillor Wendland Councillor Wendland provided a verbal update to the written report presented to Council on the Peace Region Economic Development Alliance (PREDA) Meeting she attended in Grande Prairie on April 18, 2019.

Councillor Reum No Report.

Councillor Duvall Councillor Duvall provided a verbal update to the Central Peace Professional Attraction and Retention meeting he attended in Spirit River on April 10, 2019.

Councillor Joudrey Councillor Joudrey provided a verbal update to the written report presented to Council on the Alberta Seniors Communities & Housing Association (ASCHA) Conference she attended in Edmonton from April 15 to 17, 2019.

Not Approved

RC19-141 Moved by Deputy Reeve Carbone that Council accept the Councillor Reports for information.

CARRIED

RC19-142 Moved by Councillor Poetker that Council authorize Councillor Joudrey to attend the RhPAP "Mobilizing the Village" Rural Workshop Opportunity on May 7, 2019 in Beaverlodge with honourarium and expenses to be paid as appropriate.

CARRIED

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

CAO Report

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

RC19-143 Moved by Councillor Wendland that Council receive the CAO's written report and verbal updates for information.

CARRIED

CAO Action Log

Council reviewed the CAO Action Log updated to April 22, 2019 provided in the Agenda Package.

RC19-144 Moved by Deputy Reeve Carbone that Council receive the CAO Action Log for information.

CARRIED

BYLAWS

2019-03, Road Closure Bylaw

Council was presented with Bylaw 2019-03, a bylaw for a road closure for disposal of land that is described in the Bylaw as follows:
Plan 2001MC Block 2
All of Lane lying west and south of Lot 1.

RC19-145 Moved by Councillor Poetker that Council provide first reading to Bylaw 2019-03, a Road Closure Bylaw to close for disposal to public travel all that portion of road allowance described as such:
Plan 2001MC Block 2
All of Lane lying west and south of Lot 1;
and direct Administration to forward the bylaw to the Minister of Transportation for approval prior to bringing it back to Council for second reading.

CARRIED

Not Approved

RC19-146 Moved by Councillor Duvall that Council table the Bylaw 2019-04, Tax Rate Bylaw until later in the meeting.

CARRIED

2019-05, Small Business Sub-Class Assessment Bylaw.

Council was presented with Bylaw 2019-05 Small Business Sub-Class Assessment Bylaw.

RC19-147 Moved by Deputy Reeve Carbone that Council provide first reading to Birch Hills County Bylaw 2019-05 Small Business Sub-Class Assessment Bylaw.

CARRIED

RC19-148 Moved by Councillor Reum that Council provide second reading to Birch Hills County Bylaw 2019-05 Small Business Sub-Class Assessment Bylaw.

CARRIED

RC19-149 Moved by Councillor Duvall that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-05 Small Business Sub-Class Assessment Bylaw at this meeting.

CARRIED UNANIMOUSLY

RC19-150 Moved by Councillor Poetker that Council provide third reading to Birch Hills County Bylaw 2019-05 Small Business Sub-Class Assessment Bylaw.

CARRIED

Dion Hynes Director of Public Works entered meeting at 10:05 a.m.

UNFINISHED BUSINESS

Updated Vehicle Analysis

Council was presented with information regarding vehicle cost analysis.

Reeve Manzulenko exited meeting at 10:18 a.m.

Deputy Reeve Carbone assumed the chair.

Reeve Manzulenko entered meeting at 10:20 a.m.

RC19-151 Moved by Councillor Duvall that Council direct Administration to contact Enterprises Fleet

Not Approved

Management and to make arrangements to sign up for this program and to self-fund the original purchase of the 2019 ½ ton truck in the capital budget through Enterprise Fleet Management with a GPS pro package.

CARRIED

Reeve Manzulenko re-assumed Chair for the meeting at 10:25 a.m.

RC19-152 Moved by Deputy Reeve Carbone that Council direct Administration to research information regarding the potential installation of the GPS Pro monitoring package on all Birch Hills County fleet vehicles and bring it to a future Regular Council Meeting.

CARRIED

RC19-153 Moved by Councillor Duvall that Council remove from the table the matter related to Pickup Truck Tender.

CARRIED

Tabled Item – Pickup Truck Tender

Council was provided with information related to the bids received for the Pickup Truck Tender.

RC19-154 Moved by Councillor Poetker that Council direct Administration to reject all tender bids based on a new fleet management program with RMA.

CARRIED

RC19-155 Moved by Councillor Reum that Council remove from the table the matter related to Dust Control.

CARRIED

Dust Control

Council was provided with information regarding County Policies related to the application of dust control including responsibility for the quality of the work and subsequent damage due to road maintenance undertaken by the contractor responsible for the provincial highways as requested.

RC19-156 Moved by Councillor Reum that Council accept the presentation regarding Dust Control for information and direct Administration to provide Mr. Boychuk with the information provided to Council.

CARRIED

Hynes exited meeting 10:40 a.m.
Meeting was recessed at

Not Approved

10:40 a.m.
Meeting was resumed at
10:45 a.m.

NEW BUSINESS

Upcoming Council Meetings

Council was provided with an upcoming Calendar as it relates to Council Meetings and Statutory Holidays.

RC19-157 Moved by Councillor Wendland that Council cancel the 2019 Regular Council Meetings scheduled for May 9, June 27, July 25, August 8, August 22, September 12, and October 10 and schedule the following: a Council workshop meeting for Monday June 24, a Regular Council meeting on August 15; and reschedule the Agricultural Service Board meetings from May 9 to June 13 and August 8 to August 15, and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw.

CARRIED

2019 Operating Budget

Council was presented with the 2019 Operating and Maintenance Budget for approval.

RC19-158 Moved by Councillor Joudrey that Council adopts the 2019 Operating Budget with:
Total Revenues of $8,215,857.45 comprised of:
Operating Revenues (sales, grants, etc.) of $1,858,454.35
Revenue Drawn from Operating Reserves of $568,307.15; and
Municipal Property Tax Revenue of $5,789,095.95; and
Total Expenses of $10,825,437.45 comprised of:
Operating Expenses of $8,215,857.45; plus
Amortization Expense of $2,609,580.00
That results in a balanced budget before the amortization expense of $2,609,580.00.

CARRIED

RC19-159 Moved by Councillor Reum that Council remove from the table the matter related to Bylaw 2019-04, Tax Rate Bylaw.

CARRIED

2019-04, Tax Rate Bylaw

Council was presented with Bylaw 2019-04, the 2019 Tax Rate Bylaw.

Not Approved

RC19-160 Moved by Councillor Wendland that Council provide first reading to Birch Hills County Bylaw 2019-04 Tax Rate Bylaw.

CARRIED

RC19-161 Moved by Councillor Joudrey that Council provide second reading to Birch Hills County Bylaw 2019-04 Tax Rate Bylaw.

CARRIED

RC19-162 Moved by Deputy Reeve Carbone that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-04 Tax Rate Bylaw at this meeting.

CARRIED UNANIMOUSLY

RC19-163 Moved by Councillor Poetker that Council provide third reading to Birch Hills County Bylaw 2019-04 Tax Rate Bylaw.

CARRIED

Culvert Purchase

Council was provided with information regarding quotes received for the purchase of culverts.

RC19-164 Moved by Councillor Duvall that Council direct Administration to accept the quote received from Frontier Construction Products in the amount of $56,756.00 plus GST for the supply of culverts.

CARRIED

Disposition DLO 860724 re Dreamers Lake Drainage

Council was provided with information regarding the disposition of Department License of Occupation (DLO) 860724 Water Control Intake at Dreamers Lake.

Hynes entered meeting at 11:13 a.m.

RC19-165 Moved by Councillor Wendland that Council direct Administration to continue working with Alberta Environment and Parks on the removal of disposition DLO 860724 from Dreamers Lake and to update Council on the progress of this project at a future meeting.

CARRIED

Hynes exited meeting at 11:15 a.m.

Appointment of Weed and Pest Inspectors

Council was provided with a request to appoint weed and pest inspectors for the period of April 25, 2019 to

Not Approved

October, 2019 in accordance with the Agriculture Pests Act and the Weed Control Act.

RC19-166 Moved by Deputy Reeve Carbone that Council appoint the following Birch Hills County Agricultural Service Staff as weed and pest inspectors under the Agricultural Pests Act and the Weed Control Act for the period of April 25, 2019 to October, 2019:

Kennedy Langlois;
J.D. Archer;
Darcy Vandeligt;
Tate O'Greysik;
Megan Dennis;
Jaylin Ouellet;
Nabeel Abdul Basith.

CARRIED

Hynes entered meeting at 11:20 a.m.

Tractors Tender

Council was presented with information regarding quotes received in response to the Tractor Tender.

RC19-167 Moved by Councillor Poetker that Council direct Administration to accept the bid from Kubota of $273,000.00 for two 2018 Kubota M6-141DTCC-F tractors with Loaders and directs Administration to dispose the two New Holland tractors by auction.

CARRIED

Hynes exited meeting at 11:30 a.m.

FOR INFORMATION

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

1. Bank Reconciliation – March 31, 2019
2. Website Stats – January to March 31, 2019.

RC19-168 Moved by Councillor Duvall that Council accept the items presented for information.

CARRIED

CORRESPONDENCE

Council was provided with copies of the following documents:

a. Letter re Village of Rycroft dated March 25, 2019;

Not Approved

b. Letter to Dobko & Wheaton re Development Permit 16-18-19 dated April 8, 2019;
c. Letter to Wanham Grazing Association re General Grant Application - Gravel dated April 9, 2019;
d. Letter to Denise Doran re Watino Community Enhancement Grant dated April 9, 2019;
e. Letter to Amanda LeBlanc re Services to BHC Library Board April 9, 2019;
f. Letter to Shelia Kaus, Big Lakes County re Peace Region (CN) Rail Line Initiative dated April 17, 2019;
g. Letter to C.O.C.O. re Partnering Municipal Body on Grant Application dated April 17, 2019.

RC19-169 Moved by Councillor Duvall that Council accept the correspondence provided for information.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 11:40 a.m.

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

Not Approved

Councillor Joudrey's Report - April 25, 2019 – May 23, 2019

I will report verbally on the following meetings;

Grande Spirit Foundation
April 26, 2019 @ Pleasant View Lodge in Spirit River

Birch Hills County Library Board
April 30, 2019 @ Eaglesham School Library

Grande Spirit Foundation – Needs Assessment
May 6, 2019 @ Lakeview Seniors Facility in Clairmont

RhPap Workshop
May 7, 2019 @ Beaverlodge Town Office

CPARC
May 8, 2019 @ Spirit River Town Office

TO: Members of Council

FROM: Hermann Minderlein, CAO

RE: Report to Council – May 23, 2019 Regular Meeting of Council

SUBJECT: CAO Report

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

REPORT:

This will be a quick report of highlights of activity since the April 25, 2019 Regular Council Meeting.

April 26	Deputy Reeve Carbone and I attended the CPMSC & G5 Medical Clinic Committee Meeting in Spirit River on the afternoon of April 26th. I will leave it to Deputy Reeve Carbone to report on the highlights of the meeting, though I will report on the requirement for an audit of the records of the Part 9 company does not require a full audit by a firm, and so it was decided that it will be conducted by Administrative staff of Birch Hills County and the Village of Rycroft. I have already spoken to Shelley on this, and this should not pose any problems.
Apr 29	Recreation Board Meeting – see RFD on this meeting
May 8 – 10 (Gone 5 – 13)	2019 OMAA Spring Workshop White Oaks Conference Centre, Niagara on the Lake Theme: "Leadership Methods Using Metrics and Momentum"

The Spring Workshop was a good event, and an excellent opportunity to meet with counterparts from Ontario and discuss common issues. I was surprised to find out that Ontario municipal associations cover both urbans and rural, but this does make sense due to the growing number of Regional Municipalities. The list of presentations included:

> **The Future of Authority and the Rise of AI** by Jesse Hirsh, an Internet professional with 25 years of experience in research, writing, and public speaking. His key interest is helping people understand what the future holds for them. He spoke on how Social Media is replacing traditional news and information sources, the value of information (data) and how it is being used by companies and municipalities, how sites/software such as Knockri are being used to assist employers shortlist applicants for positions, and the impact of 3D printing and computer numeric Control (CNC) machines in today's workplaces; and
>
> **Forecasting the Ontario Municipal Workforce** by representatives from Deloitte focused on the future of work and future-proofing Canada's workforce. They spoke of seven disruptors are driving change and opportunity for organizations including technology, the availability of data, cognitive computing, and robotics. Some of the other factors employers are faced with include diversity in the workforce, generational

change, longer lifespans and people that are looking to work past the traditional retirement timelines. They believe these trends are driving three key questions:

1. How is the nature of work changing to achieve new business goals, requiring new skills and capabilities given automation and augmentation;
2. Who can perform the work as it changes and how can organizations close skills gaps by tapping into alternative talent pools or upskilling; and
3. Where can the work get done geographically and how can we maximize collaboration, productivity, and consistency with physical design and technologies.

A full list of the presentations with links to powerpoint presentations may be found at:
http://www.omaa.on.ca/en/workshops-and-events/2019-omaa-spring-workshop.asp

I received a disappointing email from Pat Carswell of Trace Water Solutions on Sunday, May the 19th advising me that there is a likelihood that Trace will not proceed with their project in the County. A copy of the email was distributed to Council, and is attached to my report.

As everyone is aware, there are some major fires on right now in the province. We have received requests to send trained assistance to Alberta's Regional Incident Management Team set up for the High Level fire, and I will update Council on this on Thursday.

Additionally, it has been a very busy period for the County's Fire Departments and MFR's, and I want to thank once again thank those involved that provide this essential service to the residents of, and visitors to, the County.

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

UPCOMING EVENTS

June 12	Public Meeting re Land Use Bylaw in Eaglesham at the Hall from 6:30 to 8:30 with a detailed presentation beginning at 6:45
June 13	Regular Council and ASB Meetings
June 18	Zone 4 ARMAA/LGAA April Spring Meeting in Manning
June 20	Public Meeting at Watino Hall (5:00 to 7:00) re Birch Hills County/MD of Smokey IDP
June 24	ARM Supper Meeting (5:30) Tangent Yaremko Seniors Hall
July 1	Canada Day (County Office Closed)

From: Pat Carswell <pat@trace-water.com>
Sent: Sunday, May 19, 2019 11:18 AM
To: Hermann Minderlein <cao@birchhillscounty.com>
Subject: Trace Water Solutions Update

Good morning Hermann,

I wanted to provide the County with an update on the status of project permit with the AER.

Currently, despite facilitated dispute resolutions, there remains 4 land owners that oppose our project and as a result of their opposition our AER permit application has been scheduled for a formalized hearing. Information about the hearing process can be found on the AER.ca web site.

The potential time line to resolution, should Trace decide to continue to invest funds in this project location, is currently estimated to be 8-12 months out before we can re-address our development permit.

While we appreciate the letter from the Council about the overall support that exists within the County for our project, that support is not unanimous and therefore given the current hearing process and associated escalating costs there is likelihood that Trace will not proceed with our project in this location.

Should you or the Council have additional questions feel free to contact me directly.

Regards,

Pat Carswell
Trace Water Solutions Ltd.
(587) 998-0581

MEMORANDUM

May 23, 2019

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of May 17, 2019

2018-19 Reporting: Local and Provincial Grant Programs

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

- Agriculture Service Board (ASB)
- Family and Community Support Services (FCSS) submitted
- FCSS Provincial Progress and Outcomes Report
- Municipal Sustainability Initiative (MSI) Capital
- MSI Capital Basic Municipal Transportation Grant (BMTG)
- MSI Operating Grant

2019-20 Application: Local and Provincial Grant Programs

2018 Disaster Recovery Program (DRP) reporting was submitted April 17, estimated receivable $244,423.

2019 Canada Summer Jobs (CSJ) application **approval** was received April 18 indicating a maximum of $12,600 (17% public works labourer and 83% ASB sprayer/weed inspector). This program provides a wage subsidy of $7.50 per hour. CSJ program is no longer restricted to students; as a result, all youth 15-30 are eligible. BHC received $6,588 (2017) and $4,891 (2018) for the previous program years.

2019 Alberta Summer Temporary Employment Program (STEP) was declined due to CSJ approval.

2019 Federal Gas Tax Fund (FGTF) program will see a one-time top-up. The Canadian Government announced their commitment to double funding to municipalities in 2019-20. Administration is reviewing FGTF program guidelines, making project plans a priority.

2019 MSI Operating project plans have been submitted. Assuming the MSI program remains at the 2018 funding level; BHC should receive $86,644.

2019 MSI Capital project plans will be submitted by the end of May. Assuming the MSI program remains at the 2018 funding level; BHC should receive $379,379.

2019 MSI Capital Basic Municipal Transportation Grant (BMTG) component project plans will be submitted by the end of May. Assuming the MSI program remains at the 2018 funding level; BHC should receive $413,293.

Assessment and Property Tax Update

Combined **Birch Hills County property assessment/tax notices** were mailed May 14 with the first deadline being August 15.

Federal and Provincial Grants in Place of Taxes (GIPOT) applications have been submitted for the amounts of $1,586.71 and $19,384.12 respectively.

Finance Update – Budget 2019

Council approved the **2019 O&M Budget** April 25th. Budget summaries have been published on the BHC website.

Finance Update – Miscellaneous

Lucy attended the **RMA Insurance RiskPro Seminar** April 3&4 in Grande Prairie.

Jean submitted the **2018 Financial Information Return (FIR)** and the **2018 Financial Statement** to Municipal Affairs April 4. The April 16 Central Peace Signal BHC Community Update page included notice that the 2018 Financial Statement is available by mail, email, and on the Birch Hills County website.

I attended the **UofA Certificate in Municipal Management & Leadership (CMML) Module 6 – Building Engaging Workplaces and Sustaining Your Leadership Development** April 9&10. Upon completion of this final module, I received a University of Alberta School of Business Executive Education certificate. I want to thank Hermann for allowing me to attend this course to improve my management and leadership skills.

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

GST/HST Public Service Bodies' Rebate for March was submitted April 29 in the amount $10,009.

I am participating in the **Professional Certificate in Asset Management Planning** course which started April 30. A draft Asset Management Plan will be completed as a final assignment. I will provide more details in my June Director's report.

Lane Quinn, our benefit insurance broker, completed a mini-market review. The market cost comparison is attached for your information. Manulife has committed to a 4.99% average premium decrease and will hold the premiums until November 2020. BHC usually sees rate changes annually November 1.

I attended the **AEMA Disaster Recovery Program** workshop May 14 in Grande Prairie. Provincial staff provided information regarding program guidelines, restated the importance of mitigation and risk management, and provided feedback on how to improve future application processes.

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

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

- Scribe Course	June 20	Brownlee Building
- Incident Command System (ICS) 300	November 6-8	Saddle Hills County
- Municipal Elected Officials	November 25	**Birch Hills County**

I attended the **Director of Emergency Management (DEM) course** May 10 at Saddle Hills County.

Birch Hills County will host the **Emergency Social Services (ESS)** meeting June 6.
Birch Hills County will host the **Central Peace Regional Emergency Management (CP-REM)** meeting July 18.

Shelley Braun
Director of Corporate Services

MEMORANDUM

April 2nd, 2019

TO: CAO, Birch Hills County

Public Works Report (As of April 2nd, 2019)

DRP

The 2018 DRP paper work has been updated to include the changes the provinces guide outlined. Manager time was not eligible to be claimed however use of their vehicles are eligible for cost recovery. Pickup truck usage was also accounted for in the new totals that were not in the original.

Final paper work was submitted both electronic via email and a hard copy sent in the mail on Thursday April 17 2019.

New total for the 2018 claim amount to $244,423.34 up from the original amount of $242,471.13

Glenn Stark, Case Manager Municipal Recovery with AEMA contacted me on May 2nd to inform me that our claim has been assigned to a Prabhat Chaturvedi DRP Engineer with AEMA. Prabhat and I have talked on May 3rd regarding his visit to the County to validate the claim. Prabhat plans to be in the County on the 21st of May so I can guide him throughout the County looking at areas where flood damage occurred in 2018. AEMA is aware that all the infrastructure that was damaged in 2018 has been repaired so we will be just looking at the locations. I will update Council after the meeting with Prabhat.

GovDeals

On Wednesday April 24, 2019 both Hermann and I met with Adam Pawsey client services representative with GovDeals.

GovDeals is an online government surplus auction site that is RMA compliant.

The County would be able to auction off surplus equipment however they will not be able to use this site to purchase. Open to all people to purchase with a simple registration form available.

GovDeals would charge a 7.5% fee for this service which is at least 5% less than other auction sites in the area. No requirements to transport vehicles or equipment to auction sites as it is a buyer pickup at the location of the seller.

May 3rd after the direction from Council to send both 2009 New Holland T6070 Elite FWA tractors to auction on the Govdeals website went to live auction. This live auction closes on May 21st at 2pm for one unit and 3pm for the other unit with a minimum bid acceptance of $40,000.00 for each.

The old Tangent water plant that has been in the back of the yard for years is also listed on this site at a minimum bid acceptance of $500.00

I will update Council when further information is available.

Enterprise Agreement
Paper work for the agreement was sent to Enterprise Fleet Management on Friday May 3, 2019 for processing. Delivery of the pickup truck may happen as fast as the week of May 6th. A Geotab (GPS) webinar demo is scheduled for Tuesday May 7th at 0900 with staff. The demo will provide staff with detailed look and review of what the program offers to the County in terms of gps data collection and reporting tools. As per the direction from Council it will be installed in the new pickup truck from Enterprise. Council will be provided with an update at a later date.

Asset Management Planning
Shelley and I started an 8-week 8 module Asset Management Planning Certificate program on May 1st, 2019. Offered out of the Institute of Public Works Engineering of Australasia and NAMS (National Asset Management System) Canada and also partially sponsored by NAMS Canada.
Module 1 of the course is the introduction and Overview of the program. This module was 90 minutes in length with some extra work required to be done for the next module on Tuesday May 7th.
County is responsible to not only develop an Asset Management Plan but also to implement and keep current the data. This is going to be a lot of work and commitment from Council and staff to get this required plan started and in place.
This program will help senior management staff including the CAO and Council develop the process to start a plan and to develop the plan itself.

There are five competencies that the plan includes are
1.Policy and Governance:
By developing this competency, your organization is putting in place policies and objectives related to asset management, bringing those policies to life through a strategy and roadmap, and then measuring progress and monitoring implementation over time.
This competency helps you create the policy structure in your organization that lays out your asset management goals and how they will be achieved, leading to organizational alignment and commitment.
2.People and leadership: By developing this competency, your organization is setting up cross-functional teams with clear accountability and ensuring adequate resourcing and commitment from senior management and elected officials to advance asset management.
Asset management requires integration of multiple perspectives. At a minimum, your asset management team should be a representation of people who understand finance, decision-making, and the planning and operations of each relevant service area. This competency helps you create and sustain connections across teams and build leadership in asset management.
3.Data and information:
By developing this competency, your organization is collecting and using asset data, performance data and financial information to support effective asset management planning and decision-making.
This competency helps you improve your data management practices so that you have the information you need about your assets when you need it.

4.Planning and decision-making:
By developing this competency, your organization is documenting and standardizing how the organization sets asset management priorities, conducts capital and operations and maintenance (O&M) planning, and decides on budgets.
This competency helps you implement asset management, by ensuring that asset management policies, objectives and information are consistently informing organizational plans.
5.Contribution to asset management practice: By developing this competency, your organization is supporting staff in asset management training, sharing knowledge internally to communicate the benefits of asset management, and participating in external knowledge sharing.
This competency helps you build your organization's overall asset management practice by ensuring that internal stakeholders are well-informed and that your organization stays current with, and contributes to, leading practices, training and education.

Loader Delivery
The newly purchased County loader arrived on Tuesday April 30th. Staff will change over the few needed items to get this into service. The old loader will be sent to auction as per the motion.

Westvale Water Outlet/Pumphouse
The Westvale pumphouse that is located on RR 40 south of Secondary Hwy 677 within the NW.19-76-3-6 and has been assessed since 1998 with the original building going up in 1983. It is mostly used for local farmers in the area as a non potable water source with an accumulated water usage as follows:

2012: 348 m3	2013: 437m3
2014: 215m3	2015: 655m3
2016: 534m3	2017: 451m3
2018: 674m3	2019: 186m3

The County has a water diversion license, license 34286 for this water usage regulated with Alberta Environment and Parks which requires us to report usage on a monthly basis like other diversions.
This 10 feet by 10 feet wooden wall building is to get harder and harder to maintain and it is in need of replacement. The concrete floor is in bad condition with a lot of full depth cracks and spalling throughout. The old natural gas floor furnace is not very efficient at this point and should be removed.
Attached are pictures of the outside of the building and inside of the pump, water meter, furnace and concrete floor.
At this point I want to make Council aware of this building so we can make a well-informed conscious decision on what should be done with this in the near future. The building will last throughout 2019 and into 2020.

Mower Tractor
The first of two mower tractors arrived on Friday May 17 2019 with the second tractor slated for early in the next week.

DEM (Director of Emergency Management) Training
I attended a one-day training course on DEM in Saddle Hills on May 10th 2019. The AEMA (Alberta Emergency Management Agency) instructed the course
Unit 1 was an Emergency Management Refresher
Unit 2 DEM in Context
Unit 3 Preparedness
Unit 4 Prevention and Mitigation
Unit 5 Response
Unit 6 Recovery

Overall a good course however it would have been more beneficial if the matter for the course was available a few days before so a person could do the prereading. There was a great deal of matter to cover.

DRP Seminar
On May 14th I attended a Disaster Recovery Program seminar lead by AEMA Laurie Halldorson, Team Lead Municipal Recovery in Grande Prairie.
The half day seminar highlighted the basis of the DRP by the province, guidelines to the process, reporting and timelines to name a few key items.
We now have a more comprehensive DAG (Disaster Assistance Guideline) something that we haven't had before. This will be available at the office if needed.
It was great to attend this seminar to enforce the things that we have been doing for DRP submissions is in line with what is needed and to gain further insight on the whole process.

Dust Control Program
Application of dust control is slated to start May 21 2019 depending on the weather cooperation.

Gravel Stockpile
Slated to start May 27 2019

Road Graveling Program
Slated to start July 8 2019

Summer Staffing
This year we are happy to have returning to the Public Works summer crew:
Gravel Checker Duncan Finlayson
Gravel Truck Operator Stewart Lee
Gravel Reclaimer Operator Thomas Neitz
Summer Labourer Brett Allen
Summer Labourer Tanner Vinck
Summer Loader Operator Bill Evans

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

Agricultural Fieldman's
Director's Report
May 17, 2019

Spring has arrived and so have our amazing summer staff.

Along with training and orientation we have spent time checking all roads W5 removing trees, debris, and rocks that will damage the roadside mowers. We will be going and removing the larger fallen trees and rocks that before the mowers go out. As much as this was a big labor-intensive project, we are eliminating the majority of breakdowns and damage that our mowers and tractors endure on a yearly basis.

We are now in the process of spring clean-up of the hamlets and getting the first cut done before we start weed inspecting and spot spraying. We are hoping, weather permitting, that inspecting and spot spraying of known weed infested areas starts the first week of June.

We will all be attending the Weed Inspector and Spray Crew Workshop May 29th & 30th in Rycroft.

One of the Kubota tractors arrived today. The 2nd tractor will be arriving next week. Our Roadside mower operators are going through the operating manuals and familiarizing themselves with the tractors before we start mowing brush.

If there are any questions please don't hesitate to contact me.

Best Regards,

Amanda Ouellet
Director of Agriculture

May 17, 2019

CAO, Birch Hills County

FIRE SERVICE BOARD REPORT (as of date prepared)

April 4	Eaglesham Fire Department (EFD) along with Wanham Fire Department (WFD) responded to a structure fire at SW 34-78-1 W6M
April 10	I delivered training to EFD on wildland tactics and procedures
April 17	I attended the Peace River Fire Chiefs meeting in Falher at their firehall
April 18	WFD and myself actioned a mutual aid call to the County of Grande Prairie at a structure fire near Teepee Creek
April 24	Delivered training to EFD on patient care and packaging at a Motor Vehicle Collision (MVC)
April 30	WFD actioned a grassfire at Highway 49 and RR 31 but was stood down before arrival
May 3	I attended the Northern Heat 2019 fire conference in Peace River
May 08	I delivered training to EFD on wildland firefighting tactics and hose selection
May 16	WFD responded to a brush fire caused by downed powerlines but was unable to access the area due to the low-level crossing being unpassable, the mutual aid agreement with Central Peace CPFR sent them to the fire from their side with myself attending as well
May 16	Tangent Fire Department (TFD) responded to a vehicle fire at 795077 and RR 235 to find a Ford one-ton pickup fully involved in flames, TFD did a quick knockdown and prevented any fire spread

April started with a structure fire which completely destroyed a home and belongings of Alvin and Cheryl Bogdanek. Fire crews from both the Eaglesham and Wanham stations attended. The subsequent fire investigation resulted in the cause of it being a hot tub. April 17 found me at the PRFC meeting in Falher to give updates as well as to get updates from the Office of the Fire Commissioner and the Alberta Fire Chiefs Association. On the night of April 18, we were called in to assist the County of Grande Prairie at a structure fire that was close to Teepee Creek. Another house was fully involved upon arrival and lost, but crews worked hard to prevent the fire from spreading to adjacent buildings and various farm animal buildings and shelters. On May 3, I headed across the river to attend the Northern Heat fire conference to see what is new in the world of firefighting, as well as to share training topics with neighbouring Chiefs. As I type this our county is currently under a fire restriction which only allows for campfires in approved pits. We will be looking for moisture very soon as these winds, and lack of rain are drying things up rapidly. It must be noted that north of us, in the Peace River North regions the Province has issued a complete fire ban as of 2 days ago. These areas include High Level, Manning and Lacrete.

I hope everyone has a good and safe May long weekend.

Tom Morgan
Birch Hills County Fire Chief

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

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

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

Motion #	Motion	By	Action	Status
RC19-049	that Council confirm agreement to jointly apply with the Municipal District of Greenview # 16 for an exemption from MGA Section 631, as per Ministerial Order MSL:047/18 #1, as all of the land on the Birch Hills County side of our border with the Municipal District of Greenview # 16 is provincially controlled and that the Smoky River which is our border is federally controlled.	CAO Minderlein	Letter sent to Minister of Municipal Affairs, awaiting response and cc MD Greenview	
RC19-050	that Council confirm agreement to jointly apply with Northern Sunrise County for an exemption from MGA Section 631, as per Ministerial Order MSL:047/18 #1, as all of the land on the Birch Hills County side of the Smoky River is provincially controlled and plus the river is federally controlled.	CAO Minderlein	Letter sent to Minister of Municipal Affairs, awaiting response and cc NSC	
RC19-053	that Council direct Administration to become a member of Sourcewell.	Dion		COMPLETED
MEETING	**February 28, 2019 Regular Council Meeting**			
RC19-070	that Council direct Administration to send a letter to Alberta Environment and Parks with a copy to Alberta Transportation that provides the background information related to the Saddle (Burnt) River crossing and details Council's request for cooperation and actions that would be needed to construct a Low Level Crossing on the Burnt River that would provide a safe and accessible crossing and also direct Administration to bring back responses to a future Council meeting.	Dion/CAO Minderlein	*Verbal request "Follow up again after April 16 election." this request was from the March 14 meeting.*	Letter signed by Deputy Reeve Carbone & mailed out on March 11, 2019 Copy included March 14 Agenda package.

Motion #	Motion	By	Action	Status
MEETING	**March 14, 2019 Regular Council Meeting**			
RC19-094	that Council direct Administration to accept the bid from Brandt of $499,600.00 for a 2019 John Deere 772GP Grader and to accept the trade value of $175,000.00 for the 2014 John Deere 772GP Grader.	Dion	Awaiting Delivery (Est.~ end of June)	
RC19-095	that Council direct Administration to accept the bid from Finning for $356,400.00 for the 2018 CAT 950GC with bucket, snow blade, and pallet forks and to dispose of the 2008 John Deere 644J with bucket, snow blade and pallet forks at auction at a time that would be convenient and estimated to provide the best return.	Dion	Delivered April 30 Awaiting sale	
RC19-105	that Council direct Administration to: 1. investigate unauthorized work being undertaken on County infrastructure; 2.determine if other municipalities have policies that would be appropriate in these types of situations; 3.investigate any associated liability for such occurrences; and 4. to report back to Council with their findings at a future Council Meeting.	Dion	RFD for May 23	COMPLETED
MEETING	**April 4, 2019 Regular Council Meeting**			
RC19-122	that Council direct Administration to research	Amanda	June 13 ASB meeting	

Motion #	Motion	By	Action	Status
	information, including Birch Hills County's Bylaws and Policies, related to the attendance of staff and Agriculture Service Board (ASB) board members to ASB related meetings and conventions, and to bring that information to Council at a future meeting.			
MEETING	**April 25, 2019 Regular Council Meeting**			
RC19-142	that Council authorize Councillor Joudrey to attend the RhPAP "Mobilizing the Village" Rural Workshop Opportunity on May 7, 2019 in Beaverlodge with honourarium and expenses to be paid as appropriate.	Councillor Joudrey	Attend Workshop	COMPLETED
RC19-145	that Council provide first reading to Bylaw 2019-03, a Road Closure Bylaw to close for disposal to public travel all that portion of road allowance described as such: Plan 2001MC Block 2 All of Lane lying west and south of Lot 1; and direct Administration to forward the bylaw to the Minister of Transportation for approval prior to bringing it back to Council for second reading.	Lucy	Sent to Minister of Transportation for approval, awaiting response.	
RC19-150	that Council provide third reading to Birch Hills County Bylaw 2019-05 Small Business Sub-Class Assessment Bylaw.	Shawna	Put on Webpage April 26, 2019.	COMPLETED
RC19-151	that Council direct Administration to contact Enterprises Fleet Management and to make	Dion Shelley	Awaiting delivery of truck.	

Motion #	Motion	By	Action	Status
	arrangements to sign up for this program and to self-fund the original purchase of the 2019 ½ ton truck in the capital budget through Enterprise Fleet Management with a GPS pro package.			
RC19-152	that Council direct Administration to research information regarding the potential installation of the GPS Pro monitoring package on all Birch Hills County fleet vehicles and bring it to a future Regular Council Meeting.	Dion		
RC19-154	that Council direct Administration to reject all tender bids based on a new fleet management program with RMA.	Dion		COMPLETED
RC19-156	that Council accept the presentation regarding Dust Control for information and direct Administration to provide Mr. Boychuk with the information provided to Council.	Hermann	Prepare and send letter to Mr. Boychuk	COMPLETED April 30, 2019
RC19-157	that Council cancel the 2019 Regular Council Meetings scheduled for May 9, June 27, July 25, August 8, August 22, September 12, and October 10 and schedule the following: a Council workshop meeting for Monday June 24, a Regular Council meeting on August 15; and reschedule the Agricultural Service Board meetings from May 9 to June 13 and August 8 to August 15, and direct	Shawna/Tracy	Changed dates on Webpage, Signal, and Council Calendar and emailed these date changes to all Staff, Council and CAO with	COMPLETED

Motion #	Motion	By	Action	Status
	Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw.		attached calendar on April 26, 2019.	
RC19-158	that Council adopts the 2019 Operating Budget with: **Total Revenues** of $8,215,857.45 comprised of: Operating Revenues (sales, grants, etc.) of $1,858,454.35 Revenue Drawn from Operating Reserves of $568,307.15; and Municipal Property Tax Revenue of $5,789,095.95;and **Total Expenses** of $10,825,437.45 comprised of: Operating Expenses of $8,215,857.45; plus Amortization Expense of $2,609,580.00 That results in a balanced budget before the amortization expense of $2,609,580.00.”	SHELLY		COMPLETED
RC19-163	that Council provide third reading to Birch Hills County Bylaw 2019-04 Tax Rate Bylaw.	Shawna	Put on Webpage April 26, 2019.	COMPLETED
RC19-164	that Council direct Administration to accept the quote received from Frontier Construction Products in the amount of $56,756.00 plus GST for the supply of culverts.	Dion	Delivered	COMPLETED
RC19-165	that Council direct Administration to continue working with Alberta Environment and Parks on the removal of disposition DLO 860724 from Dreamers Lake and	Dion	As per direction. Awaiting for clarification.	

Motion #	Motion	By	Action	Status
	to update Council on the progress of this project at a future meeting.			
RC19-166	that Council appoint the following Birch Hills County Agricultural Service Staff as weed and pest inspectors under the *Agricultural Pests Act* and the *Weed Control Act for the period of April 25, 2019 to October, 2019*: Kennedy Langlois; J.D. Archer; Darcy Vandeligt; Tate O'Greysik; Megan Dennis; Jaylin Ouellet; Nabeel Abdul Basith.			COMPLETED
RC19-167	that Council direct Administration to accept the bid from Kubota of $273,000.00 for two 2018 Kubota M6-141DTCC-F tractors with Loaders and directs Administration to dispose the two New Holland tractors by auction.		1 - Tractor delivered May 17,the other one expected early week of the 20th	

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission:**
Meeting Date:	May 23, 2019	**CAO:**
Originated By:	Dion Hynes DOPW	**Director:**
Item Title:	Unauthorized Work on County Infrastructure	**Presenter:** Dion Hynes

DESCRIPTION:

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

BACKGROUND:

In response to information received by Council on March 14th, 2019 at their Regular Council Meeting, Council discussed unauthorized work being undertaken on County property and Council made Resolution RC19-105 that reads as the following**:**

> **RC19-105** "that Council direct Administration to:
> 1. investigate unauthorized work being undertaken on County infrastructure;
> 2.determine if other municipalities have policies that would be appropriate in these types of situations;
> 3.investigate any associated liability for such occurrences; and
> 4. to report back to Council with their findings at a future Council *Meeting."*

From Birch Hills County Policy 37-01-16 Drainage Works and Culverts section 1.6 reads:

> Section 1.6 Landowners requesting to do the work themselves resulting from or resulting in a change to a drainage pattern shall consult Alberta Environmental Protection, the Department of Fisheries and Oceans, Alberta Transportation and the County. Written Permission or approval from any or all of these departments is necessary before work will proceed.

Under the Water Act, all water in Alberta is property of the Crown, even if it is located on private property. This means that a landowner wishing to make any alterations to the water flow on their land should contact Alberta Environment and Parks (AEP) to obtain an approval prior to beginning the activity. This includes any changes to drainage or changes to the purpose of a diversion, the installation of tile drainage, infilling, and the creation of dugouts, ditches, berms, and water crossings. Under the Water Act a person who occupies land above groundwater or adjacent to a water body is entitled to divert 1250m^3 per year as a "household use" if they do not have a municipal water source. Any "traditional agricultural user" who diverted water prior to January 1, 1999 may continue to divert up to 6,250m^3 per year without a License, approval, or authorization.

According to AEP and the Water Act you cannot alter the location of water flow without AEP's approval. Since the Water Act is under the regulatory authority of AEP, any water-related concerns should go through them. AEP will examine aquatic effects and possible impacts to other users before issuing an approval.

Attached are photos of ditch work being done throughout the County.

RELEVANT LEGISLATION (Cite):

Birch Hills County Policy 37-01-16 - Drainage Works and Culverts
Alberta Land Stewardship Act
Environmental Protection and Enhancement Act
Public Lands Act
Water Act,
Alberta Wetland Policy
Water (Ministerial) Regulation Alberta Regulation 205/1998 with amendments up to and including Alberta Regulation 253/2018

ATTACHMENT(s):

Birch Hills County Policy 37-01-16 - Drainage Works and Culverts
Photos of unauthorized ditches within the County Right of Way
MD of Fairview No. 32-D-1 Ditchwork Policy
MD of Greenview EES-04 Ditching into Road Right of Way
MD of Smoky 807 Ditch Cleaning on Private Property
Northern Sunrise County 2.9 Municipal Rights of Way
SHC PW32 Road Drainage

OPTIONS:

Council should discuss the matter to determine the actions to be taken, and choose:

1. that Council accept the presentation regarding unauthorized ditch work for information.

2. provide Administration with direction on how to proceed.

RECOMMENDED ACTION:

Administration recommends: that Council accept the presentation regarding unauthorized ditch work for information.

Department	Policy No.	Page
Public Works - 37	**37-01-16**	**1 of 1**
Policy Title	**Date:**	**Resolution No.**
Drainage Works and Culverts	**May 12, 2016**	**RC16-209**

PURPOSE

The purpose of this Policy is to maintain drainage in its existing course while working within the County road allowances.

POLICY

1.1 Public Works staff shall be aware of drainage issues related to any works within the County road allowance.

1.2 A change to a drainage pattern will be considered any works that:

1.2.1 Has the potential of adding more water through an established drainage course;

1.2.2 Changes the locations where water will run and enter onto non-County lands; or

1.2.3 Blocks or impedes the natural movement of water.

1.3 Where there is a potential for change to existing drainage, the Public Works Director or his representatives shall consult Alberta Environmental Protection, the Department of Fisheries and Oceans, and Alberta Transportation.

1.4 When dealing with drainage issues adjacent landowners will be contacted prior to any work taking place. Written permission from adjacent land owners is required before work relating to altering any drainage way can proceed.

1.5 Landowners requesting for work to be done by County employees resulting from or resulting in a change to a drainage pattern shall consult Alberta Environmental Protection, the Department of Fisheries and Oceans, and Alberta Transportation. Written permission or approval from any or all of these departments is necessary before work will proceed from County employees.

1.6 Landowners requesting to do the work themselves resulting from or resulting in a change to a drainage pattern shall consult Alberta Environmental Protection, the Department of Fisheries and Oceans, Alberta Transportation and the County. Written permission or approval from any or all of these departments is necessary before work will proceed.

Hermann Minderlein
Chief Administrative Officer

Mayor or Delegate

Adopted by Council:	May 12, 2016	RC16-209
Updated:	April 13, 2017	RC17-164

784 East of 250

264 North of 772

790 Between RR 253-254

MUNICIPAL DISTRICT OF FAIRVIEW NO. 136

DITCH WORK POLICY

PURPOSE OF POLICY:

This policy will guide when work will be done in Municipal Road Ditches and under what conditions.

POLICY

1. The Municipal District will do ditch work in roadside ditches when the work is required to improve the condition of the road.

2. Council will look at projects on an individual basis when it affects more than one landowner in the area.

3. The M.D. will permit landowners to work in Municipal Road Ditches, but all work must first be approved by the MD and all work done must be to the satisfaction of the MD.

4. No one is permitted to do any work in a Municipal ditch under the control of the Municipality without first obtaining the approval of Council, except in an emergency as deemed by Public Works Superintendent.

5. Anyone who does work in a Municipal ditch without the approval of Council shall be solely and exclusively liable for all damages and injuries resulting from such unapproved works.

Date Approved October 24, 2006 #32-D-1
Reviewed July 25, 2011

POLICY NUMBER: EES 04

POLICY TITLE: DITCHING ONTO ROAD RIGHT-OF-WAYS	**Page 1 of 1**
Date Adopted by Council / Motion Number:	**09.12.661**

PURPOSE:

To provide direction to staff dealing with situations involving diversions into an M.D. road ditch or where reshaping of the ditch has taken place.

POLICY:

The diversion of water into, or reshaping of, M.D. Right-of-Ways (ROW) will be discouraged due to the potential erosion, liability from downstream flooding, and the need to maintain ditches as a traffic escape route.

1.0 Ratepayers will be advised:

1.1 Not to divert water into M.D. ROWs, or to do any type of reshaping in our M.D. ditches;

1.2 That Alberta Environment requires a license for any drainage that diverts the natural flow of water or which crosses a property line;

1.3 That any situations in which the landowner or occupant is believed to have illegally diverted water or reshaped an M.D. ditch will be rectified to the satisfaction of the M.D., in consultation with Alberta Environment , and all costs will be charged back to the person(s) responsible; and

1.4 That any persons with outstanding invoices in this regard will be considered "not in good standing" and therefore ineligible for equipment rental and other M.D. services, programs or contracts..

(Original signed copy on file)
REEVE

C.A.O.

	M.D. OF SMOKY RIVER NO. 130 *POLICY & PROCEDURES MANUAL*	Section: 800 PUBLIC WORKS

Policy Number: 807

POLICY TITLE: DITCH CLEANING ON PRIVATE PROPERTY **Page 1 of 1**

Ref: Form 8-F
Date Adopted by Council: July 13, 2016

The Director of Operations or the Chief Administrative Officer may accept applications from landowners for ditch cleaning on registered ditches on private property. The Director of Operations and/or Road foreman will inspect the proposed project and make a recommendation to Council. Decisions on the ditch cleaning applications will be made by Council at their next regularly scheduled meeting.

Full or partial recovery may be recommended to Council by the Director of Operations and/or the Chief Administrative Officer.

Unregistered ditches may be considered for cleaning subject to special Council approval. Form 8-F.

These ditch cleaning projects will be undertaken time permitting. Prior to the commencement of the project, the ditch cleaning agreement (Form "8-F") must be duly signed by the appropriate landowners.

Reeve

Chief Administrative Officer

POLICY 2.9
Municipal Rights-of-Way

NORTHERN SUNRISE COUNTY

Department: Agricultural Services **Date Approved:** December 11, 2018

Rescinds: 915/11/26/13 **Council Res. No:** 855/12/11/18

PURPOSE:
To ensure there is a clear guideline established for the manageable municipal rights-of-way to prevent trespassing and the destruction of County property, and to allow Agricultural Services personnel to complete vegetation management programs in accordance with County policy.

SCOPE:
This policy applies to all residents of Northern Sunrise County who own land adjacent to manageable municipal rights-of-way.

DEFINITIONS:
Manageable Municipal Rights-of-Way
Any right-of-way that includes a developed municipal road, drainage ditches and/or a municipal reserve.

GUIDELINES:
1. Growing, harvesting and cultivation of crops shall not occur within the manageable municipal rights-of-way.
2. Any crops found within the manageable municipal rights-of-way will be removed as part of Northern Sunrise County's regular right-of-way maintenance programs, in a manner deemed acceptable by the Agricultural Fieldman or the Director of Public Works.
3. Any losses or expenses incurred by the landowner as a result of removing the crop will be borne by the landowner.
4. Any subsequent losses by the landowner, due to the method of removal, will be the responsibility of the landowner.
5. Any cost from damage to the vegetation or restoration of vegetation in the manageable municipal right-of-way will be borne by the landowner.
6. Any vegetation management on private land for vegetation control performed by the County along the manageable municipal right-of-way must have the agreements of the attached "Schedule A" filled out.

Reeve

Chief Administrative Officer

POLICY PW 32 ROAD DRAINAGE	DEPARTMENT OPERATIONS

COUNCIL RESOLUTION INCEPTION: 404.05.22.18 AMENDMENT: 435.06.12.18	EFFECTIVE: June 12, 2018 CROSS REFERENCE	REVIEW DATE As per Policy AD08 Policy Criteria

REEVE	CHIEF ADMINISTRATIVE OFFICER
Alvin Hubert	Joulia Whittleton

PURPOSE:

To provide the public, Administration and Council with a framework of how Saddle Hills County will maintain drainage along its road infrastructure and endeavor to help residents with drainage concerns, while adhering to the Environmental Regulations of Alberta and Canada.

DEFINITIONS:

"Chief Administrative Officer or Designate" means the County's CAO or a County representative(s) appointed by Chief Administrative Officer with the authority in approving and enforcing Road Use Agreements.

"County" means Saddle Hills County.

"Road" means any street, road or highway under the management and control of Saddle Hills County used as a public roadway including bridges and culverts.

GUIDELINES:

1. Through this Policy, the County Council reaffirms its goals with an aim to:
    a. repair or fix drainage concerns which have damaged or have the potential to damage County infrastructure including roads, bridges and County infrastructure;
    b. respect and follow the Provincial and Federal Environmental Regulations including:
        a. Alberta water Act
        b. Migratory Bird Convention act
        c. Species ant Risk Act
        d. Alberta Wetland Policy
        e. Fisheries Act
        f. Public Land Act
    c. the County will endeavor to be consistent in their decisions with respect to preserving drainage patterns.

2. The Chief Administrative Officer or Designate shall:
    a. record concerns raised by land owners requesting drainage improvements in the County's service request system and provide them with the County's Drainage Policy;

b. schedule the drainage repair which have damaged or have the potential to damage roads, bridges and County infrastructure. This includes items such as:
    i. damaged or corroded culverts;
    ii. removal of siltation or gravel build up in the ditches; and
    iii. erosion repairs in the county right of way;
c. prioritize the repairs against other County projects and priorities;
d. review land owner funded right of way drainage requests and consider approving them provided the land owner:
    i. submits a sketch of the proposal;
    ii. obtains any environmental approvals;
    iii. obtains consent letters from adjoining/effected landowners;
    iv. construct the drainage improvement to a standard acceptable to the County; and
    v. seed the disturbed areas;
e. advise the landowner when the drainage concerns are considered outside of the County's responsibility. Some of these drainage concerns are when:
    i. it is unrelated to County activities and infrastructure;
    ii. it is the result of natural drainage; or
    iii. it is part of a historic drainage path;
f. provide the land owner, with unique drainage requests, the information on how to approach Council for a variance to the drainage policy; and
g. provide Alberta Environment emergency phone number to land owners that are complaining about another third party altering a drainage path, (1-800-222-6514).

3. The Chief Administrative Officer or Designate may:
    a. meet with landowners that have completed recent unauthorized ditching on the County's right of way or have diverted water to the County right of way and attempt to have them re-establish the pre-existing drainage path.

4. Council may consider variances under special circumstances.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	May 23, 2019	**CAO:**	
Originated By:	CAO	**Manager:**	
Item Title:	2019 Recreation Grants	**Presenter:**	CAO Minderlein

DESCRIPTION:

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

BACKGROUND:

The 2019 Recreation Board Meeting was on April 29th, 2019. The information related to the Recreation board recommendation regarding the disbursement of 2019 funds has been attached to this RFD.

It was noted that there were three organizations that received funding in 2018 that did not submit an application for 2019 funding. These were:

1. Birch Hills Heat Volleyball Club;

2. Dunvegan River Rat Society; and

3. Senior Social Centre Club of Eaglesham.

Additionally, the board CAO Minderlein discussed several matters related to the scoring of the applications and potential changes related to Policy Number 71-01-19, the Recreation Operating Assistance Grant Policy, that would build on improvements and changes implemented following last year's meeting. The Board appreciated not having to interpret financial budgets and statements, but did find having this information analyzed and provided to them assisted them in making their decisions.

It was suggested that the actual financial performance of the applicants in previous years may become more important than the budgeted numbers being provided as groups become better acquainted with the application processes. Administration will look to include something to address this in a revision to Policy Number 71-01-19, the Recreation Operating Assistance Grant Policy and bring it back to Council for review and comment before the end of September, 2019.

COST / SOURCE OF FUNDING:

The 2019 Operating Budget includes a line for the Recreation Grants with $125,000.00 in funding. The Recreation Board has reviewed the applications received based on the direction provided and is recommending the funds be disbursed as per their review.

RELEVANT LEGISLATION (Cite):

Bylaw 2019-01, the "Recreation Board Bylaw"

Policy Number 71-01-19, the Recreation Operating Assistance Grant Policy

OPTIONS:

Council may choose to:

1. approve disbursement of the 2019 Recreation Operating Assistance Grant funding based on the Recreation Board's recommendation;

2. accept this presentation for information and direct Administration to take alternative actions related to the 2019 Recreation Operating Assistance Grant.

3.

RECOMMENDED ACTION:

It is Administration's recommendation that Council:

1. approve the disbursement of the 2019 Recreation Grant funding based on the Recreation Board's recommendation to disburse the funds as follows:

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

2. direct Administration to review Policy Number 71-01-19, the Recreation Operating Assistance Grant Policy and develop methodology to include past financial performance of applicants in developing recommendations for funding allocation and bring the updated policy back to Council for review and comment before the end of September, 2019.

Applicant	2018					2019						
						Budget						
	Actual Expense	Actual Revenue	Loss/ Gain	Grant Request	Grant	Exp	Rev	Loss/ Gain	Grant Request (Included in Budget Revenue)	Grant Maximum	Average Score	Grant to Council
Birch Hills Senior Centre	34,294	19,032	-15,261	2,500	2,242	24,050	19,380	-4,670	5,000	5,000	94.17	5,000
Community ofCo-Ordinating Organizations	232,959	232,188	-771	40,000	31,000	197,215	166,679	-30,536	40,000	40,000	91.43	31,000
Eaglesham and District Agricultural Society	57,400	47,612	-9,788	4,000	3,125	49,949	41,234	-8,715	4,000	4,000	89.83	4,000
EagleshamLakeside Golf and Country Club	337,346	367,544	30,198	39,178	31,000	393,215	385,970	-7,245	41,723	41,723	96.49	30,000
Kakut Lake Resort	36,555	25,595	-10,961	24,000	5,250	44,440	49,500	5,060	25,000	19,940	75.91	7,690
Tangent CommunityHall Society	37,154	14,899	-22,255	10,000	6,750	15,800	12,940	-2,860	10,000	10,000	87.82	7,000
Tangent Park Society	48,456	42,987	-5,470	12,500	4,625	54,125	54,991	866	17,000	16,134	83.51	8,690
Tangent Yaremko Social Club	7,784	12,668	4,884	4,000	2,491	6,470	11,825	5,355	4,000	0	90.17	
Watino Ladies Community Association	13,504	12,350	-1,154	3,400	2,750	9,170	11,200	2,030	3,650	1,620	88.67	1,620
West Smoky Recreation Centre	63,592	54,845	-8,747	36,000	31,000	68,700	67,202	-1,498	30,000	30,000	90.51	30,000
				175,578	**120,233**				**180,373**	**168,417**	**88.85**	**125,000**

Request for Decision (RFD)

Meeting:	Regular Council	**Reviewed/ Approved For Submission**	
Meeting Date:	May 23, 2019	**CAO**	
Originated By:	Michael Coy, Manager of Infrastructure Projects	**Manager**	Dion Hynes
		Presenter	Michael Coy
Item Title:	Application for Community Enhancement Grant Funds		

DESCRIPTION:

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

BACKGROUND / PROPOSAL:

Policy 62-01-16, the Community Enhancement Grant Policy was approved by Council on March 9, 2017. The request is for the planting and care of brightly colored annual flowers by the Peoria sign in the hamlet of Peoria. This involves the care and watering as well as the grass around it trimmed by the residents. Last year they applied for $1000.00 and Council made the following resolutions at the April 12, 2018 Regular Council meeting:

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

DEFEATED

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

CARRIED

However, they did not go ahead with their project last year due to circumstances on their end and so no funds were then issued last year.

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 30 hours of volunteer time and labour towards the project and involvement by the Hamlet's residents.

Council has approved a similar request this year to Mrs. Denise Doran for the hamlet of Watino has received $412.02 funds for Community Enhancement.

COST / SOURCE OF FUNDING:

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

There has been no commitment for Peoria funds to date.

ATTACHMENT(s):

Application for Community Enhancement grant submitted to Council by Jenna Toews.

OPTIONS:

Council may choose to:

1. Approve funding for the $200 (or another amount if deemed appropriate) requested by Ms. Jenna Toews on behalf of the residents of Peoria as a Community Enhancement Grant for the planting and care of brightly colored annual flowers by the sign of Peoria hamlet; or

2. Decline the request for $200 submitted by Ms. Jenna Toews on behalf of the residents of Peoria under the Community Enhancement Program; or

3. Take other action as deemed appropriate.

RECOMMENDED ACTION:

Administration recommends that Council approve the reimbursement, or the payment of invoices, of an amount not exceeding $200 based on the request submitted by Ms. Jenna Toews on behalf of the residents of Peoria as a Community Enhancement Grant for the planting and care of brightly colored annual flowers by the sign of Peoria hamlet.

Birch Hills County

Community Enhancement Grant
Small Projects Grant Application
Application Form

BIRCH HILLS COUNTY RECEIVED
Internal Use Only
Date Received:
Project Number:
MAY 17 2019
WANHAM

Please use extra paper if needed.

Applicant Information

Applicant Name/Group:	JANA TOEWS		
Contact Person:	JANA TOEWS	Phone:	780-694-2695
Address:	R.R.#1		
Postal Code:	T0H 3P0	Email Address:	njtoews@gmail.com
Applicant Description Who is involved in this project?	JANA, AS WELL AS POSSIBLY HELP FROM THE PEORIA NEIGHBORS		

Project Information

Project Name create a project name	PEORIA BEAUTIFICATION PROJECT
Project Location Include an address if available.	PEORIA, LEGAL LAND DESCRIPTION UNKNOWN
Project Description Briefly describe the project.	THIS PROJECT INCLUDES PLANTING FLOWERS BY THE PEORIA SIGN, AS WELL AS KEEPING THE FLOWERS WATERED AND THE GRASS AROUND IT TRIMMED

Community Impact

Community Involvement How will you involve neighbours?	POSSIBLY BY THEM HELPING WITH THE PLANTING AS WELL AS WATERING
Community Benefit How will this project benefit your community and neighbours?	THE FLOWERS WILL BEAUTIFY & ENHANCE THE HAMLET OF PEORIA, AND NEIGHBORS DRIVING THROUGH WILL ENJOY THE BEAUTY
Project Sustainability Who will maintain and manage the project in the long term?	MOSTLY I, JANA TOEWS

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.

DIGGING UP THE SOIL
PLANTING FLOWERS
KEEPING GRASS AROUND THE SIGN TRIMMED

3 HOURS PLANTING PLUS x AMOUNT OF TIME WATERING AND WEED WHIPPING

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
2 BAGS	POTTING SOIL	$15	$30
	ANNUAL FLOWERS		$170
		TOTAL PROJECT COST	$200

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?

A TOTAL OF 30 HOURS OVER THE SUMMER

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

GARDENING TOOLS
WEED WHIP
WATER

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

$10?

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

—

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

$ 200

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

Signature:	Jana Toews	Date:	MAY 16, 2019
Name (print):	JANA TOEWS	Phone:	780-694-2695

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	May 23, 2019	**CAO:**	
Originated By:	CAO	**Manager:**	
Item Title:	Land Use Bylaw	**Presenter:** CAO Minderlein & DOPW Hynes	

DESCRIPTION:

Administration is providing Council with an update on the status of the re-write of the Birch Hills County Land Use Bylaw.

BACKGROUND:

Birch Hills County and Mackenzie Municipal Services Agency (MMSA) entered into an agreement in September of 2017 for MMSA complete a review and rewrite of the Land Use Bylaw. Since that time, work has been ongoing, and the County's Municipal Planning Commission and Administrative staff have been working with MMSA to review progress and provide advise based on their experience and the County's requirements.

A final Draft of the Land Use Bylaw has been completed, and Alisha Mody has provided a letter (copy attached) detailing to Council the progress to date and highlighting some of the changes. This letter and the draft bylaw were distributed to Council for their reference on May 17, 2019.

The draft is now ready for public input, and a meeting for this purpose has been scheduled for June 12th in Eaglesham at the Hall from 6:30 to 8:30 pm with a detailed presentation beginning at 6:45. Alisha will follow up on this presentation with a presentation to Council at the June 13th meeting. Council may wish to attend the public meeting to gauge feedback, though Alisha, Lucy, and I will also be recording feedback.

ATTACHED DOCUMENTATION:

Letter from Alisha Mody (MMSA) dated May 17, 2019

OPTIONS:

Council may choose to:

1. Receive the presentation regarding the Land Use Bylaw for information; or
2. Direct to Administration take additional action related to the draft Land Use Bylaw.

RECOMMENDED ACTION:

It is Administration's recommendation that Council receive the presentation regarding the Land Use Bylaw for information.

MACKENZIE MUNICIPAL SERVICES AGENCY

5109 - 51 Street P.O. Box 450
Berwyn, Alberta T0H 0E0
Phone: (780) 338.3862 Fax: (780) 338.3811
www.mmsa.ca

May 17, 2019

Birch Hills County
4601 50th St
Wanham, AB
T0H 3P0

Attn: Reeve and Council
Hermann Minderlein, CAO

File No. BHC/17/01

Re: Draft Land Use Bylaw Change Report

The Mackenzie Municipal Services Agency, in conjunction with County staff and the Municipal Planning Commission have conducted an overhaul of the Birch Hills County Land Use Bylaw. The review has focused on:

- ensuring that the document more fully addresses existing and possible development proposals within the County,
- improving the consistency and clarity of the document,
- incorporating necessary changes based on the new *Municipal Government Act*, and
- incorporating the direction set by the new Municipal Development Plan, which was adopted in 2017.

The draft bylaw is organized into 12 sections. Key changes to the bylaw organization include:

- Within Section 1 General, the Rules of Interpretation provided added direction to administration in interpreting the bylaw.
- Within Section 2 Definitions, many definitions were added or amended. All uses listed within the bylaw are defined within the definitions section.
- Within the General Regulations Section 8 new regulation areas were added from the existing bylaw.
- A new Section 5 Enforcement provides direction to administration with respect to land use bylaw enforcement procedures.
- A new Specific Use Regulation section (Section 9) that adds regulations for specific listed uses. There are 17 uses that have specific use regulations. 14 of the 17 regulation areas are new in their entirety to the bylaw.
- Within Section 10, the land use districts, 4 new districts were added: Agricultural Collective District, Recreation District, Rural Industrial District, and Direct Control District.

- Within Section 10 a new Land Use Matrix provides an at a glance overview of the uses listed in the bylaw and in which districts they are enabled.
- Section 11, Land Use Overlays, establishes a new section of the land use bylaw. Each overlay establishes additional regulations that apply to specific areas of land that cross district boundaries. The overlays are as follows: Hamlet of Watino, Airport Vicinity, Environmentally Sensitive Area, Fox Creek Watershed, and Confined Feeding Operation Reciprocal Separation Distance.

The bylaw adds a number of new uses including, but not limited to:

- Retail Sales, Cannabis (not listed in any district)
- Cannabis Production Operation
- Recreational Vehicle Lot
- Artisan Studio
- Brewery, Winery or Distillery
- Farm Gate Sales
- Stripping and Grading
- Wind Energy Conversion Systems (WECS)

The draft bylaw has been painstakingly reviewed by staff and the Municipal Planning Commission at several working meetings. It is expected that the draft bylaw will be presented to the community at an Open House in June. Subsequent to the Open House, we anticipate making final adjustments to the bylaw based on public and Council feedback, after which we will finalize the document for bylaw readings.

We look forward to reviewing the draft bylaw with the community and Council in the near future. Please do not hesitate to forward any questions you might have about the draft document in advance of that review.

Respectfully Submitted,

Alisha Mody
Manager of Planning

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**
Meeting Date:	May 23, 2019	**CAO:**
Originated By:	CAO	**Manager:**
Item Title:	Request for Additional Funding Birch Hills County Library Board	**Presenter:** CAO Minderlein

DESCRIPTION:

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

BACKGROUND:

The Birch Hills County Library Board was allocated $16,600 in the County's 2019 Operating & Maintenance Budget based on their budget. Their budget was received by Administration on April 3, 2019, and a copy of that email and the budget is included with this RFD for Council's reference.

The request for the additional $500 was received on May 15, 2019 and refers to an increase in the annual rent for the Tangent Library from the Société Francophone de Tangent from $3,000 to $3,500. The budget submitted only had $3,000 listed for this rent.

In addition to the request for additional funding received on May 15, 2019, on May 16, 2019 Administration received signed minutes from a General Meeting held on February 20, 2019. It was noted that the rent increase was discussed during that meeting, and that Councillor Joudrey had advised the Board that the County should be advised of the rent increase. The board did not notify the County of the increase, nor did they include the increased cost in the budget submitted on April 3, 2019.

COST / SOURCE OF FUNDING:

The approved 2019 Operating Budget includes a line for the Library Board Grant with $16,600 in funding.

ATTACHED DOCUMENTATION:

Request for Operating Grant Increase dated May 15, 2019

Copy of email with 2019 Library Board budget received April 3, 2019 and forwarded to CAO Minderlein May 16, 2019.

Copy of email with signed minutes of February 20, 2019 Library Board General Meeting received by CAO Minderlein May 16, 2019.

OPTIONS:

Council may choose to:

1. Decline the request from the Birch Hills County Library Board for an additional $500 funding in 2019 based on the fact that the request was received after the County's budget had been approved, and direct Administration to advise the Board of Council's decision and to include $500 in additional funding in the draft 2020 Operating and Maintenance Budget;

2. Authorize an increase of $300 to the Birch Hills County Library Board (from $16,600 to $16.900) based on the $500 increased rental costs for the Tangent Library and that the budget submitted by the Board did reflect a $200 surplus, and direct Administration to:
   - **a.** to include $500 in additional funding for the Library Board in the 2020 Operating and Maintenance Budget;
   - **b.** advise the Board of Council's decision; and
   - c. to track the 2019 Budget performance and bring a request for an additional draw from the rate stabilization reserve at year end if required;

3. Authorize an increase of $500 to the Birch Hills County Library Board (from $16,600 to $17.100) based on the $500 increased rental costs for the Tangent Library and direct Administration to:
   - **a.** to include $500 in additional funding for the Library Board in the 2020 Operating and Maintenance Budget;
   - **b.** advise the Board of Council's decision; and
   - c. to track the 2019 Budget performance and bring a request for an additional draw from the rate stabilization reserve at year end if required;

RECOMMENDED ACTION:

It is Administration's recommendation that Council determine what action to take in response to the request for additional funding received from the Birch Hills County Library Board and pass a resolution to support their decision.

Hermann Minderlein

From: Kylie Sommerville <write-me-here@msn.com>
Sent: Wednesday, May 15, 2019 11:11 AM
To: Hermann Minderlein
Cc: Shawna Schwerdt; Lynne Laurin; Denise Joudrey
Subject: Request For Operating Grant Increase

Hello Hermann,

The Library Board has had to renegotiate the yearly rent for the Tangent Library with the Societe Francophone de Tangent due to their request for an increase. We have signed a new contract for $3,500 per year for 2019-2022, up from $3,000.

We are emailing to see if the county would consider increasing our operating grant $500 per year.

Thank you,
Kylie Sommerville
BHCLB Secretary

Hermann Minderlein

From: Shelley Braun
Sent: Thursday, May 16, 2019 2:20 PM
To: Hermann Minderlein
Subject: FW: Birch Hills County Library Board Budget 2019
Attachments: 2019 BHCLB Budget (3).xlsx

This is the Library budget I received April 3/19.

Shelley Braun
Director of Corporate Services

Birch Hills County
4601 50 Street
PO Box 157
Wanham, AB T0H 3P0

Web | www.birchhillscounty.com
Office | 780-694-3793
Fax | 780-694-3788

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From: Sally Howard [mailto:howard.sally7@gmail.com]
Sent: Wednesday, April 03, 2019 6:30 PM
To: Shelley Braun; Lynne Laurin
Subject: Birch Hills County Library Board Budget 2019

Please find attached our 2019 budget. I am waiting for our auditor to get back to me so that I can start the grant applications. Sally

Proposed Budget for 2019 Birch Hills County Library (BHC) Board

	Budget Amount 2019	
Income		
Municipal Government Grants		
Eaglesham	8822	
Tangent	6078	14900
Provincial Government Grants		
Eaglesham	11033	
Tangent	5567	16600
Other		
BHC Board Honoraira	1600	
Library |Memberships	0	
Donations/Fundraising	250	
Bake Sale	200	
Library Bag Totes	50	
Fundraising - Thanksgiving Pie Sale	1300	
GIC Interest	50	3450
Total Income		**34950**
Expenses		
Peridoicals and Subscriptions		
Eaglesham	300	
Tangent	300	600
Regional Resources (E Books)		500
Books (PLS)		
Eaglesham	2200	
Tangent	1700	3900
Books (Not PLS)		
Eaglesham	50	
Tangent	50	100
Wages		
Eaglesham	5500	
Tangent	10000	
Treasurer	1000	16500
Fundraising expenses		700
Donations		500
Office supplies & Cheque Blanks		100
Postage		50
PLS (Public Library System)		
Computer Licenses	300	
Website Maintenance	300	
Software Licencing Fees	300	
PLS Safety software	2500	
Other material		
Eaglesham	100	
Tangent	100	
Computer-nanny net & supplies	300	3900
Telephone		400
Rent Tangent		3000
Liability Insurance-Personal & Contents		1100
Bank Charges		200
Library Office supplies & Materials		
Eaglesham	150	
Tangent	250	400
Conference Fees & Course Fees		1200
Board Honoraira		1600
Total Expense		**34750**
NET INCOME/EXPENSES		200

Hermann Minderlein

From: Kylie Sommerville <write-me-here@msn.com>
Sent: Thursday, May 16, 2019 12:26 PM
To: Hermann Minderlein; Shawna Schwerdt; Denise Joudrey; Lynne Laurin
Subject: BHCLB Meeting Minutes for February 20th
Attachments: BHCLB Feb 20 Meeting Minutes.PDF

Hello all,

Please see attached our meeting minutes from our Feb 20th meeting.
Forgive the excess pages due to technical difficulties!

Thank you,
Kylie Sommerville
BHCLB Secretary

Birch Hills County Library Board
General Meeting
Eaglesham Library
February 20, 2019

Call to Order: 7:05pm.

Present: Lynne Laurin, Denise Doran, Margaret Mesher, Pat Boettcher, Denise Joudrey, Marina Gagne, Gale Skogen, Norma Bolster, Kylie Sommerville, Sally Howard

Reading of Previous Meeting Minutes: Kylie read the previous meeting minutes. Margaret adopted the minutes as read. Denise seconded.

Chair's Report: We didn't have a chair's report this time.

Financial Report:
- Sally advised she will send the books out to be audited after the annual report goes out.
- We need to spend the $500 allocated for audio and eBooks this year or it will be reallocated.
- PLS still has Kathrin Langlois as the contact and needs updating. Kylie will contact Rae and correct.
- Kylie moved that the $500 be reallocated now as general funds and be split between both libraries.
- Margaret seconded. Motion passes.
- Gale adopted the Financial Report as read. Margaret seconded.

Librarians' Reports:

Norma:
- Norma explained about the annual report since it's due; how Polaris tracks the data for each branch, the board adds their data, and then we use that info to apply for grants. It will be finished at the end of today's meeting.
- Eaglesham Library has mostly been maintaining their current numbers, with some increases – specifically their lending. All things generally going well.
- We spoke of possibly 'lending' Mackenzie to Tangent library to aid in the book categorization and data entry with Pat, depending on hours and availability.

Pat:
- Pat requested that the Tangent library close if the weather is -30 according to the Weather Network. We added that this would be a paid day off. Moved by Denise Joudrey; seconded by Margaret.
- Pat requested an hours change from 3:30-6:30 to 4:30-7:30. Moved by Denise Joudrey; Kylie seconded.
- Tangent library had new wifi installed.
- EResources info session was well attended. Another has been booked for Apr 7.
- Margaret adopted the general Librarians' Reports as read. Gale seconded.
- Sally moved to adopt the Librarians' Annual Reports as read. Kylie seconded.

County Report:
- Denise Joudrey advised that the County Budget Meetings would be starting soon, and they should be advised of the rent increase at Tangent Library.
- Denise also sent a sympathy card to Tracy Mollison.
- Kylie adopted the County Report as read. Margaret seconded.

Old Business:

1. **Artisan Night:** Due to lack of interest/artisans, Artisan Night has been cancelled for now to be possibly rescheduled at a later date, while other avenues of fundraising will be looked into individually and brought to our next meeting. Sally moved, Gale seconded.
2. **Strategic Planning Meeting:** Lynne will be finishing up this report with Martine Piebiak.
3. **Changes to By-Laws:** The email was found and just advises us that our policy manual is on file at PLSB, and any changes in current policy since the last submission need to be sent in electronically annually, with a note of the changes.
4. **Tangent Library Rental Agreement:** Due to time constraints, we have signed a 1 year rental agreement with the Societe Francophone de Tangent for $3,500 for 2019. We want to have a meeting with Gustave Ouelett to work out a longer term contract and discuss their rent increase. Lynne will look at the Tangent Yaremko Social Club's contract for template ideas. Denise moved to accept the current rent increase and meeting suggestion. Kylie seconded.

New Business:

1. **Well Worn Trail Presentation:** Pat discussed having them come speak at the library. They offer a 1 hour nature presentation for $500. Denise moves to accept the information. Kylie seconded.
2. **VHS to DVD:** Norma brought up getting a VHS to DVD machine to update the library's collections. We will be on the look out.
3. **Radon:** Norma also mentioned how she had heard about a library having a radon detector to rent out to their patrons as a possible way to bring people in.

Next Meeting: Tuesday, April 30 at 7:00pm.
Adjournment: 8:45pm

Lynne Laurin:
(Chair)

Kylie Sommerville:
(Secretary)

This form is to be submitted by municipal and intermunicipal library boards serving fewer than 10,000 people. Boards serving more than 10,000 people may submit this form or their own budget document.

Return the completed and signed budget, a copy of your Statement of Receipts and Disbursments (or your financial report) from the previous year and your signed grant application form by mail, fax or email to:

Alberta Municipal Affairs
Public Library Services Branch
803, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: (780) 427-4871
Fax: (780) 415-8594
mari.scott@gov.ab.ca

Budget requirements are set out in Section 8 of the *Libraries Act:*

http://www.municipalaffairs.alberta.ca/public_library_legislation.cfm

2019 Budget

Budget approved by library board as authorized by:

Legal name of library board: _Birch Hills County Library Board_____

Name: Sally Howard Position: Treasurer

Signature: _____

Date budget approved by board: _December 10, 2018_____

Original, emailed or faxed copies are accepted

ESTIMATED RECEIPTS FOR THE YEAR		Budget 2019
Projected cash balance at beginning of year, January 1		
01	Cash on hand	$0.00
02	Total in current bank accounts	$61,510.60
03	Total in savings accounts	$0.00
04	Term deposits	$2,591.10
05	Other committed funds (e.g. trust funds and bequests)	
06	**TOTAL PROJECTED OPENING CASH ON HAND** (add lines 01 to 05)	**$64,101.70**
Government contributions		
07	Local appropriation (contribution from your council to the operation of library)	$14,900.00
08	Provincial library operating grant	$16,600.00
Other government contributions		
09	Directly from neighbouring municipality (e.g. village, town, county, municipal district)	$0.00
10	Directly from Improvement District/Summer Village	$0.00
11	Cash transfer from another municipal library board	$0.00
12	Cash transfer from library system (do not include system book allotment)	$0.00
13	School board, FCSS	$0.00
140	Employment programs (e.g. STEP, Canada Summer Jobs)	$0.00
150	Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	$0.00
15a	Birch Hills County Library Board Honoriaum Grant	$1,600.00
15b		
15c		
Other revenue		
16	Book sales	$0.00
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)	$1,800.00
18	Fees and fines (card fees, fines, non-resident deposits)	$0.00
18a	Fees	$0.00
18b	Fines	$0.00
19	Program revenue	$0.00
20	Room rentals	$0.00
21	Other service revenue (e.g. photocopying, faxing, contracts)	$0.00
22	GST refund	$0.00
23	Interest (GIC)	$50.00
24	Transfers from reserve accounts	$0.00
25	Other income (please list)	$0.00
25a		
25b		
25c		
26	**TOTAL PROJECTED CASH RECEIPTS** (add lines 07 to 25)	**$34,950.00**
27	**TOTAL PROJECTED CASH TO BE ACCOUNTED FOR** (add lines 06 and 26)	**$99,051.70**

ESTIMATE OF EXPENDITURE		Budget 2019
Staff		
28	Salaries, wages and benefits	$15,500.00
29	Honoraria (volunteers)	$1,000.00
30	Moving expenses	$0.00
31	Course or conference fees	$1,200.00
32	Travel and hospitality (staff)	
33	**TOTAL PROJECTED STAFF EXPENSE** (add lines 28 to 32)	**$17,700.00**
Library resources		
34	Books (include freight and purchased cataloguing; **do not** include money you transfer to your library system for book purchases, that info goes on line 59)	$100.00
35	Periodicals and newspapers	$600.00
36	Non-print materials (e.g. audio-visual materials, loanable objects)	$0.00
37	Digital and electronic resources	
38	**TOTAL PROJECTED LIBRARY RESOURCES** (add lines 34 to 37)	**$700.00**
Administration		
39	Audit and/or annual financial review	$200.00
40	Board expenses (incl. honoraria, travel, course and conference fees)	$1,600.00
41	Equipment rentals and maintenance	$0.00
42	Contracts for services (e.g. bookkeeping, IT services)	$0.00
43	Legal fees, bank charges, refunds and deposits	$200.00
44	Library supplies (incl. binding & repair)	$0.00
45	Association memberships (**Do not include payments to a regional library system, that info goes on line 59)**	
46	Postage and box rental	$50.00
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	$1,200.00
48	General office supplies (incl. stationery, printing and copier supplies)	$100.00
49	Telephone and telecommunications (incl. internet connections)	$400.00
50	Other materials and supplies (computer supplies)	$300.00
51	Other expenses	$100.00
52	**TOTAL PROJECTED ADMINISTRATION EXPENSE** (add lines 39 to 51)	**$4,150.00**

ESTIMATE OF EXPENDITURE (cont'd)		Budget 2019
Building costs		
53	Insurance	$1,100.00
54	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	$50.00
55	Utilities	$0.00
56	Occupancy costs (e.g. share of building costs in joint-use buildings)	$0.00
57	Rent	$3,500.00
58	**TOTAL PROJECTED BUILDING EXPENSES** (add lines 53 to 57)	**$4,650.00**
Transfer payments		
59	Transfer to other library boards **(please specify boards:** may include municipal or library system boards for membership fees, etc.)	$3,900.00
59a	PLS website maintenance	$300.00
59b	PLS software licencing fees	$300.00
59c	PLS saftey software	$2,500.00
59d	PLS E-books	$500.00
59e		
59f		
60	Contract payments to library societies (please list)	
60a		
60b		
60c		
60d		
61	**TOTAL PROJECTED TRANSFER PAYMENTS** (add lines 59 and 60)	**$7,500.00**
62	**TOTAL PROJECTED OPERATING EXPENDITURE** (add lines 33, 38, 52, 58, and	**$34,700.00**
63	Loan interest and payments	
64	Transfer to other accounts (i.e., capital, operating reserves)	
Capital expenditures		
65	Building repairs and renovations (e.g., roof, carpet, partitions)	
66	Furniture and equipment (incl. computer hardware)	
67	Other (please list)	
67a		
67b		
68	**TOTAL PROJECTED CAPITAL EXPENDITURE** (add lines 65 to 67)	**$0.00**
69	**TOTAL PROJECTED ESTIMATE OF EXPENDITURE** (add lines 62, 63, 64, 68)	**$34,700.00**

Projected cash balance at end of reporting year		
70	Cash on hand	$0.00
71	Total in current bank accounts	$61,760.60
72	Total in savings accounts	$0.00
73	Term deposits	$2,591.10
74	Other committed funds (e.g. trusts and bequests, reserves, capital)	$0.00
75	**TOTAL PROJECTED CASH ON HAND** (add lines 70 to 74)	**$64,351.70**
76	**TOTAL PROJECTED CASH ACCOUNTED FOR** (add lines 69 and 75)	**$99,051.70**

Please continue on to page 5 if your municipality will make any payments on behalf of the library board. Please have the Municipal Administrator fill out page 5.

Direct Payments - Budget

Costs paid directly by the municipality *on behalf of the library board* are referred to as direct payments. If it is anticipated that the municipality will pay costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is anticipated to be paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's budget. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's budget and should not be included on this form.

OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Budget 2019
a. Staff (e.g. salaries, wages and benefits, moving expenses, course fees)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	
c. Insurance	
d. Utilities	
e. Audit/financial review	
f. Rent (paid to private landlord, not to municipality)	
g. Telephone/Internet	
H. TOTAL PROJECTED OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines a. to g.)	**$ -**
Other expenditures to be paid by municipality	
i. Debenture interest and principal	
j. Capital or special grants (one-time grants)	
k. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)	
L. TOTAL PROJECTED OTHER EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines i. to k.)	**$ -**

I, _____, Administrator

of

_____

(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the

_____

(legal name of library board)

Print Name: _____

Signed: _____

Date: _____

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	May 23, 2019	**CAO:**	
Originated By:	CAO	**Manager:**	
Item Title:	Road Maintenance	**Presenter:**	CAO Minderlein & DOPW Hynes

DESCRIPTION:

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

BACKGROUND:

Administration does not have any specific information to share in advance of this discussion, and would caution Council to avoid providing specific direction unless all of the required information is available.

ATTACHED DOCUMENTATION: Nil

OPTIONS:

Council may choose to:

1. Receive the discussion regarding Road Maintenance for information; or

2. Direct to Administration to research specific information related to the discussion and bring the matter back to a future meeting.

RECOMMENDED ACTION:

It is Administration's recommendation that Council determine what action to take in regards to the discussion.

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	May 23, 2019	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Bank Reconciliation and Cheque Register – April 30, 2019	**Presenter:**	

BACKGROUND / PROPOSAL:

Council is being provided with the April 30, 2019 Bank Reconciliation and April 30, 2019 Register Report for cheques issued.

DISCUSSION / BENEFITS / DISADVANTAGES:

April 30, 2019 Bank Reconciliation adjustment details are as follows:

30-Apr-19	Interest	$2840.97
01-Apr-19	GST	$(1.75)
01-Apr-19	March Service Charges	$(174.31)
01-Apr-19	Split Deposit	1992.39
		4657.30

Originator: Marlene McLaughlin

April 30, 2019 Pre-authorized Payments were as follows:

05-Apr-19	Worker's Compensation Board	$7,352.12
09-Apr-19	Local Authorities Pension Plan	$26,624.09
09-Apr-19	Receiver General	$48,788.53
10-Apr-19	Manulife	$11,986.23
12-Apr-19	Telus	$1,248.23
18-Apr-19	Campus Energy (power) buildings (formerly Altagas)	$7,960.04
18-Apr-19	Camus Energy (power) streetlights (formerly Altagas)	$3,931.60
25-Apr-19	Access Gas	$2,471.75
		$110,362.59

Originator: Lisa Price

ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending April 30, 2019.
April 30, 2019 Vendor Cheque Register – Total cheques issued $499,383.97
Note: * cheques have been voided.

RECOMMENDED ACTION:

That Council accept the April 30, 2019 Bank Reconciliation and April 30, 2019 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000262
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $2,314,550.13
Bank Statement Ending Date: 4/30/2019
Cutoff Date: 4/30/2019

Statement Ending Balance	$2,314,550.13
Outstanding Cheques (-)	$316,042.21
Deposits in Transit (+)	$14,135.94
Adjusted Bank Balance	$2,012,643.86
Chequebook Balance as of Cutoff	$2,007,986.56
Adjustments	$4,657.30
Adjusted Book Balance	$2,012,643.86
Difference	$0.00

Ranges: From: To: From: To:
Cheque Number First Last Cheque Date 4/01/19 4/30/19
Vendor ID First Last Chequebook ID First Last
Vendor Name First Last

Sorted By: Chequebook ID

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0030534	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	4/04/19	ATB PRIMARY	PMCHQ00001269	$4,656.83
0030535	ACEINILIFE01	CHUBB LIFE INSURANCE OF CANADA	4/04/19	ATB PRIMARY	PMCHQ00001269	$346.70
0030536	ALEXY01	ALEXY, JAMES	4/04/19	ATB PRIMARY	PMCHQ00001269	$349.00
0030537	ATCOELEC02	ATCO ELECTRIC	4/04/19	ATB PRIMARY	PMCHQ00001269	$333.90
0030538	BCI01	BEAR COUNTRY ENTERPRISES	4/04/19	ATB PRIMARY	PMCHQ00001269	$90.14
0030539	CANADAREVENUE01	RECEIVER GENERAL	4/04/19	ATB PRIMARY	PMCHQ00001269	$504.26
0030540	CAPITALI01	CAPITAL I INDUSTRIES INC	4/04/19	ATB PRIMARY	PMCHQ00001269	$1,727.86
0030541	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	4/04/19	ATB PRIMARY	PMCHQ00001269	$13,408.50
0030542	CIBCVISA01	CIBC Credit Card Services	4/04/19	ATB PRIMARY	PMCHQ00001269	$6,828.47
0030543	CODESACONST01	CODESA CONSTRUCTION LTD	4/04/19	ATB PRIMARY	PMCHQ00001269	$18,975.60
0030544	COLLIE01	MIKE & JANET COLLIE	4/04/19	ATB PRIMARY	PMCHQ00001269	$280.00
0030545	D8FIRSTAOD01	D8 FIRST AID TRAINING DENAY BJ	4/04/19	ATB PRIMARY	PMCHQ00001269	$1,320.00
0030546	DHERTRIB01	GRANDE PRAIRIE HERALD TRIBUNE	4/04/19	ATB PRIMARY	PMCHQ00001269	$179.99
0030547	DLEQUIPMENT01	DOUGLAS LAKE EQUIPMENT	4/04/19	ATB PRIMARY	PMCHQ00001269	$207.84
0030548	DUVALLM01	DUVALL, MEL	4/04/19	ATB PRIMARY	PMCHQ00001269	$772.25
0030549	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	4/04/19	ATB PRIMARY	PMCHQ00001269	$335.93
0030550	EGGEK01	EGGE, KAREN	4/04/19	ATB PRIMARY	PMCHQ00001269	$252.50
0030551	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	4/04/19	ATB PRIMARY	PMCHQ00001269	$646.06
0030552	GRIMSHAWT01	GRIMSHAW TRUCKING L.P.	4/04/19	ATB PRIMARY	PMCHQ00001269	$244.02
0030553	GSFOUND01	GRANDE SPIRIT FOUNDATION	4/04/19	ATB PRIMARY	PMCHQ00001269	$250,000.00
0030554	HACH01	HACH SALES & SERVICE CANADA LT	4/04/19	ATB PRIMARY	PMCHQ00001269	$3,414.60
0030555	HITECH01	HITECH BUSINESS SYSTEMS LTD	4/04/19	ATB PRIMARY	PMCHQ00001269	$63.71
0030556	HOTSYP01	HOTSY WATER BLAST MANUFACTURIN	4/04/19	ATB PRIMARY	PMCHQ00001269	$12,939.47
0030557	LEMAYM01	LEMAY, MAURICE	4/04/19	ATB PRIMARY	PMCHQ00001269	$267.50
0030558	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	4/04/19	ATB PRIMARY	PMCHQ00001269	$53.29
0030559	MCLAUGS01	MCLAUGHLIN, STEVE	4/04/19	ATB PRIMARY	PMCHQ00001269	$222.50
0030560	MINDERLEINH01	MINDERLEIN, HERMANN	4/04/19	ATB PRIMARY	PMCHQ00001269	$386.00
0030561	NMETALIC01	NORTHERN METALIC SALES (GP) L	4/04/19	ATB PRIMARY	PMCHQ00001269	$1,013.64
0030562	ODESSA01	ODESSA DOORS LTD	4/04/19	ATB PRIMARY	PMCHQ00001269	$739.02
0030563	OUELLETA01	OUELLET, AMANDA	4/04/19	ATB PRIMARY	PMCHQ00001269	$375.49
0030564	PATSAU01	PAT'S AUTO SUPPLY GP LTD	4/04/19	ATB PRIMARY	PMCHQ00001269	$17.90
0030565	POETKERA01	POETKER, ALBERT	4/04/19	ATB PRIMARY	PMCHQ00001269	$333.00
0030566	POETKERP01	POETKER, PAM	4/04/19	ATB PRIMARY	PMCHQ00001269	$234.50
0030567	ROCKY01	ROCKY MOUNTAIN PHOENIX	4/04/19	ATB PRIMARY	PMCHQ00001269	$127.31
0030568	STEVENSONL01	STEVENSON, LUCY	4/04/19	ATB PRIMARY	PMCHQ00001269	$304.86
0030569	SYLVAIN01	SYLVAIN & COMPANY	4/04/19	ATB PRIMARY	PMCHQ00001269	$29,017.80
0030570	TRUDEL01	TRUDEL, CINDY	4/04/19	ATB PRIMARY	PMCHQ00001269	$232.50
0030571	WSP01	WSP CANADA	4/04/19	ATB PRIMARY	PMCHQ00001269	$891.45
0030572	PIEBIAKM01	PIEBIAK, MARTINE	4/04/19	ATB PRIMARY	PMCHQ00001269	$220.50
0030573	BOLSTERE01	BOLSTER, ERNEST	4/04/19	ATB PRIMARY	PMCHQ00001269	$74.75
0030574	ABHSERV01	ALBERTA HEALTH SERVICES	4/09/19	ATB PRIMARY	PMCHQ00001270	$140.00
0030575	APEXSECUR01	APEX SECURITY	4/09/19	ATB PRIMARY	PMCHQ00001270	$1,512.00
0030576	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	4/09/19	ATB PRIMARY	PMCHQ00001270	$1,735.66
0030577	CIBCVISA01	CIBC Credit Card Services	4/09/19	ATB PRIMARY	PMCHQ00001270	$717.26
0030578	DLEQUIPMENT01	DOUGLAS LAKE EQUIPMENT	4/09/19	ATB PRIMARY	PMCHQ00001270	$116.74
0030579	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	4/09/19	ATB PRIMARY	PMCHQ00001270	$364.43
0030580	GFLENVI01	GFL ENVIRONMENTAL INC.	4/09/19	ATB PRIMARY	PMCHQ00001270	$4,924.17
0030581	GOVAB01	GOVERNMENT OF ALBERTA	4/09/19	ATB PRIMARY	PMCHQ00001270	$329.00
0030582	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	4/09/19	ATB PRIMARY	PMCHQ00001270	$170.93
0030583	GSFOUND01	GRANDE SPIRIT FOUNDATION	4/09/19	ATB PRIMARY	PMCHQ00001270	$13,890.00
0030584	JOUDRY01	JOUDREY, DENISE	4/09/19	ATB PRIMARY	PMCHQ00001270	$77.25
0030585	LANDTIT01	THE GOVERNMENT OF ALBERTA	4/09/19	ATB PRIMARY	PMCHQ00001270	$28.00
0030586	LANGLOC01	LANG LOCKS & SECURITY SOLUTION	4/09/19	ATB PRIMARY	PMCHQ00001270	$37.80
0030587	LINDE01	MESSER CANADA INC., 15687	4/09/19	ATB PRIMARY	PMCHQ00001270	
0030588	PATSAU01	PAT'S AUTO SUPPLY GP LTD	4/09/19	ATB PRIMARY	PMCHQ00001270	$277.08
0030589	PRDISPOSAL01	PRAIRIE DISPOSAL LTD	4/09/19	ATB PRIMARY	PMCHQ00001270	$409.50

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0030590	PUROLAT01	PUROLATOR INC.	4/09/19	ATB PRIMARY	PMCHQ00001270	$84.65
0030591	SIGNAL01	LOMOSAD MEDIA INC.	4/09/19	ATB PRIMARY	PMCHQ00001270	$7,869.81
0030592	SRHMHW01	SPIRIT RIVER HARDWARE	4/09/19	ATB PRIMARY	PMCHQ00001270	$402.37
0030593	STEVENSONL01	STEVENSON, LUCY	4/09/19	ATB PRIMARY	PMCHQ00001270	$331.19
0030594	TRINUS01	TRINUS TECHNOLOGIES INC.	4/09/19	ATB PRIMARY	PMCHQ00001270	$487.20
0030595	WAINBEE01	WAINBEE LTD	4/09/19	ATB PRIMARY	PMCHQ00001270	$1,161.93
0030596	WANHAMW01	WANHAM WAREHOUSE LTD	4/09/19	ATB PRIMARY	PMCHQ00001270	$177.41
0030597	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	4/12/19	ATB PRIMARY	PMCHQ00001271	$35,153.86
0030598	CODESACONST01	CODESA CONSTRUCTION LTD	4/12/19	ATB PRIMARY	PMCHQ00001271	$4,743.90
0030599	D&LSTEAMING01	D&L STEAMING & VACUUM LTD.	4/12/19	ATB PRIMARY	PMCHQ00001271	$315.00
0030600	DAMEA01	DAME, ANDY	4/12/19	ATB PRIMARY	PMCHQ00001271	$125.99
0030601	DLEQUIPMENT01	DOUGLAS LAKE EQUIPMENT	4/12/19	ATB PRIMARY	PMCHQ00001271	$1,109.27
0030602	NMETALIC01	NORTHERN METALIC SALES (GP) L	4/12/19	ATB PRIMARY	PMCHQ00001271	$413.97
0030603	PATSAU01	PAT'S AUTO SUPPLY GP LTD	4/12/19	ATB PRIMARY	PMCHQ00001271	$234.07
0030604	REYNOLDS01	REYNOLDS PLUMBING & HEATING	4/12/19	ATB PRIMARY	PMCHQ00001271	$165.90
0030605	SCOTTJ01	SCOTT, JOANNE	4/12/19	ATB PRIMARY	PMCHQ00001271	$74.75
0030606	SSEMENIUK01	STEVE SEMENIUK CONSULTING	4/12/19	ATB PRIMARY	PMCHQ00001271	$3,969.00
0030607	WILSONL01	WILSON, LARRY	4/12/19	ATB PRIMARY	PMCHQ00001271	$157.50
0030608	YAREMK01	YAREMKO, PAUL & VICKY	4/12/19	ATB PRIMARY	PMCHQ00001271	$1,633.80
0030609	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	4/16/19	ATB PRIMARY	PMCHQ00001272	$3,219.64
0030610	ALSLAB01	ALS CANADA LTD	4/16/19	ATB PRIMARY	PMCHQ00001272	$951.09
0030611	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	4/16/19	ATB PRIMARY	PMCHQ00001272	$4,073.60
0030612	DESPINS01	DESPINS EXCAVATING	4/16/19	ATB PRIMARY	PMCHQ00001272	$315.00
0030613	DLEQUIPMENT01	DOUGLAS LAKE EQUIPMENT	4/16/19	ATB PRIMARY	PMCHQ00001272	$390.75
0030614	DMREUMCONS01	DM REUM CONSULTING LTD	4/16/19	ATB PRIMARY	PMCHQ00001272	$12,001.50
0030615	DOLLY'S01	DOLLY'S	4/16/19	ATB PRIMARY	PMCHQ00001272	$120.50
0030616	DRADER01	DRADER, HOLLY	4/16/19	ATB PRIMARY	PMCHQ00001272	$159.90
0030617	EFROC01	EFROC INDUSTRIES LTD	4/16/19	ATB PRIMARY	PMCHQ00001272	$1,047.38
0030618	FLEET01	FLEET BRAKE PARTS & SERVICES L	4/16/19	ATB PRIMARY	PMCHQ00001272	$184.80
0030619	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	4/16/19	ATB PRIMARY	PMCHQ00001272	$1,134.75
0030620	JDFINANCIAL01	JOHN DEERE FINANCIAL	4/16/19	ATB PRIMARY	PMCHQ00001272	$125.58
0030621	NMETALIC01	NORTHERN METALIC SALES (GP) L	4/16/19	ATB PRIMARY	PMCHQ00001272	$903.61
0030622	SRHMHW01	SPIRIT RIVER HARDWARE	4/16/19	ATB PRIMARY	PMCHQ00001272	$157.43
0030623	WAINBEE01	WAINBEE LTD	4/16/19	ATB PRIMARY	PMCHQ00001272	$1,345.63
0030624	WINDFORD01	WINDSOR FORD	4/16/19	ATB PRIMARY	PMCHQ00001272	$35.32
0030625	WJFINSTRU01	WJF INSTRUMENTATION (1990) LTD	4/16/19	ATB PRIMARY	PMCHQ00001272	$486.15
0030626	ADVANCEDWAT01	ADVANCED WATER TECHNOLOGIES IN	4/25/19	ATB PRIMARY	PMCHQ00001273	$13,902.22
0030627	BCI01	BEAR COUNTRY ENTERPRISES	4/25/19	ATB PRIMARY	PMCHQ00001273	$218.40
0030628	BROGAN01	BROGAN SAFETY SUPPLY LTD.	4/25/19	ATB PRIMARY	PMCHQ00001273	$895.80
0030629	CANSELL01	CANSEL SURVEY EQUIPMENT INC.	4/25/19	ATB PRIMARY	PMCHQ00001273	$265.13
0030630	CANSELL01	CANSEL SURVEY EQUIPMENT INC.	4/25/19	ATB PRIMARY	PMCHQ00001273	$385.38
0030631	CIBCVISA01	CIBC Credit Card Services	4/25/19	ATB PRIMARY	PMCHQ00001273	$1,073.75
0030632	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	4/25/19	ATB PRIMARY	PMCHQ00001273	$1,227.34
0030633	GWKENWORTH01	GREATWEST KENWORTH LTD	4/25/19	ATB PRIMARY	PMCHQ00001273	$307.36
0030634	HACH01	HACH SALES & SERVICE CANADA LT	4/25/19	ATB PRIMARY	PMCHQ00001273	$1,960.25
0030635	HITECH01	HITECH BUSINESS SYSTEMS LTD	4/25/19	ATB PRIMARY	PMCHQ00001273	$687.69
0030636	MCKINNONG01	MCKINNON, GORDON	4/25/19	ATB PRIMARY	PMCHQ00001273	$100.00
0030637	NEWHARVEST01	NEW HARVEST MEDIA INC	4/25/19	ATB PRIMARY	PMCHQ00001273	$892.50
0030638	NMETALIC01	NORTHERN METALIC SALES (GP) L	4/25/19	ATB PRIMARY	PMCHQ00001273	$233.27
0030639	PARADISD01	PARADIS, DANNY PARADIS VALLEY	4/25/19	ATB PRIMARY	PMCHQ00001273	$74.75
0030640	PARSONS01	PARSONS PRINTING AND	4/25/19	ATB PRIMARY	PMCHQ00001273	$423.15
0030641	PELLETIERD01	PELLETIER, DONALD	4/25/19	ATB PRIMARY	PMCHQ00001273	$91.59
0030642	SIGNAL01	LOMOSAD MEDIA INC.	4/25/19	ATB PRIMARY	PMCHQ00001273	$335.35
0030643	SWSCONT01	SWS CONTRACTING	4/25/19	ATB PRIMARY	PMCHQ00001273	$1,800.00
0030644	WENDLAND01	WENDLAND, DEANNE	4/25/19	ATB PRIMARY	PMCHQ00001273	$690.75
0030645	JUBILEE01	RMA INSURANCE LTD	4/25/19	ATB PRIMARY	PMCHQ00001273	$100.00
0030646	DIAMOND01	DIAMOND SOFTWARE INC.	4/25/19	ATB PRIMARY	PMCHQ00001273	$3.27
0030647	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	4/26/19	ATB PRIMARY	PMCHQ00001274	$7,011.17
0030648	ATCOELEC02	ATCO ELECTRIC	4/26/19	ATB PRIMARY	PMCHQ00001274	$333.90
0030649	BCI01	BEAR COUNTRY ENTERPRISES	4/26/19	ATB PRIMARY	PMCHQ00001274	$111.09
0030650	CARBONET01	CARBONE, TERRY	4/26/19	ATB PRIMARY	PMCHQ00001274	
0030651	CIBCVISA01	CIBC Credit Card Services	4/26/19	ATB PRIMARY	PMCHQ00001274	$225.00
0030652	DUVALLM01	DUVALL, MEL	4/26/19	ATB PRIMARY	PMCHQ00001274	$105.00

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0030653	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	4/26/19	ATB PRIMARY	PMCHQ00001274	$251.82
0030654	JOUDRY01	JOUDREY, DENISE	4/26/19	ATB PRIMARY	PMCHQ00001274	$1,380.54
0030655	PETTY01	MCLAUGHLIN, MARLENE	4/26/19	ATB PRIMARY	PMCHQ00001274	$168.44
REMIT000000000000766	ACCESS	ACCESS GAS SERVICES INC	4/09/19		PMCHQ00001270	$0.00
REMIT000000000000767	ALTAGAS01	AltaGas Ltd	4/09/19		PMCHQ00001270	$0.00
REMIT000000000000768	CAMPUSENERGY01	CAMPUS ENERGY PARTNERS LP	4/09/19		PMCHQ00001270	$0.00
REMIT000000000000769	LAPP01	LOCAL AUTHORITIES PENSION PLAN	4/09/19		PMCHQ00001270	$0.00
REMIT000000000000770	MANHCSA01	MANULIFE FINANCIAL GROUP BENEF	4/09/19		PMCHQ00001270	$0.00
REMIT000000000000771	RECGEN01	RECEIVER GENERAL	4/09/19		PMCHQ00001270	$0.00
REMIT000000000000772	TELUSCO01	TELUS COMMUNICATIONS INC	4/09/19		PMCHQ00001270	$0.00
REMIT000000000000773	IWANTWIR01	IWANTWIRELESS	4/16/19		PMCHQ00001272	$0.00
REMIT000000000000774	ACCESS	ACCESS GAS SERVICES INC	4/25/19		PMCHQ00001273	$0.00

Total Cheques: 131					Total Amount of Cheques:	$499,383.97
						==========

Birch Hills County

April 30, 2019

Dimitri Boychuk
RR1
Woking, AB T0H 3V0

Dear Mr. Boychuk:

RE: Dust Control – Alberta Secondary Highway 677

The purpose of this letter is to advise you that your email dated April 3, 2019 that had been sent to Paul Reum, Councillor for Ward 3 in Birch Hills County, was a last-minute addition to the Agenda of the Regular Council Meeting on April 4, 2019. Council did discuss the matter at that meeting, and passed Resolution RC19-128 that read as follows:

> *"that Council direct Administration to research County policies related to the application of dust control, including responsibility for the quality of the work and subsequent damage due to road maintenance undertaken by the contractor responsible for the provincial highways, and to bring back the information to a future Regular Council Meeting."*

The requested information was brought back to Council at the April 25 2019 Regular Council Meeting. After reviewing the information, Council discussed the matter including options available, and passed Resolution 19-156 that read as follows:

> *"that Council accept the presentation regarding Dust Control for information and direct Administration to provide Mr. Boychuk with the information provided to Council."*

As directed, a copy of the Request for Decision provided to Council regarding this matter has been attached to this letter. Please feel free to contact me if you require any clarification of the information provided.

Sincerely,

Hermann Minderlein, CAO
Birch Hills County

Cc: Birch Hills County Council

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**
Meeting Date:	April 25, 2019	**CAO**
Originated By:	Michael Coy, Project Manager	**Manager**
Item Title:	Dust Control	**Presenter**

DESCRIPTION:

Administration is bringing information to Council regarding County policies related to the application of dust control, including responsibility for the quality of the work and subsequent damage due to road maintenance undertaken by the contractor responsible for the provincial highways as requested.

BACKGROUND:

Councillor Reum received an email from Mr. Dimitri Boychuk on April 3, 2019 that read as follow:

> *"*The application of dust control over the past two years applied to our residences was inadequate.it failed ½ way through the season. BHC was notified but nothing was done. Due to the high traffic on the road it filled. This year will be no different. Since we paid for a years worth of control and did not get what we paid for , we feel that the residents that got dust control in the past reveive a free application this year with an increased rate that will stand up this year. In addition if it breaks down we would expect it corrected in due time.
>
> I would like you to bring this forward at the April 4 meeting on our behalf. Please call me today as to your response
>
> 780 933 5782*"*

Mr. Boychuk's residence is located on the south side of Hwy 677 which is a provincial road, and as such the county is not responsible for maintenance of this road or road repair, re-gravelling, etc.

In order to apply calcium onto Hwy 677, the County applies for a permit which allows us to do so within a very specified window of time. Ledcor is the current contractor responsible for all maintenance thereafter.

The following subsections are taken from Section 1 of the Birch Hills County Dust Control Policy:

> *"*h) Dust control treatment will be applied once annually.*"*

And

"i) The County does not guarantee in any way the effectiveness of the dust control treatment, once the treatment has been applied no refunds will be made."

Birch Hills County has always worked with Tiger Calcium Services to supply a gold 35% product. The program has been run the same way for at least the last 12 years. This program runs once a year and is not a matter of just spraying calcium on the road; preparation and adequate moisture is always needed. The costs of respraying a single patch properly would cost more than the applicant pays.

COST / SOURCE OF FUNDING:

Residential Dust Control: 2-32-70-01-249: $50,000

Water Residential Dust Control: 2-32-70-02-249: $5,000

Mr. Boychuk received the same split on the first 100m as everyone else so for his 200m patch he pays $1260.00 including GST ($400+$800+GST).

RELEVANT LEGISLATION (Cite):

Dust Control Policy Adopted December 18, 2014 by Resolution RC14-447 (copy attached)

ATTACHMENT(S):

OPTIONS:

The policy is very clear, but if the residents are unhappy, staff recommends that Hwy 677, as a provincial highway, not be touched in any way by Birch Hills County staff or hired contractors.

RECOMMENDED ACTION:

It is recommended that Council accept the presentation regarding Dust Control for information and direct Administration to advise Mr. Boychuk of Council's decision.

POLICY

Department	Policy No.	Page
Public Works		**1 of 2**
Policy Title	**Date:**	**Resolution No.**
DUST CONTROL	**December 18, 2014**	**RC14-447**

Policy Statement

Birch Hills County recognizes that dust from gravel roads may create health, safety or general nuisance concerns for residents and therefore offers a dust treatment program to mitigate the impact of dust in front of residences.

Regulation

1. **Rural Residences/Companies**

a) The County will arrange for dust control on roads in front of a residence on a cost-share basis. The County will cost share at a 50/50 basis with resident up to 100 meters in length. For lengths greater than 100 meters, the ratepayer/resident shall be responsible for 100 percent of the cost of the dust suppressant product, applications and preparation work.

b) Applications will only be accepted until May 1st of each year and arrangements made with a supplier to apply the dust treatment on the roads from May or any time after. There must be a minimum of ten (10) applications in an area for dust control.

c) Immediately prior to the application of the dust control, the Public Works designate will contact the resident and mark the location of where the dust treatment is to be applied.

d) The date for the application of the material will be determined at the sole discretion of the County and will be at such time as material is available and the weather is suitable for proper application.

e) The cost of the dust abatement must be paid by the ratepayer at the time application is submitted to the County.

f) All residents who wish to be considered for this program must apply each year.

g) Late applications will not be accepted.

h) Dust control treatment will be applied once annually.

i) The County does not guarantee in any way the effectiveness of the dust control treatment, once the treatment has been applied no refunds will be made.

j) The County reserves the right to maintain or grade the treated section(s) of roadway as necessary to maintain a safe driving surface and/or to optimize performance of the dust control product.

k) Where a single application will serve adjoining residences, it is the responsibility of the landowners to work out the distribution of costs.

Approved: December 18, 2014
Revised:

Grande Spirit Foundation

"Providing Affordable Housing to Seniors and Families"

1 May, 2019

The Friends of the Grande Spirit Foundation was established in 2001 in response to a donation made by the estate of a resident, and the change in operating assistance by the government from full coverage to costs for basic services.

The Friends of the Foundation saw an opportunity to enhance the lifestyle in the seniors' homes operated by Grande Spirit Foundation through donations, grants, fundraising, and volunteer work. The Friends of the Grande Spirit Foundation was established to oversee the administration of any funds donated or raised through fundraising activities.

This year we are once again organizing a Golf Tournament at Morningview Park Golf Course on Saturday, June1st as one of our fundraising activities. We would appreciate any donations that you could make towards helping us have a successful event. Receipts will be issued for cash donations over $20.00. 100% of the proceeds will go towards the continued enhancement of Grande Spirit Foundation seniors' facilities.

Thank you for your consideration.

Kathy Belyan 780 532-2901

Arlene Charlesworth 587-771-9432

9505 - 102 Avenue, Grande Prairie, Alberta T8V 7G9
Telephone: (780) 532-2905 Fax: (780) 539-3155

Friends of
Grande Spirit Foundation

Best Ball Charity

6th Annual

Golf Tournament

June 1st, 2019

WHERE: Morningview Park Golf Course

WHEN: Saturday June 1st, 2019

Registration at 12:00 – 12:50pm Start Time at 1:00pm

COST: $100 per Person
(Includes green fees, power cart, hot dog lunch and Roast Beef Dinner
REGISTER: In teams, pairs, singles by calling
Morningview Park Golf Course 780-568-4357, or by calling
Arlene 587-771-9432 or Kathy 780-532-2901

All funds raised will go towards projects that give our seniors a better quality of life!

Prizes and Silent Auction

Central Peace Health Complex
AUXILIARY CLUB

BIRCH HILLS COUNTY
RECEIVED
MAY 14 2019
WANHAM

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

Attention: CAO

Dear (CAO):

RE: **Emergency Ultrasound Machine**

On behalf of the Central Peace Health Complex Auxiliary, we are requesting funding support for the above item for the Emergency Department at the Central Peace Health Complex.

Central Peace Health Complex Auxiliary is a non-profit organization where funds go directly to the purchases of equipment to aid in maintaining a better quality of life in the lives of continuing care, staff, and most importantly the surrounding communities. In 2018, the Auxiliary purchased two transport broda chairs and the recreation therapy fridge. This year we purchased stainless steel cupboards for the emergency department. Now are looking at funding a portable ultra sound machine with your assistance. Attached please find information on this piece of equipment which would be used by the ER Doctors and nurses, who would be trained by Alberta Health Services.

The Auxiliary raises money through donations, casino, and managing the canteen/gift shop through the hospital with crafts and wares made by the CPHA.

If you have any questions or wish to have the Central Peace Health Complex Auxiliary as a delegation at your council meeting for more information, please do not hesitate to contact Bernadette Wlad at 780-864-3949 or Alice Dobish at 780-864-4594

Sincerely,

Bernadette Wlad
Bernadette Wlad, President

Alice Dobish, Treasurer

Central Peace Health Complex Auxiliary

Attachment

We would like to introduce you to the Central Peace Health Complex Auxiliary Club which started in June 27, 1941 supporting the Central Peace General Hospital which some of you may not remember. Original names still in the community today include Neal, Dion, Cox, McBride, Hudson, Payeur, Labrecque Chabot, and Dufour just to name a few. The tradition continues in that many of our farm families and community minded people are involved. Traditionally it has been mainly females in this club but we are not opposed to male influences as well. To date there are approximately XXX members that meet on a monthly basis, in the Central Peace Health clinic to devote many volunteer hours to activities and projects for the enhancement of patient care and comfort.

Monies for these purchases are raised through the memorial donations, hospital canteen, casino funds, quilting and handy craft sales and draws, and donations through other municipal government fundraising, like the recently the festival of the trees in December. Some of the recent purchases consist of Stainless Steel cabinets (with the help of the festival of the trees), transport broda chairs – that fit on the bus to assist in taking the continuing care residents out safely, a fridge for the breakfast club which serves a monthly breakfast for select residents where they assist in cooking for themselves and where the residents bake homemade cookies, and that was just in the last six months. Purchasing this equipment assists in make the lives better and productive in continuing care, as well as, assisting the emergency department to be updated and assist in providing the services and care which our rate payers deserve and should not be disadvantage because they are from the north and serve a population base smaller than other areas.

Funds go directly to the purchases for equipment to keep this complex up to date in this century, to make the lives of continuing care and staff, and most importantly a better quality of life for easier for the surrounding communities. One of such projects was the "Jaws of Life" project which was in the years 1990 to 1992.

Our latest venture is an ultrasound machine for the use in the ER department for outpatients. The physicians will use this tool for diagnostics that may otherwise require transport to Grande Prairie or Edmonton to complete which would delay treatment that could be life threatening. Having the ultrasound machine being so close to the clinic and the physicians it will be used for early diagnostics and treatment for potential life threatening things such as acute abdomens, trauma, cardiac and lung issues.

This is not a standard piece of equipment in rural sites but is often requested by the physician and especially our locum physicians (so this would assist in retaining our physicians.) Training and maintenance would be supported through Alberta Health Services for the physicians and nurses as it will be in the ER department. It would be similar to the ones in Beaverlodge, Fox Creek and Valleyview which were supported through their foundations.

Attached please find some more information on this equipment that was presented to the Auxiliary for funding support.

The Central Peace Ladies Auxiliary Club will be available for more questions if you require us to attend a council meeting

Bernadette Wlad

President, Central Peace Auxiliary Club

Alice Dobish

Treasurer, Central Peace Auxiliary Club

Fujifilm Sonosite.

Base Cost	20,020
Accessories (transducers etc)	26,725
	46,745

Emergency Uses:

Acute trauma patients with blunt or penetrating torso injuries

Pregnant or pediatric trauma patients

Subacute trauma patient with delayed presentation who complain of increase abdominal pain

Pregnant patient with abdominal or pelvic pain

Patient with presentation of shortness of breath or shock

Traumatic chest injuries

Cardiac trauma

Acute abdominal pain and/or trauma

Non Emergent uses:

Difficult start IV's

Penetrating injuries and removal of foreign bodies

A big **THANK YOU** for your donation to the 2019 Spring Scurry!!

BIRCH HILLS COUNTY
RECEIVED
MAY 16 2019
WANHAM

We are very pleased with the turn out of the 7th annual Spring Scurry! This year we had 127 paid participants; making the 2019 Spring Scurry our largest event yet!

34 children under the age of 9 raced in the 500 m & 1000m races. Their enthusiasm was rewarded with superhero capes & an item from the treasure chest. 22 children between the ages of 7 -17 years entered our new 5km Youth category; the fastest girls and boys in this youth category were rewarded with medals. 71 adults entered the 5 & 10 km races; we also rewarded these top times with shiny medals. This year we recognized our mature runners with a flashy award. Anyone over 55 years with a top time was awarded a "Fast as Lightning" Superhero cape, they were a hit! The rest of the day was filled with smiles and camaraderie as we enjoyed entertainment from the Hula Hoop Circus and Charlie the Elk from the Eaglesham Royal Purple Elks. There were vendors, a bustling silent auction, back yard games, a warm lunch, and plenty of visiting. The event has become a great tradition for many locals and continues to draw out of area people to the Birch Hills County for the day. A whopping 38 volunteers contributed to the success of the Spring Scurry this year; that too is something to celebrate!

Thank you for helping us promote health & fitness in our community with your generous donation!

Sincerely - Eaglesham & District Ag Society

SPRING SCURRY
WATINO, AB.

From: "**Nasha Shorey**" <nasha@roadata.com>
Date: Thu, May 9, 2019 at 5:34 PM -0400
Subject: URGENT - ROAD PERMIT CHANGES
Cc: "Nicole Wright" <nicole@roadata.com>

Good Afternoon,

Please see the below information being sent on behalf of our General Manager, Nicole Wright:

> Roadata has become aware of a component of the UCP Campaign Platform that has significant impact to Municipalities in Alberta. The specific area we are concerned about is as follows:
>
> > **A United Conservative government will:**
> >
> > - Reclassify service rigs as off-road vehicles, such as farm equipment
> > - Replace rural road permits with an annual provincial permit
> > - Reclassify service rigs as provincial carriers even when crossing provincial boundaries
>
> I have spoken with Kim Durdle at Alberta Transportation and confirmed that yes, a review is currently underway. She said that there were rumblings that a decision may be made as early as this week.
>
> I have also spoken with a Senior Policy Advisory with the Office of Traffic Safety and she indicated that consultation with stakeholders **may not** occur as this policy changed was clearly outlined in the UCP's Platform and as such, that was the consultation period.
>
> I believe that Municipalities **MUST** voice their concerns over these potential changes in a very loud and informative matter. I **URGE** you to reach out to the Minister of Transportation, Ric McIver, to express how removing the ability for Municipalities to provide local road approval for Overweight Permits will have a severely negative effect on the Municipality in hole, its Infrastructure and its Rate Payers.
>
> We have established contact with RMA, AACPO and LGAA on this matter. However, given the fact that a consultation period with stakeholders may not occur, we suggest voicing your concerns to the minister directly.
>
> Please think about the impacts of this change to your Municipality and bring forward your concerns ASAP.

You can view the entire UCP Campaign Platform by following this link, the area noted above is on page 30:
https://www.albertastrongandfree.ca/wp-content/uploads/2019/04/Alberta-Strong-and-Free-Platform-1.pdf

Respectfully,

Nicole Wright
General Manager
Roadata Services Ltd.

If you have any questions please contact our office.

Thank you,

Nasha Shorey
Communications Manager
Roadata Services Ltd.
Direct Line:
Phone: 403-356-2688
Permit Center:
Phone: 888-830-7623
Administration:
Phone: 403-314-9500
Fax: 403-341-7467
www.roadata.com

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NORTHERN SUNRISE COUNTY

Bag 1300, 135 Sunrise Road
Peace River, AB
T8S 1Y9
northernsunrise.net

May 16, 2019

Honourable Ric McIver
Minister of Alberta Transportation
320 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

Honourable McIver: Ric

RE: Reclassification of Service Rigs and Replacing of Rural Road Permits

At the May 14, 2019 regular Council meeting, Council reviewed information regarding a provincial government review of the following proposed changes of the following items:

- Reclassify service rigs as off-road vehicles such as farm equipment
- Replace rural road permits with an annual provincial permit
- Reclassify service rigs as provincial carriers even when crossing provincial boundaries

Municipalities maintain and direct traffic patterns on their local roads according to what the road were designed to be able to handle. Roads in northern Alberta are built over very different types of ground conditions, such as muskeg, than roads that are build in central and southern Alberta. Having the Province issue permits would take away the municipality's ability to divert traffic onto appropriate roads when needed to ensure the life span of our road network system.

Reclassifying service rigs as off-road vehicles such as farm equipment would be a detriment to municipalities. Service rigs would have the ability to use any road they choose. It removes control of the municipality to stop or re-route the traffic if there is damage being done on the roads. The cost to fix and maintain the roads are borne solely by the municipalities.

Rural road permits need to be left in control of the municipality that they are in as they know which roads are best for handling the different types of traffic. Northern Sunrise County has always strived to accommodate the traffic where required and work with our industry partners to ensure they are also meeting their business requirements.

We sincerely hope that you take our feedback and concerns into consideration when your department is reviewing the changes proposed above.

Sincerely,

Carolyn Kolebaba
Reeve

c: Dan Williams, MLA for Peace River
Pat Rehn MLA for Lesser Slave Lake
Al Kemmere, President, Rural Municipalities of Alberta
Reeve Richard Simard, Big Lakes County
Reeve Gerald Manzulenko, Birch Hills County
Reeve Miron Croy, Clear Hills County
Reeve Leanne Beaupre, County of Grande Prairie No. 1
Reeve Terry Ungarian, County of Northern Lights
Reeve Josh Knelsen, Mackenzie County
Reeve Peggy Johnson, MD of Fairview No. 136
Reeve Dale Smith, MD of Greenview No. 16
Reeve Marcel Auger, MD of Opportunity No. 17
Reeve Robert Willing, MD of Peace No. 135
Reeve Robert Brochu, MD of Smoky River No. 130
Reeve Tony Van Rootselaar, MD of Spirit River No. 133
Reeve Alvin Hubert, Saddle Hills County
Mayor Don Scott, Regional Municipality of Wood Buffalo